



MEETING NOTES

The Executive Working Group is voluntarily making this meeting and minutes public even though it is not a public body covered by the Open Meeting Law and does not waive its position in this regard.

Project: Fox Hill Elementary School
 Subject: Executive Working Group
 Location: Zoom
 Distribution: OPM/Architect/ Project File

Project No:
 Meeting Date: 06/26/24
 Time: 1:00 PM
 Prepared By: A. O'Toole

Present	Name	Affiliation	Present	Name	Affiliation
✓	Melissa Massardo	SBC Chair			
	Bob Cunha	Director of Operations			
✓	Steve Brown	DWMP			
✓	Andrea O'Toole	DWMP			
✓	Donna DiNisco	DiNisco Design			
✓	Vivian Low	DiNisco Design			
✓	Neil Harrigan	DiNisco Design			
	Nichole Coscia	School Business Manager			
✓	Dr. Eric Conti	Superintendent			

Item No.	Description	Action
1.	Intro: 1:00 Meeting begins	Record
2.	Website Updates: <ul style="list-style-type: none"> ➤ The project team will review the current frequently asked question and update any information as needed. ➤ D&W will update the website with portions of the presentation in advance of the Community Meeting. 	Record
3.	Community Meeting: <ul style="list-style-type: none"> ➤ The goal of the next Communications Working Group will be to come up with a draft presentation highlighting the following topics. MSBA, Educational Planning, Enrollment/Ristricting, Safety, Traffic, Pine Glenn. ➤ The Design and OPM team will put together an outline with some graphics. Dore & Whittier will reach out to the FH principal to see if there are a few staff members that would be willing to give a short, recorded testimonial. The CWG will also work on producing and assigning some scripted language to each section of interest. This presentation should be no longer than 15/20 minutes and we should have some back-up slides prepared for an extensive Q&A session. ➤ M. Massardo and E. Conti to provide some PTO/Parent contacts to help distribute project information. 	Record
4.	Adjourn: 2:00 pm	Record

Sincerely,
DORE + WHITTIER
 Andrea O'Toole
 Assistant Project Manager
 Cc: Attendees, File

The above is my summation of our meeting. If you have any additions and/or corrections, please submit within 48 hours for incorporation into these minutes.