Head Start
and State Preschool
Birth to age 5

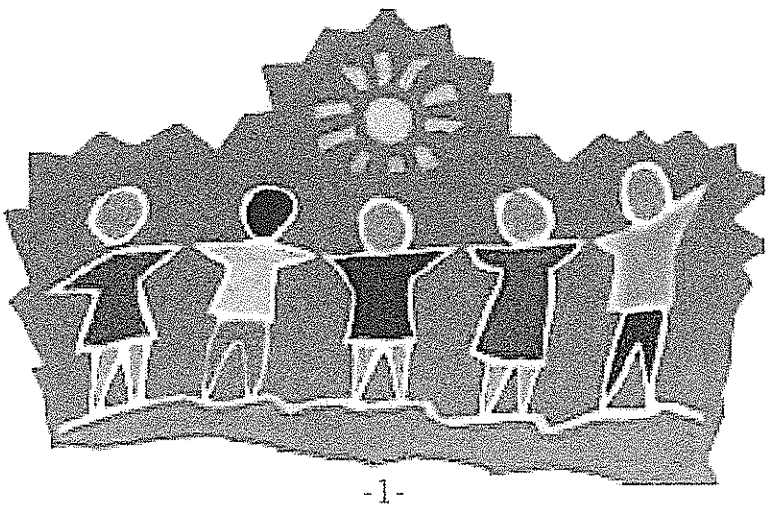
capk
Community Action Partnership of Kern

Head Start/State Child Development Services

POLICY COUNCIL MEETING PACKET

July 28, 2016

GET INVOLVED!



POLICY COUNCIL
STANDING COMMITTEES
July 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. Ashley Womack
2. Ana Vigil
3. Tai'Rance Kelly
4. Opening
5. Opening
6. Opening

PLANNING (1 Opening)
Chairperson: Jason Warren

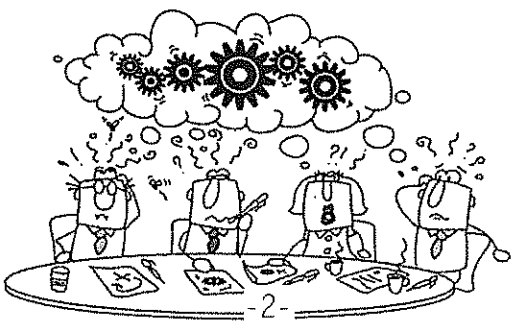
1. Caterina Cerda
2. Deborah Martinez
3. Estrella Mendez
4. Bryce Bray
5. Ana Luna
6. Opening

PERSONNEL (3 Openings)
Chairperson: Ana Luna

1. Jason Warren
2. Tai'Rance Kelly
3. Opening
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	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	X	ABS				
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	X	X				
2	Janeth Rivera- Pacific	X	X	X	X	X	X	ABS	X				
3	Dana Lloved- Sterling	X	R	R	R	R	R	R	R	R	R	R	R
4	Estrella Mendez- Pacific			X	X	ABS	X	X	ABS				
5	[illegible]ley Womack- Stella Hills	X	ABS	X	X	X	ABS	X	X				

#	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	X	X				
2	Jason Warren- Cleo Foran	X	X	X	X	X	X	X	X				
3	Sara Hannigan- Oildale	X	ABS	ABS	R	R	R	R	R	R	R	R	R
4	Catherine Velasquez- Pete			X	ABS	X	X	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	ABS	X				
2	Christina Bates- Willow	ABS	X	X	X	X	X	ABS	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	R	R	R	R	R	R
2	Sonja Segoviano- Alicante	X	X	X	ABS	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

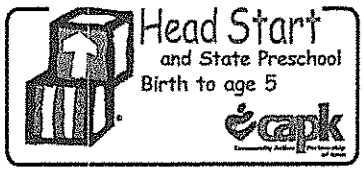
#	Home Base PC Member Name	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Caterina Cerda- K.Woods	X	X	X	X	X	ABS	X	ABS				
2	Cindy Granados- Magaly Diaz		X	X	X	ABS	X	ABS	R	R	R	R	R
3	Carey Behill- T. Cordova	R	R	R	R	R	R	R	R	R	R	R	R

	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	X					

	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	X	X				
3	Josenn Vergara	X	X	X	X	ABS	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	X	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	X	ϕ				
Jalisa Cockrell	ϕ	ϕ	ϕ	R	ϕ	R	ϕ	R	R	R	R
Sonja Segoviano	ϕ	ϕ	ϕ	ABS	ϕ		ϕ				
Cindy Granados	ϕ	ϕ	ϕ	X	ϕ	ABS	ϕ				
Ashley Womack	ϕ	ϕ	ϕ	X	ϕ	X	ϕ				
Ana Vigil	ϕ	ϕ	ϕ	X	ϕ	X	ϕ				
Tai'Rance Kelly						X	ϕ				
Catherine Velasquez							ϕ				
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	X	ABS				
Gabriella McCutcheon	ϕ	X	X	ϕ	ϕ	ABS	X				
Christina Bates	ϕ	X	X	ϕ	ϕ	ABS	X				
Christine Hernandez	ϕ	ABS	X	ϕ	ϕ	X	X				
Mary Robinson	ϕ	ABS	ABS								
Salvador Zambrano			ABS	ϕ	ϕ	X	X				
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	X	X				

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Policy Council Sub-Committee Attendance Sheet
2015-2016

Jason Warren	X	X	X	X	X	X	X				
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	X					
Erica Ruvalcaba			X	ABS	ABS						
Tai'Rance Kelly						X	X				
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	X	ABS				
Caterina Cerda	ϕ	X	ϕ	X	ϕ	X	ABS				
Deborah Martinez	ϕ	X	ϕ	X	ϕ	X	ABS				
Estrella Mendez			ϕ	X	ϕ	X	ABS				
Bryce Bray			ϕ	ABS	ϕ	X	X				
Ana Luna						X	ABS				

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	

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COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START / STATE CHILD DEVELOPMENT PROGRAMS
POLICY COUNCIL (PC) MEETING MINUTES
JUNE 30, 2016

1. **CALL TO ORDER – Chairperson, Ashley Womack** called the meeting to order at 5:46 p.m.
   a. Moment of Silence, Pledge of Allegiance
   b. Reading of Promise of Community Action
   "Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other."

2. **ROLL CALL/SET QUORUM – Secretary, Ana Luna - Quorum was established.**
   PC Members Present: Ashley Womack, Ana Luna, Christina Hernandez, Janeth Rivera, Salvador Zambrano, Catherine Velasquez, Jason Warren, Gabriella McCutcheon, Christina Bates, Deborah Martinez, Ana Vigil, Tai'Rance Kelly

3. **APPROVAL OF AGENDA – Chairperson, Ashley Womack (*ACTION)**
   a. Approval of the PC agenda dated June 30, 2016 was made by Salvador Zambrano; seconded by Jason Warren. Motion carried unanimously.

4. **APPROVAL OF MINUTES – Chairperson, Ashley Womack (*ACTION)**
   a. Approval of the PC meeting minutes dated May 26, 2016 was made by Tai'Rance Kelly; seconded by Catherine Velasquez. Motion carried unanimously.

5. **PRESENTATION OF GUESTS/PUBLIC FORUM**
   (The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. ***Speakers are limited to five minutes each.*** *If more than one person wishes to address the same topic, total group time for topic will be 10 minutes. Please state your name before making your presentation. Thank you.*
   Guests in attendance: Itzel Zambrano, Angela Zambrano, Karima Cruz, Michael Evans, Lisa Price, PDM Administrative Assistant; Maura Sandoval, Staffing Specialist; Elizabeth Williams, Program Manager; LeTisha Brooks, Program Manager; Rashi Strother, Family Services & Governance Specialist; Janelle Gonzalez, Governance Coordinator; Lorena Juarez, FSW; Donna Holland, Fiscal Manager; Jerry Meade, Program Design & Management Administrator; Christina Short, Program Administrator

6. **STANDING COMMITTEE REPORT** (5 minutes each)
   a. Personnel Committee – Janelle gave a presentation to the committee reminding them of their roles and responsibilities as a PC Personnel member. The hiring process was reviewed specific to the introductory period and orientation which were discussed. Next meeting will be held on July 26, 2016.
   b. Planning Committee – The Average Daily Attendance and the Enrollment Report were discussed as was the Head Start Duration Grant. The committee will not meet in July; the next meeting will be held on August 2, 2016 at 5:15 p.m. in Suite 120.
   c. Finance Committee – The committee reviewed the budget versus actuals and as well as expenditures across all of our programs. Having met quorum the committee also approved and recommended PC approval for items as outlined on the current PC agenda. Next meeting will be held on July 21, 2016.
   d. By-Laws Committee – The bylaws committee did not meet. The next meeting will be held on July 21, 2016 at 12:00 p.m.

7. **HUMAN RESOURCES (*ACTION)**

a. Human Resources Report – Maura Sandoval, Staffing Specialist

Maura distributed the Human Resources report for review & approval. It was also noted that this report was emailed to Rashi for our San Joaquin member to review. A few questions were posed with regard to clarification as to what the floater position was as well as a "reminder" as to why there is some staff as indicated on the HR Report who were hired prior to receiving PC approval. The reason given for the latter question was due to the program needs. Motion was made by Jason Warren to approve the HR Report; seconded by Gabriella McCutcheon. Motion carried unanimously.

b. Executive Session – Mike Lackman, Human Resources Manager

None

8. **PRESENTATIONS**

None

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

a. Request to approve the termination of PC Member Josenn Vergara

Motion was made by Catherine Velasquez to approve the termination of Josenn Vergara, seconded by Salvador Zambrano. Motion carried unanimously.

b. Head Start/Early Head Start Kern 2016 -2017 Budget Revision – Jerry Meade, PDM Administrator

Jerry shared that because our agency now uses a 10% de minimus rate to change our centralized administrative costs has resulted in the need to revise the Head Start/Early Head Start Kern 2016-2017 budget to reflect figures accurately. This revision includes a 2% Cost of Living Adjustment (COLA) as well as increased funds in the supply and building maintenance and repair categories. Questions were posed as to how often a COLA is given and if this is for only a specific class of employees. Jerry stated that there is not a set schedule for the COLA it is made available whenever the Federal Government presents the opportunity for such. He added that the 2% increase is program wide and not only for certain classifications of staff. Motion was made by Deborah Martinez to approve the Head Start / Early Head Start Kern 2016 – 2017 Budget Revision; seconded by Catherine Velasquez. Motion carried unanimously.

c. EHS San Joaquin 2016 -2017 Budget Revision – Jerry Meade, PDM Administrator

Jerry stated not only due to the change in the way the agency now charges centralized administrative costs but also because of a change in scope to our EHS SJC program we are presented with the need to revise the EHS San Joaquin 2016-2017 Budget. The proposal is for a reduction in slots to allow for an increase cost per child thus allowing paying higher wages to staff. The hope is that this in turn will result in a decrease of staff turnover rate. It was also stated this budget revision will include a 2% COLA which will be retroactive 2/1/2016, the first day of the EHS SJC grant cycle. Motion was made by Tai'Rance Kelly to approve the EHS San Joaquin 2016-2017 Budget Revision; seconded by Gabriella McCutcheon. Motion carried unanimously.

d. EHS Child Care Partnerships 2015-2016 Budget Revision – Jerry Meade, PDM Administrator

Due to the change in methodology for charging centralized administrative costs in addition to the late start of the EHS Child Care Partnership Program there were considerable contractual savings which resulted in a need for revision of the EHS Child Care Partnerships 2015 -2016 Budget. The proposal is for the contractual savings to be moved to the equipment, supplies and other categories. This revision also includes a 2% COLA which will be retroactive 3/1/2016 even though this grant cycle runs September 1 through August 31. Motion was made by Jason Warren to approve the EHS Child Care Partnerships 2015 -2016 Budget Revisions; seconded by Ana Luna. Motion carried unanimously.

e. EHS Child Care Partnerships Carryover Request – Jerry Meade, PDM Administrator

Jerry shared the end of the funding year for this grant is fast approaching (in 2 months) and due to the late start of this program there are funds in both the base grant as well as in T&TA for 2015-2016 that we would like to carry-over to the 2016-2017 program year. Motion was made by Tai'Rance Kelly to approve EHS Child Care Partnership Carryover request; seconded by Catherine Velasquez. Motion carried unanimously.

