

2017-18 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
BOARD OF SUPERVISORS									
Communication	Camilla				Schedule & Conduct Annual BOS Meetings				
					FHS Committee Presentation				
Reports	Monique	Monthly Report to BOS/CAO							
BUSINESS SYSTEMS									
E-Rate	Sung		E-Rate BEAR (Billed Entity Applicant Reimbursement) /472			E-Rate RFI	E-Rate Form 470	E-Rate Form 471	
			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
								USAC Conference	
CLOUDS	Sung				CLOUDS Staff Training				Review Contract by County Counsel
Facilities/Center Health and Safety	Sung	Quarterly Deep Cleaning EHS	Annual Deep Cleaning HS	Certification for Playground Safety Inspector (Expires Every 4 Years)	Quarterly Deep Cleaning EHS			Quarterly Deep Cleaning EHS	
		Health & Safety Officer Committee Meeting			Health & Safety Officer Committee Meeting			Health & Safety Officer Committee Meeting	
					Emergency Preparedness Training and Great Shake Out Statewide Earthquake Drill				
COMMUNICATION									
Families	Katharine			Community Work Days					
		Quarterly Family Newsletter			Quarterly Family Newsletter			Quarterly Family Newsletter	
		Monthly Early Closure Letters	Open Houses						
		Monthly Parent Meetings		PD/PY Calendar Given to Families			PD/PY 1 Week Winter Break		
	Pam	Provide Family Handbooks to Families		Pedestrian Safety Training Required				Begin Kindergarten Transitions/ Training	

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ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Staff	Camilla			Vacation Request due for 4th Quarter			Vacation Request Due for 1st Quarter		
		Update external calendar meetings	Quarterly Staff Newsletter	SAM Quarterly Report		Quarterly Staff Newsletter	SAM Quarterly Report		Quarterly Staff Newsletter
	Janissa	Monthly 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		
				Child Outcomes Year-End Report to RO					
COMMUNITY ASSESSMENT									
Community Assessment 2017-2021 Major Update Every 5 years	Carolyn N	Prepare Community Assessment Updates Narrative for Continuation Grant		Submit Executive Summary with HS/EHS Continuation Grant					Researching Community Assessment
COMMUNITY ENGAGEMENT									
Give Kids a Smile Day	Pam						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- February 2, 2018 (1st Friday of the Month of February)
Healthy and Active Lifestyle	Isabel				National Food Day - October 24th				
Family Engagement	Pam	Monthly Parent Meetings / Trainings		Back to School Night	Fall Harvest Festivals				Collect WOTYC Plans for Centers
									EHS: Take home family activities: Large muscle
									HS: Take home family social and development activities
				Make Parenting A Pleasure Curriculum (Month Sep)					
		Second Step: Home Link Activities Weekly	Family Financial Fitness Workshops (Year Long)					Family Financial Fitness	
		Reading Advantage Workshops (year round)	ESL Classes at GMC						
			Male Involvement Quarterly Meeting			Male Involvement Quarterly Meeting			Male Involvement Quarterly Meeting

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ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
COMMUNITY SERVICES BLOCK GRANT									
CSD Meetings and Trainings	Christina		2017 CAP Annual Convention-Philadelphia, PA						
			Quarterly CAC Meeting			Quarterly CAC Meeting			Quarterly CAC Meeting
EOC Meetings/Events	Christina	Monthly: EOC Business Meeting							
		Present 2018-19 Community Action Plan (CAP) to the EOC		Election of EOC Executive Committee Officers		Present the 2017 Annual Report to EOC		Annual Orientation of New EOC Members Brown Act/Ethics Training Certificate Due to the Clerk of BOS	
Subcontractors	Christina	EOC Members Begin 2017 Subcontractor Onsite Monitoring	Continue Subcontractor Onsite Monitoring		EOC RFI Process for 2018 CSBG Contracts	EOC Subcommittee to Review CSBG Proposals for 2018 Subcontractor Contracts	2018 Awarded Subcontractors and CSBG Budget presented to the EOC		Roundtable
Reporting/Audits	Christina	20th: Bi-Monthly Expenditure Due to CSD (May & June)		20th: Bi-Monthly Expenditure Due to CSD (Jul & Aug)		20th: Bi-Monthly Expenditure Due to CSD (Sept & Oct)		20th: Bi-Monthly Expenditure Due to CSD (Nov & Dec 2017)	20th: Annual Programmatic Reports due: CSD 801 NPI, CSD 295-CCR Due
				Year-End Budget Modification Developed w/Fiscal Subcommittee to CSD	CSBG Annual site Visit/Audit by CSD	15th: Last day to Submit Budget Modification to CSD (If necessary)		Action: Submit 2017 EOC Annual Report to the BOS	
CONTRACTS									
EESD Contracts	Carolyn N				Management Bulletin for CDE Refunding Application		Application Due for CDE Refunding Application For Next Fiscal Year		
					CDE Rosters Due			Prepare, Distribute and Conduct Parent Survey for Alternative Payment Programs	
	Janissa	Begin Screenings and DRDP Assessments		Parent-Teacher Conferences for FD/FY		Complete ECERS/ITERS by 11/30 Parent-Teacher Conferences PD/PY	Complete DRDP Summary of Findings by 12/30	Prepare, Distribute and Conduct DRDP Parent Survey for Center Based Programs	
LIHEAP/DOE/LIWP	Sung		Begin LIHEAP Contract with CSD for PY 2018	End of PY LIHEAP Contract					
			Begin on DOE Contract with CSD for PY 2017	End of PY DOE Contract					

