

ASSISTANCE *plus*

2005-2006

Timeline of Communications and Reporting Requirements

Conference calls with Superintendents (K-12 Chancellor Warford)	Conference calls with Principals (K-12 Deputy Chancellor Mary Jane Tappen)		School Reporting Requirements (Progress with implementation of School Improvement Plan)	
	Repeating F (Second Thursday of each month at 11:00)	F Schools	F Schools	Schools In Need of Improvement
(First Thursday of each month at 10:30)				
September 8				
October 6	October 13	October 13	October 28	
November 3	November 10			
December 1	December 8			
January 5	January 12	January 12	January 27	January 27
February 2	February 9			
March 2	March 9			
April 6	April 13	April 13	April 28	
May 4	May 11			
June 1	June 8			

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.