

CITY OF HOLYOKE  
SCHOOL COMMITTEE

**SCHOOL COMMITTEE AGENDA**

**DATE:** MONDAY, NOVEMBER 14, 2011  
**TIME:** 6:15 PM  
**LOCATION:** Fifield Community Room Dean Technical High School, 1045 Main Street

1. **CALL TO ORDER ~ ROLL CALL ~ PLEDGE OF ALLEGIANCE**
  
2. **PUBLIC DISCUSSION\***
  
3. **COMMUNICATIONS & REPORTS**
  - a. **Student Reports**
  - b. **Superintendent's Communications**
    - Post Storm Update (verbal)
    - Report on Homeless Students (Bonnie Randall)
  
4. **NEW BUSINESS**
  - a. **Minutes of Meetings**
    - Regular Meeting of October 17, 2011 (pages 1-6)  
*RECOMMENDATION: That the School Committee vote to approve the minutes.*
  - b. **Reports of Committees**
    - Operations/Maintenance Subcommittee of October 25, 2011 (pages 7-9)  
*RECOMMENDATION: That the School Committee vote to approve the subcommittee's recommendation and allow the Holyoke Food and Fitness Policy Council to help the School Department reach out to parents to provide information on free and reduced lunch forms and district policies.*  
*RECOMMENDATION: That the School Committee vote to approve the subcommittee's recommendation to hire a consultant to assist with the Transportation Bid*  
*RECOMMENDATION: That the School Committee vote to approve the subcommittee's recommendation to name the athletic training facility at Holyoke High School the William R. Collamore Athletic Training Facility.*
    - Finance Subcommittee Meeting of October 25, 2011 (pages 10-11)  
*RECOMMENDATION: That the School Committee vote to approve the subcommittee's recommendation to transfer \$55,469.16 from indirect costs to the summer school revolving account.*

- c. **School Building Advisory Committee Minutes of October 12, 2011** (pages 12-15)  
*RECOMMENDATION: That the School Committee vote to receive the minutes.*
- d. **Order** Submitted by Committee member Greaney, that the Center for Excellence be renamed after Anne H. McHugh.  
*RECOMMENDATION: That the renaming of the Center for Excellence after Anne H. McHugh be referred to the Operations / Maintenance Subcommittee.*
- e. **Travel Requests** (pages 16-17)  
*RECOMMENDATION: That the School Committee vote to approve the travel requests.*

## 5. OLD BUSINESS

- a. **Davis Foundation Grant Acceptance** (pages 18-19)  
*RECOMMENDATION: That the School Committee vote to accept The Irene E & George A. Davis Foundation grant for \$30,000 in support of the Peck Full Service Community School – Data Management System.*
- b. **Dean EMO Update** (verbal)
- c. **District Improvement Plan Update** (verbal)
- d. **Holyoke High School Renovation Unveiling – December 13, 2011 @ 4:00 p.m.**

## 6. PERSONNEL

- a. **Appointments** (pages 20-21)  
*RECOMMENDATION: That the School Committee vote to receive the appointments.*
- b. **Retirements** (page 22)  
*RECOMMENDATION: That the School Committee vote to receive the retirements.*
- c. **Resignations** (page 23)  
*RECOMMENDATION: That the School Committee vote to receive the resignations.*

## 7. ANNOUNCEMENTS & ADJOURNMENT

The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

\*The Holyoke Public Schools makes available a public discussion period for persons in the audience to address the Committee on specific agenda items. In order to hear as many speakers as possible, the Committee asks individuals to continue their remarks to two (2) minutes. Any person wishing to submit longer testimony should give copies to the Superintendent before the meeting so that it may be distributed to Committee members. The speaker can then summarize this testimony at the meeting within the two (2) minute time period. Persons wishing to speak should register with the Superintendent immediately before the meeting begins. Individuals who request specific items to be included on the Committee's agenda should mail a written request fifteen (15) days in advance of a Committee meeting date to the Superintendent of Schools, 57 Suffolk Street, Holyoke, MA 01040.

CITY OF HOLYOKE  
SCHOOL COMMITTEE

REGULAR MEETING OF THE SCHOOL COMMITTEE  
MONDAY, OCTOBER 17, 2011  
TIME: 6:15 PM

School Committee Vice Chair William Collamore called the meeting to order at 6:20 p.m.

**ROLL CALL**

Present: Mayor Elaine Pluta, William Collamore, Michael Moriarty, Howard Greaney, Gladys Lebron-Martinez, Dennis Birks, Cesar Lopez and Peggy Boulais; excused: Yvonne Garcia and Devin Sheehan. Also present: Superintendent of Schools David Dupont and Holyoke High School Student Representative Keishabelle Ibarra.

**COMMUNICATIONS AND REPORTS**

**Student Reports**

Ms. Ibarra told members that students at Holyoke High School would be wearing pink on Thursday in support of breast cancer awareness.

**Superintendent's Communications**

Mr. Dupont indicated that school improvement plans had been sent to Committee members. He asked how the Committee would like to format the review of the plans. Central office staff have gone through the reports and met with each principal.

**MOTION #1:** Mr. Greaney made a motion, seconded by Mr. Moriarty, to refer the School Improvement Plans to Curriculum and Instruction. The motion carried unanimously.

**NEW BUSINESS**

**Minutes of Meetings**

**Regular Meeting of October 3, 2011**

**MOTION #2:** Mr. Greaney made a motion, seconded by Mrs. Lebron-Martinez, to approve the minutes of the Regular Meeting of October 3, 2011. The motion carried unanimously.

**School Building Advisory Committee Minutes of September 28, 2011**

**MOTION #3:** Mrs. Boulais made a motion, seconded by Mr. Greaney, to receive the minutes of the School Building Advisory Committee of September 28, 2011. The motion carried unanimously.

Mr. Dupont asked that items c. Budget Calendar, and d. Connections Program Petty Cash, be tabled and taken up when Chris Regan arrives. The committee agreed.

**French Club Field Trip Request (to Quebec)**

MOTION Mr. Greaney made a motion, seconded by Mr. Moriarty to approve the French Club Field Trip request.

Upon discussion Mr. Lopez noted that the actual request indicates that the trip is to Paris, France and not to Quebec.

