



**Community Action Partnership of Kern
Head Start/State Child Development**

POLICY COUNCIL MEETING PACKET

**December 19, 2023
5:30 p.m.**

**This meeting will be held via Microsoft Teams
Meeting ID: 210 008 318 778
Passcode: s44CNt**

[Click here to join the meeting](#)

POLICY COUNCIL STANDING COMMITTEES

December 2023

EXECUTIVE COMMITTEE

Chairperson: Ruby Cruz
Vice Chairperson: Gabriela Rangel
Secretary: Iris Roman
Treasurer: Glorylee Selmi
Parliamentarian: *Vacant*

STANDING COMMITTEE MEMBERS

Board of Directors: Fatima Echeverria

BYLAWS

Chairperson: (Parliamentarian)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

SCHOOL READINESS

Chairperson: Iris Roman

- 1.
- 2.
- 3.
- 4.

PLANNING

Chairperson: Gabriela Rangel

1. Fatima Echeverria
2. Iris Roman
3. Ashely Trent
- 4.
- 5.
- 6.

BUDGET & FINANCE

Chairperson: Glorylee Selmi

1. Cristina Herrera
2. Gabriela Rangel
- 3.
- 4.
- 5.
- 6.



School Readiness Committee											
Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Iris Roman											
Planning Committee											
Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Gabriela Rangel											
Fatima Echeverria											
Iris Roman											
Ashely Trent											

Board of Directors											
Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Fatima Echeverria											

Legend	
Attended	X
Did Not Attend	ABS
Attended Another CAPK Function	
Resigned	R
Terminated	
No Subcommittee Meeting Held	
Not Yet Elected to Subcommittee	
Absent Due to Weather Conditions	
Excused Absence	ABS*



DATE	December 19, 2023
TIME	5:30 p.m.
LOCATION	Microsoft Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE	(213) 204-2374
MEETING ID	138 181 425#

Policy Council Meeting Agenda

Meeting to be held via tele-conference. Members of the public may join the teleconference.

The 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.

1. Call to Order

a. Roll Call

Alejandra Verduzco Hernandez
Ana Vigil
Ashley Trent
Candy Diaz
Cristina Herrera

Fatima Echeverria
Gabriela Rangel
Glorylee Selmi
Iris Roman
Isabel Zamora

Jennifer Wilson
Kellie Ledezma
Ruby Cruz

2. Public Comments

The public may address the Policy Council on items not on the agenda. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

3. Committee Verbal Reports

(3 minutes per report)

- Budget & Finance
- Bylaws
- Planning
- School Readiness

4. Presentation

None

5. Consent Agenda

The Consent Agenda consists of items that are considered routine and non-controversial. These items are approved in one motion unless a member of the Council or the public requests removal of a particular item. If comment or discussion is requested, the item will be removed from the Consent Agenda and will be considered in the order listed – **Action Item**

- Policy Council Meeting Minutes – November 28, 2023 (English/Spanish) **(p.8-17)**
- Head Start Budget vs. Actual Expenditures, March 1, 2023, to October 31, 2023 **(p.18-20)**
- Early Head Start Budget vs. Actual Expenditures, March 1, 2023, to October 31, 2023 **(p.21-23)**
- Kern Head Start and Early Head Start Non-Federal Report, March 1, 2023, to October 31, 2023 **(p.24)**
- Early Head Start Childcare Partnership Non-Federal Report, March 1, 2023 to October 31, 2023 **(p.25)**
- Parent Travel & Childcare through October 31, 2023 **(p.26-27)**
- Parent Activity Funds through October 31, 2023 **(p.28-29)**
- 2023-2024 Full Enrollment Initiative – CAPK Head Start/State Child Development **(p.30-36)**
- ACF-PI-OHS-23-04; Notice of Proposed Rulemaking (NPRM) on Supporting the Head Start Workforce and Consistent Quality Programming – Public Comment; Issuance Date: 11/20/2023 **(p.37-39)**

- j. Children's Mobile Clinic – December 2023 (English/Spanish) **(p.40-41)**
- k. Monthly Parent Trainings with Dr. Kirk – Head Start Wellness **(p.42)**
- l. First Annual Family Engagement & Fatherhood Conference – January 20, 2024; Hodel's Restaurant **(p.43)**
- m. Head Start California Parent & Family Engagement Conference – February 26-27, 2024, Long Beach, CA **(p.44)**
- n. Backpack Connection Series: How to Help Your Child Transition Smoothly Between Places and Activities (English/Spanish) **(p.45-46)**
- o. Winter Holiday Safety (English/Spanish) **(p.47-48)**
- p. California's Low-Cost Auto Insurance (English/Spanish) **(p.49-50)**
- q. Head Start Recruitment Flyer (English/Spanish) **(p.51-52)**
- r. Early Head Start San Joaquin Flyer (English/Spanish) **(p.53-54)**
- s. Home Visiting Program Flyer (English/Spanish) **(p.55-56)**
- t. Policy Council Meeting Dates **(p.57)**
- u. Executive Officer Roles and Responsibilities **(p.58)**
- v. Policy Council Subcommittee Functions **(p.59)**

6. New Business

Action Item

- a. Nomination and election of Policy Council Parliamentarian
- b. Nomination and election of Policy Council School Readiness Committee Members (4 vacancies)
- c. Nomination and election of Policy Council Bylaws Committee Members (6 vacancies)
- d. Nomination and election of Policy Council Planning Committee Members (3 vacancies)
- e. Nomination and election of Policy Council Budget & Finance Committee Members (4 vacancies)
- f. Nomination and election of Policy Council Representatives to attend the Annual Head Start California Conference in Long Beach, California, February 26-27, 2023 (4 members)

7. Standing Reports

- a. Program Governance – Lisa Gonzales, Program Governance Coordinator
- b. Board of Directors – Ana Vigil, CAPK Board Member
- c. Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director

8. Policy Council Chairperson Report

9. Policy Council Member Comments

10. Next Scheduled Meeting

11. Adjournment

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
November 28, 2023
Teleconference Meeting ID: 283 747 403 184

1. Call to Order

The 2022-2023 Policy Council Chairperson, Ruby Cruz called the meeting to order at 5:36 p.m.

a. Roll call was taken, and a quorum was established.

Policy Council Members Present: Alejandra Verduzco Hernandez, Ana Vigil, Ashely Trent, Candy Diaz, Christina Herrera, Fatima Echeverria, Gabriela Rangel, Glorylee Selmi, Iris Roman, Isabel Zamora, Jennife Wilson, Ruby Cruz

2. Public Comments

The public may address the Policy Council on items not included on the agenda at this time. However, the Policy Council will take no action other than that of referring the item(s) to staff for study and analysis. Speakers are limited to three minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.
None

3. Standing Committee Reports

- a. School Readiness Committee**
- b. Planning Committee**
- c. Budget & Finance Committee**
- d. Bylaws Committee**

There were no reports provided as committees have not yet been established.

4. Presentations

- a.** No presentations

5. Consent Agenda

***ACTION**

The Consent Agenda consists of items that are considered routine and non-controversial. These items are approved in one motion unless a member of the Council or the public requests removal of a particular item. If comment or discussion is requested, the item will be removed from the Consent Agenda and will be considered in the order listed.

- a. Policy Council Meeting Minutes – October 27, 2023 (English/Spanish)
- b. Head Start Budget vs. Actual Expenditures, March 1, 2023, to September 30, 2023
- c. Early Head Start Budget vs. Actual Expenditures, March 1, 2023, to September 30, 2023
- d. Kern Head Start and Early Head Start Non-Federal Report, March 1, 2023, to September 30, 2023
- e. Early Head Start Childcare Partnership Non-Federal Report, March 1, 2023 to September 30, 2023
- f. Parent Travel & Childcare through September 30, 2023
- g. Parent Activity Funds through September 30, 2023
- h. Head Start Program Review Evaluation (PRE) Report – October 2023
- i. Children's Mobile Clinic – November 2023 (English/Spanish)
- j. Monthly Parent Trainings with Dr. Kirk – Head Start Wellness
- k. Head Start Health Advisory Committee Meeting – December 14, 2023
- l. First Annual Family Engagement & Fatherhood Conference – January 20, 2024; Hodel's Restaurant
- m. Head Start California Parent & Family Engagement Conference – February 26-27, 2024, Long Beach, CA

- n. Backpack Connection Series: How to Help Your Child Manage Time and Understand Expectations (English/Spanish)
- o. Reading Tips for Parents – Reading Rocket (English/Spanish)
- p. Let's Talk Turkey - USDA
- q. Head Start Recruitment Flyer (English/Spanish)
- r. Early Head Start San Joaquin Flyer (English/Spanish)
- s. Home Visiting Program Flyer (English/Spanish)
- t. Executive Officer Roles and Responsibilities
- u. Policy Council Subcommittee Functions

Fatima Echeverria made a motion to approve consent agenda items (a) through (u); seconded by Gabriela Rangel. Motion carried unanimously.

6. New Business

***ACTION**

a. Proposed Policy Council Meeting dates and times

The proposed schedule for Policy Council meetings was presented to the Council. It was noted that historically meetings have been scheduled on the fourth Tuesday of each month with a few exceptions. The exceptions as related to the proposed 2023-2024 schedule were shared noting in December the meeting will be one week earlier due to the holiday and the February meeting would also be held one week earlier so as not to interfere with the Head Start California conference. An opportunity for questions, and/or to discuss an alternate schedule was provided to which there was none. Jennifer Wilson made a motion to approve the schedule as presented; seconded by Gabriela Rangel. Motion carried unanimously.

b. Nomination and election of Policy Council Chairperson

The role and responsibilities of the Policy Council Chairperson were reviewed with members. Fatima Echeverria nominated Ruby Cruz who accepted the nomination. Gabriela Rangel self-nominated for this position as well. Both candidates were provided an opportunity to speak to the Council and share a bit about themselves and speak as to why they were interested in this officer position. Brief discussion ensued, upon conclusion of such a verbal vote took place which resulted in a tie. Additional discussion took place with Gabriela subsequently withdrawing her nomination stating she would like the opportunity "shadow" and learn what the role of Chairperson entails. Parties were supportive of such. Fatima Echeverria made a motion to accept Ruby Cruz as Policy Council Chairperson; seconded by Jennifer Wilson. Motion carried unanimously.

c. Nomination and election of Policy Council Vice-Chairperson

The role of the Policy Council Vice-Chairperson was shared noting that this officer position also is the Chairperson of the Planning Committee, amongst other duties. A request was made for nominations for this position to which Gabriela Rangel was self-nominated. Jennifer Wilson made a motion to accept Gabriela Rangel as Policy Council Vice-Chairperson; seconded by Glorylee Selmi. Motion carried unanimously.

d. Nomination and election of Policy Council Secretary

Specific information related to the role and responsibilities of the Policy Council Secretary was shared with members. It was also noted that the secretary is the Chairperson of the Policy Council School Readiness Committee as well. The floor was open for nominations at which time Iris Roman was self-nominated. There were no additional members interested in this role. Gabriela Rangel made a motion to approve Iris Roman as Policy Council Secretary; seconded by Glorylee Selmi. Motion carried unanimously.

e. Nomination and election of Policy Council Treasurer

It was shared that the Treasurer also serves as the Chairperson of the Policy Council Budget & Finance Committee. Glorylee Selmi was self-nominated for this position with no other members interested in the role. Gabriela Rangel made a motion to approve Glorylee Selmi as Policy Council Treasurer; seconded by Ashely Trent. Motion carried unanimously.

f. Nomination and election of Policy Council Parliamentarian

With no interest from members in serving in this capacity this item was tabled and will be added to next month's agenda.

g. Nomination and election of Policy Council Board of Directors Representative

Specific Information regarding what this position entails was shared with members. It was noted that all Board of Directors meetings are held at 12:00 p.m. once a month apart from the months of July and December for which the full board does not meet. It is mandatory that Board meetings follow the Brown Act and therefore are required to meet in person. Additionally, the Policy Council Board of Directors Representative must serve on a CAPK Board of Directors subcommittee. Board members, including the Policy Council Representative will be assigned to their respective committees. Fatima Echeverria self-nominated to serve as Policy Council Board of Directors Representative. Motion was made by Jennifer Wilson; seconded by Alejandra Verduzco. Motion carried unanimously.

h. Nomination and election of Policy Council Planning Committee Members

Prior to committee member nominations, Lisa reminded Council members that they must choose at least one standing committee to be a part of. She went on to share there are a total of four standing committees with elections being held for two of them this meeting and the other two will take nominations at the next meeting. A brief overview of the committee was provided with additional information shared by staff sponsor Robert Espinosa, Program Design and Management Administrator. Brief discussion including questions and answers ensued. Fatima Echeverria self-nominated to serve on the committee as did Iris Roman and Ashely Trent. Motion was made by Jennifer Wilson; seconded by Alejandra Verduzco. Motion carried unanimously.

i. Nomination and election of Policy Council Budget & Finance Committee Members

An overview of this standing committee was shared. Staff sponsor Louis Rodriguez, Fiscal Administrator, was introduced and provided a bit more information as well. It was also noted that all budget reports can be found each month in the Policy Council packet. Gabriela Rangel and Cristina Herrera were self-nominated to serve on the Budget & Finance Committee. Motion was made by Fatima Echeverria; seconded by Jennifer Wilson. Motion carried unanimously.

