

2013 CSB Planning Calendar	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Community Assessment (Jagjit) Major update every 3 yrs; updated annually; Next Major Update 2013					Analyst present to Sr. Mgmt and Clusters. Present updates to Policy Council.	Include in CAO Report.		Community Assessment Narrative for Continuation Grants		Begin Community Assessment Process.		
Planning Calendar (Kristin)					Present Annual Planning Calendar / Purpose and Process to Policy Council (as part of Continuation Grant). Sr. Management Reviews assigned sections and updates calendar		Present draft of updated Planning Calendar to Policy Council	Request Policy Council approval of Planning Calendar				
Annual Report (Christina)			Finish Annual Report Distributed	Disseminate Annual Report								Begin Annual Report ↑
Service Plans & Policies & Procedures (Joanne)								Assignments distributed to Sr. Managers/CSM review Team Review Team updates assigned sections & Service Plans.	Request an Ad Hoc Committee from Policy Council. ↑	PC Ad Hoc Subcommittee Meeting to review updates and provide feedback. PC rep./staff presents Summary of Changes to PC for action in November	Request PC/BOS approval	Distribution of P&P & Training forms to supervisors P&Ps training at Cluster and site meetings.

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Family and Community Partnerships (Pam)	←	Give Kids a Smile Day (Debi)	Audiometric Screening Training W/CHDP. (Debi)	Elks Club Vision Screening Agreement Due (Debi)	Sign up for Summer Reading Program. (Doris)	CHDP Interagency Agreement due every 3 years (due 2014). (Debi)	Elks Club vision Screenings. (Debi)	Vision Screening Training with Prevent Blindness (Debi)	Yearly Immunization Report Due- Public Health. (Debi)	Voter Registration every 2 years (2012). (Rita)		Give Kids a Smile Day Implementation planning begins. (Debi)
	GKSD Preparation: meetings with CCC Dental Society, Strategies for Healthy Smiles and Children's Oral Health Program. (Debi)		DCSS Interagency Agreement due every 2 years (2013). (Rita)		Strategies for Healthy Smiles Calendar Due. (Debi)	Strategies for Healthy Smiles Screenings being July. (Debi)	Strategies for Healthy Smiles Agreement due annually. (Debi)	Gurnick Academy Agreement due every 3 years (due 2013). (Debi)				Regional Center MOU renewed every 3 years (2010). (Ana)
	Car Seat Safety Check, Training, Inventory and Purchasing. (Debi)	Nutrition Services Advisory Meeting. (Sophia)	Send downloads to IZ Dept. (Debi)	ACT Violence Prevention (8 weeks). (Rita)	CSB Car Seat Check-Up Event. (Debi)	Annual Car Seat check-up event. (Debi)		WIC Interagency Agreement due every 3 years (2009). (Sophia)	CC Car Seat Safety Coalition Meeting. (Debi)	Send downloads to IZ Dept. (Debi)	CC Car Seat Safety Coalition Meeting. (Debi)	
			Health Services Advisory Committee Meeting (Debi)	Health Services Advisory Committee Meeting and Luncheon. (Debi)		FMGH Interagency Agreement due every 3 years (2010) (Debi)		Health Services Advisory Committee Meeting (Debi)		Nutrition Services Advisory Meeting. (Sophia)		
	One Stop Consortium Quarterly Meeting.		One Stop Consortium Quarterly Meeting.	One Stop Consortium Quarterly Meeting.			One Stop Consortium Quarterly Meeting.	SELPA MOU renewed annually. (Ana)		One Stop Consortium Quarterly Meeting.		

Bed Bug Task Force Meetings, Monthly.

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Self-Assessment (Christina) Completed annually, usually by March	Identify sites and classrooms for assessment. Develop Self- Assessment Schedule and send out notification. Form Self- Assessment Teams for review at CSB & Delegate Agency sites; train volunteers.	Conduct Self- Assessment (grantee & delegate). Daily Debriefings Report Writing Corrective Action Plan (if needed).	Submit final report and obtain or corrective action plans as necessary (PC/BOS/CSB Director). Submit final report to and obtain approval of corrective action plan from ACF.			Link any self- assessment findings to Goals & Objectives for Continuation Grant and T&TA Plan.				PC Self- Assessment Subcommittee formed. Present Process to PC and broaden subcommittee membership.	Begin Self- Assessment Process Present Process to PC and broaden subcommittee membership.	
Annual State Review- Child Development Program (Janissa) Assessments DRDP 2010	Begin Annual Agency Self- Review (AD validation of ECERS/ITERS). Review parent survey results and share with Sr. Managers, Clusters, PC/BOS. DRDP 2010 Report 1/30	Share DRDP 2010 results with PC & BOS & Staff	Conduct State Program Self Evaluation.	→ Slots Planning Begins	Submit State Program Self Evaluation and report to Sr. Mgmt.	Desired Results Annual Report 5/30 XSPS Mtg with SS & ADs	Share Desired Results with PC & BOS & Staff		ECERS/ITERS by classroom staff	ECERS/ITERS Validation by Site Supervisors XSPS Mtg with SS & ADs DRDP 2010 Report 10/30 DRDP 2010 overview to PC.	→ Conduct Parent Survey →	

