

2015-16 CSB Planning Calendar

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Community Assessment (Jagjit) 2014-16 Major update every 3 years	Prepare Community Assessment Updates Narrative for Continuation Grants	→	Action: Submit Executive Summary with HS/EHS Continuation Grant				Begin researching Community Assessment updates	→
			Share Executive Summary with staff					
Strategic Planning (Camilla)	Present new strategies to staff and governing bodies	Ongoing communication to staff regarding the process	→				Semi-annual updates	
	Meet with team leads			Meet with team leads	→	→	Meet with team leads	
Program Information Report (Carolyn N.)	Quarterly Meeting CSB & FBHS	Upload PIR by August 31st	Submit to BOS in CAO Report; Present at SAM, Sr. Mgmt. & Cluster Mtgs	Quarterly Meeting CSB & FBHS	Present to Policy Council		Quarterly Meeting CSB & FBHS	
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Planning Calendar (Jagjit)						Request Planning Calendar updates from Senior Management leads (as assigned/update assignments)	Leads review and update sections	Present Planning Calendar to PC Program Services Subcommittee as part of grant process presentation
							Send to SAM for review by the 31st	

2015-16 CSB Planning Calendar

Annual Report (Christina)						Begin Annual Report process and gather content	Continue Annual Report process and gather content (Begin December)	→
Annual BOS Update Meetings (Camilla)				Schedule & conduct annual BOS meetings				
Vacation Communication (Monique)			Vacation request due for 4th quarter			Vacation request due for 1st quarter 2016		
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
CSB Monthly BOS/CAO Reports (Christina)	Monthly report to BOS/CAO	→	→	→	→	→	→	→
Service Plans and Policies & Procedures (Jagjit)	Conduct annual staff training on Service Plans and P&P's				Distribute assignments to Senior Managers/CS Managers Review Team	→	ASAIII to receive submissions	Enlist PC Sub-committee for review/ input to Service Plans and P&P's
Ongoing Monitoring (Carolyn N.)	1st Period	→	→	→	→	→	2nd Period	→

2015-16 CSB Planning Calendar

	→	Present 2nd Period Semi-Annual Report to PC, CAO, ACF, Senior Managers, Site Supervisors, CS Managers, Partners, and staff						Present 1st Period Semi-Annual Report to PC, CAO, ACF, Senior Managers, Site Supervisors, CS Managers, Partners, and staff
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Ongoing Monitoring Cont. (Carolyn N.)	→							
Continuation Grants (Erika) FY 2016 year 5 of 5 year cycle	Conduct grant writing process with assigned team members (including: Goals & Objectives)	→	Action: Request PC approval for submission of full HS & EHS grants including: Budgets and Goals & Objectives	Present Grant Cycle process overview to PC at orientation	Action: Request PC approval for Planning Calendar			
			Upload grants through HSES					

2015-16 CSB Planning Calendar

	Present to PC Program Services Sub-committee draft grant contents: G&O, budget, summaries & narratives		Action: Request BOS approval for full HS & EHS grants including: Budgets and G&O's		Action: Request BOS approval for Planning Calendar			
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Continuation Grants Cont. (Erika)		Announce Continuation Grant to PC, including year-end monitoring results (CSB Director's Report)						
							G/O Updates semi-annual report disseminated to staff, Department Director, PC, and BOS	
Parent, Family, and Community Engagement (PFCE) (Pam)	Monthly Male Involvement Meeting	→	→	→	→	No Meeting	→	→
	Data collection of top family needs for SAM report to Camilla		Analysis of top family needs	Data collection of top family needs for SAM report to Camilla		Analysis of top family needs	Data collection of top family needs for SAM report to Camilla	
	Parent Involvement Officers Monitoring	→	→	→	→	→	→	→
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY

2015-16 CSB Planning Calendar

PFCE Cont. (Pam)		Center elections of Parent Committee and PIO officers						
			Family Newsletter			Family Newsletter		
	Distribute Family Handbook		Parent Interest & Volunteer Surveys	Voter registration every 2 years				
			1st Family Partnership Agreements (Due 90 days- September 30th)	Family Develop- ment Credential Training				
			Pedestrian Safety Training (Required Parent Meeting Topic)	Recruit PC Subcommit- tee members			Kindergarten Transition (required Parent Meeting topic)	
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
PFCE Cont. (Pam)								

