

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

REVISED COMMISSION YEARLY CALENDAR OF EVENTS 08-09

<p><u>JULY</u></p> <ul style="list-style-type: none"> No Meeting Systems Review – Update Policies & Procedures K-garten Survey Process Begins (every 2 years) 	<p><u>AUGUST</u></p> <ul style="list-style-type: none"> Commission Calendar of Events Comm. Meeting List Quarterly Financial Report Officers Installed & Assume Duties 	<p><u>SEPTEMBER</u></p> <ul style="list-style-type: none"> No Meeting
<p><u>OCTOBER</u></p> <ul style="list-style-type: none"> Public Hearing on Annual State Report & Audit Membership Committee Appointed 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 Quarterly Financial Report Annual Action Plan Updated Annual Brochure 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 Commission Membership Recommendations Updated Resource Guide Updated Annual Brochure 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) Presentation of Annual Report to Board of Supervisors 	<p><u>MARCH</u></p> <ul style="list-style-type: none"> Public Hearing on First 5 CA's Annual Report Begin E.D. Evaluation (Closed Session) New Commissioner Orientation Updated Commissioner List Nominating Committee Appointed
<p><u>APRIL</u></p> <ul style="list-style-type: none"> Annual First 5 Conference – April 14-16, San Francisco Quarterly Financial Report Candidates for Officers Election Preliminary Budget Review 	<p><u>MAY</u></p> <ul style="list-style-type: none"> No meeting 	<p><u>JUNE</u></p> <ul style="list-style-type: none"> Final Budget Approved Agreements approved Officers Elected 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 Review & Approval Financial Plan Review & Update Annual Brochure Review & Update Resource Guide 		<p><u>Every 2 Years:</u> Kindergarten Teacher Survey/Results (next survey process begins July 2008)</p> <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

PERSONNEL COMMITTEE – Membership reviewed annually – not subject to time limitation

(Commissioners Jacobs (Chair), Johnstone, and Russell)

- * Meets with Commission to Evaluate the Director
- * Handles Executive Director personnel issues/questions and reports to Commission in Closed Session
- * Completes Evaluation with Director in Closed Session by June Commission meeting

FINANCIAL COMMITTEE – Membership reviewed annually – not subject to time limitation

(Commissioners Lucero, Champion, and Reid)

- * Meets prior to Commission meeting unless otherwise notified (August, November, January, May, & June)
- * 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 – Current members are Commissioners Lucero, Johnstone, and Brown-Almond (Chair)

- * Meets annually in February to review semi-annual Evaluation Report prior to Commission meeting.
 - Reports on the commission's evaluation results, the commission's current selected indicators of success, and makes recommendations for any updates.
- * Reviews annual evaluation outcomes report prior to strategic planning day.
- * Recommends any changes to critical indicators and reviews any updates to the evaluation design.

NOMINATING COMMITTEE (AD-HOC) – Appointed annually by Chairperson

- * Brings a slate of Officer Candidates for Chairperson & Vice Chairperson at May meeting

COMMISSION MEMBERSHIP (AD-HOC) – Appointed annually by Chairperson

- * Meets to review Letters of Interest (LOI) for membership
- * Makes recommendations to Commission at the January meeting and as needed
- * Reviews procedure for Filling Commissioner Openings and makes recommendations to the Commission as needed.