

2018-19 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL
BOARD OF SUPERVISORS											
Communication	Camilla				Schedule & Conduct Annual BOS Meetings					Attend BOS Meeting for PD/PY Layoffs	WOTYC BOS Proclamation
					FHS Committee Presentation						Invite Board Members to Centers for Week of the Young Child
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		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
								USAC Conference			
CLOUDS	Sung			CLOUDS User Group Meeting	CLOUDS Staff Training	CLOUDS User Conference			Review Contract by County Counsel		CLOUDS Staff Training
									CLOUDS User Group Meeting		
Facilities/Center Health and Safety	Sung	Quarterly Deep Cleaning EHS & Kitchen	Annual Deep Cleaning HS	Certification for Playground Safety Inspector (Expires Every 4 Years)	Quarterly Deep Cleaning EHS & Kitchen			Quarterly Deep Cleaning EHS & Kitchen			Quarterly Deep Cleaning EHS & Kitchen
		Health & Safety Officer Committee Meeting			Health & Safety Officer Committee Meeting			Health & Safety Officer Committee Meeting			Health & Safety Officer Committee Meeting

2018-19 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	
					Emergency Preparedness Training and Great Shake Out Statewide Earthquake Drill							
COMMUNICATION												
Families	Katharine			Community Work Days						Community Work Days		
					Quarterly Family Newsletter			Quarterly Family Newsletter		Family Handbook Updates (Every 2 years, 2017-2019)		
		Monthly Early Closure Letters	Back to School Nights							Part-Day Closure Letters to Families	Year-end celebrations	
		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)		
	Pam	Provide Family Handbooks to Families		Pedestrian Safety Training Required				Begin Kindergarten Transitions/ Training			Child Abuse/DV Prevention Training Required	
Staff	Camilla			Vacation Request due for 4th Quarter			Vacation Request Due for 1st Quarter			Vacation Request Due for 2nd Quarter		
		Update external calendar meetings	Quarterly Staff Newsletter	SAM Quarterly Report		Quarterly Staff Newsletter	SAM Quarterly Report		Quarterly Staff Newsletter	SAM Quarterly Report		
	Katharine	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	
Regional Office (RO)	Katharine	Monthly Calls with the RO		School Readiness (SR) Visit for RO							School Readiness (SR) visit for RO	
				Child Outcomes Year-End Report to RO via CAO report						Child Outcomes Year-End Report to RO via CAO report		
COMMUNITY ASSESSMENT												

2018-19 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL
Community Assessment 2017-2021 Major Update Every 5 years	Nelly	Prepare Community Assessment Updates Narrative for Continuation Grant		Submit Executive Summary with HS/EHS Continuation Grant				Researching Community Assessment Updates			Finalize 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 1, 2019 (1st Friday of the Month of February)	Give Kids a Smile Day Post Meeting	
Healthy and Active Lifestyle	Isabel				National Food Day - October 24th				"Pride in Food Service Week" -- First week in February	National Nutrition Month	Annual California Dietetic Association Meeting & Exhibition
Family Engagement	Pam	Monthly Parent Meetings / Trainings			Fall Harvest Festivals				Collect WOTYC Plans for Centers		WOTYC Celebrations
				Back to School Night						Open House	
						EHS PFCE Prep/Planning Home Family Activities to support SR PFCE Goals		EHS PFCE Home Family Activities to support SR PFCE Goals	EHS PFCE Home Family Activities to support SR PFCE Goals	EHS PFCE Home Family Activities to support SR PFCE Goals	EHS PFCE Home Family Activities to support SR PFCE Goals
						HS PFCE Prep/Planning Home Family Activities to support SR PFCE Goals		HS PFCE Home Family Activities to support SR PFCE Goals	HS PFCE Home Family Activities to support SR PFCE Goals	HS PFCE Home Family Activities to support SR PFCE Goals	HS PFCE Home Family Activities to support SR PFCE Goals
	Debi & Sophia				Health & Nutrition Services Advisory Committee Meeting						Health & Nutrition Services Advisory Committee Meeting
	Ron				Prep/planning Take Home Activities		EHS: Take home family activities	EHS: Take home family activities	EHS: Take home family activities	EHS: Take home family activities	EHS: Take home family activities