Ingrid Vega, French Teacher, explained that students were very persuasive about their desire to go to France. She had suggested that because of cost and other reasons that the students consider a trip to Quebec, as was done last year. Students, however, wanted to pursue the request to travel to France so she supported that request. She has been very clear with the students about the cost of such a trip and the commitment involved. Students understand the fundraising that will need to take place. Parents are aware of the request. The company being used is the same company that was contracted last year for the Quebec trip. This company has been in business for 40 years and it has a very good reputation.

Mr. Greaney said he had some concerns about some of the situations in Europe and with issues around the Euro, etc. He wanted to be sure students would be safe.

Ms. Vega said she travels to Europe every year and has not had any problems. The students will be covered through the travel company's insurance; that is all part of the trip arrangements. Trip insurance also covers a refund for students if for some reason the trip is cancelled.

Mr. Moriarty said he had confidence in school leadership and the teacher. The trip insurance is important so students do not lose money if the trip doesn't occur for any reason.

Ms. Vega said the travel company will have 2 representatives with the group at all times and at night there is a watchperson at the hotel with the students for security. The trip is during spring break.

Mr. Moriarty withdrew the second and Mr. Greaney withdrew the motion.

**MOITON #4:** Mr. Moriarty made a motion, seconded by Mr. Greaney, to approve the HHS French Club Field Trip Request to Paris, France. The motion carried unanimously.

In reply to a question from Mrs. Boulais, Ms. Vega said that representatives from the travel company will meet with parents to clarify all information. Most parents have already been in contact with the company.

Mrs. Boulais asked how the "free day in Paris" would be supervised.

Ms. Vega said the group will always travel together; she and the students will be together that day.

Mr. Lopez asked that the State Department be notified of the trip and details around the student travel. He also asked that the Committee get an update on the status of the travel in the spring.

Mr. Collamore said he was concerned about the Committee supporting student travel to France.

Mr. Moriarty said this is an incredibly valuable educational experience for the students. A number of school districts in Massachusetts support travel abroad. This is a lot of work for the teacher, the students and parents and he appreciates the effort.

#### **Home Education Program Approval**

**MOTION #5:** Mr. Moriarty made a motion, seconded by Mr. Lopez, to receive the Home Education Program Approval. The motion carried unanimously.

#### **Travel Requests**

**MOTION #6:** Mr. Moriarty made a motion, seconded by Mr. Lopez, to approve the travel requests. The motion carried unanimously.

#### **OLD BUSINESS**

##### **City Auditor Communication Regarding Reduction in School Department Budget**

Mayor Pluta told members that she met with Chris Regan and the City Auditor, Brian Smith, to talk about the issues. This matter will be taken up by the City Council's Finance Committee and School Committee members will be notified when that meeting is scheduled. She said she thought some type of compromise should be worked out. There are financial constraints on the City side and on the School Department side that have to be considered.

Mr. Moriarty asked if those funds have already been allocated in the budget or are they to be allocated.

Mr. Dupont said the funds are to be allocated but there is no doubt that such a cut would have ramifications.

##### **Vote to Resubmit Statements of Interest for the Lawrence School, McMahan School and Holyoke High School Science Wing**

Mr. Moriarty said he had the opportunity to talk with Representative Kane at the McMahan School 50<sup>th</sup> Anniversary. Previous votes have had Lawrence as the top priority and McMahan as second priority. However the crowding situation at McMahan remains critical even after reducing the student population by involuntary transfer through redistricting. That building needs more space if it is going to function well as a K-8 school. Peck School, which serves students from the Lawrence School zone, is one of the finest facilities in the city. The Center for Excellence has the best facility it has ever had, and while it needs a better facility, he would advocate voting the McMahan School as first priority. The McMahan project would be less expensive and easier for the Treasury to support, it is more urgent for present educational needs and it could probably happen a lot faster than waiting for a new school without all those urgencies.

Mr. Moriarty said the state has announced that it will invest \$60 million into science labs, the same year the City put \$1 million into its science classrooms. He said he would love to reach those priority dollars but he wasn't sure that was realistic given the money the City has just invested into those classrooms.

Mr. Dupont said there has been a renovation of the science rooms at the High School and he did not think that project would be looked at for years. It is responsible to look at Lawrence and McMahon. There are obvious issues at McMahon that are present and are not getting better.

**MOTION #7:** Mr. Moriarty made a motion, seconded by Mayor Pluta, to submit a statement of interest to the Massachusetts School Building Authority with McMahon as the top priority and Lawrence as a second priority. The motion carried unanimously.

Mayor Pluta agreed with McMahon being the priority. The problems at McMahon are immediate and the Committee should put its support to addressing those problems. The other schools also have concerns and the Committee is not giving on up them, but rather, making McMahon the first priority.

**MOTION #8:** Mr. Moriarty made a motion, seconded by Mr. Greaney, to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest dated October 17, 2011, for the McMahon located at 75 Kane Road which describes and explains the following deficiencies and the priority category(s) for which Holyoke may be invited to apply to the Massachusetts School Building Authority in the future: (1. Replacement or renovation of a building ... Building constructed in 1960 with addition in 1966; HVAC system in need of replacement due to age; lighting and electrical service is 51 years old; complete renovation of interior to address ADA and energy modifications; replacement of all windows and doors. 4. Prevention of severe overcrowding...In September of 2008 McMahon became a comprehensive K-8 school. The current enrollment is approximately 455. Based upon MSBA space requirements the school should function with approx. 180 sq ft per elementary student and 190 sq ft per middle school student. Based on those standards the school should have approx 92,000 gross sq ft prior to an additional 8% for sped programs. The school currently has 35,201 sq ft which is substantially inadequate to sustain the educational programs currently housed at the facility. The school is home to an innovative and fast-growing sped/autism SIP program and it is anticipated that an additional 7,300 sq ft will be required to service those students. 5. Replacement, renovation or modernization of heating system... Existing system is 51 years old and past life expectancy; air circulation is poor; boiler piping, air handlers and ventilation units in poor condition; lighting fixtures need to be replaced; bathroom fixtures need to be replaced to maximize water efficiency. 7. Replacement or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements. This 1960 building is no longer an educational space that can support 21<sup>st</sup> Century technology, safety and cost efficient learning space.) and hereby further specifically acknowledges that by submitting this Statement of Interest, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City to filing an application for funding with the Massachusetts School Building Authority. The motion carried unanimously.

