

2020-21 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>	Katharine				Head Start Awareness Month Acknowledgement					Attend BOS Meeting for PO/PI Layoffs		Coordinating 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		
<b>Reports</b>	Katharine	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 Form 470		E-Rate Form 471	USAC PIA Review	E-Rate/USAC PIA Review	
				Invoicing Universal Service Administrative Company (USAC)/Service Provider for			RFI for Next Year's Technology Needs	RFI for Tele-Communication/Internety/Internal Connection		Action: BOS Approval for Incoming Funds	Review Prior Years E-Rate Form 471 Grant Application	E-Rate Form 436	
									USAC Conference				
<b>CLOUDS</b>	Sung				CLOUDS User Group Meeting	CLOUDS Annual Conference (Postponed due to COVID19)				Review Contracts by County Counsel	CLOUDS User Group Meeting	CLOUDS Staff Training	CLOUDS User Group Meeting
<b>Facilities/Center Health and Safety</b>	Sung	Quarterly Deep Cleaning EHS & Kitchen	Annual Deep Cleaning HS	Certification for Playground Safety Inspector (Expires 9/1721)	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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<b>CALWORKS STAGE 2/ALTERNATIVE PAYMENT PROGRAM</b>														
<b>Families</b>	<b>Nelly</b>											Review and Update Stage 2/CAPP Program Handbook (if applicable)	Distribute Stage 2/CAPP Program Handbook (if updates made)	
<b>Monitoring/Reports</b>	<b>Nelly</b>	Quarterly File Monitoring Due	Fiscal Audit		Quarterly File Monitoring Due			Quarterly File Monitoring Due				Quarterly File Monitoring Due		
<b>Meetings/Conferences</b>	<b>Nelly</b>	Monthly CSAM & Unit Meetings		CAPPA & EveryChild California Annual Conference										
					CLOUDS Annual Conference (Postponed due to COVID-19)									
<b>COMMUNICATION</b>														
<b>Families</b>	<b>Amy</b>			Community Work Days (may be suspended or postponed due to COVID-19)						Community Work Days (may be suspended or postponed due to COVID-19)				
	<b>Monica</b>				Family Newsletter			Family Newsletter				Family Newsletter	Summer Safety Newsletter	
		Monthly Early Closure Letters	Back to School Nights (may be suspended or postponed due to COVID-19)									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)				
	<b>Monica</b>	Provide Family Handbooks to Families		Pedestrian Safety Training Required				Begin Kindergarten Transitions/ Training		Family Handbook Updates (Every 2 years, 2019-2021)	Child Abuse/DV Prevention Training Required			
<b>Staff</b>	<b>Katharine</b>	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	
	<b>Katharine</b>	Quarterly Staff Newsletter			Quarterly Staff Newsletter			Quarterly Staff Newsletter				Quarterly Staff Newsletter		
	<b>Katharine</b>	SAM Quarterly Report			SAM Quarterly Report			SAM Quarterly Report				SAM Quarterly Report		
	<b>Amy</b>	Monthly Cluster meetings	Triannual All-Cluster meetings				Triannual All-Cluster meetings					Triannual All-Cluster meetings		

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Regional Office (RO)	Amy	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 (No report due to COVID-19; requirement waived)						Child Outcomes Baseline Report to RO via CAO report			Child Outcomes Mid-Year Report to RO via CAO report
<b>COMMUNITY ASSESSMENT</b>													
Community Assessment 2017-2021 Major Update Every 5 years	Nancy	Prepare Community Assessment Updates Narrative for HS/EHS Continuation Grant		Submit Executive Summary with HS/EHS Continuation Grant				Researching Community Assessment Updates -Year 4			Finalize Community Assessment		Action: Present Community Assessment Executive Summary Report for PC, BOS, and Staff
	Nancy										Prepare Community Assessment Updates Narrative for Continuation Grant for EHS-CCP		
<b>COMMUNITY ENGAGEMENT</b>													
Give Kids a Smile Day	Monica						Give Kids a Smile Day (GKSD) - Planning Meetings with Contra Costa Dental Society, Children's Oral Health Program	GKSD Preparation and Implementation of GKSD Plan Every Day In Month of January	Give Kids a Smile Day Event (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	Monica				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											

