



Early Childhood Iowa Area Board FY2016 Work Plan and Calendar of Events

6-18-15

<i>July 2015</i>	<i>August 2015</i>
<ul style="list-style-type: none"> • No 4 R Kids Board meeting scheduled <p><u>Other Items</u></p> <ul style="list-style-type: none"> • July 15, 2015 - Budget due to ECI office • July 20, 2015 - Provider vouchers due • July 25, 2015 - Provider annual reports due • July 27, 2015 - 4 R Kids Contractor meeting <p><u>State Meetings</u> None</p>	<ul style="list-style-type: none"> • No 4 R Kids Board meeting scheduled <p><u>Other Items</u></p> <ul style="list-style-type: none"> • August 10, 2015 - Board Process Committee meeting (review policy and procedure manual, bylaws, marketing plan) • August 28, 2015 - Program and Service Committee meeting (review annual report, financial statements, performance measures) <p><u>State Meetings</u> None</p>
<i>September 2015</i>	<i>October 2015</i>
<ul style="list-style-type: none"> • September 10, 2015 – 4 R Kids Board meeting and items <u>Items to Address at the Board Meeting</u> -Approve annual state report* -Approve annual state financial statements* -Review annual board membership matrix* -Review program performance measures* -Annual review of bylaws* -Review board policy & procedure manual* -FY16 Legislative agenda and talking points <p><u>Other Items</u></p> <ul style="list-style-type: none"> • September 15, 2014 - Annual Report due to ECI • Release October newsletter <p><u>State Meetings</u></p> <ul style="list-style-type: none"> • September 11, 2015 - State ECI Board Meeting • September 16, 2015 - State ECI Director Meeting 	<ul style="list-style-type: none"> • October 15, 2015 – 4 R Kids Board meeting and items <u>Items to Address at the Board Meeting</u> -Provide ECI state Director meeting notes* -Review public awareness plan & evaluation <p><u>Other Items</u></p> <ul style="list-style-type: none"> • October 15, 2015 - provider 1st quarter reports due <p><u>State Meetings</u> None</p>
<i>November 2015</i>	<i>December 2015</i>
<ul style="list-style-type: none"> • November 19, 2015 –4 R Kids Board meeting and items <u>Items to Address at the Board Meeting</u> -Review 1st Quarter program progress reports -Annual meeting of the board -Selection of officers <p><u>Other Items</u></p> <ul style="list-style-type: none"> • November 6, 2015 - Program and Service Committee (review 1st quarter progress reports) • January 15, 2015 - provider 2nd quarter reports due <p><u>State Meetings</u></p> <ul style="list-style-type: none"> • November 6, 2015 – State ECI Board meeting 	<ul style="list-style-type: none"> • December 17, 2015 – 4 R Kids Board meeting and items <u>Items to Address at the Board Meeting</u> -Annual review of community plan* -Annual review of indicators & priorities* -Annual review of mission and vision* -Annual program & contract monitoring schedule* -Annual review of reciprocal agreement -Appoint board members to committees <p><u>Other Items</u></p> <ul style="list-style-type: none"> • December 3, 2015 - 4th Annual Appreciation Reception • Release January Newsletter • Boards liability insurance due • Four Board members terms end • Conduct boards performance with input from Early Childhood Committees* <p><u>State Meetings</u> None</p>
<i>January 2016</i>	<i>February 2016</i>

<ul style="list-style-type: none"> No 4 R Kids Board meeting scheduled <p>Other Items</p> <ul style="list-style-type: none"> Start conducting annual board self evaluation January 15, 2016 - 2nd quarter program reports due January 25, 2016 - 4 R Kids Contractor meeting January 27, 2016 - Board Process Committee (review board performance, professional development plan, FY meeting calendar) Annual contract onsite audit reviews conducted (Jan/Feb) <p>State Meetings</p> <ul style="list-style-type: none"> January 8, 2016 - State ECI Board meeting 	<ul style="list-style-type: none"> February 18, 2016 – 4 R Kids Board meeting and items <u>Items to Address at the Board Meeting</u> -Review annual Board performance review* -Review annual Board professional development plan* -Review FY meeting calendar* -Review board member job description -Annual review of succession plan -Annual review of preschool tuition policy -Review 2nd quarter program progress reports <p>Other Items</p> <ul style="list-style-type: none"> Start conducting Director performance review February 5, 2016 Program and Service Committee (review 2nd quarter progress reports & preschool policy) Annual contract onsite audit reviews conducted (Jan/Feb) <p>State Meetings</p> <ul style="list-style-type: none"> February 23, 2016 - ECI Day on the Hill
March 2016	April 2016
<ul style="list-style-type: none"> March 17, 2016 – 4 R Kids Board meeting and items -Annual Director performance review* -Annual Director professional development review* -Annual contractor onsite review report and effectiveness of programs* <p>Other Items</p> <ul style="list-style-type: none"> Release Request for Renewal Release April newsletter Board audit review to be completed by March 31 <p>State Meetings</p> <ul style="list-style-type: none"> March 4, 2016 - State ECI Board meeting 	<ul style="list-style-type: none"> April 21, 2016 – 4 R Kids Board meeting and items <u>Items to Address at the Board Meeting</u> -Review of financial audit review* <ul style="list-style-type: none"> April 3, 2016 - Program and Service Committee meeting (review 3rd quarter progress reports) <p>Other Items</p> <ul style="list-style-type: none"> Toddlerfest - TBD April 15, 2015 - 3rd quarter provider reports due <p>State Meetings</p> <ul style="list-style-type: none"> April 13, 2016 - State ECI Director meeting
May 2016	June 2016
<ul style="list-style-type: none"> May 19, 2016 – 4 R Kids Board Meeting and items <u>Items to Address at the Board Meeting</u> -Sign conflict of interest statements* -Sign code of ethics statements* -Approve FY funding plan* -Provide ECI state Director meeting notes* -Review FY work plan and calendar of events -Review 3rd quarter program progress reports <p>Other Items</p> <ul style="list-style-type: none"> May 6, 2016 - Program and Service Committee meeting (request for renewal review) <p>State Meetings</p> <p>None</p>	<ul style="list-style-type: none"> June 16, 2016 – 4 R Kids Board meeting and items <u>Items to Address at the Board Meeting</u> <p>Other Items</p> <ul style="list-style-type: none"> Issue provider contracts Submit annual budget by July 15 Release July newsletter <p>State Meetings</p> <ul style="list-style-type: none"> June 3, 2016 – State ECI Board meeting

*required annually according to Levels of Excellence- Cycle 2