

HOLYOKE COMMUNITY CHARTER SCHOOL



Member of the SABIS® School Network



2022-2023 Annual Report

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INTRODUCTION TO SCHOOL

Holyoke Community Charter School (HCCS)			
Type of Charter <small>(Commonwealth or Horace Mann)</small>	Commonwealth	Location of School	Holyoke, MA
Regional or Non-Regional?	Regional (beginning AY2021-2022)	Chartered Districts in Region <small>(if applicable)</small>	Holyoke and Chicopee
Year Opened	2005	Year(s) the Charter was Renewed <small>(if applicable)</small>	2010, 2015, 2020
Maximum Enrollment	702	Enrollment <small>as of June 20, 2023</small>	697
Chartered Grade Span	K-8	Current Grade Span	K-8
# of Instructional Days per school year <small>(as stated in the charter)</small>	180	Students on Waitlist <small>as of June 20, 2023</small>	23
# of Instructional Days during 2022-2023 School Year	180		
School Hours	8:00 am – 3:30 pm M-F	Age of School <small>as of 2022-2023 School Year</small>	18 years
Mission Statement			
The mission of HCCS is to promote the joy of learning and to prepare children for success as students, workers, and citizens by providing them with a high-quality public education.			

The Holyoke Community Charter School (HCCS) is a public charter school located in Holyoke, MA, in its eighteenth year of operation. Holyoke is an urban area, where 93% of HCCS students are Hispanic/Latino and 64% are from economically-disadvantaged homes.

Features of the SABIS® Network:

College Preparation for All Students: The school strives to prepare all its students to enter the colleges and universities that are of the best quality and “fit.” We believe that a college education should be accessible to all students who are enrolled in the SABIS® Network, and the record of college placement by SABIS® students serves as evidence.

Holyoke Community Charter School is highly academically oriented without being selective. Once a student is enrolled in the school, a diagnostic test is given to assess the student’s skills in English and mathematics. Based on the results of these tests, students are provided structured support and intervention programs, where appropriate, in order to close any academic gaps. The school supports both students and parents in their efforts to achieve academic success.

Cultural Diversity: The Holyoke Community Charter School believes cultural diversity in its student body and staff is part of its mission to “*educate citizens of the world.*” The diversity of the student body gives students the experience of interacting with children and adults from a variety of backgrounds, providing them with an opportunity to closely relate to people of different cultures, religions, and races. It fulfills one of the goals of the school’s philosophy, which is “*to help students develop a true understanding of the differences as well as the similarities of others.*”

Accountability: We believe that high efficiency and acceptable standards are achieved if individuals are held responsible for their actions and decisions. Hence, every individual at the school is accountable. Administrators bear the responsibility for setting, achieving, and maintaining high standards. The administration shares the curricula for all classes and monitors the attainment of objectives through externally set assessments. Teachers are held accountable for student achievement.

LETTER FROM THE CHAIR OF THE BOARD OF TRUSTEES

July 2023

It is impossible for me to start this year's letter without first acknowledging the retirement of two original Board members, Cynthia Dennis & Jay Breines. Their contributions will never be forgotten in the halls of our school. We bid a fond farewell to them this year at their term expirations.

The HCCS's board's agenda is defined by the Commonwealth, so in many ways it is predictable & repetitive. Our students are the variable & their success is our charge. This year the Sabis academic team worked tirelessly to adjust the curriculum with our Director, Dr. Pope, to continue addressing the learning gap that occurred with the pandemic. Our Student Life staff was once again able to plan many in person events & activities culminating in our graduation ceremony. Our Student Management staff worked to support the mental health needs that also were incurred and/or exacerbated secondary to the pandemic. As the staff at HCCS performed their duties, the board met monthly & more often when necessary to approve such things as our school's Academic Management agreement, the financial management of the agreed upon budget, facilities maintenance & upgrades, strategies regarding student recruitment & policies which would attract & retain talented teachers & staff. We also had our annual retreat to discuss our focus & how best to support the teachers & staff at HCCS.

Last year at this time, I mentioned the excitement of the ground breaking for our new gymnasium. I am delighted to report this year that we have planned a September opening event & are thrilled to have more space for activities & additional classrooms. It is our hope that we will have an encouraging academic year with continuing academic improvement & a true sense of community for our students & their families in the coming year.

Respectfully submitted,

Leona Florek

Chair, Board of Trustees

FAITHFULNESS TO CHARTER

Mission and Key Design Elements

The mission of HCCS is to promote the joy of learning and to prepare children for success as students, workers, and citizens by providing them with a high-quality education. HCCS, with SABIS® as the educational service provider, strives to promote the joy of learning within a distinctive school culture, climate, and character to prepare the HCCS students for success. Communication of the HCCS mission statement is accomplished by displaying it throughout the school and printing it in the student/parent handbook and documents distributed to the community. The mission statement is recited by students daily before starting the academic day. At the beginning of the school year, parents return a signed document indicating that they have received a copy of the handbook and have reviewed it with their children.

HCCS has adopted an educational philosophy that all students can achieve their fullest potential and fulfill their potential to succeed in local area high school pre-college programs. Students are taught to lead successful lives intellectually, morally, and socially. They will have the ability, discipline, and desire to make meaningful contributions to their communities. Several distinctive methods of educating and supporting students are utilized at HCCS to achieve the desired outcome.

HCCS believes the biggest responsibility of a student is to learn. Students are responsible for managing their behavior to support learning both inside and outside of the classroom. Through its unique, academically rigorous curriculum and focus on student involvement, HCCS is preparing its students to earn post-secondary degrees and become involved in civic life. These are the qualities of an educated citizen poised for a successful career.

Key Design Element 1:

Students at the Holyoke Community Charter School will be engaged in their education and experience the joy of learning.

HCCS has high academic and behavioral standards that are implemented throughout the curriculum and culture of the school. One key element of its mission is “to promote the joy of learning” as a way to engage students in their education and take a personal stake in their academic outcomes. Infusing joy into instruction and the daily experience of each student is accomplished in a variety of ways.

Student Life Organization

The SABIS Student Life Organization® (SLO®) is a student-led society that empowers students to contribute to the management of the school, to make a positive difference around them, and to play an active role in their education as well as the education of others.

While providing opportunities for emotional, social, and moral growth, the SLO® helps students to develop academic, managerial, organizational, and leadership skills. SLO® also gives students the chance to get involved in a variety of academic and non-academic activities such as tutoring other students, planning sports and social events, organizing community service projects, and much more.

School Events & Field Trips

The school has an annual calendar of events that includes multiple opportunities for students to become engaged in the school. These include the Academic Award Ceremony, Sports Awards Ceremony, Honoring our Families, Eighth Grade Ceremony as well as College and Career Readiness

events. This year, we were happy to bring back our larger events such as International Day and Bingo-for-Books that had since been postponed due to COVID-19.

Field trips are also designed to engage students further into the curriculum. One example is the annual eighth grade trip to Washington DC, a 3-day trip designed to bring their social studies curriculum alive. While on the trip, the students visited the Capitol Building, the Supreme Court, the Martin Luther King, Jr. Memorial, Arlington National Cemetery, and many other important United States Memorials. Because students study US History in fifth grade and Civics in their eighth-grade social studies curriculum, this visit allows them to contextualize what they have learned.

Hands-on Learning

Throughout the school year, teachers are encouraged to infuse hands-on learning and other classroom initiatives to excite students about the topics they are learning. An example of this is the eighth-grade frog dissection lab that took place in June. The chance to see the circulatory, nervous, and digestive systems first-hand excited the eager students.

In the fourth-grade science curriculum, students dive into a unit that discusses the different electric charges. To give them a hands-on learning experience, fourth grade students had a fun experiment where they used balloons to discover the effects of both positive and negative charges. Our third-grade students got to work, when learning about magnetic charges in using various objects to determine whether those objects were magnetic or not. Another one of our other third-grade classes had a blast when learning about the various types of ecosystems. Students made beautiful shoebox sized oceans, forests, and rainforests made to fit their chosen animals. Their ecosystem dioramas were then displayed during our March Open House.

All these events and initiatives allow students to experience their education in a non-traditional way. These activities are designed to allow students to take an active role in their education and not be passive learners. HCCS believes that students who are engaged and experience joy in their learning will develop into lifelong learners and become strong, active citizens.

Key Design Element 2:

Holyoke Community Charter School students will develop a strong sense of civic responsibility.

HCCS employs the SLO[®], a proprietary school-wide system of encouraging students to be involved in every aspect of school life and to reverse negative behaviors into positive ones. Not only are students encouraged to participate in a variety of activities during “Student Life Period,” they are encouraged to lead activities as well as to provide leadership in the functions of school management. Through the SLO[®], each grade level (grades 3-8) plans and implements a community service project. Through these community activities, students learn proper and positive social interactions that will prepare them to be successful in college and beyond. Through the SLO[®], students organize and participate in community service initiatives that link them to local community leaders and institutions of higher learning.

Student Initiatives

- **Washington DC trip**

Each year, the 8th grade class takes a 3-day field trip to the nation’s capital. A group of approximately 35 students and teachers learn about US History and governments as they tour the city. Teachers help students make connections between this real-world experience and their history/social studies curriculum. This is a life-changing experience for the students, many of whom have never traveled outside of the Western Massachusetts region.

- **Student Life Training**

Student Life prefects annually attend a three-day leadership training camp over the summer. During the training the students participate in diversity training, team-building projects, problem-solving, exchanging best practices, and learning how to make a presentation. The Student Life Organization® (SLO) theme of the year was “The Year of Well-Being”. In order to follow this theme HCCS SLO® prefects had a weekly meeting with the Student Life Coordinator (SLC) to prepare them to be the ambassadors of the school.

- **Local fundraising and community service**

The SLO involves students with many local fundraising projects that also bring them into the community. Each grade (Kindergarten-8th) participates in a community service project. The students are involved in the planning and implementation.

- **Civics Project**

As part of the Civics Project requirement in Massachusetts public schools, 100% of HCCS eighth graders participated in a small-group, student-led, non-partisan civics project. Groups of students identified issues impacting Holyoke/Springfield and Western Massachusetts, such as drug abuse, gun violence, littering, and unemployment rates. This year students visited the Holyoke Public Library to broaden their research. In using the libraries resources, each group researched the issue, developed presentations, and delivered them to the class. Students then participated in classroom discussion reflecting on their efforts and the issues. Finally, students developed plans and identified key stakeholders to whom they would send their presentations. This project allowed students to gain an understanding of the connections between federal, state, and local policies, and how those policies can impact the students’ community.

Key Design Element 3:

Holyoke Community Charter School will have high expectations for students’ learning to prepare them for college and careers.

