



Head Start/State Child Development Services

POLICY COUNCIL MEETING PACKET

November 16, 2017



Policy Council Attendance '16-'17

Legend:	
Attended	X
Did not attend meeting	ABS
Attending Another CAPK function	
Appealed Termination	
Membership Terminated	
Absent Due to Weather Conditions	
Resigned	
Special Call Meeting	SC
Not elected Rep at the time	

#	REGION 1 PC Member Name	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	June 2017	July 2017	Aug 2017	Sept 2017	Oct 2017
1	Enrique Salazar- East Cal	X		X	ABS	X	X	X	X	X	X	X	
2													
3													
4	Ana Luna- East Cal				X	X	ABS						
5	Lachelle Calvillo- Alberta Dillard	X			ABS	X	ABS	ABS	ABS				
6	Breyona Millard- Fairview						X	X	X	ABS	X	X	ABS
#	REGION 2 PC Member Name	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	June 2017	July 2017	Aug 2017	Sept 2017	Oct 2017
1	Irma Sandoval- Martha Morgan	ABS		ABS	ABS								
2													
3	Maria Martinez- Virginia	X			X	X	ABS	ABS	X	X	ABS	X	ABS
4	Marina Araujo- Pacific	ABS			X	ABS	ABS						
5	Christine Hernandez- MJM						ABS	ABS					
#	REGION 3 PC Member Name	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	June 2017	July 2017	Aug 2017	Sept 2017	Oct 2017
1	Christina Bates- Willow	X		X	X	X	X	X	X	X	ABS	X	X
2	Gabriella McCutcheon- Willow	X		X	X	X	X	ABS	ABS	X	ABS	X	X
3													
4													
5	Lizeth Calvo- McFarland	X			ABS	ABS	X	ABS	ABS				
#	Region 4 PC Member Name	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	June 2017	July 2017	Aug 2017	Sept 2017	Oct 2017
1	Savannah Scarpa- Tehachapi	X		X	X	X	ABS	X	X	X	X	ABS	X
2	Lorena Fernandez- San Diego	X		X	X	X	X	X	X	ABS	X	ABS	X
3	Jason Warren- Cleo Foran	X		X	X	X	X	X	X	X	X	X	X
4	Shevada Dove Williams- Tehachapi	ABS		ABS	X	X	ABS	ABS	X	X	ABS	ABS	ABS
#	Home Base PC Member Name	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	June 2017	July 2017	Aug 2017	Sept 2017	Oct 2017
1	Marion Gomez- Lisa Moreno	X			ABS								
2	Ramona Campos- T. Cordova	X		X	ABS	X	X	X	X	ABS	X	X	X
3	Jodi Sanchez- L. Lugo						X	X	X	X	X	X	X
BC/Blanton FHS Partnership													
1	Jadine Gonzalez- B. College	ABS		X	X	ABS	ABS	X	ABS	X	X	ABS	X
San Joaquin FHS Partnership													
1	Erica Freehoffer			X	X	X	X	ABS	ABS				
2	Open												
Community Rep Member													
1	Open (Past Parent)												
2	Ana Lester (Community)	X		X	X	X	X	ABS	X	ABS	X	X	X
3	Lindsay Harrison (Community)			X	X	X	X	X	X	ABS	X	X	X
Board Member													
1	Yolanda Ochoa							X	X	X	X	X	X

Policy Council Sub-Committee Attendance Sheet 2016-2017

By-Laws Policy Council Sub-Committee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sept.	Oct.
Savannah Scarpa (Chair)	X	φ	X	φ	φ	φ	φ	φ	ABS	φ	φ
Jason Warren	X	φ	X	φ	φ	φ	φ	φ	X	φ	φ
Ramona Campos	X	φ	ABS	φ	φ	φ	φ	φ	ABS	φ	φ
Anton Faern	ABS	φ	ABS								
Lachelle Calvillo	X	φ	X	φ	φ	φ	φ				
Maria Martinez				φ	φ	φ	φ	φ	X	φ	φ
Breyona Millard						φ	φ	φ	X	φ	φ

Finance Policy Council Sub-Committee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sept.	Oct.
Gabriella McCutcheon (Chair)	φ	φ	ABS	ABS	X	φ	X	φ	ABS	X	X
Christina Bates	φ	φ	X	X	X	φ	X	φ	ABS	X	X
Savannah Scarpa	φ	φ	X	X	X	φ	ABS	φ	ABS	X	ABS
Deanna Perea	φ	φ	ABS	ABS							
Shevada Williams	φ	φ		X	X	φ	X	φ	X	X	ABS
Enrique Salazar					X	φ	X				
Jodi Sanchez						φ	X	φ	ABS	X	ABS

School Readiness Policy Council Sub-Committee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sept.	Oct.
Christina Bates (Chair)	φ	φ	X	φ	φ	X	φ	φ	φ	φ	X
Marina Araujo	φ	φ	X	φ	φ	ABS					
Erica Freehoffer	φ	φ	X	φ	φ	ABS	φ				
Ruben Castellanos	φ	φ	ABS	φ	φ						
Jadine Gonzalez	φ	φ	X	φ	φ	X	φ	φ	φ	φ	X

Policy Council Sub-Committee Attendance Sheet 2016-2017

Planning Policy Council Sub-Committee											
Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Lorena Fernandez (Chair)	φ	φ	X	X	X		X	φ		ABS	X
Ana Lester	φ	φ	X	X	ABS	X	X	φ	X	X	X
Ruben Castellanos	φ	φ	X	X	ABS						
Lindsay Harrison	φ	φ	X	ABS	X	X	ABS	φ	X	X	X
Ana Luna	φ	φ	X	X	ABS	ABS					
Marion Gomez	φ	φ	ABS	ABS							
Enrique Salazar					X	X	X	φ	X	X	X
Christine Hernandez						X					
Lizeth Calvo					X	X	ABS				

Legend	
Attended	X
Did not Attend	ABS
Attending another CAPK Function	
Member Resigned	
Member Terminated	
Did not Meet	φ
Not elected member at the time	

POLICY COUNCIL STANDING COMMITTEES

November 2017

EXECUTIVE COMMITTEE

Chairperson: Enrique Salazar
Vice Chairperson: Lorena Fernandez
Secretary: Christina Bates
Treasurer: Gabriella McCutcheon
Parliamentarian: Savannah Scarpa

STANDING COMMITTEE MEMBERS

BYLAWS (7 Openings)

Chairperson:

1. Opening
2. Opening
3. Opening
4. Opening
5. Opening
6. Opening

PLANNING (7 Openings)

Chairperson:

1. Opening
2. Opening
3. Opening
4. Opening
5. Opening
6. Opening

School Readiness (5 Openings)

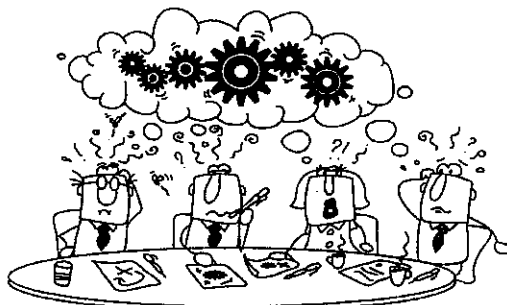
Chairperson:

1. Opening
2. Opening
3. Opening
4. Opening
5. Opening

FINANCE (7 Openings)

Chairperson:

1. Opening
2. Opening
3. Opening
4. Opening
5. Opening
6. Opening



COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES

October 26, 2017

5917 Knudsen Dr. – Hodel's Country Dining
Kern Room

1. **Call to Order** – Chairperson, Enrique Salazar Jr., called the meeting to order at 6:30 p.m.
 - a. Moment of Silence, Pledge of Allegiance
 - b. Reading of Promise of Community Action
"Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other."
2. **Roll Call/Set Quorum** –Secretary. Quorum was established.
Current PC Members Present: Enrique Salazar Jr., Gabriella McCutcheon, Christina Bates, Jason Warren, Savannah Scarpa, Lorena Fernandez, Jodi Sanchez, Ramona Campos, Jadine Gonzalez, Ana Lester, Lindsay Harrison, Yolanda Ochoa.
3. **Approval of Agenda** – Chairperson (**ACTION)
 - a. A motion to approve the October 26, 2017, meeting agenda was made by Gabriella McCutcheon; Savannah Scarpa seconded; motion carried unanimously.
4. **Approval of Minutes** – Chairperson (**ACTION)
A motion to approve the September 28, 2017, Policy Council minutes was made by Savannah Scarpa; Jason Warren seconded; motion carried unanimously.
5. **Presentation of Guests/Public Forum**
The following guests were in attendance: Kimberly Henry; Michael Salinas; Antonio Sanchez; Janea Benton; Ryan Harrison; Kandy Shephard; Sabrina Campas; Rachel Campas, Craig Henderson; Shelia Henderson; Pamela Pritchard, Assistant Director Director of Head Start/State Child Development; Pritika Ram, Director of Administration; Jerry Meade, Program Design and Management Administrator; Leslie Mitchell, Administrator of Education Support Services; Donna Holland, Fiscal Manager; Cristina Hernandez; Carolyn Coffey, Education Coordinator; Alan Rodriguez, Health and Nutrition Supervisor; Virginia Sierra, Home Base Supervisor; Mary J. Lopez, Home Base Supervisor; Janelle Gonzalez, Governance Coordinator; Leah Green, Content Area Specialist-Family Services; Lisa Price, Administrative Assistant; Olivia Kent, Family Service Worker, Willow; Nikki Jones, Center Director II, Willow; Nadine Berry, Administrative Assistant.
 - a. *(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.)*
Jason Warren was asked to share his experiences since he has been part of Head Start and the Policy Council. This is Jason's second and last year with the Policy Council and he has been highly active in his children's education experience. He decided that since his children were in school, he should return to school himself and enrolled in the UEL Business course. He completed his externship at the CAPK Food Bank, which is sometimes overlooked by the people in the community, unless it is needed. Mr. Warren shared that the Food Bank does a very good job with what they have. The Food Bank needs more people to volunteer to assist in the food giveaways and at the Food Bank itself. They make you feel welcome and that you belong there.
6. **Standing Committee Reports** (five minutes each)
 - a. School Readiness Committee – Information on the new Pyramid Model was shared at the meeting. The Pyramid Model is for use with children who exhibit challenging behaviors. Items such as a solution box and feeling faces have been introduced into the classroom. The feeling faces allow the children to point to the face they feel represents how they are feeling at the time they arrive at school.
 - b. Planning Committee – During the meeting strategies to ensure full enrollment were shared and discussed. If a center is under-enrolled for four months, a Plan of Action is put in place to assist the center in becoming fully enrolled. The committee reviewed information regarding the refunding application for Head Start/Early Head Start Kern.

