

ASSISTANCE *plus*

2007-2008

Timeline of Communications and Reporting Requirements

Conference Calls With Superintendents (K-12 Deputy Chancellor, Iris C. Wilson)	Conference Calls With Principals (Chief, Bureau of School Improvement Angelia F. Rivers)		School Reporting Requirements (Progress on the Implementation of School Improvement Plan and FCIM) Reports Due at Close of Business on Date Indicated		
	Repeating F 10:30 a.m.	F and D former F Schools	F and D former F Schools	Schools In Need of Improvement	Community Assessment Teams (Repeating F)
Time: 10:30 a.m.					
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.

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