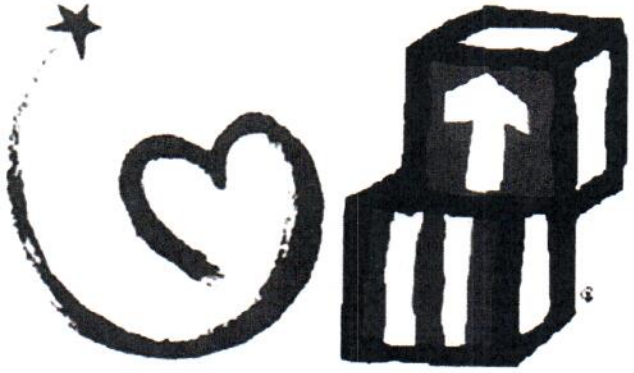
Head Start &
State Child Development
Birth to age 5

capk
Community Action Partnership of Kern

Head Start/State Child Development Services

POLICY COUNCIL MEETING PACKET

May 25, 2017



POLICY COUNCIL
STANDING COMMITTEES
May, 2017

EXECUTIVE COMMITTEE

Chairperson: Enrique Salazar
Vice Chairperson: Lorena Fernandez (BOD Rep.)
Secretary: Christina Bates
Treasurer: Gabriella McCutcheon
Parliamentarian: Savannah Scarpa

STANDING COMMITTEE MEMBERS

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

BYLAWS (1 Opening)
Chairperson: Savannah Scarpa

1. Lachelle Calvillo
2. Jason Warren
3. Ramona Campos
4. Breyona Millard
5. Maria Martinez
6. Opening

PLANNING (1 Opening)
Chairperson: Lorena Fernandez

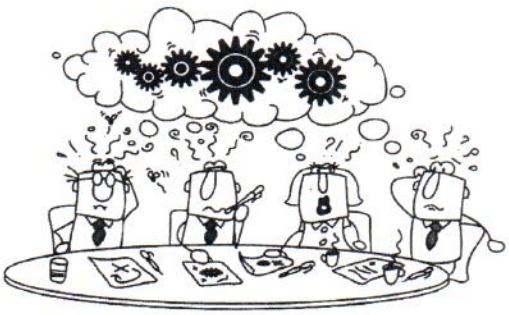
1. Ana Lester
2. Ruben Castellanos
3. Lindsay Harrison
4. Christine Hernandez
5. Enrique Salazar
6. Opening

School Readiness (1 Opening)
Chairperson: Christina Bates

1. Marina Araujo
2. Erica Freehoffer
3. Lachelle Calvillo
4. Jadine Gonzalez
5. Opening

FINANCE (1 Opening)
Chairperson- Gabriella McCutcheon

1. Christina Bates
2. Savannah Scarpa
3. Shevada Dove Williams
4. Enrique Salazar
5. Jodie Sanchez
6. Opening



Head Start & State Child Development Birth to age 5

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Policy Council Agenda
May 25, 2017
5005 Business Park North, Suite 130
Bakersfield, CA 93309
5:30-7:00 p.m.
Meeting Locations:

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

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

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

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

3. **Approval of Agenda** — Chairperson — ***ACTION**
   a. Date of Agenda: May 25, 2017

4. **Approval of Minutes** — Chairperson — ***ACTION**
   a. Date of Minutes: April 26, 2017

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

6. **Standing Committee Reports** — (3 mins. each)

a. School Readiness Committee	Christina Bates	**Verbal Report**
b. Planning Committee	Lorena Fernandez	**Verbal Report**
c. Finance Committee	Gabriella McCutcheon	**No Report**
d. By-Laws Committee	Savannah Scarpa	**No Report**

7. **Presentations**
   a. Summer Water Safety- Genevieve Egana, Program Coordinator, McMurtrey Aquatic Center (15 mins.)

8. **New Business** — Chairperson — ***ACTION**
   a. Request to approve proposed changes to the PC Bylaws- Janelle Gonzalez, Governance Coordinator
   b. Request to approve the termination of PC Member Ana Luna
   c. Request to approve Board of Director Representative Yolanda Ochoa to the Policy Council
   d. Request to approve the appeal of PC Member Marina Araujo

This is to certify that this agenda notice was posted in the lobby of the CAPK Administration Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00pm, May 22, 2017 Janelle Gonzalez, Program Governance Coordinator.

Head Start & State Child Development Birth to age 5

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9. **Communications**
   a. Head Start & Early Head Start – Kern Budget vs. Actual Expenditures March 1, 2016 through February 28, 2017
   b. Head Start & Early Head Start – Kern Budget vs. Actual Expenditures March 1, 2017 through April 30, 2017
   c. Early Head Start – San Joaquin Budget vs. Actual Expenditures February 1, 2017 through April 30, 2017
   d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures September 1, 2016 through April 30, 2017
   e. Parent Local Travel & Child Care, for the period ending April 30, 2017 (English/Spanish)
   f. Parent Activity Funds, for the period ending April 30, 2017 (English/Spanish)
   g. Parent Meals, for the period ending April 30, 2017 (English/Spanish)
   h. Enrollment, Average Daily Attendance, and Child & Adult Care Food Program/Central Kitchen Report for HS/EHS Kern, EHS San Joaquin, and EHS Child Care Partnerships April 2017
   i. Policy Council Planning Committee Minutes May 2, 2017 (English/Spanish)
   j. Policy Council Budget & Finance Committee Minutes April 13, 2017 (English/Spanish)
   k. Ready-Set Back to School Health & Wellness Fair
   l. Champions for Change Health & Nutrition Fair (English/Spanish)
   m. Child Support Services Child Support Case Assistance (English/Spanish)
   n. Healthychildren.org Cognitive and Verbal Skills Needed for Toilet Training (English/Spanish)
   o. Policy Council Termination Letter: Ana Luna (English/Spanish)
   p. Kern Family Health Care Spring into Health Resource and Health Fair (English/Spanish)
   q. Policy Council Appeal to Termination Letter: Marina Araujo

10. **Program Governance Report/Training**	Janelle Gonzalez	**Verbal Report** (5 min.)
11. **Community Representative Report**	Ana Lester/Lindsay Harrison	**Verbal Report** (5 min.)
12. **Early Head Start Partnership Report**	Jadine Gonzalez	**Verbal Report** (3 min.)
13. **Board of Directors Representative Report**	Lorena Fernandez	**Verbal Report** (3 min.)
14. **Director's Report (HS/State Child Development)**	Yolanda Gonzales	**Verbal Report** (5 min.)
15. **Policy Council Chairperson/Announcements**	Enrique Salazar	(3 min.)
16. **Adjournment**	Chairperson	

Next meeting is Thursday, June 29th at 5005 Business Park North Suite 130, Board Room
Light dinner at 5:00 p.m., meeting begins at 5:30 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, May 22, 2017 Janelle Gonzalez, Program Governance Coordinator.

Head Start & State Child Development
Birth to age 5
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Agenda del Consejo de Política
El 25 de mayo de 2017
5005 Business Park North, Suite 130
Bakersfield, CA 93309
5:30 p.m. – 7:00 p.m.

Ubicaciones de la Reunión:

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

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: 25 de mayo, 2017

4. **Aprobación del Acta** — Presidente — ***ACCIÓN**
   a. Fecha del Acta: 26 de abril, 2017

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 limitarán 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** — (3 mins. cada uno)
   a. Comité de Personal — Christina Bates — **Informe Verbal**
   b. Comité de Planificación — Lorena Fernandez — **Informe Verbal**
   c. Comité de Finanzas — Gabriella McCutcheon — **Ningún Informe**
   d. Comité de Estatutos — Savannah Scarpa — **Ningún Informe**

7. **Presentaciones**
   a. Seguridad en el Agua de Verano – Genevieve Egana, Coordinadora del Programa para el Centro Acuático de McMurtrey (15min.)

8. **Nuevos Asuntos** — Presidente — ***ACCIÓN**
   a. Solicitud para aprobar los propuestos cambios a los Estatutos del PC- Janelle Gonzalez, Coordinadora de Gobernación
   b. Solicitud para aprobar la destitución del miembro del PC Ana Luna
   c. Solicitud para aprobar Representante del Consejo Directivo Yolanda Ochoa al PC
   d. Solicitud para aprobar la apelación del miembro del PC Marina Araujo

Certificamos que este aviso de agenda fue publicado 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, 22 de mayo de 2017. Janelle González, Coordinadora del Programa de Gobernación.

Head Start & State Child Development
Birth to age 5
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9. **Comunicaciones**
   a. Head Start y Early Head Start- Kern Informe del Presupuesto vs. Gastos Actuales 1 de marzo, 2016 hasta 28 de abril de 2017
   b. Head Start y Early Head Start- Kern Informe del Presupuesto vs. Gastos Actuales 1 de marzo, 2017 hasta 30 de abril de 2017
   c. Early Head Start- San Joaquín Informe del Presupuesto vs. Gastos Actuales 1 de febrero de 2017 hasta 30 de abril de 2017
   d. Las Asociaciones de Early Head Start Cuidado Infantil Informe del Presupuesto vs. Gastos Actuales 1 de septiembre de 2016 hasta 30 de abril de 2017
   e. Viaje local de Padres y cuidado infantil, para el periodo terminando el 30 de abril de 2017 (inglés/español)
   f. Fondos de Actividad de Padres para el periodo terminando el 30 de abril de 2017 (inglés/español)
   g. Informe de Comidas de Padres para el periodo terminando del 30 de abril de 2017 (inglés/español)
   h. 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 abril de 2017
   i. El acta del Comité de Planificación del Consejo de Política 2 de mayo de 2017 (inglés/español)
   j. El acta del Comité de Finanzas del Consejo de Política 13 de abril de 2017 (inglés/español)
   k. El Regreso de la escuela Feria de Salud y Nutrición
   l. Campeones para cambios Feria de Salud y Nutrición (inglés/español)
   m. Asistencia para casos de manutención de menores (inglés/español)
   n. Healthychildren.org habilidades cognitivas y verbales necesarias para el entrenamiento del baño (inglés/español)
   o. Carta de destitución del Consejo de Política: Ana Luna (inglés/español)
   p. Salud Familiar del Condado de Kern Feria de Salud del Verano (inglés/español)
   q. Carta de Apelación del Consejo de Política: Marina Araujo (inglés/español)

10. **Informes del Consejo de Política/Entrenamiento**	Janelle Gonzalez	**Informe Verbal**	(5 min.)
11. **Informe de Representante Comunitario**	Ana Lester / Lindsay Harrison	**Informe Verbal**	(5 min.)
12. **Informe de la Asociación de Early Head Start**	Jadine Gonzalez	**Informe Verbal**	(3 min.)
13. **Informe del Representante del Consejo Directiva**	Lorena Fernandez	**Informe Verbal**	(3 min.)
14. **Informe de la Directora de (Head Start)**	Yolanda Gonzales	**Informe Verbal**	(5 min.)
15. **Presidente del Consejo de Política/Anuncios**	Enrique Salazar		(3 min.)
16. **Cierre de Sesión**	Presidente		

Próxima reunión es el jueves, 29 de junio en 5005 Business Park North, Suite 130, Board Room
Cena ligera a las 5:00 p.m., reunión empezando a las 5:30 p.m.

