Head Start
and State Preschool
Birth to age 5

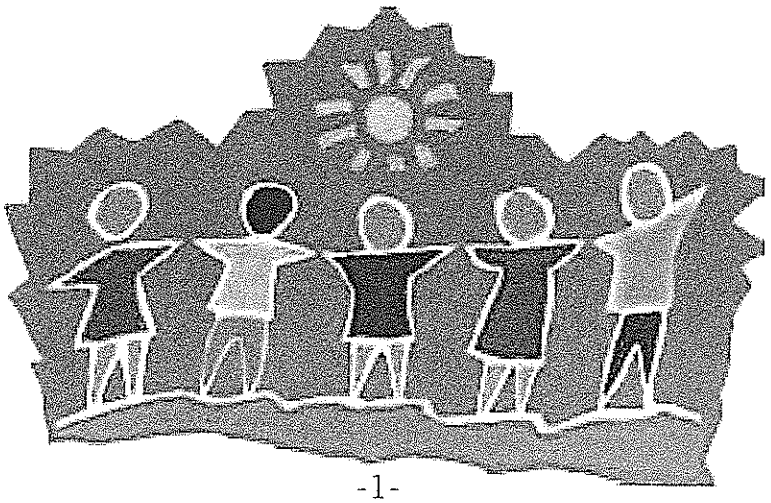
capk
Community Action Partnership of Kern

Head Start/State Child Development Services

POLICY COUNCIL MEETING PACKET

May 26, 2016

GET INVOLVED!



POLICY COUNCIL
STANDING COMMITTEES
May 2016

EXECUTIVE COMMITTEE

Chairperson: Ashley Womack
Vice Chairperson: Jason Warren
Secretary: Ana Luna
Treasurer: Caterina Cerda
Parliamentarian: Janeth Rivera

STANDING COMMITTEE MEMBERS

*The chairperson of each standing committee is taken from the Policy Council Executive Committee.

BYLAWS (2 Openings)
Chairperson: Janeth Rivera

1. Cindy Granados
2. Ashley Womack
3. Ana Vigil
4. Tai'Rance Kelly
5. Opening
6. Opening

PLANNING (1 Opening)
Chairperson: Jason Warren

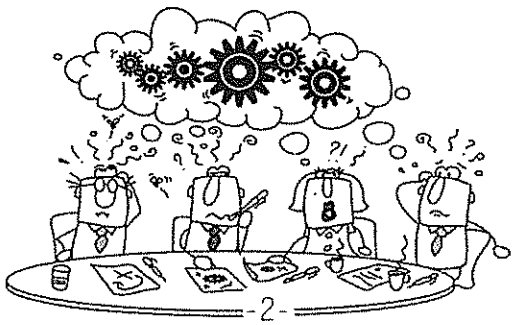
1. Caterina Cerda
2. Deborah Martinez
3. Estrella Mendez
4. Bryce Bray
5. Ana Luna
6. Opening

PERSONNEL (3 Openings)
Chairperson: Ana Luna

1. Jason Warren
2. Josenn Vergara
3. Tai'Rance Kelly
4. Opening
5. Opening
6. Opening

FINANCE (2 Openings)
Chairperson- Caterina Cerda

1. Gabriella McCutcheon
2. Christina Bates
3. Christine Hernandez
4. Salvador Zambrano
5. Opening
6. Opening



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

Policy Council Attendance '15-'16

#	REGION 1 PC Member Name	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Ana Luna - East Cal	X	ABS	X	ABS	X	X						
2	Desiree Sandoval- East Cal	X	ABS	ABS	R	R	R	R	R	R	R	R	R
3	Mario Torres- East Cal	ABS	ABS	R	R	R	R	R	R	R	R	R	R
4	Bryce Bray- Franklin			X	X	X	X						
5	Erika Ruvalcaba-Faith			X	X	ABS	ABS						
6	Brenna Mathis- Franklin	ABS	R	R	R	R	R	R	R	R	R	R	R

#	REGION 2 PC Member Name	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Christine Hernandez- MJM	X	X	X	X	ABS	X						
2	Janeth Rivera- Pacific	X	X	X	X	X	X						
3	Dana Lloved- Sterling	X	R	R	R	R	R	R	R	R	R	R	R
4	[illegible]ella Mendez- Pacific			X	X	ABS	X						
5	[illegible]ley Womack- Stella Hills	X	ABS	X	X	X	ABS						

#	REGION 3 PC Member Name	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Salvador Zambrano- Heritage	X	ABS	X	X	X	X						
2	Jason Warren- Cleo Foran	X	X	X	X	X	X						
3	Sara Hanningan- Oildale	X	ABS	ABS	R	R	R	R	R	R	R	R	R
4	Catherine Velasquez- Pete			X	ABS	X	X						
5	Shelby Muniz	ABS	R	R	R	R	R	R	R	R	R	R	R

#	Region 4 PC Member Name	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Gabriella McCutcheon- Willow	ABS	X	X	X	X	X						
2	Christina Bates- Willow	ABS	X	X	X	X	X						
3	Veronica Aguirre- Shafter EHS			X	R	R	R	R	R	R	R	R	R
4	Jalisa Cockrell- Buttonwillow		X	ABS	ABS	R	R	R	R	R	R	R	R
5	Danny Pate- Delano	R	R	R	R	R	R	R	R	R	R	R	R
6	Alejandra Camacho- Delano	R	R	R	R	R	R	R	R	R	R	R	R

#	Region 5 PC Member Name	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Sandra Nieves- Alicante	ABS	X	ABS	X	ABS	ABS						
2	Sonja Segoviano- Alicante	X	X	X	ABS								
3	Katherine Goodwin- Vineland				ABS	R	R	R	R	R	R	R	R
4	Jairon Castillo- Cal City	X	X	R	R	R	R	R	R	R	R	R	R
5	Erendida Meza- Alicante	ABS	ABS	R	R	R	R	R	R	R	R	R	R

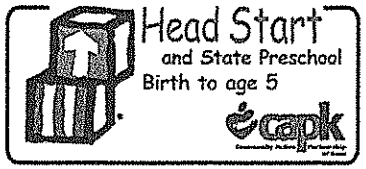
#	Home Base PC Member Name	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Caterina Cerda- K.Woods	X	X	X	X	X	ABS						
2	Cindy Granados- Magaly Diaz		X	X	X	ABS	X						
3	Carey Behill- T. Cordova	R	R	R	R	R	R	R	R	R	R	R	R

	BC/Blanton EHS Partnership	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Deborah Martinez		X	X	ABS	X	ABS						

	San Joaquin EHS Partnership	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Mary Robinson	X	X	X	ABS	R	R	R	R	R	R	R	R
2	Tai' Rance Kelly					X	X						
3	Josenn Vergara	X	X	X	X	ABS	ABS						

	Community Rep Member	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Open (Past Parent)												
2	Open (Community)												

	Board Member	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Ana Vigil-GBLA	X	X	X	ABS	ABS	X						



Policy Council Sub-Committee Attendance Sheet

2015-2016

By-Laws Policy Council Sub-Committee											
Member	Dec.	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sept.	Oct.
Janeth Rivera (Chair)	ϕ	ϕ	ϕ	X	ϕ						
Jalisa Cockrell	ϕ	ϕ	ϕ	R	ϕ	R	R	R	R	R	R
Sonja Segoviano	ϕ	ϕ	ϕ	ABS	ϕ						
Cindy Granados	ϕ	ϕ	ϕ	X	ϕ						
Ashley Womack	ϕ	ϕ	ϕ	X	ϕ						
Ana Vigil	ϕ	ϕ	ϕ	X	ϕ						
Tai'Rance Kelly											

Finance Policy Council Sub-Committee											
Member	Dec.	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sept.	Oct.
Caterina Cerda (Chair)	ϕ	X	X	ϕ	ϕ						
Gabriella McCutcheon	ϕ	X	X	ϕ	ϕ						
Christina Bates	ϕ	X	X	ϕ	ϕ						
Christine Hernandez	ϕ	ABS	X	ϕ	ϕ						
Mary Robinson	ϕ	ABS	ABS	ϕ	ϕ						
Salvador Zambrano			ABS	ϕ	ϕ						
Opening											

Personnel Policy Council Sub-Committee											
Member	Dec.	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sept.	Oct.
Ana Luna (Chair)	ABS	X	ABS	X	X						
Jason Warren	X	X	X	X	X						

JG 04.29.16

Policy Council Sub-Committee Attendance Sheet
2015-2016

Dana Lloved	R	R	R	R	R	R	R	R	R	R	R
Desiree Sandoval	ABS	ABS	R	R	R	R	R	R	R	R	R
Josenn Vergara	ABS	X	X	ABS	X						
Erica Ruvalcaba			X	ABS	ABS						
Tai'Rance Kelly											

Planning Policy Council Sub-Committee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sept.	Oct.
Dana Lloved(Chair)	R	R	R	R	R	R	R	R	R	R	R
Jason Warren	ϕ	X	ϕ	X	ϕ						
Caterina Cerda	ϕ	X	ϕ	X	ϕ						
Deborah Martinez	ϕ	X	ϕ	X	ϕ						
Estrella Mendez			ϕ	X	ϕ						
Bryce Bray			ϕ	ABS	ϕ						
Ana Luna											

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

JG 04.29.16

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
April 28, 2016
5005 Business Park North
Conference Room 130

1. **Call to Order** – Jason Warren, Vice Chairperson, called the meeting to order at 5:37 p.m.
   a. Moment of Silence, Pledge of Allegiance - Treasurer
   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** – Ana Luna, Secretary. Quorum was established.
   PC Members Present: Ana Luna, Bryce Bray, Christine Hernandez, Janeth Rivera, Estrella Mendez, Salvador Zambrano, Catherine Velasquez, Jason Warren, Gabriella McCutcheon, Christina Bates, Cindy Granados, Tai'Rance S. Kelly, Sr., Ana Vigil.

3. **Approval of Agenda** – Vice Chairperson **(**ACTION)**
   a. (**ACTION) Request for approval of the PC Agenda dated April 28, 2016. The Vice Chairperson called for a motion to approve the April 28, 2016, meeting agenda; motion made by Tai'Rance Kelly; Estrella Mendez seconded; motion carried unanimously.

4. **Approval of Minutes** – Vice Chairperson **(**ACTION)**
   a. (**ACTION) Request for approval of PC meeting minutes dated March 31, 2016.
   The Vice Chairperson called for a motion to approve the March 31, 2016, Policy Council minutes. Motion made by Bryce Bray; Gabriella McCutcheon seconded; motion carried unanimously.

5. **Presentation of Guests/Public Forum**
   The following guests were in attendance: Angela Zambrano, Itzel Zambrano, Krystal Skaggs, Dustin Christian, Erin Walter, City of Bakersfield Pool Manager; Louis Medina, Outreach and Advocacy Manager; Raul Gallardo, Resource and Outreach Coordinator; Rashi Strother, Family Services and Governance Specialist; Edna Quinoñez, Content Area Specialist-Wellness; Andralette Wilson, Content Area Specialist-Wellness; Maura Sandoval, Staffing Specialist; LeTisha Brooks, Program Manager; Patty Hinojosa, Family Services and Governance Manager; Janelle Gonzalez, Governance Coordinator; Priscilla Hicks, Family Education Coordinator; Argelia Diaz, Program Assistant; Nadine Berry, Administrative Assistant.
   a. *(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.)*

6. **Standing Committee Reports** *(five minutes each)*
   a. Personnel Committee – Ana Luna shared they welcomed Stockton to the meeting. The committee continued its review of the Employee Handbook. The next meeting will be held 05/24/2016 at 5:30 p.m.
   b. Planning Committee – No report. Next meeting will be held 05/03/2016 at 5:30 p.m.
   c. Finance Committee – No report. Next meeting will be held 05/24/2016 at 5:30 p.m.
   d. By-Laws Committee – No report. Next meeting will be held 05/19/2016 at 12:00 p.m.

7. **Human Resources Report** **(**ACTION)**
   a. Maura Sandoval, Staffing Specialist, distributed the Human Resources Report. It was stated that on page two there was one application that was marked as having been reviewed by the applicant. Ms. Sandoval indicated it was actually reviewed by Ana Luna. The Vice Chairperson called for a motion to approve the

April 2016, Human Resources Report. Motion made by Ana Luna; Salvador Zambrano seconded; motion carried unanimously.

b. No Executive Meeting.

8. **Presentations**

a. **Ten Commandments of Discipline, Content Area Specialists (CAS)-Wellness**
The CAS-Wellness team shared a PowerPoint on steps to keep in mind when needing to discipline your child. The first thing is to take a deep breath and release it to try to calm down before speaking to the child. Next make sure your voice is kind, but firm, and talk to them at their level instead of towering over them. Provide children with choices and allow them to make decisions about the problem. When you tell your child something (like you are going to take something away), mean what you say and don't give in and keep any promises you make to them. Remember that children will model what they see and hear, so be sure to set a good example. When children do something right, or even show that they are trying, give them praise and recognition, positive attention goes a long way in helping children correct their behavior. Always be consistent when disciplining children and always follow through.

b. **Make a Splash, Drowning Prevention Program, Erin Walter, City of Bakersfield Pool Manager**
Ms. Walter showed a PowerPoint sharing how easily children can drown and the best way to stop it from happening in the first place. From 2005-2014 there were an average of 3,536 fatal unintentional drownings (non-boating related) annually in the United States – about ten deaths per day (all ages), of this number two are children aged 14 or younger. Drowning ranks fifth among the leading causes of unintentional injury death in the United States. According to the Center for Disease Control, children ages 1 to 4 have the highest drowning rates. Drowning is the number one cause of unintentional injury and death in California for children under age 5 and the second leading cause of accidental death among children under the age of 18 in Kern County. Children can drown in as little as two inches of water. Ms. Walter also provided information on swim lessons and distributed folders with valuable information to each member of the Policy Council.

9. **New Business** – Vice Chairperson **(**ACTION)**

a. The approval to terminate PC member Sonja Segoviano
The Vice Chairperson called for a motion to approve the termination of Sonja Segoviano. Motion made by Ana Luna; Janeth Rivera seconded; motion carried unanimously.

b. Nomination & election for the Policy Council Planning Subcommittee
There was one nomination for the Planning Subcommittee presented to the Policy Council, Ana Luna. The Vice Chairperson called for a motion to elect Ana Luna to the Planning Subcommittee. Motion made by Bryce Bray; Tai'Rance Kelly seconded; motion carried unanimously.

c. Nomination & election for the Policy Council Personnel Subcommittee
There was one nomination for the Personnel Subcommittee presented to the Policy Council, Tai'Rance Kelly. The Vice Chairperson called for a motion to elect Tai'Rance Kelly to the Personnel Subcommittee. Motion made by Bryce Bray; Gabriella McCutcheon seconded; motion carried unanimously.

d. Nomination & election for the Policy Council Budget & Finance Subcommittee
There were no nominations at this time for the Budget & Finance Subcommittee. These positions remain open.

e. Nomination & election for the Policy Council Bylaws Subcommittee
There was one nomination for the Bylaws Subcommittee presented to the Policy Council, Tai'Rance Kelly. The Vice Chairperson called for a motion to elect Tai'Rance Kelly to the Bylaws Subcommittee. Motion made by Bryce Bray; Catherine Velasquez seconded; motion carried unanimously

10. **Consent Calendar** – Policy Council

a. *Information concerning the Consent item(s) listed below has been forwarded to each Policy Council member for study for prior to this meeting. Unless a PC member, or member of the public, has a question concerning a particular item and asks that it may be withdrawn from the Consent Calendar, the items are approved at one time by the full Policy Council. If there are any PC members, or members of the public, wishing to remove any item from the Consent Calendar, please indicate at this time.*- None

11. **Communications**
    a. *Head Start & Early Head Start Budget vs. Actual Expenditures (Including Non Federal Share and in-Kind), for HS/EHS Kern, EHS San Joaquin, and EHS Child Care Partnerships. March 1, 2015 through February 29, 2016 (year-end) and March 1, 2016-March 31, 2016 (English/Spanish)
    b. *Early Head Start Budget vs. Actual San Joaquin July 1, 2015-January 31, 2016 (fiscal Year-end) and February 1, 2016-March 31, 2016
    c. *Early Head Start Budget vs. Actual Child Care Partnerships March 1, 2015-March 31, 2016 (18 month budget period.
    d. *Parent Local Travel & Child Care (English/Spanish)
    e. *Parent Out-of-County Travel (English/Spanish)
    f. *Parent Activity Funds (English/Spanish)
    g. *Parent Meals Report (English/Spanish)
    h. Child and Adult Care Food Program/Central Kitchen report, March 2016
    i. Enrollment and Average Daily Attendance Report for HS/EHS Kern, EHS San Joaquin, and EHS Child Care Partnerships. March 2016
    j. Administration for Children and Families Office of Head Start Overview of Findings Letter dated 03/23/2016 (English/Spanish)
    k. U.S. Department of Health and Human Services Administration for Children and Families Impact of Lead Exposure in Very Young Children HHS/ACF/OHS. Issued 03/28/2016
    l. Functions of the Policy Council Sub-Committees (English/Spanish)
    m. Policy Council Sub-Committee Meetings Flyer (English/Spanish)
    n. Community Action Partnership of Kern Humanitarian Awards Banquet & Fundraiser Flyer

    The Vice Chairperson called for a motion to receive and file communication items a-n from the April 28, 2016, agenda. Motion made by Catherine Velasquez to receive and file communication items a-n.

12. **Policy Council Reports/Training** – Janelle Gonzalez

    Ms. Gonzalez shared that she will be presenting training modules from the Early Childhood Learning and Knowledge Center. The one presented at this meeting was on helping members become more familiar with the reports that are presented to them for review and approval. The Board of Directors serves as Fiscal and Legal oversight. The reports that are provided to the Policy Council are also provide to the Board for final review and approval. During a Federal review, members of the PC will be asked if they are aware of reports and how often they are presented. They are also asked about the usefulness of the reports they receive. One of the most important reports is the In-kind report. This shows how much non-federal share is being used to subsidize the Federal funds that are provided to the program. This comes through volunteering at the centers, following up with curriculum, and even donations of good that would normally be purchased by the program. In-kind is also created by payment from the State for the blended programs where children stay all day or are in the infant/toddler programs. If a center is not meeting their goal, then parents should find a way to work with the Center Director to find ways to improve. Rashi Strother, Stockton Family Services and Governance Specialist shared "task cards" with members. She stated these cards will be used in the classroom to give parents an idea of how they can help out.

13. **Community Representative Report** – Open

    As position is currently open there is no report.

14. **Policy Council Chairperson Report** – Jason Warren, Vice Chairperson

    Mr. Warren shared that at his child's center they would be having an end of the year graduation for the children transitioning to Kindergarten along with end of the year pictures.

15. **Board of Directors Representatives Report** – Ana Vigil

    Ms. Vigil spoke about the Annual Humanitarian Banquet that would be taking place on May 12. She also shared that the Food Bank has received a new truck for delivering to the different distribution sites. She

mentioned about the Give Big Kern campaign, which Louis Medina would be providing more information about during announcements.

16. **Director's Report (HS/State Child Development)** – Yolanda Gonzales

    Ms. Gonzales thanked everyone for coming. She shared that she would be in Stockton for the remainder of the week, as the fourth center was just about licensed, which leaves four more to license. She is happy that Community Action is able to be part of the community in Stockton. During the May meeting there will be changes shared on how the programs will look in the future and provide a Board of Directors presentation to the Policy Council in order to keep everyone abreast of all changes coming up in School Readiness and Head Start. Ms. Gonzales asked the Policy Council members to share information with friends, families, and neighbors that Head Start is currently recruiting for the next school year. Ms. Gonzales advised that the last day of services for part-year children is May 20th, and thanked members once again for their time and commitment.

17. **Announcements** – Vice Chairperson

    a. Give Big Kern, Louis Medina, Outreach and Advocacy Manager

       Mr. Medina shared that he is in charge of community relations, media, and special events for CAPK. Give Big Kern, which is a fundraising event hosted by Kern Community Foundation, will be on May 3, 2016. Give Big Kern benefits multiple non-profit agencies. You are able to access the donation page by navigating to the public CAPK.org website. Donations have already started. Spread the word to your family, friends, and neighbors.

    b. Humanitarian Banquet, Louis Medina, Outreach and Advocacy Manager

       The Humanitarian Banquet is CAPK's biggest fundraiser of the year and will be held at the Doubletree. There are tickets for 260 attendees and it is a well-attended event each year. The commercial spots have already started for promoting the banquet. Deb Johnson with the Veteran's Association is the recipient of this year's award. Tables are usually purchased by companies to assist in the fundraising effort, but aren't always full. If there are any seats available, members of the Policy Council could be contacted a day or two prior to see if they would like to attend.

    c. Ana Luna

       Ms. Luna shared the teacher for her child's class is back in the center, and that she has been missed. Ms. Luna is a hard working parent of three, and she feels that having the teacher in class make it so much easier. Ms. Luna thanked Head Start for the opportunities they have presented to her and for making her feel that she is part of a family. Yolanda Gonzales advised Ms. Luna that if she would like to write a letter of recognition about the teacher and staff, that she would be happy to receive it and would share it with Board of Directors as well as the staff and Policy Council.

18. **Adjournment** – Vice Chairperson

    a. The meeting was adjourned at 7:10 p.m. by the Vice Chairperson.

Complete- 5/11/16 by Nadine Berry, Administrative Assistant

ASOCIACIÓN DE ACCIÓN COMUNITARIA DE KERN
PROGRAMS DE DESARROLLO INFANTIL ESTATAL / HEAD START
ACTA DE LA REUNIÓN DEL CONSEJO DE POLÍTICA
28 DE ABRIL DEL 2016

1. Llamado a la orden- **Vicepresidente, Jason Warren,** llamó la reunión a la orden a las 5:37 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: Ana Luna, Bryce Bray, Christine Hernandez, Janeth Rivera, Estrella Mendez, Salvador Zambrano, Catherine Velasquez, Jason Warren, Gabriella McCutcheon, Christina Bates, Cindy Granados, Tai'Rance S. Kelly, Sr., Ana Vigil.

3. Aprobación de la Agenda- **Vicepresidente (*ACCION)**
   a. Aprobación de la agenda del PC con fecha del 28 de abril del 2016, El vicepresidente pidió una moción para aprobar la agenda de la reunión con fecha del 28 de abril del 2016; moción fue hecha por Tai'Rance Kelly; secundado por Gabriella McCutcheon. Iniciativa fue aprobada.

4. Aprobación de la Acta- **Vicepresidente (*ACCION)**
   a. Aprobación del acta de la reunión del PC con fecha del 31 de marzo del 2016. El Vicepresidente pidió una moción para aprobar el acta con fecha del 31 de marzo del 2016; moción fue hecha por Bryce Bray; secundado por Gabriella McCutcheon. Iniciativa fue aprobada.

5. Presentación de Invitados/Foro Público
   Los siguientes invitados estuvieron presentes: Angela Zambrano, Itzel Zambrano, Krystal Skaggs, Dustin Christian, Erin Walter, Gerente de las Albercas de la Ciudad de Bakersfield; Louis Medina, Gerente de Promoción y Ayuda Comunitaria; Raul Gallardo, Coordinator de Estudio y Ayuda Comunitaria; Rashi Strother, Especialista de Servicios Familiares y Gobernación; Edna Quinoñez, Especialista del Área Contenido de Bienestar; Andralette Wilson, Especialista del Área Contenido de Bienestar; Maura Sandoval, Especialista de Personal; LeTisha Brooks, Gerente del Programa; Patty Hinojosa, Gerente de Servicios Familiares y Gobernación; Janelle Gonzalez, Coordinadora del Programa de Gobernación; Priscilla Hicks, Coordinadora de Educación Familiar; Argelia Diaz, Asistente de Programa; Nadine Berry, Asistente Administrativa.
   a. 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.-Ninguno

6. Informe de los Comités Vigentes (3 minutos cada uno)
   a. Comité de Personal- Ana Luna compartió que le dieron la bienvenida a Stockton. El comité continúo revisando el manual de empleados. La próxima reunión se llevará a cabo el 05/24/2016 a las 5:30 p.m.

b. Comité de Planificación- Ninguno informe. La próxima reunión se llevará a cabo 05/03/2016 a las 5:30 p.m.
c. Comité de Finanzas- Ninguno informe. La próxima reunión se llevará a cabo 05/24/2106 a las 5:30 p.m.
d. Comité de Estatutos- Ninguno informe. La próxima reunión se llevará a cabo 05/19/2016 a las 12:00 p.m.

