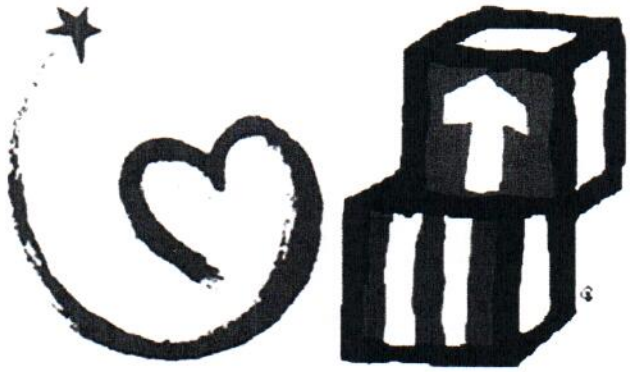
Head Start &
State Child Development
Birth to age 5

capk
Community Action Partnership of Kern

Head Start/State Child Development Services

POLICY COUNCIL MEETING PACKET

January 26, 2017



Policy Council Attendance '16-'17

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

#	REGION 1 PC Member Name	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	June 2017	July 2017	Aug 2017	Sept 2017	Oct 2017
1	Enrique Salazar- East Cal	X											
2	Anton Faern- Casa Loma	X											
3	Jeanette Beltran- Siebert	ABS											
4	Lachelle Calvillo- Alberta Dillard	X											

#	REGION 2 PC Member Name	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	June 2017	July 2017	Aug 2017	Sept 2017	Oct 2017
1	Irma Sandoval- Martha Morgan	ABS											
2	Ruben Castellanos- Fairfax	X											
3	Maria Martinez- Virginia	X											
4	Marina Araujo- Pacific	ABS											

#	REGION 3 PC Member Name	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	June 2017	July 2017	Aug 2017	Sept 2017	Oct 2017
1	Christina Bates- Willow	X											
2	Gabriella McCutcheon- Willow	X											
3	Catherine Velasquez- Pete Para	X											
4	Lizeth Calvo- McFarland	X											

#	Region 4 PC Member Name	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	June 2017	July 2017	Aug 2017	Sept 2017	Oct 2017
1	Savannah Scarpa- Tehachapi	X											
2	Lorena Fernandez- San Diego	X											
3	Jason Warren- Cleo Foran	X											
4	Shevada Dove Williams- Tehachapi	ABS											

#	Home Base PC Member Name	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2016	Apr 2017	May 2017	June 2017	July 2017	Aug 2017	Sept 2017	Oct 2017
1	Marion Gomez- Lisa Moreno	X											
2	Ramona Campos- T. Cordova	X											

	BC/Blanton EHS Partnership	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	June 2017	July 2017	Aug 2017	Sept 2017	Oct 2017
1	Jadine Gonzalez- B. College	ABS											

	San Joaquin EHS Partnership	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	June 2017	July 2017	Aug 2017	Sept 2017	Oct 2017
1	Open												
2	Open												

	Community Rep Member	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	June 2017	July 2017	Aug 2017	Sept 2017	Oct 2017
1	Open (Past Parent)												
2	Ana Lester (Community)	X											
3	Open (Community)												

	Board Member	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	June 2017	July 2017	Aug 2017	Sept 2017	Oct 2017
1	Open												

COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START / STATE CHILD DEVELOPMENT PROGRAMS
POLICY COUNCIL (PC) MEETING MINUTES
NOVEMBER 17, 2016

1. **CALL TO ORDER – Chairperson, Jason Warren** called the meeting to order at 5:30 p.m.
   a. Moment of Silence, Pledge of Allegiance
   b. Reading of Promise of Community Action
   "Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other."

2. **ROLL CALL/SET QUORUM – Secretary, Ana Luna - Quorum was established.**
   PC Members Present: Enrique Salazar, Anton Faern, Lachelle Calvillo, Ruben Castellanos, Maria Martinez, Gabriella McCutcheon, Christina Bates, Catherine Velasquez, Lizeth Calvo, Jason Warren, Savannah Scarpa, Lorena Fernandez, Marion Gomez, Ramona Campos

3. **APPROVAL OF AGENDA – Chairperson, Jason Warren (*ACTION)**
   a. Approval of the revised PC Agenda dated November 17, 2016 to include action item 9(k) *"Amendment to the 2016-2017 PC bylaws regarding community representatives."* was made by Gabriella McCutcheon; seconded by Christina Bates. Motion carried unanimously.

4. **APPROVAL OF MINUTES – Chairperson, Jason Warren (*ACTION)**
   a. Approval of the PC meeting minutes dated October 13, 2016 was made by Savannah Scarpa; seconded by Lorena Fernandez. Motion carried unanimously.

5. **PRESENTATION OF GUESTS/PUBLIC FORUM**
   (The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. ***Speakers are limited to five minutes each.*** *If more than one person wishes to address the same topic, total group time for topic will be 10 minutes. Please state your name before making your presentation. Thank you.*
   Guests in attendance: Anastasia Lester; Deanna Perez; Ana Luna; Lindsay Harrison; Biviana Acosta; Erika Freehoffer; Argelia Diaz, Family Services & Governance Assistant; Elizabeth Cisneros, FSW San Diego; Yolanda Gonzales, Head Start/State Child Development Director; Mike Lackman, HR Manager; Maura Sandoval, Staffing Specialist; Lisa Price, PDM Administrative Assistant; Maria Pizano, FSW San Diego; Swathi Venkatesh, Research and Administrative Support Assistant; Janelle Gonzalez, Governance Coordinator; Angela Adams, Family Education Coordinator; Sandi Truman, VITA Program Manager; Jackie Escobar, Professional Development Specialist; Jerry Meade, Program Design & Management Administrator; Elizabeth Williams, Program Manager; Mary Ann Mooney, Program Manager, Rashi Strother; Family Services & Governance Specialist; Gloria Barbero, Program Administrator

6. **STANDING COMMITTEE REPORT** (5 minutes each)
   a. Personnel Committee – No report
   b. Planning Committee – No report
   c. Finance Committee – No report
   d. By-Laws Committee – No report

7. **HUMAN RESOURCES (*ACTION)**
   a. Human Resources Report – Maura Sandoval, Staffing Specialist
   Maura distributed the November 2016 Human Resources Report for review. Motion was made by Gabriella McCutcheon and seconded by Anton Faern to approve the Human Resources Report for November 2016. Motion carried unanimously.

b. Executive Session – Mike Lackman, Human Resources Manager

Motion made by Gabriella McCutcheon to move to Executive Session at 5:40 p.m. Motion made to approve Executive Session report made by Ana Luna; seconded by Lorena Fernandez. Motion carried unanimously. Policy Council reconvened at 5:44 p.m.

8. **PRESENTATIONS**

a. Volunteer Income Tax Assistance Program (VITA) – Sandi Truman, Program Manager

Sandi Truman, Program Manager for the Volunteer Income Tax Assistance (VITA) Program presented an overview of this program. This is a year round no cost income tax assistance program with over 4,800 returns prepared this past tax season. Sandi trains approximately 50-60 volunteers each year to assist in completing tax returns. There is no cost to the trainee. However, it is asked that they volunteer for two 4 hour shifts per week. Sandi is available and would be happy to speak to parents (at parent meetings) to provide information about this cost saving service. The busiest time of the year for VITA is January through April and cannot present at any parent meeting during these months.

b. 2016 Customer Satisfaction Survey – Swathi Venkatesh, Research and Administrative Support Assistant

Swathi informed the group about the 2016 Customer Satisfaction Survey and encouraged parents to complete this survey and share the experiences they have had with our staff and programs. She added that last year there were 1000 surveys completed throughout the agency with 330 Head Start parents participating. Swathi is confident we will have an increase in participation this year. She added that survey will be available at the centers as well as online. The deadline for completion will be the first week of December.

9. **NEW BUSINESS – Chairperson (*ACTION)**

a. New Fundamental View DRDP 2015 – Leslie Mitchell, Administrator of Education Support Services

On Leslie's behalf Yolanda Gonzales gave an overview on the DRDP screening tool adding that it is administered to our children 3 times per year as required. There are 52 developmental areas that are screened with this tool. Recently the state has released another tool which consists of 43 fundamental measures. This tool is aligned to the School Readiness framework and does not take away from the true picture or from setting a baseline; it is simply a more condensed version. The request is that the Policy Council approves the use of the new fundamental view DRDP 2015. Motion made by Catherine Velasquez and seconded by Savannah Scarpa. Motion carried unanimously.

b. Nomination and election of the Policy Council Chairperson (2 minutes)

Janelle provided an overview of the roles and responsibilities of this position. Self-nominations were made by Enrique Salazar and Lorena Fernandez. Each candidate was given an opportunity to address the group prior to voting. Enrique received the majority of votes. Motion was made by Marion Gomez to approve the election of Enrique Salazar for the position of PC Chairperson; seconded by Ruben Castellanos. Motion carried unanimously.

c. Nomination and election of the Policy Council Vice Chairperson (2 minutes)

Janelle provided an overview of the roles and responsibilities of this position. Self-nominations were made by Lorena Fernandez and Jason Warren. Each candidate was given an opportunity to address the group prior to voting. Lorena received the majority of votes. Motion was made by Savannah Scarpa to approve the election of Lorena Fernandez for the position of PC Vice-Chairperson; seconded by Anton Faern. Motion carried unanimously.

d. Nomination and election of the Policy Council Secretary (2 minutes)

Janelle provided an overview of the roles and responsibilities of this position. She added that this position will also be the chair of the newly formed School Readiness sub-committee and not of the Personnel Committee which has been past practice. PC will no longer have a personnel subcommittee. Self-nominations were made by Christina Bates and Lachelle Calvillo. Each candidate was given an opportunity to address the group prior to voting. Christina received the majority of votes. Motion was

made by Savannah Scarpa to approve the election of Christina Bates for the position of PC Secretary; seconded by Lorena Fernandez. Motion carried unanimously.

e. Nomination and election of the Policy Council Treasurer (2 minutes)

Janelle provided an overview of the roles and responsibilities of this position. A sole self-nomination was made by Gabriella McCutcheon. Motion was made by Ana Luna to approve the election of Gabriella for the position of PC Treasurer; seconded by Savannah Scarpa. Motion carried unanimously.

f. Nomination and election of the Policy Council Parliamentarian (2 minutes)

Janelle provided an overview of the roles and responsibilities of this position. Self-nominations were made by Savannah Scarpa and Jason Warren. Each candidate was given an opportunity to address the group prior to voting. Savannah received the majority of votes. Motion was made by Anton Faern to approve the election of Savannah Scarpa for the position of PC Parliamentarian; seconded by Lorena Fernandez. Motion carried unanimously.

g. Nomination and election of the Policy Council Community Representative (2 minutes)

Janelle shared with the group that there are two representatives from the community that are interested in serving on the PC Board however current bylaws allow for only one. The community representative nominees introduced themselves and the organization they represent. They also addressed the group prior to voting, sharing why they are interested in serving on PC. Nominees were Anastasia Lester of First 5 Kern and Lindsay Harrison of Boys & Girls Club and Standard School District. Ana received the majority of votes. At this time Janelle shared with the group that upon approval (from Policy Council as well as CAPK Board of Directors) to amend the PC Bylaws to include additional community representatives the nominee with the fewest votes can be voted in as well. It was asked how long that take will? Janelle stated that it is on the agenda tonight for approval and the Board of Directors will convene in January at which time they will vote; the hope is that this can happen in time for February's PC Meeting. Motion was made by Savannah Scarpa to approve Ana Lester for the position of PC Community Representative; seconded by Jason Warren. Motion carried unanimously.

h. Nomination and election of Policy Council Bylaws Committee members (7 openings)

Janelle reminded the group that as a member of Policy Council they must serve on at least one subcommittee. She added that the Parliamentarian is automatically the chairperson of the PC Bylaws Committee. As staff sponsor of this committee Janelle shared that she has scheduled the first meeting for December 1, 2016; this subcommittee will meet approximately 3-4 times per year. The following members expressed a desire to be a member of the PC Bylaws Committee: Jason Warren, Anton Faern, Ruben Castellanos, Catherine Velasquez, Ramona Campos, Lachelle Calvillo. Motion made by Savannah Scarpa to approve the nominees as presented; seconded by Jason Warren. Motion carried unanimously.

i. Request for the approval of the proposed Policy Council Meeting days and times

Proposed time and dates as provided in the Policy Council packet were presented. The proposal is for meeting days to take place on the final Thursday of the month with light dinner at 5:00 p.m. and PC Meeting to begin at 5:30 p.m. Motion was made by Ruben Castillo; seconded by Jason Warren. Motion carried unanimously.

j. Request for PC members to attend the CHSA Annual Conference of Champions for Stronger Children and Families

At this time a brief overview along with dates for the upcoming CHSA Conference was given. The CHSA Annual Conference: Champions for Stronger Children and Families will be held January 8-10, 2016 in Sacramento, CA. Jerry added that it is extremely important if parents are interested in attending that they are certain their schedule permits. Parents need to ensure they have childcare, time off work etc. as there is an extensive process required by staff to complete the travel process. There are hotel reservations, per diem checks, conference registration etc. to prepare for each individual attending. If cancellation is necessary some costs may not be refundable. Jason Warren, Lorena Fernandez, Ramona Campos and Savannah Scarpa nominated themselves to attend this conference. Motion was made by Jason Warren; seconded by Lorena Fernandez for nominated parents to attend the CHSA Annual Conference. Motion carried unanimously.

k. Amendment to the 2016-2017 Policy Council Bylaws regarding Community Representatives

Janelle shared that this year is unique in the fact that we have more than one interested party in this position and the bylaws only allow for one community representative on the PC Board. With that said a request was made to approve an amendment to the bylaws regarding community representatives. Motion was made by Savannah Scarpa; seconded by Gabriella McCutcheon. Motion carried unanimously.

10. COMMUNICATIONS – Chairperson

a) Head Start & Early Head Start – Kern Budget vs. Actual Expenditures March 1, 2016 through October 31, 2016
b) Early Head Start – San Joaquin Budget vs. Actual Expenditures February 1, 2016 through October 31, 2016
c) Early Head Start Child Care Partnerships Budget vs. Actual Expenditures September 1, 2016 through October 31, 2016
d) Parent Local Travel & Child Care, for the period ended October 31, 2016 (English/Spanish)
e) Parent Activity Funds, for the period ended October 31, 2016 (English/Spanish)
f) Parent Meals, for the period ended October 31, 2016 (English/Spanish)
g) Enrollment, Average Daily Attendance and Child & Adult Care Food Program/Central Kitchen Report and Report for HS/EHS Kern, EHS San Joaquin and EHS Child Care Partnerships, October 2016
h) Autism Society Family Support Group Meeting Dates
i) Preventing Bullying HHS/ACF/OHS. 2016. English.
j) Jersey Mike's Subs Fundraiser
k) Kern Literacy Council Volunteer Tutor
l) Covered California: Get Help Paying for Your Health Insurance (English/Spanish)
m) Events at Beale Memorial Library, November 2016
n) Consumer Family Learning Center Calendar, November 2016
o) CHSA 2017 Annual Conference: Champions for Stronger Children and Families (English/Spanish)
p) Policy Council Executive Officer roles & Responsibilities (English/Spanish)
q) Functions of the Policy Council Subcommittees (English/Spanish)
r) New Life Residential & Training Center: Drive it Forward 2016
s) The Salvation Army Seasonal Assistance Giveaway

Motion made by Gabriella McCutcheon to receive and file items (a) – (s)

11. PROGRAM GOVERNANCE REPORT/TRAINING – Janelle Gonzalez

Janelle congratulated the executive officers on their new positions and stated that she will be scheduling a group training soon. The PC Board will be working on a collaborative entity and will learn about the program and how a non-profit functions among other pertinent topics. New learning regarding leadership and advocacy for your child (and all children) will also take place. Janelle shared that one of the changes with regard to PC is that there will no longer be a Personnel subcommittee that has been replaced with a School Readiness subcommittee which is still in the forming stages. This is an exciting time and she is looking forward to the upcoming term and working with everyone. In closing, Janelle shared a short video clip about teamwork.

12. COMMUNITY REPRESENATIVE REPORT

No report

13. POLICY COUNCIL CHAIRPERSON REPORT

Enrique thanked the group for electing him PC Chairperson. He added that they (PC Board Members) are a team and he thanked them for their time.

14. BOARD OF DIRECTORS REPRESENTATIVE REPORT

No report.

15. **DIRECTORS REPORT (HEAD START/STATE CHILD DEVELOPMENT) – Yolanda Gonzales**

Yolanda thanked everyone for their attendance and said how excited she is for the upcoming year and she is inspired by the enthusiasm of this newly elected PC board. Yolanda shared that approximately 35 years ago she too was a Head Start parent and was so appreciative of the program and wanted to give back. She is looking forward to working with everyone and getting to know them better. Yolanda thanked everyone for their commitment and passion and encouraged them to ask questions. Yolanda added that there are new performance standards and parents will learn through this process what that means for them and what to expect. In closing, she spoke of how important it is for parents to set goals and to never give up reminding them that we are here not only for the children but the whole family.

16. **ANNOUNCEMENTS – Chairperson**

The question/inquiry was posed regarding the new barcode scanning system. Jerry briefly explained that attendance & meal counts are taken and then hard copies are submitted to a team of three of his staff who manually input all of that information for every child at every center we have for every meal. Use of the barcode system allows for this information to immediately be reported thus alleviating a large part of the data input process. It is slowly rolling out to a few centers at a time and will eventually be used at all centers. Jason shared that he is interested in organizing a male involvement activity adding that male involvement is something he is passionate about. Lorena invited anyone interested to come out on Tuesday, November 22 to assist with a float that the Lamont center will have in the upcoming December 3rd Holiday Parade. She added that though this is geared towards male involvement giving an opportunity to dads, grandpas, uncles and other males in the child's life to participate however any and all help is welcome! Lorena also shared an opportunity this weekend to assist with feeding the homeless at Martin Luther King Park. A flyer was distributed regarding this event. Jerry shared that a committee has been formed with a tentative meeting date to review the CAPK Employee Handbook. He added that parental involvement is welcome if anyone is interested adding that there will be a sign up sheet available along with two dates. Interested parties were asked to sign up and select the date that works best for their schedule.

17. **ADJOURNMENT – Chairperson**

Meeting was adjourned at 7:40 p.m.