10. **CONSENT CALENDAR**

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 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.

11. **COMMUNICATIONS – Chairperson**

a) Head Start & Early Head Start Budget vs. Actual Expenditures March 1, 2016 through May 31, 2016
b) Early Head Start – San Joaquin Budget vs. Actual Expenditures February 1, 2016 through May 31, 2016
c) Early Head Start Child Care Partnerships Budget vs. Actual Expenditures March 1, 2015 through May 31, 2016
d) Parent Local Travel & Child Care March 1, 2016 through May 31, 2016 (English/Spanish)
e) Parent Activity Funds, March 1, 2016 through May 31, 2016 (English and Spanish)
f) Parent Meals, March 1, 2016 through May 31, 2016 (English/Spanish)
g) Child and Adult Care Food Program/Central Kitchen Report, February 2016
h) Enrollment and Average Daily Attendance and Child and Adult Care Food Program/Central Kitchen Report and Report for HS/EHS Kern, EHS San Joaquin and EHS Child Care Partnerships, May 2016
i) PC Subcommittee Planning minutes dated June 7, 2016 (English/Spanish)
j) PC Subcommittee Budget & Finance Subcommittee minutes dated May 19, 2016 (English/Spanish)
k) PC Subcommittee Personnel Minutes dated May 24, 2016 (English/Spanish)
l) PC Subcommittee Bylaws Minutes dated May 24, 2016 (English/Spanish)
m) Kern County Department of Child Support Services Health & Wellness Fair
n) Head Start's Comprehensive Approach to Child Development HHS/ACF/OHS 05/09/16
o) Comprehensive Services and T/TA in Head Start HHS/ACF?OHS 04/15/16
p) New Ways to Approach School Readiness in Home Visiting HHS/ACF/OHS 05/16/16
q) Head Start: Beyond 50 Years HHS/ACF/OHS 05/17/16
r) A Renewed Focus on Fathers HHS/ACF/OHS 06/15/16
s) Ready Rosie online resource letter to parents (English/Spanish)

Motion made by Ana Luna to receive and file items (a) – (s)

12. **PROGRAM GOVERNANCE REPORT/TRAINING – Janelle Gonzalez**

a. ***Envision a Better Future***

Janelle presented a video to the group which discussed the history of Head Start. She also shared that the HS program provides comprehensive services with a holistic focus on the entire family. Janelle spoke about parents' roles and the steps to envisioning a better future for their families and themselves. On Patty's behalf Janelle also shared with the group the upcoming implementation and availability of a new resource, "Ready Rosie." This will provide activities for the parent and child via text or email and are designed for 3-6 year olds supporting school readiness and kindergarten common core skills. Beginning the week of July 1st texts and/or emails will be sent twice weekly (Tuesday & Thursday) for parents to engage their children in at home learning. Ready Rosie activities will also be implemented at Parent Meetings.

13. **COMMUNITY REPRESENATIVE REPORT**

None given as this position is currently vacant.

14. **POLICY COUNCIL CHAIRPERSON REPORT – Ashley Womack**

Ashley thanked everyone for their attendance and spoke about the importance of recruitment. At this time recruitment flyers were distributed. Discussion ensued regarding waitlists and the extended duration of time children are often on that list f[illegible]n comparison to other agency programs. Jerry shared

that state programs are very different from EHS/HS programs whereas our programs take a holistic approach focusing not only on the child but the entire family. He added that our EHS program is very popular and well known hence the long waitlists. At this time a question was posed by a guest as to why their child who was enrolled in EHS and aging out but was waitlisted (for HS) when they were already in the program and there was an opening in HS but was "given" to another child. It was stated that though centers may have both an EHS and HS program, they are funded by two totally different sources and enrollment in one program is not a guarantee acceptance into the other. The guest (parent) expressed displeasure at this response at which time Jerry stated he would be happy to speak to the parent in private at the conclusion of the meeting to which the parent did not respond and departed the meeting. In regrouping, Ashley stated (on behalf of Yolanda) how very proud she is of the committee, their attendance and commitment.

15. **BOARD OF DIRECTORS REPRESENTATIVE REPORT – Ana Vigil**
Ana shared that the 211 program is expanding. She also shared that the Food Bank will be getting a rooftop solar system.

16. **DIRECTORS REPORT (HEAD START/STATE CHILD DEVELOPMENT) – Yolanda Gonzales**
On Yolanda's behalf, Jerry shared with the group that the Cost of Living Adjustment (COLA) request for Kern and San Joaquin was submitted and approved. Additionally, the Duration Grant Application was submitted on June 24, 2016. Jerry also shared that we only need 335 more children to be fully enrolled in the fall (Kern). In closing, he wished everyone a safe and Happy 4th of July.

17. **ANNOUNCEMENTS – Chairperson**
None

18. **ADJOURNMENT – Chairperson**
Meeting was adjourned at 6:35 p.m.

Lisa Price/PDM Administrative Assistant
Completed 7.08.16

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

1. **Llamado a la orden- Presidente, Ashley Womack,** llamó la reunión a la orden a las 5:46 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: Ashley Womack, Ana Luna, Christina Hernandez, Janeth Rivera, Salvador Zambrano, Catherine Velasquez, Jason Warren, Gabriella McCutcheon, Christina Bates, Deborah Martinez, Ana Vigil, Tai'Rance Kelly

3. **Aprobación de la Agenda- Presidente, Ashley Womack (*ACCION)**
   a. Aprobación de la agenda del PC con fecha del 30 de junio del 2016 moción fue hecha por Salvador Zambrano; secundado por Jason Warren. Iniciativa fue aprobada.

4. **Aprobación de la Acta- Presidente, Ashley Womack (*ACCION)**
   a. Aprobación del acta de la reunión del PC con fecha del 26 de mayo del 2016 fue hecha por Tai'Rance Kelly; secundado por Catherine Velasquez. Iniciativa fue aprobada.

5. **Presentación de Invitados/Foro Público**
   El público que desee dirigirse al Consejo de Política podrá hacerlos. Los miembros del Consejo de Política podrán responder brevemente a las declaraciones formuladas o a preguntas formuladas. Sin embargo, el PC no tomara ninguna otra acción que no sea la de remitir dichos asuntos al personal para su estudio y análisis. **Los Presentadores se limitaran a cinco minutos cada uno.** Si más de una persona desea tratar el mismo tema, se le concederá al grupo total de 10 minutos para ese tema. Por favor indique cuál es su nombre antes de hacer su presentación, Gracias.
   Invitados Presentes: Itzel Zambrano, Angela Zambrano, Karima Cruz, Michael Evans, Lisa Price, Asistente Administrativa de PDM; Maura Sandoval, Especialista de Personal; Elizabeth Williams, Gerente del Programa; LeTisha Brooks, Gerente del Programa; Rashi Strother, Especialista de Servicios Familiares y Gobernación; Janelle Gonzalez, Coordinadora de Gobernación; Lorena Juarez, FSW; Donna Holland, Gerente Fiscal; Jerry Meade, Administrador de PDM; Christina Short, Administradora del Programa.

6. **Informe de los Comités Vigentes** (5 minutos cada uno)
   a. Comité de Personal- Janelle dio una presentación al comité recordándoles de sus oficios y responsabilidades como miembro del Comité Personal del PC. El proceso de contratación se revisó específicamente para el período de introducción y orientación. La próxima reunión se llevará a cabo el 26 de julio de 2016.
   b. Comité de Planificación- El Plan de Reclutamiento del 2016-2017 fue discutido así como la Asistencia de Promedio Diaria y el informe de Inscripción. La próxima reunión se llevará cabo el 2 de agosto del 2016 a las 5:15 p.m.
   c. Comité de Finanzas- El comité revisó el presupuesto en comparación con los datos reales y los gastos, así como en todos nuestros programas. Establecieron el quórum y el comité también aprobó y recomienda la

aprobación del PC de los artículos como se indica en la agenda del PC actual. La próxima reunión se llevará a cabo el 21 de julio de 2016.

d. Comité de Estatutos- El comité de estatutos no se reunió. La próxima reunión se llevará a cabo el 21 de julio de 2016 12:00 p.m.

7. Informe de Recursos Humanos- (**ACCION)

a. **El Informe de Recursos Humanos- Maura Sandoval, Especialista del Personal**
Maura distribuyó el informe de Recursos Humanos para revisión y aprobación. También se observó que este informe fue enviado por correo electrónico a Rashi para el miembro de PC San Joaquín para su revisión. Algunas preguntas fueron hechas con respecto a la posición flotante y así como un "recordatorio" de por qué ay personal como se indica en el Informe de recursos humanos que fueron contratados antes de recibir la aprobación del PC. La razón dada es por las necesidades del programa. La propuesta fue hecha por Jason Warren para aprobar el Informe de Recursos Humanos; secundado por Gabriella McCutcheon. Iniciativa fue aprobada.

b. **Sesión ejecutiva- Mike Lackman, Gerente de Recursos Humanos**
Ninguno

8. Presentaciones
Ninguno

9. Nuevos Asuntos- **Presidente (**ACCION)**

a. **Solicitud para aprobar la terminación del miembro del PC Josenn Vergara**
La propuesta fue hecha por Catalina Velásquez para aprobar la terminación de Josenn Vergara, fue secundado por Salvador Zambrano. Iniciativa fue aprobada.

b. **Revisión del Presupuesto HS/EHS Kern 2016-2017 Jerry Meade, Administrador de PDM**
Jerry compartió que debido a que nuestra agencia ahora utiliza una tasa de 10% minimos para cambiar nuestros costos administrativos centralizados ha dado lugar a la necesidad de revisar el Presupuesto de Head Start / Early Head Start de Kern 2016-2017 para reflejar con precisión las cifras. Esta revisión incluye un 2% Ajuste del Costo de Vida (COLA), así como un aumento de recursos en las categorías de suministro y mantenimiento de los edificios y reparación. Se han formulado preguntas en cuanto a cómo se da a menudo un COLA y si esto es sólo para una clase específica de los empleados. Jerry declaró que no hay un horario establecido para el COLA que se pone a disposición cada vez al Gobierno Federal. Añadió que el aumento del 2% es para todo el programa y no sólo para ciertas clasificaciones del personal. La propuesta fue hecha por Deborah Martínez para aprobar la revisión del Presupuesto de Head Start / Early Head Start de Kern 2016-2017; secundado por Catalina Velásquez. Iniciativa fue aprobada.

c. **Revisión del Presupuesto de EHS San Joaquin 2016-2017 Jerry Meade, Administrador de PDM**
Jerry declaró no sólo debido al cambio en la forma en que la agencia ahora cobra costos administrativos centralizados, sino también debido a un cambio en el alcance de nuestro programa SJC EHS se nos presenta la necesidad de revisar el presupuesto de San Joaquín EHS del 2016-2017. La propuesta se refiere a una reducción en espacio para permitir un aumento de costos por niño permitiendo así el pago de salarios al personal. La esperanza es que esto a su vez dará lugar a una disminución de la tasa de rotación de personal. También se afirmó la presente revisión presupuestaria incluirá un COLA de 2% que será retroactiva 01/02/2016, el primer día del ciclo de subvenciones de SJC EHS. La propuesta fue hecha por Kelly Tai'Rance para aprobar la revisión del presupuesto de San Joaquín EHS del 2016-2017; secundado por Gabriella McCutcheon. Iniciativa fue aprobada.

d. **Revisión del Presupuesto de las Asociaciones de Cuidado Infantil EHS de 2015-2016 Jerry Meade, Administrador de PDM**
Debido al cambio en la metodología de imputación del coste administrativas centralizadas además del retraso en el inicio del Programa de Asociación de Cuidado Infantil EHS había considerables ahorros contractuales que dieron lugar a una necesidad de revisión del presupuesto de las asociaciones de cuidado infantil EHS 2015 -2016. La propuesta es que los ahorros contractuales se muevan al equipo, suministros, y otras categorías. Esta revisión también incluye un COLA de 2% que será retroactiva de 03/01/2016 a pesar de que este ciclo de subvenciones se ejecuta 1 de septiembre hasta el 31 de

agosto moción fue hecha por Jason Warren para aprobar la revisión del Presupuesto de las Asociaciones de Cuidado Infantil EHS de 2015-2016; secundada por Ana Luna. Iniciativa fue aprobada.

