Head Start
A Program of CAPK

# Head Start/State Child Development

# POLICY COUNCIL MEETING PACKET

## May 25, 2021
## 5:30 p.m.

Per Governor's Executive Order N-25-20
This meeting will be held via tele-conference
(213) 204-2374 ~ Conference ID: 546 921 352#

Click here to join the meeting

# POLICY COUNCIL
# STANDING COMMITTEES
## May 2021

### EXECUTIVE COMMITTEE

**Chairperson:** Andrea Martinez
**Vice Chairperson:** Laura Gonzales
**Secretary:** Agueda Hernandez
**Treasurer:** Ashley McAllister
**Parliamentarian:** Kaylonie Howard

### STANDING COMMITTEE MEMBERS

**Board of Directors:**

**BYLAWS**
**Chairperson:** Kaylonie Howard

1. Nicole Cabe
2. Andrea Martinez
3. Jimmie Childress
4. Semeen Muhammad
5.
6.

**PLANNING**
**Chairperson:** Laura Gonzales

1. Nicole Cabe
2. Brittany Dunbar
3. Nila Hogan
4. Paola Sanchez
5.
6.

**SCHOOL READINESS**
**Chairperson:** Agueda Hernandez

1. Rosalinda Valencia
2. Laura Gonzales
3. Brittany Dunbar
4. Teresa Fajardo

**BUDGET & FINANCE**
**Chairperson:** Ashley McAllister

1. Teresa Fajardo
2.
3.
4.
5.
6.



| LEGEND: | |
|---|---|
| Attended | X |
| Did Not Attend | ABS |
| Attended Another CAPK Function | |
| Meeting Not Held | |
| Membership Terminated | |
| Absent Due to Weather Conditions | |
| Resigned | R |
| Special Call Meeting | SC |
| Executive Committee Meeting | EC |
| Not Yet Elected to Policy Council | |

# Policy Council Attendance
# 2020 ~ 2021

| # | REGION 1 | Nov 2020 | Dec 2020 | Jan 2021 | Feb 2021 | Mar 2021 | Apr 2021 | May 2021 | June 2021 | July 2021 | Aug 2021 | Sept 2021 | Oct 2021 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Imelda Felix - Sunrise Villa | X | ABS | X | X | R | R | | | | | | |
| 2 | Kenia Contreras - Martha J Morgan | | | | | | ABS | | | | | | |
| 3 | *Vacancy* | | | | | | | | | | | | |
| 4 | *Vacancy* | | | | | | | | | | | | |
| # | REGION 2 | Nov 2020 | Dec 2020 | Jan 2021 | Feb 2021 | Mar 2021 | Apr 2021 | May 2021 | June 2020 | June 2021 | Aug 2021 | Sept 2021 | Oct 2021 |
| 1 | Andrea Martinez - East California | X | X | X | X | X | X | | | | | | |
| 2 | *Vacancy* | | | | | | | | | | | | |
| 3 | *Vacancy* | | | | | | | | | | | | |
| 4 | *Vacancy* | | | | | | | | | | | | |
| # | REGION 3 | Nov 2020 | Dec 2020 | Jan 2021 | Feb 2021 | Mar 2021 | Apr 2021 | May 2021 | June 2020 | June 2021 | Aug 2021 | Sept 2021 | Oct 2021 |
| 1 | Ashley McAllister - Pete Parra | X | X | X | X | ABS | X | | | | | | |
| 2 | Laura Gonzales - Harvey L. Hall | X | X | ABS | X | X | X | | | | | | |
| 3 | Paola Sanchez - Harvey L. Hall | | | | | | X | | | | | | |
| 4 | *Vacancy* | | | | | | | | | | | | |
| # | REGION 4 | Nov 2020 | Dec 2020 | Jan 2021 | Feb 2021 | Mar 2021 | Apr 2021 | May 2021 | June 2020 | June 2021 | Aug 2021 | Sept 2021 | Oct 2021 |
| 1 | Brittany Dunbar - Rosamond | X | X | X | X | X | X | | | | | | |
| 2 | Agueda Hernandez - California City | X | X | X | X | X | X | | | | | | |
| 3 | *Vacancy* | | | | | | | | | | | | |
| 4 | *Vacancy* | | | | | | | | | | | | |
| # | Home Base | Nov 2020 | Dec 2020 | Jan 2021 | Feb 2021 | Mar 2021 | Apr 2021 | May 2021 | June 2020 | June 2021 | Aug 2021 | Sept 2021 | Oct 2021 |
| 1 | Kaylonie Howard - F. Garcia | X | X | X | X | X | X | | | | | | |
| 2 | Teresa Fajardo - C. Varela | X | X | ABS | X | X | X | | | | | | |
| # | ECC EHS Partnership | Nov 2020 | Dec 2020 | Jan 2021 | Feb 2021 | Mar 2021 | Apr 2021 | May 2021 | June 2020 | June 2021 | Aug 2021 | Sept 2021 | Oct 2021 |
| 1 | *Vacancy* | | | | | | | | | | | | |
| # | San Joaquin EHS Partnership | Nov 2020 | Dec 2020 | Jan 2021 | Feb 2021 | Mar 2021 | Apr 2021 | May 2021 | June 2020 | June 2021 | Aug 2021 | Sept 2021 | Oct 2021 |
| 1 | Rosalinda Valencia - Walnut | X | X | X | X | X | X | | | | | | |
| 2 | *Vacancy* | | | | | | | | | | | | |
| # | Community Representatives | Nov 2020 | Dec 2020 | Jan 2021 | Feb 2021 | Mar 2021 | Apr 2021 | May 2021 | June 2020 | June 2021 | Aug 2021 | Sept 2021 | Oct 2021 |
| 1 | Nila Hogan | X | X | X | X | X | X | | | | | | |
| 2 | Nicole Cabe | X | X | X | ABS | X | ABS | | | | | | |
| 3 | *Vacancy* | | | | | | | | | | | | |
| # | Board Member | Nov 2020 | Dec 2020 | Jan 2021 | Feb 2021 | Mar 2021 | Apr 2021 | May 2021 | June 2020 | June 2021 | Aug 2021 | Sept 2021 | Oct 2021 |
| 1 | Jimmie Childress | X | X | X | X | ABS | X | | | | | | |

# Policy Council Standing Committee
# Attendance Sheet
# 2020 ~ 2021

## Bylaws Committee

| Member | Dec. | Jan. | Feb. | Mar. | Apr. | May | Jun. | Jul. | Aug. | Sept. | Oct. |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Kaylonie Howard** | | | X | | | X | | | | | |
| Nicole Cabe | | | X | | | X | | | | | |
| Andrea Martinez | | | X | | | X | | | | | |
| Jimmie Childress | | | | | | X | | | | | |
| Semeen Muhammad | | | | | | ABS | | | | | |
| | | | | | | | | | | | |
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## Budget & Finance Committee

| Member | Dec. | Jan. | Feb. | Mar. | Apr. | May | Jun. | Jul. | Aug. | Sept. | Oct. |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Ashley McCallister** | | X | X | ABS | X | | | | | | |
| Teresa Fajardo | | X | X | X | ABS | | | | | | |
| | | | | | | | | | | | |
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## School Readiness Committee

| Member | Dec. | Jan. | Feb. | Mar. | Apr. | May | Jun. | Jul. | Aug. | Sept. | Oct. |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Agueda Hernandez** | | | X | | X | | | | | | |
| Brittany Dunbar | | | X | | ABS | | | | | | |
| Teresa Fajardo | | | | | ABS | | | | | | |
| Laura Gonzales | | | X | | X | | | | | | |
| Rosalinda Valencia | | | X | | X | | | | | | |

## Planning Committee

| Member | Dec. | Jan. | Feb. | Mar. | Apr. | May | Jun. | Jul. | Aug. | Sept. | Oct. |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Laura Gonzales** | | X | X | X | X | X | | | | | |
| Imelda Felix | | ABS | X | X | R | R | | | | | |
| Nicole Cabe | | X | X | X | X | X | | | | | |
| Nila Hogan | | X | ABS | X | X | X | | | | | |
| Brittany Dunbar | | X | X | X | X | X | | | | | |
| Paola Sanchez | | | | | | X | | | | | |
| | | | | | | | | | | | |

## Board of Directors

| Member | Dec. | Jan. | Feb. | Mar. | Apr. | May | Jun. | Jul. | Aug. | Sept. | Oct. |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Nila Hogan | | 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** | |

| | |
|---|---|
| DATE | May 25, 2021 |
| TIME | 5:30 p.m. |
| LOCATION | Microsoft Teams Meeting / 5005 Business Park North Bakersfield, CA 93309 |
| TEAMS LINK | Click here to join the meeting |
| PHONE<br>MEETING ID | (213) 204-2374<br>546 921 352# |

## Policy Council Meeting Agenda

Per Governor's Executive Order N-25-20, meeting to be held via tele-conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309

### *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.*

1. **Call to Order**
   a. Roll Call

| | | |
|---|---|---|
| Nicole Cabe | Laura Gonzales | Ashley McAllister |
| Jimmie Childress | Agueda Hernandez | Paola Sanchez |
| Kenia Contreras | Nila Hogan | Rosalinda Valencia |
| Brittany Dunbar | Kaylonie Howard | Semeen Muhammad |
| Teresa Fajardo | Andrea Martinez | |

2. **Public Comments**
   *The public may address the Policy Council on items not on the agenda. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.*

3. **Subcommittee Verbal Reports** (3 minutes per report)
   School Readiness
   Planning
   Budget & Finance
   Bylaws

4. **Presentation**
   a. Home Visiting Program, EHS Home Based and Child Care Partnership – Esperanza Contreras, Partnership Administrator

5. **Consent Agenda**
   The Consent Agenda consists of items that are considered routine and non-controversial. These items are approved in one motion unless a member of the Council or the public requests removal of a particular item. If comment or discussion is requested, the item will be removed from the Consent Agenda and will be considered in the order listed – ***Action Item***

   a. Policy Council Meeting Minutes – April 27, 2021 (English/Spanish) ***(p. 10-19)***
   b. Planning Committee Meeting Minutes – May 4, 2021 (English/Spanish) ***(p. 20-23)***
   c. Kern Head Start Budget vs. Actual Expenditures, March 1, 2020 through February 28, 2021 ***(p. 24-27)***
   d. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2020 through February 28, 2021 ***(28-30)***
   e. Kern Head Start Budget vs. Actual Expenditures, March 1, 2021 through April 30, 2021 ***(p. 31-34)***
   f. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2021 through April 30, 2021 ***(p. 35-37)***

g. Early Head Start San Joaquin Budget vs. Actual Expenditures, February 1, 2021 through April 30, 2021 ***(p. 38-40)***
h. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2020 through February 28, 2021 ***(p. 41-43)***
i. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2021 through April 30, 2021 ***(p. 44-46)***
j. Parent Local Travel & Childcare through April 30, 2021 ***(p. 47-50)***
k. Parent Activity Funds through April 30, 2021 ***(p. 51-54)***
l. Kern Head Start and Early Head Start Non-Federal and In-Kind Report, March 1, 2020 through April 30, 2021 ***(p. 55)***
m. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2021 through April 30, 2021 ***(p. 56)***
n. Head Start Program Review Evaluation (PRE) Report – April ***(p. 57-58)***
o. FY 2021 American Rescue Plan Funding Increase for Head Start Programs ACF-PI-HS-21-03; Issuance Date: May 4, 2021 ***(p. 59-62)***
p. Teachable Moments: How to Help Your Child Transition Smoothly Between Places and Activities – Backpack Connection Series (English/Spanish) ***(p. 63-64)***
q. Children's Mobile Clinic – June 2021 (English/Spanish) ***(p. 65-66)***
r. Children's System of Care – Kern Behavioral Health & Recovery ***(p. 67-68)***
s. School Readiness Subcommittee Meeting Dates ***(p. 69)***
t. Planning Subcommittee Meeting Dates ***(p. 70)***
u. Budget & Finance Subcommittee Meeting Dates ***(p. 71)***
v. Bylaws Subcommittee Meeting Dates ***(p. 72)***
w. Policy Council Meeting Dates ***(p. 73)***

**6. New Business** ***Action Item***

a. Election of Kenia Contreras to the Policy Council Planning Committee
b. Early Head Start San Joaquin County Carryover Request 2021 – Vanessa Cortez, Administrative Analyst ***(p. 74-75)***
c. Head Start and Early Head Start Kern Supplemental Funds Request for Oasis 2021 – Vanessa Cortez, Administrative Analyst ***(p. 76-77)***

**7. Standing Reports**

a. Program Governance – Lisa Gonzales, Program Governance Coordinator
b. Community Representative – Nicole Cabe, Past Parent; Nila Hogan Community Representative
c. Early Head Start San Joaquin – Rosalinda Valencia
d. Early Head Start Partnership – Nicole Callahan, EHS Child Care Partnership Coordinator
e. Board of Directors – Jimmie Childress, CAPK Board Member
f. Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director

**8. Policy Council Chairperson Report**

**9. Policy Council Member Comments**

**10. Next Scheduled Meeting**

**11. Adjournment**

*This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, May 21, 2021. Lisa Gonzales, Program Governance Coordinator.*

| | |
|---|---|
| FECHA | 25 de mayo, 2021 |
| HORA | 5:30 p.m. |
| UBICACIÓN | Reunión por Microsoft Teams<br>5005 Business Park North<br>Bakersfield, CA 93309 |
| ENLANCE DE TEAMS | Pulse el enlace para unirse a la junta |
| TELÉFONO | (213) 204-2374 |
| NÚMERO DE INDENTIFICACIÓN | 546 921 352# |

**Agenda del Concilio de Póliza**
De acuerdo con la orden ejecutiva del gobernador N-25-20, la reunión se llevará a cabo por teleconferencia. Los miembros del publico pueden unirse a la teleconferencia o escuchar la llamada desde la oficina de CAPK ubicada en el 5005 Business Park North, Bakersfield, CA 93309.

***La promesa de Acción Comunitaria***
*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 nos dedicamos a que la gente aprenda a ayudarse a sí misma y a otros.*

1. **Llamado de orden**
   a. Pase de lista

| | | |
|---|---|---|
| Nicole Cabe | Laura Gonzales | Ashley McAllister |
| Jimmie Childress | Águeda Hernández | Paola Sánchez |
| Kenia Contreras | Nila Hogan | Rosalinda Valencia |
| Brittany Dunbar | Kaylonie Howard | Semeen Muhammad |
| Teresa Fajardo | Andrea Martínez | |

2. **Comentarios públicos**
   *El público pude dirigirse al Concilio de Póliza sobre temas que no se presenten en la agenda. Los oradores están limitados a 3 minutos. Si más de una persona desea abordar el mismo tema, el tiempo total que se otorgará para dicho tema será de 10 minutos. Favor de proporcionar su nombre antes de hacer su presentación.*

3. **Reportes verbales de los subcomités** (3 minutos por reporte)
   Preparación escolar
   Planeación
   Presupuestos y finanzas
   Estatutos

4. **Presentación**
   a. Programa de visitas a domicilio, EHS a domicilio asociación de cuidado infantil – Esperanza Contreras, Administradora de la asociación.

5. **Aprobación de agenda**
   La aprobación de agenda consta de elementos que se consideran rutinarios y no controversiales. Estos elementos se aprueban con una propuesta, a menos que un miembro del concilio o el público solicite la eliminación de un elemento en particular. Si se solicita un comentario o discusión, dicho elemento se eliminará de la agenda de aprobación y se considerará en el orden indicado – ***Componente de acción***

   a. Resumen de la reunión del concilio de póliza – 27 de abril, 2021 (inglés/español)
   b. Resumen del comité de planeación – 4 de mayo, 2021 (inglés/español)
   c. Presupuesto de Head Start Kern vs. Gastos actuales, 1 de marzo 2020 hasta el 28 de febrero, 2021

d. Presupuesto de Early Head Start Kern vs. Gastos actuales, 1 de marzo 2020 hasta el 28 de febrero, 2021
e. Presupuesto de Head Start Kern vs. Gastos actuales, 1 de marzo hasta el 30 de abril, 2021
f. Presupuesto de Early Head Start vs. Gastos actuales, 1 de marzo hasta el 30 de abril, 2021
g. Presupuesto de Early Head Start San Joaquín vs. Gastos actuales, 1 de febrero hasta el 30 de abril, 2021
h. Presupuesto de la asociación de cuidado infantil Early Head Start vs. Gastos actuales, 1 de marzo hasta el 30 de abril 2021 hasta el 28 de febrero, 2021
i. Presupuesto de la asociación de cuidado infantil Early Head Start vs. Gastos actuales, 1 de marzo hasta el 30 de abril, 2021
j. Viajes locales de padres y cuidado infantil hasta el 30 de abril, 2021
k. Fondo de actividades para padres hasta el 30 de abril, 2021
l. Reporte de contribuciones internas y fondos no federales de Head Start y Early Head Start de Kern, desde el 1 de marzo hasta el 30 de abril, 2021
m. Reporte de contribuciones internas y fondos no federales de Early Head Start de San Joaquín desde el 1 de febrero hasta el 30 de abril 2021
n. Evaluación del programa Head Start reporte (PRE)– Abril
o. Aumento de fondos del plan de rescate estadounidense para los programas Head Start ACF-PI-HS-21-03; fecha de emisión 4 de mayo, 2021
p. Momentos de enseñanza: Cómo ayudar a su niño a hacer la transición sin incidentes entre lugares y actividades – Series de Conexión de Mochila (inglés/español)
q. Clínica móvil infantil – junio 2021 (inglés/español)
r. Sistema de Cuidado infantil – Kern Behavioral Health & Recovery Services
s. Horario del comité de preparación escolar
t. Horario del comité de planeación
u. Horario del comité de presupuestos y finanzas
v. Horario del comité de estatutos
w. Horario del concilio de póliza

**6. Nuevos Intercambios** ***Componente de acción***

a. Elección de Kenia Contreras para el comité de planeación
b. Solicitud de transferencia de Early Head Start del condado de San Joaquín 2021 – Vanessa Cortez, analista administrativa
c. Solicitud de fondos adicionales para Head Start y Early Head Start Kern parar Oasis 2021 – Vanessa Cortez, analista administrativa

**7. Infames permanentes**

a. Programa de gobernanza – Lisa Gonzales, coordinadora del programa de gobernanza
b. Representante comunitario – Nicole Cabe, madre anterior; Nila Hogan representante comunitario
c. Reporte de Early Head Start de San Joaquín – Rosalinda Valencia
d. Asociación Early Head Start – Nicole Callahan, coordinadora de la asociación de cuidado infantil EHS
e. Junta directiva – Jimmie Childress, miembro de la junta directiva de CAPK
f. Head Start/Desarrollo infantil estatal – Yolanda Gonzales, directora de Head Start/Desarrollo infantil estatal

**8. Reporte de la presidenta del concilio de póliza**

**9. Comentarios de los miembros del concilio de póliza**

**10. Próxima reunión programada**

**11. Conclusión**

*Se certifica que este aviso de la agenda se publicó en el vestíbulo de la oficina administrativa de CAPK, localizada en el 5005 Business Park North, Bakersfield, CA y en línea en www.capk.org antes de las 12 p.m. del 21 de mayo 2021. Lisa Gonzáles, coordinadora del programa de gobernanza.*

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**POLICY COUNCIL COMMITTEE MEETING MINUTES**
**April 27, 2021**
**Teleconference ID: 935 327 03#**
**Per Governor's Executive Order N-25-20**

1. **Call to Order**
   Chairperson Andrea Martinez called the meeting to order at 5:34 p.m.
   a. Secretary Agueda Hernandez conducted roll call; quorum was established.
   Policy Council Members Present: Jimmie Childress, Brittany Dunbar, Teresa Fajardo, Laura Gonzales, Agueda Hernandez, Nila Hogan, Kaylonie Howard, Andrea Martinez, Ashley McAllister, Semeen Muhammad, Paola Sanchez, Rosalinda Valencia

2. **Public Comments**
   *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 Policy Council will take no action other than that referring the item(s) to staff for study and analysis. **Speakers are limited to three 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.*

3. **Standing Committee Reports**
   a. **School Readiness Committee**
      The School Readiness committee met on April 8, 2021. An overview was provided on health and nutrition and its correlation to school readiness. Various health requirements were discussed as well as how accommodations can be made should a child have a health diagnosis. Immunization requirements were discussed sharing the requirements for individuals from pre-k through adulthood. Information regarding nutrition, food allergies, special diets as well as anemia results and lead testing was shared with the group. Additionally, discussed was the importance of teaching parents to advocate for their child when transitioning into kindergarten to ensure their wellbeing. In prioritizing children's health and nutrition parents can ensure their child's academic success. The next School Readiness Committee meeting will be held on June 10, 2021 at 5:30 p.m.
   b. **Planning Committee**
      The Planning Committee met on April 6, 2021 at which time a funding increase request for Cost-of-Living Adjustment (COLA) was presented for approval. Information shared indicated this request would permanently increase staff salaries by 1.22% effective March 1, 2021. It was noted this request is made possible through the 2021 Consolidated Appropriations Act. The Planning Committee unanimously approved this request. Additionally, the Program Review and Evaluation report was shared with the committee. This included information regarding enrollment numbers across all programs as well as the Child Adult Care Food Program report. It was noted that 52,283 meals were prepared by the Central Kitchen during the month of March.
   c. **Budget & Finance Committee**
      The Budget & Finance Committee met on April 20, 2021. Budget to actual financial documents across all grants as well as parent activity funds and local travel and parent reimbursement reports were shared and discussed. Discussion ensued with examples provided as to what constitutes a "Parent Activity". Additionally, the 2020-2021 end of budget year reports for Kern Head Start, Kern Early Head Start and the Early Head Start Child Care Partnership were presented and discussed. It was noted that all of these items can be found in the Policy Council packet. The next Budget & Finance meeting will be held on May 18, 2021 at 5:30 p.m. on Microsoft Teams.
   d. **Bylaws Committee**
      The Bylaws Committee will meet on May 11, 2021 at which time the committee will continue their in-depth review and discussion of the Policy Council Bylaws. In addition, any questions or clarification desired stemming from previously shared information "*Frequently Asked (Governance) Questions*" as found on the Head Start Early Childhood Knowledge & Learning Center (ECKLC) website will also be a point of discussion. This meeting will be held on Microsoft Teams at 5:30 p.m.