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Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) (Christina) System in place continually throughout the year. EOM Reporting Monthly.	←	PC & BOS approves selection criteria Updated income guidelines issued	PD/PY classes close one week Establish phase out plan for summer transitions. Establish procedure and timelines for rollover.	Share updated recruitment plan with Sr. Mgmt. Main Recruitment Drive. Slots Planning Begins	Part-day/Part-year classes close Eligibility Clinics Finalize slot map plan for next year.	Enrollment Drive. Update OI waivers and list	Eligibility & Enrollment Clinics Part-year & holiday calendars out. Update OI waivers and list	Recruitment Drive; Eligibility Clinics & Enrollment Clinics Update OI waivers and list	Part-day & Part-year classes begin. Update OI waivers and list	Design/revise recruitment materials	Print, post and distribute updated recruitment materials.	→
Policy Council; Board of Supervisors; EOC (Kristin/Joanne)	PC meeting; finalize subcommittees PC/EOC Facilitative Leadership Training Planning for PC/BOS/EOC Joint Training begins	CHSA Conference	PC & EOC 700 Forms and Brown Act/Ethics Training Certificate due to Clerk of BOS (annually)	Joint Meeting of PC, EOC & BOS (No business meetings) CAP Region IX Conference	EOC Public Meeting every 2 years (last 5/2011) Community Action Month CSBG Subcontractor Monitoring LHSA Health Institute	→	No PC Meeting CHSA Policy Institute	EOC Recess CAP Annual Convention Recognition of outgoing PC members.	Election of new PC and EOC Exec. Committee. Orientation of new PC members and EOC members (full day)	Make-up PC Orientation (1/2 day)	PC, EOC and Mgmt Staff Facilitative Leadership Training.	No PC Meeting No EOC Meeting Ethics/Brown Act Video Training due NHSA Conference
Communication (Jagjit)	Quarterly Staff Newsletter	Quarterly Family Newsletter	Quarterly legislative reports to Sr. Mgmt	Quarterly Staff Newsletter Volunteer Recruitment (National Volunteer Week)	Quarterly Family Newsletter	Quarterly legislative reports to Sr. Mgmt	Quarterly Staff Newsletter	Quarterly Family Newsletter	Quarterly legislative reports to Sr. Mgmt	Quarterly Staff Newsletter Sr. Mgmt Vacation Requests Due	Quarterly Family Newsletter Parent Survey	Quarterly legislative reports to Sr. Mgmt

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Human Resources/ Personnel (Ren)	Standards of Conduct & Hourly Head Count Risk Management Loss Control Report- share w/Sr.Mgmt.	Monitor Transcripts Submit Board Order for Layoff	Layoff Letter to staff (March 1st) LIC 500 to Licensing	OSHA Reports Layoff for summer closure Notice of Proposed Action Layoff; Present Board Resolution for Layoff to PC	Annual Bid Injury & Prevention Report Layoff Order to staff	LIC 500 to Licensing Permit expiration notices to staff	Mailings for returning staff Program Information Report	Part-Year Employees Return	Monitor Transcripts LIC 500 to Licensing	PC Personnel Subcommittee Mail employee change in emergency info to all staff. Chronological Supervision & Progressive Discipline Training	LIC 500 to Licensing Permit Expiration Notices to staff Service Awards CSUEB Meeting to Intern Mgrs. T/TA Plan Calendar meeting with training managers.	
Business Systems (Christina)	Prepare E-Rate form 471 Certification form	Complete E-Rate Form 471 Services Ordered and Certification form.	Inventory Control 801B Reports CD9500 Qtrly Report	COPA Contract Renewal (Every 3 years)	Government Technology Conference	COPA Conference (May or June) COPA Roll Over	Complete E-Rate form 486: Receipt of services filled no later than 120 days after services started.	Inventory Control	Prepare E-Rate form 470 801B Reports CD9500 Qtrly Report	E-Rate form 470 RFP 801B Reports CD9500 Qtrly Report CD800 Annual Aggregate Report	Prepare E-Rate form 471 Services Ordered E-Rate form 470 Due 801B Reports CD9500 Qtrly Report CD800 Annual Aggregate Report	
							Monthly Reports: 9400s and 801A					

