

## 2016-17 CSB Planning Calendar

Activity	Sponsor	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<b>BOARD OF SUPERVISORS</b>													
<b>Communication</b>	Camilla				Schedule & conduct annual BOS meetings					Attend BOS meeting for PD/PY layoffs	WOTYC BOS proclamation	Community Action month BOS proclamation	
					FHS Committee presentation						Invite Board members to centers for Week of the Young Child		
<b>Reports</b>		Monthly report to BOS/CAO											
<b>BUSINESS SYSTEMS</b>													
<b>E-Rate</b>	Sung		E-Rate BEAR (Billed Entity Applicant Reimbursement) /472			E-Rate RFI	E-Rate from 470	E-Rate Form 471	E-Rate Form 471	USAC PIA Review	E-Rate/USAC PIA Review		
			Invoicing USAC/Service Provider for reimbursement			RFI for next year's technology needs	RFI for Tele-communication/ Internet/ Internal Connection		Action: BOS approval for incoming funds	Review prior years E-Rate Form 471 grant application	E-Rate Form 486	Submit a 3 year technology plan for every 3 year cycle (2016)	
								USAC Conference					
<b>CLOUDS</b>	Sung								Review Contract by County Counsel				

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CLOUDS cont'd					CLOUDS staff Training					CLOUDS staff training			CLOUDS renewal
Facilities/Center Health and Safety	Sung			Certification for Playground Safety inspector expires every 4 years. Next due in 2016	Emergency Preparedness Training and Great Shake Out Statewide Earthquake Drill								
		Quarterly deep cleaning EHS	Annual deep cleaning HS		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			Health & Safety Officer Committee meeting		
COMMUNICATION													
Families	Katharine			Community work days						Community work days			
		Quarterly family newsletter			Quarterly family newsletter			Quarterly family newsletter		Family Handbook updates (every 2 years - 2017)	Quarterly family newsletter		
		Monthly Early Closure letters		Open Houses							Part-day closure letters to families		
		Monthly Parent meetings		PD/PY calendar given to families			PD/PY 1 week winter break			PD/PY 1 week spring break (aligned with local school districts)			

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	Pam			Pedestrian Safety training required				Begin kindergarten transitions/ trainings			Child Abuse/DV prevention training required		
Staff	Monique			Vacation request due for 4th quarter			Vacation request due for 1st quarter			Vacation request due for 2nd quarter			Vacation request due for 3rd quarter
			Quarterly staff newsletter	SAM quarterly report		Quarterly staff newsletter	SAM quarterly report		Quarterly staff newsletter	SAM Quarterly Report		Quarterly staff newsletter	SAM quarterly report
	Janissa	Monthly Cluster meetings	Bi-monthly All-Cluster meetings		Bi-monthly All-Cluster meetings		Bi-monthly All-Cluster meetings		Bi-monthly All-Cluster meetings		Bi-monthly All-Cluster meetings		Bi-monthly All-Cluster meetings
Regional Office (RO)	Katharine	Monthly calls with the RO		School Readiness (SR) visit for RO					24 Class waiver letter renewal			School Readiness (SR) visit for RO	
		Child outcomes report to RO						Child outcomes report to RO			Child outcomes report to RO		
COMMUNITY ASSESSMENT													

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2016-2019 Major update every 3 years	Jagjit	Prepare Community Assessment Updates Narrative for Continuation grant		Action: Submit Executive Summary with HS/EHS Continuation Grant. Share Executive Summary with staff				Begin researching Community Assessment updates. Work with the consultant.			Finalize Community Assessment		Action: Present Community Assessment Executive Summary Report for PC and BOS and staff.
COMMUNITY ENGAGEMENT													
Give Kids a Smile Day	Carolyn J						Give Kids a Smile Day (GKSD) - Planning Meetings with Contra Costa Dental Society, Children's Oral Health Program	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)	Give Kids a Smile Day post meeting			
Healthy and Active Lifestyle	Isabel			National Child Obesity Awareness Month	National Food Day - October 24th					National Nutrition Month	Annual California Dietetic Association Meeting & Exhibition		National Fruit and Veggie Day (June 17th is Eat All Your Veggies day)
Family Engagement	Pam	Monthly Parent meetings								Collect WOTYC plans for centers	WOTYC Celebrations		
		Monthly Take-home packets									Collect year-end celebration plans for the center	Year-end celebrations	
COMMUNITY SERVICES BLOCK GRANT													

