

· **Goal #5: Ongoing communication channels will be used to maintain and enrich a collaborative district culture**

<b>Strategies/Action Items</b>	<b>Timeline</b>	<b>Target Audience</b>	<b>Responsibility</b>
Send board briefs via email.	Ongoing	Parents, Students, Staff Members	Superintendent, Administrative Assistant to the Superintendent
Prepare and distribute a newsletter, blog and/or email updates for residents.	Quarterly	All Stakeholders	BOD Chair, Superintendent, Administrative Assistant to the Superintendent
Prepare and distribute a newsletter, blog and/or email updates for staff members.	As needed	Staff	Superintendent, Administrative Assistant to the Superintendent
Be visible at community and school events.	Ongoing	All Stakeholders	Superintendent, Administrators, Principals, BOD members
Form and utilize citizen committees/focus groups.	Ongoing	All Stakeholders	Superintendent, Administrators, BOD Communication Comm.
Improve the web site.	Winter/Spring 2010	All Stakeholders	Director of Technology, BOD Communication Committee
Hold periodic meetings with the press corps/editorial boards of newspapers.	Fall, Spring	Media	Superintendent, Administrators, BOD Chair
Highlight student achievement at BOD meetings.	Monthly	Meeting attendees, Community Members via Channel 2	Superintendent, Principals, BOD Communication Committee
Prepare and distribute annual reports.	Winter, Annually	All Stakeholders	Director of Finance
Develop/maintain an email database for messages from the Superintendent.	Ongoing	Parents, Community Members	Administrative Assistant to the Superintendent
Attend PTO meetings.	Fall, Spring, as needed	Parents, Teachers	Superintendent, BOD representative
Meet with PTO Co-Chairs.	Monthly	Parents	Superintendent, Curriculum Director
Prepare and distribute comments to be included in PTO newsletter.	As needed for monthly newsletter	Parents	BOD Chair, BOD Communication Committee

Prepare and distribute a student handbook/calendar for each school.	Fall, Annually	Parents, Students, Staff	Principals, Administrative Assistant to the Principal
Hold semi-annual meetings with legislators.	Winter, Summer	Community	Superintendent
Create and utilize an orientation packet for each school.	Winter, 2010	New families	Administrative Assistant to the Principal