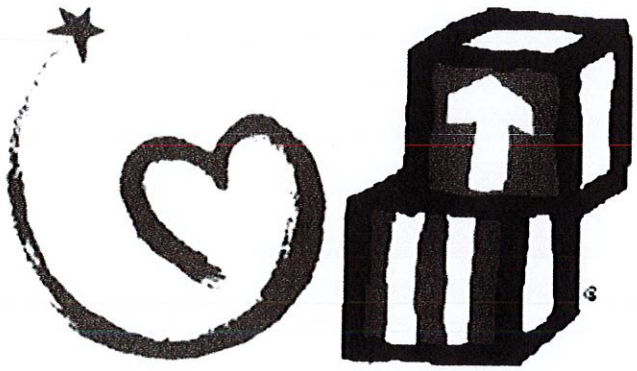
Head Start &
State Child Development
Birth to age 5

capk
Community Action Partnership of Kern

Head Start/State Child Development Services

POLICY COUNCIL MEETING PACKET

April 26, 2018



POLICY COUNCIL
STANDING COMMITTEES
April 2018

EXECUTIVE COMMITTEE

Chairperson: Enrique Salazar Jr.
Vice Chairperson: Joanna Guillen
Secretary: Nicole Walker
Treasurer: Diana Reyes
Parliamentarian: Ulyses Rodriguez

STANDING COMMITTEE MEMBERS

Board of Director's: Sharif Hassan

BYLAWS (2 Openings)
Chairperson: Ulyses Rodriguez

1. Coyolxauhqui Mata
2. Naomi Carrillo
3. Enrique Salazar Jr.
4. Joanna Guillen
5. Opening
6. Opening

PLANNING (1 Opening)
Chairperson: Joanna Guillen

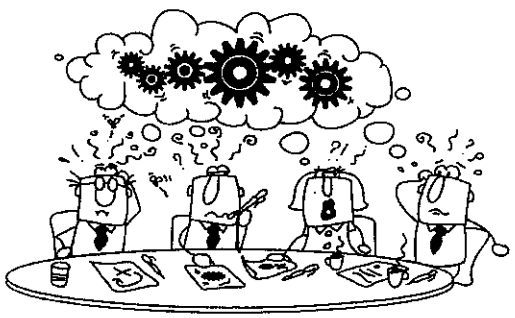
1. Maggy Hassan
2. Christine DeNardo
3. Victoria Garcia Carlos
4. Anastasia Lester
5. Lindsay Harrison
6. Opening

School Readiness (2 Openings)
Chairperson: Nicole Walker

1. Amber Dunlap
2. Daisy Valencia
3. Jacqueline Boykin
4. Opening
5. Opening

FINANCE (4 Openings)
Chairperson- Diana Reyes

1. Christine DeNardo
2. Amber Dunlap
3. Opening
4. Opening
5. Opening
6. Opening





Policy Council Sub-Committee Attendance Sheet
2017-2018

Bylaws Subcommittee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Ulyses Rodriguez **(Chair)**				X							
Coyolxauhqui Mata				X							
Naomi Carrillo				ABS							
Enrique Salazar Jr.				ABS							
Joanna Guillen				ABS							
Opening											
Opening											

Budget & Finance Subcommittee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Diana Reyes (Chair)			X								
Christine DeNardo			ABS								
Amber Dunlap			X								
Kimberly Henry			ABS								
Opening											
Opening											
Opening											
Opening											

School Readiness Subcommittee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Nicole Walker (Chair)		X		X							
Amber Dunlap		X		X							

Daisy Valencia		ABS		ABS							
Kimberly Henry		ABS									
Jacqueline Boykin		ABS		X							
Opening											
Opening											

Planning Subcommittee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Joanna Guillen (Chair)	X	X	X		X						
Sharif Hassan	X	X	ABS								
Maggy Hartzell	X	ABS	X		ABS						
Christine DeNardo	ABS	X	X		ABS						
Victoria Garcia Carlos	X	X	X		X						
Anastasia Lester	X	X	X		X						
Lindsay Harrison	X	ABS	X		X						

Board of Directors

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Sharif Hassan		X	ABS	X							

Legend	
Attended	X
Did not attend	ABS
Attended a CAPK Function	
Resigned	
Terminated	
Did not meet	
Not Elected at the time	

Policy Council Attendance '17-'18

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

#	REGION 1 PC Member Name	Nov 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	ABS	X							
2	Nicole Walker- Noble	X	X	X	X	X							
3	Daisy Valencia- Wesley	X	X	X	ABS	X							
4	Amber Dunlap- Willow	X	X	X	ABS	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	Ulyses Rodriquez- Williams	X	X	X	X	X							
3	Kimberly Henry- Pacific	ABS	ABS	ABS									
4	Coyolxauhqui Mata- Roosevelt	X	X	X	X	X							
5	Marina Acosta- East Cal					X							
6	Karla Villa- Sterling					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	ABS	ABS							
2	Victoria Garcia Carlos- Planz	X	X	X	ABS	X							
3	Joanna Guillen- Harvey Hall	X	ABS	X	X	X							
4	Enrique Salazar- Pete Parra	X	X	ABS	X	X							

#	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	ABS	X							
2	Maggie Hatzell- Rosamond	X	X	X	ABS	X							
3	Christine DeNardo- California City	X	X	X	X	X							
4	Gail Otis- Rosamond					X							

#	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	X	X							
2	Destiny Thompson-Butler- M. Craig					X							

	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	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	X	X							
2	Lindsay Harrison- Standard District	X	X	X	ABS	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		X								

Head Start & State Child Development Birth to age 5

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Policy Council Agenda
April 26, 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: April 26, 2018

4. **Approval of Minutes** — Chairperson — ***ACTION**
   a. Date of Minutes: March 22, 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 — **No Report**
   b. Planning Committee — **Verbal Report**
   c. Finance Committee — **Verbal Report**
   d. By-Laws Committee — **Verbal Report**

7. **New Business** — Chairperson — ***ACTION**
   a. Request to approve the Head Start/Early Head Start Budget Carry Over Funds- Donna Holland, Fiscal Administrator
   b. Request to approve the Early Head Start Child Care Partnerships 2018-2019 Application for Continued Funding- Donna Holland, Fiscal Administrator
   c. Request to approve San Joaquin Budget Revision, Donna Holland, Fiscal Administrator
   d. Request to approve the 2017-2018 Early Head Start Childcare Partnership Self Assessment- Debbie Connolly, Early Head Start Partnership Coordinator
   e. Nomination and Election for the Head Start Representative on the CAPK Board of Director's
   f. Nomination and Election for the Policy Council Bylaws Committee (2 openings)
   g. Nomination and Election for the Policy Council Budget & Finance Committee (4 openings)
   h. Nomination and Election for the Policy Council School Readiness Committee (2 openings)
   i. Nomination and Elecetion for the Policy Council Planning Committee (1 opening)

8. **Presentations**

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, April 23, 2018 Janelle Gonzalez, Program Governance Coordinator.

a. None

9. **Communications**
   a. Kern Head Start & Early Head Start Budget vs. Actual Expenditures, March 1, 2017 through February 28, 2018 (Interim Year-End Report)
   b. Kern Head Start & Early Head Start Budget vs. Actual Expenditures, March 1, 2018 through March 31, 2018
   c. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2017 through January 31, 2018 (Interim Year-End Report)
   d. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2018 through March 31, 2018
   e. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2017 through March 31, 2018
   f. Parent Local Travel & Child Care through March 31, 2018
   g. Parent Activity Funds through March 31, 2018
   b. Dignity Health Mercy & Memorial Hospitals- Community Wellness Programs
   c. Exceptional Family Center Presents "Identifying the Developmental Disabilities and Services" Conference
   d. Kern Community Foundation Community Volunteers to Assist in Reading Scholarships Application
   e. Policy Council Planning Committee Meeting Minutes April 2, 2018
   f. Policy Council School Readiness Committee Meeting Minutes March 14, 2018
   g. Policy Council Bylaws Committee Meeting Minutes March 8, 2018
   h. Office of Head Start 2018-2019 Funding Guidance for Early Head Start Child Care Partnerships
   i. Letter of Resignation dated March 28, 2018- Sharif Hassan, Policy Council Member

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**	Debbie Connolly	**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 May 31, 2018 light dinner at 5:00 p.m. meeting begins at 5:30 p.m.
5005 Business Park North, Suite 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, April 23, 2018 Janelle Gonzalez, Program Governance Coordinator.

Head Start & State Child Development Birth to age 5

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Agenda del Consejo de política
26 de Abril 2018
5005 Business Park North
5:30 p.m.-6:30 p.m.
Ubicaciones de la reunion:

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 cambia a la vida de las personas, incorpora el espíritu de esperanza, mejora comunidades, y hace de América un mejor lugar donde vivir. Nos preocupamos por la comunidad entera y estamos dedicados a ayudar a las personas a que se ayuden a si mismas y a los demás."

2. **Pasar lista/Establecer Quórum** — Secretaria

3. **Aprobación de la Agenda** — Presidente — ***ACCIóN**
   a. Fecha de Agenda: El 26 de Abril de 2018

4. **Aprobación del Acta** — Presidente — *** ACCIóN**
   a. Fecha del Acta: 22 de Marzo 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. **Inforrmes del Comité Vigentes** — (3 mins. Cada uno)
   a. Comité de preparación escolar — **Sin informe**
   b. Comité de planificación — **Informe verbal**
   c. Comité de finanzas — **Informe verbal**
   d. Comité de Reglamentos — **Informe verbal**

7. **Nuevos Asuntos** — Presidente — ***ACCIóN**
   a. Solicitud para aprobar el Presupuesto de Head Start / Early Head Start Transferencia de fondos- Donna Halland, Administradora Fiscal
   b. Solicitud para aprobar las Alianzas de Cuidado Infantil de Early Head Start 2018-2019 Solicitud de Financiamiento Continuo- Donna Halland, Administradora Fiscal
   c. Solicitud para aprobar la Revisión del Presupuesto de San Joaquin, Donna Halland, Adminstradora Fiscal
   d. Solicitud para aprobar la Autoevaluación de la Asociación de Cuidado Infantil de early Head Start 2017-2018 – Debbie Connolly, Coordinadora de la Alianza de Early Head Start
   e. Nominación y Elección para el Representante de Head Start en la junta de directores de CAPK
   f. Nominación y elección para el Comité de Estatutos del Consejo de Políticas (2 vacantes)
   g. Nominación y Elección para el Comité de Presupuesto y Finanzas del Consejo de Políticas (4 vacantes)
   h. Nominación y Elección para el Comité de Preparación Escolar del Consejo de Políticas (2 vacantes)
   i. Nominación y elección para el Comité de Planificación del Consejo de Políticas (1 apertura)

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, April 23, 2018 Janelle Gonzalez, Program Governance Coordinator.

Head Start & State Child Development Birth to age 5 capk

8. **Presentaciones**
   a. Ninguna

9. **Comunicaciones**
   a. Presupuesto de Kern Head Start & Early Head Start vs. Gastos reales, 1 de marzo de 2017 hasta el 28 de febrero de 2018 (Informe de fin de año interino)
   b. Presupuesto de Kern Head Start & Early Head Start vs. Gastos reales, 1 de marzo de 2018 hasta 31 de marzo de 2018
   c. Presupuesto Early Head Start de San Joaquín vs. Gastos reales, 1 de febrero de 2017 hasta el 31 de enero de 2018 (Informe de fin de año provisional)
   d. Presupuesto Early Head Start de San Joaquín vs. Gastos reales, 1 de febrero de 2018 hasta 31 de marzo de 2018
   e. Presupuesto de asociaciones de cuidado infantil de Early Head Start versus gastos reales, 1 de septiembre de 2017 hasta el 31 de marzo de 2018
   f. Viaje local de padres y cuidado infantil hasta el 31 de marzo de 2018
   g. gramo. Fondos de actividades para padres hasta el 31 de marzo de 2018Matriculación, asistencia diaria promedio y Programa de alimentos para el cuidado de niños y adultos / Informe de cocina central para HS / EHS Kern, EHS San Joaquin y EHS Child Care Partnerships Marzo de 2018
   h. Dignity Health Mercy & Memorial Hospitals- Programas comunitarios de bienestar
   i. Exceptional Family Center presenta la conferencia "Identificando las discapacidades y servicios para el desarrollo"
   j. Voluntarios de la comunidad de Kern Community Foundation para ayudar en la solicitud de becas de lectura
   k. Minutas de la reunión del Comité de Planificación del Consejo de Políticas 2 de abril de 2018
   l. Minutas de la reunión del Comité de Preparación Escolar del Consejo de Políticas 14 de marzo de 2018
   m. Minutas de la reunión del Comité de Estatutos del Consejo de Políticas 8 de marzo de 2018
   n. Oficina of Head Start 2018-2019 Orientación de financiación para Early Child Start Child Care Partnerships
   o. Carta de renuncia del 28 de marzo de 2018- Sharif Hassan, miembro del Consejo de Políticas

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 Early Head Start de San Joaquín**	Rashi Strother	**informe verbal** (3 min.)
13. **Informe de la Asociacion de Head Start**	Debbie Connolly	**informe verbal** (3 min.)
14. **Informe representative de la Junta Directiva**	Yolanda Ochoa	**informe verbal** (3min.)
15. **Informe del Director (HS/Desarrollo infantile del** estado	Yolanda Gonzales	**informe verbal** (5 min.)
16. **Presidente del consejo de Política/anuncios**	Enrique Salazar Jr.	**informe verbal** (3 min.)
17. **Reunión cerrada**	Presidente	

La proxima reunion sera el 31 de Mayo de 2018 cena ligera a las 5:00 p.m. la reunion comeinza a las 5:30 p.m.
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, April 23, 2018 Janelle Gonzalez, Program Governance Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START / STATE CHILD DEVELOPMENT PROGRAMS
POLICY COUNCIL MEETING
MARCH 22, 2018

1. **CALL TO ORDER – Chairperson, Enrique Salazar Jr.** called the meeting to order at 5:32 p.m. & welcomed new members to the meeting.
a. Moment of Silence, Pledge of Allegiance
b. Reading of Promise of Community Action
"Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other."

2. **ROLL CALL/SET QUORUM – Secretary, Nicole Walker - Quorum was established.**
PC Members Present: Jacqueline Boykin, Amber Dunlap, Nicole Walker, Daisy Valencia, Coyolxauhqui Mata, Ulyses Rodriguez, Marina Acosta, Karla Villa, Victoria Garcia Carlos, Joanna Guillen, Enrique Salazar Jr., Diana Reyes, Destiny Thompson Butler, Naomi Carrillo, Maggy Hartzell, Christine DeNardo, Gail Otis, Ana Lester, Lindsay Harrison, Rosa Reyes

3. **APPROVAL OF AGENDA – Chairperson, Enrique Salazar, Jr. (*ACTION)**
a. Approval of the PC Agenda dated March 22, 2018 was made by Ulyses Rodriguez; seconded by Coyolxauhqui Mata. Motion carried unanimously.

4. **APPROVAL OF MINUTES – Chairperson, Enrique Salazar, Jr. (*ACTION)**
a. Approval of the minutes dated January 25, 2018 was made by Diana Reyes; seconded by Amber Dunlap. Motion carried unanimously.
b. Motion was made to approve the notes from the February 22, 2018 Policy Council Meeting by Joanna Guillen; seconded by Diana Reyes. Motion carried unanimously.