7. Standing Reports

a. Program Governance – Lisa Gonzales, Program Governance Coordinator

Lisa thanked members for being a part of the very first Policy Council meeting of the 2023-2024 term. She expressed gratitude for their interest in serving in this capacity and noted that things are just getting started! Lisa also stated that for those members who were elected to officer positions earlier in the meeting there will be an Executive Officer training which will provide specific information and guidance for the respective roles. She added this will be conducted in a small group setting and attendees will have the opportunity to ask questions. Lisa also reviewed some of the information contained in members' Policy Council packets. This included speaking about the monthly Dr. Kirk parent trainings held via Zoom. These trainings provide an opportunity for parents to ask any questions they may have regarding challenging behaviors, mental health, trauma or any other topics of choice. She also shared there will be an upcoming Health Advisory Committee meeting to be held in December which is conducted twice per year. She added if anyone is interested in attending to please let her know so that she may pass that information on to the health team. Lisa also announced that the program will be hosting its first ever Male Involvement & Family Engagement Conference which will be held in January 2024. She asked members to review the flyer and mark their calendar as this is sure to be a great event. In continuing her report, Lisa shared that at the next meeting there will be an opportunity for four members to be elected to attend the Annual Head Start California Conference. She shared an overview of the conference and asked if members are interested to be sure to check their calendars to ensure they don't have a conflict. Lisa also reminded members to please complete and return their Policy

Council new member forms, adding that she looks forward to the upcoming term and all the information that will be shared and all that they will learn during this term.

b. Board of Directors – Ana Vigil, CAPK Board Member

Ana shared an overview of the Board of Directors meeting which was held on October 25, 2023. Various items were approved during this meeting which included but not limited to, the County of Kern Homeless Housing Assistance & Prevention 3 Program Coordinated Entry System, the Encampment Resolution Funding Program as well as the 2024-2025 Head Start and Early Head Start Refunding Application Budget Detail. Additional information presented to the Board of Directors during this meeting included the agency's financial statements as well as the CAPK Foundation report and the Policy Council report. It was stated that during closed session the Board authorized the Chief Executive Officer to proceed with a letter of intent and execution all documents required for the sale of the Business Park North property.

c. Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director

Yolanda thanked all members for their participation. She also thanked Ana Vigil for serving on the Council as well, noting it is always a pleasure to have the board represented. In continuing to thank members for their participation and partnership Yolanda stated that together we ensure the program provides the highest quality of services to members' children and to all the children the program serves. Yolanda was excited to share that the Shafter, Broadway and Cleo Foran Child Development Centers had their first ever coat drive. It was also shared that on December 13, 2023 staff will be picking up coats/jackets for all sites. Yolanda stated that this year the program was fortunate enough to receive enough donations for all 31 child development centers. Yolanda informed members that there are great keynotes speakers scheduled for upcoming 2024 Family Engagement/Fatherhood Conference and added that the hope is to have (about) 150 participants in attendance with continued growth over the years. She also stated that she looks forward to connecting in person with members who are elected to attend the Head Start California Conference. In closing Yolanda reminded members to be mindful of their surroundings while out during this holiday season, noting it does get darker earlier. She wished everyone a happy holiday season and thanked everyone for all that they do.

8. Policy Council Chairperson Report

Ruby thanked everyone the opportunity to serve as Policy Council Chairperson during this term. She stated that she loves the program, adding when she sees children with their parents in the community, she shares with them information about the Head Start program. Ruby went on to provide personal testimony about her daughter's growth and learning as a direct result of her enrollment in the Head Start program.

9. Policy Council Member Comments

Members were given an opportunity to make a statement or comment. Ana Vigil welcomed everyone and wished them happy holidays. Cristina Herrera expressed appreciation for the opportunity to be a part of Policy Council. Fatima Echeverria also shared her gratitude for the opportunity provided. Gabriela Rangel shared that she looks forward to working with everyone, having a successful year and learning a lot. She added that she is a first-time mom and wants to make the most of this experience. Glorylee Selmi thanked Ruby for sharing her experience with the group. Glorylee added that hearing Ruby speak about her experience encouraged her to learn more and become a more active member of the team. Jennifer Wilson congratulated all newly elected Policy Council Officers, adding she is excited for another year of Policy Council. Jennifer shared that she was interested in becoming the Board of Directors Representative, however, was unable to do so due to time constraints. Jennifer congratulated Fatima on being elected to the position and stated that she couldn't think of a better person to serve in this capacity.

10. Next Scheduled Meeting

The next meeting will be held on Tuesday, December 19, 2023 at 5:30 p.m. on Microsoft Teams.

11. Adjournment

The meeting was adjourned at 6:46 p.m.

ASOCIACIÓN DE ACCIÓN COMUNITARIA DE KERN
ACTAS DE LA REUNIÓN DEL CONSEJO DE POLÍTICAS
28 de noviembre de 2023
ID de reunión por teleconferencia: 283 747 403 184

1. Llamada al orden

La presidenta del Consejo de Políticas 2022-2023, Ruby Cruz, declaró abierta la reunión a las 5:36 p.m.

a. Se pasó lista y se estableció el quórum.

Miembros del Consejo de Políticas presentes: Alejandra Verduzco Hernández, Ana Vigil, Ashely Trent, Candy Díaz, Christina Herrera, Fátima Echeverría, Gabriela Rangel, Glorylee Selmi, Iris Román, Isabel Zamora, Jennife Wilson, Ruby Cruz

2. Comentarios públicos

El público puede dirigirse al Consejo de Políticas sobre temas no incluidos en la agenda en este momento. Sin embargo, el Consejo de Políticas no tomará ninguna otra medida que no sea la de remitir los temas al personal para su estudio y análisis. Los oradores están limitados a tres minutos. Si más de una persona desea abordar el mismo tema, el total de

El tiempo del grupo para el tema será de 10 minutos. Por favor, indique su nombre antes de hacer su presentación.

Ninguno

3. Informes del Comité Permanente

a. Comité de Preparación Escolar

b. Comité de Planificación

c. Comité de Presupuesto y Finanzas

d. Comité de Estatutos

No se proporcionaron informes ya que aún no se han establecido comités.

4. Presentaciones

a. Sin presentaciones

5. Orden del día convenido

***ACCIÓN**

El orden del día convenido consta de temas que se consideran rutinarios y no controvertidos. Estos temas se aprueban en una moción, a menos que un miembro del Concejo o el público solicite la eliminación de un tema en particular. Si se solicita un comentario o discusión, el tema se eliminará de la agenda de consentimiento y se considerará en el orden indicado.

- a. Actas de la reunión del Consejo de Políticas - 27 de octubre de 2023 (inglés/español)
- b. Presupuesto de Head Start vs. gastos reales, del 1 de marzo de 2023 al 30 de septiembre de 2023
- c. Presupuesto anticipado de Head Start vs. gastos reales, del 1 de marzo de 2023 al 30 de septiembre de 2023
- d. Informe no federal de Kern Head Start y Early Head Start, del 1 de marzo de 2023 al 30 de septiembre de 2023
- e. Informe no federal de la Asociación para el Cuidado Infantil de Early Head Start, del 1 de marzo de 2023 al 30 de septiembre de 2023
- f. Viajes de padres y cuidado de niños hasta el 30 de septiembre de 2023
- g. Fondos de Actividades para Padres hasta el 30 de septiembre de 2023
- h. Informe de Evaluación de la Revisión del Programa Head Start (PRE, sigla en inglés) – Octubre de 2023
- i. Clínica Móvil para Niños – Noviembre 2023 (Inglés/Español)
- j. Capacitaciones mensuales para padres con el Dr. Kirk – Head Start Wellness

- k. Reunión del Comité Asesor de Salud de Head Start – 14 de diciembre de 2023
- l. Primera Conferencia Anual de Participación Familiar y Paternidad – 20 de enero de 2024; Restaurante Hodel's
- m. Conferencia de participación de padres y familias de Head Start California – 26 y 27 de febrero de 2024, Long Beach, CA
- n. Serie de Conexión de Mochilas: Cómo Ayudar a Su Hijo a Administrar el Tiempo y Entender las Expectativas (Inglés/Español)
- o. Consejos de lectura para padres – Reading Rocket (Inglés/Español)
- p. Hablemos de Turquía - USDA
- q. Folleto de reclutamiento de Head Start (inglés/español)
- r. Folleto de Early Head Start San Joaquín (Inglés/Español)
- s. Folleto del Programa de Visitas al Hogar (Inglés/Español)
- t. Funciones y responsabilidades de los directores ejecutivos
- u. Funciones del Subcomité del Consejo de Políticas

Fátima Echeverría presentó una moción para aprobar los puntos a) a u) del orden del día; secundada por Gabriela Rangel. La moción fue aprobada por unanimidad.

6. Nuevos negocios

*ACCIÓN

a. **Fechas y horarios propuestos para las reuniones del Consejo de Políticas**

Se presentó al Consejo el calendario propuesto para las reuniones del Consejo de Políticas. Se señaló que, históricamente, las reuniones se han programado el cuarto martes de cada mes, con algunas excepciones. Las excepciones relacionadas con el calendario propuesto para 2023-2024 se compartieron señalando que en diciembre la reunión será una semana antes debido al feriado y que la reunión de febrero también se llevaría a cabo una semana antes para no interferir con la conferencia de Head Start California. Se brindó la oportunidad de hacer preguntas y/o discutir un horario alternativo al que no hubo ninguna. Jennifer Wilson presentó una moción para aprobar el cronograma tal como se presentó; secundada por Gabriela Rangel. La moción fue aprobada por unanimidad.

b. **Nombramiento y elección del Presidente del Consejo de Políticas**

Se examinaron con los miembros la función y las responsabilidades del Presidente del Consejo de Políticas. Fátima Echeverría nominó a Ruby Cruz, quien aceptó la nominación. Gabriela Rangel también se autonominó para este cargo. Ambos candidatos tuvieron la oportunidad de hablar ante el Consejo y compartir un poco sobre sí mismos y hablar sobre por qué estaban interesados en este puesto de funcionario. Se produjo un breve debate, una vez concluida dicha votación verbal que dio lugar a un empate. Hubo una discusión adicional y Gabriela posteriormente retiró su nominación, afirmando que le gustaría tener la oportunidad de "seguir" y aprender lo que implica el papel de Presidenta. Las Partes se mostraron partidarias de ello. Fátima Echeverría presentó una moción para aceptar a Ruby Cruz como presidenta del Consejo de Políticas; secundada por Jennifer Wilson. La moción fue aprobada por unanimidad.

c. **Presentación de candidaturas y elección del Vicepresidente del Consejo de Políticas**

Se compartió el papel de Vicepresidente del Consejo de Políticas, señalando que este cargo de funcionario también es el de Presidente del Comité de Planificación, entre otras funciones. Se hizo una solicitud de nominaciones para este cargo a la que Gabriela Rangel se autonominó. Jennifer Wilson presentó una moción para aceptar a Gabriela Rangel como Vicepresidenta del Consejo de Políticas; secundada por Glorylee Selmi. La moción fue aprobada por unanimidad.

d. **Nominación y elección del Secretario del Consejo de Políticas**

Se compartió con los miembros información específica relacionada con el papel y las responsabilidades del Secretario del Consejo de Políticas. También se señaló que el secretario es el Presidente del Comité de Preparación Escolar del Consejo de Políticas. Se abrió el turno de palabra para la presentación de candidaturas, momento en el que Iris

Román se autonominó. No hubo más miembros interesados en este papel. Gabriela Rangel presentó una moción para aprobar a Iris Román como Secretaria del Consejo Político; secundada por Glorylee Selmi. La moción fue aprobada por unanimidad.

e. Nominación y elección del Tesorero del Consejo de Políticas

Se compartió que el Tesorero también se desempeña como Presidente del Comité de Presupuesto y Finanzas del Consejo de Políticas. Glorylee Selmi fue autonominada para este puesto sin que otros miembros estuvieran interesados en el papel. Gabriela Rangel presentó una moción para aprobar a Glorylee Selmi como Tesorera del Consejo de Políticas; secundada por Ashely Trent. La moción fue aprobada por unanimidad.

f. Nombramiento y elección de un parlamentario del Consejo de Políticas

Al no haber interés de los Miembros en desempeñar este papel, este punto se presentó y se añadirá al orden del día del mes próximo.

g. Nominación y elección del Representante de la Junta Directiva del Consejo de Políticas

Se compartió información específica sobre lo que implica esta posición con los miembros. Se señaló que todas las reuniones de la Junta Directiva se celebran a las 12:00 p.m. una vez al mes, excepto en los meses de julio y diciembre para los cuales no se reúne la junta en pleno. Es obligatorio que las reuniones de la Junta sigan la Ley Brown y, por lo tanto, deben reunirse en persona. Además, el Representante de la Junta Directiva del Consejo de Políticas debe formar parte de un subcomité de la Junta Directiva de CAPK. Los miembros de la Junta, incluido el Representante del Consejo de Políticas, serán asignados a sus respectivos comités. Fátima Echeverría se autonominó para servir como Representante de la Junta Directiva del Consejo de Políticas. La moción fue presentada por Jennifer Wilson; secundada por Alejandra Verduzco. La moción fue aprobada por unanimidad.

h. Nominación y elección de los miembros del Comité de Planificación del Consejo de Políticas

Antes de las nominaciones de los miembros del comité, Lisa recordó a los miembros del Consejo que deben elegir al menos un comité permanente del que formar parte. Continuó compartiendo que hay un total de cuatro comités permanentes y que dos de ellos se celebrarán elecciones en esta reunión y los otros dos aceptarán nominaciones en la próxima reunión. Se proporcionó una breve descripción general del comité con información adicional compartida por el patrocinador del personal Robert Espinosa, Administrador de Diseño y Gestión del Programa. A continuación se celebró un breve debate que incluyó preguntas y respuestas. Fátima Echeverría se autonominó para formar parte del comité, al igual que Iris Román y Ashely Trent. La moción fue presentada por Jennifer Wilson; secundada por Alejandra Verduzco. La moción fue aprobada por unanimidad.

i. Nominación y elección de los miembros del Comité de Presupuesto y Finanzas del Consejo de Políticas

Se compartió una visión general de este comité permanente. El patrocinador del personal, Louis Rodríguez, Administrador Fiscal, fue presentado y también proporcionó un poco más de información. También se señaló que todos los informes presupuestarios se pueden encontrar cada mes en el paquete del Consejo de Políticas. Gabriela Rangel y Cristina Herrera fueron autonominadas para formar parte del Comité de Presupuesto y Finanzas. La moción estuvo a cargo de Fátima Echeverría; secundada por Jennifer Wilson. La moción fue aprobada por unanimidad.

