

Arlington High School Building Committee

Communications Subcommittee Meeting

Monday, May 14, 2018

Superintendent's Office

8:30 a.m.

Meeting Minutes

Present: Kathleen Bodie, Amy Speare (Chair), Kirsi Allison-Ampe, Julie Dunn, Tobey Jackson (by phone), Jim Burrows (Skanska), Joan Roman

**Approved Minutes from May 4, 2018**

**June 4 Community Forum Announcement & Planning**

- Reviewed Announcement draft, comment noted include:
  - Important to have broad input informing the committee's decision on the preferred option among the four possibilities.
  - We need to provide criteria on which to give feedback.
- Discussion of how to collect that input, and on which topics. The group made the following suggestion/determination:
  - Kathy Bodie and Matthew Janger will give a presentation on 5/24/18 to AHS Building Committee with clearer floor plans.
  - They will take guiding principles and key educational needs and compare to the floor plans, site, and environment.
  - These items will inform the questions/attributes we ask the community for input on during the forum.
- Need to come up with how we want to gather the feedback.
  - Recreate electronically with a survey monkey.
  - Survey monkey to go out by 7/7. Closed on the 7/14.
  - Maybe have a checklist of comments that people can click on to agree with, and include an open comment box at the end.
- Wordsmithing on the announcement done.
  - Will be sent to Arlington Advocate, Globe NW, Patch, ACMi, Bob Sprague, social media, parents' list, Next Door?
  - Decided not to write an editorial letter at this time.

## **Communications Calendar**

- Draft Blog Posts will go to Kathy Bodie this week for review.
  - Topics are: Guiding Principles, Educational Program, Space Summary
  - Blog Posts will be posted, spaced out at reasonable times
  - When reminder of the Community Forum on June 4 goes out from Town, Joan Roman will mention blog posts are available on website.

Next meeting set for May 29 at 8:30 am.

Meeting adjourned at 9:30 am.