5. **PRESENTATION OF GUESTS/PUBLIC FORUM**
(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. ***Speakers are limited to five minutes each.*** *If more than one person wishes to address the same topic, total group time for topic will be 10 minutes. Please state your name before making your presentation. Thank you.*
Guests in attendance: Yolanda Gonzales Director Head Start/State Child Development Director; Jerry Meade, Program Design & Management Administrator; Lisa Price, PDM Administrative Assistant; Janelle Gonzalez, Governance Coordinator; LeTisha Brooks, Program Manager; Mary Ann Mooney, Program Manager; Rosita Curry, Family Engagement & Disabilities Support Services Supervisor; Alan Rodriquez, Health & Nutrition Support Services Supervisor; Roxanne Harris, Content Area Specialist, Disabilities; Bryan Lopez, IT Technician; Tina Nunez, Center Director; Jeremin Easter, Family Service Worker; Gloria Barbero, Program Administrator; Estella Benavides, Education Manager; Rashi Strother, Family Services and Governance Specialist

6. **STANDING COMMITTEE REPORT** (3 minutes each)
a. School Readiness Committee – Verbal report
Nicole reported the group met quorum. Information was shared regarding the growth assessment, immunizations and their importance as to how they support early education and learning. Hearing and screening information was also discussed. The next meeting is scheduled for May 16, 2018 at 5:30 p.m.
b. Planning Committee – No report
c. Finance Committee – Verbal report
Diana reported the committee did not meet however monthly finance reports were distributed at Policy Council and reviewed with the group by Donna Holland, Fiscal Administrator. It was stated that these

reports are a broad overview as to how our dollars (across all grants) are spent. Donna also shared that we are at 133% of our in-kind requirement, which is great news!

d. By-Laws Committee – Verbal report

The committee met on March 8, 2018, quorum was not met. The group discussed what bylaws were and why we have them. A proposal will be developed for bylaw revisions at the next meeting which is scheduled for April 12, 2018 at 5:30 p.m.

7. NEW BUSINESS – Chairperson (*ACTION)

a. Request to approve Head Start & Early Head Start 2018 Program Planning Calendar – Jerry Meade, Program Design & Management Administrator

The Program Planning Calendar was briefly reviewed. Jerry stated that this document represents timelines to followed when preparing to submit our refunding application(s); it serves as our guiding force. The Program Planning Calendar tasks are identical in nature however the timeline for these tasks vary. Dates for tasks are contingent upon the grant as all our grants have different due dates. It was noted over the past several months this calendar has been presented to and worked on (revising and reviewing) by the PC Planning subcommittee. Motion was made to approve the Head Start & Early Head Start 2018 Program Planning Calendar by Rosa Reyes; seconded by Ana Lester. Motion carried unanimously.

8. PRESENTATIONS

a. Head Start Disabilities Overview – Delores Patricio, Susie Martinez, Shirley Park, Maria Guadian, Content Area Specialist, Nutrition

A PowerPoint disabilities overview was presented to the group. It was stated as a regulation, we must have 10% of our enrollment represented by children with disabilities (either a valid IFSP or IEP). Children are placed in the least restrictive environment. All children are entitled/guaranteed to FAPE (Free Appropriate Public Education). Children in the age range of 0-3 will have an IFSP while children 4 and older will have an IEP. The disabilities team works in collaboration with many agencies in our county to provide support to our children. One component of the disabilities team is to review all IEPs and IFSPs to ensure they are valid at all times. We currently have 7% of children enrolled in our program on an IEP and 15% on an IFSP. Members of the Disabilities Team also attend transitional IEPs for those children who will move to kindergarten. The committee was invited to the upcoming Transitional Meeting to be held at the Administrative Offices (Business Park North) on April 19, 2018 at 9:00 a.m.

9. COMMUNICATIONS – Chairperson

a) Kern Head Start & Early Head Start Budget vs. Actual Expenditures March 1, 2017 through February 28, 2018
b) San Joaquin Early Head Start Budget vs. Actual Expenditures February 1, 2017 through February 28, 2018
c) Early Head Start Child Care Partnerships Budget vs. Actual Expenditures September 1, 2017 through February 28, 2018
d) Parent Local Travel & Child Care through January 31, 2018
e) Parent Activity Funds, through February 28, 2018
f) Parent Meals prepared by the Central Kitchen through February 28, 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, February 2018
h) Head Start/State Child Development Division – 2018 Head Start Program Planning Calendar
i) Alternatives to Violence Project "We Are All Valuable People Workshop" dates and times
j) Bakersfield College Services and Programming at Wasco
k) Community Action Partnership of Kern Head Start Disabilities Advisory Meeting
l) Greater Bakersfield Legal Assistance, Inc. Community Homeless Law Center Project
m) Greater Bakersfield Legal Assistance, Inc. 6th Annual Fair Housing Conference
n) Greater Bakersfield Legal Assistance, Inc. services brochure

o) Kern County Superintendent of Schools project 180 Programs for Youth
p) Community Action Partnership of Kern, The CAPK Times, March 2018
Motion was made by Amber Dunlap to receive and file items (a) – (p).

10. **PROGRAM GOVERNANCE REPORT/TRAINING – Janelle Gonzalez**
Janelle dispersed a handout indicating all members of each subcommittee. She also stated that next month elections will be held to fill the various openings on each subcommittee. It was added the functions of each subcommittee will also be provided. Regional Parent Committees were recently held to fill vacancies and they were a success as all open positions have been filled. At this time Janelle welcomed the new members, Destiny (Home Base); Karla (Region2); Marina (Region 2) and Gail (Region 4). The Policy Council Executive Board group photo has been rescheduled to April 26, 2018 due to recent weather constraints. Janelle thanked Yesenia, who is a staff member from our Sterling Center for translating the meeting tonight. She also thanked Monica our staff from Noble for transporting, Tina and her staff for their support in our Region 4 Eastern Kern area. In addition, Rashi was thanked for her support in San Joaquin County as was Bryon Lopez for his technological support during these meetings. In closing Janelle shared safe driving tips in rainy weather with the group.

11. **COMMUNITY REPRESENATIVE REPORT – Lindsay Harrison/Ana Lester**
Several handouts were dispersed promoting a variety of upcoming activities. Lindsay spoke about the Dress for Success event which will take place April 3 – 6 from 10:00 a.m. – 5:00 p.m. ONLY. Women's name brand clothing, shoes and accessories will be available for purchase with prices ranging from $1 - $20. All proceeds will support various programs in Kern County which strive to empower women. There will be a FREE Spring Fest 2018 Event to be held on March 31 at Martin Luther King Jr. Park with food, music and activities. A list of several events taking place at the Beale Library was also handed out along with a flier promoting Cone with a Cop which celebrates Autism awareness month (April) and encourages those with special needs to come out and have a free frozen custard cone with a Kern County Deputy. It was added that this event is sensory friendly. Ana reviewed information from the Kern County Family Justice Center adding all services are free of charge and if you do not have transportation to get to the center can be arranged through that organization. The Family Justice Center is a "one stop shop" for victims and/or survivors of domestic violence. Information was also shared about immigration services and assistance provide through the UFW. The 6th Annual Fair Housing Conference sponsored by Greater Bakersfield Legal Assistance, Inc. flier was briefly discussed. Low cost or no cost weatherization information was provided as well. It was noted that should you qualify for weatherization services and rent your place of residence, approval from your landlord must be given prior to any services will be provided.

12. **EARLY HEAD START SAN JOAQUIN REPORT – Rashi Strother**
Rashi shared a slide show of the recent Ready Rosie Workshop facilitated by the FSWs. The event was a great success and enjoyed by both families and staff alike.

13. **EARLY HEAD START PARTNERSHIP REPORT**
Janelle stated that unfortunately, we do not have any parent representation from the EHS Partnership. Parents are unable to provide support due to scheduling conflicts. Janelle will continue to work with the Family Advocate in hopes to have representation soon.

14. **BOARD OF DIRECTORS REPRESENTATIVE REPORT – Yolanda Ochoa**
No report was provided.

15. **DIRECTOR'S REPORT (HEAD START/STATE CHILD DEVELOPMENT) – Yolanda Gonzales**
Jerry Meade reported on behalf of Yolanda Gonzales. Yolanda was on the road traveling home from our San Joaquin program and wanted to thank everyone for their support. Jerry shared that San Joaquin and the EHS Partnership received their Focus Area 2 Monitoring Protocol; neither program to date has had a review. Reviewers will be at our sites during the week of May 14 and ready to monitor those

programs. Pam Pritchard along with EHS Partnership Manager Debbie Connolly as well as Yolanda Gonzales who was just in San Joaquin are looking at our enrollment processes as well as our school readiness goals ensuring these two programs are meeting the requirements of the Head Start Performance Standards. There will be two teams, one visiting our program in San Joaquin County and the other here in Bakersfield with our EHS Partnerships. Jerry also shared we are working hard to find the children we need to enroll at our Wasco center; there are 44 slots there. Our ERSEA staff and FSW are actively recruiting at various locations in the area to enroll children. March and April are the months which we kick off our push for full enrollment for the fall program. We have many children who are aging out and moving on to kindergarten. There are approximately 1500 children we will need to enroll to fill these vacancies. Some centers don't have a problem filling their slots while others present a bit more of a challenge. This is also the time we start to see a variety of recruitment events throughout the community in which we participate. Jerry also encouraged any members who would like to volunteer their time at an event to do so. Adding you will see firsthand how rewarding it is to interact with the community and share information about the quality services we provide throughout Kern County. A question was posed as to if the decline of births during the recession has been taken in consideration when looking at the number of slots in our program. Jerry responded that type of data is currently being looked at for our community assessment which in turn drives the program. That information would be consideration for the 2019 – 2020 school year as the 2018 – 2019 has already been established. It was also shared that preliminary data shows 68% of residents speak Spanish as their primary language. In the past this figure in our community was far less. However, we have previously felt this to be true as it pertains to our program and now we are seeing the community information is now matching that of our program.

16. **POLICY COUNCIL CHAIRPERSON/ANNOUNCEMENTS – Enrique Salazar, Jr.**

Enrique thanked Janelle for her support. Enrique also shared Pete Parra will host an Open House on April 10th and he invited everyone to attend. Enrique shared classrooms will have various stations, there will be food, entertainment and fun for all. The event will take place from 3:00 p.m. – 5:00 p.m. Enrique welcomed new members and thanked everyone for their attendance, adding it was a great turnout!

17. **ADJOURNMENT**

Meeting was adjourned at 6:46 p.m.

Lisa Price/PDM Administrative Assistant
Completed 03/29/18

Asociación De Acción Comunitaria De Kern
Programas De Desarrollo Infantil en Head Start
Reunión Del Consejo de Política
22 de Marzo de 2018

1. **Llamada a pedido – Presidente, Enrique Salazar Jr.** Llamo la reunión para ordenar a las 5:32 P.M. y dio la bienvenida a nuevos miembros a la reunión.
   A. Momento de silencio, juramento de lealtad
   B. Lectura de la promesa de acción comunitaria
   "la acción comunitaria cambia la vida de las personas, encarna el espíritu de esperanza, mejora las comunidades,
   y hace que Estados Unidos sea un mejor lugar para vivir. Nos preocupamos por toda la comunidad y estamos dedicados a ayudar a la gente a ayudarse a sí mismos y a los demás ".

2. **Pasar Lista /Establecer Quórum – Secretaria, Nicole Walker- Quórum fue Establecido.**
   Miembros de PC Presentes: Jacqueline Boykin, Amber Dunlap, Nicole Walker, Daisy Valencia, Coyolxauhqui Mata, Ulyses Rodriguez, Marina Acosta, Karla Villa, Victoria Garcia Carlos, Joanna Guillen, Enrique Salazar Jr., Diana Reyes, Destiny Thompson Butler, Naomi Carrillo, Maggy Hartzell, Christine De Nardo, Gail Otis, Ana Lester, Lindsay Harrison, Rosa Reyes

3. **Aprobación de la Agenda – Presidente, Enrique Salazar, Jr. (* Acción)**
   A. La aprobación de la agenda del PC de fecha 22 de Marzo de 2018 fue hecha por Ulyses Rodriguez; secundado por Coyolxauhqui Mata. Movimiento llevado anonimamente.

4. **Aprobación de Minutos – Presidente, Enrique Salazar, Jr. (* Acción)**
   A. La aprobación de las actas del 25 de Enero de 2018 fue hecha por Diana Reyes; secundado por Amber Dunlap. Movimiento llevado anonimamente.
   B. Moción fue hecha para aprobar las notas del 22 de Febrero de 2018 Reunión del Consejo de política de Joanna Guillen; secundado por Diana Reyes. Movimiento llevado anonimamente.

5. **Presentación de Invitados/Foro público**
   (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.*
   Invitados: Yolanda Gonzales Directora de Head Start/Directora de desarrollo infantil del estado; Jerry Meade, Diseño de Programas y Administrador de Gestión; Lisa Price, Asistente Administrativa de PDM; Janelle Gonzalez, Coordinadora de Gobernanza ; LeTisha Brooks, Gerente de Programa; Mary Ann Mooney, Gerente de Programa; Rosita curry, Compromiso Familiar y Supervisora de Servicios de Apoyo a Discapacitados; Alan Rodríguez, Supervisor de Servicios de Apoyo a la Salud y Nutrición; Roxanne Harris, Especialista en área de Contenido, Discapacidades; Bryan Lopez, Técnico IT; Tina Núñez, Directora de Centro; Jeremin Easter, Trabajador de Servicio Familiar; Gloria Barbero, Administradora de Programas; Estella Benavides, Directora de Educación; Rashi Strother, Servicios Familiares y Especialista en Gobernanza.

6. **Informe del Comité Vigente** (3 minutos cada uno)

A. Comité de preparación escolar – Informe verbal

Nicole informó que el grupo se reunió con quorum. Se compartió información sobre la evaluación del crecimiento, las inmunizaciones y su importancia en cuanto a la forma en que apoyan la educación temprana y el aprendizaje. También se discutió la información de audiencia y Proyeccion. La próxima reunión está prevista para el 16 de Mayo de 2018 a las 5:30 P.M.

B. Comité de planificación – Ningún Informe

C. Comité de finanzas – Informe verbal

Diana informó que el Comité no se reunió sin embargo, los informes financieros mensuales fueron distribuidos en el Consejo de políticas y revisados con el grupo por Donna Holland, Administradora Fiscal. Se dijo que estos informes son una amplia visión general de cómo se gastan nuestros dólares (en todas las subvenciones). Donna también compartió que estamos en el 133% de nuestros requisitos en especie, que es una gran noticia!

D. Comité de estatutos – Informe verbal

El Comité se reunió el 8 de Marzo de 2018 y no se cumplió el quórum. El grupo discutió cuáles eran los estatutos y por qué los tenemos. Una propuesta será desarrollada para revisiones estatutarias en la próxima reunión que está prevista para el 12 de abril de 2018 a las 5:30 p.m.

7. **Nuevos Negocios – Presidente (* Acción)**

A. Solicitud de Aprobación del calendario de planificación del programa de Head Start y Early Head Start – Jerry Meade, Diseño de Programas y Administrador de Administración

El calendario de planificación del programa fue revisado brevemente. Jerry dijo que este documento representa plazos a seguir cuando se prepara para presentar nuestra solicitud (s) de reembolso; sirve como nuestra fuerza de guía. Las tareas del calendario del planeamiento del programa son idénticas en naturaleza sin embargo la línea de tiempo para estas tareas varía. Las fechas para las tareas están supeditadas a la subvención ya que todas nuestras subvenciones tienen fechas de vencimiento diferentes. Se observó en los últimos meses que este calendario se ha presentado y trabajado en (revisar y examinar) por el Subcomité de planificación de PC. Se hizo el movimiento para aprobar el calendario de planificación del programa de Head Start y Early Head Start 2018 por Rosa Reyes; secundado por Ana Lester. Movimiento llevado anonimamente.