2018-19 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	
	Amy				Prep/planning Take Home Activities		HS: Take home family activities	HS: Take home family activities	HS: Take home family activities	HS: Take home family activities	HS: Take home family activities	
	Pam			Make Parenting A Pleasure Curriculum (Month Sept-June)								
			Family Financial Fitness Workshops					Family Financial Fitness Workshops				
			ESL Classes at GMC							ESL Classes at GMC		
		Itsy Bitsy Read and Parent Power Reading Workshops (year round)									Collect Year-End Celebration Plans for the Center	
			Male Involvement Quarterly Event			Male Involvement Quarterly Event			Male Involvement Quarterly Event			
COMMUNITY SERVICES BLOCK GRANT												
CSD Meetings and Trainings	Christina		2018 CAP Annual Convention-Denver, Colorado									
			Quarterly CAC Meeting			Quarterly CAC Meeting			Quarterly CAC Meeting			
EOC Meetings/Events	Christina	Monthly: EOC Business Meeting		Annual Orientation of New EOC Members Brown Act/Ethics Training Certificate Due to the Clerk of BOS						EOC Staff Present 2019 Legislative Platform Adopted by BOS to EOC	Subcommittee Begin Preparation for the May Community Action Month EOC Outreach Event	
				Election of EOC Executive Committee Officers			Present the 2018 Board of Supervisors Annual Report to EOC			Collect Form 700 from Members and Staff	Strategic Plan Retreat Form 700 due to Clerk of BOS	

2018-19 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL
Subcontractors	Christina	EOC Members Begin 2018 Subcontractor Onsite Monitoring			EOC RFI Process for 2019 CSBG Contracts	EOC Subcommittee to Review CSBG Proposals for 2019 Subcontractor Contracts	2019 Awarded Subcontractors and CSBG Budget presented to the EOC			Annual CSBG Roundtable	
Reporting/Audits	Christina	20th: Bi-Monthly Expenditure Due to CSD (May & June)		20th: Bi-Monthly Expenditure Due to CSD (Jul & Aug)	Year-End Budget Modification Developed w/Fiscal Subcommittee to CSD	20th: Bi-Monthly Expenditure Due to CSD (Sept & Oct)		20th: Bi-Monthly Expenditure Due to CSD (Nov & Dec 2018)	20th: Annual Programmatic Reports due: CSD 801 NPI, CSD 295-CCR Due	20th: Bi-Monthly Expenditure Due to CSD (Jan & Feb 2019)	
			Organizational Standards reviewed by CSD		CSBG Annual site Visit/Audit by CSD	15th: Last day to Submit Budget Modification to CSD (if necessary)	Action: Submit 2018 EOC Annual Report to the BOS		1st: CSBG Information System (IS) Report due to CSD (Jan-Dec 2018)		
CONTRACTS											
EESD Contracts	Nelly				Management Bulletin for CDE Refunding Application		Application Due for CDE Refunding Application For Next Fiscal Year				Draft Self-Evalua
								Prepare, Distribute and Collect Parent Survey for Alternative Payment Programs		Compile AP Parent Surveys	
	Janissa	Begin Screenings and DRDP Assessments				Complete ECERS/ITERS by 11/30	Complete DRDP Summary of Findings by 12/30	Prepare, Distribute and Conduct DRDP Parent Survey for Center Based Programs		Compile DRDP Parent Surveys by Contract	Complete Agency Summary of Findings
LIHEAP/DOE	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							
CSBG	Christina				Begin Request for Information (RFI) for CSBG Contract w/ CSD for PY 2019	RFI Information session for potential subcontractors	Begin executing 2019 CSBG contracts				

2018-19 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL
Partnerships	Nasim	CACFP Contract	Begin Contract Renewals for Contracts Due in November		Begin Contract Renewals for Contracts Due in December and January	Action: BOS Approval of All Contracts				Begin Contract Renewals for Contracts Due in July (Pending Slots)	
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	Continue Recr	
		Monthly - Purge Waitlist								Submit Request for Flyers to be Mailed with Public Benefit Quarterly Reports	
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	Establish Procedure and Timelines for Rollover	
Attendance & Planning	Sarah	Monthly Attendance Report for BOS/PC								Slot Planning for Next py	
FISCAL											
Reports	Eric	CDE 4th Quarterly Report Due	Operating Information in the Comprehensive Annual Financial	Budget Input in HSES 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	County Performance Report Due	CDE 3rd Quarterly Report Due

