

Ledyard Board of Education

Communications Plan



*Approved by Board of Education
March 16, 2016*

*Ledyard Public Schools
Board of Education
4 Blonder Boulevard
Ledyard, Connecticut 06339*

Ledyard Board of Education Vision

Ledyard Public Schools - a community for exemplary learning



Ledyard Board of Education Mission

Ledyard Public Schools facilitates experiences for our community that cultivate a joy for learning, perseverance, independence, and social responsibility through innovative teaching practices

Executive Summary

The Ledyard Board of Education (BOE), also known as the “Board”, is committed to having open, honest, and ongoing communication with our community. The Board understands that open dialog with our community is essential for building and maintaining relationships. These relationships are the foundation of a strong school system.

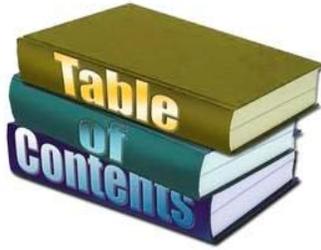
The Ledyard Board of Education Communications Committee is chartered to develop and implement an ongoing communications plan to update the Ledyard community regarding key educational issues.

The Communications Plan shall include the following:

- Elements of the Strategic Plan that delineate the District’s mission and long-term goals and objectives
- Annual update regarding school operations that affect the Communications Plan
- Opportunity for the community to interact with the Board to ensure continuous open communication
- Other duties as assigned by the full Board

This Communication Plan is intended to support the following Board of Education goal:

- The Board of Education will develop, implement and maintain a communication plan that will support the Vision and Mission of Ledyard Public Schools



Purpose	4
Intended Audiences	4
Ledyard Public Schools Overview	5
Board of Education Overview	5
Board of Education Communications Channels	7
References	9
Glossary	10
Attachment A – Ledyard BOE Member Handbook	11

Purpose

The purpose of the Ledyard Board of Education Communications Plan is to present a clear and concise framework for communicating with all Ledyard Public Schools stakeholders in our community. This communication plan is designed to establish a comprehensive communications process for effective communication with all parts of our community.

The plan will be directly aligned with the Board's goals and supportive of the District's Strategic Plan. The plan is a working document that will be reviewed and revised as required on a regular basis by the Board of Education Communication Committee.

Intended Audiences

This communications plan is intended to support both internal and external stakeholders as defined below:

- **Internal Stakeholders**
Internal stakeholders are the members of the Board of Education, Ledyard Public School faculty and staff, and our students.

- **External Stakeholders**
External stakeholders are the members of the town government, town agencies and committees, parents and citizens.

The external stakeholders include:

- o Alumni
- o Booster club members
- o Local Businesses
- o Mayor
- o Parents
- o Parks and Recreation
- o PTO/PTA/PTC leaders/members
- o State Board of Education
- o State Elected and Appointed Officials
- o Town Clerks and Staff
- o Town Council Members
- o Town Residents

Ledyard Public Schools Overview

Vision and Mission: The Board charges Ledyard Schools to facilitate experiences for our community that cultivate a joy of learning, perseverance, independence and social responsibility through innovative teaching practices. The word community is mentioned in both the vision and mission as it is to be emphasized and meant to be inclusive of all school stakeholders. The joy for learning, the ability to persevere, the ability to be independent and be socially responsible are values of both the Board and the community which it serves.

Goals: There are four goals that are adopted for the 2015-2016 school year which include leadership, the development of a Board communication plan, maintaining and improving technology, and updating curriculum.

More information can be obtained on the Ledyard Public Schools website:

