Communication Schedule

Audience	Schedule	Formats*	Person Responsible	Focus/Topics
AP Team or Workgroup(s)				
Entire Staff				
School Board or Regional Advisory Board				
Community and Parents				
Other Administrators				

Adapted from: Tracking Your School's Success:A Guide to Sensible Evaluation, Herman and Winters, Newbury Park, CA: Corwin

*Format Types:
H = Handouts: tables, graphs, charts, summaries, etc.
P = Presentation: formal with invited audience, agenda, overheads, etc.
T =Technical Report: formal, written report
N = Newsletters: School, district, PTO
O = Oral: informal report or meeting, staff or workgroup mtg.

Action Minutes*

Team Members Present:

_____ _____ _____ _____

_____ _____ _____ _____

Date:

Recorder:

Next Meeting:

Agenda Item	Person Initiating	Summary of Discussion	Action Decision	Person Responsible for Follow Up	Target Date for Completion
Agenda Items for Next Meeting:			**Odds and Ends List:**		

*Adapted from Building Systems for Professional Growth, Murray and Arbuckle, The Regional Lab, MA