



HOLYOKE PUBLIC SCHOOLS
 JUNTOS PODEMOS | TOGETHER WE CAN

School Building Committee
Thursday, February 13th, 2025, from 6:00 p.m. - 7:00 p.m.
Location: Virtual
Remote Access: Computer: <https://hps-holyoke-ma-us.zoom.us/j/81136895654>
Phone: Dial: 13126266799 / Webinar ID: 811 3689 5654

Agenda Items:

- Review and Vote on the 1/9/25 SBC Meeting Minutes
- Updates on Construction Administration Progress and Schedule
- Financial Update on FF&E and Technology
- Updates on FF&E and Technology Procurement
- Update on room naming
- Update on school logo competition
- Other Topics Not Reasonably Anticipated 48 Hours in Advance

Invitees:

- *School Building Committee Members (15):* Sean Sheedy, Jacqueline Glasheen, Camilia Garcia, Whitney Anderson, Mark Lubold, Reina Lorenzi, Anthony Soto, Josh Garcia, Kathy Ortiz, Kevin Jourdain, Ted Sweeney, Ysaaca Axelrod, David Yos, Jessica Perella, Tim Keane
 - Absent: Anja Duffy, Ron Collamore

Additional Staff:

- *Non-voting Holyoke Staff:* Erin Linville
- *Owner’s Project Manager - Anser Advisory:* Josh Luttrell, Connor Palazzo
- *Architect - Mount Vernon Group (MVG):* Chris LeBlanc
- *General Contractor:*
- *Interpreters: n/a*

To Prepare for this meeting:

- Review and be ready to vote on the [24_0109 - MSBC Meeting Minutes](#)
- Optional: View this video [Inside the Build: Peck Middle School](#)

Time	Mins.	Topic	Owner
6:00	7	<p>Welcome</p> <ul style="list-style-type: none"> ● Welcome back Jaime Morrow! ● No public comment. <p>FYI: Members of the public wishing to submit public comments can email elinville@hps.holyoke.ma.us no later than 3:00 p.m. on the day</p>	Marc Lubold

		of the meeting to request the opportunity to speak for up to 2 minutes or to request a written statement be read aloud.	
6:07	3	<p>Review next steps from last meeting or other additional notes</p> <ul style="list-style-type: none"> ● Check in on actions from last meeting <ul style="list-style-type: none"> ○ Vote on the 25_0109 - MSBC Meeting Minutes ○ M. Lubold motioned ○ D. Yos seconded. ○ All approved: Sean Sheedy, Jacqueline Glasheen, Camilia Garcia, Whitney Anderson, Mark Lubold, Reina Lorenzi, Anthony Soto, Josh Garcia, Kathy Ortiz, Kevin Jourdain, Ted Sweeney, Ysaaca Axelrod, David Yos, Jessica Perella, Tim Keane 	Josh Luttrell
6:10	10	<p>Updates on Construction Administration Progress and Schedule</p> <ul style="list-style-type: none"> ● C. LeBlanc presented an overall project update, sharing progress photos. ● RFI and Submittal process is still ongoing to ensure conformance with documents and specifications. ● Cost control measures, change order reviews are ongoing between Fontaine, MVG and Accenture (Anser). ● Contractor continuing to install electrical, fire protection, and plumbing rough-ins. ● Taping and finishing sheet rock ongoing. ● Electrical equipment in electrical room being installed with electrical room walls having been painted. ● Maintaining roughly 60-65 workers on site daily. ● Window installation is ongoing and around 50% complete with testing ongoing. ● C. LeBlanc clarified that substantial completion is a milestone where construction has progressed to a point where the building can start to be utilized by the Owner. Punchlist items will be ongoing at this time. 	Chris LeBlanc, Josh Luttrell
6:20	15	<p>Financial Update on Main Project Construction, FF&E and Technology</p> <ul style="list-style-type: none"> ● C. Palazzo provided update on the budget, estimate status, procurement process and timeline. ● The budget for FFE is \$1.87M. ● The current estimate is \$1.856M. ● The district has approved recommendation to use soft cost contingency to pay for any overruns. ● J. Morrow clarified that the numbers presented are not final but based off retail numbers for equipment. State contract pricing will likely bring down the estimate. 	Josh Luttrell, Connor Palazzo

