

2021-2022 CSB Planning Calendar

ACTIVITY	ADD'L SPONSOR(S)	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Aaron Alarcon- Bowen													
Board of Supervisors: Communication		Plan for Head Start Awareness Month			Head Start Awareness Month Acknowledgement				Plan for Community Action Month	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	
Board of Supervisors: Reports		Monthly Report to BOS/CAO											
Communication: Staff		Quarterly Staff Newsletter			Quarterly Staff Newsletter			Quarterly Staff Newsletter			Quarterly Staff Newsletter		
Communication: Staff	SAM	SAM Quarterly Report			SAM Quarterly Report			SAM Quarterly Report			SAM Quarterly Report		
Planning: Strategic Planning				Revisit 2021 Proposed Strategic Initiatives	Strategic Plan Updates to Staff and PC	Finalize Strategic Plan, Changes Including Timeline, Outcomes, and Measurements						Report Progress on CSB Strategic Plan	
Amanda Cleveland													
Community Assessment (Year 5) 2017-2022 Major Update Every 5 years		Prepare Community Assessment Updates Narrative for Continuation Grant		Submit Executive Summary with HS/EHS Continuation Grant				Researching Community Assessment Updates- Year 5 (Contractor- Diane Godard)			Finalize Community Assessment	Prepare presentation for PC, CSB teams, and others as needed	Action: Present Community Assessment Executive Summary Report for PC, BOS, EOC, and Staff
								Researching for Year 5 Community Narratives (survey(s) of community members, community photos, etc.)					
Planning Calendar					Host Meeting w/ Leads to brainstorm ideas for Planning calendar format		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 Biennially; Addendums in 2021/2022		Distribute Hard Copies to Centers/ Administrative Offices. Post on the Intranet. Conduct Annual Staff Training on Service Plans and P&P's						Check-in w/ SAM regarding addendums needed	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
Recordkeeping & Reporting: Annual Report		Finalize Annual Report	Annual Report Final Approval from SAM	Present/Distribute Annual Report to PC and BOS/CAO	Disseminate/ Distribute Annual Report to Public and Staff								Begin Annual Report Process and Gather Content from Sr. Mgrs. and CSMs
Self Assessment Activities					Recruit PC Self-Assessment Sub-Committee	Begin Self-Assessment Process Planning		Form Self-Assessment Teams for Review at CSB and Delegate Agency Sites	Identify Sites and Classrooms for Self-Assessment and Instruments		Conduct Self-Assessment (CSB/FBHS)	Conduct Self-Assessment (CSB/FBHS)	Review Self-Assessment Data & complete SA report
						Present Process to PC and Broaden Subcommittee Membership		Train Community Volunteers/PC Subcommittee Members	Develop Self-Assessment Schedule and Send Out Notification				(August) Link any Self-Assessment Findings to G&O's for Continuation Grant and T & TA Plan

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Self Assessment Activities (cont.)													Action: (August) Submit Final Report and Obtain Approval of Corrective Action Plans as Necessary (ACF/PC/BOS/CSB Director)
Amy Wells													
Communication: Families				Community Work Days (may be suspended or postponed due to COVID-19)							Community Work Days (may be suspended or postponed due to COVID-19)		
Communication: Families		Early Closure Letter/Curriculum Input Letter	Back to School Nights (may be suspended or postponed due to COVID-19)			Fall/Holiday Letters							Year-end celebrations
Communication: Staff		Monthly Cluster meetings		Quarterly All Cluster meetings			Quarterly All-Cluster meetings				Quarterly All Cluster meetings		Quarterly All Cluster meetings
Carlos Ribeiro													
Recordkeeping & Reporting: Equipment and Files		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											
Christina Reich													
Community Services Block Grant: CSD Meetings and Trainings			2021 CAP Annual Convention-Boston, MA Sept 1-3										
		Quarterly CAC Meeting					Quarterly CAC Meeting			Quarterly CAC Meeting			Quarterly CAC Meeting
Community Services Block Grant: EOC Meetings/Events		Monthly EOC Business Meetings											
				Election of EOC Executive Committee Officers 2021-2022			Present the 2020 Board of Supervisors Annual Report to EOC				Form 700 due to Clerk of BOS		Community Action Month: EOC Outreach Event
Community Services Block Grant: Subcontractors			EOC Members Begin 2021-22 Subcontractor Onsite Monitoring	EOC RFI Process for 2022-23 CSBG Funding	Subcommittee to Review CSBG Proposals for 2022-23 Subcontractor Contracts	2022-23 Awarded Subcontractors and CSBG Budget presented to the EOC			Annual CSBG Roundtable				
Community Services Block Grant: Reporting/Audits		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 2021)	20th: Annual Programmatic Reports due to CSD	20th: Bi-Monthly Expenditure Due to CSD (Jan & Feb 2022)		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 2021)			31st: 2021-22 CSBG Close Out Report Due to CSD
Contracts: CSBG					Begin Request for Information (RFI) for CSBG Contract w/ CSD for PY 2022-23	RFI Information session for potential subcontractors	Begin executing 2022-23 CSBG contracts						

