

February 12, 2018

Dear XXXXX,

This past fall the Board of Education began a Strategic Planning Process involving the community, staff, students, and parents in USD 248 Girard Schools. As a continuing piece of the Strategic Planning Process for the district I'd like to ask you to serve on a sub-committee to address one of the goals in the Strategic Plan. Your commitment will be to attend and actively participate in developing a recommendation for the following goal. This typically takes 3-5 meetings of approximately two hours.

The charge for the Communication Sub-Committee is to identify actions to address Goal 3 from the Strategic Plan using this chart as a guide for committee work.			
GOAL 3: Enhance community involvement through communication with all stakeholders.			
Action	Resources	Person(s) Responsible	Time Frame
1. Identify current communication tools used by the district. (District newsletter, website, School Reach, weblogs, , Edmodo, Facebook, Trojan Tribune, electronic marque signs, district mailing lists, etc.).		Committee	February 2018
2.0 Identify communication needs of all district stakeholders and determine if these needs are being met. Determine how your stakeholders would like to receive this information.	Survey	One – two individuals from committee	February-March 2018
3.0 Identify best methods and/or plan to finance communication needs. Determine who will maintain or facilitate these communication tools.		One – two individuals from committee	February-March 2018
4.0 Identify a time-line to complete our communication plan.		One – two individuals from committee	February-March 2018
5.0 Final report completed and submitted to Steering Committee		Committee	May 1, 2013

Area	What research says	What local districts are doing	What USD 248 does	Recommendations for improvement
Personnel				
Purchasing				
Sustainability				