		<ul style="list-style-type: none"> • D. Yos inquired about how much over budget we are. • C. Palazzo clarified that the budget presented is \$411,401 over the original budget in total. • C. Palazzo clarified that as the FFE list has become populated with items and quantities, it became apparent that the total cost may be more than our original budget had projected for. Money will be shifted from soft cost contingency to fund the differences if needed. • K. Jourdain inquired if there is anything that may be significantly eroding the contingency at this time. • C. LeBlanc clarified that nothing is anticipated to be eroding contingency to the point where it would be challenging to fund an overrun of FFE. 	
6:35	10	<p>Updates on FF&E and Technology Procurement Progress</p> <ul style="list-style-type: none"> • FFE lists have been finalized with purchasing department and district. • J. Morrow stated that vendor information forms were sent to vendors today. • E. Linville communicated that district staff provided detailed input on what they feel is needed, adding that the process has been inclusive and comprehensive. • FFE consultants continue to meet with the district to identify furniture options. • Purchase orders are being scheduled. The project team is coordinating with the city to coordinate procurement. • Furniture delivery is expected to start on 7/1/25. 	Chris LeBlanc
6:45	5	<p>Update on room naming</p> <ul style="list-style-type: none"> • J. Garcia communicated that the school board agreed that selected names were appropriate, although the naming process used was originally intended for naming of the building. • The board felt that a separate process is warranted for naming of other parts of the school following the same process as the building naming. • This will remain on hold for now. 	Josh Garcia
6:50	5	<p>Update on school logo competition</p> <ul style="list-style-type: none"> • Over 50 students submitted designs from a variety of grade levels. • E. Linville presented the six designs that were narrowed down to. 	Erin Linville

		<ul style="list-style-type: none"> • A survey was conducted for students and staff to select the top choices. • Students will be informed of the outcome first. • The winning student will work with a graphic artist to ensure that the logo can be modified to fit school apparel and other items. • Logo is expected to be released in late March, early April. 	
6:55	2	<p>Review Next Steps</p> <ul style="list-style-type: none"> • Upcoming Meetings: <ul style="list-style-type: none"> Second Thursday of the Month: <ul style="list-style-type: none"> ○ Thursday, March 13th ○ Thursday, April 10th ○ Thursday, May 8th ○ Thursday, June 12th • M. Lubold motioned to adjourn. • S. Sheedy seconded. • All approved : Sean Sheedy, Jacqueline Glasheen, Camilia Garcia, Whitney Anderson, Mark Lubold, Reina Lorenzi, Anthony Soto, Josh Garcia, Kathy Ortiz, Kevin Jourdain, Ted Sweeney, Ysaaca Axelrod, David Yos, Jessica Perella, Tim Keane 	Josh Luttrell
6:57	3	<p>Possible Topics for Next Meeting / Items Not Anticipated by the Chairs 48 hours in Advance</p> <ul style="list-style-type: none"> • FYI, the recommendation to name other rooms in the building (and other places across HPS) is being referred to the School Committee -- See note below, which has been being shared with the School Committee. 	Josh Luttrell

Recommendations for other names

During the process to name the new middle school building, stakeholders and working group members also recommended that HPS leadership consider naming other sections of the school building after many of the [notable people who were recommended](#), as a way to honor many of the notable people who were recommended but not chosen and as a way to inspire our students to learn more about our shared history. (See below for some possible names, which were not widely discussed but are listed for as examples.) When the cabinet team was discussing this, a few people also suggested that we consider naming other spaces within the district. Some examples include the new basketball courts at Sullivan Middle School, the new playground at Lawrence Elementary, or other existing spaces which we are proud of.

We believe naming rights of rooms and places within schools rests within the School Committee, and we are wondering if the School Committee has an interest in pursuing this idea. Erin Linville--who is the district lead on the middle school building project--is available to the School Committee to be the

primary staff lead to support this effort, if the School Committee is interested. We would appreciate it if you could discuss this at a meeting and let us know your thoughts.

Possible Names

- The [Felipe Pantoja](#) Language Services Room (after Holyoke's first bilingual teacher and bilingual director who founded the Hispanic Institute and first Puerto Rican newspaper).
- The [Carlos Vega](#) Family Center (after the HPS alumnus and social justice advocate for affordable housing, education, employment, and safe streets).
- The [Hal Blaine](#) Music Room (after the famous Rock-n-Roll Hall of Famer who was born in Holyoke).
- The [Anne McHugh](#) Library (after the first woman elected to chair the Holyoke School Committee and the school that was named after her was torn down).
- The [Betty Medina Lichtenstein](#) STEM Room (after the first Puerto Rican woman in MA elected to a position and former Enlace Executive Director).