

ACTIVITY - EVENT	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	SubComm Responsible
Revised 6/08													
School Committee	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
SC Self Evaluation					*	*							Policy/Plan
SC Goals					*	*							Policy/Plan
Superintendent Evaluation										*			EP&P
Superintendent Goals												*	EP&P
Executive Session Min Rvw					*						*		Chair
School Choice Public Hearing and Vote								*					Chair
School Facilities Plans							*						F&F
Budget	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
Deptmt/School Presentations					*	*							F&F
Budget Deliberations					*	*	*						F&F
Public Budget Forum						*							F&F
Budget Trend Analysis				*			*		*				F&F
Monthly Finance Report	*	*	*	*	*	*	*	*	*	*	*	*	F&F
Maintenance Report		*		*		*		*		*		*	F&F
Cafeteria Report	*		*		*		*		*		*		F&F
Summer Enrichment Report	*		*										F&F
Administrator Meetings	*	*	*	*	*	*	*	*	*	*			
Incl: Admin., Elementary, Middle & High School Meetings, Leadership Team Meetings & Walk													
Site Council	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
Training for Site Councils		*											EP&P
Approve School Improv. Plans					*								Policy/Plan
Curriculum	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
District Imprv Plan (AYP)*	*												EP&P
District Curriculum Accommodation**						*			*				EP&P
NCLB District Report Card***										*			EP&P
Curriculum Council	*		*		*		*		*				
Report from Curric Council		?					?					?	EP&P
Curric Rpts from Depts	*	*	*	*	*	*	*	*	*	*			EP&P
Rvw Student Perform Assess****			*				*				*		EP&P
School Calendar	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Responsible
MSC Vote					*								EP&P

* A District Improvement Plan is needed if a school is found to be underperforming in AYP.

** District Curriculum Accommodation is a plan for how to accommodate teaching for all students as needed.

***The NCLB District Report Card can be found at MelroseSchools.com/curriculum2/

****Student Performance Assessments include for example MCAS, MEPA, MELA-O, AP Exams and others.

Audits and Review	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
Independent Audit of School Department finances				*									F&F
End of Year Report		*								*			F&F
NEASC Review					??								EP&P
Review of Existing Policies													Policy/Plan
Review of Policy Implemntn													Policy/Plan
School Year in Review											*		EP&P

*A financial audit of the School Dept is done annually in addition to the City's outside audit, and DOE EOY Reporting

First Grade Registration	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
Information to Community					*								EP&P
Enrollment/Registration						*							EP&P
Placement							*						EP&P
Kindergarten Registration	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
Information to Community					*								EP&P
Enrollment/Registration						*							EP&P
Placement							*						EP&P
Payment begins							*						EP&P
Pre School	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
Information/Registration					*	*							EP&P
Placement								*	*				EP&P

Enrollment Report		*						*					Policy/Plan
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Task Force & Community Meetings	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
Education Task Force		*		As Needed				*					EP&P
Gifted & Talented Task Force	*	*	*	*	*	*	*	*	*	*	*	*	EP&P
Athletic Task Force					As Needed								

CITYWIDE PTO MEETINGS * * * * * * * * * *
 2nd Tuesday of each Month at 9:10 a.m. – Superintendent’s Conference Room

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
School Committee Rd Table		?		?		?		?					Chair