**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

Survey Form

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)

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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: ___________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

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Please mail to: [Name], Superintendent
[Address]

Please return by: September 7, 200__

Thank you
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. _______________________________________________________________
   _______________________________________________________________
   _______________________________________________________________
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): ____________________________