

"Making a positive difference in the lives of young children"

COMMISSION YEARLY CALENDAR OF EVENTS 2009-10

<p><u>JULY</u></p> <ul style="list-style-type: none"> No Meeting Annual Report & Audit Process begins K-garten Survey Process Begins (every 2 years) 	<p><u>AUGUST</u></p> <ul style="list-style-type: none"> Comm. Meeting List Quarterly Financial Report Commission Calendar of Events Officers Assume Duties Commission Committees Affirmed and/or Appointed 	<p><u>SEPTEMBER</u></p> <ul style="list-style-type: none"> No Meeting Public Hearing Posting Annual Report & Audit Process Completed - available for public review 	
<p><u>OCTOBER</u></p> <ul style="list-style-type: none"> Public Hearing on Annual State Report & Audit Annual Strategic Planning Day: Action Plan Update, Annual Evaluation/Outcomes Report, Review/Update Strategic Plan and Request for Proposal (RFP) as needed 	<p><u>NOVEMBER</u></p> <ul style="list-style-type: none"> Financial Committee to Review Financial Plan (as updated) Quarterly Financial Report Final Annual Budget Approved Annual Action Plan Updated Fact Sheets Updated RFP approved (as needed) 	<p><u>DECEMBER</u></p> <ul style="list-style-type: none"> No Meeting Systems Review – Update Policies & Procedures Update Resource Guide Announce RFP schedule at Public Meetings 	
<p><u>JANUARY</u></p> <ul style="list-style-type: none"> Quarterly Financial Report – Budget Adjustments Commission Membership Recommendations Updated Resource Guide Distribute Conflict of Interest Forms RFP process begins (as needed) 	<p><u>FEBRUARY</u></p> <ul style="list-style-type: none"> Conflict of Interest Forms (filled out – turned in) New Member(s) Welcomed Semi-Annual Evaluation Report K-Garten Teacher Survey Results (every 2 years) 	<p><u>MARCH</u></p> <ul style="list-style-type: none"> Public Hearing on First 5 CA's Annual Report Preliminary Budget Approval Begin E.D. Evaluation New Commissioner Orientation Updated Commissioner List 	
<p><u>APRIL</u></p> <ul style="list-style-type: none"> Quarterly Financial Report Slate of Candidates for Officers Election (every 2 years) Proposal Funding Recommendations 	<p><u>MAY</u></p> <ul style="list-style-type: none"> No Meeting First 5 Annual Statewide Conference (April/May) 	<p><u>JUNE</u></p> <ul style="list-style-type: none"> Agreements approved Executive Director Evaluation completed 	
<p><u>ANNUALLY:</u></p> <ul style="list-style-type: none"> Strategic Planning Day – Includes RFP & Annual SP Review & Approval, Action Planning & Update, & Annual Evaluation/Outcomes Report Update Financial Plan after Annual Audit Review Fact Sheets & Distribution Plan Report to Board of Supervisors (Nov/Dec & March/April) 		<p><u>EVERY 2 YEARS:</u></p> <ul style="list-style-type: none"> Kindergarten Teacher Survey/Results (next survey process begins July 2010) Review & Update Resource Guide (2011, 2013, 2015...) 	
<p><u>SEMI-ANNUAL REPORTS:</u></p> <ul style="list-style-type: none"> Mid-Year Evaluation Outcomes Report Mid Year Report to Board of Supervisors 		<p><u>EVERY 5 YEARS:</u></p> <ul style="list-style-type: none"> Update Strategic Plan; Public Hearing held prior to approval (next update begins January 2011) Review Evaluation Design (along with Strategic Plan update) Review Financial Plan Assumptions & Update Plan (update along with Strategic Plan) 	

PERSONNEL COMMITTEE – Membership reviewed annually by Chairperson

Commissioners Cardenas, Johnstone, and Russell (Chair)

- * Completes annual Evaluation with Executive Director (ED) in Closed Session by June Commission meeting (Meets with Commission to review evaluation prior to meeting with the ED)
- * Completes mid-year review of ED's progress relevant to goals and any concerns in Closed Session by January Commission meeting
- * Further meetings with ED as needed and discussed with Commission as appropriate
- * At any time should concerns arise by Commission members regarding the performance of the ED, members are encouraged to communicate with the ED or if preferable with the Personnel Committee

FINANCIAL COMMITTEE – Membership reviewed annually by Chairperson

Commissioners Lucero, Champion, and Reid (Chair)

- * Meets prior to Commission meeting unless otherwise notified (August, November, January, March, April)
- * Reviewing and Reporting responsibilities include: Quarterly Financial Reports, Financial Plan, and Fiscal Policies. Also makes recommendations on fiscal matters to Commission as needed.

PROGRAM EVALUATION COMMITTEE – Membership reviewed annually by Chairperson

Commissioners Brown-Almond (Chair), Lucero, and Johnstone

- * Reviews annual evaluation outcomes report prior to annual strategic planning day (September).
- * Meets annually in February to review semi-annual Evaluation Report prior to Commission meeting.
- * Recommends any changes to critical indicators and reviews any updates to the evaluation design.

COMMISSION MEMBERSHIP & NOMINATING COMMITTEE – Membership reviewed annually by

Chairperson - Commissioners Brown Almond, Johnstone (Chair), and Cardenas

- * Meets to review Letters of Interest (LOI) for membership
- * Makes membership recommendations to Commission at the January meeting and as needed
- * Reviews procedure for Filling Commissioner Openings and makes recommendations to the Commission as needed.
- * Every Two Years Brings a Slate of Officer Candidates for Chairperson & Vice Chairperson at April meeting or as needed.