

# Action Plan

<p><b>1. GOAL:</b> Improve communication, trust and collaboration between the Board, Administration and the Education Association of Pekin through the implementation of a Communications Committee and the monitoring of the new contract. Present quarterly progress reports- September, January, April and June.</p>				
<p><b>RELATIONSHIP TO DISTRICT/ SCHOOL GOAL: Continuously strengthen relationships among stakeholders.</b></p>				
WHAT? What actions need to be taken to complete the task?	RESULTS? What data or documents will indicate closure or success for each action?	TIMEFRAME? When will each action be conducted?	WHO? Who needs to be involved with each action?	RESOURCES? What tools/strategies need to be collected, developed or organized to complete the task?
<p>1. Finalize contract language regarding the Communications Committee. Finalize Memo's of Understanding.</p>	<p>Article II Memo of Understanding related to Committee Memo of Understanding related to waiver study</p>	<p>August, 2002</p>	<p>Association Board Admin</p>	<p>Review of past history Review of IEA training possibilities Review of other district's Communication Comm.</p>
<p>2. Conduct training for the Communications Committee.</p>	<p>Training agenda Summary of training sessions Product documenting structure, process and procedures</p>	<p>August- December</p>	<p>25 member training team</p>	<p>Training agenda Facilitation</p>
<p>3. Develop a draft to address: Code of Conduct, Governance Structure, Governance Process, Parameters, District Level Decisions, School Site Decisions, Roles and Resources.</p>	<p>Subcommittee findings Whole committee approval of draft Experimentation results</p>	<p>Sept-Nov</p>	<p>25 member training team</p>	<p>Past structures, procedures, processes Other district structures, procedures, processes Experiences from beginning meetings</p>

4. Present 1 <sup>st</sup> quarterly progress report.	Subcommittee findings Whole committee work	Sept	Supt. Committee work	Reports Assignments
5. Conduct meetings throughout the school year and evaluate their effectiveness.	Agenda Whole committee work Experimentation Experiences from meetings	Sept-June	14 member committee	Agenda Process Evaluation of experiences
6. Present 2 <sup>nd</sup> quarterly progress report.	Subcommittee findings Whole committee work Experimentation Experiences from meetings	Dec	Assoc. President Committee work	Reports Assignments Meeting experiences
7. Conduct visits with other districts that have gone through training and are using this process.	Other district products Other district testimony Other district resources	Oct-Nov	Parameters Subcommit tee open to all on training team	Arrangements by IEA Product examination Testimony Discussion
8. Present 3 <sup>rd</sup> quarterly progress report.	Subcommittee findings Whole committee work Experimentation Experiences from meetings	March	BOE President Committee work	Meeting experiences
9. Present 4 <sup>th</sup> quarterly progress report.	Subcommittee findings Whole committee work Experimentation Experiences from meetings	June	Supt Committee work	Meeting experiences Bargaining team review 14 member committee review
10. Revisit draft document.	Subcommittee findings Whole committee work Experimentation Experiences from	June	14 member committee Contract bargaining	Meeting experiences Bargaining team review 14 member committee review

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