<http://ledyard.net>

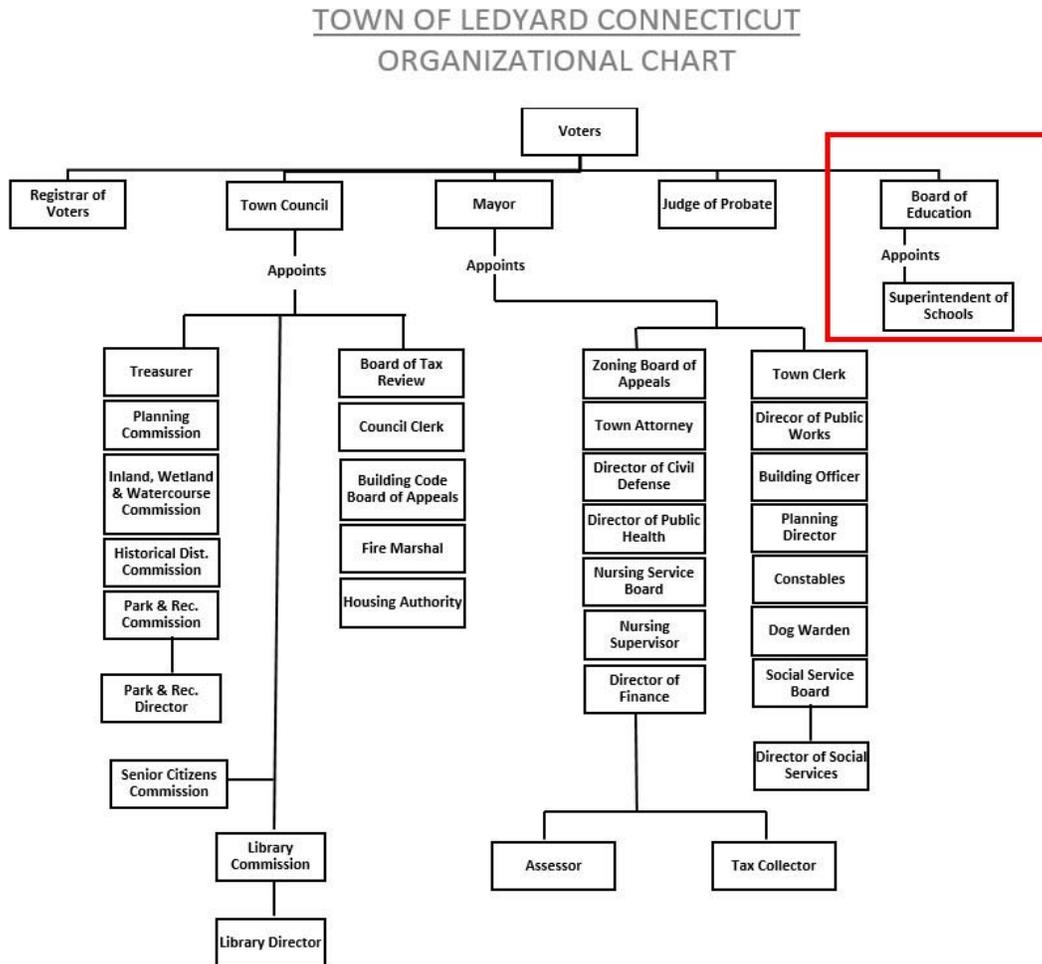
Board of Education Overview

The Ledyard Board of Education consists of nine local citizens elected to serve as volunteers for two-year terms. The members reflect a commitment and dedication to public education and to the townspeople of Ledyard. The public is invited to attend all Ledyard Board of Education meetings.

The Board of Education is the governing body of the school district and derives its power and exists under the Constitution and General Statutes of the State of Connecticut, the regulations of the Connecticut State Board of Education. Per Bylaw 9010, Board members have no individual authority except at Board meetings or when discharging an assignment made by the Board. Per Bylaw 9120, the Chairperson will be the public spokesperson for the Board.

The Board is the legislative body which determines all questions of general policy to be employed in the conduct of the Ledyard Public Schools.

Figure 1 below shows the relationship of the Board of Education within the Town of Ledyard.



In determining District policy, the Board:

- Hears and considers facts and recommendations
- Adopts a plan, policy or course of action
- Authorizes the Superintendent of Schools, the Board's Executive Officer, to carry out its legislation and/or policy decisions

The Ledyard Board of Education concerns itself only with broad questions of policy and not with administrative details.

The Board relies upon the Superintendent of Schools to recommend policies for adoption and to administer policies enacted by the Board.

Such policies shall be broad enough to indicate a line of action to be taken by the Superintendent in meeting a number of problems and jobs.

Application of such policies to individual problems and jobs is an administrative function to be performed by the Superintendent.

The Board has established goals for the 2015-2016 school year as documented in the Ledyard Public Schools Strategic Plan.

The Ledyard Public Schools Strategic Plan can be found at:

http://ledyard.ss7.sharpschool.com/board_of_education/strategic_plan

This communication plan will provide the framework to fulfill the goal “The Board of Education will develop, implement, and maintain a communication plan that will support the Vision and Mission of Ledyard Public Schools”.