**4. Presentations**

a. **CAPK WIC Program – Kathy Lujan, WIC Program Administrator**

Kathy spoke to the topic of malnutrition and "re-introduced" the group to the CAPK Women, Infants & Children (WIC) Program. She also shared updates that have taken place over the past year to the program. Kathy stated that malnutrition is fairly common and is also under recognized therefore under treated. It was shared malnutrition occurs when a body doesn't get enough nutrients, if a child's diet is filled with empty calories that child is likely going to grow up with multiple health problems. Malnutrition is not caused by simply not having enough to eat it is also by not having enough of the right things to eat. A brief history of the WIC program was shared stating it was created to combat malnutrition in America adding that the nutrition children receive during their first thousand days of life greatly impacts their development. It was shared WIC vouchers are no longer used. Participants receive a WIC card which is swiped at checkout and allows you to purchase items as need them rather than in bulk quantities. There is also a WIC app that will help you to keep track of your items. Great appreciation for this new process was expressed by members. Kathy also shared that WIC provides nutritious foods to supplement diets, information and education on healthy eating, promotion, and support of breastfeeding as well as referrals to health care. During this time of COVID-19 everyone is being "seen" by phone. The program is also beginning to introduce tele-health as a part of their services. For those who participate in the WIC Peer Counseling program, they are able to connect with a counselor by phone anytime; counselors are available 24/7. Supplemental food packages provide foods that will incorporate nutrients that families need to grow and be healthy. Kathy shared that according to the most recent statistics approximately 14,235 children in Kern County under the age of 5 are WIC eligible but not enrolled in the program. Information shows that families do not participate in WIC for a variety of reasons. One reason is the social stigma that surrounds government assistance programs as well as public charge and misinformation of such with regard to WIC benefits. Kathy shared WIC is <u>not</u> a part of the public charge consideration. The lack of understanding as to what malnutrition is, is the biggest reason why families don't participate. Not being aware, it's not only about how much food we have to eat, but more about the kind of foods we eat, where to buy foods and how to cook them, etc. The WIC program is here to educate and assist families in making the best choices for themselves and to help them grow healthier. Kathy shared contact information and asked members to please share CAPK WIC information with pregnant, postpartum, breastfeeding women and parents/guardians who have children under five years of age.

b. **Parent Advocate Academy – Teresa Fajardo, Policy Council Member**

Teresa shared with the Council information about her experience participating in the Head Start California Parent Advocate Academy. She shared that participants are learning the skills necessary to be a strong and successful advocate for their children. On a personal note, Teresa stated as a parent of children with special needs advocacy is a very important part of her life. The academy is helping teach participants how to make changes in many ways. One way is by getting in touch with legislators both locally, statewide, and beyond to effectively share participants story to advocate for and begin to implement change. Teresa shared the academy is still in progress, but she is learning a lot and would recommend it to anyone who has the opportunity to attend future sessions. Looking ahead Teresa shared the next session will be focusing on learning how to meet with legislators and how to promote their story effectively across social media platforms. She added that these tools will help participants to strengthen advocacy skills in any area. Teresa stated she is passionate about the special needs community and has a personal connection; this is her "why" for participating and strengthening the skills she already has.

**5. Consent Agenda** ***ACTION**

*The Consent Agenda consists of items that are considered routine and non-controversial. These items are approved in one motion unless a member of the Council or the public requests removal of a particular item. If comment or discussion is requested, the item will be removed from the Consent Agenda and will be considered in the order listed.*

a. Policy Council Meeting Minutes – March 23, 2021 (English/Spanish)
b. Planning Committee Meeting Minutes – April 1, 2021 (English/Spanish)
c. School Readiness Committee Meeting Minutes – April 8, 2021

d. Kern Head Start Budget vs. Actual Expenditures, March 1, 2020 through February 28, 2021
e. Kern Head Start Budget vs. Actual Expenditures, March 1, 2021 through March 31, 2021
f. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2020 through February 28, 2021
g. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2021 through March 31, 2021
h. Early Head Start San Joaquin Budget vs. Actual Expenditures, February 1, 2020 through January 31, 2021
i. Early Head Start San Joaquin Budget vs. Actual Expenditures, February 1, 2021 through March 31, 2021
j. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2020 through February 28, 2021
k. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2021 through March 31, 2021
l. Parent Local Travel & Childcare through March 31, 2021
m. Parent Activity Funds through March 31, 2021
n. Head Start Program Review Evaluation (PRE) Report
o. Teachable Moments: How to Help Your Child Avoid Meltdowns – Backpack Connection Series
p. Photo Fun – ReadyRosie Activity
q. CAPK Resources
r. Kit for New Parents – First Five
s. California WIC – San Joaquin Public Health
t. Key Messages About COVID-19 Vaccines – Center for Disease Control
u. How Viral Vector COVID-19 Vaccines Work – Center for Disease Control
v. What You Can Do After Being Fully Vaccinated – Center for Disease Control
w. Children's Mobile Clinic (English/Spanish)
x. Community Connection for Childcare Professional Development Calendar – May 2021
y. Mental Health Drive Resource Fair – Bear Mountain Elementary School; May 6, 2021
z. School Readiness Subcommittee Meeting Dates
aa. Planning Subcommittee Meeting Dates
bb. Budget & Finance Subcommittee Meeting Dates
cc. Bylaws Subcommittee Meeting Dates
dd. Policy Council Meeting Dates

Motion was made by Nila Hogan to approve consent items (a) through (dd); seconded by Laura Gonzales. Motion carried unanimously.

**6. <u>New Business</u>** ***ACTION**

a. Election of Paola Sanchez to the Policy Council Planning Committee
Motion to elect Paola Sanchez to the Policy Council Planning Committee was made by Laura Gonzales; seconded by Rosalinda Valencia. Motion carried unanimously.
b. Election of Semeen Muhammad to the Policy Council Bylaws Committee
Motion was made by Nila Hogan to elect Semeen Muhammad to the Policy Council Bylaws Committee; seconded by Teresa Fajardo. Motion carried unanimously.

**7. <u>Standing Reports</u>**

a. **Program Governance – Lisa Gonzales, Program Governance Coordinator**
Lisa thanked members for their time and welcomed new members Paola Sanchez and Semeen Muhammad to Policy Council She also congratulated members who have been on the Council since the beginning of the term on their "half-way" point. She shared with members how important their voices are; their input is valued. Lisa also recapped their contributions over the past six months, such as but not limited to approving the submission of the Fresno Head Start/Early Head Start Program application, Program Planning Calendar, Recruitment & Selection Plan, etc. She also noted, members have been provided a variety of resources over this time including information on the CAPK Energy and Weatherization Program, Family Justice Center, WIC and more. Lisa also shared information with members regarding the first Virtual Parent Meeting, an opportunity to participate in a self-paced Positive Parenting Program as well as Dr. Kirk's month Parent Training. Lisa again thanked parents adding she looks forward to the next six months of members' continued service.

b. **Community Representative – Nicole Cabe, Past Parent; Nila Hogan, Community Representative**
Nila stated to the group, April is Child Abuse Prevention month. She shared she has a passion for educating others on ways that we can all help prevent and identify child abuse. Nila added, as parents there may be practices that we have done/are doing without knowing that they may be considered child abuse. Her goal is to bring awareness and to be able to make others aware as well. She shared several statistics with the group related to child abuse in Kern County. It was noted between 2008 and 2020 52 children died of abuse; this includes children under the age of 5 which is the population this group is associated. Nila shared she is compiling a list of resources to share with members as to who they may contact for more information, or who to call if they suspect abuse etc. Nila stated Kern County Network for Children will offer a free Child Abuse Training to be held July 29, 2021. This virtual training is titled, *Recognizing the Signs of Child Abuse and Neglect*. Members were encouraged to attend if they are able to.

c. **Early Head Start San Joaquin – Rosalinda Valencia**
Rosalinda shared that Social & Emotional Literacy Workshops for parents and staff will take place on April 28, 2021 in English and on May 19, 2021 in Spanish. Rosalinda also shared through most recent governance elections, San Joaquin was able to elect its second Policy Council representative, Semeen Muhammad from the Manteca Home Base program. Also elected as an alternate was Diana Estrada from the Walnut Early Head Start site. Information was shared with regard to the first virtual Parent Meeting taking place on Zoom on April 29, 2021. The Backpack Series, *How to Help Your Child Avoid a Meltdown* will be shared with parents as will a variety of health information such as the importance of well-baby exams, immunizations as well as COVID-19 vaccine updates. To date the EHS San Joaquin S'more newsletter has received 273 views. Rosalinda reported that staff continues to safely recruit. They are sharing flyers at local businesses, flea markets, parks, and dental offices in the area. In addition, flyers are shared with local agencies such as the Housing Authority, Department of Child Support Services and more. Cumulative enrollment for the program is 208, with 113 children enrolled in center base and 95 in home base.

d. **Early Head Start Partnership – Nicole Callahan, EHS Child Care Partnership Coordinator**
Rosita Curry reported on behalf of Nicole Callahan stating information about the Partnership Program was shared with attendees at the Taft Spring Festival held earlier in the month. She also noted that construction has begun at the Escuelita Hernandez Center on their new infant classroom as well as on their outdoor environment. Rosita shared that a ribbon cutting ceremony will be planned in June with invitations extended to community members. A February/March S'more newsletter was shared highlighting current events at partner centers as well as male involvement activities that have been offered thus far. To date the newsletter has received approximately 500 views. On April 22, 2021 partnership teachers had the opportunity to participate in the Pyramid Model Training presented by the CAPK Wellness Team. This training was identified as a top area of interest based upon data received from a training needs survey. Parents on a Mission Training has begun with 13 participants which include families from Taft College, Garden Pathways and Escuelita Hernandez. Classes are held on Tuesday evenings in Spanish and Wednesdays in English. Family Advocates have supported their families with establishing 44 goals and have provided 151 resources. In July 2021 Family Advocates will be providing a series of trainings for families to support their financial goals.

e. **Board of Directors – Jimmie Childress, CAPK Board Member**
No report at this time.

f. **Policy Council – Andrea Martinez, Policy Council Chairperson**
Andrea spoke about the Disabilities Advisory Committee (DAC), noting her attendance at the most recent meeting held on April 22, 2021. She shared the purpose of the committee with the Council adding that she tries to attend most all DAC meetings. Andrea stated as a parent of a child with special needs she values the opportunity to be a part of these meeting and to hear all of the great information and wonderful resources shared. Information on the Exceptional Family Center and the support services they provide was shared with attendees during this past meeting. Andrea encouraged anyone who is interested to attend as these meetings are so important. The next meeting will be held in November 2021. Andrea thanked staff involved with DAC for all they do and for welcoming parents like herself into that space, to share, listen, learn, and connect with others.

**8. Head Start/State Child Development Director's Report**

Yolanda welcomed new members to Policy Council and thanked them for their commitment. She also spoke a bit about the Head Start California Parent Advocacy program that Teresa mentioned earlier. Yolanda shared it is a great program that encourages parents to tell their story and to share their experience with Head Start. It also is an opportunity for us to advocate out in the community for Head Start and also with our legislators. She shared a lot of this program's purpose is to encourage parents and to empower them to be able to support the comprehensive services provided by Head Start. In sharing program updates with the Council, it was stated part year center closures will be on May 21, 2021. Whether it be in person, virtual etc. part year program services will come to an end for summer break. Yolanda shared that the program will be undergoing a Federal Review beginning on May 10, 2021. She added that as a program these types of reviews are something to look forward to as they allow for the opportunity to identify areas needing to be strengthened. Yolanda shared that there is a lot of work that goes into preparing for a review adding staff is very proud and excited to share the wonderful things the program is doing in Kern County. Yolanda also shared that immediately following the Federal Review, the program will undergo a State Review on May 17, 2021, reiterating it is a wonderful opportunity for growth as well as an opportunity to share the wonderful things we are doing. Yolanda spoke about the first virtual Zoom meeting taking place and the excitement in sharing information and continuing to keep an open line of communication with parents. She thanked members for sharing information and their experiences as well as for their time. In closing, Yolanda shared that the Home Visiting Program (HVP) is expanding their services for Cal-Works families in Ridgecrest, Rosamond, Eastern Kern, Taft, and Shafter. These are communities not yet served by HVP and they are looking forward to serving families in these areas.

**9. Policy Council Member Comments**

A member comment shared suggested it may be helpful to have a professional other than Dr. Kirk present at the monthly Wellness Parent Trainings. It was stated Dr. Kirk's trainings are beneficial however, it was (personally) felt that a professional geared specifically towards children with special needs might be more appropriate. Member comment expressing well wishes for a good week were also shared.

**10. Next Scheduled Meeting**

The next meeting will be held on Tuesday, May 25, 2021 at 5:30 p.m.

**11. Adjournment**

Chairperson, Andrea Martinez adjourned the meeting at 6:39 p.m.

**ASOCIACIÓN DE ACCIÓN COMUNITARIA DE KERN**
**RESUMEN LA JUNTA DEL CONCILIO DE PÓLIZA**
**27 de abril, 2021**
**Número de identificación para Teleconferencia: 935 327 03#**
**Por Orden Ejecutiva Gubernamental N-25-20**

**1. Convocación de Reunión**

Andrea Martínez, presidenta llamo la junta al orden a las 5:34 p.m.

a. La secretaria Águeda Hernández pasó lista; se estableció cuórum. .

Miembros del concilio de póliza presentes: Jimmie Childress, Brittany Dunbar, Teresa Fajardo, Laura Gonzales, Águeda Hernández, Nila Hogan, Kaylonie Howard, Andrea Martínez, Ashley McAllister, Semeen Muhammad, Paola Sánchez, Rosalinda Valencia

**2. Comentarios públicos**

*El público que desee dirigirse al Concilio de Póliza puede hacerlo en este momento. Sin embargo, el concilio no tomará ninguna acción, sólo referirá al personal para su estudio y análisis.* ***Los oradores están limitados a cinco minutos cada uno.*** Si más de una persona desea tocar el mismo tema, se otorgará un total de 10 minutos. Favor de proporcionar su nombre antes de su presentación. *Gracias*

**3. Reportes de Comités permanentes**

a. **Comité de preparación escolar**

El comité de preparación escolar se reunió el 8 de abril 2021. Se proporcionó una descripción generar sobre la correlación de la salud y la nutrición dentro de la preparación escolar. Se abordó el tema sobre los diferentes requisitos de salud, así como las adaptaciones que se pueden realizar para algún niño (a) que tenga algún diagnóstico. También se informó sobre los requisitos de vacunación, añadiendo los requisitos desde la infancia hasta la edad adulta. Se proporcionó información al grupo sobre nutrición, alergias alimenticias, dietas especiales, así como los resultados de análisis para anemia y niveles de plomo. Además, se discutió la importancia de enseñarles a los padres como abogar por sus hijos que se encuentran en transición del jardín de niños, para asegurar su bienestar. Dándole prioridad a la salud y nutrición de los niños garantizará el éxito académico de los menores. La próxima junta del comité de preparación escolar se llevara a cabo el 10 de junio, 2021 a las 5:30 p.m.

b. **Comité de planeación**

El comité de planeación se reunió el 6 de abril 2021, durante esta junta se presentó la solicitud de aumento por costo de vida (COLA, siglas en inglés). Se informó que con la aprobación de esta solicitud de aumento, garantizaría un incremento de 1.22% de aumento permanente para los salarios de los empleados a partir de marzo del presente año. Este aumento se facilita por medio de la Ley de Apropiación consolidada 2021. El comité de planeación aprobó por unanimidad dicha propuesta. También se presentó el programa de revisión y evaluación del programa. Este incluye información relacionada con las cifras de inscripción en todos los programas así como el reporte de alimentación infantil y cuidado de adultos. Este reporte resalta que se distribuyeron 52,283 cajas de alimentos preparados por la cocina central durante el mes de marzo.

c. **Comité de presupuestos y finanzas**

El comité de presupuestos y finanzas se reunió el 20 de abril 2021. Durante esta junta se presentaron los documentos actuales de los estados reales de todos los subsidios, así como los fondos de actividades para padres y los fondos locales. Durante la misma, se presentaron varios ejemplos de los constituyen "actividades para padres." También se presentaron y explicaron los informes del fin del año presupuestario 2020-2021 para los programas de Head Start, Early Head Start de Kern así como la asociación de cuidado infantil. Se recalcó que esta información se incluyó en el paquete del concilio de póliza que se envió. La próxima junta del comité de presupuestos y finanzas se llevará a cabo el 18 de mayo, 2021, a las 5:30 p.m. a través de la aplicación de Teams

d. **Comité de estatutos**

El comité de estatutos se reunirá el 11 de mayo, 2021, durante esta junta se continuará con la revisión a profundidad de los Estatutos del Concilio de Póliza. Cualquier pregunta o aclaración que se presente sobre la información diseminada anteriormente, de la sección de "preguntas frecuentes (sobre el programa de gobernanza), localizado en el sitio web del centro de conocimiento y

aprendizaje infantil de Head Start (ECKLC, siglas en inglés), se añadirá también como punto de discusión durante la misma. La junta se llevará a cabo por medio de la aplicación de Teams a las 5:30 p.m.

**4. <u>Presentaciones</u>**

a. **Programa WIC de CAPK – Kathy Lujan, administradora del programa WIC**
La Sra. Lujan tocó el tema sobre la desnutrición y volvió e introducir al programa Mujeres, infantes y niños (WIC, siglas en ingles) de CAPK. Informó sobre la modernización del programa el pasado año. Ahondando en el tema, Kathy afirmo que la desnutrición es una condición bastante común pero poco reconocida y como consecuencia no se trata adecuadamente. Explico con que la desnutrición ocurre cuando el cuerpo no obtiene suficientes nutrientes, si la dieta infantil está llena de calorías "vacías", es probable que el niño (a), crezca con múltiples problemas de salud. La desnutrición es el resultado de la falta de consumo de alimentos sin nutrientes. La Sra. Lujan proporcionó una breve reseña del programa WIC, el cual fue diseñado para combatir la desnutrición en todo Estados Unidos, agregando que la nutrición que reciben los niños (as) durante los primeros mil días de vida, tienen un gran impacto en su desarrollo. Agregó que WIC ya no utiliza cupones, hoy en día los participantes reciben una tarjeta que se utiliza para adquirir los artículos necesarios, en vez de realizar una compra gigante. Existe también una aplicación del programa que le ayuda a llevar un conteo del balance de los comestibles ya adquiridos. Los miembros expresaron gran aprecio por este nuevo proceso. Kathy continuó informando que WIC, ofrece alimentos nutritivos para suplementar dietas, información y educación sobre alimentación saludable, promoción y apoyo sobre la lactancia materna, así como referencias a servicios de salud. Durante la pandemia, a toda la clientela del programa se le está atendiendo por vía telefónica. Otra adición del programa es la introducción de tele salud. Las personas que participan en el programa de consejería en pares de WIC, tienen la capacidad de consultar con un consejero vía telefónica los 7 días de la semana durante las 24 horas del día. Los paquetes de alimentos suplementarios proporcionan nutrientes que las familias necesitan para crecer y estar saludables. De acuerdo con estadísticas recientes, aproximadamente 14,235 niños menores de 5 años en el condado de Kern que son elegibles para el programa no están inscritos. Esto se debe a la falta de información por un sinnúmero de motivos. Uno de los motivos más fuertes, es el estigma social sobre los programas de asistencia gubernamental, así como también los programas de carga pública y la falta de información con respecto a los beneficios de WIC. Kathy aclaró que WIC no forma parte de los programas considerados como carga pública. Por ultimo agregó que falta de entendimiento sobre el significado de la desnutrición es una de las principales razones por la falta de participación de las familias en el programa.

b. **Academia de abogacía para los padres – Teresa Fajardo, miembro del concilio de póliza**
Teresa compartió con el concilio, sobre su participación en la academia de abogacía para padres de Head Start de California. Informó que los participantes están adquiriendo las habilidades necesarias para convertirse en un fuerte y exitoso defensor de sus hijos. Como toque personal, Teresa dijo que como madre de niños con necesidades especiales, la abogacía es una herramienta importante en su vida. La academia también enseña a los participantes a realizar cambios de diferentes maneras. Una de estas es ponerse en contacto con los legisladores a nivel local y estatal y el método efectivo para que los participantes compartan su historia e implementar cambios. Agregó que la academia continúa fungiendo y ella sigue aprendiendo mucho y se la recomendaría a cualquier persona que tenga la oportunidad de asistir en una sesión a futuro. Teresa expresó que en la próxima sesión de la academia, aprenderán a reunirse con los legisladores y promover su historia de manera efectiva en las plataformas de redes sociales. Agregó que las herramientas que se les están proporcionando, ayudarán a los participantes a fortalecer sus habilidades de defensa en cualquier área. Por ultimo dijo que ella conlleva una pasión por la comunidad de necesidades especiales y tiene una conexión personal; esta fue su motivación para participar en la academia para fortalecer las habilidades con las que ya contaba.

**5. <u>Agenda de aprobación</u>** ***ACCIÓN**

*La agenda de aprobación consta con elementos que se consideran rutinario y no controversiales. Estos elementos se aprueban con una sola propuesta, a menos de un miembro del concilio o el público solicite la eliminación de un elemento en particular. Si es solicitado un comentario o aclaración, el elemento se eliminará de la agenda de aprobación y se discutirá en el orden indicado.*

a. Resumen de la junta del concilio de póliza –23 de marzo, 2021 (inglés/español)
b. Resumen de la junta del comité de planeación – 1de abril, 2021 (inglés/español)
c. Resumen de la junta del comité de preparación escolar – 8 de abril, 2021
d. Presupuesto de Head Start vs. Gastos actuales, 1 de marzo, 2020 hasta el 28 de febrero, 2021
e. Presupuesto de Head Start Kern vs. Gastos actuales, 1 de marzo, 2021 hasta el 31 de marzo, 2021
f. Presupuesto de Early Head Start Kern vs. Gastos actuales, 1 de marzo, 2020 hasta el 28 de febrero, 2021
g. Presupuesto de Early Head Start Kern vs Gastos actuales, 1 de marzo, 2021 hasta el 31 de marzo, 2021
h. Presupuesto de Early Head Start San Joaquín vs. Gastos actuales, 1de febrero, 2020 hasta el31 de enero, 2021
i. Presupuesto de Early Head Start San Joaquín vs. Gastos actuales, 1 de febrero, 2021 hasta el 31 de marzo, 2021
j. Presupuesto de la asociación de cuidado infantil Early Head vs. Gastos actuales, 1 de marzo, 2020 hasta el 28 de febrero, 2021
k. Presupuesto de la asociación de cuidado infantil Early Head vs. Gastos actuales, 1 de marzo, 2021 hasta el 31 de marzo, 2021
l. Viajes locales para padres y cuidado infantil hasta el 31 de marzo, 2021
m. Fondos de actividades para padres hasta el 31 de marzo, 2021
n. Reporte (PRE) , evaluación y revisión del programa Head Start
o. Momentos de enseñanza: cómo ayudar a su hijo a evitar crisis nerviosas – Serie de Conexión Mochila
p. Diversión fotográfica – Actividad ReadyRosie
q. Recursos de CAPK
r. Estuche para nuevos padres – Primeros cinco
s. WIC de California – Salud Publica de San Joaquín
t. Mensajes clave sobre las vacunas de COVID-19 – Centros de control de enfermedades
u. Cómo funcionan las vacunas contra el portador viral COVID-19 – Centro de control de enfermedades
v. Qué puede hacer de estar completamente vacunado – Centro de control de enfermedades
w. Horario de vacunación móvil infantil (inglés/español)
x. Calendario de desarrollo profesional de Acción Comunitaria – Mayo 2021
y. Feria de recursos para la salud mental – Escuela primaria Bear Mountain; 6 de mayo, 2021
z. Horario de juntas de subcomité de preparación escolar
aa. Horario de juntas de subcomité de planeación
bb. Horario de juntas de subcomité de planeación
cc. Horario de juntas de subcomité de estatutos
dd. Horario de juntas del concilio de póliza

Nila Hogan presentó una propuesta para la aprobación de los componentes desde la (a) hasta la (dd); esta fue secundada por Laura Gonzales. Propuesta aprobada por unanimidad.