7. Informe de Recursos Humanos- (**ACCION)
   a. **El Informe de Recursos Humanos- Maura Sandoval, Especialista del Personal**
      Maura Sandoval, Especialistas del Personal, distribuyó el Informe de Recursos Humanos. Se dijo que en la segunda página había una aplicación que se ha marcado como habiendo sido revisado por el solicitante. Sra. Sandoval indicó que estaba realmente revisada por Ana Luna. El Vicepresidente pidió una moción para aprobar la edición de abril de 2016, Informe de Recursos Humanos. Moción presentada por Ana Luna; fue segundado por Salvador Zambrano; iniciativa fue aprobada.
   b. **Sesión ejecutiva- Mike Lackman, Gerente de Recursos Humanos**
      Ninguna sesión ejecutiva

8. Presentaciones
   a. **Los Diez Mandamientos de Disciplina- Especialistas del Área Contendido de Bienestar (10 mins)**
      El equipo de CAS-Wellness compartió una presentación sobre los pasos que deberíamos tener en mente cuando necesita disciplinar a su hijo(a). Lo primero es tomar una respiración profunda y soltarlo para tratar de calmarse antes de hablar con el niño(a). A continuación asegúrese de que su voz es amable, pero firme, y hablar con ellos a su nivel en lugar de que se eleva sobre ellos. Proporcionar a los niños con opciones y les permiten tomar decisiones sobre el problema. Cuando usted le dice a su hijo(a) algo (como si le va quitar algo), la media de lo que dice y no la confianza y sigan las promesas que le hace. Recuerde que los niños van a modelar lo que ven y oyen, así que asegúrese de dar un buen ejemplo. Cuando los niños hacen algo bien, o incluso muestran que ellos están tratando, les dan elogio y reconocimiento, atención positiva va un largo camino para ayudar a los niños corregir su comportamiento. Siempre ser consistente al disciplinar a los niños y siempre seguir adelante.
   b. **Programa de Prevención de Ahogo, Haciendo un Chapuzón- Erín Walter, Gerente De Albercas de la Cuidad de Bakersfield (15 mins)**
      La Sra. Walter dio una presentación sobre la facilidad con que los niños pueden ahogarse y la mejor manera de evitar que suceda en el primer lugar. A partir de 2005-2014 hubo un promedio de 3.536 ahogamientos fatales no intencionales (no relacionados con la navegación) al año en los Estados Unidos - alrededor de diez muertes por día (de todas las edades), de este número dos son niños de 14 años o menos. El ahogamiento ocupa el quinto lugar entre las principales causas de muerte por lesiones no intencionales en los Estados Unidos. Según el Centro de Control de Enfermedades, los niños de 1 a 4 ocupan las mayores niéveles de muerte en California para los niños menores de 5 años y la segunda causa principal de muerte accidental entre los niños menores de 18 años en el condado de Kern. Los niños pueden ahogarse en tan sólo dos pulgadas de agua. La Sra. Walter también proporcionó información sobre las clases de natación y folletos distribuidas con información valiosa para cada miembro del Consejo de Política.

9. Nuevos Asuntos- Vicepresidente (**ACCION)
   a. **Solicitud para aprobar la terminación del miembro del PC Songa Segoviano**
      El Vicepresidente pidió una moción para aprobar la terminación de Sonja Segoviano. Moción presentada por Ana Luna; fue secundado por Janeth Rivera; iniciativa fue aprobada.
   b. **Nominación y elección del subcomité de Planificación del Consejo de Política**
      Había una nominación para el Subcomité de Planificación presentado al Consejo de Política, Ana Luna. El Vicepresidente pidió una moción para elegir a Ana Luna al Subcomité de Planificación. Moción presentada por Bryce Bray; fue secundado por Tai'Rance Kelly; iniciativa fue aprobada.
   c. **Nominación y elección del subcomité de Personal del Consejo de Política**
      Había una nominación para el Subcomité de Personal presentado al Consejo de Política, Tai'Rance Kelly. El Vicepresidente pidió una moción para elegir a Tai'Rance Kelly al Subcomité de Personal. Moción presentada por Bryce Bray; fue secundado por Gabriella McCutcheon; iniciativa fue aprobada.

d. **Nominación y elección del subcomité de Finanzas del Consejo de Política**
No hubo nominaciones en este momento para el Subcomité de Presupuesto y Finanzas. Estas posiciones se mantienen abiertas.

e. **Nominación y elección del subcomité de Estatutos del Consejo de Política**
Había una nominación para el Subcomité de Estatutos presentado al Consejo de Política, Tai'Rance Kelly. El Vicepresidente pidió una moción para elegir a Tai'Rance Kelly a la Subcomité de Estatutos. Moción presentada por Bryce Bray; Catalina Velásquez secundada; iniciativa fue aprobada

10. **Calendario de Consentimiento**

Información concerniente a los artículos de consentimiento que aparecen en la lista siguiente ha sido enviada a cada miembro del Consejo de Política para que la estudien previo a la reunión a menos que algún miembro del Consejo de Política, o miembro del público tenga alguna pregunta concerniente a algún asunto en particular de los temas en la lista y solicite que sea retirado del Calendario de Consentimiento, los artículos se dan por aprobados de una vez por el Consejo de Política en su totalidad. Si hay algún miembro del Consejo de Política o miembro del público que desea remover algún artículo del Calendario de Consentimiento, por favor indíquelo ahora mismo.- Ninguno

11. **Comunicaciones**

a. *Presupuesto de HS/EHS vs. Informe Actual de gastos (incluyendo Contribución No-Federal y Contribución Laboral Voluntaria) para HS/EHS Kern 1 de marzo, 2015 hasta 29 de febrero, 2016 (fin del año fiscal)
b. *Presupuesto vs. Informe Actual de Gastos de Early Head Start del Condado de San Joaquín 1 de julio, 2015 hasta 31 de enero, 2016 (fin del año fiscal)
c. *Presupuesto vs. Informe Actual de Gastos de las Asociaciones de Early Head Start Cuidado Infantil, 1 de Marzo, 2015 hasta marzo 31, 2016 (18 meses período de presupuesto)
d. *Viaje local de Padres y cuidado infantil
e. *Viaje de Padres fuera del condado
f. *Fondos de Actividad de Padres
g. *Informe de Comidas de Padres
h. Informe de Programa de Alimentos Cuidado de Niños y Adultos/Cocina Central marzo 2016
i. Informe de Inscripción/ Promedio Asistencia de Diaria HS/EHS Kern, EHS del Condado de San Joaquín, y EHS de las Asociaciones de Cuidado Infantil fecha marzo 2016
j. Administración de Niños y Familias Oficina de Head Start Carta de los Resume de Los Encuentros con fecha de 3/23/2016 (Inglés/Español)
k. Depto. de los EE.UU Salud y Servicios Humanos Administración para Niños y Familias impacto de la exposición del plomo en niños menores HHS/ACF/OHS fecha 03/28/2016
l. Funciones de los subcomités del Consejo de Política (Inglés/Español)
m. Folleto de la reuniones de los subcomité del Consejo de Política (Ingles/Español)
n. Folleto de Asociación de Acción Comunitaria de Kern Convivio de Kern Premios Humanitarios y recaudación de fondos

El Vicepresidente pido una moción para recibir y archivar temas de comunicación (a) – (n) de la agenda del 28 de abril del 2016. Moción fue hecha por Catherine Velasquez para recibir y archiva los temas (a) – (n).

12. **Informes del Consejo de Política/Entrenamiento- Janelle Gonzalez**

Sra. González compartió que ella estará presentando los módulos de entrenamiento de formación del Aprendizaje de la niñez temprana y el Centro de Conocimiento. El que se presentado en esta reunión fue en ayudar a los miembros a ser más familiarizados con los informes que se les presentan para su revisión y aprobación. El Consejo de Administración sirve como fiscal y supervisión legal. Los informes que se proporcionan al Consejo de Política también se proporcionan en la reunión para su revisión y aprobación final. Durante una revisión Federal, los miembros del equipo se les pedirá si son conscientes de los informes y la frecuencia con que

se presentan. También se les pregunta acerca de la utilidad de los informes que reciben. Uno de los informes más importantes es el informe en la contribución laboral voluntaria. Esto muestra la cantidad de participación no federal se utiliza para subvencionar los fondos federales que se proporcionan al programa. Esto viene a través del voluntariado en los centros, el seguimiento con los planes de estudio, e incluso donaciones que normalmente serían adquiridos por el programa. La contribución laboral voluntaria también se crea mediante el pago por parte del Estado para los programas compuestos, cuando los niños se quedan todo el día o se encuentran en los programas de bebés / niños pequeños. Si un centro no está cumpliendo con su objetivo, entonces los padres deben encontrar una manera de trabajar con el director del centro para encontrar maneras de mejorar. Rashi Strother, Especialista de servicios familiares y gobierno compartido "tarjetas de tareas" con los miembros. Ella declaró que estas tarjetas serán utilizados en el salón de clase para dar a los padres una idea de cómo pueden ayudar.

13. **Informe de Representante Comunitario**
Informe no fue reportado ya que esta posición está actualmente vacante.

14. **Informe del Presidente del Consejo de Política - Jason Warren, Vicepresidente**
Sr. Warren compartió que en el centro de su niña tendrán una graduación para los niños que harán la transición a la guardería de la infancia junto con las fotos del fin de año.

15. **Informe del Representante de la Mesa Directiva- Ana Vigil**
La Sra Vigilia habló sobre el Cena Anual Humanitaria que tendría lugar el 12 de mayo. También compartió que el Banco de Alimentos ha recibido un nuevo camión para la entrega de alimentos a los diferentes lugares de distribución. Ella mencionó acerca de la campaña de Dar en Grande Kern, que Luis Medina estaría proporcionando más información acerca de durante los anuncios.

16. **Informe de la Directora (Desarrollo Infantil Estatal / Head Start) – Yolanda Gonzales**
Sra. González dio las gracias a todos por venir. Ella compartió que ella estaría en Stockton por el resto de la semana, ya que el cuarto centro estará agarrando su licenciatura, lo que deja a cuatro más para obtener su licenciatura. Ella está feliz de que la acción comunitaria pueda ser parte de la comunidad en Stockton. Durante la reunión de mayo habrá cambios compartidos sobre cómo los programas se verán en el futuro y proporcionar una presentación del Consejo de Administración para el Consejo de Política con el fin de mantener a todos al tanto de todos los cambios que vienen en preparación para la preparación escolar y Head Start. Sra. González les pidió a los miembros del Consejo de Política que compartieran información con amigos, familias y vecinos que Head Start está reclutando actualmente para el próximo año escolar. Sra. González indicó que el último día de servicios para los niños de medio año será el 20 de mayo y dio las gracias a los miembros una vez más por su tiempo y compromiso.

17. **Anuncios-** Vicepresidente
    a. Dar grande Kern, Luis Medina, Gerente de Promoción y Ayuda Comunitaria
    El Sr. Medina compartió que él es el encargado de relaciones con la comunidad, los medios y eventos especiales para CAPK. Dar grande Kern, que es un evento de recaudación de fondos organizada por la Fundación Comunitaria de Kern, será el 3 de mayo de 2016. Dale grande Kern beneficia a múltiples agencias sin fines de lucro. Usted es capaz de acceder a la página de donaciones accediendo a la página web pública CAPK.org. Las donaciones ya han comenzado. Corre la voz a sus familiares, amigos y vecinos.

    b. Cena Humanitaria, Luis Medina, Gerente de Promoción y Ayuda Comunitaria
    La cena humanitaria es el mayor recaudador de fondos del año de CAPK y se llevará a cabo en el Doubletree. Hay entradas para 260 asistentes y es un concurrido evento cada año. Los anuncios comerciales ya han comenzado a promover el banquete. Deb Johnson con la Asociación de Veteranos es el destinatario del premio de este año. Tablas suelen ser adquiridos por las empresas para ayudar en los esfuerzos de

recaudación de fondos, pero no siempre están llenos. Si hay algunos asientos disponibles, los miembros del Consejo de Política podrán establecer contacto con uno o dos días antes para ver si les gustaría asistir.

c. Ana Luna
Sra. Luna compartió que la maestra de la clase de su hija está de vuelta en el centro, y que la extrañaron mucho. Ms. Luna es una madre trabajar de tres niños, y ella siente que tener la maestra en clase hace que todo sea mucho más fácil. Sra. Luna agradeció a Head Start por las oportunidades que se le presentaron y por hacerla sentir que ella es parte de una familia. Yolanda Gonzales aconsejó a la señora Luna que si a ella le gustaría escribir una carta de reconocimiento sobre la maestra y el personal del centro, que ella estaría feliz de recibirla y lo compartiría con la Mesa Directiva, así como el personal y el Consejo de Política.

18. Cierre de Sesión –Vice presidente
    a. La reunión se cerró a las 7:10 p.m. por el vicepresidente.

Completado- 05.11.16 por Nadine Berry/Asistente Administrativa
Traducido- 05.16.16 por Argelia Diaz/ Asistente de Servicios Familiares y Gobernación

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Policy Council Agenda
May 26, 2016
5005 Business Park North, Suite 130
Bakersfield, CA 93309
5:30-7:00 p.m.

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. **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.*

4. **Approval of Agenda** — Chairperson — ***ACTION**
   a. Date of Agenda: May 26, 2016

5. **Standing Committee Reports** — (5 mins. each)
   a. Personnel Committee — Ana Luna — **Verbal Report**
   b. Planning Committee — Jason Warren — **Verbal Report**
   c. Finance Committee — Caterina Cerda — **Verbal Report**
   d. By-Laws Committee — Janeth Rivera — **Verbal Report**

6. **Presentations**
   a. 2015-2016 Desired Results Developmental Profile Agency Outcomes- Leslie Mitchell, Administrator of Educational Support Services (10 min)

7. **Consent Calendar** — Policy Council

   Information concerning the Consent item(s) listed below has been forwarded to each Policy Council Member for study prior to this meeting. Unless a PC member, or member of the public, has a question concerning a particular item and asks that it may be withdrawn from the Consent Calendar, the items are approved at one time by the full Policy Council. If there are any PC members, or members of the Public, wishing to remove any item from the Consent Calendar, please indicate at this time.

   a.) None

8. **Program Governance Report/Training** — Janelle Gonzalez — **Verbal Report**
   Make Meaningful Decisions

9. **Community Representative Report** — Open — **No Report**

10. **Policy Council Chairperson Report** — Ashley Womack — **Verbal Report**

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, May 19, 2016. Janelle Gonzalez, Program Governance Coordinator.

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11. **Board of Director Representative Report**	Ana Vigil	**Verbal Report**
12. **Director Report (HS/State Child Development)**	Yolanda Gonzales	**Verbal Report**
13. **Approval of Minutes**	Chairperson	***ACTION**

a. Date of Minutes: April 28, 2016

14. **Human Resources** ***ACTION**

a. Human Resources Report- Maura Sandoval, Staffing Specialist
b. Executive Session- Mike Lackman, Human Resource Manager (10 min)

15. **New Business** Chairperson ***ACTION**

a. EHS Child Care Partnership Refunding Application, Jerry Meade Program Design and Management Administrator (10 min)
b. Head Start/Early Head Start COLA Application, Jerry Meade Program Design and Management Administrator (5 min)
c. Head Start Duration Grant Application, Jerry Meade Program Design and Management Administrator (5 min)
d. Request to approve the change of meeting start time from 5:30 to 5:45 (5 min)
e. Request to approve Catherine Velasquez to the Bylaws subcommittee (5 min)
f. Request to approve the termination of PC Member Erika Ruvalcaba (5 min)

16. **Communications**

a. Head Start & Early Head Start – Kern Budget vs. Actual Expenditures March 1, 2015 through February 29, 2016 (Interim Year-End Report)
b. Head Start & Early Head Start – Kern Budget vs. Actual Expenditures March 1, 2016 through April 30, 2016
c. Early Head Start – San Joaquin Budget vs. Actual Expenditures February 1, 2016 through April 30, 2016
d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures March 1, 2015 through April 30, 2016
e. Parent Local Travel & Child Care Report through April 30, 2016 (English/Spanish)
f. Parent Activity Funds Report through April 30, 2016 (English/Spanish)
g. Parent Meals Report through April 30, 2016 (English/Spanish)
h. Child and Adult Care Food Program/Central Kitchen Report April 2016
i. Enrollment and Average Daily Attendance Report for HS/EHS Kern, EHS San Joaquin, and EHS Child Care Partnerships April 2016
j. Policy Council Termination Letter for Erika Ruvalcaba dated April 29, 2016 (English/Spanish)
k. America's Job Center Energy Efficiency & Renewable Energy Program (English/Spanish)
l. The Wildlands Conservancy Weekend Wonders Wind Wolves Preserve
m. U.S Department of Health and Human Services Administration for Children and Families Head Start Funding Increase ACF-PI-HS-16-03 issuance date 04/27/2016 (English/Spanish)
n. Office of Head Start Program Instruction ACF-PI-HS-16-02, issued April 25, 2016; Supplemental Funds Available to Extend Duration of Services in Head Start and Early Head Start

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o. Office of Head Start Cost of Living Adjustment (COLA) Funding Guidance Letter, dated May 6, 2016, for 09HP0036 (Early Head Start Child Care Partnerships)
p. Office of Head Start Cost of Living Adjustment (COLA) Funding Guidance Letter, dated May 10, 2016, for 09CH9142 (Head Start and Early Head Start Kern)
q. Office of Head Start Cost of Living Adjustment (COLA) Funding Guidance Letter, dated May 10, 2016, for 09CH010071 (Early Head Start San Joaquin)
r. Policy Council Subcommittee Planning Minutes dated May 3, 2016 (English/Spanish)
s. Policy Council Subcommittee Bylaws Minutes dated March 17, 2016 (English/Spanish)
t. Policy Council Subcommittee Personnel Minutes dated April 26, 2016 (English/Spanish)

17. **Announcements** Chairperson

18. **Adjournment** Chairperson

Next meeting is June 30, 2016 to be held at
5005 Business Park North, Suite 130, Bakersfield, CA 93309

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, May 19, 2016. Janelle Gonzale

m Governance Coordinator.

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Community Action Partnership of Kern

Agenda del Consejo de Política
26 de mayo de 2016
5005 Business Park North, Salon de Conferencia 130
Bakersfield, CA 93309
5:30-7:00 p.m.

1. **Llamado a la orden** — Presidente
   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

3. **Presentación de Invitado/Foro Público**
   a. *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.*

4. **Aprobación de la Agenda** — Presidente — ***ACCIÓN**
   a. Fecha de Agenda: 26 de mayo, 2016

5. **Informes de los Comités Vigentes** — (5 mins. cada uno)

a. Comité de Personal	Ana Luna	Informe Verbal
b. Comité de Planificación	Jason Warren	Informe Verbal
c. Comité de Finanzas	Caterina Cerda	Informe Verbal
d. Comité de Estatutos	Janeth Rivera	Informe Verbal

6. **Presentaciones**
   a. Resultados Deseados Perfil de la Agencia 2015-2016- Leslie Mitchell, Administradora de los Servicios de Apoyo Educacional (10mins.)

7. **Calendario de Consentimiento** — Consejo de Política — **Sugerencias**
   Información concerniente a los artículos de consentimiento que aparecen en la lista siguiente ha sido enviada a cada miembro del Consejo de Política para que la estudien previo a la reunión a menos que algún miembro del Consejo de Política, o miembro del público tenga alguna pregunta concerniente a algún asunto en particular de los temas en la lista y solicite que sea retirado del Calendario de Consentimiento, los artículos se dan por aprobados de una vez por el Consejo de Política en su totalidad. Si hay algún miembro del Consejo de Política o miembro del público que desea remover algún artículo del Calendario de Consentimiento, por favor indíquelo ahora mismo.
   a. Ninguno

8. **Informes del Consejo de Política/Entrenamiento** — Janelle Gonzalez — **Informe Verbal**
   Haciendo Decisiones Significativas

9. **Informe de Representante Comunitario** — Abierto — **Ninguno**

Certificamos que este aviso de agenda fue publicada en el vestíbulo de la Oficina de Administración CAPK en 5005 Business Park Norte, Bakersfield, CA y en línea en www.capk.org de las 12:00 pm, 19 de mayo de 2016. J. González, Coordinadora del Programa de Gobernación

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10. **Informe de Presidente del Consejo de Política**	Ashley Womack	**Informe Verbal**
11. **Informe del Representante de la Mesa Directiva**	Ana Vigil	**Informe Verbal**
12. **Informe de la Directora de (Head Start)**	Yolanda Gonzales	**Informe Verbal**
13. **Aprobación del Acta**	Presidente	***ACCIÓN**

a. Fecha del Acta: 28 de abril, 2016

14. **Recursos Humano** ***ACCIÓN**

a. Informe de Recursos Humanos- Maura Sandoval, Especialista del Personal
b. Sesión Ejecutiva- Mike Lackman, Gerente de Recursos Humanos (10 mins.)

15. **Nuevos Asuntos** Presidente ***ACCIÓN**

a. Aplicación de rembolso de las Asociaciones de Cuidado Infantil EHS, Jerry Meade, Administrador del Programa de Diseño y Administración (10 mins.)
b. Aplicación de COLA para Head Start/Early Head Start, Jerry Meade Administrador del Programa de Diseño y Administración (10mins.)
c. Solicitud para la subvención Duración de Head Start, Jerry Meade Administrador del Programa de Diseño y Administración (10 mins)
d. Solicitud para cambiar el horario de inicio de la reunión de las 5:30 a las 5:45 (5mins)
e. Solicitud para aprobar a Catherine Velasquez al subcomité de Estatutos (5mins)
f. Solicitud para aprobar terminación de Erika Ruvalcaba Miembros del PC (5mins)

16. **Comunicaciones**

a. Head Start y Early Head Start- Kern Presupuesto vs. Informe Actual de gastos 1 de marzo, 2015 hasta 29 de febrero, 2016 (fin del año fiscal)
b. Head Start y Early Head Start- Kern Presupuesto vs. Informe Actual de Gastos 1 de marzo de 2016 hasta el 30 de abril del 2016
c. Early Head Start- San Joaquín Presupuesto vs. Informe Actual de gastos 1 de febrero de 2016 hasta 30 de abril de 2016
d. Las Asociaciones de Early Head Start Cuidado Infantil Presupuesto vs. Informe Actual de Gastos 1 de marzo de 2015 hasta el 30 de abril de 2016
e. Viaje local de Padres y cuidado infantil, hasta el 30 de abril de 2016 (Inglés/Español)
f. Fondos de Actividad de Padres hasta el 30 de abril de 2016 (Inglés/Español)
g. Informe de Comidas de Padres hasta el 30 de abril de 2016 (Inglés/Español)
h. Informe de Programa de Alimentos Cuidado de Niños y Adultos/Cocina Central abril 2016
i. Informe de Inscripción/ Promedio Asistencia de Diaria HS/EHS Kern, EHS del Condado de San Joaquín, y EHS de las Asociaciones de Cuidado Infantil fecha abril 2016
j. Carta de terminación del Consejo de Política para Erica Ruvalcaba fecha de 29 de abril del 2016 (Inglés/Español)
k. Centros de Trabajos de América El Programa de Eficiencia Energética y Energías Renovables (Inglés/Español)
l. Conservación de las Tierras Salvajes las maravillas entre semana Preservación Wind Wolves
m. Departamento de Salud y Servicios Humanos Administración para Niños y Familias Aumento de la financiación para Head Start ACF-PI-HS-16-03 fecha 04/27/2016 (Inglés/Español)

Certificamos que este aviso de agenda fue publicada en el vestíbulo de la Oficina de Administración CAPK en 5005 Business Park Norte, Bakersfield, CA y en línea en www.capk.org de las 12:00 pm, 19 de mayo de 2016. Ja- 20 - nzález, Coordinadora del Programa de Gobernación



n. Departamento de Salud y Servicios Humanos Administración para Niños y Familias se dispone de fondos suplementarios para extender la duración de los servicios en Head Start y Early Head Start ACF-PI-HS-16-02 fecha 04/25/2016 (Inglés/Español)
o. Oficina de Head Start Ajuste del Costo de Vivienda (COLA) Carta de Orientación de Financiación, Fecha 6 de mayo del 2016, para 09HP0036 (Las Asociaciones de Cuidado Infantil de Early Head Start)
p. Oficina de Head Start Ajuste del Costo de Vivienda (COLA) Carta de Orientación de Financiación, Fecha 10 de mayo del 2016, para 09CH9142 (Head Start y Early Head Start Kern)
q. Oficina de Head Start Ajuste del Costo de Vivienda (COLA) Carta de Orientación de Financiación, Fecha 10 de mayo del 2016, para 09CH010071 (Early Head Start San Joaquin)
r. El Acta del Subcomité de Planificación del Consejo de Política (Inglés/Español)
s. El Acta del Subcomité de Estatutos del Consejo de Política (Inglés/Español)
t. El Acta del Subcomité de Personal del Consejo de Política (Inglés/Español)

17. Anuncios Presidente

18. Cierre de Sesión Presidente

Próxima reunión es el 30 de junio del 2016 en
5005 Business Park North, Salon 130, Bakersfield, CA 93309

Certificamos que este aviso de agenda fue publicada en el vestíbulo de la Oficina de Administración CAPK en 5005 Business Park Norte, Bakersfield, CA y en línea en www.capk.org de las 12:00 pm, 19 de mayo de 2016. J - 21 - onzález, Coordinadora del Programa de Gobernación

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Policy Council

From: Yolanda Gonzales, Director of Head Start / State Pre-School

Date: May 26, 2016

Subject: EHS Child Care Partnerships Refunding Application

The Head Start and State Child Development Division is requesting approval from the Policy Council to submit an application for continued funding of the Early Head Start Child Care Partnership grant 09HP0036. The application will continue funding from September 1, 2016 through August 31, 2017.

