2025-2026
EHSD Office of Head Start
Program Planning Calendar

ACTIVITY	CITATION(S)	ADD'L SPONSOR(S)	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	federal partners. There's some stuff under Jay in the full version that's specific to HS/EHS. Check for other things taken out that have a reference to Head Start, ACF (but not CSBG or LIHEAP), HHS, or other federal agency in the citation section. Maybe some of Monica's section needs to come back in.
Sheila Walsh															
Board of Supervisors: Communication	Best Practice	Christina Castle-Barber								Plan for Community Action Month			Community Action Month BOS Proclamation		
	HSPPS Achieving Program Goals HSPPS_Eligibility Training	Christina Castle-Barber								Head Start Eligibility Training for BOS					
	County Requirement Best Practice	Sarah Reich						Invite Board Members to Centers for Week of the Young Child				Board Members visit centers for Week of the Young Child			
Board of Supervisors: Reports	HSA Agency Powers & Functions HSPPS Governing Body HSPPS Achieving Program Goals	Sarah Reich	Monthly Report to BOS												
Head Start Committee: Reports	HSPPS Governing Body Resolution No. 2023/274	Sarah Reich	Bi-monthly report to BOS Head Start Committee		Bi-monthly report to BOS Head Start Committee		Bi-monthly report to BOS Head Start Committee		Bi-monthly report to BOS Head Start Committee		Bi-monthly report to BOS Head Start Committee		Bi-monthly report to BOS Head Start Committee		
Communication: Regional Office (RO)	HSA Training & Technical Assistance	Amy Wells	Monthly Calls with the RO		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		
GRANTS: HS/EHS Grants (09CH010862)	ACF Application Instructions	Sarah Reich			Present Grant Cycle Process Overview to PC at Orientation			Begin planning for HS Grant Application	Receive Funding Guidance Letter, Conduct Grant Writing Process with Assigned Team Members, Including Goals & Objectives		Action: BOS Review and Approve HS Grant Application & Goals/Objectives; PC Review and Approve HS Grant Application & Goals/Objectives (Due 4/1 to ACF)	Submit HS Grant Application (Due 4/1 to ACF); Follow up as needed on Grant Application			
	ACF Program Instructions	Alexandra Heinitz	SF-425 Semi-annual report due to ACF		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 & Planning	HSPPS Achieving Program Goals	Sarah Reich		Upload PIR by August 31st Final FY25-26 G/O update to Staff, Department Director, PC, and BOS		Present PIR at Senior Management	Present PIR to PC and BOS; All Cluster				Program G/O Updates Report Disseminated to Staff, Department Director, PC, and BOS	Disseminate FY27-28 G/O to Staff			
Community Assessment	HSPPS Determining Community Strengths & Needs Organizational Standards | National CAP	Sarah Reich	Annual kick of meeting with Contractor	Contractor gathering and analyzing data; Preparing draft report				Review draft report with Contractor	Finalize report with Contractor	Action: Present Community Assessment Executive Summary Report for PC, BOS, EOC, and Staff					
Annual Report	HSPPS Achieving Program Goals-Reporting HSA Administrative Requirements & Standards	Sarah Reich		Draft Annual Report	Finalize Annual Report with input from SAM and EHSD Director	Present/Distribute Annual Report to PC, BOS, Staff, and Public									
Ayalew Lidete															Sheila Note -- should Christina be additional sponsor on these?
Planning Calendar	Best Practice		Present Planning Calendar to PC Program Services Subcommittee	Action: Present Updates to Staff						Leads Review and Update Sections	Host Meeting w/ Leads to brainstorm ideas for Planning calendar format	Request Planning Calendar Updates from Senior Management leads (As Assigned/Up-Date assignments)	Send to SAM for Review by the 15th	Action: PC approval of Planning Calendar Action: BOS approval of Planning Calendar	Sheila Note -- for July, should that move to May/June since we have PC approving it in June? I'm not sure who the "leads" are in Feb/Mar and how they are different from what's in April. May need to move April into March so SAM can review in April and then Marla in May to get this to the June meetings.
