

2009-10 Calendar of Events, Reports w/Due Dates

Due Date	Event or Report	Send To:
June 19, 2009	Draft School Work Plan and Budget Proposal	Kathy Campobasso (kathy@e3oregon.org)
June 28-30, 2009	Leading for Educational Equity (Grand Lodge, Forest Grove)	
Aug. 15, 2009	2008-09 End of School Year Budget vs. Actual, Funding Summary, & Variance Analysis	Kathy Campobasso
Aug. 31, 2009	Signed extension grant agreement	Kathy Campobasso
Aug. 31, 2009	Final School Work Plan and Budget Proposal (include 08-09 rollover funds)	Kathy Campobasso
Aug. 31, 2009	College Eligibility & Intention data sheet	Kathy Campobasso
Sept. 25, 2009	Superintendent & Principal Institute (TLFs included) (Sheraton-PDX)	
Sept. 30, 2009	Extension Grant is forfeited if required documents are not received.	FYI
Oct. 28-30, 2009	Leading for Educational Equity (Grand Lodge, Forest Grove)	
Nov. 2, 2009	Prior year data	Jennifer Sattem (jennifers@e3oregon.org)
Dec. 1, 2009	Current year data	Jennifer Sattem
Dec. 15, 2009	For Schools Forfeiting Extension Grant only: Rollover Grant funds must have been spent or shall be returned to E3. Holding grant money over into 2010 will result in additional budget and data reporting requirements the following year.	FYI
Dec. 15, 2009	Progress Report	Kathy Campobasso
Jan. TBD	Leading for Educational Equity (Grand Lodge, Forest Grove)	
Jan. 15, 2010	Mid-Year Budget vs. Actual (current year funds)	Kathy Campobasso
Jan. 31, 2010	For Schools Forfeiting Extension Grant only: Budget vs. Actual. Funding Summary, Variance Analysis on rollover funds.	Kathy Campobasso
April 20, 2010	Annual Self-Assessment and Gates data report	Jennifer Sattem
May 2010	Report of Progress (dates to be determined)	
May 17, 2010	All grant money expended, committed, or returned to E3	FYI
June 30, 2010	2009-10 year-end data report	Jennifer Sattem
June 30, 2010	2009-10 End of School Year Budget vs. Actual, Funding Summary, and Variance Analysis	Kathy Campobasso