

Contra Costa County
Employment and Human Services Department
Head Start Program Planning Calendar
FY2026-2027

	A	B	C	D	E	F
1	ACTIVITY	CITATION(S)	ADD'L SPONSOR(S)	JULY	AUGUST	SEPTEMBER
2	Sheila Walsh					
3	Board of Supervisors: Communication	Best Practice	Christina Castle-Barber			
4		HSPPS Achieving Program Goals	Christina Castle-Barber / Sarah Reich			
5		HSPPS Eligibility Training				
6		Resolution No. 2023/274	Sarah Reich	BOS visit HS center (annually)		
7		HSA Agency Powers & Functions	Sarah Reich	Action: Monthly Report to BOS		
8	Board of Supervisors: Reports	HSPPS Governing Body				
9	Head Start Committee: Reports	HSPPS Achieving Program Goals				
10		Resolution No. 2023/274	Sarah Reich	Action: Bi-monthly report to BOS Head Start Committee		Action: Bi-monthly report to BOS Head Start Committee
11	Communication: Regional Office (RO)	HSA Training & Technical Assistance	Sarah Reich / Amy Wells	Monthly Calls with the RO		
12	GRANTS: HS/EHS Grants (09CH010862)	ACF Application Instructions	Sarah Reich			Present Grant Cycle Process Overview to Policy Council (PC) at Orientation
13		ACF Program Instructions	Ernestine Cook / Alexandra Heinitz	SF-425 Semi-annual report due to ACF		Upload Budget by object total and justification thru HSES
14	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	
15	Community Assessment	HSPPS Determining Community Strengths & Needs	Sarah Reich	Annual kick off meeting with Contractor	Contractor gathering and analyzing data; Preparing draft report	
16		Organizational Standards National CAP				
17	Annual Report	HSPPS Achieving Program Goals- Reporting	Sarah Reich		Draft Annual Report	Finalize Annual Report with input from Senior Administrative Management (SAM) and EHSD Director
18		HSA Administrative Requirements & Standards				
19	Ayalew Lidete					
20	Planning Calendar	Best Practice	Christina Castle-Barber		Present updates to staff	
21	CSB Procedures	HSPPS Personnel Policies	Christina Castle-Barber	Action: Submit required policy changes to PC and BOS for approval, as needed.	Send copies of approved policies and/or procedures to centers/administration and post on CSB Intranet	Training of new procedure updates
22	Self Assessment Activities	HSPPS Achieving Program Goals- Ongoing Assessment	Christina Castle-Barber / Sarah Reich	Begin Self-Assessment (SA) Process Planning	Present SA process to PC and broaden subcommittee membership; Communicate with Board offices for participation	Finalize SA Plans: finalize instrument, form teams, select sites and classrooms, develop schedule
23	Ongoing Monitoring: Monitoring	HSPPS Achieving Program Goals- Monitoring	QMU / Christina Castle-Barber		Action: Present Health and Safety Training 1st Period Monitoring Begins: Center, Curriculum Fidelity, ERS, File Review	
24			Jessie Black / Linda Frazier Stafford / Cathy Lucero			Semi-Annual Child Safety Checklist
25	Ongoing Monitoring: Reports	HSPPS Governing Body	QMU / Christina Castle-Barber			Action: Present 2nd Period Semi-Annual Report to PC and Staff

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1	ACTIVITY	CITATION(S)	ADD'L SPONSOR(S)	JULY	AUGUST	SEPTEMBER
26		HSPPS Governing Body	QMU / Christina Castle-Barber	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
27	Amy Wells					
28	Communication: Families	HSPPS Family Engagement	Jessie Black / Linda Frazier Stafford / Cathy Lucero			Community Work Days
29	Communication: Families	HSPPS Parent Activities Promoting Child Learning	Jessie Black / Linda Frazier Stafford / Cathy Lucero	Early Closure Letter/Curriculum Input Letter	Back to School Nights	
30	Communication: Staff	Best Practice	Monica De Vera / ADs	Monthly Cluster meetings	Monthly Cluster meetings	Monthly Cluster meetings Quarterly All Cluster Meetings
31	Required Training	1302.92 Training & Professional Development				Pedestrian Safety Training
32	Julia Kittle-White (Partners)					
33	Partnerships: Communication	HSPPS Community Partnerships & Coordination	Venus McMurrian/Deborah Drake	CSB and YMCA Quarterly Meeting		CSB and KinderCare Quarterly Meeting
34	Required Submissions		Venus McMurrian/Deborah Drake	Annual Contract Document Submittals Due- Full Year programs		Annual Contract Document Submittals Due- Part Year programs
35				HR/Background check tracking sheet Due- Full Year programs		HR/Background check tracking sheet Due- Part Year programs
36	Training		Venus McMurrian/Deborah Drake		Annual Partner Refresher Training	Pedestrian Safety Training
37	Tracking- Staff Qualifications	CDE Staffing Qualifications	Venus McMurrian	Staff & Center Roster Updates (monthly)		
38	Amy Wells					
39	Tracking	CDE Staffing Qualifications HSPPS Staff Qualifications	Shelley Taylor	Staff & Center Roster updates (monthly); Permit notifications to staff (monthly)		
40	Monitoring	County Requirement	Shelley Taylor	Ongoing Personnel File Monitoring including partners		
41			Shelley Taylor	Performance Review notices		Performance Review notices
42	Required Training	CDE Staffing Qualifications	Monica De Vera	Ongoing Sexual Harassment Awareness Training (line staff every 3 years and supervisor every 2 years) ; HIPAA Awareness	National Voter Registration Act Training (Annually July/Aug.)	First Aid CPR (Every 2 years ongoing)
43	Sarah Reich					
44	Labor	County/Labor Requirement	Amy Wells	Presentation at NEO (monthly); Executive Team and Labor Coalition Meetings (monthly)		
45						
46	Amy Wells					
47	Family Engagement	HSPPS Parent Activities Promoting Child Learning	Education Team			CSB READS kick-off
48		HSPPS Family Engagement	Catherine Lucero	CSB Reads		
49	Special Events	Best Practice	Education Team & Cluster ADs			
50	School Readiness: Reports	HSPPS Child Screening & Assessments	Education Team			Analyze DRDP data and select SR goals First Outcomes report
51	School Readiness: Transitions: Into, Throughout & Out of Program	HSPPS Teaching & the Learning Environment	Education Team		Planning Early Closure calendar and topics	

