

Town of Southborough, Massachusetts

Neary Building Committee - Communications Subcommittee

January 17, 2025

9:00 AM

Virtual Zoom Meeting

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in-person attendance by members of the public will be permitted.

Neary Building Committee:**Members Present:** Roger Challen, Denise Eddy, and Jason Malinowski**Members Absent:** None**Ex-Officio****Members Present:** Stefanie Reinhorn, Assistant Superintendent of Teaching and Learning**Members Absent:** Kathleen Valenti, Neary School Principal**Also Present:** Gregory Martineau Superintendent of Schools**I. Call Meeting to Order**

Jason Malinowski called the NBC – Communications Subcommittee meeting to order at 9:03 am.

II. Approval of Meeting Minutes for December 16, 2024

The Subcommittee will vote on the December 16, 2024, meeting minutes during their next meeting.

III. Communication Plan Update

Jason Malinowski shared that over the past few weeks, they held their first set of open office hours and conducted two sessions with the Southborough Kinder Group, which consists primarily of parents with at least one non-school-aged child.

Regarding next steps, the full Neary Building Committee has agreed to schedule open office hours every other week moving forward. They are also collaborating with the principals to include an addition to their Principals' Coffee Hour, which was the most attended event for the Neary Building Committee in November.

Additionally, they have filmed a series of videos in partnership with Southborough Access Media and have implemented voice-over overlays from parts of the presentations. They will start publishing brief updates on social media, will send out a weekly newsletter through Parent Square to increase subscriptions, and will ensure that the Neary Building website is up to date and easy to navigate. Superintendent Martineau announced that Cathy Carmignani, Director of Instructional Technology and Science, will take a more prominent role in organizing and maintaining the website.

Roger Challen requested that the school administration provide a brief summary of the educational benefits associated with the building project. Superintendent Martineau mentioned that they are already working on a draft document. His goal is to create a packet for the Southborough School Committee that will include easy access to frequently asked questions, videos, and a comprehensive overview of the benefits. They aim to have the final packet ready before the Parent-Teacher Conferences in March 2025. Denise Eddy emphasized the need to address the deteriorating condition of the Neary School building.

IV. Review and release of FAQs

There are currently no new frequently asked questions that require a vote for release. However, Jason Malinowski has requested that Superintendent Martineau reorganize the website. He aims to improve how the questions are prioritized and linked together in terms of both importance and timeline.

V. Public Comment (None at this time)

VI. Meeting Schedule – January 31, 2025

VII. Other business that may properly come before the Committee (None at this time)

VIII. Adjournment

Jason Malinowski requested a motion to adjourn.

Jason Malinowski moved, Roger Challen seconded, and it was unanimously voted by roll call, “To adjourn.”

MOTION TO
ADJOURN

Roll Call

For: Roger Challen, and Jason Malinowski

Opposed: None

Abstained: None

Jason Malinowski adjourned the meeting at 9:22 am.

Respectfully submitted,

Mariana Silva, Central Office Administrative Assistant

Office of Superintendent

List of documents used at this meeting:

1. NBC – Communications Subcommittee Agenda of January 17, 2025

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May be watched or may participate in the meeting remotely with the meeting link at: <https://ma-southborough.civicplus.com/674/Virtual-Meetings>

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Agenda (all items may have one or more votes taken to the extent action is required):

- I. Call Meeting to Order
- II. Approval of Meeting Minutes for December 16, 2024
- III. Communication Plan Update
- IV. Review and release of FAQs
- V. Public Comment
- VI. Meeting Schedule
- VII. Other business that may properly come before the Committee
- VIII. Adjournment

Jason W. Malinowski, NBC Chair