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Eva Gaipa													
Tracking		Monthly Personnel Tracking reports: WC/FMLA/LOA Performance Review – every other month Staff & Center Roster Vacant/Filled Report											
		Ongoing Permit expiration notices to staff											
Monitoring		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.
PD/PY		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		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		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 and after every 2 years	Confidentiality Training (Annually Apr./May)	Illness and Injury Prevention plan Review
Labor		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		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)	
Nancy Benavides													
Federal Reports	Fiscal Team			Budget Input in HSES Due to ACF for Next Program Year			County Single Audit begins	Head Start & Early Head Start Fiscal Year Begins	Baseline Budget (BFM) and Budget Narrative Due	County Performance Report Due		Report the Results of Prior Year Single Audit to PC	
	Fiscal Team	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month
	Fiscal Team		County Year-End Close-Out Continues: Submission of Journals, Accruals, and Deferrals to Auditor's Office	Complete Risk Assessment for Each Subrecipient		Single Audit Certification of Subrecipients	Cut-off for Encumbrance of HS/EHS Funds	Personnel Cost Forecasting (PCF) Report due		Site Review of Delegate Agency Due			

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Federal Reports (cont.)	Fiscal Team	SF-425 Semi-Annual Financial Status Report Due to ACF		Finalize 2021 Operational and T & TA Budget for HS/EHS; 2021 Budget for PC Discussion and Approval				SF-425 Annual Financial Status Report and SF-429 Real property Status Report Due to ACF			SF-425 Final Financial Status Report Due to ACF	Internal Control Checklist on Cash and Petty Cash due to Auditor's Office	
	Fiscal Team	County Year-End Close Out Begins: Cut Off for Encumbrances Adjustment Deposit Permit	Operating Information in the Comprehensive Annual Financial	Schedule of Expenditures of Federal Awards Due to Auditor Controller's Office	SF-425 Annual report for CCP2 due to ACF	SF-429 Real Property Status report due to ACF		Current Year's Budget Adjustments Due to Auditor Controller's Office	Mandatory & Discretionary List to CAO		Subrecipient & Contractor Determination Checklist		
	Michael		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)
State Reports	Fiscal Team	State/County Fiscal Year Begins July 1st	County Year-End Close Out Continues: Submission of Journals, Accruals, and Deferrals to Auditor's Office					Current Year's Budget Adjustments Due to Auditor Controller's Office	Mandatory & Discretionary List to CAO				State/County Fiscal Year Ends June 30th
	Komal	CDE 4th Quarterly Report Due			CDE 1st Quarterly Report Due			CDE 2nd Quarterly Report Due			CDE 3rd Quarterly Report Due		
	Komal	4th qtr QRIS report to Contra Costa County Office of Education (CCCOE)			1st qtr QRIS report CCCOE			2nd qtr QRIS report CCCOE			3rd qtr QRIS report CCCOE		
	Komal/Rose	Child Development Audit documentation begins	Child Development Audit-Interim phase	Child Development Audit Begins	Child Development Audit Year-end	Child Development Audit submission to CDE (which can be extended till February 2021)							
	Rose/Ali	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)
	Ali	CACFP CMIPS Submitted						Indirect Cost Rate Proposal Due to US Dept. of Health & Human Services					Year-end Appropriation Adjustments
Isabel Renggenathen													
Family Engagement	Ron				Prep/planning Take Home Activities		EHS: Take home family activities monthly Dec-June						
	Afi				Prep/planning Take Home Activities		HS: Take home family activities monthly Dec-June						
Special Events	Education Team & Cluster ADs							"Dual Language Learner" Celebration Feb 21-25	Dr. Seuss Birthday March 2			Teachers Appreciation Week May 2-6	International Mud Day June 29
Contracts: ELCD/CCDD Contracts				Full Day/Part Day-Begin Screenings and DRDP Assessments		Complete ECERS/ITERS by 11/30	Complete DRDP Summary of Findings by 12/30			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.	
School Readiness: Reports	Ron & Afi		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		

