

COMMUNICATIONS: MULTI – YEAR PLANNING (Update/Input) 2016

<i>Who is our audience?</i>	<i>What information is to be shared?</i>	<i>How is the information to be shared?</i>	<i>Who is responsible for sharing the information?</i>	<i>When is the information to be shared?</i>	<i>What is the expected result?</i>	<i>Status</i>
(1) Principals and Vice-Principals	*Multi-Year plan update *Senior Admin Commitments *Next steps in the process	*Verbal/written updates at Pr./VP monthly mtgs. (Build into the agenda) *SO's in schools	*Director of Education *SO's in school visits or at monthly mtgs.	*March/April/May mtgs. *P.D. days on April 18 th or June 10 th .	*Principals will build the Multi-Year plan ideas into school life.	
(2) Teaching Staff	*Multi-Year plan update *Senior Admin Commitments *Next steps in the process	*P.D. day *Staff meeting *Workshop *Newsletters *Build into the Curriculum. (Verbal and/or Written)	*Principal/VP *Maybe lead Teacher could be trained. *Possibly Sr. Admin if need is required at Staff mtg.	*March-June 2016 and next year. *P.D. Day on April 18 th or June 10 th .	*Becoming Familiar with Multi-Year plan. Build into daily routine.	
(3) Support Staff:E.A.'s, Special Education Staff	*Multi-Year plan update. *Senior Admin Commitments *Next steps in the process	*Possible work-Shop format at P.D. day. *Build into staff meetings. *Build into the curriculum.	*Principal of Special Ed. *So.support if required *Participate in school staff meetings.	*March-June 2016 and next year. *P.D. Day on April 18 th or June 10 th	*Becoming Familiar with Multi-Year plan. Build into daily routine.	
(4) Support Staff HR.,IT.,Finance, Plant & Maintenance	*Multi-Year plan update *Senior Admin Commitments. *Next steps in the process	*Possible work-Shop format during P.D. Day *At monthly morning mtgs. with Director. *At scheduled mtg with SO.	*Director of Education. *SO in charge of the Dept. *Manager in charge of the Dept.	*At regularly Scheduled mtg *At monthly Morning mtgs. with the Director.	*A better understanding Of the Multi-Year plan. *Build into the daily routine	
(5) First Nations	*Multi-Year plan update *Senior Admin Commitments *Next steps in the process	*At monthly FNAC mtg. *Workshop format. *Verbal and/or written	*Director of Education *First Nations Coordinator *SO in charge.	*At one of the upcoming FNAC mtgs. In the spring. *A possible workshop.	*A better Understanding of the Multi-Year plan and the role of the First Nations People in the Plan.	

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(6) School Councils and Parent Involvement Committees?	*Multi-Year plan update *Senior Admin Commitments. *Next steps in the process	*Email *Verbal/written Summary *Presentation & discussion.	*Trustees *Director or SO responsible *	*School Council monthly mtg. *Sometime this spring. (March-June)	*A better understanding of the Multi-Year plan *the role of SAC in the plan	
(7) Student Senate	*Multi-Year plan update *Senior Admin Commitments *Next steps in the process	*Presentation at one of the student senate meetings in the Spring. (March-June)	*Trustees on the planning committee *Presentation format with discussion	*Sometime in the spring (March-June)	*A better understanding of the Multi-Year plan and the Boards direction over the next few years	
(8) Parents of students in our schools	*Multi-Year plan update *Senior Admin Commitments *Next steps in the process	*Email *Synervoice Email *Phone Calls! *Handout sent Home *Parent night at the school	*Principal/VP *SO with Pr. When school event is on. *SAC member could be involved	*Sometime in the spring (March-June)	*A better understanding of the Multi-Year plan and the Boards direction over the next few years	
(9) Community Partners (To be Identified)	*Multi-Year plan update *Senior Admin Commitments *Next steps in the process.		*Director of Education *Trustees *		*A better understanding of the Multi-Year plan and the Boards direction over the next few years.	
(10) Other						

Multi-Year Planning Committee Communication Plan

*Executive Council was not directly included on the list entitled, "Who is our audience?" It is the expectation that the Multi-Year Plan would be a standing item on the Executive council weekly agenda and input/updates would be provided through the Director of Education and regular minutes of the Multi-year Planning Committee meetings.

*Information to the different groups could be shared through the Committee in summary form either verbal or written.

*Electronic means of communicating updates might be an option for some groups.

*Trustees could be invited to different group meetings to participate in the sharing of information.

*The Director of Education and Executive Council shall be responsible for the implementation and monitoring of the Communication Plan.