- c. Finance Committee – The committee reviewed the Funding Guidance letter which advises a program on what items need to be submitted with the refunding application. The application was reviewed during the meeting with any requests for changes that are being asked for.
- d. By-Laws Committee – No Report

7. **New Business** – Chairperson

(ACTION)**

- a. Approval to submit application for continued funding of Head Start & Early Head Start Kern – Jerry Meade, Program Design and Management Administrator

Mr. Meade presented a brief overview of the refunding application for the 2018/2019 Fiscal Year. The application will support the program from March 1, 2018 to February 28, 2019. The application is for base, which covers the purchasing of items for the classrooms and expenses for the centers, and for Training and Technical Assistance, which covers sending staff and parents to conferences and providing trainings. There are no major changes being requested in the application. The application is to be submitted by December 1, 2017. A motion to approve the submission of the Application for Continued Funding of Head Start and Early Head Start Kern was made by Jadine Gonzalez; Christina Bates seconded; motion carried unanimously.

8. **Presentations**

- a. My Journey Becoming a Partner with Head Start – Lorena Fernandez- 2016-2017 Head Start Policy Council Member

Ms. Fernandez shared that her child attends the San Diego center. She stated her journey with Head Start started in 2004 with her first child. The program has always supported not just the child, but the family as well. The Family Service Worker at the time assisted Ms. Fernandez in finding a job. Later she became pregnant and joined the Pregnant Women Program in Home Base. She was placed on bed rest and her Home Base Educator made sure that she kept her medical appointments. This time in her life was not easy, but the staff made it easier to manage. She set goals and moved towards a more positive future. This is the fourth child that has gone through the program and she was introduced to the Policy Council. Since she has joined Policy Council, there have been doors of opportunity that have opened. One is being chosen to be part of the Board of Directors representing the Low-Income sector in Southern Kern. Ms. Fernandez expressed her gratitude and that she is forever grateful to everyone for what she has learned.

- b. Recognition of 2016-2017 Policy Council Members – Jerry Meade, Program Design and Management Administrator

Mr. Meade shared his gratitude for the commitment that the members of the Policy Council made and that our funding source requires parent participation as a component. Janelle Gonzalez shared that each member will be receiving a Letter of Recommendation from the Office of Head Start, a Certificate of Appreciation from the Office of Head Start, a Certificate of Appreciation from Mayor Karen Goh, a Certificate of Recognition from the Office of Jean Fuller, 16th District, and a Certificate of Appreciation from Assemblyman Rudy Salas of the 32nd District. Pam Pritchard thanked the members for their commitment and in the process helped make Kern County a better place, made the schools better, and provided a role model for their families.

9. **Communications**

- a. Kern Head Start & Early Head Start Budget vs. Actual Expenditures, March 1, 2017 through September 30, 2017
- b. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2017 through September 30, 2017
- c. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2016 through August 31, 2017 (Interim Year-End Report)
- d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2017 through August 31, 2018
- e. Parent Local Travel & Child Care through September 30, 2017
- f. Parent Activity Funds through September 30, 2017
- g. Parent Meals prepared by Central Kitchen through September 30, 2017
- h. Enrollment, Average Daily Attendance, and Child & Adult Care Food Program/Central Kitchen Report for HS/EHS Kern, EHS San Joaquin, and EHS Child Care Partnerships September 2017
- i. Funding Guidance Letter Re: Grant #09CH9142-04-02 (HS/EHS Kern) dated September 20, 2017
- j. Policy Council Planning Subcommittee Minutes September 5, 2017

- k. Regional Parent Committee Meeting Minutes Regions 1-4 and Home Base
 - l. Health and Resource Fair Hosking Avenue Swap Meet
 - m. DonorsChoose.org Fuel your school at Chevron or Texaco Gas Stations
 - n. Dignity Health Mercy & Memorial Hospitals Homemaker Care Training Program
- The Chairperson called for a motion to motion to move and file the October 26, 2017, Communications. Motion made by Gabriella McCutcheon to move and file the Communications items.
10. **Program Governance Report/Training** – Janelle Gonzalez, Governance Coordinator
- Ms. Gonzalez thanked the Policy Council for the open-mindedness and the phenomenal job they have done in carrying on effective meetings and the questions they have asked on why Head Start does what it does. Special thank yous were given to Mr. Salazar for leading the Policy Council and keeping families up-to-date, to Mr. Warren for his efforts at the Food Bank and wishes him well on his new journey, to Ms. Fernandez for sharing her story and encouraged her to continue working towards her goals, and a final thank you to the Head Start Administrative team for giving her peace of mind, being there to rely on and guiding her in the right direction.
11. **Community Representative Report** – Ana Lester/Lindsay Harrison
- Ms. Lester provided a handout with activities in the community for the remainder of October and the beginning of November. Ms. Harrison shared she attended a Clinica Sierra Vista enrollment outreach event which helped participants determine what health coverage would best for them and their family.
12. **Early Head Start San Joaquin Report** – Rashi Strother, Family Services and Governance Specialist
- San Joaquin has completed the Fall DRDP rating and conferences. Family Service Workers have completed the fall surveys and Child Care Results analysis will allow parents to see how the children are doing. There is one parent representative from the Regional Parent Committee.
13. **Early Head Start Partnership Report** – Jadine Gonzales
- Ms. Gonzales reported that the Partnership reached 110% of in-kind for the 16/17 Fiscal Year. During the October Parent Café at Blanton, which serves teen parents, the Family Advocate from Bakersfield College, Nicole Callahan, presented information about Bakersfield College. After the presentation three of the parents indicated they were interested in furthering their education once they have completed their education at Blanton.
14. **Board of Directors Representatives Report** – Yolanda Ochoa, Board of Director's Representative
- Ms. Ochoa shared during the Board of Directors meeting she encouraged those on the Board to participate more in Head Start and learn more about how it helps children and families grow. During the meeting the refunding application (which was presented during Policy Council as well) was discussed and approval provided for the submission of the application. There has been a lot accomplished during the year.
15. **Director's Report (HS/State Child Development)** – Yolanda Gonzales, Director of Head Start/State Child Development
- Ms. Pritchard reported out for Ms. Gonzales, stating the Ms. Gonzales was on her way to Ireland to visit family and would be returning November 20, 2017. Ms. Pritchard shared that there is a new classroom being prepared to open, and that they are just waiting on licensing to give the go-ahead and approve the additional number of children the site will serve. The waitlist is ready to have children enter as soon as it is good to go. The new Wasco center (Broadway) is on track to open in December. We are currently in the middle of obtaining full enrollment for the month of December. Under-enrollment is a concern nationwide. The renaming of the Stine center to the Harvey L. Hall Child Development Center has provided positive press for the program. Ms. Pritchard shared her gratitude for the presence of the Policy Council and their time and that parent involvement is more pronounced with Head Start than any other preschool program.
16. **Policy Council Chairperson/Announcements** – Enrique Salazar Jr., Chairperson
- Mr. Salazar started by saying thank you for allowing him to be part of Policy Council and a special thank you for allowing him to represent them. He was referred to Policy Council by his Family Service Worker, and is grateful for that. He stated that by having his children in Head Start, being part of the center Parent Committee and the Policy Council, he has been transformed and has become a better dad to his children. For this he is very thankful to the program and for it allowing him to learn and grow.
17. **Adjournment** – Chairperson
- The meeting was adjourned at 7:10 p.m. by the Chairperson.



**Policy Council Agenda
November 16, 2017
5005 Business Park North
5:30 p.m.-7:30 p.m.
Meeting Locations:**

5005 Business Park North Bakersfield, CA 93309	1145 N. Hunter St. Stockton, CA 95202
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1. **Call to Order** Chairperson
 - a. Moment of Silence, Pledge of Allegiance
 - b. Reading of Promise of Community Action
"Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other."