2015-16 CSB Planning Calendar

Self-Assessment (Ericka R.)				Recruit PC Self-Assessment Sub-committee	Begin Self-Assessment process planning		Identify sites and classrooms for assessment	Conduct self-assessments (CSB/FBHS)
					Present process to PC and broaden sub-committee membership		Develop self-assessment schedule and send out notification	Daily debriefings during 2 weeks
							Form self-assessment teams for review at CSB and Delegate agency sites	Corrective Action Plan (if needed)
							Train community volunteers/PC Sub-committee members	
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
CDE Contracts (Jagjit)	Monthly CDFS fiscal Report	→	→	→	→	→	→	→
		Interim Fiscal Audit		Interim Fiscal Audit	Management Bulletin for Refunding Application	Application due for CDE refunding application		
				CDE rosters due				

2015-16 CSB Planning Calendar

				Management Bulletin for application for CDE refunding				
LIHEAP/DOE (Jagjit)	→	LIHEAP/WAP site monitoring visit by CSD	LIHEAP Outreach	Start LIHEAP/DOE Contract with the State for 2015			LIHEAP Contract	
Mental Health Services (Ana)		MH Refresher Trainings for teachers and Comp. Services		MH Refresher Training for Partners and Home Based				
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Mental Health Services Cont. (Ana)		Clinician training and orientation						
Disabilities (Ana)	System of CARE meeting		System of CARE meeting		System of CARE meeting		System of CARE meeting	
	Northern California HS/EHS Cluster Meeting Sacramento		SELPA			RCEB triannual MOU	Northern California HS/EHS Cluster Meeting Sacramento	
		Special Needs Refresher Training for Teachers and Comp. Services	Triannual MOU	Online disabilities training modules		Collect Special Needs Training documentation/HR assistance	ACF/CAO Mid Year Report of Enrollment of children with Disabilities	Early Intervention Training for HS staff

2015-16 CSB Planning Calendar

Education Services/ Annual State Requirements/ Child Development (Janissa/Ron)			DRDP Assessment			DRDP-2015, ECERS, ITERS analysis and action plan	Conduct Parent Survey	Tally and analyze Parent Survey
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Head Start	Ready to learn (PD/PY in August)	Pre-service PD/PY and Homebase	Back To School Night, and Pedestrian Safety: PD/PY and HB begins			Project Approach, Winter Festival		
					Annual Parent and Community Center Beautification Workday			
Early Head Start	Ready to Learn/PITC Welcoming a Child to a New Child Care Setting		Back to School Night and Pedestrian Safety	→		Winter Festival, PITC: More than just routine		PITC Culture and Family
Initiatives				CLASS observer reliability training			Library Initiative	Submit CG3 for WOTYC and BOS proclamation
Preschool and Infant/Toddler State Requirements							ERS Updates; review parent survey results and share with Senior Mgmt	
							Conduct Parent Survey	
School Readiness (SR) Goals	Final update of SR Goals and draft new goals	→						
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY

2015-16 Planning Calendar for Community Services Bureau

Approved by Policy Council -

Approved by Board of Supervisors -

2015-16 CSB Planning Calendar

School Readiness (SR) Goals (Cont.)		Present new SR Goals to PC Sub-committee	Present final update of SR Goals to PC, BOS, Mgt, Staff	New SR Goals shared with staff	Present new SR Goals to PC w/ 1st quarter update			
IT and PS DRDP 2015			Final DRDP outcomes report to PC, BOS, ACF, Senior Mgt, & all staff				First DRDP outcomes report to PC, BOS, ACF, & Senior Mgt	
							2nd DRDP Due	
Health Services (Carolyn J.)	CSU East Bay Nursing Student Health & Safety Module Presentation at selected sites	→	→	→	→	→	→	→
				Lead Prevention project training site participation			Integrated Management Pestec training	
	ELKS Vision Screening at sites	→	→	→				
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Health Services Cont. (Carolyn J.)		Strategies for Healthy Smiles on site visits	→	→		Give Kids a Smile Day Planning Meetings with Contra Costa Dental Society, Children's Oral Health Program and Strategies for Healthy Smiles	Give Kids a Smile Day Preparation and Implementation of GKSD Plan every day in month of January	Give Kids a Smile Day Event (2nd and 4th Fridays of the month of February)

