

CITY OF HOLYOKE  
SCHOOL COMMITTEE

**SCHOOL COMMITTEE AGENDA**

**DATE:** MONDAY, OCTOBER 17, 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**
    -
  
4. **NEW BUSINESS**
  - a. **Minutes of Meetings**
    - Regular Meeting of October 3, 2011 (pages 1-5)  
*RECOMMENDATION: That the School Committee vote to approve the minutes.*
  - b. **School Building Advisory Committee Minutes**
    - September 28, 2011 (pages 6-10)  
*RECOMMENDATION: That the School Committee vote to approve receive the minutes.*
  - c. **Budget Calendar** (page 11-12)  
*RECOMMENDATION: That the School Committee vote to receive the budget calendar.*
  - d. **Petty Cash – Connections Program** (verbal)
  - e. **French Club Field Trip Request to Quebec, Canada** (pages 13-16)  
*RECOMMENDATION: That the School Committee vote to approve the French Club's Field Trip Request to Quebec, Canada.*
  - f. **Home Education Program Approval** (page 17)  
*RECOMMENDATION: That the School Committee vote to receive the Home Education Program Approval.*
  - g. **Travel Requests** (pages 18-23)

RECOMMENDATION: *That the School Committee vote to approve the travel requests.*

**5. OLD BUSINESS**

- a. **City Auditor Communication re: Reduction in School Dept Budget** (update)
- b. **Vote to resubmit Statements of Interest for Lawrence School Project to the Mass School Building Authority** (pages 2430)  
RECOMMENDATION: *That the School Committee vote to resubmit the Statement of Interest for the Lawrence School Project to the Mass School Building Authority (required language attached at pages 28-30)*
- c. **Food Service Update**

**6. PERSONNEL**

- a. **Appointments** (pages 31-33)  
RECOMMENDATION: *That the School Committee vote to receive the appointments.*
- b. **Resignations** (page 34)  
RECOMMENDATION: *That the School Committee vote to receive the resignations.*

**7. ANNOUNCEMENTS & ADJOURNMENT**

- a. **Acknowledgement of Donation of Hats, Gloves, Mittens, Scarves, Snow Pants and Winter Coats from ARS Restoration Specialists** (page 35)

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 3, 2011  
TIME: 6:15 PM  
DEAN TECH HIGH SCHOOL

School Committee Vice Chair William Collamore called the meeting to order at 6:31 p.m.

**ROLL CALL**

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

**PLEDGE OF ALLEGIANCE**

**PUBLIC DISCUSSION**

None

**COMMUNICATIONS & REPORTS**

**Student Reports**

Miss Ibarra told members that Holyoke High School's Open House would be on Thursday, beginning at 6 p.m.

**Superintendent's Communications**

Mr. Dupont said that members had received a report on MCAS scores. These scores are important to the district and how student improvement will be addressed through the District Improvement Plan.

Ms. Wells said that members received an historical comparison of how students performed on the MCAS from 2007 through 2011 for each of the grade levels for ELA and math. Each grade level includes the CPI and the student growth rate. Student growth will have a huge impact on the way the State looks at progress of districts. She described how student growth is measured.

Mr. Sheehan asked what the issue is with the State indicating that math scores are not correct.

Mr. Dupont explained that the company that scores used an incorrect reporting scale so scores will be updated and the system will be fixed so that cannot happen again. This error moved more students into the advanced/proficient range.

Mr. Moriarty noted third grade reading scores, in particular, in light of the Committee's goal of 85% proficiency for third grade readers by 2014. The Committee should look at a detailed analysis of those scores and at the lower grades as well. He asked if information is available from kindergarten screening that would inform Committee members about readiness and where students came from.

Ms. Wells said that information is all disaggregated and collected but it takes some time to get it all together.

Mr. Sheehan said it is important to note that there are pockets of significant improvement and some things that the district should be very proud of. Even though there is a lot of work to be done, there are some places that have laid a good foundation for that work to go forward.

## **NEW BUSINESS**

### **Minutes of Meetings**

#### Regular Meeting of September 19, 2011

**MOTION #1:** Mrs. Garcia made a motion, seconded Mayor Pluta, to approve the minutes of the Regular Meeting of September 19, 2011. The motion carried unanimously.

Mr. Sheehan noted that the minutes would need to be filed with the Superintendent's evaluation.

### **Request for Transportation**

Mr. Dupont explained that this is a request from parents who had concerns regarding Transportation.

Mr. Josh Smith said their issue is that their 3 children are in school and they reside 1.2 miles from the school, just under the transportation limit. Their kindergarten child was given transportation home from school but his two older children were not. His oldest child is the responsible for watching the other two children until he and his wife get home from work. The kindergartener cannot get off the bus unless someone is at the bus stop to pick the child up. Their request is that all of their children be able to ride the bus home from school only.

Mr. Lopez asked if there is enough room on the bus for the other two children.

Mr. Dupont said that under special circumstances he has the ability to approve transportation. If there are conditions that would meet special circumstances in terms of safety for the students, it is possible to approve the request. There are cases that come up from time to time. There are a number of situations where the mileage is just inside the limit. He said he would get more information and work this out.

### **Home Education Program Approval**

**MOTION #2:** Mrs. Garcia made a motion, seconded by Mr. Greaney to receive the Home Education Program Approval. The motion carried unanimously.

### **Sexual Health Curriculum Grades 6-8**

**MOTION #3:** Mrs. Garcia made a motion, seconded by Mr. Greaney, to refer the Sexual Health Curriculum for Grades 6-8 to Curriculum and Instruction. The motion carried unanimously.

Mr. Lopez asked that administration check to be sure that the 9<sup>th</sup> grade Sex Ed Curriculum is still on the HPS website.

Mr. Sheehan asked what the timeline is for the review of this program.

Ms. Wells said there is a draft program that has not yet been built into the existing health curriculum. The request is for subcommittee and the full Committee to look at it and approve it. It is feasible to implement it this year if given approval. It could also be implemented for next school year if that is the directive. This was developed with the 6-8 grade level cognitive and chronological age in mind by HPS staff in conjunction with the Mass Alliance against Teen Pregnancy and the Department of Public Health. This is a home grown curriculum based on scientific based evidence and research.

Mayor Pluta said it is important for the younger students to have this as part of the health curriculum.

#### **Travel Requests**

**MOTION #4:** Mrs. Garcia made a motion, seconded by Mrs. Lebron-Martinez, to approve the travel requests. The motion carried, with Mr. Sheehan abstaining.

#### **Additional New Business / Bullying Training Power Point**

Mr. Collamore noted that all School Committee members received the Bullying Training before the Regular Meeting. He asked that a copy of the Power Point presentation be received into the record.

**MOTION #5:** Mr. Moriarty made a motion, seconded by Mrs. Garcia, to receive the Bullying Training Power Point presentation. The motion carried unanimously.

#### **OLD BUSINESS**

##### **Update on 9<sup>th</sup> Grade Sexual Health Curriculum**

Ms. Wells reminded the Committee that a request was made for an update on first year of implementation of this curriculum. Surveys and questionnaires were provided to and collected from students. Information was provided on survey results along with information on trainings and the groups that curriculum department staff met with and interviewed. In general students indicated that they received good information about healthy relationships and that they were more confident about making choices with relationship to that. Students showed growth around the notion of abstinence being the only 100% effective method for preventing unwanted pregnancy and/or STI's. Students received a lot of education on sexually transmitted infections and how to prevent and keep themselves safe, with abstinence being the first and foremost discussed way. Pre and post assessment data show a significant increase in students' belief systems and understanding of the specific areas covered.

Letters will go out again this year to parents notifying them this will be part of the curriculum and giving them the ability to opt out. Last year fewer than two parents opted out of this program. The overall response from students is that this has been extremely beneficial to them and that it has given them the opportunity to make informed and more educated decisions. A few of the children did comment that they wished they had known some of this information sooner, which is what prompted the notion of implementing a program at the 6-8 level in an developmentally appropriate way for students.

Mr. Moriarty expressed concern that absent from this is any self response about students' understanding of the potential legal consequences attached to sexual behavior for people under the age of 16. He continues to

believe that is a glaring omission from this and would like to know that some lesson planning around that is done. He suggested that most law enforcement resources would be extremely willing to help to disseminate that information.

Mr. Dupont said there is a good source at the Police Department that has been very helpful with that; that can be easily taken care of.

Ms. Wells said that as part of the year two implementation one of the next steps is a complete review of the program based on survey data given by students.

Mr. Sheehan asked if implementation of this curriculum will continue at Dean.

Mr. Dupont said it will continue at Dean.

### **Additional Old Business**

Mr. Sheehan asked that some of the information received in the Friday letter be entered into the record.

**MOTION #5:** Mr. Sheehan made a motion, seconded by Mr. Moriarty, that the Food Service Audit be received and referred to Finance for review. The motion carried unanimously

Mr. Sheehan noted a communication from Linda Foisy relative to the Plan Manager, the District Management Council, recommended by DESE. He asked if the meeting scheduled for October 10<sup>th</sup> with the Plan Manger and the Accountability Monitors is on track.

Mr. Dupont said there was a meeting with the monitor, Ava Mitchell, last week, for an update on the District Improvement Plan. The next step will be to get that District Improvement Plan approved by the Commissioner. After that, Ava Mitchell and Nadine Binkley will come to the School Committee for a report. No district has had their District Improvement Plan approved yet. The October 10<sup>th</sup> date will change.

Mr. Sheehan said that the Committee had discussed previously a communication from the City Auditor about a reduction in the School Department budget of \$300,000+; he asked if there is a plan in place if that reduction does in fact happen.

Mr. Dupont informed the Committee that a meeting is scheduled between Chris Regan and the Mayor on that topic at which the Auditor will also be in attendance. The City Council has not met on this matter yet. He is hoping that the schools won't have to make that reduction but if it does occur he will have to come back to the School Committee with a plan.