**6. <u>Nuevos avisos</u>** ***ACCIÓN**

a. Elección de Paola Sánchez para el comité de planeación del concilio de póliza. Laura González presentó una propuesta para la elección de Paola Sánchez, para el comité de planeación, esta fue secundada por Rosalinda Valencia. Propuesta aprobada por unanimidad.
b. Elección de Semeen Muhammad para el comité de estatutos del concilio de póliza. Nila Hogan presentó una propuesta para la elección de Semeen Muhammad para el comité de estatutos del concilio de póliza, esta fue secundada por Teresa Fajardo. Propuesta aprobada por unanimidad.

**7. <u>Informes permanentes</u>**

a. **Reporte del programa de gobernanza ~ Lisa Gonzales, coordinadora del programa de gobernanza**
Lisa agradeció a los miembros por su asistencia y extendió la bienvenida a los nuevos miembros Paola Sánchez y Semeen Muhammad al concilio de póliza. Felicitó a los miembros que han participado en el concilio desde el inicio de este periodo, agregando que estamos "a la mitad" del camino. Hizo hincapié sobre la importancia de su participación así como también su opinión. Lisa resumió las contribuciones del concilio durante los últimos seis meses, entre estas se cuentan la aprobación de solicitud para el programa Head Start y Early Head Start de Fresno, el calendario de planeación del programa, plan de reclutamiento y selección, etc. también señaló que se les ha proporcionado a los miembros una amplia gama de información como el programa de climatización

y energía de CAPK, el centro de Justicia Familiar, WIC y mucho más. Añadió información sobre la primera reunión virtual de padres, en donde se otorga la oportunidad de participar en un programa de crianza positiva a tiempo propio, así como las capacitaciones mensuales impartidas por el Dr. Kirk. Lisa agradeció nuevamente a los presentes, esperando con entusiasmo los próximos seis meses de participación y servicio continuo de los miembros.

b. **Reporte del representante comunitario – Nicole Cabe, madre anterior; Nila Hogan, representante comunitario**

Nila informó al grupo que abril es el mes de prevención del abuso infantil., Ella compartió que le apasiona educar a otros sobre las formas que en las que podemos ayudar a prevenir e identificar el abuso infantil. Nila agregó puede haber hábitos que continuamos teniendo o hemos tenido sin considerar que estos pueden ser considerados como abuso infantil. El objetivo de proporcionar esta información es para crear conciencia, además de concientizar también al resto de la población. Añadió que existen un sinnúmero de estadísticas relacionadas con el abuso infantil en el condado de Kern. Se informó que entre 2008 y 2020; 52 menores murieron por causas de abuso, esto incluye a niños menores de cinco años, la población de más riesgo. Nila añadió que está recopilando una lista de recursos para compartir con los miembros, sobre las personas con quien pueden ponerse en contacto para obtener mayor información y la línea directa para reportar sospechas de abuso infantil etc. La red infantil del condado de Kern ofrecerá una capacitación gratuita sobre el abuso infantil. Esta capacitación virtual se titula “reconociendo las señales de abuso y negligencia infantil”. Se exhortó a los miembros a participar, si les era posible.

c. **Reporte de Early Head Start de San Joaquín – Rosalinda Valencia**

Rosalinda informó que los talleres de educación social y emocional se llevarán a cabo el 28 de abril en inglés y el 19 de mayo en español del presente año. Rosalinda agregó que por medio de elecciones, el condado de San Joaquín pudo elegir a un segundo representante para el concilio de póliza, Semeen Muhammad, quien representa a los servicios a domicilio de Manteca. También durante estas elecciones Diana Estrada de la guardería Walnut de Early Head Start, fue elegida como suplente. Se informó que la primera junta virtual de padres se llevará a cabo por medio de la aplicación Zoom, el 29 de abril 2021. Las series mochila, con énfasis en el tema: cómo evitar que sus hijo (a) sufra una crisis, es uno de los temas que se compartirá con los padres así como información sobre la importancia de los exámenes de bienestar del bebé, vacunaciones, y las últimas noticias sobre las vacunas de COVID-19. El boletín Smore de San Joaquín ha recibido 273 visitas hasta la fecha. Agregó que se continúa con el reclutamiento de personal. Se están repartiendo volantes en los negocios locales, mercados, parques y consultorios dentales. También se ha hecho una repartición de volantes con agencias como la Autoridad de Vivienda, el departamento de servicios de manutención, así como varios otros. Por último informó que hasta la fecha el programa cuenta con un total 208 alumnos inscritos en el programa; 113 en guarderías y 95 en los servicios a domicilio.

d. **Asociación de Early Head Start – Nicole Callahan, coordinadora de la asociación de cuidado infantil EHS**

Rosita Curry presentó el informe a nombre de Nicole Callahan, añadiendo que alguna información sobre la asociación se había compartidos con los asistentes al festival de Primavera de Taft, que se llevó a cabo a principios del mes. Añadió que las modificaciones a la escuelita Hernández, han iniciado, dentro de los proyectos se contará con un nuevo salón de clases para los bebés con el correspondiente espacio al aire libre. Rosita informó que se proyecta una ceremonia de apertura en junio, y se ha invitad a miembros de la comunidad. Se presentó una copia del boletín Smore de febrero/marzo, en donde se destacan eventos en los centros asociados, así como las actividades de participación masculina que se han realizado hasta la fecha. Antedicho boletín ha recibido aproximadamente 500 visitas hasta la fecha. El 22 de abril, 2021 los profesores (as) de la asociación, tuvieron la oportunidad de participar en la capacitación del Modelo Pirámide, que presentado por el equipo de bienestar del CAPK. Esta capacitación fue identificada como una de las áreas de mayor interés basado en los resultados de una encuesta de capacitación que se llevó a cabo. La capacitación de Padres en Misión ha iniciado con 13 participantes provenientes del colegio de Taft, Garden Pathways, y escuelita Hernández. Las clases se llevan a cabo los martes por la tarde en español y los miércoles en inglés. Los defensores de la familia han apoyado a las familias a establecer 44 objetivos y han proporcionado 151 recursos. En julio del presente año, los defensores de la familia estarán proporcionado capacitaciones para apoyar los objetivos financieros de las familias.

e. **Reporte de la junta directiva – Jimmie Childress, miembro de la junta directiva**
Nada que reportar

f. **Concilio de póliza – Andrea Martínez, presidenta del concilio de póliza**
Andrea habló sobre el Comité Asesor de Discapacidades (DAC, siglas en ingles), al cual asistió el pasado 22 de abril, 2021. Informo sobre el propósito adyacente con el concilio además de su intención de asistir a cuantas juntas de DAC que le sea posible. Andrea dijo que como madre de un niño con necesidades especiales, valora la oportunidad de formar parte de estas reuniones y el tener acceso a la excelente y vasta información, por ejemplo el Centro de Familias Excepcionales y el apoyo que le brindaron en la última junta a la que asistió. Exhortó a todos los presentes a asistir a dichas reuniones y enfatizó la importancia de las mismas. La próxima reunión se llevará a cabo en noviembre del presente año. Andrea agradeció a todos los empleados involucrados con DAC y por la cálida bienvenida que otorgan a los padres como ella en este espacio para compartir, escuchar y conectarse con otros padres.

**8. <u>Reporte de la directora (HS/Desarrollo Infantil Estatal)</u>**
Yolanda le dio la bienvenida a todos, agradeciendo su compromiso. Añadió algunas palabras sobre la Academia de abogacía para los padres de Head Start California, de la cual Teresa habló anteriormente. Yolanda ahondó en el tema diciendo que es un excelente programa que ánima a los padres a narrar sus historias y compartir sus experiencias con Head Start. Esta academia nos otorga otra oportunidad de abogar por Head Start en la comunidad y nuestros legisladores. Agregó que el propósito del programa es capacitar y alentar a los padres para apoyar los servicios integrales que Head Start proporciona. Yolanda proporcionó algunos avisos del programa, informando que el 21 de mayo del presente año será la fecha de clausura de las guarderías que proporcionan servicios de parte del año, ya sea de manera virtual o en persona; añadiendo que los mismos servicios para el resto de año finalizarán durante las vacaciones de verano. Yolanda compartió que el programa pasará por una revisión federal iniciando el 10 de mayo, 2021. Este tipo de revisiones son rutinarias para el programa, nos brindan la oportunidad de identificar áreas que necesitan fortalecerse. Yolanda informó que se tiene que realizar un esfuerzo extra para prepararnos para esta revisión, añadiendo que el personal involucrado espera con orgullo estas revisiones para mostrar la maravillosa labor que el programa realiza en el condado de Kern. Una vez realizada la revisión federal, el programa tendrá que pasar por una revisión estatal, que se llevará a cabo el 17 de mayo del presente año. Yolanda reiteró que esta es una excelente oportunidad de crecimiento así como también compartir la maravillosa labor que realizamos. Expresó su entusiasmo sobre la primera junta virtual por medio de Zoom que se llevará a cabo, esta nos proporciona la oportunidad de compartir información y mantener una línea de comunicación abierta con los padres. Agradeció a todos los miembros por compartir información y sus experiencias, así como también por su valioso tiempo. Para concluir Yolanda informó que el programa de visitas a domicilio (HVP, siglas en inglés), está ampliando sus servicios para familias pertenecientes al programa Cal-Works en las ciudades de Ridgecrest, Rosamond, el este de Kern, Taft y Shafter. El programa HVP no había tenido la oportunidad de proporcionar servicios a estas comunidades y espera con agrado el poder proporcionar sus servicios a las familias de estas áreas.

**9. <u>Comentarios de los miembros del concilio de póliza</u>**
Uno de los participantes sugirió que sería de gran beneficio utilizar a un profesional alterno además del Dr. Kirk, quien asiste mensualmente a las capaciones de bienestar para los padres. Agregó que las capacitaciones que el Dr. Kirk proporciona son de gran beneficio, sin embargo dicho miembro piensa que agregar un profesional que se enfoque específicamente en el tema de niños con necesidades especiales sería más adecuado. Por último los miembros tuvieron la oportunidad de buenos deseos para el resto de la semana.

**10. <u>Próxima junta programada</u>**
La próxima junta se llevará a cabo el 25 de mayo, 2021 a las 5:30 p.m.

**11. <u>Conclusión</u>**
La presidenta, Andrea Martínez concluyó la junta a las 6:39 p.m.

**Community Action Partnership of Kern**
**Head Start / State Child Development**
**Policy Council Planning Committee**
**Meeting Minutes**
**May 4, 2021**
**Teleconference ID: 550 442 3#**
**Per Governor's Executive Order N-25-20**

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

2. **Call to Order**
   **a.** Meeting was called to order at 5:43 p.m., by Laura Gonzales.

3. **Roll Call and establish Quorum (half plus one)**
   **a.** Quorum was established.
   **b.** **PC Members present:** Laura Gonzales, Brittany Dunbar, Nicole Cabe, Nila Hogan & Paola Sanchez.

4. **Approval of Agenda**
   **a.** Motion to approve the agenda dated May 4, 2021, was made by Nicole Cabe; Nila Hogan seconded. Motion carried unanimously.

5. **Approval of Minutes**
   **a.** Motion to approve the minutes dated April 6, 2021, was made by Laura Gonzales; Nicole Cabe seconded. Motion carried.

6. **Introduction of Guests**
   Guests in attendance tonight were Jerry Meade, Program Assistant Director, Robert Espinosa, PDM Administrator, Vanessa Cortez, Administrative Analyst, Sylvia Ortega, Quality Assurance Administrator and Leticia Villegas, Program Assistant/Translator.

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

8. **Presentation / Discussion Items**
   **a.** The Division/Program Monthly Activity Report– Informational Item. The Enrollment Report was shared for April 2021. Head Start Kern reported 72% enrollment; Early Head Start of San Joaquin reported 66% enrollment during this reporting period; Early Head Start Kern and Early Head Start Partnership reported 68% and 39% respectively for the same month.

   Vanessa informed members that 5.3 % of children enrolled in Head Start Kern had an IFSP/IEP in March. Early Head Start Kern reported 11.5 %; Early Head Start Partnership reported 6.4%; San Joaquin was above the expected enrollment with a 22.1% IFSP/ IEP enrollment for the same reporting time. In the over income category, none of the programs were above the 10% goal; therefore, we were in compliance.

   The division staffing report included 110 vacant positions for the month of April. 2021; Human Resources is working to fill these vacancies. The Family Medical Leave noted that there are 21 employees on continuous leave and 103 on intermittent leave.

The highlights for this report are that 4 candidates are going through the onboarding process. One staff member was onboarded in the month of April.

The compliance section states that the California Department of Education (CDE) has scheduled a Remote Contract Monitoring Review and Error Rate Review (CMR) for May
Due to the pandemic CDE will conduct the CMR remotely this program year. The program was tasked with collecting all pertinent agency documentation for the remote review 15 days prior to the start date of the review. Program staff successfully uploaded all documents for the remote review to CDE. The review is scheduled for the week of May 17, 2021. Staff is confident we will receive positive outcomes from this review.

Vanessa presented the Child and Adult Care Food Program (CACFP) report. There was a total of 76,829 meals requested with 68,511 prepared by Central Kitchen for the month of March 2021.

**b.** Carryover Request – Informational Item. The Office of Head Start allows the program to move monies from one fiscal year to another. The program is currently working on writing a proposal to move funds that were not spent from Head Start and Early Head Start Kern, Early Head Start San Joaquin, and Early Head Start Partnership. The approval of this request will allow us to move these funds from the 2020-2021 fiscal year to the 2021-2022 fiscal year. The program must provide the Office of Head Start a detailed explanation with the exact amounts and reasons why the projects that were approved were not completed. This carry over request will be presented to the full Policy Council on May 25, 2021 as an action item.

**9. Communications**
None

**10. Announcements**
None

**11. Adjournment**
Meeting was adjourned at 6:15 p.m. The next meeting will take place on June 1, 2021.

**Asociación de Acción Comunitaria de Kern**
**Head Start / Desarrollo infantil estatal**
**Resumen de la junta del comité de planeación del concilio de póliza**
**4 de mayo, 2021**
**Número de identificación de la teleconferencia: 550 442 3#**
**Por orden ejecutiva gubernamental N-25-20**

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

2. **Llamado de orden**
   **a.** Laura Gonzales, llamo al orden la junta a las 5:43 p.m.

3. **Pase de lista y establecimiento de cuórum (la mitad más uno)**
   **a.** Se estableció cuórum.
   **b.** **Miembros del comité presentes:** **Laura** Gonzales, Brittany Dunbar, Nicole Cabe, Nila Hogan & Paola Sánchez.

4. **Aprobación de agenda**
   **a.** Nicole Cabe presento una propuesta para la aprobación de la agenda fechada el 4 de mayo, 2021; Nila Hogan la secundo. Propuesta aprobada por unanimidad

5. **Aprobación de minutos**
   **a.** Laura Gonzales presento una propuesta para la aprobación de los minutos fechados el 6 de abril, 2021; Nicole Cabe la secundo. Propuesta aprobada por unanimidad.

6. **Presentación de invitados**
   Los invitados presentes fueron: Jerry Meade, subdirector de Head Start; Robert Espinosa, administrador de PDM; Vanessa Cortez, analista administrativa; Sylvia Ortega, administradora de control de calidad y Leticia Villegas, traductor, asistente del 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.** **Reporte y actividad mensual de la división/programa** - Se revisó el reporte de inscripción de abril 2021. Head Start de Kern, reportó una tasa de inscripción del 72% y Early Head Start de San Joaquín reportó un 68% de inscripción para el mismo período. Early Head Start de Kern y la Asociación de cuidado infantil Early Head Start reportaron una tasa de inscripción de 66 y 39%, respectivamente.

   Vanessa informó a los miembros que el 5.3% de alumnos inscritos en Head Start Kern cuentan con una evaluación de IFSP/IEP durante el mes de Marzo. Early Head Start presentó un 11.5% durante el mismo mes. La tasa de inscripción para la asociación de Early Head Start fue de 6.4%, mientras que la inscripción en San Joaquín estuvo por arriba del porcentaje establecido, reportando un 22.1%. En la categoría de ingresos superiores ninguno de los programas superó la meta del 10 %; de esta manera estamos cumpliendo con los parámetros.

   El reporte de la división de persona reporta que existen110 puestos vacantes para el

mes de Abril; recursos humanos está trabajando en atestarlas. Los reportes de licencias médicas de la familia informa que durante el mes de abril, 21 empleados se encuentran fuera de función con licencia continua y 103 con licencia intermitente.

Los aspectos más destacados de este reporte incluyen que 4 candidatos se encuentran en proceso de incorporación. Durante el mes de abril se contrató a un nuevo empleado.

La sección de convenio informa que el Departamento de Educación de California (CDE, siglas en inglés) ha programado una revisión remota de contrato, así como una revisión de tasa de error (CMR, siglas en inglés) para el mes de mayo. Debido a la pandemia, el CDE realizara el CMR de forma remota para el año fiscal. El programa tuvo la tarea de recopilar toda la documentación pertinente para la revisión remota 15 días antes de la misma. El personal escaneo y envió con éxito todos los documentos necesarios para CDE. La revisión está programada para la semana del 17 de mayo, 2021. El personal está seguro de que recibiremos resultados positivos de esta revisión.

Vanessa presentó el reporte del programa de alimentación y cuidado infantil y de adultos (CACFP, siglas en inglés). Hubo un total de 76,829 comidas solicitadas, de las cuales 68,511 fueron preparadas por la cocina central durante el mes de marzo 2021.

**b. Solicitud de transferencia** – elemento informativo. La oficina de Head Start permite que el programa transfiera fondos de un año fiscal al siguiente. En la actualidad, el programa está trabajando en la redacción de una propuesta para transferir fondos que no se utilizaron en los programas de Head Start y Early Head Start de Kern, Early Head Start de San Joaquina, si como la Asociación de Early Head Start. La aprobación de esta solicitud nos permitirá transferir fondos del año fiscal 2020-2021 para el año fiscal 2021-2022. El programa debe proporcionar a la oficina de Head Start, una explicación detallada con las cantidades exactas y los motivos por los cuales los proyectos que fueron aprobados no se culminaron. Esta solicitud de transferencia se presentará al pleno del concilio de póliza el 25 de mayo, 2021 en forma de elemento de aprobación.

**9. Comunicaciones**

Ninguna

**10. Anuncios**

Ninguno

**11. Clausura de sesión**

La sesión se clausuró a las 6:15 p.m. La próxima junta se llevará a cabo el 1 de junio, 2021.

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# MEMORANDUM

To: Budget & Finance Committee of the Policy Council

From: Heather McCarley, Finance Manger

Date: May 18, 2021

Subject: *Head Start - Kern*
Budget to Actual Report for the period ended February 28, 2021 – **Info Item**

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The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the second-year budget period is March 1, 2020 through February 28, 2021.

The following are highlights of the Kern Head Start Budget to Actual Report for the period of March 1, 2020 through February 28, 2021. Twelve months (100.0%) of the 12-month budge period have elapsed.

## Base Funds

Overall expenditures are at 96% of the budget, which is on trend with expenditures at this point in the prior budget period. The budget revisions that were brought to the Board and the Policy Council have been approved. The request to carryover the unexpended funding into the next budget will be submitted once we have finalized numbers for the end of the current budget period.

## Training & Technical Assistance Funds

Overall expenditures are at 77% of the budget.

## Carryover Funds

Overall expenditures are at 9% of the budget. Carryover projects will be carried over into the next budget period.

## COVID Cares Funds

Overall expenditures are at 57% of the budget. The unexpended funds will be carried over into the new budget period.

**Non-Federal Share (Head Start and Early Head Start combined)**

Non-Federal share is at 114% of the budget.

