

2019-20 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
BOARD OF SUPERVISORS													
Communication	Camilla									Attend BOS Meeting for PD/PY Layoffs		Community Action Month BOS Proclamation	
									Meet with individual Board members for updates				
					FHS Committee Presentation						Invite Board Members to Centers for Week of the Young Child		
Reports	Camilla	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 User Group Meeting		CLOUDS Staff Training	CLOUDS User Group Meeting	CLOUDS Renewal
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		
					Emergency Preparedness Training and Great Shake Out Statewide Earthquake Drill								

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COMMUNICATION													
Families	Katharine			Community Work Days						Community Work Days			
	Pam				Family Newsletter			Family Newsletter				Family Newsletter	
		Monthly Early Closure Letters	Back to School Nights								Part-Day Closure Reminder 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		Family Handbook Updates (Every 2 years, 2017-2019)	Child Abuse/DV Prevention Training Required	Summer Safety Newsletter	
Staff	Camilla	Update external calendar meetings		Vacation Request due for 4th Quarter			Vacation Request Due for 1st Quarter			Vacation Request Due for 2nd Quarter			Vacation Request due for 3rd Quarter
	Camilla	Quarterly Staff Newsletter			Quarterly Staff Newsletter			Quarterly Staff Newsletter			Quarterly Staff Newsletter		
	Camilla	SAM Quarterly Report			SAM Quarterly Report			SAM Quarterly Report			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		Bi-monthly All-Cluster meetings
Regional Office (RO)	Katharine	Monthly Calls with the RO		School Readiness (SR) Visit for RO	Child Restraint System annual waiver due Nov 1						School Readiness (SR) visit for RO		
				Child Outcomes Year-End Report to RO via CAO report						Child Outcomes Baseline Report to RO via CAO report			Child Outcomes Mid-Year Report to RO via CAO report
COMMUNITY ASSESSMENT													
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- Year 3			Finalize Community Assessment		Action: Present Community Assessment Executive Summary Report for PC, BOS, and Staff

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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			
La Clinica and Life Long Dental Vans		Monthly at Selected Sites											
Hearing and Vision Certification/Training			CSB & CHDP Hearing & Vision Training for CSB and Local Health Providers					CSB & CHDP Hearing & Vision Training for CSB and Local Health Providers			CSB & CHDP Hearing & Vision Training for CSB and Local Health Providers		
Healthy and Active Lifestyle	Pam				National Food Day - October 24th				"Pride in Food Service Week" -- First week in February	National Nutrition Month	Annual California Dietetic Association Meeting & Exhibition		National Fruit and Veggie Day (June 17th is Eat All Your Veggies Day)
		Monthly Parent Meetings / Trainings											
Family Engagement	Pam				Fall Harvest Festivals					Collect WOTYC Plans for Centers	WOTYC Celebrations	Collect Year-End Celebration Plans for the Center	Year-End Celebrations
										Open House			
						EHS PFCE Prep/Planning 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					
	Sophia				Health & Nutrition Services Advisory Committee Meeting						Health & Nutrition Services Advisory Committee Meeting		

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	Ron				Prep/planning Take Home Activities		EHS: Take home family activities monthly Dec-June						
	Amy				Prep/planning Take Home Activities		HS: Take home family activities monthly Dec-June						
	Pam	Make Parenting A Pleasure Curriculum (Monthly excluding August)											
								Family Financial Fitness Workshops					
			ESL Classes at GMC							ESL Classes at GMC			
		Itsy Bitsy Read and Parent Power Reading Workshops (year round)											
			Male Involvement Quarterly Event			Male Involvement Quarterly Event			Male Involvement Quarterly Event			Male Involvement Quarterly Event	
COMMUNITY SERVICES BLOCK GRANT													
CSD Meetings and Trainings	Christina		2019 CAP Annual Convention-Chicago, Illinois									CalCapa Conference - location TBD	
			Quarterly CAC Meeting			Quarterly CAC Meeting			Quarterly CAC Meeting			Quarterly CAC Meeting	
EOC Meetings/Events	Christina	Monthly EOC Business Meetings											
				Election of EOC Executive Committee Officers			Present the 2019 Board of Supervisors Annual Report to EOC			EOC Staff Present 2019 Legislative Platform Adopted by BOS to EOC	Form 700 due to Clerk of BOS	Community Action Month: EOC Outreach Event	

