



HOLYOKE PUBLIC SCHOOLS
 JUNTOS PODEMOS | TOGETHER WE CAN

School Building Committee
Thursday, March 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:

- Share updates on progress since the last meeting
- Review proposed site plan and Basis of Design
- Discuss timing of presenting to City Council
- Share working group updates (if any)
- Review next steps from last meeting or other Notes

Attendees:

- *School Building Committee Members:* Anja Ryan, Camilia Garcia, David Yos, Debra Vega, Jackie Glasheen, Jaime Morrow, Jessica Perella, Kathy Ortiz, Mark Lubold, Peter Tallman, Reina Lorenzi, Whitney Anderson, Anthony Soto (left early), Erin Brunelle, Kenia Davila, Josh Garcia
 - Absent: Jackie Glasheen
- *Working Group Members:* Ron Collamore, Wendy Weiss, Ysaaca Axelrod
- *Additional Community Members:*
- *Additional Staff:* Kseniya Slavsky, Bob Stevens, Mount Vernon Group (Frank Tedesco, Adolfo Cuevas, Chris LeBlanc, Dennis Daly), Candice Healy, Interpreters (Les, Johanna), Erin Linville (arrived late)

To Prepare for this meeting:

- Review and be ready to approve the [3/2 SBC meeting minutes](#)
- Review draft updated Education Plan ([after tracked changes were accepted](#))
- <Optional> Review [draft vote language submitted to MSBA for review by their lawyers](#)
- <Optional> Preview MVG's presentation about **building design plan for 3/16 (waiting for document from MVG)**
- <Optional> Review notes from the 2/28 ([HPS Pupil Services Team](#) and [Educator Advisory Group](#)) and 3/8 (City Dept) meetings with MVG (waiting for document from MVG)
- <Optional> Review existing **traditional class size square footage in Holyoke (waiting for document from Whitney)**
- <FYI> Notes from MVG's 2/28 meetings with [HPS Pupil Services Team](#) and [Educator Advisory Group](#)
- <FYI> [Background materials](#)

