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

## *August 31, 2017*



# Policy Council Attendance '16-'17

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

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

| # | 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 | | | | | | | | | | | | | |
| 3 | Maria Martinez- Virginia | X | | ABS | X | X | ABS | ABS | X | X | | | |
| 4 | Marina Araujo- Pacific | ABS | | X | X | ABS | ABS | | | | | | |
| 5 | Christine Hernandez- MJM | | | | | | ABS | 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 | X | ABS | X | | | |
| 2 | Gabriella McCutcheon- Willow | X | | X | X | X | X | ABS | ABS | X | | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | Lizeth Calvo- McFarland | X | | ABS | ABS | ABS | X | ABS | ABS | | | | |

| # | 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 | X | X | X | | | |
| 2 | Lorena Fernandez- San Diego | X | | X | X | X | X | X | X | ABS | | | |
| 3 | Jason Warren- Cleo Foran | X | | X | X | X | X | X | X | X | | | |
| 4 | Shevada Dove Williams- Tehachapi | ABS | | ABS | X | X | ABS | ABS | X | X | | | |

| # | 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 | X | X | ABS | | | |
| 3 | Jodi Sanchez- L. Lugo | | | | | | X | X | X | 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 | X | ABS | X | | | |

| | 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 | ABS | ABS | | | | |
| 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 | ABS | X | ABS | | | |
| 3 | Lindsay Harrison (Community) | | | | X | X | X | X | X | ABS | | | |

| | 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 | Yolanda Ochoa | | | | | | | X | X | X | | | |

# 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 | ϕ | ϕ | | | |
| Jason Warren | X | ϕ | X | ϕ | ϕ | ϕ | ϕ | ϕ | | | |
| Ramona Campos | X | ϕ | ABS | ϕ | ϕ | ϕ | ϕ | ϕ | | | |
| Anton Faern | ABS | ϕ | ABS | | | | | | | | |
| Lachelle Calvillo | X | ϕ | X | ϕ | ϕ | ϕ | ϕ | | | | |
| Maria Martinez | | | | ϕ | ϕ | ϕ | ϕ | ϕ | | | |
| Breyona Millard | | | | | | ϕ | ϕ | ϕ | | | |

### 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 | X | ϕ | | | |
| Christina Bates | ϕ | ϕ | X | X | X | ϕ | X | ϕ | | | |
| Savannah Scarpa | ϕ | ϕ | X | X | X | ϕ | ABS | ϕ | | | |
| Deanna Perea | ϕ | ϕ | ABS | ABS | | | | | | | |
| Shevada Williams | ϕ | ϕ | | X | X | ϕ | X | ϕ | | | |
| Enrique Salazar | | | | | X | ϕ | X | | | | |
| Jodi Sanchez | | | | | | ϕ | X | ϕ | | | |

### 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 | ϕ | ϕ | | | |
| Marina Araujo | ϕ | ϕ | X | ϕ | ϕ | ABS | | | | | |
| Erica Freehoffer | ϕ | ϕ | X | ϕ | ϕ | ABS | ϕ | | | | |
| Ruben Castellanos | ϕ | ϕ | ABS | ϕ | ϕ | | | | | | |
| Jadine Gonzalez | ϕ | ϕ | X | ϕ | ϕ | X | ϕ | ϕ | | | |

# 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 | | X | ϕ | ABS | | |
| Ana Lester | ϕ | ϕ | X | X | ABS | X | X | ϕ | X | | |
| Ruben Castellanos | ϕ | ϕ | X | X | ABS | | | | | | |
| Lindsay Harrison | ϕ | ϕ | X | ABS | X | X | ABS | ϕ | X | | |
| Ana Luna | ϕ | ϕ | X | X | ABS | ABS | | | | | |
| Marion Gomez | ϕ | ϕ | ABS | ABS | | | | | | | |
| Enrique Salazar | | | | | X | X | X | ϕ | X | | |
| Christine Hernandez | | | | | | X | | | | | |
| Lizeth Calvo | | | | | X | X | ABS | | | | |

| **Legend** | |
|---|---|
| Attended | X |
| Did not Attend | ABS |
| Attending another CAPK Function | |
| Member Resigned | |
| Member Terminated | |
| Did not Meet | ϕ |
| Not elected member at the time | |

# POLICY COUNCIL
# STANDING COMMITTEES
## August 2017

**EXECUTIVE COMMITTEE**

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

**STANDING COMMITTEE MEMBERS**

**BYLAWS (2 Openings)**
**Chairperson: Savannah Scarpa**

1. Jason Warren
2. Ramona Campos
3. Breyona Millard
4. Opening
5. Opening
6. Opening

**PLANNING (2 Openings)**
**Chairperson: Lorena Fernandez**

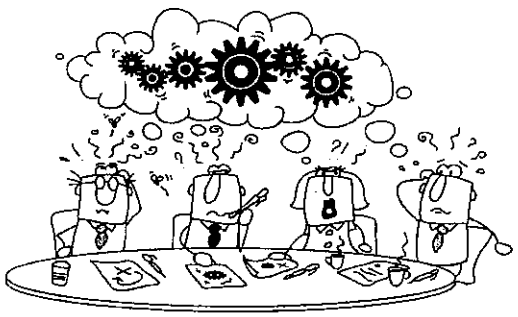
1. Ana Lester
2. Lindsay Harrison
3. Enrique Salazar
4. Opening
5. Opening
6. Opening

**School Readiness (4 Openings)**
**Chairperson: Christina Bates**

1. Jadine Gonzalez
2. Opening
3. Opening
4. Opening
5. Opening

**FINANCE (2 Openings)**
**Chairperson- Gabriella McCutcheon**

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



Head Start & State Child Development
Birth to age 5
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**Policy Council Agenda**
**August 31, 2017**
5005 Business Park North, Suite 130
Bakersfield, CA 93309
5:30-7:00 p.m.
**Meeting Locations:**

| | |
|---|---|
| 5005 Business Park North<br>Bakersfield, CA 93309 | 1145 N. Hunter St.<br>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: August 31, 2017

4. **Approval of Minutes** — Chairperson — ***ACTION**
   a. Date of Minutes: July 27, 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 | **No Report** |
| b. Planning Committee | Lorena Fernandez | **Verbal Report** |
| c. Finance Committee | Gabriella McCutcheon | **Verbal Report** |
| d. By-Laws Committee | Jason Warren | **Verbal Report** |

7. **Presentations**
   a. Head Start Program Performance Standards Governance Overview: Janelle Gonzalez- Program Governance Coordinator (15 mins.)

8. **New Business** — Chairperson — ***ACTION**
   a. Request to approve the San Joaquin County Annual Refunding Application Donna Holland- Fiscal Administrator
   b. Request to approve revisions to the 2017-2018 PC Bylaws Janelle Gonzalez- Program Governance Coordinator

This is to certify that this agenda notice was posted in the lobby of the CAPK Administration Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00pm, August 24, 2017 Janelle Gonzalez, Program Governance Coordinator.

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9. **Communications**
   a. Kern Head Start & Early Head Start Budget vs. Actual Expenditures, March 1, 2017 through July 31, 2017
   b. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2017 through July 31, 2017
   c. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, February 1, 2017 through July 31, 2017
   d. Parent Local Travel & Child Care through July 31, 2017
   e. Parent Activity Funds through July 31, 2017
   f. Parent Meals prepared by Central Kitchen through July 31, 2017
   g. Enrollment, Average Daily Attendance, and Child & Adult Care Food Program/Central Kitchen Report for HS/EHS Kern, EHS San Joaquin, and EHS Child Care Partnerships July 2017
   h. Buttonwillow Union School District- Early Childhood Teacher
   i. Policy Council Planning Committee Meeting Minutes August 01, 2017
   j. Policy Council Bylaws Committee Meeting Minutes August 14, 2017
   k. Greater Bakersfield Legal Assistance, Inc. Bankruptcy Class
   l. Greater Bakersfield Legal Assistance, Inc. Family Law Workshop
   m. Greater Bakersfield Legal Assistance, Inc. How to Probate a Small Estate
   n. Grearer Bakersfield Legal Assistance, Inc. Workers' Rights Workshop
   o. California Dental Association Foundation volunteer opportunities (English/Spanish)

| | | |
|---|---|---|
| 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** | Yolanda Ochoa | **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 | **Verbal Report** (3 min.) |
| 16. **Adjournment** | Chairperson | |

**Next meeting is Thursday, September 28th 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, August 24, 2017 Janelle Gonzalez, Program Governance Coordinator.

Head Start & State Child Development
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**Agenda del Consejo de Política**
**El 31 de agosto 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<br>Bakersfield, CA 93309 | 1145 N. Hunter St.<br>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: El 31 de agosto de 2017

4. **Aprobación del Acta** Presidente ***ACCIÓN**
   a. Fecha del Acta: El 27 de julio de 2017

5. **Presentación de Invitado/Foro Público**
   a. *El público que desee dirigirse al Consejo de Política podrá hacerlo. Los miembros del Consejo de Política podrán responder brevemente a las declaraciones formuladas o a preguntas formuladas. Sin embargo, el CP 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 un 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 Preparación Escolar | Christina Bates | **Ningún Informe** |
| b. Comité de Planificación | Lorena Fernandez | **Ningún Informe** |
| c. Comité de Finanzas | Gabriella McCutcheon | **Ningún Informe** |
| d. Comité de Estatutos | Savannah Scarpa | **Ningún Informe** |

7. **Presentaciones** (15mins cada uno)
   a. El programa Head Start estándares de desempeño de gobernanza general: Janelle Gonzalez-Coordinadora del programa de gobernanza.

8. **Nuevos Asuntos** Presidente ***ACCIÓN**
   a. solicitud de aprobación de la solicitud de reembolso anual del Condado de San Joaquín Donna Holland-administradora fiscal
   b. solicitud de aprobación de revisiones a los estatutos de la 2017-2018 de CP Janelle González-coordinadora de gobernanza del programa

9. **Comunicaciones**

**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 junio de 2017. Janelle González, Coordinadora del Programa de Gobernación.**

Head Start & State Child Development Birth to age 5

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a. Head Start y Early Head Start- Kern Informe del Presupuesto vs. Gastos Actuales 1 de marzo, 2017 hasta 30 de julio de 2017
b. Kern Head Start y Early Head Start contribución laboral de acumulación 1 de marzo, 2017 hasta 30 de julio de 2017
c. San Joaquín Early Head Start Informe del Presupuesto vs. Gastos Actuales 1 de febrero de 2017 hasta 30 de junio de 2017
d. Las Asociaciones de Early Head Start Cuidado Infantil Informe del Presupuesto vs. Gastos Actuales 1 de febrero de 2017 hasta 30 de junio de 2017
e. Viaje local de Padres y cuidado infantil, para el periodo terminando el 30 de junio de 2017 (inglés/español)
f. Fondos de Actividad de Padres para el periodo terminando el 30 de junio de 2017 (inglés/español)
g. Informe de Comidas de Padres para el periodo terminando del 30 de junio de 2017 (inglés/español)
h. Distrito escolar de la Unión Buttonwillow- maestra de Cuidado de niños
i. Reunión del Comité de planificación del Consejo de Política minutos con fecha: 01 de agosto de 2017
j. Reunión del Comité de estatutos del Consejo de Política minutos con fecha: 14 de agosto de 2017
k. Greater Bakersfield Legal Assistance, Inc. clase de bancarrota
l. Greater Bakersfield Legal Assistance, Inc. taller de derecho de familia
m. Greater Bakersfield Legal Assistance, Inc. Cómo legalizar una pequeña finca
n. Greater Bakersfield Legal Assistance, Inc. taller de derechos de los trabajadores
o. Oportunidades de voluntariado de la Fundación de la asociación dental de California (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** | Yolanda Ochoa | **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 | **Informe Verbal** (3 min.) |
| **16. Cierre de Sesión** | Presidente | |

**Próxima reunión es el jueves, 28 de septiembre del 2017 en 5005 Business Park North, Suite 130, Board Room**
**Cena ligera a las 5:00 p.m., la reunión empezara 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 junio de 2017. Janelle González, Coordinadora del Programa de Gobernación.

# COMMUNITY ACTION PARTNERSHIP OF KERN
# POLICY COUNCIL MEETING MINUTES
July 27, 2017
5005 Business Park North
Board Room 130

1. **Call to Order – Chairperson, Enrique Salazar**, called the meeting to order at 5:35 p.m.
   a. Moment of Silence, Pledge of Allegiance
   b. Reading of Promise of Community Action
   *"Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other."*
2. **Roll Call/Set Quorum – Secretary, Christina Bates**. Quorum was established.
   PC Members Present: Enrique Salazar, Christina Bates, Gabriella McCutcheon, Savannah Scarpa, Jadine Gonzalez, Jodi Sanchez, Maria Martinez, Shevada Dove Williams, Jason Warren, Yolanda Ochoa.
3. **Approval of Agenda – Chairperson** **(**ACTION)**
   a. Motion for approval of the PC Agenda dated July 27, 2017, was made by Jason Warren; Gabriella McCutcheon seconded; motion carried unanimously.
4. **Approval of Minutes – Chairperson** **(**ACTION)**
   Motion for approval of the PC meeting minutes dated June 29, 2017, was made by Shevada Dove Williams; Jadine Gonzalez seconded; motion carried unanimously.
5. **Presentation of Guests/Public Forum**
   The following guests were in attendance: Ryan Hernandez, Director of Operations at Garden Pathways; Troy Gomes, Mentoring Specialist at Garden Pathways; Jerry Meade, Program Design and Management Administrator; Pritka Ram, Director of Administration; Rashi Strother, Family Services and Governance Specialist; Donna Holland, Fiscal Manager; Sylvia Ortega, Monitoring Coordinator; Janelle Gonzalez, Governance Coordinator; Nadine Berry, Administrative Assistant.
   a. *(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.)*
6. **Standing Committee Reports** *(five minutes each)*
   a. School Readiness Committee, Christina Bates – No report.
   b. Planning Committee, Lorena Fernandez – No report.
   c. Finance Committee, Gabriella McCutcheon – No report.
   d. By-Laws Committee, Savannah Scarpa – No report.
7. **Presentations**
   a. Garden Pathways, Building Community from the Inside Out-Ryan Hernandez, Director of Operations and Troy Gomes, Mentoring Specialist
   Mr. Hernandez and Mr. Gomes advised that it is not up to one organization to bring about change in the community, that is up to everyone. Garden Pathways is a community-based mentoring organization founded in 1997 for families; those coming out of incarceration, trying to get away from gangs, individuals or families who are experiencing homelessness, as well as those struggling with substance abuse. The program provides mentoring to children, youth, and adults to build productive lives. They offer comprehensive mentoring services to help people seek a fresh start with a mentor who will guide and encourage them on their path. There is also an arts mentoring program which guides youth to artistic and personal growth. Garden Pathways provides assistance with health insurance enrollment, provides referrals to assist participants in locating employment and assists in breaking the cycle of domestic abuse. If an individual does not qualify for services with Garden Pathways, referrals will be provided to that person so that may obtain assistance from another community program. Community Mentors help promote positive outcomes by helping families make a personal investment in their future.