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Subcontractors	Christina	EOC Members Begin 2019-20 Subcontractor Onsite Monitoring		EOC RFI Process for 2020-21 CSBG Contracts	Subcommittee to Review CSBG Proposals for 2020-21 Subcontractor Contracts	2020-21 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)		20th: Bi-Monthly Expenditure Due to CSD (Mar & Apr)	
			Organizational Standards reviewed by CSD			15th: Last day to Submit Budget Modification to CSD (if necessary)			1st: CSBG Information System (IS) Report due to CSD (Jan-Dec 2019)			31st: 2019 CSBG Close Out Report Due to CSD	
CONTRACTS													
EESD Contracts	Nelly			Management Bulletin for CDE Refunding Application		Application Due for CDE Refunding Application For Next Fiscal Year					Draft Self-Evaluation Action Plan		Submit Self-Evaluation to CDE on June 1st.
								Prepare, Distribute and Collect Parent Survey for Alternative Payment Programs		Compile AP Parent Surveys		Review AP Parent Survey Results & Share with Senior Mgmt. BOS, and PC. Submit Report to Analyst.	
	Amy	Full Day-Begin Screenings and DRDP Assessments		Part Day-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		Review Parent Survey Results & Share with Senior Mgmt. BOS, and PC. Submit Report to Analyst.	
LIHEAP/DOE	Sung		Begin LIHEAP Contract with CSD for PY 2020	End of PY LIHEAP Contract									
			Begin on DOE Contract with CSD for PY 2018	End of PY DOE Contract									
CSBG	Christina				Begin Request for Information (RFI) for CSBG Contract w/ CSD for PY 2020-21	RFI Information session for potential subcontractors	Begin executing 2020-2021 CSBG contracts						
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)		Action: BOS Approval of All Contracts	

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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				PD/PY Classes End
		CS Desk Guide and Forms review (Every 2 years - 2017)		PD/PY Classes Begin							Eligibility & Enrollment Clinics		
Recruitment	Sarah							Review/ Revise Recruitment Materials	Begin Major Recruitment Drive	Continue Recruitment Drive			
		Monthly - Purge Waitlist	Submit Request for Flyers to be Mailed with Public Benefit Quarterly Reports							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			Purge Over-Income Waiver List
Attendance & Planning	Sarah	Monthly Attendance Report for BOS/PC						Slot Planning for Next PY				Slots Map Finalized for Next PY and Distribute	
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	Report the Results of Prior Year Single Audit to PC	
		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)		CSBG Report Due to CSD (bi-monthly due on the 20th)

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		County Year-End Close-Out Begins: Cut Off for Encumbrances Adjustment Deposit Permit						Annual Financial Status Report SF-425 Due to ACF				Internal Control Checklist on Cash and Petty Cash due to Auditor's Office	
		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		State/County Fiscal Year Ends June 30th
		CACFP CMIPS Submitted	Finalize 2018 Operational and T & TA Budget for HS/EHS; 2018 Budget for PC Discussion and Approval						Mandatory & Discretionary List to CAO				Year-end Appropriation Adjustments
GRANTS													
HS/EHS Grants (09CH9115)	Nasim	Conduct Grant Writing Process with Assigned Team Members (Including: Goals & Objectives)		Action for 09CH010862: Request PC Approval for Submission of Grant, Budgets and Goals & Objectives. Action: Upload Grants Through HSES	Present Grant Cycle Process Overview to PC at Orientation					Action for 09HP0012: Request PC Approval for Submission of Grant, Budgets and Goals & Objectives. Action: Upload Grants Through HSES	Develop Grant Timeline in Conjunction with PC/BOS Meeting Dates for Approval Requests	Present to PC: Review of Continuation Grant Cycle Action for 09HP000111: Request PC Approval for Submission of Grant, Budgets and Goals & Objectives. Action: Upload Grants Through HSES	Share Grantee Timeline Tasks with Delegate
HS/EHS Grants (09CH9115) (cont'd)		Program G/O Updates Semi-Annual Report Disseminated to Staff, Department Director, PC, and BOS AND Issue Task and Timelines for 09CH010862						Program G/O Updates Semi-Annual Report Disseminated to Staff, Department Director, PC, and BOS AND Issue Task and Timelines for 09HP0012		Issue Task and Timelines for 09HP000111			Announce Continuation Grant Cycle to PC, Including Year-End Monitoring Results (CSB Director's Report)
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		