Within the application, we will include request to the Office of Head Start to reduce funding of 8 slots with one partner (Bakersfield College) and contract those 8 slots with another community partner yet to be determined. The reduction stems from Bakersfield College request to reduce from 40 slots to 32 slots at Bakersfield College. We have three (3) interested partners within the community for the 8 slots to move to, however, at the time of this application's deadline, we have not completed negotiations with the additional partner.

Attached to this memo you will find a summary of the funds being requested to continue this program.

Recommendation

Staff recommends that the Policy Council approve the request to submit the application for continued funding for the EHS Child Care Partnership grant 09HP0036.

COMMUNITY ACTION PARTNERSHIP OF KERN

EARLY HEAD START CHILD CARE PARTNERSHIPS
2016-2017 BUDGET

BUDGETED EXPENDITURES - BASE	
PERSONNEL	119,563
FRINGE BENEFITS	33,478
SUPPLIES	8,190
CONTRACTUAL	426,189
OTHER Occupancy Child & Family Services Printing Other	17,380
INDIRECT COSTS (10%)	67,200
BUDGETED EXPENDITURES	672,000

BUDGETED EXPENDITURES - TRAINING & TECHNICAL ASSISTANCE	
TRAVEL	5,294
SUPPLIES	3,506
OTHER Staff development costs; consultant fees	6,320
INDIRECT COSTS (10%)	1,680
BUDGETED EXPENDITURES	16,800

NON-FEDERAL SHARE[1]	172,200
ESTIMATED ADMINISTRATIVE COST RATE	10.8%

[1]The Head Start Act requires non-federal matching funds equal to 20% of total funding. The non-federal portion of subsidies supporting children enrolled in the Partnership program will be used toward non-federal share. The remainder will be provided by volunteers and other contributors.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Policy Council

From: Yolanda Gonzales, Director of Head Start / State Pre-School

Date: May 25, 2016

Subject: COLA Request

President Obama signed Public Law 114-113, the Consolidated Appropriations Act of 2016, on December 18, 2015. This Act includes $9,168,095,000 for programs under the Head Start Act, which is an increase of approximately $570 million over the fiscal year (FY) 2015 funding level. This funding will provide grantees the funding for a 1.8 percent cost of living adjustment (COLA).

The application will provide an additional $511,193 across all four of CAPK's HS/EHS grants (HS EHS Kern, EHS Child Care Partnership, and EHS San Joaquin). The funds will be used to increase the pay scales by at least 1.8% across HS/EHS positions.

Recommendation

Staff recommends that the policy Council approve the request to submit the application for the COLA from the Office of Head Start (OHS) to include a 1.8% COLA increase.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Policy Council

From: Yolanda Gonzales, Director of Head Start / State Pre-School

Date: May 26, 2016

Subject: Head Start Duration Grant Application

The Head Start and State Child Development Division is requesting approval from the Policy Council to submit an application for supplemental funds available from the Office of Head Start (OHS) to extend the duration of services for our Head Start program. OHS announced the availability of $294 million dollars to be awarded for the purpose of increasing the total number of hours of high-quality early education in Head Start center-based program options. Only Head Start grantees that do not provide continuous services equivalent to a full school day for 40 percent or more of their Head Start center-based program participants may apply. A full school day is defined as more than 1020 contact hours annually. The due date for this application is June 24, 2016.

CAPK's Head Start program currently offers a full school day equivalent to only 17 percent of our center-based program participants, which qualifies our program to apply for these supplemental dollars. Our application will request supplemental funds to increase our base funding to support up to an additional 435 of our current funded program participant to benefit from full school day services. If awarded, 40 percent of our center-based program participants will be receiving the equivalent to full school day services.

Recommendation

Staff recommends that the Policy Council approve the request to submit the application for supplemental funds available from the Office of Head Start (OHS) to extend the duration of services for our Head Start program.

Community Action Partnership of Kern
Child Education and Development Services
Governance-Policy Council

April 29, 2016

Re: Policy Council Membership

Dear Erika Ruvalcaba,

The Policy Council Bylaws approved August 31, 2015 state that: Membership may be terminated as a result of three (3) consecutive absences throughout the year for any reason, ***except absences for attending a Community Action Partnership of Kern function*, or EXTREME weather conditions.**

1. Termination may be appealed.
2. Submit a written letter of appeal to the Program Governance Coordinator within ten (10) working days of receiving the notification of termination
3. The Program Governance Coordinator will place the appeal on the following Policy Council agenda for the full Policy Council vote.
4. The Policy Council's recommendation will be in effect for the remainder of the current Policy Council year.

The attendance records show that you have been absent from the Policy Council meetings in March and April. Additionally, were absent from the Policy Council Personnel Committee Meeting in March & April.

Please be advised, you have been terminated as a Policy Council Member as of May 13, 2016. If you wish to appeal this termination, please contact Janelle Gonzalez at 336-5236 ext. 2637.

We appreciate your service to the Policy Council and to Community Action Partnership of Kern Head Start Program

Thank you,

Ashley Womack
2015-2016 Policy Council Chairperson

cc: Janelle Gonzalez, Program Governance Coordinator

Asociación de Acción Comunitaria de Kern
Servicios de Educación y Desarrollo Infantil
Gobernación-Consejo de Política

29 de abril del 2016

Re: Membrecía del Consejo de Política

Querida Erika Ruvalcaba,

Los Estatutos del Consejo de Política, aprobado el 31 de agosto del 2015, afirma que: La membrecía puede ser terminada como resultado de tres (3) ausencias durante el año por cualquier razón, **excepto cuando el miembro asiste a cualquier evento que esté relacionado con la Asociación de Acción Comunitaria de Kern, o condiciones ambientales extremas.**

1. Las terminaciones pueden ser apeladas.
2. Una carta de apelación puede ser presentada al Gerente de Servicios familiares y Gobernación dentro de los 10 días de haber recibido la notificación de destitución.
3. El Gerente de Servicios Familiares y Gobernación pondrá la apelación en la agenda de la próxima reunión del Consejo de Política para que todo el consejo pueda hacer una votación.
4. Las recomendaciones que haga el Consejo de Política permanecerá en efecto por el resto del año actual del Consejo de Política.

El registro de asistencia enseña que usted estuvo ausente de la junta del Consejo de Política en marzo y abril. Adicionalmente, estuvo ausente de las junta del Comité de Personal del Consejo de Política en marzo y abril.

Por favor tenga en cuenta que su membrecía del Consejo de Política se terminara el 13 de mayo del 2016. Si usted le gustaría apelar esta destitución, por favor comunicase con Janelle Gonzalez al (661) 336-5236 ext. 2637.

Le agradecemos por su servicio al Consejo de Política y a la Asociación de Acción Comunitaria de Kern.

Gracias,

Ashley Womack
2015-2016 Presidente del Consejo de Política

Cc: Janelle Gonzalez, Coordinadora del Programa de Gobernación

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind
Budget Period: March 1, 2015 through February 29, 2016
Report for period ending February 29, 2016 (Month 12 of 12) - FINAL

Percent of year elapsed: **100%**

LOCATION	FUNDED ENROLL-MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	68	9,303	9,883	11,545	0	0	2,364	7,015	10,224	8,859	8,405	11,236	10,913	89,748	77,409	116%
Alicante	34	9,784	9,082	7,761	0	0	1,956	8,031	11,109	6,385	7,012	6,591	8,990	76,701	38,705	198%
Buttonwillow	27	2,057	2,633	898	0	0	963	3,263	3,239	2,399	1,821	4,767	3,664	25,706	30,736	84%
California City	34	4,010	3,252	2,269	0	0	2,144	2,020	5,330	463	4,940	6,144	5,602	36,175	38,705	93%
Casa Loma	34	7,602	6,812	5,438	0	0	4,123	10,608	11,924	6,365	9,872	12,925	14,219	89,888	38,705	232%
Cleo Foran	34	6,061	4,299	6,002	0	0	3,015	10,377	10,400	7,669	6,579	8,497	9,241	72,139	38,705	186%
Delano	97	15,798	20,623	19,254	12,110	9,134	15,989	22,491	20,718	7,138	17,252	17,302	14,211	192,020	110,422	174%
East California	84	16,014	16,961	12,837	0	0	3,868	7,888	11,118	9,514	10,007	10,701	13,348	112,257	95,623	117%
Fairfax	34	0	0	0	0	0	0	0	15,661	18,626	20,280	24,791	23,072	102,430	38,705	265%
Fairview	34	4,002	1,450	3,961	0	0	1,771	8,478	10,465	7,889	3,167	4,417	5,273	50,874	38,705	131%
Faith Avenue	34	7,401	7,518	5,013	0	0	3,251	8,914	12,195	8,771	9,113	7,105	6,794	76,075	38,705	197%
Franklin	24	5,621	6,304	5,376	5,486	4,740	5,765	5,222	3,594	2,295	2,467	3,111	3,012	52,994	27,321	194%
Heritage Park	34	2,780	3,086	7,522	0	0	2,047	4,877	5,062	2,670	3,640	5,218	6,466	43,369	38,705	112%
Home Base	297	18,924	20,965	16,179	7,760	8,603	9,752	15,878	29,409	22,841	31,732	31,660	20,151	233,853	169,048	138%
Lamont	34	3,606	3,570	2,519	0	0	2,181	7,620	9,280	7,392	7,712	9,285	8,905	62,069	38,705	160%
Lost Hills	27	10,236	10,456	9,936	0	0	2,165	4,245	5,066	2,913	3,618	3,241	3,355	55,230	30,736	180%
Martha J. Morgan	83	17,450	19,719	19,540	0	0	3,457	15,464	17,264	12,119	11,213	16,319	12,970	145,515	94,485	154%
McFarland	34	8,173	8,012	5,700	0	0	102	6,883	6,924	5,119	4,118	5,779	6,888	57,697	38,705	149%
Mojave	34	5,184	5,258	4,705	0	0	1,049	1,752	2,394	2,329	2,089	2,778	2,382	29,919	38,705	77%
Noble	34	5,392	5,629	4,063	0	0	3,486	11,081	11,012	9,294	9,216	10,163	9,289	78,626	38,705	203%
Oasis	93	12,581	12,995	8,784	0	0	4,716	12,326	13,616	1,874	6,025	10,382	8,125	91,424	105,869	86%
Oildale	34	3,672	3,607	2,805	0	0	2,513	10,954	11,136	6,676	11,912	13,106	4,487	70,867	38,705	183%
Pacific	66	10,174	10,526	8,322	4,074	5,323	4,421	8,613	8,662	7,689	7,830	8,336	6,781	90,751	75,133	121%
Pete H. Parra	148	17,800	16,377	15,003	12,606	12,045	13,055	17,556	18,862	17,221	16,968	16,609	11,566	185,668	168,479	110%
Pioneer	34	3,522	3,596	2,262	0	0	599	2,625	4,537	5,253	3,931	5,740	4,395	36,459	38,705	94%
Planz	34	9,564	9,359	7,395	0	0	2,571	10,283	8,849	0	6,002	10,751	9,526	74,300	38,705	192%
Primeros Pasos	98	16,777	19,098	17,092	6,485	3,105	6,236	14,042	15,642	15,997	10,684	16,855	15,587	157,600	111,561	141%
Rafer Johnson	34	7,730	7,535	6,457	0	0	1,991	6,232	7,494	4,965	5,303	5,315	6,453	59,475	38,705	154%
Roosevelt	34	8,921	9,673	10,178	0	0	2,767	6,092	7,255	7,912	7,302	7,444	7,563	75,106	38,705	194%
Rosamond	34	4,478	2,958	903	0	0	0	0	0	0	1,727	838	2,828	13,731	38,705	35%
San Diego Street	56	13,628	18,345	15,681	12,239	11,789	12,406	11,576	12,459	11,404	8,743	9,391	9,957	147,619	63,749	232%
Seibert	34	3,597	3,122	3,628	0	0	1,686	7,024	9,198	2,981	3,730	6,027	3,679	44,670	38,705	115%
Shafter	34	3,078	4,409	3,512	0	0	1,108	4,277	5,424	2,857	5,818	4,022	3,885	38,390	38,705	99%
Shafter HS/EHS	38	5,475	5,936	5,391	4,961	4,599	3,505	3,265	3,878	3,954	4,046	3,584	3,736	52,329	43,258	121%
Stella Hills	34	11,985	12,686	11,211	0	0	4,856	12,103	5,049	9,403	5,873	8,440	9,263	90,869	38,705	235%
Sterling	124	18,929	19,993	16,490	12,104	9,845	10,129	15,847	17,290	13,200	13,193	16,521	12,473	176,013	141,158	125%
Stine Road	147	20,211	24,077	20,846	13,898	12,204	14,657	20,864	18,243	15,620	18,336	19,034	18,497	216,487	167,341	129%
Sunrise Villa	34	5,487	6,541	5,517	0	0	1,115	3,906	6,095	6,767	6,407	8,618	6,341	56,795	38,705	147%
Taft	34	8,675	10,101	6,974	0	0	3,618	11,290	12,342	5,585	8,285	9,383	9,227	85,480	38,705	221%
Tehachapi	34	1,490	1,428	435	0	0	816	2,537	2,579	2,330	2,116	2,412	2,596	18,739	38,705	48%
Vineland	34	7,921	5,941	4,774	0	0	2,246	5,508	6,898	4,787	5,266	4,014	6,987	54,342	38,705	140%

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind
Budget Period: March 1, 2015 through February 29, 2016
Report for period ending February 29, 2016 (Month 12 of 12) - FINAL

Percent of year elapsed: 100%

LOCATION	FUNDED ENROLL-MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Virginia	34	5,206	5,554	4,205	0	0	2,447	7,807	9,398	5,877	5,671	6,959	6,134	59,261	38,705	153%
Voorhies	34	8,202	7,788	9,297	0	0	886	9,824	9,945	5,882	5,544	7,084	6,565	71,016	38,705	183%
Wasco	34	9,476	9,992	7,719	0	0	2,417	5,872	6,410	6,209	3,256	6,146	3,358	60,855	38,705	157%
Williams	34	5,245	7,331	5,133	0	0	2,660	5,006	10,311	6,592	5,872	6,347	7,903	62,401	38,705	161%
Willow	102	9,416	7,071	4,621	0	0	3,208	13,234	16,374	10,172	8,989	14,645	14,106	101,836	116,114	88%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Program Services		6,013	9,308	7,708	6,718	4,229	8,000	4,433	19,511	4,649	4,723	6,313	4,607	86,210	115,672	75%
Policy Council and RPC		1,854	2,442	769	659	599	336	682	3,023	2,526	3,930	2,069	1,486	20,374	64,472	32%
Board of Directors		639	781	142	12	0	0	0	0	0	0	0	0	1,575	6,945	23%
SUBTOTAL IN-KIND	2,565	401,143	424,080	363,771	99,112	86,215	184,409	395,886	482,870	339,433	371,739	438,414	396,857	3,983,929	2,937,969	136%
State General Child Care		94,459	94,824	84,367	89,643	83,057	73,725	87,080	100,329	77,929	100,243	87,019	101,811	1,074,483	922,078	117%
State Preschool		158,096	151,335	143,311	135,077	164,012	127,767	155,076	167,901	144,695	158,812	129,932	142,550	1,778,562	1,767,277	101%
State Migrant Child Care		15,519	15,636	13,813	15,069	21,353	20,713	25,347	24,406	18,984	17,684	12,126	13,097	213,747	138,159	155%
SUBTOTAL CA DEPT of ED		268,073	261,796	241,490	239,789	268,421	222,205	267,502	292,636	241,608	276,738	229,076	257,458	3,066,793	2,827,514	108%
GRAND TOTAL		669,216	685,876	605,261	338,901	354,636	406,614	663,388	775,506	581,041	648,477	667,490	654,315	7,050,722	5,765,483	122%

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind
Budget Period: March 1, 2016 through February 28, 2017
Report for period ending April 30, 2016 (Month 2 of 12)

Percent of year elapsed: 17%

LOCATION	FUNDED ENROLL-MENT	March	April	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	68	8,132	10,257	18,389	79,573	23%
Alicante	34	6,487	9,033	15,519	39,787	39%
Buttonwillow	20	2,835	326	3,161	23,404	14%
California City	34	0	1,674	1,674	39,787	4%
Casa Loma	34	0	11,005	11,005	39,787	28%
Cleo Foran	34	7,990	7,125	15,115	39,787	38%
Delano	90	5,801	12,453	18,254	105,317	17%
East California	70	14,816	15,482	30,298	81,913	37%
Fairfax	68	372	24,426	24,798	79,573	31%
Fairview	34	5,969	0	5,969	39,787	15%
Faith Avenue	34	7,761	7,775	15,536	39,787	39%
Franklin	24	4,320	6,281	10,601	28,085	38%
Heritage Park	34	0	2,596	2,596	39,787	7%
Home Base	282	2,912	11,484	14,396	164,997	9%
Lamont	34	0	5,447	5,447	39,787	14%
Lost Hills	20	4,817	3,764	8,580	23,404	37%
Martha J. Morgan	83	19,239	18,320	37,559	97,126	39%
McFarland	34	0	5,318	5,318	39,787	13%
Mojave	34	0	1,322	1,322	39,787	3%
Noble	34	0	4,580	4,580	39,787	12%
Oasis	84	0	0	0	98,296	0%
Oildale	34	0	5,748	5,748	39,787	14%
Pacific	62	0	5,521	5,521	72,552	8%
Pete H. Parra	148	12,618	16,303	28,921	173,189	17%
Pioneer	34	1,610	4,841	6,451	39,787	16%
Planz	34	6,435	9,733	16,167	39,787	41%
Primeros Pasos	96	16,415	14,397	30,812	112,338	27%
Rafer Johnson	34	5,752	7,664	13,416	39,787	34%
Roosevelt	34	8,406	7,464	15,870	39,787	40%
Rosamond	40	0	0	0	46,808	0%
San Diego Street	48	0	10,248	10,248	56,169	18%
Seibert	34	6,444	4,728	11,172	39,787	28%
Shafter	34	7,553	8,105	15,658	39,787	39%
Shafter HS/EHS	36	2,159	3,288	5,446	42,127	13%
Stella Hills	34	0	3,687	3,687	39,787	9%
Sterling	122	0	13,293	13,293	142,764	9%
Stine Road	138	15,430	17,585	33,015	161,487	20%
Sunrise Villa	34	0	11,785	11,785	39,787	30%
Taft	54	10,109	8,733	18,842	63,190	30%
Tehachapi	34	2,514	3,168	5,682	39,787	14%
Vineland	34	0	4,217	4,217	39,787	11%
Virginia	34	0	7,048	7,048	39,787	18%
Voorhies	34	6,286	4,675	10,960	39,787	28%
Wasco	34	0	3,015	3,015	39,787	8%
Williams	34	7,473	6,565	14,038	39,787	35%
Willow	102	10,334	12,306	22,639	119,360	19%
Administrative Services		0	0	0	0	NA
Program Services		5,049	4,138	9,187	93,094	10%
Policy Council and RPC		109	106	215	51,236	0%
Board of Directors		0	0	0	9,670	0%
SUBTOTAL IN-KIND	2,539	216,145	357,026	573,170	2,960,122	19%
State General Child Care*		120,864	119,822	240,686	1,031,472	23%
State Preschool*		149,169	143,305	292,474	1,680,926	17%
State Migrant Child Care*		15,723	13,870	29,593	92,963	32%
SUBTOTAL CA DEPT of ED		285,756	276,997	562,753	2,805,361	20%
GRAND TOTAL		501,901	634,023	1,135,923	5,765,483	20%

*May include estimates

Community Action Partnership of Kern
Head Start and Early Head Start
Budget to Actual Report
Budget Period: March 1, 2015 - February 29, 2016
Report Period: March 1, 2015 -February 29, 2016
Month 12 of 12 (100%) - Interim Year-End Report

Prepared 05/11/2016

	HEAD START					EARLY HEAD START				
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,569,855	9,677,584	(107,729)	101%	-1%	1,753,281	1,664,165	89,116	95%	5%
FRINGE BENEFITS	3,208,147	3,262,853	(54,706)	102%	-2%	529,404	547,500	(18,096)	103%	-3%
TRAVEL	0	13,884	(13,884)			0	957	(957)		
EQUIPMENT	190,000	0	190,000	0%	100%	0	0	0		
SUPPLIES	1,214,513	1,107,359	107,154	91%	9%	164,666	221,142	(56,476)	134%	-34%
CONTRACTUAL	97,900	55,526	42,374	57%	43%	9,100	6,251	2,849	69%	31%
CONSTRUCTION	0	0	0			0	0	0		
OTHER	3,810,864	3,842,573	(31,709)	101%	-1%	497,718	589,115	(91,397)	118%	-18%
COST POOLS	1,434,915	1,549,030	(114,115)	108%	-8%	339,214	264,254	74,960	78%	22%
TOTAL BASE FUNDING	19,526,194	19,508,808	17,386	99.9%	0%	3,293,383	3,293,383	0	100.0%	0%
TRAINING & TECHNICAL ASSISTANCE	HEAD START					EARLY HEAD START				
PERSONNEL	0	0	0			0	32,252	(32,252)		
FRINGE BENEFITS	0	0	0			0	8,105	(8,105)		
TRAVEL	59,036	35,879	23,157	61%	39%	17,446	10,191	7,255	58%	42%
SUPPLIES	21,544	8,668	12,876	40%	60%	12,372	1,750	10,622	14%	86%
CONTRACTUAL	18,655	14,404	4,251	77%	23%	9,019	996	8,023	11%	89%
OTHER	60,784	96,583	(35,799)	159%	-59%	43,498	16,099	27,399	37%	63%
TOTAL TRAINING & TECHNICAL ASSISTANCE	160,019	155,533	4,486	97.2%	3%	82,335	69,392	12,943	84.3%	16%
GRAND TOTAL HS/EHS FEDERAL FUNDS	19,686,213	19,664,341	21,872	99.9%	0%	3,375,718	3,362,774	12,943	99.6%	0%

HEAD START and EARLY HEAD START NON-FEDERAL SHARE**

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
CALIF DEPT OF ED	2,827,514	3,043,764	(216,250)	108%	-8%
IN-KIND	2,937,969	3,983,929	(1,045,960)	136%	-36%
TOTAL NON-FEDERAL	5,765,483	7,027,693	(1,262,210)	121.9%	-22%

Centralized Administrative Cost	6.0%
Program Administrative Cost	6.7%
Total Administrative Cost	12.7%

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					
Chevron & Texaco Business Card					
Home Depot					
	0	0	0	0	0

CREDITS	TOTAL	STATEMENT DATE
	0	
	0	
	0	
	0	
	0	
	0	
	0	

* Credit card information for February 2016 was reported March 2016

Budget reflects Notice of Award #09CH9142/02, Amendment #2 (conversion of HS to EHS slots).
Actual expenditures include posted expenditures and estimated year-end adjustments through 2/29/2016.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council Finance Committee

From: Donna Holland, Fiscal Manager

Subject: Kern Head Start and Early Head Start Budget vs. Actual Expenditures Report for the Period Ended April 30, 2016

Date: May 19, 2016

The following are highlights of the Head Start/Early Head Start Budget vs. Actual Expenditures Report for the period March 1, 2015 through April 30, 2016.

Personnel & Fringe Benefits
CAPK is in the process of implementing a "cost pool" approach to allocating costs of salaries and fringe benefits across programs. At the time of preparing this report, the allocations for April were still in process. Thus, the allocations for the total actual salaries were estimated.

The majority of Head Start employees are off for the summer (June and July); thus, the actual salaries are not expended equally over the fiscal year, and are expected to be a bit higher through May.

Equipment
The Head Start funds in this category were budgeted for the purchase of four program vehicles and three playground/shade structures. These purchases have not yet been made.

