

Starke Action Plan 2002-2003

○ **ISSUE (GOAL): To improve communication with stakeholders**

RELATIONSHIP TO DISTRICT/ SCHOOL GOAL:

District Goal 4: Continuously strengthen relationships among stakeholders

WHAT? What actions need to be considered in working towards continuous improvement of this issue (goal)?	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? (All resources are posted to the web)
Collection of Parent E-mail Addresses	List of Parent e-mail addresses	August 13, 2002	Staff Volunteers	
Input in to AS 400 Parent E-mail Addresses	Completion of inputting	September 2002	M. Galvin	
Excel spreadsheet of Parent E-mail Addresses	Spreadsheet	September 2002	Central Office	
Creation of a Parent Nickname in the Addresses Book	Parent Nickname in Eudora	October 2002	L. Ealey	
E-Newsletter	Electronic Newsletters	October 2002-June 2003	L. Ealey, M. Galvin, M. Oesch	
Classroom Nicknames	Parent Nickname for the classroom teachers	November 2002-May 2003	L. Ealey, Teachers	
E-Newsletter Survey	Parent Responses	June 2003	L. Ealey	