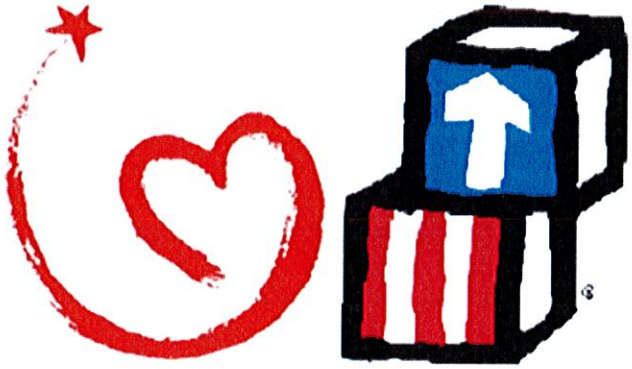
Head Start &
State Child Development
Birth to age 5

capk
Community Action Partnership of Kern

Head Start/State Child Development Services

POLICY COUNCIL MEETING PACKET

October 22, 2019



POLICY COUNCIL
STANDING COMMITTEES
October 2019

EXECUTIVE COMMITTEE

Chairperson: Amber Dunlap
Vice Chairperson: Diana Reyes
Secretary: Yolanda Mefford
Treasurer: Destiny Thompson Butler
Parliamentarian: Jacqueline Boykin

STANDING COMMITTEE MEMBERS

Board of Director's: Nila Hogan

BYLAWS
Chairperson: Jacqueline Boykin

1. Andrea Martinez
2. Diana Reyes
3. Isabelle Diaz
4.
5.
6.

PLANNING
Chairperson: Diana Reyes

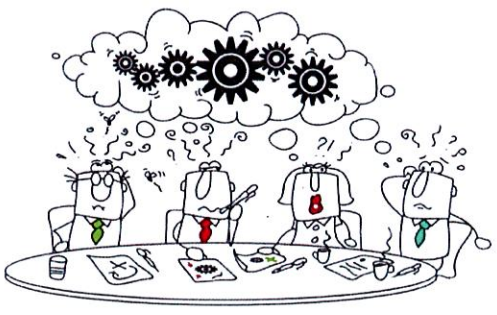
1. Nila Hogan
2. Yolanda Ochoa
3.
4.
5.

SCHOOL READINESS
Chairperson: Yolanda Mefford

1. Ana Lester
2. Daisy Valencia
3. Estela Corrales
4. Lindsay Harrison

FINANCE
Chairperson: Destiny Thompson Butler

1. Amber Dunlap
2. Jacqueline Boykin
3. Yolanda Mefford
4. Destiny Thompson Butler
5.
6.



Policy Council Attendance
2018 ~ 2019

Legend:	
Attended	X
Did Not Attend	ABS
Attended Another CAPK Function	
Appealed Termination	
Membership Terminated	
Absent Due to Weather Conditions	
Resigned	R
Did Not Meet	
Not Yet Elected to Policy Council	

#	REGION 1 PC Member Name	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019
1	Amber Dunlap- Willow	X	X	X	X	X	X	X	X		X	X	
2	Daisy Valencia- Wesley	X	X	ABS	X	ABS	X	X	ABS		X	ABS	
	Jodi Sanchez - Sunrise Villa	X	ABS	ABS									
3	Jacqueline Boykin	X	X	X	X	X	X	X	ABS		X	X	
4	Yolanda Mefford					X	ABS	X	X		X	X	
#	REGION 2 PC Member Name	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019
1	Ashley Sabo - Franklin	X	X	ABS	X	X	X	ABS	X		R	R	R
	Michael Sabo - Franklin	ABS	ABS	ABS									
2	Isabelle Diaz				X	ABS	X	X	X		ABS	X	
3	Kandy Ramos				X	X	ABS	X	ABS				
4	Michelle Valdez				X	ABS	X	X	R	R	R	R	R
#	REGION 3 PC Member Name	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019
1	Nila Hogan - Pete Parra	X	X	X	X	X	X	X	X		X	X	
2	Enrique Salazar- Pete Parra	X	X	X	X	X	X	ABS					
	Antonia Salas - Planz	ABS	ABS	R	R	R	R	R	R	R	R	R	R
3	Andrea Martinez - Harvey L. Hall	X	X	X	X	X	X	X	X		X	X	
4	Yesenia Aranda - Fairfax			ABS	ABS	X	X	ABS					
#	REGION 4 PC Member Name	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019
	Bonnie Garcia - California City	X	ABS	ABS	R	R	R	R	R	R	R	R	R
1	Mayra Zambrano - Rosamond	X	X	ABS	X	X	X	X	X		R	R	R
	Mariely Torres Othon - Rosamond	X	ABS	X	ABS	R	R	R	R	R	R	R	R
2	*Vacancy*												
3	Vacancy												
4	*Vacancy*												
#	Home Base PC Member Name	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019
1	Diana Reyes - M. Craig	X	X	X	ABS	X	X	X	X		ABS	X	
	Debbie Espinoza - V. Denwitty	ABS	R	R	R	R	R	R	R	R	R	R	R
2	Destiny Thompson Butler						X	X	X		X	ABS	
#	BC/Blanton EHS Partnership	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019
1	*Vacancy*												
#	San Joaquin EHS Partnership	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2018	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019
1	Estela Corrales - HB R. Callejas	X	X	ABS	X	X	ABS	X	ABS		ABS	X	
2	Esther Maldonado - HB R. Hernandez	X	ABS	X	ABS	X	ABS	ABS					
#	Community Rep Member	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019
1	Ana Lester	X	X	X	X	X	X	ABS	ABS			X	
2	Lindsay Harrison	X	X	X	X	X	X	X	X		X	X	
3	*Vacancy*												
#	Board Member	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019
1	Yolanda Ochoa		X	X	X	X	ABS		X		X		

Policy Council Sub-Committee Attendance Sheet
2018 ~ 2019

Bylaws Subcommittee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.
Jacqueline Boykin Chairperson		ABS		ABS		ABS					
Andrea Martinez		X		X		X					
Enrique Salazar Jr.		ABS		ABS		ABS					
Diana Reyes		X		X		X					
Esther Maldonado				X		ABS					
Isabelle Diaz				X		X					
Michelle Valdez				X		X		R	R	R	R

Budget & Finance Subcommittee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.
Ashley Sabo Chairperson			X	ABS		X	X		R	R	R
Mariely Torres Othon			ABS	ABS	R	R	R	R	R	R	R
Amber Dunlap			X	ABS		ABS	X		ABS	X	
Jacqueline Boykin			X	ABS		ABS	ABS		X	X	
Yolanda Mefford						X	X		X	X	
Destiny Thompson Butler						X	X		ABS	X	
Vacancy											

School Readiness Subcommittee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.
Mayra Zambrano Chairperson		X		ABS		**ABS**			R	R	R
Ana Lester		X		X		ABS					
Estela Corrales		ABS		ABS		X					
Daisy Valencia		ABS		ABS		ABS					
Lindsay Harrison		X		X		ABS					

Planning Subcommittee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.
Diana Reyes Chairperson		X	X		X	ABS	X		X	X	X
Amber Dunlap		X	X		X	ABS	ABS		R	R	R
Yolanda Ochoa		X			X		X		X	X	X
Jodi Sanchez		ABS	ABS								
Nila Hogan		X	X			X	X		X	X	X
Kandy Ramos					X	ABS	ABS		ABS		
Michelle Valdez					X	X	ABS	R	R	R	R
Yesenia Aranda					ABS	ABS	ABS				

Board of Directors

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.
Nila Hogan		X	X	X	X	X	X		X	X	

Legend	
Attended	X
Did Not Attend	ABS
Attended Another CAPK Function	
Resigned	R
Terminated	
No Subcommittee Meeting Held	
Not Yet Elected to Subcommittee	
Absent Due to Weather Conditions	ABS
Absence Due to Office Closure	ABS

Policy Council Agenda
October 22, 2019
The Mark Restaurant – West Room
1623 19th Street
Bakersfield, California 93301
6:00 p.m. – 7:00 p.m.

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

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

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

3. **Approval of Agenda** — Chairperson — ***ACTION**
   a. Agenda dated: October 22, 2019

4. **Approval of Minutes** — Chairperson — ***ACTION**
   a. Date of Minutes: September 24, 2019

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 minutes per report)
   a. School Readiness Committee — **Verbal Report**
   b. Planning Committee — **Verbal Report**
   c. Finance Committee — **Verbal Report**
   d. Bylaws Committee — **Verbal Report**

7. **Presentations** — (15 minutes per presentation)
   a. Recognition of 2018-2019 Policy Council Members – Yolanda Gonzales, Head Start/State Child Development Director

8. **New Business** — Chairperson — ***ACTION**
   a. Head Start/Early Head Start Continued Funding Application 2020-2021 ~ Jerry Meade, Program Design & Management Administrator
   b. Early Head Start Child Care Partnerships and Expansion Continued Funding Application 2020-2021 ~ Jerry Meade, Program Design & Management Administrator

9. **Communications**
   a. Kern Head Start and Early Head Start Budget vs. Actual Expenditures, July 1, 2019 through September 30, 2019
   b. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2019 through September 30, 2019

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, October 16, 2019
Lisa Price, Program Governance Coordinator

c. Early Head Start Child Care Partnerships and Expansion Budget vs. Actual Expenditures, March 1, 2019 through September 30, 2019
d. Parent Local Travel & Child Care through September 30, 2019
e. Parent Activity Funds through September 30, 2019
f. Funding Guidance for Head Start and Early Head Start Kern for 2020-2021
g. Funding Guidance for Early Head Start Child Care Partnerships and Expansion for 2020-2021
h. Kern Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2019 through September 30, 2019
i. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2019 through September 30, 2019
j. Policy Council Planning Committee Minutes – September 10, 2019 (English/Spanish)
k. Policy Council Budget & Finance Minutes – September 17, 2019 (English)
l. Policy Council Planning Committee Minutes – October 1, 2019 (English/Spanish)
m. Kern County Superintendent of Schools Parent Café – Larry Reider Education Center (English/Spanish)
n. Children's Mobile Immunization Clinic – November 2019 (English/Spanish)
o. 2019 Annual Safe Trunk or Treat – October 25, 2019, Kern County Sheriff's Office (East Bakersfield Substation)
p. Fall Festival – October 26, 2019, New Covenant Church, Bakersfield
q. CAPK Head Start Selection Criteria Committee Save the Date – November 15, 2019
r. CAPK Head Start School Readiness Meeting Dates

10. **School Readiness Report**	Leslie Mitchell	**Verbal Report** (3 min.)
11. **Program Governance Report/Training**	Lisa Price	**Verbal Report** (5 min.)
12. **Community Representative Report**	Ana Lester/ Lindsay Harrison	**Verbal Report** (10 min.)
13. **Early Head Start San Joaquin Report**	Nicole Nino	**Verbal Report** (3 min.)
14. **Early Head Start Partnership Report**	Esperanza Contreras	**Verbal Report** (3 min.)
15. **Board of Directors Representative Report**	Yolanda Ochoa	**Verbal Report** (3 min.)
16. **Director's Report (HS/State Child Development)**	Yolanda Gonzales	**Verbal Report** (5 min.)
17. **Policy Council Chairperson/Announcements**	Amber Dunlap	**Verbal Report** (3 min.)
18. **Adjournment**	Chairperson	

Next meeting to be held November 26, 2019
Light dinner at 5:00 p.m. and the meeting to begin at 5:30 p.m.
CAPK Administrative Offices
5005 Business Park North, Suite 130-Board Room
Bakersfield, CA 93309

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, October 16, 2019
Lisa Price, Program Governance Coordinator

Agenda del Concilio de Póliza
22 de octubre, 2019
5005 Business Park North
5:30 p.m. – 6:30 p.m.
Ubicaciones de las juntas:

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

1. **Convocación de reunión** Presidente
   a. Momento de silencio, juramento de lealtad
   b. Lectura de la promesa de Acción Comunitaria
   c. *"Acción Comunitaria cambia la vida de personas, simboliza el espíritu de esperanza, mejora a las comunidades y hace de América un mejor lugar para vivir. Estamos interesados en la comunidad y estamos dedicados a que la gente aprenda a ayudarse a sí misma y a otros"*

2. **Pase de lista/establecimiento de los miembros** Secretario (a)

3. **Aprobación de agenda** Presidente ***ACCIÓN**
   a. Agenda con fecha del 22 de octubre de 2019

4. **Aprobación de minutos** Presidente ***ACCIÓN**
   a. Fecha de minutos: 24 de septiembre de 2019

5. **Presentación de Invitados/Foro público**
   El público que desee dirigirse a todo el Concilio de Póliza , podrá hacerlo en este momento. Los miembros del Concilio de Póliza, pueden responder brevemente a las declaraciones hechas ó las preguntas presentadas. Sin embargo, el Concilio no tomará ninguna acción mas que referirlo (s) al personal para estudio y análisis. ***Los oradores tiene un límite de 5 minutos para exponer.*** *Si más de una persona desea tocar el mismo tema, el total de minutos para dicho tema será de 10 minutos. Favor de proporcionar su nombre antes de su presentación*

6. **Reportes Comunes del Comité** (3 minutos por reporte)
   a. Comité de aprendizaje escolar **Reporte verbal**
   b. Comité de Planeación **Reporte verbal**
   c. Comité Financiero **Reporte verbal**
   d. Comité de estatutos **Reporte verbal**

7. **Presentaciones** (15 minutes por presentación)
   a. Reconocimiento a los miembros del Concilio de Póliza, ciclo 2018-2019 ~ Yolanda Gonzales, directora de Head Start/Desarrollo Infantil Estatal

8. **Nuevos Intercambios** Presidente ***ACCION**
   a. Solicitud de renovación de fondos 2020 – 2021 para Head Start/Early Head Start ~ Jerry Meade, Diseñador de Programa, Administrador de Gestiones
   b. Solicitud de renovación de fondos para la Asociacion y Expansión de Cuidado Infantil 2020 - 2021 ~ Jerry Meade, Diseñador de Programa, Administrador de Gestiones

Esto certifica que la publicación de esta agenda fue expuesta en el vestíbulo de la oficina Administrativa de CAPK ubicada en 5005 Business Park North, Bakersfield, CA y en line en el sitio web www.capk.org a las 12:00 pm, el 20 de junio 2019
Lisa Price, Coordinador del programa de gobernanza

9. **Comunicaciones**
   a. Presupuesto de Kern Head Start vs. gastos actuales, 1 de julio al 30 de septiembre del 2019.
   b. Presupuesto de Early Head Start vs. gastos actuales, 1 de julio al 30 de septiembre del 2019.
   c. Presupuesto de San Joaquín Early Head Start vs. gastos actuales, 1 de febrero al 30 de septiembre 2019.
   d. Presupuesto de la Asociacion y Expansión de cuidado infantil vs gastos actuales 1 de marzo al 30 de septiembre de 2019.
   e. Viajes locales de padres y cuidado infantil hasta el 30 de septiembre de 2019
   f. Fondos de las actividades hasta el 30 de septiembre de 2019
   g. Guía de Contribución para Head Start y Early Head Start 2020- 2021
   h. Guía de Contribución para la Asociacion y Expansión de cuidado infantil de Early Head Start 2020 -2021
   i. Reporte de contribuciones internas y de porción no federal para Head Start y Early Head Start de San Joaquín – 1 de febrero al 30 de septiembre de 2019.
   j. Reporte de contribuciones internas y de porción no federal para Early Head Start de San Joaquin, 1 de febrero al 30 de septiembre 2019.
   k. Minutos del comité de planeación – 10 de septiembre 2019 (Inglés/Español)
   l. Minutos del comité de finanzas y presupuestos – 17 de septiembre (Inglés)
   m. Minutos del comité de planeación – 1 de octubre 2019 (Inglés/Español)
   n. Junta para padres del Superintendente de escuelas del condado de Kern – Centro educativo Larry Reider (Inglés/Español)
   o. Horario de vacunación infantil móvil ~ Noviembre 2019
   p. Cajuela o trato Eficaz 2019 – 25 de Octubre 2019, Oficina del Alguacil de Kern (Subestación de este de Bakersfield)
   q. Festival de Otoño – 26 de Octubre Iglesia New Covenant, Bakersfield
   r. Reserve la fecha, Comité de selección de CAPK Head Start – 15 de noviembre de 2019
   s. Horario de juntas del comité de preparación escolar

10. **Reporte del programa de preparación escolar**	Leslie Mitchell	**Reporte Verbal** (3 min.)
11. **Capacitación del programa de Gobernanza**	Lisa Price	**Reporte verbal** (5 min.)
12. **Reporte del represéntate comunitario**	Ana Lester/ Lindsay Harrison	**Reporte verbal** (10 min.)
13. **Reporte de Early Head Start de San Joaquin**	Nicole Nino	**Reporte verbal** (3 min.)
14. **Reporte de la Asociacion de Early Head Start**	Esperanza Contreras	**Reporte verbal** (3 min.)
15. **Reporte del representante de la Junta de Directores**	Yolanda Ochoa	**Reporte verbal** (3 min.)
16. **Reporte del Director (Desarrollo Infantil Estatal HS)**	Yolanda Gonzales	**Reporte verbal** (5 min.)
17. **Anuncios del presidente del Concilio de Póliza**	Amber Dunlap	**Reporte verbal** (3 min.)
18. **Conclusión**	Presidenta	

