ANNUAL CYCLE - BUDGET, GOALS, GENERAL ACTIONS			
	GOAL/EVALUATION CYCLE	ANNUAL BUDGET ACTIONS	OTHER ANNUAL BOARD ACTIONS
JANUARY		submit merit recommendations (admin team)	award program brochure print contract
			solicit proposals for auditor (every 3 years)
			executive session for semi-annual review of past executive session minutes and recordings
			action to release or destroy past executive session minutes and recordings
FEBRUARY		determine wage and salary and merit recommendations (admin team)	
MARCH	self evaluation of board team (executive session)	present wage, salary, merit recommendations (admin team)	review nominations for UPDAC, contact nominees
	evaluate ED using annual goals FY ended in Apr	submit department budgets for entry (admin team)	
	evaluate district's goal achievement progress		
APRIL		action on wage and salary recommendations (board team) present preliminary budget in loose leaf binder, major funds (board team)	revise annual capital projects budget action on ordinance revising the combined budget and appropriation ordinance review progress on UPDAC nominations
MAY - ANNUAL			swear in new commissioners
			elect board officers
			appointments: secretary, assistant secretary, treasurer, attorney, auditor, recorder
			appoint commissioner rep to UPDAC, UPF
			appoint rep to CVB
			appoint rep to UIAC joint management team, CUSR admin board
			appoint UPD FOIA officers and OMA officials
			appoint UPDAC class
			notice of other staff organizational assignments
MAY - REGULAR			
JUNE		present combined budget and appropriation ordinance (board team)	action on prevailing wage ordinance
		close FY books (Bus Mgr)	action to annex territory into UPD
JULY		present final bound budget (board) action to adopt and approve budget (board)	public hearing on combined budget and appropriation ordinance (board team) executive session for semi-annual review of past executive session minutes and recordings action to release or destroy past executive session minutes and recordings
AUGUST			revise annual capital projects budget
SEPTEMBER			public hearing on non-referendum bond sale
OCTOBER	State of the District Report (ED)		review of annual audit
	refresh annual goals (leadership team)		action to accept CAFR
			action on annual bond sale
			action on next year's annual capital project budget
			review of tax levy options
			action on resolution determining amount to be raised by taxation
NOVEMBER	departmental plans (admin team)		public hearing for truth in taxation action on levy ordinance
DECEMBER	determine next FY mission goals and strategic goals (leadership team)	determine budget targets (ED and Bus Mgr)	action to annex territory to UPD
	determine next FY goals for ED	evaluate staff (staff supervisors)	review priority projects report for UPF
		approve annual capital project budget	

	DEFINITIONS:		
	Board Team	Board, ED	
	Administration Team	ED, Business Mgr, Supt P&O, Supt Rec	
	Leadership Team	Board, ED, Business Mgr, Supt P&O, Supt Rec, Marketing Mgr, Development Mgr	
	Management Team	ED, Business Mgr, Supt P&O, Supt Rec, Marketing Mgr, Development Mgr, Project Mgr, Facilities Super, Grounds Super, Environmental Prg Mgr, Community Prg Mgr, Aquatics Super, Athletics Super, Fitness Crdnr	
	annual mission based goals	those actions that must be done to achieve UPD mission statement	Community Mandates, Value Driven Standards, Fiscal Stewardship
	annual strategic based goals	those actions that will be done for strategic direction	Value Driven Standards, Levels of Service, Leveraged Partnerships
Other meetings to consider would be joint meetings with CUSR/CPD (2), City, USD, UPF, UPDAC			