

Central Middle School Building Committee
Sub-Committee on Communications

Tuesday, March 26, 2024

MINUTES

Attendance – Sub-committee members present: Clare Kilgallen*, Laura Kostin*, Stephanie Cowie.
Sam D’Agostino, CSG

1. Call Meeting to order.

- a. Clare Kilgallen called the meeting to order at 2:20 pm.

2. Approve Minutes from March 12, 2024, meeting.

- a. Clare Kilgallen made a Motion to approve the Meeting minutes from March 12, seconded by Laura Kostin. The minutes were approved 2-0-0.

3. Finalize and vote on RTM SOMR statement and supporting handouts for RTM District and Committee meetings (March 28-April 4).

- a. The sub-committee discussed the handout draft which was circulated to the full Building Committee, incorporated Member’s suggested additions, and finalized the handout.
- b. Laura Kostin made a Motion to approve the handout, seconded by Steph Cowie. The motion was approved 2-0-0.

4. Finalize and vote on the 7th RTM Quarterly Report (due April 11, 2024).

- a. Clare Kilgallen made a motion to issue the Report earlier than April 11 given the RTM’s April schedule noting that if any material issues arise an Update to that Report would be issued; non-material developments will be reported in the next quarterly report due July 11. The report will be circulated to the Committee in the regular meeting packet for the April 2 full Committee meeting; seconded by Laura Kostin. The motion passed 2-0-0.

5. Draft first *Bulletin*

- a. Item was deferred.

6. Update on Description of HPBS.

- a. Item was deferred with information incorporated into the handout noted in item 3.

7. Plan for April RTM Meeting Attendance.

- a. The draft schedule has slot open needing attendance/coverage by Committee members. Ms. Cowie took the action to raise the need for coverage at the regular Building Committee meeting (Tuesday evening March 26).

8. Press release & planning for 6th Community Engagement Forum (tentatively April 24, 2024).

- a. Will raise with the three Neighborhood Liaisons as to whether a smaller perimeter neighbor meeting is suggested.

9. Other.

- a. None

10. Adjourn.

- a. The meeting adjourned without objection at 4:01 pm.