

BOARD OF EDUCATION  
FAIRFIELD PUBLIC SCHOOLS  
FAIRFIELD, CT

Strategic Plan  
Communication Action Team

Tuesday, June 8, 2010  
6:00 PM

Education Center  
501 Kings Highway East  
Fairfield, CT

Human Resources Conference Room

Present:

Ann Leffert  
Marlene Cavagnuolo  
David Ebling  
Jim Coyne  
Patrice Faggella  
Laurie Markus

**MINUTES**

Meeting convened at 6:05 PM.

1. The committee reviewed the list of considerations that will be forwarded to the Board of Education. Several additions were made. It was agreed that the list would be submitted to the Board Chair for review and discussion by the Policy Committee..

Considerations:

- A. Provide the public with a vehicle to get questions they pose at meetings answered; options are for a Board member to record the question and to come to the next meeting with an answer, post questions and answers on the website.
- B. Allow flexibility for the time limits for public comment; one option would be to have those who wish to comment sign up; the time allotted could then be based upon the number of individuals who wish to speak.
- C. Allow public comment earlier in the meeting.
- D. Provide a brochure at meetings that describes the basic protocol for meetings, code of conduct for meetings.
- E. Provide more information regarding how the public can learn of policies currently being considered by the subcommittee on policies.

- F. Publish the difference between education and business meetings, perhaps on website.
- G. Publish current and upcoming topics, perhaps on website
- H. Publish tentative topics of subcommittee meeting with meeting dates and locations, perhaps on website.
- I. Develop a succinct way to explain Robert's Rules of Order
- 2. The committee summarized the action steps and activities that were targeted this year and the timeline for future work (see attached)
- 3. The committee unanimously agreed that Patrice Faggella would be the Co-Chair for the 2010-11 School Year, replacing Marlene Cavagnuolo.

Meeting adjourned at 6:45 PM.