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1	ACTIVITY	CITATION(S)	ADD'L SPONSOR(S)	JULY	AUGUST	SEPTEMBER
52			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
53	Michelle Mankewich					
54	Newsletters: Families	HSPPS Family Engagement	Ana Araujo			Family Newsletter
55	Communication: Families	HSPPS Parent Activities Promoting Child Learning	Ana Araujo	No meeting	Parent Meetings	Parent Meetings
56	Parent Communication Preference Survey	Best Practice	Ana Araujo			Survey parents on communication preference
57		HSPPS Supports for Mental Health	Jacqueline Lopez Padilla		Parent Cafés & Site Parent meetings provided by ECMHP as needed	
58	Communication/ Training: Families	HSPPS Family Engagement	Ana Araujo	Provide Family Handbooks to Families		Pedestrian Safety Training Required
59	Give Kids a Smile Day	HSPPS Community Partnerships	Jennifer Kirby	Give Kids a Smile Day (GKSD) - Begin outreach to local dentist		
60						
61	La Clinica Dental Van	HSPPS Community Partnerships	Jennifer Kirby	Monthly at Selected Sites (as vans are available)		
62	Healthy and Active Lifestyle	HSPPS Family Engagement	Irene Figueroa			
63			Irene Figueroa			
64	Family Engagement	HSPPS Community Partnerships	Jennifer Kirby			
65		HSPPS Family Engagement	Ana Araujo			
66		HSPPS Community Partnerships	Ana Araujo			
67		HSPPS Family Engagement	Ana Araujo		Male Involvement Events (year round)	
68		HSPPS Family Engagement	Jennifer and Irene			
69	Training: Comprehensive Services Team	Staff training and community partners	Rita Loza			WIC
70	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
71		HSPPS Training	Ana Araujo		Exiting Reps sign Form 700 due to Clerk of the Board	Form 700 for New Reps due to Clerk of the Board
72		HSA Powers & Functions of HS Agencies				
73		HSPPS Policy Council				
74		HSPPS Achieving Program Goals	Ana Araujo		Monthly PC Meeting (except July and December)	
75			Ana Araujo	Monthly Subcommittee Meetings (except July, September and December)		
76	Ellen de Senna					
77	Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Eligibility/ Enrollment	HSA Standards Monitoring	Christina Castle-Barber	Monthly Enrollment Report and Center Status Report Due via HSES by the 7th		Weekly 30-day Full Enrollment Checks and Reports
78		HSPPS Determining Eligibility	Christina Castle-Barber			
79	ERSEA: Recruitment	HSPPS Recruitment of Children	Christina Castle-Barber			
80			Christina Castle-Barber	Monthly - Purge Waitlist	Send Flyers to current Public Benefit Recipients	
81	ERSEA: Selection	HSA Powers & Functions of HS Agencies HSPPS Selection Process	Christina Castle-Barber			
82	ERSEA: Attendance & Planning	HSA Powers & Functions of HS Agencies	Christina Castle-Barber	Attendance Report for BOS and PC (monthly)		
83	Alexandra Heinitz					
84		Title 2 Federal Regulations	Fiscal Team / Ernestine Cook	Head Start & Early Head Start Fiscal Year Begins		

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1	ACTIVITY	CITATION(S)	ADD'L SPONSOR(S)	JULY	AUGUST	SEPTEMBER
85	Federal Reports	HSA Powers & Functions of HS Agencies	Fiscal Team / Ernestine Cook	Fiscal Reports to PC & BOS (monthly)		
86		2 CFR Part 200	Fiscal Team / Ernestine Cook	County Year-End Close-Out Continues: Submission of Journals, Accruals, and Deferrals to Auditor's Office		Complete Risk Assessment for Each Subrecipient
87		OHS Program Instructions	Fiscal Team / Ernestine Cook	SF-425 Semi-Annual Financial Status Report Due to ACF		Finalize Operational and T & TA Budget for HS/EHS; Budget for PC Discussion and Approval
88		OHS Program Instructions	Fiscal Team / Ernestine Cook	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
89	Jay Rivera					
90	Recordkeeping/Inventory (Hardcopy files & Center Assets)	County Requirement HSPPS Record Retention		Annual County Equipment Inventory Report		Program Year prior to Last Program Year Drop Files to
91		HSPPS Safety Practices		Quarterly Deep Cleaning EHS		Annual Deep Cleaning HS
92	Facilities/Center Health and Safety				Annual Health and Safety Training	
93		Best Practice				
94	Abby Balana					
95	Contracts: Partnerships	Child Nutrition Community Partnerships County Admin Bulletin 600.3	Monique Young-Edwards	Begin annual application process for CACFP	Begin renewal process for contracts due in December and January	