7. Informes permanentes

a. Gobernanza del Programa – Lisa Gonzales, Coordinadora de Gobernanza del Programa

Lisa agradeció a los miembros por ser parte de la primera reunión del Consejo de Políticas del período 2023-2024. Expresó su gratitud por su interés en servir en esta capacidad y señaló que las cosas apenas están comenzando. Lisa también declaró que para aquellos miembros que fueron elegidos para puestos de oficiales anteriormente en la reunión, habrá una capacitación para funcionarios ejecutivos que proporcionará información específica y orientación para los roles respectivos. Agregó que esto se llevará a cabo en un entorno de grupos pequeños y los asistentes tendrán la oportunidad de hacer preguntas. Lisa también

revisó parte de la información contenida en los paquetes del Consejo de Políticas de los miembros. Esto incluyó hablar sobre las capacitaciones mensuales para padres del Dr. Kirk que se llevan a cabo a través de Zoom. Estas capacitaciones brindan una oportunidad para que los padres hagan cualquier pregunta que puedan tener con respecto a comportamientos desafiantes, salud mental, trauma o cualquier otro tema de elección. También compartió que habrá una próxima reunión del Comité Asesor de Salud que se llevará a cabo en diciembre y que se llevará a cabo dos veces al año. Agregó que si alguien está interesado en asistir, por favor hágaselo saber para que pueda pasar esa información al equipo de salud. Lisa también anunció que el programa organizará su primera Conferencia de Participación Masculina y Participación Familiar, que se llevará a cabo en enero de 2024. Pidió a los miembros que revisaran el folleto y marcaran su calendario, ya que seguramente será un gran evento. Al continuar con su informe, Lisa compartió que en la próxima reunión habrá una oportunidad para que cuatro miembros sean elegidos para asistir a la Conferencia Anual de Head Start California. Compartió una descripción general de la conferencia y preguntó si los miembros estaban interesados en asegurarse de revisar sus calendarios para asegurarse de que no tuvieran un conflicto. Lisa también les recordó a los miembros que por favor completen y devuelvan sus formularios de nuevo miembro del Consejo de Políticas, y agregó que espera con ansias el próximo período y toda la información que se compartirá y todo lo que aprenderán durante este período.

b. Junta Directiva – Ana Vigil, Miembro de la Junta Directiva de CAPK

Ana compartió un resumen de la reunión de la Junta Directiva que se llevó a cabo el 25 de octubre de 2023. Durante esta reunión se aprobaron varios puntos que incluyeron, entre otros, el Sistema de Entrada Coordinada del Programa de Asistencia y Prevención de Vivienda para Personas sin Hogar 3 del Condado de Kern, el Programa de Financiamiento para la Resolución de Campamentos, así como el Detalle del Presupuesto de la Solicitud de Reembolso de Head Start y Early Head Start 2024-2025. La información adicional presentada a la Junta Directiva durante esta reunión incluyó los estados financieros de la agencia, así como el informe de la Fundación CAPK y el informe del Consejo de Políticas. Se indicó que durante la sesión a puerta cerrada la Junta autorizó al Director General a proceder con una carta de intención y a ejecutar todos los documentos necesarios para la venta de la propiedad del Parque Empresarial Norte.

c. Head Start/Desarrollo Infantil Estatal – Yolanda Gonzales, Head Start/Directora Estatal de Desarrollo Infantil

Yolanda agradeció a todos los miembros por su participación. También agradeció a Ana Vigil por servir en el Consejo, señalando que siempre es un placer tener a la junta representada. Al continuar agradeciendo a los miembros por su participación y asociación, Yolanda declaró que juntos nos aseguramos de que el programa brinde servicios de la más alta calidad a los hijos de los miembros y a todos los niños a los que sirve el programa. Yolanda estaba emocionada de compartir que los Centros de Desarrollo Infantil Shafter, Broadway y Cleo Foran tuvieron su primera colecta de abrigos. También se compartió que el 13 de diciembre de 2023 el personal recogerá abrigos/chaquetas para todos los sitios. Yolanda afirmó que este año el programa tuvo la suerte de recibir suficientes donaciones para los 31 centros de desarrollo infantil. Yolanda informó a los miembros que hay excelentes oradores principales programados para la próxima Conferencia de Participación Familiar/Paternidad de 2024 y agregó que la esperanza es tener (a) 150 participantes presentes con un crecimiento continuo a lo largo de los años. También declaró que espera conectarse en persona con los miembros que sean elegidos para asistir a la Conferencia de Head Start California. Para concluir, Yolanda recordó a los miembros que sean conscientes de su entorno mientras están fuera durante esta temporada navideña, señalando que oscurece más temprano. Les deseó a todos unas felices fiestas y agradeció a todos por todo lo que hacen.

8. Informe del Presidente del Consejo de Políticas

Ruby agradeció a todos la oportunidad de servir como Presidente del Consejo de Políticas durante este período. Afirmó que le encanta el programa, y agregó que cuando ve a los niños con sus padres en la comunidad, comparte con ellos información sobre el programa Head Start. Ruby continuó brindando un testimonio personal sobre el crecimiento y el aprendizaje de su hija como resultado directo de su inscripción en el programa Head Start.

9. Comentarios de los miembros del Consejo de Políticas

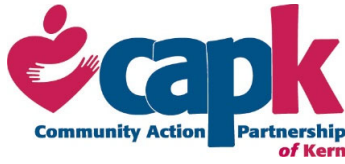
Se dio a los miembros la oportunidad de formular una declaración o un comentario. Ana Vigil dio la bienvenida a todos y les deseó unas felices fiestas. Cristina Herrera agradeció la oportunidad de formar parte del Consejo de Políticas. Fátima Echeverría también compartió su agradecimiento por la oportunidad brindada. Gabriela Rangel compartió que espera trabajar con todos, tener un año exitoso y aprender mucho. Agregó que es mamá primeriza y quiere aprovechar al máximo esta experiencia. Glorylee Selmi agradeció a Ruby por compartir su experiencia con el grupo. Glorylee agregó que escuchar a Ruby hablar sobre su experiencia la animó a aprender más y convertirse en un miembro más activo del equipo. Jennifer Wilson felicitó a todos los funcionarios del Consejo de Políticas recién elegidos, y agregó que está emocionada por otro año del Consejo de Políticas. Jennifer compartió que estaba interesada en convertirse en la representante de la Junta Directiva, sin embargo, no pudo hacerlo debido a limitaciones de tiempo. Jennifer felicitó a Fátima por haber sido elegida para el cargo y declaró que no podía pensar en una mejor persona para servir en esta capacidad.

10. Próxima reunión programada

La próxima reunión se llevará a cabo el martes 19 de diciembre de 2023 a las 5:30 p.m. en Microsoft Teams.

11. Aplazamiento

Se levanta la sesión a las 6:46 p.m.



MEMORANDUM

To: Policy Council

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: December 19, 2023

Subject: *Head Start*
Budget to Actual Report for the period ended October 31, 2023 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the fifth-year budget period is March 1, 2023, through February 29, 2024.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2023, through October 31, 2023. Eight months (66.7%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are 53% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 100% of the budget.

Non-Federal Share (Head Start and Early Head Start combined)

The non-Federal share is at 74% of the budget.

Community Action Partnership of Kern

Head Start

Budget to Actual Report

Budget Period: March 1, 2023 - February 29, 2024

Report Period: March 1, 2023 - October 31, 2023

Month 08 of 12 (66.7%)

Prepared 12/01/2023

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,474,074	4,804,566	5,669,508	46%	54%
FRINGE BENEFITS	4,056,398	1,300,077	2,756,321	32%	68%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	744,041	685,329	58,712	92%	8%
CONTRACTUAL	131,568	157,789	(26,221)	120%	-20%
CONSTRUCTION	-	-	-		
OTHER	2,707,283	2,782,969	(75,686)	103%	-3%
INDIRECT	1,754,646	866,900	887,746	49%	51%
TOTAL BASE FUNDING	19,868,010	10,597,632	9,270,378	53%	47%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	41,904	31,436	10,468	75%	25%
SUPPLIES	23,986	11,743	12,243	49%	51%
CONTRACTUAL	22,800	14,742	8,058	65%	35%
OTHER	72,752	101,319	(28,567)	139%	-39%
INDIRECT	16,144	18,346	(2,202)	114%	-14%
TOTAL TRAINING & TECHNICAL ASSISTANCE	177,586	177,586	(0)	100%	0%

CARRYOVER

SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	-	-	-		
OTHER	-	-	-		
OTHER - CARES	-	-	-		
INDIRECT	-	-	-		
TOTAL CARRYOVER	-	-	-		

GRAND TOTAL HS FEDERAL FUNDS	20,045,596	10,775,218	9,270,378	54%	46%
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HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,958,398	2,264,145	(305,747)	116%	-16%
CALIF DEPT OF ED	11,131,398	7,438,423	3,692,975	67%	33%
TOTAL NON-FEDERAL	13,089,796	9,702,568	3,387,228	74%	26%

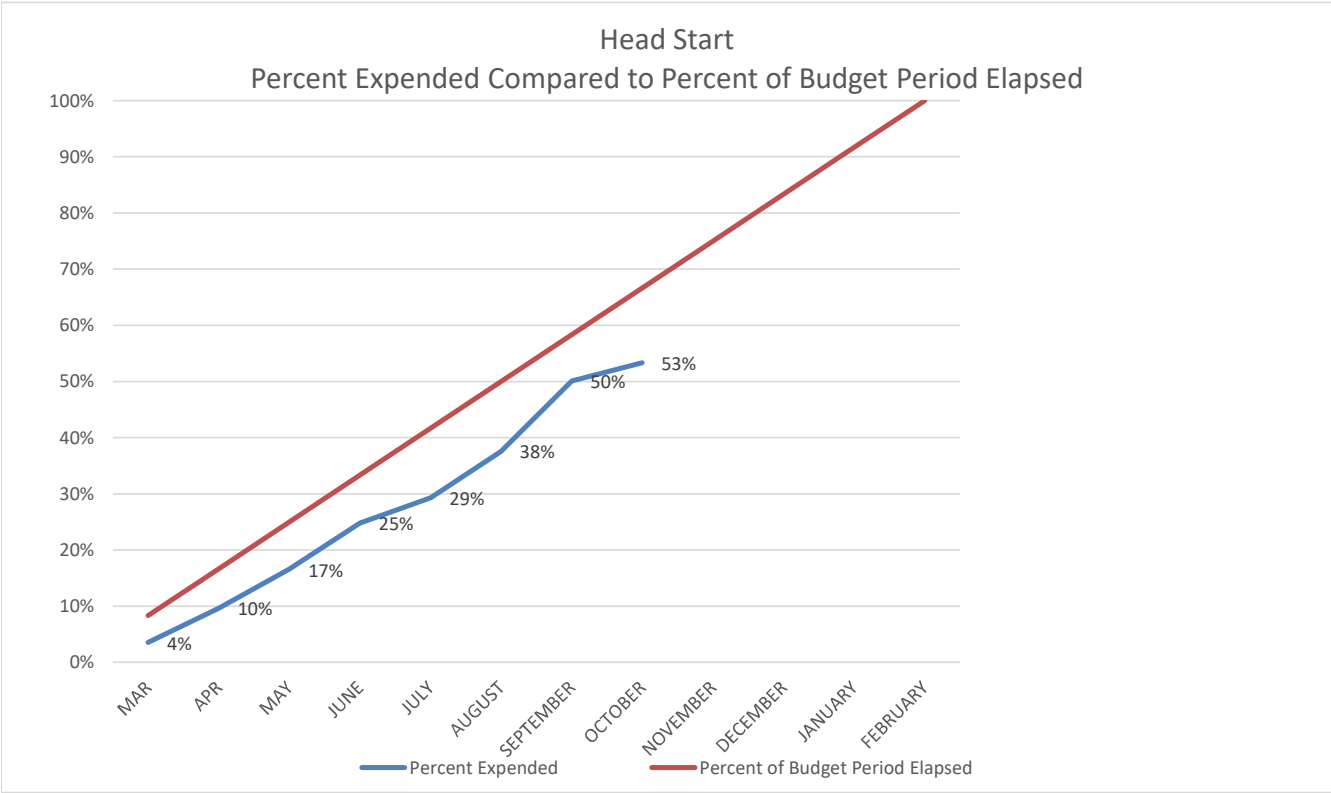
Budget reflects Notice of Award #09CH011132-05-01

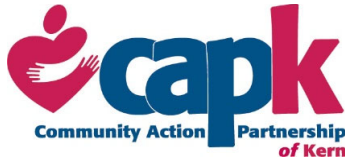
Actual expenditures include posted expenditures and estimated adjustments through 10/31/2023

Administrative Cost for HS and EHS Combined 5.0%

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	74,463	-	-	-	74,463	11/1/2023
Lowe's	69,426	4,827	-	-	74,253	11/6/2023
Smart & Final	1,649	67	-	-	1,716	11/1/2023
Save Mart	1,258	(46)	-	-	1,212	10/22/2023
Chevron & Texaco Business Card	11,199	-	-	-	11,199	11/6/2023
Home Depot	21,981	1,356	1,056	-	24,392	11/5/2023
	179,975	-	1,056	-	187,235	





MEMORANDUM

To: Policy Council

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: December 19, 2023

Subject: *Early Head Start*
Budget to Actual Report for the period ended October 31, 2023 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the fifth-year budget period is March 1, 2023, through February 29, 2024.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2023, through October 31, 2023. Eight months (66.7%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are 52% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 62% of the budget.