2018-19 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL
		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		Site Review of Delegate Agency Due	Final financial Status Report SF-425 Due to ACF
		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)	CSBG IS Form Due 3/1	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			
Budgets	Eric	State/County Fiscal Year Begins July 1st		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			Subrecipient & Contractor Determination Checklist
		CACFP CMIPS Submitted	Finalize 2018 Operational and T & TA Budget for HS/EHS; 2018 Budget for PC Discussion and Approval				Mid-year Appropriation Adjustments		Mandatory & Discretionary List to CAO		
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						Develop Grant Timeline in Conjunction with PC/BOS Meeting Dates for Approval Requests

2018-19 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL
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			
HS/EHS Grants (09CH9115) (cont'd)	Haydee	SF-425 Semi-annual report due to ACF		Action: Upload Budget by object total and justification thru HSES				SF-425 Annual Report due to ACF			SF-425 Final Report due to ACF
EHS-CCP Grant #1 (09HP0012)	Haydee	SF-425 Annual report due to ACF			SF-425 Final Report due to ACF			Receive Funding Guidance Letter SF-425 Semi-annual report due to ACF		Get PC/BOS Approvals	Due April 1 Action: Upload Budget by object total and justification thru HSES
EHS-CCP Grant #2 (09HP000111)	Haydee	SF-425 Final Report due to ACF		Receive funding guidance letter	SF-425 Semi-annual report due to ACF	Get PC/BOS approval	Due Dec. 1 Action: Upload Budget by object total and justification thru HSES				SF-425 Annual report due to ACF
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		Performance Review notices	

2018-19 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL
		Monitor transcripts TAT				Monitor transcripts TAT					
PD/PY	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
											Notice of Proposed Action for Layoff
											Notice of Action for Layoff
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	LIC 500 to Licensing	Remove OSHA Reports posting from 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.)		Child Abuse & Domestic Violence Awareness Training-At time of hire
		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)-EHSD		CSB Standards of Conduct			
Labor	Reni	Local 1 presentation at NEO (monthly)		CSB/Local One Informational meeting						Meet & Confer Layoff PD/PY Staff Warning Letter to Layoff PD/PY staff	
Recruitment	Reni	Ongoing recruitment at One-Stops and Community Fairs			Career Intro Career Fair					Recruitment CSU East Bay job fair	Recruitment CCC & Mills College and DVC job fair

LEGISLATION

2018-19 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL
Legislation	Nasim	Quarterly Report at Senior Management Meeting			Quarterly Report at Senior Management Meeting			Quarterly Report at Senior Management Meeting		Report on Federal Budget	Quarterly Report at Senior Management Meeting
LOW INCOME HOME ENERGY ASSISTANCE PROGRAM/DEPARTMENT OF ENERGY											
Monitoring/Review	Nelly	Monthly Quality Control Review with DCD (3rd Thursday)		CSD Console Bi-Annual On-Site Monitoring Visit						CSD Console Bi-Annual On-Site Monitoring Visit	
		Monthly Quality Control Review of Utility Assistance									
Meetings/Conferences	Nelly	Monthly Utility Assistance Meeting		Quarterly Local Service Provider 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											
Monitoring	Nelly		1st Period Monitoring Begins: Center, Education, N&E, and CS		CLASS Monitoring			2nd Period Monitoring Begins: Center, Education, N&E, and CS		CLASS Monitoring	
				Semi-Annual Child Safety Checklist						Semi-Annual Child Safety Checklist	
Reports	Nelly		Present 2nd Period Semi-Annual Report to PC Ongoing Monitoring Subcommittee, PC, CAO, ACF, Senior Managers, Site Supervisors, CS Managers, Partners, and Staff	Root Cause Analysis				Present 1st Period Semi-Annual Report to PC Ongoing Monitoring Subcommittee, PC, CAO, ACF, Senior Managers, Site Supervisors, CS Managers, Partners, and Staff	Root Cause Analysis		