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1	ACTIVITY	CITATION(S)	ADD'L SPONSOR(S)	OCTOBER	NOVEMBER	DECEMBER
2	Sheila Walsh					
3	Board of Supervisors: Communication	Best Practice	Christina Castle-Barber			
4		HSPPS Achieving Program Goals	Christina Castle-Barber / Sarah Reich			
5		HSPPS Eligibility Training				
6	Board of Supervisors: Reports	Resolution No. 2023/274	Sarah Reich	BOS visit HS center (annually)		
7		HSA Agency Powers & Functions	Sarah Reich	Action: Monthly Report to BOS		
8		HSPPS Governing Body				
9	Head Start Committee: Reports	HSPPS Achieving Program Goals				
10		HSPPS Governing Body	Sarah Reich		Action: Bi-monthly report to BOS Head Start Committee	
11	Communication: Regional Office (RO)	Resolution No. 2023/274	Sarah Reich / Amy Wells	Semi-Annual T/TA POC Check In Meeting		
12	GRANTS: HS/EHS Grants (09CH010862)	HSA Training & Technical Assistance	Sarah Reich			Begin planning for HS Grant Application
13		ACF Application Instructions	Ernestine Cook / Alexandra Heinitz			
14	Recordkeeping & Reporting: Program Information Report & Planning	ACF Program Instructions	Sarah Reich	Present PIR at Senior Management	Present PIR to PC and BOS; All Cluster	
15	Community Assessment	HSPPS Achieving Program Goals	Sarah Reich	Contractor gathering and analyzing data; Preparing draft report		Review draft report with Contractor
16		HSPPS Determining Community Strengths & Needs				
17	Annual Report	Organizational Standards National CAP				
18		HSPPS Achieving Program Goals- Reporting	Sarah Reich	Present/Distribute Annual Report to PC, BOS, Staff, and Public		
19	Ayalew Lidete					
20	Planning Calendar	Best Practice	Christina Castle-Barber			
21	CSB Procedures	HSPPS Personnel Policies	Christina Castle-Barber			
22	Self Assessment Activities	HSPPS Achieving Program Goals- Ongoing Assessment	Christina Castle-Barber / Sarah Reich	Train community volunteers/PC Subcommittee members	Conduct SA (CSB/Partners)	Finalize SA report & link any SA Findings to G&O's for Continuation Grant and TTA Plan development
23	Ongoing Monitoring: Monitoring	HSPPS Achieving Program Goals- Monitoring	QMU / Christina Castle-Barber	CLASS Monitoring		
24			Jessie Black / Linda Frazier Stafford / Cathy Lucero			
25	Ongoing Monitoring: Reports	HSPPS Governing Body	QMU / Christina Castle-Barber			

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1	ACTIVITY	CITATION(S)	ADD'L SPONSOR(S)	OCTOBER	NOVEMBER	DECEMBER
26		HSPPS Governing Body	QMU / Christina Castle-Barber	Root Cause Analysis & Implementation of Corrective Action Plan		
27	Amy Wells					
28	Communication: Families	HSPPS Family Engagement	Jessie Black / Linda Frazier Stafford / Cathy Lucero	Community Work Days		
29	Communication: Families	HSPPS Parent Activities Promoting Child Learning	Jessie Black / Linda Frazier Stafford / Cathy Lucero	Back to School Nights	Fall/Holiday Letters	
30	Communication: Staff	Best Practice	Monica De Vera / ADs	Monthly Cluster meetings	Monthly Cluster meetings	Monthly Cluster meetings Quarterly All Cluster Meetings
31	Required Training	1302.92 Training & Professional Development				
32	Julia Kittle-White (Partners)					
33	Partnerships: Communication	HSPPS Community Partnerships & Coordination	Venus McMurrian/Deborah Drake	CSB and YMCA Quarterly Meeting	Partner Learning Community Meeting	CSB and KinderCare Quarterly Meeting
34	Required Submissions		Venus McMurrian/Deborah Drake			
35						
36	Training		Venus McMurrian/Deborah Drake			
37	Tracking- Staff Qualifications	CDE Staffing Qualifications	Venus McMurrian	Staff & Center Roster Updates (monthly)		
38	Amy Wells					
39	Tracking	CDE Staffing Qualifications HSPPS Staff Qualifications	Shelley Taylor	Staff & Center Roster updates (monthly); Permit notifications to staff (monthly)		
40	Monitoring	County Requirement	Shelley Taylor			
41			Shelley Taylor		Performance Review notices	Positions Control Review
42	Required Training	CDE Staffing Qualifications	Monica De Vera	Chronological Supervision & Progressive Discipline Training; Integrated Pest Management Training		Civil Rights Training (Every 2 years Jan./Feb.)
43	Sarah Reich					
44	Labor	County/Labor Requirement	Amy Wells	Presentation at NEO (monthly); Executive Team and Labor Coalition Meetings (monthly)		
45						
46	Amy Wells					
47	Family Engagement	HSPPS Parent Activities Promoting Child Learning	Education Team	Prep/planning Take Home Activities		School Readiness (SR) goal Pre-Survey and information page
48		HSPPS Family Engagement	Catherine Lucero	CSB Reads		
49	Special Events	Best Practice	Education Team & Cluster ADs	Harvest Festival		
50	School Readiness: Reports	HSPPS Child Screening & Assessments	Education Team	Baseline DRDP Outcomes Report to PC Program Svs subcomm., PC, and staff		
51	School Readiness: Transitions: Into, Throughout & Out of Program	HSPPS Teaching & the Learning Environment	Education Team			