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ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
CSBG	Christina					Begin CSBG Contract with CSD for PY 2018			
Partnerships	Ericka		Begin Contract Renewals for Contracts Due in November	PD/PY Centers Open	Begin Contract Renewals for Contracts Due in December and January	Action: BOS Approval of All Contracts			
ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE (ERSEA)									
Eligibility/ Enrollment	Sarah	Monthly Enrollment Report Due to HSES by the 7th & Purge Protocol Completed by the 5th		Weekly 30-day Full Enrollment Checks and Reports					New Federal Income Guidelines Issued
		CS Desk Guide and Forms review (Every 2 years - 2017)		PD/PY Classes Begin					
Recruitment	Sarah							Review/ Revise Recruitment Materials	Begin Major Recruitment Drive
		Monthly - Purge Waitlist							
Selection	Sarah					Hold Selection Criteria Meeting with Staff, Parents, and Program Services Subcommittee		Action: PC Approves Selection Criteria and Recruitment Plan	Action: BOS Approves Selection Criteria and Recruitment Plan
Attendance & Planning	Sarah	Monthly Attendance Report for BOS/PC							
FISCAL									
Reports	Eric	CDE 4th Quarterly Report Due	Operating Information in the Comprehensive Annual Financial	Budget Input in GABI Due to ACF for Next PY	CDE 1st Quarterly Report Due	Audit Report Due to State (CDE) by November 15th	County Single Audit begins	CDE 2nd Quarterly Report Due	Baseline Budget (BFM) and Budget Narrative Due
		Fiscal Reports to PC & BOS	County Year-End Close-Out Continues: Submission of Journals, Accruals, and Deferrals to Auditor's Office	Complete Risk Assessment for Each Subrecipient	Child Development Audit Begins	Single Audit Certification of Subrecipients	Cut-off for Encumbrance of HS/EHS 2017 Funds	Personnel Cost Forecasting (PCF) Report due	
		Stage 2 & CAPP Reports Due to CDE (20th of each month)	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)	Mid-year Projections Due to CAO	CSBG Report Due to CSD (bi-monthly due on the 20th)
		County Year-End Close-Out Begins: Cut Off for Encumbrances Adjustment Deposit Permit						Annual Financial Status Report SF-425 Due to ACF	
		Semi-Annual Financial Status Report SF-425 Due to ACF						Head Start & Early Head Start Fiscal Year Begins	

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ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Budgets	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			Indirect Cost Rate Proposal Due to US Dept. of Health & Human Services	Current Year's Budget Adjustments Due to Auditor Controller's Office	
		CACFP CMIPS Submitted	Finalize 2018 Operational and T & TA Budget for HS/EHS; 2018 Budget for PC Discussion and Approval						
GRANTS									
HS/EHS Grants (09CH9115)	Nasim	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				
HS/EHS Grants (09CH9115) (cont'd)		Program G/O Updates Semi-Annual Report Disseminated to Staff, Department Director, PC, and BOS						Program G/O Updates Semi-Annual Report Disseminated to Staff, Department Director, PC, and BOS	
EHS-CCP Grant #1 (09HP0012)								Receive Funding Guidance Letter	
EHS-CCP Grant #2 (09HP000111)				Receive funding guidance letter		Get PC/BOS approval	Due Dec. 1		
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							
		Performance Review notices		Performance Review notices		Performance Review notices	Positions Control Review	Performance Review notices	
		Monitor transcripts TAT				Monitor transcripts TAT			

