



HOLYOKE PUBLIC SCHOOLS
 JUNTOS PODEMOS | TOGETHER WE CAN

School Building Committee
Tuesday, March 2, 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:**
- Share updates on progress since the last meeting
 - Share vision for middle school in Holyoke
 - Review exterior options for new middle school building
 - 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, Josh Garcia
 - *Working Group Members:* Ron Collamore, Wendy Weiss, Ysaaca Axelrod
 - *Additional Community Members:*
 - *Additional Staff:* Kseniya Slavsky, Bob Stevens, Erin Linville, Mount Vernon Group (Frank Tedesco, Adolfo Cuevas, Chris LeBlanc, Dennis Daly)
 - Absent: Margaret Wood

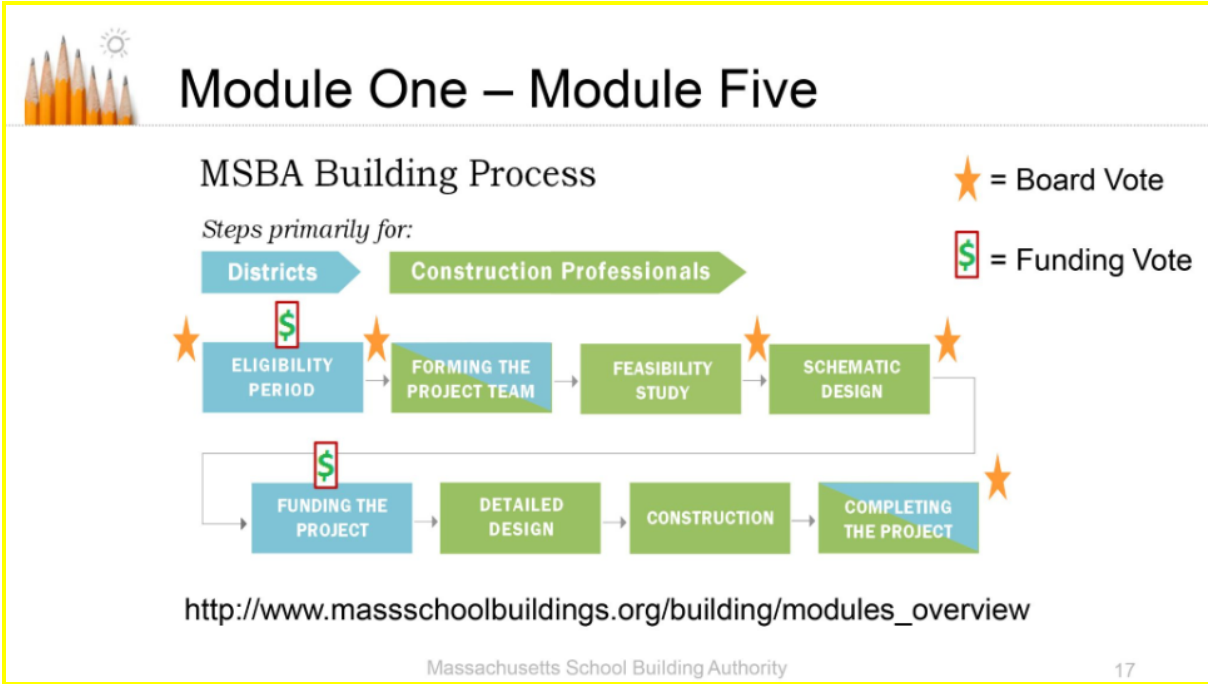
- To Prepare for this meeting:**
- Review and be ready to approve the [2/16 SBC meeting minutes](#)
 - <FYI> [Designer selection overview letter](#) provided to MSBA on Thurs 2/23/23
 - <FYI> Fully executed [model school contract](#) between City of Holyoke and Mount Vernon Group
 - <FYI> [Background materials](#)

Time	Mins.	Topic	Owner
6:00	5	<p>Welcome and Public Comment</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: schematic design schedule ● Progress <ul style="list-style-type: none"> ○ 2/27 Kick-off meeting with MSBA ○ 2/28 - Holyoke meetings <ul style="list-style-type: none"> ■ SPED/MLL team at HPS 	Kseniya, Bob

		<ul style="list-style-type: none"> ■ Educator Advisory Group 	
6:20	25	Share vision for middle school in Holyoke <ul style="list-style-type: none"> ● Erin to review presentation 	Erin
6:45	50	Review exterior options for new middle school building	MVG
7:35	15	Share working group updates <ul style="list-style-type: none"> ● Academics/Enrichment ● Building Design ● Communications ● Finance 	Committee Chairs
7:50	10	Review next steps from last meeting or other Notes <ul style="list-style-type: none"> ● Check in on actions from last meeting <ul style="list-style-type: none"> ○ Approve the 2/16 SBC meeting minutes ● Upcoming Meetings: <ul style="list-style-type: none"> ● Friday, March 3, 4 p.m. Building Tour of the Goodnow School in Marlborough. (Leave Holyoke around 2:30 p.m.) ● Thursday, March 16, 6 p.m. Zoom. Topic: Review proposed site plan and basis of design <ul style="list-style-type: none"> ○ Note: Erin L. will be late/absent (son's bday party) ● Thursday, March 23, 6 p.m. Zoom. Topic: Present proposed building systems ● Friday, March 31, 3:30 p.m. Building Tour of the Harris Brook School in Ludlow. (Leave Holyoke around 3:00 p.m.) <ul style="list-style-type: none"> ○ Mike Hines (Videographer) and Erin Linville will tour Marlborough this day ● In-Person Public Meeting: Wed, April 5, 5:30-7:00 p.m. Topic: Share updates on the project and solicit input on proposed building design. ● Virtual Public Meeting: Mon, April 10, 12-1 p.m. Topic: Share updates on the project and solicit input on proposed building design. ● Thursday, April 13: 6 p.m. Zoom. Topic: Review draft of Schematic Design Submittal ● Tuesday, April 25: 6 p.m. Zoom. Topic: Vote to authorize Schematic Design Submittal <p>Other Notes</p> <ul style="list-style-type: none"> ● <p>Next Steps</p>	Erin Brunelle
		Possible Topics for Future Meetings	

		<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) 	
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See MSBA Modules Visual below.



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)