8. **New Business** – Chairperson **(**ACTION)**

a. Request to approve the Non-Federal Share waiver for EHS Child Care Partnership-Jerry Meade, Program Design & Management Administrator

Mr. Meade shared that at the beginning of the current funding year a request was made to carryover $315,00 from the previous funding year for the EHS Child Care Partnership. A waiver for Non-Federal Share was in place for that funding year, but it does not carry over to the next year. The goal is being met for Non-Federal Share on base grant funding for the current year, which ends August 31, 2017, but a waiver is being requested on the carry over. The amount of Non-Federal Share that is requested to be waived is $78,750.00. Motion was made by Jason Warren to approve the Non-Federal Share Waiver for the EHS Child Care Partnership; Jadine Gonzalez seconded; motion carried unanimously.

b. Request to approve the Kern Head Start/Early Head Start Self-Assessment-Sylvia Ortega, Monitoring Coordinator

Ms. Ortega shared that the program conducts an annual self-assessment to make sure that any challenges are addressed and resolved. The self-assessment is mandated by the Office of Head Start and the agency uses its own checklists, as well as protocols provided by OHS. During the process, it was determined that there were three areas that need improvement. The first area is in following the procedure to ensure proper handwashing is taking place. It was observed that staff and children are not washing their hands for the proper length of time. The next area is in the need of training and implementation of the Pyramid Model. The Pyramid Model is in the process of implementation, and additional training was needed to ensure program-wide implementation. The last area is in proper implementation of curriculum to fidelity during socializations. Training has taken place and will continue to take place to ensure all areas of the Home Base Curriculum is implemented to fidelity in all areas. Motion was made by Savannah Scarpa to approve the Kern Head Start/Early Head Start Self-Assessment; Christina Bates seconded; motion carried unanimously.

c. Request to approve the Early Head Start Child Care Partnership Self-Assessment-Pam Pritchard, Assistant Director of Program

Ms. Ortega shared that the program conducts an annual self-assessment to make sure that any challenges are addressed and resolved. The self-assessment is mandated by the Office of Head Start and the agency uses its own checklists, as well as protocols provided by OHS. During the process, it was determined that there were three areas that need improvement. The first area is in following the procedure to ensure tooth brushing is taking place in the toddler classroom. It was observed that tooth brushing was not implemented into the daily schedule. This has been corrected. The next area that was observed was table sanitation. The procedure for the use of the sanitizing solution was not properly implemented. Training took place and monitoring is in place to ensure proper sanitizing takes place. The last area was not maintaining full enrollment. Meetings and changes have taken place to ensure that full enrollment will be met each month. Motion was made by Jadine Gonzalez to approve the Early Head Start Child Care Partnership Self-Assessment; Gabriella McCutcheon seconded; motion carried unanimously.

9. **Communications**

a. Kern Head Start & Early Head Start Budget vs. Actual Expenditures, March 1, 2017 through June 30, 2017
b. Kern Head Start & Early Head Start In-Kind Accrual Report, March 1, 2017 through June 30, 2017
c. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2017 through June 30, 2017
d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2016 through June 30, 2017
e. Parent Local Travel & Child Care through June 30, 2017 (English/Spanish)
f. Parent Activity Funds through June 30, 2017
g. Parent Meals prepared by Central Kitchen through June 30, 2017
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 June 2017
i. Policy Council School Readiness Committee Minutes dated 05.10.17 (English/Spanish)
j. Policy Council Budget & Finance Committee Minutes dated 06.22.17 (English/Spanish)
k. Policy Council Planning Committee Minutes dated 06.06.17 (English/Spanish)
l. CAPK Winter/Spring 2017 Newsletter http://www.capk.org

The Chairperson called for a motion to motion to move and file the July 27, 2017, Communications. Motion made by Gabriella McCutcheon to move and file the Communications items.

10. **Program Governance Report/Training** – Janelle Gonzalez, Governance Coordinator

    Ms. Gonzalez shared a portion of a video about the new Performance Standards and how the changes affect Governance. The video stated that parents are the cornerstone of Head Start and their participation is vital to ensure children are prepared for elementary school. Parent meetings are where communication with the Policy Council starts. In parent meetings, parents find out what is going on in their center and what else may be needed to ensure school readiness. Parent meetings also give parents a better understanding of how voting works and how their peers are elected to the Policy Council. Parents should let their center staff know what items they would like to learn more about and have them bring in community speakers to share the information. Ms. Gonzalez advised the Policy Council that the first parent meetings for the new school year will be in September.

11. **Community Representative Report** – Ana Lester/Lindsay Harrison

    No report

12. **Early Head Start Partnership Report** – Jadine Gonzalez

    No report

13. **Board of Directors Representatives Report** – Yolanda Ochoa, Board of Director's Representative

    No report

14. **Director's Report (HS/State Child Development)** – Yolanda Gonzales, Director of Head Start/State Child Development

    As Ms. Gonzalez was traveling back from San Joaquin, Jerry Meade, Program Design and Management provided her report. Ms. Gonzales sends her regards to the Policy Council and wants them to know she appreciates the time and effort all the members put in while serving on PC. Mr. Meade shared that the program is currently in full-force enrollment mode to ensure full enrollment on the first day of school. Rosamond and Mojave need help to make sure they can meet full enrollment. As of July 26th only 10 more are needed for full enrollment, and we have until the end of the Monday to be fully enrolled. Part-year staff will be returning in August for pre-service and to start off the new school year.

15. **Policy Council Chairperson/Announcements** – Enrique Salazar

    Mr. Salazar shared that fall is almost here and school starts on August 21. He stated he spoke with some people at Costco and provided referrals to them for Head Start. Mr. Salazar thanked Ms. Gonzalez for putting the meetings together and thanked all the members who were in attendance.

16. **Adjournment** –Chairperson

    The meeting was adjourned at 6:26 p.m. by the Chairperson.

ASOCIACIÓN DE ACCIÓN COMUNITARIA DE KERN
Acta de la Reunión del Consejo de Política
27 de julio de 2017

1. **LLAMADO A LA ORDEN – presidente, Enrique Salazar,** llamó la reunión a la orden a las 5:32 p.m.
   a. Momento de Silencio, Proclamación de Lealtad
   b. Lectura de la Promesa de la Asociación Comunitaria
   *"La asociación de acción cambia la vida de las personas, incorpora el espíritu de esperanza, mejora comunidades, y hace de América un mejor lugar donde vivir. Nos preocupamos por la comunidad entera y estamos dedicados a ayudar a las personas a que se ayuden a si mismas y a los demás.*

2. **PASAR LISTA/ ESTABLECER QUÓRUM– secretaria, Christina Bates-** Quórum se estableció.
   **Miembros del PC Presentes:** Enrique Salazar, Christina Bates, Gabriella McCutcheon, Savannah Scarpa, Jadine Gonzalez, Jodi Sanchez, Maria Martinez, Shevada Dove Williams, Jason Warren, Yolanda Ochoa.
3. **APROBACIÓN DE LA AGENDA – presidente (*Acción)**
   a. Moción para la aprobación de la agenda del PC con fecha del 27 de julio de 2017 fue hecha por Jason Warren; segunda moción hecha por Gabriella McCutcheon. Moción fue aprobada por unanimidad.
4. **APROBACIÓN DE LA ACTA - (**Acción)**
   a. Moción para la aprobación de la reunión del PC con fecha 29, 2017 fue hecha por Shevada Dove Williams; segunda moción hecha por Jadine Gonzalez; Moción fue aprobada por unanimidad.
5. **PRESENTACIÓN DE INVITADOS/ FORO PÚBLICO**
   Invitados presentes: Ryan Hernandez, Director de Operaciones en Garden Pathways; Troy Gomes, Especialista en Mentores de Garden Pathways; Jerry Meade, Administrador del Programa de Diseño y Manejo; Pritka Ram, Directora de Administración; Rashi Strother, Especialista en Servicios Familiares y Gobernanza; Donna Holland, Administradora Fiscal; Sylvia Ortega, Coordinadora de monitoreo; Janelle Gonzalez, Coordinadora de Gobernanza; Nadine Berry, Asistente de Administración.
   a. *El público que desee dirigirse al Concilio de Pólizas podrá hacerlo. Los miembros del Concilio de Pólizas 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 serán limitados a 5 minutos cada uno.*** *Si más de una persona desea tratar el mismo tema, se le concederá al grupo un total de 10 minutos para ese tema. Por favor indique cuál es su nombre antes de hacer su presentación, Gracias.*
6. **INFORME DE LOS COMITÉS VIGENTES** *(cinco minutos cada uno)*
   a. Comité de Preparación Escolar, Christina Bates – Ningún informe fue presentado.
   b. Comité de Planificación, Lorena Fernández – Ningún informe fue presentado.
   c. Comité de Finanzas, Gabriella McCutcheon – Ningún informe fue presentado.
   d. Comité de Estatutos, Savannah Scarpa – Ningún informe fue presentado.
7. **PRECENTACIONES**
   a. Garden Pathways, Construyendo la comunidad desde adentro hacia afuera -Ryan Hernandez, Director de Operaciones y Troy Gomes, Especialista en Mentores

   El Sr. Hernandez y Sr. Gomes aconsejó que no se trata de una organización para lograr un cambio en la comunidad, que depende de todos. Garden Pathways es una organización de mentores basada en la comunidad fundada en 1997 para familias; los que salen de la cárcel, tratando de alejarse de las pandillas, los individuos o las familias que están viviendo sin hogar, así como aquellos que luchan contra el abuso de sustancias. El programa proporciona tutoría a niños, jóvenes y adultos para construir vidas productivas. Ofrecen servicios integrales de mentoría para ayudar a la gente a buscar un nuevo comienzo con un mentor que los guiará y los animará en su camino. También hay un programa de tutoría de arte que guía a los jóvenes al crecimiento artístico y personal. Garden Pathways proporciona asistencia con la inscripción de seguro de salud, proporciona referencias para ayudar a los participantes en la localización de empleo y ayuda a romper el ciclo de abuso doméstico. Si un individuo no califica para servicios en el centro de Garden Pathways, se proporcionarán referencias a esa persona para que pueda obtener asistencia de otro programa comunitario.

Los mentores de la comunidad ayudan a promover resultados positivos ayudando a las familias a hacer una inversión personal en su futuro.

8. **NUEVOS ASUNTOS** – Presidente **(**Acción)**
   a. Solicitud de aprobación de la extensión de participación no federal para la Asociación de cuidado infantil de EHS -Jerry Meade, Administrador del Programa de Diseño y Manejo.

El Sr. Meade compartió que al comienzo del año de la financiación actual se solicitó la prórroga de $315, 00 del año anterior de financiamiento para la Asociación de cuidado infantil EHS. La extensión de la participación no federal estaba en el lugar de ese año de financiación, pero no se lleva al año siguiente. El objetivo se está cumpliendo para la participación no federal en la financiación de subvenciones de base para el año en curso, que termina el 31 de agosto de 2017, pero se solicita una extensión en el promedio. La cantidad de participación no federal que se solicita que se renuncie es de $78.750,00. La moción fue hecha por Jason Warren para aprobar la exención de acciones no federales para la Asociación de cuidado infantil de EHS; Jadine González secundada; movimiento llevado por unanimidad.

Solicitud de aprobación de la autoevaluación de inicio de la cabeza de Kern/Early Head Start-Sylvia Ortega, Coordinadora de monitoreo.

La Sra. Ortega compartió que el programa lleva a cabo una autoevaluación anual para asegurarse de que todos los desafíos se abordan y resuelven. La autoevaluación es recomendada por la oficina de Head Start y la Agencia utiliza sus propias listas de comprobación, así como los protocolos proporcionados por el SSO. Durante el proceso, se determinó que había tres áreas que necesitan mejorar. La primera área está en seguir el procedimiento para asegurar que se estén llevando a cabo el lavado de manos apropiadamente.

Se observó que el personal y los niños no se lavaban las manos por el tiempo adecuado. La siguiente área es en la necesidad de la formación y la implementación del modelo de pirámide. El modelo piramidal está en proceso de implementación, y se necesitó capacitación adicional para asegurar la implementación en todo el programa. La última área está en la correcta implementación del currículo a la fidelidad durante las socializaciones. La formación ha tenido lugar y seguirá teniendo lugar para asegurar que todas las áreas del currículo de la base se implementen para la fidelidad en todas las áreas. El movimiento fue hecho por Savannah Scarpa para aprobar el comienzo de la cabeza de Kern/autoevaluación temprana del comienzo; Christina Bates secundada; movimiento llevado por unanimidad.

   b. Solicitud de aprobación de la autoevaluación de la Asociación de cuidado infantil de Early Head Start-Pam Pritchard, Directora Adjunta del Programa

La Sra. Ortega compartió que el programa lleva a cabo una autoevaluación anual para asegurarse de que todos los desafíos se abordan y resuelven. La autoevaluación es encomendada por la oficina de Head Start y la Agencia utiliza sus propias listas de comprobación, así como los protocolos proporcionados por el SSO. Durante el proceso, se determinó que había tres áreas que necesitan mejora. La primera área está en seguir el procedimiento para asegurar que el cepillado dental se está llevando a cabo en el aula de niños pequeños. Se observó que el cepillado de dientes no se implementó en el horario diario. Esto ha sido corregido. La siguiente área que se observó fue el saneamiento de la mesa. El procedimiento para el uso de la solución de higienización no se implementó correctamente. La formación se llevó a cabo y la supervisión está en su lugar para garantizar la correcta higienización se lleva a cabo. La última área no mantenía la matrícula completa. Las reuniones y los cambios han tenido lugar para asegurar que la matrícula completa se cumplirá cada mes. El movimiento fue hecho por Jadine Gonzalez para aprobar la autoevaluación temprana de la Asociación del cuidado de niño del comienzo de la cabeza; Gabriella McCutcheon secundada; movimiento llevado por unanimidad.

9. **COMUNICACIONES**
   a. Inicio de Kern Head Start y presupuesto inicial frente a gastos reales, 1 de marzo de 2017 a 30 de junio de 2017.
   b. Inicio de Kern Head Start/ Early Head Start reporte en clase de acumulación, 1 de marzo de 2017 hasta 30 de junio de 2017.
   c. San Joaquín Early Head Start presupuestos inicial frente a gastos reales, 1 de febrero de 2017 hasta 30 de junio de 2017.
   d. el presupuesto inicial de las asociaciones para el cuidado de niños y los gastos reales, 1 de septiembre de 2016 hasta el 30 de junio de 2017

e. Padres con gastos de transporte y cuidado de niños hasta el 30 de junio, 2017 (Inglés/Español)
f. Fondos de actividades para padres hasta el 30 de junio de 2017
g. Comidas para padres preparadas por la cocina central hasta el 30 de junio de 2017
h. Inscripción, promedio de asistencia diaria y programa de alimentos para niños y adultos/informe de cocina central para HS/EHS Kern , EHS San Joaquín, y las asociaciones de cuidado infantil de EHS junio 2017
i. Comité de la preparación del Concilio de Pólizas minutos fechado 05.10.17 (Inglés/Español)
j. Comité de presupuesto y finanzas del Concilio de Pólizas minutos fechado 06.22.17 (inglés/español)
k. Comité de planificación del Concilio de Pólizas minutos fechado 06.06.17 (inglés/español)
l. CAPK invierno/primavera 2017 Newsletter http://www.capk.org

El presidente pidió una moción para mover y presentar el 27 de julio de 2017, comunicaciones. Movimiento hecho por Gabriella McCutcheon para mover y archivar los artículos de comunicaciones.