8. **Presentaciones**

A. Resumen de discapacidades de Head Start-Delores Patricio, Susie Martinez, Shirley Park, Maria guadian, especialista en área de contenido, nutrición

Se presentó al grupo una descripción general de las discapacidades de PowerPoint. Se declaró como un Reglamento, debemos tener el 10% de nuestra matrícula representada por los niños con discapacidades (ya sea un IFSP válido o IEP). Los niños son colocados en el ambiente menos restrictivo. Todos los niños se dan derecho/garantizado a FAPE (educación pública apropiada libre). Los niños en el rango de edad de 0-3 tendrán un IFSP mientras que los niños de 4 años o más tendrán un IEP. El equipo de discapacidades trabaja en colaboración con muchas agencias de nuestro condado para proveer apoyo a nuestros niños. Un componente del equipo de discapacidades es revisar todos los IEPs y IFSPs para asegurarse de que son válidos en todo momento. Actualmente tenemos el 7% de los niños matriculados en nuestro programa en un IEP y un 15% en un IFSP. Los miembros del equipo de discapacidades también asisten a IEPs de transición para aquellos niños que se mudarán a kindergarten. El Comité fue invitado a la

próxima reunión de transición que se celebrará en las oficinas administrativas (Business Park North) el 19 de abril de 2018 a las 9:00 a.m.

9. **Comunicaciones – Presidente**

a) Presupuesto de Head Start de Kern y Inicio inicial vs gastos reales 1 de marzo de 2017 hasta 28 de febrero de 2018
b) Presupuestación de San Joaquín Inicio anticipado frente a gastos reales 1 de febrero de 2017 hasta el 28 de febrero de 2018
c) Presupuestación de asociaciones de cuidado infantil presupuesto versus gastos reales 1 de septiembre de 2017 hasta el 28 de febrero de 2018
d) Viajes locales para padres y cuidado de niños hasta el 31 de enero de 2018
e) Fondos y actividades de padres hasta el 28 de febrero de 2018
f) Comidas para padres preparadas por la cocina central hasta el 28 de febrero de 2018
g) Matriculación, asistencia diaria media y programa de alimentos para niños y adultos/informe de cocina central para las asociaciones de cuidado infantil HS/EHS Kern, EHS San Joaquín y EHS, febrero de 2018
h) Head Start/División de desarrollo infantil del estado – 2018 calendario de planificación del programa Head Start
i) Alternativas al proyecto de violencia "todos somos personas valiosas taller" fechas y horarios
j) Bakersfield College Services y programacion en Wasco
k) Asociación de acción comunitaria de la reunión de asesores de Kern Head Start
l) Greater Bakersfield Legal Assistance, Inc. proyecto de centro de derecho comunitario sin hogar
m) Greater Bakersfield asistencia legal, Inc. 6TH Conferencia anual de vivienda justa
n) Folleto de servicios de Greater Bakersfield Legal Assistance, Inc.
o) El Superintendente de escuelas del Condado de Kern proyecta 180 programas para jóvenes
p) Asociación de acción comunitaria de Kern, The CAPK Times, marzo de 2018

El movimiento fue hecho por Amber Dunlap para recibir y archivar los artículos (a) – (p).

10. **Informe de gobernanza del programa/capacitación – Janelle Gonzalez**

Janelle dispersó un folleto indicando a todos los miembros de cada Subcomité. También declaró que el mes próximo se celebrarán elecciones para llenar las diversas aperturas de cada Subcomisión. Se agregó que también se proporcionarán las funciones de cada Subcomité. Recientemente se celebraron comités regionales de padres para llenar vacantes y fueron un éxito ya que todas las posiciones abiertas se han llenado. En este tiempo Janelle dio la bienvenida a los nuevos miembros, Destiny (Home Base); Karla (Region2); Marina (Región 2) y Gail (Región 4). La foto del grupo de la Junta Ejecutiva del Concilio de pólizas ha sido reprogramada al 26 de abril de 2018 debido a las limitaciones meteorológicas recientes. Janelle agradeció a Yesenia, quien es miembro del personal de nuestro Centro de Sterling por traducir la reunión esta noche. Ella también agradeció a Monica nuestro personal de Noble para el transporte, Tina y su personal por su apoyo en nuestra región 4 este área de Kern. Además, se agradeció a Rashi por su apoyo en el Condado de San Joaquín como tambien agradecio a Bryan Lopez por su apoyo tecnológico durante estas reuniones. Para concluir, Janelle compartió consejos de manejo seguros en el tiempo lluvioso con el grupo.

11. **Informe represantativo de la comunidad – Lindsay Harrison/Ana Lester**

Se dispersaron varios folletos promoviendo una variedad de actividades próximas. Lindsay

habló sobre el evento Dress for Success que se llevará a cabo del 3 al 6 de abril de 10:00 a.m. – 5:00 p.m. solamente. El nombre de la mujer marca ropa, zapatos y accesorios estarán disponibles para su compra con precios que van desde $1-$20. Todos los ingresos apoyarán varios programas en el Condado de Kern que se esfuerzan por empoderar a las mujeres. Habrá un evento gratuito de primavera Festival 2018 que se llevará a cabo el 31 de marzo en el Martin Luther King Jr. Park con comida, música y actividades. Una lista de varios eventos que tienen lugar en la biblioteca de Beale también fue entregado junto con un cono de promoción de volante con un policía que celebra el mes de concientización sobre el autismo (abril) y alienta a los que tienen necesidades especiales para salir y tienen un cono de crema congelada libre con un Kern County diputado. Se agregó que este evento es sensorialmente amigable. Ana revisó información del centro de justicia familiar del Condado de Kern agregar todos los servicios son gratuitos y si usted no tiene transporte para llegar al centro se puede organizar a través de esa organización. El centro de justicia familiar es una "ventanilla única" para víctimas y/o sobrevivientes de violencia doméstica. También se compartió información sobre los servicios de inmigración y la asistencia prestada a través del UFW. Los 6TH Conferencia anual de vivienda justa auspiciada por Greater Bakersfield Legal Assistance, Inc. el aviador fue discutido brevemente. También se proporcionó información de bajo costo o sin coste de climatización. Se observó que si usted califica para los servicios de climatización y el alquiler de su lugar de residencia, la aprobación de su arrendador debe ser dada antes de cualquier servicio será proporcionado.

12. **Informe de San Joaquín – Rashi Strother**
Rashi compartió una presentación de diapositivas del reciente taller de Rosie listo facilitado por el FSWs. El evento fue un gran éxito y disfrutado tanto por las familias como por el personal.

13. **Informe de Asociación de Early Head Start**
Janelle declaró que desafortunadamente, no tenemos ninguna representación de los padres de la Asociación de EHS. Los padres no pueden proporcionar apoyo debido a conflictos de programación. Janelle continuará trabajando con el defensor de la familia con la esperanza de tener representación pronto.

14. **Informe representativo del Consejo de administración – Yolanda Ochoa**
No se proporcionó ningún informe.

15. **Informe del Director (Head Start/desarrollo infantil del estado) – Yolanda Gonzales**
Jerry Meade informó en nombre de Yolanda Gonzales. Yolanda estaba en la carretera que viajaba a casa desde nuestro programa de San Joaquín y quería agradecer a todos por su apoyo. Jerry compartió que San Joaquín y la Asociación de EHS recibieron su área de enfoque 2 protocolo de monitoreo; ninguno de los programas hasta la fecha ha tenido una revisión. Los revisores estarán en nuestros sitios durante la semana del 14 de mayo y listos para monitorear esos programas. Pam Pritchard junto con la Gerente de la Asociación de EHS, Debbie Connolly, así como Yolanda Gonzales, que estaba justo en San Joaquín están estudiando nuestros procesos de inscripción, así como nuestros objetivos de preparación para la escuela asegurando que estos dos programas están cumpliendo con los requisitos de la cabeza Inicie los estándares de rendimiento. Habrá dos equipos, uno visitando nuestro programa en el Condado de San Joaquín y el otro aquí en Bakersfield con nuestras alianzas de EHS. Jerry también compartio que estan trabajando duro para encontrar a los niños que necesitamos para inscribirse en nuestro centro de Wasco; hay 44 espacios allí. Nuestro personal de ERSEA y FSW están reclutando activamente en varios lugares de la zona para inscribir a los niños. Marzo y abril son los meses

que iniciamos nuestro impulso para la inscripción completa para el programa de otoño. Tenemos muchos niños que están envejeciendo y pasando a kindergarten. Hay aproximadamente 1500 niños que necesitaremos inscribirse para llenar estas vacantes. Algunos centros no tienen un problema para llenar sus espacios, mientras que otros presentan un poco más de un desafío. Este es también el momento en que empezamos a ver una variedad de eventos de reclutamiento en toda la comunidad en la que participamos. Jerry también animó a cualquier miembro que quisiera voluntariamente su tiempo en un acontecimiento para hacerlo. Agregando usted verá de primera mano lo gratificante que es interactuar con la comunidad y compartir información acerca de los servicios de calidad que proporcionamos en todo el Condado de Kern. Se planteó una pregunta sobre si la disminución de los nacimientos durante la recesión se ha tomado en consideración al observar el número de espacios en nuestro programa. Jerry respondió que el tipo de datos se está estudiando actualmente para nuestra evaluación de la comunidad que a su vez impulsa el programa. Esa información sería considerada para el año escolar 2019 – 2020 ya que el 2018 – 2019 ya se ha establecido. También se compartió que los datos preliminares muestran que el 68% de los residentes hablan español como su idioma principal. En el pasado, esta cifra en nuestra comunidad era mucho menos. Sin embargo, anteriormente hemos sentido que esto es cierto, ya que se refiere a nuestro programa y ahora estamos viendo la información de la comunidad es ahora coincidir con la de nuestro programa.

16. **Presidente del Consejo de política/Anuncios – Enrique Salazar, Jr.**
Enrique agradeció a Janelle por su apoyo. Enrique también compartió el 10 de abril una casa abierta de Pete ParraTH e invitó a todos a asistir. Las aulas compartidas por Enrique tendrán varias estaciones, habrá comida, entretenimiento y diversión para todos. El evento se llevará a cabo de 3:00 p.m. – 5:00 p.m. Enrique dio la bienvenida a los nuevos miembros y agradeció a todos por su asistencia, añadiendo que fue una gran participación!

17. **Cierre De Sesion- Presidente**
La reunión se cerro a las 6:46 p.m.

Asistente administrativo de Lisa Price/PDM
Completado 03/29/18

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Administrator

Subject: Budget Carryover for Kern Head Start and Early Head Start – **Action Item**

Date: April 26, 2018

On January 25, 2018, the Policy Council approved a Budget Revision request for the 2017-2018 budget period. Recently, we were informed that the Office of Head Start Regional Office will be releasing the Notice of Award approving our budget revision shortly.

Since the approval for the Budget Revision is still pending and did not arrive before the end of the fiscal year on February 28, 2018, the approved projects will now be carried over to the 2018-2019 budget period. This process requires approval from Policy Council.

Below is a summary of the projects submitted with the 2017-2018 budget revision. The amount of up to $569,182 will be requested to be moved to the 2018-2019 budget period, and we plan to complete these projects once the carryover request is completed by the Head Start Regional Office.

Equipment Detail:

- 4 replacement kitchen delivery vans (4 @ $27,000 each = $108,000)
- 1 replacement convection oven for the Central Kitchen (1 @ $8,000)
- 2 replacement program vehicles (2 @ $30,000 each = $60,000)
- 1 replacement maintenance utility vehicle (1 @ $15,000)

Construction:

- Facility acquisition and renovation (1 @ $378,182)

Recommendation:

Staff recommend the Policy Council approve the Head Start/Early Head Start Kern Budget Carryover request and authorize staff to proceed with the projects once approved by the Head Start Regional Office.

ASOCIACIÓN DE ACCIÓN COMUNITARIA DE KERN
MEMORÁNDUM

Para: Consejo de Política

De: Donna Holland, Administrador fiscal

Fecha: 26 de abril de 2018

Tema: Transferencia de presupuesto para Kern Head Start y Early Head Start - Elemento de acción

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El 25 de enero de 2018, el Consejo de Políticas aprobó una solicitud de revisión del presupuesto para el período presupuestario 2017-2018. Recientemente, se nos informó que la Oficina Regional de Office of Head Start publicará en breve la Notificación de adjudicación que aprueba nuestra revisión del presupuesto.

Dado que la aprobación para la Revisión del Presupuesto aún está pendiente y no llegó antes del final del año fiscal el 28 de febrero de 2018, los proyectos aprobados se transferirán al período presupuestario 2018-2019. Este proceso requiere la aprobación del Consejo de Políticas.

A continuación, se muestra un resumen de los proyectos presentados con la revisión del presupuesto 2017-2018. Se solicitará que la cantidad de hasta $ 569,182 se traslade al período presupuestario 2018-2019, y planeamos completar estos proyectos una vez que la Oficina Regional de Head Start complete la solicitud de transferencia

Detalle del equipo:
- 4 camionetas de entrega de cocina de reemplazo (4 @ $ 27,000 cada una = $ 108,000)
- 1 horno de convección de reemplazo para la cocina central (1 @ $ 8,000)
- 2 vehículos del programa de reemplazo (2 @ $ 30,000 cada uno = $ 60,000)
- 1 vehículo utilitario de mantenimiento de reemplazo (1 @ $ 15,000)

Construcción:
- Adquisición y renovación de instalaciones (1 @ $ 378,182)

Recomendación:
El personal recomienda que el Consejo de Políticas apruebe la solicitud de prórroga de presupuesto de Ker Start de Head Start / Early Head Start y autorice al personal para que proceda con los proyectos una vez aprobados por la Oficina Regional de Head Start.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Administrator

Subject: Application for Continued Funding of Early Head Start Child Care Partnerships – **Action Item**

Date: April 26, 2018

CAPK is requesting approval to submit an application for 2018-2019 funding of the Early Head Start Child Care Partnerships grant.

There are no planned changes to the program's service delivery. CAPK will continue to provide Early Head Start services for a total of 56 children in partnerships with Bakersfield College (32 children), Kern County Superintendent of Schools (16 children), and Garden Pathways (8 children).

The funding levels for the 12-month period 09/01/2018 through 08/31/2019 are:

- $690,937 for program operations;
- $16,800 for training and technical assistance.

Recommendation:
Staff recommends the Policy Council approve the application for continued funding of Early Head Start Child Care Partnerships for the 2018-2019 budget period.

Attachment:
EHS CCP Budget Detail by Major Category

ASOCIACIÓN DE ACCIÓN COMUNITARIA DE KERN
MEMORÁNDUM

Para: Consejo de Política

De: Donna Holland, Administrador fiscal

Fecha: 26 de abril de 2018

Tema: Solicitud de Financiamiento Continuo de Asociaciones de Cuidado Infantil de Early Head Start - Artículo de Acción

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CAPK está solicitando la aprobación para presentar una solicitud para el financiamiento 2018-2019 de la subvención de Early Child Start Child Care Partnerships.

No hay cambios planificados para la entrega del servicio del programa. CAPK continuará brindando servicios de Early Head Start para un total de 56 niños en asociación con Bakersfield College (32 niños), el Superintendente de Escuelas del Condado de Kern (16 niños) y Garden Pathways (8 niños).

Los niveles de financiación para el período de 12 meses del 09/01/2018 al 31/08/2019 son:
- $ 690,937 para operaciones del programa;
- $ 16,800 para capacitación y asistencia técnica.