2018-19 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL
PARTNERSHIPS - CHILD CARE											
Communication	Magda			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	
		Bi-monthly CSB and Partner Education Cluster Meeting		Pedestrian Safety Training Required Bi-monthly CSB and Partner Education Cluster Meeting		Bi-monthly CSB and Partner Education Cluster Meeting		Begin Kindergarten Transitions/ Trainings Bi-monthly CSB and Partner Education Cluster Meeting		Bi-monthly CSB and Partner Education Cluster Meeting	Child Abuse/DV Prevention Training Required
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			Report Progress on CSB Strategic Plan
Planning Calendar	Nasim						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

2018-19 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL
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	Senior Managers/ Managers Send Updates to the Analyst	Analyst Gets SAM Approval
POLICY COUNCIL											
PC Meetings and Trainings	Pam		Recognition of Outgoing PC Members	PC Orientation (off-site) on Saturday September (TBD) and Election of New PC Executive Committee		PC/BOS Joint Training (First Wenesday of November)	Ethics/Brown Act Video Training Due				
		Monthly PC Meeting (except July and December)				Make-Up PC Orientation	Monthly PC Meeting (except July and December)	Facilitative Leadership Training			
		Monthly Subcommittee Meetings (except July and December)			Begin Recruitment for Subcommittee	Finalize Subcommittees		Monthly Subcommittee Meetings (except July and December)			
RECORD KEEPING & REPORTING											
Annual Report	Nasim	Disseminate/Distribute Annual Report to Public and Staff								Begin Annual Report Process and Gather Content from Sr. Mgrs. and CSMs	Finalize Annual Report /Annual Report Final Approval from SAM
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			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									

2018-19 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL
SCHOOL READINESS (SR)											
Reports	Janissa			Present Final Update of SR Goals from Previous Year to PC Program Svs subcomm., PC, BOS, Sr Mgmt., staff Final DRDP Outcomes Report to PC Program Svs subcomm., PC, BOS, Sr Mgmt., & staff		Present Baseline SR goals to PC Prog Svs Subcommittee, PC, BOS, SR.Mgmt. & staff First DRDP Outcomes Report for Current Program Year to PC Prog Svs subcomm., PC, BOS, & Sr Mgmt.					Present Mid-Year SR Updates to PC prog Svs Subcomm., PC, BOS, Sr Mgmt., and staff 2nd DRDP Outcomes Report to PC prog Svs Subcomm., PC, BOS & Sr Mgmt.
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		Prepare Kindergarten Transition Packets
	Isabel & Ron				PITC Training for EHS staff		PITC Training for EHS staff		PITC Training for EHS staff		PITC Training for EHS staff
SELF ASSESSMENT											
Self Assessment Activities	Nasim				Recruit PC Self-Assessment Sub-Committee	Begin Self-Assessment Process Planning		Identify Sites and Classrooms for Self-Assessment and Instruments	Conduct Self-Assessment (CSB/FBHS)	Action: Submit Final Report and Obtain Approval of Corrective Action Plans as Necessary (ACF/PC/BOS/CSB Director)	
Self Assessment Activities (cont'd)						Present Process to PC and Broaden Subcommittee Membership		Develop Self-Assessment Schedule and Send Out Notification			

2018-19 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL
								Form Self-Assessment Teams for Review at CSB and Delegate Agency Sites			
								Train Community Volunteers/PC Subcommittee Members			
CALWORKS STAGE 2/ALTERNATIVE PAYMENT PROGRAM											
Families	Nelly										Review and Update St Hand
Monitoring/Reports	Nelly	Quarterly File Monitoring Due	Fiscal Audit		Quarterly File Monitoring Due			Quarterly File Monitoring Due			Quarterly File Monitoring Due
Meetings/Conferences	Nelly	Monthly CSAM & Unit Meetings			CAPPA Annual Conference						

2018-19 CSB Planning Calendar

MAY	JUNE
Community Action Month BOS Proclamation	
	CLOUDS Renewal CLOUDS User Group Meeting