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ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
PD/PY	Reni	Return-To-Work Letter to Laid off PD/PY staff (August 1st)	PD/PY Employees return						
Reporting	Reni	Program Information Report		LIC 500 to Licensing			LIC 500 to Licensing	Risk Management Loss Control Report Share w/Senior Mgmt.	OSHA Reports posting at all sites
Required Training	Reni	Ongoing Sexual Harassment Awareness Training (line staff every 3 years and supervisor every 2 years)	National Voter Registration Act Training (Annually July/Aug.)	CSB Policies and Procedures Review by all staff	Chronological Supervision & Progressive Discipline Training	Preventive Health & Safety (EMSA) (At time of hire once or twice per year)		CSB Protocol for Hourly Head Count and Transition training for staff	Civil Rights Training (Every 2 years Jan./Feb.)
		Ongoing new employee orientation	Licensing Orientation (At time of hire for SS)	First Aid CPR (Every 2 years ongoing)	Integrated Pest Management Training (Annually Sept./Oct.)	Mandated Reporter (At time of hire)		CSB Standards of Conduct	
Labor	Reni	Local 1 presentation at NEO (monthly)		CSB/Local One Informational meeting					
Recruitment	Reni	Ongoing recruitment at One-Stops			Career Intro Career Fair				
LEGISLATION									
Legislation	Nasim	Quarterly Report at Senior Management Meeting			Quarterly Report at Senior Management Meeting			Quarterly Report at Senior Management Meeting	
LOW INCOME HOME ENERGY ASSISTANCE PROGRAM/DEPARTMENT OF ENERGY/LOW INCOME WEATHERIZATION ASSISTANCE P									
Monitoring/Review	Carolyn/Nelly	Monthly Quality Control Review with DCD (3rd Thursday)		CSD Console Bi-Annual On-Site Monitoring Visit					
		Monthly Quality Control Review of Utility Assistance							
Meetings/Conferences	Carolyn/Nelly	Monthly Utility Assistance Meeting		Quarterly Local Service Provider Meeting			Quarterly Local Service Provider Meeting		
Meetings/Conferences (cont'd)		Monthly LIHEAP/DOE Meeting with DCD							
Reports	Sam/Sung	15th: EARS Monthly Report							
ON-GOING MONITORING									

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ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Monitoring	Sarah		1st Period Monitoring Begins: Education, N&E, H&S, and CS		CLASS Monitoring Begins	CLASS Monitoring Ends		2nd Period Monitoring Begins: Education, N&E, H&S, and CS	
				Semi-Annual Child Safety Checklist					
Reports	Sarah		Present 2nd Period Semi-Annual Report to PC, CAO, ACF, Senior Managers, Site Supervisors, CS Managers, Partners, and Staff	Root Cause Analysis					Present 1st Period Semi-Annual Report to PC, CAO, ACF, Senior Managers, Site Supervisors, CS Managers, Partners, and Staff
PARTNERSHIPS - CHILD CARE									
Communication	Ericka			Quarterly Grantee and Delegate Meeting	Annual Partner Director Meeting	Community Based Partnerships MOU Status Check	Quarterly Grantee and Delegate Meeting		
				Pedestrian Safety Training Required				Begin Kindergarten Transitions/ Trainings	
PLANNING									
Strategic Planning	Camilla	Revisit 2016-2018 Strategic Initiatives		Finalize Strategic Plan, Changes Including Timeline, Outcomes, and Measurements				Strategic Plan Updates to Staff and PC	
Planning Calendar	Carolyn N						Request Planning Calendar Updates from Senior Management leads (As Assigned/Up-Date assignments)	Leads Review and Update Sections	
Policies & Procedures Bi-annually (2017-18)	Nasim	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
POLICY COUNCIL									