Lisa Price/PDM Administrative Assistant
Completed 11.23.16

ASOCIACIÓN DE ACCIÓN COMUNITARIA DE KERN
PROGRAMS DE DESARROLLO INFANTIL ESTATAL / HEAD START
Acta de la Reunión del Consejo de Política
17 de noviembre de 2016

1. **LLAMADO A LA ORDEN- Presidente, Jason Warren,** llamó la reunión a la orden a las 5:30 p.m.
   a. Momento de Silencio, Proclamación de Lealtad
   b. Lectura de la Promesa de la Asociación Comunitaria
   "La asociación de acción cambia la vida de las personas, incorpora el espíritu de esperanza, mejora comunidades, y hace de América un mejor lugar donde Vivir. Nos preocupamos por la comunidad entera y estamos dedicados a ayudar a las personas a que se ayuden a sí mismas y a los demás.

2. **PASAR LISTA/ ESTABLECER QUÓRUM- Secretaria, Ana Luna- Quórum fue estableció.**
   Miembros del PC Presentes: Enrique Salazar, Anton Faern, Lachelle Calvillo, Ruben Castellanos, Maria Martinez, Gabriella McCutcheon, Christina Bates, Catherine Velasquez, Lizeth Calvo, Jason Warren, Savannah Scarpa, Lorena Fernandez, Marion Gomez, Ramona Campos

3. **APROBACIÓN DE LA AGENDA- Presidente, Jason Warren (*ACCION)**
   a. Aprobación de la agenda revisada del PC con fecha del 17 de noviembre de 2016 que incluye el tema de acción 9(k) *"Modificación de los estatutos del PC 2016-2017 en relación con representantes de la comunidad"* fue hecha por Gabriella McCutcheon; secundada por Christina Bates. Moción fue aprobada por unanimidad.

4. **APROBACIÓN DE LA ACTA- Presidente, Jason Warren (*ACCION)**
   a. Aprobación del acta de la reunión del PC con fecha del 13 de octubre del 2016 fue hecha por Savanah Scarpa, secundado por Lorena Fernandez. Moción fue aprobada por unanimidad.

5. **PRESENTACIÓN DE INVITADOS/FORO PÚBLICO**
   El público que desee dirigirse al Consejo de Política podrá hacerlos. Los miembros del Consejo de Política podrán responder brevemente a las declaraciones formuladas o a preguntas formuladas. Sin embargo, el PC no tomara ninguna otra acción que no sea la de remitir dichos asuntos al personal para su estudio y análisis. ***Los Presentadores se limitaran a cinco minutos cada uno****. Si más de una persona desea tratar el mismo tema, se le concederá al grupo total de 10 minutos para ese tema. Por favor indique cuál es su nombre antes de hacer su presentación, Gracias.*
   Invitados Presentes: Anastasia Lester; Deanna Perea; Ana Luna; Lindsay Harrison; Biviana Acosta; Erika Freehoffer; Argelia Diaz, Asistente de Servicios Familiares y Gobernación; Elizabeth Cisneros, FSW San Diego; Yolanda Gonzales, Directora de Desarrollo Infantil Estatal/Head Start; Mike Lackman, Gerente de HR; Maura Sandoval, Especialista de Personal; Lisa Price, Asistente Administrativa de PDM; Maria Pizano, FSW San Diego; Swathi Venkatesh, Asistente de Apoyo Administrativo y de Estudios; Janelle Gonzalez, Coordinadora de Gobernación; Angela Adams, Coordinadora de Educación Familiar; Sandi Truman, Gerente del Programa de VITA; Jackie Escobar, Especialista de Desarrollo Profesional; Jerry Meade, Administrador del Programa de Diseño y Manejo y ; Elizabeth Williams, Gerente del Programa; Mary Ann Mooney, Gerente del Programa, Rashi Strother; Especialista de Servicios Familiares y Gobernación; Gloria Barbero, Administrador del Programa

6. **INFORME DE LOS COMITÉS VIGENTES** (5 minutos cada uno)
   a. Comité de Personal- Ninguno informe.
   b. Comité de Planificación- Ninguno informe.

c. Comité de Finanzas- Ninguno informe.
d. Comité de Estatutos- Ningún informe.

7. **INFORME DE RECURSOS HUMANOS- (**ACCION)**
   a. **Informe de Recursos Humanos- Maura Sandoval, Especialista del Personal**
   Maura Sandoval distribuyó el informe de Recursos Humanos de noviembre 2016 para revisión. Moción fue hecha por Gabriella McCutcheon; secundado por Anton Faern para aprobada el Informe de Recursos Humanos de noviembre 2016. Moción fue aprobada por unanimidad.

   b. **Sesión Ejecutiva- Mike Lackman, Gerente de Recursos Humanos**
   Moción fue hecha por Gabriella McCutcheon para iniciar la sesión ejecutiva a las 5:40 p.m. Moción fue hecha para aprobar la sesión ejecutiva por Ana Luna; fue secundado por Lorena Fernandez. Moción fue aprobada con unanimidad. El Consejo de Política se volvió a reunirse a las 5:44 p.m.

8. **PRESENTACIONES**
   a. **Programa de Contribución Voluntaria al Contribuyente (VITA), Sandi Truman- Gerente del Programa**
   Sandy Truman, Gerente del Programa de Contribución Voluntaria al Contribuyente (VITA) presentó una visión general de este programa. Este es un programa gratuito de asistencia para el impuesto durante todo el año, con más de 4,800 retornos preparados el año pasado. Sandy entrena a aproximadamente 50-60 voluntarios cada año para ayudar a completar las declaraciones de impuestos. No hay ningún costo para el alumno. Sin embargo, se les pide que se ofrezcan voluntariamente para dos turnos de 4 horas dos veces por semana. Sandy está disponible y estaría encantada de hablar con los padres (en reuniones de los centros) para proporcionar información sobre este servicio de ahorro de costos. La temporada más activa del año para VITA es de enero a abril.
   b. **Encuesta de Satisfacción al Cliente 2016, Swathi Venkatesh- Asistente de Estudio y Apoyo Administrativo**
   Swathi informó al grupo sobre la Encuesta de Satisfacción del Cliente de 2016 y animó a los padres a completar esta encuesta y a compartir las experiencias que han tenido con nuestro personal y programas. Agregó que el año pasado hubo 1000 encuestas completadas en toda la agencia con 330 padres de Head Start participando. Swathi confía en que habrá un aumento en la participación este año. Agregó que la encuesta estará disponible en los centros, así como en línea. La fecha límite para su finalización será la primera semana de diciembre.

9. **NUEVOS ASUNTOS- Presidente (**ACCION)**
   a. **Nueva Visión Fundamental del DRDP 2015 Leslie Mitchell- Administradora de Apoyo de Servicios y Educación** En nombre de Leslie, Yolanda Gonzales dio una visión general de la herramienta de detección DRDP añadiendo que se administra a nuestros niños 3 veces al año, según sea necesario. Hay 52 áreas de desarrollo que se examinan con esta herramienta. Recientemente el estado ha liberado otra herramienta que consta de 43 medidas fundamentales. Esta herramienta está alineada con el marco de Preparación Escolar y no quita la verdadera imagen ni establece una línea de base; Es simplemente una versión más condensada. La solicitud es que el Consejo de Política apruebe el uso de la nueva visión fundamental DRDP 2015. Moción presentada por Catherine Velasquez y secundada por Savannah Scarpa. Se aprueba la moción por unanimidad.
   b. **Nominación y elección del Presidente del Consejo de Política (2 min)**
   Janelle proporcionó una visión general de los oficios y responsabilidades de esta posición. Las auto-nominaciones fueron hechas por Enrique Salazar y Lorena Fernández. Cada candidato tuvo la oportunidad de dirigirse al grupo antes de votar. Enrique recibió la mayoría de los votos. Marion Gómez hizo una moción para aprobar la elección de Enrique Salazar para el cargo de Presidente de PC; Apoyado por Rubén Castellanos. Se aprobó la moción por unanimidad.
   c. **Nominación y elección del Vicepresidente del Consejo de Política (2 min)**
   Janelle proporcionó una visión general de los oficios y responsabilidades de esta posición. Las auto-nominaciones fueron hechas por Lorena Fernández y Jason Warren. Cada candidato tuvo la oportunidad de

dirigirse al grupo antes de votar. Lorena recibió la mayoría de los votos. Se propuso que Savannah Scarpa aprobara la elección de Lorena Fernández para ocupar el cargo de Vicepresidenta de PC; Secundado por Anton Faern. Se aprobó la moción por unanimidad.

d. **Nominación y elección de la Secretaria del Consejo de Política (2 min)**
Janelle proporcionó una visión general de los oficios y responsabilidades de esta posición. Agregó que esta posición también será el presidente del subcomité de Preparación Escolar recién formado y no del Comité de Personal que ha sido práctica pasada. PC ya no tendrá un subcomité de personal. Las auto-nominaciones fueron hechas por Christina Bates y Lachelle Calvillo. Cada candidato tuvo la oportunidad de dirigirse al grupo antes de votar. Christina recibió la mayoría de los votos. La petición fue hecha por Savannah Scarpa para aprobar la elección de Christina Bates para el cargo de secretaria de la PC; Apoyado por Lorena Fernández. Se aprobó la moción por unanimidad.

e. **Nominación y elección del Tesorero del Consejo de Política (2 min)**
Janelle proporcionó una visión general de los oficios y responsabilidades de esta posición. Gabriella McCutcheon hizo una auto-nominación. La moción fue presentada por Ana Luna para aprobar la elección de Gabriella para el cargo de Presidenta de PC; Secundado por Savana Scarpa. Se aprobó la moción por unanimidad.

f. **Nominación y elección del Parlamentario del Consejo de Política (2 min)**
Janelle proporcionó una visión general de los oficios y responsabilidades de esta posición. Las auto-nominaciones fueron hechas por Savannah Scarpa y Jason Warren. Cada candidato tuvo la oportunidad de dirigirse al grupo antes de votar. Savannah recibió la mayoría de los votos. La moción fue hecha por Anton Faern para aprobar la elección de Savannah Scarpa para el cargo de Parlamentario de PC; Apoyado por Lorena Fernández. Se aprobó la moción por unanimidad.

g. **Nominación y elección del Representante Comunitario (2 min)**
Janelle compartió con el grupo que hay dos representantes de la comunidad que están interesados en servir en el Consejo de Política sin embargo los estatutos actuales permiten sólo uno. Los representantes de la comunidad se presentaron a sí mismos ya la organización que representan. También se dirigieron al grupo antes de votar, compartiendo por qué están interesados en servir en el PC. Los nominados fueron Anastasia Lester del Programa de Primero 5 del Condado de Kern y Lindsay Harrison del Club de Niños y Niñas y Distritos Escolar de Standard. Ana recibió la mayoría de los votos. En este momento, Janelle compartió con el grupo que, después de la aprobación (del Consejo de Política y del Consejo de Administración de CAPK) para modificar los Estatutos del PC para incluir a representantes comunitarios adicionales, se puede votar también al candidato con el menor número de votos. ¿Se preguntó cuánto tardaría esa aprobación? Janelle declaró que está en la agenda esta noche para su aprobación y que la Mesa Directiva se reunirá en enero en cual tiempo votarán; La esperanza es que esto puede suceder a tiempo para la reunión de PC de febrero. La moción fue hecha por Savannah Scarpa para aprobar a Ana Lester para la posición del representante de la comunidad del PC; Apoyado por Jason Warren. Se aprobó la moción por unanimidad.

h. **Nominación y elección de los miembros del Comité de Estatutos del Consejo de Política (7 espacios)**
Janelle le recordó al grupo que como miembros del Consejo de Política deben servir en al menos un subcomité. Agregó que el parlamentario es automáticamente el presidente del Comité de Estatutos del PC. Como patrocinador del personal de este comité Janelle compartió que ha programado la primera reunión para el 1 de diciembre de 2016; Este subcomité se reunirá aproximadamente 3-4 veces al año. Los siguientes miembros expresaron su deseo de ser miembros del Comité de Estatutos del PC: Jason Warren, Anton Faern, Rubén Castellanos, Catherine Velasquez, Ramona Campos, Lachelle Calvillo. Moción fue hecha por Savannah Scarpa para aprobar los nominados según lo presentado; Apoyada por Jason Warren. Se aprobó la moción por unanimidad.

i. **Solicitud para aprobar el horario y fechas propuestas para las reuniones del Consejo de Política**
Se presentaron las fechas y el horario de las propuestas de las reuniones del PC en el paquete del Consejo de Política. La propuesta es que los días de reunión se lleven a cabo el último jueves del mes con una cena ligera a las 5:00 p.m. y la reunión de PC para comenzar a las 5:30 p.m. La moción fue hecha por Rubén Castillo; Apoyado por Jason Warren. Se aprobó la moción por unanimidad.

j. **Solicitud para aprobar los miembros del Consejo de Política asistir la Conferencia Anual de CHSA, Campeones para Niños y Familias Fuertes.**
En este momento se dio un breve resumen junto con las fechas para la próxima Conferencia de CHSA. La Conferencia Anual de la Asociación de Head Start: Campeones para Niños y Familias Más Fuertes se llevará a cabo el 8 al 10 de enero de 2016 en Sacramento, CA. Jerry añadió que es extremadamente importante si los padres están interesados en asistir que están seguros de que su horario lo permite. Los padres deben asegurarse de tener cuidado de niños, tiempo de trabajo, etc., ya que hay un proceso extenso requerido por el personal para completar el proceso de viaje. Hay reservas de hotel, cheques diarios, registro de la conferencia, etc. para prepararse para cada individual que asistente. Si la cancelación es necesaria algunos costos no pueden ser reembolsables. Jason Warren, Lorena Fernández, Ramona Campos y Savannah Scarpa se designaron para asistir a esta conferencia. La moción fue hecha por Jason Warren; Apoyado por Lorena Fernández para que los padres nominados asisten a la Conferencia Anual de CHSA. Se aprobó la moción por unanimidad.

k. **Modificación de los estatutos del PC 2016-2017 en relación con representantes de la comunidad**
Janelle compartió que este año es único en el hecho de que tenemos más de una parte interesada en esta posición y los estatutos sólo permiten un representante de la comunidad en la Junta de PC. Con ello se solicitó la aprobación de una modificación a los estatutos de los representantes de la comunidad. La moción fue hecha por Savana Scarpa; Secundada por Gabriella McCutcheon. Se aprobó la moción por unanimidad.

10. <u>COMUNICACIONES</u>- Presidente

a. Head Start y Early Head Start- Kern Presupuesto vs. Informe Actual de gastos
1 de marzo, 2016 hasta 31 de octubre de 2016
b. Early Head Start- San Joaquín Presupuesto vs. Informe Actual de gastos
1 de febrero de 2016 hasta 31 de octubre de 2016
c. Las Asociaciones de Early Head Start Cuidado Infantil Presupuesto vs. Informe Actual de Gastos
1 de septiembre de 2016 hasta el 31 de octubre de 2016
d. Viaje local de Padres y cuidado infantil, para el periodo terminando en el 1 de marzo del 2016 hasta el 31 de octubre de 2016 (Inglés/Español)
e. Fondos de Actividad de Padres para el periodo terminando en el
1 de marzo del 2016 hasta el 31 de octubre de 2016 (Inglés/Español)
f. Informe de Comidas de Padres para el periodo terminando en el
1 de marzo del 2016 hasta el 31 de octubre de 2016 (Inglés/Español)
g. Informe de Inscripción, Promedio Asistencia Diaria, y Programa de Alimentos Cuidado de Niños y Adultos/Cocina Central de HS/EHS Kern, EHS del Condado de San Joaquín, y EHS de las Asociaciones de Cuidado Infantil octubre 2016
h. Sociedad de Autismo Fechas de las Reuniones de Apoyo Familiar
i. Prevenir el Bullying HHS/ACF/OHS.2016.Ingles.
j. Jersey Mike's Subs Recluta de Fondos
k. Voluntario de Tutor Comité del Alfabetismo de Kern
l. Covered California: Obtenga Ayuda Pagando por su Seguranza Medica (Ingles/Español)
m. Eventos en la Biblioteca de Beale Memorial, noviembre 2016
n. Calendario del Centro de Aprendizaje Familiar para el Consumidor, noviembre 2016
o. CHSA 2017 Conferencia Anual Campeones para Fuertes Niños y Familias (Inglés/ Español)
p. Consejo de Política Oficio y Responsabilidades de los Oficiales Ejecutivos (Ingles / Español)
q. Funciones de los Sub-Comités del Consejo de Política (Ingles / Español)
r. Nueva Vida Residencial y Centro de Entrenamiento Recauda 2016
s. El Salvation Army Asistencia Temporal Sorteo
Moción fue hecha por Gabriella McCutcheon para recibir y archivar los temas de comunicación (a)-(s).

11. <u>INFORMES DEL CONSEJO DE POLÍTICA/ENTRENAMIENTO</u>- Janelle Gonzalez

a. Janelle felicitó a los oficiales ejecutivos por sus nuevas posiciones y dijo que pronto programará un entrenamiento en grupo. La Junta de PC trabajará una entidad de colaboración y aprenderá sobre el

programa y cómo funciona una organización sin fines de lucro entre otros temas pertinentes. También habrá nuevos aprendizajes relacionados con el liderazgo y defensa de su hijo (y todos los niños). Janelle compartió que uno de los cambios con respecto a PC es que ya no habrá un subcomité de Personal que ha sido reemplazado por un subcomité de Preparación Escolar que todavía está en las etapas de formación. Este es un momento emocionante y ella está esperando el próximo término y trabajar con todos. Al cerrar Janelle compartió un vídeo corto sobre el trabajo en equipo.

12. **INFORME DE REPRESENTANTE COMUNITARIO**
Ningún Informe

13. **INFORME DEL PRESIDENTE DEL CONSEJO DE POLÍTICA - Jason Warren**
Enrique agradeció al grupo por haberlo elegido como Presidente del PC. Agregó que ellos (los miembros de la Junta de PC) son un equipo y les agradeció por su tiempo.

14. **INFORME DEL REPRESENTANTE DE LA MESA DIRECTIVA- Ana Vigil**
Ningún Informe.