**Community Action Partnership of Kern**
**Head Start - Kern**
**Budget to Actual Report**
*Budget Period: March 1, 2020 - February 28, 2021*
Report Period: March 1, 2020 - February 28, 2021
Month 12 of 12 (100.0%)

Prepared 5/13/2021

| BASE FUNDS | BUDGET | ACTUAL | REMAINING | % SPENT | % REMAINING |
|---|---|---|---|---|---|
| PERSONNEL | 9,818,776 | 8,793,543 | 1,025,233 | 90% | 10% |
| FRINGE BENEFITS | 3,060,914 | 2,701,501 | 359,413 | 88% | 12% |
| TRAVEL | 0 | 0 | 0 | | |
| EQUIPMENT | 0 | 0 | 0 | | |
| SUPPLIES | 544,252 | 579,317 | (35,065) | 106% | -6% |
| CONTRACTUAL | 110,999 | 114,577 | (3,578) | 103% | -3% |
| CONSTRUCTION | 0 | 0 | 0 | | |
| OTHER | 2,688,652 | 3,344,070 | (655,418) | 124% | -24% |
| INDIRECT | 1,561,956 | 1,553,301 | 8,655 | 99% | 1% |
| **TOTAL BASE FUNDING** | **17,785,549** | **17,086,308** | **699,241** | **96%** | **4%** |
| **TRAINING & TECHNICAL ASSISTANCE** | | | | | |
| TRAVEL | 45,136 | 2,035 | 43,101 | 5% | 95% |
| SUPPLIES | 23,986 | 12,132 | 11,854 | 51% | 49% |
| CONTRACTUAL | 10,005 | 4,125 | 5,880 | 41% | 59% |
| OTHER | 82,315 | 105,855 | (23,540) | 129% | -29% |
| INDIRECT | 16,144 | 12,415 | 3,729 | 77% | 23% |
| **TOTAL TRAINING & TECHNICAL ASSISTANCE** | **177,586** | **136,561** | **41,025** | **77%** | **23%** |
| **CARRYOVER** | | | | | |
| CONSTRUCTION | 1,874,586 | 131,938 | 1,742,648 | 7% | 93% |
| OTHER | 0 | 36,514 | | | |
| INDIRECT | 0 | 3,644 | (3,644) | | |
| **TOTAL CARRYOVER** | **1,874,586** | **172,096** | **1,739,004** | **9%** | **91%** |
| **COVID CARES** | | | | | |
| PERSONNEL | 0 | 205,656 | (205,656) | | |
| FRINGE BENEFITS | 0 | 29,287 | (29,287) | | |
| SUPPLIES | 631,304 | 335,969 | 295,335 | | |
| OTHER | 420,869 | 30,368 | 390,501 | | |
| INDIRECT | 105,217 | 58,542 | 46,675 | | |
| **TOTAL COVID CARES** | **1,157,390** | **659,823** | **497,567** | **57%** | **43%** |
| **GRAND TOTAL HS FEDERAL FUNDS** | **20,995,111** | **18,054,788** | **2,976,837** | **86%** | **14%** |

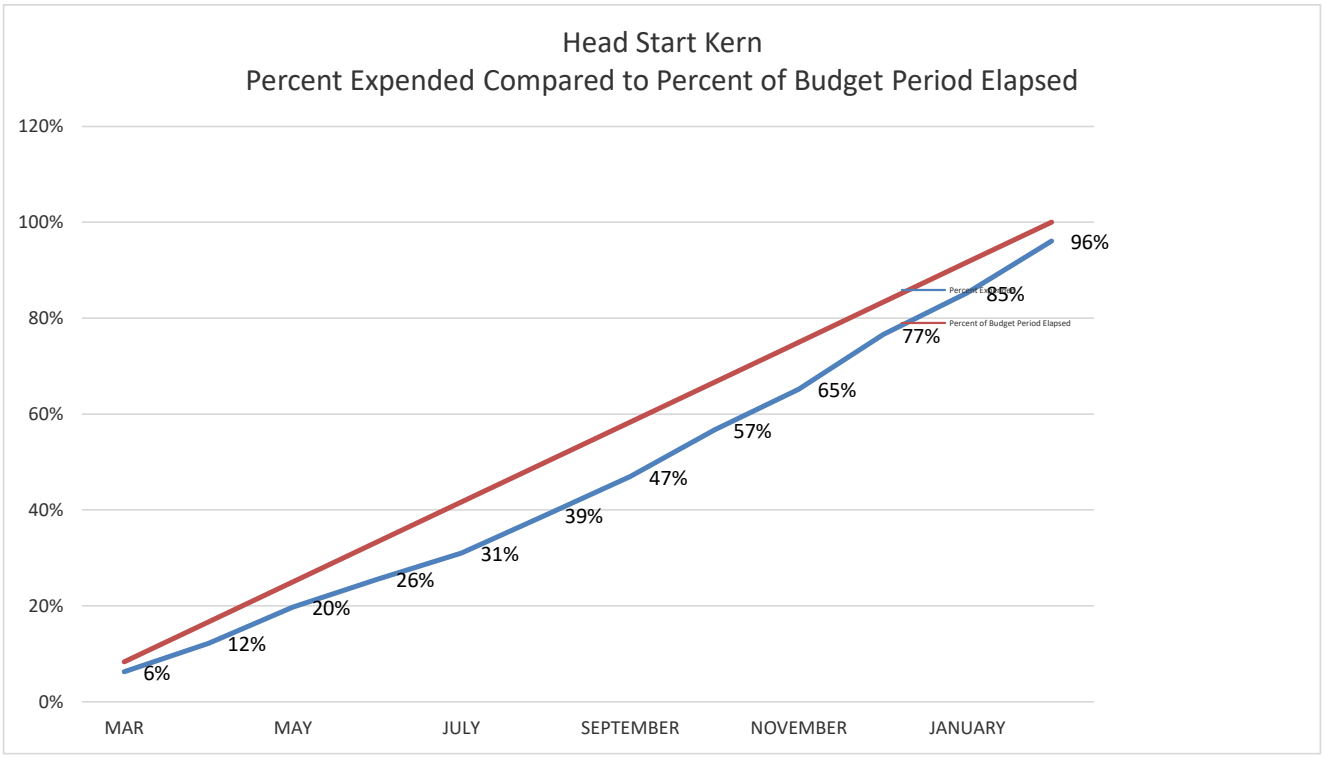
**HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE**

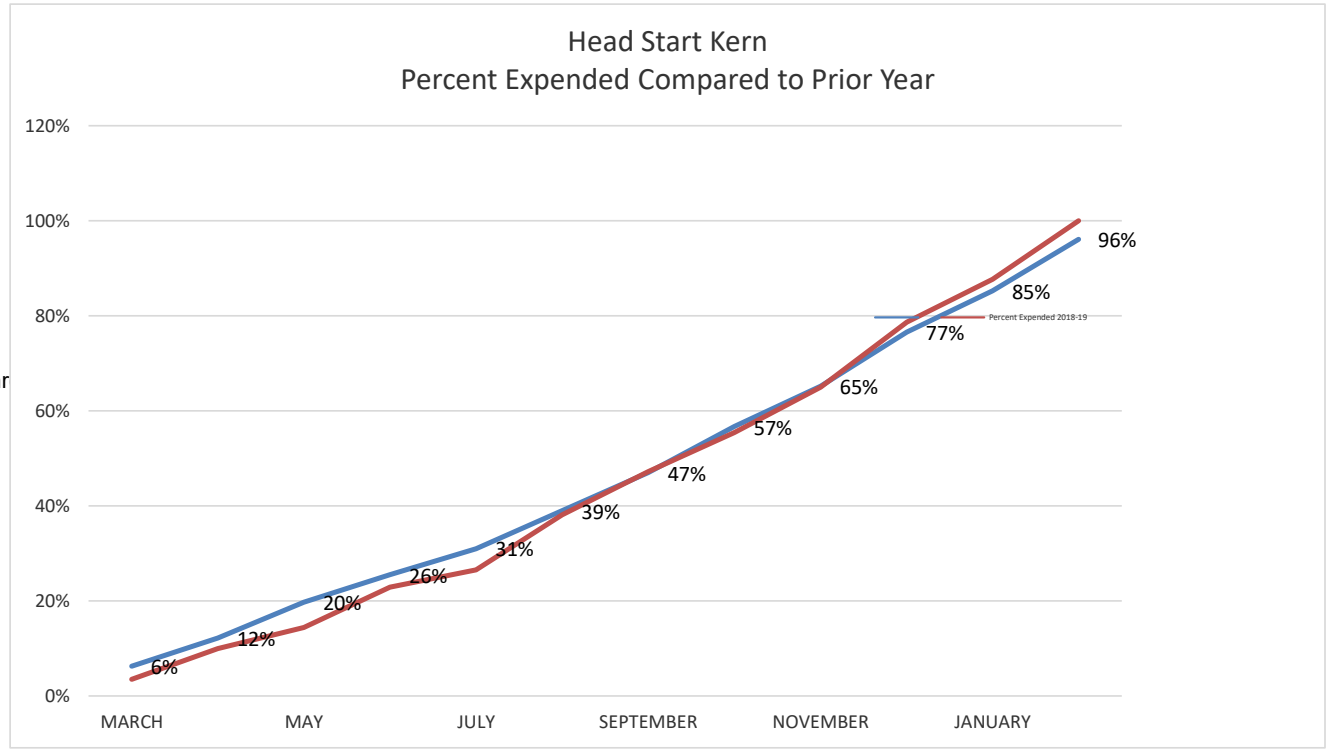
| SOURCE | BUDGET | ACTUAL | REMAINING | % SPENT | % REMAINING |
|---|---|---|---|---|---|
| IN-KIND | 1,567,638 | 1,522,479 | 45,159 | 97% | 3% |
| CALIF DEPT OF ED | 5,130,608 | 6,122,857 | (992,249) | 119% | -19% |
| **TOTAL NON-FEDERAL** | **6,698,246** | **7,645,336** | **(947,090)** | **114%** | **-14%** |

Budget reflects Notice of Award #09CH011132-02-02
Actual expenditures include posted expenditures and estimated adjustments through 2/28/2021
**Administrative Cost for HS and EHS Kern** **7.2%**

## Agency-Wide Credit Card Report

| | CURRENT | 1 TO 30 | 31 TO 60 | 61 TO 90 | TOTAL | STATEMENT DATE |
|---|---|---|---|---|---|---|
| **Wells Fargo** | 10,107 | | | | **10,107** | 3/2/2021 |
| **Lowe's** | - | | | | **0** | 1/25/2021 |
| **Smart & Final** | - | | | | **0** | 2/1/2021 |
| **Save Mart** | - | | | | **0** | 2/2/2021 |
| **Chevron & Texaco Business Card** | 5,424 | | | | **5,424** | 3/6/2021 |
| **Home Depot** | 7,739 | | | | **7,739** | 3/5/2021 |
| | **23,269** | **0** | **0** | **0** | **23,270** | |


Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
MAR
MAY
JULY
SEPTEMBER
NOVEMBER
JANUARY
6%
12%
20%
26%
31%
39%
47%
57%
65%
77%
85%
96%
Percent of Budget Period Elapsed


Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
MARCH
MAY
JULY
SEPTEMBER
NOVEMBER
JANUARY
6%
12%
20%
26%
31%
39%
47%
57%
65%
77%
85%
96%
Percent Expended 2018-19

# MEMORANDUM

To: Budget & Finance Committee of the Policy Council

From: Heather McCarley, Finance Manger

Date: May 18, 2021

Subject: *Early Head Start - Kern*
Budget to Actual Report for the period ended February 28, 2021 – **Info Item**

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The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, The second-year budget period is March 1, 2020 through February 28, 2021.

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period of March 1, 2020 through February 28, 2021. Twelve months (100.0%) of the 12-month budge period have elapsed.

## Base Funds

Overall expenditures are at 86% of the budget. The budget revisions that were brought to the Board and the Policy Council have been approved. The request to carryover the unexpended funding into the next budget will be submitted once we have finalized numbers for the end of the current budget period.

## Training & Technical Assistance Funds

Overall expenditures are at 74% of the budget.

## Carryover Funds

Overall expenditures are at 5% of the budget. The Carryover projects will be carried forward into the new budget period, as well.

## COVID Cares Funds

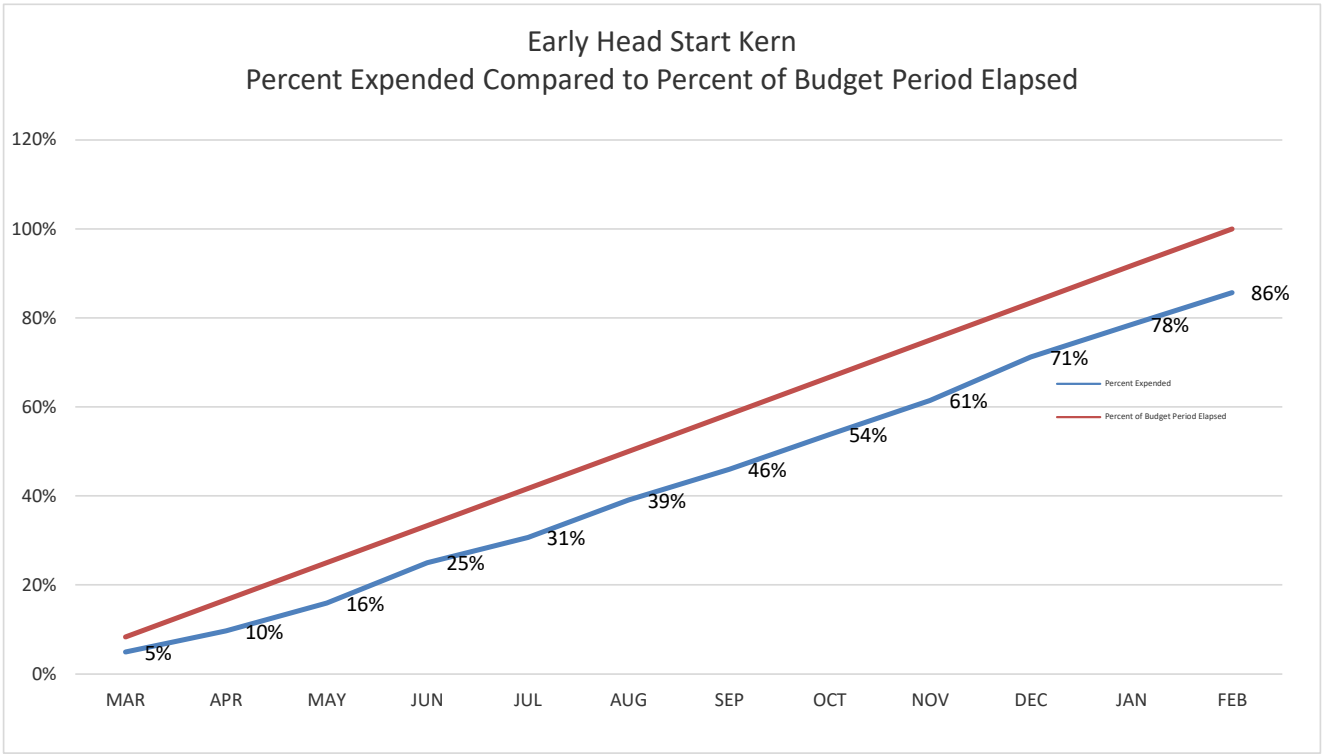
Overall expenditures are at 76% of the budget. The unexpended funds will be carried over into the new budget period.

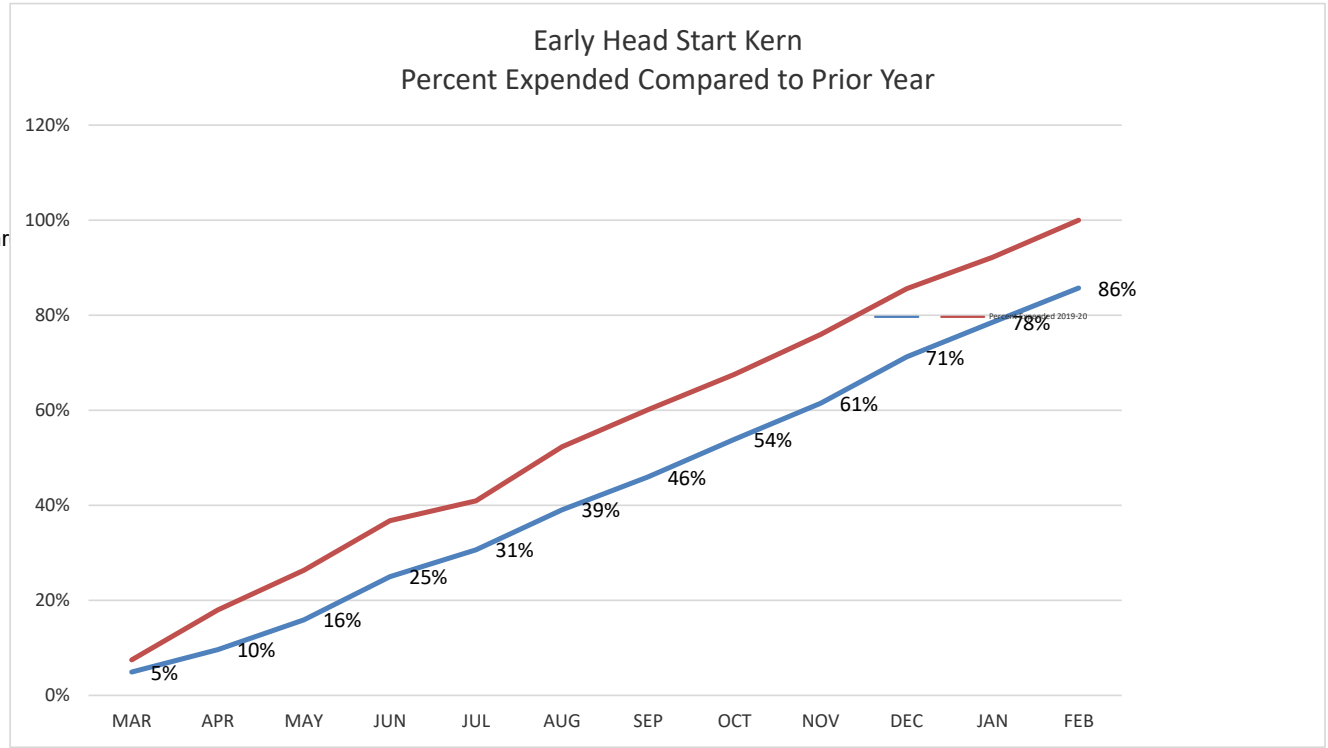
**Community Action Partnership of Kern**
**Early Head Start - Kern**
**Budget to Actual Report**
*Budget Period: March 1, 2020 - February 28, 2021*
Report Period: March 1, 2020 - February 28, 2021
Month 12 of 12 (100.0%)

Prepared 5/13/2021

| BASE FUNDS | BUDGET | ACTUAL | REMAINING | % SPENT | % REMAINING |
|---|---|---|---|---|---|
| PERSONNEL | 4,462,290 | 4,388,817 | 73,473 | 98% | 2% |
| FRINGE BENEFITS | 1,659,459 | 1,232,129 | 427,330 | 74% | 26% |
| TRAVEL | 0 | 0 | 0 | | |
| EQUIPMENT | 0 | 0 | 0 | | |
| SUPPLIES | 390,472 | 302,726 | 87,746 | 78% | 22% |
| CONTRACTUAL | 37,099 | 33,277 | 3,822 | 90% | 10% |
| CONSTRUCTION | 610,998 | 0 | 610,998 | | |
| OTHER | 953,456 | 986,794 | (33,338) | 103% | -3% |
| INDIRECT | 799,530 | 694,374 | 105,156 | 87% | 13% |
| **TOTAL BASE FUNDING** | **8,913,304** | **7,638,117** | **1,275,187** | **86%** | **14%** |
| **TRAINING & TECHNICAL ASSISTANCE** | | | | | |
| TRAVEL | 36,140 | 843 | 35,297 | 2% | 98% |
| SUPPLIES | 6,807 | 4,443 | 2,364 | 65% | 35% |
| CONTRACTUAL | 7,169 | 5,918 | 1,251 | 83% | 17% |
| OTHER | 103,144 | 102,266 | 878 | 99% | 1% |
| INDIRECT | 15,326 | 11,347 | 3,979 | 74% | 26% |
| **TOTAL TRAINING & TECHNICAL ASSISTANCE** | **168,586** | **124,816** | **43,770** | **74%** | **26%** |
| **CARRYOVER** | | | | | |
| CONSTRUCTION | 3,178,199 | 116,393 | 3,061,806 | 4% | 96% |
| OTHER | 0 | 26,441 | (26,441) | | |
| INDIRECT | 0 | 2,641 | (2,641) | | |
| **TOTAL CARRYOVER** | **3,178,199** | **145,475** | **3,032,724** | **5%** | **95%** |
| **COVID CARES** | | | | | |
| PERSONNEL | | 86,606 | (86,606) | | |
| FRINGE BENEFITS | | 12,968 | (12,968) | | |
| SUPPLIES | 213,789 | 146,868 | 66,921 | 69% | 31% |
| OTHER | 142,527 | 24,758 | 117,769 | 17% | 83% |
| INDIRECT | 35,632 | 26,564 | 9,068 | | |
| **TOTAL COVID CARES** | **391,948** | **297,766** | **94,182** | **76%** | **24%** |
| **GRAND TOTAL EHS FEDERAL FUNDS** | **12,652,037** | **8,206,174** | **4,445,863** | **65%** | **35%** |

Budget reflects Notice of Award #09CH011132-02-02
Actual expenditures include posted expenditures and estimated adjustments through 2/28/2021


Early Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
5%
10%
16%
25%
31%
39%
46%
54%
61%
71%
78%
86%
Percent Expended
Percent of Budget Period Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
5%
10%
16%
25%
31%
39%
46%
54%
61%
71%
78%
86%

o

# MEMORANDUM

To: Budget & Finance Committee of the Policy Council

From: Heather McCarley, Finance Manger

Date: May 18, 2021

Subject: *Head Start - Kern*
Budget to Actual Report for the period ended April 30, 2021 – **Info Item**

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The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the third-year budget period is March 1, 2021 through February 28, 2022.

The following are highlights of the Kern Head Start Budget to Actual Report for the period of March 1, 2021 through April 30, 2021. Two months (16.67%) of the 12-month budge period have elapsed.

## Base Funds

Overall expenditures are at 13% 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 6% of the budget.

## Carryover Funds

The Carryover projects will be carried forward into the new budget period, as well, but will not be reflected until we are able to submit the for the finalized amounts to carryforward from the 2020-21 budget period.

## COVID Cares Funds

The remaining COVID funding will be carried into the current budget period. Of the remaining balance, overall expenditures are at 38% of the budget. We anticipate additional COVID funding for the 2021-22 budget period, as well.

**Non-Federal Share (Head Start and Early Head Start combined)**

Non-Federal share is at 13% of the budget.

