

ASSISTANCE *plus*

2006-2007

Timeline of Communications and Reporting Requirements

Conference calls with Superintendents (K-12 Chancellor, Cheri Pierson Yecke)	Conference calls with Principals (K-12 Deputy Chancellor Mary Jane Tappen)		School Reporting Requirements (Progress with implementation of School Improvement Plan)		
	Repeating F	F Schools and D former F in 2005 2006	F Schools and D former F in 2005 2006	Schools In Need of Improvement	Community Assessment Teams (Repeating F)
(First Thursday of each month at 10:30)					
September 7					
October 5	October 19	October 19	October 26		October 30
November 2	November 9				November 30
December 7	December 14				December 30
January 11	January 18	January 18	January 25	January 25	January 30
February 1	February 8				February 29
March 1	March 8				March 30
April 5	April 19	April 19	April 26		April 30
May 3	May 10				May 30
June 7	June 14				June 30

Conference Call Protocol

DO:

- 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 late roll call, at the end of the meeting.
- Dial in and remain quiet until roll call is taken.
- Use the MUTE button on your phone. This reduces noise, such as coughing, side conversations, typing, etc. that are very distracting.
- Respect the conference chair and invited speakers as they guide the call through the agenda.
- Wait to be invited to ask questions. The agenda should allow time for questions. Keep questions brief and hold discussions for "off line."
- Assume that the call is a public meeting and that the media may be on the call.

DON'T:

- PUT YOUR LINE ON HOLD. Telephone system music and other recorded messages interrupt the call and the ability to hear the speakers.
- Call in from a cell phone. Transmission is often awkward and can interfere with others' ability to hear the call.