### **PERSONNEL**

**MOTION #6:** Mrs. Garcia made a motion, seconded by Mr. Sheehan, to receive the appointments. The motion carried unanimously.

### **RESIGNATIONS**

**MOTION #7:** Mrs. Garcia made a motion, seconded by Mr. Moriarty, to receive the resignations. The motion carried unanimously.

**ANNOUNCEMENTS**

Mr. Sheehan informed the Committee that the HHS Band has been nominated by Senator Kerry and invited to participate in the Washington, DC Memorial Day Parade next year. HHS and one other band have been nominated to represent the Commonwealth of Massachusetts in the parade. The band is trying to identify funding sources and is fundraising for this event.

Mr. Sheehan expressed thanks and congratulations to Gary Tirrell and Donahue School for their Introduction to 8<sup>th</sup> Grade Night which stressed the beginning of the transition into 9<sup>th</sup> grade. Students and parents attended and heard a number of speakers. There was a dance after for students. This was an educational and social experience for students in which parents participated as well. This is something that should be looked at for all K-8 schools to kick off the transition for 8<sup>th</sup> graders.

Mr. Moriarty reminded Committee members that on October 12<sup>th</sup> McMahon School will be holding a 50<sup>th</sup> birthday party for the school. There is great excitement around the school for this event. He encouraged members to attend if at all possible.

Both Mr. Moriarty and Mr. Sheehan encouraged members to get around to visit the schools, during the school day, if possible, to talk with principals and visit classrooms. It is a good opportunity to see what's going on in the schools and to see the strides being made. It is also helpful to have the reference during budget preparation and planning.

Mr. Dupont suggested having one meeting in November, the 14<sup>th</sup>, as the first Monday is the day before election. If another meeting is needed in November, a decision can be made at the meeting of November 14<sup>th</sup>. There was agreement from the Committee.

**MOITON #8:** Mr. Moriarty made a motion, seconded by Mr. Sheehan, to adjourn. The motion carried unanimously.

The Regular Meeting of October 3, 2010 adjourned at 7:27 p.m.



CITY OF HOLYOKE

SCHOOL BUILDING ADVISORY COMMITTEE

WEDNESDAY, SEPTEMBER 29, 2011

TIME: 10:00 A.M.

School Committee Vice Chair William Collamore called the meeting to order at 10:06 a.m.

Present: William Collamore, Peggy Boulais, Lenny Gibbons, Diane Bauer, Aaron Vega, David Healey, Brian Beauregard and Carol Hepworth. Also present: Tim Alix, Carl Weber and Whitney Anderson.

Mr. Alix explained that the science rooms and the acid neutralization system have been installed and he is awaiting word as to whether the acid neutralization system has been inspected and received final approval. White boards have been installed in the science wing. There are some punch list items remaining. Mountford has been trying to complete their punch list before tomorrow's site meeting.

There is a minor punch list for the girls locker room. The mini gym floor has been installed and lines painted.

Ms. Bauer asked if shelving would be put into the caged area in the girls' locker room.

Mr. Anderson said he could work on the shelving issue for that area.

Band room work has been completed. The third floor classrooms have been completed with the exception of room 303 which is waiting for the split system air conditioning, computer cabling and power poles.

Mr. Healey asked if the intercom system was complete.

Mr. Alix said the intercom system is complete but there are a few additions and changes that need to happen. He is waiting for a list of all changes to package as one change order to get that work done. There are some issues related to the changeover that has yet to occur from T1 to digital but the digital changeover will remedy the issues.

Change Orders:

PCO 40 resilient wall base in the science rooms – around the base of the cabinetry there was not resilient base or cove molding to hide joints between cabinets. Also in construction of the building, where there was casework along the walls, there were not structural glazed tile so additional base was added there to hide the rough block and make it look more uniform. The cost was \$5,380.00.

PCO 45 is for science classroom casework modifications. There was a need for filler panels or other additional items for the univents cabinets. When cabinets were removed you could see pipes, etc inside the unit ventilators. In some cases cabinets were moved to make that work but some areas needed either an additional cabinet or filler panels. The cost was \$6,774.00.

**MOTION #1:** Mr. Healey made a motion, seconded by Mrs. Boulais, to approve PCO 40 – resilient wall base at science rooms - \$5,380 (from construction contingency) ; and PCO 45 – science classroom casework modifications - \$6,774 (from construction contingency). The motion carried unanimously.

Upcoming changes include the fiber run from the second floor data room to the first floor telephone closet. That work will move forward and cost is approximately \$2700.00.

Items expected that have not been priced yet include replacement of skylights; there was also talk about replacing toilet partitions in the third floor bathroom near the gymnasium. Tim Murphy was also asked to look at the smoke louvers in the auditorium.

Mr. Healey asked for a status on funds remaining that are not attached to projects.

Mr. Alix said that with all the items listed that funds were captured for, there would be \$152,000 remaining in the contingency line item but for the overall project there is \$309,300.00 remaining. There is also a balance of \$10,500 in the original project budget.

Mr. Healey said the two areas of interest remaining would be the language lab and furniture for the teachers' lounges.

Mr. Anderson said he took a better look at the louvers in the auditorium from outside and they are in excellent shape and have mostly suffered from lack of use. He thinks they can be revived from maintenance and he now does not recommend replacing the louvers.

Mr. Anderson said there are probably 6 to 8 bathrooms that need new partitions. Mountford will replace all of the partitions.

Mr. Healey asked what the status of the furniture delivery is.

Mr. Anderson said he is expecting a delivery of the 900 student desks, etc., soon.

Ms. Bauer asked about locks for the storage shelves for instruments in the band area. There has been some damage. The instruments have been moved downstairs so they can be kept secure; students have to go downstairs to get instruments and come back upstairs for class. She would like to have some kind of secure storage in the band area for instruments.

Mr. Healey asked if fencing and a gate could be installed to secure that area for instruments.

Mr. Anderson said that could be done. The cabinetry for that area would cost \$20,000-\$30,000. Some other type of enclosure could be considered for that area.

Mr. Alix said typically that kind of storage system is tailored to fit specific types of instruments. They are nice but they are expensive.

Ms. Bauer said the band area was upgraded and it looks nice. She did not think the idea of a fence for the storage area would be the best way to go.

Mr. Anderson said there is some landscaping work at the back of the school between the building and the track. Some thought would have to be put to that work but it would likely be in the range of \$50,000. He has heard the City is pursuing some funding for the athletic surface in the field area; he did not know the full scope of that work.

Mr. Alix said there is also a short list of some maintenance equipment for staff to maintain the building; the total would be around \$10,000.

Mr. Collamore asked about lighting at the rear of the building.

Mr. Anderson said he will be working with the HG&E for lighting at the rear of the building and in the dingle area, along with some other areas.

Ms. Bauer said a color copier is needed for the science area. There is a quote for \$13,000 for a copier that will meet the science needs.

Mr. Healey asked if a color printer would be suitable.

Mr. Gibbons said this copier will cost less per page, also, a printer doesn't allow for copying of books, etc. There is a black and white version that was quoted at \$8,645.00.

Mr. Vega said there are some items on the list that might cost more than has been encumbered. It seems as though new requests are coming in each meeting. Mr. Anderson talked about painting lockers next summer. If all the money is spent now, there won't be money for some of those projects.

Mr. Anderson said \$30,000 has been set aside and he can probably get the lockers done for around \$20,000.

Ms. Bauer said the science department does a lot of copying, including copying of tests, documents with graphs, etc.; color is especially important in the science area. Color is important in the classroom.

Mr. Alix said there is a line in the budget (\$25,000) for program-related equipment. The only item he has heard mentioned thus far was a blower for the air tracks in the physics department.

Ms. Bauer said she heard from a representative indicating that another district has moved to a Mac environment and they are talking about giving another district, hopefully Holyoke, student licenses.

Mr. Gibbons said the licensing and computer tables came in at \$119,000, so he stopped seeking pricing because the original budget estimate was \$30,000. The computers were \$22,000.00.

Ms. Bauer said she has a communication from Haverhill indicating they did a language lab for \$56,000.00.

Mr. Gibbons said the quote for licenses for the teacher console was \$58,000 and the licenses for the students (32) were \$20,000; student furniture was \$15,264.

Mr. Healey said if the best is being requested, someone should come in and justify that expenditure for the record.

Ms. Bauer suggested looking at some other systems for the language lab.

Mr. Gibbons said he could do more research but the teacher was insistent on this particular system. He said he could get an RFQ out to see what's available.

Mr. Weber noted that SBS's contract is completed at the end of November.

Mr. Collamore asked Mr. Anderson what is happening with the benches that were to be included in the outside work and the railing at the end of the building near the auditorium.

Mr. Anderson said he has information on benches and there is a need for improvement in that area at the end of the building near the auditorium and the maintenance department can accomplish that.

Ms. Bauer said the Class of 2011 has funds and would like to donate a bench in the courtyard.

Mr. Alix said he is working closely with MSBA and is putting documentation together to close out the project. Documentation will be turned over to the City for necessary signatures. When that is submitted a final audit can be done.

Mr. Healey asked if a full presentation will be ready for the copier versus printer for the science area, language lab options and the building information displays.

Mr. Vega suggested that the meeting be scheduled later so that a tour could take place of the building.

**MOTION #2:** Mr. Vega made a motion to accept the minutes of June 30, 2011, July 12, 2011, August 2, 2011 and September 9, 2011. The motion carried unanimously.

Mr. Anderson said there is a serious situation in the boys football locker room with regard to lack of ventilation. He has not been able to get an appropriate amount of air circulation in that particular area. Previously there was a 3200 cubic foot per minute exhaust fan through the side of the building and there were no complaints. A high turnover of air is required in that area. The boys phys ed locker area does not have the same issues.