**Community Action Partnership of Kern**
**Head Start - Kern**
**Budget to Actual Report**
*Budget Period: March 1, 2021 - February 28, 2022*
Report Period: March 1, 2021 - April 30, 2021
Month 2 of 12 (16.67%)

Prepared 5/13/2021

| BASE FUNDS | BUDGET | ACTUAL | REMAINING | % SPENT | % REMAINING |
|---|---|---|---|---|---|
| PERSONNEL | 9,880,481 | 1,203,924 | 8,676,557 | 12% | 88% |
| FRINGE BENEFITS | 2,712,187 | 355,580 | 2,356,607 | 13% | 87% |
| TRAVEL | 0 | 0 | 0 | | |
| EQUIPMENT | 0 | 0 | 0 | | |
| SUPPLIES | 733,439 | 66,818 | 666,621 | 9% | 91% |
| CONTRACTUAL | 148,506 | 8,057 | 140,449 | 5% | 95% |
| CONSTRUCTION | 0 | 0 | 0 | | |
| OTHER | 2,748,825 | 439,554 | 2,309,271 | 16% | 84% |
| INDIRECT | 1,562,111 | 207,385 | 1,354,726 | 13% | 87% |
| **TOTAL BASE FUNDING** | **17,785,549** | **2,281,317** | **15,504,232** | **13%** | **87%** |

**TRAINING & TECHNICAL ASSISTANCE**

| | | | | | |
|---|---|---|---|---|---|
| TRAVEL | 41,904 | 0 | 41,904 | 0% | 100% |
| SUPPLIES | 23,986 | 8 | 23,978 | 0% | 100% |
| CONTRACTUAL | 22,800 | 2,063 | 20,738 | 9% | 91% |
| OTHER | 72,752 | 7,168 | 65,584 | 10% | 90% |
| INDIRECT | 16,144 | 924 | 15,220 | 6% | 94% |
| **TOTAL TRAINING & TECHNICAL ASSISTANCE** | **177,586** | **10,162** | **167,424** | **6%** | **94%** |

**COVID CARES**

| | | | | | |
|---|---|---|---|---|---|
| PERSONNEL | | 50,077 | (50,077) | | |
| FRINGE BENEFITS | | 47,805 | (47,805) | | |
| SUPPLIES | 295,335 | 23,383 | 271,951 | | |
| OTHER | 155,558 | 52,442 | 103,116 | | |
| INDIRECT | 46,675 | 17,297 | 29,377 | | |
| **TOTAL COVID CARES** | **497,567** | **191,005** | **306,562** | **38%** | **62%** |

| | | | | | |
|---|---|---|---|---|---|
| **GRAND TOTAL HS FEDERAL FUNDS** | **18,460,702** | **2,484,416** | **15,976,286** | **13%** | **87%** |

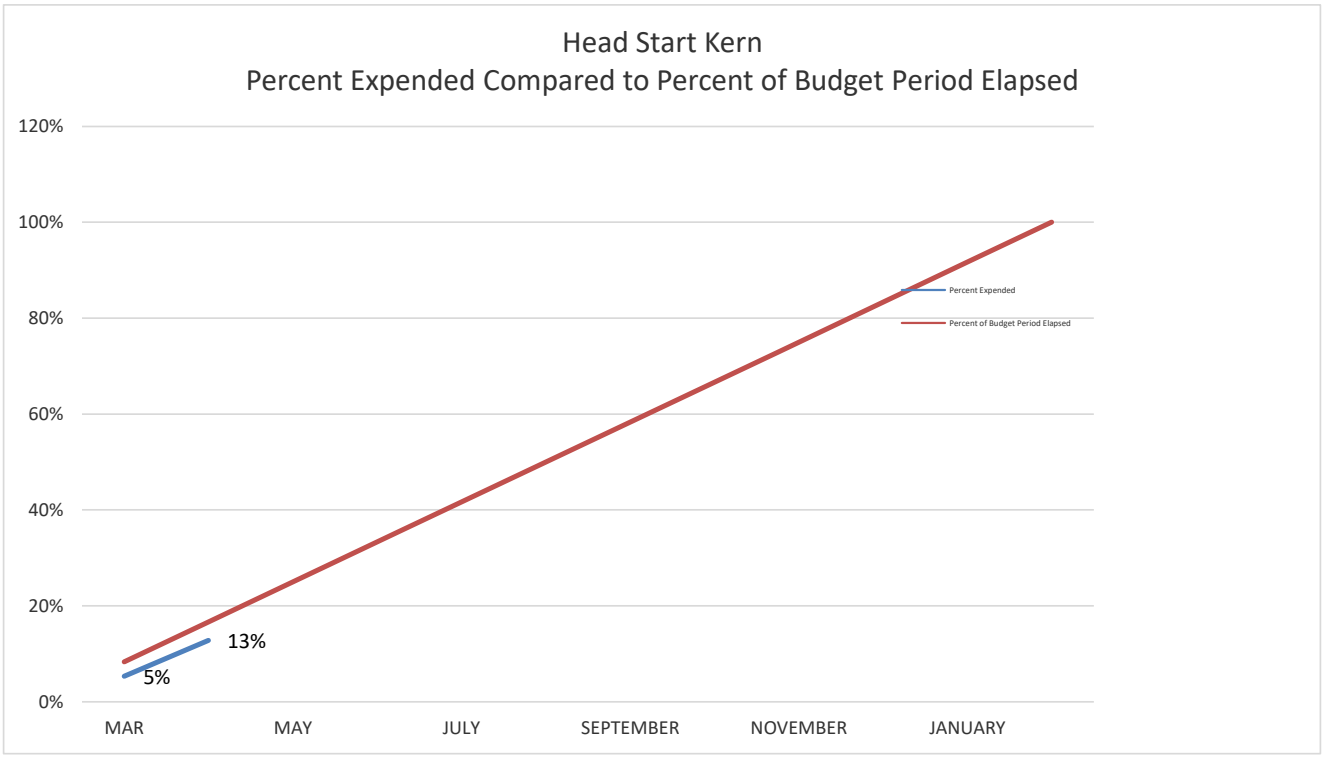
**HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE**

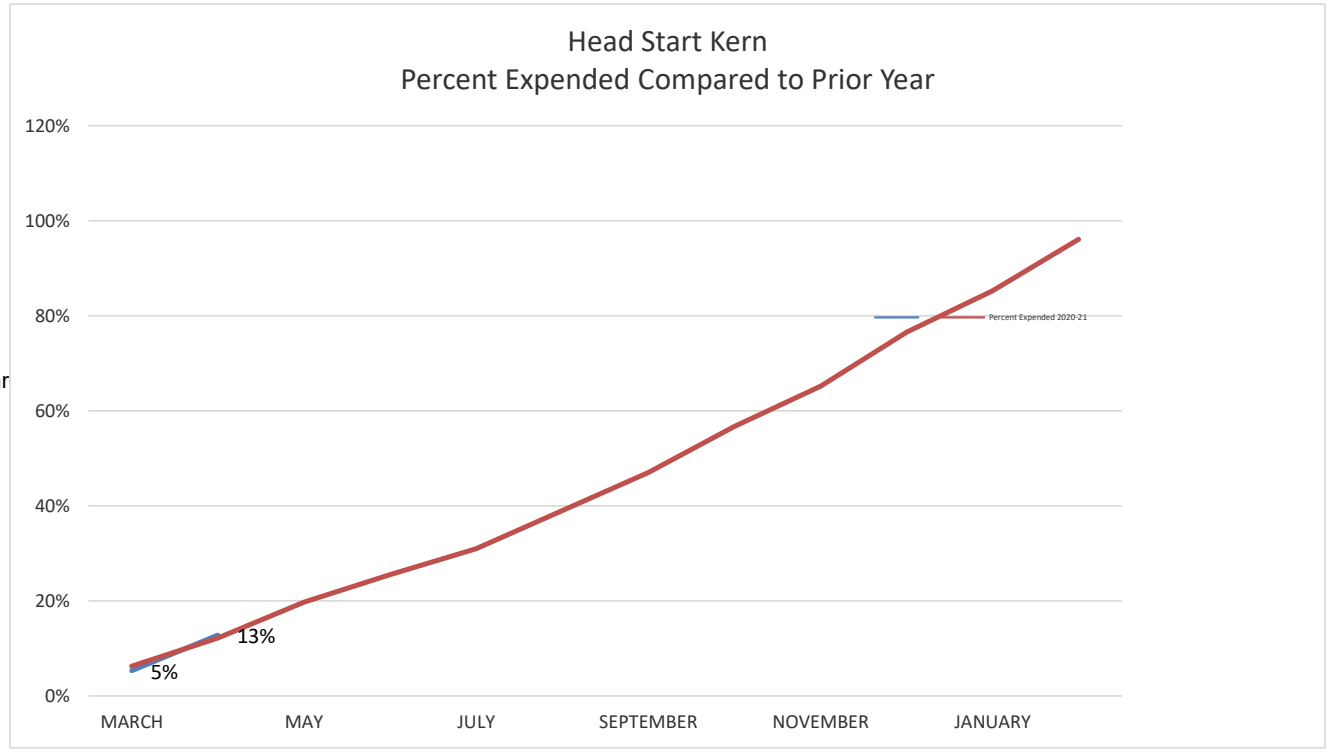
| SOURCE | BUDGET | ACTUAL | REMAINING | % SPENT | % REMAINING |
|---|---|---|---|---|---|
| IN-KIND | 1,567,638 | 238,076 | 1,329,562 | 15% | 85% |
| CALIF DEPT OF ED | 5,193,619 | 623,628 | 4,569,991 | 12% | 88% |
| **TOTAL NON-FEDERAL** | **6,761,257** | **861,704** | **5,899,553** | **13%** | **87%** |

Budget reflects Notice of Award #09CH011132-02-02
Actual expenditures include posted expenditures and estimated adjustments through 4/30/2021
**Administrative Cost for HS and EHS Kern** **7.3%**

## Agency-Wide Credit Card Report

| | CURRENT | 1 TO 30 | 31 TO 60 | 61 TO 90 | TOTAL | STATEMENT DATE |
|---|---|---|---|---|---|---|
| **Wells Fargo** | 11,529 | | | | **11,529** | 5/10/2021 |
| **Lowe's** | 4,135.58 | | | | **4,136** | 5/12/2021 |
| **Smart & Final** | 605.58 | | | | **606** | 5/2/2021 |
| **Save Mart** | 883.88 | | | | **884** | 4/6/2021 |
| **Chevron & Texaco Business Card** | 7,380 | | | | **7,380** | 5/6/2021 |
| **Home Depot** | 3,745 | | | | **3,745** | 5/5/2021 |
| | **28,279** | **0** | **0** | **0** | **28,280** | |


Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
MAR
MAY
JULY
SEPTEMBER
NOVEMBER
JANUARY
13%
5%
Percent Expended
Percent of Budget Period Elapsed


Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
MARCH
MAY
JULY
SEPTEMBER
NOVEMBER
JANUARY
13%
5%
Percent Expended 2020-21

# MEMORANDUM

To: Budget & Finance Committee of the Policy Council

From: Heather McCarley, Finance Manger

Date: May 18, 2021

Subject: *Early Head Start - Kern*
Budget to Actual Report for the period ended April 30, 2021 – **Info Item**

---

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, The third-year budget period is March 1, 2021 through February 28, 2022

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period of March 1, 2021 through April 30, 2021. Two month (16.67%) of the 12-month budge period has elapsed.

**Base Funds**

Overall expenditures are at 10% of the budget.

**Training & Technical Assistance Funds**

Overall expenditures are at 3% of the budget.

**Carryover Funds**

The Carryover projects will be carried forward into the new budget period, as well, but will not be reflected until we are able to submit the for the finalized amounts to carryforward from the 2020-21 budget period.

**COVID Cares Funds**

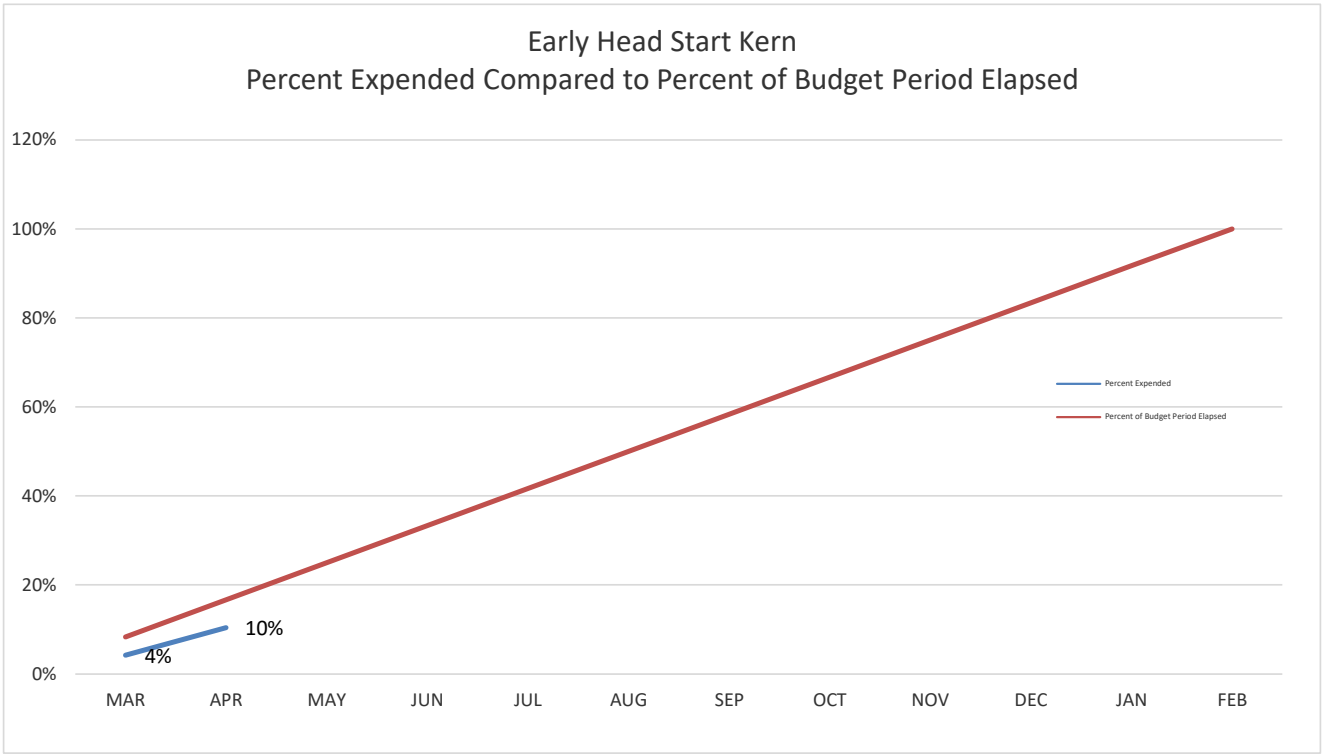
The remaining COVID funding will be carried into the current budget period. Of the remaining balance, overall expenditures are at 86% of the budget. We anticipate additional COVID funding for the 2021-22 budget period, as well.

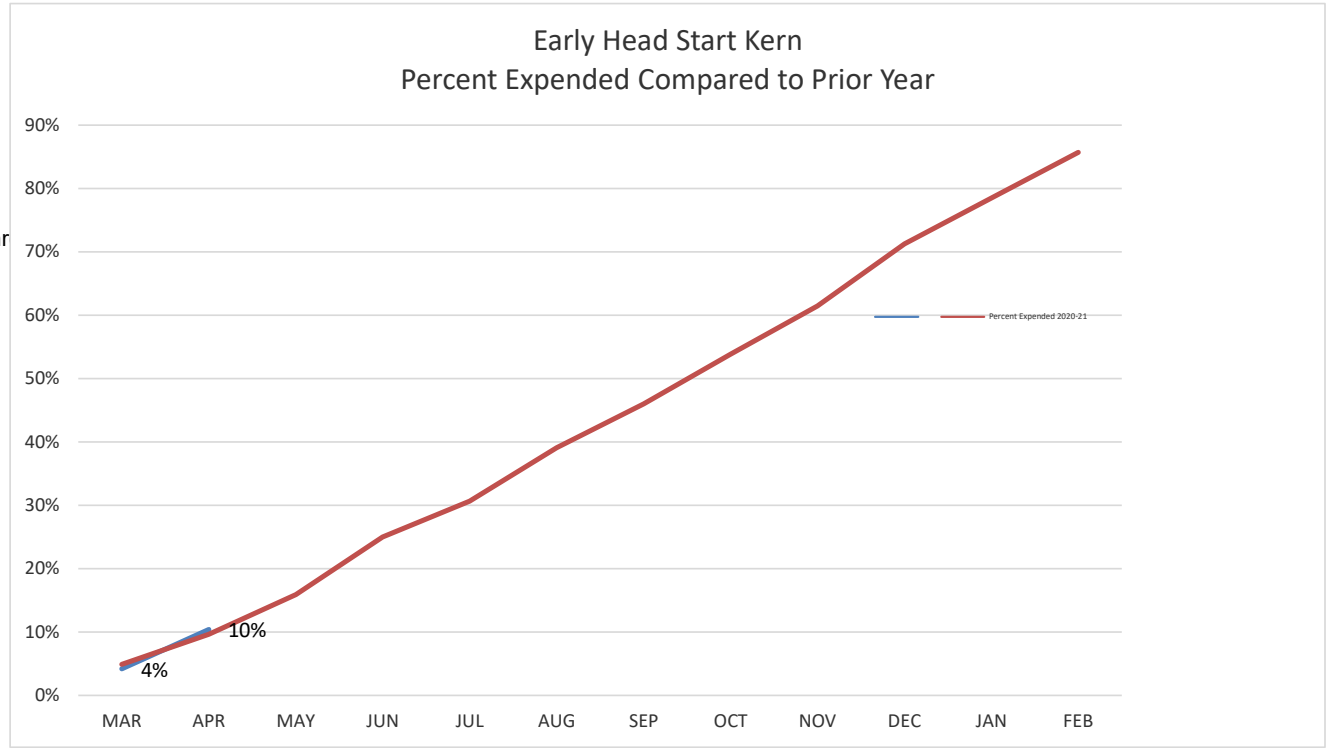
**Community Action Partnership of Kern**
**Early Head Start - Kern**
**Budget to Actual Report**
*Budget Period: March 1, 2021 - February 28, 2022*
Report Period: March 1, 2021 - April 30, 2021
Month 2 of 12 (16.67%)

Prepared 5/13/2021

| BASE FUNDS | BUDGET | ACTUAL | REMAINING | % SPENT | % REMAINING |
|---|---|---|---|---|---|
| PERSONNEL | 4,960,779 | 554,152 | 4,406,627 | 11% | 89% |
| FRINGE BENEFITS | 1,713,661 | 173,043 | 1,540,618 | 10% | 90% |
| TRAVEL | 0 | 0 | 0 | | |
| EQUIPMENT | 0 | 0 | 0 | | |
| SUPPLIES | 483,444 | 25,751 | 457,693 | 5% | 95% |
| CONTRACTUAL | 36,432 | 2,676 | 33,756 | 7% | 93% |
| CONSTRUCTION | 0 | 0 | 0 | | |
| OTHER | 920,158 | 87,771 | 832,387 | 10% | 90% |
| INDIRECT | 798,830 | 84,339 | 714,491 | 11% | 89% |
| **TOTAL BASE FUNDING** | **8,913,304** | **927,733** | **7,985,571** | **10%** | **90%** |
| **TRAINING & TECHNICAL ASSISTANCE** | | | | | |
| TRAVEL | 32,253 | 0 | 32,253 | 0% | 100% |
| SUPPLIES | 6,807 | 3 | 6,804 | 0% | 100% |
| CONTRACTUAL | 11,412 | 688 | 10,725 | 6% | 94% |
| OTHER | 102,788 | 3,709 | 99,079 | 4% | 96% |
| INDIRECT | 15,326 | 440 | 14,886 | 3% | 97% |
| **TOTAL TRAINING & TECHNICAL ASSISTANCE** | **168,586** | **4,839** | **163,747** | **3%** | **97%** |
| **COVID CARES** | | | | | |
| PERSONNEL | | 21,944 | (21,944) | | |
| FRINGE BENEFITS | | 26,529 | (26,529) | | |
| SUPPLIES | 66,921 | 7,782 | 59,139 | 12% | 88% |
| OTHER | 18,194 | 17,481 | 713 | 96% | 4% |
| INDIRECT | 9,068 | 7,349 | 1,719 | | |
| **TOTAL COVID CARES** | **94,182** | **81,086** | **13,097** | **86%** | **14%** |
| **GRAND TOTAL EHS FEDERAL FUNDS** | **9,176,072** | **1,014,886** | **8,161,187** | **11%** | **89%** |

Budget reflects Notice of Award #09CH011132-02-02
Actual expenditures include posted expenditures and estimated adjustments through 4/30/2021


Early Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
Percent Expended
Percent of Budget Period Elapsed
4%
10%


Early Head Start Kern
Percent Expended Compared to Prior Year
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
Percent Expended 2020-21
4%
10%

# MEMORANDUM

To: Budget & Finance Committee of the Policy Council

From: Heather McCarley, Finance Manger

Date: May 18, 2021

Subject: *Early Head Start – San Joaquin*
Budget to Actual Report for the period ended April 30, 2021 – **Info Item**

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The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period of February 1, 2021 through April 30, 2021. Three months (25.0%) of the 12-month budge period have elapsed.

**Base Funds**

Overall expenditures are at 16% of the budget, which is slightly below where we were compared to last year at this time.

**Training & Technical Assistance Funds**

Overall expenditures are at 18% of the budget. The combined personnel and fringe benefit expenses are at 23% of this budget.

**COVID Cares Funds**

The remaining COVID funding will be carried over into the current budget period. Of the remaining balance overall expenditures are at 85% of the budget.

**Non-Federal Share**

Non-Federal share is at 21% of the budget.

**Community Action Partnership of Kern**

**Early Head Start - San Joaquin County**

**Budget to Actual Report**

Budget Period: February 1, 2021 - January 31, 2022

Report Period: February 1, 2021 - April 30, 2021

Month 3 of 12 (25.0%)

Prepared 5/12/2021

| BASE FUNDS | BUDGET | ACTUAL | REMAINING | % SPENT | % REMAINING |
|---|---|---|---|---|---|
| PERSONNEL | 3,190,290 | 508,925 | 2,681,365 | 16% | 84% |
| FRINGE BENEFITS | 901,803 | 140,147 | 761,656 | 16% | 84% |
| TRAVEL | 0 | 3,431 | (3,431) | 0% | 0% |
| EQUIPMENT | 45,000 | 0 | 45,000 | | |
| SUPPLIES | 130,220 | 12,730 | 117,490 | 10% | 90% |
| CONTRACTUAL | 9,500 | 2,406 | 7,094 | 25% | 75% |
| OTHER | 720,292 | 124,001 | 596,291 | 17% | 83% |
| INDIRECT | 491,989 | 86,787 | 405,202 | 18% | 82% |
| **TOTAL** | **5,489,094** | **878,427** | **4,610,667** | **16%** | **84%** |

**TRAINING & TECHNICAL ASSISTANCE FUNDS**

| | | | | | |
|---|---|---|---|---|---|
| PERSONNEL | 49,670 | 10,768 | 38,902 | 22% | 78% |
| FRINGE BENEFITS | 21,950 | 5,449 | 16,501 | 25% | 75% |
| TRAVEL | 3,260 | 0 | 3,260 | 0% | 100% |
| SUPPLIES | 6,815 | 0 | 6,815 | 0% | 100% |
| CONTRACTUAL | 7,345 | 0 | 7,345 | 0% | 100% |
| OTHER | 19,301 | 2,925 | 16,376 | 15% | 85% |
| INDIRECT | 10,834 | 1,914 | 8,920 | 18% | 82% |
| **TOTAL** | **119,175** | **21,056** | **98,119** | **18%** | **82%** |

**COVID CARES - Carried over from 2020-21**

| | | | | | |
|---|---|---|---|---|---|
| PERSONNEL | | 14,118 | (14,118) | 0% | 0% |
| FRINGE BENEFITS | | 2,543 | (2,543) | 0% | 0% |
| SUPPLIES | 72,943 | 12,256 | 60,687 | 17% | 83% |
| OTHER | 24,314 | 53,321 | (29,007) | 219% | -119% |
| INDIRECT | 9,726 | 8,187 | 1,539 | 84% | 16% |
| **TOTAL** | **106,983** | **90,425** | **16,558** | **85%** | **15%** |

