

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

Minutes of HCCS Board of Trustees Meeting – October 28, 2020

**In accordance with Massachusetts General Laws Chapter 30A, Sections 18-25 and Governor Baker’s Emergency Order in response to COVID-19 allowing remote meetings of public bodies. (<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>), this meeting was held via Zoom video conference.*

In Attendance: Jay Breines, Cynthia Dennis, Leona Florek, Jenna Gable, Janine Kent, Lina Rivera, Jean Swinney

Guests: Lara De Almeida, Sharon Blazejowski, Kyle Callender, Ryan Meek, Tom Paquin, Sonia Pope, Maria Rodriguez, Christi Seiple-Cole, Tony Tannous, Benjamin Torres, Keisa Valle, Amy Wesley

Not Present: N/A

I. **Meeting called to order** at 5:07 p.m. by Jenna Gable.

Roll call of all attendees; each attendee spoke his/her name.

Public comments/none.

II. **Approval of Minutes**

Cynthia Dennis moved to approve the minutes of the September 23rd regular meeting. Seconded by Lina Rivera. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Gable – Aye, Kent – Aye, Rivera – Aye, Swinney – Aye. The motion passed unanimously.

Board Reports

None

Board Mail

None

III. **2019-2020 Auditor’s Report**

Sharon Blazejowski 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.

The Audit was conducted remotely. 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.

Management's discussion and analysis. Financial statements and notes were reviewed page by page. Issuing unmodified opinion/ no issues or findings. Debt service ratio is in compliance.

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. The MTRS finding from the previous year's audit (2019-2020) has been resolved and all MTRS payments were made on time during the 2020 fiscal year.

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

Cynthia Dennis moved to accept the financial audit as presented. Seconded by Jay Breines. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Gable – Aye, Kent – Aye, Rivera – Aye, Swinney – Aye. The motion passed unanimously.

Membership

Jenna Gable announced her resignation from the board due to her relocation to another state. **Cynthia Dennis moved to accept Jenna Gable's letter of resignation. Leona Florek seconded. Breines – Aye, Dennis – Aye, Florek – Aye, Kent – Aye, Rivera – Aye, Swinney – Aye. The motion passed unanimously.**

Cynthia Dennis motioned to elect Leona Florek to Chair of the Board. Seconded by Jay Breines. Breines – Aye, Dennis – Aye, Florek – Aye, Gable – Aye, Kent – Aye, Rivera – Aye, Swinney – Aye. The motion passed unanimously.

Cynthia Dennis motioned to elect Janine Kent to Vice Chair of the Board. Seconded by Jean Swinney. Breines – Aye, Dennis – Aye, Florek – Aye, Gable – Aye, Kent – Aye, Rivera – Aye, Swinney – Aye. The motion passed unanimously.

Leona Florek motioned to elect Jean Swinney to Secretary of the Board. Seconded by Jean Swinney. Breines – Aye, Dennis – Aye, Florek – Aye, Gable – Aye, Kent – Aye, Rivera – Aye, Swinney – Aye. The motion passed unanimously.

Finance

Cynthia Dennis reviewed the financial reports and found no issues/concerns.

Cynthia Dennis moved to approve the financials. Seconded by Jean Swinney. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Gable – Aye, Kent – Aye, Rivera – Aye, Swinney – Aye. The motion passed unanimously.

Facilities

The board discussed the Gymnasium Project. Cynthia reported that, last month, the board had voted to move forward with the auxiliary projects and were going to reassess the gymnasium project later. The board discussed the pros and cons of beginning the gymnasium project, especially in terms of COVID-19, costs, and community benefits. Tom Paquin reported that the next step would be the design phase. Cynthia discussed using capital budget to pay for the design phase costs, then move to get DESE approval for loan beyond charter term after costs are further defined. **Janine Kent moved to move forward with the construction of the gymnasium. Seconded by Lina Rivera. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Gable – Aye, Kent – Aye, Rivera – Aye, Swinney – Aye. The motion passed unanimously.**

IV. Old Business

Cynthia Dennis reported on the Holyoke Community Charter School Foundation and the need to elect officers for the foundation. The board discussed the other requirements, including filing an annual report, meeting schedule, and review of bylaws.

Tom Paquin reported that the skylight project has gone out to bid and the HEPA filters were installed in the COVID-19 room. The school received permits for the two storage units.

V. New Business

None

VI. Administrative Reports/School Director

Dr. Sonia Pope reported:

- Enrollment – 702 students for the DESE October 1 count; creating new recruitment strategies
- Academics – MCAS Alt Assessment training; Commissioner reports MCAS is still scheduled for spring; meeting with DPH determined Holyoke, Chicopee, and Springfield in “red” so reopening is delayed; COVID-19 test results; virtual parent-teacher conferences October 28, 29, and 30; second shipment of Chromebooks received – distributing to all students; exams began on October 26 – SABIS and Academic Team fine-tuning/refining administration of exams; Amy Wesley described the role of exams in the SABIS system

- Admin Updates – weekly meeting with SABIS; regional subject coordinators observing teachers and providing feedback to teachers and AQC's; SABIS and HCCS Business Manager worked to complete the audit
- DESE Updates – HCCS Accountability Plan and Annual Report were approved by DESE; HCCS Amendment for region expansion - vote will take place at DESE meeting on Feb 23, 2021 to
- Professional Development – ongoing; SPED Director's meetings through DESE; Executive function workshop for teachers during Oct PD; DESE Tiered Focus monitoring OLA office (EL audit) – HCCS will be receiving a site visit to audit our federal program for EL students, and the school is preparing for SPED audit (date TBA)
- Student Management – monthly phone calls to assist families; parent “open office hours” to connect with Dr. Pope
- Facilities – cleaning/sanitizing daily; write-ups for staff not wearing masks; storage unit permit received; Fruit and Vegetable program handing out a lot of packages in drive-thru style
- Upcoming events reviewed
- Dr. Pope answered boards questions on remote learning, Holyoke receiver, Special Education, and student engagement

Janine Kent moved to adjourn the meeting. Seconded by Cynthia Dennis. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Gable – Aye, Rivera – Aye, Swinney – Aye. The motion passed unanimously. The meeting adjourned at 7:00 p.m.

As prepared by Elizabeth Pawlowski

Respectfully submitted,
 Janine Kent
 Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

September 23, 2020 Meeting Minutes
 Monthly Financial Report
 Auditor's Report