Mr. Alix said there was a similar situation last year which was investigated. Once football season is over there are not be the same issues because the equipment will not be stored there. A new roof top unit was put on to exhaust the air and they looked at how much air was coming out of that fan. It is getting the amount of air it is supposed to get but duct work was not replaced because it is above a hard ceiling that was not breached because of the asbestos above it. There is leakage somewhere and it is exhausting through the room.

Mr. Healey asked if a robotic camera could be run through the ductwork.

Mr. Alix said he did talk with Mr. Anderson and Mountford about some investigation but the issue dropped last year when the concerns went away.

Mr. Anderson said a supplemental fan is needed.

Mr. Healey asked why this would not go back to CES to determine if more exhaust ability is needed.

Mr. Anderson said he remedied a similar situation in the science rooms last year with additional exhaust equipment. Those fans can be used when necessary and covered when not in use. The cost would be \$1500 tops to make similar provisions in the boys football locker room area.

Items to be completed at the next meeting include: band room/storage, language lab, copier for science room, information display, maintenance equipment.

Mr. Anderson said he will address the girls locker room storage issues and will have estimates for the next meeting.

Mr. Alix told the Committee that not much had changed with regard to the gas pressure issue. CES requested a meeting with HG&E and the owner. Dave Martins would like to have a meeting to find out for himself where everything stands to make a determination as to how best to proceed. He will set that meeting up and inform the committee.

Mr. Beauregard said that CES has not put anything in writing to the HG&E nor have they furnished any of the background information. After the last meeting he went back and had a discussion about that and HG&E decided it was not appropriate because this would put them in the position of engineering and design on something beyond the meter which is outside of their element and not something they should get involved in. They are trying to protect the school and the City. People from HG&E communicated to CES that on design level days there are very real concerns with cold weather. A typical average pressure from HG&E is not sufficient to meet the cold weather on maximum design level days.

Mr. Weber said CES filed for the waiver on their own.

Mr. Vega left the meeting at 11:15 a.m.

Mr. Weber said that \$100,000 is being held in retainage for Mountford and there will be discussion soon about how to pay that. There have been some issues that Mountford has worked to clear up.

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

The School Building Advisory Committee of September 28, 2011 adjourned at 11:21 p.m.



## FY13 BUDGET CALENDAR HOLYOKE PUBLIC SCHOOLS

November 1 - 30, 2011	Principals meet with leadership teams & school advisory councils regarding FY13 goals, objectives and funding priorities for operating & capital needs
December 1 - 16, 2011	Superintendent, Asst Superintendent and Director of Finance meet with principals, central team and curriculum directors regarding initial projection of funding; any known changes in grant funding/requirements; review of district/school goals; brainstorming on budget priorities, challenges and solutions
Monday, December 19, 2011	<b>School Committee meeting</b> - to discuss School Committee priorities, school leaders' input, and funding needs and constraints
Friday, December 23, 2011	Operations department submits capital needs budget to Director of Finance
Tuesday, January 03, 2012	FY13 Budget templates and current staffing listings are distributed to all budget managers
January, 2012	Director of Finance, in cooperation with City Auditor, develops budget for non-net school spending items and city chargebacks
Monday, January 09, 2012	<b>School Committee meeting</b> - invitation to City of Holyoke Finance Sub-Committee members and the public to discuss educational and funding needs and constraints
Wednesday, January 25, 2012	Deadline for Governor to present proposed FY13 "House 1" budget to the House Ways & Means Committee
Friday, January 27, 2012	Budget managers submit detailed budget proposals to Director of Finance with narratives describing plans/need/initiatives for FY13
Monday, February 06, 2012	<b>School Committee meeting</b> to discuss NESDEC enrollment study... Capital needs projections...
Friday, February 17, 2012	Budget packets are delivered to School Committee members for review

Monday, March 05, 2012	<b>School Committee meeting</b> to review district-level budgets with Superintendent, Asst Superintendent, Central Team Administrators and Curriculum Directors
Monday, March 19, 2012	<b>School Committee meeting</b> to review school-based budgets with Principals
Friday, March 30, 2012	Deadline for approving budget for EMO contract for Dean Technical High School
Spring of 2012	House Ways & Means releases its proposed budget to the full House of Representatives Once passed, the budget is sent to the Senate Ways & Means Committee Senate Ways & Means Committee releases their version to the full Senate House and Senate release their versions of the FY13 budget to 6-member Conference Committee Conference Committee releases its version to the full legislature Upon enactment, the budget is sent to the Governor for his signature Governor has 10 days to sign it into law (often completed in early August)
Monday, April 02, 2012	<b>School Committee meeting</b> - Budget update and discussion
Monday, April 16, 2012	<b>School Committee meeting</b> - Final discussion of FY13 Budget prior to Public Hearing
Monday, April 30, 2012	Public Hearing on FY13 budget
Monday, May 14, 2012	<b>School Committee meeting, if needed</b> , to address issues raised at Public Hearing
Monday, May 21, 2012	<b>School Committee</b> - final adoption of FY13 budget



HOLYOKE PUBLIC SCHOOLS

HOLYOKE PUBLIC SCHOOLS  
SUPERINTENDENT OFFICE

2011 SEP 29 AM 11:02

REQUEST FOR STUDENT FIELD TRIPS

School: Holyoke High School Grade(s): 11-12 Date: 09/12/11  
(10-9 if room)

Destination: France, Paris Date of Field Trip: 04/14/12

Staff Person(s) in Charge: Mrs. Vega

- Justification for this curriculum-based Field Trip is attached
- Funding Source documentation is attached to this form (include all copies of Munis Requisitions) Students will have several fundraisers in and out of the school to lower the cost of the trip.

Munis Line Item Account being charged: N/A

Munis Requisition Number: N/A

Other: N/A

(ie. PTO, Consolidated Funds, HCC, Gear Up, etc.)

- Costs

Number of Buses 0 Cost Per Bus \$ 0 = \$ 0

Admission Per Student \$ 1700 X Number of Students 15 = \$ 25500

Other Costs (specify) \_\_\_\_\_

TOTAL COST: \$ 1700 per students The students are responsible for the cost of their own trip.

Number of Students: 15 Number of Teachers: 3/4 Number of Parents: \_\_\_\_\_

Departure Time: 04/14/12, depending on plane Estimated Time of Return: 04/21/12, depending on plane

Special Needs Requirements (Nurse, Wheelchair Bus, etc) N/A

- I have reviewed and approved this curriculum-based field trip.

Signature of Principal: [Signature] Date: 9/13/11

Business Manager's Signature: [Signature] Date: \_\_\_\_\_

Superintendent Approval: [Signature] Date: 9/29/11

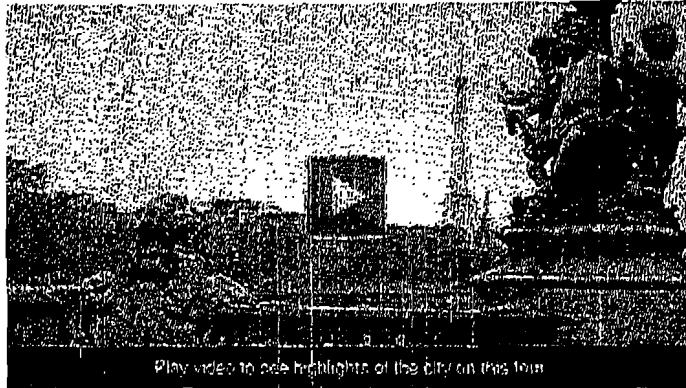
Bus Company's Confirmation: \_\_\_\_\_ Date: \_\_\_\_\_



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## Paris in Depth



Play video to see highlights of the city on this tour

### Tour Information

**Tour visits:** France, England  
**Tour length:** 8 - 10 days

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Viewing 2012 Itinerary, valid from 10/1/2011 to 9/30/2012  
View the Itinerary for: [2011](#) | [2012](#) | [2013](#)

**Day 1 - Fly overnight to France**

[Download Itinerary \(PDF\)](#) [Print](#)

**Day 2 - Paris**

Arrive in Paris

Take a walking tour of Paris:

- Ile de la Cité

Visit Notre Dame Cathedral

**Day 3 - Paris - Versailles**

Take a guided tour of Paris:

- Place de la Concorde
- Champs-Élysées
- Arc de Triomphe
- Les Invalides
- Conclergerie

Take a guided tour of Versailles:

- State Apartments
- Hall of Mirrors
- Gardens

**Day 4 - Paris**

Visit the Musée d'Orsay

Optional: French culture class

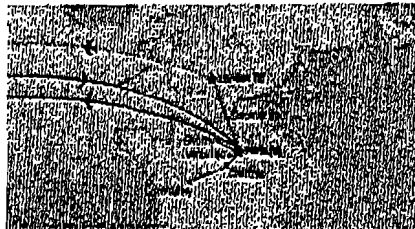
Enjoy a steak frites dinner

**Day 5 - Paris**

Enjoy a free day in Paris

Optional: Chartres and the Loire Valley:

- Chartres Cathedral
- Chenonceau



[View larger map](#)

### Program fee includes:

**Airfare:** Round-trip flights

**Transportation:** Comfortable motorcoach

• Eurostar high-speed train with extension

**Accommodations:** 6 overnight stays in hotels in central location with private bathrooms (8 with extension)

**Meals:** European breakfast and dinner daily

**Tour Director:** Full-time EF Tour Director

**Sightseeing:** 2 sightseeing tours led by licensed local guides (3 with extension) - 1 walking tour (2 with extension)

**Optional:** French culture class • Chartres and the Loire Valley • Giverny (seasonal)

Due to the London Olympics, this tour will not be available on the following dates:  
7/6/2012 - 8/8/2012

[Price this tour](#)