#### Roll Call

Mayor Pluta – yes  
Mr. Moriarty – yes  
Mrs. Lebron-Martinez – yes

Mr. Collamore – yes  
Mr. Greaney – yes  
Mr. Birks – yes

Mr. Lopez – yes

Mrs. Boulais – yes

**MOTION #9:** Mr. Moriarty made a motion, seconded by Mr. Greaney, to o authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest dated October 17, 2011, for the Lawrence School located at 156 Cabot Street which describes and explains the following deficiencies and the priority category(s) for which Holyoke may be invited to apply to the Massachusetts School Building Authority in the future (1. Replacement or renovation of a building... Existing building constructed in 1930, electrical service is 81 years old, HV system is in need of replacement, etc., replacement of building is more cost effective than renovating due to the many interior and mechanical issues; 4. Prevention of severe overcrowding...The community is anticipating that a new K-8 comprehensive grammar school like other areas of the city, The current outdated facility cannot accommodate the over 600 students living within the zone, This is the only school located in the downtown neighborhood; 5. Replacement, renovation or modernization of the heating system in a schoolhouse...Air circulation is poor and there are problems regulating same, air handlers and ventilation units are in poor condition, All lighting fixtures need to be replaced, all bathroom fixtures need to be replaced; and, 7. Replacement of or addition to obsolete buildings in order to provide for a full range of programs...This is a 1930 edifice and, by every measure it is no longer an educational space that can support 21<sup>st</sup> Century technology, safety and cost-efficient learning space.) and hereby further specifically acknowledges that by submitting this Statement of Interest, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City to filing an application for funding with the Massachusetts School Building Authority. The motion carried unanimously on a roll call vote.

#### Roll Call

Mayor Pluta – yes

Mr. Collamore – yes

Mr. Moriarty – yes

Mr. Greaney – yes

Mrs. Lebron-Martinez – yes

Mr. Birks – yes

Mr. Lopez – yes

Mrs. Boulais – yes

#### Food Service Update

Mr. Gibbons said there would be a meeting this week with the City Solicitor, the City Purchaser, the independent auditor and himself. They will come to a decision, legally, as to how this situation should move forward, given the available data. The data from the auditor was inconclusive. The question is how to proceed with the results available.

#### Budget Calendar (New Business)

Mr. Dupont informed the Committee that Ms. Regan would not be able to make the meeting because she was still at the office. This is the first time the Committee has had a budget calendar to work with; if the calendar is followed, the budget would be finalized in May.

**MOTION #10:** Mr. Moriarty made a motion, seconded by Mr. Lopez, to approve the budget calendar. The motion carried unanimously.

#### **Petty Cash – Connections Program**

Mr. Dupont explained that for many years each of the school sites have had petty cash. Those petty cash accounts have been accounted for, audited, and they have worked well. The Connections Program is requesting they also be able to have a petty cash account of \$200.00. The Auditor has stated that the School Committee would have to approve of such an account. The Connections Program Director, George Castellano, and this petty cash fund, would be supervised by Chris Regan directly.

**MOTION #11:** Mr. Greaney made a motion, seconded by Mrs. Lebron-Martinez, to approve a petty cash account for the Connections Program. The motion carried unanimously.

#### **PERSONNEL**

##### **Appointments**

**MOTION #12:** Mr. Greaney made a motion, seconded by Mrs. Lebron-Martinez, to receive the appointments.

##### **Retirements**

**MOTION #13:** Mr. Greaney made a motion, seconded by Mayor Pluta, to receive the retirements. The motion carried unanimously.

#### **ANNOUNCEMENTS**

Mr. Dupont acknowledged Lynn Boivin, Sales and Marketing Manager for ARS Emergency Restoration Services, for a donation of hats, gloves, mittens, scarves and winter coats and pants for students in K-8 schools.

**MOTION #14:** Mr. Lopez made a motion, seconded by Mayor Pluta, to send a letter of appreciation to Ms. Boivin and ARS Emergency Restoration for the donation. The motion carried unanimously.

Mr. Greaney asked that the Committee be informed as to when the skating program for special needs students at Fitzpatrick Skating Rink starts up again this year. This is a wonderful program for all the students involved.

Mayor Pluta congratulated Dennis Birks for being named to the All-State School Committee for 2011.

**MOTION #15:** Mr. Moriarty made a motion, seconded by Mayor Pluta, to adjourn. The motion carried unanimously.

The Regular Meeting of October 17, 2011 adjourned at 7:03 p.m.

CITY OF HOLYOKE  
SCHOOL COMMITTEE

OPERATIONS / MAINTENANCE SUBCOMMITTEE  
TUESDAY, OCTOBER 25, 2011  
TIME: 5:30 PM  
DEAN TECHNICAL HIGH SCHOOL

Operations/Maintenance Subcommittee Chair Howard Greaney called the meeting to order at 5:35 p.m.

Present: Howard Greaney, Devin Sheehan and Peggy Boulais; excused: Cesar Lopez. Also present: Superintendent of Schools David Dupont and Director of Technology and Operations Lenny Gibbons.

AGENDA:       SCHOOL LUNCH PROGRAM  
                  Holyoke Food and Fitness Policy Council re: Food Program  
                  TRANSPORTATION CONTRACT  
                  NAMING OF HHS ATHLETIC TRAINING FACILITY  
                  CITY COUNCIL ORDER RE: SUFFOLK STREET BUILDING

School Lunch Program – HFFPC

Hector Figuerella, Director of the Holyoke Food and Fitness Policy Council, told members that the HFFPC is working to improve food access, school wellness and physical activity in Holyoke. HFFPC would like to support the schools and School Committee any way they can.

Mr. Sheehan explained that new Federal regulations required an increase in school lunch prices. This regulation has affected most districts in the country. School districts must meet a mandatory average, per meal served, lunch cost. Holyoke, as well as other school districts across the country, will likely have to increase the price again next year to move closer to meeting the mandate. Holyoke has a new food service vendor, Sodexo. The Federal government is supposed to provide guidelines by December, 2011 for school food programs to implement by next summer.