Certificamos que este aviso de agenda fue publicado 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, 22 de mayo de 2017. Janelle González, Coordinadora del Programa de Gobernación.

Policy Council Attendance '16-'17

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

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

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

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

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

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

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

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

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

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

Policy Council Sub-Committee Attendance Sheet
2016-2017

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

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

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

Policy Council Sub-Committee Attendance Sheet

2016-2017

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

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	

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Head Start Policy Council

From: Janelle Gonzalez, Program Governance Coordinator

Date: May 1, 2017

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

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

Current:

SECTION 2. Functions and Responsibilities

The following definitions and responsibilities are cited from 45 CFR 1304.50 and Appendix A:

a. ***General Responsibility***. The group with legal and fiscal responsibility that guides and oversees the carrying out of the functions described through the individual or group given operating responsibility.
b. ***Operating Responsibility***. The individual or group that is directly responsible for carrying out or performing the functions consistent with the general guidance and direction of the individual or group holding general responsibility.
c. ***Must Approve or Disapprove***. The group that must be involved in the decision-making process prior to the point of seeking approval. If it does not approve, a proposal cannot be adopted, or the proposed action taken, until agreement is reached between the disagreeing groups.

Proposed:

SECTION 2. Functions and Responsibilities

The following definitions and responsibilities are cited from 45 CFR Chapter XIII 1301.2 and 1301.3:

a. ***General Responsibility***. The group with legal and fiscal responsibility that guides and oversees the carrying out of the functions described through the individual or group given operating responsibility.
b. ***Operating Responsibility***. The individual or group that is directly responsible for carrying out or performing the functions consistent with the general guidance and direction of the individual or group holding general responsibility.
c. ***Must Approve or Disapprove***. The group will be responsible for the direction of the Head Start program, Including program design and operation, long and short term planning goals and objectives based on the annual community assessment, needs assessment and self-assessment.

Current:

1. **Planning – must approve or disapprove:**
   a. 1304.50(d)(1)(iii) Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3.
   b. 1304.50(d)(1)(iv) The program's philosophy, and long and short-range program goals and objectives (*see 45 CFR 1304.51(a) and 45 CFR 1305.3 for additional requirements regarding program planning*).
   c. 1304.50(d)(1)(v) The selection of delegate agencies and their service areas (this regulation is binding on Policy Councils exclusively) (*see 45 CFR 1301.33 and 45 CFR 1305.3(a) for*

additional requirements about delegate agency and service area selection, respectively).

d. 1304.50(d)(1)(vii)Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.

e. 1304.50(d)(1)(i) All funding applications and amendments to funding applications for Early Head Start and Head Start, including administrative services, prior to the submission of such applications to the grantee (in the case of Policy Committees) or to HHS (in the case of Policy Councils).

f. 1304.50(f) Policy Council, Policy Committee, and Parent Committee reimbursement. Grantee and delegate agencies must enable low-income members to participate fully in their group responsibilities by providing if necessary, reimbursements for reasonable expenses incurred by the members.

g. 1305.40(d)(1)(viii) The annual self-assessment of the grantee or delegate agency's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review (*see 45 CFR 1304.51(i)(1) for additional requirements about the annual self-assessment*).

Proposed:

Omit section 1. Planning – must approve or disapprove

Current:

General Procedures – Must approve or disapprove:

a. 1304.50(d)(1)(vi) The composition of the Policy Council or the Policy Committee and the procedures by which policy group members are chosen.

b. 1304.50(d)(1)(ii) Procedures describing how the governing body and the appropriate policy group will implement shared decision-making.

c. 1304.50(h) Internal dispute resolution. Each grantee and delegate agency and Policy Council or Policy Committee jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.

Proposed:

General Procedures – Must approve or disapprove:

a. 1301.3 (b) The composition of the Policy Council or the Policy Committee and the procedures by which policy group members are chosen.

b. 1301.1 Procedures describing how the governing body and the appropriate policy group will implement shared decision-making.

c. 1301.6 Impasse Procedures. Each grantee and delegate agency and Policy Council or Policy Committee jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.

Current:

Human Resource Management – Must approve or disapprove:

a. 1304.50(d)(1)(ix) Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, and volunteers.

b. 1304.50(d)(1)(x) Decisions to hire or terminate the Early Head Start or Head Start Director of the grantee agency.

c. 1304.50(d)(1)(xi) Decisions to hire or terminate any person who works primarily for the Early Head Start or Head Start program of the grantee agency.

Proposed:

Human Resource Management – Must approve or disapprove:

a. 1301.3 (vi) Program personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(e)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.

Omit letters b. and c.

Current:

SECTION 5. Function of the Budget and Finance Committee

The Treasurer will chair the Finance Committee. The Budget and Finance Committee will perform the following functions:

- Work with key Governing Board, Head Start/Early Head Start and/or General Child Care management staff in developing/reviewing the following for recommendation to the Policy Council for approval/disapproval:
    1. 1304.50(d)(1)(i) All funding applications and amendments to funding applications for Early Head Start and Head Start, including administrative services, prior to the submission of such applications to the grantee (in the case of Policy Committees) or to HHS (in the case of Policy Councils).
    2. 1304.50(f) Policy Council, Policy Committee, and Parent Committee reimbursement. Grantee and delegate agencies must enable low-income members to participate fully in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the members.

Proposed:

SECTION 5. Function of the Budget and Finance Committee

The Treasurer will chair the Finance Committee. The Budget and Finance Committee will perform the following functions:

- Work with key Governing Board, Head Start/Early Head Start and/or General Child Care management staff in developing/reviewing the following for recommendation to the Policy Council for approval/disapproval:
    1. 1301.3 (c)(1) section 642 (D)(iii) as specified in the Head Start Act, as amended. Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
    2. 1301.3 (c)(e) A program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.

Current:

SECTION 7. Planning Committee

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

- Work with the Program, Design and Management Administrator, Administration Staff, Policy Council and Governing Board to ensure that members are aware of established agency time frames and procedures for program planning.
- The following Governance responsibilities are cited from the Head Start Program Performance Standards 1304.50 Appendix A: Governance and Management Responsibilities.
    1. 1304.50 (d) (1) (iii) Procedure for program planning in accordance with this Part and the requirements of 45 CFR 1305.3
    2. 1304.50 (d) (1)(iv) The program's philosophy and long and short range program goals and objectives.
    3. 1304.50 (d) (1) (vii) Criteria for defining recruitment, selection and enrollment priorities in accordance with the requirements of 45 CFR 1305.
    4. 1304.50 (d)(1)(viii) The annual self-assessment of the grantee or delegate agency's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.

Proposed:

SECTION 7. Planning Committee

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

- Work with the Program, Design and Management Administrator, Administration Staff, Policy Council and Governing Board to ensure that members are aware of established agency time frames and procedures for program planning.
- The following Governance responsibilities are cited from the Head Start Program Performance Standards 1301.3 Policy council and policy committee in reference to the Head Start Act, as amended 642(2)(D)(i)(ii)
    1. 642(i) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
    2. 642 (ii) Program recruitment, selection, and enrollment priorities.

Current:

SECTION 8. Bylaws Committee

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

1. 1304.50 (d)(1)(vi) The composition of the Policy Council or the Policy Committee and the procedures by which policy group members are chosen.

Proposed:

SECTION 8. Bylaws Committee

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

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

Recommendation:

Staff recommends the Policy Council approve the proposed changes to the Policy Council Bylaws to support the revised Head Start Performance Standards.



COMMUNITY ACTION PARTNERSHIP OF KERN
Head Start/State Child Development

POLICY COUNCIL
BYLAWS

By-Laws Committee Reviewed: December 8, 2016

Policy Council Approval: January 26, 2017

Governing Board Approval: January 25, 2017

ARTICLE I
NAME

The name of this organization will be the Community Action Partnership of Kern Head Start/Early Head Start Policy Council, hereafter known as the "Policy Council."

ARTICLE II
PURPOSE AND FUNCTIONS

SECTION 1. Purpose

The Policy Council is to serve as a go-between among public and private organizations, the grantee **(Community Action Partnership of Kern),** the communities served by Early Head Start/Head Start and the families in the Early Head Start/Head Start and/or General Child Care Programs when there is approved inclusion by the State Child Department Division.

SECTION 2. Functions and Responsibilities

The following definitions and responsibilities are cited from 45 CFR 1304.50 and Appendix A:

a. ***General Responsibility***. The group with legal and fiscal responsibility that guides and oversees the carrying out of the functions described through the individual or group given operating responsibility.
b. ***Operating Responsibility***. The individual or group that is directly responsible for carrying out or performing the functions consistent with the general guidance and direction of the individual or group holding general responsibility.
c. ***Must Approve or Disapprove***. The group that must be involved in the decision-making process prior to the point of seeking approval. If it does not approve, a proposal cannot be adopted, or the proposed action taken, until agreement is reached between the disagreeing groups.

