

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

**Minutes of HCCS Board of Trustees Meeting – April 14, 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: Ryan Meek, Tom Paquin, Sonia Pope, Maria Rodriguez, Amy Wesley

Not Present: N/A

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I. Meeting called to order at 12:17 p.m. by Jenna Gable.

Public comments/none.

Sonia Pope reported to the board on updates to the COVID-19 closure.

- Department of Elementary and Secondary Education (DESE): MCAS & MCAS Alt is cancelled; Friday another update call from Commissioner; Mayor Morse asked for reduction in days serving food, now only M, W, F; CARES Act monies will be distributed to the state and then to DESE and then to schools perhaps along Title I lines, may only be used to pay regular tuition
- HCCS Virtual Learning: Digital Learning Plan was developed by the Pillars Team; moving to Microsoft Teams to provide office hours for parents/students and teachers; piloting Microsoft Teams with 7 & 8 grade teams; ordering twenty Microsoft Teams phone lines; continue to deepen concepts; conducting 504 and SPED Annual meetings; supporting SPED students with related services; paper packets provided to students without technology; English Learner (EL) students being supported with additional resources by EL teachers;
- Parents & Students: many students are being supported by parents at home; school is working with families who are having difficulties; Pandemic EBT cards will be provided by the Massachusetts Department of Transitional Assistance to all HCCS families so the school is updating addresses; four families directly affected by COVID 19; initiatives such as Six Flags passes and Applebee’s gift certificates are being used to encourage engagement; planning 8th grade virtual ceremony; Washington DC trip cancelled and families will be refunded; twenty-two devices have been loaned to families; 80-90% of families working on digital

platform or paper packets; counselors reaching out to families who are unengaged and connecting them with community supports where needed; school phone line is still being monitored

- Business Manager/Facilities/Human Resources: conducting payroll successfully; continue to follow purchase order protocols; paying vendors successfully; weekly meetings with SABIS HR for support; Facilities director attending nutrition webinars; roof leak in orange hall was fixed; Business Manager will receive amended SPED services invoices; duties assigned to every staff member with daily work log; the school is documenting all COVID 19 communications; school staff attending BoardOnTrack webinars to stay updated with Board meeting requirements
- School vacation (week of April 20) is needed, as teachers/staff/students have been working virtually for the last five weeks and did not have a February break

## II. **Bus Company Proposal**

Maria Rodriguez reported that Durham has been in contact with the school since the first week of closure asking about driver pay. Following DESE guidance on allowable expenses and transportation pay, she has created two proposals for board consideration. Maria presented the board with the HCCS Payment Negotiation Proposal for Durham document. Janine Kent inquired if the Holyoke Public Schools were paying 77% of transportation fees. Sonia Pope reported that mayor confirmed they were. Jay Breines inquired if there would be commitment that payments made to the company would fund bus driver salaries. The board discussed the proposal in detail.

Jean Swinney stated that there were two different issues raised in the proposal that needed to be decided upon. The first is paying the drivers, the second is negotiating future contracts. Jay Breines agreed.

**Jenna Gable moved to continue paying bus company to fund driver's pay. Cynthia Dennis seconded. Each member voted by roll call. The motion passed unanimously.**

**Jenna Gable moved to allow HCCS to go forward with negotiations with bus company for contract extension at a maximum of 77% as indicated in HCCS Payment Negotiation Proposal for Durham Proposal B. Janine Kent seconded. Each member voted by roll call. The motion passed unanimously.**

## III. **April School Vacation**

The board discussed the scheduled April break (week of April 20) and the needs of teachers, staff, and families during the COVID-19 closure.

**Jenna Gable moved to approve the April 20-24 vacation. Lina Rivera seconded. Each member voted by roll call. The motion passed unanimously.**

Ryan Meek discussed with board members the possibility of the school applying for Federal Stimulus money through the Paycheck Protection Program. Jenna Gable stated this would be put on the agenda for the next regular board meeting, which will be held virtually via Zoom video conference on Thursday, April 16, 2020 at 5:00 pm.

**Cynthia Dennis moved to adjourn the meeting. Seconded by Jenna Gable. Each member voted by roll call. The motion passed unanimously. The meeting adjourned at 1:06 p.m.**

*As prepared by Elizabeth Pawlowski*

Respectfully submitted,

Janine Kent

Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

HCCS Payment Negotiation Proposal for Durham