15. **INFORME DE LA DIRECTORA (DESARROLLO INFANTIL ESTATAL / HEAD START) – Yolanda Gonzales**
Yolanda agradeció a todos por su asistencia y dijo lo emocionada que está por el año que viene y se inspira en el entusiasmo de este nuevo consejo. Yolanda compartió que hace aproximadamente 35 años ella también era un padre de Head Start y era tan apreciativa del programa y quería devolver. Ella agregó como padres que queremos dar a nuestros niños mejor que lo que teníamos. Ella está deseando trabajar con todos y conocerlos mejor. Yolanda agradeció a todos por su compromiso y pasión y por el animó de hacer preguntas. Yolanda agregó que hay nuevos normas de desempeño y que los padres aprenderán a través de este proceso lo que significa para ellos y qué esperar. Para terminar, ella habló de lo importante que es para los padres fijar metas y nunca renunciar a recordarles que estamos aquí no sólo para los niños sino para toda la familia.

16. **ANUNCIOS- Presidente**
La pregunta se hizo con respecto al nuevo sistema de códigos. Jerry explicó brevemente que los conteos de asistencias y comidas se toman y luego las copias impresas se envían a un equipo de tres de su personal que ingresan manualmente toda esa información para cada niño en cada centro que tenemos para cada comida. El uso del sistema de código permite que esta información sea informada inmediatamente, aliviando así una gran parte del proceso de entrada de datos. Lentamente se extiende a unos cuantos centros a la vez y eventualmente se utilizará en todos los centros. Jason compartió que estaba interesado en organizar una actividad de participación masculina, agregando que la participación masculina es algo de lo que él es apasionado. Lorena invitó a cualquier persona interesada a salir el martes, 22 de noviembre para ayudar en un desfile que el centro de Lamont tendrá en las próximas vacaciones del 3 de diciembre. Añadió que aunque esto está orientado a la participación masculina dando una oportunidad a los papás, abuelos, tíos y otros hombres en la vida del niño para participar sin embargo, cualquier ayuda es bienvenida. Lorena también compartió una oportunidad este fin de semana para ayudar a alimentar a los sin techo en el Parque Martin Luther King. Se distribuyó un folleto con respecto a este evento. Jerry compartió que un comité se ha formado con una fecha tentativa de la reunión para repasar el manual del empleado de CAPK. Agregó que la participación de los padres es bienvenida si alguien está interesado agregando que habrá una hoja de registro disponible junto con dos fechas. A las partes interesadas se les pidió que firmaran y seleccionaran la fecha que mejor funcionara para su horario.

17. **CIERRE DE SESIÓN –Presidente**
    a. La reunión se cerró a las 7:40 p.m.

Traducido- 11.28.16 por Argelia Díaz, Asistente del Programa

Head Start & State Child Development Birth to age 5

capk

Policy Council Agenda
January 26, 2017
5005 Business Park North, Suite 130
Bakersfield, CA 93309
5:30-7:00 p.m.
Meeting Locations:

5005 Business Park North Bakersfield, CA 93309	1145 N. Hunter St. Stockton, CA 95202

1. **Call to Order** — Chairperson
   a. Moment of Silence, Pledge of Allegiance
   b. Reading of Promise of Community Action

   "Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other."

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

3. **Approval of Agenda** — Chairperson — ***ACTION**
   a. Date of Agenda: January 26, 2017

4. **Approval of Minutes** — Chairperson — ***ACTION**
   a. Date of Minutes: November 17, 2016

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

6. **Standing Committee Reports** — (5 mins. each)

a. Personnel Committee	Open	**No Report**
b. Planning Committee	Open	**No Report**
c. Finance Committee	Open	**No Report**
d. By-Laws Committee	Savannah Scarpa	**Verbal Report**

7. **Presentations**
   a. CHSA Champions for Stronger Children & Families Presentation- Lorena Fernandez, Jason Warren, Savannah Scarpa, and Ramona Campos — **15 min.**
   b. Stepping Stones Disabilities Transition Meeting Presentation- Dolores Patricio & Maria Guadian, Disabilities Content Area Specialists — **10 min.**

8. **New Business** — Chairperson — ***ACTION**
   a. Approval of the revised 2016-2017 Policy Council Bylaws, Janelle Gonzalez
   b. Nomination and election of Policy Council Representative for the Board of Directors (1 opening)
   c. Nomination and election of Policy Council Planning Committee members (7 openings)
   d. Nomination and election of Policy Council Budget & Finance members (7 openings)
   e. Nomination and election of Policy Council School Readiness members (5 openings)

This is to certify that this agenda notice was posted in the lobby of the CAPK Administration Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00pm, January 23, 2017 Janelle Gonzalez, Program Governance Coordinator.

Head Start & State Child Development Birth to age 5

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9. **Communications**
   a. Head Start & Early Head Start – Kern Budget vs. Actual Expenditures March 1, 2016 through December 31, 2016
   b. Early Head Start – San Joaquin Budget vs. Actual Expenditures February 1, 2016 through December 31, 2016
   c. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures September 1, 2016 through December 31, 2016
   d. Parent Local Travel & Child Care, For the period ended December 31, 2016 (English/Spanish)
   e. Parent Activity Funds, For the period ended December 31, 2016 (English/Spanish)
   f. Parent Meals, For the period ended December 31, 2016 (English/Spanish)
   g. Enrollment, Average Daily Attendance, and Child & Adult Care Food Program/Central Kitchen Report for HS/EHS Kern, EHS San Joaquin, and EHS Child Care Partnerships December 2016
   h. Autism Society Family Support Group Meeting Dates
   i. Autisim Society "Fun, Social, Lego's Workshop.
   j. Kern County Superintendent of Schools Youth Mental Health First Aid
   k. The Ultimate Car Seat Guide 4 pages (English/Spanish)
   l. The Jasmine Nyree Center Free after school program in Lamont (English/Spanish)
   m. Kern High School District- Food Services Department After School Meal Program (English/Spanish)
   n. A Farewell Letter from Dr. Enriquez. OHS/ACF/HHS.2016
   o. Energy Weatherization Utility Bill Assistance Program of CAPK (English/Spanish)
   p. CAPK VITA Earned Income Tax Credit Awareness Day
   q. CAPK Head Start & State Child Development Ribbon Cutting at Wesley Head Start Center
   r. CAPK Head Start Policy Council Meeting Dates
   s. Head Start Policy Council Bylaws Meeting Minutes
   t. Stepping Stones Transition Meeting

10. **Program Governance Report/Training** *PC Member Roles & Responsibilities*	Janelle Gonzalez	**Verbal Report**
11. **Community Representative Report**	Ana Lester	**Verbal Report**
12. **Policy Council Chairperson Report**	Enrique Salazar	**Verbal Report**
13. **Early Head Start Partnership Report**	EHS PC Parent	**Verbal Report**
14. **Board of Directors Representative Report**	Open	**No Report**
15. **Director's Report (HS/State Child Development)**	Yolanda Gonzales	**Verbal Report**
16. **Announcements**	Chairperson	
17. **Adjournment**	Chairperson	

Next meeting is on February 23, 2017 at 5005 Business Park North Suite 130, Board Room
Light dinner at 5:00, meeting begins at 5:30 pm

This is to certify that this agenda notice was posted in the lobby of the CAPK Administration Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00pm, January 23, 2017 Janelle Gonzalez, Program Governance Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Head Start Policy Council & Board of Directors

From: Janelle Gonzalez, Program Governance Coordinator

Date: December 01, 2016

Subject: *Proposed changes to the 2016 – 2017 Policy Council Bylaws*

Staff is recommending changes to the current Bylaws to support the revised Head Start Performance Standards

ARTICLE III
MEMBERSHIP
Current:
Section 2 Types of Membership

1. **Community Representatives**
   Community Representatives may be drawn from the local community: businesses; public or private community, civic, and professional organizations; and others who are familiar with resources and services for low-income children and families, including, for example, the parents of formerly enrolled children (45 CFR 1304.50 (b) (3)).
   - **a.** One (1) Community Representative appointed by community agency. Responsibilities will include a monthly verbal report on agency events and support to the Head Start program.
   - **b.** One (1) Community Representative-Past Parent Representative. The Past Parent elected to the PC must not have a child/children enrolled in the HS/EHS Program and participating in elementary school Parent Teacher Associations (if applicable). Responsibilities will include working with the Governance Coordinator attending monthly parent meetings and discussing benefits of Head Start program and in kind.

Proposed:
Section 2 Types of Membership

1. **Community Representatives**
   Community Representatives may be drawn from the local community: businesses; public or private community, civic, and professional organizations; and others who are familiar with resources and services for low-income children and families, including, for example, the parents of formerly enrolled children. (2)(B)(ii)(II)
   - **a.** Two (2) Community Representatives appointed by a community agency. Responsibilities will include a monthly verbal report on agency events and support to the Head Start program.
   - **b.** One (1) Community Representative-Past Parent Representative. The Past Parent elected to the PC must not have a child/children enrolled in the HS/EHS Program. Past parent representative must be in an elementary school Parent Teacher Association or Parent Teacher Organization. Responsibilities will include a monthly verbal report sharing information that supports School Readiness for Head Start parents.
   - **c.** Community Representatives may serve on the Policy Council for a total of five years. Representatives must stand for election annually. (collective total as a parent PC Member and/or Community Representative PC Member)

Current:

2. **Board of Director's Representative**:
   One (1) member of the Board of Directors of the Community Action Partnership of Kern will Serve on the Policy Council each year.

Proposed:

2. **Board of Director's Representative**:
   One (1) member of the Board of Directors of the Community Action Partnership of Kern will be appointed to serve on the Policy Council each year. The appointed Board Member may serve as the Board of Director's Representative for up to five years (collective total as a parent PC Member, Community Representative PC Member and/or Board of Director's Community Representative).

Current:

Section 7: Term of Membership

Policy Council representatives are limited to a combined total of three one-year terms. Parent representatives must stand for election annually. Community representatives also must be selected annually. Any member holding membership for four months or more on the Policy Council will be considered to have served one full year.

Proposed:

Section 7: Term of Membership

Head Start Policy Council representatives are limited to a combined total of three one-year terms. Parent representatives must stand for election annually. Once a Parent has served a total of three years and their child is no longer enrolled in the program they may seek re-election as a past parent community representative for an additional two years. Any member holding membership for four months or more on the Policy Council will be considered to have served one full year.

ARTICLE IV

OFFICERS

Current:

SECTION 1. Officers of the Policy Council

- **a.** The Policy Council shall elect a Chairperson, Vice-Chairperson, Secretary, Treasurer, and Parliamentarian.
- **b.** These officers shall perform the duties prescribed by these Bylaws and **Robert's Rules of Order, Newly Revised.**
- **c.** Currently enrolled parents may hold any office.
- **d.** Officers will be elected by a majority vote at the first Policy Council meeting of the new school year and shall serve from election until the seating of new officers the following year.
- **e.** In the event that a standing officer is elected to another executive position, that person will be automatically terminated from his/her former position.
- **f.** No member shall hold more than one office at a time.
- **g.** If the Vice-Chairperson, Secretary, Treasurer or Parliamentarian resigns or is removed from his/her office, an election will be held at the next Policy Council meeting after the official resignation announcement or removal process is voted upon. The Policy Council Chairperson must appoint a Policy Council member to fill a vacant office on an interim basis until the next Policy Council meeting where a quorum is present and an election for that office can be conducted.
- **h.** If the Chairperson resigns or is removed from his/her office, the Vice Chairperson will assume the office of Chairperson for the remainder of the term of office.

Proposed:

SECTION 1. Officers of the Policy Council

- **a.** The Policy Council shall elect a Chairperson, Vice-Chairperson, Secretary, Treasurer, and Parliamentarian.

b. These officers shall perform the duties prescribed by these Bylaws.
c. Currently enrolled parents may hold any office.
d. Officers will be elected by a majority vote at the first Policy Council meeting of the new school year and shall serve from election until the seating of new officers the following year.
e. In the event that a standing officer is elected to another executive position, that person will be automatically terminated from his/her former position.
f. No member shall hold more than one office at a time.
g. If the Vice-Chairperson, Secretary, Treasurer or Parliamentarian resigns or is removed from his/her office, an election will be held at the next Policy Council meeting after the official resignation announcement or removal process is voted upon. The Policy Council Chairperson must appoint a Policy Council member to fill a vacant office on an interim basis until the next Policy Council meeting where a quorum is present and an election for that office can be conducted.
h. If the Chairperson resigns or is removed from his/her office, the Vice Chairperson will assume the office of Chairperson for the remainder of the term of office.

Current:

SECTION 2. Functions

1. **Chairperson**

The Chairperson shall preside at all meetings of the Policy Council according to **Robert's Rules of Order**, and the **Ralph M. Brown Act**.

a. Conduct all meetings of the Policy Council.
b. No later than ten (10) days prior to the meeting, assists in the development of the agenda with the Head Start/State Child Development Director and Program Governance Coordinator.
c. Refrain from entering into debates during the Policy Council meeting.
d. Call the meeting to order on time, follow the agenda and be able to clarify the business at hand at all times.
e. Will explain each motion as needed.
f. May vote to break ties.
g. Appoint members to standing committees and special committees as necessary.
h. Appoint members to temporarily assume duties of absent officers.
i. In the event of resignation or termination of any Policy Council officer, the Chairperson may appoint a Policy Council representative to fill the vacancy on an interim basis until the next regular Policy Council meeting (see Article IV, Section I).
j. The Chairperson will be primary officer to serve as a member of the Board. In the event the Chairperson cannot fulfill these duties termination may take place based on CAPK BOD By-Laws as stated in Section 8. Removal. If the removal is approved by the BOD the PC member will be removed as the PC Chairperson and may seek re-election at following PC meeting.

Proposed:

SECTION 2. Functions

1. **Chairperson**

The Chairperson shall preside at all meetings of the Policy Council.

a. Conduct all meetings of the Policy Council.
b. No later than ten (10) days prior to the meeting, assists in the development of the agenda with the Head Start/State Child Development Director and Program Governance Coordinator.
c. Refrain from entering into debates during the Policy Council meeting.
d. Call the meeting to order on time, follow the agenda and be able to clarify the business at hand at all times.
e. Will explain each motion as needed.
f. May vote to break ties.
g. Appoint members to standing committees and special committees as necessary.
h. Appoint members to temporarily assume duties of absent officers.
i. In the event of resignation or termination of any Policy Council officer, the Chairperson may appoint a Policy Council representative to fill the vacancy on an interim basis until the next

regular Policy Council meeting (see Article IV, Section I).

Current:

SECTION 2. Functions

3. **Secretary**
   - **a.** The Secretary will chair the Personnel Committee
   - **b.** Call roll and maintain a record of members' attendance.
   - **c.** Keep a record of all Policy Council minutes.
   - **d.** Perform other duties as may be assigned to him/her by the Chairperson.
   - **e.** In collaboration with the Staff Policy Council Recorder, assist with final documentation of minutes and motions, as needed.
   - **f.** Ensures that Policy Council members sign in when attending meetings.

Proposed:

SECTION 2. Functions

3. **Secretary**
   - **a.** The Secretary will chair the School Readiness Committee
   - **b.** Call roll and maintain a record of members' attendance.
   - **c.** Keep a record of all Policy Council minutes.
   - **d.** Perform other duties as may be assigned to him/her by the Chairperson.
   - **e.** In collaboration with the Staff Policy Council Recorder, assist with final documentation of minutes and motions, as needed.
   - **f.** Ensures that Policy Council members sign in when attending meetings.

Current:

SECTION 3. Training of Officers

Training will be provided by appropriate agency staff or consultants within one month of an officer's election. Training will include, but not be limited to, the functions, duties, and responsibilities of the officers, how to make a motion, the Ralph M. Brown Act, and Robert's Rules of Order, Newly Revised, etc. Follow-up training will be provided as needed by agency staff/consultants.

Proposed:

SECTION 3. Training of Officers

Training will be provided by appropriate agency staff or consultants within one month of an officer's election. Training will include the functions, duties, responsibilities of the officers and may include how to make a motion, the Ralph M. Brown Act, and Robert's Rules of Order as Newly Revised, etc. Follow-up training will be provided as needed by agency staff/consultants.

ARTICLE VIII

STANDING COMMITTEES

Current:

SECTION 1. Standing Committees

- **a.** Each Policy Council member must participate on one committee. Each Policy Council member will sit on a maximum of two (2) committees, and a minimum of one (1) committee, during the course of the Policy Council year. Committees shall develop written recommendations and will be reflected in committee meeting minutes and placed on the next PC Agenda. Minutes shall be available upon request with the exception of meetings involving discussions of the agency employees or potential employees, which are deemed confidential.
  - Budget and Finance-Seven (7) members
  - Planning –Seven (7) members
  - Bylaws –Seven (7) members
  - Personnel –Five (5) members
- **b.** The Executive Committee shall be comprised of five (5) members. The Chairperson, Vice Chairperson, Secretary, Parliamentarian, and Treasurer of the Policy Council.
  The Executive Committee will determine its meeting schedule.

c. In the event a standing committee is unable to carry out its assigned functions in a timely manner (i.e., inability to maintain membership, inability to obtain meeting quorum, etc.), the Policy Council will be responsible for all functions described in Article II, Section 2

Proposed:

SECTION 1. Standing Committees

a. Each Policy Council member must participate on one committee. Each Policy Council member will sit on a maximum of two (2) committees, and a minimum of one (1) committee, during the course of the Policy Council year. Committees shall develop written recommendations and will be reflected in committee meeting minutes and placed on the next PC Agenda. Minutes shall be available upon request with the exception of meetings involving discussions of the agency employees or potential employees, which are deemed confidential.
   - Head Start Representative for CAPK's Board of Director's- one (1) member
   - Budget and Finance-Seven (7) members
   - Planning –Seven (7) members
   - Bylaws –Seven (7) members
   - School Readiness –five (5) members

b. The Executive Committee shall be comprised of five (5) members. The Chairperson, Vice Chairperson, Secretary, Parliamentarian, and Treasurer of the Policy Council. The Executive Committee will determine its meeting schedule.

c. In the event a standing committee is unable to carry out its assigned functions in a timely manner (i.e., inability to maintain membership, inability to obtain meeting quorum, etc.), the Policy Council will be responsible for all functions described in Article II, Section 2.

ARTICLE VIII
STANDING COMMITTEES

Proposed Addition:

SECTION 4. Function of the Board of Directors Representative

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

a. The elected Policy Council member will need to be available to attend all monthly Board of Director's meetings to represent the Head Start program.

b. The elected member will meet with the Program Governance Coordinator 5 days prior to the Board meeting to review and prepare for verbal report provided to the Board.

c. In the case the current member is unable to fulfill duties as a Board Representative, the representative position will be re-open for election of a new member at the following Policy Council meeting.