e. **Solicitud para aplazamiento para las Asociaciones de Cuidado Infantil EHS Jerry Meade, Administrador de PDM**

Jerry compartió el final del año la financiación de esta subvención se acerca rápidamente (en 2 meses) y debido al retraso en el inicio de este programa no hay fondos en tanto la concesión de base, así como en T & TA para el 2015-2016 que nos gustaría traspasar al año del programa 2016-2017. La propuesta fue hecha por Kelly Tai'Rance para aprobar el aplazamiento para las Asociaciones de Cuidado Infantil EHS; secundado por Catalina Velásquez. 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- Presidente**

a. Head Start y Early Head Start- Kern Presupuesto vs. Informe Actual de gastos 1 de marzo, 2016 hasta 31 de mayo, 2016
b. Early Head Start- San Joaquín Presupuesto vs. Informe Actual de gastos 1 de febrero de 2016 hasta 31 de mayo de 2016
c. Las Asociaciones de Early Head Start Cuidado Infantil Presupuesto vs. Informe Actual de Gastos 1 de marzo de 2015 hasta el 31 de mayo de 2016
d. Viaje local de Padres y cuidado infantil, 1 de marzo del 2016 hasta el 31 de mayo de 2016
e. Fondos de Actividad de Padres 1 de marzo del 2016 hasta el 31 de mayo de 2016
f. Informe de Comidas de Padres 1 de marzo del 2016 hasta el 31 de mayo de 2016
g. Informe de Inscripción, Promedio Asistencia Diaria, y Programa de Alimentos Cuidado de Niños y Adultos/Cocina Central de HS/EHS Kern, EHS del Condado de San Joaquín, y EHS de las Asociaciones de Cuidado Infantil mayo 2016
h. Carta de terminación del Consejo de Política para Josenn Vergara fecha de 29 de abril del 2016
i. El acta del Comité de Planificación del PC con fecha de junio 2016
j. El acta del Comité de Finanzas del PC con fecha de 19 de mayo de 2016
k. El acta del Comité de Personal del PC con fecha de 24 de mayo de 2016
l. El acta del Comité del Estatutos del PC con fecha de 24 de mayo de 2016
m. Dpto. de Servicios de Manutención de Niños del Condado de Kern Feria de Salud y Bienestar
n. El enfoque integral de Head Start sobre Desarrollo Infantil. HHS/ACF/OHS. 05/09/16
o. Servicios Amplios y T/TA en Head Start. HHS/ACF/OHS. 04/15/16
p. Nuevas Maneras de Enfocarse en la Preparación Escolar en las visitas del hogar. HHS/ACF/OHS. 05/16/16
q. Head Start: Más allá de los 50 Años. HHS/ACF/OHS. 06/17/16
r. Un enfoque renovado en los Padres HHS/ACF/OHS. 06/15/16
s. Ready Rosie una carta de recursos en la web para padres

Moción fue hecha por Ana Luna para recibir y archivar temas de comunicación (a) – (s).

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

a. Imaginen un Mejor Futuro

Janelle presentó un video al grupo que discutió la historia de Head Start. También compartió que el programa del HS ofrece servicios integrales con un enfoque holístico en toda la familia. Janelle habló sobre los oficios de los padres y los pasos para la aspiración a un futuro mejor para sus familias y para ellos mismos. En nombre de Patty, Janelle también compartió con el grupo el próximo recurso que se pondrá en práctica y estará a la disponibilidad, "Ready Rosie." Esto proporcionará actividades para padres e hijos a través de texto o correo

electrónico, y están diseñados para niños de 3-6 años de apoyo y preparación para la escuela del jardín de la infancia habilidades básicas comunes. A partir de la semana del 1 de julio textos y / o correos electrónicos será enviado dos veces por semana (martes y jueves) a los padres para compartir con sus hijos en el aprendizaje en del hogar. Las actividades de Ready Rosie también serán adoptadas en las reuniones de padres.

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

14. **Informe del Presidente del Consejo de Política - Ashley Womack**
Ashley les dio las gracias a todos por su asistencia y habló sobre la importancia del reclutamiento. En este momento se distribuyeron folletos de reclutamiento. Tuvo lugar una discusión con respecto a la lista de espera y la duración extendida de tiempo en esa lista de espera en comparación con otros programas de la agencia. Jerry compartió que los programas estatales son muy diferentes de los programas de EHS / HS mientras que nuestros programas tienen un enfoque holístico centrado no sólo en el niño, sino a toda la familia. Añadió que nuestro programa EHS es muy popular y conocida, por lo tanto, las largas listas de espera. En este momento una pregunta fue hecha por un invitado de por qué su niño que fue inscrito en EHS y estaba por salir pero fue puesto en la lista de espera (para HS) y no había una abertura en HS, sin embargo el espacio fue "dado" a otro niño. Se dijo que, aunque los centros pueden tener tanto un programa de EHS y HS, que están financiados por dos fuentes totalmente diferentes y la inscripción en un programa no es una garantía de la aceptación en el otro. El invitado (padre) expresó una respuesta descontenta, en cuyo momento Jerry declaró que estaría dispuesto a hablar con el padre en privado en la conclusión de la reunión a la que el padre no respondió y se fue de la reunión. En conclusión, Ashley declaró (en nombre de Yolanda) lo muy orgullosa que está de la comisión, su asistencia y compromiso.

15. **Informe del Representante de la Mesa Directiva- Ana Vigil**
Ana compartió que el programa 211 se está expandiendo. También compartió que el Banco de Alimentos conseguirá una plataforma de sistema solar.

16. **Informe de la Directora (Desarrollo Infantil Estatal / Head Start) – Yolanda Gonzales**
En nombre de Yolanda, Jerry compartió con el grupo que se presentó y aprobó el costo de la solicitud de ajuste de Vida (COLA) para Kern y San Joaquín. Además, la duración de solicitud de subvención se presentó el 24 de junio de 2016. Jerry también compartió que sólo necesitamos 335 más niños para alcanzar la inscripción completa en el otoño (Kern). Por último, les deseó a todos un cuarto de julio seguro y feliz.

17. **Anuncios- Presidente**
Ninguno

18. **Cierre de Sesión –Presidente**
    a. La reunión se cerró a las 6:35 p.m.

Completado- 08.07.16 por Lisa Price/Asistente Administrativa
Revisado- 08.07.16 por Janelle Gonzalez, Coordinadora del Programa de Gobernación
Traducido- 08.07.16 por Argelia Diaz, Asistente de Servicios Familiares y Gobernación

Head Start and State Preschool Birth to age 5

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Policy Council Agenda
July 28, 2016
5005 Business Park North, Suite 130
Bakersfield, CA 93309
5:45-7:00 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. **Approval of Agenda** — Chairperson — ***ACTION**
   a. Date of Agenda: July 28, 2016

4. **Approval of Minutes** — Chairperson — ***ACTION**
   a. Date of Minutes: June 30, 2016

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

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

a. Personnel Committee	Ana Luna	**Verbal Report**
b. Planning Committee	Jason Warren	**No Report**
c. Finance Committee	Open	**No Report**
d. By-Laws Committee	Janeth Rivera	**Verbal Report**

7. **Human Resources** — ***ACTION**
   a. Human Resources Report- Maura Sandoval, Staffing Specialist
   b. Executive Session- Mike Lackman, Human Resource Manager

8. **Presentations**
   None

9. **New Business** — Chairperson — ***ACTION**
   a. Request to approve the termination of PC Member Caterina Cerda
   b. Nomination and election of 2015-2016 Policy Council Treasurer
   c. Request to approve the 2016-2017 School Readiness Goals Leslie Mitchell, Administrator of Education Support Services

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, August 18, 2016. Janelle Gonzal[illegible]am Governance Coordinator.

Head Start
and State Preschool
Birth to age 5
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10. **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

11. **Communications**

a. Head Start & Early Head Start – Kern Budget vs. Actual Expenditures March 1, 2016 through June 30, 2016
b. Early Head Start – San Joaquin Budget vs. Actual Expenditures February 1, 2016 through June 30, 2016
c. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures March 1, 2015 through June 30, 2016
d. Parent Local Travel & Child Care, March 1, 2016 through June 30, 2016
e. Parent Activity Funds, March 1, 2016 through June 30, 2016
f. Parent Meals, March 1, 2016 through June 30, 2016
g. Enrollment, Average Daily Attendance, and Child & Adult Care Food Program/Central Kitchen Report for HS/EHS Kern, EHS San Joaquin, and EHS Child Care Partnerships June 2016
h. Policy Council termination letter for Caterina Cerda dated July 2016 (English/Spanish)
i. PC Subcommittee Budget & Finance minutes dated June 23, 2016 (English/Spanish)
j. PC Subcommittee Personnel Minutes dated June 28, 2016 (English/Spanish)
k. Policy Council Executive Officer Treasurer Roles & Responsibilities
l. Kern County Superintendent of Schools Summer Meals
m. Global family Care Network Girls Only Club, Daughter project
n. Kern County Public Health Services Department Shots Before School (English/Spanish)
o. Reflections of Fathers. HHS/ACF/OHS. 06/17/16.

12. **Program Governance Report/Training** *Becoming a Head Start Advocate*	Janelle Gonzalez	**Verbal Report**
13. **Community Representative Report**	Open	**No Report**
14. **Policy Council Chairperson Report**	Ashley Womack	**Verbal Report**
15. **Board of Directors Representative Report**	Ana Vigil	**Verbal Report**
16. **Directors Report (HS/State Child Development)**	Yolanda Gonzales	**Verbal Report**
17. **Announcements**	Chairperson	
18. **Adjournment**	Chairperson	

Next meeting is August 25, 2016 held at
5005 Business Park North, Suite 130, Bakersfield, CA 93309 at 5:45 p.m.

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, August 18, 2016. Janelle Gonzal[illegible]am Governance Coordinator.

Head Start
and State Preschool
Birth to age 5
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Agenda del Consejo de Política
28 de julio de 2016
5005 Business Park North, Salon de Conferencia 130
Bakersfield, CA 93309
5:45-7:00 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. **Aprobación de la Agenda** — Presidente — ***ACCIÓN**
   a. Fecha de Agenda: 28 de julio, 2016

4. **Aprobación del Acta** — Presidente — ***ACCIÓN**
   a. Fecha del Acta: 30 de junio, 2016

5. **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.*

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

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

7. **Recursos Humano** — ***ACCIÓN**
   a. Informe de Recursos Humanos- Maura Sandoval, Especialista del Personal
   b. Sesión Ejecutiva- Mike Lackman, Gerente de Recursos Humanos

8. **Presentaciones**
   Ninguno

9. **Nuevos Asuntos** — Presidente — ***ACCIÓN**
   a. Solicitud para aprobar la terminación del Miembro del PC Caterina Cerda
   b. Nominación y Elección del Tesorero del Consejo de Política 2015-2016
   c. Solicitud para aprobar las Metas de la Preparación Escolar 2016-2017 Leslie Mitchell, Administradora de los Servicios de Apoyo Educacional

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, 18 de agosto de 2016. J. González, Coordinadora del Programa de Gobernación

Head Start
and State Preschool
Birth to age 5
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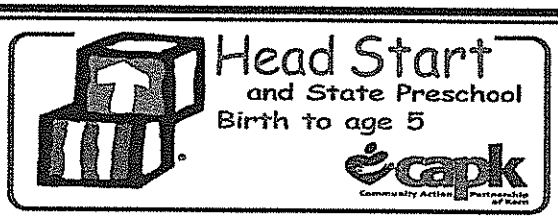
Community Action Partnership of Kern