10. **INFORMES DEL CONCILIO DE POLIZAS/ ENTRENAMIENTO** – Janelle Gonzalez, Coordinadora de Gobernanza
    La Sra. Gonzalez compartió una parte de un video sobre los nuevos estándares de rendimiento y cómo los cambios afectan la gobernanza. El video indicó que los padres son la piedra angular de Head Start y su participación es vital para asegurar que los niños estén siendo preparados para la escuela primaria. Las reuniones con los padres son donde comienza la comunicación con el Concilio de pólizas. En las reuniones de padres, los padres averiguan lo que está sucediendo en su centro y qué otra cosa puede ser necesaria para asegurar la preparación de la escuela. Las reuniones de padres también dan a los padres una mejor comprensión de cómo el voto funciona y cómo sus padres son elegidos para el Concilio de pólizas. Los padres deben comunicarle al personal del centro cuales son los artículos sobre les que les gustaría aprender más, al igual que ellos traigan a los oradores de la comunidad para compartir la información. La Sra. González aconsejó al Concilio de Pólizas que las primeras reuniones de padres para el nuevo año escolar se celebrarán en septiembre.
11. **INFORME REPRESENTATIVE DE LA COMINIDAD** – Ana Lester/Lindsay Harrison
    Ningún informe.
12. **INFORME DE LA ASOCIACIÓN ERALY HEAD START** – Jadine Gonzalez
    Ningún informe.
13. **INFORME DE LOS REPRESENTANTES DEL CONSEJO DE ADMINISTRACIÓN** – Yolanda Ochoa, Representante del consejo de administración.
    Ningún informe.
14. **INFORME DEL DIRECTOR (HS/DESARROLLO INFANTIL DEL ESTADO)**– Yolanda Gonzales, directora de Head Start/desarrollo infantil estatal
    Como la señora González estaba viajando de regreso de San Joaquín, Jerry Meade, Administrador del Programa de diseño dio la gestión de su informe. La Sra. Gonzales le envía saludos al Concilio de pólizas y quiere que sepan que aprecia el tiempo y esfuerzo que todos los miembros ponen en el servicio de PC. El Sr. Meade compartió que el programa está actualmente en el modo de inscripción de plena fuerza para asegurar la inscripción completa en el primer día de clases. Rosamond y Mojave necesitan ayuda para asegurarse de que pueden cumplir con la matrícula completa. A partir del 26 de julio sólo se necesitan 10 más para la matrícula completa, y tenemos hasta el final del lunes para estar totalmente matriculados. El personal de medio año regresará en agosto para recibir capacitación durante Pre-Service y para comenzar el nuevo año escolar.
15. **INFORME DEL RESIDENTE DEL CONCILIO DE POLIZAS/ANUNCIOS** – Enrique Salazar
    El Sr. Salazar compartió que el otoño está casi aquí y la escuela comienza el 21 de agosto. Él dijo que habló con algunas personas en Costco y les proporcionó referencias para Head Start. El Sr. Salazar agradeció a la Sra. González por haber asistido a la reunión y agradeció a todos los miembros que asistieron.
16. **CIERRE DE SESIÓN- PRESIDENTE**
    La reunión fue finalizada a las 6:26 p.m.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Policy Council

**From:** Yolanda Gonzales, Director of Head Start / State Child Development

**Date:** August 31, 2017

**Subject:** *Agenda Item:* Early Head Start San Joaquin Refunding Application – Action Item

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The Head Start and State Child Development Division is requesting approval to submit the Year 4 application for continued funding for our Early Head Start San Joaquin Grant (# 09CH010071). Funding will support program operations from February 1, 2018 through January 31, 2019. There are no changes to the program's service delivery options for this grant at this time. We will continue to provide services within San Joaquin County as described in the latest notice of award from the Office of Head Start, which includes 164 children served in a center-based program option and 149 in a home-based program option. The funding will include $5,046,307 in base funds and $81,897 in Training and Technical Assistance funds (see attachment for more detail). This grant will continue to support 313 children.

**Recommendation**

Staff recommends the Policy Council approve the funding request for the Early Head Start San Joaquin Refunding Application for 2018-19.

Attachment: Funding by Major Category

**EARLY HEAD START SAN JOAQUIN COUNTY**
**and**
**CHILD AND ADULT CARE FOOD PROGRAM**
**2018-2019 BUDGET**

## BUDGETED EXPENDITURES

| Early Head Start Program Operations and Training & Technical Assistance; Child & Adult Care Food Program | 2017-2018 BUDGET | 2018-2019 BUDGET | VARIANCE increase (decrease) | Comments |
|---|---|---|---|---|
| **PERSONNEL** | **3,065,457** | **3,048,007** | **(17,450)** | Fewer CAPK Kern staff are now allocated to support this grant |
| **FRINGE BENEFITS** | **762,443** | **796,118** | **33,675** | Increased budget for workers compensation insurance, health insurance, and pension |
| **TRAVEL** | **38,213** | **30,191** | **(8,022)** | Costs of travel to training conferences are anticipated to decrease |
| **SUPPLIES** | | | | |
| Office Supplies | 9,840 | 10,350 | **510** | Increased budgeted cost of postage |
| Child and Family Services Supplies | 105,785 | 105,785 | - | |
| Food Services Supplies | 10,000 | 10,000 | - | |
| Other Supplies | 30,708 | 24,361 | **(6,347)** | Actual costs are less than previously budgeted |
| **TOTAL SUPPLIES** | **156,333** | **150,496** | **(5,837)** | |
| **CONTRACTUAL** | | | | |
| Administrative Services | 5,000 | 11,923 | **6,923** | Increased budgeted cost of software support |
| Training & Technical Assistance | 9,500 | 3,500 | **(6,000)** | Costs of contracted T&TA are anticipated to decrease |
| **TOTAL CONTRACTUAL** | **14,500** | **15,423** | **923** | |
| **OTHER** | | | | |
| Rent | 212,843 | 213,165 | **322** | |
| Utilities, Telephone | 102,743 | 95,500 | **(7,243)** | Actual costs are less than previously budgeted |
| Building & Child Liability Insurance | 12,480 | 14,800 | **2,320** | Actual costs are greater than previously budgeted |
| Building Maintenance/Repair | 81,589 | 92,023 | **10,434** | Actual costs are greater than previously budgeted |
| Nutrition Services | 131,364 | 236,000 | **104,636** | All child development centers are now in operation |
| Child Services Consultants | 20,000 | 20,000 | - | |
| Volunteers | 3,338 | 3,338 | - | |
| Parent Services | 12,373 | 9,723 | **(2,650)** | Actual costs are less than previously budgeted |
| Publications/Advertising/Printing | 10,890 | 16,600 | **5,710** | Actual costs of printing forms are greater than previously budgeted |
| Training or Staff Development | 31,918 | 53,033 | **21,115** | Costs of conference registration are expected to decrease; increased budget for cost of mentor coaching services |
| Other | 68,147 | 67,524 | **(623)** | |
| **TOTAL OTHER** | **687,685** | **821,706** | **134,021** | |
| **INDIRECT** | **484,974** | **445,263** | **(39,711)** | Corrected calculation of indirect cost |
| **BUDGETED EXPENDITURES** | **5,209,605** | **5,307,204** | **97,599** | |

## REVENUES

| STATE & FEDERAL REVENUES | 2017-2018 BUDGET | 2018-2019 BUDGET | VARIANCE increase (decrease) |
|---|---|---|---|
| Early Head Start Program Operations | 4,996,344 | 5,046,307 | **49,963** |
| Early Head Start Training & Technical Assistance | 81,897 | 81,897 | - |
| Estimated Child & Adult Care Food Program | 131,364 | 179,000 | **47,636** |
| **TOTAL STATE & FEDERAL REVENUES** | **5,209,605** | **5,307,204** | **97,599** |

## SUMMARY - 2018-2019

| | |
|---|---|
| TOTAL REVENUES | 5,307,204 |
| TOTAL BUDGETED EXPENDITURES | 5,307,204 |
| **DIFFERENCE** | **(0)** |

**ESTIMATED ADMINISTRATIVE RATE** 9.2%

**NOTES:**
CAPK uses Child & Adult Care Food Program revenues to support Early Head Start services; however, this application is for Early Head Start

The non-federal share of funding, required by the Head Start Act, will be $1,282,051.

# COMMUNITY ACTION PARTNERSHIP OF KERN

# MEMORANDUM

**To:** Policy Council

**From:** Janelle Gonzalez, Program Governance Coordinator

**Date:** August 31, 2017

**Subject:** Summary of proposed changes to the 2017-2018 Policy Council Bylaws

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On January 28, 2017, the CAPK Board of Directors approved changes to the Head Start Policy Council Bylaws. At that time, program staff shared that the Head Start Policy Council Bylaws Committee would complete their revisions to the document's cited references to reflect the recently released Head Start Performance Standards. The document presented today is now complete with all the new Performance Standard cited references.

Additionally, the committee has proposed the two changes referenced below:

1. Article II, Section 2.1 was removed as it was a duplication from Article VIII, Section 7, where it remains in the final draft.

2. Article II, Section 2.4 was revised to say:
    a. **642(2)(D)(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.

**Recommendation:**
Staff recommend the Policy Council approve the 2017-2018 Policy Council Bylaws revisions to reflect the Office of Head Start Performance Standards.




# COMMUNITY ACTION PARTNERSHIP OF KERN
## Head Start/State Child Development

# POLICY COUNCIL
# BYLAWS

**By-Laws Committee Reviewed: February 9, 2017**
**Policy Council Approval: May 25, 2017**
**Initial Board of Directors Approval: January 25, 2017**
**Final Board of Directors Approval:**

## 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**
An agency must establish and maintain a formal structure for program governance that includes a governing body and a policy council at the agency level. Policy councils are responsible for the direction of the agency's Head Start and Early Head Start programs.

1. **General Procedures**
   a. 1301.3 (a) Each agency must establish and maintain a policy council responsible for the direction of the Head Start program.
   b. 1301.3 (b) A program must establish a policy council in accordance with section 642 (c)(2)(B) of the Act. Parents of children currently enrolled in each program option must be proportionately represented on the policy council.
   c. 1301.6 Impasse Procedures. Each agency's governing body and policy council jointly must establish written procedures for resolving internal disputes between the governing body and policy council in a timely manner that include impasse procedures.

2. **Human Resource Management – Must approve or disapprove:**
   a. 642 (2)(D)(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.

## 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.
   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."

**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 ensure the policy council is proportionately represented for each program option. 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. If 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. 642(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 child and/or 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 apply 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 because 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. 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.** If 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, assist in the development of the agenda with the Head Start/State Child Development Director and Program Governance Coordinator.
   - **c.** Refrain from entering debates during the policy council meeting.
   - **d.** Call the meeting to order on time, follow the agenda and can 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. (optional)

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 the Budget & Finance Committee
   b. Ensure a monthly report is distributed to the policy council on the Parent Activity Fund.
   c. Perform other duties as may be assigned to him/her by the Chairperson.

5. **Parliamentarian**
   a. The Parliamentarian will chair the Bylaws Committee
   b. Shall be able to define the policy council bylaws and advise the Council on these as necessary.
   c. Shall be aware of the format desired by the Chairperson at meetings and assist in keeping within the format.
   d. Assist in preserving order during Policy Council meetings and as the Chairperson may direct.
   e. 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 may 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 may 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 & STANDING COMMITTEE MEETINGS

**SECTION 1. Meetings**
Regular policy council meetings will be held monthly and be determined by the policy council. Standing Committee Meetings will be held based on the committee's 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, most of seated Policy Council members or the Head Start/State Child Development Director 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 act 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 a web based communication system or by other means as necessary.

g. Members joining the policy council meeting on a web based communication system 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 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 except for 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. 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 only vote 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. 1301.3 (c)(1) is referring to section 642 (D)(iii) as specified in the Head Start Act. Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
2. 1301.3 (e) A program must enable low-income members to participate fully in their policy council responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.

**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:

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

1. Each committee member will review current curriculum studies within the classroom.
2. Each committee member will be given opportunity to provide feedback based on current curriculum practice and compare to current School Readiness goals.

3. Each committee member will be given the opportunity to review and make recommendations to current School Readiness goals as needed or on an annual basis.
4. 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 1301.3 Policy council in reference to the Head Start Act, as amended 642(2)(D)(i)(ii)

1. (i) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
2. (ii) Program recruitment, selection, and enrollment priorities.

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

**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.

## 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 based on 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 X, Section 2). Written statements must be submitted within ten 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, uncertainty, or 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 Program 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 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 an 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
# MEMORANDUM

**To:** Policy Council

**From:** Donna Holland, Fiscal Administrator

**Subject:** *Agenda Item 5b:* Kern Head Start and Early Head Start Budget to Actual Report for the Period Ended July 31, 2017 – **Info Item**

**Date:** August 31, 2017

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The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2017 through July 31, 2017. Five months (42%) of the 12-month budget period have elapsed.

**Base Funds**

- Head Start **Personnel** costs are lower than the percentage of the year elapsed, primarily because part-year employees were off work during the months of June & July.
- Early Head Start **Personnel** costs are lower than the percentage of the year elapsed. Staff are monitoring this category for possible savings.
- **Supplies** are purchased as needed throughout the year, rather than monthly.
- **Contractual** expenditures take place as needed throughout the year, rather than monthly.
- In the **Other** category, costs of facility repair and maintenance are incurred as needed throughout the year, rather than monthly.

**Training & Technical Assistance Funds**

- CAPK Head Start was one of a few grantees invited by Office of Head Start Region IX to participate in trainings designed to provide strategies for working with difficult behaviors in the classroom. Approximately $6,700 of the Head Start **Travel** expense was for this purpose. Additional travel costs will be incurred, but the overall costs charged to Training and Technical assistance will not exceed the grant amount.
- Additional funds to supplement Head Start training expenses in the **Other** category are budgeted in the base grant.
- **Contractual** expenditures take place as needed throughout the year, rather than monthly.

**Duration Grant**

CAPK has submitted its request to carry over Duration start-up funds that were awarded late in the prior budget period. The funds, in the amount of $508,006, will be used for the purchase of supplies, maintenance and repair of three additional classrooms, and playground shade and surface at two new locations.

**Non-Federal Share**

Total Non-Federal Share (the sum of California Department of Education funding and in-kind) is at 52% of budget.

- California Department of Education
  Actual and estimated non-federal revenues are at 62% of budget.

- In-Kind
  Year-to-date in-kind is at 42% of budget.

