

Symmes Maini & McKee Associates Monthly Report Submittals

	District	School	Status		Oct 2014	Nov 2014	Dec 2014	#Reports Required	#Reports Submitted	Submitting + Timeliness Score	% Compliance Submitting	% Compliance Submitting in Timely Manner
1	Athol-Royalston	Riverbend ES	Design Development	online	11/12/14	12/12/14	1/12/15	3	3			
				hard copy	11/14/14	12/22/14	1/12/15	3	3	9	100%	100%
2	Holbrook	Holbrook Jr/Sr HS	Approved Project Vote Pending	online	11/12/14	12/12/14	1/12/15	3	3			
				hard copy	11/14/14	12/22/14	1/12/15	3	3	9	100%	100%
								average % compliance		100%	100%	

Red Text	Late Report
	Report Not Required

Submitting and Timeliness Score

1. Submitting both reports on time = 3 points
2. Submitting online report on time = 2 points
3. Submitting online report but not on time = 1 point
4. Submitting hard copy report on time = 1 point
5. Submitting hard copy report but not on time = 0 points
6. Submitting no reports = 0 points

Review Period Ending December 31, 2014