Mr. Dupont explained that the change in the lunch charging policy was implemented because of the huge amount of debt that was largely uncollected for unpaid meals. This debt was not for students who qualify for free or reduced lunch, rather, it was charging by students who, according to the federal guidelines, could afford to pay for lunch. Students in K-8 schools may now charge up to 10 meals before being given the alternative meal. There is no charging allowed at the high schools. Even with the new charging policies, approximately \$7,000 in unpaid meals have been served so far this year. That amount is significantly less than last year at this time. Students will be surveyed relative to their satisfaction with the meals. Most of the feedback from last year indicated that meals improved.

Mr. Figuerella said HFFPC would like to assist with reaching out to families that are not filling out the free and reduced meal forms. They have provided assistance to families at specific times at Morgan School. They would like to help any way they can.

Ana Heramino, Health and Wellness Coordinator for HFFPC, said she has been calling all the schools and asking for information about the free and reduced food forms. She has found schools willing to help fill forms out and there is bilingual assistance available. She feels there is a problem with parents trusting

schools and suggested that is the reason some don't call for help with the forms. HFFPC is offering to help families and to train parents to help other families to fill the forms out. She suggested ways of publicizing the importance of filling the forms out and returning them to schools. She said some students are just not eating and they would like to try to help to find a way to resolve that by helping families get the forms completed.

Mr. Dupont said any assistance HFFPC could provide with and for parents would be a help to the schools.

**MOTION #1:** Mrs. Boulais made a motion, seconded by Mr. Sheehan, to allow the Holyoke Food and Fitness Policy Council to help the School Department reach out to parents to provide information on free and reduced lunch forms and district policies. The motion carried unanimously.

Mrs. Boulais suggested that the forms be available in the school cafeterias for students.

Mr. Sheehan also followed up a previous suggestion that the Department of Transitional Assistance, the Department of Workforce Development and Career Point be provided with forms to give to people who file claims for assistance or for those looking for work.

Mr. Gibbons said he would also send forms to the HFFPC office.

#### TRANSPORTATION CONTRACT

Mr. Gibbons explained that the transportation contract has to go out to bid next year. David Martins has suggested that the School Department hire the consultant that assisted with the previous bid. One of the areas where guidance will be needed is the PVTA transportation piece. The PVTA piece was not part of the bid last time. He asked if the subcommittee would want to include that transportation in the upcoming bid.

**MOTION #2:** Mrs. Boulais made a motion, seconded by Mr. Sheehan, to recommend hiring a consultant to assist with the Transportation Bid. The motion carried unanimously.

Mr. Sheehan asked what the cost would be and who would pay for it.

Mr. Gibbons said the plan is for the cost to be less than \$5000 and it would come from the Operations budget.

#### NAMING OF THE HHS ATHLETIC TRAINING FACILITY

Mr. Sheehan said he asked that this matter be referred to subcommittee to provide the opportunity for public input and, he noted there was no public present to provide input.

**MOTION #3:** Mr. Sheehan made a motion, seconded by Mrs. Boulais, to name the athletic training facility at Holyoke High School the William R. Collamore Athletic Training Facility. The motion carried unanimously.

#### CITY COUNCIL ORDER RE SUFFOLK STREET BUILDING

Mr. Dupont reminded members that the order involved the City Council considering purchasing or taking by eminent domain the 57 Suffolk Street site and there was a request to get input from the School Committee on the matter. There was a question about looking at past feasibility studies and the matter of the central supply facility on Main Street is still not settled yet.

Mr. Gibbons said he has talked to Bill Fuqua and Tim Murphy about past feasibility studies but he has not yet been able to get the information.

**MOTION #3:** Mr. Sheehan made a motion, seconded by Mr. Greaney, to table the City Council Order re: Suffolk Street until such time as the Chair of Operations feels it needs to be brought back. The motion carried unanimously.

**MOTION #4:** Mrs. Boulais made a motion, seconded by Mr. Sheehan, to adjourn. The motion carried unanimously.

The Operations/Maintenance Subcommittee meeting of October 24, 2011 adjourned at 5:55 p.m.



CITY OF HOLYOKE  
SCHOOL COMMITTEE

FINANCE SUBCOMMITTEE  
TUESDAY, OCTOBER 25, 2011  
TIME: 6:15 PM  
DEAN TECH HIGH SCHOOL

Finance Subcommittee Chair Peggy Boulais called the meeting to order at 6:32 p.m.

Present: Peggy Boulais, Howard Greaney and Michael Moriarty; excused: Cesar Lopez. Also present: Devin Sheehan, Superintendent of Schools David Dupont, and Director of Technology and Operations Lenny Gibbons.

AGENDA: SCHOOL LUNCH PROGRAM  
Charging of Lunches  
Point of Sale System ( Update)  
SUMMER SCHOOL RATE SETTING

SCHOOL LUNCH PROGRAM CHARGING OF LUNCHES.

Mr. Gibbons provided current information on charges due for school lunches. The schools are doing much better than in the past. He said the new charge policy is working. Letters have been going out and the new Food Service Director, Richard Lesso, has visited each school to set up a protocol for alternate meals. They did not want to start up the alternate lunches without careful thought and preparation.

During the first few days of school no one was denied a lunch because they wanted to allow some time for everyone to be informed about the new policies and the new prices.

Year to date the program is doing very well and in fact the program is seeing a profit. Sodexo does not see any issue with making the guarantee.

Mr. Gibbons said there were some issues with the direct certification of school lunch forms this year. The state piloted a new process this year and the district had to upload the student information into a new system; the state responded to the district on who was eligible and there were problems which caused delays in certifications. The district ended up having to go through all the applications to ensure proper certification.

POINT OF SALE

Mr. Lesso said that the district is right on target with the NutriKids point of sale system. NutriKids has been given a sample of Holyoke's data to work with and the system will be ready and in by the end of November. Install will take place in the end of November and the system will be rolled out thorough the last week of November and up and running by the following Monday in every school.

Mr. Gibbons said that once the point of sale system is up and running they will work on the online payment piece. The infrastructure needs to be set up first. NutriKids is looking at the district's data to

make sure the program works seamlessly. Mr. Lumbra will be involved after the system is up and conversation begins on the online payment.