1. **Planning – must approve or disapprove:**
   a. 1304.50(d)(1)(iii) Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3.
   b. 1304.50(d)(1)(iv) The program's philosophy, and long and short-range program goals and objectives (*see 45 CFR 1304.51(a) and 45 CFR 1305.3 for additional requirements regarding program planning*).
   c. 1304.50(d)(1)(v) The selection of delegate agencies and their service areas (this regulation is binding on Policy Councils exclusively) (*see 45 CFR 1301.33 and 45 CFR 1305.3(a) for additional requirements about delegate agency and service area selection, respectively*).
   d. 1304.50(d)(1)(vii)Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.
   e. 1304.50(d)(1)(i) All funding applications and amendments to funding applications for Early Head Start and Head Start, including administrative services, prior to the submission of such applications to the grantee (in the case of Policy Committees) or to HHS (in the case of Policy Councils).
   f. 1304.50(f) Policy Council, Policy Committee, and Parent Committee reimbursement. Grantee and delegate agencies must enable low-income members to participate fully in their group responsibilities by providing if necessary, reimbursements for reasonable expenses incurred by the members.
   g. 1305.40(d)(1)(viii) The annual self-assessment of the grantee or delegate agency's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review (*see 45 CFR 1304.51(i)(1) for additional requirements about the annual self-assessment*).

2. **General Procedures – Must approve or disapprove:**
   a. 1304.50(d)(1)(vi) The composition of the Policy Council or the Policy Committee and the procedures by which policy group members are chosen.
   b. 1304.50(d)(1)(ii) Procedures describing how the governing body and the appropriate policy group will implement shared decision-making.
   c. 1304.50(h) Internal dispute resolution. Each grantee and delegate agency and Policy Council or Policy Committee jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.

3. **Operating responsibility:**
   a. 1304.50(d)(2)(v) Establish and maintain procedures for hearing and working with the grantee or delegate agency to resolve community complaints about the program.

4. **Human Resource Management – Must approve or disapprove:**
   a. 1304.50(d)(1)(ix) Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, and volunteers.
   b. 1304.50(d)(1)(x) Decisions to hire or terminate the Early Head Start or Head Start Director of the grantee agency.
   c. 1304.50(d)(1)(xi) Decisions to hire or terminate any person who works primarily for the Early Head Start or Head Start program of the grantee agency.

ARTICLE III
MEMBERSHIP

SECTION 1. Membership

1. **Composition**
   a. The Policy Council will be made up of:
   Community Representatives – may be former Head Start parents or from the community. At least fifty-one percent (51%) of the Policy Council will be parents of Children currently enrolled in Early Head Start/Head Start (45 CFR 1304.50(b)(2)).
   b. A parent is defined as "a Head Start/Early Head Start child's mother or father, other family member who is the primary care giver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree" (45 CFR 1306.3(h)).

SECTION 2. Types of Membership

A parent must have a child currently enrolled in the Head Start/Early Head Start program to be a member of the Regional Parent Committee (RPC). The RPC was developed to provide parents in the Head Start/State Child Development Program an opportunity for additional decision-making responsibility in the governance program. The results of the RPC elections will provide the composition of the Head Start/State Child Development Program Policy Council. The Policy Council Membership shall consist of the following:

Reg. 1	Reg. 2	Reg. 3	Reg. 4	Home Base	EHS CC Partnership	EHS San Joaquin	Community Representative		CAPK Board Of Director
4 Parents	4 Parents	4 Parents	4 Parents	2 Parents	1 Parent	2 Parents	1 Past Parent	2 Comm. Rep.	1 BOD Member

a. The meetings will be held as needed to elect members to the Policy Council.
b. In the event that a member's child changes to another program option or region, during the program year, they will remain on Policy Council until the position is filled. Once the position is filled, the current member will be terminated and encouraged to seek election with new parent committee.
c. In the event the member's child ages out of the Head Start, EHS Partnership, and/or the San Joaquin program, the member will continue their membership until the end of the PC term.

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

Community Representatives must submit an application and be approved by the Policy Council before they can be seated. Community Representatives will provide a monthly oral report on current events and support to the Head Start Program.

If any Community Representative becomes a Head Start parent during a Policy Council year, their current membership will be terminated. When a vacancy occurs, they may seek election with their new parent committee.

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

SECTION 3. Seating and Training of Members
Parent representatives and community representatives are seated as official voting Policy Council members, at the first Policy Council meeting, following their completion of the Policy Council orientation and training.

a. An annual orientation and training for **ALL** Policy Council members shall be provided, within 30 days after elections or as-needed. Training must be attended by the following PC Meeting. If training is not attended the member will be removed and an opening will be available at the next RPC meeting. Only those parent representatives and Community Representatives who complete the training shall be seated.

SECTION 4. Vacancy
When a parent representative position is vacated, the affected Regional Parent Committee will elect a new representative.

SECTION 5. Resignation
A member must give the Program Governance Coordinator a written or verbal statement of resignation.

SECTION 6. Termination/Absence
Membership may be terminated as a result of three (3) consecutive absences between Policy Council and/or Subcommittee meetings throughout the year for any reason, *except absences for attending a Community Action Partnership of Kern function*, or EXTREME Weather conditions. Policy Council Member will assume responsibilities until Policy Council approval of termination.

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 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.
5. If an appeal is approved, the termination/absence record will recommence.

SECTION 7. Term of Membership
Head Start Policy Council representatives are limited to a combined total of three one-year terms. Parent representatives must stand for election annually. Once a Parent has served a total of three years and their child is no longer enrolled in the program they may seek re-election as a past parent community representative for an additional two years. Any member holding membership for four months or more on the Policy Council will be considered to have served one full year.

SECTION 8. Conduct and Conflict of Interest
Any member of the Policy Council who fails to act in the best interest of the Policy Council, or the Agency, may be removed by a two-thirds (2/3) vote of the membership in attendance, provided the member has been notified of the proposed action. Any persons so removed shall not be considered for participation on the Policy Council in subsequent years (*see Article X*).

No person who serves on Policy Council may be employed by CAPK nor may they have a financial conflict of interest with the agency. The responsibilities of the Council and its committees shall be independent of the staff. Individuals serving on the Policy Council may apply for employment with the Agency at any time. When a Policy Council member is being considered for pre-interview, and/or hiring approval, they will be excused from the Personnel Committee vote and Policy Council vote. Any Policy Council representative who accepts employment with CAPK, must resign from the Policy Council immediately.

No person shall be employed with Community Action Partnership of Kern while a member of his/her family, or a roommate serves on the Policy Council or any non-staff committee or delegate division of the agency. A member of the immediate family shall include any of the following; Spouse, parent, step-parents, children, step-children, sister, step-sister, brother, step-brother, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents, common-law spouse (as defined by the state of California).

ARTICLE IV
OFFICERS

SECTION 1. Officers of the Policy Council

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

SECTION 2. Functions

1. **Chairperson**

   The Chairperson shall preside at all meetings of the Policy Council.
   - **a.** Conduct all meetings of the Policy Council.
   - **b.** No later than ten (10) days prior to the meeting, assists in the development of the agenda with the Head Start/State Child Development Director and Program Governance Coordinator.
   - **c.** Refrain from entering into debates during the Policy Council meeting.
   - **d.** Call the meeting to order on time, follow the agenda and be able to clarify the business at hand at all times.
   - **e.** Will explain each motion as needed.
   - **f.** May vote to break ties.
   - **g.** Appoint members to standing committees and special committees as necessary.
   - **h.** Appoint members to temporarily assume duties of absent officers.
   - **i.** In the event of resignation or termination of any Policy Council officer, the Chairperson may appoint a Policy Council representative to fill the vacancy on an interim basis until the next regular Policy Council meeting (see Article IV, Section I).
2. **Vice-Chairperson**
   - **a.** The Vice-Chairperson will chair the Planning Committee.
   - **b.** The Vice-Chairperson shall act in the absence of the Chairperson or whenever the Chairperson temporarily vacates/steps down from the chair.
   - **c.** Perform other duties as may be assigned to him/her by the Chairperson.
   - **d.** Attends meetings to develop the agenda.
3. **Secretary**
   - **a.** The Secretary will chair the School Readiness Committee
   - **b.** Call roll and maintain a record of members' attendance.
   - **c.** Keep a record of all Policy Council minutes.
   - **d.** Perform other duties as may be assigned to him/her by the Chairperson.
   - **e.** In collaboration with the Staff Policy Council Recorder, assist with final documentation of minutes and motions, as needed.
   - **f.** Ensures that Policy Council members sign in when attending meetings.

4. **Treasurer**
   a. The Treasurer will chair 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.

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

SECTION 3. Training of Officers
Training will be provided by appropriate agency staff or consultants within one month of an officer's election. Training will include the functions, duties, responsibilities of the officers and may include how to make a motion, the Ralph M. Brown Act, and Robert's Rules of Order as Newly Revised, etc. Follow-up training will be provided as needed by agency staff/consultants.

ARTICLE V
PARENT REPRESENTATIVES TO THE CALIFORNIA HEAD START ASSOCIATION PARENT CONFERENCE AND NATIONAL HEAD START ASSOCIATION CONFERENCE

a. Elections will take place at the beginning of the New School Year to attend the California Head Start Parent Conference or National Head Start Parent Conference *for members who have not attended a previous training*, pending annual budget. Alternates will be selected.
b. *If a 2nd or 3rd year PC Member previously attended a conference and an opening is available, they may be considered to attend.*
c. Each member will be required to provide an oral report.

ARTICLE VI
POLICY COUNCIL and STANDING COMMITTEE MEETINGS

SECTION 1. Meetings
Regular Policy Council meetings will be held on a monthly basis and determined by the Policy Council. Standing Committee Meetings will be held based on committee vote.

a. All meetings may be conducted, but are not required, to follow Ralph M. Brown Act. Robert's Rules of Order, newly revised.
b. Notices of each regular meeting shall be sent to all Policy Council members at least five (5) working days in advance, with a copy of the agenda for the meeting and the Minutes from the previous Policy Council meeting.
c. **Special Call meetings** may be called by the Chairperson, a majority of seated Policy Council members, or the Head Start/State Child Development Director in order to conduct official Community Action Partnership of Kern Head Start/Early Head Start business.
d. Policy Council members must be notified at least twenty-four (24) hours prior to a special call meeting by staff, with an explanation of the reasons for calling the special meeting.
e. All Policy Council meetings are open to the public.
f. The Chairperson, Head Start/State Child Development Director and Governance Coordinator will meet to develop the agenda.