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1	ACTIVITY	CITATION(S)	ADD'L SPONSOR(S)	OCTOBER	NOVEMBER	DECEMBER
52			Education Team	School Readiness goals	Monthly training for all teachers - topics TBD based on need	
53	Michelle Mankewich					
54	Newsletters: Families	HSPPS Family Engagement	Ana Araujo			
55	Communication: Families	HSPPS Parent Activities Promoting Child Learning	Ana Araujo	Parent Meetings	Parent Meetings	No Meeting
56	Parent Communication Preference Survey	Best Practice	Ana Araujo			
57		HSPPS Supports for Mental Health	Jacqueline Lopez Padilla	Parent Cafés & Site Parent meetings provided by ECMHP as needed		
58	Communication/ Training: Families	HSPPS Family Engagement	Ana Araujo			
59	Give Kids a Smile Day	HSPPS Community Partnerships	Jennifer Kirby			Give Kids a Smile Day (GKSD) - Confirm local dentist
60						
61	La Clinica Dental Van	HSPPS Community Partnerships	Jennifer Kirby	Monthly at Selected Sites (as vans are available)		
62	Healthy and Active Lifestyle	HSPPS Family Engagement	Irene Figueroa	National Food Day - October 24th CCFP Roundtable Conference		
63			Irene Figueroa	Family Nutrition Meeting		
64	Family Engagement	HSPPS Community Partnerships	Jennifer Kirby	Health, Mental Health & Nutrition Services Advisory Committee Meeting		
65		HSPPS Family Engagement	Ana Araujo	Making Parenting a Pleasure		
66		HSPPS Community Partnerships	Ana Araujo	Family Financial Fitness Workshops		
67		HSPPS Family Engagement	Ana Araujo	Male Involvement Events (year round)		
68		HSPPS Family Engagement	Jennifer and Irene			
69	Training: Comprehensive Services Team	Staff training and community partners	Rita Loza	Immunization	Safe Sleep	Family Development Credential (FDC) refresher
70	Policy Council: PC Meetings and Trainings	HSPPS Policy Council Committees	Ana Araujo	Recruitment, Election & Finalization of Subcommittee		
71			Ana Araujo	Make-Up PC Orientation	Leadership Training	Ethics/Brown Act Video Training Due Exec team attend NHSA PFCE conference
72			HSPPS Training			
73			HSA Powers & Functions of HS Agencies			
74			HSPPS Policy Council			
75	HSPPS Achieving Program Goals	Ana Araujo	Monthly PC Meeting (except July and December)			
			Ana Araujo	Monthly Subcommittee Meetings (except July, September and December)		
76	Ellen de Senna					
77	Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Eligibility/ Enrollment	HSA Standards Monitoring	Christina Castle-Barber			
78		HSPPS Determining Eligibility	Christina Castle-Barber	Eligibility training for PC		
79	ERSEA: Recruitment	HSPPS Recruitment of Children	Christina Castle-Barber			
80			Christina Castle-Barber		Send Flyers to current Public Benefit Recipients	
81	ERSEA: Selection	HSA Powers & Functions of HS Agencies HSPPS Selection Process	Christina Castle-Barber		Slot Planning for Next PY	
82	ERSEA: Attendance & Planning	HSA Powers & Functions of HS Agencies	Christina Castle-Barber	Attendance Report for BOS and PC (monthly)		
83	Alexandra Heinitz					
84		Title 2 Federal Regulations	Fiscal Team / Ernestine Cook			County Single Audit begins

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85	Federal Reports	HSA Powers & Functions of HS Agencies	Fiscal Team / Ernestine Cook	Fiscal Reports to PC & BOS (monthly)		
86		2 CFR Part 200	Fiscal Team / Ernestine Cook		Single Audit Certification of Subrecipients	Cut-off for Encumbrance of HS/EHS Funds
87		OHS Program Instructions	Fiscal Team / Ernestine Cook			
88		OHS Program Instructions	Fiscal Team / Ernestine Cook			
89	Jay Rivera					
90	Recordkeeping/Inventory (Hardcopy files & Center Assets)	County Requirement				
91		HSPPS Record Retention				
92	Facilities/Center Health and Safety	HSPPS Safety Practices		Quarterly Deep Cleaning EHS		
93		Best Practice		Health & Safety Officer Committee Meeting; Emergency Preparedness Training and Great Shake Out Statewide Earthquake Drill		
94	Abby Balana					
95	Contracts: Partnerships	Child Nutrition Community Partnerships County Admin Bulletin 600.3	Monique Young-Edwards		Begin renewal process for contracts due in March through May	