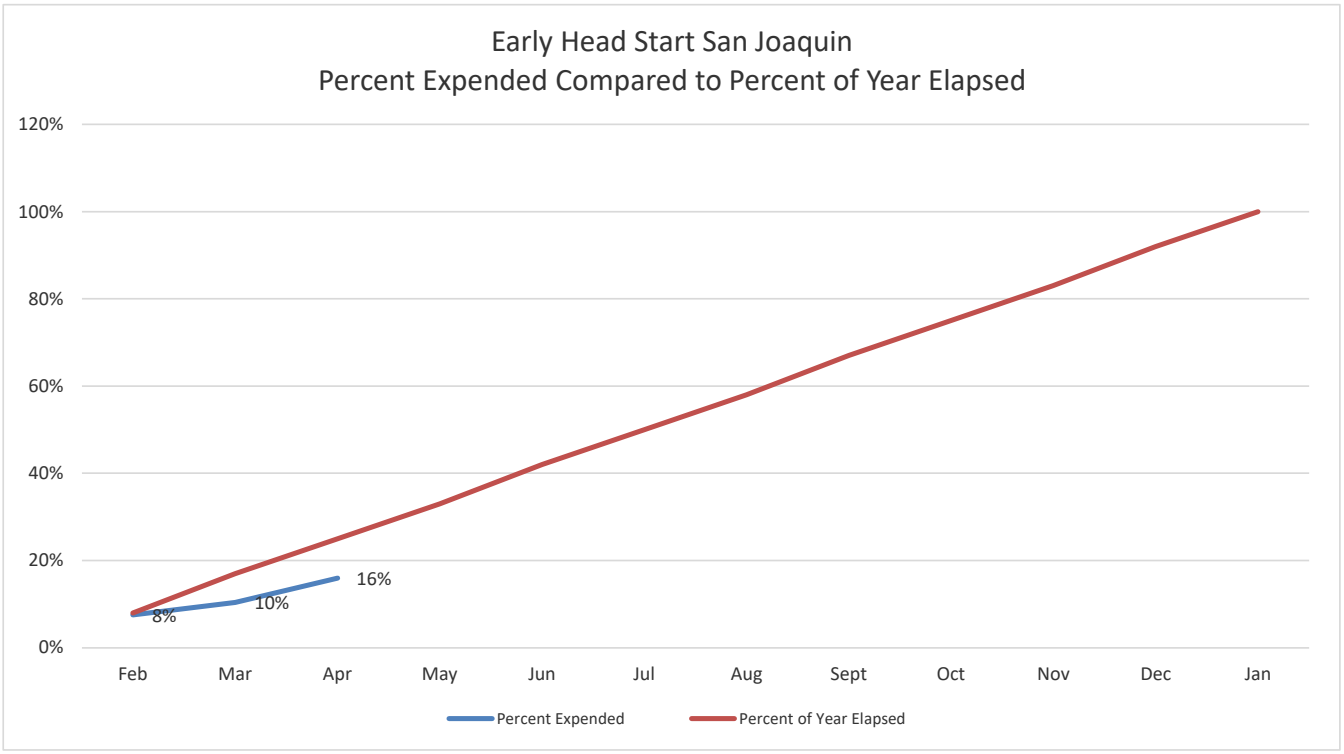
| | | | | | |
|---|---|---|---|---|---|
| **GRAND TOTAL EHS FEDERAL FUNDS** | **5,715,252** | **989,908** | **4,725,344** | **17%** | **83%** |

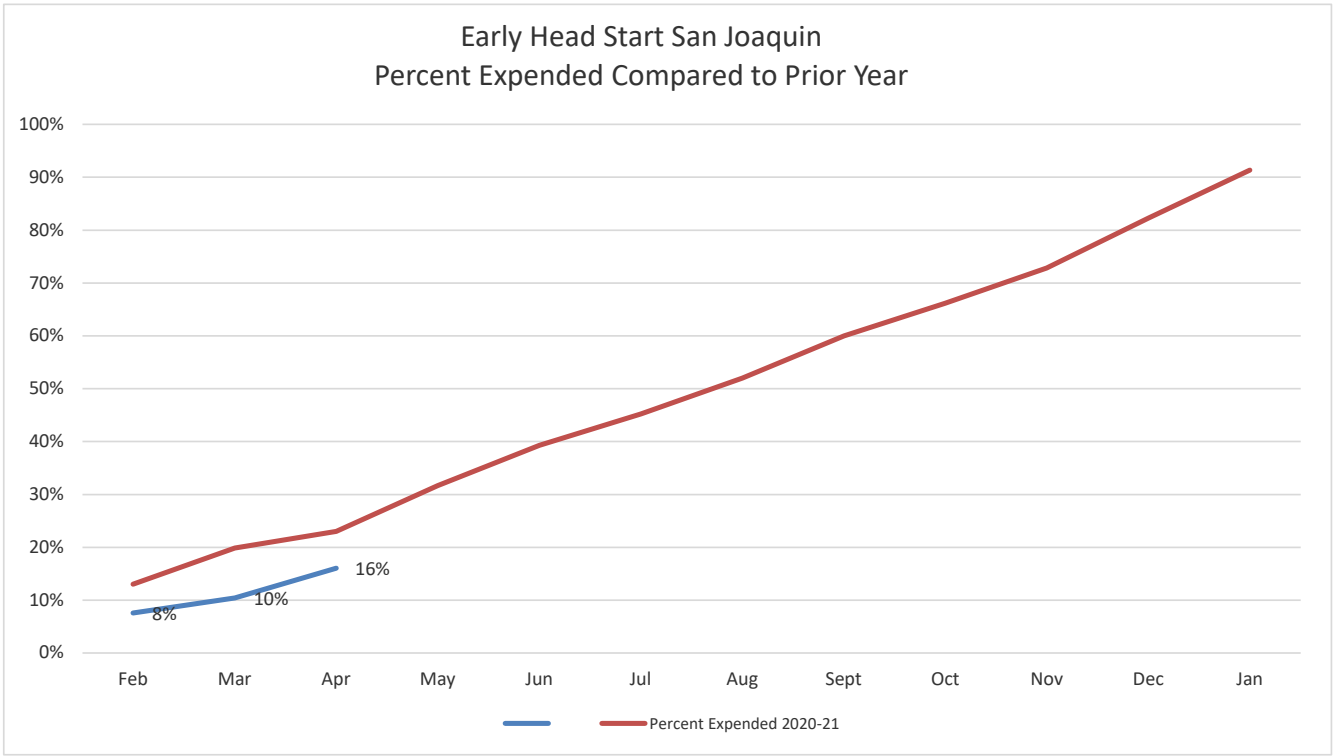
| NON-FEDERAL SHARE | BUDGET | ACTUAL | REMAINING | % SPENT | % REMAINING |
|---|---|---|---|---|---|
| IN-KIND | 1,347,082 | 286,173 | 1,060,909 | 21% | 79% |
| **TOTAL NON-FEDERAL FUNDS** | **1,347,082** | **286,173** | **1,060,909** | **21%** | **79%** |

| | |
|---|---|
| Centralized Administrative Cost | 7.0% |
| Program Administrative Cost | 2.7% |
| **Total Administrative Cost** | **9.7%** |

Budget reflects Notice of Award #09CH011406-02-00

Actual expenditures include posted expenditures and estimated adjustments through 4/30/2021


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%
10%
16%
Percent Expended
Percent of Year Elapsed


Early Head Start San Joaquin
Percent Expended Compared to Prior Year
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Feb
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
8%
10%
16%
Percent Expended 2020-21

# MEMORANDUM

To: Budget & Finance Committee of the Policy Council

From: Heather McCarley, Finance Manger

Date: May 18, 2021

Subject: *Early Head Start Child Care Partnerships*
Budget to Actual Report for the period ended February 28, 2021 – **Info Item**

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The following are highlights of the Early Head Start Child Care Partnership Budget to Actual Report for the period of March 1, 2020 through February 28, 2021. Twelve months (100.0%) of the 12-month budge period have elapsed.

## Base Funds

Overall expenditures are at 59% of the budget. The request to carryover the unexpended funding into the next budget will be submitted once we have finalized numbers for the end of the current budget period.

## Training & Technical Assistance Funds

Overall expenditures are at 14% of the budget.

## Carryover Funds

Overall expenditures are at 2% of the budget. The Carryover projects will be carried forward into the new budget period, as well.

## COVID Cares Funds

Overall expenditures are at 16% of the budget. The unexpended funds will be carried over into the new budget period.

## Non-Federal Share

Non-Federal share is at 36% of the budget.

**Community Action Partnership of Kern**
**Early Head Start Child Care Partnerships + Expansion**
**Budget to Actual Report**
Budget Period: March 1, 2020 - February 28, 2021
Report Period: March 1, 2020 - February 28, 2021
Month 12 of 12 (100.0%)

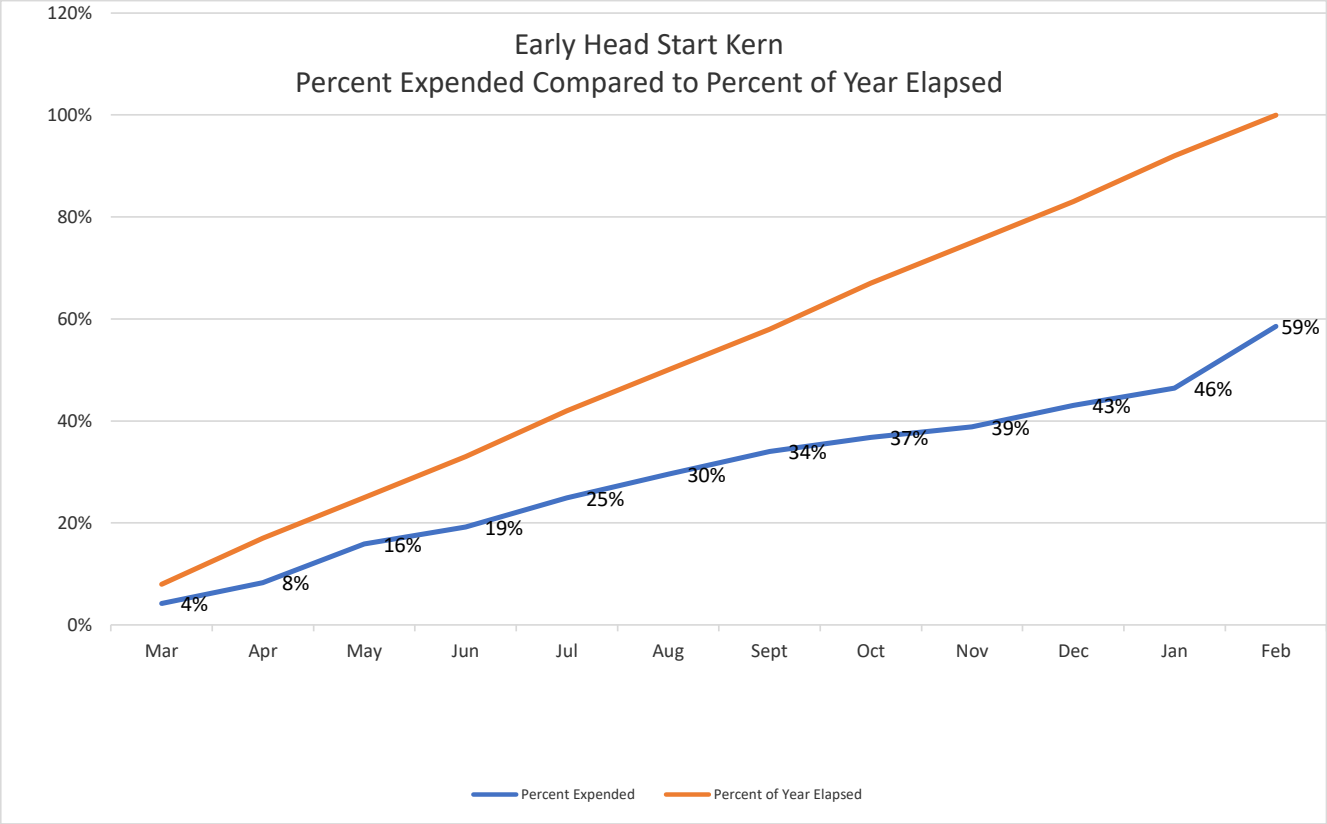
Prepared 5/12/2021

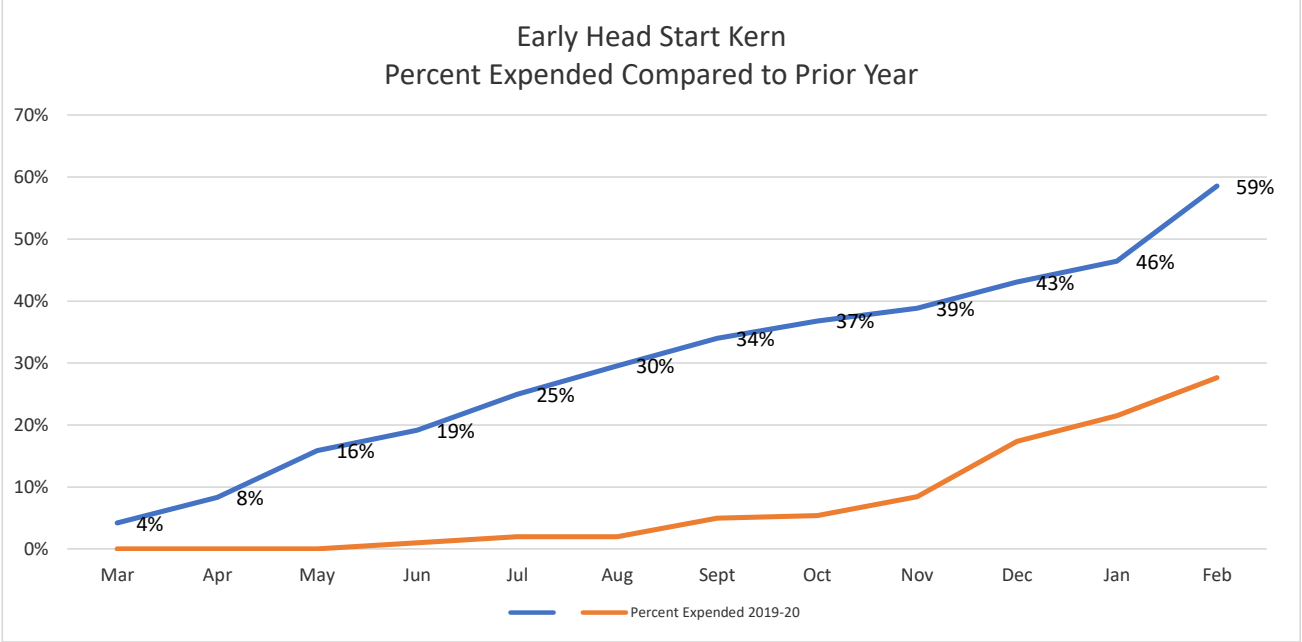
| BASE FUNDS | BUDGET | ACTUAL | REMAINING | % SPENT | % REMAINING |
|---|---|---|---|---|---|
| PERSONNEL | 761,292 | 477,486 | 283,806 | 63% | 37% |
| FRINGE BENEFITS | 222,791 | 101,910 | 120,881 | 46% | 54% |
| SUPPLIES | 28,175 | 54,890 | (26,715) | 195% | -95% |
| CONTRACTUAL | 1,030,071 | 496,868 | 533,203 | 48% | 52% |
| OTHER | 143,707 | 152,279 | (8,572) | 106% | -6% |
| INDIRECT | 212,371 | 121,411 | 90,960 | 57% | 43% |
| **TOTAL BASE FUNDING** | **2,398,407** | **1,404,844** | **993,563** | **59%** | **41%** |
| **TRAINING & TECHNICAL ASSISTANCE** | | | | | |
| TRAVEL | 5,294 | 0 | 5,294 | 0% | 100% |
| SUPPLIES | 16,391 | 481 | 15,910 | 3% | 97% |
| OTHER | 29,393 | 3,725 | 25,668 | 13% | 87% |
| INDIRECT | 5,107 | 695 | 4,412 | 14% | 86% |
| **TOTAL TRAINING & TECHNICAL ASSISTANCE** | **56,185** | **7,651** | **48,534** | **14%** | **86%** |
| **CARRYOVER** | | | | | |
| SUPPLIES | 229,928 | 29,778 | 200,150 | 13% | 87% |
| CONSTRUCTION | 566,959 | 0 | 566,959 | 0% | 100% |
| OTHER | 565,121 | 0 | 565,121 | 0% | 100% |
| INDIRECT | 136,201 | 2,977 | 133,224 | 2% | 98% |
| **TOTAL CARRYOVER** | **1,498,209** | **32,755** | **1,465,454** | **2%** | **98%** |
| **COVID CARES** | | | | | |
| PERSONNEL | | 7,541 | (7,541) | | |
| FRINGE BENEFITS | | 1,056 | (1,056) | | |
| SUPPLIES | 91,077 | 9,096 | 81,981 | 10% | 90% |
| OTHER | 30,359 | 1,681 | 28,678 | 6% | 94% |
| INDIRECT | 12,143 | 1,904 | 10,239 | 16% | 84% |
| **TOTAL COVID** | **133,579** | **21,277** | **112,302** | **16%** | **84%** |
| **GRAND TOTAL EHS FEDERAL FUNDS** | **4,086,380** | **1,466,527** | **2,619,853** | **36%** | **64%** |

**NON-FEDERAL SHARE**

| SOURCE | BUDGET | ACTUAL | REMAINING | % SPENT | % REMAINING |
|---|---|---|---|---|---|
| IN-KIND | 588,256 | 211,855 | 376,401 | 36% | 64% |
| **TOTAL NON-FEDERAL** | **588,256** | **211,855** | **376,401** | **36%** | **64%** |

Budget reflects Notice of Award **#09HP000163-02-02**
Actual expenditures include posted expenditures and estimated adjustments through 2/28/2021


Early Head Start Kern
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
4%
8%
16%
19%
25%
30%
34%
37%
39%
43%
46%
59%
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Percent Expended
Percent of Year Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
70%
60%
50%
40%
30%
20%
10%
0%
4%
8%
16%
19%
25%
30%
34%
37%
39%
43%
46%
59%
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Percent Expended 2019-20

# MEMORANDUM

To: Budget & Finance Committee of the Policy Council

From: Heather McCarley, Finance Manger

Date: May 18, 2021

Subject: *Early Head Start Child Care Partnerships*
Budget to Actual Report for the period ended April 30, 2021 – **Info Item**

---

The following are highlights of the Early Head Start Child Care Partnership Budget to Actual Report for the period of March 1, 2021 through April 30, 2021. Two months (16.67%) of the 12-month budget period have elapsed.

## Base Funds

Overall expenditures are at 8% of the budget.

## Training & Technical Assistance Funds

Overall expenditures are at 0% of the budget.

## Carryover Funds

The Carryover projects will be carried forward into the new budget period, as well, but will not be reflected until we are able to submit the for the finalized amounts to carryforward from the 2020-21 budget period.

## COVID Cares Funds

The remaining COVID funding will be carried into the current budget period. Of the remaining balance, overall expenditures are at 9% 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, 2021 - February 28, 2022
Report Period: March 1, 2021 - April 30, 2021
Month 2 of 12 (16.67%)

Prepared 5/12/2021

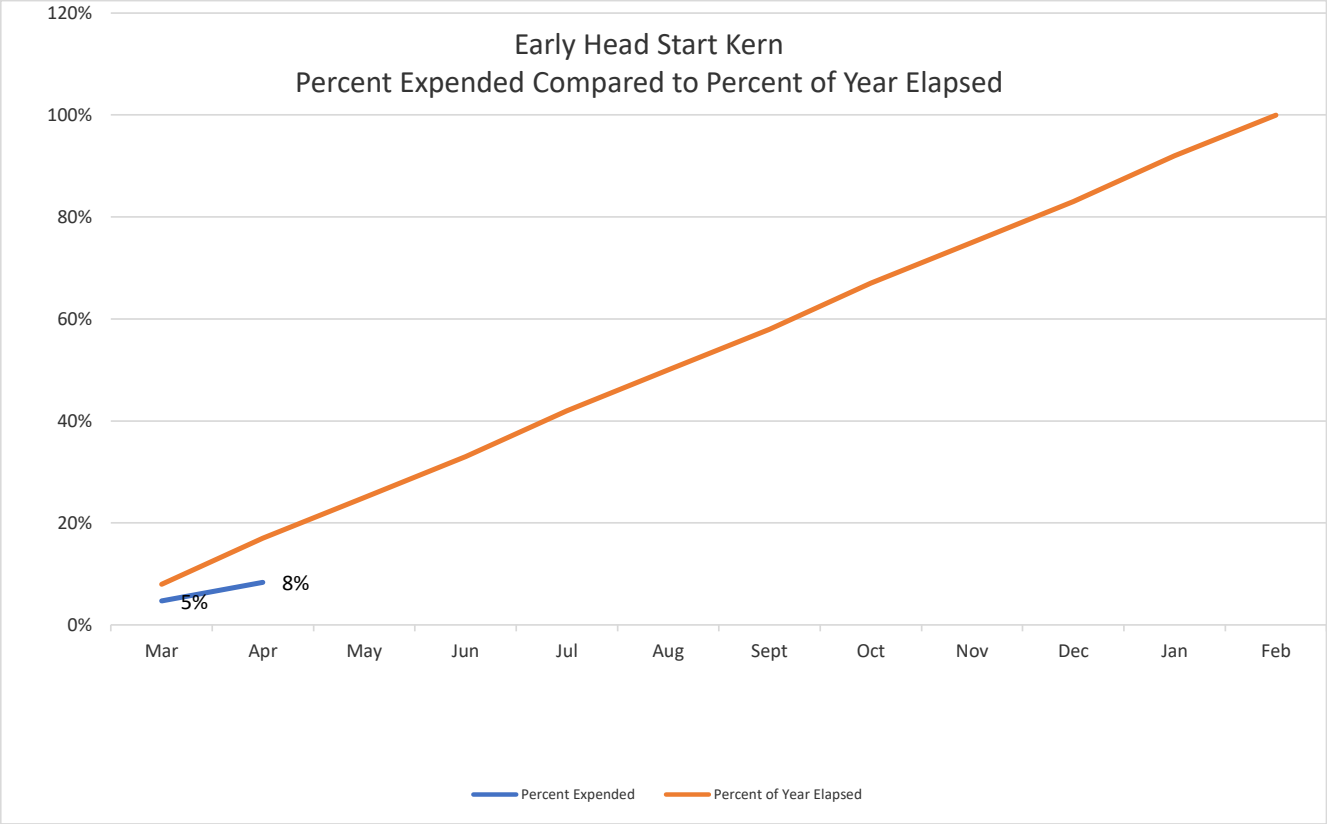
| BASE FUNDS | BUDGET | ACTUAL | REMAINING | % SPENT | % REMAINING |
|---|---|---|---|---|---|
| PERSONNEL | 658,760 | 71,001 | 587,759 | 11% | 89% |
| FRINGE BENEFITS | 179,894 | 16,274 | 163,620 | 9% | 91% |
| SUPPLIES | 37,083 | 2,116 | 34,967 | 6% | 94% |
| CONTRACTUAL | 1,078,826 | 33,095 | 1,045,731 | 3% | 97% |
| OTHER | 231,300 | 61,451 | 169,849 | 27% | 73% |
| INDIRECT | 212,544 | 16,855 | 195,689 | 8% | 92% |
| **TOTAL BASE FUNDING** | **2,398,407** | **200,792** | **2,197,615** | **8%** | **92%** |
| **TRAINING & TECHNICAL ASSISTANCE** | | | | | |
| TRAVEL | 5,294 | 0 | 5,294 | 0% | 100% |
| SUPPLIES | 16,391 | 0 | 16,391 | 0% | 100% |
| OTHER | 29,393 | 142 | 29,251 | 0% | 100% |
| INDIRECT | 5,107 | 14 | 5,093 | 0% | 100% |
| **TOTAL TRAINING & TECHNICAL ASSISTANCE** | **56,185** | **157** | **56,028** | **0%** | **100%** |
| **COVID CARES** | | | | | |
| PERSONNEL | 0 | 2,277 | (2,277) | | |
| FRINGE BENEFITS | 0 | 374 | (374) | | |
| SUPPLIES | 81,981 | 6,878 | 75,104 | 8% | 92% |
| OTHER | 20,082 | 0 | 20,082 | 0% | 100% |
| INDIRECT | 10,239 | 953 | 9,286 | 9% | 91% |
| **TOTAL COVID** | **112,302** | **10,481** | **104,472** | **9%** | **91%** |
| **GRAND TOTAL EHS FEDERAL FUNDS** | **4,065,103** | **211,430** | **3,856,324** | **5%** | **95%** |

