

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

**Minutes of HCCS Board of Trustees Meeting – March 18, 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 phone conference.*

In Attendance: Jay Breines, Cynthia Dennis, Leona Florek, Jenna Gable, Janine Kent, Lina Rivera, Jean Swinney  
Guests: Tom Paquin, Sonia Pope, Maria Rodriguez  
Not Present: N/A

---

I. Meeting called to order at 8:05 a.m. by Jenna Gable. Public comments/none

II. **New Business: COVID-19 School Plan**

Jenna Gable reviewed the Governor’s order, made on March 15, 2020, to close all public schools for a three-week period due to COVID-19.

**Cynthia Dennis motioned for the board to close school in accordance with the Governor’s order and to reopen when the Governor lifts the ban on school closure. Seconded by Leona Florek. The motion passed unanimously.**

Sonia Pope reported on the school’s actions in response to the COVID-19 outbreak and school closure:

- Virtual learning: a letter was sent in the mail to all parents today with information on how teachers will be communicating directly with students via Class Dojo and will post assignments; students have access to IXL for supplementary reading and math materials; printed packets are available for pick-up at the school; devices are being lent to families in need
- Continuation of meal service: school is providing meals for curbside pick-up daily from 10:00 -11:30 am; Business Manager is obtaining reimbursement through DESE and USDA
- Virtual communication with teachers and staff utilizing Microsoft Teams: Pillars team meeting regularly; AQC’s and teachers continue Grade-level Meetings

- Payroll: payroll was completed successfully; continue paying hourly staff until further guidance issued by DESE/Governor
- Special Education: Special Education Academic Coordinator and Director are creating a plan to provide services virtually; IEP meetings will continue virtually
- Transportation: bus company reports drivers not being paid and Sonia will be checking with DESE to see if transportation reimbursement will allow school to pay a portion of wages
- Parent response: parents have been positively responding to school's efforts with communication and continuation of learning at home

Sonia reported to the board that SABIS requested use of the SABIS Digital Platform. However, due to a lack of training and software crashes, she and the AQCs determined that Class Dojo was going to be main method of communication with parents and students. Work will be posted on the SABIS Digital Platform as well.

The board thanked Sonia for her work and Jenna stated she would remain in contact with Sonia throughout the coming weeks.

The board will meet virtually for the regularly scheduled board meeting on March 24, 2020 at 5:00 pm.

**Cynthia Dennis moved to adjourn the meeting. Seconded by Lina Rivera. The motion passed unanimously. The meeting adjourned at 8:23 a.m.**

*As prepared by Elizabeth Pawlowski*

Respectfully submitted,

Janine Kent

Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

None