SECTION 2. Quorum

a. A quorum for the conducting of business will consist of fifty percent (50%) plus one (1) of the Policy Council members.

b. The Policy Council may not take action on any items unless a quorum is present.

ARTICLE VII
VOTING RIGHTS

SECTION 1. Vote

a. The Policy Council will vote by a show of hands or stating "I".

b. A Policy Council member may vote only if present at a meeting during which a vote is taken, and may not vote by proxy or absentee ballot.

c. A Policy Council member who is out of the room or leaves the room during the time an action item is being discussed may not return to the room and vote.

d. The Chairperson may vote only to break a tie.

e. The Executive Committee may act and vote on behalf of the Community Action Partnership of Kern Policy Council between official Policy Council Meetings, if a quorum of Policy Council members cannot be met. Every effort will be made via mail and phone to remind Policy Council members of meetings.

f. Policy Council Members whose physical locations are more than 2 hours (Stockton) from the meeting location may use "Go To Webinar" or "Conference Call" or by other means as necessary.

g. Members joining the Policy Council meeting via GoToMeeting will vote using a color card system. When voting an "all in favor", members will use the green color card and hold the card closest to the camera's view for the PC Secretary to get an accurate count of votes. The remaining color cards for members to communicate via GoToMeeting are as follows: Opposed- Red, Abstain- Blue, Motion- Yellow, Question- White.

ARTICLE VIII
STANDING COMMITTEES

SECTION 1. Standing Committees

a. Each Policy Council member must participate on one committee. Each Policy Council member will sit on a maximum of two (2) committees, and a minimum of one (1) committee, during the course of the Policy Council year. Committees shall develop written recommendations and will be reflected in committee meeting minutes and placed on the next PC Agenda. Minutes shall be available upon request with the exception of meetings involving discussions of the agency employees or potential employees, which are deemed confidential.

- Head Start Representative for CAPK's Board of Director's- one (1) member
- Budget and Finance-Seven (7) members
- Planning –Seven (7) members
- Bylaws –Seven (7) members
- School Readiness –five (5) members

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

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

SECTION 2. Quorum

a. A quorum of a standing committee shall consist of fifty percent (50%) plus one (1) of the membership of the committee.

b. A standing committee may not conduct business unless a quorum is present.

SECTION 3. Voting

a. A committee member may vote only when present at a meeting during which a vote is taken, and may not vote by proxy or absentee ballot.

b. A majority vote is required to approve an issue/recommendation.

c. A committee chairperson may vote only to break a tie.

SECTION 4. Function of the Board of Directors Representative

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

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

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

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

SECTION 5. Function of the Budget and Finance Committee

The Treasurer will chair the Finance Committee. The Budget and Finance Committee will perform the following functions:

- Work with key Governing Board, Head Start/Early Head Start and/or General Child Care management staff in developing/reviewing the following for recommendation to the Policy Council for approval/disapproval:
    1. 1304.50(d)(1)(i) All funding applications and amendments to funding applications for Early Head Start and Head Start, including administrative services, prior to the submission of such applications to the grantee (in the case of Policy Committees) or to HHS (in the case of Policy Councils).
    2. 1304.50(f) Policy Council, Policy Committee, and Parent Committee reimbursement. Grantee and delegate agencies must enable low-income members to participate fully in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the members.

SECTION 6. Function of the School Readiness Committee

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

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

- **i.** Each Committee member will review current curriculum studies within the classroom.
- **ii.** Each committee member will be given opportunity to provide feedback based on current curriculum practice and compare to current School Readiness goals.
- **iii.** Each committee member will be given the opportunity to review and make recommendations to current School Readiness goals as needed or on an annual basis.
- **iv.** Staff Sponsor will provide current Head start job openings for the Coach Mentor position and discuss criteria required for the job opening. To include,

current pay rate based on experience and education held by potential applicant and/or interested candidate.

SECTION 7. Planning Committee

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

- Work with the Program, Design and Management Administrator, Administration Staff, Policy Council and Governing Board to ensure that members are aware of established agency time frames and procedures for program planning.
- The following Governance responsibilities are cited from the Head Start Program Performance Standards 1304.50 Appendix A: Governance and Management Responsibilities.
    1. 1304.50 (d) (1) (iii) Procedure for program planning in accordance with this Part and the requirements of 45 CFR 1305.3
    2. 1304.50 (d) (1)(iv) The program's philosophy and long and short range program goals and objectives.
    3. 1304.50 (d) (1) (vii) Criteria for defining recruitment, selection and enrollment priorities in accordance with the requirements of 45 CFR 1305.
    4. 1304.50 (d)(1)(viii) The annual self assessment of the grantee or delegate agency's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.

SECTION 8. Bylaws Committee

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

1. 1304.50 (d)(1)(vi) The composition of the Policy Council or the Policy Committee and the procedures by which policy group members are chosen.

SECTION 9. Ad Hoc Committees

Ad hoc committees will be formed for a specific case, situation or purpose when deemed necessary. Representatives may volunteer or will be appointed by the Chairperson.

SECTION 10. Responsibility for Assigned Functions

a. Standing committees are assigned specific functions necessary for the operation of a Head Start/Early Head Start program.
b. In the event a standing committee is unable to carry out its assigned functions in a timely manner (i.e., inability to maintain membership, inability to obtain meeting quorum, etc.), the Policy Council will be responsible for all functions described in Article II, Section 2.

ARTICLE IX
REIMBURSEMENT OF EXPENSES

Policy Council members, and Community Representatives, shall be entitled to reimbursement for child care/transportation expenses, according to the agency's Program Governance Reimbursement Policy.

ARTICLE X
DISCIPLINARY ACTION

SECTION 1. Definition

Disciplinary action is designed to correct and/or abate any inappropriate actions made by Policy Council members. Disciplinary action may result from a concern, problem, complaint or grievance brought against any Policy Council member. Disciplinary action is applicable to all Policy Council

members.

SECTION 2. Inappropriate Actions
Inappropriate actions shall include:

- **a.** Violation(s) of the Policy Council Bylaws
- **b.** Violation of Center and Policy Council Chain of Command regarding concerns, problems or complaints
- **c.** Personal misconduct when representing the Policy Council or Community Action Partnership of Kern.
- **d.** Falsification of or making material omissions on forms, records, or reports.
- **e.** Actual or threatened physical violence toward another employee, client, children or parents.
- **f.** Possessing or bringing firearms, weapons, illegal drugs or chemicals onto Agency property, including vehicles.
- **g.** Using, possessing, or being under the influence of alcohol or controlled substances, as defined by law, while conducting Policy Council business or on Agency property.
- **h.** Theft, unauthorized use, and possession or removal of Head Start or Agency funds, property, records, or other materials or items belonging to another employee or client.
- **i.** Destroying or damaging Head Start, employee, or client property or records.
- **j.** Violating safety rules or practices or engaging in conduct that creates a safety or health hazard.
- **k.** Unauthorized disclosure of confidential information about the Agency or any of its clients to the news media or the general public. Any disclosure of confidential client information to anyone, including other employees (refer to "Oath of Confidentiality").
- **l.** Smoking in Agency buildings and vehicles.
- **m.** Engaging in unlawful activity.
- **n.** Directly or indirectly engaging in outside business or financial interests or activities which conflict in any way with the interest of the Agency.
- **o.** Sexual harassment or other unlawful harassment of an employee, Policy Council or governing board member, parent, or community representative.
- **p.** Inciting conflict or hostilities.
- **q.** Bringing false accusations to the Policy Council or any of its committees.
- **r.** Slanderous or libelous remarks against members of the Policy Council, Board of Directors, Parents or Agency staff or clients.
- **s.** Failure to respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, sexual preference, or disability.

SECTION 3. Disciplinary Action Process
Disciplinary actions may be initiated by submitting a written statement to the Head Start/State Child Development Director, Program Governance Coordinator and the Policy Council Chairperson. The written statement shall identify the inappropriate actions (see Article XI, Section 2). Written statements must be submitted within 10 working days following the occurrence. An acknowledgment of receipt shall be made within five (5) working days by the Head Start/State Child Development Director. The Chairperson may make recommendations for resolution and may consult with the Head Start/State Child Development Director.

SECTION 4. Recommendations
The Policy Council member in question shall receive a copy of the written allegations concerning his/her actions and shall be given an opportunity to discuss the statement with the Chairperson and Head Start/State Child Development Director prior to any action being taken. The Chairperson will respond to the Policy Council in one or more of the following ways:

- **a.** Recommend that the involved parties discuss the issues and work toward a resolution.
- **b.** Provide a written recommendation to the involved parties outlining corrective action to be taken.

c. Recommend termination by the Policy Council.
d. Dismiss the allegation as unfounded or not within the responsibility of the Policy Council.

The Policy Council's final vote will remain in effect for subsequent years. If a Policy Council member resigns to avoid removal, the member will not be eligible to participate in subsequent years.

ARTICLE XI
CONCERNS, PROBLEMS AND COMPLAINTS

SECTION 1. Definition

a. ***Concerns.*** Concerns shall be defined as any issue about which there is an interest, an uncertainty, or an apprehension relevant to the Community Action Partnership of Kern's Head Start/Early Head Start Program *(see Section 3)*.
b. ***Problems***. Problems shall be defined as any issue about which there is a question raised for inquiry, consideration or solution relevant to the Community Action Partnership of Kern's Head Start/Early Head Start Program (*see Section 3)*.
c. ***Complaints.*** Complaints shall be defined as a formal written allegation against a person or organization relevant to the Community Action Partnership of Kern's Head Start/Early Head Start Program.

SECTION 2. Who May Bring Concerns, Problems, and Complaints to the Policy Council?

Any member of the general community and Policy Council members may bring concerns, problems and complaints to the Policy Council through appropriate channels. Complaints shall follow an established protocol for communication. Concerns are to be reviewed, investigated as necessary, and recommendations presented to the Policy Council by the Head Start/State Child Development Director.