Recomendación:
El personal recomienda que el Consejo de Políticas apruebe la solicitud de financiamiento continuo de Early Child Start Partnership Partnerships para el período presupuestario 2018-2019

Adjunto:Archivo
Detalle del presupuesto de EHS CCP por categoría principal

COMMUNITY ACTION PARTNERSHIP OF KERN

EARLY HEAD START CHILD CARE PARTNERSHIPS
2018-2019 BUDGET

BUDGETED EXPENDITURES - BASE	2017-2018	2018-2019	VARIANCE increase (decrease)	
PERSONNEL	120,354	122,304	1,950	Increased to allow for merit increases
FRINGE BENEFITS	32,245	33,375	1,130	Adjusted to reflect prior year actuals
SUPPLIES	1,000	1,750	750	Adjusted to reflect prior year actuals
CONTRACTUAL	461,870	454,767	(7,103)	Reflects renegotiated contractor rates
OTHER				
Occupancy				
Direct child & family services				
Staff local travel				
Office equipment lease/repair/maintenance	12,662	15,935	3,273	Adjusted to reflect prior year actuals
INDIRECT COSTS	62,806	62,806	0	
TOTAL BASE	**690,937**	**690,937**	**0**	
BUDGETED EXPENDITURES - TRAINING & TECHNICAL ASSISTANCE				
TRAVEL	5,294	5,294	0	
SUPPLIES	3,506	3,506	0	
OTHER				
Staff development costs; consultant fees	6,473	6,473	0	
INDIRECT COSTS (10%)	1,527	1,527	0	
TOTAL T&TA	**16,800**	**16,800**	**0**	
NON-FEDERAL SHARE[1]	**176,934**	**176,934**	**0**	
ESTIMATED ADMINISTRATIVE COST RATE	**8.4%**			

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

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Policy Council

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

Date: April 26, 2018

Subject: Early Head Start San Joaquin Budget Revision – Action Item

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The Head Start and State Child Development Division is requesting approval to submit budget revision for our Early Head Start San Joaquin Grant (# 09CH010071). Funding will support the replacement of equipment which includes maintenance vehicles. Both of the SJC maintenance vehicles recently became nonoperational. One was determined "totaled" in an accident and the other has experience engine failure that is cost prohibitive to repair. The costs to replace both vehicles are projected at $67,000. With insurance moneys received and projected salvage income, program has identified $47,500 to support the purchase of the replacement vehicles. The line item detail is included in the attachment.

Recommendation

Staff recommends the Policy Council to approve the Budget Revision for the Early Head Start San Joaquin 2018-19 funding year.

Attachment: Funding by Major Category

ASOCIACIÓN DE ACCIÓN COMUNITARIA DE KERN
MEMORÁNDUM

Para: Consejo de Política

De: Yolanda Gonzales, Director de Head Start / State Child Development

Fecha: 26 de abril de 2018

Tema: Revisión del presupuesto de Early Head Start San Joaquín - Artículo de acción

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La División de Head Start y Desarrollo Infantil Estatal está solicitando aprobación para presentar una revisión de presupuesto para nuestra Subvención de Early Head Start San Joaquín (# 09CH010071). La financiación respaldará la sustitución de equipos que incluyen vehículos de mantenimiento. Ambos vehículos de mantenimiento SJC se volvieron recientemente no operativos. Uno se determinó "totalizó" en un accidente y el otro tiene una falla en el motor que tiene un costo prohibitivo de reparar. Los costos para reemplazar ambos vehículos se proyectan en $ 67,000. Con los dineros del seguro recibidos y los ingresos de salvamento proyectados, el programa ha identificado $ 47,500 para respaldar la compra de los vehículos de reemplazo. El detalle de la línea de pedido se incluye en el archivo adjunto.

Recomendación

El personal recomienda que el Consejo de Políticas apruebe la Revisión del Presupuesto para el año de financiación de Early Head Start San Joaquín 2018-19.

Adjunto: Financiamiento por categoría principal

Community Action Partnership of Kern
Head Start and State Child Development

San Joaquin EHS
09CH010071-04
REVISED BUDGET

Early Head Start Program
Operations

Revised	**Approved budget**	**Change**	**Revised budget**
Personnel	3,048,007	(30,182)	3,017,825
Fringe Benefits	796,118	-	796,118
Travel	20,232	-	20,232
Equipment	-	47,500	47,500
Supplies	142,535	(13,000)	129,535
Contractual	11,923	-	11,923
Construction	-	-	-
Other	589,673	-	589,673
Indirect	437,819	(4,318)	433,501
TOTAL	**5,046,307**	**-**	**5,046,307**

EQUIPMENT DETAIL:		**EHS**
Replacement van 1 @ $30,000	$	30,000
Replacement truck @ $37,000	$	37,000
	$	**67,000**

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 February 28, 2018 (Interim Year-End)

Date: April 26, 2018

The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2017 through February 28, 2018. Twelve months (100%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 95% of the budget for both Head Start and Early Head Start.

- **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 (approval is pending).
- **Early Head Start Supplies**: In response to expected savings at year-end, CAPK has submitted a budget revision to reallocate the funds to meet program needs that could not be budgeted (approval is pending).
- **Early Head Start Other:** This cost variance in this category will be addressed by the pending budget revision.
- **Carryover:** After all transactions and adjustments have been made, CAPK will submit a request to Office of Head Start to carry over approximately $581,000 for projects approved with the budget revision.

Training & Technical Assistance Funds

Overall expenditures are at 100% of the budget for Head Start and 93% of the budget for Early Head Start.

Duration Grant

CAPK received approval to carry over Duration start-up funds that were awarded late in the prior budget period. The funds were used for the purchase of supplies, maintenance and repair of three additional classrooms. Costs originally budgeted under the **Equipment** category are recorded in the **Other** category. Expenditures for this grant are at 97% of the budget.

Non-Federal Share

Non-Federal share is at 133% of the budget.

Additional transactions and adjustments for the 2017-2018 budget year will continue to be posted during the grant close-out period. Budget to Actual reports will be presented monthly until the grant has been closed out.

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 - February 28, 2018 (Interim Year-End Report)
Month 12 of 12 (100%)

Prepared 04/11/2018

	HEAD START					EARLY HEAD START				
BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	10,569,007	9,800,878	768,129	93%	7%	2,149,045	1,951,552	197,493	91%	9%
FRINGE BENEFITS	3,187,775	3,166,881	20,894	99%	1%	644,713	643,852	861	100%	0%
TRAVEL	0	7,022	(7,022)			0	0	0		
SUPPLIES	1,029,470	1,033,843	(4,373)	100%	0%	376,583	288,757	87,826	77%	23%
CONTRACTUAL	47,110	40,059	7,051	85%	15%	23,390	13,897	9,493	59%	41%
OTHER	3,624,954	3,578,226	46,728	99%	1%	437,377	546,031	(108,654)	125%	-25%
INDIRECT	1,779,092	1,698,731	80,361	95%	5%	358,386	338,932	19,454	95%	5%
TOTAL BASE FUNDING	**20,237,408**	**19,325,639**	**911,769**	**95%**	**5%**	**3,989,494**	**3,783,019**	**206,475**	**95%**	**5%**
TRAINING & TECHNICAL ASSISTANCE										
TRAVEL	19,322	33,722	(14,400)	175%	-75%	39,954	24,364	15,590	61%	39%
SUPPLIES	20,812	6,342	14,470	30%	70%	9,981	5,085	4,896	51%	49%
CONTRACTUAL	18,485	6,966	11,519	38%	62%	15,689	9,601	6,088	61%	39%
OTHER	73,517	85,070	(11,553)	116%	-16%	22,561	42,932	(20,371)	190%	-90%
INDIRECT	13,214	13,116	98	99%	1%	8,819	8,180	639	93%	7%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**145,350**	**145,216**	**134**	**100%**	**0%**	**97,004**	**90,162**	**6,842**	**93%**	**7%**
DURATION GRANT CARRYOVER (FORMERLY "START-UP")										
EQUIPMENT	120,000	0	120,000	0%	100%					
SUPPLIES	175,910	160,511	15,399	91%	9%					
OTHER	179,765	287,638	(107,873)	160%	-60%					
INDIRECT	32,331	44,815	(12,484)	139%	-39%					
TOTAL DURATION CARRYOVER	**508,006**	**492,964**	**15,042**	**97%**	**3%**					
GRAND TOTAL HS/EHS FEDERAL FUNDS	**20,890,764**	**19,963,819**	**926,945**	**96%**	**4%**	**4,086,498**	**3,873,182**	**213,316**	**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	4,529,799	(1,599,051)	155%	-55%
IN-KIND	3,186,566	3,590,155	(403,589)	113%	-13%
TOTAL NON-FEDERAL	**6,117,314**	**8,119,954**	**(2,002,640)**	**133%**	**-33%**

Centralized Administrative Cost	6.6%
Program Administrative Cost	2.8%
Total Administrative Cost	**9.5%**

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

Actual expenditures include posted expenditures and estimated adjustments through 02/28/2018.

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 March 31, 2018

Date: April 26, 2018

The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2018 through March 31, 2018. One month (8%) of the 12-month budget period has elapsed.

Base Funds
Overall expenditures are at 8% of the budget for Head Start and 5% of the budget for Early Head Start.

Head Start/Early Head Start Salaries: Due to year end accruals, the salaries, FICA and SUI for March 2018 represent 7 days for pay date 3/16/18 and 10 days for pay date 3/30/18. The entire pay date 3/2/18 was accrued at 2/28/18.

Head Start Equipment: The budget provided for the purchase of a replacement gas convection steamer for the Central Kitchen. The actual cost was less than budgeted.

Head Start/Early Head Start Contractual: Costs in this category appear high, as the annual costs of software support for data collection and tracking (Child Plus and Learning Genie) computer applications were expensed to the month of March.

Training & Technical Assistance Funds
Overall expenditures are at 8% of the budget for Head Start and 2% of the budget for Early Head Start.

Training costs are incurred as needed, rather than evenly throughout the year.

Non-Federal Share
Non-Federal share is at 11% of the budget.

Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2018 - February 28, 2019
Report Period: March 1, 2018 - March 31, 2018
Month 1 of 12 (8%)

Prepared 04/10/2018

	EARLY HEAD START				
BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	2,201,260	90,896	2,110,364	4%	96%
FRINGE BENEFITS	660,378	34,840	625,538	5%	95%
EQUIPMENT	30,000	0	30,000	0%	100%
SUPPLIES	285,727	14,640	271,087	5%	95%
CONTRACTUAL	22,328	6,062	16,266	27%	73%
OTHER	435,011	26,662	408,349	6%	94%
INDIRECT	354,790	25,293	329,497	7%	93%
TOTAL BASE FUNDING	**3,989,494**	**198,393**	**3,791,101**	**5%**	**95%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	35,330	520	34,810	1%	99%
SUPPLIES	4,020	6	4,014	0%	100%
CONTRACTUAL	3,656	0	3,656	0%	100%
OTHER	45,179	1,358	43,821	3%	97%
INDIRECT	8,819	201	8,618	2%	98%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**97,004**	**2,085**	**94,919**	**2%**	**98%**
GRAND TOTAL EHS FEDERAL FUNDS	**4,086,498**	**200,478**	**3,886,020**	**5%**	**95%**

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: March 1, 2018 through February 28, 2019
Report for period ending March 31, 2018 (Month 1 of 12)

Percent of year elapsed: 8%

LOCATION	FUNDED ENROLL-MENT	March	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	68	6,575	6,575	66,492	10%
Alicante	34	3,033	3,033	33,246	9%
Broadway	44	0	0	43,024	0%
Casa Loma	34	4,430	4,430	33,246	13%
Cleo Foran	34	3,479	3,479	33,246	10%
Delano	76	13,253	13,253	74,314	18%
East California	70	20,343	20,343	68,447	30%
Fairfax	40	2,977	2,977	39,113	8%
Fairview	34	158	158	33,246	0%
Faith	34	270	270	33,246	1%
Franklin	24	131	131	23,468	1%
Harvey L. Hall	138	15,516	15,516	134,939	11%
Heritage	34	7,166	7,166	33,246	22%
Home Base	225	2,072	2,072	110,005	2%
Lamont	34	3,856	3,856	33,246	12%
Lost Hills	20	2,937	2,937	19,556	15%
Martha J. Morgan	83	4,782	4,782	81,159	6%
McFarland	24	3,897	3,897	23,468	17%
Mojave	34	347	347	33,246	1%
Noble	34	6,485	6,485	33,246	20%
Oasis	57	10,041	10,041	55,736	18%
Oildale	34	5,302	5,302	33,246	16%
Pacific	62	15,481	15,481	60,625	26%
Pioneer	34	2,261	2,261	33,246	7%
Planz	34	1,191	1,191	33,246	4%
Primeros Pasos	76	4,965	4,965	74,314	7%
Rafer Johnson	34	1,821	1,821	33,246	5%
Roosevelt	34	219	219	33,246	1%
Rosamond	100	5,321	5,321	97,782	5%
San Diego Street	48	6,323	6,323	46,935	13%
Seibert	34	2,883	2,883	33,246	9%
Shafter	34	98	98	33,246	0%
Shafter HS/EHS	36	1,105	1,105	35,202	3%
Sterling	122	8,318	8,318	119,294	7%
Sunrise Villa	34	1,535	1,535	33,246	5%
Tehachapi	34	4,758	4,758	33,246	14%
Vineland	20	189	189	19,556	1%
Virginia	34	5,596	5,596	33,246	17%
Wesley	60	5,378	5,378	58,669	9%
Williams	34	8,615	8,615	33,246	26%
Willow	72	19,674	19,674	70,403	28%
California City	34	0	0	33,246	0%
Pete H. Parra	112	0	0	109,516	0%
Taft	78	0	0	76,270	0%
Administrative Services		0	0	0	NA
Program Services		465	465	67,661	1%
Policy Council and RPC		1,239	1,239	38,727	3%
SUBTOTAL IN-KIND	**2,369**	**214,483**	**214,483**	**2,312,840**	**9%**
State General Child Care*		156,851	156,851	1,293,059	12%
State Preschool*		252,099	252,099	2,302,208	11%
State Migrant Child Care*		27,786	27,786	209,207	13%
SUBTOTAL CA DEPT of ED		**436,736**	**436,736**	**3,804,474**	**11%**
GRAND TOTAL		**651,219**	**651,219**	**6,117,314**	**11%**

*May include estimates

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 – Interim Year-End Report

Date: April 26, 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 99% of the budget.

- Costs of **Personnel** and **Fringe Benefits** are at 97% and 98% of the budget, respectively.
- Costs of **Travel** associated with monthly support are at 67% of the budget.
- Costs of **Supplies** are at 119% of the budget.
- Costs of **Contractual** services are at 153% of the budget, which includes the unbudgeted cost of legal services for the pension conversion.
- **Other** costs are at 111% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 100% of the budget.

- Costs of **Travel** associated with training are at 102% of the budget.
- Costs of **Supplies** are at 123% of the budget.
- Costs of **Contractual** services are at 57% of the budget.
- **Other** costs are at 123% of the budget.

Non-Federal Share

Non-Federal share is at 115% of the 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.