Current:

SECTION 5. Function of the Personnel Committee

The Policy Council Secretary will chair the Personnel Committee. The Personnel Committee will perform the following functions:

a. The Personnel Committee will match the number of members that serve on the Board of Directors Personnel Committee. If additional members are needed a Policy Council Representative may be asked to participate on this committee. The Personnel Committee will send an equal amount of the Board representation if circumstances call for a Joint Personnel Committee Meeting.

b. The Personnel Committee will work with the Head Start/State Child Development Director and other agency staff in developing/reviewing the following for recommendation to the Policy Council for approval/disapproval:
   1. 1304.50 (h) internal dispute resolution. Each Policy Council or Policy Committee jointly must establish written procedures for resolving internal disputes, including impasse

procedures, between the governing body and policy group. The Personnel Committee will review, at least annually, the written procedures for resolving internal disputes, including impasse procedures, between the Community Action Partnership of Kern Board of Directors and the Policy Council as it appears in the **Community Action Partnership of Kern Employee Policy Manual,** and revise, review, update as deemed necessary.

2. 1304.50(d)(1)(ix) Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, and volunteers. The Personnel Committee will review, revise, update at least annually, the **Community Action Partnership of Kern Employee Policy Manual** as it relates to Head Start/Early Head Start personnel, and make recommendations as are deemed necessary or advisable.
3. 1304.50(d)(1)(x) Decisions to hire or terminate the Early Head Start or Head Start director of the grantee agency. The Head Start/Early Head Start Policy Council will participate in paper screening and interview process (if PC Member is available) for Head Start/Early Head Start positions and make recommendations to the Policy Council concerning the hiring of such applicants. In accordance with the **Community Action Partnership of Kern Employee Policy Manual,** and other applicable local, state, and federal regulations.
4. 1304.50(d)(1)(xi) Decisions to hire or terminate any person who works primarily for the Early Head Start or Head Start program of the grantee agency. The Director will make recommendations to the Personnel Committee of pending termination of Head Start/Early Head Start employees and the Personnel Committee will make recommendations in such cases to the Policy Council, in accordance with the **Community Action Partnership of Kern Employee Policy Manual**, and other applicable local, state, and federal regulations.

Proposed:

SECTION 5. Function of the School Readiness Committee

The Policy Council Secretary will chair the School Readiness Committee. The School Readiness Committee will perform the following functions:

- **a.** 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.
    - **i.** Each Committee member will review current curriculum studies within the classroom.
    - **ii.** Each committee member will be given opportunity to provide feedback based on current curriculum practice and compare to current School Readiness goals.
    - **iii.** 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.
    - **iv.** Staff Sponsor will provide current Head start job openings for the Coach Mentor position and discuss criteria required for the job opening. To include, current pay rate based on experience and education held by potential applicant and/or interested candidate.

Recommendation:

Staff recommends the Policy Council and the Board of Directors approve the proposed changes to the PC Bylaws to support the revised HS Performance Standards.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Administrator

Subject: Early Head Start Child Care Partnerships Budget to Actual Report for the Period Ended December 31, 2016

Date: January 26, 2017

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2016 through December 31, 2016.

Base Funds
Personnel and Fringe Benefits costs are slightly high through the first 4 months of the budget period.

Total costs overall are on target at this point in the budget period.

Carryover Funds
CAPK has submitted a request to carry over unexpended prior-year funds in the amount of $315,000; (base funds) and $48,200 (training & technical assistance funds). Federal approval is pending.

Training & Technical Assistance (T&TA)
Total costs overall are on target at this point in the budget period.

Non-Federal Share
With 33% of the year elapsed, total Non-Federal Share is at 40%.

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

Budget Period: September 1, 2016 - August 31, 2017
Report Period: September 1, 2016 - December 31, 2016
Month 4 of 12 (33%)

Prepared 01/12/2017

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	122,245	48,128	74,117	39%	61%
FRINGE BENEFITS	28,705	12,053	16,652	42%	58%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	1,650	324	1,326	20%	80%
CONTRACTUAL	459,322	142,972	316,350	31%	69%
CONSTRUCTION	0	0	0		
OTHER	9,990	2,668	7,322	27%	73%
TOTAL BASE FUNDING	**621,912**	**206,145**	**415,767**	**33%**	**67%**

CARRYOVER FUNDS (pending Federal approval)	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	0	0	0		
FRINGE BENEFITS	0	0	0		
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	0	0	0		
CONTRACTUAL	0	0	0		
CONSTRUCTION	0	0	0		
OTHER	0	0	0		
TOTAL START-UP FUNDING	**0**	**0**	**0**		

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	2,410	2,884	46%	54%
SUPPLIES	3,506	0	3,506	0%	100%
OTHER	8,000	3,472	4,528	43%	57%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**16,800**	**5,882**	**10,918**	**35%**	**65%**

INDIRECT	**62,184**	**21,201**	**40,983**	**34%**	**66%**
GRAND TOTAL FEDERAL FUNDS	**700,896**	**233,228**	**467,668**	**33%**	**67%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	175,224	70,377	104,847	40%	60%
TOTAL NON-FEDERAL FUNDS	**175,224**	**70,377**	**104,847**	**40%**	**60%**

Centralized Administrative Cost	7.0%
Program Administrative Cost	1.6%
Total Administrative Cost	**8.6%**

Budget reflects Notice of Award #09HP0036-02-00.

Actual expenditures include posted expenditures and estimated adjustments through 12/31/2016.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Administrator

Subject: Kern Head Start and Early Head Start Budget to Actual Report for the Period Ended December 31, 2016

Date: January 26, 2017

The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2016 through December 31, 2016.

Budget Revision
Approval of CAPK's request to revise the budget is pending. The budget revision will incorporate the 10% De Minimis Indirect Cost Rate. This report was prepared using the revised budget amounts in anticipation of approval.

Personnel & Fringe Benefits
Significant savings are trending in Early Head Start; staff are reviewing cost allocation methodologies for classroom personnel.

Travel
Some travel costs associated with training were charged to base funds. Staff have identified savings in other areas to cover these costs.

Equipment
Funds in this category were budgeted for the purchase of four program vehicles. Staff are in the process of completing this purchase.

Supplies
Purchases of office and classroom supplies are ongoing. Possible savings in this category may be used elsewhere in the program.

Contractual
Legal fees during the SEIU contract negotiation process were somewhat more than estimated. Staff have identified savings in other areas to cover these costs.

Other
Head Start expenditures in this category are higher than the percentage of the year elapsed; this is primarily the result of preparing the Wesley site to become a licensed child development center. Staff have identified savings in other areas to cover these costs.

Early Head Start expenditures in this category are lower than the percentage of the year elapsed. Possible savings in this category may be used elsewhere in the program.

Training & Technical Assistance (T&TA)
Head Start T&TA funds are expended. Additional funds are budgeted in the base grant for planned training expenses in excess of T&TA funding.

Early Head Start T&TA funds will be fully expended by the end of the program year.

Non-Federal Share
With % of the budget period elapsed, total Non-Federal Share (the sum of California Department of Education funding and in-kind) is at 96% of budget.

- California Department of Education
  Actual and estimated non-federal revenues through December 2016 are at 93% of budget.

- In-Kind
  Year-to-date in-kind is at 99% of budget.

The five centers with the highest percentage of goal met were Fairfax, Planz, Sunrise Villa, Roosevelt and San Diego. A total of 39 out of 44 centers and groups met or exceeded 83% of goal.

Community Action Partnership of Kern
Head Start and Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2016 - February 28, 2017
Report Period: March 1, 2016 - December 31, 2016
Month 10 of 12 (83%)

Prepared 01/10/2017

	HEAD START					EARLY HEAD START				
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,129,112	8,494,938	1,634,174	84%	16%	1,869,515	926,770	942,745	50%	50%
FRINGE BENEFITS	3,039,598	2,856,525	183,073	94%	6%	560,855	268,648	292,207	48%	52%
TRAVEL	0	9,833	(9,833)			0	406	(406)		
EQUIPMENT	0	0	0			120,000	0	120,000	0%	100%
SUPPLIES	1,036,919	579,356	457,563	56%	44%	464,862	190,979	273,883	41%	59%
CONTRACTUAL	64,750	88,250	(23,500)	136%	-36%	12,250	13,346	(1,096)	109%	-9%
CONSTRUCTION	0	0	0			0	0	0		
OTHER	3,131,903	2,870,875	261,028	92%	8%	535,892	370,725	165,167	69%	31%
TOTAL BASE FUNDING	**17,402,282**	**14,899,777**	**2,502,505**	**86%**	**14%**	**3,563,374**	**1,770,874**	**1,792,500**	**50%**	**50%**
TRAINING & TECHNICAL ASSISTANCE										
PERSONNEL	0	0	0			0	(59)	59		
FRINGE BENEFITS	0	0	0			0	715	(715)		
TRAVEL	19,322	25,348	(6,026)	131%	-31%	34,690	13,996	20,694	40%	60%
SUPPLIES	22,797	17,758	5,039	78%	22%	16,152	3,050	13,102	19%	81%
CONTRACTUAL	18,485	7,706	10,779	42%	58%	11,689	12,204	(515)	104%	-4%
OTHER	84,746	93,254	(8,508)	110%	-10%	34,473	22,397	12,076	65%	35%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**145,350**	**144,066**	**1,284**	**99%**	**1%**	**97,004**	**52,303**	**44,701**	**54%**	**46%**
INDIRECT	1,878,054	1,317,627	560,427	70%	30%	386,620	165,917	220,703	43%	57%
GRAND TOTAL HS/EHS FEDERAL FUNDS	**19,425,686**	**16,361,470**	**3,064,216**	**84%**	**16%**	**4,046,998**	**1,989,094**	**2,057,904**	**49%**	**51%**

HEAD START and EARLY HEAD START NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
CALIF DEPT OF ED	2,805,361	2,611,584	193,777	93%	7%
IN-KIND	3,062,811	3,026,487	36,324	99%	1%
TOTAL NON-FEDERAL	**5,868,172**	**5,638,071**	**230,101**	**96%**	**4%**

Centralized Administrative Cost	6.2%
Program Administrative Cost	2.5%
Total Administrative Cost	**8.7%**

Community Action Partnership of Kern Agency-Wide Credit Card Report *

	CURRENT	1 TO 30	31 TO 60	61 TO 90	OVER 90
Bank of America					
Lowe's					
Save Mart					
Smart & Final	105				
Chevron & Texaco Business Card	5,685				
Home Depot	8,884				
	14,674	**0**	**0**	**0**	**0**

CREDITS	TOTAL	STATEMENT DATE
	0	Not available for report
	0	Not available for report
	0	Not available for report
	105	12/31/2016
	5,685	1/5/2017
	8,884	1/5/2017
0	**14,674**	

* Expenditure details are included in the CAPK Financial Report

Budget reflects Notice of Award #09CH9142-03-0X (Federal approval of budget revision is pending)

Actual expenditures include posted expenditures and estimated adjustments through 12/31/2016.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Administrator

Subject: San Joaquin Early Head Start Budget to Actual Report for the Period Ended December, 31, 2016

Date: January 26, 2017

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2016 through December 31, 2016.

Budget Revision
Approval of CAPK's request to revise the budget is pending from Office of Head Start. The budget revision will incorporate the 10% De Minimis Indirect Cost Rate. This report was prepared using the revised budget amounts in anticipation of approval.

Personnel & Fringe Benefits
Savings are expected to be realized in these categories at year-end.

Travel
Expenditures for the purpose of supporting San Joaquin staff are higher than anticipated at this point in the program year. Staff are monitoring this line item and have identified savings in other areas to cover these costs.

Supplies
Expenditures for supplies include reasonable and necessary expenditures using anticipated savings from personnel and fringe benefits categories.

Contractual
Savings are expected to be realized in this category at year-end.

Other
Staff expect to fully expend funds budgeted in this category.

Carryover
CAPK's request to carryover funds from the prior budget period was approved. The carryover funds are being used to install outdoor shade structures, improve playgrounds, make health and safety improvements to centers, update classroom furnishings and materials, and to purchase one program vehicle. Staff expect to fully obligate these funds prior to the end of the budget period.

Training & Technical Assistance
Staff expect to fully expend these funds.

Non-Federal Share
With 92% of the budget period elapsed, the total Non-Federal Share is at 21% of budget. CAPK has requested a waiver of Non-Federal Share from Office of Head Start.

The San Joaquin Early Head Start program has been challenged in meeting its Non-Federal Share budget, as only four of its 9 centers are currently licensed and in operation. However, San Joaquin's management staff continue to increase efforts to ensure that field staff and parents of enrolled children are aware of the importance of in-kind, and of the opportunities parents have to provide volunteer services to the program.

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

Budget Period: February 1, 2016 - January 31, 2017

Report Period: February 1, 2016 - December 31, 2016

Month 11 of 12 (92%)

Prepared 01/12/2017

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	2,935,476	2,507,627	427,849	85%	15%
FRINGE BENEFITS	741,255	586,379	154,876	79%	21%
TRAVEL	14,940	25,423	(10,483)	170%	-70%
EQUIPMENT	0	0	0		
SUPPLIES	191,905	387,842	(195,937)	202%	-102%
CONTRACTUAL	22,500	10,018	12,482	45%	55%
CONSTRUCTION	0	0	0		
OTHER	604,477	524,813	79,664	87%	13%
TOTAL	**4,510,553**	**4,042,102**	**468,451**	**90%**	**10%**
CARRYOVER FUNDS					
EQUIPMENT	112,500	0	112,500	0%	100%
SUPPLIES	90,000	191,459	(101,459)	213%	-113%
OTHER	358,398	94,917	263,481	26%	74%
TOTAL	**560,898**	**286,376**	**274,522**	**51%**	**49%**
TRAINING & TECHNICAL ASSISTANCE FUNDS					
TRAVEL	17,981	9,076	8,905	50%	50%
SUPPLIES	14,389	2,891	11,498	20%	80%
CONTRACTUAL	9,500	13,364	(3,864)	141%	-41%
OTHER	40,027	23,595	16,432	59%	41%
TOTAL	**81,897**	**48,926**	**32,971**	**60%**	**40%**
INDIRECT	485,791	424,395	61,396	87%	13%
GRAND TOTAL EHS FEDERAL FUNDS	**5,639,139**	**4,801,799**	**837,340**	**85%**	**15%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,415,810	303,055	1,112,755	21%	79%
TOTAL NON-FEDERAL FUNDS	**1,415,810**	**303,055**	**1,112,755**	**21%**	**79%**

Budget reflects Notice of Award #09CH010071-02-0X (Federal approval of budget revision is pending).

Actual expenditures include posted expenditures and estimated adjustments through 12/31/2016.

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT LOCAL TRAVEL & CHILD CARE
2016-2017

KERN HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2016	$13,072.00	$382.18	$382.18	$12,689.82	8%	3%
APRIL 2016	$12,689.82	$698.09	$1,080.27	$11,991.73	17%	8%
MAY 2016	$11,991.73	$390.41	$1,470.68	$11,601.32	25%	11%
JUNE 2016	$11,601.32	$187.91	$1,658.59	$11,413.41	33%	13%
JULY 2016	$11,413.41	$156.14	$1,814.73	$11,257.27	42%	14%
AUGUST 2016	$11,257.27	$113.92	$1,928.65	$11,143.35	50%	15%
SEPTEMBER 2016	$11,143.35	$207.50	$2,136.15	$10,935.85	58%	16%
OCTOBER 2016	$10,935.85	$1,307.54	$3,443.69	$9,628.31	67%	26%
NOVEMBER 2016	$9,628.31	$445.21	$3,888.90	$9,183.10	75%	30%
DECEMBER 2016	$9,183.10	$162.48	$4,051.38	$9,020.62	83%	31%
JANUARY 2017	$9,020.62		$4,051.38	$9,020.62	92%	
FEBRUARY 2017	$9,020.62		$4,051.38	$9,020.62	100%	

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2016	$2,128.00	$57.04	$57.04	$2,070.96	8%	3%
APRIL 2016	$2,070.96	$104.23	$161.27	$1,966.73	17%	8%
MAY 2016	$1,966.73	$58.31	$219.58	$1,908.42	25%	10%
JUNE 2016	$1,908.42	$28.03	$247.61	$1,880.39	33%	12%
JULY 2016	$1,880.39	$23.30	$270.91	$1,857.09	42%	13%
AUGUST 2016	$1,857.09	$16.99	$287.90	$1,840.10	50%	14%
SEPTEMBER 2016	$1,840.10	$30.96	$318.86	$1,809.14	58%	15%
OCTOBER 2016	$1,809.14	$195.31	$514.17	$1,613.83	67%	24%
NOVEMBER 2016	$1,613.83	$66.51	$580.68	$1,547.32	75%	27%
DECEMBER 2016	$1,547.32	$24.25	$604.93	$1,523.07	83%	28%
JANUARY 2017	$1,523.07		$604.93	$1,523.07	92%	
FEBRUARY 2017	$1,523.07		$604.93	$1,523.07	100%	

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT LOCAL TRAVEL & CHILD CARE
2016-2017

SAN JOAQUIN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
FEBRUARY 2016	$1,000.00	$0.00	$0.00	$1,000.00	8%	0%
MARCH 2016	$1,000.00	$8.50	$8.50	$991.50	17%	1%
APRIL 2016	$991.50	$6.24	$14.74	$985.26	25%	1%
MAY 2016	$985.26	$59.24	$73.98	$926.02	33%	7%
JUNE 2016	$926.02	$0.00	$73.98	$926.02	42%	7%
JULY 2016	$926.02	$0.00	$73.98	$926.02	50%	7%
AUGUST 2016	$926.02	$0.00	$73.98	$926.02	58%	7%
SEPTEMBER 2016	$926.02	$46.68	$120.66	$879.34	67%	12%
OCTOBER 2016	$879.34	$33.72	$154.38	$845.62	75%	15%
NOVEMBER 2016	$845.62	$0.00	$154.38	$845.62	83%	15%
DECEMBER 2016	$845.62	$0.00	$154.38	$845.62	92%	15%
JANUARY 2017	$845.62		$154.38	$845.62	100%	

Prepared by Donna Holland
January 13, 2017

COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES LOCALES DE LOS PADRES y CUIDADO DE NINOS
2016-2017