La próxima junta se llevará a cabo el 26 de 2019 a las 5:00 pm iniciando con una cena ligera a las 5:00 pm y la junta iniciará a las 5:30 pm
5005 Business Park North, Suite 130 ~ Sala de Juntas

Esto certifica que la publicación de esta agenda fue expuesta en el vestíbulo de la oficina Administrativa de CAPK ubicada en 5005 Business Park North, Bakersfield, CA y en line en el sitio web www.capk.org a las 12:00 pm, el 20 de junio 2019
Lisa Price, Coordinador del programa de gobernanza

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
September 24, 2019
5005 Business Park North ~ CAPK Administrative Building

1. **Call to Order** – Chairperson, Amber Dunlap, called the meeting to order at 5:30 p.m.
   a. Moment of Silence, Pledge of Allegiance
   b. Reading of The 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, Yolanda Mefford; quorum was established.
   Policy Council Members Present: Amber Dunlap, Jacqueline Boykin, Yolanda Mefford, Isabelle Diaz, Nila Hogan, Andrea Martinez, Diana Reyes, Destiny Thompson Butler, Estela Corrales, Ana Lester and Lindsay Harrison.
3. **Approval of Agenda** – Chairperson **(**ACTION)**
   a. A motion to approve the September 24, 2019 meeting agenda was made by Nila Hogan; Andrea Martinez seconded. Motion carried unanimously.
4. **Approval of Minutes** – Chairperson **(**ACTION)**
   A motion to approve the August 20, 2019 Policy Council minutes was made by Yolanda Mefford; Jacqueline Boykin seconded. Motion carried unanimously.
5. **Presentation of Guests/Public Forum**
   The following guests were in attendance: Yolanda Gonzales, Director Head Start/State Child Development; Donna Holland, Fiscal Administrator; Esperanza Contreras, Partnership Administrator; Leslie Mitchell; Education & Support Services Administrator; Rosa del Toro, Program Manager; Nicole Niño, Family Engagement Specialist & Home Base Supervisor; Lisa Price, Program Governance Coordinator; Leticia Villegas, Program Assistant/Translator; Silvia Ortega, Quality Assurance Manager; Elsa, Navarrete, Quality Assurance Specialist and Tomas Cubias, Community Development Specialist.
   a. *(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.)*
6. **Standing Committee Reports** *(five minutes each)*
   a. **School Readiness Committee** – Lisa Price shared that the School Readiness Committee meets three times a year, they had all their meetings for this term. In June the Policy Council approved the 2019-2020 School Readiness goals.
   b. **Planning Committee** – Amber Dunlap reported that the Planning Committee met on September 10, 2019; quorum was established. Enrollment and attendance reports were reviewed for July and August. EHS of San Joaquin reported full enrollment for both months, EHS Partnership reported 100% enrollment in August. The average daily attendance throughout the program was at 98% during this reporting period. The Child & Adult Care Food Program reported that more than 21,541 meals were prepared by the Central Kitchen during July and 22,204 in August. It was shared that staff continues to conduct recruitment throughout communities as well as staffing recruitment events for their immediate communities. The next Planning meeting will be held on Tuesday, October 1, 2019.
   c. **Finance Committee** – Yolanda Mefford reported that the Finance Committee met on September 17, 2019 quorum was established. Ms. Holland presented the application for continued funding the Early Head Start San Joaquin for 2020 – 2021 which included the budget. The program options and goals for the application had been approved by the Planning Committee on September 10. The final federal Financial report for HS/EHS Kern for the period ended June 30 has been submitted. There were less than $50,000 unexpended funds which was approximately one half of one percent of the Federal funding. The 2020 – 2021 application for continued funding for the HS/EHS Kern will be presented to the Policy Council at their final meeting in October.
   d. **By-Laws Committee** – Lisa Price shared that the Bylaws Committee has not met, they are waiting for final review by administration and during the next term the Committee will review the changes made and will bring them forward to the Council.
7. **Presentations**
   Small Business Initiative Program ~ Tomas Cubias, Community Development Specialist
   Tomas shared that CAPK received a grant from Bank of the West to develop, start, strengthen & grow small businesses in Kern County. This grant is focused on serving low to moderate income entrepreneurs as well as small businesses with annual revenues below $1 million. Four nonprofit organizations received a $75,000 grant. Handouts were distributed and upon conclusion of Tomas' presentation provided his contact information should members or anyone they know want additional information about this program.

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

   a. **Office of Head Start Health and Safety Screener ~ Sylvia Ortega, Quality Assurance Manager**
   Sylvia shared that Head Start grantee's, must conduct a screening of the health and safety environment of each center where children receive Head Start and Early Head Start services. Head Start and State Child Development staff completed all health and safety screenings on August 23, 2019. Administrative staff reviewed of the screening tool and found that CAPK ensures that children in their care are in healthy and safe environments, and that policies and procedures that protect children are in place. Yolanda Mefford made a motion to approve the Head Start Certification of Health and Safety Screener; Nila Hogan seconded. Motion carried unanimously.

   b. **San Joaquin Refunding Application ~ Donna Holland, Fiscal Administrator**
   Head Start is requesting approval to submit the application for 2020 – 2021 funding of the Early Head Start (EHS) San Joaquin Grant. On September 10, 2019 Jerry Meade, PDM Administrator presented and subsequently received approval from the PC Planning Committee for the San Joaquin Program Options included in the non-competitive five – year grant award. The EHS San Joaquin application to be submitted will describe the program design, goals and approach to delivery for the funding period 02/01/2020 – 01/21/2025. One minor change from the current program option was noted. That planned change is regarding licensing: 2 slots will move from Home Base to Center Base. This change did not create a significant change to the budget. CAPK will continue serving a total of 313 children; 166 in center based and 147 in home base. The recommendation was made to approve the submission of the application for continued funding of Early Head Start San Joaquin for the 2020-2021 budget year. Diana Reyes made a motion to approve this recommendation; Jacqueline Boykin seconded. Motion carried unanimously.

9. **Communications**
   a. Kern Head Start and Early Head Start Budget vs. Actual Expenditures, July 1, 2019 through August 31, 2019
   b. Kern Head Start and Early Head Start Budget vs. Actual Expenditures, July 1, 2019 through August 31, 2019
   c. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2019 through August 31, 2019
   d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2018 through August 31, 2019
   e. Early Head Start Expansion Budget vs. Actual Expenditures, March 1, 2019 through August 31, 2019
   f. Parent Local Travel & Child Care through August 31, 2019
   g. Parent Activity Funds through August 31, 2019
   h. Kern Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2019 through August 31, 2019
   i. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2019 through August 31, 2019
   j. Policy Council Planning Committee Minutes ~ August 6, 2019 (English/Spanish)
   k. Fruits and Veggies: More Matters! - Academy of Nutrition and Dietetics
   l. Kid's Food Critic Activity – United States Department of Agriculture
   m. 5 Action Steps for Helping Someone in Emotional Pain – National Institute of Mental Health (English/Spanish)
   n. ACF-PI-HS-19-01 Disaster Relief Funding for 2018 and 2019 Disasters: Issuance Date: September 17, 2019
   o. Children's Mobile Immunization Schedule ~ August 2019 (English/Spanish)
   p. Meeting People at Their Point of Need – Community Action Partnership of Kern (English/Spanish)
   q. Share YOUR #HEADSTARTSTORYCA – Head Start California
   r. First Friday – October 4, 2019, Bakersfield Museum of Art
   s. Kern County Veterans Stand Down – October 10, 2019, Stramler Park, Bakersfield
   t. Children Are Precious Carnival ~ October 12 & 13, 2019, The Rancho Rio Equestrian Center
   u. 2019 Annual Safe Trunk or Treat – October 25, 2019, Kern County Sheriff's Office (East Bakersfield Substation)
   v. Fall Festival – October 26, 2019, New Covenant Church, Bakersfield
   w. Fall Festival 2019 Community Connection for Child Care – October 28, 2019
   x. Policy Council Meeting Dates 2018~2019

   The Chairperson called for a motion to receive and file Communication items (a)-(x). Motion was made by Yolanda Mefford to receive and file.

10. **Program Governance Report/Training** – Lisa Price, Program Governance Coordinator
   Ms. Price thanked everyone for their time and commitment; she reviewed items contained in the communications section of the agenda. She pointed out that September is Suicide Prevention month and provided information about 5 Action steps for helping someone in emotional pain. September is also the month of Fruits and Vegetables, more matters! Ms. Price shared an activity parents can do with their children, the Kid's Food Critic Activity. This is an activity that allows children to pick something new while at the grocery store, they then take it home and rate the texture, visual appearance and smell of this new fruit or vegetable. The activity asks children to draw a picture of their food item and then "score" the item. The activity concludes by adding the total points to see if this is an item they would like to have again. She also shared that Coffee with a Cop Day will take place on October 2, 2019 at Pappy's Coffeeshop on Rosedale Highway from 9:00 a.m. – 11:00 a.m. Information about the various programs offered by CAPK was shared with the group. A flyer outlining a brief summary of programs was provided as well. Ms. Price also talked about #HeadStartStoryCA stating that Head Start of California is looking for stories from Head Start parents, employees and alumni as to how Head Start has played a part in

their lives. Stories received may be used in California Head Start newsletters and email blasts. This year's Policy Council end of term event will take place on October 22, 2019 at The Mark Restaurant. We will conduct the business of our meeting as usual, but we will also honor and recognize members for their dedication and commitment. Additional information will follow. An exciting part of this this event is that for the first time our San Joaquin member and staff will be joining us!

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

    Ms. Harrison provided information about the 2nd Annual Immigrant Civil Rights Conference sponsored by GBLA. The conference will take place at Hodel's Country Dining on October 16, 2019 from 9:00 a.m. to 3:30 p.m. She also provided information about the 2020 Census and the various ways to participate. Ms. Harrison provided an informational flyer regarding Public Charge and what it means for those applying for Legal Permanent Resident or those applying for entry into the United States. Ms. Lester provided information on Halloween Health and Safety Tips, 2019 Flu Season, 9 Hacks to Make your child's sick day go as smoothly as possible as well as a flyer about Stress Relief for Parents during flu season.

12. **Early Head Start San Joaquin Report** – Nicole Niño, Family Engagement Specialist & Home Base Supervisor

    Estela Corrales reported that the Father engagement activities have been selected for the 2019 – 2020 program year. Pumpkin Art, Painting and Potting and Planting were the selected activities. They are receiving a donation of 230 – 250 pumpkins from Van Groningen and Sons Pumpkin Farm for the Father Engagement Pumpkin art activity in October. San Joaquin EHS met full enrollment for the month of August. They had a successful Family Day at the park; 4 parents volunteered to assist with the children's activities as well as recruiting families at their booth. They received 50 interest slips to complete applications for enrollment. Their Regional Parent Committee meeting will take place on October 15, 2019 from 10:00 a.m. to 12:00 p.m.

13. **Early Head Start Partnership Report** – Esperanza Contreras, Partnership Administrator

    Ms. Contreras shared that the Home Visiting Program (HVP) has a total of 13 staff. In the month of August, they were able to enroll 17 families into the program. The Early Head Start Partnership had 91 % enrollment for the month of August. Contracts for all partnerships were approved by the Board of Directors on August 21, 2019. These contracts consisted of renewals as well as one new partnership. Our new partnership, Taft Community College has signed their contract for services that will add 42 children to the partnership. EHS Home Base met full enrollment for the month of August.

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

    Yolanda was not present as she was participating in another CAPK event, assisting the Food Bank. She will have information on this to share in her report next month.

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

    Ms. Price provided the report on behalf of Mr. Gonzales. Ms. Price shared that the agency is still working on facility improvements and expansion. Members were reminded about the process of transitioning/enrolling their child from EHS to HS; they were advised to turn in their Head Start application 6 months prior to the child's third birthday. Parents can request additional information from their Home Base Educator, Family Service Worker or the Site Supervisor at their center.

16. **Policy Council Chairperson/Announcements** – Amber Dunlap, Chairperson

    Ms. Dunlap thanked everyone for attending and establishing quorum. She added, meeting quorum is the only way that the Policy Council can act on items brought to them for approval; she stated that she will see everybody in October at the final meeting for this term.

17. **Adjournment** –Chairperson

    The meeting was adjourned at 6:19 p.m. by the chairperson. The next Policy Council Meeting will be held October 22, 2019 with a light dinner at 5:00 p.m. and the meeting to begin at 5:30 p.m. at The Mark Restaurant ~ The West Room 1623 19th Street, Bakersfield, California.

ASOCIACIÓN DE ACCIÓN COMUNITARIA DE KERN
MINUTOS DE LA JUNTA DE CONCILIO DE PÓLIZA
24 DE SEPTIEMBRE 2019
5005 Business Park North ~ CAPK Edificio de Administración

1. **Convocación de reunión** – Amber Dunlap, presidente convocó la reunión a las 5:30 p.m.
   a. Momento de silencio, promesa de lealtad
   b. Lectura de la promesa de Acción Comunitaria
   "Acción Comunitaria cambia la vida de las personas, encarna el espíritu de esperanza, mejora las comunidades y hace de América un mejor lugar para vivir. Nos preocupamos por la comunidad entera, estamos dedicados a ayudar a la gente a ayudarse a sí mismos y a los demás".
2. **Pase de lista/Establecimiento de miembros** – Secretaria, Yolanda Mefford; se estableció cuórum.
   Miembros presentes: Amber Dunlap, Jacqueline Boykin, Yolanda Mefford, Isabelle Diaz, Nila Hogan, Andrea Martinez, Diana Reyes, Destiny Thompson Butler, Estela Corrales, Ana Lester and Lindsay Harrison.
3. **Aprobación de agenda** –Presidente **(**ACCIÓN)**
   a. Nila Hogan propuso la aprobación de la agenda fechada el 24 de septiembre 2019, Andrea Martinez la secundo, propuesta aprobada por unanimidad
4. **Aprobación de minutos** – Presidente **(**ACCIÓN)**
   Yolanda Mefford propuso la aprobación de los minutos del concilio fechados el 20 de agosto, 2019, Jacqueline Boykin la secundo, propuesta aprobada por unanimidad
5. **Presentación de Invitados/Público**
   Los siguientes invitados asistieron: Yolanda Gonzales, Director Head Start/Desarrollo Infantil Estatal; Donna Holland, Administradora Fiscal; Esperanza Contreras, Administradora de la Asociación; Leslie Mitchell; Administradora de Servicios de Apoyo y Educación; Rosa del Toro, Gerente del Programa ; Nicole Niño, Especialista de servicios de participación familiar y Supervisora de servicios a domicilio; Lisa Price, Coordinadora del programa de gobernanza; Leticia Villegas, Asistente del programa/Traductor; Silvia Ortega, Gerente de Servicios de Calidad; Elsa, Navarrete, Especialista de Servicios de Calidad y Tomas Cubias, Especialista de desarrollo comunitario..
   a. *(El público de desee dirigirse al Concilio de póliza, puede hacerlo en este momento. El concilio contestará brevemente a las preguntas o comentarios que se presenten; sin embargo, el concilio no podrá tomar ninguna acción, sino que estos se referirán al personal para su estudio y análisis. Los oradores están limitados a 5 minutos de presentación. Si más de una persona desea tocar el mismo tema, se otorgará un total de 10 minutos por tema. Favor de proporcionar su nombre al inicio de su presentación).*
6. **Informes de comités permanentes** *(cinco minutos cada uno)*
   a. **Comité de preparación escolar** – Lisa Price informó que el comité se reúne tres veces al año, y que ya han tenido todas las reuniones para este término. En Junio el Concilio de Póliza aprobó los objetivos de preparación escolar 2019-2020.
   b. **Comité de Planeación** – Amber Dunlap reportó que el comité de planeación se reunió el 10 de septiembre2019, se estableció cuórum. Se revisaron los reportes de inscripción y asistencia de julio y agosto. EHS de San Joaquín fue el único programa que reporto inscripción completa (100%) en ambos meses. Las asociaciones reportaron inscripción completa durante el mes de agosto. La asistencia diaria promedio en todo el programa se marcó al 98% durante el periodo de este reporte. El Programa de alimentación infantil y para adultos reportó que más de 21,541 alimentos se prepararon en la cocina central en el mes de julio y 22,204 en el me s de agosto. Se informó que el personal del departamento de inscripciones continua asistiendo a eventos para promover la inscripción en el programa. La próxima junta ser llevara a cabo el 1 de octubre 2019.
   c. **Comité de Finanzas** – Yolanda Mefford reporto que el comité se reunió el 17 de septiembre 2019. La Sra. Holland presentó la solicitud de renovación de fondos para el programa Early Head Start de San Joaquín para el ciclo 2020 – 2021. Las opciones y objetivos del programa fueron aprobados por el comité de planeación en su reunión del 10 de septiembre. El reporte financiero final para HS/EHS para el periodo que termino el 30 de junio se ha remitido. Hubo menos de $50, 000 en fondos que no se gastaron, lo que equivale aproximadamente a .5% del fondo total. La solicitud de renovación de fondos para los programas EHS/HS para el periodo 2020 – 2021 se presentarán para su aprobación al concilio de póliza en su última junta en octubre.
   d. **Comité de reglamentos** – Lisa Price informo que el comité no se ha reunido, están esperando la revisión final de administración y el próximo comité a formarse revisará los cambios y los presentará al Concilio para su aprobación.
7. **Presentaciones**
   Programa de Iniciativa de Pequeñas empresas ~ Tomas Cubias, Especialista de Desarrollo Comunitario
   Tomas informa que CAPK recibió fondos por parte del Banco de Oeste, para desarrollar, iniciar, reforzar e iniciar pequeñas empresas en el condado de Kern. Estos fondos se enfocan en servir a empresarios de bajos a medianos ingresos, así como negocios con ingresos menores a $1 millón de dólares anuales. Cuatro organizaciones no lucrativas recibieron $75,000 en fondos. Se distribuyó información acerca del programa y después de su presentación Tomas proporcionó su información a los miembros para obtener más información.

