

Board of Directors Training Plan

Date	Activity	As needed	Completed
June	<ul style="list-style-type: none"> ● May Budget ● April Budget ● May Monthly Activity Report ● April Monthly Activity Report ● Final CLASS ● Final School Readiness Outcomes 	<ul style="list-style-type: none"> ● Policies and Procedures amendments ● Program Planning ● Roles and responsibilities of governing bodies and policy groups. ● Grievance between the governing body and the policy group. ● Resolving community complaints involving the program. ● Communication Guidance from HHS when applicable 	
August	<ul style="list-style-type: none"> ● June Budget ● July Budget ● June Monthly Activity Report ● July Monthly Activity Report ● Family Outcome Survey ● Eligibility Training with signature page 	<ul style="list-style-type: none"> ● Policies and Procedure amendments ● Program Planning ● Roles and responsibilities of governing bodies and policy groups. ● Grievance between the governing body and the policy group. ● Resolving community complaints involving programs. ● Communication Guidance from HHS when applicable 	
October	<ul style="list-style-type: none"> ● June Final ● August Budget ● September Budget ● August Monthly Activity Report ● September 	<ul style="list-style-type: none"> ● Policies and Procedure amendments ● Program Planning ● Roles and responsibilities of governing bodies and policy groups. 	

	<p>Monthly Activity Report</p> <ul style="list-style-type: none"> ● Family Intake Results ● PIR ● Annual Report ● Caring for our Children Basics Training 	<ul style="list-style-type: none"> ● Grievance between governing body and policy group. ● Resolving community complaints involving programs. ● Communication Guidance from HHS when applicable 	
December	<ul style="list-style-type: none"> ● October Budget ● November Budget ● October Monthly Activity Report ● November Monthly Activity Report ● Training on webpage ● Training on performance Standards ● T/TA Plan 	<ul style="list-style-type: none"> ● Policies and Procedure amendments ● Program Planning ● Roles and responsibilities of governing bodies and policy groups. ● Grievance between governing body and policy group. ● Resolving community complaints involving programs. ● Communication Guidance from HHS when applicable 	
February	<ul style="list-style-type: none"> ● December Budget ● January Budget ● December Monthly Activity Report ● January Monthly Activity Report ● Refunding Application ● Community Assessment ● Strategic Plan/ Self Assessment ● Contracts (CACFP, Regional) 	<ul style="list-style-type: none"> ● Policies and Procedure amendments ● Program Planning ● Roles and responsibilities of governing bodies and policy groups. ● Grievance between governing body and policy group. ● Resolving community complaints involving programs. ● Communication Guidance from HHS when applicable 	

	<p>Health Department, LEA Disability, Mental Health, Nutrition, Vehicle Maintenance</p>		
<p>April</p>	<ul style="list-style-type: none"> ● February Budget ● March Budget ● February Monthly Activity Report ● March Monthly Activity Report 	<ul style="list-style-type: none"> ● Policies and Procedure amendments ● Program Planning ● Roles and responsibilities of governing bodies and policy groups. ● Grievance between governing body and policy group. ● Resolving community complaints involving programs. ● Communication Guidance from HHS when applicable 	