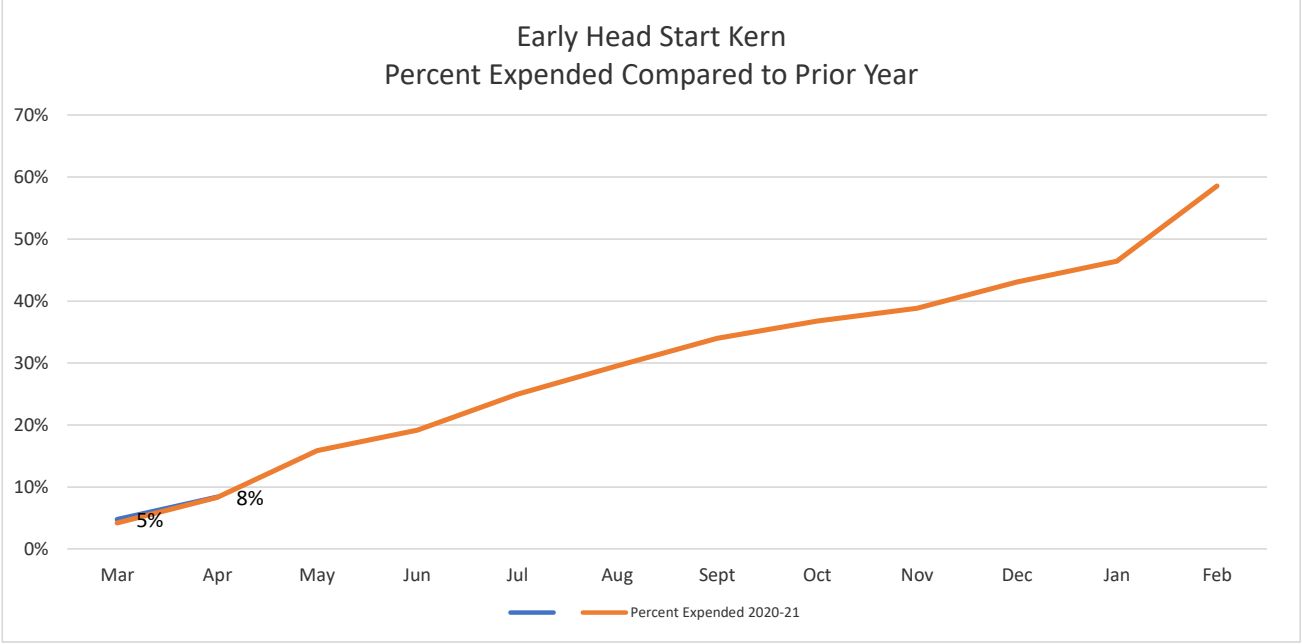
**NON-FEDERAL SHARE**

| SOURCE | BUDGET | ACTUAL | REMAINING | % SPENT | % REMAINING |
|---|---|---|---|---|---|
| IN-KIND | 588,256 | 744 | 587,512 | 0% | 100% |
| **TOTAL NON-FEDERAL** | **588,256** | **744** | **587,512** | **0%** | **100%** |

Budget reflects Notice of Award **#09HP000163-02-02**

Actual expenditures include posted expenditures and estimated adjustments through 4/30/2021


Early Head Start Kern
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
5%
8%
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Percent Expended
Percent of Year Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
70%
60%
50%
40%
30%
20%
10%
0%
5%
8%
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Percent Expended 2020-21

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**PARENT TRAVEL & CHILD CARE**
**2021-2022**

## KERN HEAD START

| MONTH | BEGINNING BALANCE | SPENT THIS MONTH | SPENT YEAR-TO-DATE | REMAINING BALANCE | % OF YEAR ELAPSED | % OF BUDGET SPENT |
|---|---|---|---|---|---|---|
| MARCH 2021 | $ 1,350.00 | $ - | $ - | $ 1,350.00 | 8% | 0% |
| APRIL 2021 | $ 1,350.00 | | $ - | $ 1,350.00 | 17% | 0% |
| MAY 2021 | $ 1,350.00 | | $ - | $ 1,350.00 | 25% | 0% |
| JUNE 2021 | $ 1,350.00 | | $ - | $ 1,350.00 | 33% | 0% |
| JULY 2021 | $ 1,350.00 | | $ - | $ 1,350.00 | 42% | 0% |
| AUGUST 2021 | $ 1,350.00 | | $ - | $ 1,350.00 | 50% | 0% |
| SEPTEMBER 2021 | $ 1,350.00 | | $ - | $ 1,350.00 | 58% | 0% |
| OCTOBER 2021 | $ 1,350.00 | | $ - | $ 1,350.00 | 67% | 0% |
| NOVEMBER 2021 | $ 1,350.00 | | $ - | $ 1,350.00 | 75% | 0% |
| DECEMBER 2021 | $ 1,350.00 | | $ - | $ 1,350.00 | 83% | 0% |
| JANUARY 2022 | $ 1,350.00 | | $ - | $ 1,350.00 | 92% | 0% |
| FEBRUARY 2022 | $ 1,350.00 | | $ - | $ 1,350.00 | 100% | 0% |

## KERN EARLY HEAD START

| MONTH | BEGINNING BALANCE | SPENT THIS MONTH | SPENT YEAR-TO-DATE | REMAINING BALANCE | % OF YEAR ELAPSED | % OF BUDGET SPENT |
|---|---|---|---|---|---|---|
| MARCH 2021 | $ 450.00 | $ - | $ - | $ 450.00 | 8% | 0% |
| APRIL 2021 | $ 450.00 | | $ - | $ 450.00 | 17% | 0% |
| MAY 2021 | $ 450.00 | | $ - | $ 450.00 | 25% | 0% |
| JUNE 2021 | $ 450.00 | | $ - | $ 450.00 | 33% | 0% |
| JULY 2021 | $ 450.00 | | $ - | $ 450.00 | 42% | 0% |
| AUGUST 2021 | $ 450.00 | | $ - | $ 450.00 | 50% | 0% |
| SEPTEMBER 2021 | $ 450.00 | | $ - | $ 450.00 | 58% | 0% |
| OCTOBER 2021 | $ 450.00 | | $ - | $ 450.00 | 67% | 0% |
| NOVEMBER 2021 | $ 450.00 | | $ - | $ 450.00 | 75% | 0% |
| DECEMBER 2021 | $ 450.00 | | $ - | $ 450.00 | 83% | 0% |
| JANUARY 2022 | $ 450.00 | | $ - | $ 450.00 | 92% | 0% |
| FEBRUARY 2022 | $ 450.00 | | $ - | $ 450.00 | 100% | 0% |

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**PARENT TRAVEL & CHILD CARE**
**2021-2022**

## SAN JOAQUIN EARLY HEAD START

| MONTH | BEGINNING BALANCE | SPENT THIS MONTH | SPENT YEAR-TO-DATE | REMAINING BALANCE | % OF YEAR ELAPSED | % OF BUDGET SPENT |
|---|---|---|---|---|---|---|
| FEBRUARY 2021 | $ 50.00 | $ - | $ - | $ 50.00 | 8% | 0% |
| MARCH 2021 | $ 50.00 | $ - | $ - | $ 50.00 | 17% | 0% |
| APRIL 2021 | $ 50.00 | $ - | $ - | $ 50.00 | 25% | 0% |
| MAY 2021 | $ 50.00 | $ - | $ - | $ 50.00 | 33% | 0% |
| JUNE 2021 | $ 50.00 | $ - | $ - | $ 50.00 | 42% | 0% |
| JULY 2021 | $ 50.00 | $ - | $ - | $ 50.00 | 50% | 0% |
| AUGUST 2021 | $ 50.00 | $ - | $ - | $ 50.00 | 58% | 0% |
| SEPTEMBER 2021 | $ 50.00 | $ - | $ - | $ 50.00 | 67% | 0% |
| OCTOBER 2021 | $ 50.00 | $ - | $ - | $ 50.00 | 75% | 0% |
| NOVEMBER 2021 | $ 50.00 | $ - | $ - | $ 50.00 | 83% | 0% |
| DECEMBER 2021 | $ 50.00 | $ - | $ - | $ 50.00 | 92% | 0% |
| JANUARY 2022 | $ 50.00 | $ - | $ - | $ 50.00 | 100% | 0% |

## 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 2021 | $ 250.00 | $ - | $ - | $ 250.00 | 8% | 0% |
| APRIL 2021 | $ 250.00 | $ - | $ - | $ 250.00 | 17% | 0% |
| MAY 2021 | $ 250.00 | $ - | $ - | $ 250.00 | 25% | 0% |
| JUNE 2021 | $ 250.00 | $ - | $ - | $ 250.00 | 33% | 0% |
| JULY 2021 | $ 250.00 | $ - | $ - | $ 250.00 | 42% | 0% |
| AUGUST 2021 | $ 250.00 | $ - | $ - | $ 250.00 | 50% | 0% |
| SEPTEMBER 2021 | $ 250.00 | $ - | $ - | $ 250.00 | 58% | 0% |
| OCTOBER 2021 | $ 250.00 | $ - | $ - | $ 250.00 | 67% | 0% |
| NOVEMBER 2021 | $ 250.00 | $ - | $ - | $ 250.00 | 75% | 0% |
| DECEMBER 2021 | $ 250.00 | $ - | $ - | $ 250.00 | 83% | 0% |
| JANUARY 2022 | $ 250.00 | $ - | $ - | $ 250.00 | 92% | 0% |
| FEBRUARY 2022 | $ 250.00 | | $ - | $ 250.00 | 100% | 0% |

Prepared by: Heather McCarley
May 15, 2021

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**VIAJES DE LOS PADRES y CUIDADO DE NINOS**
**2021-2022**

## 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 2021 | $ 1,350.00 | $ - | $ - | $ 1,350.00 | 25% | 0% |
| ABRIL DEL 2021 | $ 1,350.00 | $ - | $ - | $ 1,350.00 | 50% | 0% |
| MAYO DEL 2021 | $ 1,350.00 | $ - | $ - | $ 1,350.00 | 75% | 0% |
| JUNIO DEL 2021 | $ 1,350.00 | $ - | $ - | $ 1,350.00 | 100% | 0% |
| JULIO DEL 2021 | $ 5,475.00 | $ - | $ - | $ 5,475.00 | 13% | 0% |
| AGOSTO DEL 2021 | $ 5,475.00 | $ - | $ - | $ 5,475.00 | 25% | 0% |
| SEPTIEMBRE DEL 2018 | $ 5,475.00 | $ - | $ - | $ 5,475.00 | 38% | 0% |
| OCTUBRE DEL 2021 | $ 5,475.00 | $ - | $ - | $ 5,475.00 | 50% | 0% |
| NOVIEMBRE DEL 2021 | $ 5,475.00 | $ - | $ - | $ 5,475.00 | 63% | 0% |
| DICIEMBRE DEL 2021 | $ 5,475.00 | $ - | $ - | $ 5,475.00 | 75% | 0% |
| ENERO DEL 2022 | $ 5,475.00 | $ - | $ - | $ 5,475.00 | 88% | 0% |
| FEBRERO DEL 2022 | $ 5,475.00 | $ - | $ - | $ 5,475.00 | 100% | 0% |

## 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 2021 | $ 450.00 | $ - | $ - | $ 450.00 | 25% | 0% |
| ABRIL DEL 2021 | $ 450.00 | $ - | $ - | $ 450.00 | 50% | 0% |
| MAYO DEL 2021 | $ 450.00 | $ - | $ - | $ 450.00 | 75% | 0% |
| JUNIO DEL 2021 | $ 450.00 | $ - | $ - | $ 450.00 | 100% | 0% |
| JULIO DEL 2021 | $ 1,824.00 | $ - | $ - | $ 1,824.00 | 13% | 0% |
| AGOSTO DEL 2021 | $ 1,824.00 | $ - | $ - | $ 1,824.00 | 25% | 0% |
| SEPTIEMBRE DEL 2018 | $ 1,824.00 | $ - | $ - | $ 1,824.00 | 38% | 0% |
| OCTUBRE DEL 2021 | $ 1,824.00 | $ - | $ - | $ 1,824.00 | 50% | 0% |
| NOVIEMBRE DEL 2021 | $ 1,824.00 | $ - | $ - | $ 1,824.00 | 63% | 0% |
| DICIEMBRE DEL 2021 | $ 1,824.00 | $ - | $ - | $ 1,824.00 | 75% | 0% |
| ENERO DEL 2022 | $ 1,824.00 | $ - | $ - | $ 1,824.00 | 88% | 0% |
| FEBRERO DEL 2022 | $ 1,824.00 | $ - | $ - | $ 1,824.00 | 100% | 0% |

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**VIAJES DE LOS PADRES y CUIDADO DE NINOS**
**2021-2022**

## 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 2021 | $ 50.00 | $ - | $ - | $ 50.00 | 8% | 0% |
| MARZO DEL 2021 | $ 50.00 | $ - | $ - | $ 50.00 | 17% | 0% |
| ABRIL DEL 2021 | $ 50.00 | $ - | $ - | $ 50.00 | 25% | 0% |
| MAYO DEL 2021 | $ 50.00 | $ - | $ - | $ 50.00 | 33% | 0% |
| JUNIO DEL 2021 | $ 50.00 | $ - | $ - | $ 50.00 | 42% | 0% |
| JULIO DEL 2021 | $ 50.00 | $ - | $ - | $ 50.00 | 50% | 0% |
| AGOSTO DEL 2021 | $ 50.00 | $ - | $ - | $ 50.00 | 58% | 0% |
| SEPTIEMBRE DEL 2021 | $ 50.00 | $ - | $ - | $ 50.00 | 67% | 0% |
| OCTUBRE DEL 2021 | $ 50.00 | $ - | $ - | $ 50.00 | 75% | 0% |
| NOVIEMBRE DEL 2021 | $ 50.00 | $ - | $ - | $ 50.00 | 83% | 0% |
| DICIEMBRE DEL 2021 | $ 50.00 | $ - | $ - | $ 50.00 | 92% | 0% |
| ENERO DEL 2022 | $ 50.00 | $ - | $ - | $ 50.00 | 100% | 0% |

## 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 2021 | $ 250.00 | $ - | $ - | $ 250.00 | 8% | 0% |
| ABRIL DEL 2021 | $ 250.00 | $ - | $ - | $ 250.00 | 17% | 0% |
| MAYO DEL 2021 | $ 250.00 | $ - | $ - | $ 250.00 | 25% | 0% |
| JUNIO DEL 2021 | $ 250.00 | $ - | $ - | $ 250.00 | 33% | 0% |
| JULIO DEL 2021 | $ 250.00 | $ - | $ - | $ 250.00 | 42% | 0% |
| AGOSTO DEL 2021 | $ 250.00 | $ - | $ - | $ 250.00 | 50% | 0% |
| SEPTIEMBRE DEL 2018 | $ 250.00 | $ - | $ - | $ 250.00 | 58% | 0% |
| OCTUBRE DEL 2021 | $ 250.00 | $ - | $ - | $ 250.00 | 67% | 0% |
| NOVIEMBRE DEL 2021 | $ 250.00 | $ - | $ - | $ 250.00 | 75% | 0% |
| DICIEMBRE DEL 2021 | $ 250.00 | $ - | $ - | $ 250.00 | 83% | 0% |
| ENERO DEL 2022 | $ 250.00 | $ - | $ - | $ 250.00 | 92% | 0% |
| FEBRERO DEL 2022 | $ 250.00 | $ - | $ - | $ 250.00 | 100% | 0% |

Preparado por Heather McCarley
15 de Mayo 2021

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**PARENT ACTIVITIES**
**2020-2022**

## KERN HEAD START

| MONTH | BEGINNING BALANCE | SPENT THIS MONTH | SPENT YEAR-TO-DATE | REMAINING BALANCE | % OF YEAR ELAPSED | % OF BUDGET SPENT |
|---|---|---|---|---|---|---|
| MARCH 2021 | $ 9,585.00 | $ - | $ - | $ 9,585.00 | 8% | 0% |
| APRIL 2021 | $ 9,585.00 | $ - | $ - | $ 9,585.00 | 17% | 0% |
| MAY 2021 | $ 9,585.00 | $ - | $ - | $ 9,585.00 | 25% | 0% |
| JUNE 2021 | $ 9,585.00 | $ - | $ - | $ 9,585.00 | 33% | 0% |
| JULY 2021 | $ 9,585.00 | $ - | $ - | $ 9,585.00 | 42% | 0% |
| AUGUST 2021 | $ 9,585.00 | $ - | $ - | $ 9,585.00 | 50% | 0% |
| SEPTEMBER 2021 | $ 9,585.00 | $ - | $ - | $ 9,585.00 | 58% | 0% |
| OCTOBER 2021 | $ 9,585.00 | $ - | $ - | $ 9,585.00 | 67% | 0% |
| NOVEMBER 2021 | $ 9,585.00 | $ - | $ - | $ 9,585.00 | 75% | 0% |
| DECEMBER 2021 | $ 9,585.00 | $ - | $ - | $ 9,585.00 | 83% | 0% |
| JANUARY 2022 | $ 9,585.00 | $ - | $ - | $ 9,585.00 | 92% | 0% |
| FEBRUARY 2022 | $ 9,585.00 | $ - | $ - | $ 9,585.00 | 100% | 0% |

## KERN EARLY HEAD START

| MONTH | BEGINNING BALANCE | SPENT THIS MONTH | SPENT YEAR-TO-DATE | REMAINING BALANCE | % OF YEAR ELAPSED | % OF BUDGET SPENT |
|---|---|---|---|---|---|---|
| MARCH 2021 | $ 3,230.00 | $ - | $ - | $ 3,230.00 | 8% | 0% |
| APRIL 2021 | $ 3,230.00 | $ - | $ - | $ 3,230.00 | 17% | 0% |
| MAY 2021 | $ 3,230.00 | $ - | $ - | $ 3,230.00 | 25% | 0% |
| JUNE 2021 | $ 3,230.00 | $ - | $ - | $ 3,230.00 | 33% | 0% |
| JULY 2021 | $ 3,230.00 | $ - | $ - | $ 3,230.00 | 42% | 0% |
| AUGUST 2021 | $ 3,230.00 | $ - | $ - | $ 3,230.00 | 50% | 0% |
| SEPTEMBER 2021 | $ 3,230.00 | $ - | $ - | $ 3,230.00 | 58% | 0% |
| OCTOBER 2021 | $ 3,230.00 | $ - | $ - | $ 3,230.00 | 67% | 0% |
| NOVEMBER 2021 | $ 3,230.00 | $ - | $ - | $ 3,230.00 | 75% | 0% |
| DECEMBER 2021 | $ 3,230.00 | $ - | $ - | $ 3,230.00 | 83% | 0% |
| JANUARY 2022 | $ 3,230.00 | $ - | $ - | $ 3,230.00 | 92% | 0% |
| FEBRUARY 2022 | $ 3,230.00 | $ - | $ - | $ 3,230.00 | 100% | 0% |

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**PARENT ACTIVITIES**
**2020-2022**

## SAN JOAQUIN EARLY HEAD START

| MONTH | BEGINNING BALANCE | SPENT THIS MONTH | SPENT YEAR-TO-DATE | REMAINING BALANCE | % OF YEAR ELAPSED | % OF BUDGET SPENT |
|---|---|---|---|---|---|---|
| FEBRUARY 2021 | $ 1,665.00 | $ - | $ - | $ 1,665.00 | 8% | 0% |
| MARCH 2021 | $ 1,665.00 | $ - | $ - | $ 1,665.00 | 17% | 0% |
| APRIL 2021 | $ 1,665.00 | $ - | $ - | $ 1,665.00 | 25% | 0% |
| MAY 2021 | $ 1,665.00 | $ - | $ - | $ 1,665.00 | 33% | 0% |
| JUNE 2021 | $ 1,665.00 | $ - | $ - | $ 1,665.00 | 42% | 0% |
| JULY 2021 | $ 1,665.00 | $ - | $ - | $ 1,665.00 | 50% | 0% |
| AUGUST 2021 | $ 1,665.00 | $ - | $ - | $ 1,665.00 | 58% | 0% |
| SEPTEMBER 2021 | $ 1,665.00 | $ - | $ - | $ 1,665.00 | 67% | 0% |
| OCTOBER 2021 | $ 1,665.00 | $ - | $ - | $ 1,665.00 | 75% | 0% |
| NOVEMBER 2021 | $ 1,665.00 | $ - | $ - | $ 1,665.00 | 83% | 0% |
| DECEMBER 2021 | $ 1,665.00 | $ - | $ - | $ 1,665.00 | 92% | 0% |
| JANUARY 2022 | $ 1,665.00 | $ - | $ - | $ 1,665.00 | 100% | 0% |

## 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 2021 | $ 760.00 | $ - | $ - | $ 760.00 | 8% | 0% |
| APRIL 2021 | $ 760.00 | $ - | $ - | $ 760.00 | 17% | 0% |
| MAY 2021 | $ 760.00 | $ - | $ - | $ 760.00 | 25% | 0% |
| JUNE 2021 | $ 760.00 | $ - | $ - | $ 760.00 | 33% | 0% |
| JULY 2021 | $ 760.00 | $ - | $ - | $ 760.00 | 42% | 0% |
| AUGUST 2021 | $ 760.00 | $ - | $ - | $ 760.00 | 50% | 0% |
| SEPTEMBER 2021 | $ 760.00 | $ - | $ - | $ 760.00 | 58% | 0% |
| OCTOBER 2021 | $ 760.00 | $ - | $ - | $ 760.00 | 67% | 0% |
| NOVEMBER 2021 | $ 760.00 | $ - | $ - | $ 760.00 | 75% | 0% |
| DECEMBER 2021 | $ 760.00 | $ - | $ - | $ 760.00 | 83% | 0% |
| JANUARY 2022 | $ 760.00 | $ - | $ - | $ 760.00 | 92% | 0% |
| FEBRUARY 2022 | $ 760.00 | | $ - | $ 760.00 | 100% | 0% |

Prepared by: Heather McCarley
May 15, 2021

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**ACTIVIDADES DE LOS PADRES**
**2021-2022**