CSB Procedures	HSPPS Personnel Policies		Action: Submit to PC and BOS for Approval, as needed /send copies of Approved P&P's for Centers/Administration and Post on CSB Intranet		Action: Traning of new procedure updates					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	Sheila Note -- I don't think we are submitting Procedure changes to PC or BOS any more.
Self Assessment Activities	HSPPS Achieving Program Goals-Ongoing Assessment				Form Self-Assessment Teams for Review at CSB and Partner Sites				Recruit PC Self-Assessment Sub-Committee for 22/23 Program Year						
			Begin Self-Assessment Process Planning	Present Process to PC and Broaden Subcommittee Membership		Train Community Volunteers/PC Subcommittee Members	Conduct Self-Assessment (CSB/Partners)				Action: Present Community Assessment Executive Summary Report for PC, BOS, EOC, and Staff			Email BOS to seek interest in participating in the Self Assessment	
					Identify Sites and Classrooms for Self-Assessment and Instruments Develop Self-Assessment Schedule and Send out Notification			Link any Self-Assessment Findings to G&O's for Continuation Grant and T & TA Plan	Action: Submit Final Report and Obtain Approval of Corrective Action Plans as Necessary (ACF/PC/BOS/CSB Director)						Sheila Note -- January has reference to 22/23 program year. I think we can remove the "ACF" reference in January's cell . In March it says we take the community assessment. Is this a typo or should it be removed from here? Double check timing to ask BOS for interest in participating in June if beginnign the planning prodcess is in July. Maybe move it to July as part of the beginning process?
Ongoing Monitoring: Monitoring	HSPPS Achieving Program Goals-Monitoring	QMU		Action: Present Health and Safety Training 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	Sheila Note -- should we add into here plans for reviewing the monitoring tools since it's one of our objectives this year? It would include time to review, update, and train on revisions.
		Jessie Black & Linda Frazier Stafford			Semi-Annual Child Safety Checklist						Semi-Annual Child Safety Checklist				Sheila Note -- should Cathy also be additional sponsor as an AD?
Ongoing Monitoring: Reports	HSPPS Governing Body	QMU			Present 2nd Period Semi-Annual Report to PC Monitoring/ Self-Assessment Subcommittee, PC, BOS, ACF, Senior Managers, Site Supervisors, CS Managers, Partners, and Staff					Present 1st Period Semi-Annual Report to PC Monitoring/ Self-Assessment Subcommittee, PC, BOS, ACF, Senior Managers, Site Supervisors, CS Managers, Partners, and Staff	Review/Update Content of Monitoring Tools and Handbooks				Sheila Note -- For monitoring reports, do we send them to ACF as listed? We're only doing 1 to the BOS for the full year. I think that would be the 2nd period one, so can remove them from 1st period.
	HSPPS Governing Body	QMU	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					
Amy Wells															
Communication: Families	HSPPS Family Engagement				Community Work Days						Community Work Days				
Communication: Families	HSPPS Parent Activities Promoting Child Learning		Early Closure Letter/Curriculum Input Letter	Back to School Nights			Fall/Holiday Letters							Year-end celebrations	
Communication: Families	HSPPS Parent Activities Promoting Child Learning				PD/PY Calendar Given to Families			PD/PY 1 Week Winter Break			PD/PY 1 Week Spring Break (Aligned with Local School Districts)				Sheila Note -- Checking if the PD/PY references are still current given plans to move mostly to full day?