#### SUMMER SCHOOL RATE SETTING

Mr. Dupont explained that the Summer School Director, Carol Aubrey, has made some recommendations on increasing the tuition for summer school. Tuition, payroll and expenses are listed along with the recommendations. There has been an annual issue with summer school with regard to what is charged versus the cost to run the program. The recommendations include a resident and nonresident rate as well as late fees. He said he 'd like to do some research as to what other districts charge and how they pay their staff before making any recommendations to the committee.

Mrs. Boulais noted the differentiation between HPS students and residents that are not HPS students; she said she thought that might raise concern.

Ms. Regan said every year the summer school program runs a deficit that has built up over a number of years. There is a need now to correct that deficit. Every year the revenue coming in is between \$9,000 and \$12,000 but the cost to run the program is between \$30,000 and \$34,000. The FY 12 budget included a \$20,000 subsidy to cover the summer school program deficit this year. She recommended that a transfer of \$55,000 be made from indirect costs account to the summer school account to clear the deficit. No revolving account can run in the deficit. This is something that has been overlooked but the Auditor is now saying it needs to be zeroed out. Once this account is balanced out, funds will have to be budgeted for the summer school account in the future. She explained that indirect costs funds come from federal grants that allow for a certain percentage of to be allocated for "indirect costs." That fund is used for things such as the match for HALO and the Connections program and various other things throughout the year.

**MOTION #1:** Mr. Greaney made a motion, seconded by Mr. Moriarty, to recommend transferring \$55,469.16 from indirect costs to the summer school revolving account. The motion carried unanimously.

Mr. Sheehan was curious as to why Melanson and Heath never mentioned this in their audits.

Ms. Regan said the district is getting better at keeping the books. When the audit is done they look at the bigger picture and something like this is not necessarily looked at specifically.

**MOTION #2:** Mr. Moriarty made a motion, seconded by Mr. Greaney, to adjourn. The motion carried unanimously.

The Finance Subcommittee meeting of October 25, 2011 adjourned at 6:48 p.m.

CITY OF HOLYOKE

SCHOOL BUILDING ADVISORY COMMITTEE  
WEDNESDAY, OCTOBER 12, 2011  
TIME: 3:30 PM  
HOLYOKE HIGH SCHOOL

School Building Advisory Committee Chair William Collamore called the meeting to order at 3:30 p.m.

Present: William Collamore, Michael Moriarty, Lenny Gibbons, Diane Bauer, David Healey and Aaron Vega;  
also present: Whitney Anderson, Carl Weber and Tim Alix.

Mr. Alix updated the committee on the status of the project. The punch list is 95% complete and there is a construction meeting Thursday morning.

Proposed change orders were as follows:

PCO 48 for a gas valve - \$13,538.00 from construction contingency.

PCO 49 for miscellaneous electrical, time and materials work - \$14,436.00 from construction contingency.

PCO 51 for replacement of skylights - \$31,256.00 from owner's contingency.

It was noted that \$35,000 had been approved previously for replacement of skylights as part of work Mr. Anderson was to schedule, but the actual price has been quoted at \$31,256.00.

**MOTION #1:** Mr. Healey made a motion, seconded by Mr. Moriarty, to approve PCO 48 – gas valve - \$13,538.00 from construction contingency and PCO 49 – miscellaneous electrical, T&M, from owner's - \$14,436.00 from owner's contingency. The motion carried unanimously.

Mr. Gibbons provided information on the various options available for the language lab.

Common components to all proposals:

Data and electric costs - \$10,706.00  
Networking and patch cables - \$4,754.00  
Workstations - \$22,827.50  
Office 2010 - \$1,648.00  
Server license and CAL - \$430.64

Mr. Gibbons presented information he gathered relative to information display systems for the school.

Captive

Wire and installation	\$8,162.00		
Equipment	\$6,627.97	Total	\$14,789.97

HB

Wire and installation	\$8,696.00		
Equipment	\$8,117.00	Total	\$16,813.00

Valley (no signage software)

Wire and installation	\$4,428.00		
Equipment	\$6,721.36	Total	\$11,001.36

MOTION: Mr. Healey made a motion, seconded by Mr. Moriarty, to approve and move forward with the Captive system.

**AMENDED MOTION #2:** Ms. Bauer amended the motion, seconded by Mr. Healey, to move forward with the Captive system, with a three year lease (\$14,789.97). The motion carried unanimously.

Mr. Gibbons presented information he gathered on language lab systems and the various options available.

Option A

Major	Sony Virtuoso Chester Technical Service	\$105,644.07	Total project \$145,010.23
Sanako 300	Tandberg	\$107,728.00	Total project \$148,094.16
Hardware Solution	Robotel	\$ 76,964.66	Total project \$117,330.82

Option B

Minor	Sony Virtuoso Chester Technical Service	\$86,285.07	Total project \$126,651.23
Sanako 1200	Tandberg	\$82,888.00	Total project \$123,254.16
Software Solution	Robotel	\$39,179.99	Total project \$ 79,546.15

Mr. Gibbons said that after discussion with the department head to determine the needs, he put together this list of possible options. The Major Sony Virtuoso product was what the department head requested originally but she has said that the Minor Sony Virtuoso version would be fine. The Sony is being used in Hingham, but the \$56,000 price mentioned recently was just for software. The Tandberg system is being used in Chelmsford. The Robotel is new to the area and the company is out of Canada. HCC is looking at the Robotel system for their language lab. Robotel’s hardware version is independent of any operating system that might have to be updated at some point. The software version has the most reasonable annual service cost at \$2500 for any software updates, problem solving, etc. The service is important because teachers often need that.

Mr. Moriarty asked if the lab currently has a yearly service cost.

Mr. Gibbons said there used to be a yearly cost but the lab is so old that there is no longer a service package available. Any of the proposals includes a yearly cost except the Robotel hardware option. He was not able to talk to anyone locally who is using the Robotel system. The price of the Robotel system could be reduced by \$6,000 if computer tables were used rather than carousel tables. Robotel uses noise-cancelling headphones so there would not be any issue with that.

**MOTION #3:** Mr. Healey made a motion, seconded by Mr. Moriarty, to approve the Robotel, Option B, system language lab, subject to three favorable written references and a contract that includes three years of service agreement.