2. **Roll Call/Set Quorum** Secretary

3. **Approval of Agenda** Chairperson *ACTION
 - a. Date of Agenda: November 16, 2017

4. **Approval of Minutes** Chairperson *ACTION
 - a. Date of Minutes: October 26, 2017

5. **Presentation of Guests /Public Forum**
 - a. *The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than that referring the item(s) to staff for study and analysis. **Speakers are limited to five minutes each.** If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.*

6. **Standing Committee Reports** (3 mins. each)
 - a. School Readiness Committee **No Report**
 - b. Planning Committee **No Report**
 - c. Finance Committee **No Report**
 - d. By-Laws Committee **No Report**

7. **New Business** Chairperson *ACTION
 - a. Motion to approve Community Representatives Lindsay Harrison and Ana Lester
 - b. Nomination and election of the Policy Council Chairperson (2 min)
 - c. Nomination and election of the Policy Council Vice Chairperson (2 min)
 - d. Nomination and election of the Policy Council Secretary (2 min)
 - e. Nomination and election of the Policy Council Treasurer (2 min)
 - f. Nomination and election of the Policy Council Parliamentarian (2 min)
 - a. Nomination and election of Policy Council Bylaws Committee members (7 openings)
 - b. Nomination and election of Policy Council Planning Committee Members (7 openings)
 - c. Nomination and election of Policy Council Budget & Finance Committee Members (7 openings)
 - d. Nomination and election of Policy Council School Readiness Committee Members (7 openings)
 - e. Nomination and election of Head Start Representative for CAPK's BOD (1 opening)
 - f. Request for the approval of the Proposed Policy Council Meeting Days and Times



8. Presentations

- a. None

9. Communications

- a. Kern Head Start & Early Head Start Budget vs. Actual Expenditures, March 1, 2017 through October 31, 2017
- b. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2017 through October 31, 2017
- c. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2016 through August 31, 2017 (FINAL Year-End Report)
- d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2017 through October 31, 2017
- e. Parent Local Travel & Child Care through October 31, 2017
- f. Parent Activity Funds through October 31, 2017
- g. Parent Meals prepared by Central Kitchen through October 31, 2017
- a. Enrollment, Average Daily Attendance, and Child & Adult Care Food Program/Central Kitchen Report for HS/EHS Kern, EHS San Joaquin, and EHS Child Care Partnerships October 2017
- b. Dignity Health Mercy & Memorial Hospitals Homemaker Care Training Program
- c. Head Start Ready Rosie Workshops Coming Soon
- d. Head Start Disabilities Advisory Committee Meeting

10. Program Governance Report/Training

Janelle Gonzalez

Verbal Report (5 min.)

11. Community Representative Report

Open

Verbal Report (5 min.)

12. Early Head Start San Joaquin Report

Rashi Strother

Verbal Report (3 min.)

13. Early Head Start Partnership Report

Tranisha Hartman

Verbal Report (3 min.)

14. Board of Directors Representative Report

Yolanda Ochoa

Verbal Report (3 min.)

15. Director's Report (HS/State Child Development)

Yolanda Gonzales

Verbal Report (5 min.)

16. Policy Council Chairperson/Announcements

Open

Verbal Report (3 min.)

17. Adjournment

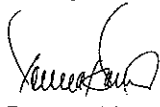
Chairperson

Next meeting is TBD at 5005 Business Park North Suite 130, Board Room

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Policy Council



From: Donna Holland, Fiscal Administrator

Subject: Kern Head Start and Early Head Start
Budget to Actual Report for the Period Ended October 31, 2017

Date: November 16, 2017

The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2017 through October 31, 2017. Eight months (67%) of the 12-month budget period have elapsed.

Base Funds

- Head Start **Personnel** costs are lower than the percentage of the year elapsed, primarily because part-year employees were off work during the months of June & July.
- Early Head Start **Personnel** costs are lower than the percentage of the year elapsed, primarily because (1) California Department of Education General Child Care revenues have been higher than average, which has decreased the year-to-date cost to Early Head Start, and (2) normal turnover and vacancies.
- **Supplies** are purchased as needed throughout the year, rather than monthly.
- **Contractual** expenditures take place as needed throughout the year, rather than monthly. The actual amount expended in Head Start includes purchases of learning applications that were not budgeted (\$19,000). The amount expended in both Head Start and Early Head Start includes an allocated portion of the legal fees for the pension conversion (\$6,715 and \$1,828).
- In the **Other** category, costs such as equipment and facility repair and maintenance are incurred as needed throughout the year, rather than monthly.

Training & Technical Assistance Funds

- Budgeted **Travel** costs for Head Start were underestimated. Expenditures in the **Supplies** and **Contractual** categories will be decreased to compensate.
- Additional funds to supplement Head Start training expenses in the **Other** category are budgeted in the base grant.
- Budgeted **Other** costs for Early Head were underestimated. Expenditures in the **Supplies** and **Contractual** categories will be decreased to compensate.
- The overall costs charged to Early Head Start Training and Technical assistance will not exceed the grant amount.

Duration Grant

CAPK received approval to carry over Duration start-up funds that were awarded late in the prior budget period. The funds are being used for the purchase of supplies, maintenance and repair of three additional classrooms, and playground shade and surface at two new locations. Completion of these projects are in progress.

Non-Federal Share

Total Non-Federal Share (the sum of California Department of Education funding and in-kind) is at 84% of budget.

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind
Budget Period: March 1, 2017 through February 28, 2018
Report for period ending October 2017 (Month 8 of 12)

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Percent of year elapsed: 67%

LOCATION	FUNDED ENROLLMENT	March	April	May	June	July	Aug	Sep	Oct	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	68	17,235	14,278	7,823	0	0	3,736	20,782	30,939	94,793	92,338	103%
Alicante	34	8,933	3,798	1,981	0	0	695	3,458	3,580	22,446	46,169	49%
California City	34	7,464	6,138	2,640	0	0	1,282	3,944	5,577	27,046	46,169	59%
Casa Loma	34	10,045	5,902	3,417	0	0	2,170	7,831	4,080	33,446	46,169	72%
Cleo Foran	34	7,624	6,949	3,950	0	0	870	3,842	5,094	28,329	46,169	61%
Delano	76	16,824	14,469	12,869	8,295	8,948	5,566	7,767	270	75,007	103,201	73%
East California	70	13,042	7,973	5,477	0	0	4,390	19,161	31,804	81,848	95,053	86%
Fairfax	40	14,732	11,648	7,741	0	0	1,629	7,133	6,855	49,538	54,316	91%
Fairview	34	4,848	3,329	3,158	0	0	2,404	7,087	9,268	30,093	46,169	65%
Faith Avenue	34	13,062	8,485	6,670	0	0	2,124	7,247	9,937	47,524	46,169	103%
Franklin	24	5,953	4,296	2,617	2,315	3,846	1,614	3,023	100	23,765	32,590	73%
Heritage Park	34	12,084	10,752	7,261	0	0	1,992	6,298	7,170	45,557	46,169	99%
Home Base	225	24,130	21,418	15,321	13,922	12,945	14,058	16,111	2,858	120,764	152,764	79%
Lamont	34	9,115	5,854	3,225	0	0	1,649	5,644	6,709	32,196	46,169	70%
Lost Hills	20	3,195	1,920	1,560	0	0	113	359	1,909	9,056	27,158	33%
Martha J. Morgan	83	27,956	22,725	13,972	0	0	6,052	20,496	12,412	103,613	112,706	92%
McFarland	24	5,400	4,732	1,711	0	0	0	2,744	3,598	18,186	32,590	56%
Mojave	34	5,884	2,935	1,109	0	0	713	2,473	0	13,113	46,169	28%
Noble	34	7,130	5,708	3,486	0	0	4,441	13,300	10,403	44,469	46,169	96%
Oasis	57	6,568	6,949	2,245	0	0	1,748	9,112	4,620	31,243	77,401	40%
Oildale	34	9,626	7,108	3,841	0	0	0	5,995	7,049	33,620	46,169	73%
Pacific	62	12,190	9,953	6,959	5,247	3,850	4,307	7,822	12,006	62,335	84,190	74%
Pete H. Parra	112	18,018	17,785	14,195	9,771	10,309	13,738	15,193	1,225	100,234	152,085	66%
Pioneer	34	8,417	7,079	3,651	0	0	2,028	7,075	5,120	33,370	46,169	72%
Planz	34	12,344	9,988	4,851	0	0	1,792	3,830	263	33,069	46,169	72%
Primeros Pasos	76	13,509	11,897	11,322	7,390	7,406	9,987	7,652	14,313	83,476	103,201	81%
Rafer Johnson	34	7,010	4,290	1,382	0	0	431	2,663	124	15,900	46,169	34%
Roosevelt	34	11,919	10,962	5,653	0	0	691	2,181	595	31,999	46,169	69%
Rosamond	100	22,378	18,460	8,133	0	0	4,250	8,245	3,399	64,865	135,791	48%
San Diego Street	48	11,089	10,871	10,601	11,518	8,117	10,491	5,686	9,628	78,002	65,179	120%
Seibert	34	4,457	4,656	2,920	0	0	1,947	5,552	306	19,837	46,169	43%
Shafter	34	4,257	4,019	2,801	0	0	1,923	8,124	9,960	31,084	46,169	67%
Shafter HS/EHS	36	5,894	5,073	4,436	4,341	3,901	4,768	5,837	5,279	39,528	48,885	81%
Sterling	122	20,515	17,871	16,927	13,197	8,152	10,285	9,715	12,930	109,592	165,664	66%
Stine Road	138	18,162	16,539	20,487	15,259	14,578	21,588	22,960	19,600	149,173	187,391	80%
Sunrise Villa	34	17,097	13,051	6,550	0	0	642	1,092	2,915	41,345	46,169	90%
Taft	78	12,166	8,538	5,262	0	0	1,898	3,406	1,318	32,587	105,917	31%
Tehachapi	34	8,461	7,372	3,800	0	0	1,331	5,277	5,593	31,834	46,169	69%
Vineland	20	7,955	4,026	1,925	0	0	579	1,781	4,215	20,481	27,158	75%
Virginia	34	9,882	6,594	3,576	0	0	2,207	5,658	5,723	33,641	46,169	73%
Wesley	60	8,676	5,052	1,900	0	0	2,000	3,256	407	21,292	81,474	26%
Williams	34	8,701	6,370	2,440	0	0	1,534	5,231	10,189	34,467	46,169	75%
Willow	72	11,499	9,455	4,751	0	0	2,532	3,918	4,015	36,170	97,769	37%
Broadway (Wasco)	44									0	59,748	0%
Buttonwillow	0	2,742	1,832	903						5,478		
Stella Hills	0	9,153	7,612	2,720						19,485		
Administrative Services		0	0	0	0	0	0	0	0	0	0	NA
Program Services		1,261	1,460	0	0	0	0	0	0	2,721	69,535	4%
Policy Council and RPC		975	1,660	1,021	225	3	400	30	0	4,315	52,917	8%
SUBTOTAL IN-KIND	2,369	499,576	399,830	261,242	91,482	82,055	158,594	315,992	293,158	2,101,930	3,186,566	66%
State General Child Care*		128,051	106,456	128,002	126,344	110,966	150,506	132,449	140,234	1,023,009	967,147	106%
State Preschool*		321,339	236,315	321,313	130,319	115,755	183,603	248,310	297,348	1,856,301	1,787,756	104%
State Migrant Child Care*		14,552	15,236	29,786	28,140	18,975	22,738	19,685	24,922	174,033	175,845	99%
SUBTOTAL CA DEPT of ED		463,943	360,007	479,101	284,803	245,696	356,847	400,443	462,504	3,053,344	2,930,748	104%
GRAND TOTAL		963,519	759,837	740,343	376,285	327,751	515,441	716,435	755,662	5,155,274	6,117,314	84%