Communication: Staff	Best Practice		Monthly Cluster meetings	Monthly Cluster meetings	Monthly Cluster meetings Quarterly All Cluster Meetings	Monthly Cluster meetings	Monthly Cluster meetings	Monthly Cluster meetings Quarterly All Cluster Meetings	Monthly Cluster meetings	Monthly Cluster meetings	Monthly Cluster meetings Quarterly All Cluster Meetings	Monthly Cluster meetings	Monthly Cluster meetings	Monthly Cluster meetings Quarterly All Cluster Meetings	
Required Training	1302.92 Training & Professional Development											Child Abuse & Domestic Violence Awareness Training-Annual			
Julia Kittle-White (Partners)															
Partnerships: Communication	HSPPS Community Partnerships & Coordination	Venus McMurrian/Deborah Drake	CSB and YMCA Quarterly Meeting		CSB and KinderCare Quarterly Meeting	CSB and YMCA Quarterly Meeting	Partner Learning Community Meeting	CSB and KinderCare Quarterly Meeting	CSB and YMCA Quarterly Meeting		CSB and KinderCare Quarterly Meeting	CSB and YMCA Quarterly Meeting	Partner Learning Community Meeting	CSB and KinderCare Quarterly Meeting	
Required Submissions		Venus McMurrian/Deborah Drake	Annual Contract Document Submittals Due- Full Year programs HR/Background check tracking sheet Due- Full Year programs		Annual Contract Document Submittals Due- Part Year programs HR/Background check tracking sheet Due- Part Year programs								Program self-evaluation documentation for state program due	PIR Data Completion	Sheila Note -- Maybe take out program self-eval since it's for state programs, not Head Start
Training		Venus McMurrian/Deborah Drake		Annual Partner Refresher Training	Pedestrian Safety Training				Kindergarten Transitions/ Trainings			Child Abuse/DV Prevention Training			
Tracking- Staff Qualifications	CDE Staffing Qualifications	Venus McMurrian	Staff & Center Roster	Staff & Center Roster Updates	Staff & Center Roster Updates	Staff & Center Roster Updates	Staff & Center Roster Updates	Staff & Center Roster Updates	Staff & Center Roster Updates	Staff & Center Roster Updates	Staff & Center Roster Updates	Staff & Center Roster Updates	Staff & Center Roster Updates	Staff & Center Roster Updates	
Amy Wells															
Tracking	CDE Staffing Qualifications		Staff & Center Roster Permit Notifications to Staff	Staff & Center Roster Permit Notifications to Staff	Staff & Center Roster Permit Notifications to Staff	Staff & Center Roster Permit Notifications to Staff	Staff & Center Roster Permit Notifications to Staff	Staff & Center Roster Permit Notifications to Staff	Staff & Center Roster Permit Notifications to Staff	Staff & Center Roster Permit Notifications to Staff	Staff & Center Roster Permit Notifications to Staff	Staff & Center Roster Permit Notifications to Staff	Staff & Center Roster Permit Notifications to Staff	Staff & Center Roster Permit Notifications to Staff	
Monitoring	County Requirement		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.	
Required Training	CDE Staffing Qualifications		Ongoing Sexual Harassment Awareness Training (line staff every 3 years and supervisor every 2 years)	National Voter Registration Act Training (Annually July/Aug.)		Chronological Supervision & Progressive Discipline Training		Civil Rights Training (Every 2 years Jan./Feb.)			Preventive Health & Safety (EMSA) (At time of hire once or twice per year)		Confidentiality Training (Annually Apr./May)	Illness and Injury Prevention plan Review	
M.J. Robb															
Labor	County/Labor Requirement		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	Sheila Note -- should this be Sarah now instead of MJ?
Amy Wells															
Family Engagement	HSPPS Parent Activities Promoting Child Learning	Education Team			CSB READS kick-off	Prep/planning Take Home Activities		EHS: SR goal Pre-Survey and information page	EHS: Take home family activities monthly Jan-June				EHS- SR goal Post Survey		
	HSPPS Parent Activities Promoting Child Learning	Education Team				Prep/planning Take Home Activities		HS: SR goal Pre-Survey and information page	HS: Take home family activities monthly Jan-June				HS- SR goal Post Survey	Kindergarten/TK Promotion	
	HSPPS Family Engagement	Catherine Lucero	CSB Reads (year round)												
Special Events	Best Practice	Education Team & Cluster ADs				Harvest Festival				Black History month	Dr. Seuss Birthday March 2	Week Of the Young Child April 5-9	Teachers Appreciation Week May 4-8		Sheila Note -- not sure we should list "Black History Month" due to anti-DEI pushes from OHS/Federal Administration
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.		Sheila Note -- Is this state program, not Head Start? Also for May, not sure that we're taking it to BOS anymore.