8. **Nuevos Avisos** – Presidente **(**ACCIÓN)**

a. **Herramienta de evaluación para seguridad y salubridad ~ Sylvia Ortega, Gerente de Servicios de Calidad**
Sylvia informo que todos los programas de Head Start, deben hacer una evaluación de seguridad y seguridad en cada centro en donde se prestan servicios de Head Start y Early Head Start. El personal del programa completó todas las evaluación el 23 de agosto del 2019. El personal administrativo reviso las respuestas en contenidas en la herramienta de evaluación y descubrió que CAPK se asegura que los niños bajos su cuidado se desarrollan dentro de ambientes saludables y seguros, y que las reglas y procedimientos para proteger a los niños están establecidas. Yolanda Mefford propuso la aprobación de la certificación de la Herramienta de evaluación para seguridad y salubridad; Nila Hogan la secundó propuesta aprobada por unanimidad.

b. **Solicitud de renovación de fondos par San Joaquín ~ Donna Holland, Administradora Fiscal**
Head Start está solicitando aprobación para remitir la solicitud para el ciclo 2020 – 2021 del subsidio de Early Head Start de San Joaquín. El 10 de septiembre de 2019, Jerry Meade, Administrador de PDM, presentó y obtuvo aprobación del comité de planeación para los objetivos y opciones que se incluyen en la concesión de cinco años no competitivos. La solicitudes de EHS de San Joaquín describirá el diseño, objetivos y métodos para proporcionar servicios para el periodo del 2/1/2019 al 01/21/2025. Solo existe un cambio en el programa; dicho cambio otorga 2 nuevos lugares para los centros, los mismos que se restarán a los servicios en casa. Este constituye un cambio insignificante para el presupuesto del programa. CAPK continuará proporcionando servicios a un total de 313 niños, 166 en guarderías y 147 en servicios a domicilio. Se hizo recomendación para remitir la solicitud para la renovación de solicitud de fondos para Early Head Star de San Joaquín para el año fiscal 2020 – 2021. Diana Reyes propuso la aprobación de la recomendación, Jacqueline Boykin la secundó, propuesta aprobada por unanimidad.

9. **Comunicaciones**

a. Presupuesto de Head Start vs gastos actuales, 1 de julio 2019 hasta el 31 de agosto, 2019
b. Presupuestos de Head Start y Early Head Start vs gastos actuales del 1 de julio al 31 de agosto de 2019, 2019
c. Presupuesto de San Joaquín Early Head Start vs. gastos actuales del 1 de febrero al 31 de agosto, 2019
d. Presupuesto de las asociacion de cuidado infantil de Early Head Start vs gastos actuales del 1 de septiembre 2019 al 31 de agosto2019.
e. Presupuesto de Expansión de Early Head Start vs gastos actuales 1 de marzo al 31 de agosto 2019
f. Viajes locales y cuidado infantil hasta el 31 de Agosto 2019
g. Fondos de actividades para padres hasta el 31 de Agosto 2019
h. Reporte de contribuciones internas y fondos no federales de Early Head Star y Head Start de Kern, 1 de marzo al 31 de agosto 2019
i. Reporte de contribuciones internas y fondos no federales de Early Head Star y Head Start de San Joaquín, 1 de febrero al 31 de agosto 2019
j. Minutos de la junta del comité de planeación ~ 6 de Agosto 2019 (Inglés/Español)
k. Frutas y Vegetales: ¡Mayor cantidad! - Academia de Nutrición y Dietética
l. Actividad de Critica de Alimentos para niños – Departamento de Agricultura de Estados Unidos
m. 5 Pasos para ayudar a alguien que experimenta dolor emocional – Instituto Nacional de Salud Mental (Inglés/Español)
n. ACF-PI-HS-19-01 Financiamiento para ayuda después de desastre 2018 y 2019: Fecha de emisión: 17 de septiembre 2019
o. Horario de vacunación infantil móvil ~ (Inglés/Español)
p. Conociendo a las personas en su punto de necesidad – Asociacion de Acción Comunitaria de Kern (Inglés/Español)
q. Comparta YOUR #HEADSTARTSTORYCA – Head Start California
r. Primer viernes – 4 de octubre 2019, Museo de Arte de Bakersfield
s. Evento para los veteranos del condado de Kern – Octubre 10 2019, Parque Stramler, Bakersfield
t. Carnaval los niños son hermosos ~ Octubre 12 & 13, 2019, Centro Ecuestre El Rancho Rio
u. Cajuela o trato Eficaz 2019 – 15 de Octubre 2019, Oficina del Alguacil de Kern (Subestación de este de Bakersfield)
v. Festival de Otoño – 26 de Octubre, 2019, Iglesia New Covenant, Bakersfield
w. Festival de Otoño 2019 Conexión Comunitaria para Cuidado Infantil – 28 de Octubre 2019
x. Fechas de juntas de consejo de póliza 2018~2019

La presidenta solicitó una moción para recibir y archivar las comunicaciones enumeradas de la (a)-(x). Propuesta presentada por Yolanda Mefford recibir y archivar las comunicaciones.

10. **Reporte/Capacitación del programa de gobernanza** – Lisa Price, Coordinadora del programa d de gobernanza
La Sra. Price agradeció a todos por su tiempo y dedicación; revisó temas dentro de la lista de lista de comunicaciones en la agenda. Enfatizó que septiembre es el mes de prevención de suicidio y proporciono información acerca de 5 pasos a tomar para ayudar a alguien que está experimentando dolor emocional. Septiembre también ha sido designado como el mes de las frutas y verduras, ¡mientras mejor! La señora Price explicó una actividad dentro del paquete llamada Actividad de Crítica

Infantil de alimentos, esta actividad permite a los niños dar puntuación a la comida de acuerdo con su textura, apariencia y olor; en esta actividad los niños pueden incluso hacer un dibujo de su comida y evaluarla. La actividad concluyó dando puntuación para saber si vuelven a consumirla o no. También informo que este año el de día tomar café con un policía fue designado el 2 de Octubre, un evento para reconocer este día se llevará a cabo en la cafetería Pappy's ubicada en la avenida Rosedale de las 9 a las 11 de la mañana. Información de todos los programas proporcionados por CAPK también se incluyeron, junto con una breve descripción de cada uno. Head Start de California está solicitando historias para compartir, y las historias que se reciban se utilizaran en boletines informativos y correos electrónicos masivos para mostrar el impacto que Head Start ha tenido en sus vidas. El evento de fin de ciclo se llevará a cabo el 22 de octubre 2019 en el restaurante The Mark. Conduciremos nuestra junta regular, pero también honraremos y reconoceremos a los miembros por su dedicación y compromiso con el programa. Se enviará informacion adicional. Una parte emocionante del evento de este año es que nuestro equipo de San Joaquín estará presente.

11. **Reporte del representante comunitario** – Ana Lester/Lindsay Harrison

    La Sra. Harrison proporcionó información acerca de la segunda conferencia anual sobre los derechos civiles de los inmigrantes patrocinada por GBLA. La conferencia se llevara a cabo en el restaurante Hodel's el 16 de Octubre de las 9 a.m. a las 3:30 p.m. También proporcionó información sobre el Censo 2020 y las diferentes maneras de participar. La Sra. Harrison proporciono un volante informativo acerca de Carga Publica, lo que significa para aquellas personas que están solicitando residencia permanente legal y entrada a Estados Unidos. La Sra. Lester proporcionó información sobre consejos de seguridad y salubridad para Halloween (día de las brujas). 9 estrategias para hacer más confortable el día que su niño (a) está enfermo y maneras de eliminar el estrés para los padres durante la temporada de gripe.

12. **Reporte de Early Head Start de San Joaquín** – Nicole Niño, Especialista en participación familiar & Supervisora de servicios a domicilio

    Estela Corrales reportó que se ha seleccionado las actividades de participación varonil para el año escolar 2019 – 2020 . Arte con Calabazas, pintura y plantar en macetas fueron las actividades seleccionadas. Recibirán una donación de 230 – 250 calabazas de la granja Van Groningen e Hijos. EHS de San Joaquín reporto inscripción al 100 por ciento para el mes de agosto. El evento en el parque patrocinado por ellos tuvo éxito, cuatro padres prestaron servicios como voluntarios para asistir en las actividades de los niños así como también ayudar en el proceso de reclutamiento. Recibieron 50 tarjetas de solicitud de informes, para completar solicitudes de inscripción. La junta del comité regional se llevará a cabo el 15 de octubre 2019 de las 10 a las 12 pm.

13. **Reporte de la Asociacion de Early Head Start** – Esperanza Contreras, Administradora de la Asociacion

    La Sra. Contreras informó que el Programa de Visita en Casa(HVP, siglas en inglés) cuenta con un total de 13 empleados. Durante el mes de Agosto, tuvieron la oportunidad de inscribir a 17 familias en el programa. La Asociacion de Early Head Start reportó que su porcentaje de inscripción llegó al 91% en el mes de agosto. Durante el mismo mes se renovaron los contratos para todas las asociaciones, incluyendo la nueva con el colegio de Taft , quienes firmaron su contrato para proporcionar servicios a 42 niños dentro de la asociacion. El programa de servicios a domicilio reportó inscripción completa para el mes de agosto.

14. **Reporte del representante de la Junta Directiva** – Yolanda Ochoa, representante de la Junta Directiva

    Yolanda no estuvo presente porque estaba participando en otro evento de CAPK, asistiendo al Banco de Alimentos. Proporcionará toda la información el próximo mes.

15. **Reporte del director (HS/Desarrollo Infantil Estatal)** – Yolanda Gonzales, directora de Head Start/Desarrollo Infantil Estatal

    La Sra. Price proporcionó el reporte en ausencia de la Sra. Gonzales. La agencia continua trabajando en las mejoras y expansión en diferentes locaciones. Se le recordó a los miembros el proceso de inscripción/transición de niños del programa de EHS a HS; se les indico que si encontraban dentro de esta situación deberían de presentar la solicitud 6 meses antes de que los niños cumplan 36 meses de edad. Los padres pueden solicitar información adicional del educador a domicilio, trabajador de servicios familiares o el supervisor de la guardería a la que asiste su hijo(a).

16. **Anuncios del presidente del Concilio de Póliza** – Amber Dunlap, presidenta

    La Sra. Dunlap agradeció a todos los presentes por asistir y establecer cuórum. Agrego que esta es la única manera en la que el Concilio de Póliza puede tomar decisiones en los temas que se le presentan para aprobación; está entusiasmada por ver a todos los miembros en la junta final en el mes de octubre.

17. **Conclusión**– Presidente

    La junta concluyó a las 6:19 p.m. La próxima junta del Concilio de Póliza se llevará a cabo el 12 de Octubre de 2019 iniciando con una cena ligera a las 5 y dando inicio a la junta a las 5:30 p.m. en el restaurante The Mark ~ Sala Oeste 1623 19th St, Bakersfield California.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Jerry Meade, PDM Administrator

Subject: Application for Continued Funding of Head Start and Early Head Start Kern – **Action Item**

Date: October 22, 2019

Head Start is requesting approval to submit an application for 2020-2021 funding of the Head Start (HS) and Early Head Start (EHS) Kern grant #09CH011132.

At the October 1, 2019 Planning Committee meeting, Jerry Meade, PDM Administrator presented and subsequently received approval for the HS/EHS Kern Program Options for the second year of the current funding cycle. The budget detail for HS/EHS Kern being presented today is the final component for the application due December 1, 2019.

The HS/EHS Kern application to be submitted will describe the program design, goals and approach to delivery for the funding period 03/01/2020 – 01/28/2021. CAPK will maintain serving a total of 1,763 children. For HS, program will serve 1317 in center-based. For EHS, program will serve a total of 446; 330 in center-based and 116 in home based.

The funding levels for this 12-month period 03/01/2020 through 02/28/2021 are:
Head Start
- $17,093,360 for program operations;
- $ 177,586 for training and technical assistance.

Early Head Start
- $8,578,498 for program operations;
- $ 168,586 for training and technical assistance.

Total Funding
- $26,018,586

The attached budget detail provides allocated expenses by major category. Revisions (if any) are detailed in the right-hand column.

Recommendation:
Staff recommends the Policy Council approve the submission of the continued funding application for Head Start and Early Head Start Kern 09CH011132 for the 2020-2021 budget period.

Attachment:
HS/EHS Kern Budget Detail Summary

HEAD START & EARLY HEAD START KERN
CHILD AND ADULT CARE FOOD PROGRAM
CALIFORNIA DEPARTMENT OF EDUCATION
2020-2021 BUDGET

BUDGETED EXPENDITURES

Head Start/Early Head Start Program Operations, Child & Adult Care Food Program, California Department of Education	2019-2020 BUDGET	2020-2021 BUDGET	VARIANCE increase (decrease)	Comments
PERSONNEL	**18,653,380**	**19,426,846**	**773,466**	4.5% Increases for FSWs
FRINGE BENEFITS	**5,885,138**	**6,498,092**	**612,954**	Increase to health insurance coverage
TRAVEL	**39,872**	**81,276**	**41,404**	In-state travel moved from Other category
EQUIPMENT	**-**	**-**	**-**	
SUPPLIES				
Office Supplies	304,500	287,000	**(17,500)**	
Child and Family Services Supplies	566,026	521,025	**(45,001)**	
Food Services Supplies	80,000	80,000	**-**	
Other Supplies (e.g. janitorial)	190,788	168,793	**(21,995)**	
TOTAL SUPPLIES	**1,141,314**	**1,056,818**	**(84,496)**	
CONTRACTUAL				
Administrative Services	30,000	104,000	**74,000**	Legal fees
Training & Technical Assistance	17,174	17,174	**-**	
Other Contracts	74,178	73,098	**(1,080)**	
TOTAL CONTRACTUAL	**121,352**	**194,272**	**72,920**	
OTHER				
Rent	546,440	653,220	**106,780**	
Mortgage	386,000	297,840	**(88,160)**	
Utilities, Telephone	729,500	888,503	**159,003**	Increased utilities cost
Building & Child Liability Insurance	102,700	107,200	**4,500**	
Building Maintenance/Repair	901,086	922,194	**21,108**	
Local Travel (children)	500	500	**-**	
Nutrition Services	761,012	742,033	**(18,979)**	
Child Services Consultants	22,000	64,540	**42,540**	
Volunteers	11,280	11,280	**-**	
Parent Services	50,890	51,445	**555**	
Publications/Advertising/Printing	93,200	102,500	**9,300**	
Training or Staff Development	251,867	210,459	**(41,408)**	In-state travel moved to Travel category
Other	477,575	463,800	**(13,775)**	
TOTAL OTHER	**4,334,050**	**4,515,514**	**181,464**	
INDIRECT	**2,236,049**	**2,298,165**	**62,116**	
BUDGETED EXPENDITURES	**32,411,155**	**34,070,983**	**1,659,828**	

HEAD START & EARLY HEAD START KERN
CHILD AND ADULT CARE FOOD PROGRAM
CALIFORNIA DEPARTMENT OF EDUCATION
2020-2021 BUDGET

REVENUES

STATE & FEDERAL REVENUES	2018-2019 BUDGET	2019-2020 BUDGET	VARIANCE increase (decrease)	Comments
Head Start/EHS Program Operations	25,202,974	26,018,030	815,056	
Estimated Child & Adult Care Food Program	882,735	1,080,589	197,854	
Estimated California Department of Education	6,325,446	6,972,364	646,918	
TOTAL STATE & FEDERAL REVENUES	**32,411,155**	**34,070,983**	**1,659,828**	

SUMMARY - 2019-2020

TOTAL REVENUES	34,070,983
TOTAL BUDGETED EXPENDITURES	34,070,983
DIFFERENCE	**0**

ESTIMATED ADMINISTRATIVE COST RATE: **11.43%**
Includes Non-Federal Share

NOTES:

Child Education & Development Services uses California Department of Education and Child & Adult Care Food Program revenues to support Head Start & Early Head Start services; however, this application is for Head Start and Early Head Start funds only.

Non-federal share of funding required by Head Start and Early Head Start will be $6,300,744. The state portion of California Department of Education funds, estimated at approximately $4,430,000, will be used toward non-federal share. The remainder will be provided by volunteers, professionals, and other contributors.