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<b>CSD Meetings and Trainings</b>	Christina		CAP Annual Convention in San Francisco, CA										
			Quarterly CAC meeting			Quarterly CAC meeting			Quarterly CAC meeting			Quarterly CAC meeting	
<b>EOC Meetings/ Events</b>	Christina	2016/2017 Strategic Plan summary for EOC	No EOC meeting						EOC staff present legislative platform adopted by BOS to EOC	Subcommittee begin preparation for the May Community Action Month EOC outreach event		Community Action Month: EOC outreach event	
<b>EOC Meetings/ Events cont'd</b>		No EOC Executive Committee meeting		Election of EOC Executive Committee officers		Present the 2016 Annual Report to EOC	EOC network event (CAT's & subcontractors)			Collect Form 700 from PC members and staff	Form 700 due to clerk of the Board		
		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								EOC Public Meeting every 2 years (last 5/2015)	
<b>Subcontractors</b>	Christina	EOC members begin subcontractor onsite monitoring	Continue subcontractor onsite monitoring	EOC subcommittee will review CSBG proposals for 2017 CSBG subcontractor contracts	EOC Fiscal Subcommittee-tee review subcontractor awarded amounts								
			EOC RFI/RFP process for 2017 CSBG subcontractor contracts		2016 Awarded Subcontractors presented to the EOC								

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Reporting/ Audits	Christina	20th: Mid-year Programmatic Reports due: CSBG/NPI CSD 801 and CSD 295-CCR		20th: Bi-Monthly expenditure due to CSD (Jul & Aug)		15th: Last day to submit Budget modification to CSD (If necessary)	Submit 2016 EOC Annual Report to BOS	20th: Annual Programmatic Reports due: CSD 801 NPI CSD 295-CCR Due		1st: CSBG Information System (IS) Report due to CSD (Jan-Dec 2016)		20th: Bi-monthly Expenditure due to CSD (Mar & Apr)	CSD monitoring Visit
										31st: 2016 CSBG Close Out Report due to CSD			
Reporting/Audits cont'd		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	CSBG Annual site visit/audit by CSD	20th: Bi-monthly Expenditure due to CSD (Sept & Oct)	2017 CSBG Budget presented to the EOC	20th: Bi-monthly Expenditure due to CSD (Nov & Dec 2016)		20th: Bi-monthly Expenditure due to CSD (Jan & Feb 2016)			
CONTRACTS													
EESD Contracts	Jagjit				Management Bulletin for CDE refunding application		Application due for CDE refunding application					Program Self Assessment report to CDE/EESD	
					CDE rosters due								
	Janissa							Prepare distribute and conduct parent survey				Review Parent survey results & share with Senior Mgmt. and PC	
LIHEAP/DOE/LIWP	Jagjit		Start LIHEAP/LIWP DOE Contract with the State for 2017	LIHEAP/LIWP Outreach. End of Annual LIHEAP Contract							LIHEAP/LIWP Outreach		

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ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE (ERSEA)													
Eligibility/ Enrollment	Carolyn N.	Monthly year-end enrollment report due to HSES by the 7th & Purge Protocol completed by the 5th		30-day full enrollment checks and reports on Tuesdays and Thursdays									Eligibility & Enrollment Clinics
Eligibility/ Enrollment cont'd		CS protocols and forms review (Every 2 years - 2017)		PD/PY classes begin					New Federal Income Guidelines issued			PD/PY classes end	
									Issue date for cut-off of new enrollments in the PD/PY Head Start program due to 60-day rule				
Recruitment	Carolyn N.	Review/ Revise recruitment materials								Begin major recruitment drive	Continue recruitment drive		
										Submit request for flyers to be mailed with public benefit quarterly reports			
Selection	Carolyn N.					Hold selection Criteria meeting with staff, parents, and program services subcommittee			Action: PC & BOS approves selection criteria and recruitment plan	Establish procedure and timelines for rollover			Purge over-income waiver list
Attendance & Planning	Carolyn N.	Monthly Attendance report for BOS/PC							Slot Planning for next PY			Slots Map finalized for next PY and distribute	

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<b>FISCAL</b>													
<b>Reports</b>	Eric	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	CSB Brass Budget due	CDE 3rd Quarterly Report due	Report the results of prior year Single Audit to PC	
		Fiscal Reports to PC & BOS											
<b>Reports cont'd</b>		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 2016 funds	Annual financial status report SF-425 due to ACF		Site review of delegate agency due			
		Semi-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)	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)
<b>Budgets</b>	Eric	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					State/ County Fiscal year ends June 30th
		CACFP CMIPS submitted	Finalize 2016 Operational and T & TA Budget for HS/EHS; 2016 Budget for PC discussion and approval				Indirect Cost rate Proposal due to US Dept. of Health & Human Services						