KERN HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2016	$13,072.00	$382.18	$382.18	$12,689.82	8%	3%
ABRIL DEL 2016	$12,689.82	$698.09	$1,080.27	$11,991.73	17%	8%
MAYO DEL 2016	$11,991.73	$390.41	$1,470.68	$11,601.32	25%	11%
JUNIO DEL 2016	$11,601.32	$187.91	$1,658.59	$11,413.41	33%	13%
JULIO DEL 2016	$11,413.41	$156.14	$1,814.73	$11,257.27	42%	14%
AGOSTO DEL 2016	$11,257.27	$113.92	$1,928.65	$11,143.35	50%	15%
SEPTIEMBRE DEL 2016	$11,143.35	$207.50	$2,136.15	$10,935.85	58%	16%
OCTUBRE DEL 2016	$10,935.85	$1,307.54	$3,443.69	$9,628.31	67%	26%
NOVIEMBRE DEL 2016	$9,628.31	$445.21	$3,888.90	$9,183.10	75%	30%
DICIEMBRE DEL 2016	$9,183.10	$162.48	$4,051.38	$9,020.62	83%	31%
ENERO DEL 2017	$9,020.62		$4,051.38	$9,020.62	92%	
FEBRERO DEL 2017	$9,020.62		$4,051.38	$9,020.62	100%	

KERN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2016	$2,128.00	$57.04	$57.04	$2,070.96	8%	3%
ABRIL DEL 2016	$2,070.96	$104.23	$161.27	$1,966.73	17%	8%
MAYO DEL 2016	$1,966.73	$58.31	$219.58	$1,908.42	25%	10%
JUNIO DEL 2016	$1,908.42	$28.03	$247.61	$1,880.39	33%	12%
JULIO DEL 2016	$1,880.39	$23.30	$270.91	$1,857.09	42%	13%
AGOSTO DEL 2016	$1,857.09	$16.99	$287.90	$1,840.10	50%	14%
SEPTIEMBRE DEL 2016	$1,840.10	$30.96	$318.86	$1,809.14	58%	15%
OCTUBRE DEL 2016	$1,809.14	$195.31	$514.17	$1,613.83	67%	24%
NOVIEMBRE DEL 2016	$1,613.83	$66.51	$580.68	$1,547.32	75%	27%
DICIEMBRE DEL 2016	$1,547.32	$24.25	$604.93	$1,523.07	83%	28%
ENERO DEL 2017	$1,523.07		$604.93	$1,523.07	92%	
FEBRERO DEL 2017	$1,523.07		$604.93	$1,523.07	100%	

COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES LOCALES DE LOS PADRES y CUIDADO DE NINOS
2016-2017

SAN JOAQUIN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
FEBRERO DEL 2016	$1,000.00	$0.00	$0.00	$1,000.00	8%	0%
MARZO DEL 2016	$1,000.00	$8.50	$8.50	$991.50	17%	1%
ABRIL DEL 2016	$991.50	$6.24	$14.74	$985.26	25%	1%
MAYO DEL 2016	$985.26	$59.24	$73.98	$926.02	33%	7%
JUNIO DEL 2016	$926.02	$0.00	$73.98	$926.02	42%	7%
JULIO DEL 2016	$926.02	$0.00	$73.98	$926.02	50%	7%
AGOSTO DEL 2016	$926.02	$0.00	$73.98	$926.02	58%	7%
SEPTIEMBRE DEL 2016	$926.02	$46.68	$120.66	$879.34	67%	12%
OCTUBRE DEL 2016	$879.34	$33.72	$154.38	$845.62	75%	15%
NOVIEMBRE DEL 2016	$845.62	$0.00	$154.38	$845.62	83%	15%
DICIEMBRE DEL 2016	$845.62	$0.00	$154.38	$845.62	92%	15%
ENERO DEL 2017	$845.62		$154.38	$845.62	100%	

Preparado por Donna Holland
13 de enero 2017

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES
2016-2017

KERN HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2016	$37,352.00	$9,446.10	$9,446.10	$27,905.90	8%	25%
APRIL 2016	$27,905.90	$11,185.47	$20,631.57	$16,720.43	17%	55%
MAY 2016	$16,720.43	$553.34	$21,184.91	$16,167.09	25%	57%
JUNE 2016	$16,167.09	$203.69	$21,388.60	$15,963.40	33%	57%
JULY 2016	$15,963.40	$189.22	$21,577.82	$15,774.18	42%	58%
AUGUST 2016	$15,774.18	$241.07	$21,818.89	$15,533.11	50%	58%
SEPTEMBER 2016	$15,533.11	$265.70	$22,084.59	$15,267.41	58%	59%
OCTOBER 2016	$15,267.41	$1,538.47	$23,623.06	$13,728.94	67%	63%
NOVEMBER 2016	$13,728.94	$915.63	$24,538.69	$12,813.31	75%	66%
DECEMBER 2016	$12,813.31	$51.76	$24,590.45	$12,761.55	83%	66%
JANUARY 2017	$12,761.55		$24,590.45	$12,761.55	92%	
FEBRUARY 2017	$12,761.55		$24,590.45	$12,761.55	100%	

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2016	$6,038.00	$2,056.85	$2,056.85	$3,981.15	8%	34%
APRIL 2016	$3,981.15	$855.02	$2,911.87	$3,126.13	17%	48%
MAY 2016	$3,126.13	$82.69	$2,994.56	$3,043.44	25%	50%
JUNE 2016	$3,043.44	$22.63	$3,017.19	$3,020.81	33%	50%
JULY 2016	$3,020.81	$28.27	$3,045.46	$2,992.54	42%	50%
AUGUST 2016	$2,992.54	$36.03	$3,081.49	$2,956.51	50%	51%
SEPTEMBER 2016	$2,956.51	$39.71	$3,121.20	$2,916.80	58%	52%
OCTOBER 2016	$2,916.80	$229.88	$3,351.08	$2,686.92	67%	55%
NOVEMBER 2016	$2,686.92	$129.96	$3,481.04	$2,556.96	75%	58%
DECEMBER 2016	$2,556.96	$7.74	$3,488.78	$2,549.22	83%	58%
JANUARY 2017	$2,549.22		$3,488.78	$2,549.22	92%	
FEBRUARY 2017	$2,549.22		$3,488.78	$2,549.22	100%	

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES
2016-2017

SAN JOAQUIN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
FEBRUARY 2016	$9,540.00	$86.81	$86.81	$9,453.19	8%	1%
MARCH 2016	$9,453.19	$72.61	$159.42	$9,380.58	17%	2%
APRIL 2016	$9,380.58	$199.90	$359.32	$9,180.68	25%	4%
MAY 2016	$9,180.68	$124.49	$483.81	$9,056.19	33%	5%
JUNE 2016	$9,056.19	$289.29	$773.10	$8,766.90	42%	8%
JULY 2016	$8,766.90	$99.67	$872.77	$8,667.23	50%	9%
AUGUST 2016	$8,667.23	$79.57	$952.34	$8,587.66	58%	10%
SEPTEMBER 2016	$8,587.66	$17.45	$969.79	$8,570.21	67%	10%
OCTOBER 2016	$8,570.21	$170.43	$1,140.22	$8,399.78	75%	12%
NOVEMBER 2016	$8,399.78	$39.05	$1,179.27	$8,360.73	83%	12%
DECEMBER 2016	$8,360.73	$0.00	$1,179.27	$8,360.73	92%	12%
JANUARY 2017	$8,360.73		$1,179.27	$8,360.73	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
SEPTEMBER 2016	$560.00	$25.00	$25.00	$535.00	8%	4%
OCTOBER 2016	$535.00	$11.16	$36.16	$523.84	17%	6%
NOVEMBER 2016	$523.84	$41.79	$77.95	$482.05	25%	14%
DECEMBER 2016	$482.05	$16.74	$94.69	$465.31	33%	17%
JANUARY 2017	$465.31		$94.69	$465.31	42%	
FEBRUARY 2017	$465.31		$94.69	$465.31	50%	
MARCH 2017	$465.31		$94.69	$465.31	58%	
APRIL 2017	$465.31		$94.69	$465.31	67%	
MAY 2017	$465.31		$94.69	$465.31	75%	
JUNE 2017	$465.31		$94.69	$465.31	83%	
JULY 2017	$465.31		$94.69	$465.31	92%	
AUGUST 2017	$465.31		$94.69	$465.31	100%	

Prepared by Donna Holland
January 13, 2017

COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2016-2017

KERN HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2015	$37,352.00	$9,446.10	$9,446.10	$27,905.90	8%	25%
ABRIL DEL 2015	$27,905.90	$11,185.47	$20,631.57	$16,720.43	17%	55%
MAYO DEL 2015	$16,720.43	$553.34	$21,184.91	$16,167.09	25%	57%
JUNIO DEL 2015	$16,167.09	$203.69	$21,388.60	$15,963.40	33%	57%
JULIO DEL 2015	$15,963.40	$189.22	$21,577.82	$15,774.18	42%	58%
AGOSTO DEL 2015	$15,774.18	$241.07	$21,818.89	$15,533.11	50%	58%
SEPTIEMBRE DEL 2015	$15,533.11	$265.70	$22,084.59	$15,267.41	58%	59%
OCTUBRE DEL 2015	$15,267.41	$1,538.47	$23,623.06	$13,728.94	67%	63%
NOVIEMBRE DEL 2015	$13,728.94	$915.63	$24,538.69	$12,813.31	75%	66%
DICIEMBRE DEL 2015	$12,813.31	$51.76	$24,590.45	$12,761.55	83%	66%
ENERO DEL 2016	$12,761.55		$24,590.45	$12,761.55	92%	
FEBRERO DEL 2016	$12,761.55		$24,590.45	$12,761.55	100%	

KERN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2015	$6,038.00	$2,056.85	$2,056.85	$3,981.15	8%	34%
ABRIL DEL 2015	$3,981.15	$855.02	$2,911.87	$3,126.13	17%	48%
MAYO DEL 2015	$3,126.13	$82.69	$2,994.56	$3,043.44	25%	50%
JUNIO DEL 2015	$3,043.44	$22.63	$3,017.19	$3,020.81	33%	50%
JULIO DEL 2015	$3,020.81	$28.27	$3,045.46	$2,992.54	42%	50%
AGOSTO DEL 2015	$2,992.54	$36.03	$3,081.49	$2,956.51	50%	51%
SEPTIEMBRE DEL 2015	$2,956.51	$39.71	$3,121.20	$2,916.80	58%	52%
OCTUBRE DEL 2015	$2,916.80	$229.88	$3,351.08	$2,686.92	67%	55%
NOVIEMBRE DEL 2015	$2,686.92	$129.96	$3,481.04	$2,556.96	75%	58%
DICIEMBRE DEL 2015	$2,556.96	$7.74	$3,488.78	$2,549.22	83%	58%
ENERO DEL 2016	$2,549.22		$3,488.78	$2,549.22	92%	
FEBRERO DEL 2016	$2,549.22		$3,488.78	$2,549.22	100%	

COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2016-2017

SAN JOAQUIN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
FEBRERO DEL 2016	$9,540.00	$86.81	$86.81	$9,453.19	8%	1%
MARZO DEL 2016	$9,453.19	$72.61	$159.42	$9,380.58	17%	2%
ABRIL DEL 2016	$9,380.58	$199.90	$359.32	$9,180.68	25%	4%
MAYO DEL 2016	$9,180.68	$124.49	$483.81	$9,056.19	33%	5%
JUNIO DEL 2016	$9,056.19	$289.29	$773.10	$8,766.90	42%	8%
JULIO DEL 2016	$8,766.90	$99.67	$872.77	$8,667.23	50%	9%
AGOSTO DEL 2016	$8,667.23	$79.57	$952.34	$8,587.66	58%	10%
SEPTIEMBRE DEL 2016	$8,587.66	$17.45	$969.79	$8,570.21	67%	10%
OCTUBRE DEL 2016	$8,570.21	$170.43	$1,140.22	$8,399.78	75%	12%
NOVIEMBRE DEL 2016	$8,399.78	$39.05	$1,179.27	$8,360.73	83%	12%
DICIEMBRE DEL 2016	$8,360.73	$0.00	$1,179.27	$8,360.73	92%	12%
ENERO DEL 2017	$8,360.73		$1,179.27	$8,360.73	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
SEPTIEMBRE DEL 2016	$560.00	$25.00	$25.00	$535.00	8%	4%
OCTUBRE DEL 2016	$535.00	$11.16	$36.16	$523.84	17%	6%
NOVIEMBRE DEL 2016	$523.84	$41.79	$77.95	$482.05	25%	14%
DICIEMBRE DEL 2016	$482.05	$16.74	$94.69	$465.31	33%	17%
ENERO DEL 2017	$465.31		$94.69	$465.31	42%	
FEBRERO DEL 2017	$465.31		$94.69	$465.31	50%	
MARZO DEL 2017	$465.31		$94.69	$465.31	58%	
ABRIL DEL 2017	$465.31		$94.69	$465.31	67%	
MAYO DEL 2017	$465.31		$94.69	$465.31	75%	
JUNIO DEL 2017	$465.31		$94.69	$465.31	83%	
JULIO DEL 2017	$465.31		$94.69	$465.31	92%	
AGOSTO DEL 2017	$465.31		$94.69	$465.31	100%	

Preparado por Donna Holland
13 de enero 2017

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT MEALS Prepared by Central Kitchen
2016-2017

KERN HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2016	$25,757.00	$1,673.82	$1,673.82	$24,083.18	8%	6%
APRIL 2016	$24,083.18	$2,484.96	$4,158.78	$21,598.22	17%	16%
MAY 2016	$21,598.22	$32.09	$4,190.87	$21,566.13	25%	16%
JUNE 2016	$21,566.13	$36.75	$4,227.62	$21,529.38	33%	16%
JULY 2016	$21,529.38	$30.33	$4,257.95	$21,499.05	42%	17%
AUGUST 2016	$21,499.05	$1,768.89	$6,026.84	$19,730.16	50%	23%
SEPTEMBER 2016	$19,730.16	$1,927.83	$7,954.67	$17,802.33	58%	31%
OCTOBER 2016	$17,802.33	$1,358.79	$9,313.46	$16,443.54	67%	36%
NOVEMBER 2016	$16,443.54	$2,839.45	$12,152.91	$13,604.09	75%	47%
DECEMBER 2016	$13,604.09	$1,614.25	$13,767.16	$11,989.84	83%	53%
JANUARY 2017	$11,989.84		$13,767.16	$11,989.84	92%	
FEBRUARY 2017	$11,989.84		$13,767.16	$11,989.84	100%	

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2016	$4,193.00	$250.11	$250.11	$3,942.89	8%	6%
APRIL 2016	$3,942.89	$371.33	$621.44	$3,571.56	17%	15%
MAY 2016	$3,571.56	$4.80	$626.24	$3,566.76	25%	15%
JUNE 2016	$3,566.76	$5.49	$631.73	$3,561.27	33%	15%
JULY 2016	$3,561.27	$4.53	$636.26	$3,556.74	42%	15%
AUGUST 2016	$3,556.74	$264.32	$900.58	$3,292.42	50%	21%
SEPTEMBER 2016	$3,292.42	$288.06	$1,188.64	$3,004.36	58%	28%
OCTOBER 2016	$3,004.36	$203.02	$1,391.66	$2,801.34	67%	33%
NOVEMBER 2016	$2,801.34	$424.28	$1,815.94	$2,377.06	75%	43%
DECEMBER 2016	$2,377.06	$241.20	$2,057.14	$2,135.86	83%	49%
JANUARY 2017	$2,135.86		$2,057.14	$2,135.86	92%	
FEBRUARY 2017	$2,135.86		$2,057.14	$2,135.86	100%	

Prepared by Donna Holland
January 13, 2017

COMMUNITY ACTION PARTNERSHIP OF KERN
COMIDAS DE LOS PADRES - Prepared by Central Kitchen
2016-2017

KERN HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2016	$25,757.00	$1,673.82	$1,673.82	$24,083.18	8%	6%
ABRIL DEL 2016	$24,083.18	$2,484.96	$4,158.78	$21,598.22	17%	16%
MAYO DEL 2016	$21,598.22	$32.09	$4,190.87	$21,566.13	25%	16%
JUNIO DEL 2016	$21,566.13	$36.75	$4,227.62	$21,529.38	33%	16%
JULIO DEL 2016	$21,529.38	$30.33	$4,257.95	$21,499.05	42%	17%
AGOSTO DEL 2016	$21,499.05	$1,768.89	$6,026.84	$19,730.16	50%	23%
SEPTIEMBRE DEL 2016	$19,730.16	$1,927.83	$7,954.67	$17,802.33	58%	31%
OCTUBRE DEL 2016	$17,802.33	$1,358.79	$9,313.46	$16,443.54	67%	36%
NOVIEMBRE DEL 2016	$16,443.54	$2,839.45	$12,152.91	$13,604.09	75%	47%
DICIEMBRE DEL 2016	$13,604.09	$1,614.25	$13,767.16	$11,989.84	83%	53%
ENERO DEL 2017	$11,989.84		$13,767.16	$11,989.84	92%	
FEBRERO DEL 2017	$11,989.84		$13,767.16	$11,989.84	100%	

KERN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2016	$4,193.00	$250.11	$250.11	$3,942.89	8%	6%
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AGOSTO DEL 2016	$3,556.74	$264.32	$900.58	$3,292.42	50%	21%
SEPTIEMBRE DEL 2016	$3,292.42	$288.06	$1,188.64	$3,004.36	58%	28%
OCTUBRE DEL 2016	$3,004.36	$203.02	$1,391.66	$2,801.34	67%	33%
NOVIEMBRE DEL 2016	$2,801.34	$424.28	$1,815.94	$2,377.06	75%	43%
DICIEMBRE DEL 2016	$2,377.06	$241.20	$2,057.14	$2,135.86	83%	49%
ENERO DEL 2017	$2,135.86		$2,057.14	$2,135.86	92%	
FEBRERO DEL 2017	$2,135.86		$2,057.14	$2,135.86	100%	

Preparado por Donna Holland
13 de enero 2017

AUTISM SOCIETY

Improving the Lives of All Affected by Autism

Kern Autism Network

-FAMILY SUPPORT GROUP-
-AUTISM SIBLING SUPPORT GROUP-
-Autism Sensory Daycare Room-
2016-2017
MEETING DATES

Location:
Canyon Hills Assembly of God Church-Room 205
7001 Auburn Street
Bakersfield, CA 93306

Time: 6:00 p.m. – 7:30 p.m.
Third Tuesday of each month unless modified.

