

BV FORMAL COMMUNICATIONS SYSTEMS SUMMARY 2011-12

WHOM	WHEN	WHAT	NOTES
School Community	Daily	Marquis Board	Event Announcements, etc. / Principal directs content - Student Government will do the work
Teacher/Families	Weekly Fri./Mon.	Classrm Newsletter	All classroom updates, activities, notifications, reports sent with kids & emailed. Principal cc'd weekly
Teacher/Families	Weekly Update	Class/Tchr Web Page	All classroom updates, activities, notifications, reports sent with kids, emailed & Website. Principal cc'd weekly
Admin/All Staff	Weekly - Friday	Eagle Notes	Principal note to all staff regarding updates, activities, etc.
District Mgmt. Team	Weekly - Thurs. AM	Board Mtg Agenda & Related Planning	Construction and assembly of upcoming Board Meeting Agenda and Packet
Admin/Families	Monthly	Bugle Newsletter	Calendar & Principal's notes with other essential notifications. Emailed & set home with kids
Admin/Faculty	Monthly - 2nd Mon. ER	Faculty Meeting	Meeting focused upon teaching/learning, school improvement & student achievement
Admin/All Staff	Monthly - 4th Mon. ER	Staff Meeting	Meeting focused upon operational issues, problems, improvements. Agenda submissions encouraged
Admin/Faculty/Facility	1st, 3rd, 5th Mon. ER	PLC Meeting	Priority 1) Student Achievement data review & discuss Priority 2) Article/Book review & discuss
Admin/Associations	Monthly	Informal Scheduled Mtg	Superintendent & CSEA/CTA Leadership meet to discuss bargaining unit issues
School Site Council	Monthly - 1st Thurs.	Meeting	
Parent Club	Monthly - 3rd Mon.	Meeting	
Healthy Student Inniatv.	Monthly	Meeting	
BV Foundation	Monthly	Meeting	
School Board	Monthly/2nd Tuesday	Board Meeting	Vote on Board Policy, Adopt District Budget, Ratify Hires, Hear Public Concerns