Additional transactions and adjustments for this budget period will continue to be posted during the grant close-out period. Budget to Actual reports 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 (Interim Year-End Report)

Month 12 of 12 (100%)

Prepared 04/11/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,096,112	3,010,554	85,558	97%	3%
FRINGE BENEFITS	770,067	757,508	12,559	98%	2%
TRAVEL	20,232	13,583	6,649	67%	33%
EQUIPMENT	0	0	0		
SUPPLIES	142,025	169,354	(27,329)	119%	-19%
CONTRACTUAL	5,000	7,632	(2,632)	153%	-53%
CONSTRUCTION	0	0	0		
OTHER	531,545	588,673	(57,128)	111%	-11%
INDIRECT	481,326	439,749	41,577	91%	9%
TOTAL	**5,046,307**	**4,987,052**	**59,255**	**99%**	**1%**

TRAINING & TECHNICAL ASSISTANCE FUNDS					
TRAVEL	14,475	14,697	(222)	102%	-2%
SUPPLIES	16,404	20,105	(3,701)	123%	-23%
CONTRACTUAL	19,823	11,242	8,581	57%	43%
OTHER	23,005	28,247	(5,242)	123%	-23%
INDIRECT	8,190	7,429	761	91%	9%
TOTAL	**81,897**	**81,720**	**177**	**100%**	**0%**

GRAND TOTAL EHS FEDERAL FUNDS	**5,128,204**	**5,068,771**	**59,432**	**99%**	**1%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	808,600	928,858	(120,258)	115%	-15%
TOTAL NON-FEDERAL FUNDS	**808,600**	**928,858**	**(120,258)**	**115%**	**-15%**

Centralized Administrative Cost	7.5%
Program Administrative Cost	1.8%
Total Administrative Cost	**9.3%**

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

Date: April 26, 2018

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2018 through March 31, 2018. Two months (17%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 16% of the budget.

Expenditures in the Contractual category appear high, as the annual costs of software support for data collection and tracking (Child Plus and Learning Genie) computer applications were expensed to the month of March.

Training & Technical Assistance Funds
Overall expenditures are at 6% of the budget.

Training costs occur as needed, rather than evenly throughout the year.

Non-Federal Share
Non-Federal share is at 6% of the budget.

Community Action Partnership of Kern
Early Head Start - San Joaquin County
Budget to Actual Report
Budget Period: February 1, 2018 - January 31, 2019
Report Period: February 1, 2018 - March 31, 2018
Month 2 of 12 (17%)

Prepared 04/10/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,048,007	467,775	2,580,233	15%	85%
FRINGE BENEFITS	796,118	148,744	647,374	19%	81%
TRAVEL	20,232	2,980	17,252	15%	85%
SUPPLIES	142,535	25,014	117,521	18%	82%
CONTRACTUAL	11,923	6,290	5,633	53%	47%
OTHER	589,673	100,037	489,636	17%	83%
INDIRECT	437,819	71,330	366,489	16%	84%
TOTAL	**5,046,307**	**822,169**	**4,224,138**	**16%**	**84%**

TRAINING & TECHNICAL ASSISTANCE FUNDS					
TRAVEL	9,959	2,081	7,878	21%	79%
SUPPLIES	7,961	0	7,961	0%	100%
CONTRACTUAL	3,500	0	3,500	0%	100%
OTHER	53,033	2,740	50,293	5%	95%
INDIRECT	7,444	482	6,962	6%	94%
TOTAL	**81,897**	**5,303**	**76,594**	**6%**	**94%**

GRAND TOTAL EHS FEDERAL FUNDS	**5,128,204**	**827,471**	**4,300,732**	**16%**	**84%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,282,051	80,436	1,201,615	6%	94%
TOTAL NON-FEDERAL FUNDS	**1,282,051**	**80,436**	**1,201,615**	**6%**	**94%**

Centralized Administrative Cost	7.9%
Program Administrative Cost	3.2%
Total Administrative Cost	**11.1%**

Budget reflects Notice of Award #09CH010071-04-00
Actual expenditures include posted expenditures and estimated adjustments through 3/31/2018

Community Action Partnership of Kern
San Joaquin Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: February 1, 2018 through January 31, 2019
Report for period ending March 31, 2018 (Month 2 of 12)

Percent of year elapsed: 17%

LOCATION	FUNDED ENROLL-MENT	Feb	March	YTD Totals	IN-KIND GOAL	% OF GOAL MET
California Street	24	5,705	0	5,705	126,539	5%
Chrisman	30	7,252	0	7,252	158,174	5%
Home Base - Lodi	35	5,551	0	5,551	92,268	6%
Home Base - Manteca	12	3,628	0	3,628	31,635	11%
Home Base - Stockton	90	13,682	2,988	16,669	237,260	7%
Home Base - Tracy	12	1,484	0	1,484	31,635	5%
Kennedy	16	1,791	0	1,791	84,359	2%
Lodi UCC	30	12,131	0	12,131	158,174	8%
Marci Massei	24	3,176	2,822	5,998	126,539	5%
St. Mary's	16	3,507	3,830	7,337	84,359	9%
Walnut	24	4,138	3,411	7,549	126,539	6%
Administrative Services		0	0	0	0	
Program Services		2,299	2,700	4,999	21,858	23%
Policy Council		342	0	342	2,713	13%
SUBTOTAL IN-KIND	**313**	**64,685**	**15,750**	**80,436**	**1,282,051**	**6%**

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 March 31, 2018

Date: April 26, 2018

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2017 through March 31, 2018. Seven months (58%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 60% of the budget.

In the Supplies category, $12,883 in Carryover Funds were obligated in the prior budget period, but the supplies were received after August 31, 2017. At that time the carry over funds had not yet been approved; thus, the costs were recognized in the base grant.

Expenditures in all other categories are reasonable at this point in the budget period.

Carryover Funds
Unexpended funds from the prior budget period were carried over to complete facility projects at the Garden Pathways and Bakersfield College locations. These projects will be completed prior to August 31, 2018.

Training & Technical Assistance (T&TA)
Overall expenditures are at 51% of the budget.

Training costs are incurred as needed, rather than evenly throughout the year.

Non-Federal Share
Non-Federal share is at 62% 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 - March 31, 2018
Month 7 of 12 (58%)

Prepared 04/10/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	120,354	70,284	50,070	58%	42%
FRINGE BENEFITS	32,245	19,161	13,084	59%	41%
SUPPLIES	1,000	14,013	(13,013)	1401%	-1301%
CONTRACTUAL	461,870	268,132	193,738	58%	42%
OTHER	12,662	5,691	6,971	45%	55%
INDIRECT	62,806	37,709	25,097	60%	40%
TOTAL BASE FUNDING	**690,937**	**414,991**	**275,946**	**60%**	**40%**

CARRYOVER FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
EQUIPMENT	60,310	0	60,310	0%	100%
SUPPLIES	29,226	0	29,226	0%	100%
OTHER	73,353	0	73,353	0%	100%
INDIRECT	10,258	0	10,258	0%	100%
TOTAL CARRYOVER FUNDING	**173,147**	**0**	**173,147**		

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	78	5,216	1%	99%
SUPPLIES	3,506	1,621	1,885	46%	54%
OTHER	10,465	8,100	2,365	77%	23%
INDIRECT	1,926	980	946	51%	49%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**21,191**	**10,779**	**10,412**	**51%**	**49%**

GRAND TOTAL FEDERAL FUNDS	**885,275**	**425,770**	**459,505**	**48%**	**52%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	221,319	137,470	83,849	62%	38%
TOTAL NON-FEDERAL FUNDS	**221,319**	**137,470**	**83,849**	**62%**	**38%**

Centralized Administrative Cost	6.9%
Program Administrative Cost	1.6%
Total Administrative Cost	**8.5%**

Budget reflects Notice of Award #09HP0036-03-01.

Actual expenditures include posted expenditures and estimated adjustments through 3/31/2018.

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT LOCAL TRAVEL & CHILD CARE
2018-2019

KERN HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2018	$ 9,688.00	$ 173.25	$ 173.25	$ 9,514.75	8%	2%
APRIL 2018	$ 9,514.75		$ 173.25	$ 9,514.75	17%	
MAY 2018	$ 9,514.75		$ 173.25	$ 9,514.75	25%	
JUNE 2018	$ 9,514.75		$ 173.25	$ 9,514.75	33%	
JULY 2018	$ 9,514.75		$ 173.25	$ 9,514.75	42%	
AUGUST 2018	$ 9,514.75		$ 173.25	$ 9,514.75	50%	
SEPTEMBER 2018	$ 9,514.75		$ 173.25	$ 9,514.75	58%	
OCTOBER 2018	$ 9,514.75		$ 173.25	$ 9,514.75	67%	
NOVEMBER 2018	$ 9,514.75		$ 173.25	$ 9,514.75	75%	
DECEMBER 2018	$ 9,514.75		$ 173.25	$ 9,514.75	83%	
JANUARY 2019	$ 9,514.75		$ 173.25	$ 9,514.75	92%	
FEBRUARY 2019	$ 9,514.75		$ 173.25	$ 9,514.75	100%	

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2018	$ 1,262.00	$ 28.20	$ 28.20	$ 1,233.80	8%	2%
APRIL 2018	$ 1,233.80		$ 28.20	$ 1,233.80	17%	
MAY 2018	$ 1,233.80		$ 28.20	$ 1,233.80	25%	
JUNE 2018	$ 1,233.80		$ 28.20	$ 1,233.80	33%	
JULY 2018	$ 1,233.80		$ 28.20	$ 1,233.80	42%	
AUGUST 2018	$ 1,233.80		$ 28.20	$ 1,233.80	50%	
SEPTEMBER 2018	$ 1,233.80		$ 28.20	$ 1,233.80	58%	
OCTOBER 2018	$ 1,233.80		$ 28.20	$ 1,233.80	67%	
NOVEMBER 2018	$ 1,233.80		$ 28.20	$ 1,233.80	75%	
DECEMBER 2018	$ 1,233.80		$ 28.20	$ 1,233.80	83%	
JANUARY 2019	$ 1,233.80		$ 28.20	$ 1,233.80	92%	
FEBRUARY 2019	$ 1,233.80		$ 28.20	$ 1,233.80	100%	

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT LOCAL TRAVEL & CHILD CARE
2018-2019

SAN JOAQUIN EARLY HEAD START

MONTH	BEGINNING BALANCE		SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
FEBRUARY 2018	$ 455.00	$ -	$ -	$ 455.00	8%	0%
MARCH 2018	$ 455.00	$ -	$ -	$ 455.00	17%	0%
APRIL 2018	$ 455.00		$ -	$ 455.00	25%	
MAY 2018	$ 455.00		$ -	$ 455.00	33%	
JUNE 2018	$ 455.00		$ -	$ 455.00	42%	
JULY 2018	$ 455.00		$ -	$ 455.00	50%	
AUGUST 2018	$ 455.00		$ -	$ 455.00	58%	
SEPTEMBER 2018	$ 455.00		$ -	$ 455.00	67%	
OCTOBER 2018	$ 455.00		$ -	$ 455.00	75%	
NOVEMBER 2018	$ 455.00		$ -	$ 455.00	83%	
DECEMBER 2018	$ 455.00		$ -	$ 455.00	92%	
JANUARY 2019	$ 455.00		$ -	$ 455.00	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
SEPTEMBER 2017	$ 285.00	$ -	$ -	$ 285.00	8%	0%
OCTOBER 2017	$ 285.00	$ 36.10	$ 36.10	$ 248.90	17%	8%
NOVEMBER 2017	$ 248.90	$ -	$ 36.10	$ 248.90	25%	8%
DECEMBER 2017	$ 248.90	$ -	$ 36.10	$ 248.90	33%	8%
JANUARY 2018	$ 248.90	$ -	$ 36.10	$ 248.90	42%	8%
FEBRUARY 2018	$ 248.90	$ -	$ 36.10	$ 248.90	50%	8%
MARCH 2018	$ 248.90	$ -	$ 36.10	$ 248.90	58%	8%
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
April 12, 2018

COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES LOCALES DE LOS PADRES y CUIDADO DE NINOS
2018-2019

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 2018	$ 9,688.00	$ 173.25	$ 173.25	$ 9,514.75	8%	2%
ABRIL DEL 2018	$ 9,514.75	$ -	$ 173.25	$ 9,514.75	17%	
MAYO DEL 2018	$ 9,514.75	$ -	$ 173.25	$ 9,514.75	25%	
JUNIO DEL 2018	$ 9,514.75	$ -	$ 173.25	$ 9,514.75	33%	
JULIO DEL 2018	$ 9,514.75	$ -	$ 173.25	$ 9,514.75	42%	
AGOSTO DEL 2018	$ 9,514.75	$ -	$ 173.25	$ 9,514.75	50%	
SEPTIEMBRE DEL 2018	$ 9,514.75	$ -	$ 173.25	$ 9,514.75	58%	
OCTUBRE DEL 2018	$ 9,514.75	$ -	$ 173.25	$ 9,514.75	67%	
NOVIEMBRE DEL 2018	$ 9,514.75	$ -	$ 173.25	$ 9,514.75	75%	
DICIEMBRE DEL 2018	$ 9,514.75	$ -	$ 173.25	$ 9,514.75	83%	
ENERO DEL 2019	$ 9,514.75	$ -	$ 173.25	$ 9,514.75	92%	
FEBRERO DEL 2019	$ 9,514.75	$ -	$ 173.25	$ 9,514.75	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 2018	$ 1,262.00	$ 28.20	$ 28.20	$ 1,233.80	8%	2%
ABRIL DEL 2018	$ 1,233.80	$ -	$ 28.20	$ 1,233.80	17%	
MAYO DEL 2018	$ 1,233.80	$ -	$ 28.20	$ 1,233.80	25%	
JUNIO DEL 2018	$ 1,233.80	$ -	$ 28.20	$ 1,233.80	33%	
JULIO DEL 2018	$ 1,233.80	$ -	$ 28.20	$ 1,233.80	42%	
AGOSTO DEL 2018	$ 1,233.80	$ -	$ 28.20	$ 1,233.80	50%	
SEPTIEMBRE DEL 2018	$ 1,233.80	$ -	$ 28.20	$ 1,233.80	58%	
OCTUBRE DEL 2018	$ 1,233.80	$ -	$ 28.20	$ 1,233.80	67%	
NOVIEMBRE DEL 2018	$ 1,233.80	$ -	$ 28.20	$ 1,233.80	75%	
DICIEMBRE DEL 2018	$ 1,233.80	$ -	$ 28.20	$ 1,233.80	83%	
ENERO DEL 2019	$ 1,233.80	$ 15.56	$ 43.76	$ 1,218.24	92%	
FEBRERO DEL 2019	$ 1,218.24	$ -	$ 43.76	$ 1,218.24	100%	

COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES LOCALES DE LOS PADRES y CUIDADO DE NINOS
2018-2019

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 2018	$ 455.00	$ -	$ -	$ 455.00	8%	0%
MARZO DEL 2018	$ 455.00	$ -	$ -	$ 455.00	17%	0%
ABRIL DEL 2018	$ 455.00	$ -	$ -	$ 455.00	25%	
MAYO DEL 2018	$ 455.00	$ -	$ -	$ 455.00	33%	
JUNIO DEL 2018	$ 455.00	$ -	$ -	$ 455.00	42%	
JULIO DEL 2018	$ 455.00	$ -	$ -	$ 455.00	50%	
AGOSTO DEL 2018	$ 455.00	$ -	$ -	$ 455.00	58%	
SEPTIEMBRE DEL 2018	$ 455.00	$ -	$ -	$ 455.00	67%	
OCTUBRE DEL 2018	$ 455.00	$ -	$ -	$ 455.00	75%	
NOVIEMBRE DEL 2018	$ 455.00	$ -	$ -	$ 455.00	83%	
DICIEMBRE DEL 2018	$ 455.00	$ -	$ -	$ 455.00	92%	
ENERO DEL 2019	$ 455.00	$ -	$ -	$ 455.00	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
SEPTIEMBRE DEL 2017	$ 285.00	$ -	$ -	$ 285.00	8%	0%
OCTUBRE DEL 2017	$ 285.00	$ 36.10	$ 36.10	$ 248.90	17%	8%
NOVIEMBRE DEL 2017	$ 248.90	$ -	$ -	$ 248.90	25%	8%
DICIEMBRE DEL 2017	$ 248.90	$ -	$ -	$ 248.90	33%	8%
ENERO DEL 2018	$ 248.90	$ -	$ -	$ 248.90	42%	8%
FEBRERO DEL 2018	$ 248.90	$ -	$ -	$ 248.90	50%	8%
MARZO DEL 2018	$ 248.90	$ -	$ -	$ 248.90	58%	8%
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
12 de abril 2018

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES
2018-2019

KERN HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2018	$ 25,112.00	$ 1,316.90	$ 1,316.90	$ 23,795.10	8%	5%
APRIL 2018	$ 23,795.10		$ 1,316.90	$ 23,795.10	17%	
MAY 2018	$ 23,795.10		$ 1,316.90	$ 23,795.10	25%	
JUNE 2018	$ 23,795.10		$ 1,316.90	$ 23,795.10	33%	
JULY 2018	$ 23,795.10		$ 1,316.90	$ 23,795.10	42%	
AUGUST 2018	$ 23,795.10		$ 1,316.90	$ 23,795.10	50%	
SEPTEMBER 2018	$ 23,795.10		$ 1,316.90	$ 23,795.10	58%	
OCTOBER 2018	$ 23,795.10		$ 1,316.90	$ 23,795.10	67%	
NOVEMBER 2018	$ 23,795.10		$ 1,316.90	$ 23,795.10	75%	
DECEMBER 2018	$ 23,795.10		$ 1,316.90	$ 23,795.10	83%	
JANUARY 2019	$ 23,795.10		$ 1,316.90	$ 23,795.10	92%	
FEBRUARY 2019	$ 23,795.10		$ 1,316.90	$ 23,795.10	100%	

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2018	$ 4,088.00	$ 215.42	$ 215.42	$ 3,872.58	8%	5%
APRIL 2018	$ 3,872.58		$ 215.42	$ 3,872.58	17%	
MAY 2018	$ 3,872.58		$ 215.42	$ 3,872.58	25%	
JUNE 2018	$ 3,872.58		$ 215.42	$ 3,872.58	33%	
JULY 2018	$ 3,872.58		$ 215.42	$ 3,872.58	42%	
AUGUST 2018	$ 3,872.58		$ 215.42	$ 3,872.58	50%	
SEPTEMBER 2018	$ 3,872.58		$ 215.42	$ 3,872.58	58%	
OCTOBER 2018	$ 3,872.58		$ 215.42	$ 3,872.58	67%	
NOVEMBER 2018	$ 3,872.58		$ 215.42	$ 3,872.58	75%	
DECEMBER 2018	$ 3,872.58		$ 215.42	$ 3,872.58	83%	
JANUARY 2019	$ 3,872.58		$ 215.42	$ 3,872.58	92%	
FEBRUARY 2019	$ 3,872.58		$ 215.42	$ 3,872.58	100%	

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES
2018-2019

SAN JOAQUIN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
FEBRUARY 2018	$ 9,268.00	$ 149.61	$ 149.61	$ 9,118.39	8%	2%
MARCH 2018	$ 9,118.39	$ 18.95	$ 168.56	$ 9,099.44	17%	2%
APRIL 2018	$ 9,099.44		$ 168.56	$ 9,099.44	25%	
MAY 2018	$ 9,099.44		$ 168.56	$ 9,099.44	33%	
JUNE 2018	$ 9,099.44		$ 168.56	$ 9,099.44	42%	
JULY 2018	$ 9,099.44		$ 168.56	$ 9,099.44	50%	
AUGUST 2018	$ 9,099.44		$ 168.56	$ 9,099.44	58%	
SEPTEMBER 2018	$ 9,099.44		$ 168.56	$ 9,099.44	67%	
OCTOBER 2018	$ 9,099.44		$ 168.56	$ 9,099.44	75%	
NOVEMBER 2018	$ 9,099.44		$ 168.56	$ 9,099.44	83%	
DECEMBER 2018	$ 9,099.44		$ 168.56	$ 9,099.44	92%	
JANUARY 2019	$ 9,099.44		$ 168.56	$ 9,099.44	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
SEPTEMBER 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	$ 30.05	$ 193.48	$ 366.52	50%	35%
MARCH 2018	$ 366.52	$ 27.57	$ 221.05	$ 338.95	58%	39%
APRIL 2018	$ 338.95		$ 221.05	$ 338.95	67%	
MAY 2018	$ 338.95		$ 221.05	$ 338.95	75%	
JUNE 2018	$ 338.95		$ 221.05	$ 338.95	83%	
JULY 2018	$ 338.95		$ 221.05	$ 338.95	92%	
AUGUST 2018	$ 338.95		$ 221.05	$ 338.95	100%	

Prepared by Donna Holland
April 12, 2018

COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2018-2019

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 2018	$ 25,112.00	$ 1,316.90	$ 1,316.90	$ 23,795.10	8%	5%
ABRIL DEL 2018	$ 23,795.10	$ -	$ 1,316.90	$ 23,795.10	17%	
MAYO DEL 2018	$ 23,795.10	$ -	$ 1,316.90	$ 23,795.10	25%	
JUNIO DEL 2018	$ 23,795.10	$ -	$ 1,316.90	$ 23,795.10	33%	
JULIO DEL 2018	$ 23,795.10	$ -	$ 1,316.90	$ 23,795.10	42%	
AGOSTO DEL 2018	$ 23,795.10	$ -	$ 1,316.90	$ 23,795.10	50%	
SEPTIEMBRE DEL 2018	$ 23,795.10	$ -	$ 1,316.90	$ 23,795.10	58%	
OCTUBRE DEL 2018	$ 23,795.10	$ -	$ 1,316.90	$ 23,795.10	67%	
NOVIEMBRE DEL 2018	$ 23,795.10	$ -	$ 1,316.90	$ 23,795.10	75%	
DICIEMBRE DEL 2018	$ 23,795.10	$ -	$ 1,316.90	$ 23,795.10	83%	
ENERO DEL 2019	$ 23,795.10	$ -	$ 1,316.90	$ 23,795.10	92%	
FEBRERO DEL 2019	$ 23,795.10	$ -	$ 1,316.90	$ 23,795.10	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 2018	$ 4,088.00	$ 215.42	$ 215.42	$ 3,872.58	8%	5%
ABRIL DEL 2018	$ 3,872.58	$ -	$ 215.42	$ 3,872.58	17%	
MAYO DEL 2018	$ 3,872.58	$ -	$ 215.42	$ 3,872.58	25%	
JUNIO DEL 2018	$ 3,872.58	$ -	$ 215.42	$ 3,872.58	33%	
JULIO DEL 2018	$ 3,872.58	$ -	$ 215.42	$ 3,872.58	42%	
AGOSTO DEL 2018	$ 3,872.58	$ -	$ 215.42	$ 3,872.58	50%	
SEPTIEMBRE DEL 2018	$ 3,872.58	$ -	$ 215.42	$ 3,872.58	58%	
OCTUBRE DEL 2018	$ 3,872.58	$ -	$ 215.42	$ 3,872.58	67%	
NOVIEMBRE DEL 2018	$ 3,872.58	$ -	$ 215.42	$ 3,872.58	75%	
DICIEMBRE DEL 2018	$ 3,872.58	$ -	$ 215.42	$ 3,872.58	83%	
ENERO DEL 2019	$ 3,872.58	$ 15.56	$ 230.98	$ 3,857.02	92%	
FEBRERO DEL 2019	$ 3,857.02	$ -	$ 230.98	$ 3,857.02	100%	

COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2018-2019

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 2018	$ 9,268.00	$ 149.61	$ 149.61	$ 9,118.39	8%	2%
MARZO DEL 2018	$ 9,118.39	$ 18.95	$ 168.56	$ 9,099.44	17%	2%
ABRIL DEL 2018	$ 9,099.44	$ -	$ 168.56	$ 9,099.44	25%	
MAYO DEL 2018	$ 9,099.44	$ -	$ 168.56	$ 9,099.44	33%	
JUNIO DEL 2018	$ 9,099.44	$ -	$ 168.56	$ 9,099.44	42%	
JULIO DEL 2018	$ 9,099.44	$ -	$ 168.56	$ 9,099.44	50%	
AGOSTO DEL 2018	$ 9,099.44	$ -	$ 168.56	$ 9,099.44	58%	
SEPTIEMBRE DEL 2018	$ 9,099.44	$ -	$ 168.56	$ 9,099.44	67%	
OCTUBRE DEL 2018	$ 9,099.44	$ -	$ 168.56	$ 9,099.44	75%	
NOVIEMBRE DEL 2018	$ 9,099.44	$ -	$ 168.56	$ 9,099.44	83%	
DICIEMBRE DEL 2018	$ 9,099.44	$ -	$ 168.56	$ 9,099.44	92%	
ENERO DEL 2019	$ 9,099.44	$ -	$ 168.56	$ 9,099.44	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
SEPTIEMBRE DEL 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	$ 30.05	$ 193.48	$ 366.52	50%	35%
MARZO DEL 2018	$ 366.52	$ 27.57	$ 221.05	$ 338.95	58%	39%
ABRIL DEL 2018	$ 338.95	$ -	$ 221.05	$ 338.95	67%	
MAYO DEL 2018	$ 338.95	$ -	$ 221.05	$ 338.95	75%	
JUNIO DEL 2018	$ 338.95	$ -	$ 221.05	$ 338.95	83%	
JULIO DEL 2018	$ 338.95	$ -	$ 221.05	$ 338.95	92%	
AGOSTO DEL 2018	$ 338.95	$ -	$ 221.05	$ 338.95	100%	

Preparado por Donna Holland
12 de abril 2018

Dignity Health
Mercy & Memorial Hospitals
Community Wellness Programs

Chronic Disease Management Education

- **Asthma**: Improve your understanding of asthma, its triggers, and how best to prevent attacks.
- **Diabetes**: Feel more confident in managing your diabetes through a better understanding of the disease and the role proper nutrition and exercise play.
- **Stroke Education and Support**: Come to one or all of the classes offered during this 6-week session and receive valuable information about the many aspects of care that will be needed after you or a loved one has had a stroke.
- **Self-Management Programs (Chronic Disease, Chronic Pain and Diabetes)**: Attend one of these 6 week seminars and increase your knowledge of proper nutrition, exercise, medications, and new treatments for your condition.
- **Diabetes Empowerment Education Program**: Participants can improve and maintain a better quality of life while living with Diabetes. Participants will learn self- care skills through a program designed with visuals aids and interactive activities.

Nutrition Education

- **Healthy Kids in Healthy Homes**: Participants are educated on nutrition and physical activity. This program is held twice a week for 4 weeks during after school programs in select 4th-6th grade classes.
- **Osteoporosis**: Gain improved knowledge of this condition and the role nutrition and exercise play in its prevention.
- **Cholesterol and Hypertension**: Learn what your numbers mean and the impact diet, exercise, and lifestyle changes can have on them.
- **Nutrition**: Allow our educators to teach you the "My Plate" approach to good nutrition through discussions on the five food groups, label reading, and weight management.
- **Kitchen Classroom**: Take hands-on classes which include menu planning, label reading, meal preparation, and nutrition basics. Come prepared to eat and enjoy what you make.
- **Walking for Fitness:** In this six week series, participants will utilize the American Heart Association program, Walking 101, to start a physical activity plan of their own. Each session consists of education and group walks.

Screenings and Health Education

- **Smoking Cessation:** Understand the benefits of quitting smoking and learn valuable techniques to aid you in becoming a non-smoker.
- **Cancer Awareness:** Become more aware of cancer risks and prevention, and learn how to perform a self-breast exam. Sign up to be screened for colorectal and prostate cancer.
- **Health Screenings:** Get your glucose, blood pressure, cholesterol, body composition and anemia measured at one of our many locations. Results are provided within minutes.
- **Fall Prevention:** Learn factors which contribute to falls and how to make modifications for increased safety.
- **Sepsis Awareness:** Increase your knowledge of this very important health issue which can affect people of all ages. Learn how early recognition and treatment can save a life.

Classes are free to the public and offered in both English and Spanish. Group or individual sessions are available throughout Kern County. For additional information call (661)861-0852 or visit us at the Community Wellness Center at 2634 G St, Bakersfield, CA 93301 or at DignityHealth.org/ Bakersfield

Dignity Health
Mercy & Memorial Hospitals
Community Wellness Programs

Educación para lidiar con Enfermedades Crónicas

- **Asma:** Mejore su conocimiento del asma, conozca los factores desencadenantes de la crisis del asma y la mejor manera de prevenir los ataques.
- **Diabetes:** Siéntase más confiado en el manejo de su diabetes a través de un mejor conocimiento de la enfermedad y aprenda el papel que juega la nutrición adecuada y el ejercicio para el control de su enfermedad.
- **Educación y Apoyo de Derrame Cerebral:** Venga a una o a todas las clases ofrecidas durante esta sesión de 6 semanas y reciba información valiosa sobre el cuidado después de que usted o un ser querido haya tenido un derrame cerebral.
- **Programas de Manejo Personal (Enfermedades Crónicas, Dolor Crónico y la Diabetes):** Asista a uno de estos seminarios de 6 semanas y aumente su conocimiento sobre la nutrición adecuada, el ejercicio, los medicamentos y nuevos tratamientos para su condición.
- **Programa de Empoderamiento Educacional de la Diabetes:** Participantes pueden mejorar y mantener una mejor calidad de vida viviendo con la Diabetes. Los participantes aprenderán auto cuidado a través de un programa diseñado con ayudas visuales y actividades interactivas.

Educación Nutricional

- **Niños Sanos en Hogares Saludables:** Los participantes reciben educación sobre nutrición y actividad física. Este programa se lleva a cabo dos veces a la semana por 4 semanas durante los programas después de la escuela en clases selectas de cuarto a sexto grado.
- **Osteoporosis:** Obtenga un mejor conocimiento de esta condición y aprenda como prevenirlo por medio de la nutricion y el ejercicio.
- **Colesterol e Hipertensión:** Aprenda lo que significan sus números y el impacto que la dieta, el ejercicio y los cambios de estilo de vida pueden tener sobre sus numeros.
- **Nutrición:** Permita que nuestros educadores le enseñen el enfoque de "Mi Plato" para una buena nutrición a través de discusiones sobre los cinco grupos de alimentos, la lectura de etiquetas y el control de peso.
- **Clase de Cocina:** Tome clases prácticas que incluyen planificación de menús, lectura de etiquetas, preparación de comidas y conceptos básicos de la nutrición. Venga preparado para comer y disfrutar de lo que preparen.
- **Caminando por su Salud:** En esta serie de 6 semanas, los participantes utilizaran el programa de la Asociación del Corazón, Caminando 101, para empezar un plan adecuado de acción física. Cada sesión incluye educación y una caminata en grupo.

Exámenes de Salud y Educación

- **Cesación de Fumar:** Entienda los beneficios de dejar de fumar y aprenda técnicas valiosas para ayudarle a convertirse en una persona libre del cigarrillo.
- **Concientización Sobre el Cáncer:** Conozca más acerca de los riesgos y la prevención del cáncer y aprenda a realizarse un autoexamen de senos. Regístrese para hacerse la prueba de cáncer colorrectal y de la próstata.
- **Exámenes de Salud:** Obtenga los resultados de su glucosa, presión arterial, colesterol, composición corporal y anemia a través de un examen en una de nuestras muchas localidades. Se le daran los resultados en minutos.
- **Prevención de Caídas:** Aprenda los factores que contribuyen a probabilidades de caerse y cómo hacer modificaciones para aumentar la seguridad en su hogar.
- **Concientización Sobre el Sepsis:** Aprenda sobre esta complicación médica que puede costarle la vida y puede ocurrirle a cualquier persona y a cualquier edad. Aprenda como la detección y el tratamiento hacen la diferencia.

Las clases son gratuitas al público y se ofrecen tanto en inglés como en español. Las sesiones grupales o individuales están disponibles en todo el condado de Kern. Para más información llame al (661)861-0852 o visítenos en el Centro de Bienestar de la Comunidad en 2634 G St, Bakersfield, CA 93301 o en DignityHealth.org/ Bakersfield

Recovery and Support After Stroke



Dignity Health®
Mercy & Memorial Hospitals

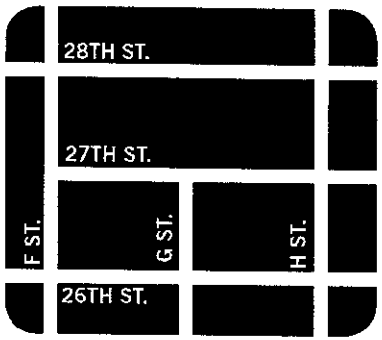
We're here for support as you or your loved one recovers from a stroke. Please join us for any or all of these educational sessions and discussions, facilitated by professionals. Free to the public.

April 5	Rehabbing Your Spirit Coping with your emotions and how stroke impacts relationships
April 12	Food for Thought Brain-boosting benefits of a healthy diet
April 19	Understanding Stroke Learn about types of strokes, symptoms, risk factors, and prevention
April 26	Finding your Voice Stroke patients learn new ways to communicate
May 3	Moving Forward Relearning how to use your body after stroke
May 10	Everyday Survival Relearning life's every day skills

For more information call 661.861.0852

All meetings start at 3:30 PM

Community Wellness Center
2634 G Street, Bakersfield



The Community Wellness Center is located on the east side of the street, south of the intersection of 27th and G Streets.

Exceptional Family Center

EXCEPTIONAL FAMILY CENTER

PRESENTS

Exceptional Tech Training
By Exceptional Family Center

11TH ANNUAL CELEBRACIÓN DE FAMILIAS EXCEPCIONALES CONFERENCE

"IDENTIFYING THE DEVELOPMENTAL DISABILITIES AND SERVICES"



SATURDAY, APRIL 14, 2018

BAKERSFIELD MARRIOTT AT THE CONVENTION CENTER

801 TRUXTUN AVE, BAKERSFIELD, CA 93301

FOR MORE INFORMATION, PLEASE CONTACT

MANUEL FLORES, EFC DIRECTOR

661-873-4973

info@kernefc.org

3121 N. SILLECT AVE SUITE 303

BAKERSFIELD, CA 93308

Exceptional Family Center

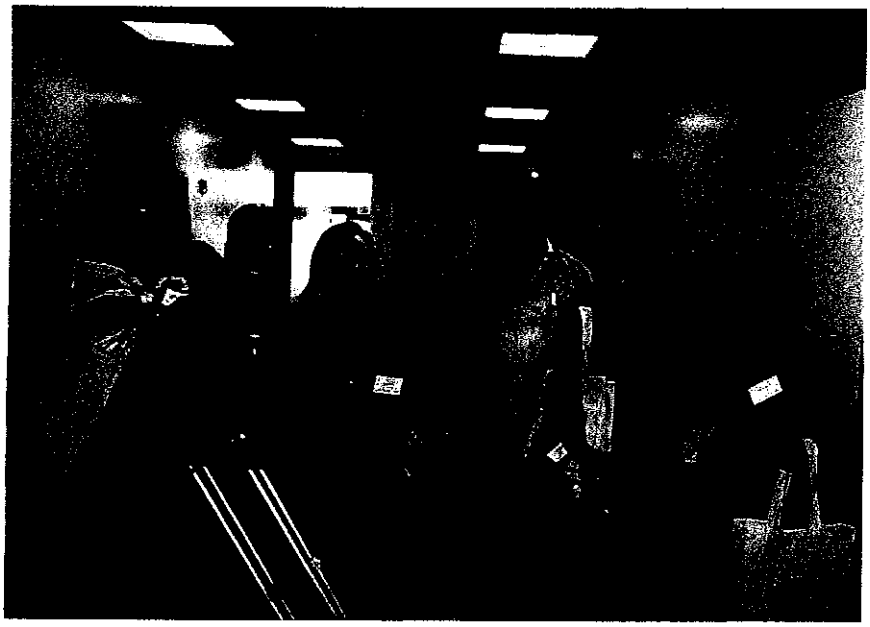
Exceptional Family Center

Presenta

Exceptional Tech Training
By Exceptional Family Center

11a Conferencia Anual de Celebración
de Familias Excepcionales

"Identificando las Discapacidades del Desarrollo y Servicios"



Bakersfield Marriott at the Convention Center

801 Truxtun Ave, Bakersfield, CA 93301

Sábado 14 de abril, 2018

Para más información, por favor contacte a

Manuel Flores, EFC Director

661-873-4973

info@kernefc.org

3121 N. Sillect Ave Suite 303

Bakersfield, CA 93308

Volunteers Needed!

Seeking Community Volunteers to Assist in Reading Scholarship Applications

Donate approximately 5 hours over a two week period to read and score student applications/personal statements. Applications may be read from your home or office at your convenience.
No prior experience needed.

Volunteers will:

- Receive training
- Be issued login credentials for our online scholarship site
- Review 6-10 applications/personal statements
- Score applications using the procedures outlined in training



Sign up at :

http://www.kernfoundation.org/students/scholarships/

Contact Kern Community Foundation for more information at 661.325.5346 or info@kernfoundation.org

KERN COMMUNITY FOUNDATION | Growing community. Growing philanthropy.

Community Action Partnership of Kern
Child Education & Development Services (CEDS)
Policy Council Planning Committee
Meeting Minutes
April 2, 2018

1. **Welcome**
   The group was welcomed to the meeting.

2. **Call to Order**
   a. Meeting was called to order at 5:29 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, Victoria Garcia Carlos, Lindsay Harrison
   c. **PC Members not present:** Christine DeNardo, Maggy Hartzell

4. **Approval of Agenda**
   The agenda was reviewed and amended to include an additional informational topic, item "e" *EHS Partnership Refunding Application*. A motion was made to approve the agenda as edited by Ana Lester; seconded by Victoria G. Carlos. Motion carried unanimously.

5. **Approval of Minutes**
   Motion was made by Victoria G. Carlos to approve the minutes dated February 1, 2018; seconded by Lindsay Harrison. Motion carried unanimously.

6. **Introduction of Guests**
   Guests in attendance tonight were Shyann Nelson, daughter of PC Planning Member Ana Lester; Jerry Meade, PDM Administrator and Lisa Price PDM Administrative Assistant

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

8. **Presentation / Discussion Items**
   a. Because the committee did not meet last month Jerry reviewed the enrollment report for February. He stated all operating program options met full enrollment during this reporting period. It was noted that Kern Head Start was at 99% and added that once the Broadway Center (in Wasco) is licensed and open full enrollment will be met. The percentage of children with disabilities enrolled in our program was also reviewed. We will request a waiver from the Office of Head Start for our EHS Partnership as they are at 2% enrollment of children with disabilities and do not expect to meet the 10% requirement. There were no changes to our over income figures. As required we are below the 10% rate of services provided in this classification. The program reached 97% Average Daily

Attendance during the February reporting period which was a 13% increase from the same time last year. Three centers had 100% attendance, Heritage, Noble and Seibert. It was pointed out that new to this report is a compliance update as requested by the Board of Directors. The information as outlined was shared with the group. It was indicated that a full 2017- 2018 Self-Assessment is underway, and procedures and policies have been collected with cross testing taking place. Once complete a summary will be made available to both the Board of Directors and PC Planning as well for review of the information collected. The current enrollment data (March) was reviewed at this time. It was noted the enrollment information was the same as that of February. There was an additional child with disabilities enrolled in our EHS Partnership program bringing that figure to 3%. Additionally, EHS Kern fell 1% dropping that figure to 10%. Jerry shared that we must throughout the year continually enroll children who have a valid IFSP or IEP to maintain this 10% requirement. As previously stated with the exception being the EHS Partnership, by the end of June we should be at 10% in this category across all grants. Over income numbers were shared and it was stated this number will fluctuate however it will never be over our allotted 10%.

b. The Average Daily Attendance (ADA) Report for March was reviewed and discussed. Our ADA was 98% which is an increase from the previous reporting period. The only center with 100% attendance for month of March was Heritage which was their second consecutive month of 100% attendance.
c. Jerry shared the Child and Adult Care Food Program (CACFP) report for March. There was a total of 92,327 meals prepared with 78,225 coming from the Central Kitchen. It was noted this is a significant increase (14%) of meals prepared when compared to the same reporting time last year. Jerry also shared the division staffing report which includes 34 vacancies which is an increase to the 14 vacancies last reporting period. He attributed this to the fact additional (floater) positions were added. There are 77 employees on various type of leave. This is a decrease of 14. The possible reason stemming from the fact that we have now outsourced this portion whereas previously all leaves were handled inhouse by one HR team member. It was stated our Compliance Coordinator recently completed an unannounced visit to San Joaquin County to monitor their systems and processes. She is currently compiling the outcomes. If there are any findings they will include a plan of action. The data obtained will be presented to this committee for review and discussion. Likewise, the same information for the EHS Partnership and EHS Kern will be presented to this committee in the coming months as well.
d. The 2018 - 2019 draft Selection Criteria Verification of the Recruitment & Selection Plan was presented to the committee for discussion. There were 2 changes made to this form from the previous year. In noting a trend which showed there hadn't been any military family points awarded in a long time the decision was made to remove that piece. The other change was to increase the points awarded to children who are 4-years old; points were increased from 25 to 50. This change was implemented because we have found our largest competitor in this age bracket is transitional kindergarten. We previously awarded points for TK eligible children. That direct line category was simply removed, and those points were shifted to children who are 4 years old. It was noted there will never be more points awarded to another category than that of homeless and foster children as they are a priority in our program. An additional change was to add

all our program options to the top of this form; as well as to make any necessary grammatical changes. In closing Jerry noted that approval for the Recruitment & Selection in its entirely will be presented to the full Policy Council at the end of the month.

e. The Early Head Start Child Care Partnerships Refunding Application was reviewed. The EHS Partnership application is due June 1, 2018. This document will be brought to Policy Council in April to allow for ample time to obtain approval. Jerry shared the budget information attached to this application noting Donna is currently working on finalizing the figures however there isn't any anticipation of much change. The base amount could increase contingent upon a bill recently signed by President Trump resulting in a significant increase of funding. This could bring a COLA (cost of living adjustment) for employees. In that case it would be brought to the board for approval and take effect retroactive March 1, 2018. The major categories indicated on the budget outline represent chunks of money; most of this grant is contractual. Until we receive the funding award notice we don't know exactly what we are working with. However, we do know that the dollar amounts for training and technical assistance will not change. It was also noted there weren't any changes to the application itself as we are still working with the same 3 partners and will continue to do so.

9. Communications
None

10. Announcements
None

11. Adjournment
Meeting was adjourned at 6:09 p.m. The next PC Planning meeting is scheduled for Tuesday May 1, 2018.

Lisa Price/PDM Administrative Assistant
Completed 04/04/18

Asociación de Acción Comunitaria de Kern
Servicios de Educación y Desarrollo Infantil (CEDS)
Comité de planificación del Consejo de Política
Actas de reunión
2 de abril, 2018

1. **Bienvenido**
   El grupo fue recibido a la reunión.

2. **Llamado a la Orden**
   a. La reunión se llamó a la orden a las 5:29 p. m. por la Vice Presidenta Joanna Guillen.

3. **Pasar Lista y Establecer Quórum (medio más uno)**
   a. Quórum se estableció.
   b. **Miembros de PC presentes:** Joanna Guillen, Anastasia Lester, Victoria Garcia Carlos, Lindsay Harrison
   c. **Miembros de PC no presentes:** Christine De Nardo, Maggy Hartzell

4. **Aprobación de la Agenda**
   La agenda fue revisada y enmendada para incluir una información adicional tema, artículo "e" *Aplicación de reembolso de alianzas de EHS*. Se hizo una moción para aprobar la Agenda Como editado por Ana Lester; secundado por Victoria G. Carlos. Movimiento llevado Anonimamente.

5. **Aprobación de Minutos**
   Moción fue hecha por Victoria G. Carlos para aprobar los minutos Fecha 1 de febrero, 2018; secundado por Lindsay Harrison. Movimiento llevado anonimamente.

6. **Presentación de Invitados**
   Huéspedes en la asistencia esta noche fueron Shyann Nelson, hija de Miembro de planificación de PC Ana Lester; Jerry Meade, administrador de PDM, y Asistente administrativa Lisa Price.

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

8. **Presentación/ Artículos de Discusión**
   a. Porque el Comité no se reunió el mes pasado Jerry revisó el informe de inscripción para febrero, declaró todas las operaciones opciones del programa se reunieron inscripción completa durante este informe período. Se observó que Kern Head Start estaba al 99% y agregó que una vez que el centro de Broadway (en Wasco) tiene licencia y se cumplirá la inscripción completa abierta. El porcentaje de niños con discapacidades inscritos en nuestro programa también fue revisado. Que pedirá una exención de la oficina de Head Start para nuestra asociación de EHS, ya que son al 2% de matriculación de niños con discapacidades y no esperan cumplir con el requisito del 10%. No hubo cambios en nuestras cifras sobre ingresos. Como requerido estamos por debajo de 10% tasa de servicios prestados en esta clasificación. El programa alcanzó un 97% de promedio diario Asistencia durante el período de febrero que fue un

aumento del 13% a partir del mismo tiempo el año pasado. Tres los centros tenían asistencia del 100%, Heritage, Noble y Seibert. Se señaló que lo nuevo en este informe es una actualización de conformidad solicitada por el Consejo de administración. La información como se delineó fue compartida con el grupo. Se indicó que se está llevando a cabo una autoevaluación completa del 2017-2018 y se han recopilado procedimientos y políticas con pruebas cruzadas. Una vez completado un resumen se pondrá a disposición tanto a los directores de la junta y la planificación de la PC, así para la revisión de la información recolectada. Los datos actuales de la matrícula (marzo) fueron repasados en este tiempo. Se observó que la información de inscripción era la misma que la de febrero. Hubo una Adicional niños con discapacidades inscritos en nuestro programa de Asociación de EHS que trae esa cifra al 3%. Además, el Kern de EHS cayó un 1% cayendo esa cifra al 10%. Jerry compartió que debemos durante todo el año continuamente inscribir a los niños que tienen un IFSP o IEP válido para mantener el requisito del 10%. Como se indicó anteriormente con la excepción de EHS Asociación, a finales de junio deberíamos estar al 10% en esta categoría a través de todas las subvenciones. Sobre los números de la renta fueron compartidos y fue indicado que este número fluctuará sin embargo que nunca estará sobre nuestro 10% asignado.

b. El Informe de asistencia diaria promedio (ADA) para marzo fue revisado y discutido. Nuestro ADA era 98% que es unn aumento del período de notificación anterior. El único centro con la asistencia del 100% para el mes de marzo fue Heritage que fue su segundo mes consecutivo de asistencia al 100%.

