



Communication Plan

Montague Charter Academy for the Arts and Sciences

13000 Montague Street
Pacoima Ca, 19331

Introduction

The purpose of this plan is to promote effective, two-way communication between MCA and the community we serve. MCA is committed to keeping the public informed about our programs and policies and to providing a process for monitoring feedback about the effectiveness of our efforts.

NOTE: Crisis communication procedures are included in the school's emergency response plan. Internal communication procedures are outlined in the personnel handbook.

Goals:

- 1) Outline effective communication procedures for all employees, students, parents, and community stakeholders.
- 2) Provide opportunities for timely stakeholder participation in our school's decision-making process.
- 3) Use a variety of media to maximize awareness and support of the school's goals, objectives, policies, and programs.

MCA's Mission Statement

Believing that all children can learn, we will provide rigorous instruction, guidance, and encouragement to empower students to be successful individuals and contributing members of society. The programs which make up the educational experience at MCA will promote academic, physical, emotional, and social growth while preparing children for the life-long process of learning. The success of our programs requires honesty, transparency, and the joint efforts of students, faculty, staff, administration, parents, and other community members.

On-going Communication

Administrators and Staff: Effective communication between the school's administrators and staff is critical to implementing a high-quality educational program.

The following guidelines will apply to internal communications.

1. The leadership team will use the MCA's internal e-mail system for on-going and day-to-day communication with staff members.
2. The Administration will hold regularly scheduled staff meetings. Union chairs have the right to help set agenda items for staff meetings and to make announcements.
3. Staff members may speak directly with either administrators or coordinators by appointment or on a drop-in basis.

Staff and Students: Effective communication between the staff and students is important to assuring that students receive information and understand the mission of the school.

1. General information will be shared through the morning announcements.
2. Students are encouraged to speak directly with their teachers to assure that they understand classroom expectations and to seek help when they do not understand content.
3. Students are encouraged to also speak directly with the Administrators and the Coordinators as needed.

Staff and Parents: Effective communication between the staff and parents will reflect the high value MCA places on parent participation in their children's education.

1. Parents will have access to staff e-mails addresses

2. MCA will distribute a monthly parent newsletter to disseminate information about the school
3. Parents who have questions about classroom based issues are encouraged to contact the classroom teacher directly through email or the school office.
4. After meeting with the classroom teacher parents may make an appointment with an administrator or coordinator through e-mail or the school office.
5. Parents who have question about school based issues may make an appointment with an administrator or coordinator through e-mail or the school office.

School and Community: Effective communication between the school and community will reflect MCA's belief that support and involvement of community members and institutions is a rich source of resources for the school.

1. MCA's school website will provide stakeholders with updated information about MCA. Staff members can also be e-mailed through the school website.
2. MCA will distribute a monthly community newsletter to provide information about school-wide programs, grade level activities, and special events.

The Communication Plan will be reviewed and updated each year, or as deemed necessary by the leadership team.

A tracking system will be developed to measure the effectiveness of MCA's plan including but not limited to:

- Staff survey
- Community survey
- Community feedback
- School surveys/polls

Board Communication policies:

The Board believes in transparent and timely communication between Board members and between Board members and the public.

The Board will follow the Brown Act.

The Board will ensure that all members of the public and all MCA employees have the right to be informed about the Board's agenda and to speak before the Board during the public comment section on any topic they think important.

The Board will ensure that all members of the public and all MCA employees have the right to be informed about the Board's agenda and to comment on the Board's agenda items at the meeting before the Board votes on said items.

Board Preparation of the Agenda:

All Board members and the Executive Director have the right to propose Board agenda items. All agenda items (and supporting materials) must be submitted to the Board chair and the Board secretary (via email and/or in person) at least 96 hours before the next scheduled Board meeting. All submitted items will be placed on the Board's agenda for the next meeting (with the name of the Board member/Executive Director submitting the item in parentheses).

If a Board meeting agenda involves a proposed action item then the action item must include a written proposed motion for action (including the name of the Board member/Executive Director who is making the motion) and all supporting materials.

Informing the Public - Dissemination of Agendas and Minutes:

72 hours before a Board meeting the Board secretary will post and send out (via email) the agenda and supporting documents to Board members, all MCA staff members, and all stakeholders who have requested to be on the Board's mailing list.

24 hours after a Board meeting the Board secretary will post and send out (via email) the "approved" minutes of the previous meeting to Board members, all MCA staff members, and all stakeholders who requested to be on the Board's mailing list.

Informing Board members:

- The Board secretary will be responsible for composing a Board packet before the Board meeting for each Board member. If a Board member cannot attend a Board meeting the Board secretary will hold the packet for the Board member who may pick it up during school hours.
- Within 48 hours of a Board meeting, the Board secretary will send out via email the “unapproved” minutes of the Board meeting to all Board members to be reviewed (and for those who did not attend to be informed).
- Within 48 hours of a Board meeting, the Board president (or designee) will be responsible for sending out a summary via email of any items discussed, reported, and/or moved upon during the closed session section of the agenda to all Board members.