10. **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

11. **Comunicaciones**

a. Head Start y Early Head Start- Kern Presupuesto vs. Informe Actual de gastos 1 de marzo, 2016 hasta 30 de junio, 2016
b. Early Head Start- San Joaquín Presupuesto vs. Informe Actual de gastos 1 de febrero de 2016 hasta 30 de junio de 2016
c. Las Asociaciones de Early Head Start Cuidado Infantil Presupuesto vs. Informe Actual de Gastos 1 de marzo de 2015 hasta el 3 de junio de 2016
d. Viaje local de Padres y cuidado infantil, 1 de marzo del 2016 hasta el 30 de junio de 2016
e. Fondos de Actividad de Padres 1 de marzo del 2016 hasta el 30 de junio de 2016
f. Informe de Comidas de Padres 1 de marzo del 2016 hasta el 30 de junio de 2016
g. Informe de Inscripción, Promedio Asistencia Diaria, y Programa de Alimentos Cuidado de Niños y Adultos/Cocina Central de HS/EHS Kern, EHS del Condado de San Joaquín, y EHS de las Asociaciones de Cuidado Infantil junio 2016
h. Carta de terminación del Consejo de Política para Caterina Cerda fecha de julio del 2016
i. El acta del Comité de Finanzas del PC con fecha de 23 de junio de 2016
j. El acta del Comité de Personal del PC con fecha de 28 de junio de 2016
k. Oficial Ejecutivo del Consejo de Política Oficios y Responsabilidades del Tesorero del PC
l. Kern County Superintendent of Schools Alimentos del Verano
m. Red Global de Cuidado Familiar Club de Mujeres solamente, Proyecto de Hija
n. Dpto. de Servicios Públicos del Condado de Kern vacunas antes de la escuela (Ingles/Español)
o. Reflexión de Padres. HHS/ACF/OHS. 06/17/16

12. **Informes del Consejo de Política/Entrenamiento** *Convirtiéndose en alguien que apoya Head Start*	Janelle Gonzalez	**Informe Verbal**
13. **Informe de Representante Comunitario**	Abierto	**Ninguno**
14. **Informe de Presidente del Consejo de Política**	Ashley Womack	**Informe Verbal**
15. **Informe del Representante de la Mesa Directiva**	Ana Vigil	**Informe Verbal**
16. **Informe de la Directora de (Head Start)**	Yolanda Gonzales	**Informe Verbal**
17. **Anuncios**	Presidente	
18. **Cierre de Sesión**	Presidente	

Próxima reunión es el 25 de agosto del 2016 en
5005 Business Park North, Salon 130, Bakersfield, CA 93309 a las 5:45 p.m.

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, 18 de agosto de 2016. J onzález, Coordinadora del Programa de Gobernación

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Manager

Subject: Kern Head Start and Early Head Start
Budget to Actual Report for the Period Ended June 30, 2016

Date: July 28, 2016

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

Cost of Living Adjustment
CAPK was issued a Notice of Award for the 1.8% Cost of Living Adjustment (COLA), which is effective March 1, 2016. The revenue is reflected in the budget; however, the expense will not be reflected until Head Start employees have been paid their retroactive COLAs.

The federal portion of the COLA increase was $410,753.

Personnel & Fringe Benefits
The majority of Head Start employees are off during the months of June and July; thus, the actual salaries are not expended equally over the program year.

Early Head Start salaries and fringe benefits are partially offset by earned revenues from its California Department of Education (CDE) General Child Care contract. Revenues tend to trend upward during the spring and early summer months; thus, the net cost of salaries and fringe benefits to Early Head Start are lower than expected at this point in the year. Staff continuously monitor for any savings in these categories that may be used elsewhere in the program.

Equipment
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 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; thus, the percentage spent appears high at this point in the program year.

Other
Maintenance and repair 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 Head Start and Early Head Start Base Funds had already identified planned expenditures for centralized administration; however, these amounts will be adjusted and also included in the Training & Technical Assistance budgets.

Non-Federal Share
The Non-Federal Share budget increased by $102,689 as a result of the COLA award.

On the date this report was prepared, Non-Federal Share and In-Kind for the month of June had not yet been tabulated. However, with 33% of the budget period elapsed, the total Non-Federal Share is at 34% of budget.

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 - June 30, 2016
Month 4 of 12 (33%)

Prepared 7/5/2016

	HEAD START					EARLY HEAD START				
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,675,827	2,989,577	6,686,250	31%	69%	2,266,371	266,836	1,999,535	12%	88%
FRINGE BENEFITS	3,135,316	983,451	2,151,865	31%	69%	715,929	38,393	677,536	5%	95%
TRAVEL	0	1,001	(1,001)			0	149	(149)		
EQUIPMENT	255,000	0	255,000	0%	100%	65,000	0	65,000		
SUPPLIES	1,095,095	239,683	855,412	22%	78%	232,070	100,254	131,816	43%	57%
CONTRACTUAL	82,680	39,686	42,994	48%	52%	14,320	5,941	8,379	41%	59%
CONSTRUCTION	0	0	0			0	0	0		
OTHER	3,558,572	1,011,262	2,547,310	28%	72%	381,247	126,292	254,955	33%	67%
INDIRECT	1,477,845	526,511	951,334	36%	64%	275,058	53,787	221,272	20%	80%
TOTAL BASE FUNDING	19,280,336	5,791,171	13,489,165	30%	70%	3,949,994	591,652	3,358,342	15%	85%
TRAINING & TECHNICAL ASSISTANCE		HEAD START					EARLY HEAD START			
TRAVEL	30,627	14,557	16,070	48%	52%	36,382	9,233	27,149	25%	75%
SUPPLIES	20,935	15,519	5,416	74%	26%	22,981	8,013	14,968	35%	65%
CONTRACTUAL	18,484	7,706	10,778	42%	58%	11,689	954	10,735	8%	92%
OTHER	75,304	52,435	22,869	70%	30%	25,952	9,116	16,836	35%	65%
INDIRECT	0	9,022	(9,022)			0	27,972	(27,972)		
TOTAL TRAINING & TECHNICAL ASSISTANCE	145,350	99,239	46,111	68%	32%	97,004	55,944	41,060	58%	42%
GRAND TOTAL HS/EHS FEDERAL FUNDS	19,425,686	5,890,410	13,535,276	30%	70%	4,046,998	647,596	3,399,402	16%	84%

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

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
CALIF DEPT OF ED	2,805,361	828,004	1,977,357	30%	70%
IN-KIND	3,062,811	1,162,706	1,900,105	38%	62%
TOTAL NON-FEDERAL	5,868,172	1,990,710	3,877,462	34%	66%

Centralized Administrative Cost	6.8%
Program Administrative Cost	2.6%
Total Administrative Cost	9.4%

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

	CURRENT	1 TO 30	31 TO 60	61 TO 90	OVER 90	CREDITS	TOTAL	STATEMENT DATE
Bank of America	13,483						13,483	6/21/2016
Lowe's	3,471		383			(591)	3,263	6/25/2016
Save Mart	2,190						2,190	6/26/2016
Smart & Final								Statement pending
Chevron & Texaco Business Card	5,143						5,143	7/5/2016
Home Depot	7,001					(1,355)	5,646	7/5/2016
	31,288	0	383	0	0	(1,946)	29,725	

* Expenditure details are included in the CAPK Financial Report

**On the date this report was prepared, Non-Federal Share and In-kind for the month of June had not yet been tabulated.

Budget reflects Notice of Award #09CH9142-03-01

Actual expenditures include posted expenditures and estimated adjustments through 6/30/2016.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Manager

Subject: San Joaquin Early Head Start
Budget to Actual Report for the Period Ended June 30, 2016

Date: July 28, 2016

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

Cost of Living Adjustment
CAPK was issued a Notice of Award for the 1.8% Cost of Living Adjustment (COLA), which is effective February 1, 2016. The revenue is reflected in the budget; however, the expense will not be reflected until Head Start employees have been paid their retroactive COLAs.

The federal portion of the COLA increase was $88,344.

Personnel & Fringe Benefits
Expenditures are less than budgeted at this point in the year due to vacancies and turnover. Savings in these categories are expected.

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

Supplies
Expenditures for supplies 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 are monitoring this line item and have identified savings in other areas to cover these costs.

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

Carryover
Carryover funds are pending Federal approval.

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 be adjusted and also included in the Training & Technical Assistance and Carryover budgets.

Non-Federal Share
The Non-Federal Share budget increased by $22,086 as a result of the COLA award.

On the date this report was prepared, Non-Federal Share and In-Kind for the month of June had not yet been tabulated. With 41% of the budget period elapsed, the total Non-Federal Share is at 6% of budget.

The San Joaquin Early Head Start program has been challenged in meeting its Non-Federal Share budget for the following primary reasons:

- Not all of its centers are licensed and in operation;
- San Joaquin EHS continues to lose qualified, trained employees to the San Joaquin Office of Education Head Start program, which is offering higher rates of pay.

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 - June 30, 2016

Month 5 of 12 (41%)

Prepared 7/5/2016

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,264,964	1,068,476	2,196,488	33%	67%
FRINGE BENEFITS	765,792	245,648	520,145	32%	68%
TRAVEL	14,940	13,062	1,878	87%	13%
EQUIPMENT	0	0	0		
SUPPLIES	191,905	154,255	37,650	80%	20%
CONTRACTUAL	2,000	8,418	(6,418)	421%	-321%
CONSTRUCTION	0	0	0		
OTHER	653,976	197,024	456,952	30%	70%
INDIRECT	102,767	204,512	(101,746)	199%	-99%
TOTAL	**4,996,344**	**1,891,395**	**3,104,949**	**38%**	**62%**

CARRYOVER FUNDS (pending Federal approval)					
EQUIPMENT	150,000	0	150,000		
SUPPLIES	90,000	0	90,000		
OTHER	345,000	0	345,000		
INDIRECT	0	0	0		
TOTAL	**585,000**	**0**	**585,000**		

TRAINING & TECHNICAL ASSISTANCE FUNDS					
TRAVEL	17,981	2,582	15,399	14%	86%
SUPPLIES	15,700	(262)	15,962	-2%	102%
CONTRACTUAL	16,298	4,790	11,508	29%	71%
OTHER	31,918	3,976	27,942	12%	88%
INDIRECT	0	1,109	(1,109)		
TOTAL	**81,897**	**12,195**	**69,702**	**15%**	**85%**

GRAND TOTAL EHS FEDERAL FUNDS	5,663,241	1,903,589	3,759,652	34%	66%

NON-FEDERAL SHARE**	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,415,810	89,706	1,326,104	6%	94%
TOTAL NON-FEDERAL FUNDS	**1,415,810**	**89,706**	**1,326,104**	**6%**	**94%**

Centralized Administrative Cost	10.3%
Program Administrative Cost	3.0%
Total Administrative Cost	**13.3%**

**On the date this report was prepared, Non-Federal Share and In-kind for the month of June had not yet been tabulated.

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

Actual expenditures include posted expenditures and estimated adjustments through 6/30/2016.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Manager

Subject: Early Head Start Child Care Partnerships
Budget to Actual Report for the Period Ended June 30, 2016

Date: July 28, 2016

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

Start-Up Funds
Staff expect to fully expend the remaining start-up funds.

Personnel & Fringe Benefits
Savings are expected in these categories.

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

Contractual
Significant savings are expected in this line item. A Budget Revision has been submitted to Office of Head Start to redirect the savings to the Equipment, Supplies, and Other categories.

Other
Expenditures for are higher than anticipated at this point in the program year. Staff are monitoring this line item and have identified savings in other areas to cover these costs.

Training & Technical Assistance
Because of the large award amounts, Office of Head Start has advised grantees that a request to carry over unexpended funds should be submitted prior to the end of the funding 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 have submitted a Budget Revision to Office of Head Start to incorporate 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 were adjusted and also included in the Training & Technical Assistance and Start-Up budgets.

Non-Federal Share
Non-federal share documentation through the month of May has been received from the partners. The primary source of non-federal share are the child subsidies received by the partners that support center-based services for the children enrolled in Early Head Start. With 88% of the year elapsed, the total Non-Federal Share is at 32%.