Mr. Gibbons did provided an analysis of the copier and printer, both color and black and white. The older copier printed over 1,254,000 copies in three years. The items analyzed are all comparable in terms of duty cycles and include toner costs and appropriate add-ons. Over the long run, based on estimated cost per

year, the color Xerox copier is the best deal. This copier is under state contract so there is a mandated .003 cents per copy for service. This is a green unit. The printers included in the analysis are all comparable in terms of duty cycles, etc., but the cost is higher over time.

Ms. Bauer said that computers print to the copier which also saves money over time versus printing to a printer.

**MOTION #4:** Mr. Moriarty made a motion, seconded by Mr. Healey, to approve the Xerox color copier (from CBS) as presented (\$13,892.00). The motion carried unanimously.

Mr. Anderson informed the committee that he and Mr. Collamore toured the band room area and he is proposing some changes. He can build storage racks in rooms C110 and C101E. The band teacher concurs with this work. That will open up the uniform storage rooms, C111 and C112 for use by the teacher for students for practice space. In addition, part of C111, will be converted into storage that will be accessible through C115B. This work is estimated at \$20,000.00. This will involve some demolition and construction of a wall, new floor and repair of existing ceiling.

**MOTION #5:** Mr. Healey made a motion, seconded by Mr. Moriarty, to approve the band room modifications as proposed, not to exceed \$20,000.00. The motion carried unanimously.

Mr. Anderson said he is proposing some additional work in the new weight room area. He would like to open up the back wall for student access to the rest rooms that are currently only accessible from the outside and are used by the public for events on Roberts Field.

Ms. Bauer expressed concern about students having access to those rest rooms and how outside doors would be secured and monitored. Currently there are monitors stationed outside each student restroom during the day.

There was agreement to have Tim Murphy Architects look at that area and provide an opinion, include any questions about code issues.

Mr. Anderson said he has ordered industrial shelving for about \$1,000 for the girls locker room storage area and the maintenance department will do the installation.

Work on masonry improvements to existing cracking at the outside of the building and that work is going well.

Mr. Alix told the committee that there was a meeting with CES and David Martins to talk about the gas pressure issue and subsequently another letter was sent from SBS asking that the contractor do the work to resolve the issue. A response was received indicating that the contractor would do the work but they felt the owner shared responsibility; they feel their portion of responsibility is 10% of the cost.

Mr. Healey said there are two glaring errors in that letter. The say their design was according to plumbing code and that in reality can only be subject to a letter from the G&E with some guarantees that is not forthcoming.

Mr. Alix said that the local plumbing inspector has indicated that the Plumbing Board has communicated that the issue of the waiver was tabled, pending a letter from the G&E, which they have not received.

Mr. Healey said if a designer designs a piece of work that is faulty, the correction belongs to the designer. In this case they put in 4" pipe and 2" pipe and if it had been 6" pipe and 3" pipe, perhaps the material would have cost a little more and the labor might have been a little more, but that additional cost would only be marginal. This work is on the designer. CES does not have a contract with the City; this committee has to go to Design Partnership for the resolution. Perhaps action has to be take against Design Partnership to get this situation resolved.

Mr. Alix said that type of issue would have to go back to Dave Martins for action.

**MOTION #2:** Mr. Moriarty made a motion, seconded by Mr. Vega, to approve the minutes of the September 28, 2011 meeting. The motion carried unanimously.

**MOTION #3:** Mr. Moriarty made a motion, seconded by Mr. Healey, to adjourn. The motion carried unanimously.

The October 12, 2011 meeting of the School Building Advisory Committee adjourned at 4:45 p.m.

# TRAVEL REQUESTS REPORT

<u>NAME</u>	<u>POSITION/SCHOOL</u>	<u>NAME OF CONFERENCE</u>	<u>Date/Dates Conference</u>	<u>CONFERENCE LOCATION</u>	<u>TOTAL AMT. REQUESTED</u>	<u>FUNDING SOURCE</u>
John Cavanaugh	Dean-Asst.Principal	Legal Aspects Conference	1 day	In State	\$286.89	City Funds

NOV - 3 2011

# City of Holyoke

## Travel Authorization, Advance & Expense Voucher

Per dp

Page      of     

(Over for instructions)

Name: John Cavanaugh School: DEAN Date of Request: 10/28/11

Travel authorized by: [Signature] Principal/Director Signature  
[Signature] Superintendent of Schools' Signature  
[Signature] Mayor's Signature

Destination: FRANKLIN MA Dates of Travel: From 12/5/11 To 11  
 In-State  Out-of-State Reason for travel: LEGAL ASPECTS CONFERENCE  
 (Attach copy of Conference Notice)

	Estimated Expenses	Advance Request	Reconciliation Report Actual Expenditures
<b>Transportation and Registration</b>			
Personal Auto	<u>158</u> miles @ \$.555 <u>87.69</u>	<u>    </u> miles @ \$.555 <u>    </u>	<u>    </u> miles @ \$.555 <u>    </u>
Air Fare	\$..... <u>    </u>	\$..... <u>    </u>	\$..... <u>    </u>
Tolls	\$..... <u>4.20</u>	\$..... <u>    </u>	\$..... <u>    </u>
Parking	\$..... <u>    </u>	\$..... <u>    </u>	\$..... <u>    </u>
Taxis, etc.	\$..... <u>    </u>	\$..... <u>    </u>	\$..... <u>    </u>
Registration	\$..... <u>195.00</u>	\$..... <u>    </u>	\$..... <u>    </u>
<b>Total Transportation and Registration</b>	\$..... <u>    </u>	\$..... <u>    </u>	\$..... <u>    </u>
<b>Meals</b> (meals max. = \$50/day)	\$..... <u>    </u>	\$..... <u>    </u>	\$..... <u>    </u>
<b>Total Meals</b>	\$..... <u>0</u>	\$..... <u>    </u>	\$..... <u>    </u>
<b>Hotels &amp; Phone</b>			
Hotels	\$..... <u>    </u>	\$..... <u>    </u>	\$..... <u>    </u>
Telephone	\$..... <u>    </u>	\$..... <u>    </u>	\$..... <u>    </u>
<b>Total Hotels &amp; Phone</b>	\$..... <u>0</u>	\$..... <u>    </u>	\$..... <u>    </u>
<b>TOTAL EXPENSES</b>	\$ <u>286.89</u>	\$..... <u>    </u>	\$..... <u>    </u>

**ORIGINAL**  
**MUST BE RETURNED FOR REIMBURSEMENT**

**Request for Travel Expenses Advance**  
 Est. Reimbursable Cost \$       
 Maximum Allowable % \$      X50%  
 Allowable Advance \$       
 Actual Advance \*\*\$     

**Account # to charge**  
**Net Reimbursement or Actual Advance or to credit (Net Return.)**  
J2310499 57130

**Reimbursement Summary/Advance Reconciliation**  
 Total Expenses-all days \$       
 Less Advance (if any)\* \$       
 (Net Return) or  
 Net Reimbursement \$     

\*\* - If Allowable <\$50, Actual = \$0

\* - Attach copy of travel voucher used to receive this advance.