**Day 6 - Paris**

**Visit the Louvre**

**Visit the Eiffel Tower**

**Day 7 - Paris**

**Enjoy a free day in Paris**

*Optional: Giverny (April-October)*

**- 2-DAY TOUR EXTENSION**

**Day 8 - Paris = London**

**Travel on the Eurostar train to London**

**Take a guided tour of London:**

- Big Ben and Houses of Parliament
- Piccadilly Circus
- St. Paul's Cathedral
- Westminster Abbey
- Tower Bridge

**Day 9 - London**

**Take a walking tour of London:**

- The Strand
- Trafalgar Square
- Leicester Square
- Covent Garden

**Day 10 - Depart for home**

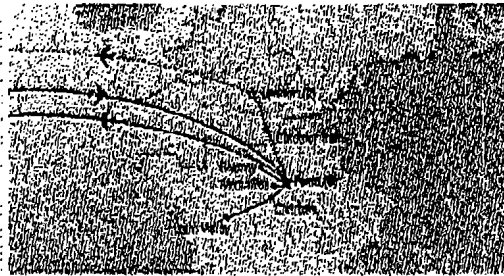
Paris in Depth

<https://www.efours.com/secure/active-tours/tour-details/quoting-print...>



**Educational Tours**  
International travel for teachers and students

Print >



## Paris in Depth

### Tour Information

**Group Leader:** Ingrid Vega  
**Tour Number:** 1058665  
**Requested Tour:** Paris in Depth  
**Requested Departure Date:** Saturday, Apr 14, 2012  
**Requested Return Date:** Saturday, Apr 21, 2012  
**Number of Days:** 8  
**Departure City:** Boston

### Price Quote

**Enrollment Fee** \$95  
**Program Fee \*** \$1,640  
**Current Departure Fees\*\*** \$639  
**Weekend Supplement** \$70  
**All Inclusive Insurance** \$145  
**Peace of Mind Program** Free

	Monthly†	Total
For Students	\$432	\$2,569
Adult Supplement		\$305
For Adults	\$483	\$2,894

### Itinerary

**Day 1** Fly overnight to France  
**Day 2** Paris  
**Day 3** Paris - Versailles  
**Day 4** Paris  
**Day 5** Paris  
**Day 6** Paris  
**Day 7** Paris  
**Day 8** Depart for home

### Program fee includes

**Airfare:** Round-trip flights  
**Transportation:** Comfortable motorcoach • Eurostar high-speed train with extension  
**Accommodations:** 6 overnight stays in hotels in central location with private bathrooms (8 with extension)  
**Meals:** European breakfast and dinner daily  
**Tour Director:** Full-time EF Tour Director  
**Sightseeing:** 2 sightseeing tours led by licensed local guides (3 with extension) • 1 walking tour (2 with extension)

**Optional:** French culture class - Chartres and the Loire Valley • Giverny (seasonal)

### Tour items not included

**Chartres & Loire Valley (pre-book only)** \$175  
**Giverny (Apr 1 - Oct 31) (pre-book only)** \$85  
**French Language and Culture Class (pre-book only)** \$45

\* Program fee valid for all who enroll through Monday, October 31, 2011. All other fees subject to change.

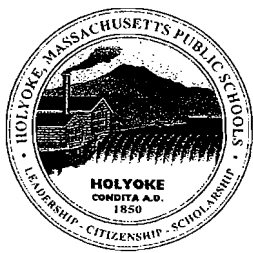
\*\* These are the current departure fees as of today. They include taxes and surcharges levied by governments and airlines and are subject to change. These fees do not include any applicable baggage-handling fees imposed by the airline. Your departure fees are finalized 30-50 days prior to departure.

† Estimated monthly payment if a participant enrolls on Friday, Sep 23, 2011

Quote created on Friday, Sep 23, 2011

All prices are subject to verification by an EF Tour Consultant. To view EF's Booking Conditions, visit [Booking Conditions](#)

For more information regarding this tour, please call 1-800-665-5364



**Holyoke Public Schools - 57 Suffolk Street - Holyoke, Massachusetts 01040**

Tel. (413) 534-2005 Fax. (413) 534-2297

[ddupont@hps.holyoke.ma.us](mailto:ddupont@hps.holyoke.ma.us)

**David L. Dupont, Superintendent of Schools**

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## MEMORANDUM

TO: HOLYOKE SCHOOL COMMITTEE

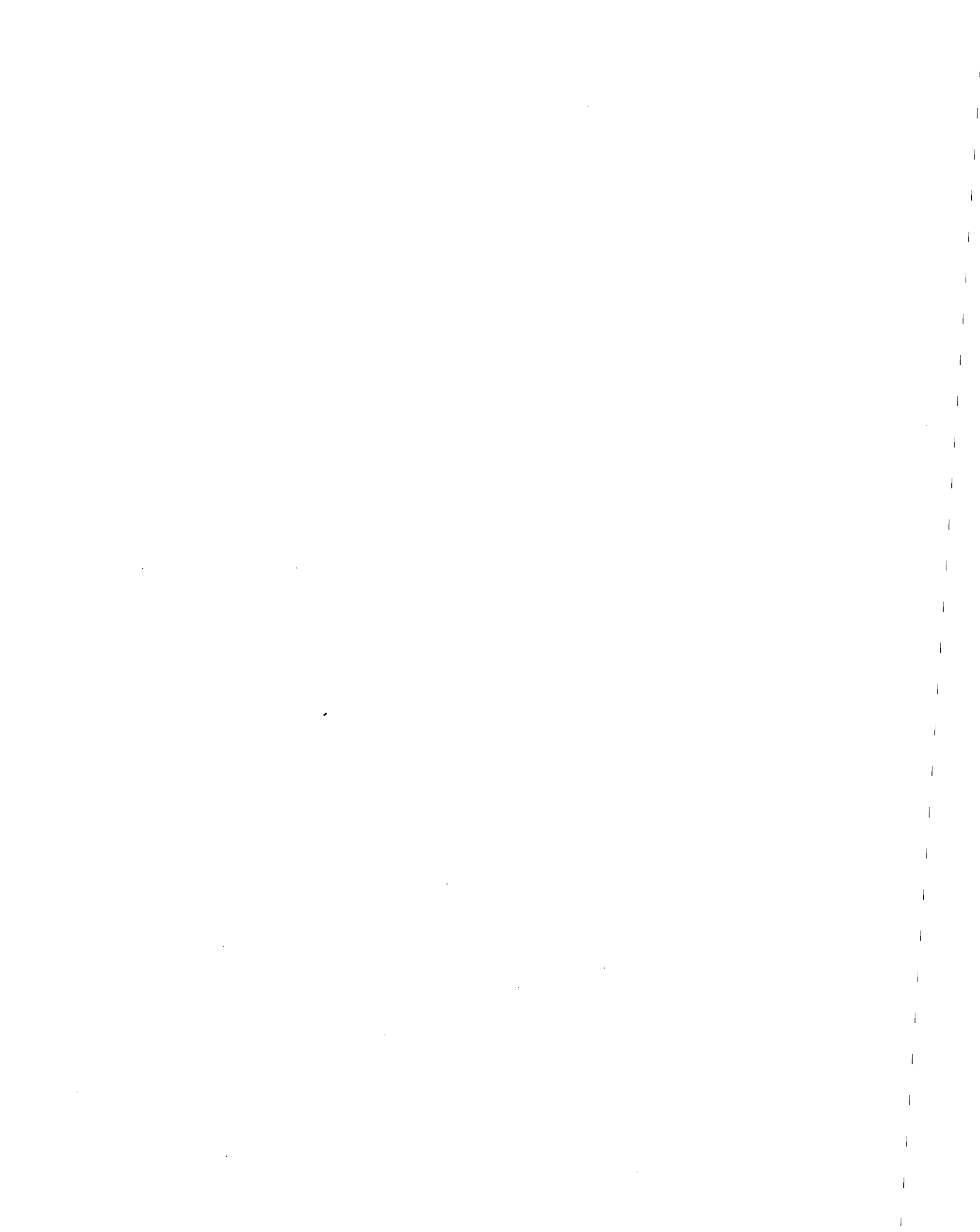
FROM: DAVID L. DUPONT, SUPERINTENDENT OF SCHOOLS

SUBJECT: HOME EDUCATION APPROVALS

DATE: October 12, 2011

This is to inform you that I have approved 1 more home education program for the 2011/2012 school year. This brings the total this year to 21 home education programs involving 15 families. The Director of Student Services has met with the parents and reviewed the curricula and learning materials and has recommended approval.

cc: Doug Arnold



## 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>
Robert J. Celi	Teacher-Dean	PD SEMA - SEI - ICAR SHOW ED DAYS	4 days	Out of State	\$1,075.00	Perkins Grant
Richard A. Foy	Teacher-Dean	PD SEMA - SEI - ICAR SHOW ED DAYS	4 days	Out of State	\$1,075.00	Perkins Grant
Dennis Birks	School Committee	MASC Conference	3 days	In State	\$519.98	City Funds
Elizabeth Lafond	SC Secretary	MASC & COSCAP Conference	4 days	In State	\$520.56	City Funds
Martha Owen	HALO Director	Effective Transitions in Adult Ed Conf.	3 days	Out of State	\$575.00	Indirect Costs
Wanona Dobbs	Teacher-HALO	Effective Transitions in Adult Ed Conf.	3 days	Out of State	\$526.31	Indirect Costs
Fernando Gonzalez	Teacher-HALO	Effective Transitions in Adult Ed Conf.	3 days	Out of State	\$562.81	Indirect Costs
Fiona Creed	Teacher-Peck	AASL Conference	6 days	Out of State	\$0.00	NA
Yvonne Hilyard	Teacher-Morgan	NSTA Conference	1 day	Out of State	\$197.43	City Funds
Marria Carrington	Teacher-Donohue	Part 3-Math Recovery Interventions	4 days	Out of State	\$1,058.00	City Funds