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GRANTS													
HS/EHS Grants	Ericka R	Conduct grant writing process with assigned team members (including: Goals & Objectives)		Action: Request PC approval for submission of full HS & EHS grants, Budgets and Goals & Objectives. Action: Upload grants through HSES	Present Grant Cycle process overview to PC at orientation	Action: Request PC approval for Planning Calendar					Develop grant timeline in conjunction with PC/BOS meeting dates for approval requests	Present to PC: Review of Continuation Grant Cycle and PC involvement	Share Grantee timeline tasks with Delegate
HS/EHS Grants cont'd		Program G/O Updates semi-annual report disseminated to staff, Department Director, PC, and BOS						G/O Updates semi-annual report disseminated to staff, Department Director, PC, and BOS					Announce Continuation Grant to PC, including year end monitoring results (CSB Director's Report)
HUMAN RESOURCES													
Tracking	Reni	Monthly Personnel Tracking reports		General HIPAA Awareness Training (upon hire and bi-annual for applicable staff)									
		Permit expiration notices to staff					Permit expiration notices to staff		Permit expiration notices to staff				
Monitoring	Reni	Ongoing Personnel File Monitoring including partners											

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		Performance Review notices		Performance Review notices		Performance Review notices	Positions Control Review	Performance Review notices		Performance Review notices		Performance Review notices	Personnel Budget review.
		Monitor transcripts TDP/CAT/TAT				Monitor transcripts TDP/CAT/TAT. CAT Program Completion.						Monitor transcripts TDP/CAT/TAT	
<b>PD/PY</b>	Reni	Return-To-Work Letter to Laid off PD/PY staff (August 1st)	PD/PY Employees return						Action: Board Order to Layoff PD/PY Staff		Action: PD/PY layoff approval by PC	Order of Layoff PD/PY Staff	
<b>PD/PY cont'd</b>											Notice to Layoff PD/PY Staff	Summer closure & PD/PY Staff Layoff	
											Notice of Proposed Action for Layoff		
<b>Reporting</b>	Reni	Program Information Report		LIC 500 to Licensing			LIC 500 to Licensing	Risk Management Loss Control Report - Share w/Senior Mgmt.		LIC 500 to Licensing	OSHA Reports posting at all sites		LIC 500 to Licensing
<b>Required Training</b>	Reni	Ongoing Sexual Harassment Awareness Training (line staff every 3 years and supervisor every 2 years)		CSB Policies and Procedures Review by all staff	Chronological Supervision & Progressive Discipline Training			CSB Protocol for Hourly Head Count and Transition training for staff			CAP Training		Illness and Injury Prevention plan Review
		Ongoing new employee orientation						CSB Standards of Conduct					

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Labor	Reni			CSB/Local One Informational meeting					Meet & Confer Layoff PD/PY Staff Warning Letter to Layoff PD/PY staff			Annual Bid	CSB/Local One Informational meeting
Recruitment	Reni	Ongoing recruitment at One-Stops								Recruitment CSU East Bay job fair	Recruitment CCC & Mills College and DVC job fair	Recruitment Solano Community College job fair	
LOW INCOME HOME ENERGY ASSISTANCE PROGRAM/DEPARTMENT OF ENERGY/LOW INCOME WEATHERIZATION ASSISTANCE PROGRAM													
Training	Jagjit												Energy Annual Convention
Monitoring/Review	Jagjit			CSD Console Bi-Annual On-Site Monitoring Visit						CSD Console Bi-Annual On-Site Monitoring Visit			CSD Annual On-Site Monitoring Visit
		Monthly Quality Control Review (2nd Thursday)											
LSP Meeting	Jagjit			Quarterly Local Service Provider meeting			Quarterly Local Service Provider meeting			Quarterly Local Service Provider meeting			Quarterly Local Service Provider meeting
Reports	Sam/Sung	LIWP Monthly Production Report											
		EARS Monthly Report (15th of the month)											
		TRP Monthly Production Report											
ON-GOING MONITORING													

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Monitoring	Carolyn N.	1st period monitoring						2nd period monitoring					
Reports	Carolyn N.		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				Review/ update content of monitoring tools and handbooks
Reports cont'd													Review slot map plans and update for new period schedule for center monitoring and sample size calculation for files and classrooms
PARTNERSHIPS													
Communication	Ericka			Quarterly Grantee and Delegate meeting	Annual Partner Director meeting	Community based partnerships MOU status check	Quarterly Grantee and Delegate meeting			Quarterly Grantee and Delegate meeting			Quarterly Grantee and Delegate meeting
				Pedestrian Safety training required				Begin kindergarten transitions/ trainings			Child Abuse/DV prevention training required		Fees/9400 trainings for state partners
Contracts	Ericka		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					Begin contract renewals for contracts due in July (pending slots)		