SECTION 3. Concerns and Complaints

a. Appropriate Channels for General Community:
   1. Submit in writing to the Policy Council Chairperson and/or attend a Policy Council meeting. If a person from the community would like to speak to the Policy Council, they will have five (5) minutes to inform the Policy Council. A person from the community must submit in writing, within ten (10) working days, the concern or complaint they are having with the Partnership.
   2. The Policy Council Executive Committee will respond within ten (10) working days to the concern or complaint.
   3. If the Policy Council Executive Committee cannot resolve the concern or complaint, it will be sent to Administration for resolution. **Board of Directors will make a final decision on an as needed basis.**
b. Appropriate Channels for Policy Council Representatives.
   1. Submit in writing or talk to the Program Governance Coordinator. If you need help submitting the concern or problem in writing, assistance can be obtained from the Governance Coordinator
   2. Program Governance Coordinator, and/ or Head Start/State Child Development Director will contact the Policy Council Representative within ten (10) working day

ARTICLE XII
IMPASSE

SECTION 1. Procedure for Resolution of Impasse between the Governing Body and Policy Council

The Policy Council and Community Action Partnership of Kern Board of Directors shall follow the arbitration process outlined in the Community Action Partnership of Kern Employee Policy Manual for the purpose of resolving an impasse.

ARTICLE XIII
PARLIAMENTARY AUTHORITY

The Policy Council may, but not required to follow the Ralph M. Brown Act and Roberts Rules of Order as newly revised, unless these Bylaws specifically provide for a particular action or procedure to be followed.

Responsibility
The Director will be responsible for implementing this policy and tutoring all staff who need the knowledge and skills necessary to assist in implementation.

ARTICLE XIV
AMENDEMENT TO THE BYLAWS

These Bylaws may be amended by sending a copy of the proposed amendments to each Policy Council member at least five (5) working days before the meeting. The Policy Council will conduct a first reading of the proposed amendment. The Policy Council may debate/discuss and revise any amendment. A vote for adoption of the amendments must be approved by fifty percent (50%), plus one, of the members present at the Policy Council meeting.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** April 2017
Program/Work Unit: Head Start/Early Head Start	**Program Manager/Supervisor:** Jerry Meade/ Donna Holland
Services: Head Start and Early Head Start 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	April 2017	2,041	2,046
Early Head Start Kern	April 2017	328	328
Early Head Start Partnership	April 2017	56	56
Early Head Start San Joaquin	April 2017	345	254
TOTAL Funded Enrollment		**2770**	**2,684**
Children with Disabilities		**Goal**	**Actual**
Head Start Kern	Identified as having an IEP	10%	11%
Early Head Start Kern	Identified as having an IFSP	10%	11%
Early Head Start Partnership	Identified as having an IFSP	10%	0%
Early Head Start San Joaquin	Identified as having an IFSP	10%	7%
Over Income		**Goal**	**Actual**
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	4%
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%	9%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Average Daily Attendance (Program Wide >85%)		95%	

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	April 2016	April 2017
68,794	11,564	80,358	57,712	22,646	87%	82%

Other: We had 3 Centers with 100% attendance for April: California Street, Sterling, and Walnut Child Development Centers.

Total Division Staffing: Currently employed in Head Start: 579
Vacant Positions: 25
Currently out on Leave: 90

Program Updates: SJC has all of their centers licensed and open serving children. Once fully staffed, we will reach our enrollment goals.

Community Action Partnership of Kern
Head Start/ Early Head Start Child Development
Policy Council Planning Committee
Meeting Minutes
May 2, 2017

1. **Welcome**
   In PC Chairperson Lorena Fernandez's absence as she attended a conference, Anastasia Lester welcomed committee members to the meeting.

2. **Call to Order**
   a. Meeting was called to order at 5:30 p.m. by PC Planning Member Anastasia Lester.

3. **Roll Call and establish Quorum (half plus one)**
   a. Quorum was established.
   b. **PC Members present:** Anastasia Lester, Lindsay Harrison, Enrique Salazar, Lizeth Calvo, Christine Hernandez
   c. **PC Members not present:** Lorena Fernandez, Ana Luna

4. **Approval of Agenda**
   Motion made by Enrique Salazar, Jr. to approve the agenda as presented; seconded by Lindsay Harrison. Motion carried unanimously.

5. **Approval of Minutes**
   Motion made by Enrique Salazar, Jr. to approved the minutes dated April 4, 2017; seconded by Lizeth Calvo. Motion carried unanimously.

6. **Introduction of Guests**
   Shyanne Nelson, daughter of Anastasia Lester; Yoshigie Perez, daughter of Lizeth Calvo. Jerry Meade, Program Design & Management (PDM) Administrator; Lisa Price, PDM Administrative Assistant

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

8. **Presentation / Discussion Items**
   a. Before reviewing reports with the group Jerry shared that although he stated he would bring the Recruitment & Selection Plan with updates to this month's meeting he was not able to do so. He further shared that the document is still in the revision process which is quite lengthy. He did state as soon as it is completed he will bring the revised document to the PC Planning Committee. Jerry shared the Enrollment Report for April with the group. Full enrollment was met for Head Start and Early Head Start Kern programs as well as for the EHS Partnership. Although Early Head Start San Joaquin did not meet full enrollment, Jerry shared good news stating that all SJC centers have obtained licensing and will open in May. We will be enrolling children to from the SJC waitlist. With that said it is expected that we will meet full enrollment in May for our San Joaquin County Program. Jerry shared that Policy Council as well as the Board of Directors have approved our request for a reduction

in slots (313) however we have not yet received approval from the Office of Head Start. The challenge we are currently experiencing with our SJC Program stems from staffing. All positions identified have been offered, however we are now awaiting results of background checks needed prior to employment. The enrollment requirement for children with disabilities was met for Kern Head Start and Kern Early Head Start. It has not been met for the EHS Partnership as there are not any children enrolled in this program who have been identified as having an IFSP. San Joaquin County has an enrollment at 7% of children with disabilities. Additionally, we under our 10% allotted of families who are over income in all our programs as is the mandate. The greatest percentage is in the EHS Partnership with 9%.

b. The Average Daily Attendance (ADA) for April was 95% program wide which is lower than normal. California Street (San Joaquin), Walnut (San Joaquin) and Sterling Head Start all achieved 100% attendance during this reporting time.

c. CACFP meal information for April was not available for review. This information is not due to our Finance Department until the 10th of each month; therefore, at the time of this meeting it is still a work in progress. However, Jerry did share that meals provided will be lower than normal because as reported April ADA was low and our meals provided correlate with the number of children in attendance. It was also reported there are currently 87 HS/ESH employees on leave (which includes intermittent FMLA) and 25 vacant positions with 579 employed in Head Start during this reporting time.

d. Jerry shared the changes to the Program Options for 2017-2018. The most significant change is that of additional CSPP classrooms; state classrooms with no need. He explained to the committee how classrooms are blended. He further shared that data identified full day full year classrooms that have historically struggled with enrollment. From that information, there were 5 classrooms that were felt could benefit from the 10-month Head Start, State blended option. It was also shared that the Union is on board as a meet and confer has already taken place and based on staff needs they have agreed to the contract. This blended option for these 5 classrooms will allow us to fully earn our CSPP dollars and begin July 1, 2017.

9. Communications
None

10. Announcements
None

11. Adjournment
Meeting was adjourned at 6:19 p.m.

Lisa Price/PDM Administrative Assistant
Completed 05/04/17

Asociación de Acción Comunitaria de Kern
Desarrollo Infantil Estatal / Head Start
Consejo de Política Comité de Planificación
Acta de la Reunión
2 de mayo del 2017

1. **Bienvenida**
   En la ausencia de la Presidenta Lorena Fernandez, como asistió una conferencia, Anastasia Lester les dio la bienvenida a la reunión a los miembros del comité.

2. **Llamo a la orden**
   a. La reunión fue llamada al orden a las 5:30 pm por el miembro del comité de Planificación, Anastasia Lester.

3. **Pasar la Lista/Establecer Quórum (La mitad más uno)**
   a. Quórum fue establecido.
   b. **Miembros del Comité Presentes**: Anastasia Lester, Lindsay Harrison, Enrique Salazar, Lizeth Calvo, Christine Hernandez
   c. **Miembros del Comité que no están Presentes**: Lorena Fernandez, Ana Luna

4. **Aprobación de la Agenda**
   Moción fue hecho por Enrique Salazar Jr. para aprobar la agenda como presentada; segunda moción fue hecha por Lindsay Harrison. Moción fue aprobada por unanimidad.

5. **Aprobación de la Acta**
   Moción fue hecha por Enrique Salazar Jr. para aprobar el acta con fecha del 4 de abril de 2017; segunda moción fue hecha por Lizeth Calvo. Moción fue aprobada por unanimidad.