From the Policy Council
of the Community Action Partnership of Kern
Approving the Refunding Application
for Head Start/Early Head Start Kern

The Policy Council of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on October 22, 2019, in Bakersfield, California at a scheduled PC meeting and approved as follows:

The Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County.

The Head Start and Early Head Start Kern, Grant #09CH011132, has requested to submit an application for continued funding for the 2020-2021 budget year. The Office of Head Start requires that there be an authorization signature from the Policy Council to submit the Head Start and Early Head Start Kern contract.

The Policy Council has determined that there is a need for anti-poverty programs and is willing to accept the submission of a continued funding application for Head Start and Early Head Start Kern Grant and has APPROVED the submission as requested by a majority vote of the Policy Council, this 22nd day of October 2019.

_____ _____

Amber Dunlap, Chair Date
CAPK Head Start Policy Council

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Jerry Meade, PDM Administrator

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

Date: October 22, 2019

Head Start is requesting approval to submit an application for 2020-2021 funding of the Early Head Start Child Care Partnership (EHS CCP) Kern grant #09CH000163.

The budget detail for HS/EHS Kern being presented today represents the second year of funding after the formerly two partnership grants were combined in the September 1, 2019 award. Program is not requesting changes to the program deliver options for this grant. The EHS CCP application is due December 1, 2019.

The HS/EHS Kern application to be submitted will describe the program design, goals and approach to delivery for the funding period 03/01/2020 – 01/28/2021. CAPK will maintain serving a total of 152 children. For EHS, program will partner with other providers in the community to serve 128 infant and toddlers. Additionally, program will serve 24 center-based toddlers in a direct service model.

The funding levels for this 12-month period 03/01/2020 through 02/28/2021 are:
Early Head Start

- $2,296,838 for program operations;
- $ 56,185 for training and technical assistance.

Total Funding

- $2,353,023

The attached budget detail provides allocated expenses by major category. Revisions (if any) are detailed in the right-hand column.

Recommendation:
Staff recommends the Policy Council approve the submission of the continued funding application for Early Head Start Child Care partnership 09CH000163 for the 2020-2021 budget period.

Attachment:
EHS Partnership Budget Detail Summary

EARLY HEAD START
Child Care Partnerships and Center Based Expansion
Child and Adult Care Food Program
2020-2021 BUDGET

BUDGETED EXPENSES	2019-2020	2020-2021	Variance	Comments
PERSONNEL	**674,963**	**704,216**	**29,253**	
FRINGE BENEFITS	**215,426**	**208,046**	**(7,380)**	
TRAVEL	**5,294**	**5,294**	**-**	Travel incidental to training
EQUIPMENT		**-**		
SUPPLIES				
Office Supplies	6,220	4,945	(1,275)	
Child and Family Services Supplies	23,790	13,590	(10,200)	
Food Services Supplies	14,400	5,880	(8,520)	
Other Supplies	19,511	20,151	640	
SUPPLIES	**63,921**	**44,566**	**(19,355)**	
CONTRACTUAL				
Software support/maintenance	975	4,712	3,737	
Payments to Child Care Partners	991,968	1,004,844	12,876	
CONTRACTUAL	**992,943**	**1,009,556**	**16,613**	
OTHER				
2. Rent	62,064	62,324	260	
4. Utilities	20,682	22,350	1,668	
5. Building & Child Liability Insurance	2,328	3,150	822	
6. Maintenance, Repair, Other Occupancy	14,655	18,310	3,655	
9. Nutrition Services	29,400	52,920	23,520	
10. Child Services Consultants	15,940	3,000	(12,940)	
13. Parent Services	1,720	1,010	(710)	
15. Publications/Advertising/Printing	4,135	3,250	(885)	
16. Training & Staff Development	22,922	29,393	6,471	
17. Other	21,300	8,330	(12,970)	
OTHER	**195,146**	**204,037**	**8,891**	
INDIRECT	**205,330**	**208,245**	**2,915**	10% de minimus
TOTAL BUDGETED EXPENSES	**$ 2,353,023**	**$ 2,383,960**	**$ 30,937**	

EARLY HEAD START
Child Care Partnerships and Center Based Expansion
Child and Adult Care Food Program
2020-2021 BUDGET

REVENUES	**2019-2020**	**2020-2021**	**Variance**	
Early Head Start Program Operations	2,296,838	2,296,838	-	
Early Head Start Training & Technical Assistance	56,185	56,185	-	
Estimated Child & Adult Care Food Program	29,400	30,937	1,537	
TOTAL REVENUES	**2,382,423**	**2,383,960**	**1,537**	

SUMMARY

TOTAL REVENUES	2,383,960
TOTAL BUDGETED EXPENDITURES	2,383,960
DIFFERENCE	**0**

ESTIMATED ADMINISTRATIVE COST **7.67%**
Includes Non-Federal Share

NOTES:
Child Education & Development Services uses Child & Adult Care Food Program revenues to support Early Head Start services; however, this application is for Early Head Start funds only.

The Non-Federal Share required by Early Head Start will be $588,256. The non-federal portion of child subsidies used by Child Care Partners to fund services, estimated at approximately $477,043, will be used toward non-federal share. The remainder will be furnished by volunteers, professionals, and other contributors.

From the Policy Council
of the Community Action Partnership of Kern
Approving the Refunding Application
for Early Head Start Child Care Partnership

The Policy Council of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on October 22, 2019, in Bakersfield, California at a scheduled PC meeting and approved as follows:

The Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County.

The Early Head Start Kern , Grant #09CH000163, has requested to submit an application for continued funding for the 2020-2021 budget year. The Office of Head Start requires that there be an authorization signature from the Policy Council to submit the Early Head Start Child Care Partnership contract.

The Policy Council has determined that there is a need for anti-poverty programs and is willing to accept the submission of a continued funding application for the Early Head Start Child Care Partnership Grant and has APPROVED the submission as requested by a majority vote of the Policy Council, this 22nd day of October 2019.

_____ _____

Amber Dunlap, Chair Date
CAPK Head Start Policy Council

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Administrator

Subject: Head Start - Kern
Budget to Actual Report for the Period Ended September 30, 2019 – Info Item

Date: October 22, 2019

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year project period. The first-year budget period is July 1, 2019 through February 29, 2020. The Budget to Actual Report for this grant reflects the prorated award.

The following are highlights of the Kern Head Start Budget to Actual Report for the period July 1, 2019 through September 30, 2019. Three months (37.5%) of the eight-month budget period have elapsed.

Base Funds
Overall expenditures are at 33% of the budget, which is on trend with expenditures at this point in the prior budget period.

Training & Technical Assistance Funds
Overall expenditures are at 25% of the budget. Staff have identified most training costs for the eight-month budget period, which will fully exhaust these funds

Non-Federal Share (Head Start and Early Head Start Combined)
Non-Federal share is at 29% of the budget.

Start-up
CAPK was awarded additional funds for the purpose of:

- Converting 4 pre-k classrooms to 6 toddler classrooms;
- Constructing and furnishing additional modular classrooms at 4 CAPK facilities.

The funding award was issued on July 27, 2019. Start-up activities began immediately and are in progress. Overall expenditures are at 3% of the budget.

Community Action Partnership of Kern
Head Start - Kern
Budget to Actual Report
Budget Period: July 1, 2019 - February 29, 2020
Report Period: July 1, 2019 - September 30, 2019
Month 3 of 8 (37.5%)

Prepared 10/15/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	6,160,963	1,838,403	4,322,560	30%	70%
FRINGE BENEFITS	2,113,158	753,828	1,359,330	36%	64%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	478,360	106,852	371,508	22%	78%
CONTRACTUAL	51,529	24,787	26,742	48%	52%
CONSTRUCTION	0	0	0		
OTHER	1,703,978	773,611	930,367	45%	55%
INDIRECT	1,012,615	336,466	676,149	33%	67%
TOTAL BASE FUNDING	**11,520,603**	**3,833,947**	**7,686,656**	**33%**	**67%**

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	2,376	5,685	(3,309)	239%	-139%
SUPPLIES	17,206	1,403	15,803	8%	92%
CONTRACTUAL	5,657	0	5,657	0%	100%
OTHER	82,389	19,580	62,809	24%	76%
INDIRECT	10,763	2,667	8,096	25%	75%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**118,391**	**29,335**	**89,056**	**25%**	**75%**

START-UP

SUPPLIES	0	0	0		
CONSTRUCTION	1,812,348	55,183	1,757,165	3%	97%
OTHER	0	0	0		
INDIRECT	0	5,480	(5,480)		
TOTAL CARRYOVER	**1,812,348**	**60,664**	**1,751,684**	**3%**	**97%**

GRAND TOTAL HS FEDERAL FUNDS	**13,451,342**	**3,923,945**	**9,527,397**	**29%**	**71%**

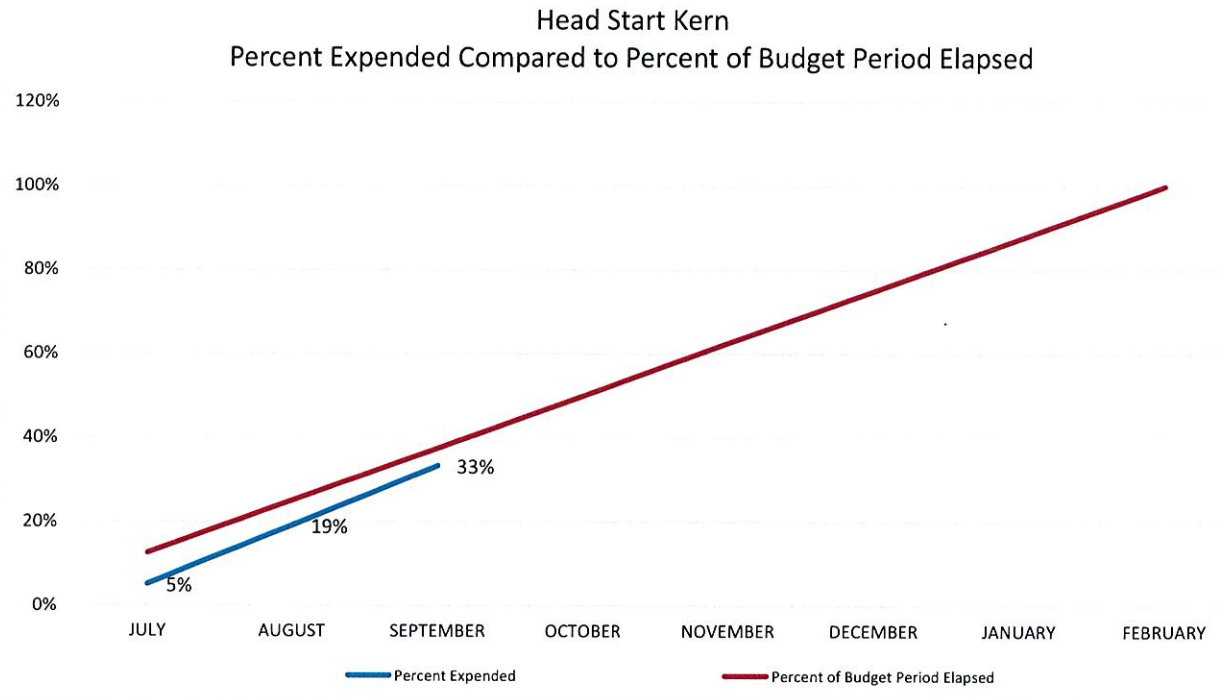
HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

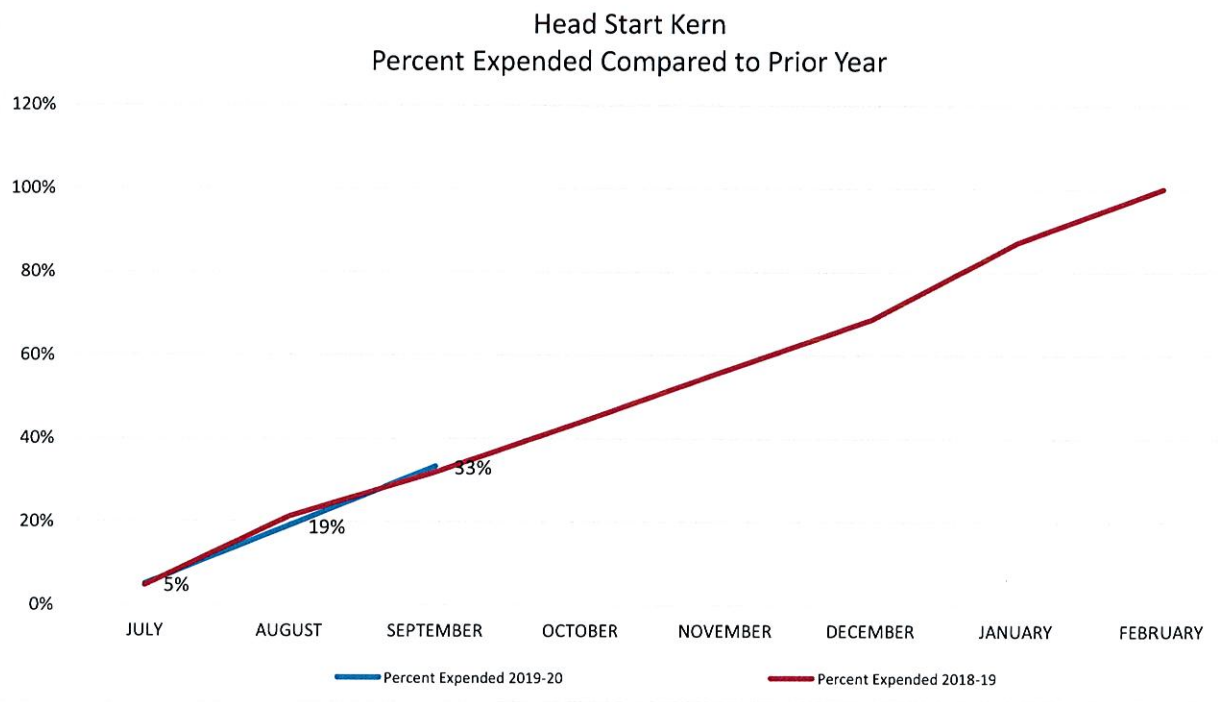
SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,319,728	371,683	948,045	28%	72%
CALIF DEPT OF ED	2,953,796	849,375	2,104,421	29%	71%
TOTAL NON-FEDERAL	**4,273,524**	**1,221,058**	**3,052,466**	**29%**	**71%**

Budget reflects Notice of Award **#09CH011132-01-01** (adjusted for Child Care Food Subsidy).
Award is prorated for ***eight months (07/01/2019 - 02/29/2019)***
Actual expenditures include posted expenditures and estimated adjustments through 09/30/2019.
Administrative Cost for HS and EHS Kern **10.2%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	33,223				**33,223**	9/30/2019
Lowe's	12,558	1,413			**13,970**	9/25/2019
Smart & Final					**0**	not available
Save Mart					**0**	not available
Chevron & Texaco Business Card	10,228				**10,228**	10/6/2019
Home Depot	7,383				**7,383**	10/4/2019
	63,391	**1,413**	**0**	**0**	**64,804**	


Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
33%
19%
5%
Percent Expended
Percent of Budget Period Elapsed


Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
33%
19%
5%
Percent Expended 2019-20
Percent Expended 2018-19

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Administrator

Subject: Early Head Start – Kern
Budget to Actual Report for the Period Ended September 30, 2019 – Info Item

Date: October 22, 2019

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year project period. The first-year budget period is July 1, 2019 through February 29, 2020. The Budget to Actual Report for this grant reflects the prorated award.

The following are highlights of the Kern Head Start Budget to Actual Report for the period July 1, 2019 through September 30, 2019. Three months (37.5%) of the eight-month budget period have elapsed.

Base Funds
Overall expenditures are at 24% of the budget, which is on trend with expenditures at this point in the prior budget period.

Training & Technical Assistance Funds
Overall expenditures are at 44% of the budget. Staff have identified most training costs for the eight-month budget period, which will fully exhaust these funds.

Start-up
CAPK was awarded additional funds for the purpose of:

- Converting 4 pre-k classrooms to 6 toddler classrooms;
- Constructing and furnishing additional modular classrooms at 4 CAPK facilities.

The funding award was issued on July 27, 2019. Start-up activities began immediately and are in progress. Overall expenditures are at 5% of the budget.