Using the SABIS® model, HCCS implements a curriculum aligned to the Massachusetts Curriculum Frameworks and guided by pacing charts, which require teachers and learners to stay on target to complete required subject matter concepts. HCCS teachers use the SABIS Point System® of instruction, ensuring students follow the daily plan for learning. Teachers teach, but also utilize HCCS students as prefects to aid classmates who need additional support in the subject matter. HCCS prefects are students who lead or participate in the SABIS Student Life Organization®.

In order to ensure that students master the essential concepts and that the needs of individual students are met, teachers utilize a variety of instructional methods such as the SABIS Point System®, SABIS® Pacing Charts, Mastery Learning, Essential Concepts, Teach-Practice-Check Cycle, Academic Cycle, Tutoring, Prefects, and Peer Tutoring. To aid administrators, teachers, and parents in accurately assessing student learning, HCCS also employs data-driven decision-making – the process of gathering student data – academic performance, attendance, demographics, and other information. With this information, adjustments to content pace or curricula can be made resulting in measurable improvements. The concept of data-driven decision-making at HCCS stresses continuous improvement, as data are collected for a well-defined set of objectives on an ongoing basis so that subsequent action plans can be designed to meet these objectives.

HCCS academic administrators and teachers employ an inclusion model of instruction. To ensure the success of all diverse learners, a lesson plan format is used by all teachers. This format explicitly dictates differentiation through UDL in instruction for diverse learners within the regular education classroom. The lesson plan also includes language goals to support EL students. All HCCS teachers have been given support and guidance on differentiated instruction, sheltered English immersion, and meeting the needs of

diverse learners. HCCS believes this inclusive model allows delivery of a high-quality education to each of its students.

HCCS created and implemented the Massachusetts Tiered System of Support (MTSS) team. The purpose of this team is to improve educational outcomes for all students. The focus is to provide to students who are identified as “at-risk” assessments that will determine specific academic needs. The MTSS Team serves as the driving force for instructional decision making in the building. Achievement and discipline data from universal screenings which include formative and summative measures are used to make decisions. The team members ensure that all staff in the building are trained in order to best serve the students. The Team is composed of the School Principal, the Academic Deputy, the Academic Quality Controllers, the Social Worker, the Student Management Coordinator, School Adjustment Counselor, Classroom Teachers and Parents.

This Team uses a systematic process to address learning and/or behavior problems of students, K-8, in the school. The process includes the following steps: (1) Gathering of information about the student’s academic progress (2) Assessment and Evaluation of Data (3) Development of Educational Plan (4) Implementation of Educational Plan (5) Evaluation of Progress and (6) Ongoing Monitoring and Evaluation to ensure progress.

HCCS requires that teachers show student work samples illustrating the student’s strengths and/or weaknesses, copy of current grades, anecdotal notes, progress monitoring data and any other documentation that could be used to assist the MTSS in identifying the cause of the student’s problems and selecting specific interventions to address the problems. The Team acknowledges that the success of the MTSS depends upon professional collaboration among Team members and knowledge of the student’s educational history and current difficulties. Furthermore, HCCS MTSS Team conduct meetings to review each case and to analyze data from formative and summative assessments. Instruction is adjusted appropriately based on the analysis. In summary, students are identified, assessed, and monitored in order to ensure academic progress.

Key Design Element 4:

Teachers and support staff receive training and are provided with ongoing in-service professional development throughout the school year to ensure that students receive a high-quality education.

Developing HCCS teachers, administrators, and other personnel is a priority and key component in retaining an outstanding staff. During regular, annual training sessions, HCCS staff members become familiar with the SABIS[®] curriculum, pacing charts, teaching methods, the assessment program, classroom management, reporting student performance, student behavior management and discipline, Special Education, English language learners, safety, and other general policies and procedures typical of a SABIS[®] school. Staff development at HCCS goes beyond the traditional workshop approach to include activities focused on how to achieve higher standards and fully embrace accountability for student results.

HCCS ensures that its teachers are highly qualified for the subject areas and grade levels for which they provide instruction. Teachers are encouraged to advance their education and licensure status by enrolling in courses that are reimbursable with Title I funds. In the spring of 2022, HCCS partnered with The French River Education Center to offer a virtual Sheltered English Immersion (SEI) course to those teachers who did not yet have the SEI endorsement. HCCS also registered teachers to attend virtual MTEL prep courses offered by the French River Education Center. In this way, the HCCS administration is ensuring high quality instruction for its students.

The school provides teachers with the opportunity to collaborate around specific areas of concern or areas for improvement through Professional Learning Communities (PLC). These PLCs consist of a small group

of teachers and administrators who work over several months to suggest and execute plans and programs that will have an impact on instruction, student supports, and school safety. This year, HCCS convened PLCs on Teacher Diversification, Special Education curriculum, and English Learner curriculum .

HCCS provides multiple days of internal professional development. Ten days of professional development training are mandatory for new faculty and staff members in August; returning faculty and staff also attend five days of training at the start of each school year. Additionally, two full-days and two half-days of professional development are scheduled during the school year. As noted in the Accountability Plan, the school offered 89 hours of internal professional development this academic year. These internal trainings are in addition to the many external trainings that occur throughout the year. During the 2021-2022 school year, HCCS provided training opportunities in these and other areas:

- Administration
- Classroom Management/Student Behavior/Social & Emotional Supports
- Special Education and English Learners
- MCAS and ACCESS
- Curriculum, Assessment, and Instruction
- Health & Safety

Key Design Element 5:

Holyoke Community Charter School will partner with families to build positive school-home relationships.

Strong connections between home, school, and community are critical to the positive growth and development of children. Therefore, HCCS places particular emphasis on building close and respectful relationships with the families of the students it serves, promoting active parental participation in the life of the school and encouraging community service within the school and the broader community.

HCCS communicates frequently with parents to ensure they are partners in the education of their child. Given that approximately 93% of HCCS students are Latino, all communications to parents are translated and parents receive communication in both English and Spanish from the school. This is essential to ensuring parents are well informed and involved in the education of their children. HCCS makes use of the following methods to communicate with parents directly: interim reports, report cards, fall and spring parent/teacher conferences, Blackboard Connect Phone Messages, and the SABIS® Digital Platform website. The SABIS® Digital Platform application allows parents to access up-to-date grades, classroom notes, homework assignments, and teacher comments. Always looking for ways to further engage with parents, HCCS has a Facebook page with almost 1,300 followers and uses email to inform parents of important information and upcoming events. In addition, HCCS uses Class Dojo across all grade-levels, a program that allows teachers to provide real-time updates of class performance, instruction, and homework via smartphone or email.

Further, HCCS ensures that parents are integral members of the school community and are partners in the education of their children through the school's *Parent Connection* organization. The mission of the *Parent Connection* is to create an inviting school environment for all the students, staff, families, and visitors. All parents are members of the *Parent Connection*, but the level of their participation is at their discretion. This

group serves as an advocate for having the school and parents work cooperatively to make HCCS a success. *Parent Connection* meetings are held monthly at the school. The *Parent Connection* also raises money through a variety of fundraisers. The money raised is used to purchase supplies, provide incentives, and offer free family events and activities.

HCCS hosts several events that parents are invited to attend that boast consistently high attendance. This year HCCS was excited to welcome back our larger school-wide events including our August Parent Orientation and Fall Open house, while continuing to hold our Parent/Teacher Conferences and Award Ceremonies in person as well.

Amendments to the Charter

Amendments to the Charter		
Date Submitted	Amendment Requested	Pending or Approved?
05/23/2023	Change in school day hours	Approved

Access and Equity

The most recent, publicly available student discipline data for the Holyoke Community Charter School, published by the Department of Elementary and Secondary Education, is available at <http://profiles.doe.mass.edu/ssdr/default.aspx?orgcode=04530005&orgtypecode=6&=04530005&>.

2021-2022 Student Discipline					
Student Group	Total Number of Students	Students Disciplined	Percent In-School Suspension	Percent Out-of-School Suspension	Percent Emergency Removal
All Students	687	105	4.1	13.8	0.0
English Learner	83	13	6.0	13.3	0.0
Economically Disadvantaged	608	98	4.3	14.8	0.0
Students with Disabilities	161	33	5.6	19.3	0.0
High Needs	629	101	4.3	14.6	0.0
Female	369	44	2.7	10.8	0.0
Male	318	61	5.7	17.3	0.0
American Indian or Alaska Native	0				
Asian	6	0			
African American/Black	8	1			
Hispanic/Latino	642	103	4.0	14.5	0.0
Multi-race, Non-Hispanic/Latino	10	1			
Native Hawaiian or Pacific Islander	0				
White	21	0			

Table 2. In- and out-of-school suspension rates for the 2021-2022 school year.

Restorative Practices

The school has developed a robust Behavioral Intervention Department with staff who are trained to utilize restorative practices. This approach teaches and encourages students to identify, reflect upon, and repair the harm that was caused as opposed to enforcing punitive consequences. Some examples of these practices are below:

- RP staff-guided reflection. Students also trained for peer-guided reflection
- SL Referral Program
- RP conferencing
- Collaboration with parents, family, coaches, and community leaders
- Peer mentoring
- Mapping
- Mediation

Positive Behavior Interventions and Supports (PBIS)

The school community also incorporates various primary, secondary, and tertiary PBIS methods such as the following, which are geared toward proactive measures of reducing disciplinary referrals:

- Primary or school-wide system of support (ex. Shout outs, Student Life, Student Management, events/activities, student of the month etc.)
- Secondary or classroom systems (ex. Class-wide lessons, incentive programs, activities, class-wide behavior management systems etc.)
- Tertiary or individual systems of support that improve lifestyle results (personal, health, social, family, work, recreation)
- Bully prevention month

Student Discipline Systems and Processes

As an educational institution, one of HCCS’ primary goals for the school disciplinary process is to help students learn from their mistakes. The Student Management Department at HCCS works to maintain a civil and orderly academic environment on campus by administering the Student Code of Conduct. The disciplinary system at the school is educational in nature; the goal is to hold students accountable for their actions and to help them understand how their actions impact themselves and others. To monitor the various discipline infractions, the administrators and Student Management Department use an array of monitoring tools to ensure all students’ needs are being met. Some of the most common tools that are implemented on campus is the SABIS® Student Management System (SSMS) are 581 behavior tracking log, SSMS 580 Infraction Log, SSMS 601 Infraction Comparison Log, student management call log, student management sign-in tracking, Individualized Behavior Tracking Logs, and Individualized behavior plans. Along with these data tracking tools, HCCS uses Student Management staff members to monitor student behavior by conducting consistent classroom check-ins.