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PLANNING													
Strategic Planning	Camilla	Finalize CSB Strategic Initiatives (Individual, Team, Partner), Develop & review Strategic planning process		Finalize Strategic Plan, including timeline, outcomes and measurements	Begin CSB Strategic Plan Implantation, monitor progress against timeline and outcomes								Report Progress on CSB Strategic Plan
Planning Calendar	Jagjit						Request Planning Calendar updates from Senior Management leads (as assigned/up-date assignments)	Leads review and update sections		Send to SAM for review by the 15th	Present Planning Calendar to PC Program Services Subcommittee	<b>Action:</b> Request PC approval of Planning Calendar <b>Action:</b> BOS approval	Present updates to staff
Service Plans/ Policies & Procedures Bi-annually (2017-18)	Jagjit	Distribute hard copies to centers/administrative offices. Post on the Intranet. Conduct annual staff training on Service Plans and P&P's				Distribute assignments to Senior Managers/CS Managers Review Team		Senior Managers/managers send updates to the Analyst	Analyst gets SAM approval	Enlist PC sub-committee for review/ input to Service Plans and P&P's	PC subcommittee review and give input and analyst finalize and gets final SAM approval	<b>Action:</b> Submit to PC and BOS for approval	Order copies of approved Service Plans and P&P's for centers/ administration and post on CSB Intranet
POLICY COUNCIL													
PC Meetings and Trainings	Pam	Monthly Subcommittee meetings	Recognition of outgoing PC members	PC Orientation (off-site) on Saturday September (TBD) and Election of new PC executive committee	PC/BOS Joint Training	Make-up PC Orientation	Ethics/ Brown Act Video Training due	Finalize Subcommittees					PC/EOC orientation planning begins

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		No PC meeting		Facilitative Leadership training			No PC meeting						
RECORD KEEPING & REPORTING													
Annual Report	Jagjit							Begin Annual Report process and gather content from Sr. Mgrs. and CSMs		Finalize annual report	Annual Report final approval from SAM	Present/Distribute Annual Report to PC and BOS/CAO	Disseminate/distribute Annual Report to public and staff
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 Mgmts..	Quarterly meeting CSB & FBHS	Present to Policy Council		Quarterly meeting CSB & FBHS			Quarterly meeting CSB & FBHS		
Equipment and Files	Carlos	Annual County Equipment Inventory Report confirmation		Program year prior to last program year drop files to warehouse for storage								Release files past destruction date to County for shredding	
		Prior program year archived files stored at sites for one year											
SCHOOL READINESS (SR)													
Goals	Janissa		Present new SR goals to PC Subcommittee	Present final update of SR goals to PC, BOS, Mgmt., staff	New SR Goals to PC and staff						Present mid-year SR updates to PC, BOS Mgmt., and staff		
Reports	Ericka	Final DRDP outcomes report to PC, BOS, ACF, Senior Mgmt., & all staff				First DRDP due		First DRDP outcomes report to PC, BOS, ACF, & Senior Mgmt.	2nd DRDP due		2nd DRDP outcomes report to PC, BOS, ACF, & Senior Mgmt.		3rd DRDP due

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Transitions: Into, Throughout & Out of Program	Janissa	Ready to Learn Curriculum						Parent meetings on Kindergarten Readiness begins	Classes visit local Kindergartens		RMTK Transition Training by cluster agency wide		
								Kindergarten Registration		Prepare Kindergarten transition packets	Distribution of SR Packets (Transition to Kindergarten)		
SELF ASSESSMENT													
Self Assessment Activities	Ericka R				Recruit PC Self-Assessment Subcommittee	Begin Self-Assessment process planning		Identify sites and classrooms for self-assessment	Conduct self-assessments (CSB/FBHS)	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
						Present process to PC and broaden subcommittee 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 subcommittee members					

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STAGE II/ CAPP													
Monitoring and Reports	Jagjit	Quarterly Monitoring Due	Fiscal Audit		Quarterly Monitoring Due			Quarterly Monitoring Due		Begin review of Stage 2/CAPP P&P's	Quarterly Monitoring Due		Review Stage 2/CAPP Program Handbook
Conference					CAPPA Annual Conference								