6. **Presentación de Invitados**
   Shyanne Nelson, hija de Anastasia Lester; Yoshigie Perez, hija de Lizeth Calvo. Jerry Meade, Administrador del Programa de Diseño y Manejo; Lisa Price, Asistente Administrativa

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

8. **Presentación/ Temas de Discusión:**
   a. Antes de revisar los informes con el grupo Jerry compartió que aunque dijo que traería el plan de reclutamiento y selección con actualizaciones a la reunión de este mes, no puedo hacerlo. Además, compartió que el documento aún se encuentra en el proceso de revisión, que es bastante largo. Él dijo que cuando esté completo él traerá el documento revisado al comité de Planificación del PC. Jerry compartió el informe de inscripción para el mes de abril con el grupo. La matrícula completa se cumplió para los programas Head Start y Early Head Start Kern, así como para la Asociación de EHS. Aunque Early Head Start San Joaquin no cumplió con la inscripción completa, Jerry compartió buenas noticias diciendo que todos los centros de SJC han obtenido

licencias y se abrirán en mayo. Vamos a matricular a los niños de la lista de espera de SJC. Con eso dicho, se espera que cumplamos con la inscripción completa en mayo para nuestro Programa del Condado de San Joaquín. Jerry compartió que el Consejo de Política así como el Consejo Directivo han aprobado nuestra solicitud para reducción (313) espacios sin embargo aún no hemos recibido la aprobación de la Oficina de Head Start. El reto que estamos experimentando actualmente con nuestro Programa SJC se deriva de la dotación del personal. Todas las posiciones identificadas se han ofrecido, sin embargo, ahora estamos esperando los resultados de las verificaciones de antecedentes necesarios antes del empleo. El requisito de la inscripción para niños con discapacidades fue cumplido para Kern Head Start y Kern Early Head Start. No se ha cumplido con la Asociación de EHS, ya que no hay niños matriculados en este programa que hayan sido identificados como teniendo un IFSP. El Condado de San Joaquín tiene una inscripción en el 7% de los niños con discapacidades. Además, estamos bajo nuestro 10% asignado de familias que están sobre el ingreso en todos nuestros programas como es el mandato. El mayor porcentaje se encuentra en la Asociación de EHS con un 9%.

b. La Asistencia de Promedio Diaria (ADA) de abril fue del 95% del programa de ancho que es inferior a lo normal. California Street (San Joaquín), Walnut (San Joaquin) y Sterling Head Start lograron el 100% de asistencia durante este período de informes.
c. La información de las comidas de CACFP para abril no estaba disponible para su revisión. Esta información no se debe a nuestro Departamento de Finanzas hasta el día 10 de cada mes; Por lo tanto, en el momento de esta reunión es todavía un trabajo en curso. Sin embargo, Jerry compartió que las comidas proporcionadas serán más bajas de lo normal porque como se informó la asistencia de abril fue baja y nuestras comidas proporcionadas correlacionan con el número de niños en asistencia. También se informó que actualmente hay 87 empleados de HS / EHS en licencia (que incluye FMLA intermitente) y 25 vacantes con 579 empleados en Head Start durante este tiempo del informe.
d. Jerry compartió los cambios a las Opciones del Programa para 2017-2018. El cambio más significativo es el de las clases adicionales de CSPP; Los salones de clase de estado sin necesidad. Explicó al comité cómo se mezclan los salones de clase. Además, compartió que los datos identificaron los salones de clases de día completo año completo históricamente han tenido dificultades con la inscripción. A partir de esa información, hubo 5 salones de clase que se sintieron podrían beneficiarse de la opción de 10 meses de una mezcla estatal / Head Start. También se compartió que la Unión está en acuerdo ya tuvieron una conferencia sobre la base de las necesidades de personal que han acordado con el contrato. Esta opción combinada para estos 5 salones de clases nos permitirá ganar completamente nuestros dólares CSPP y comenzar el 1 de julio de 2017.

9. **Comunicaciones:**
   a. Ninguno

10. **Anuncios**
    a. Ninguno

11. **Cierre de sesión**
    Reunión fue cerrada a las 6:19 p.m.

Policy Council Finance Committee
Meeting Minutes
April 13, 2017

Call to Order
Meeting was called to order at 5:31 by Gabriella McCutcheon.
Roll Call - Christina Bates, Shevada Williams, and Enrique Salazar were present. Quorum was established.

Introduction of Guests/Public Forum
Staff present – Donna Holland, Fiscal Administrator

Training/Presentations
Fiscal Update - Ms. Holland informed the members that the primary focus for fiscal has been the end of CAPK's fiscal year, as well as the end of the budget periods for Head Start and Early Head Start Kern, and EHS San Joaquin.

Communications

Budget Reports
Kern Head Start & Early Head Start Budget vs. Actual Expenditures
- March 1, 2016 through February 28, 2017 – Interim Year-End
- March 1, 2017 through March 31, 2017

San Joaquin Early Head Start Budget vs. Actual Expenditures
- February 1, 2016 through January 31, 2017 – Final Year-End
- February 1, 2017 through March 31, 2017

Early Head Start Child Care Partnerships Budget vs. Actual Expenditures
- September 1, 2016 through August 31, 2017

Parent Fund Reports through March 31, 2017
- Parent Local Travel & Child Care
- Parent Activity Funds
- Parent Meals prepared by Central Kitchen

Unfinished Business
None

New Business
None

Committee Member Questions and Announcements
None

Adjournment
The meeting was adjourned at 6:30 p.m.

The next scheduled meeting of the Policy Council Finance Committee
Thursday, May 18, 2017
5:30 p.m. 5005 Business Park North Bakersfield, CA Fiscal Suite

Comité de Finanzas del Consejo de Política
Acta de la Reunión
13 de abril, 2017

Llamando a la Orden

La reunión se llamó a la orden a las 5:31 pm por Gabriella McCutcheon.
Pasar Lista- Christina Bates, Shevada Williams, and Enrique Salazar estuvieron presentes.
Quorum fue establecido.

Presentación de Invitados/Foro Público:

Personal Presente- Donna Holland, Administradora Fiscal

Entrenamiento/Presentaciones

Actualización Fiscal - La Sra. Holland informó a los miembros que el enfoque principal para el departamento fiscal ha sido el fin del año fiscal de CAPK, así como el final de los períodos presupuestarios para Head Start y Early Head Start Kern y EHS San Joaquin

Comunicaciones

Ninguno

Informes del Presupuesto

Presupuesto de Kern Head Start y Early Head Start vs. Gastos Actuales

a. 1 de marzo de 2016 hasta 28 de febrero de 2017– Termino del año provisional
b. 1 de marzo de 2017 hasta 31 de marzo de 2017

Presupuesto de San Joaquin Early Head Start vs. Gastos Actuales

c. 1 de febrero de 2016 hasta el 31 de enero de 2017– Termino del año provisional
d. 1 de febrero de 2017 hasta el 31 de marzo de 2017

Presupuesto de Asociación de Cuidado Infantil Early Head Start vs. Gastos Actuales

- 1 de septiembre de 2016 hasta el 31 de agosto de 2017

Informes de los Fondos de Padres hasta el 31 de marzo de 2017

- Viaje Local de Padres y Cuidado Infantil
- Fondos de Actividad de Padres

Comidas de Padres preparados por la Concina Central

Asuntos Pendientes

Ninguno

Asuntos Nuevos

Ninguno

Preguntas de los Miembros del Comité y Anuncios

Ninguno

Cierre de Sesión

La reunión se terminó a las 6:30 p.m.

La próxima reunión de la reunión del comité de finanzas se tomará a acabo jueves, 18 de mayo a las 5:30 p.m. Edificio Fiscal

The Kern County Department of
Child Support Services presents:

8th Annual

Ready-Set Back 2 School

Health & Wellness Fair

Prepárese para el regreso al la escuela
Feria de salud y bienestar

August 3, 2017 • 9 a.m. - 12 p.m.

Kern County Fairgrounds • 1142 S. P street
terrenos de la feria del condado de Kern
Bakersfield, CA 93307

No Income Requirement

Connecting Families and Children with
Child Support and Community Resources
Conectando familias y los niños a recursos de
la comunidad, porque los niños vienen primero

No se requiere verificación de ingresos

Free Community Event

Evento Gratis

Back 2 School Supplies • Children's Immunizations
Free Children's Haircuts • Nutrition Information • Health Information
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Materiales para escuela, regalos, información sobre:
nutrición, inmunizaciones, reviso de salud, seguridad, asuntos legales y mucho mas

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while supplies last
Mochila y materiales para escuela gratis
Mientras duren las monchilas

Fun Activities for Kids!

Actividades divertidas para niños

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1300 18th Street
Bakersfield, Ca 93301

RIDGECREST OFFICE
400 N. China Lake Blvd.
Ridgecrest, Ca 93555

Kids Come First

Find us on Facebook

Call us Toll Free at 1-866-901-3212

For more information please call Tracy Salerno @ 661-868-2912 or tsalerno@co.kern.ca.us
Para mas información comuniquese con Veronica Muñoz 661-868-8538 o vmunoz@co.kern.ca.us

Kern County Bar Association Charitable Foundation

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The KERN COUNTY FAIR
www.KernCountyFair.com

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Visión y Compromisc

CHAMPIONS for CHANGE

Health and Nutrition Fair!

7:30 AM - 11:30 AM
Sunday, July 23, 2017

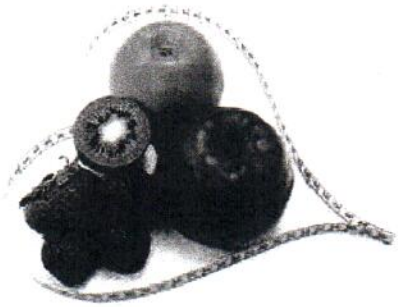
Our Lady of Guadalupe Shrine

4600 E. Brundage Ln.
Bakersfield, CA 93307

For additional information please contact:

Nancy Navarro (661) 319-3271
nnavarro@visionycompromiso.org





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CDPH PublicHealth

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Visión y Compromiso

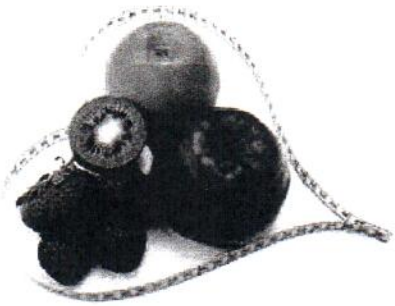
¡Feria de Salud y Nutrición!

CAMPEONES del CAMBIO

7:30 AM - 11:30 AM
Domingo, Julio 23, 2017

Santuario Nuestra Señora de Guadalupe

4600 E. Brundage Ln.
Bakersfield, CA 93307



Para más información favor de contactar a:

Nancy Navarro (661) 319-3271
nnavarro@visionycompromiso.org



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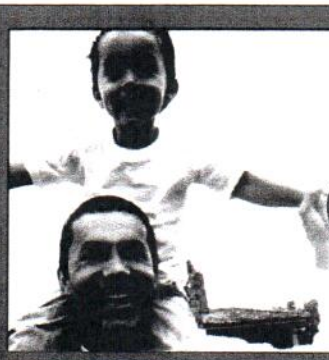

Kern County Department of

CHILD SUPPORT SERVICES



We are bringing our office to you

Shafter Healthy Start Family Resource Center
300 N. Valley St, Shafter, CA 93263
June 19, July 17, and August 21, 2017
10:00 a.m. - 4:00 p.m.