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EHS-CCP Grant #1 (09HP0012)	Angela	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)	Angela				SF-425 Annual report due to ACF			SF-425 Final Report due to ACF		Receive funding guidance letter	Get PC/BOS approval SF-425 Annual report due to ACF		Due June. 1 Action: Upload Budget by object total and justification thru HSES
HUMAN RESOURCES													
Tracking	Reni	Monthly Personnel Tracking reports: WC/FMLA/LOA Performance Review – every other month Staff & Center Roster Vacant/Filled Report											
	Olga	Ongoing 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		Performance Review notices	Personnel Budget review.
		Monitor transcripts TAT				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	Order of Layoff PD/PY Staff	
											Notice of Proposed Action for Layoff		Summer closure & PD/PY Staff Layoff
											Notice of Action for Layoff		

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Reporting	Reni/Olga	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		LIC 500 to Licensing
Required Training	Olga	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		Civil Rights Training (Every 2 years Jan./Feb.)		CSB Protocol for Hourly Head Count and Transition training for staff	Preventive Health & Safety (EMSA) (At time of hire once or twice per year)	Child Abuse & Domestic Violence Awareness Training-At time of hire	Confidentiality Training (Annually Apr./May)	Illness and Injury Prevention plan Review
		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				15 Hours of Professional Development (Ongoing)
		General HIPAA Awareness Training (upon hire and bi-annual for applicable staff)											
Labor	Reni	Local 1 presentation at NEO (monthly)		Labor -Management Meeting			Labor -Management Meeting			Meet & Confer Layoff PD/PY Staff Warning Letter to Layoff PD/PY staff	Labor -Management Meeting	Annual Bid	Labor -Management Meeting
Recruitment	Olga	Ongoing recruitment at One-Stops and Community Fairs			Career Intro Career Fair				Outreach fair at Loma Vista Adult Center	Recruitment CCC, DVC & Los Medanos College job fair	Recruitment DVC	Recruitment Solano Community College job fair	Career Intro Career Fair (May)
									Mills College Tabling Career Event		Pittsburg CoFC & Pittsburg USD CareerLink Fair	Career Intro Career Fair	
											Mount Diablo USD Career Fair	West Bay USD Career Fair (being researched)	
LEGISLATION													
Legislation	Monica	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	Report to Sr. Management on May's Legislative Revision	
LOW INCOME HOME ENERGY ASSISTANCE PROGRAM/DEPARTMENT OF ENERGY													
Monitoring/Review	Nelly	Monthly Quality Control Review of Utility Assistance		CSD Console Bi-Annual On-Site Monitoring Visit						CSD Console Bi-Annual On-Site Monitoring Visit			CSD Annual On-Site Monitoring Visit
		Quarterly Quality Control Review with DCD (3rd Thursday)			Quarterly Quality Control Review with DCD (3rd Thursday)			Quarterly Quality Control Review with DCD (3rd Thursday)			Quarterly Quality Control Review with DCD (3rd Thursday)		