Dissemination Efforts

Best Practice Shared	Vehicle for Dissemination	Who at the school was involved with the dissemination efforts?	With whom did the school disseminate its best practices?	Result of dissemination
HCCS was not able to engage in dissemination efforts this academic year. The school plans for dissemination efforts to resume for the 2023-2024 academic year. As noted in the Office of Charter Schools and School Redesign Annual Report Guidelines, schools have until the end of the charter term to meet dissemination requirements.				

Table 3. Dissemination efforts in the 2022-2023 school year.

ACADEMIC PROGRAM SUCCESS

Student Performance

Holyoke Community Charter School's 2022 publicly available student performance data can be viewed on the school's report card posted on the Department of Elementary and Secondary Education's website at: [School and District Report Cards - Massachusetts Department of Elementary and Secondary Education](#)

Internal Assessment

At Holyoke Community Charter School, students are tested to check their knowledge of the concepts that they have studied. Continuous evaluation of student learning is an integral part of the instructional process in SABIS[®] schools. Assessment of student learning is conducted in many ways, depending on the subject area. Below is a short description of various types of assessment tools used at the school.

SABIS[®] Academic Monitoring System:

The SABIS[®] Academic Monitoring System (SABIS[®] AMS) is intended to monitor student learning on an ongoing basis and is considered a teaching tool. It is a part of the instructional process beginning in the third grade. SABIS[®] AMS tests, given in math and English, are objective, criterion-referenced, computer-corrected formative assessments. They are designed to check student learning, mastery, and long-term retention. Test items are intended to evaluate basic or core concepts and focus primarily on factual information. Absent students must make up SABIS[®] AMS tests within 2 weeks of the original test date.

Integrated Testing and Learning (ITL)

The SABIS[®] ITL system has been developed as part of SABIS[®]'s overall, ongoing commitment to develop technology strategies that benefit the learner. Providing online learning and assessment, ITL is a tool that identifies learning gaps so that steps can be taken to address them. Remarkable features of the ITL include instant marking and on-the-spot correction of mistakes and unanswered questions as well as access to review content and challenge questions.

Periodic Exams:

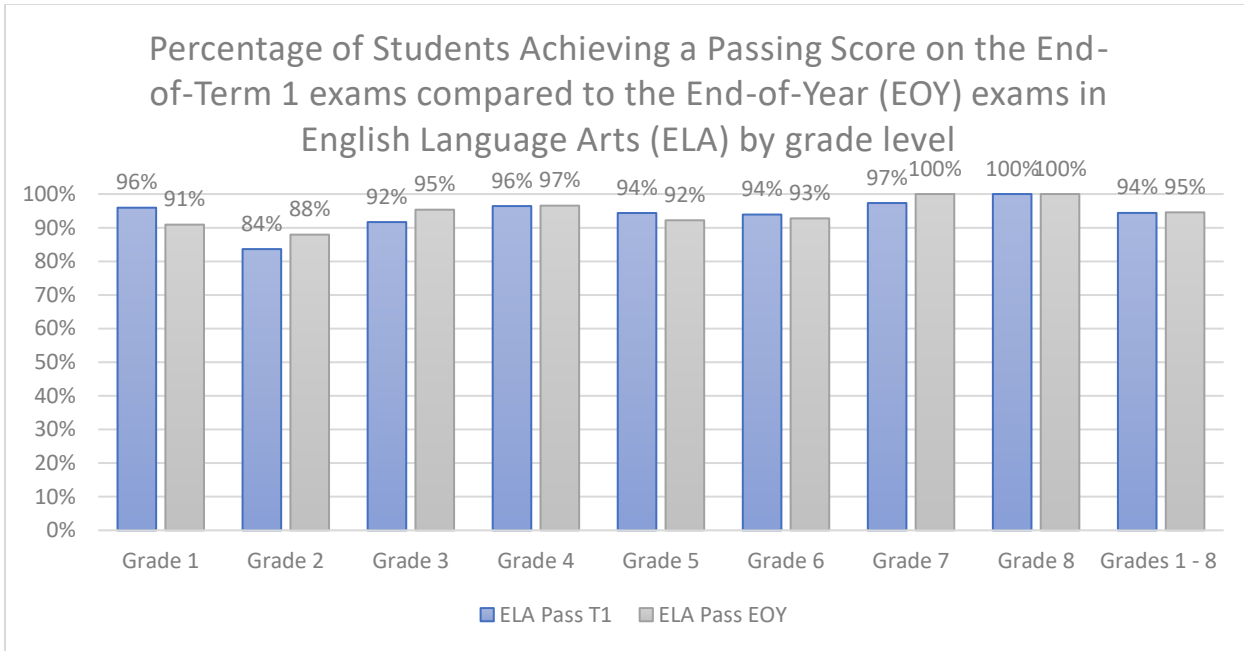
Students are academically tested throughout the term through Periodic Exams, which serve as one of the summative assessments given. A testing schedule for each term identifies the academic subjects to be tested weekly.

End-of-Term and End-of-Year Exams:

End-of-Term (EOT) exams are given at the end of Term 1 to determine mastery of concepts taught over the full term. The End-of-Year Exam measures student achievement over the course of the academic year. The results of the End-of-Term and End-of-Year Final Exams each account for up to 50% of a student's grade.

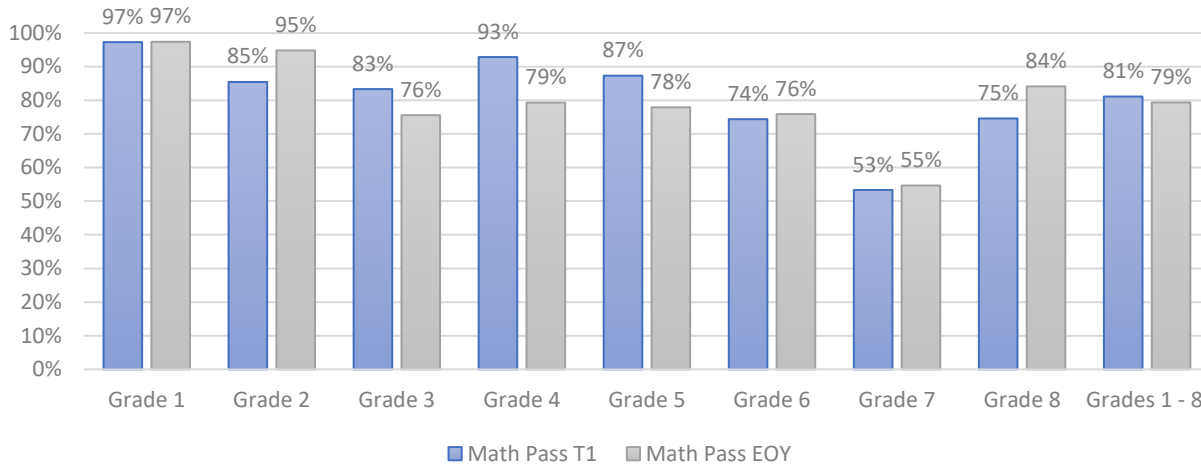
At the conclusion of the school year, each student is given a final report card. The final report card reflects grades throughout terms 1 and 2. Passing criteria is earning 60% or more. Students who achieve below 60% are invited to the summer school program for intensive instruction in English or math. Objects 1 and 2, below, show the percentage of students in each grade level who achieved a passing score (60% or above) on the End-of-Term 1 exams compared to the End-of-Year exams in English Language Arts (ELA) and Math. Object 3 shows the percentage of all students in grades 1-8 who achieved a passing score in each subject area on the End-of-Term 1 exams compared to the End-of-Year exams (ELA, Math, Science, Social Studies, and Spanish World Language). Overall, students demonstrated growth from Term 1 to the end of the academic year in all subjects. Because the End-of-Year exams are

comprehensive, including material learned over the course of the entire year, these results demonstrate the progress made in closing academic gaps.



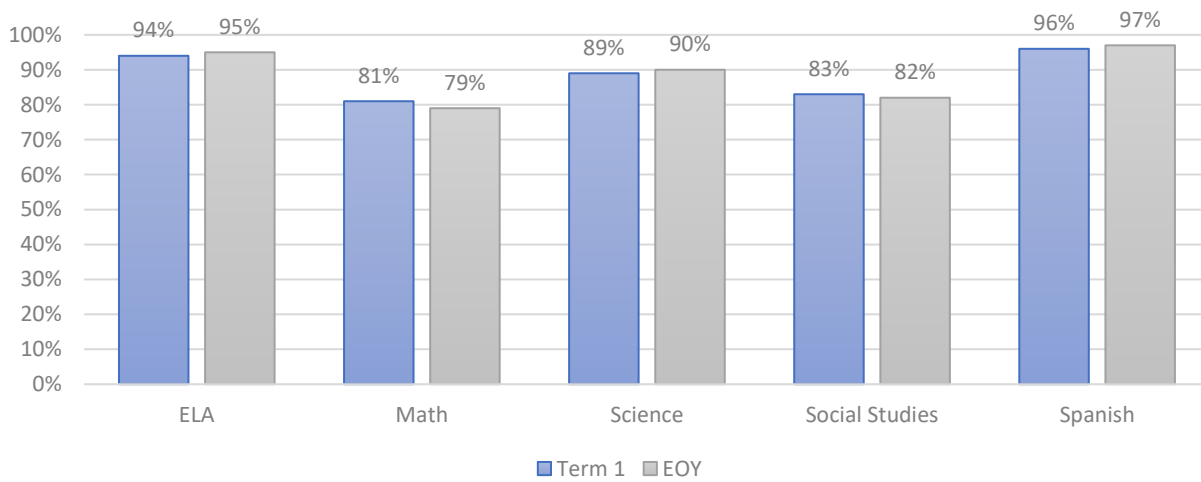
Object 1: Percentage of Students Achieving a Passing Score on the End-of-Term 1 exams compared to the End-of-Year (EOY) exams in English Language Arts (ELA) by grade level.

Percentage of Students Achieving a Passing Score on the End-of-Term 1 exams compared to the End-of-Year (EOY) exams in Math (MA) by grade level



Object 2: Percentage of Students Achieving a Passing Score on the End-of-Term 1 exams compared to the End-of-Year (EOY) exams in Math (MA) by grade level.

Percentage of Students Achieving a Passing Score on the End-of-Term 1 exams compared to the End-of-Year (EOY) exams in each subject for all students in grades 1-8



Object 3: Percentage of Students Achieving a Passing Score on the End-of-Term 1 exams compared to the End-of-Year (EOY) exams in each subject for all students in grades 1-8.