Community Action Partnership of Kern
Early Head Start
Budget to Actual Report
Budget Period: March 1, 2023 - February 29, 2024
Report Period: March 1, 2023 - October 31, 2023
 Month 08 of 12 (66.7%)

Prepared 12/01/2023

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,862,428	4,940,362	4,922,066	50%	50%
FRINGE BENEFITS	2,829,887	1,385,276	1,444,611	49%	51%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	1,205,123	468,852	736,271	39%	61%
CONTRACTUAL	1,057,942	459,782	598,160	43%	57%
CONSTRUCTION	-	-	-		
OTHER	2,171,939	1,723,883	448,056	79%	21%
INDIRECT	1,666,021	843,305	822,716	51%	49%
TOTAL BASE FUNDING	18,793,340	9,821,460	8,971,880	52%	48%

TRAINING & TECHNICAL ASSISTANCE

PERSONNEL	-	(6,165)	6,165		
FRINGE BENEFITS	-	(472)	472		
TRAVEL	44,192	46,378	(2,186)	105%	-5%
SUPPLIES	30,013	20,599	9,414	69%	31%
CONTRACTUAL	26,080	15,983	10,097	61%	39%
OTHER	212,393	117,240	95,153	55%	45%
INDIRECT	31,268	18,740	12,528	60%	40%
TOTAL TRAINING & TECHNICAL ASSISTANCE	343,946	212,305	131,641	62%	38%

CARRYOVER

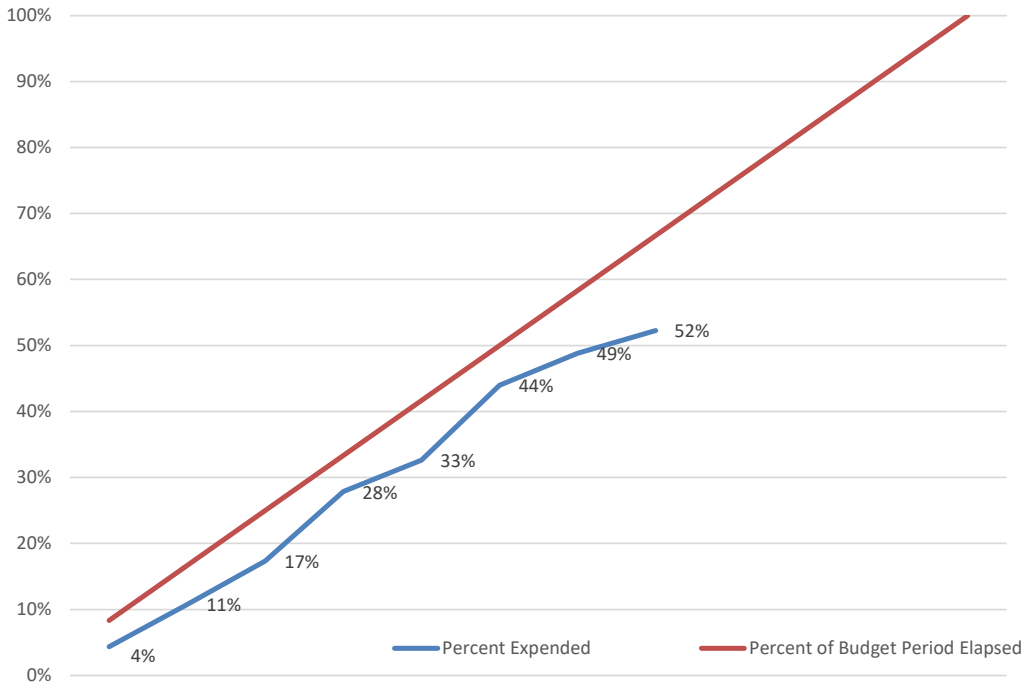
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	-	-	-		
OTHER	-	-	-		
INDIRECT	-	-	-		
TOTAL CARRYOVER	-	-	-		

GRAND TOTAL EHS FEDERAL FUNDS	19,137,286	10,033,764	9,103,522	52%	48%
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Budget reflects Notice of Award #09CH011132-05-01

Actual expenditures include posted expenditures and estimated adjustments through 10/31/2023

Early Head Start
Percent Expended Compared to Percent of Budget Period Elapsed



Community Action Partnership of Kern
Head Start and Early Head Start Kern
Year-to-Date Non-Federal Share and In-Kind Report
Budget Period: March 1, 2023 through February 29, 2024
Report for period ending October 31, 2023 (Month 8 of 12)

Page 1 of 1

Percent of budget period elapsed: 66.7%

LOCATION	Enroll- ment	March	April	May	June	July	Aug	Sep	Oct	YTD Totals	Kern/SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	12,893	7,852	2,921	0	0	4,558	10,079	11,828	50,131	Kern	39,812	126%
Alicante	20	10,979	8,866	11,664	6,824	3,926	6,449	187	8,588	57,482	Kern	19,906	289%
Angela Martinez	60	8,111	9,756	13,679	11,828	8,960	9,410	9,036	13,238	84,017	Kern	59,718	141%
Broadway	40	5,844	8,572	3,952	0	0	1,351	4,239	7,423	31,382	Kern	39,812	79%
California City	20	3,962	3,239	1,327	0	0	0	193	5,964	14,685	Kern	19,906	74%
Cleo Foran	23	6,400	5,152	6,764	7,199	3,143	2,508	2,418	1,635	35,219	Kern	22,892	154%
Delano	76	21,579	21,523	10,293	0	0	7,807	15,038	20,443	96,683	Kern	75,643	128%
East California	52	6,966	7,633	16,447	10,427	6,476	8,440	8,880	8,979	74,248	Kern	51,756	143%
Fairfax	39	14,513	14,443	10,955	0	0	2,204	6,896	8,166	57,179	Kern	38,817	147%
Fairview	0	0	0	0	0	0	0	0	0	0	Kern	0	0%
Harvey L. Hall	140	15,666	14,424	13,787	14,253	12,771	14,647	12,227	9,645	107,420	Kern	139,343	77%
Heritage	20	6,419	4,447	3,094	0	0	1,064	3,271	3,535	21,829	Kern	19,906	110%
Home Base	152	13,671	16,943	9,226	7,798	7,589	11,617	8,332	170	75,345	Kern	75,643	100%
Lamont	20	6,800	7,113	3,715	0	0	3,913	7,017	8,222	36,781	Kern	19,906	185%
Martha J. Morgan	71	18,212	18,278	16,892	13,241	10,398	10,880	12,244	10,201	110,345	Kern	70,667	156%
McFarland	20	18,674	14,207	11,433	0	0	2,580	8,259	9,590	64,743	Kern	19,906	325%
Mojave	20	2,344	954	100	0	0	1,065	66	2,927	7,457	Kern	19,906	37%
Oasis	45	14,048	12,295	9,215	0	0	653	9,096	7,828	53,135	Kern	44,789	119%
Pete H. Parra	128	28,157	26,760	31,534	19,623	17,803	24,504	20,316	21,700	190,397	Kern	127,399	149%
Planz	0	0	0	0	0	0	0	0	0	0	Kern	0	0%
Primeros Pasos	76	16,591	28,746	32,941	27,910	15,112	19,420	23,790	543	165,055	Kern	75,643	218%
Rosamond	60	4,136	4,253	1,942	0	0	661	4,020	166	15,177	Kern	59,718	25%
San Diego	32	7,732	6,487	4,299	2,942	4,354	4,117	5,030	158	35,120	Kern	31,850	110%
Seibert	20	2,192	2,325	1,186	0	0	392	2,861	272	9,227	Kern	19,906	46%
Shafter	20	5,245	3,951	2,855	4,498	1,177	2,175	3,176	196	23,273	Kern	19,906	117%
Shafter HS/EHS	24	3,739	1,701	2,203	2,665	3,715	3,980	4,281	153	22,438	Kern	23,887	94%
Sterling	124	17,632	14,182	16,513	14,791	16,049	18,751	16,583	0	114,502	Kern	123,418	93%
Stockdale Head Start	60									0			
Sunrise Villa	20	2,987	4,203	1,784	0	0	656	2,918	362	12,911	Kern	19,906	65%
Taft	60	8,550	8,852	6,946	0	0	511	2,640	0	27,500	Kern	59,718	46%
Tehachapi	34	1,671	2,593	77	0	0	0	537	0	4,879	Kern	33,840	14%
Vineland	20	2,263	2,062	1,834	0	0	828	836	0	7,823	Kern	19,906	39%
Virginia	20	9,620	10,265	12,432	0	0	4,897	12,432	153	49,799	Kern	19,906	250%
Wesley	60	21,461	17,008	14,220	0	0	3,919	3,320	0	59,928	Kern	59,718	100%
Willow	40	10,607	9,946	6,779	0	0	2,984	5,665	0	35,981	Kern	39,812	90%
Administrative Services		0	0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC Planning		0	0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC By Laws		0	0	0	0	0	0	0	0	0			
Governance		485	363	394	15	39	144	23	35	1,498	Kern	15,000	10%
Program Services		13,559	8,991	8,585	11,830	7,588	5,146	7,283	382	63,365	Kern/SJC	74,265	85%
California Street	24	5,829	6,641	6,121	4,730	4,028	6,606	7,050	6,427	47,432	SJC	39,646	120%
Chrisman	16	4,794	4,540	2,987	946	0	0	0	0	13,267	SJC	26,431	50%
Gianone	0	0	0	0	0	0	682	494	226	1,402	SJC	0	0%
Kennedy	16	1,373	2,054	1,184	1,415	2,784	3,215	964	3,158	16,147	SJC	26,431	61%
Lodi Home Base	30	8,307	13,348	14,790	11,503	10,327	13,084	1,265	7,299	79,924	SJC	24,779	323%
Lodi UCC	30	6,058	6,624	5,855	5,632	6,573	6,682	45	7,057	44,526	SJC	49,558	90%
Manteca Home Base	11	7,143	5,740	6,477	4,518	7,040	5,900	1,622	1,860	40,300	SJC	9,086	444%
Marci Massei	24	1,924	2,680	2,838	2,834	3,187	3,315	673	1,923	19,375	SJC	39,646	49%
St. Mary's	24	4,791	3,369	3,162	6,541	4,107	6,003	7,227	6,535	41,736	SJC	39,646	105%
Stockton Home Base	78	9,353	11,386	11,847	13,688	11,139	15,010	8,415	10,042	90,880	SJC	64,425	141%
Tracy Home Base	12	6,099	4,634	4,532	3,758	3,040	0	0	0	22,062	SJC	9,912	223%
Walnut	24	3,586	3,040	3,039	4,162	5,619	5,756	3,559	1,381	30,143	SJC	39,646	76%
SUBTOTAL IN-KIND	1,945	402,967	392,442	354,822	215,570	176,946	248,486	264,504	208,409	2,264,145	0	1,971,337	115%
x													
State General Child Care*		273,064	254,458	266,636	260,460	203,319	238,128	216,189	237,647	1,949,901	Kern	3,297,554	59%
State Preschool*		623,046	525,600	542,386	315,917	171,560	375,128	454,961	588,144	3,596,742	Kern	6,413,658	56%
State Migrant Child Care*		5,212	7,596	7,442	3,941	907	2,551	3,373	4,053	35,074	Kern	0	0%
SUBTOTAL CA DEPT of ED	901,323	787,654	816,465	580,318	375,785	615,807	674,523	829,843	5,581,718	5,581,718	0	9,711,212	57%
x													
State General Child Care*		96,972	128,349	139,529	128,466	109,071	159,715	163,431	185,856	1,111,390	SJC	1,175,152	95%
SUBTOTAL CA DEPT of ED	96,972	128,349	139,529	128,466	109,071	159,715	163,431	185,856	1,111,390	1,111,390	0	1,175,152	95%
GRAND TOTAL		1,401,262	1,308,445	1,310,816	924,354	661,802	1,024,008	1,102,458	1,224,108	8,957,253		12,857,701	70%
										745,315			
										9,702,568			

Community Action Partnership of Kern
Early Head Start Child Care Partnerships
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: March 1, 2023 through February 29, 2024
Report for period ending October 31, 2023 (Month 8 of 12)