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Per dl Page      of     

City of Holyoke

Travel Authorization, Advance & Expense Voucher

Name: Robert J. CELI School: Dean Tech High Date of Request: 8/25/11

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

Destination: LAS-VEGAS Dates of Travel: From 11/1/11 To 11/4/11  
In-State  Out-of-State Reason for travel: Professional Development - SEMA - SEI - ICAR

	Estimated Expenses	Advance Request	Reconciliation Report Actual Expenditures
<b>Transportation and Registration</b>			
Personal Auto	miles @ \$.555	miles @ \$.555	miles @ \$.555
Air Fare	\$ 500.-	\$	\$
Tolls	\$	\$	\$
Parking	\$	\$	\$
Taxis, etc.	\$	\$	\$
Registration	\$ 25.-	\$	\$
<b>Total Transportation and Registration</b>	\$ 525.-	\$	\$
Meals (max.=\$50/day)	\$ 200.-	\$	\$
<b>Total Meals</b>	\$ 200.-	\$	\$
Hotels & Phone	\$	\$	\$
Hotels	\$ 350.-	\$	\$
Telephone	\$	\$	\$
<b>Total Hotels &amp; Phone</b>	\$ 350.-	\$	\$
<b>TOTAL EXPENSES</b>	\$ 1,075.-	\$	\$

<b>Request for Travel Expenses Advance</b>	<b>Account # to charge Net Reimbursement or Actual Advance or to credit (Net Return.)</b>	<b>Reimbursement Summary/Advance Reconciliation</b>
Est. Reimbursable Cost \$		Total Expenses-all days \$
Maximum Allowable % \$ X50%		Less Advance (if any)* \$
Allowable Advance \$		Net Reimbursement \$
Actual Advance **\$	<u>6400000 5/110</u>	

\*\* - If Allowable <\$50, Actual = \$0 FED 12 \* - 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.

Robert J. Celi Superintendent of Schools' Signature  
 \_\_\_\_\_ Mayor's Signature  
 \_\_\_\_\_ (Over)

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Per dl Page      of     

City of Holyoke

Travel Authorization, Advance & Expense Voucher

Name: RICHARD A. FOY School: Dean Tech High Date of Request: 8/25/11

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

Destination: LAS-VAGAS Dates of Travel: From 11/1/11 To 11/4/11  
In-State  Out-of-State Reason for travel: Professional Development - SEMA - SEI - ICAR

	Estimated Expenses	Advance Request	Reconciliation Report Actual Expenditures
<b>Transportation and Registration</b>			
Personal Auto	miles @ \$.555	miles @ \$.555	miles @ \$.555
Air Fare	\$ 500.-	\$	\$
Tolls	\$	\$	\$
Parking	\$	\$	\$
Taxis, etc.	\$	\$	\$
Registration	\$ 25.-	\$	\$
<b>Total Transportation and Registration</b>	\$ 525.-	\$	\$
Meals (max.=\$50/day)	\$ 200.-	\$	\$
<b>Total Meals</b>	\$ 200.-	\$	\$
Hotels & Phone	\$	\$	\$
Hotels	\$ 350.-	\$	\$
Telephone	\$	\$	\$
<b>Total Hotels &amp; Phone</b>	\$ 350.-	\$	\$
<b>TOTAL EXPENSES</b>	\$ 1,075.-	\$	\$

<b>Request for Travel Expenses Advance</b>	<b>Account # to charge Net Reimbursement or Actual Advance or to credit (Net Return.)</b>	<b>Reimbursement Summary/Advance Reconciliation</b>
Est. Reimbursable Cost \$		Total Expenses-all days \$
Maximum Allowable % \$ X50%		Less Advance (if any)* \$
Allowable Advance \$		Net Reimbursement \$
Actual Advance **\$	<u>6400000 5/110</u>	

\*\* - If Allowable <\$50, Actual = \$0 FED 12 \* - Attach copy of travel voucher used to receive this advance.

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.

Richard A. Foy Superintendent of Schools' Signature  
 \_\_\_\_\_ Mayor's Signature  
 \_\_\_\_\_ (Over)

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City of Holyoke

OCT 12 2011 Page      of     

Travel Authorization, Advance & Expense Voucher Per (M) (Over for instructions)

Name: Dennis Birks Schools: School Committee Date of Request: 10/12/11

Travel authorized by: \_\_\_\_\_  
Principal/Director Signature Superintendent of Schools' Signature Mayor's Signature

Destination: Hyannis, MA Dates of Travel: From 11/9/11 To 11/12/11

In-State  Out-of-State  Reason for travel: MASC Conference  
(Attach copy of Conference Notice)

	Estimated Expenses	Advance Request	Reconciliation Report Actual Expenditures
<b>Transportation and Registration</b>			
Personal Auto	308 miles @ \$.555 172.94	miles @ \$.555 85.47	miles @ \$.555
Air Fare	\$.....	\$.....	\$.....
Tolls	\$ 10.00	\$ 5.00	\$.....
Parking	\$.....	\$.....	\$.....
Taxis, etc.	\$.....	\$.....	\$.....
Registration	\$ 180.94	\$ 90.47	\$.....
Total Transportation and Registration	\$ 180.94	\$ 90.47	\$.....
Meals (max. \$50/day)	\$ 150.00	\$ 50.00	\$.....
Total Meals	\$ 150.00	\$ 50.00	\$.....
Hotels & Phone	\$ 239.04	\$ 119.52	\$.....
Hotels	\$ 239.04	\$ 119.52	\$.....
Telephone	\$.....	\$.....	\$.....
Total Hotels & Phone	\$ 239.04	\$ 119.52	\$.....
<b>TOTAL EXPENSES</b>	\$ 519.98	\$ 259.99	\$.....

**Request for Travel Expenses Advance**  
 Estimated Reimbursable Cost \$ \_\_\_\_\_  
 Maximum Allowable % \$ X50%  
 Allowable Advance \$ \_\_\_\_\_  
 Actual Advance \*\*\$ \_\_\_\_\_  
 If Allowable <\$50, Actual = \$0

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

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

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

I 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 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: Dennis Birks  
 Superintendent of Schools' Signature \_\_\_\_\_ Mayor's Signature \_\_\_\_\_ (Over)

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City of Holyoke

OCT 12 2011

Page      of     

Travel Authorization, Advance & Expense Voucher Per (M) (Over for instructions)

Name: Elizabeth Lafond School: School Committee Date of Request: 10/12/11

Travel authorized by: \_\_\_\_\_  
Principal/Director Signature Superintendent of Schools' Signature Mayor's Signature

Destination: Hyannis, MA Dates of Travel: From 11/9/11 To 11/12/11

In-State  Out-of-State  Reason for travel: MASC and CASCAP (Council of School Administrative Personnel)  
(Attach copy of Conference Notice) Con. K. Renell

	Estimated Expenses	Advance Request	Reconciliation Report Actual Expenditures
<b>Transportation and Registration</b>			
Personal Auto	300 miles @ \$.555 166.50	miles @ \$.555	miles @ \$.555
Air Fare	\$.....	\$.....	\$.....
Tolls	\$ 10.00	\$.....	\$.....
Parking	\$.....	\$.....	\$.....
Taxis, etc.	\$.....	\$.....	\$.....
Registration	\$.....	\$.....	\$.....
Total Transportation and Registration	\$.....	\$.....	\$.....
Meals (max. \$50/day)	\$.....	\$.....	\$.....
Total Meals	\$.....	\$.....	\$.....
Hotels & Phone	\$ 354.06	\$.....	\$.....
Hotels	\$ 354.06	\$.....	\$.....
Telephone	\$.....	\$.....	\$.....
Total Hotels & Phone	\$ 354.06	\$.....	\$.....
<b>TOTAL EXPENSES</b>	\$ 520.56	\$.....	\$.....

**Request for Travel Expenses Advance**  
 Estimated Reimbursable Cost \$ \_\_\_\_\_  
 Maximum Allowable % \$ X50%  
 Allowable Advance \$ \_\_\_\_\_  
 Actual Advance \*\*\$ \_\_\_\_\_  
 If Allowable <\$50, Actual = \$0

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

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

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

I 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 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: Elizabeth Lafond  
 Superintendent of Schools' Signature \_\_\_\_\_ Mayor's Signature \_\_\_\_\_ (Over)

- Mandatory -

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City of Holyoke

Travel Authorization, Advance & Expense Voucher

OCT - 5 2011 Page \_\_\_ of \_\_\_

(Over for instructions)

Name: Hartha Owen School: THALO PROGRAM Date of Request: 9/26/2011

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

Destination: Warwick R.I. Dates of Travel: From 11/13/2011 To 11/15/2011

In-State  Out-of-State  Reason for travel: Effective Transitions in Adult Education Conference 2011

	Estimated Expenses	Advance Request	Reconciliation Report Actual Expenditures
<b>Transportation and Registration</b>	<u>Transportation w/staff</u>		
Personal Auto	<u>_____ miles @ \$.555</u>	<u>_____ miles @ \$.555</u>	<u>_____ miles @ \$.555</u>
Air Fare	\$ _____	\$ _____	\$ _____
Tolls	\$ _____	\$ _____	\$ _____
Parking	\$ _____	\$ _____	\$ _____
Taxis, etc.	\$ _____	\$ _____	\$ _____
Registration	\$ <u>260.00 (sep. PO's)</u>	\$ _____	\$ _____
Meals (Max=\$50/day)	\$ <u>75.00</u>	\$ _____	\$ _____
Total Meals	\$ _____	\$ _____	\$ _____
Hotels & Phone	\$ <u>240.00</u>	\$ _____	\$ _____
Hotels	\$ _____	\$ _____	\$ _____
Telephone	\$ _____	\$ _____	\$ _____
<b>TOTAL EXPENSES</b>	\$ <u>575 315.00</u>	\$ _____	\$ _____

