

Central Middle School Building Committee
Sub-Committee on Communications

Friday, February 3, 2023
Approved MINUTES

Sub-committee members present:

Clare Kilgallen*, Dennis Yeskey, Greg Piccininno*, Laura Kostin*, Lauren Rabin, Tony Turner*
(* – CMSBC voting member)

Others present:

Stephanie Cowie (FSAC4PWD Liaison), Chris Cykley (CSG), Sam D'Agostino (CSG)

1. Call the meeting to order

- a. Lauren Rabin called the meeting to order at 4:05PM.

2. Approve minutes from Jan 13, Jan 20 and Jan 27 meetings

- a. The sub-committee discussed the need to apply FOIA activities (meeting posting, minutes. etc.) as a sub-committee/working group.
- b. A Motion was made by Greg Piccininno and seconded by Stephanie Cowie to approve the minutes. The minutes were approved 4-0.

3. Define communication schedule and preparation for March 8 Community Engagement Meeting

- a. Clare Kilgallen will follow-up with SLAM to understand what they plan on presenting; the sub-committee is concerned about having enough to present to make it worthwhile for the community to attend.
- b. The sub-committee would also like to see what is being presented in advance to offer feedback as needed.

4. Update on Havemeyer Communication Plan and discuss information needed for CMS principal updates

- a. The GPS Communications Director is unable to attend current meeting day/time, we discussed changing our meeting days to accommodate.
- b. We discussed providing Tom Healy a regular drumbeat of bullet points to include in CMS parent communications (which also feed the CMS PTA communications).

5. Add community and neighborhood association event dates to communication grid

- a. Lauren Rabin took to action to follow-up with Ken Borsuk and add those to the grid.

6. Draft CMS BC communication to BET and RTM as a follow-up to information provided by our BET representative

- a. The sub-committee discussed the information to be included in the communication. Clare Kilgallen and Stephanie Cowie volunteered to create a first draft in the format of a next update versus a line by line correction.

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7. Change Feb 17 meeting date (GPS Winter Recess)

- a. The sub-committee agreed to move all meeting to Thursday afternoons at 3:30PM and will not meet on Thursday Feb 16.

8. Adjourn

- a. A Motion was made by Greg Piccininno and seconded by Tony Turner to adjourn. The meeting adjourned without objection at 5:00PM

Prepared by Lauren Rabin