Percent of year elapsed: **66.7%**

LOCATION	FUNDED ENROLL- MENT	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Angela Martinez	24	2,332	2,225	2,631	2,925	1,738	2,120	339	439	14,750	103,398	14%
Kern Community College District - BC	32	27,579	13,672	20,450	23,702	22,049	23,849	24,011	23,599	178,911	137,864	130%
KCSOS - Blanton	16	33,685	6,355	8,469	37,414	13,482	29,774	108,940	50,000	288,119	68,932	418%
Garden Pathways	11	0	166	0	0	0	0	0	0	166	47,391	0%
Taft College	42	49,928	44,682	45,507	38,442	18,116	23,296	21,039	22,304	263,314	180,947	146%
Escuelita Hernandez	16	57	0	0	0	0	0	0	0	57	68,932	0%
TBD	11	0	0	0	0	0	0	0	0	0	47,391	0%
Program Services		0	0	0	0	0	0	0	0	0		
Admin Services		0	0	0	0	0	0	0	0	0		
GRAND TOTAL	152	113,580	67,100	77,056	102,484	55,385	79,039	153,990	95,903	745,315	654,854	114%

Budget reflects Notice of Award #09CH011132-05-01

**COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT TRAVEL & CHILD CARE (6115)
2023-2024**

HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	8%	0%
APRIL 2023	\$ 1,350.00		\$ -	\$ 1,350.00	17%	0%
MAY 2023	\$ 1,350.00		\$ -	\$ 1,350.00	25%	0%
JUNE 2023	\$ 1,350.00		\$ -	\$ 1,350.00	33%	0%
JULY 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	42%	0%
AUGUST 2023	\$ 1,350.00		\$ -	\$ 1,350.00	50%	0%
SEPTEMBER 2023	\$ 1,350.00		\$ -	\$ 1,350.00	58%	0%
OCTOBER 2023	\$ 1,350.00		\$ -	\$ 1,350.00	67%	0%
NOVEMBER 2023	\$ 1,350.00		\$ -	\$ 1,350.00	75%	0%
DECEMBER 2023	\$ 1,350.00		\$ -	\$ 1,350.00	83%	0%
JANUARY 2024	\$ 1,350.00		\$ -	\$ 1,350.00	92%	0%
FEBRUARY 2024	\$ 1,350.00		\$ -	\$ 1,350.00	100%	0%

EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	8%	0%
APRIL 2023	\$ 500.00		\$ -	\$ 500.00	17%	0%
MAY 2023	\$ 500.00		\$ -	\$ 500.00	25%	0%
JUNE 2023	\$ 500.00		\$ -	\$ 500.00	33%	0%
JULY 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	42%	0%
AUGUST 2023	\$ 500.00		\$ -	\$ 500.00	50%	0%
SEPTEMBER 2023	\$ 500.00		\$ -	\$ 500.00	58%	0%
OCTOBER 2023	\$ 500.00		\$ -	\$ 500.00	67%	0%
NOVEMBER 2023	\$ 500.00		\$ -	\$ 500.00	75%	0%
DECEMBER 2023	\$ 500.00		\$ -	\$ 500.00	83%	0%
JANUARY 2024	\$ 500.00		\$ -	\$ 500.00	92%	0%
FEBRUARY 2024	\$ 500.00		\$ -	\$ 500.00	100%	0%

Prepared by: Louis Rodriquez
December 1, 2023

COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES DE LOS PADRES y CUIDADO DE NINOS
2023-2024

KERN HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE AÑO	SALDO RESTANTE	PORCENTAJE DEL AÑO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
MARZO DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	8%	0%
ABRIL DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	17%	0%
MAYO DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	25%	0%
JUNIO DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	33%	0%
JULIO DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	42%	0%
AGOSTO DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	50%	0%
SEPTIEMBRE DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	58%	0%
OCTUBRE DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	67%	0%
NOVIEMBRE DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	75%	0%
DICIEMBRE DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	83%	0%
ENERO DEL 2024	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	92%	0%
FEBRERO DEL 2024	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	100%	0%

EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE AÑO	SALDO RESTANTE	PORCENTAJE DEL AÑO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
MARZO DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	8%	0%
ABRIL DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	17%	0%
MAYO DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	25%	0%
JUNIO DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	33%	0%
JULIO DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	42%	0%
AGOSTO DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	50%	0%
SEPTIEMBRE DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	58%	0%
OCTUBRE DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	67%	0%
NOVIEMBRE DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	75%	0%
DICIEMBRE DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	83%	0%
ENERO DEL 2024	\$ 500.00	\$ -	\$ -	\$ 500.00	92%	0%
FEBRERO DEL 2024	\$ 500.00	\$ -	\$ -	\$ 500.00	100%	0%

1 de diciembre de 2023

**COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES (7175)
2023-2024**

HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	8%	0%
APRIL 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	17%	0%
MAY 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	25%	0%
JUNE 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	33%	0%
JULY 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	42%	0%
AUGUST 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	50%	0%
SEPTEMBER 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	58%	0%
OCTOBER 2023	\$ 9,210.00	\$ 284.94	\$ 284.94	\$ 8,925.06	67%	3%
NOVEMBER 2023	\$ 8,925.06	\$ -	\$ 284.94	\$ 8,925.06	75%	3%
DECEMBER 2023	\$ 8,925.06	\$ -	\$ 284.94	\$ 8,925.06	83%	3%
JANUARY 2024	\$ 8,925.06	\$ -	\$ 284.94	\$ 8,925.06	92%	3%
FEBRUARY 2024	\$ 8,925.06	\$ -	\$ 284.94	\$ 8,925.06	100%	3%

EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	8%	0%
APRIL 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	17%	0%
MAY 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	25%	0%
JUNE 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	33%	0%
JULY 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	42%	0%
AUGUST 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	50%	0%
SEPTEMBER 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	58%	0%
OCTOBER 2023	\$ 5,245.00	\$ 1,139.78	\$ 1,139.78	\$ 4,105.22	67%	22%
NOVEMBER 2023	\$ 4,105.22	\$ -	\$ 1,139.78	\$ 4,105.22	75%	22%
DECEMBER 2023	\$ 4,105.22	\$ -	\$ 1,139.78	\$ 4,105.22	83%	22%
JANUARY 2024	\$ 4,105.22	\$ -	\$ 1,139.78	\$ 4,105.22	92%	22%
FEBRUARY 2024	\$ 4,105.22	\$ -	\$ 1,139.78	\$ 4,105.22	100%	22%

December 1, 2023

COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2023-2024

KERN HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE AÑO	SALDO RESTANTE	PORCENTAJE DEL AÑO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
MARZO DEL 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	8%	0%
ABRIL DEL 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	17%	0%
MAYO DEL 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	25%	0%
JUNIO DEL 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	33%	0%
JULIO DEL 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	13%	0%
AGOSTO DEL 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	25%	0%
SEPTIEMBRE DEL 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	38%	0%
OCTUBRE DEL 2023	\$ 9,210.00	\$ 284.94	\$ 284.94	\$ 8,925.06	50%	3%
NOVIEMBRE DEL 2023	\$ 8,925.06	\$ -	\$ 284.94	\$ 8,925.06	63%	3%
DICIEMBRE DEL 2023	\$ 8,925.06	\$ -	\$ 284.94	\$ 8,925.06	75%	3%
ENERO DEL 2024	\$ 8,925.06	\$ -	\$ 284.94	\$ 8,925.06	88%	3%
FEBRERO DEL 2024	\$ 8,925.06	\$ -	\$ 284.94	\$ 8,925.06	100%	3%

KERN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE AÑO	SALDO RESTANTE	PORCENTAJE DEL AÑO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
MARZO DEL 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	8%	0%
ABRIL DEL 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	17%	0%
MAYO DEL 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	25%	0%
JUNIO DEL 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	33%	0%
JULIO DEL 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	13%	0%
AGOSTO DEL 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	25%	0%
SEPTIEMBRE DEL 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	38%	0%
OCTUBRE DEL 2023	\$ 5,245.00	\$ 1,139.78	\$ 1,139.78	\$ 4,105.22	50%	22%
NOVIEMBRE DEL 2023	\$ 4,105.22	\$ -	\$ 1,139.78	\$ 4,105.22	63%	22%
DICIEMBRE DEL 2023	\$ 4,105.22	\$ -	\$ 1,139.78	\$ 4,105.22	75%	22%
ENERO DEL 2024	\$ 4,105.22	\$ -	\$ 1,139.78	\$ 4,105.22	88%	22%
FEBRERO DEL 2024	\$ 4,105.22	\$ -	\$ 1,139.78	\$ 4,105.22	100%	22%

1 de diciembre de 2023

Under Enrollment Plan CAPK's Head Start/State Child Development Division

Full Enrollment Initiative 2023/2024

12- Month Under Enrollment Plan

As with all Head Start services, data is critical for understanding needs, making decisions, evaluating services, and planning for continuous improvement. Enrollment services should be informed by program-level data and included in planning and evaluation systems. The ability to respond to changing community, family, and child needs is a key factor in maintaining full enrollment and should be considered as strategies to increase enrollment are identified and implemented throughout the 12-month plan period.

This underenrollment plan and timetable for reducing or eliminating underenrollment in Head Start and Early Head Start programs has been developed in accordance with Section 641A(H)(3)(B) of the Head Start Act.

Plan Development and Submission

Grant recipients who receive 'underenrollment letters' will meet with the Regional Office within 30 days of receiving the letter. A working plan to reduce underenrollment **must be submitted to the Regional Office within 30 days following the meeting**. Please note, the Regional Office does not formally approve plans; requiring submission of the plan facilitates collaboration and ongoing communication throughout the 12-month period.

Please include name, position, and program of staff and leadership that participated in the development, review, and implementation of the plan in the table below. These individuals should be included in ongoing discussions throughout the 12-month plan period. A point-person(s) should be identified and tasked with submitting documentation of progress on a quarterly basis (or more frequently if appropriate).

Individual Name	Position / Role	Program
Yolanda Gonzales	Director of the Head Start/State Child Development Division	☒ EHS ☒ HS
Jerry Meade	Assistant Director of Program	☒ EHS ☒ HS
Gloria Barbero	Assistant Director- San Joaquin County	☒ EHS ☒ HS
LeTisha Brooks	Center-Based Administrator	☒ EHS ☒ HS
Sylvia Ortega	Quality Assurance Administrator	☒ EHS ☒ HS
Robert Espinosa	Program Design and Management Administrator	☒ EHS ☒ HS
Carol Hendricks	Enrollment and Attendance Manager	☒ EHS ☒ HS

Board of Directors Approval: 11/29/2023

Revised Date:

Under Enrollment Plan CAPK's Head Start/State Child Development Division

Recipient Name:				
Grant Number	Program	Plan Start Date*	Plan End Date	
09CH011132	☒ EHS ☒ HS	12/1/2023	10/31/2024	
	☐ EHS ☐ HS	Click or tap to enter a date.	Click or tap to enter a date.	
	☐ EHS ☐ HS	Click or tap to enter a date.	Click or tap to enter a date.	

*Plan start date / 12-month period begins 10 days from the date the 'Underenrollment Letter' is sent to recipients.

Under Enrollment Overview

Complete the tables on the next page by identifying and describing factors contributing to underenrollment. This 'Underenrollment Overview' table does not need to be updated throughout the 12-month plan period but should be used to inform strategies to increase total funded program enrollment.

Once a factor is selected from the drop-down box, specify/explain with additional text as needed. Factors listed in the drop-down box include:

1. Service Area: Families have relocated to other parts of service area, not enough families in service area
2. Saturation of Service Area for Options of Care: (Proliferation of Pre-K slots)
3. Facilities
4. Language Barriers: Challenges communicating with families
5. Workforce: Shortage of qualified staff / inadequate staffing to open classrooms, challenges in staff recruitment and retention
6. Budgeting
7. Family Need: Do the available program options meet the needs of families?
8. Community Involvement: Do program partnerships support recruitment and program services
9. Transportation: Lack of family transportation, program transportation services
10. Temporary Factors: Construction / renovations in progress
11. Non-implemented Expansion / Child Care Partnership Issues
12. Other: Please describe

EXAMPLE: Factor: Not enough children in service area

Choose an item. (Select "Service Area")

Service Area – Not enough children in service area (Specify with additional text if needed)

Under Enrollment Plan for CAPK's Head Start/State Child Development Division

Factors Contributing to Under Enrollment

Factor # 1

Workforce

Causes / Reasons:

- Staff Wages
- Benefits
- Culture

Effect on Under Enrollment:

- Classrooms unable to open due to staff shortage.

Factor # 2

Saturation of Service Area for Options of Care

Causes / Reasons:

- Transitional Kindergarten
- 4-year-olds

Effect on Under Enrollment:

- Due to not having enough four-year-olds, classrooms

Factor # 3

Facilities

Causes / Reasons:

- During the program year, five centers were under construction.

Effect on Under Enrollment:

- The centers were included in the funded enrollment; therefore, were unable to fill those slots.

Board of Directors Approval: 11/29/2023

Revised Date:

Under Enrollment Plan for CAPK's Head Start/State Child Development Division

Action Plan

The action plan tables below should be updated by program leadership on a quarterly / as needed basis over the course of the 12-month period to document progress towards reaching full enrollment

Action # 1:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
- Increase Staff Wages	- Wage comparability Study	- CFO, HS Director, and Human Resources	- Marketing, Position specific New Hire Orientation, and a Wage Comparability Study	7/1/2024
- Provide Better Benefits	- Additional benefit options with less cost to the employee			Status
- Recruitment and Retention Incentive	- Incorporate an incentive to recruit and retain employees			In Progress
- Include programs to improve work culture	- Mentorship program			

*Resources needed can include additional T/TA, etc.