School Readiness: Reports	HSPPS Child Screening & Assessments	Education Team			Analyze DRDP data and select SR goals First Outcomes report	Baseline DRDP Outcomes Report to PC Program Svs subcomm., PC, BOS, Sr. Mgmt., and staff			Mid-Year outcomes report and if needed adjust SR goals					Final DRDP Outcomes Report to PC Program Svs subcomm., PC, BOS, Sr. Mgmt., and staff	Sheila Note -- I don't think we've been giving BOS the baseline results. I've only received final ones. I don't think those have been ready by June the last couple of years.
	HSPPS Achieving Program Goals	Education Team				Baseline DRDP Outcomes Report to PC Program Svs subcomm., PC, BOS, Sr. Mgmt., and staff								Final DRDP Outcomes Report to PC Program Svs subcomm., PC, BOS, Sr. Mgmt., and staff	Sheila Note -- Does this repeat what's above? I think we can merge these together.
School Readiness: Transitions: Into, Throughout & Out of Program	HSPPS Teaching & the Learning Environment	Education Team		Planning Early Closure calendar and topics					Kinder-Readiness Activities: Parent Meetings, RMTK	Kinder-Readiness Registration Information to Parents and Visits to Kinder Classes Present Kindergarten Transition to PC		Prepare Kindergarten Transition Packets	Distribution of SR Packets/ backpacks (Transition to Kindergarten)	Teacher Training Interest Survey	
		Education Team	Part 1 In-Service for Teaching Staff	Part 2 In-Service for Teaching Staff	Comp Services Refresher Training for Teachers and Site Supervisors	School Readiness goals	TBD	TBD	TBD	TBD	TBD	TBD	TBD	Full day Closure	Sheila Note -- What is the TBD for? Should we remove or say something like "Monthly Training Content TBD"?
Michelle Mankewich															Sheila Note -- should we put in here the Measure X/mental health work since one of our objectives in FY26-27 is related?
Newsletters: Families	HSPPS Family Engagement	Ana Araujo			Family Newsletter				Family Newsletter including Winter Safety tips					Family Newsletter including Summer Safety tips	
Communication: Families	HSPPS Parent Activities Promoting Child Learning	Ana Araujo	No meeting	Monthly Parent Meetings	Monthly Parent Meetings	Monthly Parent Meetings	Monthly Parent Meetings	No Meeting	Monthly Parent Meetings	Monthly Parent Meetings	Monthly Parent Meetings	Monthly Parent Meetings	Monthly Parent Meetings	Monthly Parent Meetings	
Parent Communication Preference Survey	Best Practice	Ana Araujo			Survey parents on communication preference										
	HSPPS Supports for Mental Health	Jacqueline Lopez Padilla	Parent Café's & Site Parent meetings provided by ECMHP as needed						Parent Café's & Site Parent meetings provided by ECMHP as needed			Parent Resiliency Training Required			
Communication/ Training: Families	HSPPS Family Engagement	Ana Araujo	Provide Family Handbooks to Families		Pedestrian Safety Training Required				Begin Kindergarten Transitions/ Training		Begin Family Handbook Updates (Every 2 years, 2025-2027)				
Give Kids a Smile Day	HSPPS Community Partnerships	Jennifer Kirby	Give Kids a Smile Day (GKSD) - Begin outreach to local dentist					Give Kids a Smile Day (GKSD) - Confirm local dentist	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)					
La Clinica Dental Van	HSPPS Community Partnerships	Jennifer Kirby	Monthly at Selected Sites (as vans are available)												
Healthy and Active Lifestyle	HSPPS Family Engagement	Irene Figueroa				National Food Day - October 24th CCFP Roundtable Conference				"Pride in Food Service Week" -- First week in February	National Nutrition Month			National Fruit and Veggie Day (June 17th is Eat All Your Veggies Day)	