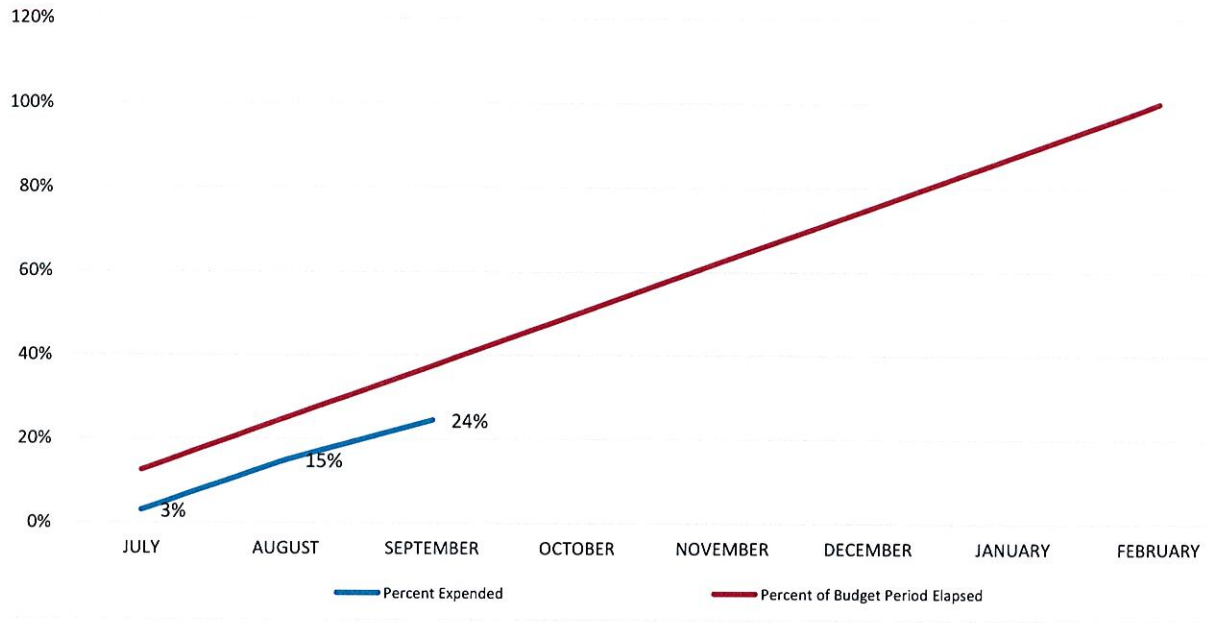
Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: July 1, 2019 - February 29, 2020
Report Period: July 1, 2019 - September 30, 2019
Month 3 of 8 (37.5%)

Prepared 10/15/2019

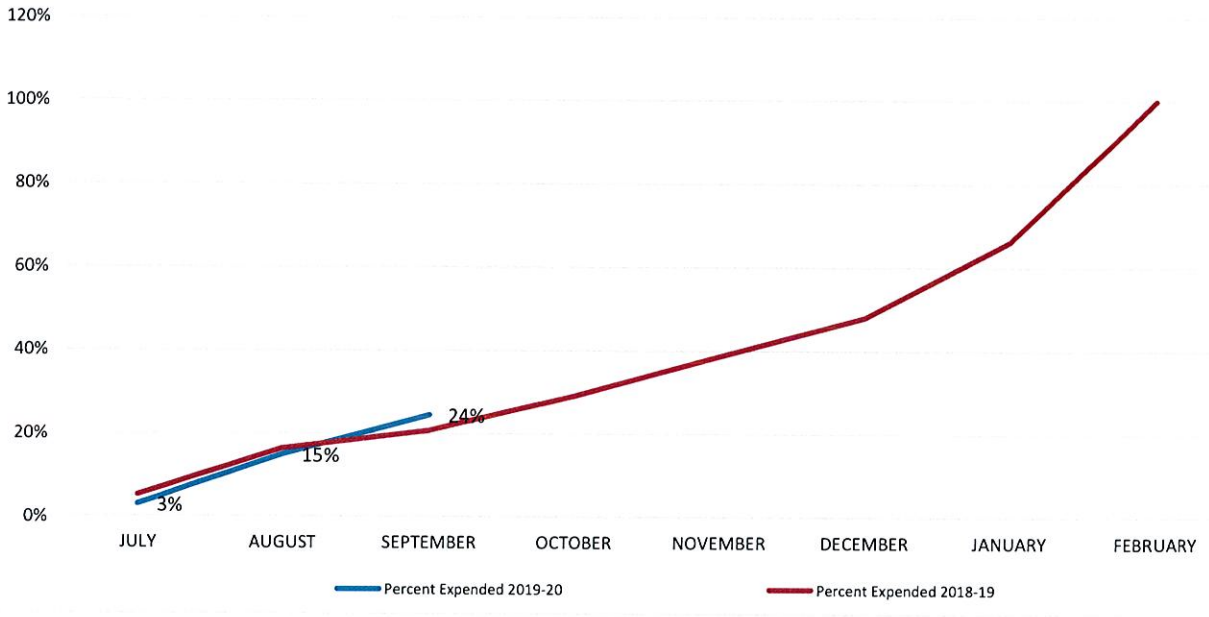
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,290,313	752,437	2,537,876	23%	77%
FRINGE BENEFITS	1,173,251	254,749	918,502	22%	78%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	267,240	40,297	226,943	15%	85%
CONTRACTUAL	17,923	25,611	(7,688)	143%	-43%
CONSTRUCTION	0	0	0		
OTHER	456,628	202,027	254,601	44%	56%
INDIRECT	513,644	125,326	388,318	24%	76%
TOTAL BASE FUNDING	**5,718,999**	**1,400,447**	**4,318,552**	**24%**	**76%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	24,205	3,964	20,241	16%	84%
SUPPLIES	3,319	547	2,772	16%	84%
CONTRACTUAL	5,793	0	5,793	0%	100%
OTHER	68,856	39,994	28,862	58%	42%
INDIRECT	10,217	4,451	5,766	44%	56%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**112,390**	**48,956**	**63,434**	**44%**	**56%**
START-UP					
SUPPLIES	349,500	60,165	289,335	17%	83%
CONSTRUCTION	1,492,427	0	1,492,427	0%	100%
OTHER	295,325	31,217	264,108	11%	89%
INDIRECT	0	9,105	(9,105)		
TOTAL CARRYOVER	**2,137,252**	**100,487**	**2,036,765**	**5%**	**95%**
GRAND TOTAL EHS FEDERAL FUNDS	**7,968,641**	**1,549,889**	**6,418,752**	**19%**	**81%**

Budget reflects Notice of Award **#09CH011132-01-01** (adjusted for Child Care Food Subsidy).
*Award is prorated for **eight months (07/01/2019 - 02/29/2019)***
Actual expenditures include posted expenditures and estimated adjustments through 09/30/2019.

Early Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed



Early Head Start Kern
Percent Expended Compared to Prior Year



COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Administrator

Subject: Early Head Start – San Joaquin
Budget to Actual Report for the Period Ended September 30, 2019 – Info Item

Date: October 22, 2019

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2019 through September 30, 2019. Eight months (67%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 61% of the budget, which is on trend compared to last year at this time.

Training & Technical Assistance Funds
Overall expenditures are at 67% of the budget. The combined personnel and fringe benefits expenses are at 64% of the budget.

Non-Federal Share
Non-Federal share is at 62% of the budget.

Community Action Partnership of Kern
Early Head Start - San Joaquin County
Budget to Actual Report
Budget Period: February 1, 2019 - January 31, 2020
Report Period: February 1, 2019 - September 30, 2019
Month 8 of 12 (67%)

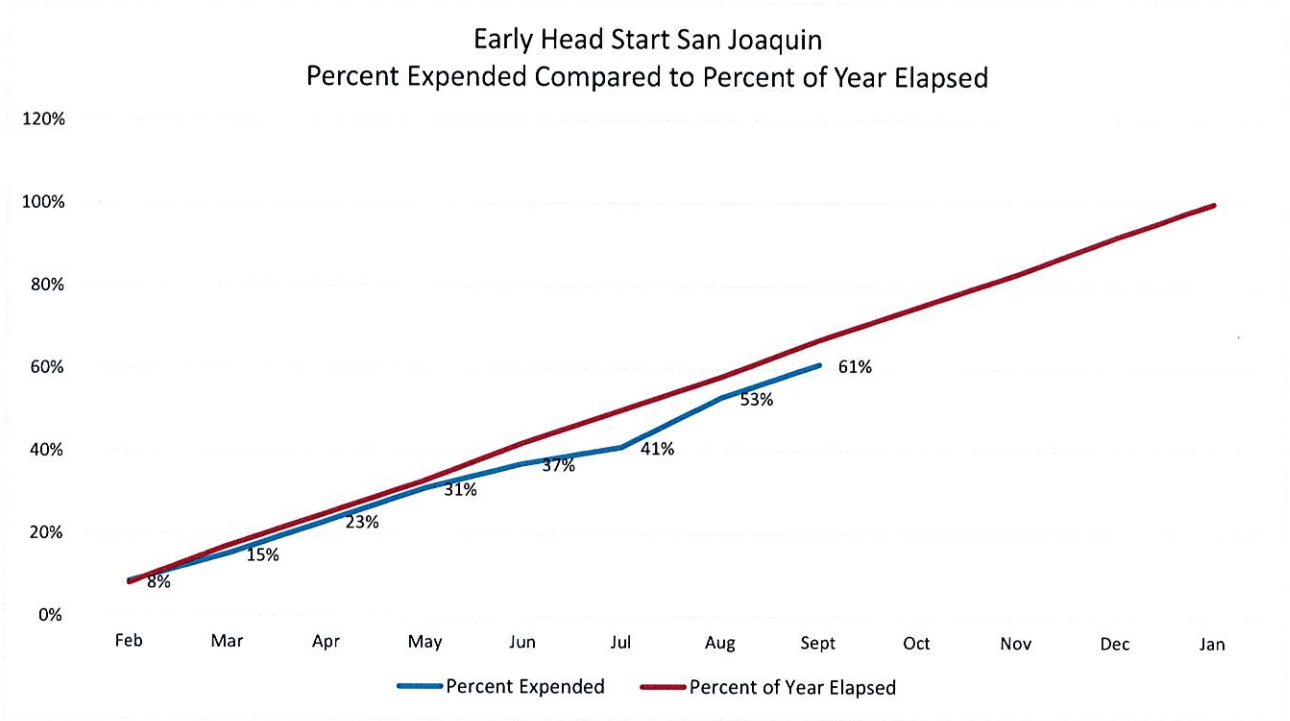
Prepared 10/15/2019

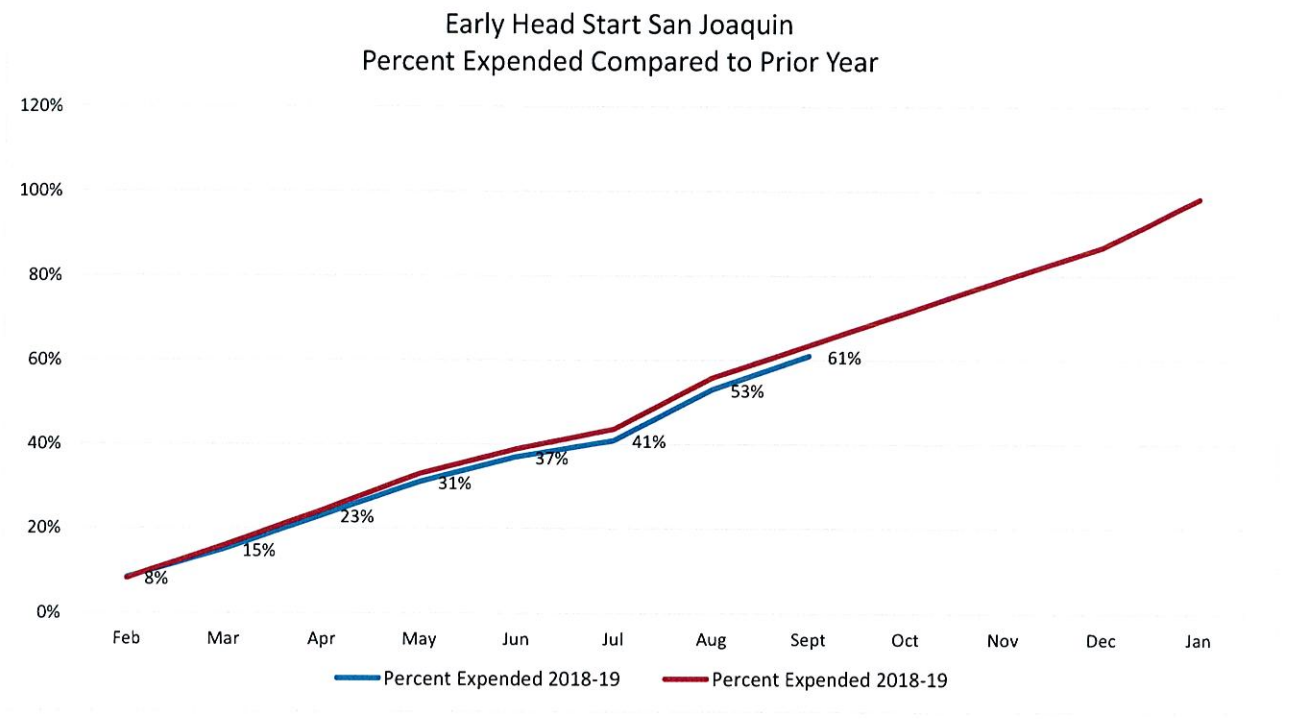
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,114,932	1,931,019	1,183,913	62%	38%
FRINGE BENEFITS	923,567	541,526	382,041	59%	41%
TRAVEL	20,232	15,416	4,816	76%	24%
SUPPLIES	140,925	95,771	45,154	68%	32%
CONTRACTUAL	12,078	5,429	6,649	45%	55%
OTHER	600,638	342,212	258,426	57%	43%
INDIRECT	456,781	283,090	173,691	62%	38%
TOTAL	**5,269,153**	**3,214,463**	**2,054,690**	**61%**	**39%**
TRAINING & TECHNICAL ASSISTANCE FUNDS					
PERSONNEL	39,312	17,478	21,834	44%	56%
FRINGE BENEFITS	11,534	9,730	1,804	84%	16%
TRAVEL	15,673	9,798	5,875	63%	37%
SUPPLIES	7,900	0	7,900	0%	100%
CONTRACTUAL	3,500	7,680	(4,180)	219%	-119%
OTHER	30,423	27,806	2,617	91%	9%
INDIRECT	10,833	7,247	3,586	67%	33%
TOTAL	**119,175**	**79,739**	**39,436**	**67%**	**33%**
GRAND TOTAL EHS FEDERAL FUNDS	**5,388,328**	**3,294,202**	**2,094,126**	**61%**	**39%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,347,083	835,227	511,856	62%	38%
TOTAL NON-FEDERAL FUNDS	**1,347,083**	**835,227**	**511,856**	**62%**	**38%**

Centralized Administrative Cost	7.0%
Program Administrative Cost	2.5%
Total Administrative Cost	**9.6%**

Budget reflects Notice of Award #09CH010071-05-01
Actual expenditures include posted expenditures and estimated adjustments through 09/30/2019


Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
Feb
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
8%
15%
23%
31%
37%
41%
53%
61%
Percent Expended
Percent of Year Elapsed


Early Head Start San Joaquin
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
Feb
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
8%
15%
23%
31%
37%
41%
53%
61%
Percent Expended 2018-19
Percent Expended 2018-19

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Administrator

Subject: Early Head Start Child Care Partnerships + Expansion
Budget to Actual Report for the Period Ended September 30, 2019 – Info Item

Date: October 22, 2019

Effective September 1, 2019, funds formerly awarded under Early Head Start Child Care Partnerships (grant #09HP0036) were rolled into Early Head Start Child Care Expansion (grant #09HP000163).

The following are highlights of the Early Head Start Child Care Partnerships & Expansion Budget to Actual Report for the period March 1, 2018 through September 30, 2019. Seven months (58%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 5% of the budget.

Training & Technical Assistance (T&TA)
Overall expenditures are at 1% of the budget.

Non-Federal Share
Non-Federal share is at 0% of the budget.

Community Action Partnership of Kern
Early Head Start Child Care Partnerships + Expansion
Budget to Actual Report
Budget Period: March 1, 2019 - February 29, 2020
Report Period: March 1, 2019 - September 30, 2019
Month 7 of 12 (58%)

Prepared 10/15/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	608,125	35,977	572,148	6%	94%
FRINGE BENEFITS	192,825	8,870	183,955	5%	95%
SUPPLIES	46,656	3	46,653	0%	100%
CONTRACTUAL	766,959	37,837	729,122	5%	95%
OTHER	153,605	4,374	149,231	3%	97%
INDIRECT	167,944	4,560	163,384	3%	97%
TOTAL BASE FUNDING	**1,936,114**	**91,620**	**1,844,494**	**5%**	**95%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	3,088	560	2,528	18%	82%
SUPPLIES	14,930	0	14,930	0%	100%
OTHER	26,696	95	26,601	0%	100%
INDIRECT	4,471	65	4,406	1%	99%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**49,185**	**720**	**48,465**	**1%**	**99%**
START UP					
SUPPLIES	258,000	2,400	255,600	1%	99%
OTHER	196,545	0	196,545	0%	100%
INDIRECT	45,455	240	45,215	1%	99%
TOTAL START UP	**500,000**	**2,640**	**497,360**	**1%**	**99%**
GRAND TOTAL EHS FEDERAL FUNDS	**2,485,299**	**94,980**	**2,390,319**	**4%**	**96%**

NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	528,694	0	528,694	0%	100%
TOTAL NON-FEDERAL	**528,694**	**0**	**528,694**	**0%**	**100%**

Budget reflects Notice of Award **#09HP000163-01-01**

Actual expenditures include posted expenditures and estimated adjustments through 09/30/2019.