Tuesday, August 23
Tuesday, September 20
Tuesday, October 18
Tuesday, November 15
Tuesday, December 13 Potluck
Tuesday, January 17
Tuesday, February 21
Tuesday, March 21
Tuesday, April 18
Tuesday, May 16 – Last Meeting and Potluck

Childcare is available for sibling with autism, during the support group meetings, in the **"Sensory Autism Room"**. RSVP is required: 661-489-3335. Topics vary for each of the groups with occasional guest speakers.

AUTISM SOCIETY

Improving the Lives of All Affected by Autism

Kern Autism Network

"Fun, Social, LEGO'S Workshop"
SUPER BOWL-SPORTS THEME



Autism Society Affiliate Chapter-Kern Autism Network

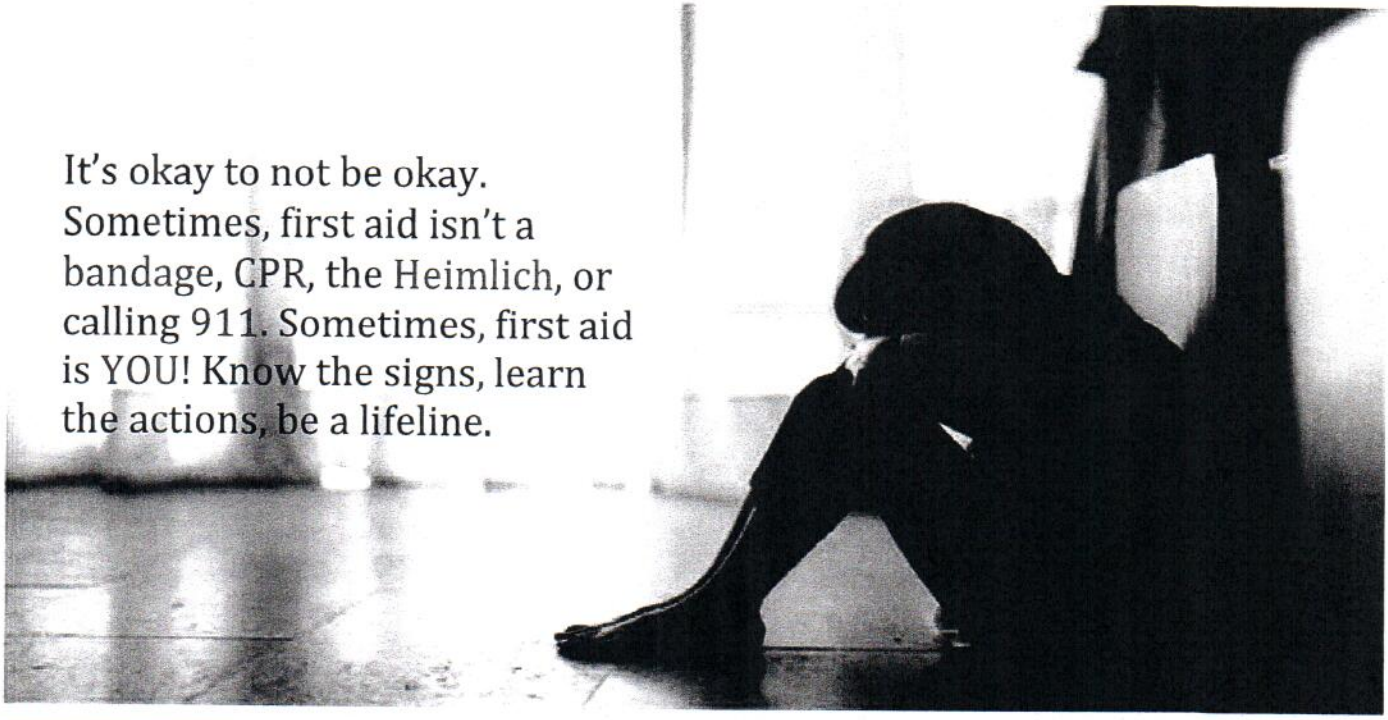
Saturday, February 4, 2017

10:00 AM to 12:30 PM

Join Kern Autism Network-Autism Society Affiliate, in an innovative and exciting workshop just for our kids! Research has been conducted on this approach and the findings were positive. Our organization has held with HUGE SUCCESS, numerous LEGO events. The workshop will continue throughout the new school year. Parental or caretaker participation is required. Supervision will be provided and there will be volunteers available. THE GOAL IS TO HAVE FUN, work on social skills, eye contact and fine motor skills, in a naturalistic environment. The workshop is for ages 2-18. Join us and let's get social and have fun with LEGO's! Lunch is provided for those wishing to participate. The workshop is FREE, but registration is required for space availability.

Location: Canyon Hills Church 7001 Auburn Street off of Hwy. 178
Cafeteria/Gymnasium-Bakersfield, CA 93306
For further details please register at:
www.kernautism.org

YOUTH MENTAL HEALTH FIRST AID®



It's okay to not be okay. Sometimes, first aid isn't a bandage, CPR, the Heimlich, or calling 911. Sometimes, first aid is YOU! Know the signs, learn the actions, be a lifeline.

You know what to do if someone is injured, but what if they're experiencing a mental health crisis? *Youth Mental Health First Aid is an 8-hour interactive course, which aims to demystify the stigma surrounding mental health and teach signs and symptoms associated with mental illness. You'll leave with a 5-step action plan designed to help an adolescent in non-crisis and crisis situations.*

Upcoming free general public trainings:

REGISTER HERE: http://kern.k12oms.org/1515-125960

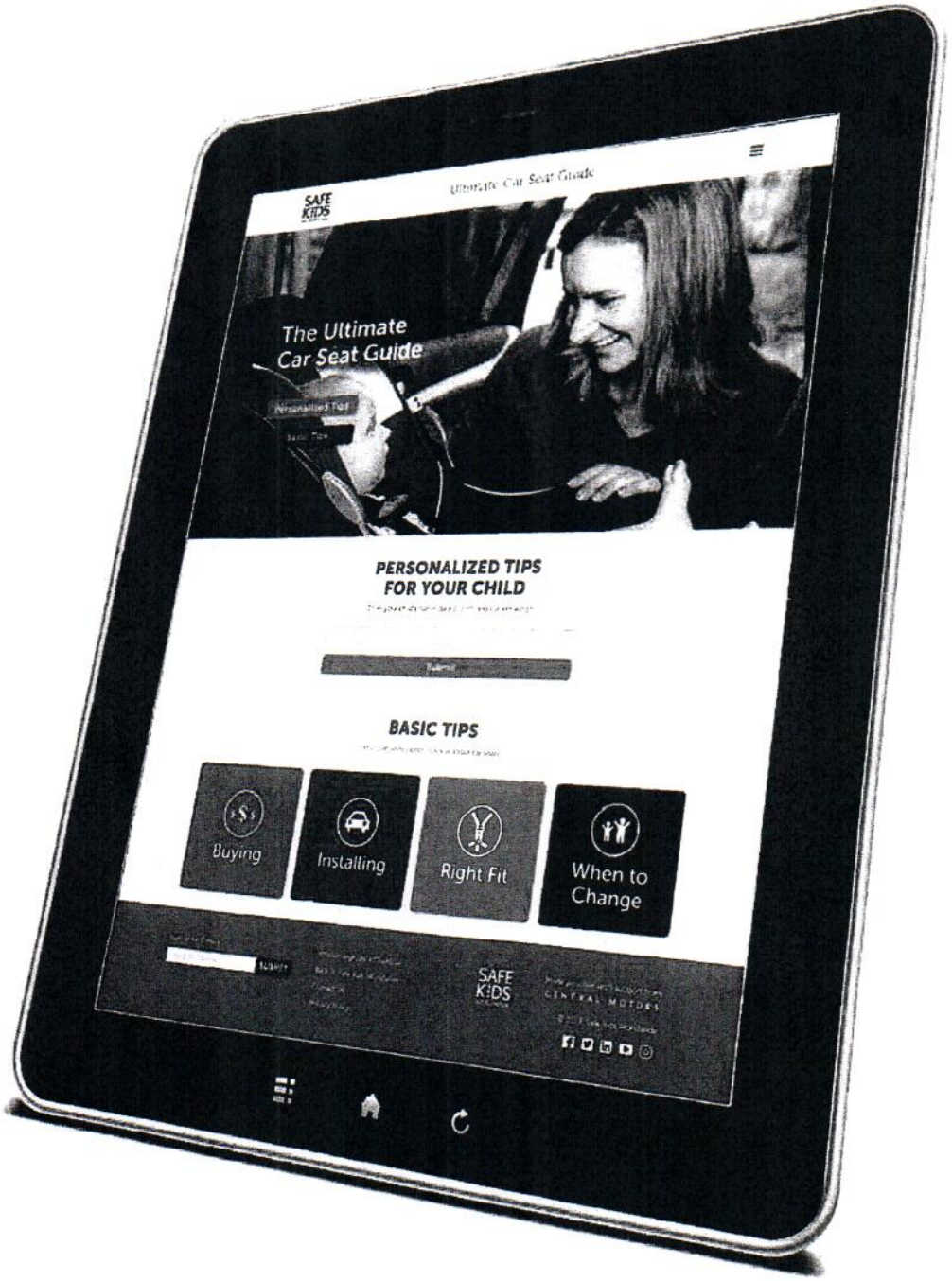
January 11th, 2017 February 16th, 2017 March 21st, 2017

All trainings are held at Larry E. Reider Education Center, 2000 K Street, Bakersfield CA, 93301 from 8-4 A.M. For more information regarding Youth Mental Health First Aid please contact Jesse Arias at jearias@kern.org or call at (661) 852-5728

SAFE KIDS WORLDWIDE

INTRODUCING

The Ultimate Car Seat Guide

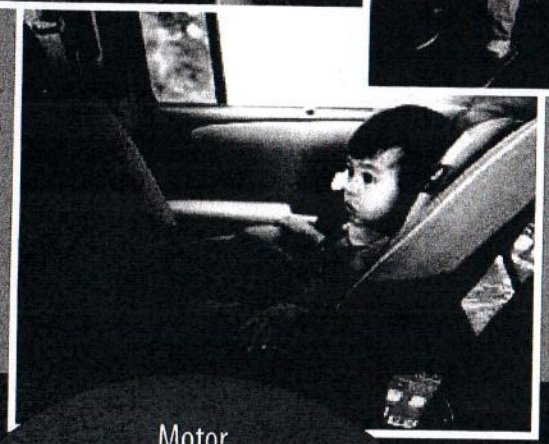


UltimateCarSeatGuide.org

Following California Laws will Keep Your Child Safe in the Car







Motor vehicle crashes are the leading cause of death for children ages 1 through 14 years *old, killing over 1,000 children each year.* Protect against this tragedy by properly securing your child in a vehicle. California law requires everyone to be properly secured when riding in a motor vehicle.

California Law
BIRTH TO 16 YEARS

Children under 2 years old must be rear facing in a car seat unless they weigh 40 pounds or more, or are 40 inches tall or more. **Effective January 1, 2017.**

Children under age 8 must be properly buckled into a car seat or a booster in the back seat.

Children age 8 or older, or who are 4'9" or taller, may use the vehicle seat belt if it fits properly with the lap belt low on the hips, touching the upper thighs, and the shoulder belt crossing the center of the chest. If children are not tall enough for proper belt fit, they must ride in a booster or car seat.

Exemptions: A child under age 8 may ride in an appropriate restraint system in the front seat if:

- There is no rear seat.
- The rear seats are side-facing jump seats.
- The rear seats are rear-facing seats.
- The car seat or booster cannot be installed properly in the rear seat.
- All rear seats are already occupied by children seven years of age or under.
- Medical reasons require that a child cannot ride in the rear seat. Proof of the child's medical condition may be required.
- However, a child cannot be transported in a rear-facing car seat in the front seat that is equipped with an active frontal passenger airbag.

Protect your child – IT IS THE LAW!

Fines & Penalties

In California, for each child under 16 who is not properly secured, parents (if in the car) or drivers can be fined more than **$500** and get a point on their driving records.

Rear-Facing Car Seats



Children under the age of 2 are required to ride in a **REAR-FACING** car seat in the back seat; as recommended by the American Academy of Pediatrics. Rear facing is 5 times safer than forward facing. Car seat manufacturers recommend that children remain in a rear-facing car seat until they reach the top height or weight limit allowed. Most children will outgrow an infant carrier seat before age 1. The next step is a convertible seat which starts out rear facing and converts to a forward-facing seat when the child reaches the upper height or weight limits.

Car Seat Installation Tips – Once a child is placed in the car seat, be sure that the harness straps are snug and can not be pinched, that the chest clip is at armpit level, and that the car seat is tightly secured and does not move more than an inch from side to side. For rear-facing car seats, the harness straps are even with or below the shoulder and when the car seat is forward facing, the harness straps are even with or above the shoulders.

Forward-Facing Car Seats



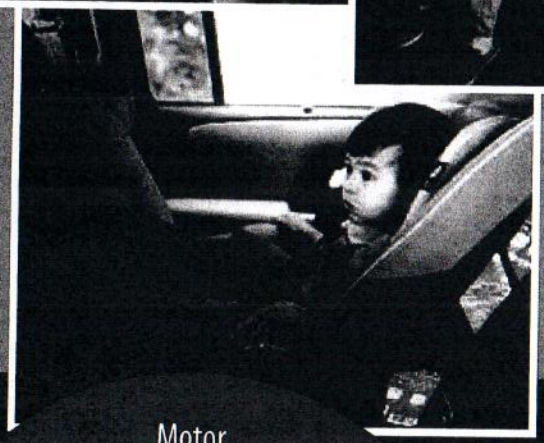
Keep your child in a **FORWARD-FACING** car seat (either a "convertible" or "combination") with a harness until your child reaches the top height or weight limit allowed by the car seat's manufacturer. Many forward-facing seats must be used with a top tether.

A combination seat converts from a 5-point harness into a booster seat when your child is ready. Once your child outgrows the forward-facing car seat with a harness, it is time to travel in a **BOOSTER SEAT,** but still in the back seat.

Following California Laws will Keep Your Child Safe in the Car







Motor vehicle crashes are the leading cause of death for children ages 1 through 14 years old, killing over 1,000 children each year. Protect against this tragedy by properly securing your child in a vehicle. California law requires everyone to be properly secured when riding in a motor vehicle.

Boosters & Beyond

BOOSTER SEATS elevate your child so that the shoulder strap fits comfortably across the chest, the lap belt stays low over the hips, and the knees bend over the seat edge. Keep your children in a **BOOSTER SEAT** until they are big enough to fit in a seat belt properly.



The right car seat or booster fits your child and your car, and is one you will use correctly every time you travel.

Your children can fit an adult **SEAT BELT** when they are able to stay properly seated on every trip and:



- Sit all the way back in the seat with their knees bending at the edge of the seat;
- Have the lap belt stay low on their hips, touching the upper thighs; and
- Have the shoulder belt cross the center of their chest and not ride on their neck or face.

All children are safest, properly restrained and in **the back seat until age 13.**

Never place the shoulder belt under the arm or behind the back.

California law **prohibits smoking** in a motor vehicle when a minor (17 years old and under) is present. A violation is punishable by a fine of up to $100.

PublicHealth

CALIFORNIA OFFICE OF TRAFFIC SAFETY

Car Seat Questions & Installation Help

Certified Child Passenger Safety Technicians are available to check your car seat installation for free. For car seat questions and general information, or for an inspection station near you, go to **www.safercar.gov/cpsApp/cps/index.htm** or use the California directory of child passenger safety services at **www.cdph.ca.gov/vosp** and click on "Who's Got Car Seats?" to **contact your local health department.**

Dangers In & Around Cars & Kaitlyn's Law

It is against California law to leave a child who is 6 years of age or younger alone in the car without the supervision of a person at least 12 years old if:

1. The keys are in the ignition or the car is running, or
2. There is a significant risk to the child.

Children are most at risk of being injured when vehicles are moving forward or backing out of a driveway. Know the blind zones of your vehicle.

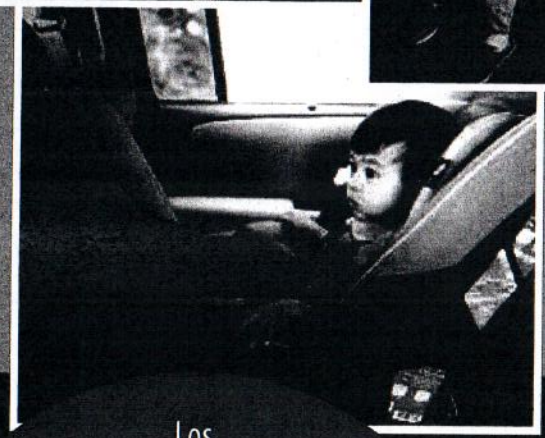
Look Before You Lock to be sure you have not left a child in the back seat. Heatstroke as a result of a child being left in a vehicle is a terrible tragedy.

Funding for this publication was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration (NHTSA). Photos courtesy of the NHTSA Image Library and the California Department of Public Health.

Cumplir con las leyes de California protege a su hijo en el automóvil







Los choques de vehículos motorizados son la primera causa de muerte para los niños entre 1 y 12 años de edad, y *matan a más de 1,000 niños al año.* Para proteger a los niños de esta tragedia, deben estar bien asegurados cuando viajan en automóviles. La ley de California exige que todos estén bien asegurados cuando estén en un vehículo motorizado.

Ley de California
DE 0 A 16 AÑOS

Los niños menores de 2 años de edad deben viajar en un asiento de seguridad que mira hacia atrás a menos que pesen 40 libras o más, o midan 40 pulgadas de estatura o más. **Efectivo el 1 de enero de 2017.**

Los niños menores de 8 años de edad deben estar apropiadamente asegurados con cinturón de seguridad en un asiento de seguridad o asiento elevado en el asiento de atrás.

Los niños de 8 años de edad o más, o que miden 4 pies 9 pulgadas o más, pueden usar el cinturón de seguridad del asiento del vehículo si se ajusta correctamente con el cinturón a la cadera, tocando la parte superior del muslo y si el cinturón del hombro cruza por el centro del pecho. Si los niños no son lo suficientemente altos como para un ajuste adecuado, deben viajar en un asiento de seguridad o asiento elevado.

