

**2011-12 SCHOOL YEAR**

**Goal Description-NEW GOAL-Build a plan for internal communications in order to foster trust.**

**GOAL COMPLETION TARGET DATE:**

	<b>IDEA or ACTION</b>	<b>PERSON RESPONSIBLE</b>	<b>DUE DATE</b>	<b>STATUS</b>
<b>1</b>	Develop District employee manual with complete information on procedures and rules when dealing with other departments such as the Business Office. Clearly outline all procedures.	TBD	6/1/12	
<b>2</b>	Explore ways to communicate information to the staff and the community with a sensitivity to the need to know, legality of information dissemination.	Team, Principals, Superintendent, Assistant Superintendent	11/15/11	