I hereby certify, under the pains and penalties of perjury, the attached receipts and expense information are true and in accordance with the City's ordinance regarding travel. These expenses have been paid by me and are solely for me as a City of Holyoke employee or on behalf of City of Holyoke employees in my accompaniment. No expenses listed are for alcoholic beverages, tobacco products, gambling products or events, or other items considered to be of a personal or other unauthorized nature. Credits, if any, for subsequent returns or discounts are properly reflected in this reimbursement request.

Signature of employee seeking authorization, or advance or reimbursement      Superintendent of Schools' Signature      Mayor's Signature      (Over)



The Irene E. & George A.  
**Davis Foundation**

HOLYOKE PUBLIC SCHOOLS  
SUPERINTENDENT OFFICE

2011 OCT 27 AM 9:52

October 14, 2011

David Dupont, Superintendent  
Holyoke Public Schools  
57 Suffolk Street  
Holyoke, MA 01040

Dear David:

I am pleased to advise you that the Trustees of the Irene E. & George A. Davis Foundation met recently and voted a grant to Holyoke Public Schools in the amount of \$30,000. This grant is given in support of the Peck Full Service Community School - Data Management System. Enclosed is a check in the amount of \$30,000. The enclosed payment is conditioned upon the following terms:

1. The tax-exempt status verified in the proposal is still valid: any changes in that status, or changes in the organization that could lead to a change in that status will be reported to the Davis Foundation immediately.
2. The funds will be used by the above-named organization solely for the purposes described.
3. Any portion of the amount granted, which is not used for the purpose of the grant as set forth above, will be repaid to the Davis Foundation.
4. None of these funds will be used for any political campaign, or in any way to influence legislation.
5. The organization will keep and maintain records for expenditures adequate to check the use of the grant readily.
6. An annual report concerning budget, personnel, and program accomplishments will be completed and returned to The Davis Foundation. **(Annual Report Form is enclosed—Please retain this form for your use when report is due.)** This report must be received 12 months after the date of the grant award, or annually in the case of a multi-year award. A report must also be provided prior to its original due date if requesting additional funding within the same year.
7. In all acknowledgements, this gift should be listed as being received from The Irene E. and George A. Davis Foundation.
8. The following special conditions will be observed: None

We ask that you acknowledge receipt of this grant and acceptance of the terms discussed above by **signing and returning a copy of this letter to our office within two weeks of its receipt.** If you have any questions concerning this grant, please feel free to contact me.

Sincerely,

Mary E. Walachy  
Executive Director

Enclosures (2)

cc: Paul Hyry, Principal, Wm. R. Peck School

The terms of this contract are accepted by:

\_\_\_\_\_

(Name)

\_\_\_\_\_

(Organization)

\_\_\_\_\_

(Date)



The Irene E. & George A.  
Davis Foundation

## Annual Grant Report Form

The Irene E. and George A. Davis Foundation requests that all grantees provide the Foundation with a grant report 12 months after the date of the grant award, or annually in the case of a multi-year award. A report must also be provided prior to its original due date if requesting additional funding within the same year.

*Please be advised that the Davis Foundation will accept the Associated Grantmakers of Massachusetts' Common Report Form, or the Community Foundation of Western Massachusetts' Grant Report Form.*

If you do not choose to use either of the above-mentioned forms, please answer the following questions using no more than 3 pages.

- What has been accomplished during the period of this grant?
- Did the project achieve the measurable objectives outlined in your original request for funding? Discuss which objectives were met, which were not, and why? What procedures were used to determine your progress?
- What specific indications/data do you have of the positive long-term effects of the project on the intended population? Were there any unintended benefits or spin-off programs that resulted from this project?
- What steps are being made to ensure the sustainability of your project or organization beyond this grant period?
- Please provide the Foundation with a brief summary outlining how the Foundation's funds were used for this program or project. (Attach a financial report or other documentation, if applicable)
- Is there anything else you would like to make us aware of concerning this grant or project?

Holyoke Public Schools  
MEMORANDUM

TO: Mr. David L. Dupont, Superintendent of Schools

FROM: David A. Lawrence, Director of Human Resources

DATE: November 14, 2011

RE: New Appointments

NAME                      SCHOOL                      ASSIGNMENT                      DATE OF HIRE

***Teachers***

Andrea Lubold	Morgan & Kelly	Health Teacher	October 13, 2011
Elizabeth McLain	Peck	Elementary SPED Inclusion Teacher	November 1, 2011
Jennifer Falk	Dean	ESL Teacher	October 28, 2011
Kara O'Connor	Morgan	ESL Teacher	November 3, 2011

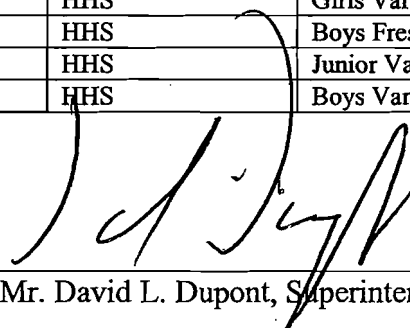
***Paraprofessional***

Antonio Robles	CFE	Special Education Paraprofessional	October 12, 2011
Jisella Batiz	CFE	Special Education Paraprofessional	October 31, 2011
Heather Gavioli	Peck	Special Education Paraprofessional	October 18, 2011
Kimberly Fontaine	Peck	Special Education Paraprofessional	October 17, 2011
Melissa Fontanez	Donahue	Special Education Paraprofessional	October 28, 2011
Nicole Gonzalez-Pagan	E.N. White	Special Education Paraprofessional	October 17, 2011