Academic Program

Holyoke Community Charter School has strived during this academic year 2022-2023 to deliver a high-quality academic curriculum in each subject area with the objective of meeting students' needs.

Description of the Academic Program

Mode of Instruction

HCCS teachers use the SABIS Point System® of instruction ensuring students follow the daily plan for learning. Teachers teach, but also utilize HCCS students as prefects to aid classmates who need additional support in the subject matter. HCCS prefects are students who lead or participate in the Student Life Organization®. The SABIS Point System® involves the teacher listing the points that will be covered during a lesson on the white board at the beginning of the class. The points serve as the agenda for the class and articulate to students up front what the learning objectives for the lesson will be. Teachers then proceed through the SABIS® teaching cycle to ensure students master each concept. While the teacher follows this process, points are then marked off on the white board as students demonstrate they have mastered each concept. Through this process, the teacher continuously gauges the learning progress of each student to ensure mastery of concepts. The process begins again with a new lesson.

Assessing Students' Learning

At HCCS, students' learning and engagement was assessed based on the following tools and exams:

- Homework: Students were assigned homework on daily basis to assess mastery of the concepts taught during the school day. Homework was then checked by all teachers in the class on the other day.
- SDP Practice Quizzes: Prior to any exam, students were all asked to solve a practice quiz on the school's digital platform. The quiz served as both a good revision and preparation for the upcoming exam. These quizzes were either assigned as homework or completed as classwork under the teachers' supervision.
- AMSs: Math and English were assessed in weekly examinations called AMSs. These exams assessed the students' retention and understanding of concepts taught in Math & English in the past week.
- Periodics: Periodics were the assessments administered periodically where students had to prepare for these exams based on a study material given to them.
- End-of-term/ End-of-year: The summative assessments were those conducted at the end of each term in order to evaluate the students' performance over the past term. It was a cumulative assessment.

Curriculum and Instruction: Academic Standards

Holyoke Community Charter School's curriculum is aligned to MA state standards. As teachers navigated the range of competencies at the beginning of the school year, they used SABIS® Curriculum, data from diagnostic assessments, and results from pre-assessments to improve instruction. K-8 instructional standards were clearly built in the pacing charts and distributed for each content area. Teachers were trained to implement instructional approaches to meet the range of student needs, assess students, and provide instruction in the content areas in physical and virtual platforms.

Oversight

The school has always had the privilege of an internal and external oversight. Within the school, subject coaches, Academic Quality Controllers, Special Education Director, Deputy Director for Academics, and the School Director all played a vital role in observing students in classes, during examinations and engaged in analysis of results. In addition to this, SABIS® Regional Subject Coordinators, Regional Academic Quality Controller, and Academic Support Specialist conducted formal visits to school and conducted formal observations of the classes to monitor instruction, provide feedback, offer guidance and support where needed in addition to holding trainings for improvement.

Assessment and Grading

Holyoke Community Charter School bases its assessment system on the Massachusetts Standards. Students are regularly assessed per the internal exam schedule to determine if they are making progress toward meeting those standards. HCCS places a heavy emphasis on formative assessments, which is critical in the instructional process. These formative assessments allow students to receive timely feedback that helps them understand what they need to do to improve. Formative assessments also provide the teacher with important information to adjust the teaching and learning process to meet each student's needs.

Parents and legal guardians have access to a web-based system, SABIS® Digital Platform (SDP), which allows them to see their children's grades at any time. Teachers keep up-to-date information on homework assignments and other relative information. Interim Reports (progress reports) are sent to parents and guardians during each marking period. This is in addition to the expectation we have for the Academic Quality Controllers at each grade level to keep parents and guardians abreast of any concerns regarding a student's grade through emails and phone calls. Finally, End-of-Term Reports (report cards) are sent to parents/guardians at the end of each term.

Equitable Access

Technology

Holyoke Community Charter School ensured that all students were provided with equitable access to technology by providing each student with a Chromebook and, if needed, a wireless hotspot. Students were all trained on the SABIS® e-books where they had the chance to access a complete soft copy of their books using the web on the SABIS® Digital Platform. The e-books provide students with an interactive content where they can listen to audios, watch instructional videos, and solve interactive questions with instant correction.

SABIS® Digital Platform

SABIS® Digital Platform (SDP). SDP is a password-protected website and mobile application featuring tools and resources packed with advanced and practical features for parents and students in SABIS® Network schools. The platform allowed parents and students to log-in and access relevant information tailored to their needs and preferences, keeping them informed, connected, and alerted at all times. Additionally, SDP offered parents easy access to stay in the know about their child's academic performance and school involvement.

Students with Identified Special Needs

Students' IEPs and 504 plans were reviewed in coordination with general and Special Education teachers and/or providers to address any data-driven accommodations and/or services that are needed due to known changes in students' needs.

HCCS established structures for general and Special Education teachers and/or providers to collaborate and communicate regarding student performance and student needs on IEP goals and objectives with special consideration regarding assistive technology and accessibility.

HCCS ensured a continuation of services for students receiving speech and language, occupational therapy, physical therapy, or social work services within their IEP. HCCS also ensured a method for the continuation of evaluation for students suspected of having a disability as well as those requiring re-evaluation.

Support for Diverse Learners

HCCS Academic Administrators and teachers implement an inclusion model of instruction. To ensure the success of all diverse learners, a lesson plan format is employed that explicitly dictates differentiation in

instruction for Special Education students within the regular education classroom. The lesson plan also includes language goals to support EL students. Special Education and English Learners (EL) teachers assist regular content teachers by providing them support and guidance on differentiated instruction, sheltered English immersion, and meeting the needs of diverse learners. HCCS believes this inclusive model allows delivery of a high-quality education to each of its students.

Parent Communication

HCCS uses multiple methods to communicate with parents. Blackboard Connect is used to reach parents with mass-communication telephone calls. The school also uses ClassDojo to allow teachers and administrators to directly communicate with parents. Because each student received their own Chromebook, the school used the Microsoft Teams platform to schedule remote meetings with parents, either using webcams and/or voice. In addition, parents were always able to use the school's telephone system to connect with administrators and request support. Given that approximately 93% of HCCS students are Latino, all communications to parents are translated and parents receive communication in both English and Spanish from the school. Translation and interpretation services are always provided to limited English proficient parents and guardians.

Attendance & Participation Support

To ensure that each student was connecting and participating on a daily basis the school formed a ten person "attendance team." These support staff would follow-up any student absence with a phone call to the parent/guardian. This allowed parents to monitor student attendance, especially in cases where students were in the care of a grandparent, babysitter, the YMCA, etc. These calls home would often address any technology issues that were making it difficult for the student to connect.

In addition to attendance, teachers used the SABIS Teacher App to indicate to administrators and counselors if students were connected, but not active participants in class. This allowed administrators/counselors to contact parents to discuss student participation and provide supports to students to increase their participation. This was also a way for the school to monitor and address any social/emotional issues that often led to decreased participation.

Plans to Accelerate Learning

For students needing additional support following the 2021-2022 academic year, a comprehensive summer school program was developed by SABIS® and tailored to HCCS students' academic needs in grades 1-8. The program includes the following:

Summer School Program

- English Summer School:
 - Grades: K-8
 - Duration: 4 days per week / 3-week program
 - 3.5 hours a day / 4 periods of English per day
 - Focus on essential skills of phonics, reading and writing
 - Pacing and materials provided by SABIS®
 - Assessments will be taken every week and end of program
- Math Summer School:
 - Grades K-8
 - Duration: 4 days per week/ 3-week program
 - 3.5 hours a day/ 4 periods of Math per day
 - Pacing and materials provided by SABIS® focusing on essential skills
 - Assessments will be taken every week and end of program

Academic Year 2023-2024

In an effort to prepare for the upcoming academic year in an effective way and in order to have a smooth, kick-off, HCCS academic team met with SABIS® and outlined a series of activities/ curriculum enhancement to be implemented. They are summarized briefly as below:

- **AQC Conference:** HCCS AQC's and coordinators will be attending a 3-day conference to share best practices with their colleagues and learn more about the implementation of the SABIS® academic products.
- **Teacher Training:** Training for all new/ returning teachers will be held in August to train teachers on the right teaching methodologies.
- **English Pathways:** Three English pathways will be offered next academic year for all students per level. Students will hence be placed in the right pathway to ensure they are developing the necessary language proficiency skills needed.
- **Special Education Curriculum:** Students with severe disabilities will receive a tailored pacing that is well-crafted to cater for their learning disabilities.
- **Diagnostics Tests:** SABIS®-created diagnostic tests will be administered during the first week of the 2022/23 academic year. Data from these diagnostics, data from the 2021/22 End-of-Year exams, and MCAS tests from the spring of 2022 will be used to place students accordingly and provide them with intervention plans.
- **Interventions:**
The following interventions will be provided for under performing students:
 - Study Groups
 - After School Tutoring
 - Power Study Sessions
 - Peer Tutoring
 - MTSS
- **Comprehensive literacy and Math support for every student:**
 - Literacy:
 - Leveled Reading Program deployed with all students in KG (Term II) through Grade 3.
 - Read Naturally implemented for remediation
 - AR Program implemented for reading motivation
 - Fully implemented SDP Exam Preparation
 - Math:
 - Systematic PrepList Implementation
 - Fully implemented SDP Exam Preparation
 - MTSS/SpEd/Interventions for failing students procedures in place
 - Daily oversight and follow-up by School Director, Deputy Director/Director of Academics, and AQC's

ORGANIZATIONAL VIABILITY: COMMON SCHOOL PERFORMANCE CRITERIA

Budget and Finance

Unaudited FY23 statement of revenues, expenses,
and changes in net assets (income statement)

Statement of net assets for FY23 (balance sheet)

Fiscal Year 2023 Financial Reports

Statement of Revenues and Expenses

Operating Revenue

Student Tuition	12,551,948
Federal Grants	3,314,800
Interest Income	125,244
Food Service Income	679,848
After School Program, net of expenses	(3,240)
Other Income	21,039

TOTAL OPERATING REVENUES **16,689,640**

Operating Expenses

Marketing & Recruitment	20,451
Bank Fees	10,557
Board & Trustees Expense	41,675
Classroom & Other Supplies	386,385
Food Service	552,104
Grants Program	3,314,608
Insurance	60,123
Interest	213,117
License Fee	36,562
Management Fee	1,757,273
Loan Fee	0
Utilities	166,898
Office Supplies, Postage	37,880
Payroll Services	35,491
Professional Services	37,976
Repairs, Maint & Supplies	421,304
Salaries & Benefits	4,858,457
Staff Development	10,943
Special Education	254,896
Telephone	22,036
Transportation	837,622
Computer Expenses	70,448
Depreciation & Amortization	441,379
Extended Day Expenses	-