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1	ACTIVITY	CITATION(S)	ADD'L SPONSOR(S)	JANUARY	FEBRUARY	MARCH
2	Sheila Walsh					
3	Board of Supervisors: Communication	Best Practice	Christina Castle-Barber		Plan for Community Action Month	
4		HSPPS Achieving Program Goals	Christina Castle-Barber / Sarah Reich		Action: Head Start Eligibility Training for BOS	
5		HSPPS Eligibility Training				
6		Resolution No. 2023/274	Sarah Reich		BOS visit HS center (annually)	
7		HSA Agency Powers & Functions	Sarah Reich		Action: Monthly Report to BOS	
8	Board of Supervisors: Reports	HSPPS Governing Body				
9	Head Start Committee: Reports	HSPPS Achieving Program Goals				
10		Resolution No. 2023/274	Sarah Reich	Action: Bi-monthly report to BOS Head Start Committee		Action: Bi-monthly report to BOS Head Start Committee
11	Communication: Regional Office (RO)	HSA Training & Technical Assistance	Sarah Reich / Amy Wells			
12	GRANTS: HS/EHS Grants (09CH010862)	ACF Application Instructions	Sarah Reich	Receive Funding Guidance Letter, Conduct Grant Writing Process with Assigned Team Members, Including Goals & Objectives		Action: PC and BOS Review and Approve HS Grant Application & Goals/Objectives
13		ACF Program Instructions	Ernestine Cook / Alexandra Heinitz	SF-425 Annual Report due to ACF		
14	Recordkeeping & Reporting: Program Information Report & Planning	HSPPS Achieving Program Goals	Sarah Reich			Program G/O Updates Report Disseminated to Staff, Department Director, PC, and BOS
15	Community Assessment	HSPPS Determining Community Strengths & Needs	Sarah Reich	Finalize report with Contractor	Action: Present Community Assessment Executive Summary Report for PC, BOS, EOC, and Staff	
16		Organizational Standards National CAP				
17	Annual Report	HSPPS Achieving Program Goals- Reporting	Sarah Reich			
18		HSA Administrative Requirements & Standards				
19	Ayalew Lidete					
20	Planning Calendar	Best Practice	Christina Castle-Barber		Send Request for managers to review & update assigned Planning Calendar sections	
21	CSB Procedures	HSPPS Personnel Policies	Christina Castle-Barber		Check-In w/ SAM regarding addendums needed	Distribute assignments to Senior Managers/CS Managers Review Team
22	Self Assessment Activities	HSPPS Achieving Program Goals- Ongoing Assessment	Christina Castle-Barber / Sarah Reich	SAM and EHSD Director review of SA report and corrective action plan (CAP), if applicable	Action: Present Community Assessment Report to PC, BOS, EOC, and Staff; BOS approval of CAP, as needed	
23	Ongoing Monitoring: Monitoring	HSPPS Achieving Program Goals- Monitoring	QMU / Christina Castle-Barber	2nd Period Monitoring Begins: Center, Curriculum Fidelity, ERS, File Review		CLASS Monitoring
24			Jessie Black / Linda Frazier Stafford / Cathy Lucero			Semi-Annual Child Safety Checklist
25	Ongoing Monitoring: Reports	HSPPS Governing Body	QMU / Christina Castle-Barber		Action: Present 1st Period Semi-Annual Report to PC, Staff and BOS	

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1	ACTIVITY	CITATION(S)	ADD'L SPONSOR(S)	JANUARY	FEBRUARY	MARCH
26		HSPPS Governing Body	QMU / Christina Castle-Barber		Root Cause Analysis & Implementation of Corrective Action Plan	
27	Amy Wells					
28	Communication: Families	HSPPS Family Engagement	Jessie Black / Linda Frazier Stafford / Cathy Lucero			Community Work Days
29	Communication: Families	HSPPS Parent Activities Promoting Child Learning	Jessie Black / Linda Frazier Stafford / Cathy Lucero			
30	Communication: Staff	Best Practice	Monica De Vera / ADs	Monthly Cluster meetings	Monthly Cluster meetings	Monthly Cluster meetings Quarterly All Cluster Meetings
31	Required Training	1302.92 Training & Professional Development		Kindergarten Transitions / Trainings		
32	Julia Kittle-White (Partners)					
33	Partnerships: Communication	HSPPS Community Partnerships & Coordination	Venus McMurrian/Deborah Drake	CSB and YMCA Quarterly Meeting		CSB and KinderCare Quarterly Meeting
34	Required Submissions		Venus McMurrian/Deborah Drake			
35						
36	Training		Venus McMurrian/Deborah Drake	Kindergarten Transitions/ Trainings		
37	Tracking- Staff Qualifications	CDE Staffing Qualifications	Venus McMurrian	Staff & Center Roster Updates (monthly)		
38	Amy Wells					
39	Tracking	CDE Staffing Qualifications HSPPS Staff Qualifications	Shelley Taylor	Staff & Center Roster updates (monthly); Permit notifications to staff (monthly)		
40	Monitoring	County Requirement	Shelley Taylor			
41			Shelley Taylor	Performance Review notices		Performance Review notices
42	Required Training	CDE Staffing Qualifications	Monica De Vera		CSB Standards of Conduct; Head Count and Transition	Preventive Health & Safety (EMSA) (At time of hire once or twice per year)
43	Sarah Reich					
44	Labor	County/Labor Requirement	Amy Wells	Presentation at NEO (monthly); Executive Team and Labor Coalition Meetings (monthly)		
45						
46	Amy Wells					
47	Family Engagement	HSPPS Parent Activities Promoting Child Learning	Education Team	Take home family activities monthly Jan-June		
48		HSPPS Family Engagement	Catherine Lucero	CSB Reads		
49	Special Events	Best Practice	Education Team & Cluster ADs			Dr. Seuss Birthday March 2
50	School Readiness: Reports	HSPPS Child Screening & Assessments	Education Team	Mid-Year outcomes report and if needed adjust SR goals		
51	School Readiness: Transitions: Into, Throughout & Out of Program	HSPPS Teaching & the Learning Environment	Education Team	Kinder-Readiness Activities: Parent Meetings, RMTK	Kinder-Readiness Registration Information to Parents and Visits to Kinder Classes Present Kindergarten Transition to PC	