***Coaches***

Ashley Baylor	HHS	Boys & Girls Assistant Varsity Swim Coach	Winter Season
Emily Russell	HHS	Varsity Cheerleading Coach	Winter Season
James Hobert	HHS	Boys Junior Varsity Basketball Coach	Winter Season
Joseph Dutsar	Dean	Varsity Girls Basketball Coach	Winter Season
Jsoeph Griffin	Dean	Varsity Wrestling Coach	Winter Season
Laura Mackey	HHS	Boys & Girls Varsity Swim Coach	Winter Season
Melanie Dzioba	HHS	Assistant Indoor Track Coach	Winter Season
Paul Stolar	HHS	Boys & Girls Varsity Ski Coach	Winter Season
Robert Lastowski	HHS	Varsity Indoor Track Coach	Winter Season
Scott Taupier	HHS	Girls Junior Varsity Basketball Coach	Winter Season
Stephen Croft	Dean	Athletic Facility Manager	Fall Season
Thomas Brassil	HHS	Girls Varsity Basketball Coach	Winter Season
Timothy Collamore	HHS	Boys Freshman Basketball Coach	Winter Season
Timothy Lastowski	HHS	Junior Varsity Cheerleading Coach	Winter Season
William Rigali	HHS	Boys Varsity Basketball Coach	Winter Season

I approve and accept:

  
 \_\_\_\_\_  
 Mr. David L. Dupont, Superintendent of Schools

Holyoke Public Schools  
MEMORANDUM

TO: Mr. David L. Dupont, Superintendent of Schools

FROM: David A. Lawrence, Director of Human Resources

DATE: November 14, 2011

RE: Extended Time Programs

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>PROGRAM</u>
Andrew Verrochi	Tutor	Supplemental Educational Services
Anna Cantres	Tutor	Supplemental Educational Services
Brian Keane	Tutor	Supplemental Educational Services
Caitlin O'Neill	Site Coordinator	Supplemental Educational Services
Carol Mardeusz	Tutor	Supplemental Educational Services
Catherine Hebert	Tutor	Supplemental Educational Services
Cheryl Parzich	Tutor	Supplemental Educational Services
David Cayer	Tutor	Supplemental Educational Services
David Clark	Tutor	Supplemental Educational Services
Deborah Maisonave	Tutor	Supplemental Educational Services
Eileen Farrington	Site Coordinator	Supplemental Educational Services
Elizabeth Pretel	Tutor	Supplemental Educational Services
Joan Cavanaugh	Tutor	Supplemental Educational Services
Julie Levesque	Tutor	Supplemental Educational Services
Kathleen Alderman	Tutor	Supplemental Educational Services
Kathleen Plasse	Tutor	Supplemental Educational Services
Katie Silva	Tutor	Supplemental Educational Services
Kelly O'Brien	Tutor	Supplemental Educational Services
Kevin Cousineau	Site Coordinator	Supplemental Educational Services
Kiely Rigali	Tutor	Supplemental Educational Services
Kim Duffy	Tutor	Supplemental Educational Services
Kimberly Weir	Tutor	Supplemental Educational Services
Leslie Rocha	Tutor	Supplemental Educational Services
Lisa Ouimet	Tutor	Supplemental Educational Services
Lisa Prechtl	Tutor	Supplemental Educational Services
Louise Cavanaugh	Tutor	Supplemental Educational Services
Maureen Callahan	Tutor	Supplemental Educational Services
Michele Stevens	Tutor	Supplemental Educational Services
Nancy Wagner	Tutor	Supplemental Educational Services
Patricia Valois	Tutor	Supplemental Educational Services
Roberta Duprey	Tutor	Supplemental Educational Services
Shawn Germain	Tutor	Supplemental Educational Services
Shelly Whelihan	Tutor	Supplemental Educational Services
Thomas Wyse	Site Coordinator	Supplemental Educational Services
Valerie DeCelle	Tutor	Supplemental Educational Services
Vincenza Brown	Site Coordinator	Supplemental Educational Services

I approve and accept:

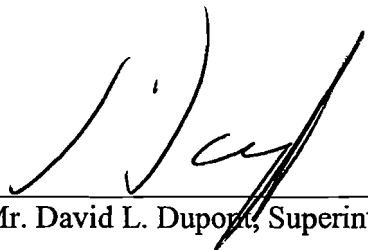
  
Mr. David L. Dupont, Superintendent of Schools

Holyoke Public Schools  
MEMORANDUM

TO: Mr. David L. Dupont, Superintendent of Schools  
FROM: David A. Lawrence, Director of Human Resources  
DATE: November 14, 2011  
RE: Retirements

---

<u>Name</u>	<u>School</u>	<u>Assignment</u>	<u>Date of Retirement</u>	<u>Years of Service</u>
<i>Nurse</i>				
Joanne Gleason	System wide	Nurse	November 1, 2011	10

I approve and accept:   
Mr. David L. Dupont, Superintendent of Schools

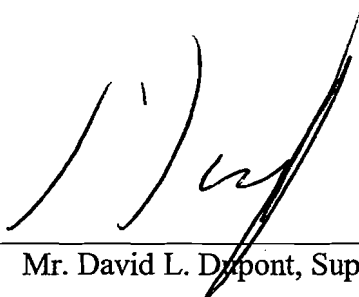
Holyoke Public Schools  
MEMORANDUM

TO: Mr. David L. Dupont, Superintendent of Schools  
FROM: David A. Lawrence, Director of Human Resources  
DATE:  
RE: Resignations

---

<u>NAME</u>	<u>SCHOOL</u>	<u>ASSIGNMENT</u>	<u>DATE OF HIRE</u>	<u>DATE OF RESIGNATION</u>
<i>Non-Union</i>				
Eric Rodriguez	Dean	Family Liaison	February 22, 2010	November 3, 2011
<i>Cafeteria</i>				
Kathy Breed	McMahon	Cafeteria Helper	September 5, 1996	October 19, 2011

I approve and accept:



Mr. David L. Dupont, Superintendent of Schools