2015-16 CSB Planning Calendar

	Tobacco Coalition Meeting		Tobacco Coalition Meeting		Tobacco Coalition Meeting		Tobacco Coalition Meeting	
		Immunization and CAIRS Training with Public Health	Training State Immunization report to County Communicable Disease program	Send Downloads to IZ Department				
				Health and Nutrition Services Advisory Committee Meeting and Luncheon				
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Health Services Cont. (Carolyn J.)	Northern California HS/EHS Cluster Meeting Sacramento						Northern California HS/EHS Cluster Meeting Sacramento	
	CHDP MOU	Strategies for Healthy Smiles MOU				CSUEB MOU		
		Universal Precautions refresher training					Breath-mobile Asthma training - staff	
	John Muir and Ronald McDonald dental vans to sites	→	→	→	→	→	→	→

2015-16 CSB Planning Calendar

						John Muir Health Child Safety Coalition Planning Meeting - Child passenger restraints	Car Seat Safety Check for GKSD Training, Inventory, Cleaning and Purchasing	
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Health Services Cont. (Carolyn J.)	Seven "C" monthly meeting plus 3 round table meetings per month	→	→	→	→	→	→	→
		Health content area refresher training - Teachers, Comp. Services & Site Supervisors	Health content area refresher training - Home Base & Partners					
	Oral health distribution - home visits and sites for the new school year			Oral health distribution			Oral health distribution	
	Asthma Breath-mobile services on site	→	→	→	→	→	→	→
	→	→	→	→	→	→	Health Replenishment project - county wide	Health supply orders
		Vision screening training w/CHDP		Hearing screening training w/CHDP		Vision screening training w/CHDP		Replenishment
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY

2015-16 CSB Planning Calendar

Child Nutrition (Sophia)	CACFP Contract Renewal							
	Collection of CACFP Enrollment Documents	Collection of CACFP Enrollment Documents	Collection of CACFP Enrollment Documents	Collection of CACFP Enrollment Documents				
	→	→	→	EHS & HS Health & Nutrition Services Advisory meeting	→	→	Monthly Nutrition Services Policy Council Sub-committee Meeting	→
	Northern California Regional Cluster Meeting	CACFP Annual Refresher Training on requirements and selected topics for Site Supervisors and Kitchen staff	Hunger Awareness Month				Northern California Regional Cluster Meeting	
	Families CAN	FNPC meeting	Families CAN	FNPC meeting	Families CAN		Families CAN (Coalition for Activity and Nutrition)	FNPC (Food Nutrition Policy Consortium) Meeting
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Child Nutrition Cont. (Sophia)				Healthy and Active Before 5 Leadership Council Meeting				
		COPTF		COPTF		COPTF		San Pablo City COPTF (Childhood Obesity Task Force)

2015-16 CSB Planning Calendar

			National Child Obesity Awareness Month	National Food Day - October 24th				
Transitions: Into, Throughout & Out of Program (Janissa)	Ready to Learn	→					Parent Meeting on Kindergarten Readiness	→
							Kinder-garten Registration	→
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) (Carolyn N.)	→	→	→	→	→	→	Monthly - Month End Enrollment report to HSES by the 7th & Purge Protocol Completed by the 5th	→
	→	→	→		Hold selection Criteria meeting with staff, parents, and Program Services Sub-committee		Review/ Revise recruitment materials	PC & BOS approves selection criteria and recruitment plan
	→	→	PD/PY Classes begin					New Federal Income Guidelines issued