**Request for Travel Expenses Advance**  
 Est. Reimbursable Cost \$ \_\_\_\_\_  
 Maximum Allowable % \$ X50%  
 Allowable Advance \$ \_\_\_\_\_  
 Actual Advance \*\*\$ \_\_\_\_\_  
 - If Allowable <\$50, Actual = \$0

**Account # to charge Net Reimbursement or Actual Advance or to credit (Net Return.)**  
G-206550057100 FED12

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

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

City of Holyoke

Travel Authorization, Advance & Expense Voucher

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Name: WANDONA M. Dobbs School: HALP Date of Request: 09/28/11

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

Destination: Warwick, R.I. Dates of Travel: From 11/13/11 To 11/15/11

In-State  Out-of-State  Reason for travel: Effective Transitions in Adult Education Conference 2011

	Estimated Expenses	Advance Request	Reconciliation Report Actual Expenditures
<b>Transportation and Registration</b>			
Personal Auto	<u>202 miles @ \$1.12</u>	<u>_____ miles @ \$.555</u>	<u>_____ miles @ \$.555</u>
Air Fare	\$ _____	\$ _____	\$ _____
Tolls	\$ <u>4.20</u>	\$ _____	\$ _____
Parking	\$ _____	\$ _____	\$ _____
Taxis, etc.	\$ _____	\$ _____	\$ _____
Registration	\$ <u>(260.00 on reg #50120870)</u>	\$ _____	\$ _____
<b>Total Transportation and Registration</b>	\$ <u>376.31</u>	\$ _____	\$ _____
Meals (Max=\$50/day)	\$ <u>150.00</u>	\$ _____	\$ _____
Hotels	\$ <u>150.00</u>	\$ _____	\$ _____
Hotels	\$ <u>0</u>	\$ _____	\$ _____
Telephone	\$ <u>0</u>	\$ _____	\$ _____
<b>Total Hotels &amp; Phone</b>	\$ <u>0</u>	\$ _____	\$ _____
<b>TOTAL EXPENSES</b>	\$ <u>526.31</u>	\$ _____	\$ _____

**Request for Travel Expenses Advance**  
 Est. Reimbursable Cost \$ \_\_\_\_\_  
 Maximum Allowable % \$ X50%  
 Allowable Advance \$ \_\_\_\_\_  
 Actual Advance \*\*\$ \_\_\_\_\_  
 \*\* - If Allowable <\$50, Actual = \$0

**Account # to charge Net Reimbursement or Actual Advance or to credit (Net Return.)**  
G206550057100 FED12

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

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

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Page: 1 of 1  
(Over for information)

This form effective 07/01/2011 (Last 1/1/2011)

City of Holyoke

Travel Authorization, Advance & Expense Voucher

Name: Fiona Creed School: Peck Date of Request: 9/27/2011

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

Destination: Minneapolis, MN Dates of Travel: From 10/25/11 To 10/30/11  
In-State:  Out-of-State Reason for travel: AASL Conference  
(Attach copy of Conference Notice)

	Estimated Expenses	Advance Request	Reconciliation Report Actual Expenditures
<b>Transportation and Registration</b>			
Personal Auto	miles @ \$.555	miles @ \$.555	miles @ \$.555
Air Fare	\$ <del>12.00</del>	\$	\$
Tolls	\$	\$	\$
Parking	\$	\$	\$
Taxis, etc.	\$	\$	\$
Registration	\$	\$	\$
Transportation and Registration	\$ <u>0 - no cost to district</u>	\$	\$
Meals (max=\$50/day)	\$	\$	\$
Total Meals	\$	\$	\$
Hotels & Phone	\$	\$	\$
Hotels	\$	\$	\$
Telephone	\$	\$	\$
Total Hotels & Phone	\$	\$	\$
<b>TOTAL EXPENSES</b>	\$ <u>121.34</u>	\$ <u>150.00</u>	\$ <u>150.00</u>

<b>Request for Travel Expenses Advance</b>	<b>Account # to charge</b>	<b>Reimbursement Summary/Advance Reconciliation</b>
Est. Reimbursable Cost \$	Net Reimbursement or Actual Advance or to credit (Net Return.)	Total Expenses-all days \$
Maximum Allowable % \$ <u>X50%</u>		Less Advance (if any)* \$
Allowable Advance \$		Net Reimbursement \$
Actual Advance **\$		

\*\* - 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 refunds are properly reflected in this reimbursement request.

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

Mandatorief

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OCT 7 2011

Print name of Principal (Over for information)

This form effective 01/01/2010 Revised Holyoke Public Schools 1/01/2009

City of Holyoke

Travel Authorization, Advance & Expense Voucher

Name: Fernando Gonzalez School: HALO Date of Request: 9/27/2011

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

Destination: \_\_\_\_\_ Dates of Travel: From 10/13/2011 To 10/15/2011  
In-State:  Out-of-State Reason for travel: Effective Transitions in Adult Educ. Conference  
(Attach copy of Conference Notice)

	Estimated Expenses	Advance Request	Reconciliation Report Actual Expenditures
<b>Transportation and Registration</b>			
Personal Auto	<u>197</u> miles @ \$.555 = <u>109.34</u>	miles @ \$.555	miles @ \$.555
Air Fare	\$	\$	\$
Tolls	\$ <u>12.00</u>	\$	\$
Parking	\$ <u>0.00</u>	\$	\$
Taxis, etc.	\$	\$	\$
Registration	\$ <u>- 185 (sepp)</u>	\$	\$
Total Transportation and Registration	\$ <u>121.34</u>	\$	\$
Meals (max=\$50/day)	\$ <u>150.00</u>	\$	\$
Total Meals	\$ <u>150.00</u>	\$	\$
Hotels & Phone	\$ <u>291.54</u>	\$	\$
Hotels	\$	\$	\$
Telephone	\$	\$	\$
Total Hotels & Phone	\$ <u>291.54</u>	\$	\$
<b>TOTAL EXPENSES</b>	\$ <u>562.87</u>	\$	\$

<b>Request for Travel Expenses Advance</b>	<b>Account # to charge</b>	<b>Reimbursement Summary/Advance Reconciliation</b>
Est. Reimbursable Cost \$	Net Reimbursement or Actual Advance or to credit (Net Return.)	Total Expenses-all days \$
Maximum Allowable % \$ <u>X50%</u>		Less Advance (if any)* \$
Allowable Advance \$		Net Reimbursement \$
Actual Advance **\$		

\*\* - 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 refunds are properly reflected in this reimbursement request.

Signature of Employee seeking authorization, Superintendent of Schools' Signature Mayor's Signature

RECEIVED

SEP 30 2011

City of Holyoke

Travel Authorization, Advance & Expense Voucher

Per dl

Page 1 of 2  
(Over for instructions)

This form effective 07/01/2011 (Last 1/1/2011)

Name: Yvonne Hilyard School: Morgan Date of Request: 09/23/2011  
 Travel authorized by: [Signature] Superintendent of Schools' Signature  
[Signature] Mayor's Signature  
 Destination: Hartford, Ct Dates of Travel: From 10 / 28 / 2011 To 10/28/2011  
 In-State  Out-of-State  Reason for travel: NSTA Conference  
 (Attach copy of Conference Notice)

ORIGINAL  
MUST BE RETURNED  
FOR REIMBURSEMENT

Transportation and Registration	Estimated Expenses	Advance Request	Reconciliation Report Actual Expenditures
Personal Auto	35 miles @ \$.555 <u>19.43</u>	miles @ \$.555	miles @ \$.555
Air Fare	\$.....	\$.....	\$.....
Tolls	\$.....	\$.....	\$.....
Parking	\$.....	\$.....	\$.....
Taxis, etc.	\$.....	\$.....	\$.....
Registration	\$..... <u>178.00</u>	\$.....	\$.....
Total Transportation and Registration	\$ <u>197.43</u>	\$	\$
Meals	\$.....	\$.....	\$.....
Meals (max \$50/day)	\$.....	\$.....	\$.....
Total Meals	\$	\$	\$
Hotels & Phone	\$.....	\$.....	\$.....
Hotels	\$.....	\$.....	\$.....
Telephone	\$.....	\$.....	\$.....
Total Hotels & Phone	\$	\$	\$
TOTAL EXPENSES	\$ <u>197.43</u>	\$	\$

**Request for Travel Expenses Advance**  
 Est. Reimbursable Cost \$ .....  
 Maximum Allowable % \$ X50%  
 Allowable Advance \$ .....  
 Actual Advance \*\*\$ .....  
 \*\* - If Allowable <\$50, Actual = \$0

**Account # to charge**  
 Net Reimbursement or Actual Advance or to credit (Net Return)  
A2241937 55130

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

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)

RECEIVED

SEP 21 2011

City of Holyoke

Travel Authorization, Advance & Expense Voucher

Per dl

Page 1 of 1  
(Over for instructions)

This form effective 07/01/2011 (Last 1/1/2011)

Name: Mama Carrington School: Donahipe Date of Request: 9/13/11  
 Travel authorized by: [Signature] Superintendent of Schools' Signature  
[Signature] Mayor's Signature  
 Destination: Nashville, TN Dates of Travel: From 11/8/12 To 11/11/12  
 In-State  Out-of-State  Reason for travel: Part 3 - Math Recovery Intervention Specialist  
 (Attach copy of Conference Notice)

Transportation and Registration	Estimated Expenses	Advance Request	Reconciliation Report Actual Expenditures
Personal Auto	60 miles @ \$.555 <u>33.00</u>	miles @ \$.555	miles @ \$.555
Air Fare	\$..... <u>4.07</u>	\$.....	\$.....
Tolls	\$.....	\$.....	\$.....
Parking	\$.....	\$.....	\$.....
Taxis, etc.	\$..... <u>75</u>	\$.....	\$.....
Registration	\$..... <u>0</u>	\$.....	\$.....
Total Transportation and Registration	\$ <u>508</u>	\$	\$
Meals	\$.....	\$.....	\$.....
Meals (max \$50/day)	\$..... <u>4 days</u>	\$.....	\$.....
Total Meals	\$ <u>200</u>	\$	\$
Hotels & Phone	\$.....	\$.....	\$.....
Hotels	\$..... <u>350</u>	\$.....	\$.....
Telephone	\$.....	\$.....	\$.....
Total Hotels & Phone	\$ <u>350</u>	\$	\$
TOTAL EXPENSES	\$ <u>1058.00</u>	\$	\$

**Request for Travel Expenses Advance**  
 Est. Reimbursable Cost \$ .....  
 Maximum Allowable % \$ X50%  
 Allowable Advance \$ .....  
 Actual Advance \*\*\$ .....  
 \*\* - If Allowable <\$50, Actual = \$0

**Account # to charge**  
 Net Reimbursement or Actual Advance or to credit (Net Return)  
City funds K-2238152-5910

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

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)



Steven Grossman  
*Chairman, State Treasurer*

Katherine P. Craven  
*Executive Director*

October 3, 2011

### **The MSBA is Accepting FY2012 Statements of Interest**

Dear Superintendent:

The Massachusetts School Building Authority (“MSBA”) is pleased to announce that we will be accepting Statements of Interest (“SOIs”) for consideration in Fiscal Year 2012 starting today, Monday, October 3, 2011.

