

# ASSISTANCE *plus*

**2007-2008**

## Timeline of Communications and Reporting Requirements

| Conference Calls With Superintendents<br>(K-12 Deputy Chancellor, Iris C. Wilson) | Conference Calls With Principals<br>(Chief, Bureau of School Improvement Angelia F. Rivers) |                             | School Reporting Requirements<br>(Progress on the Implementation of School Improvement Plan and FCIM)<br>Reports Due at Close of Business on Date Indicated |                                      |   |
|---|---|-----------------------------|---|--------------------------------------|---|
|   | Repeating F<br>10:30 a.m.   | F and D former<br>F Schools | F and D former<br>F Schools   | Schools In<br>Need of<br>Improvement | Community<br>Assessment<br>Teams<br>(Repeating F) |
| September 6   |   |                             |   |                                      | September 28                                      |
| October 4   | October 11  | October 11                  | October 25  |                                      | October 31  |
| November 1  | November 8  |                             |   |                                      | November 30                                       |
| December 6  | December 13   |                             |   |                                      | December 21                                       |
| January 10  | January 17  | January 17                  | January 24  | January 24                           | January 31  |
| February 7  | February 14   |                             |   |                                      | February 29                                       |
| March 6   | March 13  |                             |   |                                      | March 31  |
| April 10  | April 17  | April 17                    | May 1   |                                      | April 30  |
| May 8   | May 15  |                             |   |                                      | May 30  |
| June 5  | June 12   |                             |   |                                      |   |

### **Conference Call Protocol**

- Please call in a few minutes before starting time. If you must call in late, please do not interrupt by announcing your presence. The chair will take roll call at the beginning and end of the meeting.
- Please dial in and remain quiet until roll call is taken. Use the MUTE button on your phone during the call. This reduces background noise, such as coughing, side conversations, typing, etc. that are very distracting to call participants.
- Please respect the conference chair and invited speakers as they guide the call through the agenda.
- Please wait for an invitation to ask questions. Time will be allowed on the agenda for questions. Keep questions brief and hold extended discussions for "off line."
- Always assume that the call is a public meeting and that the media may be on the call.
- Please DON'T PLACE YOUR LINE ON HOLD. Telephone system music and other recorded messages interrupt the call and the ability to hear the speakers. Please DON'T CALL IN FROM A CELL PHONE. Transmission is often awkward and can interfere with others' ability to hear the call.