**Community Action Partnership of Kern**
**Head Start and Early Head Start - Kern**
**Budget to Actual Report**
Budget Period: March 1, 2017 - February 28, 2018
Report Period: March 1, 2017 - July 31, 2017
Month 5 of 12 (42%)

Prepared 08/08/2017

| | HEAD START | | | | | EARLY HEAD START | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **BASE FUNDS** | **BUDGET** | **ACTUAL** | **REMAINING** | **% SPENT** | **% REMAINING** | **BUDGET** | **ACTUAL** | **REMAINING** | **% SPENT** | **% REMAINING** |
| PERSONNEL | 10,464,364 | 2,987,693 | 7,476,671 | 29% | 71% | 2,127,767 | 648,404 | 1,479,363 | 30% | 70% |
| FRINGE BENEFITS | 3,156,213 | 1,138,817 | 2,017,396 | 36% | 64% | 638,330 | 230,419 | 407,911 | 36% | 64% |
| TRAVEL | 0 | 0 | 0 | | | 0 | 0 | 0 | | |
| EQUIPMENT | 0 | 0 | 0 | | | 0 | 0 | 0 | | |
| SUPPLIES | 1,029,470 | 434,441 | 595,029 | 42% | 58% | 376,583 | 80,397 | 296,186 | 21% | 79% |
| CONTRACTUAL | 47,110 | 28,132 | 18,978 | 60% | 40% | 23,390 | 3,990 | 19,400 | 17% | 83% |
| CONSTRUCTION | 0 | 0 | 0 | | | 0 | 0 | 0 | | |
| OTHER | 3,585,882 | 1,259,540 | 2,326,342 | 35% | 65% | 429,129 | 225,646 | 203,483 | 53% | 47% |
| INDIRECT | 1,761,566 | 560,294 | 1,201,272 | 32% | 68% | 354,795 | 116,686 | 238,109 | 33% | 67% |
| **TOTAL BASE FUNDING** | **20,044,605** | **6,408,917** | **13,635,688** | **32%** | **68%** | **3,949,994** | **1,305,542** | **2,644,452** | **33%** | **67%** |
| **TRAINING & TECHNICAL ASSISTANCE** | | | | | | | | | | |
| TRAVEL | 19,322 | 31,931 | (12,609) | 165% | -65% | 39,954 | 12,876 | 27,078 | 32% | 68% |
| SUPPLIES | 20,812 | 6,061 | 14,751 | 29% | 71% | 9,981 | 1,658 | 8,323 | 17% | 83% |
| CONTRACTUAL | 18,485 | 3,182 | 15,303 | 17% | 83% | 15,689 | 4,343 | 11,346 | 28% | 72% |
| OTHER | 73,517 | 61,597 | 11,920 | 84% | 16% | 22,561 | 25,770 | (3,209) | 114% | -14% |
| INDIRECT | 13,214 | 10,231 | 2,983 | 77% | 23% | 8,819 | 4,457 | 4,362 | 51% | 49% |
| **TOTAL TRAINING & TECHNICAL ASSISTANCE** | **145,350** | **113,002** | **32,348** | **78%** | **22%** | **97,004** | **49,104** | **47,900** | **51%** | **49%** |
| **DURATION GRANT CARRYOVER (FORMERLY "START-UP")** pending Federal approval | | | | | | | | | | |
| EQUIPMENT | | 0 | 0 | | | | | | | |
| SUPPLIES | | 0 | 0 | | | | | | | |
| OTHER | | 0 | 0 | | | | | | | |
| INDIRECT | | 0 | 0 | | | | | | | |
| **TOTAL TRAINING & TECHNICAL ASSISTANCE** | **0** | **0** | **0** | | | | | | | |
| **GRAND TOTAL HS/EHS FEDERAL FUNDS** | **20,189,955** | **6,521,919** | **13,668,036** | **32%** | **68%** | **4,046,998** | **1,354,646** | **2,692,362** | **33%** | **67%** |

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

| SOURCE | BUDGET | ACTUAL | REMAINING | % SPENT | % REMAINING |
|---|---|---|---|---|---|
| CALIF DEPT OF ED | 2,818,027 | 1,739,154 | 1,078,873 | 62% | 38% |
| IN-KIND | 3,050,144 | 1,288,048 | 1,762,096 | 42% | 58% |
| **TOTAL NON-FEDERAL** | **5,868,171** | **3,027,202** | **2,840,969** | **52%** | **48%** |

| | |
|---|---|
| Centralized Administrative Cost | 6.3% |
| Program Administrative Cost | 3.2% |
| **Total Administrative Cost** | **9.6%** |

Budget reflects the projected annual funding level in Fiscal Year 2017 (Notice of Award #09CH9142-04-01)
Actual expenditures include posted expenditures and estimated adjustments through 07/31/2017.

## Agency-Wide Credit Card Report

| | CURRENT | 1 TO 30 | 31 TO 60 | 61 TO 90 | OVER 90 |
|---|---|---|---|---|---|
| **Bank of America** | 15,554 | | | | |
| **Lowe's** | 3,514 | 301 | | | |
| **Save Mart** | 860 | | | | |
| **Smart & Final** | 73 | | | | |
| **Chevron & Texaco Business Card** | 5,964 | | | | |
| **Home Depot** | 3,397 | 5 | | | |
| | **29,362** | **306** | **0** | **0** | **0** |

| CREDITS | TOTAL | STATEMENT DATE |
|---|---|---|
| | **15,554** | 7/21/2017 |
| | **3,815** | 7/25/2017 |
| | **860** | 7/30/2017 |
| | **73** | 7/31/2017 |
| | **5,964** | 8/5/2017 |
| | **3,402** | 8/4/2017 |
| **0** | **29,668** | |

**Community Action Partnership of Kern**
**Head Start and Early Head Start**
**Non-Federal Share and In-Kind**
**Budget Period: March 1, 2017 through February 28, 2018**
**Report for period ending July 2017 (Month 5 of 12)**

**Percent of year elapsed: 42%**

| LOCATION | FUNDED ENROLL-MENT | March | April | May | June | July | YTD Totals | IN-KIND GOAL | % OF GOAL MET |
|---|---|---|---|---|---|---|---|---|---|
| Alberta Dillard | 68 | 17,235 | 14,278 | 7,823 | 0 | 0 | 39,336 | 88,698 | 44% |
| Alicante | 34 | 8,933 | 3,798 | 1,981 | 0 | 0 | 14,713 | 44,349 | 33% |
| Buttonwillow | 20 | 2,742 | 1,832 | 903 | 0 | 0 | 5,478 | 26,088 | 21% |
| California City | 34 | 7,464 | 5,967 | 2,640 | 0 | 0 | 16,071 | 44,349 | 36% |
| Casa Loma | 34 | 10,045 | 5,902 | 3,417 | 0 | 0 | 19,364 | 44,349 | 44% |
| Cleo Foran | 34 | 7,624 | 6,949 | 3,950 | 0 | 0 | 18,523 | 44,349 | 42% |
| Delano | 90 | 16,824 | 13,340 | 10,738 | 4,060 | 3,560 | 48,521 | 117,395 | 41% |
| East California | 70 | 13,042 | 7,973 | 5,477 | 0 | 0 | 26,493 | 91,307 | 29% |
| Fairfax | 40 | 14,732 | 11,648 | 7,741 | 0 | 0 | 34,121 | 52,175 | 65% |
| Fairview | 34 | 4,848 | 3,329 | 3,022 | 0 | 0 | 11,198 | 44,349 | 25% |
| Faith Avenue | 34 | 13,062 | 8,485 | 6,670 | 0 | 0 | 28,216 | 44,349 | 64% |
| Franklin | 24 | 5,953 | 4,296 | 2,617 | 2,315 | 3,846 | 19,028 | 31,305 | 61% |
| Heritage Park | 34 | 12,084 | 10,752 | 7,261 | 0 | 0 | 30,097 | 44,349 | 68% |
| Home Base | 249 | 24,130 | 21,418 | 14,268 | 11,636 | 6,081 | 77,533 | 162,396 | 48% |
| Lamont | 34 | 9,115 | 5,854 | 3,225 | 0 | 0 | 18,194 | 44,349 | 41% |
| Lost Hills | 20 | 3,195 | 1,763 | 1,560 | 0 | 0 | 6,519 | 26,088 | 25% |
| Martha J. Morgan | 83 | 27,956 | 22,725 | 13,972 | 0 | 0 | 64,653 | 108,264 | 60% |
| McFarland | 20 | 5,400 | 4,732 | 1,711 | 0 | 0 | 11,843 | 26,088 | 45% |
| Mojave | 34 | 5,884 | 2,935 | 1,109 | 0 | 0 | 9,928 | 44,349 | 22% |
| Noble | 34 | 7,130 | 5,708 | 3,486 | 0 | 0 | 16,324 | 44,349 | 37% |
| Oasis | 60 | 6,568 | 6,949 | 2,245 | 0 | 0 | 15,763 | 78,263 | 20% |
| Oildale | 34 | 9,626 | 7,108 | 3,628 | 0 | 0 | 20,362 | 44,349 | 46% |
| Pacific | 62 | 12,190 | 9,953 | 6,959 | 5,247 | 672 | 35,021 | 80,872 | 43% |
| Pete H. Parra | 148 | 18,018 | 17,785 | 14,195 | 9,771 | 9,835 | 69,604 | 193,049 | 36% |
| Pioneer | 34 | 8,234 | 6,887 | 3,547 | 0 | 0 | 18,668 | 44,349 | 42% |
| Planz | 34 | 12,344 | 9,988 | 4,851 | 0 | 0 | 27,184 | 44,349 | 61% |
| Primeros Pasos | 76 | 13,509 | 11,897 | 11,322 | 7,390 | 7,001 | 51,119 | 99,133 | 52% |
| Rafer Johnson | 34 | 7,010 | 4,290 | 1,382 | 0 | 0 | 12,682 | 44,349 | 29% |
| Roosevelt | 34 | 11,919 | 10,962 | 5,653 | 0 | 0 | 28,533 | 44,349 | 64% |
| Rosamond | 75 | 22,378 | 18,460 | 7,932 | 0 | 0 | 48,770 | 97,829 | 50% |
| San Diego Street | 48 | 11,089 | 10,871 | 10,601 | 11,518 | 7,498 | 51,577 | 62,610 | 82% |
| Seibert | 34 | 4,457 | 4,656 | 2,920 | 0 | 0 | 12,033 | 44,349 | 27% |
| Shafter | 34 | 4,257 | 4,019 | 2,801 | 0 | 0 | 11,077 | 44,349 | 25% |
| Shafter HS/EHS | 36 | 5,894 | 5,073 | 4,436 | 4,041 | 3,901 | 23,344 | 46,958 | 50% |
| Stella Hills | 34 | 9,153 | 7,612 | 2,720 | 0 | 0 | 19,485 | 44,349 | 44% |
| Sterling | 103 | 20,515 | 17,254 | 16,347 | 12,271 | 5,710 | 72,097 | 134,352 | 54% |
| Stine Road | 123 | 18,162 | 16,204 | 19,189 | 15,050 | 10,608 | 79,213 | 160,439 | 49% |
| Sunrise Villa | 34 | 17,097 | 13,051 | 6,550 | 0 | 0 | 36,697 | 44,349 | 83% |
| Taft | 54 | 12,166 | 8,538 | 5,262 | 0 | 0 | 25,966 | 70,437 | 37% |
| Tehachapi | 34 | 8,461 | 7,372 | 3,800 | 0 | 0 | 19,633 | 44,349 | 44% |
| Vineland | 20 | 7,955 | 4,026 | 1,925 | 0 | 0 | 13,906 | 26,088 | 53% |
| Virginia | 34 | 9,882 | 6,594 | 3,576 | 0 | 0 | 20,052 | 44,349 | 45% |
| Wesley | 60 | 8,676 | 5,052 | 1,900 | 0 | 0 | 15,628 | 78,263 | 20% |
| Williams | 34 | 8,701 | 6,370 | 2,440 | 0 | 0 | 17,511 | 44,349 | 39% |
| Willow | 72 | 11,499 | 9,455 | 4,751 | 0 | 0 | 25,705 | 93,916 | 27% |
| Administrative Services | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | NA |
| Program Services | | 0 | 0 | 0 | 0 | 0 | 0 | 69,535 | 0% |
| Policy Council and RPC | | 125 | 97 | 35 | 9 | 0 | 266 | 52,917 | 1% |
| **SUBTOTAL IN-KIND** | **2,369** | **497,283** | **394,206** | **254,538** | **83,309** | **58,711** | **1,288,048** | **3,050,144** | **42%** |
| State General Child Care* | | 122,967 | 102,229 | 122,920 | 121,327 | 88,386 | 557,830 | 929,949 | 60% |
| State Preschool* | | 311,431 | 230,967 | 311,406 | 126,301 | 96,719 | 1,076,824 | 1,718,996 | 63% |
| State Migrant Child Care* | | 14,552 | 15,236 | 29,786 | 28,140 | 16,787 | 104,501 | 169,082 | 62% |
| **SUBTOTAL CA DEPT of ED** | | **448,950** | **348,432** | **464,112** | **275,769** | **201,891** | **1,739,154** | **2,818,027** | **62%** |
| **GRAND TOTAL** | | **946,233** | **742,638** | **718,650** | **359,078** | **260,602** | **3,027,202** | **5,868,171** | **52%** |

*May include estimates

**Community Action Partnership of Kern**
**San Joaquin Early Head Start**
**Non-Federal Share and In-Kind**
**Budget Period: February 1, 2017 through January 31, 2018**
**Report for period ending July 2017 (Month 6 of 12)**

**Percent of year elapsed: 50%**

| LOCATION | FUNDED ENROLLMENT | Feb | March | April | May | June | July | YTD Totals | IN-KIND GOAL | % OF GOAL MET |
|---|---|---|---|---|---|---|---|---|---|---|
| 4th Street | 24 | 8,398 | 8,489 | 7,478 | 9,488 | 6,843 | 4,302 | 44,998 | 112,119 | 40% |
| California Street | 24 | 11,719 | 12,634 | 8,450 | 8,120 | 7,746 | 56 | 48,724 | 112,119 | 43% |
| Chrisman | 30 | 8,771 | 9,937 | 11,674 | 12,307 | 8,824 | 149 | 51,661 | 140,149 | 37% |
| Home Base - Lodi | 35 | 6,975 | 8,762 | 9,482 | 7,926 | 6,223 | 1,038 | 40,405 | 81,753 | 49% |
| Home Base - Manteca | 12 | 3,607 | 3,791 | 5,304 | 4,625 | 3,449 | 0 | 20,775 | 28,030 | 74% |
| Home Base - Stockton | 90 | 13,421 | 16,503 | 18,909 | 16,360 | 12,571 | 3,520 | 81,284 | 210,223 | 39% |
| Home Base - Tracy | 12 | 2,053 | 2,522 | 2,553 | 3,812 | 2,344 | 0 | 13,284 | 28,030 | 47% |
| Kennedy | 16 | 1,654 | 924 | 705 | 1,193 | 1,234 | 836 | 6,546 | 74,746 | 9% |
| Lodi UCC | 30 | 5,167 | 4,343 | 4,417 | 7,737 | 4,793 | 4,876 | 31,333 | 140,149 | 22% |
| St. Mary's | 16 | 2,627 | 4,100 | 6,543 | 4,687 | 3,676 | 2,845 | 24,480 | 74,746 | 33% |
| Walnut | 24 | 2,084 | 11,779 | 7,270 | 5,354 | 2,459 | 2,145 | 31,091 | 112,119 | 28% |
| Administrative Services | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Program Services | | 80 | 1,807 | 1,283 | 29,539 | 21,951 | 2,240 | 56,900 | 21,858 | 260% |
| Policy Council | | 199 | 127 | 132 | 27 | 11 | 0 | 495 | 2,713 | 18% |
| **SUBTOTAL IN-KIND** | **313** | **66,752** | **85,719** | **84,199** | **111,175** | **82,124** | **22,007** | **451,976** | **1,138,754** | **40%** |

# COMMUNITY ACTION PARTNERSHIP OF KERN
# MEMORANDUM

**To:** Policy Council

**From:** Donna Holland, Fiscal Administrator

**Subject:** *Agenda Item 5b:* San Joaquin Early Head Start
Budget to Actual Report for the Period Ended July 31, 2017 – **Info Item**

**Date:** August 31, 2017

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The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2017 through July 31, 2017. Six months (50%) of the 12-month budget period have elapsed.

**Base Funds**

Expenditures in most categories are on track for this point in the budget period.

- Costs of **Travel** associated with monthly support are currently less than budgeted.
- Costs of **Contractual** services are incurred as needed, rather than by the month.

**Training & Technical Assistance Funds**

Overall expenditures are less than the percentage of the budget period elapsed.

- Purchases of **Supplies** are as needed and typically not made evenly throughout the year.
- Expenses in the **Other** category include the costs of annual pre-service training.

**Non-Federal Share**

Non-Federal Share is at 36% of budget. This is an improvement over the in-kind amounts recorded during the earlier months of operating the San Joaquin grant, and is the direct result of the commitment of San Joaquin staff to seeking community resources and supporting parent volunteers.

**Community Action Partnership of Kern**
**Early Head Start - San Joaquin County**
**Budget to Actual Report**
Budget Period: February 1, 2017 - January 31, 2018
Report Period: February 1, 2017 - July 31, 2017
Month 6 of 12 (50%)

Prepared 08/07/2017

| BASE FUNDS | BUDGET | ACTUAL | REMAINING | % SPENT | % REMAINING |
|---|---|---|---|---|---|
| PERSONNEL | 3,065,456 | 1,272,224 | 1,793,232 | 42% | 58% |
| FRINGE BENEFITS | 762,444 | 339,663 | 422,781 | 45% | 55% |
| TRAVEL | 20,232 | 6,364 | 13,868 | 31% | 69% |
| EQUIPMENT | 0 | 0 | 0 | | |
| SUPPLIES | 142,025 | 84,288 | 57,737 | 59% | 41% |
| CONTRACTUAL | 5,000 | 1,926 | 3,074 | 39% | 61% |
| CONSTRUCTION | 0 | 0 | 0 | | |
| OTHER | 524,403 | 294,465 | 229,938 | 56% | 44% |
| INDIRECT | 476,784 | 196,209 | 280,575 | 41% | 59% |
| **TOTAL** | **4,996,344** | **2,195,138** | **2,801,206** | **44%** | **56%** |

**TRAINING & TECHNICAL ASSISTANCE FUNDS**

| | | | | | |
|---|---|---|---|---|---|
| TRAVEL | 14,475 | 4,271 | 10,204 | 30% | 70% |
| SUPPLIES | 16,404 | 1,231 | 15,173 | 8% | 92% |
| CONTRACTUAL | 19,823 | 9,890 | 9,933 | 50% | 50% |
| OTHER | 23,005 | 21,152 | 1,853 | 92% | 8% |
| INDIRECT | 8,190 | 3,654 | 4,536 | 45% | 55% |
| **TOTAL** | **81,897** | **40,198** | **41,699** | **49%** | **51%** |

| | | | | | |
|---|---|---|---|---|---|
| **GRAND TOTAL EHS FEDERAL FUNDS** | **5,078,241** | **2,235,336** | **2,842,905** | **44%** | **56%** |

| NON-FEDERAL SHARE | BUDGET | ACTUAL | REMAINING | % SPENT | % REMAINING |
|---|---|---|---|---|---|
| IN-KIND | 1,269,560 | 451,976 | 817,584 | 36% | 64% |
| **TOTAL NON-FEDERAL FUNDS** | **1,269,560** | **451,976** | **817,584** | **36%** | **64%** |

| | |
|---|---|
| Centralized Administrative Cost | 7.4% |
| Program Administrative Cost | 1.6% |
| **Total Administrative Cost** | **9.0%** |

Budget reflects the projected annual funding level in Fiscal Year 2017 (Notice of Award #09CH010071-03-01)
Actual expenditures include posted expenditures and estimated adjustments through 06/30/2017

# COMMUNITY ACTION PARTNERSHIP OF KERN
# MEMORANDUM

**To:** Policy Council

**From:** Donna Holland, Fiscal Administrator

**Subject:** *Agenda Item 5b*: Early Head Start Child Care Partnerships
Budget to Actual Report for the Period Ended July 31, 2017 – **Info Item**

**Date:** August 31, 2017

---

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2016 through July 31, 2017. Eleven months (92%) of the 12-month budget period have elapsed.

**Base Funds**
Staff estimate that by year-end (August 31, 2017), costs of **Personnel and Fringe Benefits** will exceed the budget by $3,626.

Costs of classroom and curriculum **Supplies** are in excess of budget by $4,789. This amount includes (1) a late shipment that was received after the last day of the prior budget period; and (2) a purchase that was originally intended to be charged to the Carryover Funds.

Staff estimate that by year-end, costs in the **Contractual** category will be under budget by $15,345. This is partially due to temporary under-enrollment of children earlier in the budget period, which resulted in decreased payments to contractors providing the child care services.

Costs in the **Other** category are estimated to be $1,146 less than budget by year-end.

Total base costs overall are slightly under budget.

**Carryover Funds**
CAPK staff continue to work with its child care partners to expend the carryover funds for playground improvements, additional classroom and curriculum supplies, building maintenance and repair.

**Training & Technical Assistance (T&TA)**
Overall expenditures are at 87% of budget; staff expect to fully expend these funds by year-end.

**Non-Federal Share**
With 92% of the year elapsed, total Non-Federal Share is at 88% of budget.

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

Budget Period: September 1, 2016 - August 31, 2017
Report Period: September 1, 2016 - July 31, 2017
Month 11 of 12 (92%)

Prepared 08/07/2017

| BASE FUNDS | BUDGET | ACTUAL | REMAINING | % SPENT | % REMAINING |
|---|---|---|---|---|---|
| PERSONNEL | 122,245 | 111,321 | 10,924 | 91% | 9% |
| FRINGE BENEFITS | 28,705 | 25,303 | 3,402 | 88% | 12% |
| TRAVEL | 0 | 0 | 0 | | |
| EQUIPMENT | 0 | 0 | 0 | | |
| SUPPLIES | 1,650 | 6,439 | (4,789) | 390% | -290% |
| CONTRACTUAL | 459,322 | 402,556 | 56,766 | 88% | 12% |
| CONSTRUCTION | 0 | 0 | 0 | | |
| OTHER | 9,990 | 7,638 | 2,352 | 76% | 24% |
| INDIRECT | 62,184 | 55,285 | 6,899 | 89% | 11% |
| **TOTAL BASE FUNDING** | **684,096** | **608,542** | **75,554** | **89%** | **11%** |

| CARRYOVER FUNDS | BUDGET | ACTUAL | REMAINING | % SPENT | % REMAINING |
|---|---|---|---|---|---|
| PERSONNEL | 0 | 0 | 0 | | |
| FRINGE BENEFITS | 0 | 0 | 0 | | |
| TRAVEL | 0 | 0 | 0 | | |
| EQUIPMENT | 115,000 | 0 | 115,000 | 0% | 100% |
| SUPPLIES | 83,333 | 49,455 | 33,878 | 59% | 41% |
| CONTRACTUAL | 0 | 0 | 0 | | |
| CONSTRUCTION | 0 | 0 | 0 | | |
| OTHER | 100,000 | 0 | 100,000 | 0% | 100% |
| INDIRECT | 16,667 | 4,945 | 11,722 | 30% | 70% |
| **TOTAL CARRYOVER FUNDING** | **315,000** | **54,400** | **260,600** | **17%** | **83%** |

| TRAINING & TECHNICAL ASSISTANCE FUNDS | BUDGET | ACTUAL | REMAINING | % SPENT | % REMAINING |
|---|---|---|---|---|---|
| TRAVEL | 5,294 | 10,460 | (5,166) | 198% | -98% |
| SUPPLIES | 14,706 | 434 | 14,272 | 3% | 97% |
| CONTRACTUAL | 0 | 0 | 0 | | |
| OTHER | 38,000 | 39,680 | (1,680) | 104% | -4% |
| INDIRECT | 5,800 | 5,057 | 743 | 87% | 13% |
| **TOTAL TRAINING & TECHNICAL ASSISTANCE** | **63,800** | **55,631** | **8,169** | **87%** | **13%** |

| | | | | | |
|---|---|---|---|---|---|
| **GRAND TOTAL FEDERAL FUNDS** | **1,062,896** | **718,573** | **344,323** | **68%** | **32%** |

| NON-FEDERAL SHARE | BUDGET | ACTUAL | REMAINING | % SPENT | % REMAINING |
|---|---|---|---|---|---|
| IN-KIND | 175,224 | 153,437 | 21,787 | 88% | 12% |
| **TOTAL NON-FEDERAL FUNDS** | **175,224** | **153,437** | **21,787** | **88%** | **12%** |

| | |
|---|---|
| Centralized Administrative Cost | 7.5% |
| Program Administrative Cost | 1.2% |
| **Total Administrative Cost** | **8.7%** |

Budget reflects Notice of Award #09HP0036-02-01.

Actual expenditures include posted expenditures and estimated adjustments through 07/31/2017.

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**PARENT LOCAL TRAVEL & CHILD CARE**
**2017-2018**

## KERN HEAD START

| MONTH | BEGINNING BALANCE | SPENT THIS MONTH | SPENT YEAR-TO-DATE | REMAINING BALANCE | % OF YEAR ELAPSED | % OF BUDGET SPENT |
|---|---|---|---|---|---|---|
| MARCH 2017 | $ 9,688.00 | $ 544.82 | $ 544.82 | $ 9,143.18 | 8% | 6% |
| APRIL 2017 | $ 9,143.18 | $ 925.24 | $ 1,470.06 | $ 8,217.94 | 17% | 15% |
| MAY 2017 | $ 8,217.94 | $ 522.51 | $ 1,992.57 | $ 7,695.43 | 25% | 21% |
| JUNE 2017 | $ 7,695.43 | $ 725.13 | $ 2,717.70 | $ 6,970.30 | 33% | 28% |
| JULY 2017 | $ 6,970.30 | $ 346.97 | $ 3,064.67 | $ 6,623.33 | 42% | 32% |
| AUGUST 2017 | $ 6,623.33 | | $ 3,064.67 | $ 6,623.33 | 50% | |
| SEPTEMBER 2017 | $ 6,623.33 | | $ 3,064.67 | $ 6,623.33 | 58% | |
| OCTOBER 2017 | $ 6,623.33 | | $ 3,064.67 | $ 6,623.33 | 67% | |
| NOVEMBER 2017 | $ 6,623.33 | | $ 3,064.67 | $ 6,623.33 | 75% | |
| DECEMBER 2017 | $ 6,623.33 | | $ 3,064.67 | $ 6,623.33 | 83% | |
| JANUARY 2018 | $ 6,623.33 | | $ 3,064.67 | $ 6,623.33 | 92% | |
| FEBRUARY 2018 | $ 6,623.33 | | $ 3,064.67 | $ 6,623.33 | 100% | |

## KERN EARLY HEAD START

| MONTH | BEGINNING BALANCE | SPENT THIS MONTH | SPENT YEAR-TO-DATE | REMAINING BALANCE | % OF YEAR ELAPSED | % OF BUDGET SPENT |
|---|---|---|---|---|---|---|
| MARCH 2017 | $ 1,162.00 | $ 88.67 | $ 88.67 | $ 1,073.33 | 8% | 8% |
| APRIL 2017 | $ 1,073.33 | $ 149.15 | $ 237.82 | $ 924.18 | 17% | 20% |
| MAY 2017 | $ 924.18 | $ 85.02 | $ 322.84 | $ 839.16 | 25% | 28% |
| JUNE 2017 | $ 839.16 | $ 118.03 | $ 440.87 | $ 721.13 | 33% | 38% |
| JULY 2017 | $ 721.13 | $ 56.49 | $ 497.36 | $ 664.64 | 42% | 43% |
| AUGUST 2017 | $ 664.64 | | $ 497.36 | $ 664.64 | 50% | |
| SEPTEMBER 2017 | $ 664.64 | | $ 497.36 | $ 664.64 | 58% | |
| OCTOBER 2017 | $ 664.64 | | $ 497.36 | $ 664.64 | 67% | |
| NOVEMBER 2017 | $ 664.64 | | $ 497.36 | $ 664.64 | 75% | |
| DECEMBER 2017 | $ 664.64 | | $ 497.36 | $ 664.64 | 83% | |
| JANUARY 2018 | $ 664.64 | | $ 497.36 | $ 664.64 | 92% | |
| FEBRUARY 2018 | $ 664.64 | | $ 497.36 | $ 664.64 | 100% | |

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**PARENT LOCAL TRAVEL & CHILD CARE**
**2017-2018**

## SAN JOAQUIN EARLY HEAD START

| MONTH | BEGINNING BALANCE | SPENT THIS MONTH | SPENT YEAR-TO-DATE | REMAINING BALANCE | % OF YEAR ELAPSED | % OF BUDGET SPENT |
|---|---|---|---|---|---|---|
| FEBRUARY 2017 | $ 500.00 | $ 6.96 | $ 6.96 | $ 493.04 | 8% | 1% |
| MARCH 2017 | $ 493.04 | $ - | $ 6.96 | $ 493.04 | 17% | 1% |
| APRIL 2017 | $ 493.04 | $ 17.66 | $ 24.62 | $ 475.38 | 25% | 5% |
| MAY 2017 | $ 475.38 | $ 8.03 | $ 32.65 | $ 467.35 | 33% | 7% |
| JUNE 2017 | $ 467.35 | $ - | $ 32.65 | $ 467.35 | 42% | 7% |
| JULY 2017 | $ 467.35 | $ - | $ 32.65 | $ 467.35 | 50% | 7% |
| AUGUST 2017 | $ 467.35 | | $ 32.65 | $ 467.35 | 58% | |
| SEPTEMBER 2017 | $ 467.35 | | $ 32.65 | $ 467.35 | 67% | |
| OCTOBER 2017 | $ 467.35 | | $ 32.65 | $ 467.35 | 75% | |
| NOVEMBER 2017 | $ 467.35 | | $ 32.65 | $ 467.35 | 83% | |
| DECEMBER 2017 | $ 467.35 | | $ 32.65 | $ 467.35 | 92% | |
| JANUARY 2018 | $ 467.35 | | $ 32.65 | $ 467.35 | 100% | |

## EARLY HEAD START CHILD CARE PARTNERSHIPS

| MONTH | BEGINNING BALANCE | SPENT THIS MONTH | SPENT YEAR-TO-DATE | REMAINING BALANCE | % OF YEAR ELAPSED | % OF BUDGET SPENT |
|---|---|---|---|---|---|---|
| SEPTEMBER 2016 | $ - | $ 6.48 | $ 6.48 | $ (6.48) | 8% | 1% |
| OCTOBER 2016 | $ (6.48) | $ 102.42 | $ 108.90 | $ (108.90) | 17% | 22% |
| NOVEMBER 2016 | $ (108.90) | $ - | $ 108.90 | $ (108.90) | 25% | 22% |
| DECEMBER 2016 | $ (108.90) | $ - | $ 108.90 | $ (108.90) | 33% | 22% |
| JANUARY 2017 | $ (108.90) | $ 37.03 | $ 145.93 | $ (145.93) | 42% | 29% |
| FEBRUARY 2017 | $ (145.93) | $ 20.19 | $ 166.12 | $ (166.12) | 50% | 33% |
| MARCH 2017 | $ (166.12) | $ - | $ 166.12 | $ (166.12) | 58% | 33% |
| APRIL 2017 | $ (166.12) | $ - | $ 166.12 | $ (166.12) | 67% | 33% |
| MAY 2017 | $ (166.12) | $ 60.58 | $ 226.70 | $ (226.70) | 75% | 45% |
| JUNE 2017 | $ (226.70) | $ - | $ 226.70 | $ (226.70) | 83% | 45% |
| JULY 2017 | $ (226.70) | $ 32.39 | $ 259.09 | $ (259.09) | 92% | 52% |
| AUGUST 2017 | $ (259.09) | | $ 259.09 | $ (259.09) | 100% | |

Prepared by Donna Holland
August 10, 2017

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**VIAJES LOCALES DE LOS PADRES y CUIDADO DE NINOS**
**2017-2018**