Supplies
Purchases of supplies are on track for this point in the program year.

Contractual
The annual cost of software support and maintenance for the Head Start/Early Head Start child tracking data base is paid in full at the beginning of the fiscal year.

Other
Maintenance and repair expenditures are expected to increase over the summer, when many Head Start classrooms are unoccupied, and planned projects will be executed.

Training & Technical Assistance
Expenditures supporting training & technical assistance are on track for this point in the program year.

Indirect
Effective 3/1/2016, CAPK transitioned to the 10% De Minimis Indirect Cost Rate to allocate costs of centralized administrative functions to each grant. Staff are in the process of revising its Head Start and Early Head Start budgets to accommodate this method of cost allocation. The budget for Head Start and Early Head Start Base Funds had already identified planned expenditures for centralized administration; however, these amounts will need to be adjusted and also included in the Training & Technical Assistance budgets.

Non-Federal Share
With 17% of the budget period elapsed, total Non-Federal Share (the sum of California Department of Education funding and in-kind) is at 20% of budget.

- California Department of Education
  Estimated non-federal revenues through January 31 are at 20% of budget.

- In-Kind
  Year-to-date in-kind is at 19% of budget.

The six centers with the highest percentage of goal met were Planz, Roosevelt, Shafter, Faith Avenue, Alicante, and Martha J. Morgan. Twenty-six out of 46 centers and groups met or exceeded 17% of goal.

The six centers with the lowest percentage of goal met were Heritage Park, California City, Mojave, Oasis, and Rosamond.

Community Action Partnership of Kern
Head Start and Early Head Start
Budget to Actual Report
Budget Period: March 1, 2016 - February 28, 2017
Report Period: March 1, 2016 -April 30, 2016
Month 2 of 12 (17%)

Prepared 5/12/2016

	HEAD START					EARLY HEAD START				
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,447,917	2,655,730	6,792,188	28%	72%	2,204,558	325,683	1,878,874	15%	85%
FRINGE BENEFITS	3,098,053	507,114	2,590,939	16%	84%	707,899	49,816	658,083	7%	93%
TRAVEL	0	1,001	(1,001)			0	150	(150)		
EQUIPMENT	255,000	0	255,000	0%	100%	65,000	0	65,000		
SUPPLIES	1,095,095	99,434	995,662	9%	91%	232,070	22,929	209,141	10%	90%
CONTRACTUAL	82,680	23,861	58,819	29%	71%	14,320	3,500	10,820	24%	76%
CONSTRUCTION	0	0	0			0	0	0		
OTHER	3,482,835	413,535	3,069,300	12%	88%	381,247	41,179	340,068	11%	89%
INDIRECT	1,477,845	370,117	1,107,728	25%	75%	275,058	44,326	230,733	16%	84%
TOTAL BASE FUNDING	18,939,426	4,070,792	14,868,634	21.5%	79%	3,880,151	487,581	3,392,570	12.6%	87%
TRAINING & TECHNICAL ASSISTANCE	HEAD START					EARLY HEAD START				
TRAVEL	30,627	4,621	26,006	15%	85%	36,382	688	35,694	2%	98%
SUPPLIES	20,935	10,366	10,569	50%	50%	22,981	1,549	21,432	7%	93%
CONTRACTUAL	18,484	6,506	11,978	35%	65%	11,689	954	10,735	8%	92%
OTHER	75,304	20,742	54,562	28%	72%	25,952	3,210	22,742	12%	88%
INDIRECT	0	4,224	(4,224)			0	2,070	(2,070)		
TOTAL TRAINING & TECHNICAL ASSISTANCE	145,350	46,459	98,891	32.0%	68%	97,004	22,771	74,233	23.5%	77%
GRAND TOTAL HS/EHS FEDERAL FUNDS	19,084,776	4,117,251	14,967,525	21.6%	78%	3,977,155	510,352	3,466,803	12.8%	87%

HEAD START and EARLY HEAD START NON-FEDERAL SHARE**

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
CALIF DEPT OF ED	2,805,361	562,753	2,242,608	20%	80%
IN-KIND	2,960,122	573,170	2,386,952	19%	81%
TOTAL NON-FEDERAL	5,765,483	1,135,923	4,629,560	19.7%	80%

Centralized Administrative Cost	7.2%
Program Administrative Cost	2.0%
Total Administrative Cost	9.2%

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	21,261				
Lowe's	9,127	296			
Save Mart	4,685	37			
Smart & Final	406				
Chevron & Texaco Business Card	8,060				
Home Depot	10,945	402			
	54,483	734	0	0	0

CREDITS	TOTAL	STATEMENT DATE
	21,261	4/21/2016
	9,422	4/25/2016
	4,721	4/24/2016
	406	5/1/2016
	8,060	5/5/2016
	11,347	5/5/2016
	55,217	

* Expenditure details are included in the CAPK Financial Report

Budget reflects Notice of Award #09CH9142-03-00
Actual expenditures include posted expenditures and estimated adjustments through 4/30/2016.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council Finance Committee

From: Donna Holland, Fiscal Manager

Subject: San Joaquin Early Head Start Budget vs. Actual Expenditures Report for the Period Ended April 30, 2016

Date: May 19, 2016

The following are highlights of the San Joaquin Early Head Start Budget vs. Actual Expenditures Report for the period February 1, 2016 through April 30, 2016.

Personnel & Fringe Benefits
CAPK is in the process of implementing a "cost pool" approach to allocating costs of salaries and fringe benefits across programs. At the time of preparing this report, the allocations for April were still in process. Thus, the allocations for the total actual salaries were estimated.

Travel
Expenditures for travel are higher than anticipated at this point in the program year.

Supplies
Expenditures for supplies are higher than anticipated at this point in the program year.

Contractual
The annual cost of software support and maintenance for the Head Start/Early Head Start child tracking data base is paid in full at the beginning of the fiscal year. Additional costs for software support and maintenance are higher than anticipated. Staff will monitor this line item and identify savings in other areas to cover these costs.

Other
Other expenditures are on track at this point in the program year.

Training & Technical Assistance
Expenditures supporting training & technical assistance are on track for this point in the program year.

Indirect

Effective 3/1/2016, CAPK transitioned to the 10% De Minimis Indirect Cost Rate to allocate costs of centralized administrative functions to each grant. Staff are in the process of revising its Head Start and Early Head Start budgets to accommodate this method of cost allocation. The budget for San Joaquin Early Head Start Base Funds had already identified planned expenditures for centralized administration; however, these amounts will need to be adjusted and also included in the Training & Technical Assistance and Carryover budgets.

Non-Federal Share

Non-federal share documentation has been received, and will be reported at the next Budget & Finance Committee meeting.

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 - April 30, 2016

Month 3 of 12 (25%)

Prepared 5/12/2016

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,206,726	614,517	2,592,209	19%	81%
FRINGE BENEFITS	746,099	169,880	576,220	23%	77%
TRAVEL	14,940	8,016	6,924	54%	46%
EQUIPMENT	0	0	0		
SUPPLIES	185,425	85,245	100,180	46%	54%
CONTRACTUAL	2,000	7,218	(5,218)	361%	-261%
CONSTRUCTION	0	0	0		
OTHER	681,961	118,240	563,721	17%	83%
INDIRECT	102,767	102,183	584	99%	1%
TOTAL	**4,939,918**	**1,105,299**	**3,834,619**	**22%**	**78%**

CARRYOVER FUNDS (pending Federal approval)					
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		
INDIRECT	0	0	0		
TOTAL	**0**	**0**	**0**		

TRAINING & TECHNICAL ASSISTANCE FUNDS					
TRAVEL	17,981	1,688	16,293	9%	91%
SUPPLIES	15,700	0	15,700	0%	100%
CONTRACTUAL	16,298	1,041	15,257	6%	94%
OTHER	31,918	4,824	27,094	15%	85%
INDIRECT	0	659	(659)		
TOTAL	**81,897**	**8,212**	**73,685**	**10%**	**90%**

GRAND TOTAL EHS FEDERAL FUNDS	5,021,815	1,113,511	3,908,304	22%	78%

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,247,474	0	1,247,474	0%	100%
TOTAL NON-FEDERAL FUNDS	**1,247,474**	**0**	**1,247,474**	**0%**	**100%**

Centralized Administrative Cost	9.2%
Program Administrative Cost	4.1%
Total Administrative Cost	**13.4%**

Budget reflects Notice of Award #09CH010071-02-00.

Actual expenditures include posted expenditures and estimated adjustments through 4/30/2016.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council Finance Committee

From: Donna Holland, Fiscal Manager

Subject: Early Head Start Child Care Partnerships Budget vs. Actual Expenditures Report for the Period Ended April 30, 2016

Date: May 19, 2016

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period March 1, 2015 through April 30, 2016.

Start-Up Funds
The vehicle (Equipment) was delivered in May and the expense will be reported in that month. Staff expect to fully expend the remaining start-up funds.

Personnel & Fringe Benefits
CAPK is in the process of implementing a "cost pool" approach to allocating costs of salaries and fringe benefits across programs. At the time of preparing this report, the allocations for April were still in process. Thus, the allocations for the total actual salaries were estimated.

Supplies
Expenditures for supplies are higher than anticipated at this point in the program year. Staff will monitor this line item and identify savings in other areas to cover these costs.

Contractual
Significant savings are expected in this line item.

Other
Savings are expected in this line item.

Training & Technical Assistance
Expenditures supporting training & technical assistance are expected to trend upward during the final months of the budget period.

Indirect
Effective 3/1/2016, CAPK transitioned to the 10% De Minimis Indirect Cost Rate to allocate costs of centralized administrative functions to each grant. Staff are in the process of revising its Head Start and Early Head Start budgets to accommodate this method of cost allocation. The budget for Early Head Start Child Care Partnerships Base Funds had already identified planned expenditures for centralized administration; however, these amounts will need to be adjusted and also included in the Training & Technical Assistance and Start-Up budgets.

Non-Federal Share

Non-federal share documentation has been requested from the partners. The primary source of non-federal share will be the child subsidies received by the partners that support center-based services for the children enrolled in Early Head Start. It is estimated that the subsidies will meet the non-federal requirement.

Community Action Partnership of Kern
Early Head Start - Child Care Partnerships
Budget to Actual Report
Budget Period: March 1, 2015 - August 31, 2016
Report Period: March 1, 2015 - April 30, 2016
Month 14 of 18 (77%)

Prepared 05/12/2016

START-UP FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	0	0	0		
FRINGE BENEFITS	0	0	0		
TRAVEL	0	4,841	(4,841)		
EQUIPMENT	30,000	0	30,000	0%	100%
SUPPLIES	91,656	29,054	62,602	32%	68%
CONTRACTUAL	0	0	0		
CONSTRUCTION	0	0	0		
OTHER	17,750	489	17,261	3%	97%
INDIRECT	0	0	0		
TOTAL START-UP FUNDING	**139,406**	**34,385**	**105,021**	**25%**	**75%**

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	161,918	74,076	87,842	46%	54%
FRINGE BENEFITS	57,488	23,555	33,933	41%	59%
TRAVEL	0	(17)	17		
EQUIPMENT	0	0	0		
SUPPLIES	16,935	42,627	(25,692)	252%	-152%
CONTRACTUAL	717,651	239,446	478,205	33%	67%
CONSTRUCTION	0	0	0		
OTHER	50,490	10,052	40,438	20%	80%
INDIRECT	3,518	18,754	(15,236)	533%	-433%
TOTAL BASE FUNDING	**1,008,000**	**408,493**	**599,507**	**41%**	**59%**

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	21,644	7,823	13,821	36%	64%
SUPPLIES	26,642	2,005	24,637	8%	92%
CONTRACTUAL	0	9,199	(9,199)		
OTHER	52,514	6,497	46,017	12%	88%
INDIRECT	0	1,025	(1,025)		
TOTAL TRAINING & TECHNICAL ASSISTANCE	**100,800**	**25,523**	**75,277**	**25%**	**75%**

GRAND TOTAL FEDERAL FUNDS	1,248,206	468,401	779,806	38%	62%

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	312,052	0	312,052	0%	100%
TOTAL NON-FEDERAL FUNDS	**312,052**	**0**	**312,052**	**0%**	**100%**

Centralized Administrative Cost	4.2%
Program Administrative Cost	8.1%
Total Administrative Cost	**12.3%**

Budget reflects Notice of Award #09HP0036/01.

The initial budget period is 18 months (3/1/2015 - 8/31/2016). The remaining budget periods will begin 9/1 and end 8/31.

Actual expenditures include posted expenditures and estimated adjustments through 4/30/2016.

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT LOCAL TRAVEL & CHILD CARE
2015-2017

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	$649.59	$1,031.77	$12,040.23	17%	8%
MAY 2016	$12,040.23		$1,031.77	$12,040.23	25%	8%
JUNE 2016	$12,040.23		$1,031.77	$12,040.23	33%	8%
JULY 2016	$12,040.23		$1,031.77	$12,040.23	42%	8%
AUGUST 2016	$12,040.23		$1,031.77	$12,040.23	50%	8%
SEPTEMBER 2016	$12,040.23		$1,031.77	$12,040.23	58%	8%
OCTOBER 2016	$12,040.23		$1,031.77	$12,040.23	67%	8%
NOVEMBER 2016	$12,040.23		$1,031.77	$12,040.23	75%	8%
DECEMBER 2016	$12,040.23		$1,031.77	$12,040.23	83%	8%
JANUARY 2017	$12,040.23		$1,031.77	$12,040.23	92%	8%
FEBRUARY 2017	$12,040.23		$1,031.77	$12,040.23	100%	8%

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	$96.99	$154.03	$1,973.97	17%	7%
MAY 2016	$1,973.97		$154.03	$1,973.97	25%	7%
JUNE 2016	$1,973.97		$154.03	$1,973.97	33%	7%
JULY 2016	$1,973.97		$154.03	$1,973.97	42%	7%
AUGUST 2016	$1,973.97		$154.03	$1,973.97	50%	7%
SEPTEMBER 2016	$1,973.97		$154.03	$1,973.97	58%	7%
OCTOBER 2016	$1,973.97		$154.03	$1,973.97	67%	7%
NOVEMBER 2016	$1,973.97		$154.03	$1,973.97	75%	7%
DECEMBER 2016	$1,973.97		$154.03	$1,973.97	83%	7%
JANUARY 2017	$1,973.97		$154.03	$1,973.97	92%	7%
FEBRUARY 2017	$1,973.97		$154.03	$1,973.97	100%	7%

COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES LOCALES DE LOS PADRES y CUIDADO DE NINOS
2015-2016

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	$649.59	$1,031.77	$12,040.23	17%	8%
MAYO DEL 2016	$12,040.23	$0.00	$1,031.77	$12,040.23	25%	8%
JUNIO DEL 2016	$12,040.23	$0.00	$1,031.77	$12,040.23	33%	8%
JULIO DEL 2016	$12,040.23	$0.00	$1,031.77	$12,040.23	42%	8%
AGOSTO DEL 2016	$12,040.23	$0.00	$1,031.77	$12,040.23	50%	8%
SEPTIEMBRE DEL 2016	$12,040.23	$0.00	$1,031.77	$12,040.23	58%	8%
OCTUBRE DEL 2016	$12,040.23	$0.00	$1,031.77	$12,040.23	67%	8%
NOVIEMBRE DEL 2016	$12,040.23	$0.00	$1,031.77	$12,040.23	75%	8%
DICIEMBRE DEL 2016	$12,040.23	$0.00	$1,031.77	$12,040.23	83%	8%
ENERO DEL 2017	$12,040.23	$0.00	$1,031.77	$12,040.23	92%	8%
FEBRERO DEL 2017	$12,040.23	$0.00	$1,031.77	$12,040.23	100%	8%

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	$96.99	$154.03	$1,973.97	17%	7%
MAYO DEL 2016	$1,973.97	$0.00	$154.03	$1,973.97	25%	7%
JUNIO DEL 2016	$1,973.97	$0.00	$154.03	$1,973.97	33%	7%
JULIO DEL 2016	$1,973.97	$0.00	$154.03	$1,973.97	42%	7%
AGOSTO DEL 2016	$1,973.97	$0.00	$154.03	$1,973.97	50%	7%
SEPTIEMBRE DEL 2016	$1,973.97	$0.00	$154.03	$1,973.97	58%	7%
OCTUBRE DEL 2016	$1,973.97	$0.00	$154.03	$1,973.97	67%	7%
NOVIEMBRE DEL 2016	$1,973.97	$0.00	$154.03	$1,973.97	75%	7%
DICIEMBRE DEL 2016	$1,973.97	$0.00	$154.03	$1,973.97	83%	7%
ENERO DEL 2017	$1,973.97	$0.00	$154.03	$1,973.97	92%	7%
FEBRERO DEL 2017	$1,973.97	$0.00	$154.03	$1,973.97	100%	7%

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT LOCAL TRAVEL & CHILD CARE
2015-2017

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	$0.00	$8.50	$991.50	25%	1%
MAY 2016	$991.50		$8.50	$991.50	33%	1%
JUNE 2016	$991.50		$8.50	$991.50	42%	1%
JULY 2016	$991.50		$8.50	$991.50	50%	1%
AUGUST 2016	$991.50		$8.50	$991.50	58%	1%
SEPTEMBER 2016	$991.50		$8.50	$991.50	67%	1%
OCTOBER 2016	$991.50		$8.50	$991.50	75%	1%
NOVEMBER 2016	$991.50		$8.50	$991.50	83%	1%
DECEMBER 2016	$991.50		$8.50	$991.50	92%	1%
JANUARY 2017	$991.50		$8.50	$991.50	100%	1%

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 2015	$0.00	$0.00	$0.00	$0.00	8%	
OCTOBER 2015	$0.00	$0.00	$0.00	$0.00	17%	
NOVEMBER 2015	$0.00	$0.00	$0.00	$0.00	25%	
DECEMBER 2015	$0.00	$0.00	$0.00	$0.00	33%	
JANUARY 2016	$0.00	$0.00	$0.00	$0.00	42%	
FEBRUARY 2016	$0.00	$0.00	$0.00	$0.00	50%	
MARCH 2016	$0.00	$6.48	$6.48	($6.48)	58%	
APRIL 2016	($6.48)	$5.94	$12.42	($12.42)	67%	
MAY 2016	($12.42)		$12.42	($12.42)	75%	
JUNE 2016	($12.42)		$12.42	($12.42)	83%	
JULY 2016	($12.42)		$12.42	($12.42)	92%	
AUGUST 2016	($12.42)		$12.42	($12.42)	100%	

Prepared by Donna Holland
May 16, 2016

COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES LOCALES DE LOS PADRES y CUIDADO DE NINOS
2015-2016

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	$0.00	$8.50	$991.50	25%	1%
MAYO DEL 2016	$991.50	$0.00	$8.50	$991.50	33%	1%
JUNIO DEL 2016	$991.50	$0.00	$8.50	$991.50	42%	1%
JULIO DEL 2016	$991.50	$0.00	$8.50	$991.50	50%	1%
AGOSTO DEL 2016	$991.50	$0.00	$8.50	$991.50	58%	1%
SEPTIEMBRE DEL 2016	$991.50	$0.00	$8.50	$991.50	67%	1%
OCTUBRE DEL 2016	$991.50	$0.00	$8.50	$991.50	75%	1%
NOVIEMBRE DEL 2016	$991.50	$0.00	$8.50	$991.50	83%	1%
DICIEMBRE DEL 2016	$991.50	$0.00	$8.50	$991.50	92%	1%
ENERO DEL 2017	$991.50	$0.00	$8.50	$991.50	100%	1%

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
MARZO DEL 2016	$0.00	$0.00	$0.00	$0.00	8%	
ABRIL DEL 2016	$0.00	$0.00	$0.00	$0.00	17%	
MAYO DEL 2016	$0.00	$0.00	$0.00	$0.00	25%	
JUNIO DEL 2016	$0.00	$0.00	$0.00	$0.00	33%	
JULIO DEL 2016	$0.00	$0.00	$0.00	$0.00	42%	
AGOSTO DEL 2016	$0.00	$0.00	$0.00	$0.00	50%	
SEPTIEMBRE DEL 2016	$0.00	$6.48	$6.48	($6.48)	58%	
OCTUBRE DEL 2016	($6.48)	$5.94	$12.42	($12.42)	67%	
NOVIEMBRE DEL 2016	($12.42)	$0.00	$12.42	($12.42)	75%	
DICIEMBRE DEL 2016	($12.42)	$0.00	$12.42	($12.42)	83%	
ENERO DEL 2017	($12.42)	$0.00	$12.42	($12.42)	92%	
FEBRERO DEL 2017	($12.42)	$0.00	$12.42	($12.42)	100%	

Preparado por Donna Holland
16 de mayo 2016

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES
2015-2017

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	$10,009.89	$19,455.99	$17,896.01	17%	52%
MAY 2016	$17,896.01		$19,455.99	$17,896.01	25%	52%
JUNE 2016	$17,896.01		$19,455.99	$17,896.01	33%	52%
JULY 2016	$17,896.01		$19,455.99	$17,896.01	42%	52%
AUGUST 2016	$17,896.01		$19,455.99	$17,896.01	50%	52%
SEPTEMBER 2016	$17,896.01		$19,455.99	$17,896.01	58%	52%
OCTOBER 2016	$17,896.01		$19,455.99	$17,896.01	67%	52%
NOVEMBER 2016	$17,896.01		$19,455.99	$17,896.01	75%	52%
DECEMBER 2016	$17,896.01		$19,455.99	$17,896.01	83%	52%
JANUARY 2017	$17,896.01		$19,455.99	$17,896.01	92%	52%
FEBRUARY 2017	$17,896.01		$19,455.99	$17,896.01	100%	52%

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	$805.12	$2,861.97	$3,176.03	17%	47%
MAY 2016	$3,176.03		$2,861.97	$3,176.03	25%	47%
JUNE 2016	$3,176.03		$2,861.97	$3,176.03	33%	47%
JULY 2016	$3,176.03		$2,861.97	$3,176.03	42%	47%
AUGUST 2016	$3,176.03		$2,861.97	$3,176.03	50%	47%
SEPTEMBER 2016	$3,176.03		$2,861.97	$3,176.03	58%	47%
OCTOBER 2016	$3,176.03		$2,861.97	$3,176.03	67%	47%
NOVEMBER 2016	$3,176.03		$2,861.97	$3,176.03	75%	47%
DECEMBER 2016	$3,176.03		$2,861.97	$3,176.03	83%	47%
JANUARY 2017	$3,176.03		$2,861.97	$3,176.03	92%	47%
FEBRUARY 2017	$3,176.03		$2,861.97	$3,176.03	100%	47%

COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2015-2017

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	$10,009.89	$19,455.99	$17,896.01	17%	52%
MAYO DEL 2015	$17,896.01	$0.00	$19,455.99	$17,896.01	25%	52%
JUNIO DEL 2015	$17,896.01	$0.00	$19,455.99	$17,896.01	33%	52%
JULIO DEL 2015	$17,896.01	$0.00	$19,455.99	$17,896.01	42%	52%
AGOSTO DEL 2015	$17,896.01	$0.00	$19,455.99	$17,896.01	50%	52%
SEPTIEMBRE DEL 2015	$17,896.01	$0.00	$19,455.99	$17,896.01	58%	52%
OCTUBRE DEL 2015	$17,896.01	$0.00	$19,455.99	$17,896.01	67%	52%
NOVIEMBRE DEL 2015	$17,896.01	$0.00	$19,455.99	$17,896.01	75%	52%
DICIEMBRE DEL 2015	$17,896.01	$0.00	$19,455.99	$17,896.01	83%	52%
ENERO DEL 2016	$17,896.01	$0.00	$19,455.99	$17,896.01	92%	52%
FEBRERO DEL 2016	$17,896.01	$0.00	$19,455.99	$17,896.01	100%	52%

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	$805.12	$2,861.97	$3,176.03	17%	47%
MAYO DEL 2015	$3,176.03	$0.00	$2,861.97	$3,176.03	25%	47%
JUNIO DEL 2015	$3,176.03	$0.00	$2,861.97	$3,176.03	33%	47%
JULIO DEL 2015	$3,176.03	$0.00	$2,861.97	$3,176.03	42%	47%
AGOSTO DEL 2015	$3,176.03	$0.00	$2,861.97	$3,176.03	50%	47%
SEPTIEMBRE DEL 2015	$3,176.03	$0.00	$2,861.97	$3,176.03	58%	47%
OCTUBRE DEL 2015	$3,176.03	$0.00	$2,861.97	$3,176.03	67%	47%
NOVIEMBRE DEL 2015	$3,176.03	$0.00	$2,861.97	$3,176.03	75%	47%
DICIEMBRE DEL 2015	$3,176.03	$0.00	$2,861.97	$3,176.03	83%	47%
ENERO DEL 2016	$3,176.03	$0.00	$2,861.97	$3,176.03	92%	47%
FEBRERO DEL 2016	$3,176.03	$0.00	$2,861.97	$3,176.03	100%	47%