Attachment A, the Ledyard BOE Member Handbook, provides an in-depth guide to the roles, responsibilities and operating principles of the Board.

Board of Education Communications Channels

The Communication Committee will fulfill the Strategic Plan Communications Goal by implementing the following efforts in coordination with the Ledyard Public Schools Central Office by facilitating the following activities and initiatives:

1. Use of the Ledyard Public Schools Website
2. Public awareness of the Board of Education roles, responsibilities and accomplishments
3. Interactions with the Ledyard Public Schools Leadership and Staff

1. Use of the Ledyard Public Schools Website

The Board of Education will use the Ledyard Public Schools website to provide relevant and timely information to all Ledyard residents and students. Information items that will be provided using the website include:

- Board Agendas
- Board Minutes
- Board Meetings
- Strategic Plan
- Board Budget
- Board Portal/Board Live

2. Public awareness of the Board of Education roles, responsibilities and accomplishments

The Board of Education will strive to provide all stakeholders with user-friendly access to information regarding BoE roles, responsibilities and accomplishments by using the following tools:

- a. Hosting of an Information Night to provide the public the opportunity to attend an information session to learn more about the Board of Education, our role in the town government and recent accomplishments of interest to the public
- b. Development of an Elevator Speech for all Board of Education members to provide clear and crisp message on the Ledyard Board of Education purpose, roles and responsibilities
- c. Recording of live Board meetings and rebroadcast on Comcast
- d. Timely posting of Board and Subcommittee meeting minutes on the public schools website
- e. Ensuring all meeting minutes contain sufficient and relevant information to enable citizens to understand basis of decisions and votes
- f. Promoting the invitation for all community members to speak at Board and Committee meetings

3. Interactions with the Ledyard Schools Leadership and Staff

The Board of Education will pursue the following methods to promote increased interactions with the Ledyard Public Schools leadership, faculty, and staff including:

- a. Allow current employees, resident and non-resident, to speak at Board meetings
- b. Include student volunteers on the Board of Education to discuss current issues at Ledyard High School

References

- Connecticut Association of Boards of Education (CABE)
<http://www.cabe.org/>
- Freedom Of Information (FOI)
<http://www.ct.gov/foi/cwp>
- Connecticut Department of Education
<http://www.sde.ct.gov/sde/site/default.asp>
- Ledyard Public Schools
www.ledyard.net/
- Robert's Rules of Order
<http://www.rulesonline.com/index.html>

(Robert's Rules provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language to enable fair and orderly meetings.)

Glossary

Freedom Of Information - The Connecticut Freedom of Information Act is a series of laws designed to guarantee that the public has access to public records of governmental bodies in Connecticut. The law was first enacted in 1975.

Parent Advisory Council (PAC) - The Parent Advisory Council (PAC) is a Ledyard High School activity that meets meetings the first Monday of every month. The entire high school administrative team, as well as a representative from the guidance department, attends each month. The meetings are designed to share information about the educational experience of your children, but equally important, the meetings give you a forum in which to ask questions, offer suggestions, or simply engage in discussion about educational trends both within the high school and in public education as a whole.

Parent and Teacher Connection (PTC) - Ledyard Middle School has an active Parent/Teacher organization called the "Parent and Teacher Connection." The goals of the organization are to encourage greater parental involvement in Ledyard Middle School; to act as a support group to the students, parents and faculty; to develop parent, teacher cooperation; to improve the educational, social and physical well being of students; to increase the opportunity for communication between parents and staff; and, finally, to support student activities.

Parent Teacher Organization (PTO) - The Parent Teacher Organization (PTO) is an organization working to promote programs and activities that serve the needs of the school, its children and the community. Their goal is to foster a positive working relationship between parents and teachers and to provide additional support and financial aid when appropriate. All parents, guardians and teachers are automatically members of the PTO. The Ledyard Center School, Gallup Hill School, Juliet Long and Gales Ferry School have active PTOs.

Regionally Competitive – The District offers comparable class size, academics, electives, extra-curricular programming, and instructional resources as other school districts in our geographic area.

Schools of Choice – Any public, magnet, or charter school which students are eligible to attend.

Attachment A – Ledyard BOE Member Handbook