

MEETING NOTES



Meeting Date: December 12, 2023
Project Name: Lexington High School
Project Number:
Subject: Agenda Setting Working Group
Attendees:

Mike Burton (MB)	DWMP – Project Director
Steve Brown (SB)	DWMP – Sr. Project Manager
Christina Del Angelo (CA)	DWMP - Project Manager
Rachel Rincon (RR)	DWMP - Assistant Project Manager
Elias Grijalva (EG)	DWMP- Assistant Project Manager
John Albright (JA)	DWMP
Matt Rice (MR)	SMMA – Project Architect
Lorraine Finnegan (LF)	SMMA – Principal in Charge
Mark Barrett (MB2)	LHS- Public Facilities Project Manager
Dan Voss (DV)	Sustainable Lexington Committee
Julie Hackett (JH)	Superintendent of Schools
Kathleen Lenihan (KL)	School Committee Chair
Kseniya Slavsky (KS)	Community Representatives
Mike Cronin (MC)	School Building Committee Vice-Chair and LPS Facilities Director

Action Item	Responsible Party:	Action By:
Distribute SBC Meeting Agenda for 12/21 meeting	DWMP	DWMP

Agenda Item	Description
1.	Introduction: Refer to attendees list.
2.	<p>Proposed SBC Agenda Topics:</p> <p>JH Proposed meeting every Monday 12-1:30.</p> <ul style="list-style-type: none"> • Hybrid format; Held in Central Office (146 maple st) • Agendas be done on school committee letter and posted by noon – Thursday. • Materials will be distributed (72) hours prior to the meeting. • KL = Intro remarks. <p>Proposed Agenda Topics</p> <ul style="list-style-type: none"> • Call to order & introduction remarks • Review and approval of Meeting Minutes • Orientation- A quick module review (2 Min) <ul style="list-style-type: none"> ◦ Purpose of School Building Committee (SBC) =follow MSBA process– Currently in Module: Feasibility Study. This is where we are in the process. • A look back <ul style="list-style-type: none"> ◦ What has taken place, Ed programming, visioning session, Working Group Meetings etc. • A look ahead <ul style="list-style-type: none"> ◦ What’s coming up ahead; Owners Decision Matrix • Proposed topics for next agenda <ul style="list-style-type: none"> ◦ Opportunity for the public to provide input on what they want to know/concerns. Example: Real concern article 97 • Public comment (Controlled Public Comment) <ul style="list-style-type: none"> ◦ Format to make a public comment. Not to engage with public speaker ◦ 3 Min per comments • Adjourn (Hard stop) <p>Feedback</p> <p>KS suggest the Orientation theme on the agenda should be incorporated into the website.</p> <ul style="list-style-type: none"> ◦ We are here in this part of the project. The presentation should have scannable QR linking it back to the LHS website. ◦ (2) hour meetings versus 1.5 hours ◦ Proposes: One for you and one for us meeting <p>KL Debt Exclusion campaign</p> <ul style="list-style-type: none"> ◦ All the work that goes into getting the Yes Vote. ◦ Clear line between what is a campaign and what is the SBC (not their role) ◦ Suggest bi-weekly; alternating weeks (2) hours duration meeting ◦ Concerns about duplicating efforts. <p>DV request clarification on role of School Building Committee following MSBA process.</p> <ul style="list-style-type: none"> ◦ Recommend a shorter meeting – 1-hour duration. ◦ Call it a Coordination meeting versus SBC meeting. ◦ Regular check in: Shorter discipline coordination calls to identify what topics need a deeper dive. ◦ Half a billion project and meeting once a month isn’t satisfying; regular meetings/check in

	<p>MB meeting once a week might be challenging for the team.</p> <ul style="list-style-type: none"> ○ Proposed bi-weekly; (1) week turn around to prepare won't be enough time. <p>LF concerns about expectations and failure to meet those expectations.</p> <ul style="list-style-type: none"> ○ The proposed meeting on Monday means the agenda will need to be posted on Thursday and material needs to be submitted on Wednesday. Giving us 2.5 days to put together material. ○ Currently, starting existing investigation (ton of work), If we start meeting weekly, not sure how we are going to get everything done. <p>MC </p> <ul style="list-style-type: none"> ○ Frequent meetings are important to remain transparent with the community, even if we are not deciding anything. ○ Communicate that there is a bunch of work behind the scenes happening. <p>JH comments</p> <ul style="list-style-type: none"> ○ (4) Options being heard <ul style="list-style-type: none"> ▪ Original Proposed: Weekly meeting longer in duration ▪ Bi-weekly longer meetings ▪ One for you and One for US ▪ Monthly meetings only ▪ Weekly/monthly combo – will be proposed on 12/21 for approval from the SBC. <ul style="list-style-type: none"> • Weeks 1,2,4 – coordination meetings (1-hour) – agenda by LHS • Week 3 – SBC Meeting (2-hours) – agenda by DWMP • Working groups as needed
3.	<p>Next Meeting:</p> <p>MB reviews 12.21.2023 SBC agenda</p> <ul style="list-style-type: none"> • Call to Order & Intro (5 Minutes) • Previous Meeting Minutes Approval (Vote Expected). (5 minutes) • Designer update (15 minutes) • Communications working group update (10 minutes) • Agenda Setting working/Propose new SBC meeting schedule (10 minutes) • Schedule working group update (10 minutes) • Article 97 (10 minutes) • Website (5 minutes) • Upcoming Meetings (5 minutes) • Other Topics not Reasonably Anticipated 48 hours prior to the meeting. • Public Comment (15 minutes) • Adjourn <p>JH comments</p> <ul style="list-style-type: none"> • Presentation material is needed 72 hours in advance. • Good turn around on Meeting Minutes • Update presentation if any changes – highlight change. <p>KI Recommends adding the durations to the agenda.</p> <p>MB States “vote expected “on items that need voting on.</p> <p>DV requested a detailed schedule.</p>

	KS Suggestions <ul style="list-style-type: none"> • of the team lookout for raised hands with questions to address those questions. • Item No.003 – need material beforehand. • No.008 - Website Update: What has been updated. <ul style="list-style-type: none"> ◦ New Material for the website can be discussed in the coordination meetings. • A detailed schedule would be helpful
4.	Close

Sincerely,

DORE + WHITTIER

Elias Grijalva
Assistant Project Manager

Cc: Attendees, File

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes.