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

February 22, 2018



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	

Policy Council Attendance '17-'18

#	REGION 1 PC Member Name	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018
1	Jacqueline Boykin- Willow	X	X	X									
2	Nicole Walker- Noble	X	X	X									
3	Daisy Valencia- Wesley	X	X	X									
4	Amber Dunlap- Willow	X	X	X									
#	REGION 2 PC Member Name	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018
1	Kristel Melendez- Pioneer	ABS	ABS	ABS									
2	Ulysses Rodriguez- Williams	X	X	X									
3	Kimberly Henry- Pacific	ABS	ABS	ABS									
4	Coyolxauhqui Mata- Roosevelt	X	X	X									
#	REGION 3 PC Member Name	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018
1	Sharif Hassan- Harvey Hall	X	X	X									
2	Victoria Garcia Carlos- Planz	X	X	X									
3	Joanna Guillen- Harvey Hall	X	ABS	X									
4	Enrique Salazar- Pete Parra	X	X	ABS									
#	Region 4 PC Member Name	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018
1	Naomi Carrillo- Mojave	X	ABS	X									
2	Maggie Hatzell- Rosamond	X	X	X									
3	Christine DeNardo- California City	X	X	X									
4	Opening												
#	Home Base PC Member Name	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018
1	Diana Reyes- HB O. Martinez	X	X	X									
2	Opening												
	BC/Blanton EHS Partnership	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018
1	Tranisha Hartman- Bakersfield College	ABS											
	San Joaquin EHS Partnership	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018
1	Rosa Reyes HB M.Faustio		X	X									
2	Opening												
	Community Rep Member	Nov 2017	Dec 2016	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018
1	Ana Lester- First 5	X	X	X									
2	Lindsay Harrison- Standard District	X	X	X									
3	Opening												
	Board Member	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018
1	Yolanda Ochoa	ABS	ABS	ABS									

Head Start & State Child Development Birth to age 5

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Policy Council Agenda
February 22, 2018
5005 Business Park North
5:30 p.m.-6:30 p.m.
Meeting Locations:

5005 Business Park North Bakersfield, CA 93309	1145 N. Hunter St. Stockton, CA 95202	2584 Felsite Ave. Rosamond, CA 93560

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: February 22, 2018

4. **Approval of Minutes** — Chairperson — ***ACTION**
   a. Date of Minutes: January 25, 2018

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 — **Verbal Report**
   b. Planning Committee — **Verbal Report**
   c. Finance Committee — **Verbal Report**
   d. By-Laws Committee — **No Report**

7. **New Business** — Chairperson — ***ACTION**
   a. Head Start & Early Head Start 2018 Program Planning Calendar Jerry Meade, Program Design & Management Administrator
   b. Enrollment Selection and Recruitment Plan Jerry Meade, Program Design & Management Administrator

8. **Presentations**
   a. Growing Healthy on the Road to School Readiness Roxanne Harris, Content Area Specialist Nutrition
   b. CHSA Parent & Family Engagement Conference- Nicole Walker, Jaqueline Boykin, and Ulyses Rodriguez

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 12:00 pm, February 19, 2018 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 January 31, 2018
   b. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2017 through January 31, 2018
   c. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2017 through January 31, 2018
   d. Parent Local Travel & Child Care through January 31, 2018
   e. Parent Activity Funds through January 31, 2018
   f. Parent Meals prepared by Central Kitchen through January 31, 2018
   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 January 2018
   h. Policy Council School Readiness Committee Meeting Minutes January 24, 2018 (English/Spanish)
   i. Policy Council Planning Committee Meeting Minutes February 1, 2018 (English/Spanish)
   j. CAPK Head Start Read Across America Special Guest Readers March 1, 2018
   k. Exact Staff Precision in Personnel Job Fest recruitment dates
   l. Workers' Rights Workshop dates

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

Next meeting is March 22, 2018 light dinner at 5:00 p.m. meeting begins at 5:30 p.m.
5005 Business Park North, Suite 130- Board Room

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Head Start & State Child Development Birth to age 5

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Agenda del Consejo de política
22 de febrero de 2018
5005 Business Park North
5:30 p.m.-7:00 p.m.
Ubicaciones de la reunión:

5005 Business Park North Bakersfield, CA 93309	1145 N. Hunter St. Stockton, CA 95202	2584 Felsite Ave. Rosamond, CA 93560

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 major 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 — ***ACCCIóN**
   a. Fecha de Agenda: 22 de febrero de 2018

4. **Aprobación del Acta** — Presidente — ***ACCIóN**
   a. Fecha del Acta: 25 de enero de 2018

5. **Presentación de Invitado/Foro Público**
   a. *El público que desee dirigirse al Consejo de Política podrá hacerlos. Los miembros del Consejo de Política podran responder brevemente a las declaraciones formuladas. Sin embargo, el PC no tomara ninguna otra acción que no sea la de remitir dichos asuntos al personal para su studio y análisis.* ***Los presentadores se limitarán a cinco minutos cada uno.*** *Si más de una persona desea tartar el mismo tema, se le concederá al grupo total de 10 minutos para ese tema. Por favor indique cuál es su nombre antes de hacer su presentación, Gracias..*

6. **Informes del Comité Vigentes** — (3 mins. cada uno)
   a. Comité de preparación escolar — **Informe Verbal**
   b. Comité de planificación — **Informe Verbal**
   c. Comité de finanzas — **Informe Verbal**
   d. Comité de estatutos — **Ningún Informe**

7. **Nuevos Asuntos** — Presidente — ***ACCIóN**
   a. Calendario de planificación de programas de Head Start y Early Head Start 2018 Jerry Meade, administrador de diseño y gestión de programas
   b. Plan de Selección y Reclutamiento de Inscripción Jerry Meade, Administrador de Diseño y Administración de Programas

8. **Presentaciones**
   a. El crecimiento saludable en el camino hacia la preparación escolar Roxanne Harris, Especialista en el área de contenido Nutrición
   b. Conferencia de participación de padres y familias de CHSA: Nicole Walker, Jaqueline Boykin y Ulyses Rodríguez

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 12:00 pm, 19 de febrero de 2018 Janelle Gonzalez, Program Governance Coordinator.

Head Start & State Child Development Birth to age 5

9. **Comunicaciones**
   a. Kern Head Start y presupuesto inicial frente a gastos reales, del 1 de marzo de 2017 hasta el 31 de enero de 2018
   b. presupuesto inicial de San Joaquín frente a los gastos reales, 1 de febrero de 2017 hasta el 31 de enero de 2018
   c. presupuestación de asociaciones de cuidado infantil presupuesto versus gastos reales, 1 de septiembre de 2017 hasta el 31 de enero de 2018
   d. viajes locales para padres y cuidado de niños hasta el 31 de enero de 2018
   e. fondos de actividades para padres hasta el 31 de enero de 2018
   f. comidas para padres preparadas por la cocina central hasta 31 de enero de 2018
   g. matrícula, asistencia diaria media, y programa de alimentos para niños y adultos/cocina central informe para HS/EHS Kern, EHS San Joaquín y las asociaciones de cuidado infantil de EHS enero 2018
   h. Minutas de la reunión del Comité de Preparación Escolar del Consejo de Políticas 24 de enero de 2018 (inglés / español)
   i. Minutas de la reunión del Comité de Planificación del Consejo de Políticas el 1 de febrero de 2018 (inglés / español)
   j. CAPK Head Start Read Across America Lectores de invitados especiales 1 de marzo de 2018
   k. Precisión exacta del personal en las fechas de contratación de Personal Job Fest
   l. Fechas del Taller de Derechos Laborales

10. **Informe de gobernanza del programa/capacitación**	Janelle Gonzalez	**Informe verbal** (5 min.)
11. **Informe representativo de la comunidad**	Lindsay Harrison/ Ana Lester	**Informe verbal** (5 min.)
12. **Informe de inicio de San Joaquín**	Rashi Strother	**Informe verbal** (3 min.)
13. **informe inicial de la Asociación de Head Start**	apertura	**Informe verbal** (3 min.)
14. **Informe representativo de la Junta Directiva**	Yolanda Ochoa	**Informe verbal** (3 min.)
15. **informe del Director (HS/desarrollo infantil del estado)**	Yolanda Gonzales	**Informe verbal** (5 min.)
16. **Presidente del Consejo de política/anuncios**	Enrique Salazar Jr.	**Informe verbal** (3 min.)
17. **Cierre de Sesión**	Presidente	

La próxima reunión es el 22 de marzo de 2018 cena ligera a las 5:00 p.m. la reunión comienza a las 5:30 pm. 5005 Business Park North, Salon 130- Board Room

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 12:00 pm, 19 de febrero de 2018 Janelle Gonzalez, Program Governance Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
January 25, 2018
5005 Business Park North
Board Room 130

1. **Call to Order – Vice-Chairperson, Joanna Guillen** called the meeting to order at 5:30 p.m.
   a. Moment of Silence, Pledge of Allegiance
   b. Reading of Promise of Community Action
   "Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other."
2. **Roll Call/Set Quorum – Secretary, Nicole Walker**. Quorum was established.
   PC Members Present: Jacqueline Boykin, Amber Dunlap, Nicole Walker, Daisy Valencia, Ulyses Rodriguez, Coyolxauhqui Mata, Sharif Hassan, Victoria Garcia Carlos, Joanna Guillen, Naomi Carrillo, Maggy Hartzell, Christine DeNardo, Diana Reyes, Rosa Reyes, Ana Lester, Lindsay Harrison.
3. **Approval of Agenda – Chairperson** **(**ACTION)**
   a. Motion for approval of the PC Agenda dated January 25, 2018, with the removal of 7a was made by Amber Dunlap; Ulyses Rodriguez seconded; motion carried unanimously.
4. **Approval of Minutes – Chairperson** **(**ACTION)**
   a. Amber Dunlap stated that upon review, she noticed there was no second motion made for the filing of Communications in the December 20, 2017, minutes. Janelle Gonzalez explained that for the Communications, they are only received and filed, and do not require a second motion. Motion for approval of the PC meeting minutes dated December 20, 2017, was made by Ulyses Rodriguez; Coyolxauhqui Mata seconded; motion carried unanimously.
5. **Presentation of Guests/Public Forum**
   The following guests were in attendance: Pritika Ram, Director of Administration; Emily Gonzalez Demont, Assistant Director of Grants Management; Donna Holland, Fiscal Administrator; LeTisha Brooks, Program Manager; Krissie Leach, Program Manager; Leah Green, Content Area Specialist-Family Services; Priscilla Hicks, Content Area Specialist-Family Services; Nadine Berry, Administrative Assistant.
   (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.)
   a. None
6. **Standing Committee Reports** *(five minutes each)*
   a. School Readiness Committee, Nicole Walker Policy Council Secretary
   Ms. Walker shared that Carolyn Coffey, Education Coordinator introduced herself and shared a video and explained how Desired Results Developmental Profile (DRDP) are completed three times a year and that the data from the assessments are used to develop goals and implement in the classroom. Nicole announced that Read Across America would be taking place the week of February 26-March 2, 2018, and that all parents are invited to read to the children during this time which also generates in-kind. The next meeting will be held March 14, 2018, at 5:30.
   b. Planning Committee, Joanna Guillen Policy Council Vice Chairperson
   The Planning Committee met on December 5, 2017 and quorum was established. The committee reviewed the December Enrollment and Average Daily Attendance reports. All Early Head Start programs reached 100% enrollment and there were eight (8) Head Start centers that reached 100% average daily attendance. The committee also went over the November Child and Adult Care Food Program (CACFP) report, which indicated that over 78,000 meals were prepared during the month of November. Jerry Meade shared the updated Program Planning calendar. The next meeting will be held February 1, 2018, at 5:15 p.m.

c. Finance Committee, Diana Reyes Policy Council Treasurer
No meeting was held. The next meeting will be held February 15, 2018, at 5:30 p.m.

d. By-Laws Committee, Janelle Gonzalez Program Governance Coordinator
No meeting was held. The next meeting will be held March 8, 2018, at 5:30 p.m.

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

a. This item was removed from the agenda and will be presented during a future meeting.

b. HS/EHS Kern Budget Revision for 2017-2018 Fiscal Year, Emily Gonzalez-Demont- Assistant Director of Grants Management
Ms. Gonzalez-Demont shared that approval is being sought to submit HS/EHS Kern Budget Revision for 2017-2018 Fiscal Year. She indicated at this time there is a surplus of $650,000 which is combined savings from Personnel and Supplies budget lines. This amount also includes an unexpected increase in State funding, which is a result in the amount of the Maximum Reimbursement Rate that was increased in July 2017. There will be purchases of equipment for Central Kitchen and the acquisition and renovation of a building for a new Child Development site. Motion for approval of the HS/EHS Kern Budget Revision for 2017-2018 Fiscal Year was made by Ana Lester; Lindsay Harrison seconded; motion carried unanimously.

8. **Presentations**

a. Zoning and Supervision of Children, LeTisha Brooks- Program Manager Region 2 and Krissie Leach- Program Manager Region 3
Ms. Leach explained that she and Ms. Brooks were going to share information about some of the interactions and routines parents should see when they are visiting the site. A PowerPoint was presented to the parents to walk them through Care & Supervision. Teachers should always be able to see and hear the children in their care. The environments are set up to not create any blind spots and furniture is placed to make it possible to look up from anywhere and see the children. Teachers also learn to anticipate possible behavior concerns and redirect a child to avoid them. Staff in the classroom need to be engaged with children always, not completing paperwork or other tasks when children are present. When engaging with children in free flow areas, teachers are to ensure while engaging with the group of children, they position their bodies to be able to scan the room and be ready to assist when the need arises. Ms. Brooks explained that teacher-to-teacher talk consists of staff advising each other of how many children are in their care always and how many children are leaving the area (restroom, parent pick-up, etc.) or returning to the area. Ms. Brooks and Ms. Leach explained one thing that would be very helpful to staff when children arrive close to the same time is a parent offering to update the whiteboard as children arrive so that the staff may conduct health checks and sign-ins when the children arrive. It is very difficult for staff to complete morning routines and ensure the information on the whiteboard is continuously updated. In closing, a zoning video was shares to provide a visual of the areas staff are assigned in to ensure children are supervised at all times.

9. **Communications**

a. Kern Head Start & Early Head Start Budget vs. Actual Expenditures, March 1, 2017 through December 31, 2017

b. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2017 through December 31, 2017

c. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2017 through December 31, 2017

d. Parent Local Travel & Child Care through December 31, 2017

e. Parent Activity Funds through December 31, 2017

f. Parent Meals prepared by Central Kitchen through December 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 December 2017

h. Community Action Partnership of Kern's CAPK Times December 2017

i. California's Low-Cost Auto Insurance Program

j. Bakersfield College Adult and Community Support Services

k. Ready Rosie Family Workshop Themes

l. Policy Council Planning Committee Meeting Minutes January 2, 2018 (English/Spanish)

m. Greater Bakersfield Legal Assistance Inc. Workers' Rights Workshop Dates and Times
n. CAPK VITA Earned Income Tax Credit (EITC) Awareness Day

The Chairperson called for a motion to move and file the January 25, 2018, Communications. Motion made by Diana Reyes to move and file the Communications items.

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

Ms. Gonzalez shared with the PC members that she would be sharing modules from the Office of Head Start website. She encouraged members to browse through them when time allows. As each module consist of new learning for each member in their role on policy council. The module tonight was the difference between informed or inclusive decisions. The program is data driven and data assists the members in making informed decisions. Informed decisions are made during Policy Council meetings, whereas sub-committee and parent meetings provide members with experience in inclusive decisions. Scenarios were shared, and members were able to determine if each scenario was an informed or inclusive decision. Ms. Gonzalez advised the members to review packets they receive prior to the meeting to ensure they are making informed decisions and if there are any questions or needed clarification members were encouraged to contact Ms. Gonzalez. New shirts were provided to the members and Ms. Gonzalez indicated that they would be scheduling a group photo in the next couple of months. Ms. Gonzalez advised the members that there are multiple speakers/microphones in the Board Room for use with Skype for Business, and they are very sensitive to sound. She asked the members keep this in mind and to ensure they keep sidebars and other conversations to a minimum when possible. There will be Regional Parent Committee Meetings held in March to conduct elections for openings on PC. As of today, openings are for the Eastern Kern, Home Base, and the Early Head Start Child Care Partnership.

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

Ms. Lester shared that the United Way is assisting in the funding of the VITA (Volunteer Income Tax Assistance) Program this year. E-filing is done on the taxpayer's behalf. Calendars and other information were distributed to the PC members. A phone number will be provided to Stockton as a central place to call to schedule appointments and for locations. Here in Kern, parents and community members can call 211 for an appointment, or they can walk-in to their nearest location. There will be a calendar and other information provided for those who live in Eastern Kern, so they do not need to come into Bakersfield to have their taxes completed.

12. **Early Head Start San Joaquin Report** – Rashi Strother, Family Services and Governance Specialist

Ms. Strother shared that there would be an RPC meeting held on January 30, 2018, and that they are still in the process of finding another member to sit on the Policy Council. There will be a Ready Rosie Workshop presented on February 28, 2018, and all parents of the San Joaquin program have been invited to attend.

13. **Early Head Start Partnership Report** – Open

Janelle Gonzalez advised that the Content Area Specialist-Family Services team are having a Ready Rosie Workshop at Garden Pathways for parents with children in the EHS Child Care Partnership on January 30, 2018. So far three parents from the Blanton center have indicated they will be participating. A flyer was included in the PC packet as a reminder. The workshop will include information to families based on building relationships with their children for future school success. Workshops will be offered all year at different locations. Contact your Family Service worker for upcoming events near you.

The Partnership Family Advocates are speaking with parents about their availability and interest in the Policy Council. A Regional Parent Committee (RPC) Meeting to elect a representative from the Partnership will be held in March.

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

No report was provided.

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

Ms. Gonzales is in Stockton and thanked all the members for their support and participation. Looking forward to sending three parents to CHSA and the information they will bring back and share. There is recruit currently in process to fill positions in the agency, share the information and the website with friends and family. Ms. Gonzales advised all to save the date for March 1, 2018, for the Read Across America event. She stressed the importance of reading to children and how it helps in their development.

16. **Policy Council Chairperson/Announcements** – Joanna Guillen, Vice-Chairperson

    It was shared that there would be a reception held for the guest readers for Read Across America. The reception will be held March 1st, 2018, at the Four Points Sheraton. For centers who will have other readers, contact Carolyn Coffey, as it would be great if they could attend as well.

17. **Adjournment** –Chairperson

    The meeting was adjourned at 6:25 p.m. by the Chairperson.

Asociación de Acción Comunitaria De Kern
Acta de la Reunión del Consejo de Política
25 de enero de 2018
5005 Business Park North
Salon 130

1. **Llamado a la orden**- La Vicepresidenta, Joanna Guillen, llamó a la reunión para ordenar a las 5:30 p.m.
    a. Momento de Silencio, Proclamación de Lealtad
    b. Lectura de la Promesa de la Asociación Comunitaria
    "La associación de acción cambia la vida de las personas, incorpora el espíritu de esperanza, mejora comunidades, y hace de América un major 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 Nicole Walker.** Quorúm fue establecida.
Miembros del PC presentes: Jacqueline Boykin, Amber Dunlap, Nicole Walker, Daisy Valencia, Ulyses Rodriguez, Coyolxayhqui Mata, Sharif Hassan, Victoria Garcia Carlos, Joanna Guillen, Naomi Carrillo, Maggy Hartzell, Christine DeNardo, Diana Reyes, Rosa Reyes, Ana Lester, Lindsay Harrison.
3. **Aprobación de la Agenda**- Presidente **(**Acción)**
    a. Moción para la aprobación de la agenda del PC de fecha 25 de enero de 2018, con la retirada de la 7A fue hecha por Amber Dunlap; Ulyses Rodriguez secundado; movimiento llevado por unanimidad.
4. **Aprobación de la Acta**- Preseidente **(**Acción)**
    a. Amber Dunlap declaró que al revisarla, notó que no había ninguna segunda moción para la presentación de comunicaciones en el 20 de diciembre de 2017, minutos. Janelle Gonzalez explicó que para las comunicaciones sólo se reciben y archivan, y no requieren una segunda moción. La moción para la aprobación de la reunión de PC Acta del 20 de diciembre de 2017, fue hecha por Ulyses Rodriguez; Coyolxauhqui mata secundado; movimiento llevado por unanimidad.
5. **Presesntación de invitados/ Foro Público**
Asistieron los siguientes invitados: Pritika RAM, Director de administración; Emily Gonzalez Demont, directora adjunta de gestión de subvenciones; Donna Holland, administradora fiscal; LeTisha Brooks, Gerente de programa; Krisse Leach, Gerente de programa; Leah Green, especialista en área de contenido-servicios familiares; Priscilla Hicks, especialista en área de contenido-servicios familiares; Nadine Berry, asistente administrativa.
    (el público que desee dirigirse al pleno del Consejo de política puede hacerlo en este momento. Los miembros del Consejo de política pueden responder brevemente a las declaraciones formuladas o preguntas formuladas. Sin embargo, el PC no tomará ninguna otra acción que referir el (los) artículo (s) al personal para el estudio y análisis. Los altavoces están limitados a cinco minutos cada uno. Si más de una persona desea abordar el mismo tema, el tiempo total de grupo para el tema será de 10 minutos. Por favor, diga su nombre antes de hacer su presentación. Gracias.)
    a. Ningúno
6. **Informes de los comités vigentes** (3 minutos cada uno)

a. Comité de preparación escolar, Nicole Walker Secretario del Consejo de política
b. la Sra. Walker compartió que Carolyn, Coordinadora de educación se presentó y compartió un video y explicó cómo los resultados deseados Perfil de desarrollo (DRDP) se completan tres veces al año y que los datos de las evaluaciones se utilizan para desarrollar metas e implementar en el aula. Nicole anunció que leer a través de América se llevaría a cabo la semana del 26 de febrero-2 de marzo de 2018, y que todos los padres son invitados a leer a los niños durante este tiempo que también genera en especie. La próxima reunión se llevará a cabo del 14 de marzo de 2018 a las 5:30.
c. Comité de finanzas, tesorero del Consejo de política de Diana Reyes
No se celebró ninguna reunión. La próxima reunión se llevará a cabo del 15 de febrero de 2018 a las 5:30 p.m.
d. Comité de estatutos, Janelle Gonzalez Coordinadora del programa de gobernanza
no se celebró ninguna reunión. La próxima reunión se llevará a cabo del 8 de marzo de 2018 a las 5:30 p.m.

7. **Nuevos Asuntos** **(**Acción)**
a. Este tema se eliminó del orden del día y se presentará durante una reunión future.
b. HS/EHS revisión presupuestaria de Kern para el año fiscal 2017-2018, Emily Gonzalez-Demont-directora adjunta de gestión de subvenciones
La Sra. Gonzalez-Demont compartió que se busca la aprobación para presentar la revisión del presupuesto de la SA/EHS para el año fiscal 2017-2018. Indicó que en este momento hay un superávit de $650.000 que es el ahorro combinado de las líneas presupuestarias de personal y suministros. Este monto también incluye un aumento inesperado de la financiación estatal, que es un resultado del monto de la tasa máxima de reembolso que se incrementó en julio de 2017. Habrá compras de equipos para la cocina central y la adquisición y renovación de un edificio para un nuevo sitio de desarrollo infantil. La moción de aprobación de la revisión del presupuesto de la HS/EHS para el año fiscal 2017-2018 fue realizada por Ana Lester; Lindsay Harrison secundado; movimiento llevado por unanimidad.

8. **Presentaciónes**
a. Zonificación y supervisión de niños, LeTisha Brooks-Gerente de programa región 2 y krisse Leach-Gerente de programa región 3
La Sra. Leach explicó que ella y la Sra. Brooks iban a compartir información acerca de algunas de las interacciones y rutinas que los padres deben ver cuando están visitando el sitio. Un PowerPoint fue presentado a los padres para caminarlos a través de cuidado y supervisión. Los maestros siempre deben ser capaces de ver y escuchar a los niños en su cuidado. Los ambientes están configurados para no crear ningún punto ciego y los muebles se colocan para que sea posible mirar hacia arriba desde cualquier lugar y ver a los niños. Los maestros también aprenden a anticiparse a las posibles preocupaciones de comportamiento y a redirigir a un niño para evitarlos. El personal en el aula necesita estar comprometido con los niños siempre, no completar el papeleo u otras tareas cuando los niños están presentes. Al comprometerse con los niños en áreas de libre flujo, los maestros deben asegurarse de que, al involucrarse con el grupo de niños, coloquen sus cuerpos para poder escanear la habitación y estar listos para asistir cuando

surja la necesidad. La Sra. Brooks explicó que la charla de maestro a maestro consiste en que el personal se asesore entre sí de cuántos niños están a su cuidado siempre y cuántos niños están saliendo de la zona (baño, recolección de los padres, etc.) o regresar a la zona. La Sra. Brooks y la Sra. Leach explicaron una cosa que sería muy útil para el personal cuando los niños llegan cerca del mismo tiempo es una ofrenda de los padres para actualizar la pizarra cuando los niños llegan para que el personal puede llevar a cabo los controles de salud y las inscripciones cuando los niños llegan. Es muy difícil para el personal para completar las rutinas de la mañana y asegurarse de que la información en la pizarra se actualiza continuamente. En conclusión, un video de zonificación fue compartido para proporcionar un visual de las áreas en las que el personal es asignado para asegurar que los niños sean supervisados en todo momento.

9. **Comunicaciones**
    a. Kern Head Start e inicio anticipado presupuesto vs gastos reales, marzo 1, 2017 hasta diciembre 31, 2017
    b. presupuesto inicial de San Joaquín frente a los gastos reales, 1 de febrero de 2017 hasta el 31 de diciembre de 2017
    c. presupuestación de asociaciones de cuidado infantil presupuesto versus gastos reales, 1 de septiembre de 2017 hasta el 31 de diciembre de 2017
    d. viajes locales para padres y cuidado de niños hasta el 31 de diciembre de 2017
    e. fondos de actividades para padres hasta el 31 de diciembre de 2017
    f. comidas para padres preparadas por la cocina central hasta el 31 de diciembre de 2017
    g. matriculación, asistencia diaria media, y programa de alimentos para niños y adultos/cocina central informe para HS/EHS Kern, EHS San Joaquín y asociaciones de cuidado infantil de EHS diciembre 2017
    h. Asociación de acción comunitaria del CAPK de Kern Times de diciembre de 2017
    i. programa de seguro de auto de bajo costo de California
    j. Bakersfield College servicios de apoyo a la comunidad y adultos
    k. lista de temas del taller de la familia Rosie
    l. reunión del Comité de planificación del Consejo de política minutos 2 de enero de 2018 (Inglés/Español)
    m. m. Greater Bakersfield Legal Assistance Inc. taller de derechos de los trabajadores fechas y horarios
    n. CAPK Vita crédito tributario por ingresos (EITC) día de concientización
10. **Informe de gobernanza del programa/capacitación** – Janelle Gonzalez, Coordinadora de gobernanza

    La Sra. Gonzalez compartió con los miembros de la PC que estaría compartiendo módulos de la oficina del sitio web de Head Start. Alentó a los miembros a navegar a través de ellos cuando el tiempo lo permite. Como cada módulo consiste en un nuevo aprendizaje para cada miembro en su papel en el Consejo de políticas. El módulo esta noche fue la diferencia entre decisiones informadas o inclusivas. El programa es guiado por datos y los datos ayudan a los miembros a tomar decisiones informadas. Las decisiones informadas se toman durante las reuniones del Consejo de políticas, mientras que el Subcomité y las reuniones de padres proporcionan a los miembros experiencia en decisiones inclusivas. Se compartieron escenarios y los miembros pudieron determinar si cada escenario era una decisión informada o inclusiva. La Sra. Gonzalez

aconsejó a los miembros que revisaran los paquetes que reciben antes de la reunión para asegurarse de que están tomando decisiones informadas y si hay alguna pregunta o necesidad de clarificación se alentó a los miembros a comunicarse con la Sra. Gonzalez. Se proporcionaron nuevas camisas a los miembros y la Sra. Gonzalez indicó que estarían programando una foto grupal en los próximos dos meses. La Sra. Gonzalez aconsejó a los miembros que hay varios altavoces/micrófonos en la sala de juntas para su uso con Skype para los negocios, y son muy sensibles al sonido. Pidió a los miembros que lo tuvieran en cuenta y asegurar que mantengan las barras laterales y otras conversaciones al mínimo cuando sea posible. Habrá reuniones regionales del Comité de padres celebradas en marzo para llevar a cabo elecciones para las aperturas en el PC. A partir de hoy, las aperturas son para el Kern oriental, la base del hogar, y la Asociación de cuidado infantil Early Head Start.

11. **Informe representativo de la comunidad** – Ana Lester/Lindsay Harrison
    La Sra. Lester compartió que United Way está asistiendo a la financiación del programa Vita (Volunteer Rental Assistance) este año. La presentación electrónica se hace en nombre del contribuyente. Los calendarios y otra información se distribuyeron a los miembros del PC. Un número de teléfono será proporcionado a Stockton como un lugar central para llamar para programar citas y para ubicaciones. Aquí en Kern, los padres y los miembros de la comunidad pueden llamar al 211 para una cita, o pueden entrar a su ubicación más cercana. Habrá un calendario y otra información proporcionada para aquellos que viven en el este de Kern, por lo que no es necesario que vengan a Bakersfield para que sus impuestos se completen.
12. **Inicio del informe San Joaquín** – erupción Strother, servicios familiares y especialista en gobernanza
    La Sra. Strother compartió que se celebraría una reunión del RPC el 30 de enero de 2018, y que todavía están en el proceso de encontrar a otro miembro para que se siente en el Consejo de política. Habrá un taller de Rosie listo presentado el 28 de febrero de 2018, y todos los padres del programa de San Joaquín han sido invitados a asistir.
13. **Informe inicial de la Asociación**- Abierto
    Janelle Gonzalez aconsejó que el especialista en área de contenido-equipo de servicios familiares están teniendo un taller de Rosie en el jardín de caminos para padres con niños en la Asociación de cuidado infantil de EHS el 30 de enero de 2018. Hasta ahora, tres padres del centro Blanton han indicado que participarán. Un folleto se incluyó en el paquete de PC como un recordatorio. El taller incluirá información a las familias basadas en la construcción de relaciones con sus hijos para el éxito futuro de la escuela. Los talleres se ofrecerán durante todo el año en diferentes ubicaciones. Comuníquese con su trabajador de servicio familiar para próximos eventos cerca de usted. Los defensores de la familia de la Asociación están hablando con los padres acerca de su disponibilidad e interés en el Concilio de pólizas. En marzo se celebrará una reunión del Comité regional de padres (RPC) para elegir a un representante de la asociación.
14. **Informe de los representantes de la Junta Directiva** – Yolanda Ochoa, representante del Consejo de dirección
    No se proporcionó ningún informe
15. **Informe del Director (HS/desarrollo infantil del estado) –** Yolanda Gonzales, Directora de Head Start/estado infantil
16. **Policy Council Chairperson/Announcements** – Joanna Guillen, Vice-Chairperson

Se compartió que habría una recepción para los lectores invitados para leer a través de América. La recepción se llevará a cabo el 1 de marzo de 2018, en el Four Points Sheraton. Para los centros que tendrán otros lectores, comuníquese con Carolyn, ya que sería genial si pudieran asistir también.

17. **Cierre de Sesión-** Presidente
    a. La reunion se cerró a las 6:25 p.m. por el president.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Head Start Policy Council

Jerry Meade

From: Jerry Meade, Program Design and Management Administrator

Date: February 22, 2018

Subject: Revisions to the Head Start and State Child Development Program Planning Calendar ~ Action Item

Beginning in December 2017, the HS Policy Council Planning Subcommittee began discussion the HS Program Planning Calendar for 2018. Through this discussion some minor changes were made to the persons responsible section reflecting title changes that have occurred since the 2017 planning calendar was approved. No other changes were made.

Staff recommends that the Policy Council approved the 2018 HS/EHS program Planning Calendar.

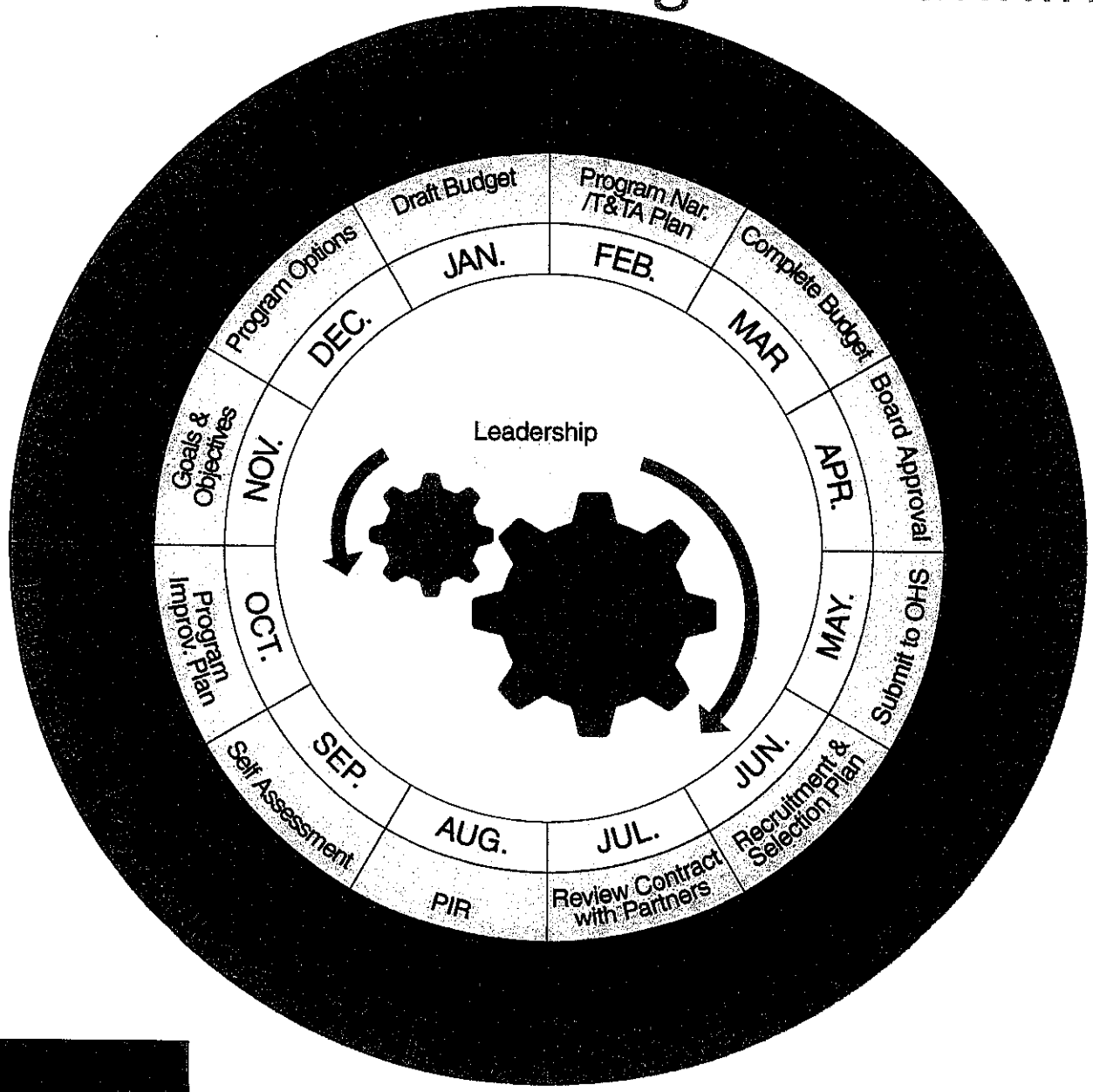
Attached: 2018 Head Start Program Planning Calendar

Community Action Partnership of Kern

Head Start and State Child Development Division

Funding Year 2018

2018 Head Start Program Planning Calendar



Program Management, Planning

& Oversight System

The Head Start Program Planning Calendar (to the left) is a wheel represented the stages of development leading the refunding application. Each of our three annual applications require the same Planned Activities, however the timeline varies depending on the submission date.

The subsequent pages to follow include detailed information for each Planned Activity the process. The person(s) responsible and governing body involvement is also included.

CAPK's Board of Directors, our Head Start Policy Council, and our Head Start Management Team are the three key entities for leadership of our Head Start programs. The Board of Directors assumes legal and fiscal responsibilities for the program, the Policy Council sets direction, and the management team oversee the day-to-day operations. Together we are a powerful force that provides leadership and strategic direction.

Community Action Partnership of Kern

Head Start and State Child Development Division

Funding Year 2018

Planned Activities

Planning Activity	Persons Responsible/ Team Leader	Governing Bodies Involved	Governance Action Type
Recruitment Plan and Selection Criteria • Based on Community Assessment • Develop selection criteria (requires PC approval) • Develop Recruitment Plan	ERSEA Manager; Audit & Enrollment Committee; Community Partners; Program Parents	Policy Council Board of Directors	Approval Approval
Written Planning Procedure • Identify the planning team • Review & update planning procedure/calendar	PDM Administrator	Policy Council Board of Directors	Approval Approval
Self-Assessment • Identify strengths & areas needing improvement • Develop Corrective Action Plans	Compliance Coordinator Assistant Director of Program; Education & Support Services Administrator	Policy Council Board of Directors	Informational Item Approval
Program Improvement Plans • Based on data including those from the Self-Assessment, PIR, federal review report, etc.	Compliance Coordinator	Policy Council Board of Directors	Informational Item Approval
Goals and Objectives • Identify priorities • Review/revise CEDS division mission statement • Identify long & short term program goals	PDM Administrator; Administrative Team	Policy Council Board of Directors	Informational Item Approval
Program Design & Program Options • Review site locations • Basis for program options • Include in Refunding Application	PDM Administrator; Administrative Team	Policy Council Board of Directors	Informational Item Approval
Begin Budget Draft • Include funds to support program goals/objectives • Involve all divisions that support the requirements of the Head Start program	Assistant Director of Grants Management; Fiscal Administrator; Administrative Team		

Community Action Partnership of Kern

Head Start and State Child Development Division

Funding Year 2018

Planning Activity	Persons Responsible/ Team Leader	Governing Bodies Involved	Governance Action Type
Program Objectives & Need for Assistance • Draft program narrative	Assistant Director of Grants Management		
Training and Technical Assistance Plan • Identify training needs based on the results of data analysis • Indicate outcomes and evaluation of achievement	Professional Development Specialist; PDM Administrator	Policy Council Board of Directors	Informational Item Informational Item
Program Information Report (PIR) • Summarize data • Verify data • Input data into online Head Start Enterprise System	PDM Administrator; Administrative Team	Policy Council Board of Directors	Informational Item Informational Item
Completed Budget • Final management review & approval	Director of HS & State Child Development Services; Assistant Director of Grants Management; Chief Executive Officer; Chief Financial Officer		
Board of Directors Approval of Completed grant application including: • Program options and design • Program priorities, goals & objectives • Training & Technical Assistance (T/TA) Plan • Line item budget & budget narrative	Director of HS & State; Assistant Director of Grants Management	Policy Council Board of Directors	Approval Approval
Approved Grant Application Submitted for funding	Assistant Director of Grants Management		

Supplemental Resources

Supplemental Resource	Persons Responsible/ Team Leader	Governing Bodies Involved	Governance Action Type
Community Assessment • Collect data • Compile information into written Community Assessment	PDM Administrator; Administrative Staff	Policy Council Board of Directors	Informational Informational
Comprehensive Data Analysis • Community Assessment • Child outcomes • Child assessments • CLASS assessments • ITERS & ECERS • Service Area data • Evaluate Staffing Data • Budget vs. actual expenditures • Non-Federal share • Parent surveys • ERSEA Data • Training evaluations • Program Information Report (PIR) • Ongoing monitoring results • Self-assessment results May include other data sets relevant for determining community and program needs and strengths	Assistant Directors; PDM Administrator; Fiscal Administrator; Education and Support Services Administrator		

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Administrator

Subject: Kern Head Start and Early Head Start
Budget to Actual Report for the Period Ended January 31, 2018

Date: February 22, 2018

The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2017 through January 31, 2018. Eleven months (92%) of the 12-month budget period have elapsed.

Base Funds

- **Head Start & Early Head Start Personnel** costs are lower than the percentage of the year elapsed, primarily because (1) California Department of Education General Child Care revenues have been higher than average, which has decreased the year-to-date cost to Early Head Start, and (2) normal turnover and vacancies. In response to expected savings at year-end, CAPK has submitted a budget revision to reallocate the funds to program needs that could not be budgeted.
- **Supplies** are purchased as needed throughout the year, rather than monthly. In response to expected savings at year-end, CAPK has submitted a budget revision to reallocate the funds to program needs that could not be budgeted.
- **Contractual** expenditures take place as needed throughout the year, rather than monthly; the unbudgeted costs of legal services for the pension conversion are also included here.
- Costs in the **Early Head Start Other** category have exceeded the budget, primarily in the areas of space costs and child food expenses.

Training & Technical Assistance Funds

- Budgeted **Travel** and **Other** costs for **Head Start** were underestimated. Expenditures in the **Supplies** and **Contractual** categories have been decreased to compensate.
- Additional funds to supplement **Head Start** training expenses in the **Other** category are budgeted in the base grant.
- Budgeted **Other** costs for **Early Head Start** were underestimated. Expenditures in the **Supplies** and **Contractual** categories have been decreased to compensate.
- The overall costs charged to Training and Technical assistance will not exceed the grant amounts.

Duration Grant

CAPK received approval to carry over Duration start-up funds that were awarded late in the prior budget period. The funds are being used for the purchase of supplies, maintenance and repair of three additional classrooms. Costs originally budgeted under the **Equipment** category will be recorded in the **Other** category.

- Renovations at the Taft center are complete; the classroom is in operation.
- Renovations at the Broadway (Wasco) center are complete; the center has been licensed.

Non-Federal Share

Non-Federal share is at 103% of the budget. The Non-Federal Share and In-Kind Report for January 31, 2018 had not yet been tabulated on the date this memo was prepared; the amounts will be recorded on the next report.

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 - January 31, 2018
Month 11 of 12 (92%)

Prepared 02/06/2018

	HEAD START					EARLY HEAD START				
BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	10,569,007	8,539,970	2,029,037	81%	19%	2,149,045	1,668,857	480,188	78%	22%
FRINGE BENEFITS	3,187,775	2,819,036	368,739	88%	12%	644,713	554,619	90,094	86%	14%
TRAVEL	0	10,897	(10,897)			0	0	0		
EQUIPMENT	0	0	0			0	0	0		
SUPPLIES	1,029,470	972,202	57,268	94%	6%	376,583	291,193	85,390	77%	23%
CONTRACTUAL	47,110	91,225	(44,115)	194%	-94%	23,390	12,201	11,189	52%	48%
CONSTRUCTION	0	0	0			0	0	0		
OTHER	3,624,954	3,224,023	400,931	89%	11%	437,377	506,544	(69,167)	116%	-16%
INDIRECT	1,779,092	1,504,887	274,205	85%	15%	358,386	297,962	60,424	83%	17%
TOTAL BASE FUNDING	**20,237,408**	**17,162,240**	**3,075,168**	**85%**	**16%**	**3,989,494**	**3,331,376**	**658,118**	**84%**	**16%**
TRAINING & TECHNICAL ASSISTANCE										
TRAVEL	19,322	33,722	(14,400)	175%	-75%	39,954	23,927	16,027	60%	40%
SUPPLIES	20,812	6,061	14,751	29%	71%	9,981	4,798	5,183	48%	52%
CONTRACTUAL	18,485	6,966	11,519	38%	62%	15,689	9,601	6,088	61%	39%
OTHER	73,517	84,553	(11,036)	115%	-15%	22,561	38,161	(15,600)	169%	-69%
INDIRECT	13,214	13,037	177	99%	1%	8,819	7,631	1,188	87%	13%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**145,350**	**144,339**	**1,011**	**99%**	**1%**	**97,004**	**84,118**	**12,886**	**87%**	**13%**
DURATION GRANT CARRYOVER (FORMERLY "START-UP")										
EQUIPMENT	120,000	0	120,000	0%	100%					
SUPPLIES	175,910	165,660	10,250	94%	6%					
OTHER	179,765	258,638	(78,873)	144%	-44%					
INDIRECT	32,331	39,402	(7,071)	122%	-22%					
TOTAL DURATION CARRYOVER	**508,006**	**463,700**	**44,306**	**91%**	**9%**					
GRAND TOTAL HS/EHS FEDERAL FUNDS	**20,890,764**	**17,770,279**	**3,120,485**	**85%**	**15%**	**4,086,498**	**3,879,194**	**715,310**	**95%**	**5%**

HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
CALIF DEPT OF ED	2,930,748	3,844,711	(913,963)	131%	-31%
IN-KIND	3,186,566	2,433,223	753,343	76%	24%
TOTAL NON-FEDERAL	**6,117,314**	**6,277,934**	**(160,620)**	**103%**	**-3%**

Centralized Administrative Cost	6.7%
Program Administrative Cost	2.9%
Total Administrative Cost	**9.6%**

Budget reflects Notice of Award #09CH9142-04-03

Actual expenditures include posted expenditures and estimated adjustments through 01/31/2018.

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	OVER 90
Bank of America	10,774				
Lowe's	16,321	39			
Save Mart					
Smart & Final	650				
Chevron & Texaco Business Card	7,538				
Home Depot					
	35,283	**39**	**0**	**0**	**0**

CREDITS	TOTAL	STATEMENT DATE
	10,774	1/21/2018
	16,360	1/25/2018
	0	Not available
	650	1/31/2018
	7,538	2/5/2018
	0	Not available
0	**35,322**	

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Administrator

Subject: San Joaquin Early Head Start
Budget to Actual Report for the Period Ended January 31, 2018

Date: February 22, 2018

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2017 through January 31, 2018. Twelve months (100%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 98% of budget.

- Costs of **Personnel** and **Fringe Benefits** are at 97% and 98% of budget, respectively.
- Costs of **Travel** associated with monthly support are at 61% of budget.
- Costs of **Supplies** are at 120% of budget.
- Costs of **Contractual** services are at 150% of budget, including the unbudgeted cost of legal services for the pension conversion ($1,863).
- **Other** costs are at 107% of budget.

Training & Technical Assistance Funds

Overall expenditures are at 99% of budget.

- Costs of **Travel** associated with training are at 102% of budget.
- Costs of **Supplies** are at 118% of budget.
- Costs of **Contractual** services are at 57% of budget.
- **Other** costs are at 125% of budget.

Non-Federal Share

Non-Federal share is at 104% of budget. CAPK's request to waive 37% ($473,451) of the Non-Federal requirement for this budget period was approved by Office of Head Start. The Non-Federal Share and In-Kind Report for January 31, 2018 had not yet been tabulated on the date this memo was prepared; the amounts will be recorded on the next report.

Additional transactions for this budget period will continue to be posted during the grant close-out period. Budget to Actual reports for this grant will be presented monthly until the grant has been closed out.

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 - January 31, 2018
Month 12 of 12 (100%)

Prepared 02/07/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,096,112	3,013,247	82,865	97%	3%
FRINGE BENEFITS	770,067	757,859	12,208	98%	2%
TRAVEL	20,232	12,244	7,988	61%	39%
EQUIPMENT	0	0	0		
SUPPLIES	142,025	170,071	(28,046)	120%	-20%
CONTRACTUAL	5,000	7,512	(2,512)	150%	-50%
CONSTRUCTION	0	0	0		
OTHER	531,545	569,361	(37,816)	107%	-7%
INDIRECT	481,326	438,048	43,278	91%	9%
TOTAL	**5,046,307**	**4,968,343**	**77,964**	**98%**	**2%**

TRAINING & TECHNICAL ASSISTANCE FUNDS					
TRAVEL	14,475	14,697	(222)	102%	-2%
SUPPLIES	16,404	18,974	(2,570)	116%	-16%
CONTRACTUAL	19,823	11,242	8,581	57%	43%
OTHER	23,005	28,809	(5,804)	125%	-25%
INDIRECT	8,190	7,372	818	90%	10%
TOTAL	**81,897**	**81,094**	**803**	**99%**	**1%**

GRAND TOTAL EHS FEDERAL FUNDS	5,128,204	5,049,437	78,767	98%	2%

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	808,600	841,306	(32,706)	104%	-4%
TOTAL NON-FEDERAL FUNDS	**808,600**	**841,306**	**(32,706)**	**104%**	**-4%**

Centralized Administrative Cost	7.6%
Program Administrative Cost	1.7%
Total Administrative Cost	**9.2%**

Budget reflects Notice of Award #09CH010071-03-03
Actual expenditures include posted expenditures and estimated adjustments through 1/31/2018

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Administrator

Subject: Early Head Start Child Care Partnerships
Budget to Actual Report for the Period Ended January 31, 2018

Date: February 22, 2018

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2017 through January 31, 2018. Five months (42%) of the 12-month budget period have elapsed.

Base Funds
$12,883 in Carryover Funds were obligated in the prior budget period, but the supplies were received after August 31, 2017. With the request to carry over funds not yet submitted, the costs were recognized in the base grant.

All other expenditures are on track for this point in the budget period.

Carryover Funds
CAPK has submitted a request to Office of Head Start to carry over $173,147 in unexpended funds from the prior year. Approval is pending.

Training & Technical Assistance (T&TA)
Training & technical assistance costs are incurred as needed, rather than evenly throughout the year. Overall, the expenditures are more than budgeted at this point in the budget period.

CAPK has submitted a request to Office of Head Start to carry over $4,391 in unexpended funds from the prior year. Approval is pending.

Non-Federal Share
Non-Federal share is at 48% of the budget.

Community Action Partnership of Kern
Early Head Start - Child Care Partnerships
Budget to Actual Report
Budget Period: September 1, 2017 - August 31, 2018
Report Period: September 1, 2017 - January 31, 2018
Month 5 of 12 (42%)

Prepared 02/06/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	120,354	46,221	74,133	38%	62%
FRINGE BENEFITS	32,245	12,785	19,460	40%	60%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	1,000	13,947	(12,947)	1395%	-1295%
CONTRACTUAL	461,870	191,134	270,736	41%	59%
CONSTRUCTION	0	0	0		
OTHER	12,662	5,222	7,440	41%	59%
INDIRECT	62,806	26,916	35,890	43%	57%
TOTAL BASE FUNDING	**690,937**	**296,225**	**394,712**	**43%**	**57%**

CARRYOVER FUNDS (Federal approval is pending)	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
EQUIPMENT	0	0	0		
SUPPLIES	0	0	0		
CONTRACTUAL	0	0	0		
OTHER	0	0	0		
INDIRECT	0	0	0		
TOTAL CARRYOVER FUNDING	**0**	**0**	**0**		

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	78	5,216	1%	99%
SUPPLIES	3,506	1,541	1,965	44%	56%
OTHER	6,473	6,539	(66)	101%	-1%
INDIRECT	1,527	816	711	53%	47%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**16,800**	**8,973**	**7,827**	**53%**	**47%**

GRAND TOTAL FEDERAL FUNDS	707,737	305,198	402,539	43%	57%

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	176,934	85,426	91,508	48%	52%
TOTAL NON-FEDERAL FUNDS	**176,934**	**85,426**	**91,508**	**48%**	**52%**

Centralized Administrative Cost	7.1%
Program Administrative Cost	1.3%
Total Administrative Cost	**8.4%**

Budget reflects Notice of Award #09HP0036-03-00.
Actual expenditures include posted expenditures and estimated adjustments through 1/31/2018.

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	$ 252.43	$ 3,317.10	$ 6,370.90	50%	34%
SEPTEMBER 2017	$ 6,370.90	$ 220.69	$ 3,537.79	$ 6,150.21	58%	37%
OCTOBER 2017	$ 6,150.21	$ 724.13	$ 4,261.92	$ 5,426.08	67%	44%
NOVEMBER 2017	$ 5,426.08	$ 613.68	$ 4,875.60	$ 4,812.40	75%	50%
DECEMBER 2017	$ 4,812.40	$ 272.51	$ 5,148.11	$ 4,539.89	83%	53%
JANUARY 2018	$ 4,539.89	$ 95.64	$ 5,243.75	$ 4,444.25	92%	54%
FEBRUARY 2018	$ 4,444.25		$ 5,243.75	$ 4,444.25	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	$ 41.09	$ 538.45	$ 623.55	50%	46%
SEPTEMBER 2017	$ 623.55	$ 35.91	$ 574.36	$ 587.64	58%	49%
OCTOBER 2017	$ 587.64	$ 117.87	$ 692.23	$ 469.77	67%	60%
NOVEMBER 2017	$ 469.77	$ 99.90	$ 792.13	$ 369.87	75%	68%
DECEMBER 2017	$ 369.87	$ 43.81	$ 835.94	$ 326.06	83%	72%
JANUARY 2018	$ 326.06	$ 15.56	$ 851.50	$ 310.50	92%	73%
FEBRUARY 2018	$ 310.50		$ 851.50	$ 310.50	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	$ 16.06	$ 48.71	$ 451.29	50%	10%
AUGUST 2017	$ 451.29	$ -	$ 48.71	$ 451.29	58%	10%
SEPTEMBER 2017	$ 451.29	$ -	$ 48.71	$ 451.29	67%	10%
OCTOBER 2017	$ 451.29	$ -	$ 48.71	$ 451.29	75%	10%
NOVEMBER 2017	$ 451.29	$ -	$ 48.71	$ 451.29	83%	10%
DECEMBER 2017	$ 451.29	$ -	$ 48.71	$ 451.29	92%	10%
JANUARY 2018	$ 451.29	$ -	$ 48.71	$ 451.29	100%	10%

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 2017	$ 285.00	$ -	$ -	$ 285.00	8%	0%
OCTOBER 2017	$ 285.00	$ 36.10	$ 36.10	$ 248.90	17%	7%
NOVEMBER 2017	$ 248.90	$ -	$ 36.10	$ 248.90	25%	7%
DECEMBER 2017	$ 248.90	$ -	$ 36.10	$ 248.90	33%	7%
JANUARY 2018	$ 248.90	$ -	$ 36.10	$ 248.90	42%	7%
FEBRUARY 2018	$ 248.90		$ 36.10	$ 248.90	50%	
MARCH 2018	$ 248.90		$ 36.10	$ 248.90	58%	
APRIL 2018	$ 248.90		$ 36.10	$ 248.90	67%	
MAY 2018	$ 248.90		$ 36.10	$ 248.90	75%	
JUNE 2018	$ 248.90		$ 36.10	$ 248.90	83%	
JULY 2018	$ 248.90		$ 36.10	$ 248.90	92%	
AUGUST 2018	$ 248.90		$ 36.10	$ 248.90	100%	

Prepared by Donna Holland
February 7, 2018

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	$ 252.43	$ 3,317.10	$ 6,370.90	50%	34%
SEPTIEMBRE DEL 2017	$ 6,370.90	$ 220.69	$ 3,537.79	$ 6,150.21	58%	37%
OCTUBRE DEL 2017	$ 6,150.21	$ 724.13	$ 4,261.92	$ 5,426.08	67%	44%
NOVIEMBRE DEL 2017	$ 5,426.08	$ 613.68	$ 4,875.60	$ 4,812.40	75%	50%
DICIEMBRE DEL 2017	$ 4,812.40	$ 272.51	$ 5,148.11	$ 4,539.89	83%	53%
ENERO DEL 2018	$ 4,539.89	$ 95.64	$ 5,243.75	$ 4,444.25	92%	54%
FEBRERO DEL 2018	$ 4,444.25	$ -	$ 5,243.75	$ 4,444.25	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	$ 41.09	$ 538.45	$ 623.55	50%	46%
SEPTIEMBRE DEL 2017	$ 623.55	$ 35.91	$ 574.36	$ 587.64	58%	49%
OCTUBRE DEL 2017	$ 587.64	$ 117.87	$ 692.23	$ 469.77	67%	60%
NOVIEMBRE DEL 2017	$ 469.77	$ 99.90	$ 792.13	$ 369.87	75%	68%
DICIEMBRE DEL 2017	$ 369.87	$ 43.81	$ 835.94	$ 326.06	83%	72%
ENERO DEL 2018	$ 326.06	$ 15.56	$ 851.50	$ 310.50	92%	73%
FEBRERO DEL 2018	$ 310.50	$ -	$ 851.50	$ 310.50	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	$ 16.06	$ 16.06	$ 451.29	50%	10%
AGOSTO DEL 2017	$ 451.29	$ -	$ -	$ 451.29	58%	10%
SEPTIEMBRE DEL 2017	$ 451.29	$ -	$ -	$ 451.29	67%	10%
OCTUBRE DEL 2017	$ 451.29	$ -	$ -	$ 451.29	75%	10%
NOVIEMBRE DEL 2017	$ 451.29	$ -	$ -	$ 451.29	83%	10%
DICIEMBRE DEL 2017	$ 451.29	$ -	$ -	$ 451.29	92%	10%
ENERO DEL 2018	$ 451.29	$ -	$ -	$ 451.29	100%	10%

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 2017	$ 285.00	$ -	$ -	$ 285.00	8%	0%
OCTUBRE DEL 2017	$ 285.00	$ 36.10	$ 36.10	$ 248.90	17%	7%
NOVIEMBRE DEL 2017	$ 248.90	$ -	$ -	$ 248.90	25%	7%
DICIEMBRE DEL 2017	$ 248.90	$ -	$ -	$ 248.90	33%	7%
ENERO DEL 2018	$ 248.90	$ -	$ -	$ 248.90	42%	7%
FEBRERO DEL 2018	$ 248.90	$ -	$ -	$ 248.90	50%	
MARZO DEL 2018	$ 248.90	$ -	$ -	$ 248.90	58%	
ABRIL DEL 2018	$ 248.90	$ -	$ -	$ 248.90	67%	
MAYO DEL 2018	$ 248.90	$ -	$ -	$ 248.90	75%	
JUNIO DEL 2018	$ 248.90	$ -	$ -	$ 248.90	83%	
JULIO DEL 2018	$ 248.90	$ -	$ -	$ 248.90	92%	
AGOSTO DEL 2018	$ 248.90	$ -	$ -	$ 248.90	100%	

Preparado por Donna Holland
7 de febrero 2018

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	$ 165.70	$ 1,664.48	$ 35,687.52	42%	4%
AUGUST 2017	$ 35,687.52	$ 243.60	$ 1,908.08	$ 35,443.92	50%	5%
SEPTEMBER 2017	$ 35,443.92	$ 233.09	$ 2,141.17	$ 35,210.83	58%	6%
OCTOBER 2017	$ 35,210.83	$ 1,680.45	$ 3,821.62	$ 33,530.38	67%	10%
NOVEMBER 2017	$ 33,530.38	$ 359.39	$ 4,181.01	$ 33,170.99	75%	11%
DECEMBER 2017	$ 33,170.99	$ 337.97	$ 4,518.98	$ 32,833.02	83%	12%
JANUARY 2018	$ 32,833.02	$ 424.11	$ 4,943.09	$ 32,408.91	92%	13%
FEBRUARY 2018	$ 32,408.91		$ 4,943.09	$ 32,408.91	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	$ 26.98	$ 252.95	$ 5,785.05	42%	4%
AUGUST 2017	$ 5,785.05	$ 39.66	$ 292.61	$ 5,745.39	50%	5%
SEPTEMBER 2017	$ 5,745.39	$ 37.95	$ 330.56	$ 5,707.44	58%	5%
OCTOBER 2017	$ 5,707.44	$ 276.01	$ 606.57	$ 5,431.43	67%	10%
NOVEMBER 2017	$ 5,431.43	$ 59.75	$ 666.32	$ 5,371.68	75%	11%
DECEMBER 2017	$ 5,371.68	$ 55.63	$ 721.95	$ 5,316.05	83%	12%
JANUARY 2018	$ 5,316.05	$ 69.68	$ 791.63	$ 5,246.37	92%	13%
FEBRUARY 2018	$ 5,246.37		$ 791.63	$ 5,246.37	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	$ 120.65	$ 282.04	$ 8,267.96	33%	3%
JUNE 2017	$ 8,267.96	$ 74.02	$ 356.06	$ 8,193.94	42%	4%
JULY 2017	$ 8,193.94	$ 50.66	$ 406.72	$ 8,143.28	50%	5%
AUGUST 2017	$ 8,143.28	$ 55.00	$ 461.72	$ 8,088.28	58%	5%
SEPTEMBER 2017	$ 8,088.28	$ 62.85	$ 524.57	$ 8,025.43	67%	6%
OCTOBER 2017	$ 8,025.43	$ 129.85	$ 654.42	$ 7,895.58	75%	8%
NOVEMBER 2017	$ 7,895.58	$ 67.03	$ 721.45	$ 7,828.55	83%	8%
DECEMBER 2017	$ 7,828.55	$ 46.94	$ 768.39	$ 7,781.61	92%	9%
JANUARY 2018	$ 7,781.61	$ 104.63	$ 873.02	$ 7,676.98	100%	10%

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 2017	$ 560.00	$ 68.39	$ 68.39	$ 491.61	8%	12%
OCTOBER 2017	$ 491.61	$ 34.80	$ 103.19	$ 456.81	17%	18%
NOVEMBER 2017	$ 456.81	$ 7.66	$ 110.85	$ 449.15	25%	20%
DECEMBER 2017	$ 449.15	$ 20.86	$ 131.71	$ 428.29	33%	24%
JANUARY 2018	$ 428.29	$ 31.72	$ 163.43	$ 396.57	42%	29%
FEBRUARY 2018	$ 396.57		$ 163.43	$ 396.57	50%	
MARCH 2018	$ 396.57		$ 163.43	$ 396.57	58%	
APRIL 2018	$ 396.57		$ 163.43	$ 396.57	67%	
MAY 2018	$ 396.57		$ 163.43	$ 396.57	75%	
JUNE 2018	$ 396.57		$ 163.43	$ 396.57	83%	
JULY 2018	$ 396.57		$ 163.43	$ 396.57	92%	
AUGUST 2018	$ 396.57		$ 163.43	$ 396.57	100%	

Prepared by Donna Holland
February 7, 2018

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	$ 165.70	$ 1,664.48	$ 35,687.52	42%	4%
AGOSTO DEL 2017	$ 35,687.52	$ 243.60	$ 1,908.08	$ 35,443.92	50%	5%
SEPTIEMBRE DEL 2017	$ 35,443.92	$ 233.09	$ 2,141.17	$ 35,210.83	58%	6%
OCTUBRE DEL 2017	$ 35,210.83	$ 1,680.45	$ 3,821.62	$ 33,530.38	67%	10%
NOVIEMBRE DEL 2017	$ 33,530.38	$ 359.39	$ 4,181.01	$ 33,170.99	75%	11%
DICIEMBRE DEL 2017	$ 33,170.99	$ 337.97	$ 4,518.98	$ 32,833.02	83%	12%
ENERO DEL 2018	$ 32,833.02	$ 424.11	$ 4,943.09	$ 32,408.91	92%	13%
FEBRERO DEL 2018	$ 32,408.91	$ -	$ 4,943.09	$ 32,408.91	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	$ 26.98	$ 252.95	$ 5,785.05	42%	4%
AGOSTO DEL 2017	$ 5,785.05	$ 39.66	$ 292.61	$ 5,745.39	50%	5%
SEPTIEMBRE DEL 2017	$ 5,745.39	$ 37.95	$ 330.56	$ 5,707.44	58%	5%
OCTUBRE DEL 2017	$ 5,707.44	$ 276.01	$ 606.57	$ 5,431.43	67%	10%
NOVIEMBRE DEL 2017	$ 5,431.43	$ 59.75	$ 666.32	$ 5,371.68	75%	11%
DICIEMBRE DEL 2017	$ 5,371.68	$ 55.63	$ 721.95	$ 5,316.05	83%	12%
ENERO DEL 2018	$ 5,316.05	$ 15.56	$ 737.51	$ 5,300.49	92%	13%
FEBRERO DEL 2018	$ 5,300.49	$ -	$ 737.51	$ 5,300.49	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 TRANSCUR RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
FEBRERO DEL 2017	$ 8,550.00	$ 78.95	$ 78.95	$ 8,471.05	8%	1%
MARZO DEL 2017	$ 8,471.05	$ 50.60	$ 129.55	$ 8,420.45	17%	2%
ABRIL DEL 2017	$ 8,420.45	$ 31.84	$ 161.39	$ 8,388.61	25%	2%
MAYO DEL 2017	$ 8,388.61	$ 120.65	$ 282.04	$ 8,267.96	33%	3%
JUNIO DEL 2017	$ 8,267.96	$ 74.02	$ 356.06	$ 8,193.94	42%	4%
JULIO DEL 2017	$ 8,193.94	$ 50.66	$ 406.72	$ 8,143.28	50%	5%
AGOSTO DEL 2017	$ 8,143.28	$ 55.00	$ 461.72	$ 8,088.28	58%	5%
SEPTIEMBRE DEL 2017	$ 8,088.28	$ 62.85	$ 524.57	$ 8,025.43	67%	6%
OCTUBRE DEL 2017	$ 8,025.43	$ 129.85	$ 654.42	$ 7,895.58	75%	8%
NOVIEMBRE DEL 2017	$ 7,895.58	$ 67.03	$ 721.45	$ 7,828.55	83%	8%
DICIEMBRE DEL 2017	$ 7,828.55	$ 46.94	$ 768.39	$ 7,781.61	92%	9%
ENERO DEL 2018	$ 7,781.61	$ 104.63	$ 873.02	$ 7,676.98	100%	10%

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 2017	$ 560.00	$ 68.39	$ 68.39	$ 491.61	8%	12%
OCTUBRE DEL 2017	$ 491.61	$ 34.80	$ 103.19	$ 456.81	17%	18%
NOVIEMBRE DEL 2017	$ 456.81	$ 7.66	$ 110.85	$ 449.15	25%	20%
DICIEMBRE DEL 2017	$ 449.15	$ 20.86	$ 131.71	$ 428.29	33%	24%
ENERO DEL 2018	$ 428.29	$ 31.72	$ 163.43	$ 396.57	42%	29%
FEBRERO DEL 2018	$ 396.57	$ -	$ 163.43	$ 396.57	50%	
MARZO DEL 2018	$ 396.57	$ -	$ 163.43	$ 396.57	58%	
ABRIL DEL 2018	$ 396.57	$ -	$ 163.43	$ 396.57	67%	
MAYO DEL 2018	$ 396.57	$ -	$ 163.43	$ 396.57	75%	
JUNIO DEL 2018	$ 396.57	$ -	$ 163.43	$ 396.57	83%	
JULIO DEL 2018	$ 396.57	$ -	$ 163.43	$ 396.57	92%	
AGOSTO DEL 2018	$ 396.57	$ -	$ 163.43	$ 396.57	100%	

Preparado por Donna Holland
7 de febrero 2018

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	$ 1,856.17	$ 5,272.24	$ 15,027.76	50%	26%
SEPTEMBER 2017	$ 15,027.76	$ 1,756.97	$ 7,029.21	$ 13,270.79	58%	35%
OCTOBER 2017	$ 13,270.79	$ 578.78	$ 7,607.99	$ 12,692.01	67%	37%
NOVEMBER 2017	$ 12,692.01	$ 584.89	$ 8,192.88	$ 12,107.12	75%	40%
DECEMBER 2017	$ 12,107.12	$ -	$ 8,192.88	$ 12,107.12	83%	40%
JANUARY 2018	$ 12,107.12	$ -	$ 8,192.88	$ 12,107.12	92%	40%
FEBRUARY 2018	$ 12,107.12		$ 8,192.88	$ 12,107.12	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	$ 302.17	$ 854.35	$ 1,945.65	50%	31%
SEPTEMBER 2017	$ 1,945.65	$ 286.00	$ 1,140.35	$ 1,659.65	58%	41%
OCTOBER 2017	$ 1,659.65	$ 94.22	$ 1,234.57	$ 1,565.43	67%	44%
NOVEMBER 2017	$ 1,565.43	$ 95.21	$ 1,329.78	$ 1,470.22	75%	47%
DECEMBER 2017	$ 1,470.22	$ -	$ 1,329.78	$ 1,470.22	83%	47%
JANUARY 2018	$ 1,470.22	$ -	$ 1,329.78	$ 1,470.22	92%	47%
FEBRUARY 2018	$ 1,470.22		$ 1,329.78	$ 1,470.22	100%	

Prepared by Donna Holland
February 7, 2018

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%
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DICIEMBRE DEL 2017	$ 12,107.12	$ -	$ 8,192.88	$ 12,107.12	83%	40%
ENERO DEL 2018	$ 12,107.12	$ -	$ 8,192.88	$ 12,107.12	92%	
FEBRERO DEL 2018	$ 12,107.12	$ -	$ 8,192.88	$ 12,107.12	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%
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AGOSTO DEL 2017	$ 2,247.82	$ 302.17	$ 854.35	$ 1,945.65	50%	31%
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DICIEMBRE DEL 2017	$ 1,470.22	$ -	$ 1,329.78	$ 1,470.22	83%	47%
ENERO DEL 2018	$ 1,470.22	$ 15.56	$ 1,345.34	$ 1,454.66	92%	47%
FEBRERO DEL 2018	$ 1,454.66	$ -	$ 1,345.34	$ 1,454.66	100%	

Preparado por Donna Holland
7 de febrero 2018

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Policy Council

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** January 2018
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	January 2017	2,041	99%*
Early Head Start Kern	January 2017	328	100%
Early Head Start Partnership	January 2017	56	100%
Early Head Start San Joaquin	January 2017	313	100%
TOTAL Funded Enrollment		**2,738**	
Children with Disabilities		**Goal**	**Actual**
Head Start Kern	Identified as having an IEP	10%	8%
Early Head Start Kern	Identified as having an IFSP	10%	11%
Early Head Start Partnership	Identified as having an IFSP	10%	2%
Early Head Start San Joaquin	Identified as having an IFSP	10%	14%
Over Income		**Goal**	**Actual**
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	6%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	3%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Average Daily Attendance (Program Wide >85%)		92%	

Meals Served for the month of December 2017						
Total Meals Requested			Meals Allocated		% of Meals Served	
by: Central Kitchen	by: Vendor Kitchens	Total Meals Prepared	to: CACFP/USDA	to: HS/EHS	December 2016	December 2017
65,441	9,956	75,397	55,808	19,589	76%	84%

Other: We had 2 Centers with 100% attendance for the month of January: Fairfax and Fairview.

Total Division Staffing: Currently employed in Head Start: 592
Vacant Positions: 20
Currently out on Leave: 103

Program Updates:

* The Broadway Center is awaiting Licensing. Once licensed the center will open and we will reach full enrollment. All currently operating program options were fully enrolled in the month of January 2018.

The 2017-18 Program Year Self-Assessment will begin in March 2018, led by Sylvia Ortega, Compliance Coordinator.

Community Action Partnership of Kern
Head Start/State Child Development
School Readiness Subcommittee Minutes
January 24, 2018

1. **Call to Order**
   a. Meeting was called to order at 5:38PM by Nicole Walker
2. **Roll Call and establish Quorum**
   a. Nicole Walker and Amber Dunlap were present. Quorum was not established.
3. **Introductions of Guests**
   a. **None**
   b. **Staff present:** Janelle Gonzalez Program Governance Coordinator, Tracey Wheat Education Coordinator, Carolyn Coffee Education Coordinator
4. **Approval of Agenda**
   a. Quorum not established.
5. **Presentation/Discussion**
   a. Carolyn Coffey discussed what school readiness is using a video. The video, Head Start's Approach to School Readiness showed how the program takes a holistic approach to prepare children and their families for kindergarten. The holistic approach includes health, nutrition, education, disabilities and family services in addition to wellness support to low income families. Carolyn discussed developmental assessments known as, the Desired Results Developmental Profile (DRDP) are done three times a year and data is collected per child to know their individual developmental levels to individualize lesson planning. School readiness goals are developed based on this data to ensure children are developing socially, emotionally and cognitively to ensure they possess the skills needed to enter kindergarten. Lesson Planning is done using Creative Curriculum, which is emergent or follows the child's interests. Carolyn concluded her presentation with explaining everyone involved in the Head Start program is responsible to ensure school readiness goals are implemented and supported. Parents as their child's first teacher instill culture and values while teachers strengthen knowledge and build a partnership with parents to help children become ready for Kindergarten.
6. **Vote of day and time of meetings-** Janelle asked that the parents vote for the future day and time of the School Readiness Subcommittee meeting, she suggested the third Wednesday at 5:30 pm and in the months of March and May as the parents were part-year. Both parents in attendance agreed on meeting March 14th and May 16th, 2018 at 5:30 pm with light dinner at 5:15 pm.
7. **Read Across America Week-** Parents were invited to read at their centers and to invite their fellow parents to read at the center for Read Across America week. (February 26- March 2) A special reception will be held for readers on March 1st. Please contact Carolyn Coffey for more information.

Adjournment
   a. Meeting was adjourned at 6:30 PM.

Tracey Wheat- Education Coordinator
Janelle Gonzalez- Program Governance Coordinator
Translation: Gloria Gonzalez

Acción Comunitaria Asociación de Kern
Head Start/estado de desarrollo infantil
Acta de Escuela Subcomité de preparación
24 de enero de 2018

1. **Llamado a la orden**
   a. la reunión fue llamada a la orden a las 5:38pm por Nicole Walker
2. **Pasar lista/ Establecer Quórum**
   a. Nicole Walker y Amber Dunlap estaban presentes. Quórum no se estableció
3. **Introducciones de invitados**
   a. **Ningúna**
   b. **Personal presente:** Coordinadora de gobernabilidad del programa de Janelle Gonzalez, Coordinadora de Educación de trigo Tracey, Coordinadora de Educación de Carolyn Coffee
4. **Aprobación de la Acta**
   a. Quórum no se establecido
5. **Presentacion/ Discussion**
   a. Carolyn va a hablar de lo que la preparación de la escuela está usando un video. El video, el enfoque de Head Start para la preparación de la escuela mostró cómo el programa toma un enfoque holístico para preparar a los niños y sus familias para el kindergarten. El enfoque holístico incluye salud, nutrición, educación, discapacidades y servicios familiares, además del apoyo al bienestar de las familias de bajos ingresos. Carolyn discutió las evaluaciones de desarrollo conocidas como, el perfil de desarrollo de los resultados deseados (DRDP) se hacen tres veces al año y los datos se recolectan por niño para conocer sus niveles de desarrollo individuales para individualizar la planificación de la lección. Los objetivos de preparación escolar se desarrollan basándose en estos datos para asegurar que los niños se desarrollen social, emocional y cognitivamente para asegurar que posean las destrezas necesarias para entrar en el programa escolar. La planificación de las lecciones se realiza utilizando un currículo creativo, que es emergente o sigue los intereses del niño. Carolyn concluyó su presentación con la explicación de todos los involucrados en el programa de Head Start es responsable de asegurar que las metas de preparación para la escuela sean implementadas y apoyadas. Los padres como el primer maestro de su hijo inculcan cultura y valores mientras que los maestros fortalecen el conocimiento y construyen una asociación con los padres para ayudar a los niños a prepararse para la escuela.
6. **Voto de día y hora de las reuniones**-
   Janelle pidió que los padres votaran por el día y la hora futuros de la reunión de la Subcomisión de preparación escolar, sugirió que el tercer miércoles a las 5:30 PM y en los meses de marzo y mayo, ya que los padres eran parte del año. Ambos padres estuvieron de acuerdo en reunirse el 14 de marzo y el 16 de mayo, 2018 a las 5:30 PM con cena ligera a las 5:15 PM.

7. **Read Across America Week-**
   Los padres fueron invitados a leer en sus centros y a invitar a sus padres a leer en el centro para leer en la semana de América. (26 de febrero-2 de marzo) Una recepción especial se llevará a cabo para los lectores el 1 de marzo. Para más información, favor de llamar a Carolyn Coffey.

Cierre de Sesión-

a. La reunion se cerró a las 6:30 pm.

Community Action Partnership of Kern
Child Education & Development Services (CEDS)
Policy Council Planning Committee
Meeting Minutes
February 1, 2018

1. **Welcome**
   Chairperson Joanna Guillen welcomed the group to the meeting.

2. **Call to Order**
   a. Meeting was called to order at 5:26 p.m. by Chairperson Joanna Guillen.

3. **Roll Call and establish Quorum (half plus one)**
   a. Quorum was established.
   b. **PC Members present:** Joanna Guillen, Anastasia Lester, Christine DeNardo, Maggy Hartzell, Victoria Garcia Carlos, Lindsay Harrison
   c. **PC Members not present:** Sharif Hassan

4. **Approval of Agenda**
   Agenda was reviewed. Motion was made by Victoria G. Carlos to approve the agenda as presented; seconded by Christine DeNardo. Motion carried unanimously.

5. **Approval of Minutes**
   Minutes from previous meeting were reviewed. Motion was made by Anastasia Lester to approve the minutes of January 2, 2018; seconded by Victoria G. Carlos. Motion carried unanimously.

6. **Introduction of Guests**
   Guests tonight were Jerry Meade, PDM Administrator; Lisa Price PDM Administrative Assistant and Janelle Gonzalez, 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. Jerry reviewed the enrollment report for January. He shared all open program options met full enrollment during this reporting period. Jerry stated, our Broadway Center (in Wasco) which is a 6-hour single session program is not yet open. He shared the center itself is ready to go and we already have a license number we are simply waiting for the State of California to come in and issue us the license; we are hopeful it'll happen in February. The percentage of children with disabilities enrolled in our program was also reviewed. It was noted that EHS Kern has met the 10% expectation as has San Joaquin EHS which is currently at 14%. HS Kern is very close at 8% enrollment of children with disabilities. It was added that we will request a waiver from the Office of Head Start for our EHS Partnership as they are not soliciting clients however we will continue to work

with them and provide support and encouragement in this area. There were no changes to our over income figures, as required we are below the 10% rate of services provided in this classification.

b. The Average Daily Attendance (ADA) Report was reviewed and discussed. Our ADA was 92% which is a slight decline from the previous reporting period but still within range of the 85% requirement. This we attribute to illness (the flu epidemic and other related health issues.) There were 2 centers with 100% attendance for month of January: Fairfax and Fairview.

c. Jerry shared the Child and Adult Care Food Program (CACFP) report for December 2017. There was a total of 75,397 meals prepared with 65,441 coming from the Central Kitchen. It was noted that there was a slight increase (8%) in meals served from this same reporting time last year, this shows a much better job of having children in attendance which is really good! In closing Jerry also shared the division staffing report which includes 20 vacancies and 103 employees on leave. He also shared that the self-assessment process will begin next month led by our Compliance Coordinator. In this first phase policies and procedures will be evaluated with the findings presented to this committee for review and discussion.

d. The outcomes as noted on the CACFP Centers Summation Report were discussed and reviewed; this was our triennial review. Jerry shared that the State Representative (unannounced) visited five child development centers selected at random and reviewed all monitoring components. Upon conclusion all areas were found to be in compliance, the review was closed, and we were congratulated on an "excellent administrative review." There were technical assistance citations, areas to work on however once recognized they were immediately remedied. To example raisin bread is on our menu and was denoted as being a whole wheat (WW) product but does not meet the requirements to be labeled as such. The solution was to remove the "WW" from the menu when raisin bread is served (breakfast time). It was also noted the children are served another food item that does meet the whole wheat requirements. In conclusion Jerry also shared two reviews ago our monetary figures were "off" by more than $400; subsequently it decreased to $10 and during the current review it was $0, there were no discrepancies! This summation report and its contents will be shared at the next Audit & Pension Committee Meeting in April.

9. Communications

None

10. Announcements

None

11. Adjournment

Meeting was adjourned at 5:54 p.m. The next PC Planning meeting is scheduled for Thursday, March 1, 2018.

Lisa Price/PDM Administrative Assistant
Completed 02/06/18

Asociación de Acción Comunitaria de Kern
Servicios de educación y desarrollo infantile
Comité de planificación del Consejo de política
Actas de reunion
1 de febrero de 2018

1. **Bienvenido**
   La presidenta Joanna Guillen dio la bienvenida a la reunion.

2. **Llamdo a la orden**
   a. Quórum fue llamada a la orden a las 5:26 p.m. por la presidenta Joanna Guillen.
3. **Pasar lista/ Establecer Quórum**
   a. Quórum fue establecida.
   b. **Miembros del PC presente:** Joanna Guillen, Anastasia Lester, Christine DeNardo, Maggy Hartzell, Victoria Garcia Carlos, Lindsay Harrion
   c. **Miembros del PC no presentes:** Sharif Hassan

4. **Aprobación de la agenda**
   Agenda fue revisada. La moción fue hecha por Victoria G. Carlos para aprobar la agenda de como se presento; secundado por Christine DeNardo. Moción llevado por unanimada.

5. **Aprobación de la agenda**
   Los minutos de la reunión anterior fueron repasados. La moción fue hecha por Anastasia Lester para aprobar el Acta del 2 de enero de 2018; secundado por Victoria G. Carlos. Movimiento llevado por unanimidad.

6. **Presentación de invitados**
   Ningúna

7. **Foro Publico**
   (El público que desee dirigirse al Comité de planificación de PC puede hacerlo en este momento; sin embargo, el Comité no adopter"A ninguna otra medida que remitir el artículo al personal para su estudio y análisis.)
   Ninguno

8. **Elementos de presentación/ discusión**

   a. Jerry revisó el reporte de matrícula para enero. Él compartió todas las opciones abiertas del programa satisfizo la inscripción completa durante

este período que divulgaba. Jerry dijo, nuestro centro de Broadway (en Wasco), que es un programa de 6 horas de sesión única todavía no está abierto. Él compartió el centro en sí está listo para ir y ya tenemos un número de licencia simplemente estamos esperando que el estado de California venga y nos emita la licencia; Tenemos la esperanza de que suceda en febrero. El porcentaje de niños con discapacidades inscritos en nuestro programa también fue revisado. Se observó que el Kern de EHS se ha reunido con la expectativa del 10%, al igual que San Joaquín EHS, que actualmente se encuentra en el 14%. El HS Kern está muy cerca del 8% de matriculación de niños con discapacidades. Se agregó que solicitaremos una exención de la oficina de Head Start para nuestra asociación de EHS, ya que no están solicitando clientes, sin embargo, continuaremos trabajando con ellos y brindaremos apoyo y estímulo en esta área. No hubo cambios en nuestras cifras de ingresos excesivos, como es necesario estamos por debajo de la tasa del 10% de los servicios proporcionados en esta clasificación.

b. El informe de asistencia diaria media (ADA) fue revisado y discutido. Nuestra ADA fue 92%, lo cual es una ligera disminución del período de reporte anterior, pero aún dentro del rango del requisito del 85%. Esto atribuimos a la enfermedad (la epidemia de gripe y otros problemas de salud relacionados.) Había 2 centros con 100% de asistencia para el mes de enero: Fairfax y Fairview.
c. Jerry compartió el informe del programa de alimentos para el cuidado de niños y adultos (CACFP) para diciembre 2017. Hubo un total de 75.397 comidas preparadas con 65.441 provenientes de la cocina central. Se observó que hubo un ligero aumento (8%) en las comidas servidas a partir de este mismo tiempo de presentación de informes el año pasado, esto demuestra un trabajo mucho mejor de tener niños en la asistencia que es realmente bueno! Para concluir, Jerry también compartió el informe de personal de la división, que incluye 20 vacantes y 103 empleados de licencia. También compartió que el proceso de auto-evaluación comenzará el próximo mes liderado por nuestro coordinador de cumplimiento. En esta primera fase se evaluarán las políticas y procedimientos con los hallazgos presentados a este Comité para su revisión y discusión.
d. Los resultados como se observó en el informe de la suma de los centros de CACFP fueron discutidos y repasados; Esta fue nuestra revisión trienal. Jerry compartió que el representante estatal (no anunciado) visitó cinco centros de desarrollo infantil seleccionados al azar y revisó todos los componentes de monitoreo. Al concluir que todas las áreas se encontraban en cumplimiento, la revisión se cerró, y nos felicitaron por una "excelente revisión administrativa". Había citaciones de la asistencia técnica, áreas a trabajar encendido sin embargo una vez que estaban remediadas inmediatamente. Al ejemplo el pan de pasas está en nuestro

menú y fue denotado como un producto de trigo entero (WW) pero no cumple con los requisitos para ser etiquetado como tal. La solución era quitar el "WW" del menú cuando se sirve el pan de la pasa de uva (hora del desayuno).). También se observó que los niños se sirven otro alimento que cumple con los requisitos de trigo entero. En conclusión Jerry también compartió dos revisiones hace nuestras figuras monetarias eran "apagado" por más de $400; Posteriormente disminuyó a $10 y durante la revisión actual fue $0, no hubo discrepancias! Este informe de suma y sus contenidos serán compartidos en la próxima reunión del Comité de auditoría y de Pensiones en abril.

9. **Comunicaciones**
   Ningúna
10. **Informes**
    Ningúna
11. **Cierre de Sesión**
    La reunión fue aplazada a las 5:54 p.m. La próxima reunión de planificación de PC está prevista para el jueves, 1 de marzo de 2018.

capk
Community Action Partnership of Kern

Head Start & State Child Development
Birth to age 5
capk

Read Across America







CAPK Head Start/State Child Development would like to invite you and members of the community to be a Special Guest Reader and donate some of your time to read a book or two with our preschoolers in one of our local Head Start Child Development Centers.

Thursday, March 1, 2018

In The Ballroom at Four Points by Sheraton Bakersfield
5101 California Ave, Bakersfield, CA 93309 (right next to the CAPK Office)

8:00 - 9:00 a.m. — Welcome Reception/ Book Signing
9:00 - 9:20 a.m. — Driving to Head Start Site*
9:30 - 10:00 a.m. — Center Visit and Book Reading

There will be opportunities to read all week
from Feb. 26 — March 2!

RSVP by 2/21/18

Carolyn Coffey, Education Coordinator • CCoffey@capk.org • (661) 336-5236 X 2526

As a token of our appreciation, a light continental breakfast will be served. Children's books will be available for you to read and share at our centers (but donations of books for children ages 0-5 is greatly appreciated!)

*Transportation WILL NOT be provided.

EXACTSTAFF®

precision in personnel

WE ARE HIRING
WAREHOUSE ASSOCIATES
IN SHAFTER

- **Must have 6-9 months of recent work history**
- **Must have valid documentation to prove eligibility to work in the United States**
- **Must have flexible schedule and the ability to work weekends**
- **Supervisory experience, a plus!**

Recruitment Dates

Tuesday, **February 06**, 2018 (1:00 – 3:00pm)
Tuesday, **February 20**, 2018 (1:00 – 3:00pm)
Department of Human Services
115 N. Central Hwy. Shafter Ca, 93263

*For additional questions contact
Domenica at: **661-746-8410**

JOB FEST

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JOB FEST

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 workshop.

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



GBLA
Greater Bakersfield Legal Assistance, Inc.

Upcoming Workshop Dates and Times

January 9, 2018

February 13, 2018

March 13, 2018

April 10, 2018

All workshops will take place from:

12:15pm-1:15pm

at

615 California Avenue

Bakersfield, CA 93304

Questions? contact GBLA at (661) 325-5943