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES
2015-2017

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	$0.00	$0.00	$9,540.00	8%	0%
MARCH 2016	$9,540.00	$72.61	$72.61	$9,467.39	17%	1%
APRIL 2016	$9,467.39	$199.90	$272.51	$9,267.49	25%	3%
MAY 2016	$9,267.49		$272.51	$9,267.49	33%	3%
JUNE 2016	$9,267.49		$272.51	$9,267.49	42%	3%
JULY 2016	$9,267.49		$272.51	$9,267.49	50%	3%
AUGUST 2016	$9,267.49		$272.51	$9,267.49	58%	3%
SEPTEMBER 2016	$9,267.49		$272.51	$9,267.49	67%	3%
OCTOBER 2016	$9,267.49		$272.51	$9,267.49	75%	3%
NOVEMBER 2016	$9,267.49		$272.51	$9,267.49	83%	3%
DECEMBER 2016	$9,267.49		$272.51	$9,267.49	92%	3%
JANUARY 2017	$9,267.49		$272.51	$9,267.49	100%	3%

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 2015	$560.00	$0.00	$0.00	$560.00	8%	0%
OCTOBER 2015	$560.00	$0.00	$0.00	$560.00	17%	0%
NOVEMBER 2015	$560.00	$0.00	$0.00	$560.00	25%	0%
DECEMBER 2015	$560.00	$0.00	$0.00	$560.00	33%	0%
JANUARY 2016	$560.00	$30.67	$30.67	$529.33	42%	5%
FEBRUARY 2016	$529.33	$0.00	$30.67	$529.33	50%	5%
MARCH 2016	$529.33	$152.87	$183.54	$376.46	58%	33%
APRIL 2016	$376.46	$30.01	$213.55	$346.45	67%	38%
MAY 2016	$346.45		$213.55	$346.45	75%	38%
JUNE 2016	$346.45		$213.55	$346.45	83%	38%
JULY 2016	$346.45		$213.55	$346.45	92%	38%
AUGUST 2016	$346.45		$213.55	$346.45	100%	38%

Prepared by Donna Holland
May 16, 2016

COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2015-2017

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	$0.00	$0.00	$9,540.00	8%	0%
MARZO DEL 2016	$9,540.00	$72.61	$72.61	$9,467.39	17%	1%
ABRIL DEL 2016	$9,467.39	$199.90	$272.51	$9,267.49	25%	3%
MAYO DEL 2016	$9,267.49	$0.00	$272.51	$9,267.49	33%	3%
JUNIO DEL 2016	$9,267.49	$0.00	$272.51	$9,267.49	42%	3%
JULIO DEL 2016	$9,267.49	$0.00	$272.51	$9,267.49	50%	3%
AGOSTO DEL 2016	$9,267.49	$0.00	$272.51	$9,267.49	58%	3%
SEPTIEMBRE DEL 2016	$9,267.49	$0.00	$272.51	$9,267.49	67%	3%
OCTUBRE DEL 2016	$9,267.49	$0.00	$272.51	$9,267.49	75%	3%
NOVIEMBRE DEL 2016	$9,267.49	$0.00	$272.51	$9,267.49	83%	3%
DICIEMBRE DEL 2016	$9,267.49	$0.00	$272.51	$9,267.49	92%	3%
ENERO DEL 2017	$9,267.49	$0.00	$272.51	$9,267.49	100%	3%

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
MARZO DEL 2016	$560.00	$0.00	$0.00	$560.00	8%	
ABRIL DEL 2016	$560.00	$0.00	$0.00	$560.00	17%	
MAYO DEL 2016	$560.00	$0.00	$0.00	$560.00	25%	
JUNIO DEL 2016	$560.00	$0.00	$0.00	$560.00	33%	
JULIO DEL 2016	$560.00	$30.67	$30.67	$529.33	42%	
AGOSTO DEL 2016	$529.33	$0.00	$30.67	$529.33	50%	
SEPTIEMBRE DEL 2016	$529.33	$152.87	$183.54	$376.46	58%	
OCTUBRE DEL 2016	$376.46	$30.01	$213.55	$346.45	67%	
NOVIEMBRE DEL 2016	$346.45	$0.00	$213.55	$346.45	75%	
DICIEMBRE DEL 2016	$346.45	$0.00	$213.55	$346.45	83%	
ENERO DEL 2017	$346.45	$0.00	$213.55	$346.45	92%	
FEBRERO DEL 2017	$346.45	$0.00	$213.55	$346.45	100%	

Preparado por Donna Holland
16 de mayo 2016

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		$4,158.78	$21,598.22	25%	16%
JUNE 2016	$21,598.22		$4,158.78	$21,598.22	33%	16%
JULY 2016	$21,598.22		$4,158.78	$21,598.22	42%	16%
AUGUST 2016	$21,598.22		$4,158.78	$21,598.22	50%	16%
SEPTEMBER 2016	$21,598.22		$4,158.78	$21,598.22	58%	16%
OCTOBER 2016	$21,598.22		$4,158.78	$21,598.22	67%	16%
NOVEMBER 2016	$21,598.22		$4,158.78	$21,598.22	75%	16%
DECEMBER 2016	$21,598.22		$4,158.78	$21,598.22	83%	16%
JANUARY 2017	$21,598.22		$4,158.78	$21,598.22	92%	16%
FEBRUARY 2017	$21,598.22		$4,158.78	$21,598.22	100%	16%

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		$621.44	$3,571.56	25%	15%
JUNE 2016	$3,571.56		$621.44	$3,571.56	33%	15%
JULY 2016	$3,571.56		$621.44	$3,571.56	42%	15%
AUGUST 2016	$3,571.56		$621.44	$3,571.56	50%	15%
SEPTEMBER 2016	$3,571.56		$621.44	$3,571.56	58%	15%
OCTOBER 2016	$3,571.56		$621.44	$3,571.56	67%	15%
NOVEMBER 2016	$3,571.56		$621.44	$3,571.56	75%	15%
DECEMBER 2016	$3,571.56		$621.44	$3,571.56	83%	15%
JANUARY 2017	$3,571.56		$621.44	$3,571.56	92%	15%
FEBRUARY 2017	$3,571.56		$621.44	$3,571.56	100%	15%

Prepared by Donna Holland
May 16, 2016

COMMUNITY ACTION PARTNERSHIP OF KERN
COMIDAS DE LOS PADRES - Prepared by Central Kitchen
2015-2017

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	$25,757.00	$1,673.82	$1,673.82	$24,083.18	8%	6%
ABRIL DEL 2015	$24,083.18	$2,484.96	$4,158.78	$21,598.22	17%	16%
MAYO DEL 2015	$21,598.22	$0.00	$4,158.78	$21,598.22	25%	16%
JUNIO DEL 2015	$21,598.22	$0.00	$4,158.78	$21,598.22	33%	16%
JULIO DEL 2015	$21,598.22	$0.00	$4,158.78	$21,598.22	42%	16%
AGOSTO DEL 2015	$21,598.22	$0.00	$4,158.78	$21,598.22	50%	16%
SEPTIEMBRE DEL 2015	$21,598.22	$0.00	$4,158.78	$21,598.22	58%	16%
OCTUBRE DEL 2015	$21,598.22	$0.00	$4,158.78	$21,598.22	67%	16%
NOVIEMBRE DEL 2015	$21,598.22	$0.00	$4,158.78	$21,598.22	75%	16%
DICIEMBRE DEL 2015	$21,598.22	$0.00	$4,158.78	$21,598.22	83%	16%
ENERO DEL 2016	$21,598.22	$0.00	$4,158.78	$21,598.22	92%	16%
FEBRERO DEL 2016	$21,598.22	$0.00	$4,158.78	$21,598.22	100%	16%

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	$4,193.00	$250.11	$250.11	$3,942.89	8%	6%
ABRIL DEL 2015	$3,942.89	$371.33	$621.44	$3,571.56	17%	15%
MAYO DEL 2015	$3,571.56	$0.00	$621.44	$3,571.56	25%	15%
JUNIO DEL 2015	$3,571.56	$0.00	$621.44	$3,571.56	33%	15%
JULIO DEL 2015	$3,571.56	$0.00	$621.44	$3,571.56	42%	15%
AGOSTO DEL 2015	$3,571.56	$0.00	$621.44	$3,571.56	50%	15%
SEPTIEMBRE DEL 2015	$3,571.56	$0.00	$621.44	$3,571.56	58%	15%
OCTUBRE DEL 2015	$3,571.56	$0.00	$621.44	$3,571.56	67%	15%
NOVIEMBRE DEL 2015	$3,571.56	$0.00	$621.44	$3,571.56	75%	15%
DICIEMBRE DEL 2015	$3,571.56	$0.00	$621.44	$3,571.56	83%	15%
ENERO DEL 2016	$3,571.56	$0.00	$621.44	$3,571.56	92%	15%
FEBRERO DEL 2016	$3,571.56	$0.00	$621.44	$3,571.56	100%	15%

Preparado por Donna Holland
16 de mayo 2016

Community Action Partnership of Kern/ Child and Adult Care Food Program
MEAL SUMMARY REPORT

APRIL 2016 MEALS DELIVERED / CLAIMED

	HS CENTERS		EHS CENTERS		HOME BASE		
	HS MEALS DELIVERED	HS MEALS CLAIMED	EHS MEALS DELIVERED	EHS MEALS CLAIMED	HB MEALS DELIVERED	HB MEALS SERVED	HB MEALS CLAIMED
AKFAST	23,625	18,280	2,728	2,660	52	42	22
NCH	30,864	22,392	2,983	2,869	282	187	53
CKS	21,819	15,883	2,728	2,334	71	57	9
TOTAL MEALS	76,508	56,555	8,439	7,863	405	286	84

VENDED MEALS DELIVERED / CLAIMED

NDED NCHES	HS MEALS DELIVERED	HS MEALS CLAIMED	EHS MEALS DELIVERED	EHS MEALS CLAIMED	ADULT MEALS SERVED	HB MEALS DELIVERED	HB MEALS SERVED	HB CLAIMED
	6,404	6,093			236	39	22	7

APRIL 2016: Total sites: 46 Days of Operation: FY:21 PY: 17

April 2016

SUMMARY

TOTAL MEALS DELIVERED	INVENTORY RETURNED	TOTAL MEALS AVAILABLE TO BE SERVED	TOTAL MEALS CLAIMED	ADULT MEALS	% OF MEALS SERVED
26,605	0	26,605	20,962	2,640	89%
34,129	0	34,129	25,314	4,245	87%
24,618	0	24,618	18,226	2,454	84%
85,352	0	85,352	64,502	9,339	87%

VENDED MEALS SUMMARY

TOTAL LUNCHES DELIVERED	INVENTORY RETURNED	TOTAL MEALS AVAILABLE TO BE SERVED	TOTAL LUNCHES CLAIMED	ADULT MEALS	% OF MEALS SERVED
6,443	0	6,168	6,100	236	98%

CAPK TOTALS

TOTAL BREAKFAST CLAIMED	TOTAL LUNCHES CLAIMED	TOTAL SNACKS CLAIMED
20,962	31,414	18,226

TOTAL MEALS DELIVERED	INVENTORY RETURNED	TOTAL MEALS AVAILABLE TO BE SERVED	TOTAL MEALS CLAIMED	ADULT MEALS	% OF MEALS SERVED
91,795	0	91,520	70,602	9,575	88%

APRIL 2015

% OF CHILD MEALS SERVED
97%
86%
95%
91%
% OF CHILD MEALS SERVED
89%
% OF CHILD MEALS SERVED
92%

Community Action Partnership of Kern (SAN JOAQUIN)/ Child and Adult Care Food Program
MEAL SUMMARY REPORT

APRIL 2016 MEALS DELIVERED / CLAIMED

	HS CENTERS		EHS CENTERS		HOME BASE		
	HS MEALS DELIVERED	HS MEALS CLAIMED	EHS MEALS DELIVERED	EHS MEALS CLAIMED	HB MEALS DELIVERED	HB MEALS SERVED	HB MEALS CLAIMED
AKFAST			1,448	1,147	0	0	0
NCH			1,452	1,148	0	0	0
CKS			1,452	983	0	0	0
TOTAL MEALS	0	0	4,352	3,278	0	0	0

APRIL 2016: Total sites: 4 Days of Operation: FY:21

April 2016

SUMMARY

TOTAL MEALS DELIVERED	INVENTORY RETURNED	TOTAL MEALS AVAILABLE TO BE SERVED	TOTAL MEALS CLAIMED	ADULT MEALS	% OF MEALS SERVED
1,448	0	1,448	1,147	136	89%
1,452	0	1,452	1,148	131	88%
1,452	0	1,452	983	130	77%
4,352	0	4,352	3,278	397	84%

SAN JOAQUIN TOTALS

TOTAL BREAKFAST CLAIMED	TOTAL LUNCHES CLAIMED	TOTAL SNACKS CLAIMED
1,147	1,148	983

TOTAL MEALS DELIVERED	INVENTORY RETURNED	TOTAL MEALS AVAILABLE TO BE SERVED	TOTAL MEALS CLAIMED	ADULT MEALS	% OF MEALS SERVED
4,352	0	4,352	3,278	397	84%

APRIL 2015

% OF CHILD MEALS SERVED
% OF CHILD MEALS SERVED

Regulation: SEC. 642. POWERS AND FUNCTIONS OF HEAD START AGENCIES. [42 U.S.C. 9837] (d) Program Governance Administration - (2) CONDUCT OF RESPONSIBILITIES - Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and policy council, about program planning, policies, and Head Start agency operations, including -- (D) monthly reports of meals and snacks provided through programs of the Department of Agriculture.

GRAND TOTALS

TOTAL BREAKFAST CLAIMED	TOTAL LUNCHES CLAIMED	TOTAL SNACKS CLAIMED
22,109	32,562	19,209

TOTAL MEALS DELIVERED	INVENTORY RETURNED	TOTAL MEALS AVAILABLE TO BE SERVED	TOTAL MEALS CLAIMED	ADULT MEALS	% OF MEALS SERVED
96,147	0	95,872	73,880	9,575	87%

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

Enrollment and Average Daily Attendance Report
April 2016

Enrollment and Eligibility

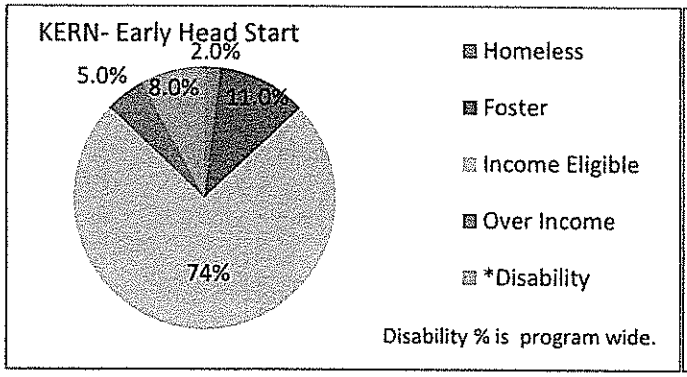
Kern County HS/EHS

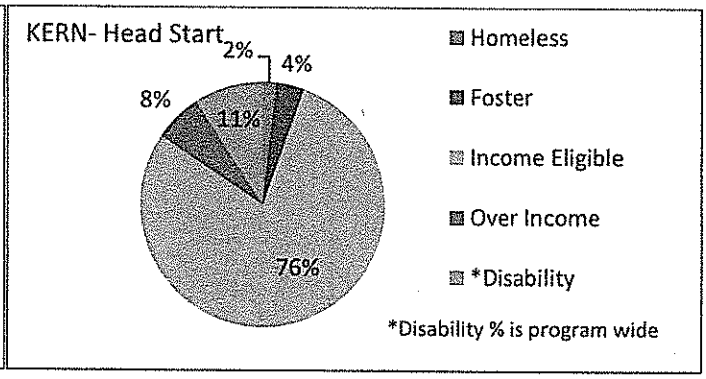
Funded Enrollment: 2539

Total Kern Enrollment: 2,528

EHS Enrollment: 323

HS Enrollment: 2,205

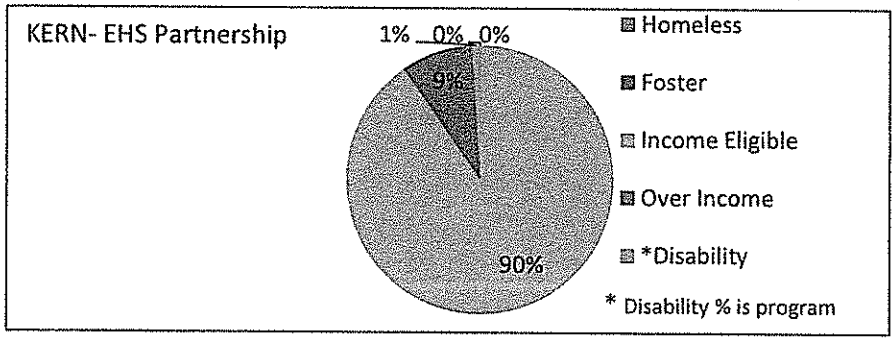




EHS Partnership

Funded enrollment: 56

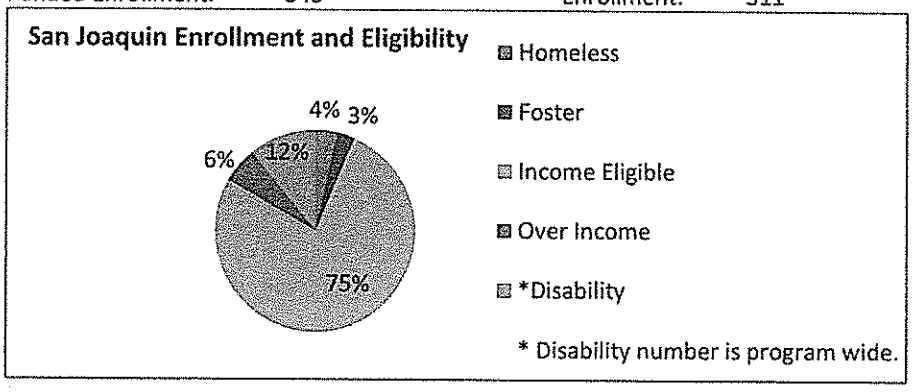
Enrollment: 57



San Joaquin County EHS

Funded Enrollment: 345

Enrollment: 311

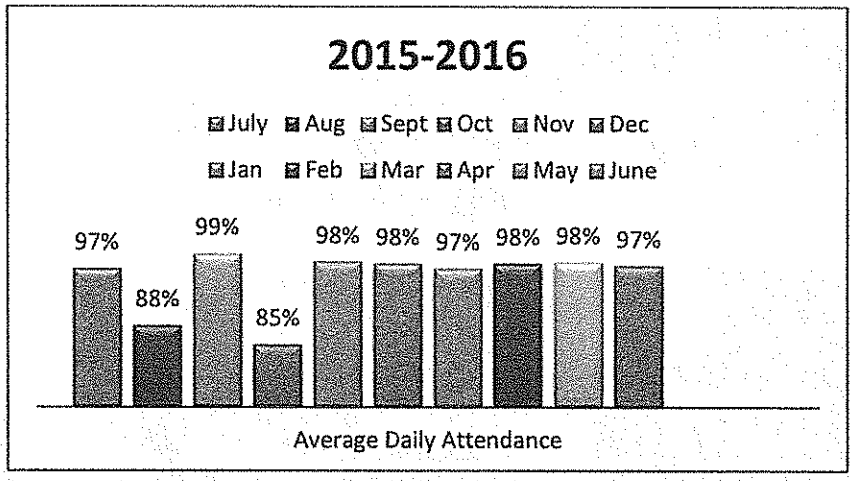


Community Action Partnership of Kern
Head Start/State Child Development
ERSEA

Enrollment and Average Daily Attendance Report
April 2016

April 2016

Head Start/ Early Head Start Average Daily Attendance



Top 5 and Bottom 5 Average Daily Attendance (ADA)

1. Bakersfield College	100%	43. Alicante & Roosevelt	94.50%
2. East California	100%	44. Lost Hills	94.06%
3. Seibert	100%	45. Williams	93.41%
4. Pete Parra EHS	99.8%	46. Wasco	92.90%
5. Walnut	99.76%	47. Voorhies	92.47%



We are NOW ENROLLING qualified participants in the Energy Efficiency & Renewable Energy (EERE) Program

Trainings available:

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- Communications Tower Tech
- Industrial Technology
- Logistics and Warehousing
- Class A Tractor/Trailer Operator
- Welding
- Renewable Energy
- WESTEC Safety
- Industrial Maintenance and more...

Contact Ramon Leon
(661) 336-6713
leonra@co.kern.ca.us

America's JobCenter of California℠

Find us on Facebook www.americasjobcenterofkern.com 325-HIRE 1.800.203.2623 TDD 661.635.2629

The AJCC & WIOA are an equal opportunity employer/program. Auxiliar nd services are available upon request to individuals with disabilities.



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Entrenamientos disponibles:

- Solar y Climatización
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- Tecnología Industrial
- Logística y Almacenamiento
- Licencia de Conducir Clase A
- Soldadura
- Energía Renovable
- Seguridad (WESTEC)
- Mantenimiento Industrial y más...

Comuníquese con:
Ramón León
(661) 336-6713
leonra@co.kern.ca.us

America's JobCenter of California℠

Buscanos en Facebook www.americasjobcenterofkern.com 325-HIRE 1.800.203.2623 TDD 661.635.2629

EEO/EO y WIOA son empleador/programa de oportunidades equitativas. Servicios auxiliares y de asistencia para las personas discapacitadas estan disponibles cuando se solicitan.

The Wildlands Conservancy

WEEKEND WONDERS

Wind Wolves Preserve

FREE PROGRAMS



FULL MOON NIGHT HIKE

APRIL 23RD	7:30-9:30PM
MAY 21ST	8-10PM
JUNE 18TH	8:15-10:15PM

BLACKOUT NIGHT HIKE

APRIL 9TH	7:15-9:15PM
MAY 7TH	7:45-9:45PM
JUNE 4TH	8-10PM

MOVIES IN THE CANYON

MAY 27TH	8:15-10:45PM
JUNE 10TH	8:30-11PM

ECOKIDZ AND EARTH ART

APRIL 3RD (ECOKIDZ)	10AM-12PM
MAY 8TH (EARTH ART)	10AM-12PM
JUNE 19TH (ECOKIDZ)	10AM-12PM

EL CAMINO VIEJO WILDERNESS HIKE

MAY 28TH	8AM-2PM

SAN EMIGDIO EXPRESS

SATURDAYS AND SUNDAYS
8:30AM, 12:30PM, 3:30PM

Reservations not required

BIRDING HIKE

APRIL 2ND	8-11AM
MAY 7TH	8-11AM
JUNE 18TH	8-11AM

BACKCOUNTRY ADVENTURES

APRIL 10TH	10AM-1:30PM
MAY 22ND	10AM-1:30PM
JUNE 12TH	10AM-1:30PM

OUTDOOR SURVIVAL PREPAREDNESS

APRIL 17TH	10AM-12PM
JUNE 25TH	10AM-12PM

VOLUNTEER DAYS

APRIL 2ND	11:30AM-2:30PM
APRIL 3RD, 20TH, 28TH	8-11AM
MAY 4TH, 10TH, 12TH	8-11AM
MAY 21ST, 28TH	8-11AM
JUNE 4TH, 11TH, 18TH	8-11AM
JUNE 9TH, 22ND	8-11AM

Reservations Required

Phone: 661-858-1115

THE WILDLANDS CONSERVANCY

windwolvespreserve@twc-ca.org

16019 Maricopa Hwy
Bakersfield, CA 93311

Website: wildlandsconservancy.org
facebook.com/windwolvespreserve

Reservations open 2 weeks before each event.

Weekend events are made free for visitors because of generous donations from people like you. If you would like to contribute to Wind Wolves and enhance the experience for children in the doors, please leave a donation in any of our donation bins on the preserve.

Photo Credit: Melissa Dabulamanzi, Landon Peppel

Wind Wolves Preserve is open from 8am-6pm everyday

Birding Hike

Come hike through riparian, saltbush, and oak woodland habitats to discover the birds that live in these areas. We will drive to different habitats so you can see more of the preserve! All ages and experience levels welcome.

EcoKidz

Parents come out and enjoy a free outdoor activity with your kids. Activities vary from bird watching and bird nest building, painting or using oil pastels to create masterpieces in nature, and reading children-friendly books outdoors. Fun for all ages!