2015-16 CSB Planning Calendar

			30-day full enrollment checks and reports on Tuesdays and Thursdays					Issue date for cut-off of new enrollments in the PD/PY Head Start program due to 60-day rule
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
ERSEA Cont. (Carolyn N.)								
Policy Council; Board of Supervisors; EOC (Pam/Christina)	2016/2017 Strategic Plan summary for EOC	No EOC Meeting			Make-up PC Orientation		PC Meeting; finalize subcommittees	EOC staff present legislative platform adopted by BOS to EOC
	No PC Meeting	PC Meeting on Wednesday August 17th Recognition of outgoing PC members	PC orientation (off-site) on Saturday September 26th	PC Meeting on October 21	PC Meeting on November 18th	No PC meeting	PC Meeting on January 20th	PC Meeting on February 17th
	No EOC Executive Committee meeting	EOC RFI/RFP process for 2016 CSBG subcontractor contracts	Election of EOC Executive Committee officers		Present the 2015 Annual Report to EOC	EOC network event (CAT's & subcontractors)		

2015-16 CSB Planning Calendar

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
PC/BOS/ EOC Cont. (Pam/ Christina)	EOC members begin subcon- tractor onsite monitoring	Continue subcon- tractor onsite monitoring	EOC subcom- mittee will review CSBG proposals for 2016 CSGB subcontractor contracts	EOC Fiscal Subcommit- tee review subcontractor awarded amounts		Submit 2015 EOC Annual Report to BOS		
	Present update on the Community Action Plan (CAP) to the EOC		Annual orientation of new EOC members Brown Act/Ethics training certificate due to the clerk of BOS (annually)	2016 Awarded Subcontractor presented to the EOC board				
	CHSA Policy Institute	CAP Annual Convention in San Francisco, CA		Election of new PC and EOC Executive Committee		Ethics/ Brown Act Video Training due	PC/EOC Facilitative Leadership Training	CHSA Conference
	PC/EOC orientation planning begins					NHSA Conference	Planning for PC/BOS/EOC Joint Training begins	
Facilities/ Center Health and Safety (Sung/Jay)			Certifica- tion for Playground Safety inspector expires every 4 years. Next due 2016	Emergency Prepared- ness Training and Great Shake Out Statewide Earthquake Drill				
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Facilities/ Center Health and Safety Cont. (Sung/Jay)	Quarterly deep cleaning EHS			Quarterly deep cleaning EHS			Quarterly deep cleaning EHS	
	Health & Safety Officer Committee Meeting			Health & Safety Officer Committee Meeting			Health & Safety Officer Committee Meeting	

2015-16 CSB Planning Calendar

Communica- tion (Christina)	Quarterly staff newsletter			Quarterly staff newsletter		Finalize & distribute communica- tions plans	Quarterly staff newsletter	
Human Resources and Personnel (Reni)	Monthly Personnel Tracking Reports	→	→	→	→	→	→	→
	Ongoing Personnel File Monitoring Including Partners	→	→	→	→	→	→	→
	Return-To- Work Letter to Laid off PD/PY staff (August 1st)		Chrono- logical Supervision & Progressive Discipline Training	CALPELRA Annual Conference			CSB Standards of Conduct	Action: Board Order to Layoff PD/PY Staff
	Program Information Report		LIC 500 to Licensing			LIC 500 to Licensing		
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
HR and Personnel Cont. (Reni)	Permit Expiration Notices to Staff					Permit Expiration Notices to Staff	CSB Protocol for Hourly Head Count and Transition Tracking training for staff	Permit Expiration Notices to Staff
			CSB/Local One Informa- tional Meeting			CSB/Local One Informa- tional Meeting	Risk Management Loss Control Report - Share w/Senior Mgmt	Meet & Confer Layoff PD/PY Staff
	Monthly Service Awards	→	→	→	→	→	→	→
	Perfor- mance Review notices		Perfor- mance Review notices		Perfor- mance Review notices		Perfor- mance Review notices	

2015-16 CSB Planning Calendar

		PD/PY Employees return				Positions Control Review		Warning Letter to Layoff to PD/PY Staff
Business Systems (Sung)		E-Rate Bear/472			E-Rate RFI	E-Rate from 470	E-Rate Form 471	E-Rate Form 471
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Business Systems Cont. (Sung)		Invoicing USAC/Service Provider for reimbursement		CLOUDS User Training	RFI for next year's technology needs	RFI for Telecommunication/ Internet/ Internal Connection		Action: BOS approval for incoming funds
								Review Contract by County Counsel
Fiscal (Eric)	Fiscal Reports to PC & BOS	→	→	→	→	→	→	→
	CDE 4th Quarterly Report Due	Operating information in the Comprehensive Annual Financial	2015 Budget Input in GABI due to ACF	CDE 1st Quarterly Report Due	Audit Report due to State (CDE) by November 15th	County Single Audit Begins	CDE 2nd Quarterly Report Due	Salaries & Benefits Forecast System (SBFS) due
	State/County Fiscal Year Begins July 1st	End of the year budget adjustments due to Auditor Controller's Office	Schedule of Expenditures of Federal Awards due to Auditor Controller's Office				Current year's budget adjustments due to Auditor Controller's Office	
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY

2015-16 CSB Planning Calendar

Fiscal Cont. (Eric)	Stage 2 & CAPP reports due to CDE (20th of each month)	→	→	→	→	→	→	→
	County Year-End Close-Out begins: cut off for encumbrances adjustment deposit permit	County Year-End Close-Out continues: submission of journals, accruals, and deferrals to auditor's office		Child Development audit begins		Cut-off for encumbrance of HS/EHS 2015 funds	Annual financial status report SF - 425 due to ACF	
		CSBG report due to CSD (bi-monthly due on the 20th)		CSBG report due to CSD (bi-monthly due on the 20th)		CSBG report due to CSD (bi-monthly due on the 20th)	Head Start & Early Head Start Fiscal Year begins	CSBG report due to CSD (bi-monthly due on the 20th)
	Fiscal PC Subcommittee Meeting		→	→	→		→	→
	Semi-Annual financial status report SF-425 due to ACF	Finalize 2015 Operational and T & TA Budget for HS/EHS; 2015 Budget for PC discussion and approval				Indirect Cost rate Proposal due to US Dept. of Health & Human Services		
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Record Keeping and Recording (Carlos)	Annual County Equipment Inventory Report confirmation		Program Year prior to last Program Year Drop files to warehouse for storage					
	Prior Program Year archived files stored at sites for one year							

2015-16 CSB Planning Calendar

Professional Development (Charlene)	Ongoing new hire orientation	→	→	→	→	→	→	→
	CHSA Board meeting (quarterly)		CHSA Cluster V Meeting (quarterly)	CHSA Board meeting (quarterly)	NAEYC Annual Conference	CHSA Cluster V Meeting (quarterly)	CHSA Board meeting (quarterly)	CHSA Annual Conference
	Ongoing Sexual Harassment Awareness Training (line staff every 3 years and supervisors every 2 years)	→	→	→	→	→	→	→
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Professional Development Cont. (Charlene)				General HIPAA Awareness Training (upon hire and bi-annual for applicable staff)			Monitor transcripts TDP/CAT Child Developmental Policy Institute	
	Annual National Conference for Nonprofit Organizations & Units of Government (Wipfli)			CCDAA Annual Fall Technical & Assistance Conference				
		Monitor transcripts TDP/CAT/TAT				Monitor transcripts TDP/CAT/TAT		
				CSDP Annual Meeting & Forum	LMC Fall Harvest	CAT Program Completion		

2015-16 CSB Planning Calendar

				NHSA Fall Leadership Institute				
Stage 2/CAPP (Jagjit)	Quarterly Monitoring Due			Quarterly Monitoring Due			Quarterly Monitoring Due	
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Stage 2/CAPP Cont. (Jagjit)		Fiscal Audit			Prepare and conduct parent Survey	→	Review Parent Survey results & share with Senior Mgmt	
Partners (Erika)	Partners are offered all in-house trainings	→	→	→	→	→	→	→
				Annual Partner Director Meeting		Quarterly Grantee and Delegate Meeting		
			Pedestrian Safety training required					
		Begin contract renewals for contracts due in November	PD/PY Centers open	Begin contract renewals for contracts due in December and January	BOS approval of all contracts			
Community Action/CSD Community Services Block Grant (CSBG) (Christina)	20th: Mid-year Programmatic Reports due: CSBG/NPI CSD 801 and CSD 295-CCR	3rd: Self-Assessment due to CSD	20th: Bi-Monthly expenditure due to CSD (Jul & Aug)	CG3 for 2016 CSBG Subcontractor contracts submitted to BOS for approval	15th: Last day to submit Budget Modification to CSD (if necessary)	2016 CSBG Subcontractor contracts in process for execution	20th: Annual Programmatic Reports Due: CSD 801 NPI CSD 295-CCR Due	
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY

2015-16 CSB Planning Calendar

Community Action/CSD Community Services Block Grant (CSBG) Cont. (Christina)	20th: Bi-Monthly Expenditure due to CSD (May & June)	RFI/RFP process for prospective 2016 CSBG subcontractors	Year-End Budget Modification developed w/Fiscal Subcommittee to CSD	2016 CSBG Budget presented to the EOC	20th: Bi-Monthly Expenditure due to CSD (Sept & Oct)		20th: Bi-Monthly Expenditure due to CSD (Nov & Dec 2015)	
	CSBG Monthly Fiscal Report	Year-End Budget review during the Fiscal Subcommittee						
	Finalize CSB Strategic Initiatives (Individual, Team, Partner), Develop & Review Strategic Planning Process	→	Conduct Strategic Planning Exercise and Begin Drafting Elements of CSB Strategic Plan	→	→	Finalize Strategic Plan, including Timeline, Outcomes and Measurements	Begin CSB Strategic Plan Implementation, Monitor Progress against Timeline and Outcomes	Continue CSB Strategic Plan Implementation
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY

2015-16 CSB Planning Calendar

Community Action/CSD Community Services Block Grant (CSBG) Cont. (Christina)	CSBG Midyear Report to CSD July 15			CSBG Annual site visit/audit by CSD				
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2015-16 CSB Planning Calendar

MARCH	APRIL	MAY	JUNE
→	→		Present Community Assessment Executive Summary Report for PC and BOS
			Year end update
	Meet with team leads		
	Quarterly Meeting CSB & FBHS		
MARCH	APRIL	MAY	JUNE
	PC Orientation: Include Planning Calendar in orientation packet	Action: Request PC approval of Planning Calendar (with full grant)	
	Present updates to staff	Action: BOS approval with grant	

2015-16 CSB Planning Calendar

Present/ Distribute Annual Report to PC and BOS/CAO		Dissem- inate/ Distribute Annual Report to public and staff	→
	Invite Board members to centers for Week of the Young Child		
Vacation request due for 2nd quarter			Vacation request due for 3rd quarter
MARCH	APRIL	MAY	JUNE
→	→	→	→
PC Sub- committee review and give input	Action: Submit to PC and BOS for approval	Order copies of approved Service Plans and P&P's for centers/ admin- istration and post on CSB Intranet	Distribute hard copies to centers/ admin- istrative offices
→	→	→	→

2015-16 CSB Planning Calendar

			Review/ update content of monitoring tools and handbooks
MARCH	APRIL	MAY	JUNE
			Review slot map plans and update for new period schedule for center monitoring and sample size calculation for files and classrooms
	Develop grant timeline in conjunction with PC/BOS meeting dates for approval requests	Present to PC: Review of Contin- uation Grant Cycle and PC involvement	Share Grantee timeline tasks with Delegate
			Present G/O updates to PC and BOS

2015-16 CSB Planning Calendar

			Initial grant writing assignments sent to group (year 4 of 5 year cycle)
MARCH	APRIL	MAY	JUNE
			Program G/O Updates semi-annual report disseminated to staff, Department Director, PC, and BOS
→	→	→	→
Analysis of top family needs	Data collection of top family needs for SAM report to Camilla		Analysis of top family needs
→	→	→	→
MARCH	APRIL	MAY	JUNE

2015-16 CSB Planning Calendar

Family Newsletter			Family Newsletter
HS Fatherhood Conference	Begin Family Handbook edits		Print Family Handbooks
	Week of the Young Child (family connections)	2nd Family Partnership Agreement	Parent Appreciation Activities
	Child Abuse Training (required Parent Meeting topic)		
	DCSS Interagency Agreement due every 2 years		
	DCSS Interagency Training every 2 years (due 2015)		
MARCH	APRIL	MAY	JUNE
	Child Abuse Training (Required Parent Meeting Topic)		

