

ACTIVITY - EVENT	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	SubComm Responsible	
Revised 11/08														
<b>School Committee</b>	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	
<b>Budget</b>	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	*	*	*	*	*	*	*	*	*	*				
<b>Incl: Admin., Elementary, Middle &amp; High School Meetings, Leadership Team Meetings &amp; Walk Throughs</b>														
<b>Site Council</b>	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug		
Training for Site Councils		*											EP&P	
Approve School Improv. Plans					*								Policy/Plan	
<b>Curriculum</b>	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug		
District Imprv Plan (AYP)*	*	(Fall)											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				As Needed										EP&P
Rvw Student Perform Assess****			*				*				*		EP&P	
<b>School Calendar</b>	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Responsible	
Set School Calendar					*								Policy/Plan	

\* 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/](http://MelroseSchools.com/curriculum2/)

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

<b>Audits and Review</b>	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

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

<b>Enrollment Report</b>		*						*					Policy/Plan
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<b>Task Force &amp; Community Meetings</b>	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
Education Task Force		*		As Needed				*					EP&P
<b>CITYWIDE PTO MEETINGS</b>	*	*	*	*	*	*	*	*	*	*			
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	
<b>School Committee Rd Table</b>		?		?		?		?					Chair