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School Readiness: Reports (cont.)	Education Team		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		
School Readiness: Transitions: Into, Throughout & of Program	Education Team		In-Service for Full-day teachers & 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)	
	Isabel & Ron					PITC Training for EHS staff		PITC Training for EHS staff		PITC Training for EHS staff		PITC Training for EHS staff	
Magda Bedros													
Communication: Regional Office (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
Family Engagement	Education Team					Prep/planning Take Home Activities		HS: Take home family activities monthly Dec-June					
Partnerships: Communication		Grantee and YMCA		Quarterly Grantee and Delegate Meeting	Quarterly Grantee and YMCA	Community Based Partnerships MOU Status Check		Quarterly Grantee and Delegate Meeting			Quarterly Grantee and Delegate Meeting		Quarterly Grantee and Delegate 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	Pedestrian Safety Training Required				Begin Kindergarten Transitions/ Trainings	CLASS Training for Partners		Child Abuse/DV Prevention Training Required		
		Tri-monthly Partner Learning Community Meeting			Tri-monthly Partner Learning Community Meeting			Tri-monthly Partner Learning Community Meeting			Tri-monthly Partner Learning Community Meeting		Fees/9400 Trainings for State Partners
				Annual State Partner Meeting				State Partner Meeting				State Partner Meeting	
Planning: CS Desk review	Magda and Michelle		CS Desk Guide and Forms review (Every 2 years - 2023)										
Michelle Mankewich													
Communication: Families				Family Newsletter				Family Newsletter and Winter Safety Newsletter			Family Newsletter		Summer Safety Newsletter
Communication: Families	Education Team	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)		
Communication: Families		Provide Family Handbooks to Families		Pedestrian Safety Training Required				Begin Kindergarten Transitions/ Training		Family Handbook Updates (Every 2 years, 2021-2023)	Child Abuse/DV Prevention Training Required		
Give Kids a Smile Day							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 weekly emails to staff	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 (as vans are available)											
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		

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Healthy and Active Lifestyle	Sophia				National Food Day - October 24th CCFP Roundtable Conference				"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 Quarterly Family Nutrition Meeting			Quarterly Family Nutrition Meeting			Quarterly Family Nutrition Meeting			Quarterly Family Nutrition Meeting			
Family Engagement	Education Team & Site Supervisors				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	
	Education Team									Open House				
	Education Team				EHS PFCE Prep/Planning Home Family Activities to support SR PFCE Goals			EHS PFCE Home Family Activities to support SR PFCE Goals						
	Education Team				HS PFCE Prep/Planning Home Family Activities to support SR PFCE Goals			HS PFCE Home Family Activities to support SR PFCE Goals						
	Cathy & Sophia				Health & Nutrition Services Advisory Committee Meeting						Health & Nutrition Services Advisory Committee Meeting			
		Make Parenting A Pleasure Curriculum (Monthly excluding August)												
									Family Financial Fitness Workshops					
			ESL Classes							ESL Classes				
	Site Supervisors	Itsy Bitsy Read and Parent Power Reading Workshops (year round)												
		Male Involvement Events (year round)												
Planning: CS Desk review	Magda and Michelle	CS Desk Guide and Forms review (Every 2 years - 2021)												
Policy Council: PC Meetings and Trainings	Michelle		Recognition of Outgoing PC Members	PC Orientation (off-site) on Saturday September (TBD) and Election of New PC Executive Committee	Recruitment, Election & Finalization of Subcommittee						PC/BOS Joint Meeting		PC Orientation Planning Begins PC/BOS Joint Meeting Planning Begins	
	Ana				Make-Up PC Orientation	Facilitative Leadership Training	Ethics/Brown Act Video Training Due	Exec team attend NHTSA PFCE conference						
	Ana		Monthly PC Meeting (except July and December)											
	Ana		Monthly Subcommittee Meetings (except July, September and December)											
Monica DeVera														
Human Resources: Monitoring		Monitor transcripts TAT					Monitor transcripts TAT					Monitor transcripts TAT		
Human Resources: Required Training		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)-EHS			CSB Standards of Conduct				15 Hours of Professional Development (Ongoing)	

