

COLLEGE OF SOUTHERN IDAHO
 HEAD START/EARLY HEAD START
 PLANNING MATRIX 2012-2013

TASK	January	February	March	April	May	June	July	August	September	October	November	December
◆ Leadership Meetings	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	
◆ Management Meetings	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇
◆ Early Head Start Meetings	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇
◆ ◆ ◆ ◆ ◆ PC Meetings	◇	◇	◇	◇	◇	◇		◇	◇	◇	◇	◇
◆ ◆ PC Leadership Training	◇											
◆ ◆ Review and update PC By-laws and Policies and Procedures		◇										
◆ ◆ PC Retreat- Introduction to Budget Process, Elections										◇		
◆ Management Retreat							◇					
◆ Monthly Board Report to Grantee	◇	◇	◇	◇	◇	◇		◇	◇	◇	◇	◇
◆ CSI Board of Trustee - Training						◇						
◆ ◆ Health Advisory Meetings					◇							◇
◆ ◆ EHS Education Advisory Meetings			◇								◇	
◆ ◆ Family Service Advisory Meetings					◇							◇
◆ EHS/HS New Staff Orientation	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇
◆ Annual Program Report								◇				
◆ Financial Reports	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇
◆ USDA 30 DAY Enrollment Report										◇		
◆ ◆ OHS Enrollment Report	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇
◆ ◆ TANF State Report	◇		◇			◇			◇			◇
◆ IHSA Meetings	◇			◇			◇					
◆ NHSA Awards				◇								
◆ ◆ ◆ ◆ ◆ Management Planning Session							◇					
◆ Review/update Goals - PC action							◇	◇	◇			
◆ School Readiness Goals			◇								◇	
◆ ◆ ◆ ◆ ◆ HS/EHS Work Plans		◇	◇	◇	◇	◇		◇				

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◆◆◆◆◆ Self-Assessment Training Schedul & time lines developed to ensure complete & thorough monitoring of HS/ EHS program (7 wks) Gather & analyze SA results Wrap-up meeting, report PC, recommendation & final report		◇	◇	◇	◇							
◆◆◆◆ Comprehensive Community Assessment Training Begin CCA process Community/Parents surveys Gather & analyze CCA results, final report		◇	◇	◇	◇	◇	◇					
◆◆ Review/update Dispute Resolution & Shared Governance					◇							
◆◆ Review/update Training Plan						◇	◇	◇				
◆ Review/update Planning Matrix								◇				
◆◆ Review/update Job Descriptions					◇							
◆◆◆◆ PIR Training Gather and review PIR data Submit PIR				◇	◇	◇	◇	◇				
◆◆◆ Budget Development for annual grants			◇	◇	◇	◇	◇	◇	◇			
◆◆◆◆ Update agreements/contracts	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇
◆◆ Update Interagency agreements					◇			◇				
◆ Menu Planning					◇	◇	◇					
◆ Revise Community Resource Guide				◇	◇	◇	◇					
◆ Develop & update Staff/Parent Calendars					◇	◇	◇					

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◆ ◆ HS/EHS Inventory: Review/update placement form for vehicles and buses Inventory sheet of center key(s) Center inventory form Computer Inventory sheet	◇	◇		◇	◇			◇				
◆ Staff structure complete for new program year				◇	◇	◇	◇	◇				
◆ Advertise for HS/EHS employment opportunities. Begin hiring process	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇
◆ Review/update interview questions	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇
◆ Staff In/Pre-Service Training	◇							◇				
◆ ◆ EHS Staff In-Service Training					◇						◇	
◆ ◆ ◆ Facility Inspections	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇
◆ ◆ USDA Site Inspections	◇		◇						◇			
◆ Recruitment PSA					◇							
◆ ◆ ◆ Child Recruitment	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇
◆ Acceptance of HS/EHS children	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇
◆ Enrollment & Orientation	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇
◆ School District acceptance	◇	◇	◇	◇	◇			◇	◇	◇	◇	◇
◆ ◆ Child screenings	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇
◆ ◆ ◆ HS- Home Visits	◇	◇	◇	◇	◇			◇	◇	◇	◇	◇
◆ ◆ ◆ EHS - Socializations	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇
◆ ◆ EHS Family Staffings	◇					◇				◇		
◆ ◆ HS Family Staffings	◇									◇		
◆ ◆ ◆ HS/EHS Parent Meetings	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇
◆ COR HS/EHS Reports			◇			◇		◇			◇	
◆ Parent/Teacher Conference				◇						◇		
◆ Bus Monitor Training	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇
◆ HS/EHS Program Wide Newsletter			◇				◇		◇			◇

Red-Organization Blue-PEFI Purple- EHS Green -Financial Pink-Children's Services Gray- Governance Orange-ERSEA

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