

2016-17 CSB Planning Calendar

Activity	Sponsor	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
BOARD OF SUPERVISORS													
Communication	Camilla				Schedule & conduct annual BOS meetings					Attend BOS meeting for PD/PY layoffs	WOTYC BOS proclamation	Community Action month BOS proclamation	
					FHS Committee presentation						Invite Board members to centers for Week of the Young Child		
Reports		Monthly report to BOS/CAO											
BUSINESS SYSTEMS													
E-Rate	Sung		E-Rate BEAR (Billed Entity Applicant Reimbursement) /472			E-Rate RFI	E-Rate from 470	E-Rate Form 471	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	Submit a 3 year technology plan for every 3 year cycle (2016)	
								USAC Conference					
CLOUDS	Sung								Review Contract by County Counsel				