c. Jerry compartio que el Programa de Alimentos para el cuidado de niños y adultos (CACFP) Informe de Marzo hubo un total de 92,327 comidas preparadas con 78,225 viniendo de la cocina central. Se observó una importante aumentacion de (14%) Comidas Preparadas en comparación con el mismo informes tiempo del año pasado. Jerry también compartió el informe de personal de la división que incluye 34 Vacantes que es un aumento de las 14 vacantes del último período de presentación de informes. atribuyó las posiciones adicionales del hecho (flotador) fueron agregadas. Hay 77 empleados en varios tipos de licencia. Esta es una disminución de 14. La posible razón derivada del hecho de que ahora hemos externalizado este pOrtion mientras que antes todas las hojas fueron manejadas en casa por una Equipo de RRHH Miembro. Se dijo que nuestro Coordinador de cumplimiento recientemente completó una visita no anunciada al Condado de San Joaquín para monitorear sus sistemas y procesos. Actualmente está compilando los resultados. Si hay algún hallazgo incluirán un plan de acción. Lla Datos Obtenido será presentado a este Comité para la revisión y discusión. Además, la misma información para la Asociación de EHS y el Kern de EHS se presentará a thEs Comité en los próximos meses también.

d. La 2018-2019 Proyecto Criterios de selección la verificación del plan de reclutamiento y selección se presentó al Comité de discusión. El año anterior se realizaron 2 cambios en esta forma. Men observando una tendencia que demostró no había habido ningún punto de la familia militar adjudicado en mucho tiempo la decisión fue tomada para quitar esa pieza. El otro cambio fue aumentar los puntos otorgados a los niños de 4 años de edad; Points fueron aumentados a partir 25 a 50. Este cambio se implementó porque hemos encontrado que nuestro mayor competidor en este rango de edad es el kindergarten de transición. Anteriormente hemos adjudicado puntos a los niños con conocimientos tradicionales. Tlínea directa del sombrero Categoría Fue Simplemente Quitado y tManguera Puntos fueron cambiados de puesto a los niños que están 4 años de edad. Fue Observó nunca habrá más puntos adjudicados a otra categoría que el de los niños sin hogar y de acogida, ya que son a prioriy en nuestro programa. Un cambio adicional fue agregar Todos nuestro programa Opciones Para la parte superior de este formulario; así como para hacer Cualquier cambios gramaticales necesarios. Al concluir,

Jerry señaló que la aprobación para el reclutamiento y la selección en su totalidad se presentará al Consejo de política completa al final del mes.

e. La Asociaciones de Cuidado Infantil revisó la solicitud de reembolso. La solicitud de Asociación de EHS se vence el 1 de junio de 2018. Este documento será presentado al Consejo de política en Abril para permitir un tiempo suficiente para obtener la aprobación. Jerry compartió la información presupuestaria adjunta a esta aplicación observando que Donna está trabajando actualmente en la finalización de las cifras sin embargo no hay ninguna anticipación de mucho cambio. La base cantidad podría aumentar contingente en un proyecto de ley firmado recientemente por el Presidente Trump resultando en un aumento significativo de la financiación. Esto podría traer una COLA (ajuste del costo de vida) para los empleados. En ese caso es se llevaría a la junta para su aprobación y hacer efecto retroactivo el 1 de marzo de 2018. Las principales categorías Indicado en el esquema presupuestario representan trozos de dinero; la mayor parte Grant es contractual. Hasta que recibamos la financiación no sabemos exactamente con lo que estamos trabajando. Sin embargo, si sabemos cantidades de dólares para capacitación y asistencia técnica no cambiarán. También se observó que no había ningún cambio en la aplicación en sí, ya que todavía estamos trabajando con los mismos 3 socios y seguiriamos haciéndolo.

9. **Comunicaciones**
   Ninguno

10. **Anuncios**
    Ninguno

11. **Cierre De Sesion**
    Reunión fue Cerrada a las 6:09 P.M. La seguiente reunión está programada para Martes 1 de mayo, 2018.

Asistente administrativo de Lisa Price/PDM
Completado 04/04/18

Community Action Partnership of Kern
Head Start/State Child Development
School Readiness Subcommittee Minutes
March 14th, 2018

1. **Call to Order**
   a. Meeting was called to order at 5:27PM by Nicole Walker.
2. **Roll Call and establish Quorum**
   a. Nicole Walker, Jacqueline Boykin and Amber Dunlap were present. Quorum was established.
3. **Introductions of Guests**
   a. **None**
   b. **Staff present:** Janelle Gonzalez, Program Governance Coordinator, Laura Gonzalez, Content Area Specialist- Health, Janey Felsoci, Content Area Specialist- Nutrition, Alan Rodriguez, Health and Nutrition Support Services Supervisor.
4. **Approval of Agenda**
   a. Nicole called for a motion to approve the agenda dated March 14, 2018. First motion made by Amber Dunlap and Jacqueline Boykin second the motion.
5. **Presentation/Discussion**
   a. Janey Felsoci Discussed how the area of Nutrition is related to school Readiness. Janey explained that Head Start encourages children to try new food including fruits and vegetables. Janey continued to explain how these low sugar alternatives were better for the body and development of children and how it can positively affect the learning of the children. Janey explained to the parents how Head Start sets up not only the children but also the families for higher education. Head Start encourages and teaches parents how to become advocates for their children in kindergarten especially if they have food allergies. Janey explained the growth assessments done by staff for the children and how they are on the second round of growth assessments and what Content Area Specialist- Nutrition look for in these assessments. Parents present shared their experiences with their children's Nutrition in the Head Start classrooms. Janey provided her contact information.
   b. Laura Gonzalez discussed how the area of Health is related to school readiness by explaining how Head Start families play, learn, and grow with children. She continued to explain how one of the first components of school readiness is receiving immunizations. Immunizations are one of the strict requirements that need to be met when transferring from Head Start into Kindergarten. Laura continued to explain how school districts are not accepting waivers for immunizations for religious beliefs. Waivers are only accepted for children for medical reasons. Parents joined the conversation and included how their children/districts were asking for the very same information Laura shared. Laura continued to explain the area of health and how it supports children and their families to prepare for school readiness. Laura gave the example that the health team goes out and does hearing, vision, and blood pressure screening on the children to assure that they are able to pass the screenings Laura

provided the health team's contact information and stated they could be contacted at any time.

Adjournment

c. Meeting was adjourned at 6:18 PM.

Sociedad de Acción Comunitaria de Kern
Head Start / State Child Development
Minutos del Subcomité de Preparación Escolar
14 de marzo de 2018

1. **Llamar al orden**
   a. La reunión fue ordenada a las 5:27 PM por Nicole Walker.
2. **Roll Call y establecer Quorum**
   a. Nicole Walker, Jacqueline Boykin y Amber Dunlap estuvieron presentes. Quorum fue establecio.
3. **Presentaciones de invitados**
   a. Ninguna
   b. Staff present: Janelle Gonzalez, Program Governance Coordinator, Laura Gonzalez, Content Area Specialist- Health, Janey Felsoci, Content Area Specialist- Nutrition, Alan Rodriguez, Health and Nutrition Support Services Supervisor.

4. **Aprobación de la agenda**
   a. Nicole pidió una moción para aprobar la agenda con fecha del 14 de marzo de 2018. La primera moción presentada por Amber Dunlap y Jacqueline Boykin secundó la moción.
5. **Presentación / Discusión**
   a. Janey Felsoci discutió cómo el área de nutrición está relacionada con la preparación escolar. Janey explicó que Head Start alienta a los niños a probar nuevos alimentos, incluidas frutas y verduras. Janey continuó explicando cómo estas alternativas bajas en azúcar fueron mejores para el cuerpo y el desarrollo de los niños y cómo pueden afectar positivamente el aprendizaje de los niños. Janey explicó a los padres cómo Head Start establece no solo a los niños sino también a las familias para la educación superior. Head Start alienta y enseña a los padres cómo convertirse en defensores de sus hijos en el jardín de infantes, especialmente si tienen alergias a los alimentos. Janey explicó las evaluaciones de crecimiento realizadas por el personal para los niños y cómo se encuentran en la segunda ronda de evaluaciones de crecimiento y qué es lo que busca el Especialista en áreas de contenido: Nutrición en estas evaluaciones. Los padres presentes compartieron sus experiencias con la Nutrición de sus hijos en los salones de Head Start. Janey le proporcionó su información de contacto.
   b. segundo. Laura González habló sobre cómo el área de Salud se relaciona con la preparación para la escuela al explicar cómo las familias de Head Start juegan, aprenden y crecen con los niños. Continuó explicando cómo uno de los primeros componentes de la preparación escolar está recibiendo inmunizaciones. Las vacunas son uno de los requisitos estrictos que se deben cumplir cuando se transfiere de Head Start a Kindergarten. Laura continuó explicando cómo los distritos escolares no aceptan exenciones para inmunizaciones de creencias religiosas. Las exenciones solo se aceptan para niños por razones médicas. Los padres se unieron a la conversación e incluyeron cómo sus niños / distritos estaban pidiendo la misma información que Laura compartió. Laura continuó explicando el área de la salud y cómo apoya a los niños y sus familias para prepararse para la preparación escolar. Laura dio el ejemplo de que el equipo de salud realiza exámenes de audición, visión y presión arterial en los niños para asegurarse de que puedan aprobar los exámenes. Laura proporcionó la información de contacto del equipo de salud y declaró que podían contactarse en cualquier momento.
   Aplazamiento

6. **Aplazamiento**
   c. La reunión se suspendió a las 6:18 PM

Community Action Partnership of Kern
Head Start/State Child Development
Policy Council Bylaws
Meeting Minutes
March 8, 2018

1. **Call to Order**
   a. Meeting was called to order at 5:30 PM by Ulyses Rodriguez
2. **Roll Call**
   a. Two members were present- Ulyses Rodriguez and Coyolxauhquio Mata Quorum was not established.
3. **Introductions of Guests:**
   a. **None**
   b. **Staff present-** Janelle Gonzalez, Program Governance Coordinator,
4. **Review of Agenda**. Ulyses reviewed the agenda. All members agreed to move forward with the agenda dated March 8, 2018.
5. **Presentation/Discussion**
   a. **Review the By-laws and how they support Policy Council-** Janelle reviewed "what do bylaws accomplish", a form from the Early Childhood Knowledge Center for Children. The information outlined what Policy Council Bylaws consist of, why and how bylaws are developed. The council then reviewed the current bylaws and a few proposals that consist of verbiage revisions and moving a function from the school readiness committee to the planning committee. Janelle encouraged members to review the bylaws and notify her of any proposals they would like noted. Janelle will prepare the proposals and bring to the next Bylaws meeting for the committee's review. No questions were posed at this time. Members in attendance expressed appreciation of being a part of this process to improve how the policy council functions.

6. **Adjournment**
   Meeting was adjourned at 6:32 p.m. Next meeting is to be held April 12, 2018

Asociación de Acción Comunitaria de Kern
Desarrollo Infantil Estatal / Head Start
Consejo de Política Comité de Estatuas
Acta de la Reunión
8 de Marzo del 2018

1. **Llamo a la orden**
   a. La reunión fue llamada al orden a las 5:30 pm por Ulyses Rodriguez

2. **Pasar la Lista/Establecer Quórum (La mitad más uno)**
   a. Dos miembros estuvieron presentes- Ulyses Rodriguez, Coyolxauhquio Mata. Quórum no fue establecio.

3. **Introducciones de los Invitados**
   a. **Ninguno**
   b. **Personal Presente** – Janelle Gonzalez, Coordinadora del Programa de Gobernación

4. **Aprobación de la Agenda:**
   Ulyses revisó la agenda. Todos los miembros estuvieron de acuerdo para continuar con la agenda con fecha del 8 de marzo del 2018.

5. **Presentación/ Temas de Discusión:**
   a. **Revise los Estatutos y la forma en que apoyan el Consejo de Políticas.** Janelle revisó "lo que logran los estatutos", un formulario del Centro de Conocimiento de la Niñez Temprana para Niños. La información resumió en qué consisten los Estatutos del Consejo de Pólizas, por qué y cómo se desarrollan los estatutos. El consejo luego revisó los estatutos actuales y algunas propuestas que consisten en revisiones de verbosidad y mover una función del comité de preparación escolar al comité de planificación. Janelle consejo a los miembros a revisar los estatutos y notificarle sobre cualquier propuesta que quisieran observar. Janelle preparará las propuestas y las llevará a la próxima reunión de los Estatutos para la revisión del comité. No se hicieron preguntas en este momento. Los miembros presentes expresaron su aprecio por ser parte de este proceso para mejorar el funcionamiento del consejo de políticas.

6. **Reunión cerrada**
   Reunión fue cerrada a las 6:32 p.m. La próxima reunión se llevará acabó Abril 12, 2018.

ADMINISTRATION FOR
CHILDREN & FAMILIES

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

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

MAR 30 2018

Re: Grant No. 09HP0036

Dear Mr. Corrigan:

A grant application must be completed for the upcoming budget period. Please consult the grant application instructions to determine the type of application required. The application for the Head Start grant is due 06/01/2018.

The following table reflects the projected funding and enrollment levels for the 09/01/2018 – 08/31/2019 budget period.

Funding Type	Funding Level	Funded Federal Enrollment
Early Head Start Program Operations	$690,937	56
Early Head Start Training and Technical Assistance	$16,800	
TOTAL	**$707,737**	**56**

Application Submission Requirements

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)*. It must be submitted on behalf of the Authorizing Official registered in the HSES.

Incomplete applications will not be processed.

The *Application Instructions* are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the "Instructions" section of the HSES.

Please contact Andrea Harvey, Head Start Program Specialist, at (415) 437-8544 or andrea.harvey@acf.hhs.gov or Gabriela Aranda, Grants Management Specialist, at (415) 437-8423 or Gabriela.aranda@acf.hhs.gov with questions regarding the *Application Instructions.*

RECEIVED
APR 09 2018
BY:

For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start grant in the current budget period.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,

Jan Len
Regional Program Manager
Office of Head Start

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

Sharif Hassan
shamonlloyd@yahoo.com
661 - 314 - 8592

Mar. 28, 2018

Mr. Enrique Salazar Jr.
Head Start Policy Council Chairperson
Community Action Partnership of Kern
5005 Business Park N, Bakersfield, CA 93309

Subject: Sharif Hassan - Resignation

Dear Mr. Salazar
Dear Policy Council Members

It is with great regret that I am writing to inform you of my resignation from the Head Start Policy Council, effective March 28, 2018.

Starting a second career of profession and my family commitments have become such that I cannot continue to volunteer the time necessary to do my job on the Policy Council with the thoroughness I would like. Beside my temporary job, I work towards earning my necessary teaching credentials and getting a deeper insight of our community through my involvement in the learning environment.

I was committed from the day I was elected on the Policy Council "to add value", but I feel now it is best to make room for someone with the time and energy to devote to the Policy Council. My wife and I shall keep our commitment focused in the classroom and encouraging more parents to get on Board.

It has been my pleasure to serve with you on the Policy Council. You have given us a strong leadership, and I've enjoyed working with you for the last five months. I see and admire you as a role model in our community. I am sure that the current Policy Council will enrich the Head Start program "outreach" to our community, and that this goal is strongly driven by the dedicated and talented members of the Policy Council.

Thank you for this great opportunity, best wishes to you and to all Policy Council members going forward.

Sincerely,

Sharif Hassan
"Teaching allows me to fulfill what I believe to be a fundamental responsibility".