Exenciones: Un niño menor de 8 años puede viajar con un sistema de retención apropiado en el asiento de adelante si:

- No hay asiento trasero.
- Los asientos de atrás son asientos laterales y plegables.
- Los asientos de atrás son asientos que miran hacia atrás.
- El asiento de seguridad o asiento elevado no pueden instalarse apropiadamente en el asiento de atrás.
- Todos los asientos de atrás ya están ocupados por niños de siete años de edad o menos.
- Por motivos médicos, el niño no pueda viajar en el asiento de atrás. Puede requerirse prueba de la condición médica del niño.
- Sin embargo, un niño no puede ser transportado en un asiento de seguridad que mira hacia atrás en el asiento de adelante si está equipado con bolsas de aire activas en el asiento frontal de pasajero.

Proteja a su hijo
¡LA LEY LO EXIGE!

Multas y penalidades

En California, por cada niño menor de 16 años que no esté apropiadamente asegurado, se puede multar a los padres (si están en el vehículo) o conductores hasta más de **$500** y un punto en su registro de conductor.

Asientos de seguridad que miran hacia atrás



Los niños menores de 2 años de edad deben viajar en un asiento que **MIRA HACIA ATRÁS** en el asiento de atrás, como lo recomienda la Academia Americana de Pediatría. Los asientos que miran hacia atrás son 5 veces más seguros que los que miran hacia adelante. Los fabricantes de asientos de seguridad recomiendan que los niños viajen en asientos que miran hacia atrás hasta que lleguen a la estatura máxima o limitación de peso permitidas. La mayoría de niños ya no entrarán en un asiento de bebé antes de cumplir un año de edad. El siguiente paso es un asiento convertible que comienza como un asiento que mira hacia atrás y luego se convierte en un asiento que mira hacia adelante cuando el niño llega al límite de estatura o peso.

Consejos para la instalación de asientos de seguridad – Una vez que se coloque a un niño en el asiento de seguridad, asegúrese de que el arnés de seguridad esté bien ajustado y que no pueda pellizcar las correas, coloque el broche de retención del arnés al nivel de las axilas y que el asiento de seguridad esté bien asegurado y no se mueva más de una pulgada de lado a lado. Para los asientos de seguridad que miran hacia atrás, el arnés de seguridad está al nivel o más abajo del hombro y cuando el asiento mira hacia adelante, el arnés de seguridad está a nivel o más arriba del hombro.

Asientos de seguridad que miran hacia adelante



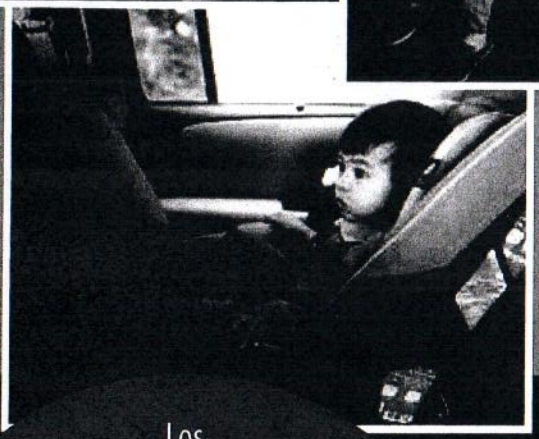
Mantenga a su hijo en un asiento de seguridad que **MIRE HACIA ADELANTE** (sea un asiento "convertible" o de "combinación") con un arnés hasta que llegue a la estatura máxima o límite de peso permitidos por el fabricante del asiento de seguridad. Muchos asientos *de seguridad que miran hacia adelante* se deben usar con una correa de amarre superior.

Un asiento de combinación se convierte de un arnés de 5 puntos a un asiento elevado cuando su hijo esté listo. Una vez que su hijo esté muy grande para el asiento de seguridad que mira hacia adelante, es hora de viajar en un **ASIENTO ELEVADO** pero aún en el asiento de atrás.

Cumplir con las leyes de California protege a su hijo en el automóvil







Los choques de vehículos motorizados son la primera causa de muerte para los niños entre 1 y 12 años de edad, y matan a más de 1,000 niños al año. Para proteger a los niños de esta tragedia, deben estar bien asegurados cuando viajan en automóviles. La ley de California exige que todos estén bien asegurados cuando estén en un vehículo motorizado.

Asientos elevados y más

LOS ASIENTOS ELEVADOS ayudan a elevar a su hijo de forma que el cinturón del hombro le quede cómodamente cruzando el pecho, el cinturón de las faldas se mantenga debajo de las caderas, y las rodillas se doblen sobre el borde del asiento. Mantenga a sus hijos en el **ASIENTO ELEVADO** hasta que sean lo suficientemente grandes para que el cinturón de seguridad le quede apropiadamente.



El asiento de seguridad o asiento elevado apropiado le queda bien a su hijo y a su vehículo; por lo que podrá usarlo correctamente cada vez que viaje.

Sus hijos pueden protegerse bien con un **CINTURÓN DE SEGURIDAD** para adultos en cada viaje en el que puedan quedarse sentados y:



- Sentarse hasta atrás en el asiento con sus rodillas dobladas en el borde del asiento;
- Mantener el cinturón de las faldas en el nivel inferior de las caderas, tocando el nivel superior de las caderas; y
- Mantener el cinturón del hombro cruzado por el centro del pecho y no a la altura del cuello o la cara.

Todos los niños viajan más seguros cuando están bien retenidos, **en el asiento de atrás hasta los 13 años de edad**.

Nunca coloque el cinturón del hombro debajo del brazo o detrás de la espalda.

La ley de California **prohíbe fumar** en un vehículo motorizado cuando un menor de edad (menor de 17 años de edad) está presente. Se impondrá una multa de hasta $100 por cualquier violación.

PublicHealth

CALIFORNIA OFFICE OF TRAFFIC SAFETY

Preguntas sobre los asientos de seguridad y ayuda con la instalación

Técnicos certificados en la seguridad de niños están disponibles para verificar gratuitamente la instalación de su asiento de seguridad. Si tiene preguntas sobre el asiento de seguridad y para una estación de inspección cerca de usted visite **www.safercar.gov/cpsApp/cps/index.htm** o use el directorio de servicios de seguridad de niños pasajeros en **www.cdph.ca.gov/vosp**, luego, haga clic sobre "Who"s Got Car Seats?" para **contactar a su departamento de salud local.**

Peligros dentro y alrededor de automóviles y la Ley de Kaitlyn

Es contra la ley de California dejar a un niño menor de 6 años de edad solo en el automóvil sin supervisión de una persona de por lo menos 12 años de edad si:

1. las llaves están en el contacto de arranque o el automóvil está encendido, o
2. hay un riesgo significativo para el niño.

Los niños corren mayor riesgo de ser atropellados cuando los vehículos están retrocediendo para salir de un estacionamiento. Conozca los puntos ciegos de su vehículo.

Mire antes de cerrar el automóvil para asegurarse de no haber dejado a un niño en el asiento de atrás. La hipertermia como resultado de dejar a un niño en un vehículo es una tragedia terrible.

La financiación de este programa fue provista por una subvención de la Oficina de Seguridad de Tráfico de California a través de La Administración Nacional de Seguridad del Tráfico en Carreteras (NHTSA). Todas las fotografías son cortesía de la biblioteca de imágenes de la NHTSA y del Departamento de Salud Pública de California.

Now Enrolling

The Jasmine Nyree Lamont Center provides a FREE after-school ABA/BHT program to children ages 5-21 with AUSTISM

The Jasmine Nyree Centers Inc. is a proud new provider for Kern Family Health Care! We are a child-centered, family oriented organization created to treat children with autism. Our After-School ABA/BHT Program includes:

- Individual Program Plan (IPP)
- Specialized Behavior Health Interventions by a Licensed Clinician
- Six-Month Reevaluation
- Free Transportation
- Parent Education and Support Services
- Free Meals and Snack Prepared Fresh Daily
- Safe and Structured Training Environment
- Case Management Services

Program Hours

Monday – Friday: 11:30am – 6:00pm
Saturday: 9:00am – 6:00pm

Children enrolled in Kern Family Health Care are eligible to attend!

Contact the center to enroll your child today!

661-845-3503

THE JASMINE NYREE CENTERS INC.
LAMONT · CALIFORNIA

10215 Stobaugh Street • Lamont CA 93241

Now accepting

Kern Family™ Health Care
The Friendly Face
Of Kern Health Systems

Ya Estamos Inscribiendo

El centro de Jasmine Nyree en Lamont provee un programa ABA/BHT despues de escuela GRATUITO a niños de edades 5-21 años con AUTISMO

Los Centros de Jasmine Nyree Inc. son un nuevo provedor orgulloso de Kern Family Health Care! Somos una organización centrada en los niños,orientado en la familia y creado para tratar a niños con autismo. Nuestro programa ABA/BHT incluye:

- Plan de Programa Individualizado (IPP)
- Intervenciones Especializadas de Salud del Comportamiento
- Revaluación cada 6 Meses
- Transportación gratis
- Educación a los padres y Servicios de Apoyo
- Aperitivos son preparados frescos diariamente
- Un entorno seguro y entrenamiento estructurado
- Servicios de administracíon de caso

Horario del Programa

Lunes – Viernes: 11:30am – 6:00pm
Sabado: 9:00am – 6:00pm

¡Niños registrados en El Cuidado de Kern Family Health Care son elegibles para atender!

¡Contacte a nuestro centro para registrar a su niño hoy!

661-845-3503

THE JASMINE NYREE CENTERS INC.
LAMONT · CALIFORNIA

10215 Stobaugh Street • Lamont CA 93241

Aceptamos

Kern Family Health Care™
The Friendly Face
Of Kern Health Systems

Kern High School District - Food Services Department

The School Day Just Got Healthier

KHSD has rolled out a dinner program for your students!

KHSD serves an average of almost 2000 dinner meals daily; 32,000 dinners per month

Current Participating Sites Include:

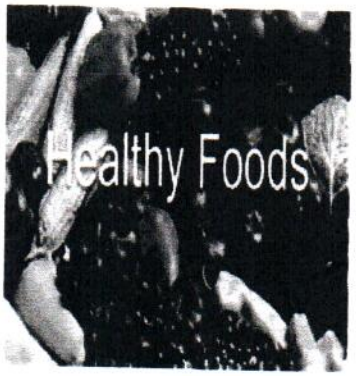
- Arvin
- BHS
- East
- Foothill
- Golden Valley
- Highland
- Independence
- Kern Valley
- Mira Monte
- North
- Ridgeview
- Shafter
- South
- West

Why a Dinner Program?

The Kern High School District first initiated an afterschool dinner program for your children, in the spring of 2015. The program has been well received and has expanded to include 13 comprehensive high school sites throughout the district.

Students are often hungry by the time they arrive at their afterschool program. They need a meal or snack to help get them through the afternoon and into the evening. Well-nourished children have more energy for focusing on homework, engaging with peers, and participating in physical and enrichment activities. Providing healthy food after school allows children to be fully engaged at their afterschool program.

KHSD is pleased to offer dinner as part of the At-Risk Afterschool Meals Program, which falls under the Child and Adult Care Food Program (CACFP). This program provides federal funds to afterschool programs to serve a nutritious meal to children age 18 and under during the school year. Afterschool meals are increasingly important because more and more children are spending long hours in afterschool programs while their parents are working. Children often require more than a snack to sustain them throughout the afternoon and early evening.



Who is Eligible?

Eligible afterschool programs must provide educational or enrichment activities to school children in an organized, structured and supervised environment at the end of the school day after the bell has rung. This could include arts and crafts, homework assistance, computer classes, and recreational sports programs to name a few.

With approval, some sites may be eligible to also offer the dinner meal to children (age 18 and under) from the community for free.



How to Apply?

There are no application forms for parents or guardians to fill out or complete. The afterschool dinner program will be provided at no cost to your child; it is free for all students on campus participating in an afterschool educational or enrichment program.

What's for Dinner?

Dinner meals will mirror what has been served for lunch that day. As the KHSD menus offer two entrée choices daily, that allows flexibility and different choices for the students to make for their dinner meal. Meals are always nutritious, and the dinner meal will include all 5 components: milk, bread or grain, meat or meat alternate and two servings of fruits and/or vegetables.

Each campus will have dinner serving times based on their needs, but should be provided sometime between the hours of 4:00 pm and 6:30 pm.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for their benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: 1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue

El Día Escolar Ahora Es Más Saludable

KHSD ya lanzo un programa de cena para sus estudiantes!

KHSD sirve un promedio de casi 2,000 cenas diarias; 32,000 cenas por mes

Escuelas Participantes:

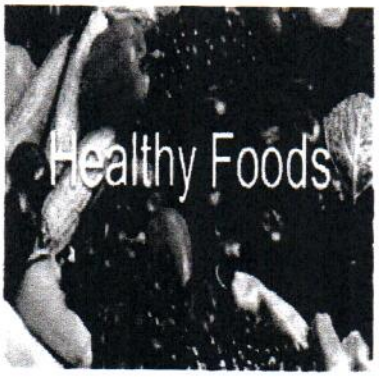
- Arvin
- BHS
- East
- Foothill
- Golden Valley
- Highland
- Independence
- Kern Valley
- Mira Monte
- North
- Ridgeview
- Shafter
- South
- West

¿Porque un programa de Cena?

El Distrito de Escuelas Secundarias de Kern, inició un programa de cena para sus hijos después de las clases en la primavera del 2015. El programa ha sido bien recibido y se ha expandido para incluir a 13 escuelas secundarias en todo el distrito.

A menudo los estudiantes llegan con hambre al programa después de clases. Por lo que necesitan una comida o merienda para ayudarles a pasar la tarde. Cuando los niños están bien nutridos tienen más energía para concentrarse en las tareas, involucrarse con sus compañeros, y participar en actividades físicas y de enriquecimiento. Proporcionando alimentos sanos después de la escuela permite a los niños estar involucrados en su programa.

KHSD se complace en ofrecer cena como parte del Programa At-Risk After School Meals, que es parte del Programa de Alimentos para Adultos y Niños (CACFP). Este programa provee fondos federales a programas después de clases para servir una comida nutritiva a los niños de 18 años de edad o menores durante el año escolar. Comidas después de la escuela son cada vez más importante debido a que más y más niños están pasando largas horas en los programas después de clases mientras sus padres están trabajando. Los niños a menudo requieren más que un aperitivo para que aguanten durante toda la tarde.



¿Quién es Elegible?

Los programas después de clases elegibles son aquellos que proporcionan actividades educativas o de enriquecimiento para niños en edad escolar en un ambiente organizado, estructurado y supervisado después de clases. Esto podría incluir las artes y oficios, ayuda con las tareas, clases de computación, y deportes recreativos entre otros.

Con la aprobación, algunas escuelas pueden ser elegibles para también ofrecer la comida de la cena a los niños (de 18 años y menor) de la comunidad gratuitamente.



¿Cómo Aplicar?

Sin necesidad de solicitudes ni formularios, el programa de cena después de clases se le proporcionara sin costo alguno a su hijo/a; es gratuito para todos los estudiantes de la escuela que participan en un programa educativo o de enriquecimiento después de la escuela!

¿Qué hay Para Cenar?

La cena será similar a lo que se ha servido para el almuerzo ese día. Los menús del KHSD ofrecen diariamente dos opciones de comida principal, que tienen diferentes opciones para que los estudiantes escojan su cena. Las comidas son siempre nutritivas, y la comida de la cena incluirá los 5 componentes: leche, pan o grano, carne o carne alternativa y dos porciones de frutas y/o verduras. Basado en sus necesidades cada escuela servirá dos veces cena, que será proporcionado en algún momento entre las 4:00 pm y 6:30 pm.

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE.UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, discapacidad, edad, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA. Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] al (800) 877-8339. Además, la información del programa se pueda proporcionar en otros idiomas. Para presentar una denuncia de discriminación, complete el Formulario de Denuncia de Discriminación del Programa del USDA, (Ad-3027) que está disponible en línea en: http://www.ascr.usda.gov/complaint_filing_cust.html y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por: 1) correo: U.S.Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; 2) fax: (202) 690-7442; o 3) correo electrónico: program.intake@usda.gov. Esta institución es un proveedor que ofrece igualdad de oportunidades.

A Farewell Letter from Dr. Enriquez

eclkc.ohs.acf.hhs.gov/hsic/hs/news/blog/farewell-dr-enriquez.html

12/9/2016

By Dr. Blanca Enriquez



Dear Head Start program staff and parents,

I am blessed beyond words to have spent the last 20 months working with such intelligent, committed, and loving colleagues as yourselves. So it is with a mixed heart that I announce that as the Obama Administration is coming to a close, so is my time at the helm of the Office of Head Start. Simultaneously, it is a pleasure to remind you of the successes that we have accomplished together as we enhanced the Head Start legacy for future generations.

We strengthened Head Start, set our sights on creating high-performing agencies, opened and enhanced communication systems, reported on lessons learned from the Classroom Assessment Scoring System (CLASS®) and the Designation Renewal System (DRS), and worked in unison to publish the new Head Start Program Performance Standards. These accomplishments were designed to position present and future generations with quality tools to help them become even more successful!

Though each of our Head Start families is unique, it is our job to help them become as strong and stable as possible, regardless of what they believe or who they are. Our Head Start community consists of traditional two-parent households and non-traditional families made of a single mother or father; children raised by grandparents, relatives, or older siblings; and families whose parents are both of the same gender. We have students who open gifts on Christmas, who are taught the Torah, and who proudly wear headscarves as part of their Muslim faith. Some of our families are indigenous Native Americans, some are descendants of the pilgrims, and yet others moved to the United States within the last year and may migrate to work and bring food to our tables.

Our Head Start family is a snapshot of this country, and we are faced with the task of creating an environment that celebrates and harnesses the strengths of all of these differences. As partners, staff, and parents, I know you strive to get better at that—and I thank you for all you do!

You serve more than one million children annually, but it is your passion to focus on the "one child in a million," as though each were our own that makes me most proud. You are the face of Head Start, made even more beautiful by the loving attitude and hard work you bring to Head Start every day.

I have traveled our nation and met magnificent and highly competent people throughout all levels of Head Start. It is not just your minds, but your hearts and minds working in unison that must continue guiding us forward with compassion and focus. Therefore, I leave the Office of Head Start with the knowledge that it remains in capable hands—hands that are guided by passionate hearts and sharpened minds.