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ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
PC Meetings and Trainings	Pam	PC/BOS Joint Training Planning Begins	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	
		No PC Meeting			Facilitative Leadership Training		No PC Meeting		
		Monthly Subcommittee Meetings (except July and December)			Begin Recruitment for Subcommittee				
RECORD KEEPING & REPORTING									
Annual Report	Nasim	Disseminate/Distribute Annual Report to Public and Staff							
Program Information Report	Sarah	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 PC		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					
		Prior Program Year Archived Files Stored at Sites for One Year							
SCHOOL READINESS (SR)									
Goals	Janissa			Present Final Update of SR Goals to PC, BOS, Mgmt., staff	Data Entry Completed 10/15 for FD/FY	PD/PY DRDP Data entry 11/30 Present new SR goals to PC Subcommittee, PC, BOS, ACF, SR Mgmt.			
Reports	Janissa			Final DRDP Outcomes Report to PC, BOS, ACF, Senior Mgmt., & all staff		First DRDP Outcomes Report for Current Program Year to PC, BOS, ACF, & Senior Mgmt.			2nd DRDP Due
Transitions: Into, Throughout & Out of Program	Janissa	In-Service for FD/FY Teachers Education P&Ps	In-Service for PD/PY Teachers					Kinder-Readiness Activities: Parent Meetings, RMTK	Kinder-Readiness Registration Information to Parents and Visits to Kinder Classes
SELF ASSESSMENT									
Self Assessment Activities	Ericka				Recruit PC Self-Assessment Subcommittee	Begin Self-Assessment Process Planning		Identify Sites and Classrooms for Self-Assessment	Conduct Self-Assessments (CSB/FBHS)
Self Assessment Activities (cont'd)						Present Process to PC and Broaden Subcommittee Membership		Develop Self-Assessment Schedule and Send Out Notification	

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ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
								Form Self-Assessment Teams for Review at CSB and Delegate Agency Sites	Corrective Action Plan (If Needed)
								Train Community Volunteers/PC Subcommittee Members	
CALWORKS STAGE 2/ALTERNATIVE PAYMENT PROGRAM									
Families	Carolyn/Nelly							Prepare Distribute and Conduct Parent Survey	
Monitoring/Reports	Nelly	Quarterly File Monitoring Due	Fiscal Audit		Quarterly File Monitoring Due			Quarterly File Monitoring Due	
Meetings/Conferences	Carolyn/Nelly	Monthly CSAM & Unit Meetings			CAPPA Annual Conference				

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MARCH	APRIL	MAY	JUNE
Attend BOS Meeting for PD/PY Layoffs	WOTYC BOS Proclamation	Community Action Month BOS Proclamation	
	Invite Board Members to Centers for Week of the Young Child		
USAC PIA Review	E-Rate/USAC PIA Review		
Review Prior Years E-Rate Form 471 Grant Application	E-Rate Form 486		
	CLOUDS Staff Training		CLOUDS Renewal
	Quarterly Deep Cleaning EHS		
	Health & Safety Officer Committee Meeting		
Community Work Days			
Family Handbook Updates (Every 2 years, 2017-2019)	Quarterly Family Newsletter		
Part-Day Closure Letters to Families	Year-end celebrations		
PD/PY 1 Week Spring Break (Aligned with Local School Districts)			
	Child Abuse/DV Prevention Training Required		

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MARCH	APRIL	MAY	JUNE
Vacation Request Due for 2nd Quarter			Vacation Request due for 3rd Quarter
SAM Quarterly Report		Quarterly Staff Newsletter	SAM Quarterly Report
	Bi-monthly All- Cluster meetings		Bi-monthly All- Cluster meetings
	School Readiness (SR) visit for RO		
Child Outcomes Baseline Report to RO			Child Outcomes Mid- Year Report to RO
ent Updates	Finalize Community Assessment		Action: Present Community Assessment Executive Summary Report for PC, BOS, and Staff
Give Kids a Smile Day Post Meeting			
National Nutrition Month	Annual California Dietetic Association Meeting & Exhibition		National Fruit and Veggie Day (June 17th is Eat All Your Veggies Day)
	WOTYC Celebrations		
	EHS: Take home family activities: Large muscle		EHS: Take home family activities: Large muscle
	HS: Take home family social and development activities		
st-June)			
Workshops (Year Long)		Year-End Celebrations	
ESL Classes at GMC			
	Collect Year-End Celebration Plans for the Center	Male Involvement Quarterly Meeting	End of Year Male Involvement Celebration

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MARCH	APRIL	MAY	JUNE
		Quarterly CAC Meeting	
EOC Staff Present 2018 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	
Collect Form 700 from PC Members and Staff	Form 700 due to Clerk of BOS		
20th: Bi-Monthly Expenditure Due to CSD (Jan & Feb 2017)		20th: Bi-Monthly Expenditure Due to CSD (Mar & Apr)	
1st: CSBG Information System (IS) Report due to CSD (Jan-Dec 2017)		31st: 2017 CSBG Close Out Report Due to CSD	
	Draft Self-Evaluation Action Plan		Submit Self-Evaluation to CDE on June 1st.
Compile DRDP Parent Surveys by Contract		Review Parent Survey Results & Share with Senior Mgmt. BOS, and PC	