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52			Education Team	Monthly training for all teachers - topics TBD based on need		
53	Michelle Mankewich					
54	Newsletters: Families	HSPPS Family Engagement	Ana Araujo	Family Newsletter including Winter Safety tips		
55	Communication: Families	HSPPS Parent Activities Promoting Child Learning	Ana Araujo	Parent Meetings	Parent Meetings	Parent Meetings
56	Parent Communication Preference Survey	Best Practice	Ana Araujo			
57		HSPPS Supports for Mental Health	Jacqueline Lopez Padilla	Parent Cafés & Site Parent meetings provided by ECMHP as needed		
58	Communication/ Training: Families	HSPPS Family Engagement	Ana Araujo	Begin Kindergarten Transitions/ Training		Begin Family Handbook Updates (Every 2 years)
59	Give Kids a Smile Day	HSPPS Community Partnerships	Jennifer Kirby	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)	
60						
61	La Clinica Dental Van	HSPPS Community Partnerships	Jennifer Kirby	Monthly at Selected Sites (as vans are available)		
62	Healthy and Active Lifestyle	HSPPS Family Engagement	Irene Figueroa		"Pride in Food Service Week" - First week in February	National Nutrition Month
63			Irene Figueroa			Family Nutrition Meeting
64	Family Engagement	HSPPS Community Partnerships	Jennifer Kirby			
65		HSPPS Family Engagement	Ana Araujo	Making Parenting a Pleasure		
66		HSPPS Community Partnerships	Ana Araujo			
67		HSPPS Family Engagement	Ana Araujo	Male Involvement Events (year round)		
68		HSPPS Family Engagement	Jennifer and Irene			Healthy Fathers, Healthy
69	Training: Comprehensive Services Team	Staff training and community partners	Rita Loza	Lead Prevention	FDC Refresher	
70	Policy Council: PC Meetings and Trainings	HSPPS Policy Council Committees	Ana Araujo			
71		HSPPS Training	Ana Araujo			
72		HSA Powers & Functions of HS Agencies				
73		HSPPS Policy Council				
74		HSPPS Achieving Program Goals	Ana Araujo	Monthly PC Meeting (except July and December)		
75			Ana Araujo	Monthly Subcommittee Meetings (except July, September and December)		
76	Ellen de Senna					
77	Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Eligibility/ Enrollment	HSA Standards Monitoring	Christina Castle-Barber	New Federal Income Guidelines Issued		
78		HSPPS Determining Eligibility	Christina Castle-Barber			Eligibility Refresher Training
79	ERSEA: Recruitment	HSPPS Recruitment of Children	Christina Castle-Barber	Review/ Revise Recruitment Materials	Begin Major Recruitment Drive	Continue Recruitment Drive
80			Christina Castle-Barber		Send Flyers to current Public Benefit Recipients	
81	ERSEA: Selection	HSA Powers & Functions of HS Agencies HSPPS Selection Process	Christina Castle-Barber	Finalized Slots Map for Next PY	Hold Selection Criteria Meeting with Program Services Subcommittee	Action: PC Approves Selection Criteria and Recruitment Plan
82	ERSEA: Attendance & Planning	HSA Powers & Functions of HS Agencies	Christina Castle-Barber	Attendance Report for BOS and PC (monthly)		
83	Alexandra Heinitz					
84		Title 2 Federal Regulations	Fiscal Team / Ernestine Cook		Baseline Budget (BFM) and Budget Narrative Due	County Performance Report Due

Contra Costa County
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	A	B	C	J	K	L
1	ACTIVITY	CITATION(S)	ADD'L SPONSOR(S)	JANUARY	FEBRUARY	MARCH
85	Federal Reports	HSA Powers & Functions of HS Agencies	Fiscal Team / Ernestine Cook	Fiscal Reports to PC & BOS (monthly)		
86		2 CFR Part 200	Fiscal Team / Ernestine Cook	Personnel Cost Forecasting (PCF) Report due		
87		OHS Program Instructions	Fiscal Team / Ernestine Cook	SF-425 Annual Financial Status Report and SF-429 Real property Status Report Due to ACF		
88		OHS Program Instructions	Fiscal Team / Ernestine Cook	Current Year's Budget Adjustments Due to Auditor Controller's Office	Mandatory & Discretionary List to CAO	
89	Jay Rivera					
90	Recordkeeping/Inventory (Hardcopy files & Center Assets)	County Requirement				
91		HSPPS Record Retention				
92	Facilities/Center Health and Safety	HSPPS Safety Practices		Quarterly Deep Cleaning EHS		
93		Best Practice				
94	Abby Balana					
95	Contracts: Partnerships	Child Nutrition Community Partnerships County Admin Bulletin 600.3	Monique Young-Edwards	Begin renewal process for contracts due in July (while awaiting confirmation of Slot allocations)		