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Policy Council



From: Donna Holland, Fiscal Administrator

Subject: San Joaquin Early Head Start
Budget to Actual Report for the Period Ended October 31, 2017

Date: November 16, 2017

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2017 through October 31, 2017. Nine months (75%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are on track for this point in the budget period.

- Costs of **Travel** associated with monthly support are currently less than budgeted.
- **Supplies** and **Other** costs are incurred as needed, rather than by the month.
- Costs of **Contractual** services include an allocated portion legal fees for the pension conversion (\$1,007).

Training & Technical Assistance Funds

Overall expenditures are on track for this point in the budget period.

- **Supplies** are purchased as needed, rather than evenly throughout the year.
- Budgeted **Other** costs were underestimated. Expenditures in the **Supplies** category are being decreased to compensate. The overall costs charged to Early Head Start Training and Technical assistance will not exceed the grant amount.

Non-Federal Share

Non-Federal Share is at 54% of budget. San Joaquin staff continue to seek community resources and support parent volunteers.

**Community Action Partnership of Kern
Early Head Start - San Joaquin County
Budget to Actual Report**

Budget Period: February 1, 2017 - January 31, 2018

Report Period: February 1, 2017 - October 31, 2017

Month 9 of 12 (75%)

Prepared 11/06/2017

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,096,112	2,108,474	987,638	68%	32%
FRINGE BENEFITS	770,067	556,501	213,566	72%	28%
TRAVEL	20,232	10,468	9,764	52%	48%
EQUIPMENT	0	0	0		
SUPPLIES	142,025	124,646	17,379	88%	12%
CONTRACTUAL	5,000	4,820	180	96%	4%
CONSTRUCTION	0	0	0		
OTHER	531,545	454,148	77,397	85%	15%
INDIRECT	481,326	316,688	164,638	66%	34%
TOTAL	5,046,307	3,575,744	1,470,563	71%	29%

TRAINING & TECHNICAL ASSISTANCE FUNDS

TRAVEL	14,475	10,062	4,413	70%	30%
SUPPLIES	16,404	1,231	15,173	8%	92%
CONTRACTUAL	19,823	10,843	8,980	55%	45%
OTHER	23,005	24,977	(1,972)	109%	-9%
INDIRECT	8,190	4,711	3,479	58%	42%
TOTAL	81,897	51,825	30,072	63%	37%

GRAND TOTAL EHS FEDERAL FUNDS	5,128,204	3,627,569	1,500,635	71%	29%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,282,051	688,980	593,071	54%	46%
TOTAL NON-FEDERAL FUNDS	1,282,051	688,980	593,071	54%	46%

Centralized Administrative Cost	7.4%
Program Administrative Cost	1.4%
Total Administrative Cost	8.9%

Budget reflects Notice of Award #09CH010071-03-02

Actual expenditures include posted expenditures and estimated adjustments through 10/31/2017

Community Action Partnership of Kern
San Joaquin Early Head Start
Non-Federal Share and In-Kind

Budget Period: February 1, 2017 through January 31, 2018
Report for period ending October 2017 (Month 9 of 12)

Percent of year elapsed: 75%

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	July	Aug	Sep	Oct	YTD Totals	IN-KIND GOAL	% OF GOAL MET
4th Street	24	8,398	8,489	7,478	9,488	6,843	6,550	6,103	4,272	4,136	61,757	126,539	49%
California Street	24	11,719	12,634	8,450	8,120	7,746	8,088	8,530	8,405	8,511	82,182	126,539	65%
Chrisman	30	8,771	9,937	11,674	12,307	10,533	9,104	12,292	9,409	6,081	90,106	158,174	57%
Home Base - Lodi	35	6,975	8,762	9,482	7,926	7,134	5,504	5,835	4,606	4,530	60,752	92,268	66%
Home Base - Manteca	12	3,607	3,791	5,304	4,625	3,449	4,315	6,214	3,879	3,864	39,046	31,635	123%
Home Base - Stockton	90	13,421	16,503	18,909	16,360	13,529	8,304	13,585	11,255	10,416	122,282	237,260	52%
Home Base - Tracy	12	2,053	2,522	2,553	3,812	2,344	2,997	3,905	1,666	1,666	23,519	31,635	74%
Kennedy	16	1,654	924	705	1,193	1,378	1,541	1,702	1,834	1,713	12,646	84,359	15%
Lodi UOC	30	5,167	4,343	4,417	7,737	4,920	6,598	6,120	5,435	5,315	50,051	158,174	32%
St. Mary's	16	2,627	4,100	6,543	4,687	3,676	2,920	2,418	3,382	3,322	33,676	84,359	40%
Walnut	24	2,084	11,779	7,270	6,567	4,283	3,948	4,652	3,914	2,028	46,525	126,539	37%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	
Program Services		80	1,847	1,283	29,719	21,951	11,011	0	0	0	65,891	21,858	301%
Policy Council		199	127	132	32	37	16	2	0	0	545	2,713	20%
SUBTOTAL IN-KIND	313	66,752	85,759	84,199	112,573	87,823	70,876	71,359	58,057	51,581	688,980	1,282,051	54%

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Policy Council



From: Donna Holland, Fiscal Administrator

Subject: Early Head Start Child Care Partnerships
Budget to Actual Report for the Period Ended August 31, 2017
FINAL Year-End Report

Date: November 16, 2017

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2016 through August 31, 2017. Twelve months (100%) of the 12-month budget period have elapsed.

Base Funds

Of \$684,096, \$428 was unexpended.

Carryover Funds

Of \$315,000, \$141,853 was expended for playground improvements, additional classroom and curriculum supplies, and building maintenance and repair at Partnership sites. CAPK will submit a request to the Office of Head Start to carry over the remaining funds to the 2017-2018 funding period.

Training & Technical Assistance (T&TA)

Of \$63,800, \$4,391 was unexpended. CAPK will submit a request to the Office of Head Start to carry over the remaining funds to the 2017-2018 funding period.

Non-Federal Share

With 100% of the year elapsed, total Non-Federal Share was at 122% of budget.

**Community Action Partnership of Kern
Early Head Start - Child Care Partnerships
Budget to Actual Report**

Budget Period: September 1, 2016 - August 31, 2017

Report Period: September 1, 2016 - August 31, 2017 - FINAL Year-End Report
Month 12 of 12 (100%)

Prepared 11/06/2017

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	122,245	127,942	(5,697)	105%	-5%
FRINGE BENEFITS	28,705	27,872	833	97%	3%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	1,650	19,631.49	(17,981)	1190%	-1090%
CONTRACTUAL	459,322	436,537	22,785	95%	5%
CONSTRUCTION	0	0	0		
OTHER	9,990	9,574.77	415	96%	4%
INDIRECT	62,184	62,110	74	100%	0%
TOTAL BASE FUNDING	684,096	683,668	428	100%	0%

CARRYOVER FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	0	0	0		
FRINGE BENEFITS	0	0	0		
TRAVEL	0	0	0		
EQUIPMENT	115,000	0	115,000	0%	100%
SUPPLIES	83,333	88,674	(5,341)	106%	-6%
CONTRACTUAL	0	40,284	(40,284)		
CONSTRUCTION	0	0	0		
OTHER	100,000	0	100,000	0%	100%
INDIRECT	16,667	12,896	3,771	77%	23%
TOTAL CARRYOVER FUNDING	315,000	141,853	173,147	45%	55%

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	10,873	(5,579)	205%	-105%
SUPPLIES	14,706	2,127	12,579	14%	86%
CONTRACTUAL	0	0	0		
OTHER	38,000	41,012	(3,012)	108%	-8%
INDIRECT	5,800	5,397	403	93%	7%
TOTAL TRAINING & TECHNICAL ASSISTANCE	63,800	59,409	4,391	93%	7%

GRAND TOTAL FEDERAL FUNDS	1,062,896	884,930	177,966	83%	17%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	175,224	213,815	(38,591)	122%	-22%
TOTAL NON-FEDERAL FUNDS	175,224	213,815	(38,591)	122%	-22%

Centralized Administrative Cost	7.3%
Program Administrative Cost	1.0%
Total Administrative Cost	8.4%

Budget reflects Notice of Award #09HP0036-02-02.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Policy Council



From: Donna Holland, Fiscal Administrator

Subject: Early Head Start Child Care Partnerships
Budget to Actual Report for the Period Ended October 31, 2017

Date: November 16, 2017

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2017 through October 31, 2017. Two months (17%) of the 12-month budget period have elapsed.