## KERN HEAD START

| MES | BALANCE INICIAL | LO QUE SE GASTO ESTE MES | LO QUE SE HA GASTADO HASTA ESTE ANO | SALDO RESTANTE | PORCEN-TAJE DEL ANO TRANSCUR-RIDO | PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO |
|---|---|---|---|---|---|---|
| MARZO DEL 2017 | $ 9,688.00 | $ 544.82 | $ 544.82 | $ 9,143.18 | 8% | 6% |
| ABRIL DEL 2017 | $ 9,143.18 | $ 925.24 | $ 1,470.06 | $ 8,217.94 | 17% | 15% |
| MAYO DEL 2017 | $ 8,217.94 | $ 522.51 | $ 1,992.57 | $ 7,695.43 | 25% | 21% |
| JUNIO DEL 2017 | $ 7,695.43 | $ 725.13 | $ 2,717.70 | $ 6,970.30 | 33% | 28% |
| JULIO DEL 2017 | $ 6,970.30 | $ 346.97 | $ 3,064.67 | $ 6,623.33 | 42% | 32% |
| AGOSTO DEL 2017 | $ 6,623.33 | $ - | $ 3,064.67 | $ 6,623.33 | 50% | |
| SEPTIEMBRE DEL 2017 | $ 6,623.33 | $ - | $ 3,064.67 | $ 6,623.33 | 58% | |
| OCTUBRE DEL 2017 | $ 6,623.33 | $ - | $ 3,064.67 | $ 6,623.33 | 67% | |
| NOVIEMBRE DEL 2017 | $ 6,623.33 | $ - | $ 3,064.67 | $ 6,623.33 | 75% | |
| DICIEMBRE DEL 2017 | $ 6,623.33 | $ - | $ 3,064.67 | $ 6,623.33 | 83% | |
| ENERO DEL 2018 | $ 6,623.33 | $ - | $ 3,064.67 | $ 6,623.33 | 92% | |
| FEBRERO DEL 2018 | $ 6,623.33 | $ - | $ 3,064.67 | $ 6,623.33 | 100% | |

## KERN EARLY HEAD START

| MES | BALANCE INICIAL | LO QUE SE GASTO ESTE MES | LO QUE SE HA GASTADO HASTA ESTE ANO | SALDO RESTANTE | PORCEN-TAJE DEL ANO TRANSCUR-RIDO | PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO |
|---|---|---|---|---|---|---|
| MARZO DEL 2017 | $ 1,162.00 | $ 88.67 | $ 88.67 | $ 1,073.33 | 8% | 8% |
| ABRIL DEL 2017 | $ 1,073.33 | $ 149.15 | $ 237.82 | $ 924.18 | 17% | 20% |
| MAYO DEL 2017 | $ 924.18 | $ 85.02 | $ 322.84 | $ 839.16 | 25% | 28% |
| JUNIO DEL 2017 | $ 839.16 | $ 118.03 | $ 440.87 | $ 721.13 | 33% | 38% |
| JULIO DEL 2017 | $ 721.13 | $ 56.49 | $ 497.36 | $ 664.64 | 42% | 43% |
| AGOSTO DEL 2017 | $ 664.64 | $ - | $ 497.36 | $ 664.64 | 50% | |
| SEPTIEMBRE DEL 2017 | $ 664.64 | $ - | $ 497.36 | $ 664.64 | 58% | |
| OCTUBRE DEL 2017 | $ 664.64 | $ - | $ 497.36 | $ 664.64 | 67% | |
| NOVIEMBRE DEL 2017 | $ 664.64 | $ - | $ 497.36 | $ 664.64 | 75% | |
| DICIEMBRE DEL 2017 | $ 664.64 | $ - | $ 497.36 | $ 664.64 | 83% | |
| ENERO DEL 2018 | $ 664.64 | $ - | $ 497.36 | $ 664.64 | 92% | |
| FEBRERO DEL 2018 | $ 664.64 | $ - | $ 497.36 | $ 664.64 | 100% | |

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**VIAJES LOCALES DE LOS PADRES y CUIDADO DE NINOS**
**2017-2018**

## SAN JOAQUIN EARLY HEAD START

| MES | BALANCE INICIAL | LO QUE SE GASTO ESTE MES | LO QUE SE HA GASTADO HASTA ESTE ANO | SALDO RESTANTE | PORCEN-TAJE DEL ANO TRANSCUR-RIDO | PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO |
|---|---|---|---|---|---|---|
| FEBRERO DEL 2017 | $ 500.00 | $ 6.96 | $ 6.96 | $ 493.04 | 8% | 1% |
| MARZO DEL 2017 | $ 493.04 | $ - | $ - | $ 493.04 | 17% | 1% |
| ABRIL DEL 2017 | $ 493.04 | $ 17.66 | $ 17.66 | $ 475.38 | 25% | 5% |
| MAYO DEL 2017 | $ 475.38 | $ 8.03 | $ 8.03 | $ 467.35 | 33% | 7% |
| JUNIO DEL 2017 | $ 467.35 | $ - | $ - | $ 467.35 | 42% | 7% |
| JULIO DEL 2017 | $ 467.35 | $ - | $ - | $ 467.35 | 50% | 7% |
| AGOSTO DEL 2017 | $ 467.35 | $ - | $ - | $ 467.35 | 58% | |
| SEPTIEMBRE DEL 2017 | $ 467.35 | $ - | $ - | $ 467.35 | 67% | |
| OCTUBRE DEL 2017 | $ 467.35 | $ - | $ - | $ 467.35 | 75% | |
| NOVIEMBRE DEL 2017 | $ 467.35 | $ - | $ - | $ 467.35 | 83% | |
| DICIEMBRE DEL 2017 | $ 467.35 | $ - | $ - | $ 467.35 | 92% | |
| ENERO DEL 2018 | $ 467.35 | $ - | $ - | $ 467.35 | 100% | |

## EARLY HEAD START CHILD CARE PARTNERSHIPS

| MES | BALANCE INICIAL | LO QUE SE GASTO ESTE MES | LO QUE SE HA GASTADO HASTA ESTE ANO | SALDO RESTANTE | PORCEN-TAJE DEL ANO TRANSCUR-RIDO | PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO |
|---|---|---|---|---|---|---|
| SEPTIEMBRE DEL 2016 | $ - | $ 6.48 | $ 6.48 | $ (6.48) | 8% | 1% |
| OCTUBRE DEL 2016 | $ (6.48) | $ 102.42 | $ 102.42 | $ (108.90) | 17% | 22% |
| NOVIEMBRE DEL 2016 | $ (108.90) | $ - | $ - | $ (108.90) | 25% | 22% |
| DICIEMBRE DEL 2016 | $ (108.90) | $ - | $ - | $ (108.90) | 33% | 22% |
| ENERO DEL 2017 | $ (108.90) | $ 37.03 | $ 37.03 | $ (145.93) | 42% | 29% |
| FEBRERO DEL 2017 | $ (145.93) | $ 20.19 | $ 20.19 | $ (166.12) | 50% | 33% |
| MARZO DEL 2017 | $ (166.12) | $ - | $ - | $ (166.12) | 58% | 33% |
| ABRIL DEL 2017 | $ (166.12) | $ - | $ - | $ (166.12) | 67% | 33% |
| MAYO DEL 2017 | $ (166.12) | $ 60.58 | $ 60.58 | $ (226.70) | 75% | 45% |
| JUNIO DEL 2017 | $ (226.70) | $ - | $ - | $ (226.70) | 83% | 45% |
| JULIO DEL 2017 | $ (226.70) | $ 32.39 | $ 32.39 | $ (259.09) | 92% | 52% |
| AGOSTO DEL 2017 | $ (259.09) | $ - | $ - | $ (259.09) | 100% | |

Preparado por Donna Holland
10 de agosto 2017

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**PARENT ACTIVITIES**
**2017-2018**

## KERN HEAD START

| MONTH | BEGINNING BALANCE | SPENT THIS MONTH | SPENT YEAR-TO-DATE | REMAINING BALANCE | % OF YEAR ELAPSED | % OF BUDGET SPENT |
|---|---|---|---|---|---|---|
| MARCH 2017 | $ 37,352.00 | $ 235.96 | $ 235.96 | $ 37,116.04 | 8% | 1% |
| APRIL 2017 | $ 37,116.04 | $ 686.70 | $ 922.66 | $ 36,429.34 | 17% | 2% |
| MAY 2017 | $ 36,429.34 | $ 327.14 | $ 1,249.80 | $ 36,102.20 | 25% | 3% |
| JUNE 2017 | $ 36,102.20 | $ 248.98 | $ 1,498.78 | $ 35,853.22 | 33% | 4% |
| JULY 2017 | $ 35,853.22 | $ - | $ 1,498.78 | $ 35,853.22 | 42% | 4% |
| AUGUST 2017 | $ 35,853.22 | | $ 1,498.78 | $ 35,853.22 | 50% | |
| SEPTEMBER 2017 | $ 35,853.22 | | $ 1,498.78 | $ 35,853.22 | 58% | |
| OCTOBER 2017 | $ 35,853.22 | | $ 1,498.78 | $ 35,853.22 | 67% | |
| NOVEMBER 2017 | $ 35,853.22 | | $ 1,498.78 | $ 35,853.22 | 75% | |
| DECEMBER 2017 | $ 35,853.22 | | $ 1,498.78 | $ 35,853.22 | 83% | |
| JANUARY 2018 | $ 35,853.22 | | $ 1,498.78 | $ 35,853.22 | 92% | |
| FEBRUARY 2018 | $ 35,853.22 | | $ 1,498.78 | $ 35,853.22 | 100% | |

## KERN EARLY HEAD START

| MONTH | BEGINNING BALANCE | SPENT THIS MONTH | SPENT YEAR-TO-DATE | REMAINING BALANCE | % OF YEAR ELAPSED | % OF BUDGET SPENT |
|---|---|---|---|---|---|---|
| MARCH 2017 | $ 6,038.00 | $ 36.79 | $ 36.79 | $ 6,001.21 | 8% | 1% |
| APRIL 2017 | $ 6,001.21 | $ 111.80 | $ 148.59 | $ 5,889.41 | 17% | 2% |
| MAY 2017 | $ 5,889.41 | $ 36.86 | $ 185.45 | $ 5,852.55 | 25% | 3% |
| JUNE 2017 | $ 5,852.55 | $ 40.52 | $ 225.97 | $ 5,812.03 | 33% | 4% |
| JULY 2017 | $ 5,812.03 | $ - | $ 225.97 | $ 5,812.03 | 42% | 4% |
| AUGUST 2017 | $ 5,812.03 | | $ 225.97 | $ 5,812.03 | 50% | |
| SEPTEMBER 2017 | $ 5,812.03 | | $ 225.97 | $ 5,812.03 | 58% | |
| OCTOBER 2017 | $ 5,812.03 | | $ 225.97 | $ 5,812.03 | 67% | |
| NOVEMBER 2017 | $ 5,812.03 | | $ 225.97 | $ 5,812.03 | 75% | |
| DECEMBER 2017 | $ 5,812.03 | | $ 225.97 | $ 5,812.03 | 83% | |
| JANUARY 2018 | $ 5,812.03 | | $ 225.97 | $ 5,812.03 | 92% | |
| FEBRUARY 2018 | $ 5,812.03 | | $ 225.97 | $ 5,812.03 | 100% | |

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**PARENT ACTIVITIES**
**2017-2018**

## SAN JOAQUIN EARLY HEAD START

| MONTH | BEGINNING BALANCE | SPENT THIS MONTH | SPENT YEAR-TO-DATE | REMAINING BALANCE | % OF YEAR ELAPSED | % OF BUDGET SPENT |
|---|---|---|---|---|---|---|
| FEBRUARY 2017 | $ 8,550.00 | $ 78.95 | $ 78.95 | $ 8,471.05 | 8% | 1% |
| MARCH 2017 | $ 8,471.05 | $ 50.60 | $ 129.55 | $ 8,420.45 | 17% | 2% |
| APRIL 2017 | $ 8,420.45 | $ 31.84 | $ 161.39 | $ 8,388.61 | 25% | 2% |
| MAY 2017 | $ 8,388.61 | $ 60.71 | $ 222.10 | $ 8,327.90 | 33% | 3% |
| JUNE 2017 | $ 8,327.90 | $ 74.02 | $ 296.12 | $ 8,253.88 | 42% | 3% |
| JULY 2017 | $ 8,253.88 | $ 50.66 | $ 346.78 | $ 8,203.22 | 50% | 4% |
| AUGUST 2017 | $ 8,203.22 | | $ 346.78 | $ 8,203.22 | 58% | |
| SEPTEMBER 2017 | $ 8,203.22 | | $ 346.78 | $ 8,203.22 | 67% | |
| OCTOBER 2017 | $ 8,203.22 | | $ 346.78 | $ 8,203.22 | 75% | |
| NOVEMBER 2017 | $ 8,203.22 | | $ 346.78 | $ 8,203.22 | 83% | |
| DECEMBER 2017 | $ 8,203.22 | | $ 346.78 | $ 8,203.22 | 92% | |
| JANUARY 2018 | $ 8,203.22 | | $ 346.78 | $ 8,203.22 | 100% | |

## EARLY HEAD START CHILD CARE PARTNERSHIPS

| MONTH | BEGINNING BALANCE | SPENT THIS MONTH | SPENT YEAR-TO-DATE | REMAINING BALANCE | % OF YEAR ELAPSED | % OF BUDGET SPENT |
|---|---|---|---|---|---|---|
| SEPTEMBER 2016 | $ 560.00 | $ 25.00 | $ 25.00 | $ 535.00 | 8% | 4% |
| OCTOBER 2016 | $ 535.00 | $ 11.16 | $ 36.16 | $ 523.84 | 17% | 6% |
| NOVEMBER 2016 | $ 523.84 | $ 41.79 | $ 77.95 | $ 482.05 | 25% | 14% |
| DECEMBER 2016 | $ 482.05 | $ 16.74 | $ 94.69 | $ 465.31 | 33% | 17% |
| JANUARY 2017 | $ 465.31 | $ 42.07 | $ 136.76 | $ 423.24 | 42% | 24% |
| FEBRUARY 2017 | $ 423.24 | $ 15.92 | $ 152.68 | $ 407.32 | 50% | 27% |
| MARCH 2017 | $ 407.32 | $ 13.25 | $ 165.93 | $ 394.07 | 58% | 30% |
| APRIL 2017 | $ 394.07 | $ 24.62 | $ 190.55 | $ 369.45 | 67% | 34% |
| MAY 2017 | $ 369.45 | $ 39.96 | $ 230.51 | $ 329.49 | 75% | 41% |
| JUNE 2017 | $ 329.49 | $ - | $ 230.51 | $ 329.49 | 83% | 41% |
| JULY 2017 | $ 329.49 | $ - | $ 230.51 | $ 329.49 | 92% | 41% |
| AUGUST 2017 | $ 329.49 | | $ 230.51 | $ 329.49 | 100% | |

Prepared by Donna Holland
August 10, 2017

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**ACTIVIDADES DE LOS PADRES**
**2017-2018**

## KERN HEAD START

| MES | BALANCE INICIAL | LO QUE SE GASTO ESTE MES | LO QUE SE HA GASTADO HASTA ESTE ANO | SALDO RESTANTE | PORCEN-TAJE DEL ANO TRANSCUR RIDO | PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO |
|---|---|---|---|---|---|---|
| MARZO DEL 2017 | $ 37,352.00 | $ 235.96 | $ 235.96 | $ 37,116.04 | 8% | 1% |
| ABRIL DEL 2017 | $ 37,116.04 | $ 686.70 | $ 922.66 | $ 36,429.34 | 17% | 2% |
| MAYO DEL 2017 | $ 36,429.34 | $ 327.14 | $ 1,249.80 | $ 36,102.20 | 25% | 3% |
| JUNIO DEL 2017 | $ 36,102.20 | $ 248.98 | $ 1,498.78 | $ 35,853.22 | 33% | 4% |
| JULIO DEL 2017 | $ 35,853.22 | $ - | $ 1,498.78 | $ 35,853.22 | 42% | 4% |
| AGOSTO DEL 2017 | $ 35,853.22 | $ - | $ 1,498.78 | $ 35,853.22 | 50% | |
| SEPTIEMBRE DEL 2017 | $ 35,853.22 | $ - | $ 1,498.78 | $ 35,853.22 | 58% | |
| OCTUBRE DEL 2017 | $ 35,853.22 | $ - | $ 1,498.78 | $ 35,853.22 | 67% | |
| NOVIEMBRE DEL 2017 | $ 35,853.22 | $ - | $ 1,498.78 | $ 35,853.22 | 75% | |
| DICIEMBRE DEL 2017 | $ 35,853.22 | $ - | $ 1,498.78 | $ 35,853.22 | 83% | |
| ENERO DEL 2018 | $ 35,853.22 | $ - | $ 1,498.78 | $ 35,853.22 | 92% | |
| FEBRERO DEL 2018 | $ 35,853.22 | $ - | $ 1,498.78 | $ 35,853.22 | 100% | |

