**Melrose Public Schools Professional Development Planning, Implementation, and Assessment Timeline**

The timeline, which runs from July to June, shows the major professional development planning, implementation, and assessment activities taking place throughout the year.
 
The first section illustrates ongoing HQPD Planning and Assessment Activities, including goal setting, PD committee meetings, and data review meetings. The district sets goals every 5 years (in July and August), and reviews them approximately every three months. School goals are set in April for the following year, Educator Plans are reviewed in May, and new Educator Plan goals are set in September. An annual teacher survey is conducted in February. In addition, the district’s PD committee meets every 6 weeks throughout the school year, and the district conducts data review meetings 3 times per year.
 
The second section illustrates ongoing HQPD opportunities. Several ongoing HQPD activities take place throughout the school year (from late August through the middle of June; PD courses run only through March). The district uses data to plan each meeting and assesses and reflects after each meeting.
 
The last section illustrates specific HQPD opportunities offered by the district. There are 3 PD days: one in August, one in November, and one in January. The district plans for each of these beforehand and assesses and reflects on each PD day as part of the planning process for the following PD day. In addition, the district offers a New Teacher Induction Program. Orientation for the program takes place in August, with regular meetings for participants throughout the year. Planning for the Summer Institute, which takes place in July and August, occurs between January and June. The district assesses and reflects on the Summer Institute in September and October. The district also incorporates action research. Staff plan for their action research in August and related activities are ongoing throughout the year, with time to assess and reflect in June.