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Record-Keeping and Reporting (Dyanne)	Follow-up of corrective action plans: ECERS/ITERS Parent Survey DRDP-R		CSB Self Assessment CD8501 Quarterly Report	Annual HS and EHS Report Published & Distributed to ACF, PC, BOS and Staff. ADs submit DRDP results to lead AD	HS Classroom closures & changes in Slots Begin PIR activities Submit State Program Self Evaluation	Get Program Info Report from COPA July-June school year files archived in COPA late June or early July CD8501 Quarterly Report	Check roll-over files; re-enroll, etc. PIR (Program Information Report) is due end of August	ECERS/ITERS to AD Drop files to warehouse (files kept at site for one year) Annual Immunization Report due 9/30 CD8501 Quarterly Report				CD800 Annual Aggregate Report DRDP to ADs CD8501 Quarterly Report
Professional Development (Remi) *See training calendar for mandated trainings	TDP/TAT/CAT College Sponsorships	CHSA Education Conference Facilitative Leadership Dual Language Learners	CCDAA Annual Conference CCC Annual Conference (Spring) I am Moving, I am Learning CAEYC Annual Conference Annual Fatherhood & Families Conference Child Abuse Awareness & Prevention Annual ECE Math & Science Institute	CHSA Health Institute PITC Cal/Neva Annual Conference NHSA Annual Conference Partner & Delegate Training	CHSA Annual Health Institute CHSA Cluster Meetings TDP/TAT/CAT College Sponsorships California Annual Child Developmental Policy Institute	DVC Annual Conference National Energy & Utility Conference TAT Graduation Annual Obesity Conference NHSA Administrators and Managers Academy 0-3 Annual Conference	CHSA Manager & Director Institute Pre and In-Service Training IEP & IFSP Training Wipfli Annual Conference CSDP Annual Meeting & Forum Ready to Learn Curriculum	Math Study CS Refresher TDP/TAT/CAT College Sponsorships Community Action Annual Convention Universal Precautions & Pedestrian Safety	CCDAA Annual Fall Technical Assistance & Statewide Meeting CAPPA Annual Conference Policies & Procedures Training OHS National Birth to Five Institute	Annual CACFP Roundtable Conference LMC Fall Harvest Project Approach	CALPELRA Annual Conference PITC NAEYC Annual Conference NHSA Leadership	Cultural Competence

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Stage 2/CAPP (Jagjit)	Quarterly Monitoring Due Review Parent Survey Results & Share with Sr. Mgmt		Begin Review of Stage 2/CAPP Policies and Procedures	Quarterly Monitoring Due		Unit Meet; Monthly. Review Stage 2/CAPP Program Handbook Staff Training	Quarterly Monitoring Due	Fiscal Audit		Quarterly Monitoring Due Prepare and Conduct Parent Survey		
Special Events (Joanne)	Martin Luther King Jr. Event GKSD Preparation: Meetings with CCC Dental Society Strategies for Healthy Smiles and Children's Oral Health Program Car Seat Safety Check, Training, Inventory and Purchasing. Triple P Training (9 weeks) One Stop Consortium Quarterly Meeting	Black History Month Children's Dental Health Month Give Kids a Smile Day (date varies annually) Nutrition Services Advisory Meeting	3rd week in March: Polson Prevention Week Audiometric Screening Training w/ CHDP Health Services Advisory Committee Meeting National Nutrition Month Financial Literacy Month	Week of the Young Child (Week varies annually) National Infant Immunization Week (Week varies annually) Child Abuse Prevention Month ACT Violence Prevention (8 weeks) Health Services Advisory Committee Meeting and Luncheon. One Stop Consortium Quarterly Meeting Triple P Training (9 weeks)	Teacher Appreciation Week (week varies annually) Parent Appreciation Week Activities Asthma Awareness Month Skin Cancer Awareness Month Children's Mental Health Awareness Day (day varies annually) Prevention Month National Mental Health Month Summer Reading Program CSB Car Seat Check-up Event	Annual Car Check-up Event Strategies for Healthy Smiles Agreement due Annually. One Stop Consortium Quarterly Meeting	Strategies for Healthy Smiles begin in July.	Vision Screening Training with Prevent Blindness	National Childhood Obesity Awareness Month Child Passenger Safety Week (week varies annually) CC Car Seat Safety Coalition Meeting.	Voter Registration every 2 years (2012) Nutrition Services Advisory Meeting Health Services Advisory Committee Meeting and Luncheon. One Stop Consortium Quarterly Meeting Triple P Training (9 weeks) Head Start Awareness Month		4-10th National Hand Washing Awareness Week Give Kids a Smile Day Implementation Plan Begins.

