



Policy Council Calendar – PY 2017-2018

Most Meetings will be held jointly at the Harding Center in Cd’A. However, in order to encourage relationships and networking, some PC meetings will be held at both the Sandpoint EHS Center and the Harding Center in Cd’A as noted in the calendar. When joint meetings are noted, Kootenai County PC members will attend meetings at the Harding Center in Cd’A and Bonner County PC members will attend meetings at the Sandpoint Center. Shoshone PC members will either attend remotely (place to be determined) or come to the Harding Center in Cd’A.

Childcare: When joint meeting occur, childcare will be offered at the Harding Center in Cd’A otherwise childcare will be offered at both centers.

Required Monthly Reports: Monthly financial statements, including credit card expenditures; monthly Program Information summaries; program enrollment reports; communication and guidance from the Secretary.

Program Year 2017-2018	Training Topic(s)	Required Annual Program Reports/Activities
<p>July 6, 2017 10:00-12:00</p> <p>*Harding Center in Cd’A</p>	<ul style="list-style-type: none"> Roberts Rules—LL Manager <p><i>*PC Officer training will occur outside of regular PC meeting</i></p>	<ul style="list-style-type: none"> Welcome new members!—All Center Managers Election of PC Officers: *PC Officer Training 7/14 9:30-11:30 Review Wage Assessment update (not due until 2021) Sign Standards of Conduct/Conflict of Interest/No Compensation for serving on PC form: Director Monthly Program Summary Information: Family Services/Strengths & Needs Assessment from previous PY—Child Dev/Dis/Engagement Specialist Health & Safety Screener—due within 45 days of new grant we submit in 2018 Governance Leadership Screener due within 60 days of new grant we submit in 2018
<p>August, 3 2017 10:00-12:00</p> <p>*Harding Center in Cd’A</p>	<ul style="list-style-type: none"> Roles & Responsibilities--Director Budgeting Basics—Director 	<ul style="list-style-type: none"> Review and approve Self-Assessment Plan—PAC Manager Review Community Assessment update: PAC Manager Review MSEHS Goals—PAC Manager Roles & Responsibilities of PC, Board, and Staff Update on School Readiness Goals & Child Outcomes: Child Dev/Dis/Engagement Specialist (1st Checkpoint from June to occur June 2018 to get us on the new monitoring year

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September	No Meeting: *Send Packets of Required Information to members <ul style="list-style-type: none"> ▪ Enrollment Report ▪ Financial Report ▪ Monthly Program Information: Child Dev/Dis & Family Services—Child Dev/Dis Specialist (Dev screening completion rates, disability numbers, referrals due to concerns on screeners, and goal completions, etc.) 	
October 5, 2017 10:00-12:00 *Harding Center in Cd'A	<ul style="list-style-type: none"> • Promoting EHS—PAC Manager • PIR Training--ERSEA Manager • Understanding ERSEA—ERSEA Manager 	<ul style="list-style-type: none"> • Monthly Information Report: ERSEA • PIR Annual Report ---ERSEA Manager • Self-Assessment Work –PAC Manager • Semi-annual Director report to the Board—Director • Jannus, Inc. Board Meeting: Roles/Responsibilities: Liaison
Nov. 2, 2017 10:00-12:00 *Harding Center in Cd'A	<ul style="list-style-type: none"> • Parent Committee & Engaging Parents and Community: Sdpt Center Manager • Handling complaints, Investigations, and Child Abuse & Neglect Reporting—Director 	<ul style="list-style-type: none"> • Self-Assessment Report- Approval: PAC Manager • Annual Report to the Public: Director • Monthly Program Information: Health & Safety
Dec. 7, 2017 10:00-12:00 *Sdpt Center & Harding Center in Cd'A	<ul style="list-style-type: none"> • In-kind/parent teaching –Child Dev/Dis and Engagement Specialist 	<ul style="list-style-type: none"> • Update on School Readiness Goals & Child Outcomes: Child Dev/Dis/Engagement Specialist (2nd Checkpoint from Oct) • Monthly Program Information Summary: Disabilities: Child Dev/Dis Spec • Review Program Goals/Update if needed: Director
January 4, 2018 10:00-12:00 *Harding Center in Cd'A	<ul style="list-style-type: none"> • Travel Basics: Preparing for IHSA—Sdpt CM • Understanding audits –Jannus Finance 	<ul style="list-style-type: none"> • Annual Independent Audit Report from Jannus, Inc. • Monthly Program Summary: Understanding Financials: Jannus Finance Director • Finalize Program Goals (if needed): Director • EHS Grant Status Update Director

Program Year 2017-2018	Training Topic(s)	Required Annual Program Reports/Activities
February	No Meeting - IHSA meeting in Boise *Send Packets of Required Information to members <ul style="list-style-type: none"> • Include Monthly Program Information: Health, Nutrition, and Safety • ERSEA • Financial Report 	
March 1, 2018 10:00-12:00 *Sdpt Center & *Harding Center in Cd'A	<ul style="list-style-type: none"> • TBD based on program needs 	<ul style="list-style-type: none"> • Grant, Goals/Objectives & Budget (Approval Needed): Dir • IHSA Update: IHSA Reps & Staff who went • Review selection criteria: (Approval Needed) ERSEA Mngr • Review & Approve ERSEA policies, procedures, and Service Guides: ERSEA Manager • Monthly Program Information: Mental Health Specialist
April 5, 2018 10:00-12:00 *Sdpt Center & *Harding Center in Cd'A	<ul style="list-style-type: none"> • TBD based on program needs 	<ul style="list-style-type: none"> • EHS Semi-Annual Report to the Board: Director • Board Training: Roles/Responsibilities- Liaison & Director • Update on School Readiness Goals: Child Dev/Dis Specialist (3rd checkpoint from February's data) • Monthly Program Information: Child Dev/Dis Specialist
May 3, 2018 10:00-12:00 *Sdpt Center & *Harding Center in Cd'A	<ul style="list-style-type: none"> • How to be a PC Mentor-Buddy: LL CM 	<ul style="list-style-type: none"> • By-laws update (if needed): Director • Personnel policies update (if needed): Director • Governance policies update (if needed): Director • Review & Approval policies/forms related to PC reimbursement (i.e. childcare and mileage): Director • Monthly Program Information: Mental Health Specialist • Election of Policy Council members: All Center Managers
June 7, 2018 10:00-12:00 *Harding Center in Cd'A	<ul style="list-style-type: none"> • How to be a PC Mentor-Buddy (if not able to be completed in May) 	<ul style="list-style-type: none"> • Mentor-Buddy Selections: Sdpt Center Manager • Recognition of PC Member's Work: Appreciation!