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

In order to recruit and retain staff, several factors need to be addressed. By completing in a work comparability study, will allow the organization to compete with other like organizations in wages to recruit and retain staff. Additionally, by implementing incentives for those who have established longevity within the organization, as well as provide an incentive to attract those to choose CAPK HS as their employer of choice.

Further, the organization will provide multiple benefit plans that could provide cost-saving to the employee, which in turn will assist in retaining and recruiting staff. In regard to improving the culture, a mentorship program has been implemented and will continue as

new employees will be assigned to seasoned staff to guide them through their journey with the organization, including providing staff with education resources to promote to various positions.

The responsible individuals will follow the benchmarks to ensure we are staying on track to reach our goals in completing the action. By taking a multi-department approach, it will ensure each issue is addressed. It is important to be strategic and intentional in our marketing approach that will target the staff needed to ensure every classroom that can be operational is open to provide services.

Action # 2:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Completion Date
- Change Program Options that put more focus on 3-year-olds.	- Change of Scope (Reduction/Conversion)	- HS Director, Assistant Director of Program and the Program Design and Management Administrator	- Updated Program Options	7/1/2024
	- Reduction of Home Base slots.			Status
	- Incorporate Family Childcare Option			In Progress

*Resources needed can include additional T/TA, etc.

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

Due to transitional kindergarten being promoted at the state level for local education agencies, it has caused a hardship in recruiting the population; therefore, a reduction in slots as well as changing primary four-year-old classrooms to three-year-old classrooms will assist in addressing this issue. Further, a reduction in home-based slots will assist in addressing the needs of the community and allowing more children to be placed in our centers.

Additionally, in order to reach full enrollment, a Family Childcare option will be implemented. In order to implement this change of scope, a collaboration with our Region Specialist and additional T/TA will be utilized to assist in facilitating this process. The goal is to implement the change of scope in the 2024/2025 Program year; however, request has been submitted and changes are being made to have a seamless transition as the changes are made.

Under Enrollment Plan for CAPK's Head Start/State Child Development Division

Action # 3:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
- Do not include slots that are under construction or have not been approved by licensing.	- Only include centers in the program option that could provide services.	- Assistant Director of Program, Quality Assurance Administrator, and the Program Design and Management Administrator	-Approved licenses for centers	8/16/2024
				Status In Progress

*Resources needed can include additional T/TA, etc.

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

In order to have an accurate funded enrollment, only including centers that could service children will be included in the program option. This will be reflected in the 2024/2025 Program Option. The logistics to complete this task would require to have direct service staff in the centers/classrooms that can be operational; however, when the classrooms that are pending completion of construction or approved by licensing, have staff ready to serve children that are on the waitlist and pending entry.

Plan Progress and Updates

Checkpoint # 1	Checkpoint # 2	Checkpoint # 3	Checkpoint # 4
11/29/2023 Plan presented to the Board of Directors for approval. Once approved, plan will be submitted to the Office of Head Start by December 8, 2023.	1/1/2024 - Review to ensure all staff have been provided applicable incentives and benefits. - Review approved Change of Scope and forecast changes for next program year. - Review and provide update on classrooms closed due to licensing.	4/1/2024 - Change of Scope implemented - New Cohort of mentees - Placing staff in the appropriate classrooms - Ensure all construction has been completed and licensing has been approved for all applicable classrooms.	7/1/2024 - Evaluate the processes that have been implemented and ensure we have met at least 97% of our funded enrollment. - If not, create a 60-day push to ensure we meet the full enrollment initiative.

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-OHS-23-04	2. Issuance Date: 11/20/2023
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Workforce; Wages; Benefits; Mental Health; Quality Improvement	

PROGRAM INSTRUCTION

TO: All Head Start and Early Head Start Grant Recipients

SUBJECT: Notice of Proposed Rulemaking (NPRM) on Supporting the Head Start Workforce and Consistent Quality Programming – Public Comment Period

INFORMATION:

The Office of Head Start (OHS) has a Notice of Proposed Rulemaking (NPRM) in the Federal Register, [Supporting the Head Start Workforce and Consistent Quality Programming](#). The publication opens a 60-day public comment period. OHS is soliciting feedback on these proposed changes and will use comments submitted by the public in making decisions for the final rule.

This [NPRM proposes](#) new and enhanced changes to the Head Start Program Performance Standards (HSPPS) in three main areas: workforce supports, mental health, and other quality improvements. The proposed revisions would ensure OHS provides clear federal requirements for:

- Wages and benefits to support the Head Start workforce
- Better integration of mental health into all levels of Head Start programming
- Enhanced standards in other service areas to promote quality improvement and clarity of requirements

The current HSPPS remain in effect until a final rule is issued.

Workforce

This NPRM proposes standards for staff compensation that require programs to promote competitive wages for staff by August 2031. More specifically, the proposed standards would require programs to pay education staff annual salaries that are comparable to public school preschool teachers. This represents progress towards an ultimate goal of pay parity for Head Start education staff with kindergarten through third grade teachers. The NPRM also proposes to require programs to pay all staff a wage that is at least sufficient to cover basic costs of living.

Finally, it proposes to require programs to provide or facilitate access to comprehensive benefits for full-time staff, including health insurance, paid leave, and short-term behavioral health services.

The diverse Head Start workforce has long subsidized the cost of Head Start services through low wages. This NPRM supports Head Start programs in maintaining a diverse and well-qualified workforce by ensuring staff are more fairly compensated, which in turn promotes more stable, high-quality services for enrolled children and families.

Mental Health

The revisions in the NPRM would enhance existing requirements to integrate mental health more intentionally and consistently across program systems to support children, families, and staff. The proposal also includes new and updated requirements for a multidisciplinary team that is responsible for addressing mental health, reducing barriers to obtaining mental health consultation, and ensuring a proactive and preventative approach to identifying and supporting children's mental health needs.

Other Quality Improvements

The changes in the NPRM enhance and clarify requirements in other service areas to promote consistent high-quality programming and support child well-being. These proposed changes include a cap for family service worker caseloads; enhancements to promote child safety in Head Start programs; and requirements for testing and addressing the presence of lead in water and paint of Head Start facilities. The NPRM includes revisions to the community assessment process, as well as new requirements for programs to identify barriers to program attendance, such as lack of transportation.

These changes will also help address some of the inequities perpetuated among the children and families served in Head Start programs. For instance, proposed changes clarify and update the definition of income used to determine a child's eligibility for services. Families in low-income communities and communities of color have underdeveloped infrastructure and are disproportionately exposed to related health and wellness risks. New proposed requirements to test Head Start facilities for lead in water and paint would help address these types of inequities.

Submit Your NPRM Comments

Please read the full [Notice of Proposed Rulemaking](#) and submit your comments by January 19, 2024. The Office of Head Start must consider all the comments submitted before finalizing any changes to the HSPPS.

To submit comments, follow the "Submit a comment" instructions in the Federal Register. To ensure OHS can most effectively respond to your comments, clearly identify the issues on which you are commenting. Please be as specific as possible in your comments. Provide the page number, identify the column, and cite the paragraph from the Federal Register document (e.g.,

page 10999, second column, 45 CFR §1305.6(a)(1)(i)). If you wish to comment anonymously, please enter "NA" in the required fields.

If electronic submission is not possible, you may send comments via the U.S. Postal Service to the address indicated in the Federal Register. In accordance with the instructions in the Federal Register, OHS reminds all interested stakeholders to submit comments in response to the proposed changes within 60 days of the NPRM's publication date.

Thank you for your work on behalf of children and families. We look forward to receiving your comments.

Sincerely,

/ Khari M. Garvin /

Khari M. Garvin
Director
Office of Head Start

DECEMBER 2023

- Vaccines are FREE for children ages 0-5 regardless of health insurance.
- Vaccines are FREE for children ages 6-18 who meet one of the following criteria:
 - No health insurance
 - Enrolled in Medi-Cal (*Please bring Medi-Cal card to every visit.*)
 - American Indian or Native Alaskan
- We offer the Hemoglobin test FREE of charge for children, expecting/postpartum mothers, regardless of health insurance.
- Your child's Immunization cards are required.
- Please be aware that our program DOES NOT offer TB skin tests or physicals.
- Clinics may be canceled due to weather conditions. Please call our office prior to arriving.
- We may stop registration 30 minutes before closing time.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 Food Maxx 4400 Ming Ave. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	5	6 CMIP by appointment only. (Please call office to schedule) 9:00 am—11:30 am 12:00 pm—2:00 pm	7 Walmart 6225 Colony St. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	8	9
10	11 Greenfield Family Resource Center 5400 Monitor Street (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	12	13 Kern County Dept. of Human Services 100 E. California Ave (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	14 Walmart 2601 Fashion Plaza (Parking Lot) 9:00 am—11:30 am 2:00 pm—2:00 pm	15	16
17	18 Walmart Supercenter 5075 Gosford Rd. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	19	20 Adventist Health Bakersfield 2800 Chester Ave. (Parking Lot) 1:00 pm—3:00 pm 3:30 pm—6:00 pm	21 AutoZone 10315 Main St. LAMONT (Parking Lot) 9:30 am—11:30 am 12:00 pm—2:00 pm	22	23
24	25 OFFICE CLOSED	26	27	28	29	30
31						

Prior to attending one of the clinics listed, please call 661-869-6740, for additional instructions

Please schedule an appointment if your child is over the age of 5. Walk-ins welcome for children 5 and under.

To view our clinic schedule online visit AdventistHealthBakersfield.org/Immunizations

DICIEMBRE 2023

- Vacunas son GRATIS para niños menores de 5 años sin importar cobertura medica.
- Vacunas son GRATIS para niños de 6-18 años que cumplen uno de los siguientes criterios:
 - No aseguranza medi-ca
 - Inscrito a Medi-Cal(Favor de traer la tarjeta de Medi-cal en cada visita)
 - Indio Americano o Nativo de Alaska
- Ofrecemos prueba de Hemoglobina GRATIS para niños, mujeres embarazadas/ postparto sin importar cobertura medica.
- La tarjetas de vacunas de su hijo(a) son requeridas.
- NO OFRECEMOS pruebas de tuberculosis o exámenes fisicos.
- Las clinicas podran ser canceladas por condi-ciones del clima. Porfa-vor llame antes de ir a la clinica móvil.
- Podemos parar de registrar 30 minutos antes de cerrar.

DOMINGO	LUNES	MARTES	MIERCOLES	JUEVES	VIERNES	SABADO
					1	2
3	4 Food Maxx 4400 Ming Ave (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	5	6 CMIP solo con cita. (Favor de llamar a la oficina para una cita) 9:00 am—11:30 am 12:00 pm— 2:00 pm	7 Walmart 6225 Colony S.t (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	8	9
10	11 Greenfield Family Resource Center 5400 Monitor Street (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	12	13 Kern County Dept. of Human Services 100 E. California Ave (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	14 Walmart 2601 Fashion Plaza (Estacionamiento) 9:00 am—11:30 am 2:00 pm—2:00 pm	15	16
17	18 Walmart Supercenter 5075 Gosford Rd. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	19	20 Adventist Health Bakersfield 2800 Chester Ave. (Estacionamiento) 1:00 pm—3:00 pm 3:30 pm—6:00 pm	21 AutoZone 10315 Main St. LAMONT (Estacionamiento) 9:30 am—11:30 am 12:00 pm—2:00 pm	22	23
24	25 OFICINA CERRADA	26	27	28	29	30
31						

Favor de llamar al 661-869-6740 antes de acudir a una de las clinicas para mas instrucciones

Agenden cita para niños mayores de 5 años. Niños de 5 y menores se aceptaran el mismo dia sin cita.

Para ver la programacion de clinicas visite la pagina AdventistHealthBakersfield.org/Immunizations



DR KIRK
ANNUAL PARENT TRAINING CALENDAR
2023-2024 SCHEDULE

OCTOBER 16, 2023

NOVEMBER 13, 2023

DECEMBER 11, 2023

JANUARY 24, 2024

FEBRUARY 12, 2024

MARCH 18, 2024

APRIL 15, 2024

MAY 13, 2024

TRAININGS ARE ON
MONDAYS
AND WILL BE HELD ON
ZOOM
TIME 3:00 P.M – 4:00 P.M



SAVE THE DATE



FIRST ANNUAL 2024 FAMILY ENGAGEMENT/ FATHERHOOD CONFERENCE

SATURDAY, JANUARY 20, 2024

TIME: 9:00 AM - 1:00 PM

HODEL'S - LIBERTY HALL
5917 Knudsen Dr. Bakersfield, CA 93308

Use QR Code for Early
Access R.S.V.P.





about the annual conference

We are happy to announce our return to the in-person Annual Conference after navigating the virtual landscape since 2020. The Head Start California Annual Conference will be bringing you innovative training, crucial updates from speakers across the early childhood education field, and an unparalleled networking opportunity with others from across the state. The Annual Conference is a wealth of information, inspiration, and connection.

HSC's Parent & Family Engagement Conference offers comprehensive training for Head Start parents and the staff involved in working with and supporting families. The conference will encompass the latest content and valuable resources, delivering content in both English and Spanish.

The Head Start California's Parent & Family Engagement Conference will be held on February 26-27, 2023 at the Hilton in Long Beach, California.

It is important to note that the travel departure date for the HSC conference will be on Sunday, February 25, 2023.