TOTAL OPERATING EXPENSES **13,588,183**

Change in net assets	3,101,457
Net Assets, Beginning of Year	18,830,192

Net Assets, End of Year **21,931,649**

Note: This Statement reflects preliminary unaudited numbers

Statement of Net Assets FY23

Assets

Current Assets

Cash & Cash Equivalents	10,571,189
Cash Restricted - Escrow	1,109,220
Prepaid Expenses	8,282,178
Receivables	747,268

TOTAL CURRENT ASSETS **20,709,855**

Capital Assets

Property & Equipment	18,873,809
Accumulated Depreciation	-7,009,838
Capitalized Int & Loan Costs, net of amortization	0

TOTAL CAPITAL ASSETS **11,863,971**

Total Assets **32,573,826**

Liabilities

Accounts Payable	1,047,218
Accrued Compensation	599,447
Accrued Liability	1,198,578
Bonds & Notes Payable	7,796,935

Total Liabilities **10,642,177**

Total Net Assets **21,931,649**

Total Liabilities & Net Assets **32,573,826**

Note: This Statement reflects preliminary unaudited numbers

Approved School Budget for FY24

FISCAL YEAR 2024 APPROVED SCHOOL BUDGET

Capital Budget

Furniture & Equipment	133,000
Computer Equipment & Software	41,023
Building Improvements	405,000

TOTAL CAPITAL OUTLAY 579,023

Operating Budget

Operating Revenues

Student Tuition	14,048,872
Federal Grants	3,451,043
Interest Income	54,198
Food Service Income	631,890
After School Program net of expenses	1
Other Income	15,500

TOTAL OPERATING REVENUES 18,201,504

Operating Expenses

Marketing and Outreach	22,000
Bank Fees	8,000
Board of Trustees Expense	30,000
Classroom and Other Expenses	511,758
Food Service	513,136
Grants Program	3,451,043
Insurance	61,311
Interest	203,358
License Fee	45,274
Management Fee	1,966,842
Utilities	287,555
Office Supplies, Postage	38,550
Payroll Services Charge	42,000
Professional Services	39,195
Repairs, Maintenance, and Supplies	530,055
Salaries & Benefits	6,087,084
Staff Development	11,000
Special Education	165,000
Telephone	20,096
Transportation	940,291
Computer Expenses	79,525
Depreciation & Amortization	917,000

TOTAL OPERATING EXPENSES 15,970,072

Change in Net Assets 2,231,431

Net Assets, Beginning of Year 21,931,649

Net Assets, Ending of Year 24,163,080

FY24 Enrollment Table	Enter Number Below
Number of students pre-enrolled via March 15, 2023 submission	702
Number of students upon which FY24 budget tuition line is based	702
Number of expected students for FY24 first day of school	702
Please explain any variances: <i>N/A</i>	

Capital Plan for FY24

FISCAL YEAR 2024 CAPITAL PLAN

**Holyoke Community Charter School
Capital Projects Planning Fiscal Year 2024**

Type	Description	Estimated Cost
Building		\$ 405,000
	Rebuilding of Bathrooms	\$ 150,000
	Capital Reserve	\$ 30,000
	Gymnasium and building upgrades project	\$ 225,000
FF&E		\$ 174,023
	Admin Furniture	\$ 15,000
	Classroom Furniture	\$ 118,000
	Computer Equipment	\$ 41,023
TOTAL		\$ 579,023

APPENDIX A

HCCS 2022-2023 Accountability Plan Report Faithfulness to Charter

	2022-2023 Performance M (Met) NM (Not Met)	Evidence
<p>KDE 1: Students at the Holyoke Community Charter School will be engaged in their education and experience the joy of learning.</p> <p>OBJECTIVE: HCCS will provide students with opportunities to engage beyond the traditional classroom setting to build a school-wide community of learners.</p>		
<p>Measure: Annually, at least seven extra-curricular cross-grade level team opportunities will be provided to students.</p>	<p>Measure met</p>	<p>HCCS offered seven extra-curricular cross-grade level team opportunities to students for the 2022-2023 school year. These opportunities included</p> <ol style="list-style-type: none"> 1. Baby Lions Cheer squad (grade 3-5) 2. Cheerleading team (grade 6-8) 3. Boys Basketball team (grade 6-8), 4. Co-Ed Basketball team (grade 3-5) 5. Elite Scholars Club (K-8) 6. Soccer teams (K-2, 3-5, 6-8) 7. Music and Choir Club (K-2, 3-5, 6-8, K-8)
<p>Measure: HCCS will annually hold at least four events celebrating student achievement across grade levels. 60% of invited students/families will be in attendance at these events.</p>	<p>Measure Met</p>	<p>HCCS was able to hold four events to celebrate student achievement in the 2022-2023 year:</p> <ol style="list-style-type: none"> 1. Sports Awards Ceremony (May 19, 2023) <ol style="list-style-type: none"> a. The sports team program at HCCS has academic and disciplinary requirements: a student must receive a passing grade (60% or above) in each of the five major academic subjects during the marking period used to determine eligibility for the particular sport and maintain a good disciplinary record b. 96% of students and families invited were in attendance. 2. Academic Awards Ceremony (May 26, 2023) <ol style="list-style-type: none"> a. Students receive honor roll awards as well as classroom awards such as “Most Improved” and “Physical Education Award” b. 70% of students and families invited were in attendance. 3. Honoring our Families (June 2, 2023) <ol style="list-style-type: none"> a. At this event, awards were given and performances highlighting Student Life, Music, and Sports clubs culminating projects. b. 72% of students and families invited were in attendance. 4. Eighth Grade Ceremony (June 17, 2023) <ol style="list-style-type: none"> a. Parents and students were invited to attend this event that celebrates completion of the eighth grade. In addition to completion certificates, the two students with highest GPA are awarded with a scholarship and students who qualified are awarded the President’s Award for Educational Achievement.

		b. 97% of students and families invited were in attendance.
<p>Measure: Annually, at least ten Student Life clubs will be offered to students in grades 3-8 that allow for cross-grade level participation.</p>	<p>Measure Met</p>	<p>A total of eleven different Student Life Clubs were offered during the 2022-2023 school year in grades 3-8 that allowed for cross-grade level participation.</p> <ol style="list-style-type: none"> 1. Outside the Box (grades 3-5) 2. Music (grades K-8) 3. Bike maintenance (grades 3-8) 4. Sport Leagues (grades 6-8) 5. Guerilla Group (grades 7&8) 6. Skateboarding (grades 6-8) 7. Wrestling (grade 4) 8. Slime Club (grades 3-5) 9. Lego Club (grades 3-5) 10. Hacky Sack (grades 3-8) 11. Card Club (grades 3-5)
<p>KDE 2: Holyoke Community Charter School students will develop a strong sense of civic responsibility.</p> <p>OBJECTIVE: HCCS students will engage in community activities that will teach them to be socially responsible and prepare them for college and careers.</p>		
<p>Measure: Annually, all grade-levels will participate in a grade level community service activity.</p>	<p>Measure Met</p>	<p>HCCS hosted a school-wide “Community Service Day” on March 9th. Where food from our Family Food Pantry was distributed to families as they picked up their students in the student pickup line. (Family Food Pantry opened in 2021 in partnership with Stop and Shop).</p> <p>In addition, each classroom made cards and wrote letters of encouragement to various grades and community organizations: Kindergarten: Maintenance Staff Grade 1: Several Grades Throughout the School Grades 3-5: Respective Town Mayors (An Eco-friendlier Town) Grade 6: Baystate Pediatrics Center Grade 7 and Grade 8: Guerilla Gardens</p>
<p>Measure: Annually, 90% of eighth graders will enroll in the peer guidance program (designed to promote academic engagement for lower school students) and will log at least 12 hours of service.</p>	<p>Measure Met</p>	<p>Through the Peer Guidance Program eighth grade students participate in many of the peer guidance opportunities at HCCS, including the Peer Mentoring program, the Reading Partners program, and the Peer Tutoring program. Participation is logged by the student and the Student Life Coordinator. In the 2022-2023 year, 100% of eighth graders enrolled in the peer guidance program and logged 12 hours or more.</p>
<p>Annually, HCCS will host a college and career information event. The event will feature at least five vendors and 80% of eighth graders will be in attendance.</p>	<p>Measure Met</p>	<p>HCCS held two College and Career events during the 2022-2023 school year:</p> <p>01/13/2023: “College & Career Day” Our eighth-grade students had the opportunity to be exposed to all of the various types of careers that open up to them following college. Along with having these conversations, they were able to come to school wearing their favorite college-themed apparel in support of higher education. 95% of eighth grade students were in attendance.</p>

		05/09/2023: "College Day" Speakers from Holyoke Community College, Westfield State University, American International College, UMass Amherst, and Western New England spoke to our eighth-grade students regarding; What to Expect, Study Abroad, and other various topics regarding their higher education. 92% of eighth grade students were in attendance.
<p>KDE 3: Holyoke Community Charter School will have high expectations for students' learning to prepare them for college and careers.</p> <p>OBJECTIVE: HCCS will use a Multi-Tiered Systems of Support to help students reach the high expectations set by the school's curriculum.</p>		
<p>Measure: HCCS core content teachers employ SABIS lesson plans that have explicit Universal Design for Learning (UDL) checkpoints providing multiple means of representation, engagement, action and expression. By the end of each academic year, 80% of core content teachers will score proficient or above on HCCS's teacher evaluation under the area of "Differentiation" which measures the use of UDL checkpoints.</p>	<p>Measure Met</p>	<p>HCCS core content teachers employed SABIS lesson plans that had explicit Universal Design for Learning (UDL) checkpoints providing multiple means of representation, engagement, action and expression.</p> <p>94% of HCCS core content teachers scored proficient or above on HCCS's teacher evaluation under the area of "Differentiation" which measures the use of UDL checkpoints.</p>
<p>Measure: Annually, 80% of students from grades 3rd through 8th will be enrolled in a targeted intervention program as per SOA implementation.</p>	<p>Measure Met</p>	<p>80.5% of students from grades 3rd through 8th were enrolled in a targeted intervention program as per SOA implementation</p>
<p>KDE 4: Teachers and support staff receive training and are provided with ongoing in-service professional development throughout the school year to ensure that students receive a high-quality education</p> <p>OBJECTIVE: HCCS will provide high quality professional development to ensure teachers are delivering a 21st century education.</p>		
<p>Measure: Annually, HCCS will provide at least 50 hours of mandatory internal professional development for teachers and classroom support staff.</p>	<p>Measure Met</p>	<p>During the 2022-2023 academic year, HCCS provided its teachers and classroom support staff with 63.5 hours of mandatory internal professional development. New teachers and staff were provided an additional 40 hours of mandatory internal professional development for a total of 103.5 total hours.</p> <p><i>See Object A1 below.</i></p>
<p>Measure: ESL Teachers will provide Sheltered Content Instruction support to core</p>	<p>Measure Met</p>	<p>ESL Teachers provided Sheltered Content Instruction support to core content classrooms serving EL students. ESL teachers and ELE Coordinator conducted an assessment of core content</p>