Full Moon Night Hike

This two-hour moonlit hike will start just before sunset and end after dark. Let the moonlight reveal your path, and discover the treasures that Wind Wolves has to offer only at night! Naturalists will discuss nighttime wonders including nocturnal animals, eye shine, and constellations. Ages 6 and up (no strollers). Please note that the starting times for this hike vary according to sunset time. Please bring flashlights!

Black Out Night Hike

Contrary to the Full Moon hike, this two-hour hike during the new moon offers a very dark environment, and is ideal for star gazing. Naturalists will discuss nighttime wonders such as nocturnal animals and sensory awareness activities. Black-lights may be provided to discover glow in the dark critters, and to see how we stand out compared to our dark environment. Ages 6 and up (no strollers). Please note that the starting times for this hike vary according to sunset time. Please bring flashlights!

Earth Art

Celebrate the earth by creating Earth Art from natural materials found during a short guided hike by a naturalist. Then, assemble your own unique artwork. Additional art supplies may be provided. All ages welcome!

El Camino Viejo Wilderness Hike

Naturalists will lead a 4-6 mile hike through wilderness that once was the route of the wagons traveling between El Pueblo de Los Angeles and early San Francisco. The hike will begin at the El Camino Viejo Wilderness trailhead within San Emigdio Canyon, heading south into the lush wilderness with chances to see bears, mule deer, bird life, unique geological features, and more. This hike is appropriate for hikers aged 7 and up. Bring your own water and lunch.

Outdoor Survival Preparedness

Kids and their parents learn how to stay safe and sound in nature. Your naturalist will lead activities and demonstrations. Kids will receive a safety whistle, lanyard and certificate. Ages 7 and up (no strollers).

Movies in the Canyon

A relaxing evening awaits for visitors who come up to Wind Wolves Preserve for a picnic dinner and a children's friendly movie, all while being surrounded by the beautiful San Emigdio Canyon. Bring your picnic dinner, chairs, and blankets. Snacks are available with a suggested $1 donation. *All movies shown are appropriate for children*

San Emigdio Express

On weekends our tour Van or Bus will make trips up and down San Emigdio Canyon, allowing visitors to "hitch" a ride along the way. Express runs start at 8:30am, 12:30pm, and 3:30pm. Catch a ride with us to see more of our beautiful canyon!

Backcountry Adventures

Backcountry Tour will allow you to visit our "Authorized Access Only" areas. Some of our Adventure themes are: Birds of Wind Wolves Preserve, Animal Sightings, Natural History, Native American History, Wildflowers (seasonal) and much more! The tour vehicle has an air conditioning and heater system, for the comfort of our riders. Please call for more details.

Volunteer Days

We need your help! Our volunteer events are fun and rewarding allowing you to: meet new people, learn and share knowledge, and make a positive difference for the plants and animals that live on the preserve. Working alongside rangers, you have the opportunity to save endangered species, remove invasive plants, work in our native nursery, monitor species populations, and more. All ages welcome!

Please note that programs and hikes may be canceled in unsafe weather conditions or if no reservations are made. Wind Wolves staff will always inform participants of a cancellation.

PI 16-03 Head Start Funding Increase

Español

FY 2016 Head Start Funding Increase
ACF-PI-HS-16-03

U.S. DEPARTMENT
OF HEALTH AND HUMAN SERVICES

ACF
Administration for Children and Families

1. Log No. ACF-PI-HS-16-03

2. Issuance Date: 04/27/2016

3. Originating Office: Office of Head Start

4. Key Words: Consolidated Appropriations Act; Appropriations; Fiscal Year (FY) 2016; Funding Increase; Cost of Living Adjustment (COLA)

PROGRAM INSTRUCTION

TO: All Head Start and Early Head Start Grantees, Including Delegate Agencies, Early Head Start-Child Care Partnerships, and State Collaboration Grantees

SUBJECT: FY 2016 Head Start Funding Increase

INSTRUCTION:
President Obama signed Public Law 114-113, the Consolidated Appropriations Act of 2016, on December 18, 2015. This Act includes $9,168,095,000 for programs under the Head Start Act, which is an increase of approximately $570 million over the fiscal year (FY) 2015 funding level.

The approximately $570 million increase provides grantees a 1.8 percent cost of living adjustment (COLA), depending on final funding decisions. The FY 2016 funding level also includes $294 million to support programs in lengthening their day and year, and $135 million for Early Head Start-Child Care (EHS-CC) Partnerships and Early Head Start (EHS) Expansion. We will provide more information in the coming weeks about how to apply for these funds.

This Program Instruction (PI) provides information about the additional funds that are available to Head Start and Early Head Start grantees in FY 2016 for the COLA and describes the requirements for applying for these funds. Grantees that already received partial funding for FY 2016 are eligible to receive a supplemental award for the COLA. Grantees that are subject to competition for continued funding through the Designation Renewal System are also eligible to receive the COLA. State Collaboration grants are not eligible for the COLA due to the statutory cap on their funding in the Head Start Act.

FY 2016 COLA

Each grantee, including those with EHS-CC Partnership funding, may apply for a COLA increase of 1.8 percent of the FY 2015 base funding level. Base funding excludes training and technical assistance (T/TA) funds and any one-time funding grantees may have received in FY 2015. COLA funds are to be used to increase staff salaries and fringe benefits and to pay for higher operating costs.

Programs that use COLA funds to increase staff salaries should increase the hourly rate of pay and permanently increase the Head Start pay scale rather than only increase the salaries of current employees. Sections 653 and 640(j) of the Head Start Act provide further guidance on the uses and limitations of the COLA funds. Section 653 of the Act restricts compensation to a Head Start employee that is higher than the average rate of compensation paid for substantially comparable services in the area where the program is operating. Section 653 also prohibits any Head Start employee from being compensated at a rate higher than that of an Executive Schedule Level II position. Section 640(j) of the Act requires that the compensation of Head Start employees must be improved regardless of whether the agency has the ability to improve the compensation of staff employed by the agency that do not provide Head Start services.

Each grantee, as specified in 45 CFR 1301.31 of the Head Start Program Performance Standards, is required to have personnel policies that specify salary rates and fringe benefits. Any grantee proposing differential COLA increases to staff, delegates, or partners must justify its rationale in its budget narrative.

Funds remaining after providing the COLA increase in the hourly rate of pay may be used to offset increased operating costs in other areas of the budget. This includes increased costs in rent, utilities, facilities maintenance and insurance, contractual arrangements, vehicle fuel, and maintenance, supplies, and equipment.

Application Requirements

Grantees are required to request these funds through a grant application. Your Regional Office will send a Funding Guidance Letter to provide information on the amount of funds available to your agency this year and to offer further guidance on the application requirements. Grantees must submit a grant application or supplemental application in the Head Start Enterprise System (HSES) that includes:

- SF-424 Application for Federal Assistance
- Program narrative
- Budget and budget narrative
- Signed statements of the governing body and Policy Council chairs and minutes documenting each group's participation in the development and approval of the application

As always, grantees encountering one-time needs, especially related to health and safety concerns, should contact their Regional Office throughout the year.

Please direct any questions regarding this PI to your Regional Office.

Thank you for the work you do on behalf of children and families.

/ Blanca Enriquez /

Blanca Enriquez
Director
Office of Head Start

See PDF Version of Program Instruction:

FY 2016 Head Start Funding Increase [PDF, 157KB]

FY 2016 Head Start Funding Increase. ACF-PI-HS-16-03. HHS/ACF/OHS. 2016. English.

 Required Viewers:

This is a Historical Document.

Other "2016" Resources

- PI 16-03 Head Start Funding Increase
- PI 16-02 Supplemental Funds Available to Extend Duration
- PI 16-01 Changes in Federal Reporting

PI 16-03 Aumento de la financiación para Head Start en el AF 2016

English

Aumento de la financiación para Head Start en el AF 2016
ACF-PI-HS-16-03

U.S. DEPARTMENT
OF HEALTH AND HUMAN SERVICES

ACF
Administration for Children and Families

1. Núm. ACF-PI-HS-16-03

2. Fecha de emisión: 04/27/2016

3. Oficina originaria: Oficina Nacional de Head Start

4. Palabras clave: Ley de Asignaciones Consolidadas; asignaciones; año fiscal (AF) 2016; aumento de financiación; ajuste por costo de vida (COLA)

INSTRUCCIÓN DEL PROGRAMA

A: Todos los concesionarios de Head Start y Early Head Start, inclusive las agencias delegadas, los concesionarios de las asociaciones entre Early Head Start-Cuidado infantil y los concesionarios de colaboración estatal

TEMA: Aumento de la financiación para Head Start en el AF 2016

INSTRUCCIÓN:
El Presidente Obama firmó la Ley Pública 114-113: Ley de Asignaciones Consolidadas de 2016, el 18 de diciembre de 2015. Esta ley incluye aproximadamente $9,168,095,000 para programas, conforme a la Ley de Head Start, lo cual representa un aumento de alrededor de $570 millones, por encima del nivel de financiación para el año fiscal (AF) 2015.

El aumento de alrededor de $570 proporciona a los concesionarios un 1.8 por ciento del costo para el Ajuste por costo de vida (COLA, sigla en inglés), dependiendo de las decisiones definitivas sobre la financiación. El nivel de financiación para el AF 2016 incluye $294 millones para ayudar a los programas a extender su horario diario y anual, y $135 millones para las Asociaciones entre Early Head Start-Cuidado infantil (EHS-CC, sigla en inglés) y la Expansión de Early Head Start (EHS). En las próximas semanas proveeremos más información sobre cómo solicitar estos fondos.

Esta Instrucción del Programa (PI) provee información sobre los fondos adicionales que están a disposición de los concesionarios de Head Start y Early Head Start para el AF 2016 para el COLA y describe los requisitos para solicitar dichos fondos. Los concesionarios que ya hayan recibido fondos parciales para el AF 2016 son elegibles

para recibir una adjudicación suplementaria para el COLA. Los concesionarios que están sujetos a competir para recibir fondos mediante el Sistema de renovación de las designaciones (Designation Renewal System) también cumplen los requisitos para recibir el COLA. Las subvenciones para la colaboración estatal no son elegibles para el COLA, debido al límite financiero estatutario que se indica en la Ley de Head Start.

COLA del AF 2016
Cada concesionario, incluyendo los que cuentan con financiación para EHS-CC, pueden solicitar un aumento de COLA del 1.8 por ciento por encima del nivel base del AF 2015. La financiación base excluye los fondos para la capacitación y asistencia técnica (T/TA) y cualquier financiación única que hayan recibido los concesionarios en el AF 2015. Los fondos de COLA deben utilizarse para aumentar los sueldos y los beneficios complementarios de los empleados y para pagar los costos operativos más elevados.

Los programas que utilizan los fondos de COLA para aumentar los sueldos de los empleados deben aumentar la tasa por hora y aumentar permanentemente la escala de los sueldos de Head Start, en lugar de solo aumentar los sueldos de los empleados actuales.
Las secciones 653 y 640(j) de la Ley de Head Start proveen una orientación adicional sobre los usos y las limitaciones de los fondos de COLA. La sección 653 de la Ley limita una remuneración al empleado de Head Start que sea más elevada que la tasa promedio de compensación pagada por los servicios sustancialmente comparables en el área donde opera el programa. La sección 653 también prohíbe que cualquier empleado de Head Start sea remunerado a una tasa mayor a la del puesto Ejecutivo Nivel II. La sección 640 (j) de la Ley estipula que la remuneración de los empleados de Head Start debe mejorarse independientemente de si la agencia tiene la capacidad de mejorar la compensación de los empleados de la agencia que no prestan servicios de Head Start.

Cada concesionario, como se especifica en 45 CRF 1301.31 de las Normas de Desempeño del Programa Head Start, tiene la obligación de tener políticas para el personal que especifiquen las tasas de los sueldos y los beneficios complementarios. Cualquier concesionario que proponga aumentos diferenciales de COLA para los empleados, delegados o socios debe justificar sus razones en la narrativa de su presupuesto.

Los fondos restantes, después de proveer el aumento de COLA en la tasa por hora, pueden utilizarse para compensar por el aumento de los costos operativos en otras áreas del presupuesto. Esto incluye el aumento de los costos de alquiler, servicios públicos, mantenimiento y seguro de las instalaciones, acuerdos contractuales, combustible para los vehículos, y el mantenimiento, los suministros y equipamiento.

Requisitos para las solicitudes
Se requiere que los concesionarios soliciten estos fondos mediante una solicitud para la subvención. Su Oficina Regional enviará una carta de orientación sobre la financiación (Funding Guidance Letter) para informar sobre la cantidad de los fondos a disposición de su agencia este año y para ofrecer más orientación sobre los requisitos para la solicitud. Los concesionarios deben presentar una solicitud suplementaria o para la subvención en el sistema Head Start Enterprise System (HSES) que incluya lo siguiente:

- Solicitud SF-424 para recibir ayuda federal
- Narrativa sobre el programa
- Narrativa sobre el presupuesto y justificación del mismo.
- Declaraciones firmadas de los presidentes del cuerpo directivo, Consejo de Políticas y las actas de los mismos, donde se documente la participación de cada grupo en el desarrollo y aprobación de la solicitud.

Como siempre, los concesionarios que enfrenten necesidades únicas, sobre todo las relacionadas con preocupaciones sobre la salud y seguridad, deben ponerse en contacto con su Oficina Regional a lo largo del año.

Por favor, dirija cualquier pregunta sobre esta PI a su Oficina Regional. Gracias por su labor en favor de los niños y las familias.

/ Blanca Enríquez /

Blanca Enríquez
Directora
Oficina Nacional de Head Start

Aumento de la financiación para Head Start en el AF 2016. HHS/ACF/OHS. 2016. Español.

Descargo de responsabilidad sobre las traducciones al español

Como cortesía hacia nuestros lectores hispanohablantes, se han hecho todas las gestiones posibles para proveer una traducción fiel y de alta calidad de este documento. Si surgiera alguna pregunta sobre la precisión del mismo, el texto en inglés tiene carácter oficial y cualquier diferencia en la traducción no es vinculante ni tiene efecto legal.

This is a Historical Document.

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-16-02	2. Issuance Date: 04/25/2016
	3. Originating Office: Office of Head Start	
	4. Key Words: Extend Duration of Services; Continuous Services Supplemental Funds; Application; Eligibility	

PROGRAM INSTRUCTION

TO: All Head Start and Early Head Start Grantees, Including Delegate Agencies, Early Head Start-Child Care Partnership Grantees, and State Collaboration Grantees

SUBJECT: Supplemental Funds Available to Extend Duration of Services in Head Start and Early Head Start

INSTRUCTION:

The Office of Head Start (OHS) announces the availability of approximately $294 million to be awarded for the purpose of increasing the total annual hours of high-quality early education services offered to children enrolled in Head Start and Early Head Start center-based and family child care programs. This supplemental funding is being made available under the Consolidated Appropriations Act of 2016 (Pub.L. 114-113). OHS solicits applications from existing Head Start and Early Head Start grantees that do not provide services equivalent to a full school day and full school year for 40 percent or more of their Head Start center-based participants, do not provide continuous services for all of their family child care participants or Early Head Start center-based participants, or wish to convert slots from locally designed or combination options to center-based program schedules for longer service duration. Over 90 percent of existing grantees that currently do not serve all of their Head Start children for at least 1,020 hours are eligible to apply for these funds. The U.S. Department of Health and Human Services (HHS) expects to award funds to grantees eligible under this Program Instruction in each of the 50 states and the District of Columbia, and the U.S. territories, pending a fundable application. Subject to appropriations, funds awarded would become part of a grantee's base funding in future years.

Background

Decades of scientific research documents the strong and lasting impact of high-quality early learning experiences on child outcomes. Head Start's mission is to promote the school readiness of young children from low-income families. Research suggests that having high-quality, full school day and full school year care is particularly important for low-income children to succeed in kindergarten and beyond. Based on this research, OHS is working to expand the number of children who participate in full school day and full school year or continuous programs.

Specifically, research on extended day programs for young children, full school day preschool, full school day kindergarten, and effective teaching and curricular practices strongly point to the

inadequacy of program schedules that offer the current Head Start minimum of 448 annual hours in achieving meaningful child outcomes. Head Start children need more learning time in high quality programs than is provided by the Head Start minimum duration standards in order to prepare them for success later in school and in life. It is very difficult for half-day programs to provide sufficient time for teachers to conduct learning activities and intentional instruction in small group and one-on-one interactions in the areas of skill development experts believe are important to later school success. Extending the duration of Head Start programs also enables greater alignment to full school day/full school year kindergarten and the growing number of full school day/full school year state preschool programs.

In addition, research on summer learning loss and attendance demonstrates the importance of extending the number of annual hours provided in early childhood education settings, including Head Start. Learning loss can be even greater for children from low-income families.

Although research does not indicate a specific threshold of hours per day or days per year, there is strong and mounting evidence that Head Start children need greater exposure to high-quality early learning experiences than is provided under Head Start minimum duration standards in order to support strong outcomes.

Additionally, research indicates that consistent and uninterrupted relationships with responsive and sensitive caregivers is critical to healthy social and emotional development. This is particularly true for infants and toddlers. While most Early Head Start programs provide this longer duration, increasing the number of annual hours provided in all Early Head Start programs will promote secure adult-child attachment for more children to enable learning in the earliest years.

Extending the number of annual hours provided in early childhood education settings—whether Head Start or Early Head Start—also yields important benefits to working families.

Purpose

The purpose of this funding is to provide access to full school year and full school day programming in all Head Start communities, and continuous services for all Early Head Start families, by supporting grantees in extending the program day and/or year for more children.

These funds can be used to support a myriad of center-based program models with varying hours per day and days per year, as long as the program provides services for **1,020 hours of planned class operations over the course of a minimum of eight months per year** for Head Start and **1,380 hours of planned class operations per year** for Early Head Start.

Additionally, grantees may increase service duration for their **Head Start and Early Head Start family child care slots to 1,380 hours of planned class operations**. "Hours of planned class operations" is defined as hours when children are scheduled to attend. Professional development, trainings, orientations, teacher planning, data analysis, parent-teacher conferences, home visits, classroom sanitation, and transportation do not count toward the hours of planned class operations.

The goal of these funds is to increase the proportion of a grantee's Head Start center-based slots operating for 1,020 annual hours, Early Head Start center-based slots operating for 1,380 annual hours, and Head Start and Early Head Start family child care slots operating for 1,380 annual

hours. Head Start grantees may apply for funding to increase the share of Head Start center-based slots that meet the 1,020 hours annual threshold to up to 40 percent of their center-based slots, though available funding may mean that the grantee will be awarded funding to increase service duration for a somewhat smaller share. Grantees with Early Head Start center-based slots and with Head Start and Early Head Start family child care slots may apply for funding to increase the duration of all of these slots to the 1,380 hours threshold.

Voluntary Application

Grantees that receive these funds must provide high-quality, comprehensive, and continuous early care and education for preschoolers and/or infants and toddlers in center-based and family child care settings. These funds cannot be used for expansion of Head Start or Early Head Start enrollment.

Application for these funds is voluntary.

Eligibility

Determining Eligibility

Eligibility criteria for Head Start and Early Head Start grantees, including American Indian and Alaska Native (AIAN) grantees and Migrant and Seasonal Head Start (MSHS) grantees, are described in this section. For all grantees, eligibility according to these criteria will be determined using the data submitted by the grantee in the Program Schedule tab of the most recent annual Grant Application in the Head Start Enterprise System (HSES). Eligibility for grantees that successfully competed and received awards since July 1, 2015 and have not yet submitted an annual continuation application will be determined based on the level of services approved in the competitive application.

Grantees Eligible for Funding

Head Start. **Head Start grantees that operate less than 40 percent of their center-based funded enrollment** for a full school day and full school year schedule (1,020 hours of planned class operations over the course of a minimum of eight months per year) are eligible to apply. Applicants must propose to provide 1,020 annual hours of planned class operations for up to the number of slots needed to operate 40 percent of their Head Start center-based funded enrollment for this service duration. For example, a grantee that currently operates 20 percent of its center-based funded enrollment for a full school day and full school year (1,020 hours of planned class operations) may apply to operate up to an additional 20 percent of its funded enrollment at this service level. Applications to provide services for fewer than eight months per year will not be approved.

These funds may be used to convert Head Start slots from combination or locally designed program options to a center-based option and a full school day and full school year schedule (1,020 annual hours of planned class operations). If any current combination or locally designed option Head Start slots are proposed for conversion, these slots will be counted toward the grantee's Head Start center-based funded enrollment for the purposes of determining the percentage of center-based slots proposed to operate at 1,020 annual hours. For example, if a grantee currently has 70 center-based slots and 30 combination option slots and proposes to convert all 30 combination slots to center-based and 1,020 annual hours, then—if none of its 70 existing center-based slots currently operate for 1,020 annual hours—the grantee could also apply to increase duration for as many as 10 of its current center-based slots to 1,020 hours so that 40 center-based slots would operate for 1,020 hours out of a total of 100 center-based slots, equaling 40 percent.

Funds may also be used to increase service duration to 1,380 annual hours of planned class operations for up to 100 percent of grantees' Head Start family child care-funded enrollment. We are allowing funds to be used to increase service duration to this higher threshold for Head Start-funded children in family child care because this program option serves children in mixed age groups that include infants and toddlers who attend for a longer duration. Head Start family child care slots are not counted toward a grantee's center-based funded enrollment for the purposes of determining the percentage of Head Start center-based slots proposed to operate at 1,020 annual hours.

AIAN and MSHS grantees are eligible to apply under the same conditions described above. However, MSHS grantees may apply to provide services for fewer than eight months per year.

Early Head Start. **Early Head Start grantees that operate less than 100 percent of their center-based funded enrollment** at 1,380 annual hours of planned class operations are eligible to apply. Funding may be used to lengthen services for up to 100 percent of Early Head Start center-based slots not currently operating for 1,380 annual hours of planned class operations. Grantees wishing to apply must propose to provide 1,380 annual hours of planned class operations.

These funds may be used to convert Early Head Start slots from combination or locally designed program options to continuous Early Head Start center-based services (1,380 annual hours of planned class operations). See the description in the Head Start section above for more information.

Funds may also be used to increase service duration to 1,380 annual hours of planned class operations for Early Head Start family child care funded enrollment.

AIAN and MSHS grantees are eligible to apply under the same conditions described above.

Grantees Not Eligible for Funding

Due to the limited funding available, Head Start grantees currently operating 40 percent or more of their center-based funded enrollment at 1,020 annual hours of planned class operations, Early Head Start grantees currently operating 100 percent of their center-based funded enrollment at 1,380 annual hours of planned class operations, and Head Start and Early Head Start grantees currently operating 100 percent of their family child care funded enrollment at 1,380 annual hours of planned class operations are not eligible to apply for these funds. The president's fiscal year (FY) 2017 budget requests funding to continue expanding the number of children who can attend Head Start for a full school day and year. If that funding is provided, then in the future, a larger set of grantees will be able to continue to increase their full school day and year and/or continuous program offerings.

How to Apply

HSES Duration Supplement Amendment

Applicants must complete the Duration Supplement Amendment in HSES. Additional technical guidance is available on the relevant pages of the amendment.

Content of Applications

Applicants must address the following requirements in their application. The Application and Budget Justification Narrative should not exceed 20 pages, double-spaced in Times New Roman, 12-point font. Applications should include a Table of Contents.

Application Narrative. All applicants must describe the number of center-based and/or family child care program schedules they currently operate, as well as the annual hours of planned class operations provided (as defined in the Purpose section), the number of classrooms, and the number of children (funded enrollment) served in each program schedule.

> **Current Operations.** Applicants must provide evidence of the total proportion of currently funded slots meeting the equivalent of 1,020 hours per year for Head Start center-based programs, 1,380 hours per year for Early Head Start center-based programs, and Head Start and Early Head Start family child care programs by number and percentage.
>
> **Approach.** Head Start center-based grantees should use their community assessment and current program schedules to propose an approach that transitions an appropriate proportion (for a total of up to 40 percent) of their current Head Start center-based funded enrollment to a full school day and full school year program schedule (1,020 annual hours and a minimum of eight months per year) by extending the program day and/or year.
>
> Early Head Start center-based and Head Start and Early Head Start family child care grantees should use their community assessment and current program schedules to propose an approach that transitions up to 100 percent of these slots that are not currently receiving 1,380 annual hours of planned class operations to a continuous program providing 1,380 annual hours.

Implementation Plan. Applicants must include an implementation plan that describes their proposed process for transitioning program operations, staff, and families to a longer service duration. This implementation plan must include a timeline to be fully operational. OHS expects that all applicants will be fully operational at the increased service duration no later than the beginning of the 2017-2018 program year, if not sooner.

