

**Holyoke Community Charter School
2200 Northampton Street
Holyoke, MA 01040
Board of Trustees**

Minutes of HCCS Board of Trustees FINANCE SUBMCOMMITTEE Meeting- November 13, 2024

Board Members In Attendance: Lina Rivera

Guests: Maria Rodriguez, Ryan Meek, Kyle Callender, Josh
 Famiglietti

Not Present: Janine kent

- I. Meeting called to order at 5:07 p.m. by Maria Rodriguez

- II. Maria shared that she talked to the committee about having a meeting in early December to gain a vote on the decision for the soccer field based on the RFQs that the school received. Ryan responded that the school received two bids and the meeting in December would include a vote to choose between designers.

- III. Maria asked the committee if there were any questions on the financial statements that were sent out. There were no questions asked. She shared that since the last reports were sent the school was able to submit the billing to USDA as well as the fresh fruits and vegetables, those incomes have been recorded for October.

- IV. Under new business Kyle Callender presented a facilities request to the committee. He shared that the school's walkie talkie range has dwindled and is making it hard to effectively communicate with everyone in the building especially in the new addition. He said that he had a couple vendors come in and assess the current walkie talkies. He shared that the school has about 55 in inventory and out of the 55, 44 are analog walkie talkies that are out of date and about 11 that are digital. There are two options that the school can choose from which include installing a repeater to the top of the building or the more cost effective option which would be to buy digital walkies. He said that it breaks down to about \$400/ walkie which would be around \$17,000 dollars for a group of 44 walkie talkies. He shared that the repeater option would cost around \$24,000 since the school would need three repeaters with the analog walkies.

In response Maria shared that the school always budgets for replacements of the walkies per year and that this year's budget on that line is about \$3,500 dollars. Sonia asked what the lifespan of the new walkies would be. Kyle said that the lifespan would be about 15-20 years if they stay in good condition and that they have a five-year warranty.

Kyle also shared that now that we have an internal janitorial crew, the school has had the opportunity to identify the equipment it needs for the school janitorial crew. He said that after meeting with different representatives, it was found that the school was waxing too often and that the floor wax can be heated up and buffed. He shared that the school needs buffers, scrubbers, and commercial vacuums to maintain the building effectively. The projected cost for this equipment would be \$7,000/ scrubbing machine, the school would need three, at least four buffers which would be about \$1,800 a piece, the school would be looking for a one-time purchase of about \$30,000 dollars. He shared that the machines would last for about 15-20 years if maintained properly. He shared that he has quotes for the machines, and they are all about the same cost, the warranties are what is different.

Kyle Callender referred to the proposal that was presented back in July of 2024 and shared that the proposal has materials that the school has in stock and materials that will be needed. Ryan asked what the most cost-effective option would be, Kyle responded that throughout the course of the school year the buffing can be done in sections. He also shared that the numbers that were given were the top of the line most reliable options and salespeople's recommendations with long life expectancies.

Maria confirmed that there needs to be three quotes of the same equipment from different vendors as well as if there are any other costs associated with the purchases. Maria then asked if there was an update regarding the key system. Kyle responded that the key system is completely installed, and distribution and programming is the next step which should be complete soon.

The meeting adjourned at 5:34 p.m.

As prepared by Haley Saltares