2015-16 CSB Planning Calendar

Action: Submit final report and obtain approval of corrective action plans as necessary (ACF/PC/BOS/CSB Director)			Link any self-assessment findings to G&O's for Continuation Grant and T & TA Plan
MARCH	APRIL	MAY	JUNE
→	→	→	→
		Program Self Assessment report to CDE/EESD	

2015-16 CSB Planning Calendar

DOE/WAP Amendment	LIHEAP Outreach	→	→
Triple P Parenting Seminars	→	→	
MARCH	APRIL	MAY	JUNE
	Child Abuse Awareness Month trainings for staff and parents (Required Parent Meeting Topic)	Children's Mental Health Awareness classroom activities	MOU-Health Services MOU- First Five-ASQ
System of CARE meeting		System of CARE meeting	
Early Intervention Training for EHS staff			

2015-16 CSB Planning Calendar

	Complete DRDP-2015	Complete CDE/EESD Self- Evaluation Plan (Jagjit to consolidate with AP Program & send it to CDE/EESD)	
MARCH	APRIL	MAY	JUNE
Kinder- garten Transition Meetings	→	→	End of Year Celebration
Annual Parent and Community Center Beautifica- tion Workday			
→		PITC Environs for Group Care	End of Year Celebration
	WOTYC & BOS proc- lamation	Parent Apprecia- tion	
Follow up ERS	April 30th: Submit final ERS and DRDP Summary to AD's	Develop CDE Action Plan	Submit Annual report to CDE June 1st
	Mid-year SR updates		
MARCH	APRIL	MAY	JUNE

2015-16 CSB Planning Calendar

2nd DRDP outcomes report to PC, BOS, ACF, & Senior Mgmt			
→	→	→	→
			ELKS Vision Screening Calendar Due
MARCH	APRIL	MAY	JUNE
Give Kids a Smile Day post meeting			

2015-16 CSB Planning Calendar

Tobacco Coalition Meeting		Tobacco Coalition Meeting	
Send Downloads to IZ Department			
	Health and Nutrition Services Advisory Committee Meeting and Luncheon		
MARCH	APRIL	MAY	JUNE
	CHSA Health Institute (External Head Start Conference)		
			FMCH Interagency Agreement
→	→	→	→

2015-16 CSB Planning Calendar

	Health & Safety Summer Newsletter		
MARCH	APRIL	MAY	JUNE
→	→	→	→
	Oral health distribution		
→	→	→	→
→	→	→	→
Hearing screening training w/CHDP			Vision screening training w/CHDP
MARCH	APRIL	MAY	JUNE

2015-16 CSB Planning Calendar

Annual Nutrition and Health Conference	Week of the Young Child		
	CHSA Health Institute		
→	EHS & HS Health & Nutrition Services Advisory meeting	→	→
SYSO Food Show	Contra Costa Solano County Food Bank Summit	Child Nutrition Staff Training	
Families CAN	FNPC meeting	Families CAN	FNPC meeting
MARCH	APRIL	MAY	JUNE
	Healthy and Active Before 5 Leadership Council Meeting		
	COPTF		COPTF

2015-16 CSB Planning Calendar

National Nutrition Month	Annual California Dietetic Association Meeting & Exhibition		National Fruit & Veggie Day (June 17th is Eat All Your Veggies Day)
→	RMTK Transition Training by cluster agency wide	→	
→	Prepare packets	Distribution of SR Packets (Transition to Kindergarten)	
MARCH	APRIL	MAY	JUNE
→	→	→	→
Slot Planning for next PY	→	Slots Map finalized for next PY and distribute	Eligibility & Enrollment Clinics
Establish procedure and timelines rollover		PD/PY classes end	Purge over-income waiver list

2015-16 CSB Planning Calendar

→			
Begin major recruitment drive	Continue recruitment drive	→	
MARCH	APRIL	MAY	JUNE
Submit request for flyers to be mailed with public benefit quarterly reports			
Subcommittee begin preparation for the May Community Action Month EOC outreach event		Community Action Month: EOC outreach event	→
PC Meeting on March 16th	BOS/PC/EOC Joint training (off-site)	PC Meeting on May 18th	PC Meeting on June 15th
	Form 700 due to clerk of the Board		