Base Funds

\$13,939 in Carryover Funds were obligated in the prior budget period, but the supplies were received after August 31, 2017. With the request to carry over funds not yet submitted, the costs were recognized in the base grant.

All other expenditures are on track for this point in the budget period.

Carryover Funds

After closing out the budget period ended August 31, 2017, CAPK staff will submit a request to Office of Head Start to carry over approximately \$173,147 in unexpended funds from the prior year.

Training & Technical Assistance (T&TA)

Training & technical assistance costs are incurred as needed, rather than evenly throughout the year.

After closing out the budget period ended August 31, 2017, CAPK staff will submit a request to Office of Head Start to carry over approximately \$4,391 in unexpended funds from the prior year.

Non-Federal Share

With 17% of the year elapsed, total Non-Federal Share is at 19% of budget.

**Community Action Partnership of Kern
Early Head Start - Child Care Partnerships
Budget to Actual Report**

Budget Period: September 1, 2017 - August 31, 2018

Report Period: September 1, 2017 - October 31, 2017

Month 2 of 12 (17%)

Prepared 11/06/2017

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	120,354	16,783	103,571	14%	86%
FRINGE BENEFITS	32,245	4,769	27,476	15%	85%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	1,000	14,050	(13,050)	1405%	-1305%
CONTRACTUAL	461,870	78,084	383,786	17%	83%
CONSTRUCTION	0	0	0		
OTHER	12,662	1,968	10,694	16%	84%
INDIRECT	62,806	11,563	51,243	18%	82%
TOTAL BASE FUNDING	690,937	127,216	563,721	18%	82%

CARRYOVER FUNDS (Federal approval is pending)	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
EQUIPMENT	0	0	0		
SUPPLIES	0	0	0		
CONTRACTUAL	0	0	0		
OTHER	0	0	0		
INDIRECT	0	0	0		
TOTAL CARRYOVER FUNDING	0	0	0		

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	0	5,294	0%	100%
SUPPLIES	3,506	0	3,506	0%	100%
OTHER	6,473	0	6,473	0%	100%
INDIRECT	1,527	0	1,527	0%	100%
TOTAL TRAINING & TECHNICAL ASSISTANCE	16,800	0	16,800	0%	100%

GRAND TOTAL FEDERAL FUNDS	707,737	127,216	580,521	18%	82%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	176,934	32,978	143,956	19%	81%
TOTAL NON-FEDERAL FUNDS	176,934	32,978	143,956	19%	81%

Centralized Administrative Cost	7.2%
Program Administrative Cost	0.9%
Total Administrative Cost	8.1%

Budget reflects Notice of Award #09HP0036-03-00.

Actual expenditures include posted expenditures and estimated adjustments through 10/31/2017.

**COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT LOCAL TRAVEL & CHILD CARE
2017-2018**

KERN HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2017	\$ 9,688.00	\$ 544.82	\$ 544.82	\$ 9,143.18	8%	6%
APRIL 2017	\$ 9,143.18	\$ 925.24	\$ 1,470.06	\$ 8,217.94	17%	15%
MAY 2017	\$ 8,217.94	\$ 522.51	\$ 1,992.57	\$ 7,695.43	25%	21%
JUNE 2017	\$ 7,695.43	\$ 725.13	\$ 2,717.70	\$ 6,970.30	33%	28%
JULY 2017	\$ 6,970.30	\$ 346.97	\$ 3,064.67	\$ 6,623.33	42%	32%
AUGUST 2017	\$ 6,623.33	\$ 252.43	\$ 3,317.10	\$ 6,370.90	50%	34%
SEPTEMBER 2017	\$ 6,370.90	\$ 220.69	\$ 3,537.79	\$ 6,150.21	58%	37%
OCTOBER 2017	\$ 6,150.21		\$ 3,537.79	\$ 6,150.21	67%	
NOVEMBER 2017	\$ 6,150.21		\$ 3,537.79	\$ 6,150.21	75%	
DECEMBER 2017	\$ 6,150.21		\$ 3,537.79	\$ 6,150.21	83%	
JANUARY 2018	\$ 6,150.21		\$ 3,537.79	\$ 6,150.21	92%	
FEBRUARY 2018	\$ 6,150.21		\$ 3,537.79	\$ 6,150.21	100%	

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2017	\$ 1,162.00	\$ 88.67	\$ 88.67	\$ 1,073.33	8%	8%
APRIL 2017	\$ 1,073.33	\$ 149.15	\$ 237.82	\$ 924.18	17%	20%
MAY 2017	\$ 924.18	\$ 85.02	\$ 322.84	\$ 839.16	25%	28%
JUNE 2017	\$ 839.16	\$ 118.03	\$ 440.87	\$ 721.13	33%	38%
JULY 2017	\$ 721.13	\$ 56.49	\$ 497.36	\$ 664.64	42%	43%
AUGUST 2017	\$ 664.64	\$ 41.09	\$ 538.45	\$ 623.55	50%	46%
SEPTEMBER 2017	\$ 623.55	\$ 35.91	\$ 574.36	\$ 587.64	58%	49%
OCTOBER 2017	\$ 587.64	\$ 116.41	\$ 690.77	\$ 471.23	67%	59%
NOVEMBER 2017	\$ 471.23		\$ 690.77	\$ 471.23	75%	
DECEMBER 2017	\$ 471.23		\$ 690.77	\$ 471.23	83%	
JANUARY 2018	\$ 471.23		\$ 690.77	\$ 471.23	92%	
FEBRUARY 2018	\$ 471.23		\$ 690.77	\$ 471.23	100%	

**COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT LOCAL TRAVEL & CHILD CARE
2017-2018**

SAN JOAQUIN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
FEBRUARY 2017	\$ 500.00	\$ 6.96	\$ 6.96	\$ 493.04	8%	1%
MARCH 2017	\$ 493.04	\$ -	\$ 6.96	\$ 493.04	17%	1%
APRIL 2017	\$ 493.04	\$ 17.66	\$ 24.62	\$ 475.38	25%	5%
MAY 2017	\$ 475.38	\$ 8.03	\$ 32.65	\$ 467.35	33%	7%
JUNE 2017	\$ 467.35	\$ -	\$ 32.65	\$ 467.35	42%	7%
JULY 2017	\$ 467.35	\$ 16.06	\$ 48.71	\$ 451.29	50%	10%
AUGUST 2017	\$ 451.29	\$ -	\$ 48.71	\$ 451.29	58%	10%
SEPTEMBER 2017	\$ 451.29	\$ -	\$ 48.71	\$ 451.29	67%	10%
OCTOBER 2017	\$ 451.29	\$ -	\$ 48.71	\$ 451.29	75%	10%
NOVEMBER 2017	\$ 451.29		\$ 48.71	\$ 451.29	83%	
DECEMBER 2017	\$ 451.29		\$ 48.71	\$ 451.29	92%	
JANUARY 2018	\$ 451.29		\$ 48.71	\$ 451.29	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
SEPTEMBER 2017	\$ 285.00	\$ -	\$ -	\$ 285.00	8%	0%
OCTOBER 2017	\$ 285.00	\$ 36.10	\$ 36.10	\$ 248.90	17%	7%
NOVEMBER 2017	\$ 248.90		\$ 36.10	\$ 248.90	25%	
DECEMBER 2017	\$ 248.90		\$ 36.10	\$ 248.90	33%	
JANUARY 2018	\$ 248.90		\$ 36.10	\$ 248.90	42%	
FEBRUARY 2018	\$ 248.90		\$ 36.10	\$ 248.90	50%	
MARCH 2018	\$ 248.90		\$ 36.10	\$ 248.90	58%	
APRIL 2018	\$ 248.90		\$ 36.10	\$ 248.90	67%	
MAY 2018	\$ 248.90		\$ 36.10	\$ 248.90	75%	
JUNE 2018	\$ 248.90		\$ 36.10	\$ 248.90	83%	
JULY 2018	\$ 248.90		\$ 36.10	\$ 248.90	92%	
AUGUST 2018	\$ 248.90		\$ 36.10	\$ 248.90	100%	

Prepared by Donna Holland
November 13, 2017



APPLICATION FOR POSITION OF POLICY COUNCIL COMMUNITY REPRESENTATIVE

- ☒ Community Representative - Local Agency
☐ Community Representative - Past Parent

Name: <u>Lindsay N. Harrison</u>	Occupation: <u>Family Advocate - Shingler School District</u>	
Home Address: <u>11601 Wrangler Dr. Bakersfield, CA 93312</u>		
Mailing Address (if different): _____		
Home Phone: <u>(402) 499 8271</u>	Mobile Phone: <u>Same</u>	Work Phone: _____

Your Background

What knowledge or skills could you contribute to the Head Start Policy Council: (Check all that apply)

☐ Former Head Start Parent	☐ Accounting	☐ Management
☐ Public Relations	☐ Legal	☒ Human Services
☒ Education/Training	☒ Community Relations	☒ Housing
☒ Youth & Families	☐ Relations	☐ Other:

1. What Community activity or organization have you been most involved in and why? I am involved in the Boys & Girls Club of America as their after school program teacher for Standard middle school for 2 years I love working with students to engage them in things they're interested in.

