



HOLYOKE PUBLIC SCHOOLS
 JUNTOS PODEMOS | TOGETHER WE CAN

School Building Committee
Tuesday, February 16, 2023 from 6 - 8:00 p.m.
Location: Virtual
Remote Access: Computer: <https://hps-holyoke-ma-us.zoom.us/j/81136895654>
Phone: Dial: 13126266799 / Webinar ID: 811 3689 5654

- Meeting Objectives:**
- Review schedule
 - Share a presentation of and discuss proposed adjustments made to model school plan to fit the Peck program/site
 - Share a finance/City Council update
 - Share working group updates
 - Review next steps from last meeting or other Notes

- Attendees:**
- *School Building Committee Members:* Camilia Garcia, David Yos, Debra Vega, Jackie Glasheen, Jaime Morrow, Jessica Perella, Kathy Ortiz, Mark Lubold, Peter Tallman, Reina Lorenzi, Whitney Anderson, Anthony Soto, Erin Brunelle, Kenia Davila
 - Absent: Josh Garcia
 - *Working Group Members:* Ron Collamore, Wendy Weiss
 - *Additional Community Members:*
 - *Additional Staff:* Margaret Wood, Sam Garcia, Mount Vernon Group (Frank Tedesco, Adolfo Cuevas, Chris LeBlanc, Dennis Daly)
 - Absent: Erin Linville

- To Prepare for this meeting:**
- Review and be ready to approve the [2/2 SBC meeting minutes](#)
 - <FYI> Mayor’s [hand-outs](#) for the last City Council Finance sub-committee meeting
 - Read the [letter that was sent to City Council](#) with updates
 - <FYI> [Background materials](#)

Time	Mins.	Topic	Owner
6:00	5	<p>Welcome and Public Comment</p> <p><i><u>Meet new member - Anja Ryan</u></i></p> <p>FYI: Members of the public wishing to submit public comments can email erinfontainebrunelle@gmail.com no later than 3:00 p.m. on the day of the meeting to request the opportunity to speak for up to 2 minutes or to request a written statement be read aloud.</p>	Erin Brunelle

6:05	15	<p>Review schedule</p> <ul style="list-style-type: none"> ● For reference: schedule from last meeting ● TBD - School Tours (waiting to hear back from Chris) <ul style="list-style-type: none"> ○ Goodnow Brothers Elementary School in Marlborough, MA (opened Fall 2020) - Friday, March 3 or Friday, March 10 at 4 p.m. ○ Harris Brook Elementary School in Ludlow, MA (opened Fall 2021) - Friday, March 31 at 3:30 or 4 p.m. ● TBD - Public Information Sessions (waiting to hear back from Josh/Nilka) <ul style="list-style-type: none"> ○ Tues, April 4 or Wed, April 5 - 5:30 - 7:00 p.m. (in-person) (Note: Wed is Passover, but I don't think we have a high Jewish population.) ○ Mon, April 10 OR Tues, April 11 from 12-1 p.m. for a lunch-time virtual meeting. ● Educator Input Sessions (Advisory JD for Educators) <ul style="list-style-type: none"> ○ Do a couple representatives (especially if you have a background in education AND/OR are serving on the Academics/Extracurricular or Building Design sub-committees) from the SBC want to join? If so, email Erin Linville. Please commit to both. <ul style="list-style-type: none"> ■ Tuesday, February 28 from 4:00 - 6:00 p.m. (in-person) ■ Tuesday, April 4 from 4:00 - 5:30 p.m. (likely on zoom) ○ 	Margaret
6:20	60	<p>Share a presentation and discuss proposed adjustments made to model school plan to fit the Peck program/site</p>	Mount Vernon Group
7:20	10	<p>Share a finance/City Council update</p> <ul style="list-style-type: none"> ● Rory (Treasurer) and Margaret will work on the language ● Going to the MSBA for the April 27th ● Aiming to get on the full City Council agenda on May 2 and then referred to finance sub-committee <ul style="list-style-type: none"> ○ Need to file request via the Auditor on Thurs, April 27th COB 	Anthony on Mayor Garcia's behalf
7:30	15	<p>Share working group updates</p> <ul style="list-style-type: none"> ● Communications ● Building Design ● Finance ● Academics/Enrichment 	Committee Chairs

7:45	10	<p>Review next steps from last meeting or other Notes</p> <ul style="list-style-type: none"> ● Check in on actions from last meeting <ul style="list-style-type: none"> ○ Approve the 2/2 SBC meeting minutes ● Next Meetings: <ul style="list-style-type: none"> ○ Tuesday, March 2nd ○ Tues, March 16th <p>Other Notes</p> <ul style="list-style-type: none"> ● <p>Next Steps</p>	Erin Brunelle
		<p>Possible Topics for Future Meetings</p> <ul style="list-style-type: none"> ● TBD - updated financial forecast <p>Parking Lot for Discussion later</p> <ul style="list-style-type: none"> ● Location and quantity of bathroom fixtures ● Parking along Crosier Field ● Protected outdoor space for waiting (Jackie, in response to a concern from Camilia) ● Outdoor spaces for physical activity and learning (Mark Lubold) 	

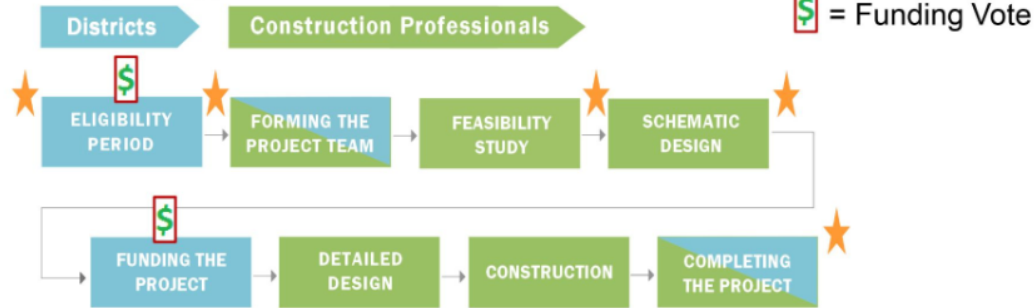
See MSBA Modules Visual below.



Module One – Module Five

MSBA Building Process

Steps primarily for:



http://www.massschoolbuildings.org/building/modules_overview

Massachusetts School Building Authority

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Module 1: Eligibility

Module 2: Project Team (procure the services of the Owner's Project Manager and Designer)

Module 3: Feasibility (document the educational program & existing conditions, generate an initial space summary, establish design parameters, evaluate alternatives, and recommend the most cost effective and educationally appropriate preferred solution / submit two reports: a Preliminary Design Program and a Preferred Schematic Report)

Module 4: Schematic Design (develop a final design program and robust schematic design of sufficient detail to establish the scope, budget and schedule for the Proposed Project)

Module 5: Project Scope and Budget and Project Funding Agreements (establish the project scope, budget, schedule, and MSBA financial participation / after approval by MSBA, enter into a Project Funding Agreement)

Module 6: Design Development, Construction Documentation, and Bidding (advance the design, generate construction documentation, procure bids and award a construction contract in accordance with the aProject Funding Agreement)

Module 7: Construction Administration (MSBA continues to monitor progress of the project to confirm that it remains on track and meets the expectation of both the District and the MSBA as defined in the Project Funding Agreement)

Module 8: Project Closeout (MSBA performs final audit to determine final total grant amounts and make final payment)