2015-16 CSB Planning Calendar

MARCH	APRIL	MAY	JUNE
		EOC Public Meeting every 2 years (last 5/2015)	
	Region IX Conference	CHSA Health Institute	
	WOTYC BOS Proclamation	Community Action Month	
MARCH	APRIL	MAY	JUNE
	Quarterly deep cleaning EHS		
	Health & Safety Officer Committee Meeting		

2015-16 CSB Planning Calendar

	Quarterly staff newsletter		
→	→	→	→
→	→	→	→
	Action: Layoff approval by PC	Order of Layoff PD/PY Staff	
LIC 500 to Licensing			LIC 500 to Licensing
MARCH	APRIL	MAY	JUNE
	OSHA Reports posting at all sites	Annual Bid	Illness and Injury Prevention plan Review
CSB/Local One Informa-tional Meeting	Notice to Layoff PD/PY Staff	Summer closure & PD/PY Staff Layoff	CSB/Local One Informa-tional Meeting
→	→	→	→
Perfor-mance Review notices	Notice of Proposed Action	Perfor-mance Review notices	

2015-16 CSB Planning Calendar

Recruitment CSU East Bay		Recruitment Solano Community College	Personnel Budget review
CSB Policies and Procedures Review by all staff	Recruitment CCC & Mills College		
USAC PIA Review	E-Rate/USAC PIA Review	E-Rate Technology Plan	CLOUDS Renewal
MARCH	APRIL	MAY	JUNE
CLOUDS Training	E-Rate Form 486	Submit a 3 year technology plan for every 3 year cycle (2013)	
Review prior years E-Rate Form 471 grant application			
CLOUDS Training for Teachers and Site Supervisors			
→	→	→	→
CSB Brass Budget Due	CDE 3rd Quarterly Report Due	Report the results of prior year Single Audit to PC	
			State/ County Fiscal year ends June 30th
MARCH	APRIL	MAY	JUNE

2015-16 CSB Planning Calendar

→	→	→	→
Site review of delegate agency due			
CSBG IS form due 3/1	CSBG report due to CSD (bi-monthly due on the 20th)		CSBG report due to CSD (bi-monthly due on the 20th)
→		→	→
MARCH	APRIL	MAY	JUNE
		Release files past destruction date to County for shredding	

2015-16 CSB Planning Calendar

→	→	→	→
CHSA Cluster V Meeting (quarterly)	CHSA Board meeting (quarterly)		CHSA Cluster V Meeting (quarterly)
→	→	→	→
MARCH	APRIL	MAY	JUNE
CAEYC Annual Conference			Monitor transcripts TDP/CAT
CCDAA Annual Spring Technical & Assistance Conference			
	Child Abuse Awareness & Prevention Training		Monitor transcripts TDP/CAT/ TAT
	DVC Annual Early Learning Conference		

2015-16 CSB Planning Calendar

		NHSA Annual Conference	NHSA Manager & Director Academy
	Quarterly Monitoring Due		Review Stage 2/CAPP Program Handbook
MARCH	APRIL	MAY	JUNE
Begin review of Stage 2/CAPP P&P's	→		Staff Training
→	→	→	→
Quarterly Grantee and Delegate Meeting			Quarterly Grantee and Delegate Meeting
Begin Kindergarten transitions/trainings	Child Abuse/DV prevention training required		
	Begin contract renewals for contracts due in July (pending slots)	Distribution of "School Readiness" backpacks	Fees/9400 trainings for state partners
1st: CSBG Information System (IS) Report due to CSD (Jan-Dec 2015)		20th: Bi-Monthly Expenditure due to CSD (Mar & Apr)	
MARCH	APRIL	MAY	JUNE

2015-16 CSB Planning Calendar

20th: Bi-Monthly Expenditure due to CSD (Jan &Feb 2016)			
31st: 2015 CSBG Close Out Report due to CSD			Report Progress on CSB Strategic Plan
MARCH	APRIL	MAY	JUNE

2015-16 CSB Planning Calendar

CSBG/IS Reports due: fiscal data- other funds (CSD 425.OF & other resources 425.OR) & Program Mgmt Accomplish- ments (CSD 090) & Board of Supervisors Procla- mation of Community Action Month & Public Hearing - Community Action Partnership			
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