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MARCH	APRIL	MAY	JUNE
	Begin Contract Renewals for Contracts Due in July (Pending Slots)		
		PD/PY Classes End	
		Eligibility & Enrollment Clinics	
Continue Recruitment Drive			
Submit Request for Flyers to be Mailed with Public Benefit Quarterly Reports			
Establish Procedure and Timelines for Rollover			Purge Over-Income Waiver List
Slot Planning for Next PY		Slots Map Finalized for Next PY and Distribute	
County Performance Report Due	CDE 3rd Quarterly Report Due	Report the Results of Prior Year Single Audit to PC	
Site Review of Delegate Agency Due	Final financial Status Report SF-425 Due to ACF		
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)

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MARCH	APRIL	MAY	JUNE
	Subrecipient & Contractor Determination Checklist		State/County Fiscal Year Ends June 30th
	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
			Announce Continuation Grant to PC, Including Year-End Monitoring Results (CSB Director's Report)
Get PC/BOS Approvals	Due April 1		
Performance Review notices		Performance Review notices	Personnel Budget review.
		Monitor transcripts TAT	

2017-18 CSB Planning Calendar

MARCH	APRIL	MAY	JUNE
Action: Board Order to Layoff PD/PY Staff	Action: PD/PY layoff approval by PC	Order of Layoff PD/PY Staff	
	Notice of Proposed Action for Layoff	Summer closure & PD/PY Staff Layoff	
	Notice of Action for Layoff		
LIC 500 to Licensing	Remove OSHA Reports posting from sites		LIC 500 to Licensing
	CAP Training	Confidentiality Training (Annually Apr./May)	Illness and Injury Prevention plan Review
	Child Abuse Awareness Training		15 Hours of Professional Development (Ongoing)
Meet & Confer Layoff PD/PY Staff Warning Letter to Layoff PD/PY staff		Annual Bid	CSB/Local One Informational meeting
Recruitment CSU East Bay job fair	Recruitment CCC & Mills College and DVC job fair	Recruitment Solano Community College job fair	Career Intro Career Fair (May)
		Career Intro Career Fair	
Report on Federal Budget	Quarterly Report at Senior Management Meeting	Report to Sr. Management on May's Legislative Revision	
ROGRAM			
CSD Console Bi-Annual On-Site Monitoring Visit			CSD Annual On-Site Monitoring Visit
Quarterly Local Service Provider Meeting			Quarterly Local Service Provider Meeting
			Energy Annual Convention

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MARCH	APRIL	MAY	JUNE
CLASS Monitoring Ends	CLASS Monitoring Ends		End Monitoring
Semi-Annual Child Safety Checklist			
Root Cause Analysis			Review/Update Content of Monitoring Tools and Handbooks
			Review Slot Map Plans and Update for New Period Schedule for Center Monitoring and Sample Size Calculation for Files and Classrooms
Quarterly Grantee and Delegate Meeting			Quarterly Grantee and Delegate Meeting
	Child Abuse/DV Prevention Training Required		Fees/9400 Trainings for State Partners
	Report Progress on CSB Strategic Plan		
Send to SAM for Review by the 15th	Present Planning Calendar to PC Program Services Subcommittee	Action: Request PC approval of Planning Calendar Action: BOS Approval	Present Updates to Staff
Senior Managers/Managers Send Updates to the Analyst	Analyst Gets SAM Approval	Enlist PC Subcommittee for Review/Input to Service Plans and P&P's and Analyst to Finalize and Gets Final SAM Approval	Action: Submit to PC and BOS for Approval /Order Copies of Approved P&P's for Centers/Administration and Post on CSB Intranet

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MARCH	APRIL	MAY	JUNE
			PC/EOC Orientation Planning Begins
Begin Annual Report Process and Gather Content from Sr. Mgrs. and CSMs	Finalize Annual Report /Annual Report Final Approval from SAM	Annual Report Final Approval from SAM	Present/Distribute Annual Report to PC and BOS/CAO
	Quarterly Meeting CSB & FBHS		
		Release Files Past Destruction Date to County for Shredding	
	Present Mid-Year SR Updates to PC, BOS Mgmt., and staff		
	2nd DRDP Outcomes Report to PC, BOS, ACF, & Senior Mgmt.		3rd DRDP Due
	Prepare Kindergarten Transition Packets	Distribution of SR Packets (Transition to Kindergarten)	
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

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MARCH	APRIL	MAY	JUNE
	Review Stage 2/CAPP Program Handbook	Update Stage 2/CAPP Program Handbook	Distribute Stage 2/CAPP Program Handbook
	Quarterly File Monitoring Due		