



# SHARED GOVERNANCE PLANNING CALENDAR

## LEGEND

-  Board Activities
-  Policy Council Activities
-  Joint Board & PC Activities
-  Action Items
- Italics* Content Area Reports



September	October	November
<p>New funding year begins; classes for part-day begin</p> <p>Pre-Service Event for all staff</p>	<p>Staff begins review of Community Assessment (CA).</p>	
<p>Board adopts planning cycle and meeting calendar.</p>		
<p>Child outcomes report</p> <p>PIR report</p>	<p><b>Progress on Goals and Objectives</b> reported to Board and Policy Council</p>	<p><b>The Self-Assessment Plan</b> is proposed to the Board of Directors and Policy Council</p> <p><b>The fourth Quarterly budget/program progress report and analysis</b> are presented to the Board of Directors and Policy Council.</p>
<p>PC Members attend open house at Centers and make presentations about PC role and processes, assist in recruiting new members for PC.</p> <p>PC reviews and approves the planning cycle for HS program.</p>	<p><b>Policy Council elections</b> are conducted for the new year.</p> <ul style="list-style-type: none"> <li>• <b>New PC members</b> seated</li> <li>• <b>Last meeting for outgoing PC representatives</b></li> </ul> <p><b>Policy Council Training</b> begins.</p> <p><b>Policy Council officer elections</b> are conducted for the new year.</p>	

December	January	February
	<p><b>Three-year Wage Comparability data</b> updated</p> <p><b>Annual Self-Assessment (SA)</b> is conducted with participation of staff, Board and PC using the plan approved in November.</p> <p><b>The Community Assessment</b> is completed and the results are formulated into analyzed information for the Board, Policy Council and staff.</p>	<p><b>Budget Summary Information preparation</b> is begun by staff</p>
	<p><b>Independent Audit Approval</b></p> <p><b>Board Assessment</b> is conducted to review the operations of the Board and plan for improvements in Board processes.</p>	
	<p><b>Child Outcomes Progress Report</b> presented by Education Manager to Board and Policy Council</p> <p><b>The first Quarterly budget/program progress report and analysis</b> are presented to the Board of Directors and Policy Council</p> <p><b>Recruitment, Selection and Enrollment Priorities</b> are proposed by staff and approved by the Policy Council then submitted to the Board for approval.</p>	<p><b>Community Assessment (CA) Report</b> is presented to the Board and PC</p>
	<p><b>Parent Emergency Fund</b> use approved by the Policy Council</p> <p><b>Shared Governance meeting held</b></p>	

March	April	May
<p><b>Mid-year review based of budget</b></p>		
<p><b>Annual Meeting of the Corporation</b> is held by the Board of Directors. New Board members are seated</p> <p><b>Board improvement processes</b> are recommended to the full Board during the Annual Meeting of the Corporation/ Board Retreat</p>	<p>Shared Governance meeting held</p>	
<p><b>Three-Year Program Goals and one-year objectives</b> are discussed, based on the Community Assessment and Self-Assessment Report.</p>	<p><b>Goals and detailed one-year objectives</b> are presented to the Board and PC for approval.**</p> <p><b>Compensation structure changes</b> are presented to the Board and PC for approval.**</p> <p><b>The Second Quarterly Budget/Program Progress Report and analysis</b> is provided to the Board and PC addressing six months of program operations.</p>	<p><b>Detailed Summary of the application</b> is prepared by staff for review and approval by the Board and PC.**</p>
	<p><b>Reimbursement policies/procedures for PC</b> are reviewed, revised and approved by the Policy Council.</p> <p><b>Service Delivery Plans</b> are presented to the PC for approval.</p>	<p><b>Policy Council completes Annual Training Survey</b></p> <p>PC assesses its performance</p>

June	July	August
<p><b>Grant Application is submitted to ACF</b> for the next budget year that begins Sept. 1.</p> <p><b>Part Day Part Year</b> classes end</p>		
		<p>PC Bylaws are reviewed by the Board</p>
<p><b>Personnel Policies</b> are reviewed by staff and recommended changes are proposed to the personnel committees of the Board and PC. **</p>		<p><b>Shared Governance Procedures and Planning Calendar</b> are reviewed and proposed revisions identified</p> <p><b>Composition of the Policy Council</b> recommendations for changes are proposed to the Board of Directors</p> <p><b>Personnel Policies</b> are revised based on changes recommended by the Personnel Committee(s). **</p>
<p><b>Policy Council Bylaws</b> are reviewed and proposed revisions identified.</p> <p><b>Policy Council Proposes Annual Training</b> for the new PC to be seated in the fall.</p>		<p><b>Third Quarterly Budget/Program Progress Report and analysis and summary of the Program Information Report (PIR)</b> is provided to Board and PC . **</p> <p><b>Bylaws</b> revisions are presented to the Policy Council for approval</p>