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Family Engagement	Monica				Fall Harvest Festivals (may be canceled postponed due to COVID-19)					Collect WOTYC Plans for Centers	WOTYC Celebrations	Collect Year-End Celebration Plans for the Center	Year-End Celebrations	
										Open House (may be suspended or postponed due to COVID-19)				
						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						
	Cathy				Health & Nutrition Services Advisory Committee Meeting						Health & Nutrition Services Advisory Committee Meeting			
	Ron				Prep/Planning Take Home Activities		EHS: Take home family activities monthly Dec-June							
	Isabel				Prep/Planning Take Home Activities		HS: Take home family activities monthly Dec-June							
	Monica	Mike 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 Events (year round)										
COMMUNITY SERVICES BLOCK GRANT														

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<b>CSD Meetings and Trainings</b>	Christina		2020 CAP Annual Convention-Virtual Convention Aug. 26-28/20										
						Quarterly CAC Meeting			Quarterly CAC Meeting			Quarterly CAC Meeting	
<b>EOC Meetings/Events</b>	Christina	Monthly EOC Business Meetings											
				Election of EOC Executive Committee Officers 2020-2021			Present the 2020 Board of Supervisors Annual Report to EOC				Form 700 due to Clerk of BOS	Community Action Month: EOC Outreach Event	
<b>Subcontractors</b>	Christina		EOC Members Begin 2020-21 Subcontractor Onsite Monitoring	EOC RH Process for 2021-22 CSBG Funding	Submit/Review CSBG Proposals for 2021-22 Subcontractor Contracts	2021-22 Awarded Subcontractors and CSBG Budget presented to the EOC			Annual CSBG Roundtable				
<b>Reporting/Audits</b>	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 2020)	20th: Annual Programmatic Reports due to CSD	20th: Bi-Monthly Expenditure Due to CSD (Jan & Feb 2021)		20th: Bi-Monthly Expenditure Due to CSD (Mar & Apr)	
						15th: Last day to Submit Budget Modification to CSD (if necessary)			1st: CSBG Information System (IS) Report due to CSD (Jan-Dec 2020)			31st: 2020-21 CSBG Close Out Report Due to CSD	
<b>CONTRACTS</b>													
<b>ELCD Contracts (formerly known as EESD)</b>	Nelly			Management Bulletins for CDE Refunding Application		Application Due for CDE Refunding Application For Next Fiscal Year						DRA Self-Evaluation Action Plan	Submit Self-Evaluation to CDE on June 1st.
								Prepare, Distribute and Collect Parent Survey for Alternative Payment (AP) Programs	Complete AP Parent Surveys			Review AP Parent Survey Results & Share with Senior Mgmt, BOS, and PC. Submit Report to Analyst.	
	Isabel			FJI Day/Part Day- Begin Screenings and DRDP Assessments		Complete BCBS/OTERS by 11/30	Complete DRDP Summary of Findings by 12/30	Prepare, Distribute and Conduct DRDP Parent Surveys for Center Based Programs	Complete 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.	