		Irene Figueroa				Family Nutrition Meeting					Family Nutrition Meeting				
Family Engagement	HSPPS Community Partnerships	Jennifer Kirby				Health, Mental Health & Nutrition Services Advisory Committee Meeting						Health, Mental Health & Nutrition Services Advisory Committee Meeting			
	HSPPS Family Engagement	Ana Araujo			Making Parenting a Pleasure										
	HSPPS Community Partnerships	Ana Araujo			Family Financial Fitness Workshops										
	HSPPS Family Engagement	Ana Araujo	Male Involvement Events (year round)												
	HSPPS Family Engagement	Jennifer and Irene									Healthy Fathers, Healhty Children				
Training: Comprehensive Services Team	staff training and community partners	Rita Loza			WIC	Immunization	Safe Sleep	FDC refresher	Lead Prevention	FDC Refresher			MediCal		
Policy Council: PC Meetings and Trainings	HSPPS Policy Council Committees	Ana Araujo		Recognition of Outgoing PC Members	PC Orientation on Saturday September (TBD) and Election of New PC Executive Committee	Recruitment, Election & Finalization of Subcommittee							PC Orientation Planning Begins		
	HSPPS Training HSA Powers & Functions of HS Agencies HSPPS Policy Council	Ana Araujo		Exiting Reps sign Form 700 due to Clerk of the Board	Form 700 for New Reps due to Clerk of the Board	Make-Up PC Orientation	Leadership Training	Ethics/Brown Act Video Training Due Exec team attend NHSA PFCE conference				Annual Form 700 due to Clerk of the Board			
	HSPPS Achieving Program Goals	Ana Araujo	Monthly PC Meeting (except July and December)												
		Ana Araujo	Monthly Subcommittee Meetings (except July, September and December)												
Ellen de Senna															
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Eligibility/ Enrollment	HSA Standards Monitoring		Monthly Enrollment Report and Center Status Report Due via HSES by the 7th		Weekly 30-day Full Enrollment Checks and Reports				New Federal Income Guidelines Issued					PD/PY Classes End	
	HSPPS Determining Eligibility		New State Income Guidelines issued		PD/PY Classes Begin	Eligibility training for PC					Eligibility Refresher Training		Eligibility & Enrollment Clinics		
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Recruitment	HSPPS Recruitment of Children								Review/ Revise Recruitment Materials	Begin Major Recruitment Drive	Continue Recruitment Drive				
			Monthly - Purge Waitlist	Send Flyers to current Public Benefit Recipients			Send Flyers to current Public Benefit Recipients			Send Flyers to current Public Benefit Recipients		Disperse recruitment flyers to elementary schools	Send Flyers to current Public Benefit Recipients		
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Selection	HSA Powers & Functions of HS Agencies HSPPS Selection Process									Hold Selection Criteria Meeting with Program Services Subcommittee	Action: PC Approves Selection Criteria and Recruitment Plan	Establish Procedure and Timelines for Year End Transitions	Action: BOS Approves Selection Criteria and Recruitment Plan	Purge Over-Income Waiver List	Sheila Note -- move BOS approval of Selection Criteria/Recruitment plan to June. Trying to group up all next FY items that they need to approve in June presentation.
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Attendance & Planning	HSA Powers & Functions of HS Agencies		Monthly Attendance Report for BOS/PC				Slot Planning for Next PY		Finalized Slots Map for Next PY				Distribute Slots Map for Next PY		

Citations:
CDE- California Department of Education
HSPPS- Head Start Program Performance Standards
HSA- Head Start Act

Approved by Marla Stewart 9/30/2025