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 - June 30, 2016
Month 16 of 18 (88%)

Prepared 07/5/2016

START-UP FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	0	0	0		
FRINGE BENEFITS	0	0	0		
TRAVEL	0	4,842	(4,842)		
EQUIPMENT	30,000	25,000	5,000	83%	17%
SUPPLIES	91,656	93,210	(1,554)	102%	-2%
CONTRACTUAL	0	0	0		
CONSTRUCTION	0	0	0		
OTHER	17,750	695	17,055	4%	96%
INDIRECT	0	9,875	(9,875)		
TOTAL START-UP FUNDING	**139,406**	**133,622**	**5,784**	**96%**	**4%**

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	161,918	107,132	54,786	66%	34%
FRINGE BENEFITS	57,488	30,608	26,880	53%	47%
TRAVEL	0	(17)	17		
EQUIPMENT	0	0	0		
SUPPLIES	16,935	46,573	(29,638)	275%	-175%
CONTRACTUAL	717,651	247,252	470,399	34%	66%
CONSTRUCTION	0	0	0		
OTHER	50,490	78,772	(28,282)	156%	-56%
INDIRECT	3,518	61,417	(57,899)	1746%	-1646%
TOTAL BASE FUNDING	**1,008,000**	**571,737**	**436,263**	**57%**	**43%**

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	21,644	23,536	(1,892)	109%	-9%
SUPPLIES	26,642	2,005	24,637	8%	92%
CONTRACTUAL	0	12,699	(12,699)		
OTHER	52,514	13,262	39,252	25%	75%
INDIRECT	0	5,150	(5,150)		
TOTAL TRAINING & TECHNICAL ASSISTANCE	**100,800**	**51,502**	**49,298**	**51%**	**49%**

GRAND TOTAL FEDERAL FUNDS	**1,248,206**	**756,861**	**491,345**	**61%**	**39%**

NON-FEDERAL SHARE**	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	312,052	100,940	211,112	32%	68%
TOTAL NON-FEDERAL FUNDS	**312,052**	**100,940**	**211,112**	**32%**	**68%**

Centralized Administrative Cost	8.9%
Program Administrative Cost	0.9%
Total Administrative Cost	**9.8%**

**On the date this report was prepared, Non-Federal Share and In-kind for the month of June had not yet been tabulated.

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 6/30/2016.

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

KERN HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2016	$13,072.00	$382.18	$382.18	$12,689.82	8%	3%
APRIL 2016	$12,689.82	$698.09	$1,080.27	$11,991.73	17%	8%
MAY 2016	$11,991.73	$379.95	$1,460.22	$11,611.78	25%	11%
JUNE 2016	$11,611.78	$50.29	$1,510.51	$11,561.49	33%	12%
JULY 2016	$11,561.49		$1,510.51	$11,561.49	42%	
AUGUST 2016	$11,561.49		$1,510.51	$11,561.49	50%	
SEPTEMBER 2016	$11,561.49		$1,510.51	$11,561.49	58%	
OCTOBER 2016	$11,561.49		$1,510.51	$11,561.49	67%	
NOVEMBER 2016	$11,561.49		$1,510.51	$11,561.49	75%	
DECEMBER 2016	$11,561.49		$1,510.51	$11,561.49	83%	
JANUARY 2017	$11,561.49		$1,510.51	$11,561.49	92%	
FEBRUARY 2017	$11,561.49		$1,510.51	$11,561.49	100%	

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2016	$2,128.00	$57.04	$57.04	$2,070.96	8%	3%
APRIL 2016	$2,070.96	$104.23	$161.27	$1,966.73	17%	8%
MAY 2016	$1,966.73	$56.75	$218.02	$1,909.98	25%	10%
JUNE 2016	$1,909.98	$7.49	$225.51	$1,902.49	33%	11%
JULY 2016	$1,902.49		$225.51	$1,902.49	42%	
AUGUST 2016	$1,902.49		$225.51	$1,902.49	50%	
SEPTEMBER 2016	$1,902.49		$225.51	$1,902.49	58%	
OCTOBER 2016	$1,902.49		$225.51	$1,902.49	67%	
NOVEMBER 2016	$1,902.49		$225.51	$1,902.49	75%	
DECEMBER 2016	$1,902.49		$225.51	$1,902.49	83%	
JANUARY 2017	$1,902.49		$225.51	$1,902.49	92%	
FEBRUARY 2017	$1,902.49		$225.51	$1,902.49	100%	

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

SAN JOAQUIN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
FEBRUARY 2016	$1,000.00	$0.00	$0.00	$1,000.00	8%	0%
MARCH 2016	$1,000.00	$8.50	$8.50	$991.50	17%	1%
APRIL 2016	$991.50	$6.24	$14.74	$985.26	25%	1%
MAY 2016	$985.26	$56.00	$70.74	$929.26	33%	7%
JUNE 2016	$929.26	$0.00	$70.74	$929.26	42%	7%
JULY 2016	$929.26		$70.74	$929.26	50%	
AUGUST 2016	$929.26		$70.74	$929.26	58%	
SEPTEMBER 2016	$929.26		$70.74	$929.26	67%	
OCTOBER 2016	$929.26		$70.74	$929.26	75%	
NOVEMBER 2016	$929.26		$70.74	$929.26	83%	
DECEMBER 2016	$929.26		$70.74	$929.26	92%	
JANUARY 2017	$929.26		$70.74	$929.26	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
SEPTEMBER 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)	$48.34	$60.76	($60.76)	75%	
JUNE 2016	($60.76)	$0.00	$60.76	($60.76)	83%	
JULY 2016	($60.76)		$60.76	($60.76)	92%	
AUGUST 2016	($60.76)		$60.76	($60.76)	100%	

Prepared by Donna Holland
July 08, 2016

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

KERN HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2016	$13,072.00	$382.18	$382.18	$12,689.82	8%	3%
ABRIL DEL 2016	$12,689.82	$698.09	$1,080.27	$11,991.73	17%	8%
MAYO DEL 2016	$11,991.73	$379.95	$1,460.22	$11,611.78	25%	11%
JUNIO DEL 2016	$11,611.78	$50.29	$1,510.51	$11,561.49	33%	12%
JULIO DEL 2016	$11,561.49		$1,510.51	$11,561.49	42%	
AGOSTO DEL 2016	$11,561.49		$1,510.51	$11,561.49	50%	
SEPTIEMBRE DEL 2016	$11,561.49		$1,510.51	$11,561.49	58%	
OCTUBRE DEL 2016	$11,561.49		$1,510.51	$11,561.49	67%	
NOVIEMBRE DEL 2016	$11,561.49		$1,510.51	$11,561.49	75%	
DICIEMBRE DEL 2016	$11,561.49		$1,510.51	$11,561.49	83%	
ENERO DEL 2017	$11,561.49		$1,510.51	$11,561.49	92%	
FEBRERO DEL 2017	$11,561.49		$1,510.51	$11,561.49	100%	

KERN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2016	$2,128.00	$57.04	$57.04	$2,070.96	8%	3%
ABRIL DEL 2016	$2,070.96	$104.23	$161.27	$1,966.73	17%	8%
MAYO DEL 2016	$1,966.73	$56.75	$218.02	$1,909.98	25%	10%
JUNIO DEL 2016	$1,909.98	$7.49	$225.51	$1,902.49	33%	11%
JULIO DEL 2016	$1,902.49		$225.51	$1,902.49	42%	
AGOSTO DEL 2016	$1,902.49		$225.51	$1,902.49	50%	
SEPTIEMBRE DEL 2016	$1,902.49		$225.51	$1,902.49	58%	
OCTUBRE DEL 2016	$1,902.49		$225.51	$1,902.49	67%	
NOVIEMBRE DEL 2016	$1,902.49		$225.51	$1,902.49	75%	
DICIEMBRE DEL 2016	$1,902.49		$225.51	$1,902.49	83%	
ENERO DEL 2017	$1,902.49		$225.51	$1,902.49	92%	
FEBRERO DEL 2017	$1,902.49		$225.51	$1,902.49	100%	

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

SAN JOAQUIN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
FEBRERO DEL 2016	$1,000.00	$0.00	$0.00	$1,000.00	8%	0%
MARZO DEL 2016	$1,000.00	$8.50	$8.50	$991.50	17%	1%
ABRIL DEL 2016	$991.50	$6.24	$14.74	$985.26	25%	1%
MAYO DEL 2016	$985.26	$56.00	$70.74	$929.26	33%	7%
JUNIO DEL 2016	$929.26	$0.00	$70.74	$929.26	42%	7%
JULIO DEL 2016	$929.26		$70.74	$929.26	50%	
AGOSTO DEL 2016	$929.26		$70.74	$929.26	58%	
SEPTIEMBRE DEL 2016	$929.26		$70.74	$929.26	67%	
OCTUBRE DEL 2016	$929.26		$70.74	$929.26	75%	
NOVIEMBRE DEL 2016	$929.26		$70.74	$929.26	83%	
DICIEMBRE DEL 2016	$929.26		$70.74	$929.26	92%	
ENERO DEL 2017	$929.26		$70.74	$929.26	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
SEPTIEMBRE DEL 2015	$0.00	$0.00	$0.00	$0.00	8%	
OCTUBRE DEL 2015	$0.00	$0.00	$0.00	$0.00	17%	
NOVIEMBRE DEL 2015	$0.00	$0.00	$0.00	$0.00	25%	
DICIEMBRE DEL 2015	$0.00	$0.00	$0.00	$0.00	33%	
ENERO DEL 2016	$0.00	$0.00	$0.00	$0.00	42%	
FEBRERO DEL 2016	$0.00	$0.00	$0.00	$0.00	50%	
MARZO DEL 2016	$0.00	$6.48	$6.48	($6.48)	58%	
ABRIL DEL 2016	($6.48)	$5.94	$12.42	($12.42)	67%	
MAYO DEL 2016	($12.42)	$48.34	$60.76	($60.76)	75%	
JUNIO DEL 2016	($60.76)	$0.00	$60.76	($60.76)	83%	
JULIO DEL 2016	($60.76)		$60.76	($60.76)	92%	
AGOSTO DEL 2016	($60.76)		$60.76	($60.76)	100%	

Preparado por Donna Holland
8 de julio 2016

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES
2016-2017

KERN HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2016	$37,352.00	$9,446.10	$9,446.10	$27,905.90	8%	25%
APRIL 2016	$27,905.90	$10,457.84	$19,903.94	$17,448.06	17%	53%
MAY 2016	$17,448.06	$507.74	$20,411.68	$16,940.32	25%	55%
JUNE 2016	$16,940.32	$52.35	$20,464.03	$16,887.97	33%	73%
JULY 2016	$16,887.97		$20,464.03	$16,887.97	42%	
AUGUST 2016	$16,887.97		$20,464.03	$16,887.97	50%	
SEPTEMBER 2016	$16,887.97		$20,464.03	$16,887.97	58%	
OCTOBER 2016	$16,887.97		$20,464.03	$16,887.97	67%	
NOVEMBER 2016	$16,887.97		$20,464.03	$16,887.97	75%	
DECEMBER 2016	$16,887.97		$20,464.03	$16,887.97	83%	
JANUARY 2017	$16,887.97		$20,464.03	$16,887.97	92%	
FEBRUARY 2017	$16,887.97		$20,464.03	$16,887.97	100%	

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2016	$6,038.00	$2,056.85	$2,056.85	$3,981.15	8%	34%
APRIL 2016	$3,981.15	$855.02	$2,911.87	$3,126.13	17%	48%
MAY 2016	$3,126.13	$75.88	$2,987.75	$3,050.25	25%	49%
JUNE 2016	$3,050.25	$0.00	$2,987.75	$3,050.25	33%	75%
JULY 2016	$3,050.25		$2,987.75	$3,050.25	42%	
AUGUST 2016	$3,050.25		$2,987.75	$3,050.25	50%	
SEPTEMBER 2016	$3,050.25		$2,987.75	$3,050.25	58%	
OCTOBER 2016	$3,050.25		$2,987.75	$3,050.25	67%	
NOVEMBER 2016	$3,050.25		$2,987.75	$3,050.25	75%	
DECEMBER 2016	$3,050.25		$2,987.75	$3,050.25	83%	
JANUARY 2017	$3,050.25		$2,987.75	$3,050.25	92%	
FEBRUARY 2017	$3,050.25		$2,987.75	$3,050.25	100%	