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LIHEAP/DOE/DAP/CARES ACT	Sung	Begin CARES Act Contract with CSB	Begin LIHEAP Contract with CSB for PY 2021				End of PY 2020 DAP Contract			End of PY 2020 DAP Contract			End of PY 2020 DAP Contract
		Begin on DOE Contract with CSB for PY 2021					End of PY 2020 DOE Contract						End of PY 2020 DOE Contract
CSBG	Christina				Begin Request for Information (RFI) for CSBG Contract w/ CSB for PY 2021-22	RFI information session for potential subcontractors	Begin executing 2021-22 CSBG contracts						
Partnerships	Miriam	CACFP Contract	Begin Contract Renewals for Contracts Due in November *with the exception of CSBG contracts		Begin Contract Renewals for Contracts Due in December and January*with the exception of CSBG contracts	Action: BOS Approval of Contracts			Begin Contract Renewals for Contracts Due in July (Pending Specs) *with the exception of CSBG contracts)			Action: BOS Approval of Contracts	
<b>ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE (ERSEA)</b>													
Eligibility/ Enrollment	Sarah	Monthly Enrollment Report Due to HSES by the 7th & Purge Protocol Completed by the 15th		Weekly 30-day Full Enrollment Checks and Reports				New Federal Income Guidelines Issued		Eligibility Refresher Training			PD/PY Classes End
				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 Procedures and Timelines for Roll-over			Purge Over-Income Waiver List
Attendance & Planning	Sarah	Monthly Attendance Report for BOS/PC				Slot Planning for Next PY		Finalized Slots Map for Next PY					Distribute Slots Map for Next PY
<b>FISCAL</b>													

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<b>Reports</b>	Vickie	CDE 4th Quarterly Report Due	Operating Information in the Comprehensive Annual Financials	Budget Input in HSES Due to ACF for Next FY	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 (BPM) 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 PG & BOS monthly	County Year-End Close Out Continues: Submission of Journals, Vouchers, 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/HS Funds	Personnel Cost Forecasting (PCF) Report due		Site Review of Delegate Agency Due	Fiscal Financial Status Report SF-425 Due to ACF		
		Stage 2 B, CAPP Reports Due to CDB (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 CAG	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)
		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					
	Tess	CDE 4th Quarterly Report Due			CDE 1st Quarterly Report Due			CDE 2nd Quarterly Report Due			CDE 3rd Quarterly Report Due		
	Tess	4th qtr QRS report to Contra Costa County Office of Education (CCOCE)			1st qtr QRS report CDDOE			2nd qtr QRS report CDDOE			3rd qtr QRS report CDDOE		
	Tess	Child Development Audit documentation begins	Child Development Audit interim phase		Child Development Audit Year-end	Child Development Audit submission to CDE (which can be extended till February 2021)							
<b>Budgets</b>	Vickie	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 QMPS Submitted		Finalize 2021 Operational and T & TA Budget for HS/HS; 2022 Budget for PG Discussion and Approval					Mandatory & Discretionary List to CAG				Year-end Appropriation Adjustments
GRANTS													

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<b>HS/EHS Grants (09CH010862-2) (formerly 09CH9115)</b>	Sarah	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 HSBS	Present Grant Cycle Process Overview to PC at Orientation						Develop Grant Timeline to Coonect 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 HSBS	Share Grantee Timeline Tasks with Delegate
<b>HS/EHS Grants (09CH010862-2) (cont'd) (formerly 09CH9115)</b>		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		Issue Task and Timelines for 09HP000111-04			Announce Continuation Grant Cycle to PC, including Year-End Monitoring Results (CSB Director's Report)
<b>HS/EHS Grants (09CH010862-2) (cont'd) (formerly 09CH9115)</b>	Haydee	SF-425 Semi-annual report due to ACF		Action: Upload Budget by object total and justification thru HSBS				SF-425 Annual Report due to ACF			SF-425 Final Report due to ACF		
<b>EHS-CCP Grant #1 (09HP000193-01) (formerly 09HP0012)</b>	Angela				SF-425 Annual report due to ACF SF-429 Real Property Status report due to ACF			SF-425 Semi-Annual Report due to ACF SF-425 Final Report due to ACF					
<b>EHS-CCP Grant #2 (09HP000111-04)</b>	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 HSBS
<b>HUMAN RESOURCES</b>													