## KERN EARLY HEAD START

| MES | BALANCE INICIAL | LO QUE SE GASTO ESTE MES | LO QUE SE HA GASTADO HASTA ESTE ANO | SALDO RESTANTE | PORCEN-TAJE DEL ANO TRANSCUR RIDO | PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO |
|---|---|---|---|---|---|---|
| MARZO DEL 2017 | $ 6,038.00 | $ 36.79 | $ 36.79 | $ 6,001.21 | 8% | 1% |
| ABRIL DEL 2017 | $ 6,001.21 | $ 111.80 | $ 148.59 | $ 5,889.41 | 17% | 2% |
| MAYO DEL 2017 | $ 5,889.41 | $ 36.86 | $ 185.45 | $ 5,852.55 | 25% | 3% |
| JUNIO DEL 2017 | $ 5,852.55 | $ 40.52 | $ 225.97 | $ 5,812.03 | 33% | 4% |
| JULIO DEL 2017 | $ 5,812.03 | $ - | $ 225.97 | $ 5,812.03 | 42% | 4% |
| AGOSTO DEL 2017 | $ 5,812.03 | $ - | $ 225.97 | $ 5,812.03 | 50% | |
| SEPTIEMBRE DEL 2017 | $ 5,812.03 | $ - | $ 225.97 | $ 5,812.03 | 58% | |
| OCTUBRE DEL 2017 | $ 5,812.03 | $ - | $ 225.97 | $ 5,812.03 | 67% | |
| NOVIEMBRE DEL 2017 | $ 5,812.03 | $ - | $ 225.97 | $ 5,812.03 | 75% | |
| DICIEMBRE DEL 2017 | $ 5,812.03 | $ - | $ 225.97 | $ 5,812.03 | 83% | |
| ENERO DEL 2018 | $ 5,812.03 | $ - | $ 225.97 | $ 5,812.03 | 92% | |
| FEBRERO DEL 2018 | $ 5,812.03 | $ - | $ 225.97 | $ 5,812.03 | 100% | |

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**ACTIVIDADES DE LOS PADRES**
**2017-2018**

## SAN JOAQUIN EARLY HEAD START

| MES | BALANCE INICIAL | LO QUE SE GASTO ESTE MES | LO QUE SE HA GASTADO HASTA ESTE ANO | SALDO RESTANTE | PORCEN-TAJE DEL ANO TRANSCURRIDO | PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO |
|---|---|---|---|---|---|---|
| FEBRERO DEL 2016 | $ 8,550.00 | $ 78.95 | $ 78.95 | $ 8,471.05 | 8% | 1% |
| MARZO DEL 2016 | $ 8,471.05 | $ 50.60 | $ 129.55 | $ 8,420.45 | 17% | 2% |
| ABRIL DEL 2016 | $ 8,420.45 | $ 31.84 | $ 161.39 | $ 8,388.61 | 25% | 2% |
| MAYO DEL 2016 | $ 8,388.61 | $ 60.71 | $ 222.10 | $ 8,327.90 | 33% | 3% |
| JUNIO DEL 2016 | $ 8,327.90 | $ 74.02 | $ 296.12 | $ 8,253.88 | 42% | 3% |
| JULIO DEL 2016 | $ 8,253.88 | $ 50.66 | $ 346.78 | $ 8,203.22 | 50% | 4% |
| AGOSTO DEL 2016 | $ 8,203.22 | $ - | $ 346.78 | $ 8,203.22 | 58% | |
| SEPTIEMBRE DEL 2016 | $ 8,203.22 | $ - | $ 346.78 | $ 8,203.22 | 67% | |
| OCTUBRE DEL 2016 | $ 8,203.22 | $ - | $ 346.78 | $ 8,203.22 | 75% | |
| NOVIEMBRE DEL 2016 | $ 8,203.22 | $ - | $ 346.78 | $ 8,203.22 | 83% | |
| DICIEMBRE DEL 2016 | $ 8,203.22 | $ - | $ 346.78 | $ 8,203.22 | 92% | |
| ENERO DEL 2017 | $ 8,203.22 | $ - | $ 346.78 | $ 8,203.22 | 100% | |

## EARLY HEAD START CHILD CARE PARTNERSHIPS

| MES | BALANCE INICIAL | LO QUE SE GASTO ESTE MES | LO QUE SE HA GASTADO HASTA ESTE ANO | SALDO RESTANTE | PORCEN-TAJE DEL ANO TRANSCURRIDO | PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO |
|---|---|---|---|---|---|---|
| SEPTIEMBRE DEL 2016 | $ 560.00 | $ 25.00 | $ 25.00 | $ 535.00 | 8% | 4% |
| OCTUBRE DEL 2016 | $ 535.00 | $ 11.16 | $ 36.16 | $ 523.84 | 17% | 6% |
| NOVIEMBRE DEL 2016 | $ 523.84 | $ 41.79 | $ 77.95 | $ 482.05 | 25% | 14% |
| DICIEMBRE DEL 2016 | $ 482.05 | $ 16.74 | $ 94.69 | $ 465.31 | 33% | 17% |
| ENERO DEL 2017 | $ 465.31 | $ 42.07 | $ 136.76 | $ 423.24 | 42% | 24% |
| FEBRERO DEL 2017 | $ 423.24 | $ 15.92 | $ 152.68 | $ 407.32 | 50% | 27% |
| MARZO DEL 2017 | $ 407.32 | $ 13.25 | $ 165.93 | $ 394.07 | 58% | 30% |
| ABRIL DEL 2017 | $ 394.07 | $ 24.62 | $ 190.55 | $ 369.45 | 67% | 34% |
| MAYO DEL 2017 | $ 369.45 | $ 39.96 | $ 230.51 | $ 329.49 | 75% | 41% |
| JUNIO DEL 2017 | $ 329.49 | $ - | $ 230.51 | $ 329.49 | 83% | 41% |
| JULIO DEL 2017 | $ 329.49 | $ - | $ 230.51 | $ 329.49 | 92% | 41% |
| AGOSTO DEL 2017 | $ 329.49 | $ - | $ 230.51 | $ 329.49 | 100% | |

Preparado por Donna Holland
10 de agosto 2017

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**PARENT MEALS Prepared by Central Kitchen**
**2017-2018**

## KERN HEAD START

| MONTH | BEGINNING BALANCE | SPENT THIS MONTH | SPENT YEAR-TO-DATE | REMAINING BALANCE | % OF YEAR ELAPSED | % OF BUDGET SPENT |
|---|---|---|---|---|---|---|
| MARCH 2017 | $ 20,300.00 | $ 1,533.71 | $ 1,533.71 | $ 18,766.29 | 8% | 8% |
| APRIL 2017 | $ 18,766.29 | $ 1,527.61 | $ 3,061.32 | $ 17,238.68 | 17% | 15% |
| MAY 2017 | $ 17,238.68 | $ 18.09 | $ 3,079.41 | $ 17,220.59 | 25% | 15% |
| JUNE 2017 | $ 17,220.59 | $ - | $ 3,079.41 | $ 17,220.59 | 33% | 15% |
| JULY 2017 | $ 17,220.59 | $ 336.66 | $ 3,416.07 | $ 16,883.93 | 42% | 17% |
| AUGUST 2017 | $ 16,883.93 | | $ 3,416.07 | $ 16,883.93 | 50% | |
| SEPTEMBER 2017 | $ 16,883.93 | | $ 3,416.07 | $ 16,883.93 | 58% | |
| OCTOBER 2017 | $ 16,883.93 | | $ 3,416.07 | $ 16,883.93 | 67% | |
| NOVEMBER 2017 | $ 16,883.93 | | $ 3,416.07 | $ 16,883.93 | 75% | |
| DECEMBER 2017 | $ 16,883.93 | | $ 3,416.07 | $ 16,883.93 | 83% | |
| JANUARY 2018 | $ 16,883.93 | | $ 3,416.07 | $ 16,883.93 | 92% | |
| FEBRUARY 2018 | $ 16,883.93 | | $ 3,416.07 | $ 16,883.93 | 100% | |

## KERN EARLY HEAD START

| MONTH | BEGINNING BALANCE | SPENT THIS MONTH | SPENT YEAR-TO-DATE | REMAINING BALANCE | % OF YEAR ELAPSED | % OF BUDGET SPENT |
|---|---|---|---|---|---|---|
| MARCH 2017 | $ 2,800.00 | $ 248.99 | $ 248.99 | $ 2,551.01 | 8% | 9% |
| APRIL 2017 | $ 2,551.01 | $ 245.67 | $ 494.66 | $ 2,305.34 | 17% | 18% |
| MAY 2017 | $ 2,305.34 | $ 2.70 | $ 497.36 | $ 2,302.64 | 25% | 18% |
| JUNE 2017 | $ 2,302.64 | $ - | $ 497.36 | $ 2,302.64 | 33% | 18% |
| JULY 2017 | $ 2,302.64 | $ 54.82 | $ 552.18 | $ 2,247.82 | 42% | 20% |
| AUGUST 2017 | $ 2,247.82 | | $ 552.18 | $ 2,247.82 | 50% | |
| SEPTEMBER 2017 | $ 2,247.82 | | $ 552.18 | $ 2,247.82 | 58% | |
| OCTOBER 2017 | $ 2,247.82 | | $ 552.18 | $ 2,247.82 | 67% | |
| NOVEMBER 2017 | $ 2,247.82 | | $ 552.18 | $ 2,247.82 | 75% | |
| DECEMBER 2017 | $ 2,247.82 | | $ 552.18 | $ 2,247.82 | 83% | |
| JANUARY 2018 | $ 2,247.82 | | $ 552.18 | $ 2,247.82 | 92% | |
| FEBRUARY 2018 | $ 2,247.82 | | $ 552.18 | $ 2,247.82 | 100% | |

Prepared by Donna Holland
August 10, 2017

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**COMIDAS DE LOS PADRES - Prepared by Central Kitchen**
**2017-2018**

## KERN HEAD START

| MES | BALANCE INICIAL | LO QUE SE GASTO ESTE MES | LO QUE SE HA GASTADO HASTA ESTE ANO | SALDO RESTANTE | PORCEN-TAJE DEL ANO TRANSCUR RIDO | PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO |
|---|---|---|---|---|---|---|
| MARZO DEL 2017 | $ 20,300.00 | $ 1,533.71 | $ 1,533.71 | $ 18,766.29 | 8% | 8% |
| ABRIL DEL 2017 | $ 18,766.29 | $ 1,527.61 | $ 3,061.32 | $ 17,238.68 | 17% | 15% |
| MAYO DEL 2017 | $ 17,238.68 | $ 18.09 | $ 3,079.41 | $ 17,220.59 | 25% | 15% |
| JUNIO DEL 2017 | $ 17,220.59 | $ - | $ 3,079.41 | $ 17,220.59 | 33% | 15% |
| JULIO DEL 2017 | $ 17,220.59 | $ 336.66 | $ 3,416.07 | $ 16,883.93 | 42% | |
| AGOSTO DEL 2017 | $ 16,883.93 | $ - | $ 3,416.07 | $ 16,883.93 | 50% | |
| SEPTIEMBRE DEL 2017 | $ 16,883.93 | $ - | $ 3,416.07 | $ 16,883.93 | 58% | |
| OCTUBRE DEL 2017 | $ 16,883.93 | $ - | $ 3,416.07 | $ 16,883.93 | 67% | |
| NOVIEMBRE DEL 2017 | $ 16,883.93 | $ - | $ 3,416.07 | $ 16,883.93 | 75% | |
| DICIEMBRE DEL 2017 | $ 16,883.93 | $ - | $ 3,416.07 | $ 16,883.93 | 83% | |
| ENERO DEL 2018 | $ 16,883.93 | $ - | $ 3,416.07 | $ 16,883.93 | 92% | |
| FEBRERO DEL 2018 | $ 16,883.93 | $ - | $ 3,416.07 | $ 16,883.93 | 100% | |

## KERN EARLY HEAD START

| MES | BALANCE INICIAL | LO QUE SE GASTO ESTE MES | LO QUE SE HA GASTADO HASTA ESTE ANO | SALDO RESTANTE | PORCEN-TAJE DEL ANO TRANSCUR RIDO | PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO |
|---|---|---|---|---|---|---|
| MARZO DEL 2017 | $ 2,800.00 | $ 248.99 | $ 248.99 | $ 2,551.01 | 8% | 9% |
| ABRIL DEL 2017 | $ 2,551.01 | $ 245.67 | $ 494.66 | $ 2,305.34 | 17% | 18% |
| MAYO DEL 2017 | $ 2,305.34 | $ 2.70 | $ 497.36 | $ 2,302.64 | 25% | 18% |
| JUNIO DEL 2017 | $ 2,302.64 | $ - | $ 497.36 | $ 2,302.64 | 33% | 18% |
| JULIO DEL 2017 | $ 2,302.64 | $ 54.82 | $ 552.18 | $ 2,247.82 | 42% | |
| AGOSTO DEL 2017 | $ 2,247.82 | $ - | $ 552.18 | $ 2,247.82 | 50% | |
| SEPTIEMBRE DEL 2017 | $ 2,247.82 | $ - | $ 552.18 | $ 2,247.82 | 58% | |
| OCTUBRE DEL 2017 | $ 2,247.82 | $ - | $ 552.18 | $ 2,247.82 | 67% | |
| NOVIEMBRE DEL 2017 | $ 2,247.82 | $ - | $ 552.18 | $ 2,247.82 | 75% | |
| DICIEMBRE DEL 2017 | $ 2,247.82 | $ - | $ 552.18 | $ 2,247.82 | 83% | |
| ENERO DEL 2018 | $ 2,247.82 | $ - | $ 552.18 | $ 2,247.82 | 92% | |
| FEBRERO DEL 2018 | $ 2,247.82 | $ - | $ 552.18 | $ 2,247.82 | 100% | |

Preparado por Donna Holland
10 de agosto 2017

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

| | |
|---|---|
| **Division/Director:** Head Start/State Child Development/Yolanda Gonzales | **Month/Year:** July 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 | July 2017 (Summer Enrollment 290) | 2,041 | 301 |
| Early Head Start Kern | July 2017 | 328 | 331 |
| Early Head Start Partnership | July 2017 | 56 | 55 |
| Early Head Start San Joaquin | July 2017 | 313 | 314 |
| **TOTAL Funded Enrollment** | | **2,738** | **1001** |
| **Children with Disabilities** | | **Goal** | **Actual** |
| Head Start Kern | Identified as having an IEP | 10% | 2% |
| Early Head Start Kern | Identified as having an IFSP | 10% | 10% |
| Early Head Start Partnership | Identified as having an IFSP | 10% | 1% |
| Early Head Start San Joaquin | Identified as having an IFSP | 10% | 11% |
| **Over Income** | | **Goal** | **Actual** |
| Head Start Kern | Within 100% and 130% of Federal Poverty Rate | <10% | 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%)** | | 96% | |

| **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 | June 2016 | June 2017 |
| ** | | | | | | |

**Other**: We had 1 Center with 100% attendance for June: Franklin

**Total Division Staffing**: Currently employed in Head Start: 548
Vacant Positions: 23
Currently out on Leave: 84
**Currently on Summer break: 262**

**Program Updates:** SJC EHS met full enrollment!!
**CACFP Data was not available at the time this report was created.

# BUTTONWILLOW UNION SCHOOL DISTRICT
## Buttonwillow Community Resource Center
### Job Description

**JOB TITLE:** **Early Childhood Teacher**
**RANGE:** **5**
**WORK YEAR:** **10 Month**
**HOURS:** **16 Hrs. Per Week, 4 Days Per Week, Tues - Fri**

This grant funded program is under the fiscal agent of Buttonwillow Union School District (BUSD) and position is contingent on availability of grant funds.

