

MEETING NOTES



Meeting Date: June 5, 2024
Project Name: Lexington High School
Project Number:
Subject: LHS Communications Working Group Meeting
Attendees:

<input checked="" type="checkbox"/> Christina Dell Angelo (CA)	DWMP - Project Manager
<input checked="" type="checkbox"/> Mike Burton (MB)	DWMP- Partner
<input checked="" type="checkbox"/> Jacob Greco (JG)	DWMP - Assistant Project Manager
<input checked="" type="checkbox"/> Lorainne Finnegan (LF)	SMMA – Principal in Charge
<input checked="" type="checkbox"/> Anoush Krafian (AK)	SMMA – Assistant Project Manager
<input checked="" type="checkbox"/> Mark Barrett (MB2)	LHS- Public Facilities Project Manager
<input checked="" type="checkbox"/> Mike Cronin (MC)	SBC Vice Chair & LPS Facility Director
<input checked="" type="checkbox"/> Joe Pato (JP)	Select Board
<input checked="" type="checkbox"/> Julie Hackett (JH)	Superintendent
<input checked="" type="checkbox"/> Jon Himmel (JH2)	PBC Chair
<input checked="" type="checkbox"/> Kathleen Lenihan (KL)	SBC Chair
<input checked="" type="checkbox"/> Kseniya Slavsky (KS)	SBC Community Representative
<input checked="" type="checkbox"/> Hsing Min Sha (HMS)	SBC Community Representative

Action Item	Responsible Party:	Action By:
Report out to the SBC at next SBC Meeting	Dr. Hackett	Communications WG

Agenda Item	Description
1.	Introduction: Refer to attendees list.
1.	Design Workshop

	<ul style="list-style-type: none"> - The working group ran through the survey questions - The goal is to have two surveys, one before the workshop to gather information and one after to see how people's views have changed and what they learned/prefer - HMS asked what the goal of the survey is really trying to accomplish <ul style="list-style-type: none"> o LF responded with what the design team is hoping for is to really make sure we understand the people who are in the room, what you know, the big picture that that you know, cause it's a wordle right? So, the goal was to say we want to see it as a world, and make sure that we cover the items that people are there to listen to. Right? So, we have a set agenda. We have a concept of how this is going to work. We've done this before. But we want to make sure that if people are in the room, and they have something specific that wasn't on our radar, that we find a way to make sure we address it, and if not, address it during the meeting be able to say, you know, we see a lot of people who would like this. We will make sure that that is brought back through the building committee. - JH noted how providing the big picture would be useful as is called out in the facilitator notes - The test survey questions were read aloud for members of the public - A Thought Exchange representative gave an overview of how to view the results from the survey - LF gave an overview of how the Design Workshop will function and what the process will look like. - It was noted that SSBC members would be present to help people who cannot use the technology - HSM Called for a demographic question be added to the survey's
2.	<p>Memo on Central Office</p> <ul style="list-style-type: none"> - It was discussed to have all future memos match the memo from Dr. Hackett for the Central Office <ul style="list-style-type: none"> o SMMA's memo in response to the abutters was updated to include this format and was shared with the SBC and posted on the LHS Project Website o JP asked for this memo to also be added under the FAQs
3.	<p>Communications Work – Summer Break</p>

	<ul style="list-style-type: none"> - JH noted that a plan for communications over summer break will be required as it is not truly a break for everyone. <ul style="list-style-type: none"> o The FAQs could be a great place to enhance engagement and provide information over the summer o JH2 noted that given the scale of this project and the cost associated communication and ongoing meetings with the whole project team must continue - It was noted that Lex Media will be filming the Design Workshop - KS noted that the summer months should be used to create informational cliff notes/videos/other media forms to show where the project is now and how we got here along with deep dives into certain topics. <ul style="list-style-type: none"> o JP agreed and suggested a monthly report similar to Dore & Whittier but catered to the public
4.	<p>Website FAQs</p> <ul style="list-style-type: none"> - JH2 asked for an FAQ regarding what a massing study is - KL asked for working group member to think of FAQs they would want added to the website
	<p>Close</p> <ul style="list-style-type: none"> - The Communication Working Group will make a recommendation to the SBC for holding monthly community meetings through the summer and fall

Sincerely,

DORE + WHITTIER

Jacob Greco
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