

BOARD OF EDUCATION
FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, CT

Strategic Plan
Communication Action Team

Tuesday, October 12, 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

MINUTES

Meeting convened at 6:05 PM.

1. **Communication Survey** Reviewed the BOE subcommittee's concerns/questions feedback regarding the communication survey. A listing for "Fairfield Patch", as well as a question at the end of the survey was added. If subcommittee accepts on October 18th, the survey will be released. David will work with Judy Savage on updating the survey. Distribution of the survey was discussed. The survey will be distributed through: PTA blast, PTA Council, School & District Website, Town website, Newspapers, School newsletters (if timing works). Ann will contact town website and newspapers for posting of survey. Will give about a two week window for survey completion, by November 5th, to review at our next meeting
2. **Procedural Recommendations** Reviewed list created in June. Clarified some considerations. Further review possible with Dr. Title.
3. Meeting adjourned at 7:00; **Next Meeting: November 9, 2010, 6:00 PM** at HR Conference Room 501 Kings Highway East.