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES
2016-2017

SAN JOAQUIN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
FEBRUARY 2016	$9,540.00	$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	$124.49	$397.00	$9,143.00	33%	4%
JUNE 2016	$9,143.00	$154.67	$551.67	$8,988.33	42%	6%
JULY 2016	$8,988.33		$551.67	$8,988.33	50%	
AUGUST 2016	$8,988.33		$551.67	$8,988.33	58%	
SEPTEMBER 2016	$8,988.33		$551.67	$8,988.33	67%	
OCTOBER 2016	$8,988.33		$551.67	$8,988.33	75%	
NOVEMBER 2016	$8,988.33		$551.67	$8,988.33	83%	
DECEMBER 2016	$8,988.33		$551.67	$8,988.33	92%	
JANUARY 2017	$8,988.33		$551.67	$8,988.33	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
SEPTEMBER 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	$97.35	$310.90	$249.10	75%	56%
JUNE 2016	$249.10	$0.00	$310.90	$249.10	83%	56%
JULY 2016	$249.10		$310.90	$249.10	92%	
AUGUST 2016	$249.10		$310.90	$249.10	100%	

Prepared by Donna Holland
July 08, 2016

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

KERN HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2015	$37,352.00	$9,446.10	$9,446.10	$27,905.90	8%	25%
ABRIL DEL 2015	$27,905.90	$10,457.84	$19,903.94	$17,448.06	17%	53%
MAYO DEL 2015	$17,448.06	$507.74	$20,411.68	$16,940.32	25%	55%
JUNIO DEL 2015	$16,940.32	$52.35	$20,464.03	$16,887.97	33%	73%
JULIO DEL 2015	$16,887.97		$20,464.03	$16,887.97	42%	
AGOSTO DEL 2015	$16,887.97		$20,464.03	$16,887.97	50%	
SEPTIEMBRE DEL 2015	$16,887.97		$20,464.03	$16,887.97	58%	
OCTUBRE DEL 2015	$16,887.97		$20,464.03	$16,887.97	67%	
NOVIEMBRE DEL 2015	$16,887.97		$20,464.03	$16,887.97	75%	
DICIEMBRE DEL 2015	$16,887.97		$20,464.03	$16,887.97	83%	
ENERO DEL 2016	$16,887.97		$20,464.03	$16,887.97	92%	
FEBRERO DEL 2016	$16,887.97		$20,464.03	$16,887.97	100%	

KERN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2015	$6,038.00	$2,056.85	$2,056.85	$3,981.15	8%	34%
ABRIL DEL 2015	$3,981.15	$855.02	$2,911.87	$3,126.13	17%	48%
MAYO DEL 2015	$3,126.13	$75.88	$2,987.75	$3,050.25	25%	49%
JUNIO DEL 2015	$3,050.25	$0.00	$2,987.75	$3,050.25	33%	75%
JULIO DEL 2015	$3,050.25		$2,987.75	$3,050.25	42%	
AGOSTO DEL 2015	$3,050.25		$2,987.75	$3,050.25	50%	
SEPTIEMBRE DEL 2015	$3,050.25		$2,987.75	$3,050.25	58%	
OCTUBRE DEL 2015	$3,050.25		$2,987.75	$3,050.25	67%	
NOVIEMBRE DEL 2015	$3,050.25		$2,987.75	$3,050.25	75%	
DICIEMBRE DEL 2015	$3,050.25		$2,987.75	$3,050.25	83%	
ENERO DEL 2016	$3,050.25		$2,987.75	$3,050.25	92%	
FEBRERO DEL 2016	$3,050.25		$2,987.75	$3,050.25	100%	

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

SAN JOAQUIN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
FEBRERO DEL 2016	$9,540.00	$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	$124.49	$397.00	$9,143.00	33%	4%
JUNIO DEL 2016	$9,143.00	$154.67	$551.67	$8,988.33	42%	6%
JULIO DEL 2016	$8,988.33		$551.67	$8,988.33	50%	
AGOSTO DEL 2016	$8,988.33		$551.67	$8,988.33	58%	
SEPTIEMBRE DEL 2016	$8,988.33		$551.67	$8,988.33	67%	
OCTUBRE DEL 2016	$8,988.33		$551.67	$8,988.33	75%	
NOVIEMBRE DEL 2016	$8,988.33		$551.67	$8,988.33	83%	
DICIEMBRE DEL 2016	$8,988.33		$551.67	$8,988.33	92%	
ENERO DEL 2017	$8,988.33		$551.67	$8,988.33	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
SEPTIEMBRE DEL 2015	$560.00	$0.00	$0.00	$560.00	8%	
OCTUBRE DEL 2015	$560.00	$0.00	$0.00	$560.00	17%	
NOVIEMBRE DEL 2015	$560.00	$0.00	$0.00	$560.00	25%	
DICIEMBRE DEL 2015	$560.00	$0.00	$0.00	$560.00	33%	
ENERO DEL 2016	$560.00	$30.67	$30.67	$529.33	42%	
FEBRERO DEL 2016	$529.33	$0.00	$30.67	$529.33	50%	
MARZO DEL 2016	$529.33	$152.87	$183.54	$376.46	58%	
ABRIL DEL 2016	$376.46	$30.01	$213.55	$346.45	67%	
MAYO DEL 2016	$346.45	$97.35	$310.90	$249.10	75%	
JUNIO DEL 2016	$249.10	$0.00	$310.90	$249.10	83%	
JULIO DEL 2016	$249.10		$310.90	$249.10	92%	
AGOSTO DEL 2016	$249.10		$310.90	$249.10	100%	

Preparado por Donna Holland
8 de julio 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	$32.09	$4,190.87	$21,566.13	25%	16%
JUNE 2016	$21,566.13	$36.75	$4,227.62	$21,529.38	33%	18%
JULY 2016	$21,529.38		$4,227.62	$21,529.38	42%	
AUGUST 2016	$21,529.38		$4,227.62	$21,529.38	50%	
SEPTEMBER 2016	$21,529.38		$4,227.62	$21,529.38	58%	
OCTOBER 2016	$21,529.38		$4,227.62	$21,529.38	67%	
NOVEMBER 2016	$21,529.38		$4,227.62	$21,529.38	75%	
DECEMBER 2016	$21,529.38		$4,227.62	$21,529.38	83%	
JANUARY 2017	$21,529.38		$4,227.62	$21,529.38	92%	
FEBRUARY 2017	$21,529.38		$4,227.62	$21,529.38	100%	

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2016	$4,193.00	$250.11	$250.11	$3,942.89	8%	6%
APRIL 2016	$3,942.89	$371.33	$621.44	$3,571.56	17%	15%
MAY 2016	$3,571.56	$4.80	$626.24	$3,566.76	25%	15%
JUNE 2016	$3,566.76	$5.49	$631.73	$3,561.27	33%	16%
JULY 2016	$3,561.27		$631.73	$3,561.27	42%	
AUGUST 2016	$3,561.27		$631.73	$3,561.27	50%	
SEPTEMBER 2016	$3,561.27		$631.73	$3,561.27	58%	
OCTOBER 2016	$3,561.27		$631.73	$3,561.27	67%	
NOVEMBER 2016	$3,561.27		$631.73	$3,561.27	75%	
DECEMBER 2016	$3,561.27		$631.73	$3,561.27	83%	
JANUARY 2017	$3,561.27		$631.73	$3,561.27	92%	
FEBRUARY 2017	$3,561.27		$631.73	$3,561.27	100%	

Prepared by Donna Holland
July 08, 2016

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

KERN HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2016	$25,757.00	$1,673.82	$1,673.82	$24,083.18	8%	6%
ABRIL DEL 2016	$24,083.18	$2,484.96	$4,158.78	$21,598.22	17%	16%
MAYO DEL 2016	$21,598.22	$32.09	$4,190.87	$21,566.13	25%	16%
JUNIO DEL 2016	$21,566.13	$36.75	$4,227.62	$21,529.38	33%	18%
JULIO DEL 2016	$21,529.38		$4,227.62	$21,529.38	42%	
AGOSTO DEL 2016	$21,529.38		$4,227.62	$21,529.38	50%	
SEPTIEMBRE DEL 2016	$21,529.38		$4,227.62	$21,529.38	58%	
OCTUBRE DEL 2016	$21,529.38		$4,227.62	$21,529.38	67%	
NOVIEMBRE DEL 2016	$21,529.38		$4,227.62	$21,529.38	75%	
DICIEMBRE DEL 2016	$21,529.38		$4,227.62	$21,529.38	83%	
ENERO DEL 2017	$21,529.38		$4,227.62	$21,529.38	92%	
FEBRERO DEL 2017	$21,529.38		$4,227.62	$21,529.38	100%	

KERN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2016	$4,193.00	$250.11	$250.11	$3,942.89	8%	6%
ABRIL DEL 2016	$3,942.89	$371.33	$621.44	$3,571.56	17%	15%
MAYO DEL 2016	$3,571.56	$4.80	$626.24	$3,566.76	25%	15%
JUNIO DEL 2016	$3,566.76	$5.49	$631.73	$3,561.27	33%	16%
JULIO DEL 2016	$3,561.27		$631.73	$3,561.27	42%	
AGOSTO DEL 2016	$3,561.27		$631.73	$3,561.27	50%	
SEPTIEMBRE DEL 2016	$3,561.27		$631.73	$3,561.27	58%	
OCTUBRE DEL 2016	$3,561.27		$631.73	$3,561.27	67%	
NOVIEMBRE DEL 2016	$3,561.27		$631.73	$3,561.27	75%	
DICIEMBRE DEL 2016	$3,561.27		$631.73	$3,561.27	83%	
ENERO DEL 2017	$3,561.27		$631.73	$3,561.27	92%	
FEBRERO DEL 2017	$3,561.27		$631.73	$3,561.27	100%	

Preparado por Donna Holland
8 de julio 2016

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales		**Month/Year:** June 2016
Program/Work Unit: Head Start/Early Head Start	**Total Division Staffing:** Currently employed in Head Start: 555 Vacant Positions: 44 Currently out on Leave: 37	**Program Manager/Supervisor:** Jerry Meade/Donna Holland

Services: Early childhood education for low-moderate income children ages 0-5 in center-based part-day or full-day environments and home-based options.

Program	Enrollment	Funded	Actual
Head Start Kern	June 2016	2,211	294
Early Head Start Kern	June 2016	328	329
Early Head Start Partnership	June 2016	56	52
Early Head Start San Joaquin	June 2016	345	274
TOTAL Funded Enrollment		**2,940**	949
Children with Disabilities		**Goal**	**Actual**
Head Start Kern	Identified as having an IEP	10%	13%
Early Head Start Kern	Identified as having an IFSP	10%	10%
Early Head Start Partnership	Identified as having an IFSP	10%	2%
Early Head Start San Joaquin	Identified as having an IFSP	10%	11%
Over Income		**Goal**	**Actual**
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	>10%	6%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	>10%	4%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	>10%	6%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	>10%	5%
Average Daily Attendance (Program Wide <85%)		97%	

Other: Centers with the highest attendance for the month of June: Franklin (99.8%) Sterling (99.7%), Chrisman (99.06%), California Street (99.01%), Pete Parra EHS (98.67%)

Meals Served						
Total Meals Requested			Meals Allocated		% of Meals Served	
by: Central Kitchen	by: Vendor Kitchens	Total Meals Prepared	to: CACFP/USDA	to: HS/EHS	May 2016	May 2015
29,443	7,194	36,637	22,343	14,294	69%	91%

* Adult Meals 3,056
* Seconds for children, nutritional experiences, and/or waste 11,236

Other:

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

July 8, 2016

Re: Policy Council Membership

Dear Caterina Cerda,

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 Planning Subcommittee, the Budget & Finance Subcommittee, and the Policy Council meeting in June 2016.

Please be advised, you have been terminated as a Policy Council Member as of July 18, 2016. If you wish to appeal this termination, please contact Janelle Gonzalez at 1-661-336-5236 ext. 2637 or Rashi Strother at 1-242-9540 ext. 1408.

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

Janelle Gonzalez On Behalf of Ashley Womack

cc: Janelle Gonzalez, Program Governance Coordinator

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

8 de julio del 2016

Re: Membrecía del Consejo de Política

Querida Caterina Cerda,

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 Comité de Planificación, Comité de Finanzas, y de la junta del Consejo de Política en junio del 2016.