Backpack Connection Series

About this Series

The Backpack Connection Series was created by TACSEI to provide a way for teachers and parents/caregivers to work together to help young children develop social emotional skills and reduce challenging behavior. Teachers may choose to send a handout home in each child's backpack when a new strategy or skill is introduced to the class. Each Backpack Connection handout provides information that helps parents stay informed about what their child is learning at school and specific ideas on how to use the strategy or skill at home.

The Pyramid Model



The Pyramid Model is a framework that provides programs with guidance on how to promote social emotional competence in all children and design effective interventions that support young children who might have persistent challenging behavior. It also provides practices to ensure that children with social emotional delays receive intentional teaching. Programs that implement the Pyramid Model are eager to work together with families to meet every child's individualized learning and support needs. To learn more about the Pyramid Model, please visit ChallengingBehavior.org.

More Information

More information and resources on this and other topics are available on our website, ChallengingBehavior.org.



ChallengingBehavior.org

How to Help Your Child Transition Smoothly Between Places and Activities

Alyson Jiron, Brooke Brogle & Jill Giacomini

Transitioning, or moving, to new places, people and activities is something we do many times during the day. However, change can be overwhelming and seem unpredictable for your child, especially when she is not ready to move on to the next place or activity. Children make many transitions each day—from parents to teachers, from home to car, or from play time to the dinner table, for example. When and how often transitions occur are usually decided by an adult and children often act out with challenging behavior when they feel unable to control their routine. When you help your child prepare for transitions you are helping her to learn a valuable skill. The good news is that you can teach her this important skill while you are enjoying time together.



Try This at Home

- Use a timer, an instrument or a funny noise to give your child advance warning of routine transition events. If possible, ask him to help “alert” everyone to the upcoming event. For example, let your toddler bang a pot with a wooden spoon to let the family know it is time for dinner.
- Let your child pick out a special object or toy to transition with to the next activity or place. “Would kitty like to come with us to the grocery store? I wonder if she could help us find the items on our list?”
- Use a visual schedule to show your child the plan for the day. “First, you have school and then we are going to take Aunt Rachel’s gift to the post office and mail it to her.”
- Make the transition a game or activity where the child has the opportunity to move around. “I wonder if today we can use this big shovel to scoop the cars into the bucket while we clean up?” If possible, let him think of the game. “I wonder how we could get to the car today?” You might be surprised at his creativity and how much fun you have roaring like a dinosaur or hopping like a rabbit.
- Sing songs as you transition. Children love to hear songs as they move about their day. Make up silly songs together about what you are doing or where you are going. You are sure to get a laugh and likely a smooth transition.
- Give your child a job. Children are more cooperative when they can be part of the process. Perhaps he can help stir something for dinner, unlock the car doors with the remote or pick out a diaper before a diaper change.



Practice at School

Children transition from one activity to the next throughout their day at preschool. Teachers plan for transitions in advance by creating special routines. These routines help to prepare children for transitions, engage them in the change that is taking place and help them to move smoothly to the next activity. Teachers might use a special instrument or song to let children know it is clean up time. Teachers might read books to the children while they are standing in line waiting for a turn to wash their hands before snack or create an obstacle course or morning routine to help children and parents transition at drop-off. When children are able to participate in or lead the transition, they are excited and eager to move to a new activity.



The Bottom Line

The more a child can predict and participate in the schedule and activities of her day, the less likely it is that challenging behavior will occur and the more likely it is that she will eagerly engage in transitions to new people and places. Taking the time and making the effort to teach her what to expect, when it will happen, and what happens before the transition occurs can be a rewarding experience. Most importantly, it is also an opportunity for quality time that can help lead to smoother transitions.



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This publication was produced by the Technical Assistance Center on Social Emotional Intervention (TACSEI) for Young Children funded by the Office of Special Education Programs (OSEP), U.S. Department of Education (H326B070002) and updated by the National Center for Pyramid Model Innovations also funded by OSEP (H326B170003). The views expressed do not necessarily represent the positions or policies of the Department of Education, July 2013/January, 2018.





Serie de Conexión Mochila

Sobre esta serie

La *Serie de Conexión Mochila* fue instaurada por TACSEI (por sus siglas en inglés) para brindar a los maestros y padres/proveedores una vía para trabajar en conjunto para ayudar a los niños a desarrollar sus aptitudes socioemocionales y reducir las conductas desafiantes. Los maestros podrían elegir enviar un volante a casa dentro de la mochila de cada niño cada vez que sea introducida una nueva estrategia o aptitud dentro de la clase. Cada volante de la *Conexión de Mochila* proporciona información que ayudará a los padres a estar informados sobre lo que su niño está aprendiendo en la escuela y las ideas específicas sobre cómo utilizar las estrategias o aptitudes en casa.

El Modelo de la Pirámide



El Modelo de la Pirámide es un marco que proporciona a los programas orientación en como promover la capacidad socioemocional en todos los niños y diseñar intervenciones efectivas que apoyen a los niños que puedan contar con conductas desafiantes persistentes. También proporciona prácticas para asegurarse de que los niños con retrasos socioemocionales reciban educación intencional. Los programas que implementan el Modelo de la Pirámide están entusiasmados de trabajar en sociedad con las familias para satisfacer las necesidades individuales de aprendizaje y apoyo que cada niño necesita. Para conocer más del Modelo de la Pirámide, por favor visite ChallengingBehavior.org.

Más información

Más información y recursos sobre este y otros temas están disponibles en nuestro sitio web, ChallengingBehavior.org.



ChallengingBehavior.org

Cómo ayudar a su niño a hacer la transición sin incidentes entre lugares y actividades

Alyson Jiron, Brooke Brogle y Jill Giacomini

La transición, o cambiarse, a lugares, personas y actividades nuevas es algo que hacemos muchas veces durante el día. Sin embargo, el cambio puede llegar a ser abrumador y sentirse impredecible para su niño, especialmente cuando éste no está listo para cambiarse al siguiente lugar o actividad. Los niños realizan muchas transiciones cada día – de los padres a los maestros, de la casa al carro o de la hora del juego a la cena, por mencionar algunos ejemplos. Cuándo y cómo ocurren estas transiciones son generalmente decididos por un adulto y a menudo los niños deciden mostrar una conducta desafiante cuando se sienten incapaces de controlar su rutina. Cuando usted le ayuda a su niño a prepararse para una transición usted le está ayudando a aprender una aptitud valiosa. Las buenas noticias es que usted le puede enseñar esta aptitud importante mientras disfrutan del tiempo juntos.



Pruebe esto en casa

- Utilice un cronómetro, un instrumento o un sonido chistoso para avisarle por adelantado a su niño de la transición de rutina. Si es posible, pídale que le ayude “alertar” a los demás del próximo evento. Por ejemplo, permítale a su niño golpear una cacerola con una cuchara de madera para avisarle a la familia que es hora de la cena.
- Permítale a su niño que seleccione un objeto o juguete especial para que haga la transición con él a la siguiente actividad o lugar. “¿Le gustaría a kitty venir con nosotros al supermercado? ¿Me pregunto si nos ayudaría a encontrar los artículos en nuestra lista?”
- Utilice una agenda visual para mostrarle a su niño el plan para el día. “Primero tienes que ir a la escuela y después llevaremos el regalo de la tía Raquel al correo para enviárselo.”
- Haga de las transiciones un juego o actividad donde le permita al niño la oportunidad para moverse. “¿Me pregunto si podremos utilizar esta pala para recoger los carritos y echarlos a la cubeta mientras recogemos?” Si es posible, déjelo a él pensar en el juego. “¿Me pregunto cómo podremos llegar al coche hoy?” Se puede sorprender de la creatividad de su niño y de lo divertido que puede ser el gruñir como dinosaurio o el saltar como conejo.
- Cante canciones mientras hace la transición. A los niños les encanta escuchar canciones a medida que transcurre su día. Improvisen juntos canciones bobas de lo que están haciendo o de a dónde van. Seguro se divertirá y muy probable tendrá una transición sin contratiempos.
- Dele a su niño una tarea. Los niños son más cooperativos cuando pueden formar parte del proceso. Quizá pueda batir algo para la cena, quitar el seguro de las puertas del carro utilizando el control remoto o escoger un pañal antes de que se los cambien.



Practique en la escuela

Los niños realizan transiciones de una actividad a otra a lo largo del día en el preescolar. Los maestros planean las transiciones por adelantado realizando rutinas especiales. Estas rutinas ayudan a los niños a prepararse para las transiciones, los involucra en el cambio que se está llevando a cabo y los ayuda a trasladarse a la siguiente actividad sin contratiempos. Los docentes pueden utilizar un instrumento o canción especial para hacerles saber a los niños que es hora de recoger. Los maestros pueden leerles un libro a los niños mientras ellos están esperando su turno en línea para lavarse las manos antes de su refrigerio, elaborar una pista de obstáculos o una rutina matutina para ayudarle a los niños y padres hacer la transición en la llegada. Cuando los niños pueden dirigir o participar en una transición, ellos se emocionan y están ansiosos para trasladarse a su siguiente actividad.



La conclusión

En cuanto más pueda un niño predecir y participar en la agenda y las actividades de su día, habrá menos probabilidad de que el niño muestre su conducta desafiante y más probable que se involucre ansiosamente en las transiciones hacia nuevas personas y actividades. Tomarse el tiempo y hacer el esfuerzo para enseñarle lo que espera, que sucederá y que sucede antes de que se lleve a cabo una transición puede convertirse en una experiencia gratificante. Lo más importante, también representa una oportunidad para tiempo de calidad que puede ayudar a lograr transiciones sin contratiempos.

Se recomienda la reproducción de este documento. No se requiere permiso para copiar.

Esta publicación fue producida por el Centro de Asistencia Técnica sobre Intervención Social y Emocional (TACSEI por sus siglas en inglés) para niños pequeños financiado por la Oficina de Programas de Educación Especial (OSEP por sus siglas en inglés), Departamento de Educación de los Estados Unidos (H3248070002) y actualizado por el Centro Nacional para Innovaciones del Modelo de la Pirámide también financiado por OSEP (H3248170003). Las opiniones expresadas no representan necesariamente las posiciones o políticas del Departamento de Educación, julio 2013 / enero, 2018.



Winter Holiday Safety

Winter holidays are a time for families and friends to get together. But that also means a greater risk for fire. Following a few simple tips will ensure a happy and fire-safe holiday season.



HOLIDAY DECORATING

- Be careful with holiday decorations. Choose decorations that are flame resistant or flame retardant.
- Keep lit candles away from decorations and other things that can burn.
- Some lights are only for indoor or outdoor use, but not both.
- Replace any string of lights with worn or broken cords or loose bulb connections. Read manufacturer's instructions for number of light strands to connect.
- Use clips, not nails, to hang lights so the cords do not get damaged.
- Keep decorations away from windows and doors.



HOLIDAY ENTERTAINING

- Test your smoke alarms and tell guests about your home fire escape plan.
- Keep children and pets away from lit candles.
- Keep matches and lighters up high in a locked cabinet.
- Stay in the kitchen when cooking on the stovetop.
- Ask smokers to smoke outside. Remind smokers to keep their smoking materials with them so young children do not touch them.
- Provide large, deep ashtrays for smokers. Wet cigarette butts with water before discarding.



Before Heading Out or to Bed

Blow out lit candles when you leave the room or go to bed. **Turn off** all light strings and decorations before leaving home or going to bed.

FACTS

- ! More than **one-third** of home decoration fires are started by candles.
- ! More than **two of every five** decoration fires happen because decorations are placed too close to a heat source.



**NATIONAL FIRE
PROTECTION ASSOCIATION**

The leading information and knowledge resource
on fire, electrical and related hazards

Seguridad en las fiestas

Las fiestas son un momento para reunirse con familia y amigos. Aunque eso también significa un mayor riesgo de incendio. Seguir unos simples consejos le permitirá disfrutar de unas fiestas felices y sin riesgo de incendios.



DECORACIÓN NAVIDEÑA

- » Tenga cuidado con las decoraciones navideñas. Escoja decoraciones retardantes o resistentes a las llamas.
- » Mantenga las velas encendidas alejadas de las decoraciones y de otros objetos inflamables.
- » Algunas luces son solo para uso interior y otras para uso exterior, pero no para ambos.
- » Reemplace las guirnaldas luminosas que tengan cables deteriorados o rotos, o conexiones flojas en las bombillas. Lea las instrucciones del fabricante para saber el número de guirnaldas a colocar.
- » Use sujetadores en lugar de ganchos para colgar las luces, así no se dañan los cables.
- » Mantenga las decoraciones alejadas de puertas y ventanas.



VISITAS EN LAS FIESTAS

- » Revise los detectores de humo e infórmeles a los invitados sobre el plan de evacuación en caso de incendio.
- » Mantenga alejados a los niños y a las mascotas de las velas encendidas.
- » Guarde los fósforos y encendedores en lo alto de un armario, bajo llave.
- » No se aleje de la cocina mientras cocine en los hornillos.
- » No permita que fumen dentro del hogar. Recuérdeles a los fumadores que guarden los materiales para fumar para que los niños pequeños no puedan tocarlos.
- » Proporcione ceniceros grandes y profundos para los fumadores. Moje las colillas de los cigarrillos antes de desecharlas.



Antes de salir o al irse a dormir

Apague las velas encendidas cuando salga de la habitación o se vaya a dormir. **Apague** todas las guirnaldas luminosas y las decoraciones antes de salir de su hogar o al irse a dormir.

