



SHARED GOVERNANCE PLANNING CALENDAR

LEGEND

	Board Activities
	Policy Council Activities
	Joint Board & PC Activities
	Action Items
<i>Italics</i>	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>Progress on Goals and Objectives reported to Board and Policy Council</p>	<p>The Self-Assessment Plan is proposed to the Board of Directors and Policy Council</p> <p>The fourth Quarterly budget/program progress report and analysis 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>Policy Council elections are conducted for the new year.</p> <ul style="list-style-type: none"> • New PC members seated • Last meeting for outgoing PC representatives <p>Policy Council Training begins.</p> <p>Policy Council officer elections are conducted for the new year.</p>	

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

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

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