

**SIP**  
MEMO

08/14/06

**to:** All Staff  
**from:** David A. Smith, Assistant to the Superintendent for Communications and  
Community Development  
**subject:** Mass Emailing - REMINDER  
**date:** August 14, 2006



Communication with Principals, Administrators, their Secretaries, and Instructional Coaches is through the daily PIP [Principals' Information Packet]. Information for the PIP should be emailed or delivered to Teresa Boose by 3:30pm for the next day's PIP.

Communication with All Staff is through the weekly SIP [Staff Information Packet] or the district newsletter [Staff Notebook]. Information for the SIP should be emailed or delivered to Teresa Boose by noon each Friday. Information for Staff Notebook is sent or emailed to David Smith.

The ALL USERS GroupWise group should only be used by the Superintendent, Deputy Superintendent, Assistant Superintendents, Executive Directors, or persons who have prior approval from one of the above ... and only if the information cannot wait until the next PIP or SIP.

Mass emailing (especially with attachments) circumvents standard avenues of communication and puts an unnecessary load on our network resources.