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Tracking	Eva Galpa	Monthly Personnel Tracking reports: WC/MIA/LDA, Staff & Center Roster, Vacant/Filed Report											
	Eva Galpa	Ongoing Permit expiration notices to staff											
Monitoring	Eva Galpa	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
	Monica	Monitor transcripts TAT				Monitor transcripts TAT						Monitor transcripts TAT	
PD/PY	Eva Galpa	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		
Reporting	Eva Galpa	Program Information Report		LIC 500 to Licensing			LIC 500 to Licensing	Risk Management Loss Control Report - Share w/ Senior Mgmt.		LIC 500 to Licensing			LIC 500 to Licensing
Required Training	Eva Galpa	Ongoing Sexual Harassment Awareness Training (All staff every 3 years and supervisor every 2 years)	National Voter Registration Act Training (biennially July/Aug)	CSB Policies and Procedures Review by all staff	Chronological Supervision & Progressive Discipline training (at time of hire and as needed)		Civil Rights Training (Every 2 years Jan./Feb.)		CSB Protocol for Hourly Head Count and Transition training for staff	Preventive Health & Safety (EHSA) (At time of hire once or twice per year)	Child Abuse & Domestic Violence Awareness Training-At time of hire and after every 2 years	Confidentiality Training (Annually Apr./May)	Sickness and Injury Prevention plan Review
		Ongoing new employee orientation monthly	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)

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		General HIPAA Awareness Training (upon hire and bi-annual for applicable staff)											
Labor	Eva Galpa	Labor-Management Meeting	Local 1 presentation at NIG (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	
Recruitment	Eva Galpa	Ongoing recruitment at One-Steps and Community Fairs			Career Intro Career Fair				Outreach fair at Loma Vista Adult Center	Recruitment DCC, DVC & Los Medanos College Job fair	Recruitment DVC	Recruitment Solano Community College job fair	Career Intro Career Fair (May)
									Mills College Talking Career Event		Pittsburg CoC & 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)		
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
Reports	Sam/Sung	20th: EARS Monthly Report							LIHEAP Action Day Training				Energy Annual Convention

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<b>ON-GOING MONITORING</b>														
<b>Monitoring</b>	<b>Nelly</b>			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				
<b>Reports</b>	<b>Nelly</b>		Present 2nd Period Semi-Annual Report to PC Monitoring/ Self-Assessment Subcommittee, PC, CAG, ACP, Senior Managers, Site Supervisors, CS Managers, Partners, and Staff						Present 1st Period Semi-Annual Report to PC Monitoring/ Self-Assessment Subcommittee, PC, CAG, ACP, Senior Managers, Site Supervisors, CS Managers, Partners, and Staff	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	Root Cause Analysis & Implementation of Corrective Action Plan							Root Cause Analysis & Implementation of Corrective Action Plan				
<b>PARTNERSHIPS - CHILD CARE</b>														
<b>Communication</b>	<b>Magda</b>	Quarterly Grantees and YMCA meeting		Quarterly Grantee and Delegate Meeting	Quarterly Grantee and YMCA meeting	Community Based Partnerships MGDU Status Check	Quarterly Grantee and Delegate Meeting	Quarterly Grantee and YMCA meeting	Quarterly Grantee and Delegate Meeting	Quarterly Grantee and YMCA meeting	Quarterly Grantee and Delegate Meeting	Quarterly Grantee and YMCA meeting	Quarterly Grantee and Delegate Meeting	
		Bi-Monthly CoCo Kids Meetings	Annual State Partner Meeting	Bi-Monthly CoCo Kids Meetings	Bi-Monthly CoCo Kids Meetings		Bi-Monthly CoCo Kids Meetings	Bi-Monthly CoCo Kids Meetings	Bi-Monthly CoCo Kids Meetings	Program self-evaluation documentation for state program due	Bi-Monthly CoCo Kids Meetings			
		Annual Federal Partner Meeting	Annual FCC Providers meeting	Pedestrian Safety Training Required				Begin Kindergarten Transitions/ Trainings						
		Bi-monthly CSB and Partner Education Cluster Meeting		Bi-monthly CSB and Partner Education Partner Learning Community		Bi-monthly CSB and Partner Education Cluster Meeting	Partner Learning Community	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/900 Trainings for State Partners	