**EXAMPLES OF DUTIES**
Under the supervision of Buttonwillow Community Resource Center (BCRC) Program Coordinator duties include, but are not limited to:

Provide School Readiness activities to children, ages 3 and 4 years old;
Plan curriculum and develop activities for classroom;
Maintain student records as required for program;
Maintain a clean and orderly classroom;
Provide parenting classes to parents enrolled in First 5 programs;
Attend meetings and trainings as required;
Work closely with BUSD kindergarten teachers and other district staff;
Other duties as requested by Program Coordinator.

***Ability to:***
Foster clear and open lines of communication between BCRC, First 5, BUSD and others;
Communicate effectively with parents;
Provide parenting classes to parents enrolled in First 5 programs;
Attend meetings and trainings as required;
Stoop frequently, bend frequently, crawl occasionally, lift 35 lbs., reach from the waist to the chest level, and see and hear sufficiently to perform the duties listed above.

**QUALIFICATIONS**
***Knowledge of:***
Appropriate English usage, punctuation, spelling, and grammar;
Basic arithmetical concepts;
Computer and technology skills;
Routine record storage, retrieval, inventory and management procedures;
Bilingual preferred (Spanish)

***Education:***
Must meet the required educational matrix for an Early Childhood Development Teacher

***Conditions of Employment:***
Fingerprint clearance by the Federal Bureau of Investigation and the California Department of Justice;
Current certification of TB clearance.
A pre-placement medical assessment/health screening, at BUSD expense, is a condition of appointment after all other required job conditions have been met.

The position has a probationary period of six months or 130 days, whichever is longer.

Board Approved: July 2017

Community Action Partnership of Kern
Head Start/ Early Head Start Child Development
Policy Council Planning Committee
Meeting Minutes
August 1, 2017

1. **Welcome**
   On behalf of PC Planning Chairperson Lorena Fernandez Anastasia Lester welcomed committee members to the meeting.

2. **Call to Order**
   a. The meeting was called to order at 5:24 p.m. by PC Planning Member and acting Chairperson, Anastasia Lester.

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

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

5. **Approval of Minutes**
   A motion was made by Enrique Salazar Jr. to approve the minutes dated June 6, 2017; seconded by Lindsay Harrison. Motion carried unanimously.

6. **Introduction of Guests**
   Shyann Nelson, daughter of Anastasia Lester; 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. Jerry shared the Enrollment Report for July with the group. Full enrollment was met for Head Start and Early Head Start Kern programs and for the first-time Early Head Start San Joaquin also met full enrollment! EHS Partnership did not meet full enrollment, as it was "short" one child. During this reporting period, the enrollment of children with disabilities for for Kern Head Start was at 2% and 10% (the OHS requirement) for Kern Early Head Start and 11% for EHS San Joaquin County. The EHS Partnership was at 1% enrollment of children with disabilities.
   b. The Average Daily Attendance (ADA) for July was 96% program wide. The Franklin Center was our only center during this period with 100% attendance.
   c. CACFP meal information was not available at this time. It was reported there are currently 84 HS/ESH employees on leave (which includes intermittent FMLA) and 23 vacant positions with 548 employed in Head Start during this reporting time. Additionally, there are currently 262 staff on summer break. All EHS positions in our

San Joaquin County program (23 positions) are filled! We do have one vacancies however that position is from the indirect cost pool (Human Resources) and not a Head Start vacancy.

**d.** Jerry spoke about the San Joaquin EHS Grant Application. He shared that the entire document will be presented to the full Policy Council for approval. All dollar amounts have changed and will be updated. There was a change (decrease) in the major category with those monies providing an increase to the personnel budget. The reason for this is because we now have all San Joaquin centers have opened are fully enrolled and fully staffed. We will focus on salaries to help ensure we keep the staff we have. We are two months ahead of schedule with the SJC EHS application which is great as we have 4 other grants due at the same time. Jerry encouraged members to provide input and contribute when this document is presented at Policy Council later in the month.

**e.** Jerry reviewed with the committee the Program Governance Reimbursement Policy & Procedure regarding childcare and mileage. Jerry sought input from other programs in the Central Valley to see what their reimbursement practices are. Jerry stated this policy is not intended to cover the entire cost of expenses incurred by attending a governance function but rather to help support any undo cost to the parent for participation while at the same time not creating a financial burden to the program. Several years ago, the Finance Committee met and determined the current child care rates via a survey and mileage is based on federal rates. Jerry shared practices for Santa Clara County, which include reimbursement consisting of a flat rate, $11.00. Discussion about providing cash on the spot to attendees (as is the practice in Santa Clara County) versus receiving a check in the mail "after the fact" ensued with a variety of pros and cons shared. The ability to receive cash on the spot was felt to equate with instant gratification and in discussion was thought to be a strong positive aspect. Jerry stated there would be many areas needing to be addressed such as risks, staff safety, handling of cash, etc. He also felt justification for a change of procedure in this direction would not be difficult to garner support for. He added this is not a plausible direction for Parent Meetings at the centers but is certainly a possibility for higher level meetings such as Policy Council and Regional Parent Committee Meetings. Other options were also shared; Fresno offers a standardized rate for mileage and no reimbursement for childcare. Much discussion ensued with passionate thoughts and opinions shared about various alternatives as well as hybrids of some of the practices discussed. Discussion branched off about ways to encourage and promote parental attendance and participation at the center level. The question was posed as to the ability to have a drawing/raffle to attract parents to meetings and events. Jerry stated this is permissible so long as items are not purchased with Head Start funds as this is a disallowed cost. He exampled one center that has built a great relationship with a neighboring business who regularly donate items to the center, this type of partnership is allowable. All members agree that increased participation at the center level is desirable and support pursing ways to encourage such. Budget discussion also took place centering around the question as to whether the budget would be able to support an increase in participation at the center level. It was stated that

budget figures are based on historical data and are not necessarily set in stone. Another question was posed as to why on the current reimbursement form mileage can be counted as in-kind in lieu of receiving financial reimbursement however the same is not true for childcare. The response was that the committee who established these procedures simply never addressed that matter therefore it wasn't ever voted on however we can certainly make that recommendation. This policy and procedure was brought before the group to see if it warrants change/revision or is acceptable as is. Should change be the direction desired, taking all things into consideration we (the subcommittee) must provide recommendations, an implementation plan as well as policy & procedural development. Jerry stated there has been quite a bit of discussion and asked members what they felt was the goal? Responses included:

- In-kind for childcare should be an option
- Mileage (reimbursement) is fair, no change needed
- Current reimbursement form should be revised to include figures so parents are aware of what they will be receiving e.g. a table with rates
- Participation needs to be broader
- Incentives for parental participation at the center level
- Increase reimbursement rate for childcare

Jerry thanked the group for their input and stated he will gather information to bring back to our next meeting. He will obtain information from our center staff to see how they are building relationships and getting parental participation at meetings and various other events. He will also inquire as to how they go about obtaining donations for events. In closing Jerry stated we can also incorporate strategies for relationship building between staff and parents as a focal point for the upcoming school year.

9. **Communications**
   None

10. **Announcements**
    None

11. **Adjournment**
    Meeting was adjourned at 7:23 p.m.

Lisa Price/PDM Administrative Assistant
Completed 08/09/17

Community Action Partnership of Kern
Head Start/ Early Head Start Child Development
Policy Council Bylaws Committee
Meeting Minutes
August 14, 2017

1. **Welcome**
   On behalf of PC Bylaws Chairperson Savannah Scarpa, Janelle Gonzalez welcomed committee members to the meeting.

2. **Call to Order**
   a. The meeting was called to order at 11:30 a.m. by PC Bylaws member Breyona Millard.

3. **Roll Call and establish Quorum (half plus one)**
   a. Quorum was **not** established.
   b. **PC Members present:** Breyona Millard and Jason Warren
   c. **PC Members not present:** Savannah Scarpa and Ramona Campos

4. **Approval of Agenda**
   Did not meet quorum.

5. **Approval of Minutes**
   Did not meet quorum.

6. **Introduction of Guests**
   Janelle Gonzalez, Program Governance Coordinator

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. Janelle gave each member a copy of the Bylaws with revisions. Janelle explained the reference numbers needed to be revised to match the newly revised Performance Standards and two items were omitted. First item to omit is the repetitive verbiage explaining the functions of the Planning Committee and second item was the requirement of PC to review the monthly HR report. A question was posed as to why PC will no longer review the HR report. Ms. Gonzalez explained PC members will continue to review and understand the Employee handbook and requirements of staff. However, reviewing the hiring of staff is no longer required. In addition, she explained the PC member's role is to assist with the direction of the Head Start program based on their understanding of several data reports. Janelle used the monthly enrollment report and school readiness goals as examples of how PC members can use these as tools to help them with voting items brought to the full PC.

9. **Communications**
   None

10. **Announcements**
    None

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

Janelle Gonzalez/Program Governance Coordinator
Completed 08/14/17

# Bankruptcy Class

- **What is a bankruptcy?**
- **Should I file for bankruptcy or do I have other options?**
- **What is the bankruptcy process?**

This informative workshop explains the bankruptcy process and under what circumstances bankruptcy would be appropriate. This class is led by local attorney Patrick Kavanagh.

For more information on the Kern County Law Library visit: www.kclawlib.org or call (661) 868-5320

For more information about GBLA visit: www.gbla.org

**Upcoming Workshop Dates and Times**

**August 14, 2017**

**September 11, 2017**

**October 16, 2017**

**November 13, 2017**

**December 11, 2017**

***All workshops will take place from:***

**12:15pm-1:15pm**

**at**

**Kern County Law Library**
**1415 Truxtun Avenue, 3rd Floor, Bakersfield, CA 93301**

KERN COUNTY BAR ASSOCIATION

KERNCOUNTY law library

GBLA
Greater Bakersfield Legal Assistance, Inc.

# Family Law Workshop

## Learn about these rights and more:

⇒ **Divorce**

⇒ **Child Custody/Visitation**

⇒ **Child Support**

*This attorney–led class will include critical information about the court process: from filing to court orders.*

*Hosted by the Volunteer Attorney Program at Greater Bakersfield Legal Assistance, Inc.*

## Upcoming Workshop Dates and Times

**August 23, 2017**

**September 27, 2017**

**October 25, 2017**

**November 29, 2017**

***All workshops will take place from:***

**12:15pm-1:15pm**

***at***

**615 California Avenue**

**Bakersfield, CA 93304**

**Questions? contact GBLA at (661) 325-5943**



GBLA

Greater Bakersfield Legal Assistance, Inc.

# How to Probate a Small Estate

## Do you have questions about:

- **What are your options when dealing with a small estate (usually under $150,000 in value)?**
- **What procedure best fits your situation?**
- **Do you even need to file a probate proceeding?**

This informative workshop covers the various court and non-court procedures available to you. You will receive information on how to prepare the necessary forms as well as important procedural information. This class is led by local attorney Diane Dodds.

For more information on the Kern County Law Library visit: www.kclawlib.org or call (661) 868-5320

For more information about GBLA visit: www.gbla.org

**Upcoming Workshop Dates and Times**

**August 2, 2017**

**September 6, 2017**

**October 4, 2017**

**November 1, 2017**

**December 6, 2017**

***All workshops will take place from:***

**12:15pm-1:15pm**

**at**

**Kern County Law Library**
**1415 Truxtun Avenue, 3rd Floor,**
**Bakersfield, CA 93301**

KERN COUNTY BAR ASSOCIATION

KERNCOUNTY law library

GBLA
Greater Bakersfield Legal Assistance, Inc.

# Workers' Rights Workshop

Have you been let go of your job?

Were you injured in the workplace?

Are you concerned about the effects of reporting something to your employer?

**Learn about your employee and labor rights during this informative class.**

*Hosted by the Volunteer Attorney Program at Greater Bakersfield Legal Assistance, Inc.*



GBLA
Greater Bakersfield Legal Assistance, Inc.

## Upcoming Workshop Dates and Times

**August 8, 2017**

**September 12, 2017**

**October 10, 2017**

**November 14, 2017**

***All workshops will take place from:***

**12:15pm-1:15pm**

***at***

**615 California Avenue**

**Bakersfield, CA 93304**

**Questions? contact GBLA at (661) 325-5943**

# Let's work together to help Californians in need.



## Join health professionals and community volunteers who will be making a difference at CDA Cares Bakersfield.

**CDA Cares is a bi-annual event** that provides dental services at no charge to patients who experience barriers to care. At every two-day clinic, we work to advance the health, hope and happiness of approximately 2,000 individuals.

Services include cleanings, fillings, extractions, stayplates, dentures, anterior root canals, education and resources to find ongoing care.

## We need volunteers like you.

- Dentists, specialists (including oral surgeons), hygienists, assistants, dental lab technicians, physicians, nurses, pharmacists and dental students.
- Community volunteers to escort patients and translate, set up and tear down the clinic, register patients and volunteers, conduct exit interviews, enter data, provide oral health education, food and beverage services, and more.

| | | |
|---|---|---|
| **Dates:** | **Thursday, October 5** | 9 a.m.–6 p.m. (set up, no patients) |
| | **Friday, October 6** | 5 a.m.–7 p.m. (dental clinic) |
| | **Saturday, October 7** | 5 a.m.–9 p.m. (dental clinic, tear down) |

**Location:** Kern County Fairgrounds in Bakersfield, CA

**Join us.** Visit [illegible] to register or learn more.

cda FOUNDATION

# Trabajamemos juntos para ayudar a los Californianos necesitados



## Únase profesionales de la salud y voluntarios de la comunidad que harán una diferencia en CDA Cares Bakersfield.

**CDA Cares es un evento bianual** que proveemos servicios dentales sin ningún costo a los pacientes que experimentan barreras para el cuidado. En cada clínica de dos días, trabajamos para mejorar la salud, la esperanza y la felicidad de aproximadamente 2,000 personas.

Los servicios incluyen limpiezas, rellenos, extracciones, dentaduras postizas parciales provisionales, dentaduras postizas, endodoncias en los dientes frontales (de manera limitada), educación y recursos para encontrar atención continua.

## Necesitamos voluntarios como usted.

- Dentistas, especialistas (incluyendo cirujanos orales), higienistas, asistentes, técnicos de laboratorios dentales, médicos, enfermeras, farmacéuticos y estudiantes dental.
- Voluntarios comunitarios para acompañar a los pacientes y traducir, armar y desarmar la clínica, registrar pacientes y voluntarios, dirigir entrevistas de salida, ingresar datos, proveer educación sobre la salud oral, servicios de comida y bebida, y más.

**Fechas:** **Jueves, 5 de Octubre** 9 a.m.–6 p.m. (armar, sin pacientes)
**Viernes, 6 de Octubre** 5 a.m.–7 p.m. (clinica dental)
**Sabado, 7 de Octubre** 5 a.m.–9 p.m. (clinica dental, desarmar)

**Lugar:** Kern County Fairgrounds, Bakersfield

**Unase a nosotros.** Visite [illegible] para registrar o obtener más informacion.

cda FOUNDATION