Por favor tenga en cuenta que su membrecía del Consejo de Política se terminara el 18 de julio del 2016. Si usted le gustaría apelar esta destitución, por favor comunicase con Janelle Gonzalez al (661) 336-5236 ext. 2637 o Rashi Strother al 1-242-9540 ext. 1408.

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

Janelle Gonzalez On Behalf of Ashley Womack

Cc: Janelle Gonzalez, Coordinadora del Programa de Gobernación

Head Start and State Preschool Birth to age 5 eCapk

Policy Council Finance Committee

Meeting Minutes
June 23, 2016

1. **Call to Order**
   Call to order at 5:37 p.m.

   a. Roll Call, Attendance, Set Quorum
      Committee members present: Christina Bates, Christine Hernandez, Gabriella McCutcheon, and Salvador Zambrano. Quorum was established.
   b. (**ACTION) Approval of Agenda

   Ms. McCutcheon moved to approve the agenda. Second by Ms. Bates. Motion carried.

2. **Introduction of Guests/Public Forum**
   Guest present was Donna Holland, Fiscal Manager.

3. **Training/Presentations**
   Ms. Holland informed the committee members that the application for supplemental funds to increase the duration of Head Start services was about to be submitted.

4. **Communications**
   a. None

5. **Budget Reports**
   a. Head Start & Early Head Start – Kern Budget vs. Actual Expenditures March 1, 2016 through May 31, 2016
   b. Early Head Start – San Joaquin Budget vs. Actual Expenditures February 1, 2016 through May 31, 2016
   c. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures March 1, 2015 through May 31, 2016
   d. Parent Local Travel & Child Care, March 1, 2016 through May 31, 2016
   e. Parent Activity Funds, March 1, 2016 through May 31, 2016
   f. Parent Meals, March 1, 2016 through May 31, 2016

   Ms. Holland reviewed the budget reports in detail with the committee members. Mr. Zambrano moved to receive and file Budget Reports items a. through f. Second by Ms. McCutcheon. Motion carried.

6. **Unfinished Business**
   a. (**ACTION) Head Start/Early Head Start Kern 2016-2017 Budget Revision

   Ms. Holland explained the objectives of the revision to the committee members:
   - Moved costs of centralized administrative functions from direct cost categories to the Indirect cost category;
   - Incorporated the 1.8% Cost of Living Adjustment;
   - Increased the Supply category for the purchase of Early Head Start curriculum;
   - Increased the Other category for building maintenance and repair.

Ms. McCutcheon moved to approve the Head Start/Early Head Start Kern 2016-2017 budget revision. Second by Mr. Zambrano. Motion carried.

b. (**ACTION) Early Head Start San Joaquin 2016-2017 Budget Revision

Ms. Holland explained the objectives of the revision to the committee members:

- Moved costs of centralized administrative functions from direct cost categories to the Indirect cost category;
- Incorporated the 1.8% Cost of Living Adjustment;
- Budgeted more competitive rates of pay and reduced the funded enrollment to 271.

Ms. Bates moved to approve the Early Head Start San Joaquin 2016-2017 budget revision. Second by Mr. Zambrano. Motion carried.

c. (**ACTION) Early Head Start Child Care Partnerships 2015-2016 Budget Revision

Ms. Holland explained the objectives of the revision to the committee members:

- Moved costs of centralized administrative functions from direct cost categories to the Indirect cost category;
- Re-budgets unexpended child care partner payments to cover the cost of identified projects ($315,000).

Mr. Zambrano moved to approve the Early Head Start Child Care Partnerships 2015-2016 budget revision. Second by Ms. Bates. Motion carried.

7. **New Business**

a. (**ACTION) Early Head Start Child Care Partnerships Carryover Request

Ms. Holland stated that the proposed budget revision (Unfinished Business, Item c) identified projects to enhance health & safety, and to accommodate the needs of two additional child care partners. If the projects are not completed by August 31, 2016, CAPK proposes to submit a request to the Office of Head Start that the unexpended funds be carried over to the following budget period that begins September 1, 2016.

Mr. Zambrano moved to approve the Early Head Start Child Care Partnerships Carryover Request. Second by Ms. McCutcheon. Motion carried.

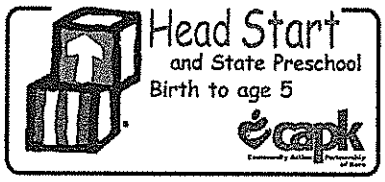
8. **Committee Member Questions and Announcements**

None

9. **Adjournment**

The meeting was adjourned at 6:35 p.m.

Next meeting:
Wednesday, July 21, 2016
5:30 p.m.
5005 Business Park North
Fiscal Suite





Acta de la Reunión
23 de junio de 2016

1. **Llamando a la Orden:**
   La reunión se llamo a la orden a las 5:37 pm

   a. Pasar Lista, Asistencia, Establecer Quórum
      Miembros del Comité Presentes: Christina Bates, Christine Hernandez, Gabriella McCutcheon, and Salvador Zambrano Quórum fue establecido.
   b. (**ACCION) Aprobación de la Agenda
      Ms. McCutcheon hico la moción para aprobar la agenda. Fue secundo por Ms. Bates. Moción fue aprobada.

2. **Presentación de Invitados/Foro Público:**
   Invitado presente fue Donna Holland, Gerente Fiscal

3. **Entrenamiento/Presentaciones**
   La Sra. Holanda les informó a los miembros del comité que la solicitud de fondos adicionales para aumentar la duración de los servicios de Head Start estaba a punto de ser presentado.

4. **Comunicaciones**
   Ninguno

5. **Informes del Presupuesto**
   a. Head Start y Early Head Start- Kern Presupuesto vs. Informe Actual de Gastos 1 de marzo, 2016 hasta 31 de mayo, 2016
   b. Early Head Start- San Joaquín Presupuesto vs. Informe Actual de gastos 1 de febrero de 2016 hasta 31 de mayo de 2016
   c. Las Asociaciones de Early Head Start Cuidado Infantil Presupuesto vs. Informe Actual de Gastos 1 de marzo de 2015 hasta el 31 de mayo de 2016
   d. Viaje local de Padres y cuidado infantil, hasta el 1 de marzo, 2016 hasta 31 de mayo, 2016
   e. Fondos de Actividad de Padres hasta el 1 de marzo, 2016 hasta 31 de mayo, 2016
   f. Comida de Padres, 1 de marzo, 2016 hasta 31 de mayo, 2016

La Sra. Holanda examinó los informes sobre el presupuesto en detalle con los miembros del comité. Zambrano hico la moción para recibir y presentar informes sobre el presupuesto artículos a. - f. Fue segundado por Sra. McCutcheon. Moción fue aprobada.

6. **Asuntos Pendientes**
   a. (**ACCION) Revision al Presupuesto de Head Start/ Early Head Start Kern 2016-2017

   La Sra. Holanda explicó los objetivos de la revisión de los miembros del comité:
   - Costos movidos de funciones administrativas centralizadas de categorías de costos directos a la categoría de costos indirectos;
   - incorporado el 1.8% Ajuste del Costo de Vida;
   - Aumento de la Categoría de suministro para la adquisición de planes de estudio Early

Head Start;
- Aumento de la categoría otros para la construcción de mantenimiento y reparación.

La Sra. McCutcheon hico la moción de aprobar el Head Start / Early Head Start Kern revisión del presupuesto 2016-2017. Con un segundo de Sr. Zambrano, moción aprobada.

b. (**ACCION) Revisión del Presupuesto de Early Head Start San Joaquin 2016-2017

La Sra. Holanda explicó los objetivos de la revisión de los miembros del comité:
- costos movido de funciones administrativas centralizadas de categorías de costos directos a la categoría de costos indirectos;
- incorporado el 1.8% Ajuste del Costo de Vida
- Con un presupuesto precios más competitivos de pago y la reducción de la matrícula subvencionada al 271.

Sra. Bates hico la moción para aprobar la revisión del presupuesto de Early Head Start de San Joaquín 2016-2017. Con un segundo de Sr. Zambrano, moción fue aprobada.

c. (** ACCIÓN) Revisión del Presupuesto de la Asociaciones de Early Head Start Cuidado Infantil 2015-2016

La Sra. Holanda explicó los objetivos de la revisión de los miembros del comité:
- Costos movido de funciones administrativas centralizadas de categorías de costos directos a la categoría de costos indirectos
- Hacer el presupuesto de nuevo para pagos de socios de cuidado infantil no utilizados para cubrir el costo de los proyectos identificados ($ 315,000)

Zambrano hico la moción aprobar la revisión del presupuesto de asociaciones Early Head Start Cuidado Infantil 2015-2016. Con un segundo de Sra. Bates moción fue aprobada.

7. **Asuntos Nuevos**
   a. (**Acción) Asociaciones de Cuidado Infantil Solicitud para trasladar

   La Sra. Holanda declaró que la propuesta de revisión del presupuesto (asuntos no discutidos, punto c) proyectos identificados para mejorar la salud y la seguridad, y para dar cabida a las necesidades de los dos socios de cuidado de niños adicionales. Si los proyectos no se han completado para el 31 de agosto, 2016, CAPK propone presentar una solicitud a la Oficina de Head Start que los fondos se transfieren al siguiente periodo presupuestario que comienza el 1 de septiembre de 2016.

Zambrano hico la moción aprobar la revisión del presupuesto de asociaciones Early Head Start Cuidado Infantil 2015-2016. Con un segundo de Sra. McCutcheon, moción fue aprobada.

8. **Preguntas de los Miembros del Comité y Anuncios**
   Ninguno

9. **Cierre de Sesión**
   La reunión se terminó a las 6:35 p.m.

Próxima reunión:
miércoles, 21 de julio del 2016
5:30 pm
Cuarto de conferencia Fiscal

07.19.16 AD

Policy Council Personnel Committee Meeting Minutes
June 28, 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 the meeting to order at 5:10pm

3. **Roll call and establish quorum (half plus one)**
   Jason Warren, Ana Luna, Tai'Rance Kelly, Rashi Strother, Family Services & Governance Specialist from Stockton, and Janelle Gonzalez, Program Governance Coordinator- Quorum was established.

4. **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.)

5. **New Business/Training**
   a. **Personnel Committee Member Roles & Responsibilities Training**
      Janelle reviewed roles and responsibilities of the PC personnel committee with all members.
   b. **Introductory Period and Orientation sections 2.10 and 2.11Training**
      Maura Sandoval, Staffing Specialist went over introductory period and Orientation procedures.
   c. **Review Human Resources Report**
      Maura passed out the HR report for review, no questions were asked. Maura reminded the committee that the report would be revised for Policy Council Meeting for approval seeing that Ana Luna reviewed applications before the meeting.

6. **Announcements**
   Rashi, Family Services & Governance Specialist shared that Mutual of America would be in Stockton to meet with staff and talk about retirement.

7. **Motion to Adjourn** (does not require a second per Roberts Rules of Order Newly Revised) Ana Luna motioned to adjourn meeting at 5:55 pm

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Personnel Committee
Ana Luna- Chairperson
Jason Warren, Josenn Vergara,
Tai'Rance Kelly

Acta de la Reunión del Sub-Comité Personal
28 de Junio del 2016
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 pm

3. **Pasar Lista y Establecer Quorum (la mitad más uno)**
   Jason Warren, Ana Luna, Tai'Rance Kelly, Rashi Strother, Especialista de Servicios Familiares y Gobernación de Stockton, and Janelle Gonzalez, Coordinadora del Programa de Gobernación- Quorum fue establecido.

4. **Presentación de Invitados/Foro Público** – Ana Luna, Presidente
   (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.

5. **Nuevos Asuntos /Entrenamiento**
   a. **Oficios y Responsabilidades del Comité Personal- Entrenamiento**
      Janelle reviso los oficios y responsabilidades del Comité de Personal con todos los miembros.
   b. **Tiempo de Introducción y Orientación 2.10 y 2.11 – Entrenamiento**
      Maura Sandoval, Especialista del Personal, reviso el tiempo de introducción y los procedimientos de orientación.
   c. **Revisión del informe de Recursos Humanos**
      Maura paso el informe de recursos humanos para la revisión del comité. Maura les recordó a los miembros que el informe será revisado debió a que Ana Luna revisó aplicaciones antes de la reunión.

