

# Communications Committee Meeting

Friday, December 1, 2023 9:00 AM

Remote Session

## **I. CALL TO ORDER, VERIFICATION OF QUORUM**

## **II. APPROVAL OF MINUTES**

II.A. Approval of minutes from the November 3, 2023 Communications Committee Meeting.

## **III. NEXT SCHEDULED MEETING OF THE COMMUNICATIONS COMMITTEE**

III.A. The next scheduled meeting of the Communications Committee is January 5, 2024..

## **IV. ADJOURN REGULAR SESSION AND ENTER EXECUTIVE SESSION**

IV.A. Discussion of Attorney Client Privilege memorandum - Providing legal advice regarding public comment and discussion of next steps on public comment

**Communications Committee Meeting**  
Friday, November 3, 2023 9:00 AM  
Remote Session

**Present:** David Felton, Sharon Ferraro, Chad Hoepfner. Present: 3.

**I. Call to order**

The meeting was called to order at 9:06 AM.

Additional Attendees: Lisa Barbiero, Superintendent of Schools;  
Daniel DiVito, Director of Digital Learning and Technology

Move that the Communications Committee call to order the November 3, 2023 meeting; Unseconded with a motion by Felton, David.

**II. Approval of October 2023 meeting minutes**

Move that the Communications Committee approve the October 2023 meeting minutes; Carried with a motion by Ferraro, Sharon and a second by Felton, David.

Chad Hoepfner: Abstain (With Conflict), David Felton: Yea, Sharon Ferraro: Yea

Yea: 2, Nay: 0, Abstain (With Conflict): 1

**III. Board of Education Public Comment Process - continuing discussion for improvement.**

- **Boilerplate language to be read before each session**
- **Non-binding but encouraged delegation of what can be delegated in the moment**
- **Email signatures for all board members that manage public expectations for email communication**
- **A new section in public comment at each meeting where the BoE addresses any resolution or next steps from previous meetings' public comment sessions**

The committee talked about ways to improve communication with the public. It was noted that BOE and committee meetings are now recorded and made available for public viewing. Various scenarios were discussed with regard to email signatures as a way to acknowledge receipt of an email from the public. Through past practice, the Chair currently acknowledges emails that are sent to the board. The question arose as to whether the Chair should be the only person who acknowledges or can another board member acknowledge. If any board member can respond, should there be a boilerplate response to all emails received from the community. Ideas on a boilerplate statement to read at the beginning of each board meeting were discussed as well. No clear outcome was determined from these discussions. Superintendent Barbiero suggested having counsel attend the next committee meeting to review these questions. The goal is to improve how we interact with the community.

**IV. Adjournment**

Chad Hoepfner left the meeting at 10:00 AM.

The meeting was adjourned at 10:14 AM

Move that the Communications Committee adjourn the November 3, 2023 meeting; Carried with a motion by Ferraro, Sharon and a second by Felton, David.

David Felton: Yea, Sharon Ferraro: Yea

Yea: 2, Nay: 0

Respectfully submitted by:

Jodi Sacchetta

DRAFT