

## MEMORANDUM

TO: Massena Facilities Study Advisory Committee  
FROM: Alan Pole and Jessica Cohen  
RE: Meeting Notes-Meeting of May 30, 2018  
DATE: June 11, 2018

**Attendance:**

Committee Members: Steven Booth, Adrienne Hartman, Rachel Hurlbut, Elizabeth Kirnie, Deborah LaRose, McKenzee Lazore, Carmela Phelix, Duane Richards, and Jeff Stenlake

Consultants: Alan Pole and Jessica Cohen

Observers: Patrick Bronchetti, Patrick Brady

Location: Massena High School

1. Alan Pole began the meeting by thanking the advisory committee members for their participation in the facilities study process. He indicated that their contributions were essential to developing a report that will meet the needs of the district.
2. Alan then reviewed the draft report that was distributed prior to the meeting. He highlighted the findings and the options considered. Jessica Cohen reviewed the recommendations made in the report.
3. The committee discussed the report and indicated that it was consistent with the information shared and the committee discussions.
4. The report will be finalized and presented to the Board of Education on June 21. All committee members are encouraged to attend the meeting.
5. Alan once again thanked all of the committee members for their participation.

C: Pat Brady