

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

Minutes of HCCS Board of Trustees Meeting – September 23, 2019

In Attendance: Cynthia Dennis, Leona Florek, Jenna Gable, Janine Kent, Lina Rivera

Guests: Tom Paquin, Sonia Pope, Maria Rodriguez, Christi Seiple-Cole, Benjamin Torres,
Amy Wesley

Not Present: Jay Breines, Mark Lubold

I. Meeting called to order at 5:06 p.m. by Jenna Gable. Public comments/none.

II. **Board Mail**
Mail Folder/empty

III. **Approval of Minutes**

Cynthia Dennis moved to approve the minutes of the August 22 and September 16 meeting. Seconded by Lina Rivera. The motion passed unanimously.

IV. **New Business**

Amy Wesley introduced herself as the SABIS Executive Director for US operations and introduced Christi Seiple-Cole as the SABIS Director of Academic Operations -US. The board members and guests introduced themselves. Amy discussed the restructure of U.S. Operations and reviewed the organizational chart. She then discussed the role of the regional subject coordinators and regional Academic Quality Controller in supporting school operations. Amy presented the results from the teacher survey regarding subject coordinator curriculum presentations during the August training.

Christi Seiple-Cole presented an overview of the Virtual Learning Environment (VLE) modules and training. Amy then reviewed the other tools that are employed by SABIS: SABIS 360; Reteach/Retest; SABIS E-books; PrepList/Grid Questions; The Write Tools; and new Social Studies curriculum

Benjamin Torres presented preliminary MCAS data for grades 3, 4, and 7. Sonia Pope discussed academic interventions and strategies for ELA and math, particularly for those grade levels.

The board announced that the October meeting was rescheduled for October 30 and the November meeting was moved to November 19, due to the Thanksgiving Holiday.

V. **Finance**

Cynthia Dennis reviewed the financial report. She inquired about the non-SABIS books line being over budget. Maria Rodriguez and Sonia Pope explained it was due to the new Social Studies curriculum in grades 6, 7, and 8. Cynthia also inquired about the overage in the instructional technology budget. Maria responded that this was due to the eBook software, which will be paid with grant money once the funds are released through DESE.

Cynthia Dennis moved to approve the financials. Seconded by Jenna Gable. The motion passed unanimously.

VI. **Membership**

Jenna inquired about the status of Jean Swinney's in the Board Member Management System. Sonia Pope reported that DESE is resending the email to her to complete conflict of interest and financial disclosure.

VII. **Facilities**

Tom Paquin reported that the fire drill conducted by the Holyoke Fire Department on September 5 went well. An internal lockdown drill was conducted on September 11 and all students and teachers understand the expectations. State Police will conduct their own drill in the next few months.

Tom also reported that there have been a lot of parking lot issues with morning drop-off procedures. He will be installing barricade fencing to create a single lane for parent drop-off and staff parking placards/permits will be used to allow entrance to the designated parking areas. A police officer will oversee the first two days of the new procedure.

VIII. **Old Business**

None

IX. **Director's Report**

Sonia Pope presented the Director's report

- Enrollment is on target
- Academic overview – August training was completed; the SABIS Point System of Instruction; mentoring program; LOOK Act for English Learners
- SABIS corporate support during August training and beginning of school year; Dr. Boozer observing teachers and providing feedback to AQC's
- Professional Development is ongoing
- Student Management reports zero suspensions this period; HCCS was chosen by DESE to present best practices in terms of Social Emotional supports at conference in November
- Upcoming Events –Teddy Bear Gathering, October Professional Development/Half-day; MCAS presentation to teachers; Open House/Book Fair; DESE Renewal Site

Visit; Alumni presentation will be shown to board at October meeting, time permitting

Jenna Gable requested that Sonia send an email at the beginning of the month to all board members with the upcoming events. She also requested that the basketball schedules be sent to the board when they are ready.

Cynthia Dennis moved to adjourn the meeting. Seconded by Leona Florek. The motion passed unanimously. The meeting adjourned at 7:25 p.m.

As prepared by Elizabeth Pawlowski

Respectfully submitted,

Mark Lubold, Clerk

Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

August 22, 2019 Meeting Minutes

September 16, 2019 Meeting Minutes