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Human Resources: Required Training (cont.)		General HIPAA Awareness Training (upon hire and bi-annual for applicable staff)											
Legislation		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	
Monique Young Edwards													
Communication: Staff		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
Nasim Eghlima													
Contracts: Partnerships		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 Slots) *with the exception of CSBG contracts)		Action: BOS Approval of Contracts	
Nelly Ige													
CALWORKS STAGE 2/ALTERNATIVE PAYMENT PROGRAM: Families											Review and Update Stage 2/CAPP Program Handbook (if applicable)		Distribute Stage 2/CAPP Program Handbook (If updates made)
CALWORKS STAGE 2/ALTERNATIVE PAYMENT PROGRAM: Audit			Fiscal Audit										
CALWORKS STAGE 2/ALTERNATIVE PAYMENT PROGRAM: Meetings/Conferences		Monthly CSAM & Unit Meetings		CAPPA & EveryChild California Annual Conference									
					CLOUDS Annual Conference								
Contracts: ELCD/CCDD Contracts				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/CDSS on June 1st.
								Prepare, Distribute and Collect Parent Survey for Alternative Payment Programs	Compile Parent Surveys (All Programs)		Review Parent Survey Results & Share with Senior Mgmt. BOS, and PC.		FY 2022-2023 Contract Renewal for All Program Types
LIHEAP/Dept of Energy: Monitoring/Review		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)		
LIHEAP/Dept of Energy: Meetings/Conferences		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
								LIHEAP Action Day Training					Energy Annual Convention
Ongoing Monitoring: Monitoring		1st Period Monitoring Begins: Center, Curriculum Fidelity, ERS, File Review			CLASS Monitoring			2nd Period Monitoring Begins: Center, Curriculum Fidelity, ERS, File Review		CLASS Monitoring			End Monitoring
				Semi-Annual Child Safety Checklist						Semi-Annual Child Safety Checklist			

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Ongoing Monitoring: Reports			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			
		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					
Sarah Reich														
Communication: Regional Office (RO)		Monthly Calls with the RO; Child Restraint System annual waiver due by July 1		School Readiness (SR) Visit for RO	Semi-Annual T/TA POC Check In Meeting							School Readiness (SR) visit for RO	Semi-Annual T/TA POC Check In Meeting	
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Eligibility/ Enrollment		Monthly Enrollment Report Due to HSES by the 7th		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		
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Recruitment								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			
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Selection						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
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Attendance & Planning		Monthly Attendance Report for BOS/PC				Slot Planning for Next PY		Finalized Slots Map for Next PY					Distribute Slots Map for Next PY	
GRANTS: HS/EHS/EHS-CCP Grants (09CH010862) (formerly 09CH9115 and 09HP000111)		Receive Funding Guidance Letter, Conduct Grant Writing Process with Assigned Team Members, Including Goals & Objectives (G&O)	Action: Request PC and BOS Approval for Submission of Grant, Budgets and Goals & Objectives.	Action: Upload Grant Documents and Submit Through HSES	Present Grant Cycle Process Overview to PC at Orientation									Share Grantee Timeline Tasks with Delegate
		Program G/O Updates Semi-Annual Report	Disseminated G/O to Staff, Department Director, PC, and BOS					Program G/O Updates Semi-Annual Report Disseminated to Staff, Department Director, PC, and BOS						Announce Continuation Grant Cycle to PC, Including Year-End Monitoring Results (CSB Director's Report)
	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	
Recordkeeping & Reporting: Program Information Report		Quarterly Meeting CSB and FBHS	Upload PIR by August 31st	Submit to BOS in CAO 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		

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Sung Kim													
Business Systems: E-Rate			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					
Business Systems: CLOUDS		CLOUDS User Group Meeting			CLOUDS User Group Meeting	CLOUDS User Conference		CLOUDS User Group Meeting	Review Contract by County Counsel			CLOUDS User Group Meeting	CLOUDS Renewal
Business Systems: Facilities/Center Health and Safety		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								
Contracts: LIHEAP/DOE/ARPA/CARES ACT		Begin CARES Act Contract with CSD	Begin ARPA Contract with CSD	Continuation of CARES Act Contract with CSD	Begin LIHEAP Contract with CSD for PY 2022	End of CARES Act Contract with CSD							
		Continuation DOE Contract with CSD for PY 2020										End of PY 2020 DOE Contract	
Low Income Home Energy Assistance Program/Department of Energy: Reports	Ali/Sung	20th: EARS Monthly Report											