



Budget Development Communications Cycle Winter-Spring 2016

Planning for Successful Communication and Results

The district budget should be a financial reflection of the educational program we are delivering, the philosophy of our schools and community, and the goals of the District's strategic educational plan. The Clinton Schools are perfectly aligned to produce the great results we currently enjoy; therefore, we must be careful to make sure that we understand as much as possible about all that we do before making decisions that may affect student success. The following description of the Budget Communications Cycle helps ensure that everyone has a voice and every voice is heard as we develop our supportive financial plan.

Good communication does not just happen in complex systems such as schools; it must be proactively designed and planned, then carefully and deliberately executed. These were the philosophical notions that assisted in the construction of the following communications cycle and calendar that will yield a responsive feedback cycle to assist in decision-making and communication.

The components of the cycle will include different groups and events: the Board of Education, the Leadership Team, an Extended Leadership Team, Budget Workshops, Superintendent Focus Forums, PTA Budget "Town Meeting", Student – Principal – Superintendent Forums, and Board Meetings. I will briefly define them as follows:

The Leadership Team – this group consists of the Superintendent, Assistant Superintendent for Business, Director of Special Education and Instruction, and the Principals, representing the most senior leadership on staff in the district.

The Extended Leadership Team – this group consists of the Leadership Team with the addition of faculty and staff representation from our employee bargaining units.

Budget Workshops – these are public meetings of the Board of Education for the purpose of discussing the budget in more detail.

Superintendent Focus Forums and Support Staff Roundtables – these are "town meeting" style meetings with the Superintendent, Assistant Superintendent for Business, and the faculty and staff. They are wonderful opportunities to listen to affirmations and/or concerns, learn about the implications of any possible reductions and/or the need for additional resources.

PTA Budget "Town Meeting" – this will be an excellent opportunity to listen to the PTA and community with regard to budget issues and information, and for dialogue to occur between different stakeholders.

Superintendent - Principal - Student Forums – this is an opportunity for interested high school students to learn about the school budget and the implications facing our district in developing this year's budget. It is also a good time for students to share their thoughts on the implications of any possible reductions or needs for additional resources.

Board of Education Meetings – these are regularly scheduled Board meetings for the purposes of conducting the business of the District and may be formatted to include community dialogue as needed.

Collaboration.....Communication.....Competence.....Trust

Communication Feedback Cycle Calendar

1. **Tuesday, January 5,12** – Leadership Team Meetings
2. **Tuesday, January 26** – Board of Education Meeting
3. **Monday, February 1** – Extended Leadership Team Meeting
4. **Friday, February 5** – Focus Forum – 3:30 PM in the Elementary School Library
5. **Tuesday, February 9** – Leadership Team
6. **Tuesday, February 9** – Board of Education Meeting
7. **Friday, February 12** – Focus Forum – 3:30 PM in the MS/HS Library
8. **Friday, February 12** – Finance Committee Meeting (tentative)

----- *February School Break: February 15-21*-----

9. **Monday, February 22** –Extended Leadership Team
10. **Tuesday, February 23** – Leadership Team
11. **Tuesday, February 23** – Board of Education Meeting
12. **Friday, February 26** – Focus Forum – 3:30 PM in the Elementary School Library
13. **Tuesday, March 1** – Leadership Team
14. **Wednesday, March 2** – Student-Principal-Superintendent Forum
15. **Friday, March 4** – Support Staff Roundtables
16. **Friday, March 4** – Focus Forum – 3:30 PM in the MS/HS Library
17. **Tuesday, March 8** – Leadership Team
18. **Tuesday, March 8** – Board of Education Meeting
19. **Friday, March 11** – Focus Forum – 3:30 PM in the Elementary School Library
20. **Monday, March 14** – Extended Leadership Team
21. **Tuesday, March 15** – Leadership Team
22. **Friday, March 18** – Focus Forum – 3:30 PM in the MS/HS Library
23. **Friday, March 18** – Finance Committee (tentative)
24. **Tuesday, March 22** – Leadership Team
25. **Tuesday, March 22** – Board of Education Meeting
26. **Wednesday, March 23** – PTA Town Meeting w/Superintendent, 7 PM - MS/HS Library
27. **Friday, March 25** – Support Staff Roundtable
28. **Friday, March 25** – Focus Forum – 3:30 PM in the Elementary School Library
29. **Monday, March 28** – Extended Leadership Team
30. **Tuesday, March 29** – Leadership Team
31. **Tuesday, April 5** – Leadership Team
32. **Tuesday, April 5** – BOE Meeting
33. **Wednesday, April 6** – Student-Principal-Superintendent Forum
34. **Friday, April 8** – Focus Forum and Finance Committee Meeting – 3:30 PM in the MS/HS Library
35. **Monday, April 11** – Extended Leadership Team
36. **Tuesday, April 12** – Leadership Team
37. **Friday, April 15** – Focus Forum, if needed
38. **Tuesday, April 19** – BOE Meeting – Adopt Budget

All dates and times on this document are subject to change. For the latest changes, if any, check our website at www.ccs.edu

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