Budget and Budget Justification. Applicants must include a detailed 12-month budget (in the HSES Budget tab) and a narrative budget justification that estimate **only the supplemental funds** necessary to support the incremental ongoing operating costs for the additional hours of service for the funded enrollment for which they propose to increase service duration. The budget justification must describe the intended use of the requested funding. Applicants should only include costs associated with extending services offered to the proportion of their slots transitioning to full school day and full school year and/or continuous services. OHS understands that scale-up activities may be necessary prior to full implementation of the increased duration. Applicants must ensure the funding level requested is adequate to support the full array of staffing and infrastructure for successful implementation of full school day and full school year and/or continuous services.

> **Reasonable and Allowable Costs.** Examples of reasonable and allowable costs include the purchase, renovation, rental, and maintenance of additional facilities; ongoing purchases of classroom supplies; expenses for staff providing increased service duration; and professional development to support staff transitioning to a longer service duration.

These grant funds cannot be used to cover other program costs not associated with extending services offered for the proportion of slots they intend to transition to full school day and full school year services. **These funds cannot be used for expansion of Head Start or Early Head Start enrollment.** These funds cannot be used to provide home-based services or to convert home-based slots to center-based services. Costs incurred for grant application preparation are not considered an allowable use of funds and may not be included in the project budget or budget justification.

Funds awarded to increase the total annual hours of planned class operations must not supplant existing subsidies or other funding.

Start-up Costs. Start-up costs may be requested by an applicant in addition to the base operating supplemental funds. Examples of start-up activities are facility renovations or purchase, initial purchase of classroom supplies, licensing, background checks for additional staff, etc. Estimates for start-up costs must be easily identified as a separate budget in the Budget and Budget Justification section of the application. Applicants requesting start-up funds in addition to the 12-month budget must include start-up costs in the duration supplemental amendment application SF-424A.

Approval of start-up costs is not guaranteed; they are negotiated at the time of award and are based on reasonableness, necessity, and the availability of funds. The incurrence of start-up costs in anticipation of an award is done at the applicant's own risk and imposes no obligation on OHS either to make an award or to increase the amount of the approved budget if an award is made for less than the amount anticipated and is inadequate to cover the start-up costs incurred. It is possible that OHS may honor start-up costs by reducing the base amount of the award to include these costs.

Training and Technical Assistance.
Grantee training and technical assistance (T/TA) set-asides will not increase under this appropriation. However, consistent with current budgeting authority, grantees may elect to use a portion of operational funding, both in start-up and ongoing costs, for T/TA purposes.

Deadline
All applications must be submitted in HSES no later than Friday, June 24, 2016.

Please direct any questions regarding this Program Instruction to your Regional Office.

Thank you for the work you do on behalf of children and families.

/Blanca Enriquez/

Blanca Enriquez
Director
Office of Head Start

PI 16-02 Se dispone de fondos suplementarios para extender la duración de los servicios en Head Start y Early Head Start

English

Se dispone de fondos suplementarios para extender la duración de los servicios en Head Start y Early Head Start
ACF-PI-HS-16-02

U.S. DEPARTMENT
OF HEALTH AND HUMAN SERVICES

ACF
Administration for Children and Families

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3. Oficina originaria: Oficina Nacional de Head Start

4. Palabras clave: Extensión de la duración de los servicios; fondos suplementarios para los servicios continuos; solicitudes; elegibilidad

INSTRUCCIÓN DEL PROGRAMA

A: Todos los concesionarios de Head Start y Early Head Start, inclusive las agencias delegadas, los concesionarios de las asociaciones entre Early Head Start-Cuidado infantil y los concesionarios de colaboración estatal

TEMA: Se dispone de fondos suplementarios para extender la duración de los servicios en Head Start y Early Head Start

INSTRUCCIÓN:
La Oficina Nacional de Head Start (OHS) anuncia la disponibilidad de aproximadamente $294 millones que se adjudicarán con el propósito de aumentar la cantidad total de horas anuales dedicadas a prestar servicios de educación temprana de alta calidad a los niños matriculados en Head Start y Early Head Start, en las opciones basadas en los centros y en los programas de cuidado infantil familiar. Estos fondos suplementarios estarán disponibles conforme a la Ley «Consolidated Appropriations Act of 2016 (Pub.L. 114-113)». La OHS pide solicitudes a los actuales concesionarios de Head Start y Early Head Start que ya no están prestando servicios equivalentes al día escolar completo y año completo para un 40 por ciento o más de sus participantes de la opción basada en el centro, que no proveen servicios continuos a todos los participantes del cuidado infantil familiar o los participantes de Early Head Start basado en el centro, o bien desean convertir los cupos locales o las opciones combinadas al horario programático basado en los centros, para mayor duración de los servicios. Más del 90 por ciento de los concesionarios existentes que actualmente no prestan servicios a todos los niños de Head Start por lo menos por 1,020 horas, son elegibles para solicitar dichos fondos. El Departamento de Salud y Servicios Humanos (HHS)

espera otorgar fondos a los concesionarios que son elegibles en virtud de esta Instrucción del Programa, en cada uno de los 50 estados y el Distrito de Columbia y los territorios de EE. UU., en espera de las solicitudes para dichos fondos. Sujeto a las asignaciones, los fondos otorgados pasarían a formar parte de los fondos base de un concesionario en años subsiguientes.

Trasfondo

Décadas de investigación científica documentan el impacto fuerte y duradero de las experiencias de aprendizaje temprano de alta calidad en los resultados que se espera de los niños. La misión de Head Start es promover la preparación escolar de los niños que provienen de familias con bajos ingresos. Las investigaciones sugieren que una jornada escolar completa y un cuidado infantil durante todo el año escolar y de alta calidad es particularmente importante para el éxito de los niños de bajos recursos, en kindergarten y en el futuro. Basándose en estos estudios, la OHS está trabajando para expandir la cantidad de niños que participan en el día y año escolar completo o en programas continuos.

Concretamente, los estudios sobre los programas de jornada extendida para niños pequeños, ya sea en el preescolar o kindergarten, así como la enseñanza eficaz y las prácticas curriculares apuntan fuertemente a la deficiencia de los horarios que ofrecen actualmente un mínimo de 448 horas anuales en Head Start, para lograr resultados significativos en los niños.

Los niños de Head Start necesitan más tiempo que el provisto en las normas mínimas sobre la duración de Head Start, para aprender en programas de alta calidad y así prepararlos para triunfar en la escuela y en la vida. Es muy difícil que los programas de media jornada provean suficiente tiempo para que los maestros lleven a cabo actividades de aprendizaje e instrucción con propósito en grupos pequeños y a través de interacciones individuales en las áreas de desarrollo de habilidades, las cuales son consideradas importantes por los expertos, para que los niños tengan un éxito posterior en la escuela. Al extender la duración de los programas de Head Start, se permite mayor alineación con el año escolar de jornada completa en kindergarten y con el número creciente de programas preescolares estatales de jornada/año escolar completo.

Además, los estudios sobre la pérdida de aprendizaje durante el verano y la asistencia demuestran la importancia de extender el número de horas anuales en los entornos educativos en la primera infancia, incluyendo a Head Start. La pérdida de aprendizaje puede ser aun mayor para los niños que provienen de familias con bajos ingresos.

Aunque las investigaciones no indican un umbral determinado de horas por día o días por año, existen fuertes y crecientes indicios de que los niños de Head Start necesitan una mayor exposición a las experiencias de aprendizaje tempranas de alta calidad que la prevista en las normas mínimas de duración de Head Start con el fin de contribuir a lograr resultados sólidos.

Además, las investigaciones indican que la relación coherente y sin interrupciones con cuidadores que son atentos y sensibles son fundamentales para el desarrollo social y emocional saludable de los niños.

Esto es especialmente cierto en el caso de bebés y niños pequeños. Aunque la mayoría de los programas Early Head Start proporcionan esta duración más larga, aumentar el número de horas anuales que se ofrecen en todos los programas Early Head Start promoverá el apego confiable entre adultos-niños a una cantidad mayor de niños y de esta forma facilitar el aprendizaje en los primeros años.

Extender el número de horas anuales para la educación de la primera infancia—ya sea en Head Start o Early Head Start—también conlleva importantes beneficios para las familias trabajadoras.

Propósito

El propósito de estos fondos es proporcionar acceso al año y día escolar programático completo en todas las comunidades de Head Start y servicios continuos para todas las familias de Early Head Start, mediante el apoyo a los concesionarios en la extensión del día y/o año programático para mayor cantidad de niños.

Estos fondos se pueden utilizar para respaldar una gran cantidad de modelos de los programas basados en los centros, con distintas horas al día y días al año, siempre que el programa preste servicios de **1,020 horas de clases planeadas por un mínimo de ocho meses al año** para Head Start y **1,380 horas de clases planeadas por año** para Early Head Start.

Además, los concesionarios pueden aumentar la duración de los **servicios de cuidado infantil familiar de Head Start y Early Head Start a 1,380 horas de clases planeadas.** «Las horas de clases planeadas» se refiere a las horas en las que está previsto que asistan los niños. El desarrollo profesional, capacitaciones, orientaciones, planificación de los maestros, análisis de datos y reuniones entre padres y maestros, visitas al hogar, saneamiento del aula y el transporte no cuentan para las horas de clase planeadas.

El objetivo de estos fondos es aumentar la proporción de los cupos de la opción basada en los centros del concesionario de Head Start que operan 1,020 horas anuales, de los cupos de la opción basada en los centros del concesionario de Early Head Start que operan 1,380 horas anuales, así como los cupos de la opción de cuidado infantil familiar en Head Start y Early Head Start que operan 1,380 horas anuales. Los concesionarios de Head Start pueden solicitar los fondos para aumentar los cupos de Head Start basado en los centros que cumplan el umbral de 1,020 horas anuales hasta un 40 por ciento de sus cupos para dicha opción, aunque disponer de fondos puede significar que el concesionario reciba fondos para aumentar la duración del servicio en un grado algo menor. Los concesionarios con cupos del programa basado en los centros de Head Start y Early Head Start y del cuidado infantil familiar pueden solicitar fondos para aumentar la duración de todos estos cupos hasta el umbral de 1,380 horas.

Solicitud voluntaria

Los concesionarios que reciban estos fondos deben proporcionar cuidados y educación de alta calidad, integral y continua para preescolares y/o bebés y niños pequeños en los centros y en el entorno de cuidado infantil familiar. Los fondos no pueden utilizarse para expandir la cantidad de matrículas de Head Start o Early Head Start.

La solicitud de estos fondos es voluntaria.

Elegibilidad

Cómo determinar la elegibilidad

Los criterios de elegibilidad para los concesionarios de Head Start y Early Head Start, incluyendo los concesionarios para indios estadounidenses y nativos de Alaska (AIAN) y los concesionarios de Head Start (MSHS) para migrantes y trabajadores de temporada se describen en esta sección. Para todos los concesionarios, la elegibilidad conforme a esos criterios se determinará utilizando los datos presentados por el concesionario en la pestaña «Program Schedule» (Horario del programa) de la solicitud anual más reciente para la subvención, en el Head Start Enterprise System (HSES). La elegibilidad para los concesionarios que completaron y recibieron las adjudicaciones exitosamente desde el 1 de junio de 2015 y que no hayan presentado una solicitud anual para la continuación será determinada en base al nivel de servicios aprobado en la solicitud competitiva.

Los concesionarios que son elegibles para la financiación

Head Start. **Los concesionarios de Head Start que operan menos del 40 por ciento de sus matrículas subvencionadas para la opción basada en los centros**, para un horario de jornada completa y año completo (1,020 horas de clases planeadas a lo largo de un mínimo de ocho meses al año) son elegibles para hacer la solicitud. Los solicitantes deben proponer proporcionar 1,020 horas anuales de clases planeadas para el número de cupos que se necesiten para operar un 40 por ciento de sus matrículas basadas en los centros de Head Start, durante el tiempo de este servicio. Por ejemplo, un concesionario que actualmente opera el 20 por ciento de su matrícula subvencionada para el programa basado en los centros para el día escolar completo y año escolar completo (1,020 horas de clases planeadas) puede solicitar operar hasta un 20 por ciento adicional de su matrícula subvencionada a este nivel de servicios. Las solicitudes para prestar servicios menos de ocho meses al año no serán aprobadas.

Estos fondos pueden utilizarse para convertir los cupos de Head Start de la opción combinada o diseñada localmente a una opción basada en los centros y un horario de día y año completo (1,020 horas anuales de clases planeadas). Si los cupos de alguna opción de Head Start actualmente combinada o diseñada a nivel local son propuestos para la conversión, estos cupos se contarán para la matrícula subvencionada para el programa Head Start basado en los centros con el propósito de determinar el porcentaje de cupos propuestos para operar las 1,020 horas anuales. Por ejemplo, si un concesionario tiene actualmente 70 cupos de la opción basada en el centro y 30 de la opción combinada y propone convertir todos los 30 cupos combinados a la opción basada en el centro y 1,020 horas anuales, entonces — si ninguno de sus 70 cupos existentes basados en el centro opera actualmente 1,020 horas anuales — el concesionario podría también solicitar aumentar la duración para un máximo de 10 de sus cupos actuales en el centro a 1,020 horas para que 40 cupos basados en el centro operen 1,020 horas de un total de 100 cupos basados en el centro, equivaliendo al 40 por ciento.

Los fondos pueden utilizarse para aumentar la duración del servicio a 1,380 horas anuales de clases planeadas, hasta un 100 por ciento de las matrículas subvencionadas para el cuidado infantil familiar del concesionario. Estamos permitiendo que los fondos se utilicen para aumentar la duración del servicio a este umbral mayor para el cuidado infantil familiar de los niños con matrículas subvencionadas, puesto que esta opción del programa presta servicios a grupos de edades mezcladas que incluye a bebés y niños pequeños que asisten por más tiempo. Los cupos del cuidado infantil familiar no se cuentan para la matrícula subvencionada del programa Head Start basada en los centros para el propósito de determinar el porcentaje de cupos propuestos para operar las 1,020 horas anuales.

Los concesionarios de AIAN y MSHS son elegibles para hacer la solicitud bajo las mismas condiciones descritas anteriormente. Sin embargo, los concesionarios MSHS pueden hacer la solicitud para prestar servicios durante menos de ocho meses al año.

Early Head Start. **Los concesionarios de Early Head Start que operan menos del 100 por ciento de sus matrículas subvencionadas para la opción basada en el centro,** por 1,380 horas anuales de clases planeadas son elegibles para presentar la solicitud. Los fondos se pueden utilizar para extender los servicios hasta un 100 por ciento de los cupos de Early Head Start para la opción basada en el centro que no opera actualmente las 1,380 horas anuales de las clases planeadas. Los concesionarios que deseen hacer la solicitud deben proponer que proveerán 1,380 horas anuales de clases planeadas.

Estos fondos deben utilizarse para convertir los cupos de Early Head Start de las opciones combinadas o diseñadas localmente, a los servicios de Early Head Start continuos, basados en el centro (1,380 horas anuales de clases planeadas). Véase la descripción en la sección de Head Start, más arriba, para más información.

Los fondos también pueden utilizarse para aumentar la duración del servicio a 1,380 horas anuales de clases planeadas para las matrículas subvencionadas para el cuidado infantil familiar del concesionario de Early Head Start.

Los concesionarios de AIAN y MSHS son elegibles para hacer la solicitud bajo las mismas condiciones descritas anteriormente.

Concesionarios que no son elegibles para la financiación

Debido a que los fondos son limitados, los concesionarios de Head Start que actualmente operan el 40 por ciento o más de sus matrículas subvencionadas basadas en el centro con 1,020 horas anuales de clases planeadas, los concesionarios de Early Head Start que actualmente operan 100 por ciento de su matrícula subvencionada basada en el centro con 1,380 horas anuales de clases planeadas y los concesionarios de Head Start y Early Head Start que actualmente operan al 100 por ciento de sus matrículas subvencionadas para el cuidado infantil familiar, con 1,380 horas anuales de clases planeadas no son elegibles para solicitar estos fondos. En el presupuesto del presidente para el año fiscal (AF) 2017 se solicitan fondos para continuar expandiendo el número de niños que pueden asistir a Head Start en una jornada y año comple[illegible] esos fondos son provistos, entonces, en el futuro, un

grupo mayor de concesionarios podrán continuar aumentando su jornada escolar diaria y año completo y/o los ofrecimientos continuos del programa.

Cómo hacer la solicitud

Enmienda del suplemento de duración de HSES

Los solicitantes deben completar la Enmienda del suplemento sobre la duración (Duration Supplement Amendment) en HSES. Hay orientación técnica adicional en las páginas correspondientes de la enmienda.

Contenido de las solicitudes

Los solicitantes deben completar la Enmienda del suplemento sobre la duración (Duration Supplement Amendment) en HSES. Hay orientación técnica adicional en las páginas correspondientes de la enmienda.

Narrativa de la solicitud. Todos los solicitantes deben describir el número de horarios del programa basado en el centro y/o cuidado infantil familiar que operan actualmente, así como las horas anuales de clases planeadas provistas (como se define en la sección Propósito), el número de aulas y de niños (matrículas subvencionadas) atendidos en cada horario programático.

Operaciones actuales. Los solicitantes deben presentar pruebas de la proporción total de los cupos subvencionados actualmente, cumpliendo el equivalente a 1,020 horas anuales para los programas Head Start basados en los centros, 1,380 horas anuales para los programas Early Head Start basados en los centros y los programas de cuidado infantil familiar de Head Start y Early Head Start por número y porcentaje.

Enfoque. Los concesionarios de Head Start con la opción basada en el centro deben utilizar su estudio de la comunidad y los horarios programáticos actuales para proponer un enfoque que haga la transición de una proporción adecuada (hasta un 40 por ciento) de su matrícula subvencionada, de programa basado en un centro de Head Start actual, a un horario programático de día escolar completo y de año escolar completo (1,020 horas anuales y un mínimo de ocho meses al año), extendiendo el día y/o año programático.

Los concesionarios de Early Head Start basados en los centros y los de cuidado infantil familiar de Head Start y Early Head Start deben utilizar el estudio de su comunidad y los horarios actuales del programa para proponer un enfoque donde se haga la transición hasta un 100 por ciento de estos cupos que no están recibiendo actualmente 1,380 horas anuales de clases planeadas a un programa continuo que provea 1,380 horas anuales.

Plan de implementación. Los solicitantes deben incluir un plan de implementación que describa el proceso propuesto para hacer la transición de las operaciones, el personal y las familias del programa a un servicio de duración más larga. Este plan de implementación debe incluir un calendario de cuándo será plenamente operacional. La OHS espera que todos los solicitantes sean plenamente operacionales al nivel de duración de servicios ampliados a más tardar al comienzo del año programático de 2017-2018, o antes.

Presupuesto y justificación del mismo. Los solicitantes deben incluir un presupuesto detallado de 12 meses (en la pestaña «Budget» de HSES), así como una narrativa que justifique el presupuesto que calcule **solo los fondos suplementarios** que se necesitan para apoyar los costos operativos continuos incrementados para las horas adicionales de servicio para las matrículas subvencionadas para las que se propone el aumento de la duración del servicio. La justificación del presupuesto debe describir el uso previsto de los fondos que se solicitan. Los solicitantes deben solo incluir los costos asociados con los servicios extendidos que se ofrecen, conforme a la proporción de los cupos que hacen la transición al día completo y año escolar completo y/o los servicios continuos. La OHS comprende que puede ser necesario acelerar las actividades antes de la plena aplicación del aumento de la duración.

Los solicitantes deben asegurarse de que el nivel de los fondos solicitados sea adecuado para mantener la gama completa del personal y de la infraestructura para la implementación exitosa del día completo y año escolar completo y/o los servicios continuos.

Costos razonables y admisibles. Ejemplos de costos razonables y admisibles incluyen la compra, renovación, alquiler y mantenimiento de las instalaciones adicionales; compras en curso de materiales de las clases; gastos del personal que proporciona una mayor duración del servicio; y desarrollo profesional, para apoyar la transición del personal para una duración de servicio más larga.

Los fondos otorgados para aumentar la cantidad total de horas anuales de las clases planeadas no deben reemplazar los subsidios u otros fondos existentes.

Costos iniciales. Los costos iniciales pueden ser solicitados además de los fondos suplementarios base para operar el programa. Ejemplos de actividades iniciales de puesta en marcha son las renovaciones o compra de las instalaciones, la compra inicial de materiales para las clases, licencias, verificaciones de los antecedentes del personal adicional, etc. El presupuesto de los costos iniciales debe estar claramente identificado como presupuesto separado en la sección del presupuesto y la justificación del mismo de la solicitud. Los solicitantes que soliciten fondos iniciales además del presupuesto de 12 meses deben incluir los costos iniciales en la enmienda de la solicitud sobre la duración suplementaria SF-424A.

La aprobación de los costos iniciales para la puesta en marcha no está garantizada; se negocian en el momento de la adjudicación y se basan en lo razonable que sean, la necesidad y la disponibilidad de los fondos. Los costos iniciales en los que se incurra en anticipación de una adjudicación recaen enteramente en el solicitante y la OHS no tiene ninguna obligación de hacer ninguna adjudicación ni aumentar la cantidad del presupuesto aprobado si la adjudicación resulta ser por menor cantidad que la anticipada o es inadecuada para cubrir los costos iniciales en los que se ha incurrido. Es posible que la OHS acepte los costos iniciales mediante una reducción de la cantidad base de la adjudicación para incluir estos costos.

Capacitación y asistencia técnica.
Las reservas para la capacitación y asistencia técnica (T/TA) de los concesionarios no aumentará en virtud de esta asignación. Sin embargo, de acuerdo con la autoridad del presupuesto actual, los concesionarios pueden elegir usar una parte de la financiación operativa, tanto los costos iniciales como los costos en curso, para los propósitos de T/TA.

Fecha de entrega.
Todas las solicitudes deben presentarse en el HSES a más tardar el viernes, 24 de junio de 2016.

Por favor, dirija cualquier pregunta sobre esta Instrucción del Programa a su Oficina Regional.

Gracias por su labor en favor de los niños y las familias.

/Blanca Enríquez/

Blanca Enríquez
Directora
Oficina Nacional de Head Start

Descargo de responsabilidad sobre las traducciones al español

Como cortesía hacia nuestros lectores hispanohablantes, se han hecho todas las gestiones posibles para proveer una traducción fiel y de alta calidad de este documento. Si surgiera alguna pregunta sobre la precisión del mismo, el texto en inglés tiene carácter oficial y cualquier diferencia en la traducción no es vinculante ni tiene efecto legal.

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ADMINISTRATION FOR CHILDREN & FAMILIES

Office of Head Start | Region IX | 90 Seventh Street, Room 450, San Francisco, CA 94103 |
www.eclkc.ohs.acf.hhs.gov

MAY 10 2016

Garth Corrigan
Board Chair
Community Action Partnership of Kern
5005 Business Park North, Suite 130
Bakersfield, CA 93309

Re: Grant No. 09CH9142

Dear Mr. Corrigan:

On December 18, 2015, President Obama signed Public Law 114-113, Consolidated Appropriations Act, 2016, which contains an increase of approximately $570 million for programs under the Head Start Act for Fiscal Year (FY) 2016. A portion of the increase provides a cost-of-living adjustment (COLA) of 1.8 percent, depending on final funding decisions, to assist grantees in increasing staff salaries and fringe benefits and offsetting higher operating costs.

Program Instruction ACF-PI-HS-16-03, dated April 27, 2016, informed Head Start and Early Head Start grantees and delegate agencies of the intended uses of these funds and announced the opportunity for grantees to apply for the funds. Please review the Program Instruction carefully to ensure your supplemental application meets the requirements for funding and contains all of the necessary information.

The following table reflects the amount of the COLA, depending on final funding decisions, for the Head Start and Early Head Start programs in FY 2016.

Common Accounting Number (CAN)	Program	COLA Amount
G094122	Head Start	$340,910
G094125	Early Head Start	$69,843
TOTAL		$410,753

Submission Requirements

The supplemental application is due June 15, 2016 and must be submitted in the Head Start Enterprise System (HSES) at https://hses.ohs.acf.hhs.gov/hsprograms. Please select the Financials tab, Application tab, Fiscal Year 2016 and the budget period to add the 'Supplement' amendment type. For technical assistance in preparing the application, please contact the HSES Help Desk at help@hsesinfo.org or 1-866-771-4737.