DATOS

- ! **Dos de cada cinco** incendios de la decoración en el hogar son provocados por velas.
- ! **Casi la mitad** de los incendios de la decoración suceden debido a que los adornos están muy cerca de una fuente de calor.



Su fuente de información de SEGURIDAD

División de Educación Pública (Public Education Division) de NFPA. • 1 Batterymarch Park, Quincy, MA 02169

The Auto Insurance You Need At Affordable Rates



Auto insurance is required by law

The law requires licensed drivers to have auto insurance at all times. **California's Low Cost Auto Insurance** is a state-sponsored program that makes auto insurance affordable.

To qualify for this program, you must:

- Have a valid California driver's license including **AB60 license** for undocumented drivers
- Own a vehicle valued at \$25,000 or less
- Have a good driving record
- Meet household income guidelines

Benefits that may help you qualify:

If you receive any of the following benefits you may be eligible for low cost auto insurance:

- CalFresh: Electronic Benefit Transfer (EBT) card
- CalWorks: Notification letter
- Medi-Cal/Medicaid: Medi-Cal card
- State of California Employment Development Department (EDD): Debit card or benefit letter
- Social Security or Pension: SS or Pension letter

Apply today!

It's quick, easy, and you can stay insured for less.

www.mylowcostauto.com

Call toll free 866-602-8861



**CALIFORNIA'S
LOW COST
AUTO INSURANCE**



El seguro de auto que necesita a un precio accesible



La ley requiere seguro de auto

La ley requiere que todo conductor con licencia válida tenga seguro de auto en todo momento. El programa **California's Low Cost Auto Insurance** es patrocinado por el estado de California y ofrece seguro de auto a un precio accesible.

Requisitos para calificar:

- Debe tener una licencia de conducir válida de California, incluyendo la **licencia AB60** para conductores indocumentados
- Poseer un vehículo avaluado en \$25,000 o menos
- Debe tener buen historial de manejo
- Debe cumplir con los requisitos de ingresos para su hogar

Beneficios que lo ayudan a calificar:

Si usted recibe algunos de los siguientes beneficios, puede calificar para un seguro de auto a bajo costo:

- CalFresh (estampillas de comida): Tarjeta EBT
- CalWorks (o bienestar): Carta de notificación
- MediCal/Medicaid: Tarjeta de Medi-Cal
- Departamento de Desarrollo de Empleo del Estado de California (EDD): Tarjeta de débito o carta de beneficios
- Seguro Social o Pensión: Carta del Seguro Social o pensión

¡Aplique hoy!

Es rápido, fácil y puede ahorrar en su cobertura.

www.mylowcostauto.com/spanish

Llame gratis al 866-602-8861



**CALIFORNIA'S
LOW COST
AUTO INSURANCE**





Your child's education is our priority!

Community Action Partnership of Kern's Head Start program is a no cost program for children 6 weeks to 5 years from low-income families and pregnant women. Families and children experiencing homelessness and children in the foster care system are also eligible, as well as children with disabilities and other special needs.

Rest assured that Head Start has put together a portfolio of robust safety features to reduce the risk of COVID-19 transmission while children attend our site locations.



There are various program options that can best fit your family's needs:

Head Start

- Full Year/Part Year Options
- Full Day/Part Day in class

Early Head Start

- Home Based
- Pregnant Women Full Day in Class

Partnerships

- Partnerships with community day care providers
- Full-day classes

To complete an application, you will need:

- Birth certificate or any legal document showing child's age
- Immunization's record
- Proof of family income - last 12 months
- Proof of address
- Proof of pregnancy (if applying for Pregnant Women's Program)



Our Head Start Students Receive:

- High-quality, age-appropriate learning from credentialed teachers
- Free medical and dental screenings, Healthy meals and snacks
- A safe indoor and outdoor setting to explore, discover, and learn

Give your child a Head Start!

1-800-701-7060

www.capk.org/headstart



La educación de su hijo(a) es nuestra prioridad.

Head Start es un programa sin costo, diseñado para niños (as) de 6 semanas hasta 5 años provenientes de familias de escasos recursos y mujeres embarazadas. Las familias y menores desamparados, así como las familias inscritas en el sistema de crianza, también pueden calificar para el programa, esto también incluye a los niños (as) con discapacidades y otras necesidades especiales.

Tenga la seguridad de que Head Start ha reunido una serie de sólidos elementos de seguridad para reducir el riesgo de transmisión de COVID-19 mientras los niños asisten a nuestros centros.



Hay varias opciones de programas que pueden adaptarse mejor en las necesidades de su familia:

Head Start

- Opciones de año completo/año parcial
- Clases de tiempo completo y medio tiempo

Early Head Start

- Servicios a domicilio
- Mujeres embarazadas
- Día completo en clase

Asociaciones

- Asociaciones con proveedores de guarderías comunitarias
- Día completo en clase

Para completar una solicitud, necesitará:

- Acta de nacimiento o cualquier documento legal que demuestre la edad del niño
- Registro de vacunas
- Comprobante de ingresos familiares—últimos 12 meses
- Comprobante de domicilio
- Prueba de embarazo
(Si solicita el programa para mujeres embarazadas)



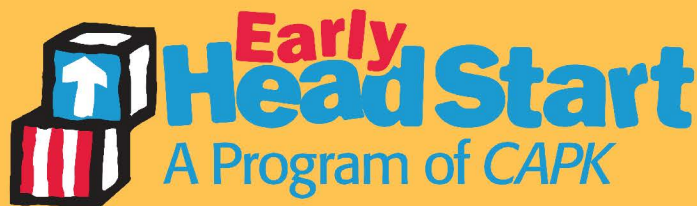
Nuestros alumnos de Head Start reciben:

- Aprendizaje de alta calidad y adecuado a la edad, ofrecido por profesores acreditados
- Exámenes médicos y dentales gratuitos, comidas y meriendas saludables
- Un ambiente interior y exterior seguro para explorar, descubrir, y aprender

¡Dele la oportunidad de un buen comienzo a su hijo (a) en Early Head Start!

1-800-701-7060

www.capk.org/headstart



Your child's education is our priority!

Community Action Partnership of Kern's Early Head Start Program in San Joaquin County is a no cost program for eligible children 0 to 3 years old and pregnant women. Our program is inclusive of all families including children experiencing homelessness, in the foster care system, as well as children with disabilities and other special needs.

CAPK has in place a variety of safety features to reduce the risk of transmitting infectious diseases including COVID-19, RSV, etc.



There are various program options that can best fit your family's needs:

Early Head Start

- Home Based
- Pregnant Women
- Full Day in Class

To complete an application, you will need:

- Birth certificate or any legal document showing child's age
- Immunization's record
- Proof of family income - last 12 months
- Proof of address
- Proof of pregnancy (if applying for Pregnant Women's Program)



Give your child the opportunity for a good start at Early Head Start!

APPLY NOW by scanning this!



(209) 242-9540
www.capk.org/headstart/

CAPK Early Head Start Children Receive:

- High-quality, age-appropriate learning from qualified and responsive teaching staff.
- Screening, assessments, healthy meals, and snacks.
- A safe indoor and outdoor setting to explore, discover and learn.



La educación de su hijo(a) es nuestra prioridad.

CAPK Early Head Start en el condado de San Joaquín es un programa sin costo para las familias elegibles. Ofrecemos servicios a niños de 0 a 3 años y mujeres embarazadas. Nuestro programa incluye a todas las familias, incluidos los niños sin hogar, niños en hogares de acogida y los niños con discapacidades.

CAPK cuenta con una serie de dispositivos de seguridad para reducir el riesgo de transmisión de enfermedades infecciosas como COVID-19, RSV, etc.



Hay varias opciones de programas que pueden adaptarse mejor en las necesidades de su familia:

Early Head Start

- Servicios a domicilio
- Mujeres embarazadas
- Día completo en clase

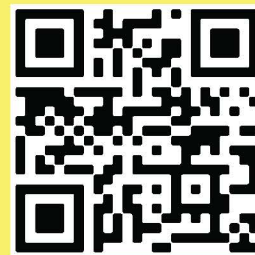
Para completar una solicitud, necesitará:

- Acta de nacimiento o cualquier documento legal que demuestre la edad del niño
- Registro de vacunas
- Comprobante de ingresos familiares—últimos 12 meses
- Comprobante de domicilio
- Prueba de embarazo
(Si solicita el programa para mujeres embarazadas)



¡Dele la oportunidad de un buen comienzo a su hijo (a) en Early Head Start!

¡APLICA AHORA escaneando esto!



(209) 242-9540
www.capk.org/headstart/

Los Niños de CAPK Early Head Start Reciben:

-  Aprendizaje de alta calidad y adecuado a la edad del niño con personal calificado y atento.
-  Exámenes, evaluaciones, comidas y aperitivos saludables.
-  Un ambiente interior y exterior seguro para explorar, descubrir y aprender.



CalWORKs Home Visiting Program



Home visiting could help you with:

- Pre-natal & post-partum education
- Family and community support
- Positive parent and child interactions
- Health and social services

Who May Be Eligible?

CalWORKs participants who are:

- Pregnant
- Parents or caretakers of children birth to 24 months.

*To learn more or
to sign up for the program,*

Please contact our HVP Liaison at **(661)631-6756**
or your CalWORKs case worker.





CalWORKs

Programa de Visitas a domicilio



Las visitas a domicilio le pueden ayudar con:

- Educación
- Apoyo familiar y comunitario
- Interacción positiva entre padres e hijos
- Servicios sociales y de salud

¿Quién es elegible?

Las personas que participan en el programa de CalWORKs:

- Embarazadas
- Padres o guardianes de bebés recién nacidos hasta 24 meses de edad

Para obtener más información o inscribirse en el programa,

Llame al coordinador de HVP al **(661)631-6756** o a su trabajador social de CalWORKs.



2023-2024 Head Start Policy Council Meeting Dates

At this time all meetings will be held via teleconference on Microsoft Teams. Members of the public may join via teleconference with specific information found in the monthly Policy Council packet posted on the CAPK website at www.capk.org/documents/

En este momento todas las reuniones se llevarán a cabo por teleconferencia en Microsoft Teams. Los miembros del público pueden unirse a través de una teleconferencia con información específica que se encontrar en el paquete de reuniones mensuale del Consejo de Políticas publicado en el sitio web de CAPK en www.capk.org/documents/

Tuesday, November 28, 2023
Tuesday, December 19, 2023*
Tuesday, January 23, 2024
Tuesday, February 20, 2024**
Tuesday, March 26, 2024
Tuesday, April 23, 2024
Tuesday, May 28, 2024
Tuesday, June 25, 2024
Tuesday, August 27, 2024
Tuesday, September 24, 2024
Tuesday, October 22, 2024

Policy Council Meetings are generally held on the 4th Tuesday of the month.

* The December meeting will be held one week earlier due to the Christmas holiday.

**The February meeting will be held one week earlier to support potential additional leadership opportunities.

Policy Council Approved: November 28, 2023



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

1. **Chairperson – POSITION FILLED**

The Chairperson shall preside at all meetings of the Policy Council following Robert's Rules of Order, and the Ralph M. Brown Act as a best practice.

- Conduct all meetings of the Policy Council.
- Review of the agenda with the Program Governance Coordinator.
- Refrain from debates during the Policy Council meeting.
- Call the meeting to order on time, follow the agenda and be able to clarify the business at hand at all times.
- Will explain each motion as needed.
- May vote only to break a tie.

2. **Vice-Chairperson – POSITION FILLED**

- The Vice-Chairperson will be the **Chairperson of the Planning Committee**.
- The Vice-Chairperson shall act in the absence of the Chairperson or whenever the Chairperson temporarily vacates or steps down from their position.

3. **Secretary – POSITION FILLED**

- The Secretary will be the **Chairperson of the School Readiness Committee**.
- Will call roll and maintain a record of members' attendance at Policy Council meetings.
- Will conduct a verbal vote on all action items when in a virtual setting.
- In collaboration with staff, Policy Council recorder may be asked to assist with the final documentation of minutes and motions, if needed.
- Ensure that Policy Council members sign in and/or are accounted for when attending meetings.

4. **Treasurer – POSITION FILLED**

- The Treasurer will be the **Chairperson of the Budget & Finance Committee**.
- Ensure a Parent Activity Fund report and all required financial documents are distributed to the Policy Council monthly.

5. **Parliamentarian – VACANT**

- The Parliamentarian will be the **Chairperson of the Bylaws Committee**.
- Shall be able to define the Policy Council Bylaws and advise the Council on such, as necessary.
- Shall be aware of the format desired by the Chairperson at meetings and assist in keeping within that format.
- Assist in preserving order during Policy Council meetings and as may be directed by the Chairperson.

All Executive Board Officers as noted above will be responsible for providing a verbal summary report to the council about their respective subcommittee meetings.



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

Budget and Finance Committee- Meets once a month ~ 7 Members 4 VACANCIES

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.

Planning Committee- Meets once a month ~ 7 Members 3 VACANCIES

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.

School Readiness Committee- Meets 4 times per term or as needed ~ 5 Members

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.

Bylaws Committee- Meets 4 times per term or as needed,~ 7 Members

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.

~~Function of the Board of Directors Representative- Meets the last Wednesday every month at 12:00 p.m.~~ POSITION IS FILLED

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

1. 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.
2. The elected member will meet the Program Governance Coordinator 5 days prior to the board meeting to review and prepare for verbal report provided to the board.