

BOARD OF EDUCATION  
FAIRFIELD PUBLIC SCHOOLS  
FAIRFIELD, CT

Strategic Plan  
Communication Action Team

Tuesday, September 14, 2010  
6:00 PM

Education Center  
501 Kings Highway East  
Fairfield, CT

Human Resources Conference Room

Present:

Ann Leffert  
Jonathan Kaufman  
Theresa Samuelson  
David Ebling  
Jim Coyne  
Patrice Faggella  
Laurie Markus

**MINUTES**

Meeting convened at 6:00 PM. Committee noted need for the meeting to end by 7:00 so administrators could attend BOE meeting at Roger Ludlowe Middle School.

1. **FPS Website** Patrice Faggella provided an overview of the new FPS Website, currently under development. Response by the committee was quite positive. Some constructive suggestions were made and were to be passed along to the newly hired Webmaster.
2. **Communication Survey** Ann Leffert will check with C.O. regarding BOE Survey policy. Survey will be distributed using the Survey Monkey account of FWHS. Will there be a test survey done first before finalizing?- To be determined at next meeting.
3. **BOE Meeting Procedures** Ann Leffert will follow up with BOE Chair regarding this topic and invite a rep or two from the BOE to meet with us to discuss. A meeting with the BOE Policy Subcommittee would probably follow.
4. **Areas of focus** from the Strategic Plan were reviewed.  
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5. Meeting adjourned at 7:00; **Next Meeting: October 12, 2010, 6:00 PM** at HR Conference Room 501 Kings Highway East.