

PC ANNUAL CALENDAR

JAN

- Present Annual Report to the Board of Education

FEB

MAR

- March 15: Layoff Notices due

APR

- PC Preliminary Review of Budget

MAY

- Public Hearing and Final Approval of PC Budget
- Commissioners prep for Director's annual evaluation, to be completed in June

JUN

- Commissioners conduct Director's annual evaluation and goal setting
- PC to adopt schedule of meeting for upcoming fiscal year
- Vacation carryover memos

JUL

- Start planning PC appointment timeline - alternates between BoE, PC and VESPA

AUG

SEPT

- IF PC YEAR TO APPOINT: PC to announce its intended joint appointee no later than September 30; schedule public hearing to be held after 30 days and within 45 days of announcement

OCT

NOV

- Annual Report approved

DEC

- New Commissioner takes oath of office and begins new 3- year term
- Election of Officers