Child support professionals will be in your neighborhood to assist with your child support needs.

Let us help you with:

- Opening a child support case
- Enforcing child support
- Establishing paternity (legal fatherhood)
- Changing monthly child support amounts



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1300 18th Street
Bakersfield CA 93301

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93555

Toll Free: 866-901-3212

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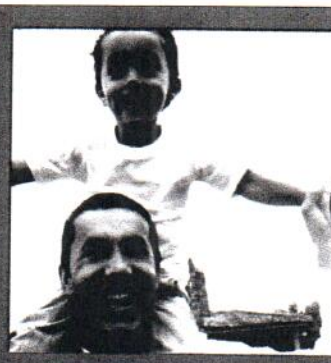

Kern County Department of

CHILD SUPPORT SERVICES



Estamos trayendo nuestra oficina a usted

Shafter Healthy Start Family Resource Center
300 N. Valley St, Shafter, CA 93263
19 de junio, 17 de julio, y 21 de agosto de 2017
10:00 a.m. - 4:00 p.m.

Profesionales de la oficina de manutención de niños estarán en su vecindario para ayudarle con sus necesidades de manutención de niños

Permítanos ayudarle con

- Apertura de un caso de manutención
- Cumplimiento con un orden de manutención
- Establecimiento de paternidad (el padre legal)
- Cambiando la cantidad del pago mensual de manutención de niños



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AGES & STAGES

Cognitive and Verbal Skills Needed for Toilet Training



If you know how to drive a car with a manual transmission, you probably remember how hard it was to master this skill. First, you had to locate the stick shift, the clutch pedal, and the gears. Next, you had to get a feel for when it was time to shift gears, and learn how to do so smoothly while easing the clutch pedal down and up again.

During the toilet-training process, your child must learn to coordinate an equally complex combination of physical and cognitive tasks. She must familiarize herself with the necessary "equipment" (her body and its functions), associate physical sensations with the proper responses, picture what she wants to do (use the potty), create a plan to get there, begin using it, and remain in place long enough to finish, which requires both memory and concentration. Throughout this learning process, she must be able to understand your explanations, commands, and responses to some extent, and express her own feelings about toilet use.

Body Awareness

Clearly, all of this learning takes time. The first steps in this process involve bodily sensation—the ability to associate an inner feeling of fullness with the bowel movement or urination that results—and usually take place at around twelve to eighteen months. Your efforts to reinforce this awareness by remarking on the poop or pee to come are among the first productive actions you can take to start your child thinking about potty use.

As time passes, your child may demonstrate discomfort over a dirty diaper, try to remove her diaper or resist being diapered, and otherwise show that her awareness of her physical state is expanding. She may start to enjoy (and even insist on) spending a substantial amount of time without clothes on, and by age two will have become quite interested in all of her body parts, especially the "private" ones used to eliminate. This is the age when boys commonly begin to talk about their penis, or comment on Dad's, while girls start to explore and ask questions about the vagina and its uses. Such interest in the body indicates a new openness to your explanations of how the body works and a desire to "name the equipment." Acquiring simple words to describe her body and its workings helps your child think more fully about the process of elimination. It also sets the stage for learning through experience. Just letting her sit on

the potty until she happens to have a bowel movement—and then hearing you say how pleased you are by what she did—is likely to help your child connect the need to poop with potty use more effectively than any long-winded explanation.

Making Plans and Carrying Them Out

Understanding the link between needing to eliminate and doing so is an important first step in toilet training readiness. Still, more development is necessary before your child can begin picturing the potty when she needs to go, plan how she will get to the bathroom and urinate into the potty, and remember her plan long enough to carry it out. These next steps in the developmental process require the capacity for picturing actions *(symbolic thought)*, planning *(problem solving)*, and memory—abilities that begin to surface at age one but become much better established by age two or even later.

One of the first signs that your child is able to think of an object when it isn't there, for example, is at around twelve months, when she begins to wail every time you leave the room. For the first time, she can picture you and know that you continue to exist even though she can't get to you, and it is the frustration caused by this understanding that makes her cry. In the coming months, her brain will develop to the point where she realizes she can crawl or toddle to the next room to find you—and walk to the bathroom to find her potty.

By age two, she may routinely picture her potty when she needs to use the bathroom. She may even know how to find the potty when she wants to. She may still need your support, however, in making the associations required to *decide* to go to the potty when she feels the urge and accomplishing her mission before other thoughts or events distract her.

By age two and a half or three, your child's evolving interest in problem solving will support her ability to accomplish this series of actions on her own. Solving problems requires picturing a solution and planning a way to achieve it, and seeing these skills develop is perhaps one of the most pleasurable ways of noting that your child is approaching toilet-training readiness. As your child moves from her second to her third birthday, you will be able to observe her solving problems over and over, all day long—from how to get her toy shovel back from another child in the sandbox to how to get you to give her an extra piece of candy after dinner. The sight of your child's pensive face, pondering how she will obtain the current object of her desire, is a sure sign that she is also cognitively mature enough to figure out how to solve the problem of staying dry without diapers (go to the bathroom and sit on the potty—now!).

More-Complex Thinking

A number of other cognitive developments greatly facilitate your child's ability to use the potty successfully beginning at around age two and a half or three. Her memory will have improved a great deal, enabling her not only to remember where she is headed when she starts toward the bathroom but to recall previous toilet-training experiences and benefit from them. Her imagination has expanded, allowing her to explore potty use through imaginary play with stuffed animals, dolls, and puppets. (An expanded imagination may also create new problems in toilet training, leading to such anxieties as the fear of a flushing toilet or the fear of being flushed away.)

By age three she will have grown somewhat better at interrupting her focus on another task to go to the bathroom and resist distraction on the way. Chances are she will have achieved the verbal sophistication necessary, too, to communicate any problems or confusion she is experiencing, to express any fears that may have developed, and to ask for adults' help and guidance when she needs it.

These essential cognitive and verbal developments, just as important to toilet training success as physiological growth, are the reason why most parents find that waiting until age two and a half or three to begin training usually makes the process much easier. Particularly if you have begun laying the groundwork at an earlier age, waiting for your child's natural development to fall into place can be a wise decision.

Last Updated
3/17/2016

Source
Guide to Toilet Training (Copyright © 2003 American Academy of Pediatrics)

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EDADES Y ETAPAS

Destrezas verbales y cognitivas necesarias para enseñarle a su hijo a ir al baño



Si sabe conducir un auto de transmisión manual, seguramente recuerda lo difícil que fue dominar esa destreza. Primero, tenía que ubicar la palanca de velocidades, el pedal del embrague y las velocidades. Luego, tenía que aprender a sentir cuándo era tiempo de cambiar velocidades y aprender a hacerlo suavemente mientras presionaba y soltaba el pedal del embrague.

Durante el proceso de aprender a ir al baño, su hijo debe aprender a coordinar una combinación igual de compleja de tareas físicas y cognitivas. Debe familiarizarse él mismo con el "equipo" necesario (su cuerpo y las funciones del mismo), asociar las sensaciones físicas con las respuestas apropiadas, visualizar lo que quiere hacer (usar el inodoro), crear un plan para llegar allí, empezar a usarlo y permanecer en el lugar el tiempo suficiente para terminar, lo cual requiere memoria y concentración. A lo largo de este proceso de aprendizaje, él debe aprender a entender sus explicaciones, instrucciones y respuestas hasta cierto grado, así como expresar sus propios sentimientos acerca del uso del inodoro.

Conocimiento de su cuerpo

Está claro que todo este aprendizaje toma tiempo. Los primeros pasos en este proceso involucran una sensación corporal (la capacidad de asociar una sensación interna de llenura con el movimiento de intestinos o la micción resultante) y por lo general, ocurre entre los doce y dieciocho meses. Sus esfuerzos por reforzar este conocimiento a través de comentarios sobre el popó o el pipí que saldrán, están entre las primeras medidas productivas que puede asumir para que su hijo empiece a pensar en usar el inodoro.

A medida que el tiempo pasa, es posible que su hijo muestre incomodidad por un pañal sucio, intente quitarse el pañal o se resista a que se lo pongan, y mostrar de alguna otra forma que su conciencia de su estado físico está aumentando. Es posible que empiece a disfrutar de (e incluso insistir en) pasar bastante tiempo sin ropa, y para cuando tenga dos años de edad, se habrá interesado bastante en todas las partes de su cuerpo, especialmente las partes "privadas" que se usan para eliminar. Esta es la edad cuando comúnmente los hombrecitos empiezan a hablar sobre su pene o hacen comentarios del de papá, mientras que las niñas empiezan a explorar y hacer preguntas sobre la vagina y sus usos. Este interés en el cuerpo indica una nueva disposición a escuchar sus explicaciones de cómo funciona el cuerpo y un deseo de "ponerle nombre al equipo".

Adquirir palabras simples para describir el cuerpo y sus funciones ayuda a que su hijo piense más en concreto en el proceso de eliminación. También prepara el terreno para aprender por medio de la experiencia. Simplemente dejar que se siente en el inodoro hasta que defeque, y luego escuchar lo feliz que usted está por lo que hizo, seguramente ayudará a que su hijo relacione la necesidad de ir al baño con el uso del inodoro de forma más efectiva que con una larga explicación.

Hacer planes y seguirlos

Entender la relación entre la necesidad de eliminar y hacerlo, es un primer paso importante en la preparación para el aprendizaje para ir al baño. Aún así, su hijo debe desarrollar más antes de que pueda empezar a pensar en el inodoro cuando necesita hacer pipí o popó, planificar cómo llegará al baño y hacer en el inodoro y recordar su plan el tiempo suficiente para cumplirlo. Estos próximos pasos en el proceso de desarrollo requieren de la capacidad para imaginarse las acciones *(pensamiento simbólico)*, planificación *(resolución de problemas)* y memoria; habilidades que empiezan a surgir al año de edad pero se establecen mucho mejor a los dos años o incluso después.