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT TRAVEL & CHILD CARE
2019-2020

KERN HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2019	$ 3,229.00	$ 197.26	$ 197.26	$ 3,031.74	25%	6%
APRIL 2019	$ 3,031.74	$ 346.86	$ 544.12	$ 2,684.88	50%	17%
MAY 2019	$ 2,684.88	$ 172.03	$ 716.15	$ 2,512.85	75%	22%
JUNE 2019	$ 2,512.85	$ 133.54	$ 849.69	$ 2,379.31	100%	26%
JULY 2019	$ 5,475.00	$ -	$ -	$ 5,475.00	13%	0%
AUGUST 2019	$ 5,475.00	$ 43.20	$ 43.20	$ 5,431.80	25%	1%
SEPTEMBER 2019	$ 5,431.80	$ 55.56	$ 98.76	$ 5,376.24	38%	2%
OCTOBER 2019	$ 5,376.24		$ 98.76	$ 5,376.24	50%	
NOVEMBER 2019	$ 5,376.24		$ 98.76	$ 5,376.24	63%	
DECEMBER 2019	$ 5,376.24		$ 98.76	$ 5,376.24	75%	
JANUARY 2020	$ 5,376.24		$ 98.76	$ 5,376.24	88%	
FEBRUARY 2020	$ 5,376.24		$ 98.76	$ 5,376.24	100%	

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2019	$ 421.00	$ 32.10	$ 32.10	$ 388.90	25%	8%
APRIL 2019	$ 388.90	$ 103.27	$ 135.37	$ 285.63	50%	32%
MAY 2019	$ 285.63	$ 27.99	$ 163.36	$ 257.64	75%	39%
JUNE 2019	$ 257.64	$ 21.73	$ 185.09	$ 235.91	100%	44%
JULY 2019	$ 1,824.00	$ -	$ -	$ 1,824.00	13%	0%
AUGUST 2019	$ 1,824.00	$ 14.39	$ 14.39	$ 1,809.61	25%	1%
SEPTEMBER 2019	$ 1,809.61	$ 15.40	$ 29.79	$ 1,794.21	38%	2%
OCTOBER 2019	$ 1,794.21		$ 29.79	$ 1,794.21	50%	
NOVEMBER 2019	$ 1,794.21		$ 29.79	$ 1,794.21	63%	
DECEMBER 2019	$ 1,794.21		$ 29.79	$ 1,794.21	75%	
JANUARY 2020	$ 1,794.21		$ 29.79	$ 1,794.21	88%	
FEBRUARY 2020	$ 1,794.21		$ 29.79	$ 1,794.21	100%	

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT TRAVEL & CHILD CARE
2019-2020

SAN JOAQUIN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
FEBRUARY 2019	$ 275.00	$ -	$ -	$ 275.00	8%	0%
MARCH 2019	$ 275.00	$ 13.34	$ 13.34	$ 261.66	17%	5%
APRIL 2019	$ 261.66	$ -	$ 13.34	$ 261.66	25%	5%
MAY 2019	$ 261.66	$ 26.68	$ 40.02	$ 234.98	33%	15%
JUNE 2019	$ 234.98	$ -	$ 40.02	$ 234.98	42%	15%
JULY 2019	$ 234.98	$ -	$ 40.02	$ 234.98	50%	15%
AUGUST 2019	$ 234.98	$ -	$ 40.02	$ 234.98	58%	15%
SEPTEMBER 2019	$ 234.98	$ -	$ 40.02	$ 234.98	67%	15%
OCTOBER 2019	$ 234.98		$ 40.02	$ 234.98	75%	
NOVEMBER 2019	$ 234.98		$ 40.02	$ 234.98	83%	
DECEMBER 2019	$ 234.98		$ 40.02	$ 234.98	92%	
JANUARY 2020	$ 234.98		$ 40.02	$ 234.98	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
MARCH 2019	$ 587.50	$ -	$ -	$ 587.50	8%	0%
APRIL 2019	$ 587.50	$ -	$ -	$ 587.50	17%	0%
MAY 2019	$ 587.50	$ -	$ -	$ 587.50	25%	0%
JUNE 2019	$ 587.50	$ -	$ -	$ 587.50	33%	0%
JULY 2019	$ 587.50	$ -	$ -	$ 587.50	42%	0%
AUGUST 2019	$ 587.50	$ -	$ -	$ 587.50	50%	0%
SEPTEMBER 2019	$ 587.50	$ -	$ -	$ 587.50	58%	0%
OCTOBER 2019	$ 587.50	$ -	$ -	$ 587.50	67%	
NOVEMBER 2019	$ 587.50	$ -	$ -	$ 587.50	75%	
DECEMBER 2019	$ 587.50	$ -	$ -	$ 587.50	83%	
JANUARY 2020	$ 587.50	$ -	$ -	$ 587.50	92%	
FEBRUARY 2020	$ 587.50	$ -	$ -	$ 587.50	100%	

Prepared by Donna Holland
October 3, 2019

COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES DE LOS PADRES y CUIDADO DE NINOS
2019-2020

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 2019	$ 3,229.00	$ 197.26	$ 197.26	$ 3,031.74	25%	6%
ABRIL DEL 2019	$ 3,031.74	$ 346.86	$ 544.12	$ 2,684.88	50%	17%
MAYO DEL 2019	$ 2,684.88	$ 172.03	$ 716.15	$ 2,512.85	75%	22%
JUNIO DEL 2019	$ 2,512.85	$ 133.54	$ 849.69	$ 2,379.31	100%	26%
JULIO DEL 2019	$ 5,475.00	$ -	$ -	$ 5,475.00	13%	0%
AGOSTO DEL 2019	$ 5,475.00	$ 43.20	$ 43.20	$ 5,431.80	25%	1%
SEPTIEMBRE DEL 2018	$ 5,431.80	$ 55.56	$ 98.76	$ 5,376.24	38%	2%
OCTUBRE DEL 2019	$ 5,376.24	$ -	$ 98.76	$ 5,376.24	50%	
NOVIEMBRE DEL 2019	$ 5,376.24	$ -	$ 98.76	$ 5,376.24	63%	
DICIEMBRE DEL 2019	$ 5,376.24	$ -	$ 98.76	$ 5,376.24	75%	
ENERO DEL 2020	$ 5,376.24	$ -	$ 98.76	$ 5,376.24	88%	
FEBRERO DEL 2020	$ 5,376.24	$ -	$ 98.76	$ 5,376.24	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 2019	$ 421.00	$ 32.10	$ 32.10	$ 388.90	25%	8%
ABRIL DEL 2019	$ 388.90	$ 103.27	$ 135.37	$ 285.63	50%	32%
MAYO DEL 2019	$ 285.63	$ 27.99	$ 163.36	$ 257.64	75%	39%
JUNIO DEL 2019	$ 257.64	$ 21.73	$ 185.09	$ 235.91	100%	44%
JULIO DEL 2019	$ 1,824.00	$ -	$ -	$ 1,824.00	13%	0%
AGOSTO DEL 2019	$ 1,824.00	$ 14.39	$ 14.39	$ 1,809.61	25%	1%
SEPTIEMBRE DEL 2018	$ 1,809.61	$ 15.40	$ 29.79	$ 1,794.21	38%	2%
OCTUBRE DEL 2019	$ 1,794.21	$ -	$ 29.79	$ 1,794.21	50%	
NOVIEMBRE DEL 2019	$ 1,794.21	$ -	$ 29.79	$ 1,794.21	63%	
DICIEMBRE DEL 2019	$ 1,794.21	$ -	$ 29.79	$ 1,794.21	75%	
ENERO DEL 2020	$ 1,794.21	$ -	$ 29.79	$ 1,794.21	88%	
FEBRERO DEL 2020	$ 1,794.21	$ -	$ 29.79	$ 1,794.21	100%	

COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES DE LOS PADRES y CUIDADO DE NINOS
2019-2020

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 2019	$ 275.00	$ -	$ -	$ 275.00	8%	0%
MARZO DEL 2019	$ 275.00	$ 13.34	$ 13.34	$ 261.66	17%	5%
ABRIL DEL 2019	$ 261.66	$ -	$ -	$ 261.66	25%	5%
MAYO DEL 2019	$ 261.66	$ 26.68	$ 26.68	$ 234.98	33%	15%
JUNIO DEL 2019	$ 234.98	$ -	$ -	$ 234.98	42%	15%
JULIO DEL 2019	$ 234.98	$ -	$ -	$ 234.98	50%	15%
AGOSTO DEL 2019	$ 234.98	$ -	$ -	$ 234.98	58%	15%
SEPTIEMBRE DEL 2019	$ 234.98	$ -	$ -	$ 234.98	67%	15%
OCTUBRE DEL 2019	$ 234.98	$ -	$ -	$ 234.98	75%	
NOVIEMBRE DEL 2019	$ 234.98	$ -	$ -	$ 234.98	83%	
DICIEMBRE DEL 2019	$ 234.98	$ -	$ -	$ 234.98	92%	
ENERO DEL 2020	$ 234.98	$ -	$ -	$ 234.98	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
MARZO DEL 2019	$ 587.50	$ -	$ -	$ 587.50	8%	0%
ABRIL DEL 2019	$ 587.50	$ -	$ -	$ 587.50	17%	0%
MAYO DEL 2019	$ 587.50	$ -	$ -	$ 587.50	25%	0%
JUNIO DEL 2019	$ 587.50	$ -	$ -	$ 587.50	33%	0%
JULIO DEL 2019	$ 587.50	$ -	$ -	$ 587.50	42%	0%
AGOSTO DEL 2019	$ 587.50	$ -	$ -	$ 587.50	50%	0%
SEPTIEMBRE DEL 2018	$ 587.50	$ -	$ -	$ 587.50	58%	0%
OCTUBRE DEL 2019	$ 587.50	$ -	$ -	$ 587.50	67%	
NOVIEMBRE DEL 2019	$ 587.50	$ -	$ -	$ 587.50	75%	
DICIEMBRE DEL 2019	$ 587.50	$ -	$ -	$ 587.50	83%	
ENERO DEL 2020	$ 587.50	$ -	$ -	$ 587.50	92%	
FEBRERO DEL 2020	$ 587.50	$ -	$ -	$ 587.50	100%	

Preparado por Donna Holland
10/3/2019

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES
2019-2020

KERN HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2019	$ 8,371.00	$ 345.75	$ 345.75	$ 8,025.25	25%	4%
APRIL 2019	$ 8,025.25	$ 61.01	$ 406.76	$ 7,964.24	50%	5%
MAY 2019	$ 7,964.24	$ 545.65	$ 952.41	$ 7,418.59	75%	11%
JUNE 2019	$ 7,418.59	$ 356.27	$ 1,308.68	$ 7,062.32	100%	16%
JULY 2019	$ 18,711.00	$ -	$ -	$ 18,711.00	13%	0%
AUGUST 2019	$ 18,711.00	$ 288.37	$ 288.37	$ 18,422.63	25%	2%
SEPTEMBER 2019	$ 18,422.63	$ 88.91	$ 377.28	$ 18,333.72	38%	2%
OCTOBER 2019	$ 18,333.72		$ 377.28	$ 18,333.72	50%	
NOVEMBER 2019	$ 18,333.72		$ 377.28	$ 18,333.72	63%	
DECEMBER 2019	$ 18,333.72		$ 377.28	$ 18,333.72	75%	
JANUARY 2020	$ 18,333.72		$ 377.28	$ 18,333.72	88%	
FEBRUARY 2020	$ 18,333.72		$ 377.28	$ 18,333.72	100%	

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2019	$ 1,363.00	$ 56.29	$ 56.29	$ 1,306.71	25%	4%
APRIL 2019	$ 1,306.71	$ 9.93	$ 66.22	$ 1,296.78	50%	5%
MAY 2019	$ 1,296.78	$ 88.82	$ 155.04	$ 1,207.96	75%	11%
JUNE 2019	$ 1,207.96	$ 58.00	$ 213.04	$ 1,149.96	100%	16%
JULY 2019	$ 6,264.00	$ -	$ -	$ 6,264.00	13%	0%
AUGUST 2019	$ 6,264.00	$ 96.12	$ 96.12	$ 6,167.88	25%	2%
SEPTEMBER 2019	$ 6,167.88	$ 29.64	$ 125.76	$ 6,138.24	38%	2%
OCTOBER 2019	$ 6,138.24		$ 125.76	$ 6,138.24	50%	
NOVEMBER 2019	$ 6,138.24		$ 125.76	$ 6,138.24	63%	
DECEMBER 2019	$ 6,138.24		$ 125.76	$ 6,138.24	75%	
JANUARY 2020	$ 6,138.24		$ 125.76	$ 6,138.24	88%	
FEBRUARY 2020	$ 6,138.24		$ 125.76	$ 6,138.24	100%	

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES
2019-2020

SAN JOAQUIN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
FEBRUARY 2019	$ 3,350.00	$ 9.31	$ 9.31	$ 3,340.69	8%	0%
MARCH 2019	$ 3,340.69	$ 20.89	$ 30.20	$ 3,319.80	17%	1%
APRIL 2019	$ 3,319.80	$ 19.92	$ 50.12	$ 3,299.88	25%	1%
MAY 2019	$ 3,299.88	$ 16.92	$ 67.04	$ 3,282.96	33%	2%
JUNE 2019	$ 3,282.96	$ -	$ 67.04	$ 3,282.96	42%	2%
JULY 2019	$ 3,282.96	$ -	$ 67.04	$ 3,282.96	50%	2%
AUGUST 2019	$ 3,282.96	$ -	$ 67.04	$ 3,282.96	58%	2%
SEPTEMBER 2019	$ 3,282.96		$ 67.04	$ 3,282.96	67%	2%
OCTOBER 2019	$ 3,282.96		$ 67.04	$ 3,282.96	75%	
NOVEMBER 2019	$ 3,282.96		$ 67.04	$ 3,282.96	83%	
DECEMBER 2019	$ 3,282.96		$ 67.04	$ 3,282.96	92%	
JANUARY 2020	$ 3,282.96		$ 67.04	$ 3,282.96	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
MARCH 2019	$ 710.00	$ 17.92	$ 17.92	$ 692.08	8%	3%
APRIL 2019	$ 692.08	$ -	$ 17.92	$ 692.08	17%	3%
MAY 2019	$ 692.08	$ -	$ 17.92	$ 692.08	25%	3%
JUNE 2019	$ 692.08	$ -	$ 17.92	$ 692.08	33%	3%
JULY 2019	$ 692.08	$ -	$ 17.92	$ 692.08	42%	3%
AUGUST 2019	$ 692.08	$ -	$ 17.92	$ 692.08	50%	3%
SEPTEMBER 2019	$ 692.08	$ -	$ 17.92	$ 692.08	58%	3%
OCTOBER 2019	$ 692.08	$ -	$ 17.92	$ 692.08	67%	
NOVEMBER 2019	$ 692.08	$ -	$ 17.92	$ 692.08	75%	
DECEMBER 2019	$ 692.08	$ -	$ 17.92	$ 692.08	83%	
JANUARY 2020	$ 692.08	$ -	$ 17.92	$ 692.08	92%	
FEBRUARY 2020	$ 692.08	$ -	$ 17.92	$ 692.08	100%	

Prepared by Donna Holland
October 3, 2019

COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2019-2020

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 2019	$ 8,731.00	$ 345.75	$ 345.75	$ 8,385.25	25%	4%
ABRIL DEL 2019	$ 8,385.25	$ 61.01	$ 406.76	$ 8,324.24	50%	5%
MAYO DEL 2019	$ 8,324.24	$ 545.65	$ 952.41	$ 7,778.59	75%	11%
JUNIO DEL 2019	$ 7,778.59	$ 356.27	$ 1,308.68	$ 7,422.32	100%	16%
JULIO DEL 2019	$ 18,711.00	$ -	$ -	$ 18,711.00	13%	0%
AGOSTO DEL 2019	$ 18,711.00	$ 288.37	$ 288.37	$ 18,422.63	25%	2%
SEPTIEMBRE DEL 2018	$ 18,422.63	$ 88.91	$ 377.28	$ 18,333.72	38%	2%
OCTUBRE DEL 2019	$ 18,333.72	$ -	$ 377.28	$ 18,333.72	50%	
NOVIEMBRE DEL 2019	$ 18,333.72	$ -	$ 377.28	$ 18,333.72	63%	
DICIEMBRE DEL 2019	$ 18,333.72	$ -	$ 377.28	$ 18,333.72	75%	
ENERO DEL 2020	$ 18,333.72	$ -	$ 377.28	$ 18,333.72	88%	
FEBRERO DEL 2020	$ 18,333.72	$ -	$ 377.28	$ 18,333.72	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 2019	$ 1,363.00	$ 56.29	$ 56.29	$ 1,306.71	8%	4%
ABRIL DEL 2019	$ 1,306.71	$ 9.93	$ 66.22	$ 1,296.78	17%	5%
MAYO DEL 2019	$ 1,296.78	$ 88.82	$ 155.04	$ 1,207.96	25%	11%
JUNIO DEL 2019	$ 1,207.96	$ 58.00	$ 213.04	$ 1,149.96	33%	16%
JULIO DEL 2019	$ 6,264.00	$ -	$ -	$ 6,264.00	13%	0%
AGOSTO DEL 2019	$ 6,264.00	$ 96.12	$ 96.12	$ 6,167.88	25%	2%
SEPTIEMBRE DEL 2018	$ 6,167.88	$ 29.64	$ 125.76	$ 6,138.24	38%	2%
OCTUBRE DEL 2019	$ 6,138.24	$ -	$ 125.76	$ 6,138.24	50%	
NOVIEMBRE DEL 2019	$ 6,138.24	$ -	$ 125.76	$ 6,138.24	63%	
DICIEMBRE DEL 2019	$ 6,138.24	$ -	$ 125.76	$ 6,138.24	75%	
ENERO DEL 2020	$ 6,138.24	$ -	$ 125.76	$ 6,138.24	88%	
FEBRERO DEL 2020	$ 6,138.24	$ -	$ 125.76	$ 6,138.24	100%	

COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2019-2020

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 2019	$ 3,350.00	$ 9.31	$ 9.31	$ 3,340.69	8%	0%
MARZO DEL 2019	$ 3,340.69	$ 20.89	$ 30.20	$ 3,319.80	17%	1%
ABRIL DEL 2019	$ 3,319.80	$ 19.92	$ 50.12	$ 3,299.88	25%	1%
MAYO DEL 2019	$ 3,299.88	$ 16.92	$ 67.04	$ 3,282.96	33%	2%
JUNIO DEL 2019	$ 3,282.96	$ -	$ 67.04	$ 3,282.96	42%	2%
JULIO DEL 2019	$ 3,282.96	$ -	$ 67.04	$ 3,282.96	50%	2%
AGOSTO DEL 2019	$ 3,282.96	$ -	$ 67.04	$ 3,282.96	58%	2%
SEPTIEMBRE DEL 2019	$ 3,282.96	$ -	$ 67.04	$ 3,282.96	67%	2%
OCTUBRE DEL 2019	$ 3,282.96	$ -	$ 67.04	$ 3,282.96	75%	
NOVIEMBRE DEL 2019	$ 3,282.96	$ -	$ 67.04	$ 3,282.96	83%	
DICIEMBRE DEL 2019	$ 3,282.96	$ -	$ 67.04	$ 3,282.96	92%	
ENERO DEL 2020	$ 3,282.96	$ -	$ 67.04	$ 3,282.96	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
MARZO DEL 2019	$ 710.00	$ 17.92	$ 17.92	$ 692.08	8%	3%
ABRIL DEL 2019	$ 692.08	$ -	$ 17.92	$ 692.08	17%	3%
MAYO DEL 2019	$ 692.08	$ -	$ 17.92	$ 692.08	25%	3%
JUNIO DEL 2019	$ 692.08	$ -	$ 17.92	$ 692.08	33%	3%
JULIO DEL 2019	$ 692.08	$ -	$ 17.92	$ 692.08	42%	3%
AGOSTO DEL 2019	$ 692.08	$ -	$ 17.92	$ 692.08	50%	3%
SEPTIEMBRE DEL 2018	$ 692.08	$ -	$ 17.92	$ 692.08	58%	3%
OCTUBRE DEL 2019	$ 692.08	$ -	$ 17.92	$ 692.08	67%	
NOVIEMBRE DEL 2019	$ 692.08	$ -	$ 17.92	$ 692.08	75%	
DICIEMBRE DEL 2019	$ 692.08	$ -	$ 17.92	$ 692.08	83%	
ENERO DEL 2020	$ 692.08	$ -	$ 17.92	$ 692.08	92%	
FEBRERO DEL 2020	$ 692.08	$ -	$ 17.92	$ 692.08	100%	

Preparado por Donna Holland
10/3/2019

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

Curtis Floyd
Board Chair
Community Action Partnership of Kern
5005 Business Park N. Ste 130
Bakersfield, CA 93309

September 27th, 2019

Re: Grant No. 09CH011132

Dear Mr. Floyd:

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 12/01/2019.

The following table reflects the annual funding, including the approved amount from the Supplement to Increase Program Hours, if applicable, and enrollment levels for your grant.

Program	Head Start	Early Head Start
Federal Funded Enrollment	1,317	446
Funding Type	**Head Start**	**Early Head Start**
Program Operations	$17,093,360	$8,578,498
Training and Technical Assistance	$177,586	$168,586
Total Funding	**$26,018,030**	

Period of Funding: 03/01/2020 – 02/28/2021

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 Joanna Chan, Grants Management Specialist, at 415-437-8421 or joanna.chan1@acf.hhs.gov with questions regarding the *Application Instructions*.

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, RIX

cc: Jeremy Tobias, Executive Director
Yolanda Gonzales, Early Head Start Director
Andrea Harvey, Program Specialist
Joanna Chan, Grants Management Specialist

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

Curtis Floyd
Board Chair
Community Action Partnership of Kern
5005 Business Park N
Bakersfield, CA 93309

September 27th, 2019

Re: Grant No. 09HP000163

Dear Mr. Floyd:

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 12/01/2019.

The following table reflects the annual funding, including the approved amount from the Supplement to Increase Program Hours, if applicable, and enrollment levels for your grant.

Program	Head Start	Early Head Start
Federal Funded Enrollment		152
Funding Type	**Head Start**	**Early Head Start**
Program Operations		$2,296,838
Training and Technical Assistance		$56,185
Total Funding	**$2,353,023**	

Period of Funding: 03/01/2020 – 02/28/2021

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 Joanna Chan, Grants Management Specialist, at 415-437-8421 or joanna.chan1@acf.hhs.gov with questions regarding the *Application Instructions.*

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, RIX

cc: Jeremy Tobias, Executive Director
Yolanda Gonzales, Head Start Director
Andrea Harvey, Program Specialist
Joana Chan, Grants Management Specialist

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: July 1, 2019 through February 28, 2020
Report for period ending September 30, 2019 (Month 3 of 8)

Percent of year elapsed: 37.5%

LOCATION	Enroll-ment	July	Aug	Sep	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	80	0	7,819	18,115	25,934	59,557	44%
Alicante	20	1,832	1,410	1,610	4,852	14,889	33%
Broadway	40	0	3,825	9,961	13,786	29,779	46%
California City	34	0	1,809	2,668	4,477	25,312	18%
Cleo Foran	23	0	0	0	0	17,123	0%
Delano	76	0	7,157	15,253	22,410	56,579	40%
East California	56	0	2,966	8,870	11,835	41,690	28%
Fairfax	40	0	3,644	10,618	14,263	29,779	48%
Fairview	40	0	1,280	349	1,629	29,779	5%
Harvey L. Hall	156	14,027	15,072	16,691	45,790	116,136	39%
Heritage	40	0	0	8,666	8,666	29,779	29%
Home Base	124	3,054	1,596	150	4,801	46,157	10%
Lamont	40	0	0	8,450	8,450	29,779	28%
Martha J. Morgan	44	0	2,425	166	2,591	32,756	8%
McFarland	20	0	0	2,437	2,437	14,889	16%
Mojave	20	0	0	125	125	14,889	1%
Oasis	57	0	1,770	249	2,019	42,434	5%
Pete H. Parra	128	11,208	12,873	474	24,555	95,291	26%
Planz	20	0	2,549	125	2,674	14,889	18%
Primeros Pasos	80	4,041	8,164	7,548	19,753	59,557	33%
Rosamond	80	0	0	10,867	10,867	59,557	18%
San Diego Street	40	2,001	1,447	4,609	8,057	29,779	27%
Seibert	40	0	0	3,759	3,759	29,779	13%
Shafter	20	3,439	9,391	9,544	22,374	14,889	150%
Shafter HS/EHS	26	3,464	1,819	2,820	8,103	19,356	42%
Sterling	124	11,837	10,155	13,241	35,233	92,313	38%
Sunrise Villa	20	0	1,729	8,119	9,848	14,889	66%
Taft	66	0	4,565	312	4,877	49,135	10%
Tehachapi	34	0	1,006	3,028	4,034	25,312	16%
Vineland	20	0	595	292	887	14,889	6%
Virginia	40	0	2,575	11,651	14,226	29,779	48%
Wesley	60	0	5,475	9,098	14,573	44,668	33%
Willow	55	0	2,994	9,343	12,337	40,946	30%
Administrative Services		0	0	0	0	0	NA
Program Services		1,372	0	23	1,396	26,302	5%
Policy Council and RPC		0	0	64	64	27,093	0%
SUBTOTAL IN-KIND	**1,763**	**56,276**	**116,111**	**199,296**	**371,683**	**1,319,728**	**28%**
State General Child Care*		164,884	149,146	142,941	456,971	1,181,518	39%
State Preschool*		94,393	98,908	160,287	353,589	1,654,126	21%
State Migrant Child Care*		14,766	12,732	11,317	38,816	118,152	33%
SUBTOTAL CA DEPT of ED		**274,043**	**260,787**	**314,546**	**849,375**	**2,953,796**	**29%**
GRAND TOTAL		**330,319**	**376,898**	**513,842**	**1,221,058**	**4,273,524**	**29%**

*May include estimates

Community Action Partnership of Kern
San Joaquin Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: February 1, 2019 through January 31, 2020
Report for period ending September 30, 2019 (Month 8 of 12)

Percent of year elapsed: 67%

LOCATION	FUNDED ENROLL-MENT	Feb	March	April	May	June	July	Aug	Sep	YTD Totals	IN-KIND GOAL	% OF GOAL MET
California Street	24	9,349	9,973	9,716	7,545	5,825	6,346	7,270	100	56,123	133,083	42%
Chrisman	30	12,312	16,785	11,548	8,606	3,809	8,606	14,242	200	76,107	166,354	46%
Home Base - Lodi	35	12,150	16,320	16,251	16,904	2,077	10,424	9,958	3,913	87,996	97,040	91%
Home Base - Manteca	12	3,172	5,472	4,045	5,249	2,063	3,395	4,433	67	27,895	33,271	84%
Home Base - Stockton	90	18,088	24,844	20,686	23,400	11,753	17,235	13,715	33	129,753	249,531	52%
Home Base - Tracy	12	233	1,607	1,689	2,025	0	683	504	0	6,742	33,271	20%
Kennedy	16	7,180	5,402	7,181	4,740	2,063	5,560	6,831	5,517	44,474	88,722	50%
Lodi UCC	30	11,372	11,887	12,830	10,884	8,821	10,755	14,080	12,001	92,631	166,354	56%
Marci Massei	24	5,173	6,050	6,373	5,055	4,171	6,333	13,332	10,446	56,933	133,083	43%
St. Mary's	16	5,144	6,702	5,927	4,858	3,210	5,422	5,956	5,572	42,791	88,722	48%
Walnut	24	11,221	13,005	12,719	10,174	9,667	11,556	13,927	12,300	94,568	133,083	71%
Administrative Services		251	1,678	0	0	0	0	0	0	1,928	0	
Program Services		11,721	11,575	21,921	30,939	8,655	13,104	10,247	8,655	116,817	21,858	534%
Policy Council		57	187	0	175	48	0	0	0	467	2,713	17%
SUBTOTAL IN-KIND	**313**	**107,421**	**131,485**	**130,886**	**130,555**	**62,162**	**99,418**	**114,497**	**58,803**	**835,228**	**1,347,083**	**62%**

Community Action Partnership of Kern
Head Start / State Child Development
Policy Council Planning Committee
Meeting Minutes
September 10, 2019

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

2. **Call to Order**
   a. Meeting was called to order at 5:42 p.m. by Diana Reyes

3. **Roll Call and establish Quorum (half plus one)**
   a. Quorum was established.
   b. **PC Members present:** Diana Reyes, chairperson, Nila Hogan & Yolanda Ochoa

4. **Approval of Agenda**
   Motion to approve agenda dated September 10, 2019; was made by Nila Hogan, seconded by Yolanda Ochoa, motion carried unanimously.

5. **Approval of Minutes**
   Motion to approve minutes dated September 10, 2019; was made by Yolanda Ochoa, seconded by Nila Hogan, motion carried unanimously.

   Introduction of Guests
   Guests in attendance tonight were Jerry Meade, PDM Administrator, and Leticia Villegas Program Assistant/Translator.

6. **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

7. **Presentation / Discussion Items**

   a. The Enrollment Report was shared for July & August. Head Start, and Early Head Start of Kern reported 84% & 71% enrollment respectively during July. For August Head Start and Early Head Start reported 80% and 79% of enrollment during that month. Early Head Start Partnership reported 98% enrollment for July and 100% for August. Early Head Start San Joaquin reported 100% enrollment for both months

   b. Jerry informed that EHS Kern, the Partnership as well as EHS San Joaquin were at the expected 10% of children enrolled with an IFSP/IEP during this reporting time. HS Kern reached the desired 10% as well. Over income none of the programs were above the 10% goal, therefore we're in compliance.
   c. The Average Daily Attendance (ADA) Report was reviewed and discussed. At the time of this report our ADA was at 98 %.

   d. Jerry shared the Child and Adult Care Food Program (CACFP) report. There was a total of 21,541 meals requested with 21,2541 prepared by Central Kitchen for the month June. For August there were a total of 28,600 meals requested with 22,204 prepared by Central Kitchen. The percentage of meals prepared during the same period last year (June) was

at 73%; and for July was 55%. He also shared that the division staffing report includes 22 vacant positions for the month July; Human Resources is working to fill these vacancies. Family Medical leave reports that in July there was 17 employees on continuous leave and 94 on intermittent leave. In August it was reported that there are still 22 vacancies and 21 employees on continuous and 106 on intermittent leave respectively. Highlights for both reports informed that Staff continue to conduct recruitment throughout communities as well as staffing recruitment events.

e. Jerry reviewed the San Joaquin 2020-2021 Refunding Application, questions were presented and answered. Mr. Meade requested approval from the Planning Committee for the submission of the Program Options for San Joaquin 2020-2021 Refunding Application. Nila Hogan made a motion to approve the San Joaquin 2020-2021 Refunding Application, Yolanda Ochoa seconded, motion carried unanimously.

8. Communications
None

9. Announcements
None

10. Adjournment
Meeting was adjourned at 6:28 p.m. Next meeting will be October 10, 2019 at 5:30.

Leticia Villegas, Program Assistant/Translator Completed 9/24/2019
Jerry Meade, PDM Administrator

Asociacion de Acción Comunitaria de Kern
Head Start / Desarrollo Infantil Estatal
Consejo del Comité de Planeación
Minutos de la junta
10 de septiembre de 2019

1. **Bienvenida**
   Se le dio la bienvenida al grupo.

2. **Llamado de orden**
   a. Diana Reyes, presidente llamó al orden de la junta a las 5:42 p.m.

3. **Pase de lista y establecimiento de cuórum (la mitad más uno)**
   a. Se estableció cuórum.
   b. **Miembros del comité presentes:** Diana Reyes, presidenta, Nila Hogan & Yolanda Ochoa

4. **Aprobación de la agenda**
   Nila Hogan presentó una propuesta para la aprobación de la agenda modificada fechada el 10 de septiembre, Yolanda Ochoa la secundó, propuesta aprobada unánimemente

5. **Aprobación de minutos**
   Nila Hogan presentó una propuesta para la aprobación de los minutos con fecha del 6 de agosto 2019, Yolanda la secundó, propuesta aprobada unánimemente.

6. **Presentación de invitados**
   Invitados que asistieron a la junta fueron Jerry Meade, Administrador y Leticia Villegas, Traductor/Asistente de programa

7. **Foro Publico**
   (El público que desee dirigirse a al comité de Planeación, puede hacerlo en este momento; sin embargo, el comité no tomará ninguna acción que no sea referir el asunto al personal docente para estudio y análisis.)

   Ninguno

8. **Presentación y discusión de temas**

   a. Se revisaron los reportes de inscripción del mes de julio y agosto. Head Start y Early Head Start de Kern reportaron 84 & 74 por ciento de inscripción para el mes de julio y agosto respectivamente. Early Head Start San Joaquín reportaron 100 % de inscripción para el ambos meses mes.

   b. Jerry informó que EHS Kern, las asociaciones, así como EHS de San Joaquín, mantuvieron el 10% de inscripción establecida para los niños con planes IFSP/IEP durante la duración de este reporte. HS Kern también logró el 10% de inscripción. Para los programas de ingresos altos ningún programa sobrepaso el 10% programado, de manera que estamos en concordancia.
   c. El reporte de promedio de asistencia diaria (ADA) se revisó, al tiempo de este reporte se reportó una asistencia en general del 98%.

d. Jerry explicó las cifras del programa de cuidado alimenticio de niños y adultos, para el mes de junio. Durante junio se solicitaron un total de 21,541 comidas; de estas la cocina central preparó un total de 21,541 para el mes de julio y 22,204 para el mes de agosto. El Sr. Meade también informó que el departamento de personal reportó 22 vacantes durante el mes de julio, se está trabajando para llenar las mismas. también se reportó que hay 17 empleados fuera de servicio debido a una incapacidad continua para julio y 22 en agosto. Existen 946empleados con ausencia intermitente para el mes de julio y 106 para el mes de agosto. El reporte indica que se continúa participando en eventos de inscripción en la comunidad así como en eventos de reclutamiento de personal.

e. Jerry solicitó la aprobación para la solicitud de nuevos fondos para San Joaquín para el ciclo 2020-2021 a los miembros el comité presentó cuestiones y se proporcionaron las respuestas correspondientes. El Sr. Meade solicitó la aprobación del comité de planeación para remitir el documento para su aprobación. Nila Hogan presentó la propuesta de aprobación, y Yolanda Ochoa la secundó, la propuesta fue aprobada unánimemente.