2018-19 CSB Planning Calendar

MAY	JUNE
Quarterly Family Newsletter	
	Vacation Request due for 3rd Quarter
Quarterly Staff Newsletter	SAM Quarterly Report
	Bi-monthly All-Cluster meetings
24 Class Waiver Letter Renewal	
	Child Outcomes Year- End Report to RO via CAO report

2018-19 CSB Planning Calendar

MAY	JUNE
	Action: Present Community Assessment Executive Summary Report for PC, BOS, and Staff
	National Fruit and Veggie Day (June 17th is Eat All Your Veggies Day)
EHS PFCE Home Family Activities to support SR PFCE Goals	
HS PFCE Home Family Activities to support SR PFCE Goals	
EHS: Take home family activities	EHS: Take home family activities

2018-19 CSB Planning Calendar

MAY	JUNE
HS: Take home family activities	HS: Take home family activities
Year-End Celebrations	
Male Involvement Quarterly Event	
Quarterly CAC Meeting	
Community Action Month: EOC Outreach Event	

2018-19 CSB Planning Calendar

MAY	JUNE
20th: Bi-Monthly Expenditure Due to CSD (Mar & Apr)	
31st: 2018 CSBG Close Out Report Due to CSD	
tion Action Plan	Submit Self-Evaluation to CDE on June 1st.
Review Parent Survey Results & Share with Senior Mgmt. BOS, and PC. Submit Report to Analyst.	

2018-19 CSB Planning Calendar

MAY	JUNE
PD/PY Classes End	
Eligibility & Enrollment Clinics	
Enrollment Drive	
	Purge Over-Income Waiver List
Slots Map Finalized for Next PY and Distribute	
Report the Results of Prior Year Single Audit to PC	

2018-19 CSB Planning Calendar

MAY	JUNE
	CSBG Report Due to CSD (bi-monthly due on the 20th)
	State/County Fiscal Year Ends June 30th
	Year-end Appropriation Adjustments
Present to PC: Review of Continuation Grant Cycle and PC Involvement	Share Grantee Timeline Tasks with Delegate

2018-19 CSB Planning Calendar

MAY	JUNE
	Announce Continuation Grant to PC, Including Year-End Monitoring Results (CSB Director's Report)
Performance Review notices	Personnel Budget review.

2018-19 CSB Planning Calendar

MAY	JUNE
Monitor transcripts TAT	
Order of Layoff PD/PY Staff	
Summer closure & PD/PY Staff Layoff	
	LIC 500 to Licensing
Confidentiality Training (Annually Apr./May)	Illness and Injury Prevention plan Review
	15 Hours of Professional Development (Ongoing)
Annual Bid	CSB/Local One Informational meeting
Recruitment Solano Community College job fair	Career Intro Career Fair (May)
Career Intro Career Fair	

2018-19 CSB Planning Calendar

MAY	JUNE
Report to Sr. Management on May's Legislative Revision	
	CSD Annual On-Site Monitoring Visit
	Quarterly Local Service Provider Meeting
	Energy Annual Convention
	End Monitoring
Review/Update Content of Monitoring Tools and Handbooks	

2018-19 CSB Planning Calendar

MAY	JUNE
	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
Bi-monthly CSB and Partner Education Cluster Meeting	Fees/9400 Trainings for State Partners
<p>Action: Request PC approval of Planning Calendar</p> <p>Action: BOS Approval</p>	Present Updates to Staff

2018-19 CSB Planning Calendar

MAY	JUNE
Enlist PC Sub-Committee 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
PC/EOC Orientation Planning Begins	PC/BOS Joint Training Planning Begins
Annual Report Final Approval from SAM	Present/Distribute Annual Report to PC and BOS/CAO
Release Files Past Destruction Date to County for Shredding	

2018-19 CSB Planning Calendar

MAY	JUNE
Distribution of SR Packets (Transition to Kindergarten)	
	PITC Training for EHS staff
	Link any Self-Assessment Findings to G&O's for Continuation Grant and T & TA Plan

2018-19 CSB Planning Calendar

MAY	JUNE
Stage 2/CAPP Program book	Distribute Stage 2/CAPP Program Handbook