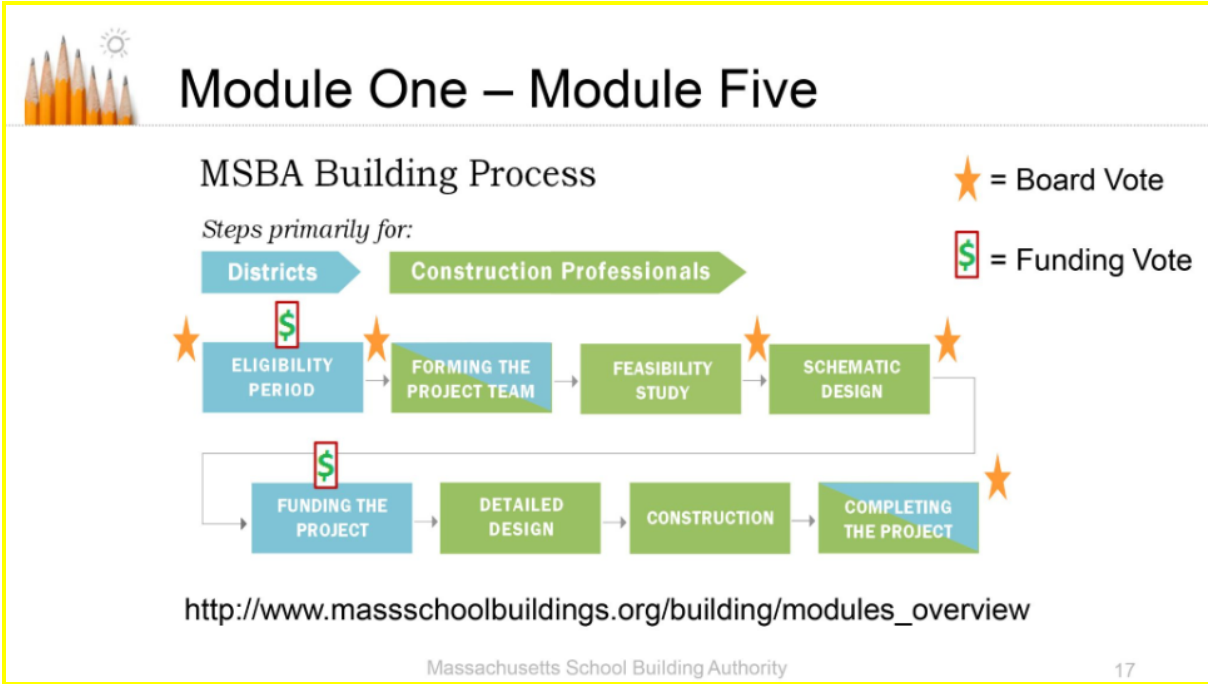
Time	Mins.	Topic	Owner
6:00	5	<p>Welcome and Public Comment</p> <p>FYI: Members of the public wishing to submit public comments can email erinfontainebrunelle@gmail.com no later than 3:00 p.m. on the day of the meeting to request the opportunity to speak for up to 2 minutes or to request a written statement 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"> ○ Language agreed by our lawyers, and now we're to hear back from the MSBA (under their legal review) ○ 3/8 Meetings with Holyoke department heads ○ Updated the date for estimates to be reconciled (week of 4/3) ○ Flier for public meetings is ready (erin to insert the link) ○ MVG is working on space summary tied to Ed Plan ○ Goodnow tour → can people who want to go go on Tues 5/2 at 3:30 p.m.? (Erin Linville can drive) 	Ksenyia, Bob
6:20	70	<p>Review proposed site plan and Basis of Design</p> <ul style="list-style-type: none"> ● Updated site plans (need to insert link once available) ● Discuss questions <ul style="list-style-type: none"> ○ Primary question: How does this design efficiently meet the educational plan needs while maximizing total reimbursement? What, if anything, needs to be adjusted? ○ Secondary questions: <ul style="list-style-type: none"> ■ How do you envision the building being used for community use? ■ What are some of the features of the building that should be made available to the public? ■ What is the feel/spirit of the school you would like to convey? ■ What do families want the middle school experience to be? ■ What is the importance of this investment/resource to the school and community? ■ What are features outside of the school that are important? 	MVG
7:30	10	<p>Discuss timing of presenting to City Council</p> <ul style="list-style-type: none"> ● FYI: draft vote language submitted to MSBA for review by their lawyers ● See possible City Council schedule on tab 3 	Mayor, Erin
7:40	10	<p>Share working group updates (IF ANY)</p> <ul style="list-style-type: none"> ● Academics/Enrichment ● Building Design ● Communications ● Finance 	Committee Chairs
7:50	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 3/2 SBC meeting minutes 	Erin Brunelle

		<ul style="list-style-type: none"> ○ Erin L to find the vote language that's needed for City Council so that it can get vetted through lawyers ahead of time and send language to Josh (Erin found/modified; City's lawyers reviewed; sent this draft to MSBA on 3/6 for another review and are waiting for it to be sent back) ○ Josh to work with Erin L and Margaret to work out timing of going to City Council (note: Margaret's first day back from vacation is 3/16) (Erin sent a draft to Josh/Margaret/Rory/Anthony on 3/7 for input - see tab 3 on schedule document) ○ Erin to add the questions from her presentation for the SBC (slide 27) to the next meeting on 3/16 (done) ○ Erin to send the draft presentation for council to David Yos for review of finance committee (will send draft by 3/20) ○ MVG to meet with Erin L, Whitney, Mark Lubold (who else?) to reconcile the space summary with the Ed Plan (Meeting planned for 3/10, but more work is required → can we meet on 3/17 or 3/20?) ○ MVG will schedule a different date for Goodnow tour (going to group today with a suggestion on 5/2) ○ Erin L to send out contact list to the SBC (done) ○ Erin L to make sure that Anja is on the website (done) ○ ● Upcoming Meetings: <ul style="list-style-type: none"> ● 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.) ● 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>	
		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)