Please ensure the program narrative, budget and detailed budget justification submitted in the application documents demonstrate:

- An increase of 1.8 percent in the hourly rate of pay for each Head Start/Early Head Start employee and the pay scale subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- The rationale if employees are receiving less than the 1.8 percent COLA or differential COLA increases;
- The provision of the 1.8 percent increase to all delegate agencies and partners or justification if the full percentage is not provided to delegate agencies and partners;
- The planned uses for the balance of the COLA funds to offset higher operating costs;
- Each source of non-federal match, including the estimated amount per source and the valuation methodology; and
- A detailed justification that conforms with the criteria under Section 640(b)(1)-(5) of the Head Start Act if the application proposes a waiver of any portion of the non-federal match requirement.

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the supplemental application must be provided. The application must be submitted on behalf of the Authorizing Official registered in the HSES. **Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. If you have any questions or need assistance, please contact Andrea Harvey, Head Start Program Specialist, at (415) 437-8544 or andrea.harvey@acf.hhs.gov or Ernie Valerio, Grants Management Specialist, at (415) 437-8413 or ernest.valerio@acf.hhs.gov. Thank you for your cooperation and timely submission of the grant application.

Sincerely,

Jan Len
Regional Program Manager
Office of Head Start

cc: Jeremy Tobias, Executive Director
Yolanda Gonzales, Head Start Director

ADMINISTRATION FOR CHILDREN & FAMILIES

Office of Head Start | Region IX | 90 Seventh Street, Room 450, San Francisco, CA 94103 |
www.eclkc.ohs.acf.hhs.gov

MAY 06 2016

Garth Corrigan
Board Chair
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

Re: Grant No. 09HP0036

Dear Mr. Corrigan:

On December 18, 2015, President Obama signed Public Law 114-113, Consolidated Appropriations Act, 2016, which contains an increase of approximately $570 million for programs under the Head Start Act for Fiscal Year (FY) 2016. A portion of the increase provides a cost-of-living adjustment (COLA) of 1.8 percent, depending on final funding decisions, to assist grantees in increasing staff salaries and fringe benefits and offsetting higher operating costs.

Program Instruction ACF-PI-HS-16-03, dated April 27, 2016, informed Head Start and Early Head Start grantees and delegate agencies of the intended uses of these funds and announced the opportunity for grantees to apply for the funds. Please review the Program Instruction carefully to ensure your supplemental application meets the requirements for funding and contains all of the necessary information.

The following table reflects the amount of the COLA, depending on final funding decisions, for the Early Head Start program in FY 2016.

G095128	Early Head Start	$12,096
TOTAL		$12,096

Submission Requirements

The supplemental application is due June 15, 2016 and must be submitted in the Head Start Enterprise System (HSES) at https://hses.ohs.acf.hhs.gov/hsprograms. Please select the Financials tab, Application tab, Fiscal Year 2016 and the budget period to add the 'Supplement' amendment type. For technical assistance in preparing the application, please contact the HSES Help Desk at help@hsesinfo.org or 1-866-771-4737.

Please ensure the program narrative, budget and detailed budget justification submitted in the application documents demonstrate:

- An increase of 1.8 percent in the hourly rate of pay for each Early Head Start employee and the pay scale subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- The rationale if employees are receiving less than the 1.8 percent COLA or differential COLA increases;
- The provision of the 1.8 percent increase to all delegate agencies and partners or justification if the full percentage is not provided to delegate agencies and partners;
- The planned uses for the balance of the COLA funds to offset higher operating costs;
- Each source of non-federal match, including the estimated amount per source and the valuation methodology; and
- A detailed justification that conforms with the criteria under Section 640(b)(1)-(5) of the Head Start Act if the application proposes a waiver of any portion of the non-federal match requirement.

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the supplemental application must be provided. The application must be submitted on behalf of the Authorizing Official registered in the HSES. **Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. If you have any questions or need assistance, please contact Andrea Harvey, Head Start Program Specialist, at (415) 437-8544 or andrea.harvey@acf.hhs.gov or Ernie Valerio, Grants Management Specialist, at (415) 437-8413 or ernest.valerio@acf.hhs.gov. Thank you for your cooperation and timely submission of the grant application.

Sincerely,

Jan Len
Regional Program Manager
Office of Head Start

cc: Jeremy Tobias, Executive Director
Yolanda Gonzales, Head Start Director

ADMINISTRATION FOR CHILDREN & FAMILIES

Office of Head Start | Region IX | 90 Seventh Street, Room 450, San Francisco, CA 94103 |
www.eclkc.ohs.acf.hhs.gov

MAY 10 2016

Garth Corrigan
Chairman of the Board
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

Re: Grant No. 09CH010071

Dear Mr. Corrigan:

On December 18, 2015, President Obama signed Public Law 114-113, Consolidated Appropriations Act, 2016, which contains an increase of approximately $570 million for programs under the Head Start Act for Fiscal Year (FY) 2016. A portion of the increase provides a cost-of-living adjustment (COLA) of 1.8 percent, depending on final funding decisions, to assist grantees in increasing staff salaries and fringe benefits and offsetting higher operating costs.

Program Instruction ACF-PI-HS-16-03, dated April 27, 2016, informed Head Start and Early Head Start grantees and delegate agencies of the intended uses of these funds and announced the opportunity for grantees to apply for the funds. Please review the Program Instruction carefully to ensure your supplemental application meets the requirements for funding and contains all of the necessary information.

The following table reflects the amount of the COLA, depending on final funding decisions, for the Early Head Start programs in FY 2016.

Common Accounting Number (CAN)	Program	COLA Amount
G094125	Early Head Start	$88,344
TOTAL		$88,344

Submission Requirements

The supplemental application is due June 15, 2016 and must be submitted in the Head Start Enterprise System (HSES) at https://hses.ohs.acf.hhs.gov/hsprograms. Please select the Financials tab, Application tab, Fiscal Year 2016 and the budget period to add the 'Supplement' amendment type. For technical assistance in preparing the application, please contact the HSES Help Desk at help@hsesinfo.org or 1-866-771-4737.

Please ensure the program narrative, budget and detailed budget justification submitted in the application documents demonstrate:

- An increase of 1.8 percent in the hourly rate of pay for each Head Start/Early Head Start employee and the pay scale subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- The rationale if employees are receiving less than the 1.8 percent COLA or differential COLA increases;
- The provision of the 1.8 percent increase to all delegate agencies and partners or justification if the full percentage is not provided to delegate agencies and partners;
- The planned uses for the balance of the COLA funds to offset higher operating costs;
- Each source of non-federal match, including the estimated amount per source and the valuation methodology; and
- A detailed justification that conforms with the criteria under Section 640(b)(1)-(5) of the Head Start Act if the application proposes a waiver of any portion of the non-federal match requirement.

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the supplemental application must be provided. The application must be submitted on behalf of the Authorizing Official registered in the HSES. **Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. If you have any questions or need assistance, please contact Andrea Harvey, Head Start Program Specialist, at (415) 437-8544 or andrea.harvey@acf.hhs.gov or Ernie Valerio, Grants Management Specialist, at (415) 437-8413 or ernest.valerio@acf.hhs.gov. Thank you for your cooperation and timely submission of the grant application.

Sincerely,

Jan Len
Regional Program Manager
Office of Head Start

cc: Jeremy Tobias, Executive Director
Yolanda Gonzales, Head Start Director

Community Action Partnership of Kern
Head Start/ Early Head Start Child Development
Policy Council Planning Committee
Meeting Minutes
May 3, 2016

1. **Welcome**
   Jason welcomed the group to the meeting.

2. **Call to Order**
   a. Meeting was called to order at 5:30 p.m. by Chairperson Jason Warren.

3. **Roll Call and establish Quorum (half plus one)**
   a. Quorum was established.
   b. **PC Members present:** Jason Warren, Bryce, Bray, Caterina Cerda, Ana Luna, Deborah Martinez, Estrella Mendez
   c. **PC Members not present:**

4. **Approval of Agenda**
   Motion was made by Bryce Bray to approve the agenda dated May 3, 2016; seconded by Estrella Mendez. Motion carried unanimously.

5. **Approval for Minutes from March 1, 2016**
   Motion was made by Ana Luna to approve the minutes from March 1, 2016; seconded by Deborah Martinez. Motion carried unanimously.

6. **Introduction of Guests**
   None

7. **Public Forum**
   (The public wishing to address the PC Planning Committee may do so at this time; however the Committee will take no action other than referring the item to staff for study and analysis.)
   None

8. **Presentation / Discussion Items**
   a. The Enrollment Report for April was reviewed and discussed. It was noted that our Kern County funded enrollment is 2,539 and we had a total enrollment of 2,528; we did not meet full enrollment for April. It was also stated that program wide the number of children receiving services who have a disability is at 8% for Head Start and 11% for EHS with EHS Partnership at 1%; with our San Joaquin County Program at 12%. The disability numbers are up from last month. The question was posed as to what if there is a child with a disability that "disrupts" the class setting and "shouldn't be there." It was stated that each child's IEP or IFSP is reviewed extensively by our CAS Disabilities Team to find the least restrictive environment for each student based upon not only information from the specialized education plan but from observation as well. It was also asked if staff are trained for having special needs children in their class. It was shared that our Disabilities Team works closely with staff not only to monitor all of our children, but to provide support to staff on an ongoing basis.

Additionally, we have curriculum, such as *Tucker the Turtle* to provide support as well.

b. The Average Daily Attendance (ADA) Report for April was reviewed and discussed. The committee was informed that program wide we were at 97% average daily attendance. It was also noted that only the top 5 and bottom 5 centers appear on the ADA Report. It was shared that we are doing really well with average daily attendance.
c. The EHS Partnership Refunding Application was briefly discussed. It was shared that the refunding application is currently a work in progress. It was stated that we are funded for 56 slots with our partnership grant. With the refunding process we will be looking to fund the same number of slots (56) however we will look to reduce our slots at Bakersfield College by 8 and are seeking to add a new partner. We currently partner with BC as well as the Blanton Center. It was added that upon Jerry's return he be able to provide more information to share on this topic.
d. The group was reminded that the next (and final) Head Start/ Early Head Start Planning Committee Meeting will be held on June 21, 2016. The 4 goals that are the focus of this meeting were shared. It was stated that information from this meeting goes directly into our refunding application and having parents participate in this process is an important piece. Caterina shared that she participated and attended the meeting in January. The invitation to attend the June meeting was extended to PC Planning Committee members. Lisa will follow up with members to see if their schedule allows for them to attend as the date draws closer.

9. **Communications**
   None

10. **Announcements**
    Next PC Planning is scheduled for Tuesday, June 7 with a light meal at 5:15 p.m. and the meeting to begin at 5:30 p.m. It will be in Jerry's office.

11. **Adjournment**
    Meeting was adjourned at 5:55 p.m.

Lisa Price/PDM Administrative Assistant
Completed 05/09/16

Asociación de Acción Comunitaria de Kern
Desarrollo Infantil Estatal / Head Start
Consejo de Política Comité de Planificación
Acta de la Reunión
3 de mayo del 2016

1. **Bienvenida**
   Jason le dio la bienvenida al comité.

2. **Llamo a la orden**
   a. La reunión fue llamada al orden a las 5:30 pm por el presidente, Jason Warren.

3. **Pasar la Lista/Establecer Quórum (La mitad más uno)**
   a. Quórum fue establecido.
   b. **Miembros del Comité Presentes**: Jason Warren, Bryce Bray, Caterina Cerda, Ana Luna, Deborah Martinez, Estrella Mendez
   c. **Miembros del Comité que no están Presentes:**

4. **Aprobación de la Agenda:**
   Moción fue hecho por Bryce Bray para aprobar la agenda con fecha de 3 de marzo 2016; fue secundado por Estrella Mendez. Moción fue aprobada por unanimidad.

5. **Aprobación de la Acta de 1 de marzo, 2016**
   Moción fue hecha por Ana Luna para aprobar el acta del 1 de marzo del 2016; fue secundado por Deborah Martinez. Moción fue aprobada por unanimidad.

6. **Presentación de Invitados**
   Ninguno

7. **Foro Publico**
   (El público que desee dirigirse al Consejo de Políticas Comité de Planificación podrán hacerlo a este momento, sin embargo el comité no tomara ninguna otra acción que no sea la de remitir dichos asuntos al personal para su estudio y análisis.)

8. **Presentación/ Temas de Discusión:**
   a. El Informe de inscripción para abril fue revisado y discutido. Se observó que nuestra matrícula subvencionada del Condado de Kern es 2.539 y tuvimos una matrícula total de 2.528; no tuvimos la inscripción completa para abril. También se dijo que el programa ampliara el número de niños que reciben servicios que tienen una discapacidad es del 8% para Head Start y el 11% de EHS con la Asociación de EHS en el 1%; con nuestro programa del Condado de San Joaquín en el 12%. Los números reflejan la discapacidad inscritos desde el mes pasado. Se preguntó si hay un niño con una discapacidad que "interrumpe" el ambiente de clase y "no debería estar allí." Se dijo que el IEP o IFSP de cada niño es revisado exhaustivamente por nuestro equipo de Discapacida- 84 -ara encontrar el ambiente menos restrictivo

para cada estudiante basado en no sólo la información del plan de educación especializada sino de la observación también. También se preguntó si el personal está capacitado para tener niños con necesidades especiales en su clase. Se comentó que nuestro Equipo de Discapacidad trabaja en estrecha colaboración con el personal no sólo para vigilar todos nuestros niños, sino también para proporcionar apoyo al personal en forma permanente. Además, tenemos planes de estudios, tales como la tortuga Tucker para proporcionar apoyo.

b. El Informe Promedio de Asistencia Diaria (ADA) para abril fue revisado y discutido. El Comité fue informado de que el programa de ancho estábamos en un 97% promedio de asistencia diaria. También se observó que sólo la parte superior e inferior 5 5 centros aparecen en el informe de la ADA. Se comentó que lo estamos haciendo muy bien con el promedio de asistencia diaria.

c. La Solicitud de Reembolso Asociación EHS se discutió brevemente. Se comentó que la aplicación de reembolso está actualmente en progreso. Se dijo que estamos financiados por 56 salones de clase con nuestra subvención de cooperación. Con el proceso de devolución vamos a estar mirando para financiar el mismo número de clases (56), sin embargo vamos a ver para reducir nuestros horarias en el Colegio de Bakersfield de 8 y estamos tratando de añadir un nuevo socio. Actualmente estamos asociados con BC, así como el Centro de Blanton. Se añadió que cuando regrese Jerry dará más información para compartir sobre este tema.

d. Se les recordó al grupo que la próxima (y última) Reunión del Comité de Planificación de Head Start se llevará a cabo el 21 de junio de 2016. Los 4 metas que son el enfoco de esta reunión se compartieron. Se dijo que la información de esta reunión va directamente a nuestra aplicación reintegro y que los padres tendrán que participan en este proceso que es una pieza importante. Caterina compartió que ella participó y asistió a la reunión de enero. La invitación para asistir a la reunión de junio se amplió a los miembros del Comité de Planificación de PC. Lisa hará un seguimiento con los miembros para ver si su agenda se lo permite para que puedan asistir a la fecha se acerca.

9. **Comunicaciones:**
   Ninguno

4. **Anuncios**
   Planificación PC próxima está programada para el martes 7 de junio con una comida ligera a las 5:15 p.m. y la reunión para comenzar a las 5:30 Será en la oficina de Jerry.

5. **Cierre de sesión**
   Moción fue hecha por Caterina Cerda para cerrar sesión a las 5:55 p.m.

Community Action Partnership of Kern
Head Start/State Child Development
Policy Council Bylaws Committee
Meeting Minutes
March 17, 2016

1. **Call to Order**
   a. Meeting was called to order at 12:00 PM by Janeth Rivera
2. **Roll Call and establish Quorum**
   a. Ashley Womack, Ana Vigil, Cindy Granados, and Janeth Rivera were present. Quorum was established
3. **Introductions of Guests:**
   a. **None**
   b. **Staff present-** Janelle Gonzalez, Program Governance Coordinator, Patty Hinojosa, Family Services & Governance Manager, Jerry Meade, Program Design Management Administrator, Argelia Diaz, Family Services & Governance Assistant

4. **Approval of Agenda**. Janeth called for a motion to approve the agenda dated March 17, 2016. Motion by Ashley Womack, 2nd motion by Ana Vigil. Motion carried unanimously

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. A question was posed if we can extend the term of a Policy Council Member from three years to five years. Janelle explained the Bylaws are guidelines for the Policy Council to follow and are based on the Office of Head Start Performance Standards. She let the committee know she can follow up to see if there is anything within the performance standards that outlines the amount of years a Policy Council member may serve. Committee members reviewed the Bylaws and discussed the PC member's term and enrollment in the program. Committee would like to recommend in the case the child changes program options during a PC member's term, the PC member may continue their membership until the final meeting. The committee continued to review the PC Bylaws and had no further questions.
   b. **Voting of day and time of meetings-** Janelle proposed the committee meets the third Thursday of the month from 12-1 if that is the best availability of all members. Members agreed and they appreciated the lunch provided. Cindy Granados motioned to approve the bylaw meetings take place the third Thursday from 12-1. Ashley Womack 2nd the motion. Motion carried unanimously.

6. **Adjournment**
   Meeting was adjourned at 1:03 p.m.

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
17 de marzo del 2016

1. **Llamo a la orden**
   a. La reunión fue llamada al orden a las 12:00 pm por Janeth Rivera.

2. **Pasar la Lista/Establecer Quórum**
   a. Ashley Womack, Ana Vigil, Cindy Granados, y Janeth Rivera estaban presentes. Quórum fue establecido.
3. **Presentación de Invitados**:
   a. **Ninguno**
   b. **Miembros del Comité que no están Presentes:** Janelle Gonzalez, Coordinadora del Programa de Gobernación, Patty Hinojosa, Gerente de Servicios Familiares y Gobernación, Jerry Meade, Administrador del Programa de Diseño y Administración, Argelia Diaz, Asistente del Programa de Servicios Familiares y Gobernación.

4. **Aprobación de la Agenda:**
   Janeth solicito una moción para aprobar la agenda con fecha de 17 de marzo del 2016. Moción fue hecha por Ashley Womack, fue secundado por Ana Vigil. Iniciativa aprobada por unanimidad.

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. Se formuló una pregunta si podemos extender el plazo de un miembro del Consejo de Política de tres a cinco años. Janelle explicó que los Estatutos son normas que el Consejo de Política segué y se basan a las Normas de Desempeño de Head Start que vienen de la Oficina de Head Start. Janelle les dejo saber que ella puede ver si hay algo dentro de las normas de funcionamiento que describe la cantidad de años que un miembro del Consejo de Política puede servir. Los miembros del comité revisaron los Estatutos y discutieron sobre el plazo del miembro y la inscripción del miembro en el programa del PC. El Comité desearía recomendar en el caso de que el niño cambia opciones del programa durante el mandato de un miembro de PC, el miembro del PC puede continuar su membresía hasta la reunión final. El comité seguido revisando los Estatutos de PC y no tenía más preguntas.
   b. **Votación sobre el día y horario para las reuniones**
   Janelle propuso el comité se reúne el tercer jueves de cada mes de 12-1 si esa es la mejor disponibilidad de todos los miembros. Los miembros estuvieron de acuerdo y que apreciaban la comida proporcionada. Cindy Granados hico la moción para aprobar las reuniones estatutarias teniendo lugar el tercer jueves de 12-1. Ashley Womack segundo la moción. Iniciativa fue aprobada.

4. **Cierre de sesión**
   a. La reunión termino a las 1:03 p.m.

Policy Council Personnel Committee Meeting Minutes

April 26, 2016

5005 Business Park North, Bakersfield, California

5:00 p.m. – 6:00 p.m.

1. **Welcome**

2. **Call to order**
   Ana Luna, Chairperson called meeting to order at 5:10pm

3. **Roll call and establish quorum (half plus one)**
   Jason Warren, Ana Luna, & Josenn Vergara were present, Quorum established. Rashi Strother, Family Services & Governance Specialist from Stockton, introduced guest Mr. Tair'Rance Kelly from the Policy Council.

4. **Approval of Agenda**
   Ana Luna, Chairperson, called for motion to approve agenda dated April 26, 2016-Jason Warren, Kern county PC parent, motioned to approve the agenda; seconded by Josenn Vergara, San Joaquin PC parent. Motion carried unanimously.

5. **Introduction of Guests/Public Forum** – Ana Luna, Chairperson
   (The public wishing to address the PC Planning Committee may do so at this time; however the Committee will take no action other than referring the item to staff for study and analysis.)

6. **New Business/Training**
   a. **Employment Eligibility sections 2.6 and 2.7- Training**- Maura Sandoval, Staffing Specialist went over CAPK Employment Eligibility. The Executive Director would need to make the decision in what would be considered conflict of interest before becoming employed or while being employed. Maura then went on to explain how to fill out an application for employment, what needs to be disclosed in the application, and the necessary documents needed for work authorization and rehired employees. San Joaquin Guest, Tair'Rance, asked if an applicant submitted an application with red ink would it be accepted. Yes, it would be accepted as on the application it does not specify what color of ink needs to be used. It only states to please use ink.

b. **Review Human Resources Report** - Info Item- Maura Sandoval passed out the HR report for review (a copy was emailed to San Joaquin to share with parent) Mrs. Sandoval advised Rashi that a revised report would be sent to her to share with Josenn, San Joaquin PC Parent, once Ana and Jason review applications after the meeting.

c. **What to expect during Executive Session** – Standing Item to be reviewed as need.
None at this time.

7. **Announcements**
None at this time

8. **Motion to Adjourn** (does not require a second per Roberts Rules of Order Newly Revised) Ana motioned to adjourn the meeting at 5:30pm. Jason and Ana reviewed employment applications for new hires.

Completed 4/29/2016 by Maura Sandoval, Staffing Specialist
Revised 5/2/2016 by Argelia Diaz, Family Services/Governance Program Assistant

El Acta de la Reunión del Sub-Comité de Personal

26 de abril del 2015

5005 Business Park North, Bakersfield, California

5:00 p.m. – 6:00 p.m.

1. **Bienvenida**

2. **Llamar a la Orden-** Ana Luna, La Presidente llamo la reunión a la orden a las 5:10 p.m.

3. **Pasar Lista y Establecer Quorum** (la mitad más uno)
   Jason Warren, Ana Luna, and Josenn Vergara estaban presentes. Quorum fue establecido. Rashi Strother, Especialista de Servicios Familiares y Gobernación de Stockton, presento a un invitado. Mr. Tair'Rance Kelly del Consejo de Política.

4. **Aprobación de la Agenda**
   Ana Luna, Presidente, pido una moción para aprobar la agenda con fecha del 26 de abril del 2016. Jason Warren, Padre de PC del Condado de Kern, hiso la moción; secundado por Josenn Vergara, Padre de PC de San Joaquín. Moción fue aprobada con unanimidad.

5. **Presentación de Invitados/Foro Público** – Ana Luna, Presidenta
   (El público que desee dirigirse al Comité Personal podrá hacerlos en este momento; Sin embargo, el Comité no tomara ninguna otra acción que no sea la de remitir dichos asuntos al personal para su estudio y análisis.

6. **Nuevos Asuntos /Entrenamiento**
   a. **Elegibilidad de Empleo**- Maura Sandoval, Especialista del Personal reviso la Elegibilidad de Empleo de CAPK. El Director Ejecutivo tendría que tomar la decisión en lo que podría considerarse un conflicto de intereses antes de ser empleado, o mientras el/ella esta empleado. Maura continúo a explicar cómo llenar una solicitud de empleo, lo que hay que conocer en la solicitud y los documentos necesarios para la autorización de trabajo y empleados recontratados. El invitado de San Joaquín, Tair'Rance, preguntó si el solicitante presenta una solicitud con tinta roja sería aceptada. Sí, sería aceptada como la aplicación no especifica qué color de tinta tiene que ser usada. Solo dice si por favor puedan llenar con tinta.

   b. **Revisión del informe de Recursos Humanos – Tema informacional**
   Maura Sandoval paso el informe de Recursos Humanos para ser revidado. Una copia fue enviada por correo electrónico al personal de San Joaquín para compartir con el padre. Ms.

Sandoval le comento a Rashi que se le enviará un informe revisado para compartir con Josenn, Padre de PC en San Joaquin después que Ana y Jason revisen unas aplicaciones después de la reunión.

c. **Que esperar de un Sesión Ejecutiva – Tema Continuo se revisara cuando sea necesario.** Ninguno en este momento.

7. **Anuncios**
   Ninguno en este momento.

8. **Moción para cerrar sesión** (No requiere una segunda moción basado a Reglas de Roberto Nuevamente Revisados) Ana hizo una moción cerrar sesión a las 5:30 p.m. Jason y Ana revisaron aplicaciones para nuevos empleados.

Traducido 5/2/2016 por Argelia Diaz
Asistente del Programa de Servicios Familiares y Gobernación