

MEETING NOTES



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

Mike Burton (MB)	DWMP – Project Director
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
Lorraine Finnegan (LF)	SMMA – Principal in Charge
Rosemary Park (RP)	SMMA
Mark Barrett (MB2)	LHS- Public Facilities Project Manager
Julie Hackett (JH)	Superintendent of Schools
Kseniya Slavsky (KS)	Community Representative
Joe Pato (JP)	Select Board
Jon Himmel (JH2)	PBC Member
Hsing Min Sha (HMS)	Community Representative

Action Item	Responsible Party:	Action By:
Community Distribution list Distribution/ presentation slide/ feedback	DWMP	
Post Agenda /Recording	DWMP	
Mass Mailing / Logistics	DWMP / DPF	
Website Feedback	CWG	
Draft Mailing Flyer	SMMA/DWMP	
Provide an update to SBC on the 21 st	CWG (1) Rep = JH	

Agenda Item	Description
1.	Introduction: Refer to attendees list.
2.	<p>Community Distribution:</p> <p>CD provides overview of the community distribution list.</p> <ul style="list-style-type: none"> • Postcard Distribution • Electronic Postcard Distribution • Press Release • Additional Distribution <ul style="list-style-type: none"> ○ Banners /Sandwich Boards <p>HMS suggest distributing the list so individuals can read in their own time.</p> <ul style="list-style-type: none"> • Envision for the website: How can I participate? Here are the places to speak up, channels to use, list of contacts and submit your own. <p>CD website is a work in process.</p> <ul style="list-style-type: none"> • FAQ'S –comments submitted through the website; • Identifying section's themes <p>MB Suggestions the group to take some time to review the website and provide feedback or recommendations.</p> <p>JH2 Direct Mail = suggestions for next community in meeting in February</p> <ul style="list-style-type: none"> • Every door direct mail: 12,800 residents; 13,900 (residents and business included) <ul style="list-style-type: none"> ○ 8x11 double side card stock: Quoted: \$6, 492.00 for 13,900 ○ Informing about the high school project & additional information on the website = directs everyone in town that there is a website ○ Function in time: Interested in a particular meeting you can sign up in town for notifications of meetings location /date/etc..... <p>JH2 Parent Square</p> <ul style="list-style-type: none"> • 12,000 users • Posted: Agendas, videos, minutes - • Reaches the school community & some residents who have signed up for it <p>MB distributing community distribution list to new members, not previous on this group beforehand</p> <ul style="list-style-type: none"> • Website update. <p>HMS put the list on the website and offer the community to provide feedback/suggestions. An interactive public access process for reviewing and contribution to the list</p>
3.	<p>Upcoming Community Meeting</p> <p>CD suggest meeting on a biweekly basis to review the agendas and any questions that need to get addressed by this group.</p> <p>KS recommends meeting regularly once a week; lots of information to discuss/cover. Content being presented in the community meeting needs to be discussed prior to the meeting. Narratives points need to be talked about before presentation.</p> <p>JH2 Direct Mail on next community meeting; \$6,492.30 cents = 13,900 mailed includes businesses</p> <ul style="list-style-type: none"> • QR code; information, website link ; <p>KS suggest placing the cards in public places; grocery stores, library etc..</p>

	<p>MB Goal is for communication working group to recommend to the SBC on Dec 21st, meeting to get the idea approved to move forward.</p> <p>KL recommends having a mockup of the direct mail pamphlet on the 21st</p> <p>CD suggested agenda for next Community Meeting</p> <ul style="list-style-type: none"> • Menti Results • Update on Visioning <ul style="list-style-type: none"> ◦ Waiting on David Stephen MM to post on website ◦ Waiting on Lexmedia for final recording to post on website • Update on Programming • Update on focus groups / decision making • Article 97 • PDP key decisions matrix
4.	<p>SMMA Diagram Review</p> <p>LF reviews schedule/ stakeholder engagement slide</p> <ul style="list-style-type: none"> • Educational Planning and Equity • Sustainability / MEP • Site, safety, security • Exterior and interior design <p>MB suggest inserting the schedule on the website; hovering over each meeting option with a blurr of what to expect in those meetings; example: certain meetings will require voting for certain items/topics etc.</p> <p>KS audience from the community will question how to provide their feedback/input. Suggest an QR code on presentation slides so community can participate.</p> <p>LF school building committee is the committee that people should be going to for questions.</p> <p>KS suggest a report of sorts of for what's being suggested</p>
5.	<p>Close</p> <p>Next Meeting: Doodle Poll will be sent out for days/times availability</p>

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.