



Communications Checklist

Must be fully developed prior to board meeting

- Logo designed
- District and campus websites should include program information, rationale, campuses, process, timeline, FAQs
- Communications pieces: Google folder to share with team

Dates and tasks:

April 9: Prep

- presentation for face-to-face communication with ACE campus staff and talking points for all district principals
- Create Google Form for principals to submit questions
- Get parent letter translated
- Dr. Lopez meets with Handley and Lyles staff

April 10: Board meeting

- district website ACE page launches, info on campus websites
- Send parent letter to campuses for distribution on Wednesday

April 11: Rollout information

- Invites sent to identified teachers for recruitment event and principal notice given with teacher names of those invited to apply
- ACE campus parent notification letters sent out via Skylert, posted on campus website and sent home from campus
- Public announcements made including note to all staff, district tweet and press release
- Launch [Aceinformation@garlandisd.net](mailto:ACEinformation@garlandisd.net)

April 16: Recruit

- Notification provided to ACE campus teachers for acceptance or displacement.
- ACE reception invites
- Create lanyards and exit survey cards for reception

April 17: Host

- Host teacher reception at NFHS and collect exit survey cards to gauge interest
- Intro new Handley principal (letters shared with Handley and Lister)