2. What resources do you have to offer children and families in the Head Start Program? I have many resources I can provide the families including, but not limited to, after school programs, tutoring services, housing options, medical services, food and clothing referrals and resources to ensure the safety and well-being of the families.

3. Why would you be a good candidate for the Community Action Partnership of Kern Head Start/State Child Development Policy Council? I believe I would be a good candidate for a couple of reasons: I have a background in fields related to serving the community and working to find resources that fit their needs both individually and as a whole. I has been and continues to be a passion of mine to serve the public for the better of our community and city.

Please return a completed application and a copy of your most recent resume to:

Janelle Gonzalez, Governance Coordinator
 CAPK- Head Start/State Child Development
 5005 Business Park North Suite 130
 Bakersfield, CA 93309

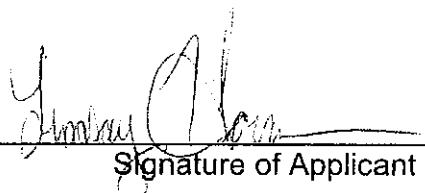


Policy Council-Parent Local Travel and Child Care Reimbursement

I certify that I am a low income member per the table below and 45 CFR 1304.50 (f). *Policy Council, Policy Committee, and Parent Committee reimbursement.* Grantee and delegate agencies must enable low income members to participate fully in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the members.

- ☐ I would like to be considered for Mileage and Child Care Reimbursement.
- ☒ I Drove my vehicle and request to donate value of mileage (In-Kind).
- ☐ I do not want to be considered for Mileage and Child Care Reimbursement.

2016 Poverty Guidelines	
Persons in family/household	Poverty guideline
For families/households with more than 8 persons, add \$4,160 for each additional person.	
1	\$11,880
2	16,020
3	20,160
4	24,300
5	28,440


Signature of Applicant

10.9.17
Date

JG: 09/16 Community Representative Application



APPLICATION FOR POSITION OF POLICY COUNCIL COMMUNITY REPRESENTATIVE

- ☒ Community Representative - Local Agency
☐ Community Representative - Past Parent

Name: Anastasia Lester		Occupation: Program Officer
Home Address: 6208 Midas Street, Bakersfield, CA 93307-6401		
Mailing Address (if different): same as above		
Home Phone: (661) 703-8788	Mobile Phone: (661) 703-8788	Work Phone: (661) 328-8887

Your Background

What knowledge or skills could you contribute to the Head Start Policy Council: (Check all that apply)

☐ Former Head Start Parent	☐ Accounting	☐ Management
☐ Public Relations	☐ Legal	☐ Human Services
☒ Education/Training	☒ Community Relations	☐ Housing
☒ Youth & Families	☐ Relations	☐ Other:

1. What Community activity or organization have you been most involved in and why?
 The Good Neighbor Festival. I am the chairperson for this even that is held at MLK Park. I am involved because it is an opportunity for the community to find low-cost or free services.

2. What resources do you have to offer children and families in the Head Start Program? There are over 40 programs that are funded by First 5 Kern, as well as the services that my organization collaborates with that focus on children and families.

3. Why would you be a good candidate for the Community Action Partnership of Kern Head Start/State Child Development Policy Council? I would be a good candidate as a former teacher, former employee of CAPK, parent and a community advocate; I understand the needs of the families and will do my best to provide resources that will help them in their future endeavors.

Please return a completed application and a copy of your most recent resume to:
 Janelle Gonzalez, Governance Coordinator
 CAPK- Head Start/State Child Development
 5005 Business Park North Suite 130
 Bakersfield, CA 93309



Policy Council-Parent Local Travel and Child Care Reimbursement

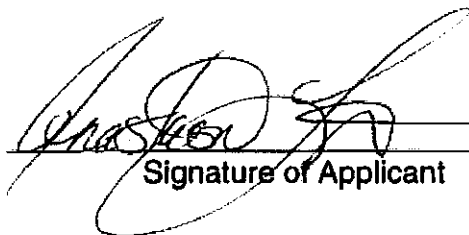
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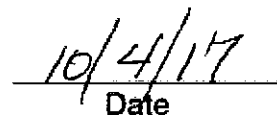
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☒ I Drove my vehicle and request to donate value of mileage and child care reimbursement (In-Kind).

☐ I do not want to be considered for Mileage and Child Care Reimbursement.

2016 Poverty Guidelines	
Persons in family/household	Poverty guideline
For families/households with more than 8 persons, add \$4,160 for each additional person.	
1	\$11,880
2	16,020
3	20,160
4	24,300
5	28,440


Signature of Applicant


Date

JG: 09/16 Community Representative Application

Anastasia Lester
6208 Midas Street * Bakersfield, CA 93307-6401
(661) 703-8788 * annanike@aol.com

EDUCATION

5/00 Child Development, BA/ African-American Studies, BA	<i>California State University, Northridge</i>
4/04 Special Education, MS	<i>National University, Bakersfield Site</i>
9/06 Human Development, MS	<i>National University, Bakersfield Site</i>
10/07 MPA w/ Specialization in Organizational Leadership	<i>National University, Bakersfield Site</i>

EXPERIENCE

06/08 – Present – **PROGRAM OFFICER** *First 5 Kern*
~ Support programs in fulfilling their contract requirements thru trainings and technical assistance
~ Create and train on techniques to support families serviced by the contractors
~ Evaluates the progress of programs thru feedback and a tracking process
~ Creates tools and curriculum to assist in efficiency for both internal and external use

01/06 – 05/08 – **RESEARCH ANALYST** *Community Action Partnership of Kern – 300 19th Street*
~ Research and reviews grants, programs and projects, and recommend to current/future programs
~ Assist in the design, development, implementation and writing of the annual Strategic Plan and Community Assessment
~ Provide technical assistance and training to programs to support current and future goals
~ Represent the agency in collaborative and community meetings

03/05 – 06/05 – **SOCIAL WORKER – Cal Works** *Kern County - 100 E. California Avenue Office*
~ Refer clients to community resources
~ Monitored and evaluated client goals and progress
~ Maintained an eighty-five plus clients in the goal of independent working

10/04 – 03/05 – **IN HOME CARE**
~ Implemented and developed a medication and treatment schedule
~ Provided transportation and companionship

08/03 – 06/04 – **SPECIAL EDUCATION TEACHER - AIM Program** *KHSD – Vista West High School*
~ Designed developmentally appropriate activities and curriculum for the classroom
~ Supervised, trained and evaluated support staff
~ Facilitated collaboration for children's IEP meeting and events

08/02 – 06/03 **SPECIAL EDUCATION TEACHER -- SDC SH Classroom** *BCSD – Sierra Middle School*
~ Developed and maintained documents and spreadsheets for classroom
~ Supervised, trained and evaluated support staff
~ Purchased and tracked supplies for the implementation of new programs.

04/01 – 06/02 – **SPECIAL EDUCATION TEACHER – SDC SH Classroom** *OUSD – Skyline High School*
~ Implemented, enrolled and maintained students in Special Olympics on school campus
~ Facilitated staff meetings and student mediation programs
~ Implement the changes generated by the state and federal laws

TRAINED IN:

Strategic Planning, Nurturing Parenting Curriculum; Strengthening Families Strategies; Family Economic Success and Stability Strategies; FDIC's Money Smart Curriculum; Case Management Practices; Motivational Interviewing; Data and Democracy – Community Assessment Curriculum; and Project Management.

