



Communications Committee Meeting
Friday, December 5, 2025
9:00 AM
Zoom Webinar

- I. Call to Order, Verification of Quorum
- II. Approval of Minutes
 - A. Approval of minutes from the March 1, 2024 Communication Committee Meeting
- III. Reconfirm the committee's mission and goals; introduce members and roles.
- IV. Review current communication channels and identify ways to better connect with the WPS community and the broader town
- V. The next scheduled meeting of the Communication Committee is January 9, 2026
- VI. Adjournment



Communications Committee Meeting

Friday, March 1, 2024

9:00 AM

Remote Session

Present: David Felton, Sharon Ferraro, Michael Guido. Present: 3.

- I. Call to Order, Verification of Quorum
Additional Attendees:
Lisa Barbiero, Superintendent of Schools; Daniel DiVito,
Director of Digital Learning and Technology

The meeting was called to order at 9:03 AM
Move that the Communications Committee begin the March 1, 2024
committee meeting Unseconded with a motion by Felton, David.

II. Approval of Minutes

- A. Approval of minutes from the February 2, 2024 Communications
Committee Meeting.

Move that the Communications Committee approve the minutes
from the February 2, 2024 meeting. Carried with a motion by
Ferraro, Sharon and a second by Hoeppepner, Chad.

David Felton: Yea, Sharon Ferraro: Yea, Chad Hoeppepner: Yea
Yea: 3, Nay: 0

- III. Discussion regarding public comment and responses to email
communication from the public received by the board
The committee reviewed the final draft guidance prepared by
board counsel regarding how the Board of Education addresses
public comment and emails. The guidance explains that the Board
typically does not respond in real time during public comment
and outlines appropriate channels for concerns. Recommend that
the guidance statement be read aloud at BOE meetings rather
than only included in the agenda. Counsel clarified that the
document is not a formal BOE policy but a shared
practice/etiquette recommendation for the full board to adopt
and follow consistently, including for future members.

IV. Next scheduled meeting of the communications committee

A. The next scheduled meeting of the Policy Committee is April 5, 2024 (remote meeting).

V. Adjournment

Move that the Communications Committee adjourn the March 1, 2024 committee meeting Carried with a motion by Ferraro, Sharon and a second by Felton, David.

David Felton: Yea, Sharon Ferraro: Yea, Chad Hoepner: Yea
Yea: 3, Nay: 0

Respectfully submitted by:
Jodi Sacchetta

DRAFT