

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

**Minutes of HCCS Board of Trustees Meeting – December 6, 2024**

In Attendance:           Leona Florek, Elizabeth Pawlowski, Lina Rivera, Rafael Rodriguez, Janine Kent

Guests:                    Maria Rodriguez, Ryan Meek, Kyle Callender

Not Present:              Janine Kent, Jean Swinney

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I.     Meeting called to order at 8:03 a.m. by Leona Florek

II.    Maria thanked everyone for being able to meet this month regarding the designer selection for the school’s soccer field. She shared that the school received two highly qualified candidates for the designer teams, Gale Associates Inc. and Activitas. Both reports were shared with the board for review.

Ryan and Maria met with the school’s lawyer to talk about both proposals. The lawyer thought that both proposals were strong. Maria shared that she conducted a reference check with both companies. The Lowell School’s business manager reached out with reference to Gale Associates, shared that they had great experience working with them and in response Maria wanted to present the proposal to choose Gale Associates since they have worked with another local district school.

Ryan agreed that both companies seem to be very high level and experienced in these types of projects. Ryan also shared that one item that Maria forwarded to the board was the standard A1A draft that needs to be completed. He reminded the board that this decision has no dollar amount attachment and that the designer would have to come onsite to understand the scope and see to what extent they think the project timing and overall cost would be.

Janine had a question that if there is consideration in the decision of nonprofits, or whether the company is woman or minority owned? Leona shared that there is a woman owned component within Gale Associates and that they are environmentally focused. Maria responded that the school sends out requests for qualifications to a broad cast of firms that work with these types of projects. Due to the limited number of companies that do work with these projects this is not one of the driving factors.

Lina shared that she is also leaning towards the decision of Gale Associates who seem to be really geared and driven towards the school. Elizabeth agreed to this statement.

**Janine Kent motioned to move forward with discussing contract negotiations with Gail and Associates. Seconded by Rafael Rodriguez. Each member voted by roll call. Florek – Aye, Rivera – Aye, Pawlowski – Aye, Rafael – Aye, Kent – Aye. The motion passed unanimously.**

**Janine Kent motioned to give authorization from the board to the board chair to continue with contract negotiations as the school moves through the process. Seconded by Elizabeth Pawlowski. Each member voted by roll call. Florek – Aye, Rivera – Aye, Rodriguez – Aye, Pawlowski – Aye, Kent – Aye. The motion passed unanimously.**

**Janine Kent motioned to adjourn the meeting. Seconded by Lina Rivera. Each member voted by roll call. Rodriguez – Aye, Kent – Aye, Florek – Aye, Pawlowski – Aye, Rivera – Aye. The motion passed unanimously.**

**Meeting adjourned at 8:16 a.m.**

*As prepared by Haley Saltares*

Respectfully submitted,

Jean Swinney

Holyoke Community Charter School Board of Trustees

Meeting Attachments

Project Proposals