9. **Comunicaciones**
   Ninguna

10. **Anuncios**
    Ninguno

11. **Clausura de sesión**
    La sesión fue clausurada a las 6:28 p.m. La próxima junta está programada para el 1 de octubre de 2019, a las 5:30.

Leticia Villegas, Program Assistant/Translator Completed 9/24/2019
Jerry Meade, PDM Administrator

Policy Council Budget & Finance Committee
Meeting Minutes
September 17, 2019
5005 Business Park North, Bakersfield, California

The meeting was called to order by Destiny Thompson Butler, Chairperson at 5:44 p.m.

Members present: Destiny Thompson Butler, Jacqueline Boykin, Yolanda Mefford, and Amber Dunlap (via teleconference). Quorum was established

Ms. Mefford moved to approve the agenda. Second by Ms. Butler. Motion carried.

Guest present: Donna Holland, Fiscal Administrator and staff sponsor.

Ms. Holland reviewed budget reports for the period ended August 31, 2019:

- Kern Head Start Budget vs. Actual Expenditures
- Kern Early Head Start Budget vs. Actual Expenditures
- San Joaquin Early Head Start Budget vs. Actual Expenditures
- Early Head Start Child Care Partnerships Budget vs. Actual Expenditures
- Early Head Start Expansion Budget vs. Actual Expenditures
- Parent Local Travel & Child Care
- Parent Activity Funds

Ms. Mefford moved to receive and file the budget reports. Second by Ms. Boykin. Motion carried.

Ms. Holland presented the application for continued funding the Early Head Start San Joaquin for 2020-2021, including the budget. The program options and goals for the application had been approved by the Planning Committee on September 10.

Ms. Mefford moved to approve the application for continued funding of Early Head Start San Joaquin. Second by Ms. Dunlap. Motion carried.

Ms. Holland gave a verbal update:

- The final Federal Financial report for HS/EHS Kern for the period ended June 30 has been submitted. There were less than $50,000 in unexpended funds, which was approximately one half of one percent of the Federal funding.
- The 2020-2021 application for continued funding of the HS/EHS Kern will be presented to the Policy Council at their final meeting in October.

The meeting was adjourned at 6:12 p.m.

Next meeting:
Tuesday, October 15, 2019
5:30 p.m. – 6:30 p.m.
CAPK Board Room

Community Action Partnership of Kern
Head Start / State Child Development
Policy Council Planning Committee
Meeting Minutes
October 1, 2019

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

2. **Call to Order**
   a. Meeting was called to order at 5:32 p.m. by Diana Reyes

3. **Roll Call and establish Quorum (half plus one)**
   a. Quorum was established.
   b. **PC Members present:** Diana Reyes, chairperson, Nila Hogan & Yolanda Ochoa

4. **Approval of Agenda**
   Motion to approve updated agenda dated October 1, 2019; was made by, Yolanda Ochoa seconded by Nila Hogan, motion carried unanimously.

5. **Approval of Minutes**
   Motion to approve minutes dated September 10, 2019; was made by Nila Hogan, seconded by Yolanda Ochoa, motion carried unanimously.

   Introduction of Guests
   Guests in attendance tonight were Jerry Meade, PDM Administrator, and Leticia Villegas Program Assistant/Translator.

6. **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

7. **Presentation / Discussion Items**

   a. The Enrollment Report was shared for September. Head Start, and Early Head Start of Kern reported 99.8% & 85% enrollment respectively during September. Early Head Start Partnership & Early Head Start San Joaquin reported 100% enrollment for the same month. Jerry informed that EHS Kern, the Partnership as well as EHS San Joaquin were at the expected 10% of children enrolled with an IFSP/IEP during this reporting time. HS Kern reached the desired 10% as well. Over income none of the programs were above the 10% goal, therefore we're in compliance.
   b. The Average Daily Attendance (ADA) Report was reviewed and discussed. At the time of this report our ADA was at 98 %.

   c. Jerry shared the Child and Adult Care Food Program (CACFP) report. There was a total of 60,274 meals requested with 46,401 prepared by Central Kitchen for the month September. He also shared that the division staffing report includes 15 vacant positions for the month September; Human Resources is working to fill these vacancies. Family Medical leave reports that in September there was 24 employees on continuous leave and 106 on intermittent leave. Highlights of the report informed that Staff conducted 2 recruitment events; one held at March Against Violence and Celebrating Recovery

during September, as well as the sites conducting focused recruitment for their immediate communities.

d. Jerry reviewed the Early Head Start, Head Start Kern 2020-2021 Program Options and Annual Refunding Application for submission; questions were made and answered. Yolanda Ochoa made a motion to approve the Early Head Start, Head Start Kern 2020-2021 Program Options and Annual Refunding Application, Nila Hogan seconded, motion carried unanimously.

e. Jerry reviewed the Early Head Start Childcare Partnership 2020-2021 Annual Application for submission; questions were made and answered. Nila Hogan made a motion to approve the Early Head Start Childcare Partnership 2020-2021 Annual Application, Yolanda Ochoa seconded, motion carried unanimously.

8. Communications
None

9. Announcements
None

10. Adjournment
Meeting was adjourned at 6:34 p.m.

Leticia Villegas, Program Assistant/Translator Completed 10/08/2019
Jerry Meade, PDM Administrator

Asociacion de Acción Comunitaria de Kern
Head Start / Desarrollo Infantil Estatal
Consejo del Comité de Planeación
Minutos de la junta
1 de octubre de 2019

1. **Bienvenida**
   Se le dio la bienvenida al grupo.

2. **Llamado de orden**
   a. Diana Reyes, presidente llamó al orden de la junta a las 5:32 p.m.

3. **Pase de lista y establecimiento de cuórum (la mitad más uno)**
   a. Se estableció cuórum.
   b. **Miembros del comité presentes:** Diana Reyes, presidenta, Nila Hogan & Yolanda Ochoa

4. **Aprobación de la agenda**
   Yolanda Ochoa presentó una propuesta para la aprobación de la agenda modificada fechada el 1 de octubre de 2019, Nila Hogan la secundó, propuesta aprobada unánimemente

5. **Aprobación de minutos**
   Nila Hogan presentó una propuesta para la aprobación de los minutos con fecha del 10 de septiembre de 2019, Yolanda la secundó, propuesta aprobada unánimemente.

6. **Presentación de invitados**
   Invitados que asistieron a la junta fueron Jerry Meade, Administrador y Leticia Villegas, Traductor/Asistente de programa

7. **Foro Publico**
   (El público que desee dirigirse a al comité de Planeación, puede hacerlo en este momento; sin embargo, el comité no tomará ninguna acción que no sea referir el asunto al personal docente para estudio y análisis.)

   Ninguno

8. **Presentación y discusión de temas**

   a. Se revisaron los reportes de inscripción del mes de septiembre. Head Start y Early Head Start de Kern reportaron 99.8 y 85 por ciento de inscripción para el mes de Septiembre. Early Head Start San Joaquín reportaron 100 % de inscripción para el mismo mes.

   b. Jerry informó que EHS Kern, las asociaciones, así como EHS de San Joaquín, mantuvieron el 10% de inscripción establecida para los niños con planes IFSP/IEP durante la duración de este reporte. HS Kern también logró el 10% de inscripción. Para los programas de ingresos altos ningún programa sobrepaso el 10% programado, de manera que estamos en concordancia.
   c. El reporte de promedio de asistencia diaria (ADA) se revisó, al tiempo de este reporte se reportó una asistencia en general del 98%.

d. Jerry explicó las cifras del programa de cuidado alimenticio de niños y adultos, para el mes de junio. Durante junio se solicitaron un total de 60,274 comidas; de estas la cocina central preparó un total de 46,46,01 para el mes de Septiembre. El Sr. Meade también informó que el departamento de personal reportó 15 vacantes durante el mes de julio, se está trabajando para llenar las mismas. también se reportó que hay 24 empleados fuera de servicio debido a una incapacidad continua y 94 con ausencia intermitentes para el mes de septiembre. El reporte indica que se continúa participando en eventos de inscripción uno llamado Marcha contra la Violencia y Celebrando la Recuperacion comunidades, así como en los eventos de reclutamiento de empleo.

e. Jerry solicitó la aprobación para la solicitud de nuevos fondos para San Joaquín para el ciclo 2020-2021 a los miembros el comité presentó cuestiones y se proporcionaron las respuestas correspondientes. El Sr. Meade solicitó la aprobación del comité de planeación para remitir el documento para su aprobación. Nila Hogan presentó la propuesta de aprobación, y Yolanda Ochoa la secundó, la propuesta fue aprobada unánimemente.

9. **Comunicaciones**
   Ninguna

10. **Anuncios**
    Ninguno

11. **Clausura de sesión**
    La sesión fue clausurada a las 6:28 p.m.

Leticia Villegas, Program Assistant/Translator Completed 9/24/2019
Jerry Meade, PDM Administrator

JOIN YOUR LOCAL LAW ENFORCEMENT

2019 ANNUAL SAFE TRUNK OR TREAT

Come dressed in a costume!!

First come first 1,000 served

October 25, 2019 | 5:00 PM- 7:00 PM

Located at the Kern County Sheriff's Office

East Bakersfield Substation

1700 Flower St, Bakersfield CA 93305

(661)391-7559 or (661)326-3053

Due to limited space: First 1,000 Trick or Treaters

Ages: Toddler-13 years old Recommended





FALL FESTIVAL

New Covenant Church

October 26th

6:00pm-8:00pm

800 Airport Dr.

Bakersfield, CA 93308



Join us for a night of fun. NCC will be hosting a Trunk or Treat with community service providers. There will be lots of candy, games, and so much more. We hope to see you there!

If you are a community Service provider and would like to reach the Oildale community please call New Covenant Church at 661.392.7232

Office of Mary C. Barlow
Kern County Superintendent of Schools Presents:

PARENT CAFÉ



The project described was supported by the Preschool Development Grant Birth through Five Initiative (PDG B-5), Grant Number 90TP0015-01-01, from the Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services.

November 1, 2019 6:30 PM–8:30 PM @ the Larry Reider Center

Come join us for a free family night out!

- **Free dinner**
- Space is limited
- Enrichment activities will be provided for children accompanied by an adult participating in the Cafe.
- Raffles
- Prizes
- Make new friends
- Share ideas
- Share your hopes and dreams
- Learn about the resources offered in our community

Topics of discussion:

- Strengthening Families
- Learn the signs, act early

Who should attend this
PARENT CAFÉ?
Parents, grandparents, aunts, uncles, child care providers, all community members.

Come join us for a free, fun, family night out. Make new friends, share your dreams, and ideas, and learn about the resources offered in our community

Cost:
Free

Location:
Larry E. Reider Education Center – Room 101, 2000 K St.

Register Online

www.caregistry.org

Kern County Superintendent of Schools
Office of Mary C. Barlow
advocates for children

Office of Mary C. Barlow
Kern County Superintendent of Schools Presents:

CAFÉ para Padres



El proyecto descrito fue apoyado por la Iniciativa de subsidios para el desarrollo preescolar desde el nacimiento hasta los cinco años (PDG B-5), número de subvención 90TP0015-01-01, de la Oficina de Cuidado Infantil, Administración para Niños y Familias, Departamento de Salud y Servicios Humanos de Los Estados Unidos

Noviembre 1, 2019 de las 6:30 PM–8:30 PM @ the Larry Reider Center

Ven y únete con nosotros para una noche familiar gratis!

- Cena Gratis
- El espacio es limitado
- Se proporcionarán actividades de enriquecimiento para los niños acompañados por un adulto que participe en el Café.
- Rifas
- Premios
- Hacer nuevos amigos
- Comparte ideas
- Compartir esperanzas y sueños
- Conozca los recursos ofrecidos en nuestra comunidad.

Temas de discusión:

- Fortaleciendo a las familias
- Aprende los signos, actúa temprano

Registrarse en línea

https://www.caregistry.org

¿Quién debería asistir este **Café para padres?**

Padres, abuelos, tías, tíos, proveedores de cuidado infantil y todos los miembros de la comunidad.

Ven y únete con nosotros para una noche familiar gratis y divertida. Haga nuevos amigos, comparte sus sueños e ideas y conozca los recursos que se ofrecen en nuestra comunidad.

Costo:
Gratis

Ubicación:
Larry E. Reider Education Center – Room 101, 2000 K St.

Kern County Superintendent of Schools
Office of Mary C. Barlow
advocates for children

November 2019

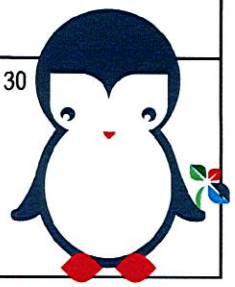
Adventist Health

FIRST 5 KERN
Sponsored by First 5 Kern. Paid for by Proposition 10.

Children's Mobile Immunization Program

* Vaccines are FREE of charge to children under the age of 18 who meet one of the following criteria:
  1. No health insurance
  2. Enrolled in Medi-Cal (Please bring Medi-cal card to every visit.)
  3. American Indian or Native Alaskan
* We offer the Hemoglobin test FREE of charge for children , expecting/postpartum mothers, and require a WIC, school or doctor referral, regardless of health insurance.
* Your child's Immunization cards are required.
* Please be aware that our program DOES NOT offer TB skin tests or physicals.
* Clinics may be canceled due to weather conditions. Please call our office prior to arriving.
* We may stop registration 30 minutes before closing time.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6 Walgreens Pharmacy 40 Chester Avenue (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	7	8	9
10	11 Greenfield Family Resource Center 5400 Monitor Street (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	12	13 Kern County Dept. of Human Services 100 E. California Ave (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	14 Walmart 2601 Fashion Plaza (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	15	16
17	18 Walmart Supercenter 5075 Gosford Rd. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	19 Walmart 401 Central Ave., ***WASCO*** (Parking Lot) 9:30 am—11:30 am 12:00 pm—2:00 pm	20 Adventist Health Bakersfield 2800 Chester Ave. (Parking Lot@29th) 1:00 pm—3:00 pm 3:30 pm—6:00 pm	21	22 **Hi I'm Pip!**	23
24	25 NOR-Riverview Park 437 Willow Drive (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	26	27 New Life Church 4201 Stine Road (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	28 OFFICE CLOSED	29 OFFICE CLOSED	30



For more information, please call (661) 869-6740 or visit us at http://www.adventisthealthbakersfield.org/immunizations

Noviembre 2019

Adventist Health

FIRST 5 KERN
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Children's Mobile Immunization Program

* Las vacunas son GRATIS para niños menores de 18 años que cumplen uno de los siguente criterio:
  1. No aseguranza medica
  2. Inscrito a Medi-Cal (Favor de traer la tarjeta de Medi-cal en cada visita)
  3. Indio Americano o Nativo de Alaska
* La prueba para la Hemoglobina esta disponible GRATIS para niños, mujeres emabrazadas/ postparto con la forma de WIC, escuela o doctor sin importar la clase de aseguranza medica.
* La tarjetas de vacunas de su hijo(a) son requeridas.
* Tenga en cuenta que nuestro programa no ofrece pruebas de tuberculosis o exámenes fisicos.
* Las clinicas podran ser canceladas por condiciones del clima. Porfavor llame antes de ir a la clinica móvil.
* El personal podra parar de registrar 30 minutos antes de la hora de cerrar.

DOMINGO	LUNES	MARTES	MIERCOLES	JUEVES	VIERNES	SABADO
					1	2
3	4	5	6 Walgreens 40 Chester Ave. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	7	8	9
10	11 Greenfield Family Resource Center 5400 Monitor Street (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	12	13 Kern County Dept. of Human Services 100 E. California Ave (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	14 Walmart 2601 Fashion Plaza (Estacionamiento) (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	15	16
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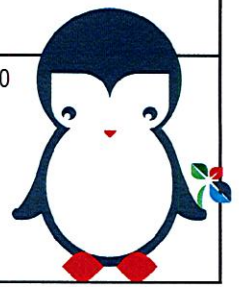

Para mas informacion porfavor llame a (661) 869-6740 o visite la pagina http://www.adventisthealthbakersfield.org/immunizations

Selection Criteria Committee

You are invited to be part of the annual

selection criteria meeting.

November 15, 2019

8:30AM—Noon

CAPK

Board Room

5005 Business Park North

Purpose: To determine the upcoming school year's enrollment priorities and criteria to meet community needs and Head Start Performance Standards.

RSVP: Ginger Mendez, Enrollment & Attendance Manager

gmendez@capk.org



School Readiness Meeting Dates:

(3rd Thursday, 8:00 – 11:30 AM)

September 19th, 2019

October 17th, 2019

November 14th, 2019 (2nd Thursday)

December 19th, 2019

January 16th, 2020

February 20th, 2020

March 19th, 2020

April 16th, 2020

May 21st, 2020