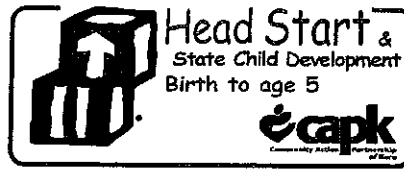
OTHER SKILLS:

Computer Knowledge: Basic Skills, Microsoft Office, Word Perfect, Board Maker, Print Shop, Adobe Photoshop, and Inspiration
PART Trained, CPR proficient



Community Action Partnership of Kern Policy Council- Executive Officer Roles & Responsibilities

1. Chairperson
The Chairperson shall preside at all meetings of the Policy Council according to **Robert's Rules of Order**, and the **Ralph M. Brown Act**.
 - a. Conduct all meetings of the Policy Council.
 - b. No later than ten (10) days prior to the meeting, assists in the development of the agenda with the Head Start/State Child Development Director and Program Governance Coordinator.
 - c. Refrain from entering into debates during the Policy Council meeting.
 - d. Call the meeting to order on time, follow the agenda and be able to clarify the business at hand at all times.
 - e. Will explain each motion as needed.
 - f. May vote to break ties.
 - g. Appoint members to standing committees and special committees as necessary.
 - h. Appoint members to temporarily assume duties of absent officers.
 - i. In the event of resignation or termination of any Policy Council officer, the Chairperson may appoint a Policy Council representative to fill the vacancy on an interim basis until the next regular Policy Council meeting (see Article IV, Section I).
 - j. The Chairperson will be primary officer to serve as a member of the Board. In the event the Chairperson cannot fulfill these duties termination may take place based on CAPK BOD By-Laws as stated in Section 8. Removal. If the removal is approved by the BOD the PC member will be removed as the PC Chairperson and may seek re-election at following PC meeting.
2. Vice-Chairperson
 - a. The Vice-Chairperson will chair the Planning Committee.
 - b. The Vice-Chairperson shall act in the absence of the Chairperson or whenever the Chairperson temporarily vacates/steps down from the chair.
 - c. Perform other duties as may be assigned to him/her by the Chairperson.
 - d. Attends meetings to develop the agenda.
3. Secretary
 - a. The Secretary will chair the Personnel Committee
 - b. Call roll and maintain a record of members' attendance.
 - c. Keep a record of all Policy Council minutes.
 - d. Perform other duties as may be assigned to him/her by the Chairperson.
 - e. In collaboration with the Staff Policy Council Recorder, assist with final documentation of minutes and motions, as needed.
 - f. Ensures that Policy Council members sign in when attending meetings.
4. Treasurer
 - a. Preside as chairperson of the Budget & Finance Committee
 - b. Ensure a monthly report is distributed to the Policy Council on the Parent Activity Fund.
 - c. Perform other duties as may be assigned to him/her by the Chairperson.



Community Action Partnership of Kern Policy Council- Executive Officer Roles & Responsibilities

5. **Parliamentarian**
 - a. Will be the Chairperson of the Bylaws Committee
 - b. Shall be unbiased regarding the matters being discussed at meetings.
 - c. Shall be able to define the Bylaws of the Policy Council and advise the Council on these as necessary.
 - d. Shall be aware of the format desired by the Chairperson at meetings and assist in keeping within the format.
 - e. Assist in preserving order during Policy Council meetings and as the Chairperson may direct.
 - f. Perform other duties as may be assigned to him/her by the Chairperson.



**Asociación de Acción Comunitaria de Kern
Consejo de Política- Responsabilidades y Oficio del Oficial Ejecutivo**

1. Presidente

El Presidente deberá presidir en todas las juntas del Consejo de Política según las **Reglas de Orden Roberts y el Decreto Ralph M. Brown**

- a. Conducir todas las juntas del Consejo de Política
- b. Preparar la agenda junto con el Director de los Servicios Desarrollo Infantil Estatal/Head Start, el Vice-Presidente y Gerente de Servicios Familiares y Gobernación, (10) días antes de que se efectué la reunión.
- c. Debe abstenerse de entrar en debates durante la reunión del Consejo de Política.
- d. Llamar la reunión a la orden a tiempo, seguir la agenda y poder clarificar los asuntos que se presenten.
- e. Explicar cada moción antes de que comienza la votación.
- f. Puede votar para desempatar e empatar.
- g. Asignar a los miembros para los comités vigentes, los comités Ad-Hoc (comité especial) y comités especiales como sea necesario.
- h. Asignar miembros para que asuman temporalmente las funciones de oficiales ausentes.
- i. En caso de la renuncia o despido de cualquier oficial del Consejo de Política para ocupar el cargo provisionalmente hasta la próxima reunión regular del Consejo de Política (Ver Artículo IV, Sección I).
- j. El Presidente será oficial principal de servir como miembro del Consejo Directivo. En el caso de que el Presidente no puede cumplir con estos deberes la destitución puede realizarse sobre la base de CAPK BOD Estatutos como se indica en la Sección 8. Eliminación. Si el retiro es aprobada por el BOD el miembro PC será eliminado como Presidente del PC y puede buscar la reelección en la siguiente reunión del PC.

2. Vice-Presidente

- a. El Vice-Presidente presidirá el Comité de Planificación.
- b. El Vice-Presidente deberá actuar durante la ausencia del Presidente o cuando el Presidente temporalmente desocupe o renuncie al cargo.
- c. Desempeñar otras funciones según le sean asignadas a él/ella por el Presidente.
- d. Asiste a reuniones para desarrollar la agenda.

3. Secretario

- a. El Secretario presidirá el Comité de Personal.
- b. Pasar la lista y mantener un registro de los miembros que asisten.
- c. Mantener un registre de todas las actas del Consejo de Política.
- d. Desempeñar otras funciones asignadas a él/ella por el Presidente.
- e. En colaboración con el Notario del Consejo de Política, asistir con la documentación final del acta y mociones, cuando sea necesario.
- f. Asegurar que los miembros del Consejo de Política firmen el registro de asistencia cuando asistan a la reunión.

4. Tesorero

- a. Presidir como mandatario del Comité de Presupuesto y Finanzas.



**Asociación de Acción Comunitaria de Kern
Consejo de Política- Responsabilidades y Oficio del Oficial Ejecutivo**

- b. Asegurar que un reporte sobre los fondos para las actividades de los padres sea distribuido mensualmente al Consejo de Política.
 - c. Desempeñar otras funciones asignadas por el Presidente.
5. Parlamentario
- a. Sera el Presidente del Comité de Estatutos
 - b. Deberá ser imparcial referente a los asuntos que se discute en la reunión.
 - c. Deberá definir los estatutos del Consejo de Política y aconsejar al Consejo sobre estos, si es necesario.
 - d. Deberá conocer el formato deseado por el Presidente en las reuniones y ayudar a mantenerse dentro de ese formato.
 - e. Ayudará a mantener el orden durante las reuniones del Consejo de Política y como lo dirija el Presidente.
 - f. Desempeñara otras funciones según le sean asignadas a él/ella por el Presidente.



Community Action Partnership of Kern Functions of the Policy Council Sub-Committees

Function of the Board of Directors Representative- Meets the last Wednesday every month at 12:00 PM

Policy council members will be given the opportunity to nominate and vote for a representative of the policy council to be seated on the Board of Directors.

- a. The elected policy council member will need to be available to attend all monthly Board of Director's meetings to represent the Head Start program.
- b. The elected member will meet with the Program Governance Coordinator 5 days prior to the board meeting to review and prepare for verbal report provided to the board.
- c. In the case the current member is unable to fulfill duties as a board representative, the representative position will be re-open for election of a new member at the following policy council meeting.

Function of the Budget and Finance Committee- Meets Once per month

The Treasurer will chair the Finance Committee. The Budget and Finance

Committee will perform the following functions:

Work with key Governing Board, Head Start/Early Head Start and/or General Child Care management staff in developing/reviewing the following for recommendation to the policy council for approval/disapproval:

1. 1301.3 (c)(1) is referring to section 642 (D)(iii) as specified in the Head Start Act. Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
2. 1301.3 (e) A program must enable low-income members to participate fully in their policy council responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.

Function of the School Readiness Committee- Meets Quarterly, about three times

The Secretary will chair the School Readiness Committee. The School Readiness Committee

will perform the following functions:

The School Readiness Committee will work with the staff sponsor to review current School Readiness goals based on most recent Desired Results data collected during annual assessment timeframes.

1. Each committee member will review current curriculum studies within the classroom.
2. Each committee member will be given opportunity to provide feedback based on current curriculum practice and compare to current School Readiness goals.
3. Each committee member will be given the opportunity to review and make recommendations to current School Readiness goals as needed or on an annual basis.
4. Staff Sponsor will provide current Head start job openings for the Coach Mentor position and discuss criteria required for the job opening. To include, current pay rate based on experience and education held by potential applicant and/or interested candidate.



Planning Committee- Meets once per month

The Vice Chairperson will chair the Planning Committee. The Planning Committee will perform the following functions:

Work with the Program, Design and Management Administrator, Administration Staff, Policy Council and Governing Board to ensure that members are aware of established agency time frames and procedures for program planning.

The following Governance responsibilities are cited from the Head Start Program Performance Standards 1301.3 Policy council in reference to the Head Start Act, as amended 642(2)(D)(i)(ii)

1. (i) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
2. (ii) Program recruitment, selection, and enrollment priorities.

Bylaws Committee- Meets once to review and make recommendations or as needed

The Parliamentarian will chair the Bylaws Committee Meeting. The Bylaws committee shall review and recommend changes to the Bylaws. The committee will interpret the Bylaws when questions arise. This committee is also responsible for making sure that amendments are rewritten into the Bylaws on an *Annual basis*.

1. 1301.3(c)(1) Policy council is responsible for activities specified at section 642 (D)(v) of the Head Start Act, as amended.



Sociedad de Acción Comunitaria de Kern Funciones de los Subcomités del Consejo de Políticas

Función del representante de la Junta Directiva: se reúne el último miércoles de cada mes a las 12:00 p.m.

Los miembros del consejo de políticas tendrán la oportunidad de nominar y votar para que un representante del consejo de políticas sea incluido en la Junta Directiva.

- a. El miembro elegido del consejo de política deberá estar disponible para asistir a todas las reuniones mensuales de la Junta Directiva para representar el programa Head Start.
- segundo.
- b. El miembro elegido se reunirá con el Coordinador de gobernanza del programa 5 días antes de la reunión de la junta para revisar y prepararse para el informe verbal proporcionado a la junta.
- c. En el caso de que el miembro actual no pueda cumplir con sus deberes como representante de la junta, el puesto de representante se volverá a abrir para la elección de un nuevo miembro en la siguiente reunión del consejo de políticas.

