

BOARD OF EDUCATION  
FAIRFIELD PUBLIC SCHOOLS  
FAIRFIELD, CT

Strategic Plan  
Communication Action Team

Tuesday, December 14, 2010  
6:00 PM

Education Center  
501 Kings Highway East  
Fairfield, CT

Human Resources Conference Room

Present:

Ann Leffert

Jonathan Kaufman

Teresa Samuelson

David Ebling

Jim Coyne

Laurie Markus

Margaret Mary Fitzgerald

Patrice Faggella

**MINUTES**

Meeting convened at 6:05 PM.

1. **Communication Survey** Committee reviewed and discussed survey results. Results will be summarized and shared with the committee at the next meeting. The summary will then be shared with Central Office staff and the Board of Education.
  - Jonathon--summarize statistics and modes of communication (p.7-9)
  - Laurie--summarize comments (p. 9-17)
  - Teresa--summarize suggestions (p.17-23)
  - Margaret Mary and Ann--write cover letter for summary
2. Meeting adjourned at 6:55
3. **Next Meeting: January 11, 2011, 6:00 PM** at HR Conference Room 501 Kings Highway East.