Contra Costa County
Employment and Human Services Department
Head Start Program Planning Calendar
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	A	B	C	M	N	O
1	ACTIVITY	CITATION(S)	ADD'L SPONSOR(S)	APRIL	MAY	JUNE
2	Sheila Walsh					
3	Board of Supervisors: Communication	Best Practice	Christina Castle-Barber		Action: Community Action Month BOS Proclamation	
4		HSPPS Achieving Program Goals	Christina Castle-Barber / Sarah Reich			
5		HSPPS Eligibility Training				
6	Board of Supervisors: Reports	Resolution No. 2023/274	Sarah Reich	BOS visit HS center (annually)		
7		HSA Agency Powers & Functions	Sarah Reich	Action: Monthly Report to BOS		
8		HSPPS Governing Body				
9	Head Start Committee: Reports	HSPPS Achieving Program Goals				
10		HSPPS Governing Body	Sarah Reich		Action: Bi-monthly report to BOS Head Start Committee	
11	Communication: Regional Office (RO)	Resolution No. 2023/274	Sarah Reich / Amy Wells		Semi-Annual T/TA POC Check In Meeting	
12	GRANTS: HS/EHS Grants (09CH010862)	HSA Training & Technical Assistance	Sarah Reich	Submit HS Grant Application (Due 4/1 to ACF); Follow up as needed on Grant Application		
13		ACF Application Instructions	Ernestine Cook / Alexandra Heinitz	SF-425 Final Report due to ACF		
14	Recordkeeping & Reporting: Program Information Report & Planning	ACF Program Instructions	Sarah Reich	Disseminate FY27-28 G/O to Staff		
15	Community Assessment	HSPPS Achieving Program Goals	Sarah Reich			
16		HSPPS Determining Community Strengths & Needs				
17	Annual Report	Organizational Standards National CAP				
18		HSPPS Achieving Program Goals- Reporting	Sarah Reich			
19	Ayalew Lidete					
20	Planning Calendar	HSA Administrative Requirements & Standards	Christina Castle-Barber	SAM review and approval	HS EHSD Director review	Present Planning Calendar to PC Program Services Subcommittee Action: PC approval; BOS approval
21	CSB Procedures	HSPPS Personnel Policies	Christina Castle-Barber	Senior Managers/Managers send updates to the Analyst	SAM review and approval PC Sub-Committee review/input to service plans and applicable policy changes	Final review and approvals by SAM and EHSD Director
22	Self Assessment Activities	HSPPS Achieving Program Goals- Ongoing Assessment	Christina Castle-Barber / Sarah Reich			
23	Ongoing Monitoring: Monitoring	HSPPS Achieving Program Goals- Monitoring	QMU / Christina Castle-Barber	CLASS Monitoring		End Monitoring
24			Jessie Black / Linda Frazier Stafford / Cathy Lucero			
25	Ongoing Monitoring: Reports	HSPPS Governing Body	QMU / Christina Castle-Barber	Review/Update Content of Monitoring Tools and Handbooks		

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1	ACTIVITY	CITATION(S)	ADD'L SPONSOR(S)	APRIL	MAY	JUNE
26		HSPPS Governing Body	QMU / Christina Castle-Barber			
27	Amy Wells					
28	Communication: Families	HSPPS Family Engagement	Jessie Black / Linda Frazier Stafford / Cathy Lucero	Community Work Days		
29	Communication: Families	HSPPS Parent Activities Promoting Child Learning	Jessie Black / Linda Frazier Stafford / Cathy Lucero			Year-end celebrations
30	Communication: Staff	Best Practice	Monica De Vera / ADs	Monthly Cluster meetings	Monthly Cluster meetings	Monthly Cluster meetings Quarterly All Cluster Meetings
31	Required Training	1302.92 Training & Professional Development		Child Abuse & Domestic Violence Awareness Training-Annual		
32	Julia Kittle-White (Partners)					
33	Partnerships: Communication	HSPPS Community Partnerships & Coordination	Venus McMurrian/Deborah Drake	CSB and YMCA Quarterly Meeting	Partner Learning Community Meeting	CSB and KinderCare Quarterly Meeting
34	Required Submissions		Venus McMurrian/Deborah Drake			PIR Data Completion
35						
36	Training		Venus McMurrian/Deborah Drake	Child Abuse / DV Prevention Training		
37	Tracking- Staff Qualifications	CDE Staffing Qualifications	Venus McMurrian	Staff & Center Roster Updates (monthly)		
38	Amy Wells					
39	Tracking	CDE Staffing Qualifications HSPPS Staff Qualifications	Shelley Taylor	Staff & Center Roster updates (monthly); Permit notifications to staff (monthly)		
40	Monitoring	County Requirement	Shelley Taylor			
41			Shelley Taylor		Performance Review notices	Personnel Budget review.
42	Required Training	CDE Staffing Qualifications	Monica De Vera		Confidentiality Training (Annually Apr./May)	Illness and Injury Prevention plan Review
43	Sarah Reich					
44	Labor	County/Labor Requirement	Amy Wells	Presentation at NEO (monthly); Executive Team and Labor Coalition Meetings (monthly)		
45					Annual Bid for teaching positions	
46	Amy Wells					
47	Family Engagement	HSPPS Parent Activities Promoting Child Learning	Education Team		SR goal Post Survey	Kindergarten/TK Promotion
48		HSPPS Family Engagement	Catherine Lucero	CSB Reads		
49	Special Events	Best Practice	Education Team & Cluster ADs	Week Of the Young Child April 5-9	Teachers Appreciation Week May 4-8	
50	School Readiness: Reports	HSPPS Child Screening & Assessments	Education Team			Final DRDP Outcomes Report to PC Program Svs subcomm., PC, BOS, and staff
51	School Readiness: Transitions: Into, Throughout & Out of Program	HSPPS Teaching & the Learning Environment	Education Team	Prepare Kindergarten Transition Packets	Distribution of SR Packets/backpacks (Transition to Kindergarten)	Teacher Training Interest Survey