<p>content classrooms serving EL students and core content teachers serving EL students will be assessed on their SEI implementation strategies. 100% of those teachers identified as below proficient will attend at least two professional development sessions targeting SEI implementation strategies.</p>		<p>teachers serving EL students in the implementation of the SEI strategies. 100% of those teachers identified as below proficient attended two professional development sessions targeting SEI implementation strategies.</p>
<p>KDE5: Holyoke Community Charter School will partner with families to build positive school-home relationships</p> <p>Objective: Holyoke Community Charter School will engage families through events that promote positive home-school connections.</p>		
<p>Measure: HCCS will hold at least twenty annual parent events that will engage families and empower parents to become strong stakeholders in their children’s educations. Teachers will be present to engage with parents and students at a minimum of ten of those events.</p>	<p>Measure Met</p>	<p>HCCS held a total of 30 parent events and/or workshops that were designed to engage families and generate involvement in their children’s education. Ten of these events had a variety of teachers present who engaged with parents and students.</p> <p><i>See Object A2</i></p>
<p>Measure: Annually, HCCS will hold grade-level specific parent workshops, designed to address the academic and/or social/emotional needs of that particular cohort of students (one per grade level). Following these grade-level parent workshops, 80% of parents in attendance will respond to a survey and 90% of respondents will agree to the statement “This event helped me to feel engaged in my child’s education”.</p>	<p>Measure Met</p>	<p>HCCS Conducted 9 grade-level specific parent workshops, designed to address the academic and/or social/emotional needs of that particular cohort of students (one per grade level). Following these grade-level parent workshops, 80% of parents in attendance responded to a survey and 91% of respondents agreed to the statement “This event helped me to feel engaged in my child’s education”.</p>

Objective and Measures related to Dissemination (required):

<p>Objective: HCCS will be an active partner with the local community by engaging local public school districts in events that promote best practices.</p>		
<p>Measure: Annually, HCCS will invite local area districts, including the Holyoke Public Schools, to at least one workshop to demonstrate best practices while serving diverse learners.</p>	<p>Measure not met (Scheduled for the 2023-2024 Academic Year.)</p>	<p>HCCS was not able to engage in dissemination efforts this academic year. The school plans for dissemination efforts to resume for the 2023-2024 academic year. As noted in the Office of Charter Schools and School Redesign Annual Report Guidelines, schools have until the end of the charter term to meet dissemination requirements.</p>

Additional Objectives and Measures Related to Student Performance (required for alternative schools, optional for other schools):

<p>Objective: HCCS will provide World Language education to prepare students for citizenship in the global economy.</p>		
<p>Measure: Annually, 85% of students will pass with at least a 60% on internally developed assessments in our unique World Language Program according to SABIS® grading criteria*.</p>	<p>Measure Met</p>	<p>97% of students passed with at least a 60% on internally developed assessments in our unique World Language Program according to SABIS® grading criteria.</p>

Accountability Plan Evidence

Faithfulness to Charter

Measure: Annually, HCCS will provide at least 50 hours of mandatory internal professional development for teachers and classroom support staff.

	Professional Development	Date	Hours
1	New teacher/staff Training Day 1: Human Resources, Instructional Technology, Teacher Books/Materials Distribution, SABIS Philosophy and Overview, Special Education Overview	08/15/2022	8
2	New teacher/staff Training Day 2: SABIS Educational System, SABIS Point System of Instruction, Guided Lesson Planning	08/16/2022	8
3	New teacher/staff Training Day 3: Language Objectives, Sheltered English Immersion, and Universal Design for Learning, Social/Emotional Learning Practices, Book Distribution	08/17/2022	8
4	New teacher/staff Training Day 4: Developing and Delivering a Lesson Plan with Head of Departments, Hands-on Lesson Planning with Head of Departments	08/18/2022	8
5	New teacher/staff Training Day 5: SABIS Evaluation, School Procedures, SABIS Student Life	08/19/2022	8
6	All teacher/staff Training Day 1: SABIS Student Life Organization, Human Resources, Student Management, Special Education, Instructional Technology	08/22/2022	8.3
7	All teacher/staff Training Day 2: SABIS Evaluation, Accountability Plan Measure: Sheltered English Immersion (SEI), Anti-Bullying Policy & Expectations Mandated Reporter Training, Physical Restraint Policy Training, Nurse/Health Training, CPR/AED Training	08/23/2022	8
8	All teacher/staff Training Day 3: Roles of AQC's, Head of Departments, and Teachers, SABIS Digital Platform (SDP), Curriculum Updates, Student Management Updates, Special Education Updates, Diversity, Equity, and Inclusion Training	08/24/2022	8.3
9	All teacher/staff Training Day 4: Safety Training, Student Confidentiality, Suicide Prevention Training, Title IX, Sexual Harassment, Civil Rights Curriculum Review	08/25/2022	8.3
10	All teacher/staff Training Day 5: First Days of School & Updates	08/26/2022	8
11	October Professional Development: Lexia (Grades K-4), ESL & Student Services Prep, Executive Functions, Understanding Students' Disabilities, Exam Modification and Accommodations, Functional Behavior Assessment, Progress Monitoring & Reports, Department Meetings.	10/07/2022	6
12	January Professional Development: Story Grammar Marker (Grades K-8), Curriculum Updates (Grades 3-8), Math and Science MCAS Preparation (Grades 3-8), Social Studies Department Civics Project Meeting.	01/06/2023	7
13	March Professional Development: MCAS Presentation, ELA Curriculum (Grades K-2), Trauma Informed Instructional Practices (Grades K-4), Classroom Management (Grades 5-8).	03/31/2023	8.3
14	April Professional Development: MCAS Presentation, Model Lessons Grades (K-8) ELA, Social Studies, Math, Science, and Spanish Teachers.	04/24/2023	1.3
TOTAL HOURS PROVIDED			63.5 (All) 103.5 (New)

Object A1: Professional Development days/hours offered during the 2022-2023 school year. Note – some sessions were offered virtually via Microsoft Teams platform.

Measure: HCCS will hold at least twenty annual parent events/workshops that will engage families and empower parents to become strong stakeholders in their children’s educations.

	Event	Date
1	Parent Orientation Nights (Grades K-8)*	August 23-25, 2022 @ 5:00pm
2	Parent Connection Ice Cream Social*	September 2, 2022 @ 4:00pm
3	Parent Meeting	September 13, 2022 @5:30pm
4	Teddy Bear Picnic (Grades K-2)*	September 23,2022 @ 5:00pm
5	Parent Meeting	October 11, 2022 @5:30pm
6	Special Education Parent Advisory Council Meeting -Virtual	October 18, 2022 @5:30pm
7	English Learners Parent Advisory Council Meeting- Virtual	October 20, 2022 @5:00pm
8	Fall Open House (Grades K-8)*	October 25, 2022 @5:30pm
9	Parent/Teacher Conferences (Grades K-8)*	October 27&31, 2022
10	Parent Meeting (How District Special Education & Civil Rights Practices are Protected and Reviewed) -Virtual	November 2, 2022 @5:00pm
11	Parent Meeting (Upcoming Events) -Virtual	November 8, 2022 @5:30pm
12	Parent Meeting (Early Literacy)-Virtual	November 21, 2022 @5:30pm
13	Parent Meeting: Highschool Transition (Grade 8) -Virtual	November 21, 2022 @6:30pm
14	Parent Meeting -Virtual	December 2, 2022 @5:30pm
15	Family Movie Night (Grades K-8)	December 9, 2022 @6:00pm
16	Special Education Parent Advisory Council Meeting -Virtual	December 13, 2022 @5:00pm
17	Parent Meeting: Social Media Applications: Safe & Risky Use (Grades 6-8)	December 21,2022 @6:30pm
18	Parent Meeting -Virtual	January 10, 2023 @5:30pm
19	Bingo for Books	January 13, 2023 @6:00pm
20	Parent Meeting -Virtual	February 7, 2023 @5:30pm
21	Special Education Parent Advisory Council Meeting -Virtual	March 2, 2023 @5:30pm
22	Parent Meeting: Multiplication and Parent Involvement. (Grade 3) -Virtual	March 7, 2023 @5:30pm
23	Parent Meeting (Promotion Criteria, Exam Schedule, SDP, Practice Exams, Sample Questions, Academic Progress, MCAS, Discipline, Parent Engagement, & International Day)	March 16, 2023 @5:00pm
24	Parent Meeting -Virtual	April 3, 2023 @5:00pm
25	Parent/Teacher Conferences (Grades K-8)*	April 24&25, 2023
26	Sports Award Ceremony*	May 19, 2023 @5:00pm
27	Academic Award Ceremony *	May 26 ,2023 @5:00pm
28	Honoring our Families Event*	June 2,2023 @5:00pm
29	Special Education Parent Advisory Council Meeting -Virtual	June 5, 2023 @5:00pm
30	Eighth Grade Ceremony*	June 17, 2023 @3:00pm

Object A2: A list of the parent events/workshops held during the 2022-2023 academic year.

*Indicates teachers were present to engage with parents and students at the event/workshop (10 total)

APPENDIX B

Recruitment and Retention Plan

Recruitment Plan

2023-2024

School Name: Holyoke Community Charter School

2022-2023 Implementation Summary:

1. Successes and challenges of implementing the school's recruitment strategies from the 2022-2023 Recruitment Plan

Holyoke Community Charter School was able to complete most activities indicated on its 2022-2023 Recruitment Plan. After a hiatus due to COVID-19, HCCS was excited to once again hold its Open House and International Day events in person with high levels of attendance. The school's admission officer posted informational flyers throughout the community at the indicated strategic locations. The additional strategy added to the 2019-2020 recruitment plan for English Learners was to partner with the Holyoke Puerto Rican parade committee; however the parade is no longer taking place, instead the city of Holyoke celebrates Hispanic Heritage with the Fiestas Patronales de Holyoke. HCCS is hoping to participate in that event. Instead of participating in the parade, HCCS participated in the Back-to-School Back Pack event, in August 2022; a community-led event in the city of Holyoke. The school was able to march in the Holyoke St. Patrick's Day Parade, an event that draws large crowds from not only Holyoke, but surrounding towns as well.

