



LAKE FOREST SCHOOL DISTRICT 67 DISTRICT GOALS 2010-2011

COMMUNICATIONS

Vision Statement #1:

The Board and administration will effectively communicate with personnel, parents, and members of the community through listening and discussion.

Performance Goals

1. Continue to refine and improve community outreach to enhance awareness and receive input regarding D67 objectives and initiatives while streamlining expenditures.

Initiatives

1. Coordinate meetings to present District 67 information/receive input from external groups (LF City Council, Realtors, Rotary, Seniors, Preschools, etc.)
June 2010-June 2011
2. Coordinate meetings to present District 67 information/receive input from internal groups (parents, liaisons, APT, Spirit of 67, etc.)
August 2010 – June 2011
3. Assist with structuring of school-based parent/principal/administrator meetings.
September 2010-June 2011
4. Assist in coordination of meetings and serve as a resource/liaison to LEAD, APT Parent Awareness, and Charmm'd.
September 2010-June 2011
5. Assist in coordination of monthly Cable TV coverage of Board of Education meetings. **September 2010-June 2011**

6. Post Board meeting and district report videos on the District website.

June 2010-June 2011

7. Submit weekly press releases to local and regional press.

September 2010-June 2011

8. Coordinate special features with local and regional press and publications.

September 2010-June 2011

9. Coordinate photo opportunities and submit photos to local and regional press.

September 2010-June 2011

10. Produce weekly staff newsletter (*Inside*).

August 2010-June 2011

11. Coordinate Employee Orientation and Recognition events:

- New Staff Orientation/Welcome

August 2010

- Holiday Gathering

December 2010

- Teacher Appreciation

May 2011

- End of Year/Retirement

June 2011

12. Coordinate/provide tours and informational packets and serve as a resource for prospective families.

June 2010-June 2011

2. Explore and extend the implementation of electronic communication tools in an effective and cost efficient manner.

1. Continue to develop and improve an interactive district website which can be used as a learning tool and provides information about district and school programs, policies, and events.

June 2010-June 2011

2. Assist elementary schools with school specific web pages.

August 2010-June 2011

3. Manage DPM website.

August 2010-June 2011

4. Refine and improve district/family topic-specific electronic communications.

August 2010-June 2011

5. Refine and improve school specific/family electronic communications.

August 2010-June 2011

6. Refine and improve electronic Admin. Center newsletter (*Connections*).

August 2010-June 2011

7. Assist administration and staff with survey structure and distribution.

August 2010-June 2011

8. Post district news and events to web news edition of the Chicago Tribune (*TribLocal*). **August 2010-June 2011**

9. Orient new families and continue use of Instant Alert for emergency purposes, bus updates, and special messages.

August 2010-June 2011

10. Orient new families and continue use of Nutri-Kids to support food service program for students.

August 2010-June 2011

3. Support administrators, teachers, departments and organizations in communication efforts.

1. Work with administration on communicating and receiving input on district goals and initiatives.

August 2010-June 2011

2. Provide training/support to APT, Spirit of 67, Brainstormers, LEAD, Charmm'd, etc.

August 2010-June 2011

3. Serve as food service/parent administrative liaison.

August 2010-June 2011

4. Serve as photography/parent administrative liaison.

August 2010-June 2011

5. Serve as liaison to community organizations – Recreation Center, CROYA, Gorton Community Center, United Way, Open Lands, etc.

August 2010-June 2011