

Central Middle School Building Committee
Sub-Committee on Communications
Friday, January 20, 2023

APPROVED MINUTES

Sub-committee members present:

Clare Kilgallen*, Dennis Yeskey, Laura Kostin*, Lauren Rabin, Tony Turner*

Absent: Greg Piccininno*

(* – CMSBC voting member)

Others present:

Stephanie Cowie, FSAC4PWD Liaison

Jonathan Supranowitz, GPS

Amy Samuelson, SLAM

1. Call the meeting to order

- a. Clare Kilgallen called the meeting to order at 4:00PM.

2. Greeting and introduction of GPS Director of Communications and SLAM Collaborative representative(s)

- a. The sub-committee was introduced to Jonathan Supranowitz, GPS Director of Communications who presented the “fact sheet” and Q&A documents that were added to the CMSBC website page. Since this was the first time the sub-committee saw the documents we asked that the Q&A document be removed as it contained information more suited for a specific audience (the BET) as not written in a way that was easy for the public to understand. The document button was removed from the CMSBC landing page.
- b. Amy Samuelson from SLAM discussed how SLAM could assist with written and graphical support on communication, notices, invites but would not directly communicate on behalf of the CMSBC.

3. Discussion of possible nomination and election of sub-committee Chairperson

- a. Lauren Rabin volunteered to chair the sub-committee and was approved as an interim.

4. Discuss on next steps

- a. Discussed idea of creating a communications “grid” to indicate who owned a communication artifact, who needed to provide input before it was released and who the intended audience is for the artifact.
- b. Discussed the need to document dates for communication, such as RTM quarterly report (next one is April, then will follow a July, October, January cadence). Note the deadline to submit for the April 17 RTM call is March 17.

5. Adjourn

- a. A Motion was made by Lauren Rabin and seconded by Clare Kilgallen to adjourn. The meeting adjourned without objection at 5:00PM

Prepared by Lauren Rabin