Una de las primeras señales de que su hijo puede pensar en un objeto cuando éste no se encuentra a la vista, por ejemplo, es alrededor de los doce meses, cuando empieza a llorar cada vez que usted sale de la habitación. Por primera vez, puede visualizarle y sabe que sigue existiendo aunque no puede llegar a donde usted está, y es la frustración causada por este entendimiento lo que hace que llore. En los siguientes meses, su cerebro se desarrollará hasta el punto donde se da cuenta de que puede gatear o caminar a la habitación contigua para encontrarle, y caminar al baño para encontrar el inodoro.

A los dos años de edad, puede visualizar el inodoro en forma rutinaria cuando necesita ir al baño. Posiblemente pueda encontrarlo cuando quiere. Sin embargo, es posible que todavía necesite de su apoyo para hacer las asociaciones necesarias para *decidir* ir al baño cuando siente la necesidad y lograr su misión antes de que otros pensamientos o eventos lo distraigan.

A los dos años y medio o tres, el creciente interés de su hijo por resolver los problemas le ayudará a apoyar su capacidad de lograr esta serie de acciones por su cuenta. Resolver problemas requiere visualizar una solución y hacer un plan para lograrlo, y ver cómo se desarrollan estas destrezas es tal vez una de las formas más gratas de ver cómo su hijo está listo para ir solo al baño. A medida que su hijo pasa del segundo al tercer cumpleaños, podrá observar cómo soluciona problemas una y otra vez, todo el día; desde cómo lograr que otro niño le devuelva su pala de juguete en el arenero hasta cómo lograr que usted le dé otro dulce después de la comida. La imagen de la cara pensativa de su hijo, analizando cómo obtendrá el objeto que quiere en ese momento, es una señal definitiva de que también está lo suficientemente maduro a nivel cognitivo como para averiguar cómo resolver el problema de mantenerse seco sin pañales (ir al baño y sentarse en el inodoro; ¡ya!).

Pensamiento más complejo

Varios otros desarrollos cognitivos facilitan enormemente la capacidad de su hijo para usar el inodoro con éxito empezando a los dos y medio o tres años de edad. Su memoria habrá mejorado mucho, permitiéndole no solo recordar a dónde va cuando empieza a caminar hacia el baño, sino también recordar experiencias previas del aprendizaje para ir al baño y beneficiarse de ellas. Su imaginación ha crecido, lo que le permite explorar

el uso del inodoro a través del juego imaginario con animales de peluche, muñecos y títeres. (Una imaginación amplia también puede crear problemas nuevos en el aprendizaje para ir al baño, llevándolo a ansiedades como el miedo de echar agua en el inodoro o el miedo de que el agua del inodoro se lo lleve).

Para los tres años de edad habrá mejorado un poco en interrumpir su enfoque en otra tarea, ir al baño y resistirse a las distracciones del camino. Es muy probable que también haya logrado ya la sofisticación verbal necesaria para comunicar cualquier problema o confusión que esté experimentando, para expresar cualquier miedo que haya desarrollado, y pedirle ayuda y guía a un adulto cuando la necesita.

Estos desarrollos cognitivos y verbales esenciales, igual de importantes para el éxito en el aprendizaje para ir al baño como lo es el crecimiento fisiológico, son el motivo por el cual muchos padres ven que esperar hasta la edad de dos y medio o tres años de edad, generalmente hace que el proceso sea mucho más fácil. Particularmente, si usted empezó a preparar el terreno a una edad más temprana, esperar a que se dé el desarrollo natural de su hijo puede ser una decisión inteligente.

Última actualización
11/21/2015

Fuente
Guide to Toilet Training (Copyright © 2003 American Academy of Pediatrics)

La información contenida en este sitio web no debe usarse como sustituto al consejo y cuidado médico de su pediatra. Puede haber muchas variaciones en el tratamiento que su pediatra podría recomendar basado en hechos y circunstancias individuales.

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Community Action Partnership of Kern
Head Start/State Child Development
Governance-Policy Council

May 05, 2017

Re: Policy Council Membership

Dear Ana Luna,

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

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

The attendance records show that you have been absent from the Policy Council meetings in April & May in addition to missing the Planning meeting in May.

Please be advised, you have been terminated as a Policy Council Member as of May 03, 2017. 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,

Janelle Gonzalez
Program Governance Coordinator

cc: Enrique Salazarn Jr., Policy Council Chairperson

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

5 de mayo de 2017

Re: Membrecía del Consejo de Política

Querida Ana Luna,

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

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

El registro de asistencia enseña que usted estuvo ausente de la junta del Consejo de Política en abril y mayo de 2017. Adicionalmente, estuvo ausente del comité de Planificación en mayo.

Por favor tenga en cuenta que su membrecía del Consejo de Política se terminó el 03 de mayo de 2017. 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,

Janelle Gonzalez
Coordinadora del Programa de Gobernación

Cc: Enrique Salazar Jr., Presidente del Consejo de Política

SPRING into Health

Resource and Health Fair

Raffle Prizes

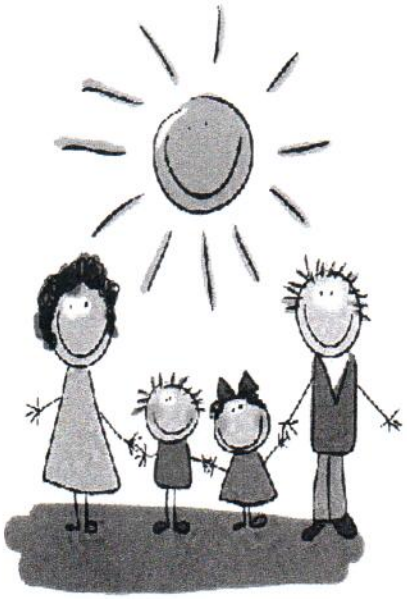
Kids Activities

Saturday, May 20, 2017
10:00 a.m. – 2:00 p.m.

Music

Photos with Star Wars Characters

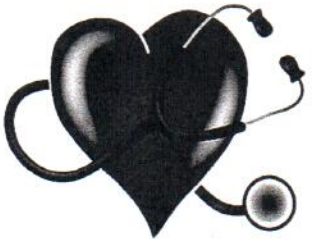
Lamont Weedpatch
Family Resource Center
7839 Burgundy Ave., Lamont



FREE

Diabetes Screening
Cholesterol Screening
Blood Pressure Testing
Nutrition Education
Blood Lead Testing
Community Agency Information

Assistance with Medi-cal applications will be available





FREE Blood Lead Testing provided by a community grant from:

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

Lamont Weedpatch Family Resource Center

Feria de Salud

de

PRIMAVERA

Rifas

Sábado, Mayo 20, 2017

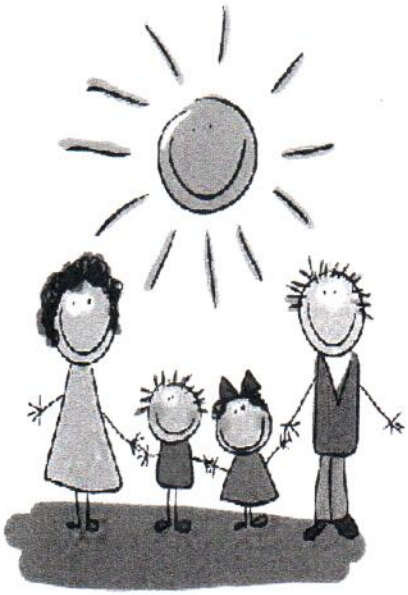
10:00 a.m. – 2:00 p.m.

Musica

Juegos para Niños

Lamont Weedpatch
Centro de Recursos de Familia
7839 Burgundy Ave., Lamont

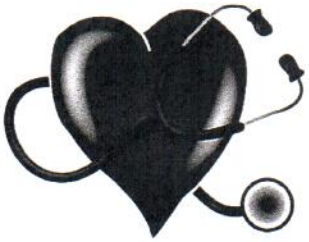
Fotos con los personajes de Star Wars



GRATIS

Chequeo de Diabetes
Chequeo de Colesterol
Chequeo de Presión Arterial
Información Nutricional
Pruebas del plomo de la sangre
Agencias de la Comunidad

Asistencia con aplicaciones de Medi-cal disponible con cita



Pruebas del plomo de la sangre GRATIS proveído por:

Kern Family™ Health Care
La Cara Amable
De Kern Health Systems



Lamont Weedpatch
Family Resource Center

Enrique Salazar
Policy Council Chair Person
5005 Business Park North
Bakersfield, CA 93309

Dear Enrique Salazar and Policy Council Members,

My name is Marina Araujo and I am writing this letter to appeal my termination from Policy Council. I am still very interesting in continuing my membership with Policy Council.

I currently have three absences for which I am being terminated for. The majority of my absences are due to personal conflict with meetings being held on Wednesdays for last 2 months.

I would like to keep attending the Policy Council meetings. I feel the meetings are very informative and the information shared is a great opportunity for me to learn more about the program and my community. As records show, I do well in attending all the Parent Meetings & Regional Parent Meetings. So, please accept my appeal as I am willing to continue forming a part of Policy Council.

Sincerely,

Marina Araujo

Janina Gonzalez
on behalf of Marina

Enrique Salazar
Presidenta del Consejo de Política
5005 Business Park North
Bakersfield, CA 93309

Querido Enrique Salazar y Miembros del Consejo,

Mi nombre es Marina Araujo y le escribo esta carta para apelar la terminación de mi membrecía del Consejo de Política. Todavía estoy muy interesado en continuar mi membrecía con el Consejo de Política.

Actualmente tengo tres ausencias para las cuales estoy siendo destituida por. La mayoría de mis ausencias son debido a conflicto personal con las reuniones que se tomaron acabo en un miércoles por los últimos 2 meses.

Me gustaría seguir asistiendo a las reuniones del Consejo de Política. Yo siento que son muy informativos y es una gran oportunidad para mí para aprender sobre el programa y mi comunidad. Como muestran los registros, yo asisto a todas de las reuniones de padres y las reuniones del Comité Regional de Padres. Por favor acepten mi apelación, estoy dispuesta a seguir formando parte del Consejo de Política.

Sinceramente,

Marina Araujo

Jacinta Gonzalez
On Behalf of Marina