

Key Communicator Program

The ‘Key Communicator’ program can be established by a Superintendent to open and encourage ongoing communication between the District and its community, serve as a needed system for information, and as an entry communication strategy (particularly in a larger school district). The following questions are commonly asked about the program.

Who are Key Communicators?

Key Communicators are district residents who, because of their involvement in many aspects of the community, wish to be provided with information about the school district.

What does a Key Communicator do?

A Key Communicator is asked simply to be knowledgeable. The district provides information on district matters to all Key Communicators on a regular basis. They are then able to share this information with other residents. The district also asks Key Communicators to share concerns and ideas with the district’s administration.

Why is a Key Communicator important?

The district continually strives to maintain open lines of communication with district residents. This program is one means of giving the community accurate information about district concerns. Hopefully, Key Communicators will also participate in the most important role of relaying questions, concerns and positive comments to the district administration.

This two-way communication process will help avoid the spread of inaccurate information. It will also keep the district aware of community concerns.

Can anyone be a Key Communicator?

Any district resident with an interest in the school district and a willingness to share information is welcome to be a Key Communicator.

Are there any meetings for Key Communicators?

Regular meetings for Key Communicators will be held in September, November, January, March, and May.

What if a Key Communicator is asked a question he/she cannot answer?

If a Key Communicators are asked a question which they feel they cannot answer, they should contact the superintendent who will be able to answer the question.

Whom should a Key Communicator contact with questions and concerns?

The Superintendent will be happy to learn of resident’s questions, concerns, or comments and to assist them in finding answers.

Sample Letter Seeking Participation

_____ **CENTRAL SCHOOLS**

September 24, 200_

Individual or Business
Address

_____:

Thank you for volunteering yourself or designating a representative to serve as a Key Communicator from your school district. The survey completed by fellow Key Communicators indicated that Tuesday at 7:30 A.M. would best meet everyone's schedule. Therefore, our first meeting will be **Tuesday, October 2nd at 7:30 A.M.** in the high school library.

The agenda for each meeting will consist of answering questions posed by the Key Communicators, being updated about school issues, and sharing any news about your organization with the other Key Communicators. Depending upon the number of issues discussed, I'm expecting that we will conclude our meeting by 8:45 A.M. A light breakfast of fruit, pastries, coffee and juice will be provided at no cost to you.

Meetings for the remainder of the school year will be on the following Tuesdays at 7:30 a.m. in the high school library:

- November 27, 200_
- January 15, 200_
- March 19, 200_
- May 21, 200_

You may also be interested in attending a 'Meet the Candidates Forum' on Wednesday, October 3rd from 7:00-8:00 P.M. in the High School Library. _____ of the League of Women Voters will conduct a forum in which the candidates running for a Board of Education seat will share their views on issues.

I look forward to seeing you **on Tuesday, October 2nd!**

Sincerely yours,

[Name]
Superintendent of Schools

cc: Principals
[Name]
[Name]
[Name]

KEY COMMUNICATORS ORGANIZATION

S U R V E Y F O R M

Name: _____ Organization: _____

Phone: _____ Fax: _____

E-Mail address: _____

The person who has volunteered from my organization is:

Address: _____

Home Phone: _____ E-Mail Address: _____

The best time for that person to meet is: (Please list your top two preferences by writing 1st or 2nd next to your choice)

PREFERENCE
DAY OF WEEK

_____ Monday
_____ Tuesday
_____ Wednesday
_____ Thursday
_____ Friday

PREFERENCE
START TIME

_____ 7:00 a.m.
_____ 7:30 a.m.
_____ 12:00 p.m.
_____ 5:00 p.m.
_____ 6:00 p.m. _____ 7:00 p.m.

Would you like a meal served during the meeting? _____ Yes _____ No
to be paid for by the school? _____ Yes
to be paid for by the organization? _____ Yes

COMMENTS: _____

Please mail to: [Name], Superintendent
_____ Central School District
[Address]

Please return by:
September 7, 200_

Thank you

Sample Survey of Staff

MEMORANDUM

TO: ALL FACULTY AND STAFF

FROM: [Name of Superintendent]

DATE: June 13, 200_

SUBJECT: Please Share with me Your Thoughts and Advice.

In order to help me establish priorities that will increase my effectiveness and result in the greatest possible benefit for _____ Central School and its students, I would appreciate your candid responses to this short but important survey. Please thoughtfully complete it and return it to [Name] by June 25th, 200_.

1. Identify positive aspects of _____ Central School that help to make it a good place for:

(A) Students to learn:

- 1. _____
- 2. _____
- 3. _____

(B) You to work:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

2. What are the three greatest priorities for improvement in _____ Central School?

- A. _____
- B. _____
- C. _____

3. What suggestions do you have to improve the issues you identified in question #2?

- A. _____
- _____
- _____
- _____
- _____
- B. _____
- _____
- _____
- _____
- _____

C. _____

1. If you were the Superintendent, what would you set as first priorities?

1st _____

2nd _____

3rd _____

2. What do you see as needed priorities for staff development?

3. Tell me about yourself!

I work in the following building:

[Name] Primary School _____	[Name] Intermediate School _____
[Name] Intermediate School _____	Middle School _____
High School _____	K-12 _____
Bus Garage _____	Maintenance _____
	Central Office _____

My position is:

Teacher _____	Custodial _____	Secretarial _____
Food Service _____	Teaching Assistant _____	
Other: _____		

OTHER COMMENTS:

Name (optional): _____