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1	ACTIVITY	CITATION(S)	ADD'L SPONSOR(S)	APRIL	MAY	JUNE
52			Education Team	Monthly training for all teachers - topics TBD based on need		Full day Closure
53	Michelle Mankewich					
54	Newsletters: Families	HSPPS Family Engagement	Ana Araujo			Family Newsletter including Summer Safety tips
55	Communication: Families	HSPPS Parent Activities Promoting Child Learning	Ana Araujo	Parent Meetings	Parent Meetings	Parent Meetings
56	Parent Communication Preference Survey	Best Practice	Ana Araujo			
57		HSPPS Supports for Mental Health	Jacqueline Lopez Padilla	Parent Resiliency Training Required		
58	Communication/ Training: Families	HSPPS Family Engagement	Ana Araujo			
59	Give Kids a Smile Day	HSPPS Community Partnerships	Jennifer Kirby			
60						
61	La Clinica Dental Van	HSPPS Community Partnerships	Jennifer Kirby	Monthly at Selected Sites (as vans are available)		
62	Healthy and Active Lifestyle	HSPPS Family Engagement	Irene Figueroa			National Fruit and Veggie Day (June 17th is Eat All Your Veggies Day)
63			Irene Figueroa			
64	Family Engagement	HSPPS Community Partnerships	Jennifer Kirby	Health, Mental Health & Nutrition Services Advisory Committee Meeting		
65		HSPPS Family Engagement	Ana Araujo	Making Parenting a Pleasure		
66		HSPPS Community Partnerships	Ana Araujo			
67		HSPPS Family Engagement	Ana Araujo	Male Involvement Events (year round)		
68		HSPPS Family Engagement	Jennifer and Irene	Healthy Fathers, Healthy Children		
69	Training: Comprehensive Services Team	Staff training and community partners	Rita Loza		MediCal	
70	Policy Council: PC Meetings and Trainings	HSPPS Policy Council Committees	Ana Araujo		PC Orientation Planning Begins	
71		HSPPS Training	Ana Araujo	Annual Form 700 due to Clerk of the Board		
72		HSA Powers & Functions of HS Agencies				
73		HSPPS Policy Council				
74		HSPPS Achieving Program Goals	Ana Araujo	Monthly PC Meeting (except July and December)		
75		Ana Araujo	Monthly Subcommittee Meetings (except July, September and December)			
76	Ellen de Senna					
77	Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Eligibility/ Enrollment	HSA Standards Monitoring	Christina Castle-Barber			
78		HSPPS Determining Eligibility	Christina Castle-Barber	Eligibility & Enrollment Clinics		
79	ERSEA: Recruitment	HSPPS Recruitment of Children	Christina Castle-Barber	Continue Recruitment Drive		
80			Christina Castle-Barber	Disperse recruitment flyers to elementary schools	Send Flyers to current Public Benefit Recipients	
81	ERSEA: Selection	HSA Powers & Functions of HS Agencies HSPPS Selection Process	Christina Castle-Barber	Establish Procedure and Timelines for Year End Transitions	Distribute Slots Map for Next PY	Action: BOS Approves Selection Criteria and Recruitment Plan Purge Over-Income Waiver List
82	ERSEA: Attendance & Planning	HSA Powers & Functions of HS Agencies	Christina Castle-Barber	Attendance Report for BOS and PC (monthly)		
83	Alexandra Heinitz					
84		Title 2 Federal Regulations	Fiscal Team / Ernestine Cook	Budget Input in HSES Due to ACF for Next Program Year	Report the Results of Prior Year Single Audit to PC	

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85	Federal Reports	HSA Powers & Functions of HS Agencies	Fiscal Team / Ernestine Cook	Fiscal Reports to PC & BOS (monthly)		
86		2 CFR Part 200	Fiscal Team / Ernestine Cook			
87		OHS Program Instructions	Fiscal Team / Ernestine Cook	SF-425 Final Financial Status Report Due to ACF	Internal Control Checklist on Cash and Petty Cash due to Auditor's Office	
88		OHS Program Instructions	Fiscal Team / Ernestine Cook	Subrecipient & Contractor Determination Checklist		
89	Jay Rivera					
90	Recordkeeping/Inventory (Hardcopy files & Center Assets)	County Requirement			Release Files Past Destruction	
91		HSPPS Record Retention			Date to County for Shredding	
92	Facilities/Center Health and Safety	HSPPS Safety Practices		Quarterly Deep Cleaning EHS		
93		Best Practice				
94	Abby Balana					
95	Contracts: Partnerships	Child Nutrition Community Partnerships County Admin Bulletin 600.3	Monique Young-Edwards		Action: Deadline to request BOS approval for contracts that begin in July	