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Meetings/Conferences	Nelly	Monthly Utility Assistance Meeting		Quarterly Local Service Provider Meeting			Quarterly Local Service Provider Meeting			Quarterly Local Service Provider Meeting			Quarterly Local Service Provider Meeting
			Bi-Monthly LIHEAP/DOE Meeting with DCD		Bi-Monthly LIHEAP/DOE Meeting with DCD		Bi-Monthly LIHEAP/DOE Meeting with DCD		Bi-Monthly LIHEAP/DOE Meeting with DCD		Bi-Monthly LIHEAP/DOE Meeting with DCD		Bi-Monthly LIHEAP/DOE Meeting with DCD
													Energy Annual Convention
Reports	Sam/Sung	20th: EARS Monthly Report											
ON-GOING MONITORING													
Monitoring	Nelly		1st Period Monitoring Begins: Center, Curriculum Fidelity, Education, N&E, and CS		CLASS Monitoring			2nd Period Monitoring Begins: Center, Curriculum Fidelity, Education, N&E, and CS		CLASS Monitoring			End Monitoring
				Semi-Annual Child Safety Checklist						Semi-Annual Child Safety Checklist			
Reports	Nelly		Present 2nd Period Semi-Annual Report to PC Monitoring/ Self-Assessment Subcommittee, PC, CAO, ACF, Senior Managers, Site Supervisors, CS Managers, Partners, and Staff						Present 1st Period Semi-Annual Report to PC Monitoring/ Self-Assessment Subcommittee, PC, CAO, ACF, Senior Managers, Site Supervisors, CS Managers, Partners, and Staff		Review/Update Content of Monitoring Tools and Handbooks		
			Root Cause Analysis						Root Cause Analysis				Review Slot Map Plans and Update for New Period Schedule for Center Monitoring and Sample Size Calculation for Files and Classrooms
PARTNERSHIPS - CHILD CARE													
Communication	Magda	Quarterly Grantee and YMCA		Quarterly Grantee and Delegate Meeting	Annual Partner Director Meeting/ Quarterly Grantee and YMCA	Community Based Partnerships MOU Status Check	Quarterly Grantee and Delegate Meeting	Quarterly Grantee and YMCA		Quarterly Grantee and Delegate Meeting	Quarterly Grantee and YMCA		Quarterly Grantee and Delegate Meeting
		Monthly CoCo Kids Meetings											

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				Pedestrian Safety Training Required				Begin Kindergarten Transitions/ Trainings					
		Bi-monthly CSB and Partner Education Cluster Meeting		Bi-monthly CSB and Partner Education Cluster Meeting		Bi-monthly CSB and Partner Education Cluster Meeting		Bi-monthly CSB and Partner Education Cluster Meeting	CLASS Training for Partners	Bi-monthly CSB and Partner Education Cluster Meeting	Child Abuse/DV Prevention Training Required	Bi-monthly CSB and Partner Education Cluster Meeting	Fees/9400 Trainings for State Partners
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	Action: Request PC approval of Planning Calendar Action: BOS Approval	Present Updates to Staff
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	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
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		Facilitative Leadership Training	Ethics/Brown Act Video Training Due			PC/BOS Joint Meeting		PC Orientation Planning Begins	PC/BOS Joint Meeting Planning Begins
					Make-Up PC Orientation								

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			Monthly PC Meeting (except July and December)										
			Monthly Subcommittee Meetings (except July and December)		Begin Recruitment for Subcommittee	Finalize Subcommittees							
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	Present/Distribute Annual Report to PC and BOS/CAO
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								Release Files Past Destruction Date to County for Shredding	
		Prior Program Year Archived Files Stored at Sites for One Year											
SCHOOL READINESS (SR)													
Reports	Amy		Present Final Update of SR Goals from Previous Year to PC Program Svs subcomm., PC, BOS, Sr Mgmt., staff					Present Baseline SR goals to PC Prog Svs Subcommittee & SR.Mgmt.	Present Baseline SR goals to PC, BOS & staff.	Present Mid-Year SR Updates to PC Prog Svs Subcomm. & Sr Mgmt.	Present Mid-Year SR Updates to PC, BOS, & staff.		
			Final DRDP Outcomes Report to PC Program Svs subcomm., PC, BOS, Sr Mgmt., & staff					First DRDP Outcomes Report for Current Program Year to PC Prog Svs subcomm. & Sr Mgmt.	First DRDP Outcomes Report for Current Program Year to PC, BOS & staff.	2nd DRDP Outcomes Report for Current Program Year to PC Prog Svs Subcomm. & Sr Mgmt.	2nd DRDP Outcomes Report to PC, BOS & staff.		

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Transitions: Into, Throughout & Out of Program	Amy	In-Service for FD/FY Teachers Education P&Ps	Pre-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	Distribution of SR Packets/ backpacks (Transition to Kindergarten)	
	Amy & Ron				PITC Training for EHS staff		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)			Link any Self-Assessment Findings to G&O's for Continuation Grant and T & TA Plan
Self Assessment Activities (cont'd)						Present Process to PC and Broaden Subcommittee Membership		Develop Self-Assessment Schedule and Send Out Notification					
								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 Stage 2/CAPP Program Handbook (if applicable)		Distribute Stage 2/CAPP Program Handbook (if updates made)
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 & CCDAA Annual Conference								