Holyoke is a city where Spanish is the second most common language, and 32 % of HCCS students come from a home where Spanish is their first language. In order to reach Latino families, HCCS implements a variety of recruitment strategies. All school flyers, postings, and information materials are translated into Spanish. These flyers are posted throughout the community in Latino business and community centers where many Spanish-speakers visit. HCCS has a large bi-lingual staff, including front office staff, teachers, administrators, and the school director. The Spanish language is part of HCCS' daily academic program, where all students in kindergarten through eighth grade take a Spanish language course. HCCS is fully committed to serving and supporting Spanish-speaking students and families.

HCCS is in the last stages of completing the construction of its new gymnasium, with a regulation basketball and volleyball court. The school hopes that this brand-new gym will continue to enrich the lives of HCCS students and the community as a whole, well into the future. Holyoke is the birthplace of volleyball and basketball is an integral part of youth culture in Holyoke, Chicopee, and Springfield. Because of the construction, HCCS was unable to hold its second annual "Hoop-It Up" event. But with the opening of the gym in the Fall of 2023, a bigger and better "Hoop-It Up" event is planned.

During the 2022-2023 school year HCCS was successful in exceeding the Gap Narrowing Targets and Comparison Index for each student sub-population.

2. Additional information that gives context for subgroup enrollment figures (e.g., high number of siblings enrolled in entry class, re-classification of student subgroup status, etc.)
- **High number of siblings enrolled in entry class:** Over the 2022-2023 school year, 36% of newly enrolled students received entry because of their sibling status.
 - **Re-classification of English Learner status:** HCCS has a robust English Learners program and Sheltered English Instruction, allowing EL students to quickly gain proficiency in the English Language. At the end of the 2021-2022 school year, 19.7% of English Learners were re-classified as proficient (15 total students), exiting EL status. For the 2022-2023 school year, 9.2% of newly enrolled students were classified as English Learners (total of 15 students), demonstrating HCCS' ability to recruit English Learners.

Describe the school's general recruitment activities, i.e. those intended to reach all students.

General Recruitment Activities for 2022-2023:

- Open House events – two held each year
- HCCS Website with school mission, practices, and events
- Student Talent Show
- Parent Orientation Nights
- Monthly Newsletter
- International Day
- Family Movie Nights
- Advertisement on local cable station
- Student Enrollment Lottery
- SABIS® Digital Platform
- Parent Orientation at beginning of school year
- Parent/teacher conferences
- Eighth grade high school transition meetings
- Boys & Girls Basketball Team
- Cheerleading Team
- HCCS Facebook Page
- Invite public to student performances
- Mailings to district students using the MailHouse

Recruitment Plan –2023-2024 Strategies
List strategies for recruitment activities for each demographic group.

Special education students/students with disabilities

<p>(a) CHART data</p> <p>School percentage: 20.1%</p> <p>GNT percentage: 18.7%</p> <p>CI percentage: 18.7%</p> <p>The school is <u>above</u> GNT percentages and <u>above</u> CI percentages</p>	<p>(b) Continued 2022-2023 Strategies</p> <p><input checked="" type="checkbox"/> Met GNT/CI: no enhanced/additional strategies needed</p> <ul style="list-style-type: none"> • Monthly Parent Advisory Council Meetings and Seminars open to the public that address issues important to Special Education students • Special Education administrators and staff present at all Open House events • Place informational posters advertising HCCS in local preschools where most students will enter the district public schools (27.5% Special Education population): Valley Opportunity preschool, Holyoke-Chicopee-Springfield Headstart • Post information regarding monthly Parent Advisory Council meetings in local public establishments inviting the public to attend these events • Place informational posters advertising HCCS in local mental health agencies, at a local parent advocacy agency, the Department of Social Services, and Department of Youth Services • All recruitment materials state in English and Spanish that “children with special needs are welcome at our school”, including on the school’s website. • Have a special education student available at open houses to speak about his/her experience and lead tours of the school.
	<p>(c) 2023-2024 Additional Strategy(ies), if needed</p> <p>N/A, Met GNT/CI</p>

Limited English-proficient students/English learners

<p>(a) CHART data</p> <p>School percentage: 10.5%</p> <p>GNT percentage: 8.9%</p> <p>CI percentage: 8.9%</p> <p>The school is <u>above</u> GNT percentages and <u>above</u> CI percentages</p>	<p>(b) Continued 2022-2023 Strategies</p> <p><input checked="" type="checkbox"/> Met GNT/CI: no enhanced/additional strategies needed</p> <ul style="list-style-type: none"> • Representatives from HCCS attend local Latino community-based events • Place informational posters advertising HCCS in local businesses, such as Salsa Rengue, Rincons Restaurant • Advertisement translated into Spanish on local Spanish radio station, on the school’s website, and on the school’s Facebook page • Monthly Newsletter translated in Spanish • Translation services available at all Open House and community events • Place an ad in El Pueblo Latino, a local Spanish language newspaper • Leave translated copies of our flyers and applications at The Community Education Project, a community adult ESL program • Advertisements translated into Spanish will be posted in local Spanish-speaking churches throughout Holyoke. • The ELL Coordinator will participate in the kindergarten screening process to support families who have been identified as limited English proficient through the enrollment process. • HCCS will place informational posters translated in Spanish at Enlace de Familias, a designated Massachusetts Family Resource Center to reach Spanish-speaking families displaced from Puerto Rico. • Partner with the annual Puerto Rican Parade Committee in Holyoke to help promote and organize the event and advertise the school through representation in the parade and in culminating events surrounding the parade day. This strategy was employed after the 2019-2020 enrollment lottery and will therefore take 2-3 years to have effect on enrollment data. • The school will invite prospective families and community members to our International Day festival that highlights the Puerto Rican culture.

	<ul style="list-style-type: none"> • Invite members of the Puerto Rican Cultural Center to our Open House event in the fall to introduce them to our school community and begin building a partnership with them. The Puerto Rican Cultural Center serves Hampden County, most especially Springfield, Holyoke, and Chicopee.
	<p align="center">(c) 2023-2024 Additional Strategy(ies), if needed</p> <input type="checkbox"/> N/A, Met GNT/CI
Students eligible for free or reduced lunch (Low Income/Economically Disadvantaged)	
<p>(a) CHART data</p> <p>School percentage: 83.9%</p> <p>GNT percentage: 69.7%</p> <p>CI percentage: 71.9%</p> <p>The school is <u>above</u> GNT percentages and <u>above</u> CI percentages</p>	<p align="center">(b) Continued 2022-2023 Strategies</p> <input checked="" type="checkbox"/> Met GNT/CI: no enhanced/additional strategies needed <ul style="list-style-type: none"> • Place informational posters advertising HCCS at community centers servicing low-income families, such as the Holyoke Housing Authority, YMCA, Boys & Girls Club, Girls Inc., Department of Transitional Assistance, Career Point • Place informational posters advertising HCCS in local preschools/daycares offering services to low-income families: Valley Opportunity preschool, Holyoke-Chicopee-Springfield Headstart, Holyoke Community College daycare, SquareOne • Attend recruiting events at Holyoke-Chicopee-Springfield Headstart • Continue to hold Bingo-for-Books events open to the public at HCCS • Provide refreshments and child-care at one or more informational events • Ensure all recruiting and open house events are scheduled in tandem with the city bus schedule. Include information that school is located on the city bus route with a stop in front of the school on informational flyers. • Post informational flyers at local urgent care/walk-in clinics that accept MassHealth • Invite local agencies, such as DCF, WIC, and Valley Opportunity Council to attend the October Open House. • Establish relationships with Homework House, an after-school program serving economically disadvantaged students, and make information available to organization leaders and post flyers. <p align="center">(c) 2023-2024 Additional Strategy(ies), if needed</p> <input type="checkbox"/> N/A, Met GNT/CI
<p><u>Students who are sub-proficient</u></p>	<p align="center">(d) Continued 2022-2023 Strategies</p> <ul style="list-style-type: none"> • Place informational posters advertising HCCS in local preschools from which most students will enter the districts public schools: Valley Opportunity preschool, Holyoke-Chicopee-Springfield Headstart, Holyoke Community College daycare • Post information on school website regarding MCAS performance, release MCAS data via Accountability Data and on the SABIS[®] annual report. • Place informational posters advertising HCCS in local libraries • Continue to promote our school to Latino and low-income parents and students with the intention of reaching Latino students and low-income students. Low-income students and Latino students score at lower levels than their peers on the MCAS tests state-wide.
<p><u>Students at risk of dropping out of school</u></p>	<p align="center">(e) Continued 2022-2023 Strategies</p> <ul style="list-style-type: none"> • Invite local community agencies that work to support students in our area, including those at risk of dropping out of school (such as the Boys & Girls Club, Girls Inc., DCF), to our Open House and International Day events. Through this partnership, these agencies will gain more information about HCCS and will be provided with materials they can pass on to their clientele. • Check EWIS data on DESE website to find students at risk, due to homelessness, low attendance, etc. • Identify the elementary schools in sending districts with higher percentages of students with low MCAS scores, compared to other elementary schools and use the Mailhouse to send information to these parents about HCCS' academic program.

<p><u>Students who have dropped out of school</u></p>	<p align="center">(f) Continued 2022-2023 Strategies</p> <p>Not Applicable – HCCS serves students in grades K-8</p>
<p>OPTIONAL <u>Other subgroups of students who should be targeted to eliminate the achievement gap:</u> Latino Students</p>	<p align="center">(g) Continued 2022-2023 Strategies</p> <p>Holyoke is a community where 41.4% of people claim Latino ethnicity (2010 U.S. Census data). During the 2022-2023 school year, 92.6% of students enrolled at HCCS were Latino; this is above the Holyoke Public Schools district of 81.3%. HCCS’ goal is to continue activities that are successful in recruiting Latino students by demonstrating our commitment to the Latino community.</p> <ul style="list-style-type: none"> • Representatives from HCCS attend local Latino festivals, such as the Emmanuel Festival, Puerto Rican Day Parade, and the New Horizons Family Community Center • Showcasing Latino-heritage at HCCS’ annual International Day Festival • Place informational posters advertising HCCS in local Latino-run business, such as Salsa Rengue, El Rincon Restaurant • Advertisement translated into Spanish on Spanish-language radio station • Monthly Newsletter translated in Spanish

Retention Plan 2023-2024

Please provide a brief narrative report on the successes and challenges of implementing last year’s retention strategies from the 2022-2023 Retention Plan.