As always, I am deeply humbled and honored to have worked with each and every one of you. My very best wishes for you from this day forward.

Yours sincerely,

Dr. Blanca E. Enriquez

Dr. Blanca Enriquez is the Director at the Office of Head Start.

A Farewell Letter from Dr. Enriquez. OHS/ACF/HHS. 2016. English.

Last Reviewed: December 2016

Last Updated: December 12, 2016

Would you say "No" to up to $350 of FREE money?

Energy
Weatherization | Utility Bill Assistance
a program of CAPK

Unfortunately, many in Kern County are doing just that by passing on a great opportunity from ***Community Action Partnership of Kern's Home Energy Assistance Program (HEAP).***

HEAP utility payment assistance is *not* just for households living below poverty, but it *is* based on income. If the following chart reflects your situation, you could receive once-a-year assistance of $210 to $350 toward your household's utility payment:

Household* Size	Total Household Income (Up to ***approximately***)
1	$25,103.04 per year ($2,091.92 per month)
2	$32,826.96 per year ($2,735.58 per month)
3	$40,551.00 per year ($3,379.25 per month)
4	$48,275.04 per year ($4,022.92 per month)
5	$55,998.96 per year ($4,666.58 per month)
6	$63,723.00 per year ($5,310.25 per month)
Households larger than 6 persons: **7, 8, 9, etc.**	$63,723.00 per year ($5,310.25 per month) **Plus $1,448.28 per year ($120.69 per month) for each additional household member.**

* A household can be a family, an extended family, or a combination of family and friends or roommates living and paying their utilities together.

You may qualify without owing any money to your utility company. And if you do owe on your utility bill, you don't have to wait until you receive a 48-hour shutoff notice to apply.



So, what are you waiting for?!

A HEAP of money between $210 and $350 could be yours if you qualify.

Applying for ***HEAP*** is easy.
Just call 2-1-1 today to get started.
Even the call is FREE!

Above qualification guidelines are effective as of January 2017.

¿Rechazaría usted una ayuda máxima de $350?

Energy
Weatherization | Utility Bill Assistance
a program of CAPK

Desgraciadamente es lo que están haciendo muchas personas en el Condado de Kern, dejando pasar una gran oportunidad del ***Programa de Ayuda con los Pagos de Energía en el Hogar*** (en inglés ***Home Energy Assistance Program o HEAP) de Community Action Partnership of Kern.***

La ayuda de ***HEAP*** *no* es solamente para los hogares que están viviendo por debajo del umbral de la pobreza, pero *sí* se basa en los ingresos. Si la tabla que sigue refleja su situación, usted podría recibir entre $210 y $350 una vez por año para ayudarle con sus pagos de servicios públicos tales como la luz y el gas:

Número de personas en el hogar*	**Ingresos totales en el hogar (*aproximadamente*)**
1	$25,103.04 al año ($2,091.92 al mes)
2	$32,826.96 al año ($2,735.58 al mes)
3	$40,551.00 al año ($3,379.25 al mes)
4	$48,275.04 al año ($4,022.92 al mes)
5	$55,998.96 al año ($4,666.58 al mes)
6	$63,723.00 al año ($5,310.25 al mes)
Hogares con más de 6 personas: **7, 8, 9, etc.**	$63,723.00 al año ($5,310.25 al mes) **Más $1,448.28 al año ($120.69 al mes) por cada miembro adicional en el hogar.**

* Un hogar se puede definir como una familia tradicional de padres e hijos solamente; de padres, hijos y otros parientes; o una combinación de familia y amigos o compañeros de cuarto que viven juntos y pagan los servicios públicos (gas, luz) entre todos.

Usted puede calificar aunque sus pagos de la luz y el gas estén al día. Si está atrasado con los pagos de los mismos, no hace falta esperar hasta recibir un aviso de 48 horas de corte de luz/gas, antes de solicitar ayuda.



Entonces ¡¿qué está esperando?!

Puede recibir entre $210 y $350 si califica.

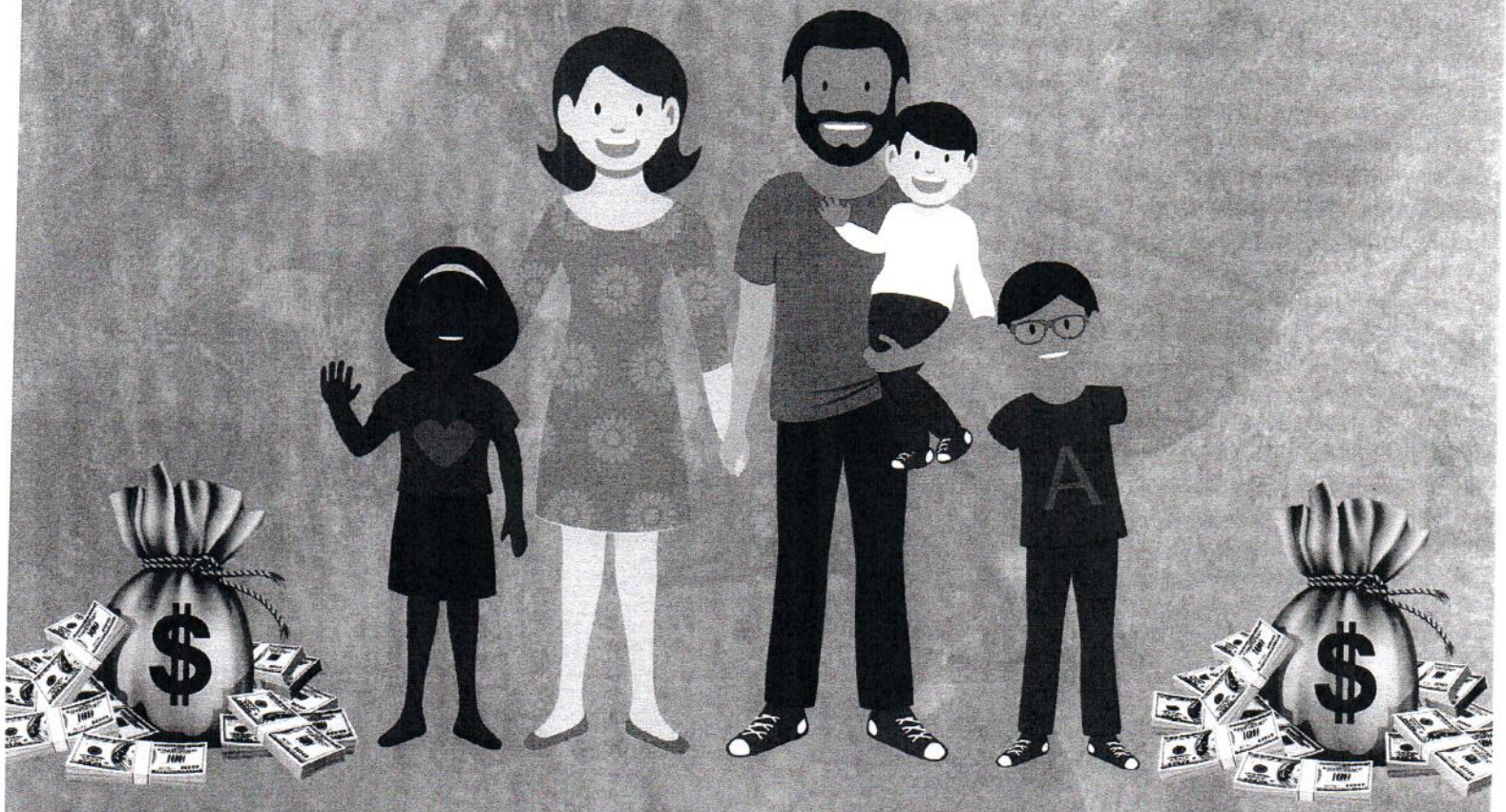
Es fácil solicitar ayuda de ***HEAP***.

Empiece llamando al 2-1-1 hoy.

¡Hasta la llamada es GRATIS!

Estas pautas para calificar se hicieron efectivas en enero de 2017.

CAPK VITA
Earned Income Tax Credit (EITC) Awareness Day



Please join us Friday, Jan. 27, at 10 a.m. at the CAPK VITA Main Site,
300 19th Street, in Downtown Bakersfield,
to learn about this refundable tax credit that helps
low-to-moderate-income working families.

For information, call (661) 834-1724.

capk Community Action Partnership of Kern

VITA Volunteer Income Tax Assistance

Community Action Partnership of Kern's Head Start & State Child Development Division

Cordially invites you to a ***Ribbon Cutting & Open House*** *at its*

Wesley Head Start Child Development Center

On the campus of

Wesley United Methodist Church, 1314 Oswell St. (on the corner of Niles St.), Bakersfield, CA 93306

Monday, January 23, 2017, from 10 to 11 a.m.

Light refreshments will be served.

*****Plenty of parking is available north of the church*****

Program will include:



- *Greetings by CAPK and Wesley United Methodist Church Leadership*
- *Introduction of Special Guests*
- *Tours of the center*
- *Recruitment and enrollment of new children*
- *Information about other CAPK programs and services*

To RSVP, or for additional information, please contact LeTisha Brooks at Lbrooks@capk.org, or (661)336-5236 x2549.



2016-2017 Head Start Policy Council Meeting Dates

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

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

Thursday, November 17, 2016
December- No Meeting
Thursday, January 26, 2017
Thursday, February 23, 2017
Thursday, March 30, 2017
Thursday, April 27, 2017
Thursday, May 25, 2017
Thursday, June 29, 2017
Thursday, July 27, 2017
Thursday, August 31, 2017
Thursday, September 28, 2017
Thursday, October 26, 2017

Community Action Partnership of Kern
Head Start/State Child Development
Policy Council Bylaws
Meeting Minutes
December 8, 2016

1. **Call to Order**
   a. Meeting was called to order at 5:33 PM by Savannah Scarpa
2. **Roll Call**
   a. Four members were present- Savannah Scarpa, Lachelle Calvillo, Jason Warren, Ramona Campos
3. **Introductions of Guests:**
   a. **None**
   b. **Staff present-** Janelle Gonzalez, Program Governance Coordinator,
4. **Review of Agenda**. Savannah Scarpa reviewed the agenda. All members agreed to move forward with the agenda dated December 8, 2016.

5. **Presentation/Discussion**
   a. **Review the By-laws and how they support Policy Council-** Janelle Gonzalez reviewed with the Committee what they review and how the committee can recommend changes to the Bylaws. The reason for the Bylaws Committee is to include parents with the way Policy Council is conducted. For example, membership, termination process, roles/responsibilities of members, standards of conduct, conflict of interest, etc.
   b. **Voting of day and time of meetings-** Janelle proposed the committee meets the first Thursday of the month from 5:30 – 6:30 if that is the best availability of all members. One member stated the first Thursday he would not be available. Janelle suggested the second Thursday of the month. Members agreed that would work better for them. Members discussed pushing the start time to 5:45 pm as this time would support them taking their children to a babysitter and get to the meeting on time. All 4 members agreed for meetings to be held the second Thursday of the month at 5:45 pm.
6. Head Start Performance Standards- Janelle reminded members we are now implementing the new performance standards. She explained the new performance standards will cause changes as to how policy council meetings are held and ran.
7. Proposed changes to the 2016-2017 Policy Council Bylaws- Janelle reviewed the proposed changes to support the new performance standards. She explained if the committee chooses to move forward with the proposals, they will be taken to the Board of Directors for approval. One parent commented the changes don't seem very good because parents are not going to have as much say in how the agency moves forward in providing services to children. Janelle explained as PC parents they are all still going to receive information on how the agency will move forward and they will be given opportunity to ask questions and gain clarification as to why the program provides services the way they do. When Janelle reviewed the proposed change to have any PC member sit on the board, another question was posed as to why the Chairperson is not going to have that responsibility anymore. Janelle explained what it states in the Board of Director's Bylaws and any PC member can represent the Head

Start program and we want to give all parents the same opportunity in being a part of this very unique process of family engagement in our program. Also, we would like to ensure the PC parent is available to attend all Board meetings as the Board will need to set quorum every month to carry out new business at hand. Once the proposals were discussed, Janelle asked committee members if they agree with recommending these proposals to the Board of Director's and all four members agreed. One parent stated she is excited about the changes and believes it will be a lot easier to be a part of Policy Council.

8. **Adjournment**

Meeting was adjourned at 6:04 p.m. Next meeting will be held February 9, 2017 at 5:45 pm. 5005 Business Park North, Suite 130.

Janelle Gonzalez/Program Governance Coordinator
Translation: Argelia Diaz

Asociación de Acción Comunitaria de Kern
Desarrollo Infantil Estatal / Head Start
Consejo de Política Comité de Estatutos
Acta de la Reunión
8 de diciembre del 2016

1. **Llamo a la orden**
   a. La reunión fue llamada al orden a las 5:33 pm por Savannah Scarpa.

2. **Pasar la Lista/Establecer Quórum**
   a. Cuarto miembros estuvieron presentes. Savannah Scarpa, Lachelle Calvillo, Jason Warren, Ramona Campos
3. **Presentación de Invitados**:
   a. **Ninguno**
   b. **Personal Presente:** Janlle Gonzalez, Coordinadora del Programa de Gobernación

4. **Revisión de la Agenda:**
   Savannah Scarpa reviso la agenda. Todos los miembros estuvieron de acuerdo con la agenda con fecha del 8 de diciembre del 2016.

5. **Presentación/ Temas de Discusión:**
   a. **Revisión de los Estatutos y como apoyan el Consejo de Política**
   Janelle González reviso con el Comité lo que el comité revisa y cómo el comité puede recomendar cambios a los Estatutos. La razón del Comité de Estatutos es incluir a los padres con la manera en que se conduce el Consejo de Política. Por ejemplo, la membresía, el proceso de terminación, los oficios / responsabilidades de los miembros, las normas de conducta, los conflictos de intereses, etc.

   b. **Votación sobre el día y horario para las reuniones**
   Janelle propuso que el comité se reúna el primer jueves del mes de 5:30 - 6:30 si esa es la mejor disponibilidad de todos los miembros. Un miembro dijo el primer jueves que no estaría disponible. Janelle sugirió el segundo jueves del mes. Los miembros convinieron en que funcionaría mejor para ellos. Los miembros discutieron empujando la hora de inicio a 5:45 pm ya que esta vez los apoyaría llevando a sus hijos a una niñera y llegar a la reunión a tiempo. Los 4 miembros acordaron que las reuniones se celebren el segundo jueves del mes a las 5:45 pm.

6. Normas de Desempeño de Head Start - Janelle les recordó a los miembros que estamos implementando las nuevas normas de desempeño. Explicó que las nuevas normas de desempeño causarán cambios en cuanto a cómo se llevan a cabo y se manejan las reuniones del consejo de política.

7. Cambios propuestos a los Estatutos del Consejo de Política 2016-2017- Janelle revisó los cambios/ propuestos para apoyar las nuevas normas de desempeño. Ella explicó si el comité decide seguir adelante con las propuestas, que serán llevadas a la mesa directiva para su aprobación. Uno de los padres comentó que los cambios no parecen muy buenos porque los padres no van a tener tanto que decir en cómo la agencia avanza en la prestación de servicios a los niños. Janelle explicó como padres de PC que todos todavía van a recibir información sobre cómo la agencia seguirá adelante y se les dará la oportunidad de hacer preguntas y obtener aclaraciones sobre por qué el programa proporciona servicios de la manera que lo hacen. Cuando Janelle habló sobre la propuesta para que un miembro de PC se sentara en el consejo, se preguntó por qué el Presidente no va a tener esa responsabilidad más. Janelle explicó lo que dice en los Estatutos de la mesa directiva y cualquier miembro del PC puede representar el programa Head Start y queremos dar a todos los padres la misma oportunidad de ser parte de este proceso único de participación familiar

en nuestro programa. Asimismo, nos gustaría asegurar que el padre de PC esté disponible para asistir a todas las reuniones de la mesa directiva, ya que la Junta tendrá que establecer quórum cada mes para llevar a cabo nuevos negocios a mano. Una vez discutidas las propuestas, Janelle preguntó a los miembros del comité si estaban de acuerdo con recomendar estas propuestas a la mesa directiva y los cuatro miembros acordaron. Uno de los padres declaró que está entusiasmada con los cambios y cree que será mucho más fácil ser parte del Consejo de Política.

8. **Cierre de sesión**
   a. La reunión termino a las 6:04 p.m. La próxima reunión se dará a acabo el 9 de febrero del 2017 a las 5:45 p.m. en Business Park North, Suite 130.

12-12-16 AD

Stepping Stones



To Transitioning 2017

Is your child transitioning from Early Head Start to Head Start?

Is your child transitioning from Head Start to Kindergarten?

Does your transitioning child have and IEP or IFSP?

Join us for a morning of great information, as guest speakers will discuss topics on how you can make your child's educational transitions a complete success!

- *Advocating for your child with an IEP/IFSP*
- *School Readiness*
- *Kindergarten Skills*
- *District and school requirements*
- *Parenting guide to transitioning*

Light refreshments will be served.

Date:
Thursday, February 23, 2017

Time:
9:00 a.m. to 11:00 a.m.

Location:
5005 Business Park North
Suite 130

Presented by:
Community Action Partnership of Kern
Head Start / State Child Development

Please RSVP:
Nadine Berry
Administrative Assistant
(661) 336-5236 ext. 2233

Stepping Stones



La Transición de 2016

¿Esta su niño/a en la transición de Early Head Start a Head Start?

¿Esta su niño/a en la transición de Head Start a jardín de la infancia?

• • •

¿Su niño/a de transición tiene un IEP o IFSP?

• • •

Acompáñanos para una mañana de gran información, como presentadores invitados discutirán temas sobre cómo usted puede hacer las transiciones educativas de su hijo todo un éxito!

- *Abogando por su hijo/a con IEP o IFSP*
- *Preparación Escolar*
- *Habilidades del Kínder*
- *Requisitos del Distrito y de las escuelas*
- *Una guía para padres sobre la transición*

Se servirán refrigerios.

Fecha:
Jueves,, 23 de febrero, 2017

Tiempo:
9:00 a.m. to 11:00 a.m.

Lugar:
5005 Business Park North
Suite 130

Presentado por:
Asociación de Acción Comunitaria de Kern Desarrollo Infantil Estatal/Head Start

Favor de Reservar su Lugar con:
Nadine Berry, Asistente Administrativa
(661) 336-5236 ext. 2233