Función del Comité de Presupuesto y Finanzas: se reúne una vez al mes

El Tesorero presidirá el Comité de Finanzas. El presupuesto y las finanzas

El comité realizará las siguientes funciones:

Trabajar con la Junta de Gobierno, el personal de gestión de Head Start / Early Head Start y / o General Child Care para desarrollar / revisar lo siguiente para recomendación al consejo de políticas para su aprobación / desaprobación:

1. 1301.3 (c) (1) se refiere a la sección 642 (D) (iii) como se especifica en la Ley de Head Start. Solicitudes de financiamiento y enmiendas a solicitudes de fondos para programas bajo este subcapítulo, antes de la presentación de solicitudes descritas en esta cláusula.
2. 1301.3 (e) Un programa debe permitir que los miembros de bajos ingresos participen plenamente en las responsabilidades de sus consejos de políticas al proporcionar, de ser necesario, reembolsos por gastos razonables incurridos por los miembros de bajos ingresos.

Función del Comité de Preparación Escolar: se reúne trimestralmente, unas tres veces

El Secretario presidirá el Comité de Preparación Escolar. El Comité de Preparación Escolar realizará las siguientes funciones:

El Comité de Preparación Escolar trabajará con el patrocinador del personal para revisar las metas actuales de Preparación para la escuela en base a los datos más recientes de Resultados deseados recopilados durante los períodos de evaluación anuales.

1. Cada miembro del comité revisará los estudios curriculares actuales dentro del aula.
2. A cada miembro del comité se le dará la oportunidad de proporcionar retroalimentación basada en la práctica actual del plan de estudios y compararla con las metas actuales de Preparación para la escuela.
3. A cada miembro del comité se le dará la oportunidad de revisar y hacer recomendaciones a los objetivos actuales de Preparación para la escuela según sea necesario o sobre una base anual.
4. El Patrocinador del personal proporcionará las vacantes de Head Start actuales para el puesto de Mentor de coach y discutirá los criterios necesarios para la apertura de trabajo. Para incluir, tasa de pago actual basada en la experiencia y educación en poder del candidato potencial y / o candidato interesado.



Comité de planificación: se reúne una vez al mes

El Vicepresidente presidirá el Comité de Planificación. El Comité de Planificación realizará las siguientes funciones:

Trabajar con el Administrador del Programa, Diseño y Gestión, el personal de la Administración, el Consejo de Políticas y la Junta de Gobierno para garantizar que los miembros conozcan los marcos de tiempo establecidos por la agencia y los procedimientos para la planificación del programa.

Las siguientes responsabilidades de Gobernabilidad se citan del Consejo de Políticas de las Normas de Desempeño del Programa Head Start 1301.3 en referencia a la Ley de Head Start, según enmendada 642 (2) (D) (i) (ii)

1. (i) Actividades para apoyar la participación activa de los padres en el apoyo a las operaciones del programa, incluidas las políticas para garantizar que la agencia de Head Start responda a las necesidades de la comunidad y de los padres.
2. (ii) Prioridades de reclutamiento, selección e inscripción del programa.

Comité de Estatutos: se reúne una vez para revisar y hacer recomendaciones o según sea necesario

El Parlamentario presidirá la reunión del Comité de Estatutos. El comité de Estatutos deberá revisar y recomendar cambios a los Estatutos. El comité interpretará los Estatutos cuando surjan preguntas. Este comité también es responsable de asegurarse de que las enmiendas se reescriban en los Estatutos anualmente.

1. 1301.3 (c) (1) El consejo de políticas es responsable de las actividades especificadas en la sección 642 (D) (v) de la Ley de Head Start, según enmendada

2017-2018 Head Start Policy Council *Proposed* Meeting Dates

All meetings will be held at 5005 Business Park North, Suite 130 in the Board Room. Light Dinner at 5:00 p.m. with meeting starting at 5:30 p.m.

Todas las reuniones se tomaran a cabo en la Oficina Administrativa de CAPK en 5005 Business Park Norte, Salón 130, en la Sala de Juntas. Cena ligera a las 5:00 p.m. con la reunión empezando a las 5:30 p.m.

Thursday, November 16, 2017
Wednesday, December 20, 2017
Thursday, January 25, 2018
Thursday, February 22, 2018
Thursday, March 22, 2018
Thursday, April 26, 2018
Thursday, May 31, 2018
Thursday, June 28, 2018
Thursday, July 26, 2018
Thursday, August 30, 2018
Thursday, September 27, 2018
Thursday, October 18, 2018

HOMEMAKER CARE TRAINING PROGRAM



THE HOMEMAKER CARE PROGRAM OFFERS JOB SKILL TRAINING IN JUST 3 WEEKS - FREE

Do you want to learn the basics of being an In-Home Care Attendant?
Do you want to become CPR/First Aid Certified?
If you answered "Yes" to any of these questions then the
Homemaker Care Training Program is for you!

Course Highlights:

- First Aid/CPR
- Elder Care Safety & Management
- Hospice Care & Alzheimer's Education
- Resume & Interview Preparations
- Hoyer Lift Training
- Chronic Diseases
- Infection Control

Application Process:

- Apply in person at the Homemaker Care Office located at 2634 "G" Street, Bakersfield, Monday-Friday 8:00 AM - 3:00 PM
- Attend a mandatory orientation prior to starting class
- Applications are accepted on a first come first served basis
- For more information please call (661) 325-3016

Qualifications:

- Must be at least 18 years old
- Ability to understand, read, and write English
- No violent criminal background
- Ability to attend the entire three-week training session – Monday through Friday, 8:00 AM - 4:30 PM
- No repeat students permitted

Course Outcomes:

- Certificate of Completion
- CPR & First Aid Certifications through American Heart Association
- Resume Assistance
- Interview preparations

Homemaker Care Program Upcoming Training Dates:

September 11-29, 2017
~~Oct. 30-Nov. 17, 2017~~
Jan. 15- Feb. 2, 2018
April 9-27, 2018



Dignity Health

Mercy & Memorial Hospitals

Homemaker Care Training Program Application

2634 G Street, Bakersfield, CA 93301 (661) 325-3016

Name _____
(Last) (First) (Middle Initial)

Address _____ Zip Code _____

Home Phone _____ Cell Phone _____

Education:

Do you have a High School Diploma or GED? ☐ Yes ☐ No

Do you have additional training or certification that would make you successful in their field? ☐ Yes ☐ No

If yes, please list:

- 1.
- 2.

Employment History:

Do you have previous experience as a caregiver? ☐ Yes ☐ No

If yes, please list:

- 1.
- 2.

Demographic Information (used for statistical purposes only)

Ethnicity: ☐ African American ☐ Asian/Pacific Islander ☐ Caucasian ☐ Hispanic
☐ Native American ☐ Other _____

Age: ☐ 18-25 ☐ 26-35 ☐ 36-45 ☐ 46-55 ☐ 55+

Please indicate your main source of income. ☐ Job ☐ TANF (AFDC) ☐ Other _____

How did you hear about the Homemaker Care Program?

- ☐ Flyer
☐ Past Program Student / Friend / Word of Mouth
☐ Organization (name of organization): _____
☐ Other (please describe): _____

Acknowledgement:

I acknowledge that the Homemaker Training Program accepts participants on a first come first served basis. I must attend a mandatory orientation prior to starting the two-week training program. Orientation information must be picked-up in person.

I also acknowledge that the Homemaker Training Program is a two-week program and I must attend the entire training session to receive my certificates. If I am unable to complete the training, I will have the opportunity to return at a later date to complete.

Signature of Applicant

Date



ReadyRosie

RELATIONSHIPS MATTER FAMILY WORKSHOP

This is an exciting year! Please join us for this fun and educational evening

Times and dates vary, please follow up with your FSW to see if a workshop will be taking place near you!!

These workshops are designed to:

- Give you tips to help your child succeed
- Provide you with exciting learning games and activities
- Answer some of the most common parenting questions
- Equip you with strategies that encourage positive behaviors
- Connect you to the ReadyRosie family app for even more free resources

Please RSVP by with:

Your Family Service Worker



Celebrating Inclusion for all Children

We invite you to join us for the:

Disabilities Advisory Committee Meeting

**Parent representation from each region
and Home Base is strongly encouraged**

Location: 5005 Business Park North, Suite 130
Date: Thursday, November 16, 2017
Time: 12:00 p.m. – 1:00 p.m.

~ Lunch will be provided ~

RSVP to Delores Patricio by November 13th, 2017

In order to ensure an accurate food count
336-5236 Ext. 2573 / dpatrici@capk.org

Community Partners:

Please be prepared to share a 3-5 minute update about your agency.



Le invitamos a unirse a nosotros para él:

Reunión del Comité Asesor de Discapacidad

REPRESENTACIÓN DE LOS PADRES DE CADA REGIÓN Y

HOME BASE ES RECOMENDADA

Local: 5005 Business Park North, Salón 130
Fecha: jueves, November 16, 2017
Horario: 12:00 p.m. – 1:00 p.m.

~ El almuerzo será proveído ~

Reserve con Delores Patricio para el 13 de noviembre 2017

Para garantizar un conteo de comida precisa

336-5236 Ext. 273 / dpatrici@capk.org

Miembros de la comunidad:

Por favor, esté preparado para compartir unos 3-5 minutos acerca de su agencia.