2022-2023 Implementation Summary:

Holyoke Community Charter School completed most of the activities indicated on its 2022-2023 Retention Plan. The EL-PAC and SPED-PAC meetings continue to be held virtually due to increased participation. HCCS was excited to celebrate International Day after a two-year hiatus due to the pandemic. The annual goal for student retention for 2023 was 90%. HCCS exceeded this goal: its 2022-2023 retention rate was 91.9%, and HCCS had a better retention rate for 2022-2023 when compared with the median rate of 87.2% and the statewide average of 91.7%

For the 2023-2024 Retention Plan, HCCS will continue to pursue the same successful goals and strategies. Parent involvement is a key design element of the school and remains an important way for students to be invested and engaged with their education. HCCS looks forward to once again holding its many in-person parent events including the Parent Orientation Nights, Awards Ceremonies, and the annual International Day.

HCCS believes that sportsmanship is an important way to instill pride and a sense of belonging for students. For this reason, HCCS has a boys and girls basketball team as well as a cheerleading team. HCCS also has an after-school soccer program, offering co-ed teams at the K-1, 2-3, 4-5, and 6-8 grade levels. The pride in being an HCCS Lion resonates throughout the school, and the school plans to continue to offer an extra-curricular sports program in 2023-2024 with the new construction of the gymnasium, scheduled to open in Fall of 2023.

Overall Student Retention Goal	
Annual goal for student retention (percentage):	90%

Retention Plan – 2023-2024 Strategies	
List strategies for retention activities for <u>each</u> demographic group.	
Special education students/students with disabilities	
<p><u>(a) CHART data</u></p> <p>School percentage: 7.6%</p> <p>Third Quartile: 16.7%</p> <p>The school is below third quartile percentages.</p>	<p style="text-align: center;">(b) Continued 2022-2023 Strategies</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Below third quartile: no enhanced/additional strategies needed • Special Education Teacher-Parent Conferences • Parent Advisory Council Meetings addressing specific needs of Special Education Students • Transition meetings • Inclusion-model • Highly Qualified Special education staff

	<p align="center">(c) 2023-2024 Additional Strategy(ies), if needed</p> <p><input type="checkbox"/> Above third quartile: additional and/or enhanced strategies described below: Include the time allotted for each strategy for data change (i.e. 2-3 years, 1 year) and/or if the school collaborated with a local community organization on these strategies.</p> <p>N/A – below third quartile</p>
Limited English-proficient students/English learners	
<p align="center">(a) CHART data</p> <p>School percentage: 9.6% Third Quartile: 14.7%</p> <p>The school is below third quartile percentages.</p>	<p align="center">(b) Continued 2022-2023 Strategies</p> <p><input checked="" type="checkbox"/> Below third quartile: no enhanced/additional strategies needed</p> <ul style="list-style-type: none"> • RETELL/WIDA trained staff for Sheltered English Immersion Endorsement • Newsletter and all other communications translated into Spanish, including the mass-notification telephone system messages • Highly Qualified English Learners teachers • Parent Advisory Council for English Learners addressing specific needs of Special Education Students • Bi-lingual staff members, including main office and Special Education office staff, academic administrator, and school director <hr/> <p align="center">(c) 2023-2024 Additional Strategy(ies), if needed</p> <p><input type="checkbox"/> Above third quartile: additional and/or enhanced strategies described below. Include the time allotted for each strategy for data change (i.e. 2-3 years, 1 year) and/or if the school collaborated with a local community organization on these strategies.</p> <p><input type="checkbox"/> No ELs were enrolled during the 2022-2023 school year. No retention strategies needed.</p> <p>N/A – below third quartile</p>
Students eligible for free or reduced lunch (low income/economically disadvantaged)	
<p align="center">(a) CHART data</p> <p>School percentage: 7.9% Third Quartile: 15.8%</p> <p>The school is below third quartile percentages.</p>	<p align="center">(b) Continued 2022-2023 Strategies</p> <p><input checked="" type="checkbox"/> Below third quartile: no enhanced/additional strategies needed</p> <ul style="list-style-type: none"> • After-school tutoring program • Extended Day program • Free Breakfast program • Summer program <hr/> <p align="center">(c) 2023-2024 Additional Strategy(ies), if needed</p> <p><input type="checkbox"/> Above third quartile: additional and/or enhanced strategies described below. Include the time allotted for each strategy for data change (i.e. 2-3 years, 1 year) and/or if the school collaborated with a local community organization on these strategies.</p> <p>N/A – below third quartile</p>
<p align="center">Students who are sub-proficient</p>	<p align="center">(d) Continued 2022-2023 Strategies</p> <ul style="list-style-type: none"> • School-wide MCAS pep-rally and prizes • Parent Seminar on MCAS expectations • After-school tutoring program • MCAS preparation program • Bingo-for-Books • Reading and math interventions with multiple strategies • Summer Reading program

<p><u>Students at risk of dropping out of school</u></p>	<p style="text-align: center;">(e) Continued 2022-2023 Strategies</p> <ul style="list-style-type: none"> • School Adjustment Counselor and School Social Worker • evidence-based Social Emotional Learning Curriculum • free breakfast in the classroom program • Student Life Organization® clubs and mentorship • Elite Scholar’s Club
<p><u>Students who have dropped out of school</u></p>	<p style="text-align: center;">(f) Continued 2022-2023 Strategies</p> <p>Not Applicable – HCCS serves students in grades K-8</p>
<p>OPTIONAL</p> <p><u>Other subgroups of students who should be targeted to eliminate the achievement gap:</u></p> <p>Latino Students</p>	<p style="text-align: center;">(g) Continued 2022-2023 Strategies</p> <ul style="list-style-type: none"> • Newsletter and all other communications translated into Spanish • Spanish language/culture taught in all grade levels • Highlight Latino culture at International Day Festival • Spanish-speaking staff members, including main office and Special Education office staff, academic administrator, and school director

APPENDIX C

School and Student Data Tables

Holyoke Community Charter School's student race and ethnicity demographic information is posted on the Department of Elementary and Secondary Education's website. HCCS profile page can be found at: [Enrollment Data \(2022-23\) - Holyoke Community Charter School \(04530005\) \(mass.edu\)](#)

STUDENT DATA BY RACE/ ETHNICITY (2022-23)	
Race/Ethnicity	% of School
African American	1.3
Asian	0.7
Hispanic	92.6
Native American	0.0
White	4.5
Native Hawaiian, Pacific Islander	0.0
Multi-race, non-Hispanic	0.9

Holyoke Community Charter School's student selected populations demographic information is posted on the Department of Elementary and Secondary Education's website. HCCS profile page can be found at: [Selected Populations \(2022-23\) - Holyoke Community Charter School \(04530005\) \(mass.edu\)](#)

SELECTED STUDENT POPULATIONS (2022-23)	
Selected Populations	% of School
First Language not English	28.8
English Language Learner	10.5
Low-Income	83.9
Students with Disabilities	20.1
High Needs	87.7

ADMINISTRATIVE ROSTER FOR THE 2022-2023 SCHOOL YEAR			
Name, Title	Brief Job Description	Start date	End date (If no longer employed at the school)
Dr. Sonia C. Pope	School Director	01/17/2006	-----
Aaron Yosky	Academic Quality Controller	08/23/2021	-----
Robert Riddles	Academic Quality Controller	08/01/2022	-----
Benjamin Torres	Academic Deputy EL/MTSS Coordinator	08/22/2006	-----
Thomas Paquin	Facilities Manager	01/15/2014	-----
Maria Rodriguez	School Business Manager	07/15/2019	-----
Grant Herman	IT Manager	07/24/2020	11/18/2022
Kyle Callender	Student Management Coordinator	04/01/2014	-----
Troy Miller	Student Life Coordinator	08/01/2022	-----
Kristen O'Connor	Special Education Coordinator	08/01/2022	-----
Cameo Restrepo	Human Resources Coordinator	11/25/2019	10/05/2022
Stacey Hernandez	School Social Worker	10/26/2016	-----
Elizabeth Pawlowski	Administrative Assistant	01/30/2008	10/31/2022
Claritza Baez	Admissions Officer	08/20/2008	-----
Delaney Woods	School Nurse	10/03/2022	-----

TEACHERS AND STAFF ATTRITION FOR THE 2022-2023 SCHOOL YEAR				
	Number as of the last day of the 2022-2023 school year	Departures during the 2022-2023 school year	Departures at the end of the school year	Reason(s) for Departure*
Teachers	54	8	0	Employee chose to end employment (7) and (1) Termination
Other Staff	64	13	1	Employee chose to end employment (13)

BOARD MEMBERS FOR THE 2022-2023 SCHOOL YEAR				
Name	Position on the Board	Committee affiliation(s)	Number of terms served	Length of each term (start and end date)
Leona Florek	Chair	<ul style="list-style-type: none"> • Finance/Facilities • Executive 	2 Terms Served; in 3 rd Term	08/2015-08/2018 08/2018-08/2021 08/2021-08/2024
Janine Kent	Vice Chair	<ul style="list-style-type: none"> • Policy • Finance/Facilities 	1 Term Served; in 2 nd Term	01/2019-01/2022 01/2022-01/2025
Lina Rivera	Treasurer	<ul style="list-style-type: none"> • Policy • Finance/Facilities 	1 Term Served; In 2 nd Term	04/2019-04/2022 04/2022-04/2025
Jean Swinney	Secretary	<ul style="list-style-type: none"> • Policy • Finance/Facilities 	In 2 nd Term	07/2019-07/2022 07/2022-07/2025
Li-Jun Ma	Member	<ul style="list-style-type: none"> • Policy • Finance/Facilities 	In 1 st Term	07/2021-07/2024
Rafael Rodriguez	Member	<ul style="list-style-type: none"> • Policy • Finance/Facilities 	In 1 st Term	08/2021-08/2024

Board of Trustee and Committee Meeting Notices are posted on the school's website: [Public Records and Transparency - Holyoke Community Charter School \(sabis.net\)](https://www.sabis.net)

APPENDIX D

Additional Required Information

Facilities

List of each of the school's buildings, including those reported in Schedule B of the Charter School End of Year Financial Report for 2023 and any buildings acquired since then.

Address	Dates of Occupancy
2200 Northampton Street, Holyoke, MA	09/2005 - present

Enrollment

The application and lottery deadlines for enrollment during the 2024-25 school year.

Action	2023-24 School Year Date(s)
Student Application Deadline	March 5, 2024
Lottery	March 6, 2024

Appendix E

Conditions, Complaints, and Attachments

Complaints

Holyoke Community Charter Schools board of trustees did not receive any written complaints during the 2022-2023 school year.