6. **Anuncios**
   Rashi, Especialista de Servicios Familiares y Gobernación , compartió que Mutual of América estarán en Stockton para reunirse con el personal para hablar sobre la jubilación.

   Moción para cerrar sesión (No requiere una segunda moción basada a Reglas de Roberto Nuevamente Revisados) Ana Luna hizo la moción para cerrar sesión a las 5:55 p.m.

Personnel Committee
Ana Luna- Chairperson
Jason Warren, Josenn Vergara,
Tai'Rance Kelly

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

1. Treasurer
   a. Preside as chairperson of the Budget & Finance Committee
   b. Ensure a monthly report is distributed to the Policy Council on the Parent Activity Fund.
   c. Perform other duties as may be assigned to him/her by the Chairperson

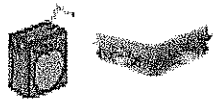
Asociación de Acción Comunitaria de Kern
Oficial Ejecutivo Consejo de Política- Oficio y Responsabilidades del Tesorero

1. Tesorero
   a. Presidir como mandatario del Comité de Presupuesto y Finanzas.
   b. Asegurar que un reporte sobre los fondos para las actividades de los padres sea distribuido mensualmente al Consejo de Política.
   c. Desempeñar otras funciones asignadas por el Presidente.

Office of Christine Lizardi Frazier
Kern County Superintendent of Schools



Join us for Summer Meals!



Lunches

Kern County Superintendent of Schools office is offering *FREE SUMMER MEALS* for youths, ages, 2-18, at the locations and times shown below. Adults accompanying children may purchase meals. Federal regulations state that food served to participating children cannot be given to, or shared with anyone. Food cannot leave the eating area. Adult breakfasts are $2.00 (available at Breakfast sites only). Adult lunches are $3.00. *EXACT CHANGE ONLY*. Proof of age may be required. Meals are available Monday through Friday. We are closed Monday, July 4th.

Location	Address	Dates	Breakfast	Lunch
New Wine Church	3535 Union Ave.	June 7 - August 12	n/a	11:30 - 12:00

NOTE: THIS SITE OPEN TUESDAYS - FRIDAYS. CLOSED ON MONDAYS.

This institution is an equal opportunity provider.

Oficina de Christine Lizardi Frazier
Condado de Kern Superintendente de Escuelas



Únase a nosotros para las comidas de verano!

Desayunos y Almuerzos

Superintendente del Condado de Kern de oficina escolar está ofreciendo gratis comidas de verano para jóvenes, de edades 2-18, en los lugares y horarios se muestra a continuación. Los adultos que acompañan a los niños pueden comprar comidas. Estado de las federales que sirve comida a los niños, la comida de los participantes No puede ser dado a, o compartido, con nadie. Altimentos también no pueden dejar la zona de comedor. Desayunos para adultos son $2.00 (disponible en el desayuno Almuerzos para adultos son $3.00. *SÓLO EL CAMBIO EXACTO*. Prueba de edad puede ser necesario. Las comidas están disponibles lunes a Viernes. Estamos cerrados el 4 de Julio.

Lugar	Direccion Calle	Fecha	Desayuno	Almuerzo
New Wine Church	3535 Union Ave.	June 6 - August 12	n/a	11:30 - 12:00

NOTA: ABIERTO MARTES - VIERNES. CERRADO TODOS LOS LUNES.

Esta institución ofrece igualdad de oportunidades.

Girls Only Club!

daughter project

3535 Union Ave., Bakersfield, CA 93305

Tuesdays - Fridays 12:00pm to 2:00pm

Girls age 8 - 15

Join us for homework help, fun-filled activities, crafts, games, snacks, and just some good girl talk!

We will be serving a free lunch daily.

For more information or transportation contact us at:
661-213-3380
kay@myglobalfamily.org

Global Family Care Network | The Daughter Project | myglobalfamily.org | daughterproject.org

Shots Before School



Avoid the RUSH!!!



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KERN COUNTY
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DEPARTMENT

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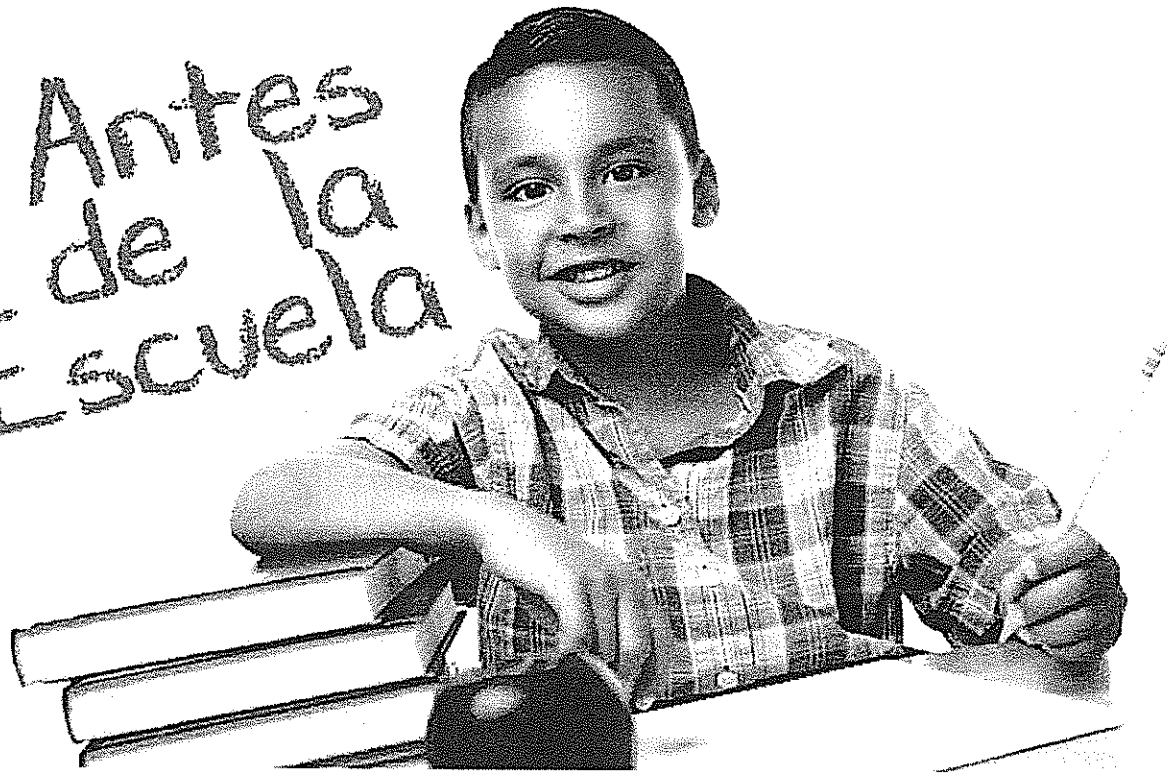
Call your doctor TODAY

Vacunas antes de la escuela

¡Evite las Prisas!



No se puede empezar el 7° grado o Kindergarten sin ellas

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KERN COUNTY
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DEPARTMENT

Para más información llame al
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Reflections of Fathers

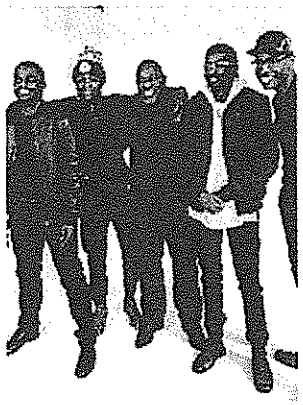
eclkc.ohs.acf.hhs.gov/hsic/hs/news/blog/reflections-of-fathers.html



By David A. Jones

If you sit quietly and observe an engaged father interacting with his child, it can be awe inspiring. If they have cultivated their dance based upon a secure sense of trust and reciprocity, any observer might gasp. The only way practitioners can experience this, or ever get to witness it, is if they provide the space for fathers to be themselves. I'm not just referring to the physical space within program environments. I'm talking about the emotional space, the same emotional space afforded to mothers who are somewhere along the developmental trajectory of parenting but still need a lot of guidance and support to grow. They are not judged! They inspire curiosity and a desire to help. Staff are eager to learn about their past, make sense of it, and help mothers see how it has shaped their present. They are engaged in a process of discovery of interests, opportunity, and conversations about their futures. Futures that involve them and their children!

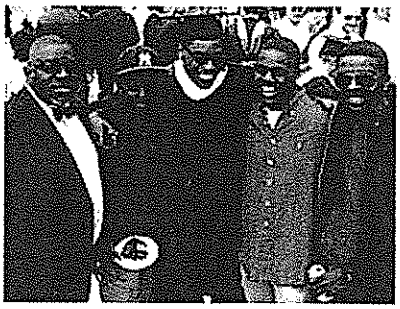
It's been a little over a year since my father died. He was 81 years old, which is a long time to be on this earth. He did not raise me, or provide for me. He didn't teach me how to grow into manhood. I was fortunate to have other individuals in my life that fulfilled the role. Today, I evaluate how different my life might have been had he been there. And then I remember it was his absence that instilled in me a desire to be an awesome father. I can laugh now, but I admit I was clueless. How could I provide for them something that was not offered to me? I decided to start by just being there from day one. I tried with all of my heart and soul to give, within reason, what I had not received. I was learning along the way, becoming increasingly more comfortable and confident in my capabilities.



I realize I am not very much different than millions of other men who find themselves saddled with the awesome responsibility of having to father a child when they have not been fathered themselves. Yet, in most instances, they do the best they can, drawing upon their own experiences and things they learned along the way. Negotiating unbelievable hurdles and still finding ways to meet with success. However, if you were to ask them about their level of comfort walking into an early childhood education setting, you would receive a number of different responses.

A small percentage might say they were comfortable, some would tell you they are a little leery. Others would tell you child care programs are for mothers. For many men, at least initially, the feeling has nothing to do with how they've been treated by program staff or the physical space. It has more to do with their educational history, their level of comfort with the role, how they see themselves positioned next to their children, and how they define their role. How will they be received and will they be judged? Many struggle with finding a sense of ease or comfort in settings that have historically been deemed more appropriate for women.

Fathers who are engaged, who love their children, and are not afraid to demonstrate that love, find ways to attach, bond, and build social and emotional relationships with their children. They find comfort embracing their roles and responsibilities because they know their children as well as, and in some instances better than, some of the mothers we encounter. They too engage in the functional parenting practices that are observable and many more that are not so observable. Fathers are planning for their children, wondering about them, and quietly watching over them as they negotiate developmental trajectories, parenting in ways that cannot be measured.



If we were as curious about fathers as we are about mothers, if we were as thoughtful in our interactions, our communications, our exploratory conversations, and our developing and designing support for them, they too would thrive. Not just as fathers, but as individuals and as men who love their children and families. With confidence, their competence increases and they are able to strengthen the social and emotional relationships that drive everything they do when they understand their role, commit to it, and are supported in enhancing their capacity to fulfill that role. Early childhood educators are in a unique position to support all parents, and especially fathers. It begins by being genuine and not patronizing them or over-celebrating them for their efforts. Remember to acknowledge them and don't be afraid to ask questions about their interactions with their children.

A couple of weeks before my father died, during a telephone conversation he told me he loved me and I told him I loved him. Despite the fact that he did not raise me, I was able to build a relationship with him for the sake of my children, but for me as well. The ambivalence is deep within me and sometimes it surfaces to the top and I am confronted with unresolved feelings. I have to wrestle with the fact that he failed me, by not being there, by not providing for me, and by not laying the ground work for me to develop a healthy sense of self. Fortunately, my mother was a loving individual and I am whole because of my relationship with her. Yet, there is a void when it comes to my father. It took a long time to fully understand me because I did not know him.

Still, I advocate daily for fathers and mothers to have equal say, and an equal place at the table when it comes to their children. Head Start programs are in a prime position to create welcoming environments and establish meaningful relationships with fathers so all parents feel welcome. As we embark upon Father's Day 2016, let's extend ourselves a little more. Find ways to engage and build stronger relationships with fathers across the Head Start universe for their sake and the sake of their children.

David A. Jones is the Father Engagement Specialist for the Office of Head Start.

Reflections of Fathers. HHS/ACF/OHS. 2016. English.

Last Reviewed: June 2016

Last Updated: June 17, 2016