

Communication Plan

Stakeholder Group	Aims	Types of /venues for presentations	Presenter	Presentation date(s)
Central office leaders	<ul style="list-style-type: none"> Practice presentation Engage district leaders in the details of the plan 			
Principals	<ul style="list-style-type: none"> Practice presentation Engage school leaders in the details of the plan and how to present to the Board 			
Board	<ul style="list-style-type: none"> Have the Board approve the plan 	Board meeting	Superintendent	
All school and district staff	<ul style="list-style-type: none"> Provide overview of and inspire people about the plan 			
Students	<ul style="list-style-type: none"> Provide overview of and inspire people about the plan 			
Family members	<ul style="list-style-type: none"> Provide overview of and inspire people about the plan 			
Community members	<ul style="list-style-type: none"> Provide overview of and inspire people about the plan 			



Communication plan - example

Stakeholder Group	Aims	Types of /venues for presentations	Presenter	Presentation date(s)
Central office leaders	<ul style="list-style-type: none"> Engage district leaders in the details of the plan 	SteerCo meetings (all leaders are on the SteerCo)	Superintendent	Ongoing
Principals	<ul style="list-style-type: none"> Practice presentation Engage school leaders in the details of the plan and how to present to the Board 	Principal meeting	Superintendent	By May 25
Board	<ul style="list-style-type: none"> Have the Board approve the plan 	Board meeting	Superintendent	June 9
All school and district staff	<ul style="list-style-type: none"> Provide overview of and inspire people about the plan 	All-staff meeting	Superintendent	By Aug 7
Students	<ul style="list-style-type: none"> Provide overview of and inspire people about the plan 	Whole school assemblies	Principals	By Aug 7
Family members	<ul style="list-style-type: none"> Provide overview of and inspire people about the plan 	Parent Nights/ Open Houses	Principals	By Aug 30
Community members	<ul style="list-style-type: none"> Provide overview of and inspire people about the plan 	Lion's Club	Superintendent	By Aug 30

