

**Holyoke Community Charter School
2200 Northampton Street
Holyoke, MA 01040
Board of Trustees**

Minutes of HCCS Board of Trustees Meeting – October 30, 2019

In Attendance: Jay Breines, Cynthia Dennis, Leona Florek, Jenna Gable, Janine Kent, Lina Rivera
Guests: Kyle Callender, Sonia Correa-Pope, Ryan Meek, Tom Paquin, David Potter, Anthony Rios, Maria Rodriguez, Tony Tannous, Benjamin Torres, Keisa Valle, Amy Wesley, Sharon Blazejowski (Moriarty & Primack), Patrick Leary (Moriarty & Primack)
Not Present: Mark Lubold

I. Meeting called to order at 5:02 p.m. by Jenna Gable. Public comments/none

II. **2018-2019 Auditor's Report**

Sharon Blazejowski, and Patrick Leary of Moriarty & Primack presented the report of the audit of the financial statements. They distributed two documents: the required communications and auditor's report which was reviewed page by page.

No new accounting policies were adopted and no existing policies were changed. All significant transactions have been recognized in the financial statements in the proper period. No difficulties encountered in performing the audit. Management has corrected all misstatements. No disagreements with management. No management consultations with other independent accountants. Management discussions occurred in the normal course and were not a condition to retention. There was one instance of noncompliance. Patrick stated it was a minor issue encountered by many schools.

Management's discussion and analysis. Financial statements and notes were reviewed page by page. Issuing unmodified opinion/MTRS is only finding.

Sharon Blazejowski, Sonia Pope, and Maria Rodriguez described the Corrective Action Plan in place to address the finding.

Required questions were asked:

- Aware of any subsequent events occurring after June 30, 2019 that would need to be disclosed? All indicated "no".
- Aware of any litigation or fraud that is occurring? All indicated "no"
- Aware of any other related parties that have not been disclosed? All indicated "no"

There were no findings for the major federal award programs audit. The Title I program was tested with no findings. The school is determined to be a low-risk auditee.

Electronic copies will be distributed and the report will be uploaded by Sonia to the Department of Elementary and Secondary Education (DESE) by November 1. Moriarty & Primack will notify state auditor that it is complete.

Janine Kent moved to accept the financial audit as presented. Seconded by Jay Breines. The motion passed unanimously.

III. **MCAS Presentation**

Next Generation MCAS presentation by Sonia Pope and Benjamin Torres on behalf of SABIS and the HCCS team.

Benjamin presented on MCAS performance data. HCCS exceeded MCAS participation rate. Next Generation MCAS Achievement was reviewed by each grade and subject. Benjamin reviewed the new two-part ESSA Accountability system and reviewed HCCS' targets. The four accountability indicator weightings for non-high schools are in Achievement, Student Growth (SGP), Progress toward English Proficiency, and Chronic Absenteeism. In ELA, HCCS was stagnant in terms of achievement – there was not a statistically significant drop or increase. In Math, HCCS achievement increased. HCCS exceeded the SGP target in the aggregate for Math but did not meet the target in ELA. HCCS exceeded the target for progress toward English proficiency and for reducing chronic absenteeism. DESE has classified HCCS as making “substantial progress toward targets” and “not requiring assistance or intervention”. The HCCS team presented the board with strategies being implemented to address students who are consistently underperforming and increase ELA performance for all students, particularly in writing. Jenna requested that the presentation be emailed to the board members. She thanked the HCCS Pillars team for their hard work and acknowledged the support they provide to the school in order to have achieved such a positive result.

IV. **Finance/Facilities**

Facilities

Tom Paquin reported the VFD installation has been approved by HG&E and will begin soon. He also reported that the redesign of the traffic flow in the parking lot has been a success. Cynthia inquired about progress with Dan Pellotta, the Owner's Project Manager (OPM) for P3, and Tom reported that he has been in contact via email and a date for a meeting will be set.

Finance

Maria Rodriguez reported that all federal grants have been approved and a Title III grant application was submitted to implement an English Learners summer program with transportation provided. She also reported that the transportation cost is off for the month of September, because the invoice was not received. Cynthia Dennis reviewed the financial reports and found no areas of concern. Cynthia inquired about payments to Kaestle Boos, Maria reported that no invoices have been submitted. **Cynthia Dennis moved to accept the financials as presented. Seconded by Leona Florek. The motion passed unanimously.**

V. Membership

Leona Florek moved to extend Jenna Gable's membership to the board for a second three-year term. Seconded by Lina Rivera. The motion passed unanimously.

Lina Rivera moved to extend Cynthia Dennis's membership to the board for an extension to a sixth three-year term. Seconded by Leona Florek. The motion passed unanimously.

Jenna Gable moved to extend Jay Breines's membership to the board for an extension to a sixth three-year term. Seconded by Lina Rivera. The motion passed unanimously.

The motion for Mark Lubold's membership renewal will be moved to the November regular board meeting agenda.

VI. Old business

Jenna inquired about the implementation of the eBooks. Sonia reported that there were issues with keeping the software secure and limiting student access to other software on the tablets. Sonia suggested that implementation be delayed to the second term, beginning in January, and have student and parent training done in November and December. The board discussed delayed implementation and allowed Sonia to move forward with implementation in term 2. Amy Wesley stated that she will follow-up with the vice-presidents of IT at SABIS and update the board within a week.

VII. New Business

None.

VIII. Approval of Minutes

Cynthia Dennis moved to approve the meeting minutes of September 23. Seconded by Leona Florek. The motion passed unanimously.

IX. **Director's Report**

- Enrollment is at 702
- Academic initiatives were reviewed
- SABIS support – ongoing; Sonia and Amy have weekly meeting. Jenna Gable applauded the relationship being fostered and built between SABIS and school leadership.
- Cynthia Dennis inquired about the results of the Renewal Site Visit. Sonia discussed the timeframe and process for receiving site visit reports. She stated the final is expected in February.
- Professional Development - ongoing, especially with DESE requirements
- Student Life - events include the Teddy Bear Picnic and the Energized Guyz
- Student Management – suspension data was reviewed
- Facilities – bus evacuation and bus safety drills were held; fencing installed on the field for increased safety during Student Life recess
- Areas of improvement – parking lot traffic flow has had a positive influence in student safety during drop-off
- Upcoming events – parent/teacher conferences; school dance; Family Fun Hockey Night; half-day/pajama day; Thanksgiving Break

Jenna reminded all board members that the regular board meeting in November is on November 19th.

Jenna Gable moved to adjourn the meeting. Seconded by Cynthia Dennis. The motion passed unanimously. The meeting adjourned at 8:21 p.m.

As prepared by Elizabeth Pawlowski

Respectfully submitted,

Mark Lubold, Clerk

Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

Auditor's Report

September 23, 2019 minutes

MCAS Presentation