Submitting an SOI is the critical first step in the MSBA’s program for school building construction and renovation grants. It allows districts to inform the MSBA about deficiencies that may exist in a local school facility and how those deficiencies inhibit the delivery of the district’s educational program. Submitting an SOI should not be difficult and districts do not need to seek professional assistance to complete an SOI. The process of completing and submitting an SOI will, however, require dedicated time from the district. The MSBA recommends that districts plan ahead and allocate sufficient time to answer the questions posed in the SOI, compile the requested material, secure the appropriate signatures, and take the required local votes.

This year, a district may:

- A) file a new SOI for the MSBA’s **new Science Lab Initiative**;
- B) **recertify a Fiscal Year 2011 SOI** for consideration in Fiscal Year 2012; or
- C) file a **new SOI for the MSBA’s traditional repair, renovation, and new construction school building grant program**.

The MSBA encourages districts to become familiar with the new Science Lab Initiative program and the new SOI filing option called “recertification” prior to filing an SOI.

#### **A) \$60 MILLION HIGH SCHOOL SCIENCE LAB INITIATIVE SUBMISSION DEADLINE: JANUARY 11, 2012**

In connection with the MSBA’s new guidelines for science labs in high school facilities, the MSBA has launched a \$60 million Science Lab Initiative in order to further recognize the importance of these educational spaces. This innovative, competitive grant program represents a unique opportunity for districts to invest in otherwise-sound high school facilities by focusing capital spending on prototype designs for science labs.

Districts that have deficiencies in their existing science labs that inhibit the delivery of the district’s educational program can express interest in the MSBA’s Science Lab



Initiative through the SOI process. To learn more about the Science Lab Initiative, please visit the following link to the MSBA's website:

[http://www.massschoolbuildings.org/programs/science\\_lab](http://www.massschoolbuildings.org/programs/science_lab). To learn more about filing an SOI to be considered for this competitive grant program, please see Section C below.

**B) RECERTIFICATION OF AN FY2011 SOI  
SUBMISSION DEADLINE: NOVEMBER 30, 2011**

To re-file an SOI that was previously submitted for consideration in FY2011, the MSBA is providing a recertification option that will streamline the process for districts that do not need to make any changes to their FY2011 submission and meet the criteria described below. **Please note, the recertification option is not available for FY2011 Green Repair Program SOIs or for SOIs that were filed prior to FY2011.**

A district can recertify an FY2011 SOI ONLY if all of the following conditions are met:

- (1) there are **NO** changes to the substance of the FY2011 SOI that was submitted by the district;
- (2) there are **NO** changes to the priority status of the FY2011 SOI that was submitted by the district (i.e., if the FY2011 SOI was the district's priority in 2011, it is still the district's priority in 2012, and if the FY2011 SOI was not the district's priority in 2011, it is still not the district's priority in 2012);
- (3) there are **NO** changes to the conditions of the facility since the FY2011 SOI was submitted to the MSBA;
- (4) there are **NO** changes to the Closed Schools information that was submitted by the district with the FY2011 SOI; **AND**
- (5) the district provided the required vote documentation with its FY2011 SOI submission to the satisfaction of the MSBA.

Districts that wish to recertify an FY2011 SOI and meet the criteria noted above, should complete and submit the SOI Recertification form that is on the MSBA's website at [http://www.massschoolbuildings.org/building/prerequisites/SOI\\_overview](http://www.massschoolbuildings.org/building/prerequisites/SOI_overview). The district does not need a username or password to access this form.

**The district must complete the form and submit it, to the satisfaction of the MSBA, with the required signatures by November 30, 2011 to be considered in FY2012.** Provided the local votes were properly submitted in the format required by the MSBA with the initial SOI submission in FY2011, the district will not need to take additional local votes. The MSBA will not consider a recertified SOI without a properly completed and submitted recertification form.

**C) SUBMITTING A NEW SOI - INCLUDING SCIENCE LAB INITIATIVE  
AND REPAIR SOIs  
DEADLINE: JANUARY 11, 2012**

If the district is not planning on recertifying an FY2011 SOI and wishes to be considered for a grant in FY2012, the district must submit a new SOI. This includes districts that wish to express interest in the MSBA's Science Lab Initiative and/or a new repair project.

To submit a new SOI, the district should complete the MSBA System Access Request Form to receive a username and password to log onto the MSBA's SOI system and submit the SOI and any applicable Closed Schools and/or Enrollment data electronically. The MSBA System Access Request Form is on the MSBA's website at <http://www.massschoolbuildings.org/guidelines/guides>.

Once the district has access to the SOI system, the district can select the Priority/Priorities for which the SOI will be submitted. To access the option to submit an SOI for consideration for a repair project, the district must select Priority #5 in the SOI. To access the option to submit an SOI for consideration within the Science Lab Initiative, the district should select the applicable priority, which in most cases is Priority #7. In addition, the district should select the Science Lab Initiative from the dropdown menu on the main SOI page. After the district has completed and saved the main page, the district can access the Science Lab Initiative Tab within the SOI system.

For all new SOIs, the district will need to submit: (1) a hard copy of the SOI with the required signatures, (2) hard copies of the required local vote documentation that is detailed in the SOI, and (3) any supporting materials that are required to be submitted with the SOI.

To assist districts with re-filing a previously submitted SOI, the MSBA can recall data that was provided in previous SOI submissions for a school facility and **PRE-POPULATE A NEW SOI** with that data. The district can then edit the information and update the SOI prior to submitting it for consideration in FY2012. To request that the MSBA pre-populate an FY2012 SOI template with data that was previously provided, please complete the necessary information on the MSBA System Access Request Form, which is available on the MSBA's website at <http://www.massschoolbuildings.org/guidelines/guides>.

### **PRIORITIZING SOIs**

Districts should submit one SOI per school for each school they believe requires a project with the MBSA. Where applicable, the district can express interest in multiple accelerated repair projects at one school (generally projects for the repair and/or replacement of windows, roofs, boilers, and/or a Science Lab Initiative project). All districts that submit multiple SOIs will be required to select one SOI as its "district priority SOI" for consideration and due diligence efforts by the MSBA. If the district already has an SOI in the MSBA capital pipeline, that SOI is the district's priority for FY2012 and will continue to be considered the district's priority SOI until the time of project completion. With each FY2012 SOI that is submitted online, the district will need to designate its "district priority SOI" among the schools in its district. Please note that a district may apply for multiple accelerated repair projects simultaneously, but the district should still designate one SOI as its district priority.

## SOI DEADLINE AND MSBA REVIEW

**A properly completed SOI and all the required documentation, including the required votes of the municipal governing body and school committee, a signed copy of the SOI, and all applicable Closed Schools and/or Enrollment data, must be submitted to the MSBA by no later than January 11, 2012.** The MSBA will not consider any potential projects for funding without a properly completed and submitted SOI.

Once the completed SOI is submitted, the MSBA will work with districts to verify the problem identified by the district for its selected priority SOI submission and determine the appropriate level of due diligence that may be required by the MSBA. If the district's identified problem is verified by the MSBA, the district and the MSBA will work collaboratively to determine potential solutions that are educationally-sound and fiscally-appropriate and that fit within the MSBA's capital funding pipeline. When reviewing potential repair projects, the MSBA may designate some repair SOIs into the Accelerated Repair Program, which is primarily for the repair and/or replacement of windows, roofs, and/or boilers. SOIs that are being considered under the Accelerated Repair Program and the Science Lab Initiative may be required to use pre-qualified OPMs and designers and adhere to other requirements that are unique to these programs, such as implementing an accelerated project schedule.

If you are considering submitting an SOI and need a username and password to access the MSBA's SOI system or have any questions about the FY2012 SOI process, please contact Brian McLaughlin at the MSBA (617.720.4466 or [Brian.McLaughlin@massschoolbuildings.org](mailto:Brian.McLaughlin@massschoolbuildings.org)). Please note, if you received a username and password from the MSBA in the past, it will be invalid at this time. The SOI System can be accessed via the MSBA's website [www.MassSchoolBuildings.org](http://www.MassSchoolBuildings.org).

Thank you for your interest in filing an SOI with the MSBA.



Katherine P. Craven  
Executive Director

To authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest dated June 11, 2007, 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 77 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.

To authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest dated November 6, 2010, 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 47 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 47 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.

To authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest dated November 6, 2009, for the **Holyoke High School (Science Wing) located at 500 Beech 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: 7. Replacement of or addition to obsolete buildings in order to provide for full range of programs...The space constraints of the facility preclude the district from offering several programs, artificially limit the size of other programs and reduce the opportunities for small group and individual learning. The age of the infrastructure is a substantial obstacle to delivering equal and complete access to educational technology for all departments and science experimentation, and thus creates day-to-day, classroom-to-classroom issues for each teacher); 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.



Holyoke Public Schools  
MEMORANDUM

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

FROM: David A. Lawrence, Director of Human Resources

DATE: October 17, 2011

RE: New Appointments

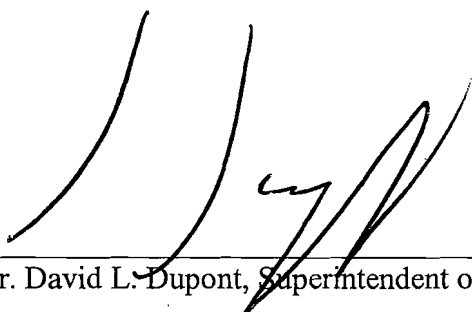
<u>NAME</u>	<u>SCHOOL</u>	<u>ASSIGNMENT</u>	<u>DATE OF HIRE</u>
<b><i>Teachers</i></b>			
Amy Eichorn	Sullivan	Elementary Grade 3 Teacher	October 11, 2011
Amy Piedra	Peck	ESL Support Teacher	October 3, 2011
Brendan Landers	Peck	ESL Teacher	October 3, 2011
Mary Brazeau	McMahon	ELA Teacher	October 11, 2011
Patricia Sullivan	Blessed Sacrament servicing HPS	Elementary English/Math Support Teacher	October 12, 2011

<b><i>Paraprofessional</i></b>			
Emily Ocasio	Morgan	Special Education Paraprofessional	September 29, 2011

<b><i>Nurse</i></b>			
Christine Bussler	HHS	LPN 1:1	October 17, 2011

<b><i>Coaches</i></b>			
Marisa Ventrice	HHS	Girls Freshman Soccer Coach	Fall 2011

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: October 17, 2011

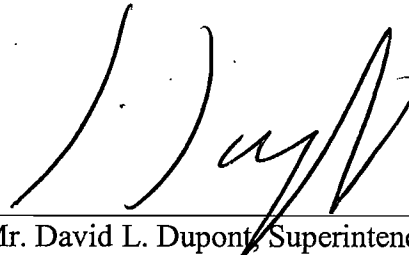
RE: Extended Time Programs

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<u>NAME</u>	<u>ASSIGNMENT</u>	<u>PROGRAM</u>
Aaron Morris	Mentor	Kelly
Kathleen Engelson	Mentor	Kelly
Lynn Jubinville	Mentor	Kelly
Maureen Fairlie	Mentor	Kelly
Nancy Zenisky	Mentor	Kelly
Alexcelin Saldana	Enrichment Instructor	Connections Afterschool Program
Amanda Doyle	Enrichment Instructor	Connections Afterschool Program
Amy Sturmer	Homework Help	Connections Afterschool Program
Ann Lastowski	Site Coordinator	Connections Afterschool Program
Anne Schmidt	Enrichment Instructor	Connections Afterschool Program
April Preston	Enrichment Instructor	Connections Afterschool Program
Arrin Brewer Barnes	Homework Help	Connections Afterschool Program
Ashley Kowarsky	Student Advisor	Connections Afterschool Program
Brad Willenbrock	Enrichment Instructor	Connections Afterschool Program
Brittany Connors	Student Advisor	Connections Afterschool Program
Bryan Barsalou	Homework Help	Connections Afterschool Program
Daniel Kelly	Enrichment Instructor	Connections Afterschool Program
Daniel Kelly	Enrichment Instructor	Connections Afterschool Program
Darcy Dumont	Enrichment Instructor	Connections Afterschool Program
Deborah Maisonave	Site Coordinator	Connections Afterschool Program
Deborah Poulin	Homework Help	Connections Afterschool Program
Debra Sherburne	Homework Help/Enrichment Instructor	Connections Afterschool Program
Diane Willett	Site Coordinator	Connections Afterschool Program
Efrain Santos	Homework Help	Connections Afterschool Program
Fiona Creed	Enrichment Instructor	Connections Afterschool Program
Jaime Ryznic	Student Advisor	Connections Afterschool Program
Jeff Pyzocha	Enrichment Instructor	Connections Afterschool Program
Jennifer Bergus	Tutor/Enrichment Club Assistant	Connections Afterschool Program
Jennifer Mason	Student Advisor	Connections Afterschool Program
Jennifer Romano	Homework Help	Connections Afterschool Program
Jeremy Wheat	Enrichment Instructor	Connections Afterschool Program
Jessica Cruickshank	Student Advisor	Connections Afterschool Program
Jessica Daly	Student Advisor	Connections Afterschool Program
Joan Cavanaugh	Homework Help/Enrichment Instructor	Connections Afterschool Program
Jonas Toutant	Enrichment Instructor	Connections Afterschool Program
Jonathan Roche	Site Coordinator	Connections Afterschool Program
Juan Fragosa	Student Advisor	Connections Afterschool Program

Karoline Alexander	Student Advisor	Connections Afterschool Program
Kathleen Higgins	Site Coordinator	Connections Afterschool Program
Kayla Morrison	Student Advisor	Connections Afterschool Program
Krishna Soares	Student Advisor	Connections Afterschool Program
Kristine Rodriguez	Staff Assistant	Connections Afterschool Program
Lesley Webb	Homework Help / Enrichment Instructor	Connections Afterschool Program
Madeline Rodriguez	Staff Assistant	Connections Afterschool Program
Margaret Vershon	Site Coordinator	Connections Afterschool Program
Marguerite Lemoine	Homework Help	Connections Afterschool Program
Maria Barreto	Homework Help/Enrichment Instructor	Connections Afterschool Program
Maria Neves-Puffer	Homework Help/Enrichment Instructor	Connections Afterschool Program
Maria Rivera	Staff Assistant	Connections Afterschool Program
Marian McGee	Site Coordinator	Connections Afterschool Program
Maureen Callahan	Homework Help	Connections Afterschool Program
Patricia Valois	Homework Help	Connections Afterschool Program
Rachel Zmuda	Student Advisor	Connections Afterschool Program
Sarah Fargas	Student Advisor	Connections Afterschool Program
Shawn Couture	Homework Help	Connections Afterschool Program
Shawn Germain	Enrichment Instructor	Connections Afterschool Program
Sheila Lamour	Enrichment Instructor	Connections Afterschool Program
Silvia Saez	Staff Assistant	Connections Afterschool Program
Susan Desjardins	Homework Help/Enrichment Instructor	Connections Afterschool Program
Vanessa Kerby	Enrichment Instructor	Connections Afterschool Program
Zenibelle Colon	Staff Assistant	Connections Afterschool Program

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: October 17, 2011  
RE: Retirements

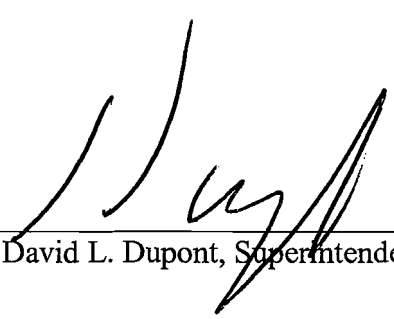
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Name                      School                      Assignment                      Date of Retirement    Years of Service

*Teachers*

John Banas	Dean	Math Teacher	November 13, 2011	17
Joyce LeFebvre	Sullivan	Literacy Support	December 31, 2011	11

I approve and accept:

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

---

**From:** Lynn Boivin [mailto:Lynn@arsserv.com]  
**Sent:** Thursday, August 25, 2011 5:52 PM  
**To:** Lafond, Elizabeth  
**Cc:** Stone, Jeanne  
**Subject:** Introduction & Thank you

Hi Liz!

Thanks so much for chatting with me today. I am sure when I first called and I introduced myself & my "mission" I may have sounded a bit "off", but honestly I really am not! :)

Hi Jeanne!

My name is Lynn Boivin and I am the Sales & Marketing manager for ARS-Emergency Restoration Services here in Spfld. Each year, I host approx. 4 "get together" for my customers as a Thank you for using my services! I deal with MANY local Insurance Agencies, Property Management Companies, Universities, Schools, & Insurance Carriers to name a few. My mission for each event is to have each individual attending to bring a requested item. The requested item will depend on what the Theme is. Let me give you an example. In June, I hosted CAMP ARS. I have attached the flyer for you to view so that you can get the jest of what I am trying to explain. To attend my events, it costs our customers nothing. ARS provides the food, the "Open Bar", entertainment, fun, etc. Once we receive ALL of these items, I personally then choose one or two organizations to donate them to.

I believe that the Holyoke School Systems would enjoy the items and put to good use from this event. We will be donating, NEW winter gloves, Mittens, Hats & Scarves for children K-6th grade.

My event this "season" will be held on Oct 6th on the Lady Bea in S. Hadley. Once my flyers and invites have been created, I will forward along to both of you. I am hoping you and your team at the Holyoke School System will accept my donation. Once again, I have attached info on my last event AND will forward MORE info on Oct's event once completed!

MANY MOONS ago, I too attend Holyoke Schools! Growing up I lived in Holyoke and attended Springdale School. Ah...those memories even at 44 are so CLEAR in my mind!!! :)

I will be in touch soon. In the mean time, if you could forward me an email accepting our offer or declining, I would greatly appreciate! Thanks, Lynn :)



**Lynn Boivin**  
**Sales & Marketing Manager**  
24/7 EMERGENCY: (877) 461-1111  
P : (413) 272-0101  
F : (413) 788-0418  
C : (413) 505-9301  
[www.arsserve.com](http://www.arsserve.com)

