

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

Minutes of HCCS Board of Trustees Meeting – September 23, 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, Ryan Meek, Tom Paquin, Sonia Pope, Maria Rodriguez, Christi Seiple-Cole, Amy Wesley

Not Present: N/A

I. Meeting called to order at 5:04 p.m. by Jenna Gable.

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

Public comments/none.

II. Approval of Minutes

Leona Florek moved to approve the minutes of the August 26 regular meeting. Seconded by Janine Kent. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Gable – Aye, Kent – Aye, Rivera – Aye, Swinney – Aye. The motion passed unanimously.

III. Board Reports

Board Mail

None

Finance

Cynthia Dennis reviewed the financial reports and found no issues/concerns. Cynthia asked Maria Rodriguez if the school had received the contract/engagement letter for the audit. Maria reported that Jenna Gable and Dr. Sonia Pope had already signed it.

Cynthia Dennis moved to approve the financials. 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.

Facilities

Tom Paquin reported that P3 would be coming in Monday to measure for the auxiliary projects; the skylights will be the priority, but they will bundle all of the projects together and go out to bid.

Tom reported that the cleaning company is slowly coming back into the building. He stated that directional/socially distance stickers have been placed on the floors/hallways. He reported on the COVID-19 room: HEPA filters can be installed on the inlets and outlets for a cost of \$5,760, the filters will last 10-15 years and will create hospital-grade air for the room. BG Mechanical would do the installation and subcontract with a metal fabrication company. The board discussed the COVID-19 room and the proposed installation of the filters and the possibility of covering the cost under a grant. **Cynthia Dennis motioned to approve the expense of \$5,760 for fabricated metal with HEPA filters for the COVID-19 room. Jean Swinney seconded. 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

None

IV. **Old Business**

None

V. **New Business**

Dr. Sonia Pope presented the school's Homeless Policy to the board. Dr. Pope and the board discussed the policy and its implications with COVID-19. **Janine Kent moved to approve the Homeless Policy. Seconded by Lina Rivera. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Gable – Aye, Rivera – Aye, Swinney – Aye. The motion passed unanimously.**

Cynthia Dennis reported that in 2012 the board created the Holyoke Community Charter School Foundation. As part of the review of the school's finances, TD Bank has discovered it was time to either update it and file the appropriate records or dissolve the foundation. The board discussed the foundation, how it was established, and the financial implications surrounding the foundation. The board asked Maria Rodriguez to ensure that the foundation remains current and intact.

VI. **Administrative Reports/School Director**

Dr. Sonia Pope reported:

- Enrollment – 698 students enrolled and will ensure 702 enrollment by October 1; impact of COVID-19 on enrollment; holding a second enrollment lottery on September 24; possibility of new marketing strategies
- Academics – report on the remote learning program; full-day schedule from 8:30 am – 3:30 pm; SABIS trained teachers on how to engage learners; all class periods are very interactive and synchronous; YMCA and Girls Inc and Taekwondo are open and have HCCS students supervised there; the board discussed student engagement challenges with remote learning

- Commissioner Updates – as of now, MCAS will take place in the Spring; required flu-vaccines; PEBT cards round 3; no changes on deadlines for state reporting
- Professional Development – ongoing; training of students on how to use MS Teams; Social Emotional training for counselors; requesting mobile response units (COVID tracing for outbreaks)
- Connectivity issues: MS Teams updates; devices were given to all students (Chromebooks round 2 shipment is still pending) to update older devices given to students temporarily
- Administrative update: meetings with SABIS ongoing getting to solutions to issues as they arise; SABIS Academic development team working daily with AQC's/Admin especially on testing with exams on the SABIS Digital Platform – currently doing diagnostic testing; AMS and periodics will provide real-time reports on academic gaps and allow admin to assess student learning during remote
- Area of improvement: need to improve connectivity issues in the building (Wi-Fi)
- CVS will be onsite on Friday at the school as a flu-shot clinic; have approximately 50 individuals signed up

Cynthia Dennis moved to adjourn the meeting. Seconded by Jean Swinney. Each member voted by roll call. 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 6:05 p.m.

As prepared by Elizabeth Pawlowski

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

MEETING ATTACHMENTS
 August 26, 2020 Meeting Minutes
 Financial Report
 Homeless Policy