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<b>PLANNING</b>													
Strategic Planning	Katharine			Revisit 2020 Proposed Strategic Initiatives	Strategic Plan Update to Staff and PC	Finalize Strategic Plan, Changes Including Timeline, Outcomes, and Measurements							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 (2019-21)	Sarah	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 Subcommittee for Review/Input to Service Plans and P&P's and Analyst to Finalize and Get Final SAM Approval	Action: Submit to PC and BOS for Approval/Order Copies of Approved Plans for Centers/Administration and Post on CSB Intranet
CS Desk review	Magda	CS Desk Guide and Forms review (Every 2 years - 2021)											
<b>POLICY COUNCIL</b>													
PC Meetings and Trainings	Monica		Recognition of Outgoing PC Members	PC Orientation (off-site) on Saturday September (EOD) and Election of New PC Executive Committee	Begin Recruitment for Subcommittee	Finalize Subcommittees				PC/BOS Joint Meeting		PC Orientation Planning Begins	PC/BOS Joint Meeting Planning Begins
					Make-Up PC Orientation	Facilitative Leadership Training	Ethics/Brown Act Video Training Due						
			Monthly PC Meeting (except July and December)										
			Monthly Subcommittee Meetings (except July and December)										

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<b>RECORD KEEPING &amp; REPORTING</b>													
<b>Annual Report</b>	Christina	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 BOI/CAG
<b>Program Information Report</b>	Sarah	Quarterly Meeting CSB and FBHS	Upload PIR by August 31st	Submit to BOS in CAG Report; Present at SAM, Sr. Mgmt. and Cluster Mgmts.	Quarterly Meeting CSB and FBHS	Present to PC		Quarterly Meeting CSB and FBHS			Quarterly Meeting CSB and FBHS		
<b>Equipment and Files</b>	Carlos	Annual County Equipment Inventory Report Confirmation		Program Year prior to Last Program Year Depo Files to Warehouse for Storage								Release Files Past Expiration Date to County for Shredding	
		Prior Program Year Archived Files Stored at Sites for One Year											
<b>SCHOOL READINESS (SR)</b>													
<b>Reports</b>	Isabel		Present Final Update of SR Goals from Previous Year to PC Program Svs. subcomm., PC, BOS, Sr. Mgmt., and staff					Present Baseline SR goals to PC Prog Svs Subcommittee and Sr. Mgmt.	Present Baseline SR goals to PC, BOS and staff	Present Mid-Year SR Updates to PC Prog Svs Subcomm. and Sr. Mgmt.		Present Mid-Year SR Updates to PC, BOS, and staff	
			Final DRDP Outcomes Report to PC Program Svs subcomm., PC, BOS, Sr. Mgmt., and staff					First DRDP Outcomes Report for Current Program Year to PC Prog Svs subcomm. and Sr. Mgmt.	First DRDP Outcomes Report for Current Program Year to PC, BOS and staff	2nd DRDP Outcomes Report for Current Program Year to PC Prog Svs Subcomm. and Sr. Mgmt.		2nd DRDP Outcomes Report to PC, BOS and staff	
<b>Transitions: Into, Throughout &amp; Out of Program</b>	Isabel		In-Service for Full-day teachers & Pre-Service for PD/PT Teachers					Kindergarten Activities: Parent Meetings, RMTK	Kindergarten Registration Information to Parents and Visits to Kinder Classes		Prepare kindergarten Transition Packets		Distribution of SR Packets/ backpacks (Transition to kindergarten)
	Isabel & 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

**2020-21 CSB Planning Calendar**

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<b>SELF ASSESSMENT</b>													
Self Assessment Activities	Monica				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 (ASD/PC/BOSS/CSB Director)			Link any Self-Assessment Findings to GRD'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					