## 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 2021 | $ 8,731.00 | $ - | $ - | $ 8,731.00 | 8% | 0% |
| ABRIL DEL 2021 | $ 8,731.00 | $ - | $ - | $ 8,731.00 | 17% | 0% |
| MAYO DEL 2021 | $ 8,731.00 | $ - | $ - | $ 8,731.00 | 25% | 0% |
| JUNIO DEL 2021 | $ 8,731.00 | $ - | $ - | $ 8,731.00 | 33% | 0% |
| JULIO DEL 2021 | $ 18,711.00 | $ - | $ - | $ 18,711.00 | 13% | 0% |
| AGOSTO DEL 2021 | $ 18,711.00 | $ - | $ - | $ 18,711.00 | 25% | 0% |
| SEPTIEMBRE DEL 2021 | $ 18,711.00 | $ - | $ - | $ 18,711.00 | 38% | 0% |
| OCTUBRE DEL 2021 | $ 18,711.00 | $ - | $ - | $ 18,711.00 | 50% | 0% |
| NOVIEMBRE DEL 2021 | $ 18,711.00 | $ - | $ - | $ 18,711.00 | 63% | 0% |
| DICIEMBRE DEL 2021 | $ 18,711.00 | $ - | $ - | $ 18,711.00 | 75% | 0% |
| ENERO DEL 2022 | $ 18,711.00 | $ - | $ - | $ 18,711.00 | 88% | 0% |
| FEBRERO DEL 2022 | $ 18,711.00 | $ - | $ - | $ 18,711.00 | 100% | 0% |

## 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 2021 | $ 1,363.00 | $ - | $ - | $ 1,363.00 | 8% | 0% |
| ABRIL DEL 2021 | $ 1,363.00 | $ - | $ - | $ 1,363.00 | 17% | 0% |
| MAYO DEL 2021 | $ 1,363.00 | $ - | $ - | $ 1,363.00 | 25% | 0% |
| JUNIO DEL 2021 | $ 1,363.00 | $ - | $ - | $ 1,363.00 | 33% | 0% |
| JULIO DEL 2021 | $ 6,264.00 | $ - | $ - | $ 6,264.00 | 13% | 0% |
| AGOSTO DEL 2021 | $ 6,264.00 | $ - | $ - | $ 6,264.00 | 25% | 0% |
| SEPTIEMBRE DEL 2018 | $ 6,264.00 | $ - | $ - | $ 6,264.00 | 38% | 0% |
| OCTUBRE DEL 2021 | $ 6,264.00 | $ - | $ - | $ 6,264.00 | 50% | 0% |
| NOVIEMBRE DEL 2021 | $ 6,264.00 | $ - | $ - | $ 6,264.00 | 63% | 0% |
| DICIEMBRE DEL 2021 | $ 6,264.00 | $ - | $ - | $ 6,264.00 | 75% | 0% |
| ENERO DEL 2022 | $ 6,264.00 | $ - | $ - | $ 6,264.00 | 88% | 0% |
| FEBRERO DEL 2022 | $ 6,264.00 | $ - | $ - | $ 6,264.00 | 100% | 0% |

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**ACTIVIDADES DE LOS PADRES**
**2021-2022**

## 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 2021 | $ 1,665.00 | $ - | $ - | $ 1,665.00 | 8% | 0% |
| MARZO DEL 2021 | $ 1,665.00 | $ - | $ - | $ 1,665.00 | 17% | 0% |
| ABRIL DEL 2021 | $ 1,665.00 | $ - | $ - | $ 1,665.00 | 25% | 0% |
| MAYO DEL 2021 | $ 1,665.00 | $ - | $ - | $ 1,665.00 | 33% | 0% |
| JUNIO DEL 2021 | $ 1,665.00 | $ - | $ - | $ 1,665.00 | 42% | 0% |
| JULIO DEL 2021 | $ 1,665.00 | $ - | $ - | $ 1,665.00 | 50% | 0% |
| AGOSTO DEL 2021 | $ 1,665.00 | $ - | $ - | $ 1,665.00 | 58% | 0% |
| SEPTIEMBRE DEL 2021 | $ 1,665.00 | $ - | $ - | $ 1,665.00 | 67% | 0% |
| OCTUBRE DEL 2021 | $ 1,665.00 | $ - | $ - | $ 1,665.00 | 75% | 0% |
| NOVIEMBRE DEL 2021 | $ 1,665.00 | $ - | $ - | $ 1,665.00 | 83% | 0% |
| DICIEMBRE DEL 2021 | $ 1,665.00 | $ - | $ - | $ 1,665.00 | 92% | 0% |
| ENERO DEL 2022 | $ 1,665.00 | $ - | $ - | $ 1,665.00 | 100% | 0% |

## 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 2021 | $ 760.00 | $ - | $ - | $ 760.00 | 8% | 0% |
| ABRIL DEL 2021 | $ 760.00 | $ - | $ - | $ 760.00 | 17% | 0% |
| MAYO DEL 2021 | $ 760.00 | $ - | $ - | $ 760.00 | 25% | 0% |
| JUNIO DEL 2021 | $ 760.00 | $ - | $ - | $ 760.00 | 33% | 0% |
| JULIO DEL 2021 | $ 760.00 | $ - | $ - | $ 760.00 | 42% | 0% |
| AGOSTO DEL 2021 | $ 760.00 | $ - | $ - | $ 760.00 | 50% | 0% |
| SEPTIEMBRE DEL 2018 | $ 760.00 | $ - | $ - | $ 760.00 | 58% | 0% |
| OCTUBRE DEL 2021 | $ 760.00 | $ - | $ - | $ 760.00 | 67% | 0% |
| NOVIEMBRE DEL 2021 | $ 760.00 | $ - | $ - | $ 760.00 | 75% | 0% |
| DICIEMBRE DEL 2021 | $ 760.00 | $ - | $ - | $ 760.00 | 83% | 0% |
| ENERO DEL 2022 | $ 760.00 | $ - | $ - | $ 760.00 | 92% | 0% |
| FEBRERO DEL 2022 | $ 760.00 | $ - | $ - | $ 760.00 | 100% | 0% |

Preparado por Heather McCarley
15 de Mayo 2021

**Community Action Partnership of Kern**
**Head Start and Early Head Start Kern**
**Year-to-Date Non-Federal Share and In-Kind Report**
Budget Period: March 1, 2021 through February 28, 2022
Report for period ending **February 28, 2022** (Month 12 of 12)

**Percent of budget period elapsed: 100%**

| LOCATION | Enroll-ment | March | April | YTD Totals | IN-KIND GOAL | % OF GOAL MET |
|---|---|---|---|---|---|---|
| Alberta Dillard | 80 | 3,806 | 0 | 3,806 | 70,588 | 5% |
| Alicante | 20 | 2,759 | 2,527 | 5,286 | 17,647 | 30% |
| Broadway | 40 | 8,740 | 7,237 | 15,977 | 35,294 | 45% |
| California City | 34 | 7,513 | 6,818 | 14,331 | 30,000 | 48% |
| Cleo Foran | 23 | 15,779 | 14,629 | 30,408 | 20,294 | 150% |
| Delano | 76 | 18,203 | 17,228 | 35,431 | 67,058 | 53% |
| East California | 56 | 14,322 | 15,726 | 30,048 | 49,411 | 61% |
| Fairfax | 40 | 8,429 | 556 | 8,985 | 35,294 | 25% |
| Fairview | 40 | 7,209 | 0 | 7,209 | 35,294 | 20% |
| Harvey L. Hall | 156 | 11,098 | 0 | 11,098 | 137,646 | 8% |
| Heritage | 40 | 5,914 | 0 | 5,914 | 35,294 | 17% |
| Home Base | 124 | 11,718 | 5,272 | 16,989 | 54,706 | 31% |
| Jewett | 0 | 2,310 | 0 | 2,310 | 0 | 0% |
| Lamont | 40 | 0 | 0 | 0 | 35,294 | 0% |
| Martha J. Morgan | 44 | 7,896 | 0 | 7,896 | 38,823 | 20% |
| McFarland | 20 | 2,099 | 218 | 2,317 | 17,647 | 13% |
| Mojave | 20 | 6,387 | 0 | 6,387 | 17,647 | 36% |
| Oasis | 57 | 4,853 | 0 | 4,853 | 50,294 | 10% |
| Pete H. Parra | 128 | 9,053 | 7,880 | 16,933 | 112,940 | 15% |
| Planz | 20 | 0 | 0 | 0 | 17,647 | 0% |
| Primeros Pasos | 80 | 12,709 | 3,676 | 16,385 | 70,588 | 23% |
| Rosamond | 80 | 4,972 | 0 | 4,972 | 70,588 | 7% |
| San Diego Street | 40 | 2,619 | 0 | 2,619 | 35,294 | 7% |
| Seibert | 40 | 0 | 0 | 0 | 35,294 | 0% |
| Shafter | 20 | 3,661 | 0 | 3,661 | 17,647 | 21% |
| Shafter HS/EHS | 26 | 1,137 | 0 | 1,137 | 22,941 | 5% |
| Sterling | 124 | 6,379 | 0 | 6,379 | 109,411 | 6% |
| Sunrise Villa | 20 | 2,172 | 0 | 2,172 | 17,647 | 12% |
| Taft | 66 | 4,500 | 0 | 4,500 | 58,235 | 8% |
| Tehachapi | 34 | 2,181 | 0 | 2,181 | 30,000 | 7% |
| Vineland | 20 | 4,160 | 0 | 4,160 | 17,647 | 24% |
| Virginia | 40 | 3,666 | 0 | 3,666 | 35,294 | 10% |
| Wesley | 60 | 27,407 | 0 | 27,407 | 52,941 | 52% |
| Willow | 55 | 5,130 | 0 | 5,130 | 48,529 | 11% |
| Administrative Services | | 0 | 0 | 0 | 0 | NA |
| Program Services | | 23 | 130 | 153 | 66,765 | 0% |
| **SUBTOTAL IN-KIND** | **1,763** | **228,804** | **81,895** | **310,699** | **1,567,638** | **20%** |
| State General Child Care* | | 218,706 | 214,532 | 433,237 | 1,871,571 | 23% |
| State Preschool* | | 395,510 | 387,783 | 783,293 | 3,074,165 | 25% |
| State Migrant Child Care* | | 9,413 | 9,710 | 19,122 | 184,872 | 10% |
| **SUBTOTAL CA DEPT of ED** | | **623,628** | **612,025** | **1,235,653** | **5,130,608** | **24%** |
| **GRAND TOTAL** | | **852,432** | **693,920** | **1,546,352** | **6,698,246** | **23%** |

*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, 2021 through January 31, 2022
Report for period ending Aprl 30**, 2021** (Month 2 of 12)

**Percent of budget period elapsed: 17%**

| LOCATION | FUNDED ENROLL-MENT | Feb | March | April | YTD Totals | IN-KIND GOAL | % OF GOAL MET |
|---|---|---|---|---|---|---|---|
| California Street | 24 | 2,654 | 2,442 | 0 | 5,096 | 39,314 | 13% |
| Chrisman | 30 | 2,493 | 2,742 | 0 | 5,235 | 49,142 | 11% |
| Gianone | | 1,009 | 1,300 | 0 | 2,309 | 0 | #DIV/0! |
| Kennedy | 16 | 1,188 | 858 | 0 | 2,046 | 26,209 | 8% |
| Lodi Home Base | 35 | 0 | 0 | 0 | 0 | 28,666 | 0% |
| Lodi UCC | 30 | 3,271 | 3,946 | 0 | 7,217 | 49,142 | 15% |
| Manteca Home Base | 12 | 1,106 | 1,926 | 0 | 3,031 | 9,828 | 31% |
| Marci Massei | 24 | 2,453 | 1,583 | 0 | 4,036 | 39,314 | 10% |
| St. Mary's | 16 | 3,029 | 0 | 0 | 3,029 | 26,209 | 12% |
| Stockton Home Base | 90 | 5,231 | 5,673 | 0 | 10,903 | 73,714 | 15% |
| Tracy Home Base | 12 | 0 | 0 | 0 | 0 | 9,828 | 0% |
| Walnut | 24 | 3,004 | 2,802 | 0 | 5,806 | 39,314 | 15% |
| Administrative Services | | 0 | 0 | 0 | 0 | 0 | |
| Program Services | | 15,169 | 15,194 | 8,655 | 116,912 | 108,412 | 108% |
| Policy Council | | 0 | 0 | 0 | 0 | 1,000 | 0% |
| **SUBTOTAL IN-KIND** | **313** | **40,606** | **38,465** | **8,655** | **165,621** | **500,094** | **33%** |
| State General Child Care* | | 120,553 | 164,511 | 162,164 | 447,227 | 846,988 | 53% |
| **SUBTOTAL CA DEPT of ED** | | **120,553** | **164,511** | **162,164** | **447,227** | **846,988** | **53%** |
| **GRAND TOTAL** | | **161,159** | **202,976** | **170,819** | **612,848** | **1,347,082** | **45%** |

*May include estimates

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

| | |
|---|---|
| **Division/Director:** Head Start/State Child Development/Yolanda Gonzales | **Month/Year:** April 2021 |
| **Program/Work Unit:** Head Start/Early Head Start | **Program Manager/Supervisor:** Ginger Mendez/Robert Espinosa |
| **Services:** Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options. | |

| Program | Funded Enrollment | Reportable Enrollment | Percentage | Enrollment Breakdown | Disabilities (Based on Actual Enrollment) | Over Income |
|---|---|---|---|---|---|---|
| Head Start Kern | **1317** | **946** | **72%** | | **5.3% (7.9%)** | **10%** |
| Early Head Start Kern | **446** | **296** | **66%** | | **11.5% (18.4%)** | **9.9%** |
| • EHS Center Based | 243 | | 76% | 184/243 | | |
| • EHS Home Based | 123 | | 76% | 93/123 | | |
| • EHS Home Based-Interim | 80 | | 24% | 19/80 | | |
| Early Head Start San Joaquin | **313** | **213** | **68%** | | **22.1% (32%)** | **8.9%** |
| Early Head Start Partnership | **152** | **60** | **39%** | | **6.4% (16.7%)** | **7.9%** |
| • Angela Martinez | 24 | | 37.5% | 9/24 | | |
| • Bakersfield College | 32 | | 28% | 9/32 | | |
| • Blanton | 16 | | 56% | 9/16 | | |
| • Garden Pathways | 11 | | 82% | 9/11 | | |
| • Taft College | 42 | | 52% | 22/42 | | |
| • Escuelita Hernandez | 16 | | 12.5% | 2/16 | | |
| • Seeking Partner | 11 | | 0% | 0/11 | | |

Early Head Start Partnership Enrollment Updates:
Escuelita Hernandez Little School started facility modifications April 1, 2021. Open house is projected for June 2021.
The Change of Scope was submitted in March 2021 to the Office of Head Start to change the allotted slots of 152 to 149. The 11 unassigned slots were requested to be changed to 8 (eight) center-based option slots. Application is pending approval.

| Home Visiting Program | Cumulative Enrollment | Contract Enrollment Target |
|---|---|---|
| | **156** | **204** |

| Division Staffing | | | |
|---|---|---|---|
| Currently Employed | Vacant Positions | Continuous Family Leave | Intermittent Family Leave |
| 635 | 110 | 21 | 103 |

**HIGHLIGHTS:**
4 candidates are in the onboarding process and 1 employee has joined the CAPK family in the month of April.

**Compliance**

California Department of Education (CDE) Contract Monitoring Review (CMR):
Due to the pandemic, CDE will conduct the Contract Monitoring Review remotely this program year. The program was tasked with collecting all pertinent agency documentation for the remote review 15 days prior to the start date of the review. Program staff has successfully uploaded all documents for the remote review to CDE. The review is scheduled for the week of May 17, 2021. Staff is confident that we will receive positive outcomes from this review.

| **Central Kitchen April 2021** | | | | |
|---|---|---|---|---|
| **Meals & Snacks** | **Total # Prepared** | **Breakfast** | **Lunch** | **Snack** |
| Centers | 35,859 | 13,369 | 11,436 | 11,054 |
| Boxed Meals—Virtual | 27,465 | 9,155 | 9,155 | 9,155 |
| Home Based | 4,500 | 1,500 | 1,500 | 1,500 |
| **TOTALS** | **67,824** | 24,024 | 22,091 | 21,709 |

**HIGHLIGHTS:** Environmental Health Services conducted an unannounced health inspection on April 30, 2021. There were no deficiencies, and the Central Kitchen received an "A" grade.

**CACFP**

**MARCH 2021**

| **Total Meals Delivered** | | | **Meals Allocated** | | **# of Meals Served** | **% of Meals Served** |
|---|---|---|---|---|---|---|
| Central Kitchen | Vendor Meals | Total Meals | CACFP/USDA | HS/EHS | | |
| 68,511 | 8,318 | 76,829 | 49,046 | 27,783 | 51,126 | 67% |

**HIGHLIGHTS**: During the month of March, an additional 9 Part Year sites were opened, offering a hybrid model services. Children attend two days in the classroom and 3 virtually.

| ACF<br>Administration for Children and Families | U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES | |
|---|---|---|
| | 1. Log No. ACF-PI-HS-21-03 | 2. Issuance Date: 05/04/2021 |
| | 3. Originating Office: Office of Head Start | |
| | 4. Key Words: American Rescue Plan (ARP); Appropriations; Fiscal Year (FY) 2021; COVID-19 | |

**PROGRAM INSTRUCTION**

**TO:** Head Start and Early Head Start Grantees and Delegate Agencies

**SUBJECT:** FY 2021 American Rescue Plan Funding Increase for Head Start Programs

**INSTRUCTION:**

President Biden signed Public Law 117-2, the American Rescue Plan Act, 2021 (ARP), into law on March 11, 2021. The $1.9 trillion American Rescue Plan includes $1 billion for Head Start programs. All Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grantees are eligible to receive additional funds proportionally based on funded enrollment levels.

When combined with the $750 million in the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the $250 million in supplemental funds in the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, the Head Start program has received a total of $2 billion in additional funding to support staff, children, and families during this unprecedented time.

This Program Instruction (PI) provides examples of activities grantees can consider as they continue supporting children and families and investing in safe and high-quality early childhood learning opportunities for children. This PI also describes the application requirements for these funds.

**Use of Funding**

The Office of Head Start (OHS) strongly encourages grantees to prioritize additional weeks of Head Start and Early Head Start programming with this funding, through summer programs or as extensions of the program year. At this time, Head Start programs are serving one-third fewer children than before the pandemic began. With ARP funding, programs have an opportunity to reach eligible children and families who did not enroll last year, or who did not engage in a full program year, due to the many uncertainties caused by the pandemic. Grantees are encouraged to prioritize programs for rising kindergartners, children with disabilities, children experiencing food or housing insecurity, children that were not able to receive any in-person services this year, or other areas determined by community needs.

Grantees do have flexibility to determine which one-time investments best support the needs of staff, children, and families, while adhering to federal, state, and local guidance. In making these determinations, grantees should consider how the use of the one-time funds could meet both short- and long-term needs and determine whether purchasing, leasing, or contracting for services is more prudent.

Other uses of funding include, but are not limited to, the following:

*Reach More Families*

- **Enrollment and recruitment.** Now is the time to focus on re-enrollment and enrolling new families. Programs can use funds to purchase services, materials, and technology to ramp up recruitment and enrollment efforts so that as a program you able to enroll the eligible children and families in your community.
- **Additional weeks of Head Start or Early Head Start programming.** Extending the program year or offering summer programming to increase the time children and families receive services.
- **Family supports.** Addressing families' economic security by partnering with them on employment, education, and career goals. Investing in the development of partnerships with local community colleges, apprenticeship programs, and local employers committed to helping Head Start and Early Head Start families find meaningful employment and career tracks. Assessing families' nutritional, health, and wellness needs more frequently. Ensuring materials and resources are available in languages families understand.
- **Mental health support for children and families.** Employing additional family service workers and mental health consultants to assist families with adverse circumstances, including families who may be experiencing homelessness.
- **Provision of meals and snacks not reimbursed by the U.S. Department of Agriculture**, including purchasing kitchen equipment and supplies to support in-person meal service.
- **Transportation.** Hiring bus drivers and monitors to allow more trips with fewer children per bus. Purchasing buses and other vehicles that support continuity of program service and reaching families most in need of services, including families experiencing homelessness.
- **Partnerships to increase the inclusion of children with disabilities.** Providing more training for teachers and families and more support for families. Remodeling classrooms and playgrounds to be accessible.
- **Partnerships to increase the enrollment of children experiencing homelessness**. Partnering with local shelters and public schools to identify and serve children and families experiencing homelessness.
- **Addressing unique needs within their communities**, such as providing internet access to support extended learning.

*Get Facilities Ready for In-person Comprehensive Services*

- **Ventilation to reduce risk of indoor transmission and make facilities safer.** Installing new heating, ventilation, and air conditioning (HVAC) systems or other improvements, such as windows that can open with safety measures to prevent falls.
- **Outdoor learning and play.** Purchasing or enhancing outdoor learning spaces, including nature-based learning and outdoor classrooms. Creating play areas and landscape features that promote exploration and discovery in a natural environment, such as plantings, gardens, and "loose parts" (i.e., materials for construction and pretend play), rather than traditional play structures or playgrounds.
- **Cleaning supplies and services.** Purchasing necessary supplies or contracting services to clean and disinfect facilities and vehicles.
- **Renovations or other space modification.** Converting available space into classrooms, modifying current classroom designs with room dividers, or adding well-ventilated modular classrooms.
- **Additional space.** Renting additional classroom space, due to physical distancing, to increase opportunities for more children to return to in-person services. Contracting for slots with child care providers in center-based or family child care settings to deliver comprehensive services.
- **Other locally determined facility, staff, and equipment or partnership actions** that are necessary to safely resume and maintain full in-person program operations.

*Support Head Start Employees*

- **Planning sessions for staff.** Preparing for a return to in-person comprehensive services starts to ensure everyone has the knowledge, skills, and resources necessary to operate effectively. This funding can be used to invest in planning sessions to prepare for providing services now and in the summer and fall.
- **Staff wellness and mental health support.** Conducting employee wellness surveys or engaging in other data collection to better understand the needs of team members. Increasing access to mental health consultation and therapy services for staff, contracting with an Employee Assistance Program (EAP), and instituting a staff wellness program that includes activities such as mindfulness breaks and opportunity for self reflection.
- **Additional staff.** Hiring additional classroom staff to meet physical distancing requirements or reduce group size. Bringing in full-time floaters to reduce the need to bring in outside substitutes.
- **Professional learning and development for staff.** Providing professional learning experiences on key topics such as equity, diversity, inclusion, bias, economic mobility, trauma-skilled practices, and other topics.
- **Other personnel costs.** Offering fringe benefits and expanding sick leave.
- **Vaccine support.** Providing transportation assistance to vaccination sites and temporary coverage to allow absence from the workplace for vaccination. Offering paid time off, sick leave, or other paid leave for the time spent receiving vaccination and if staff members experience side effects post-vaccination.

Grantees should carefully plan to engage in activities that are one-time or temporary in nature but have a long-term impact. Additional funding cannot be made available to sustain ongoing, long-term, or permanent expenses. For any ongoing activities, grantees would be responsible for

sustaining additional costs either within their existing operations budget or securing outside support to continue activities beyond what is allocated through this opportunity.

**Application Requirements**

All Head Start, Early Head Start, and EHS-CC Partnership grantees are eligible to receive additional funds. Each grantee may apply for a proportionate amount of the $1 billion based on their total funded enrollment. Funds will be made available through a supplemental application in the Head Start Enterprise System (HSES). The funds will be awarded as supplements to the HE, HA, and HN grants currently used for the $250 million in CRSSA funds. Additional instructions will be forthcoming. Note that grantees will also be asked to report on the ARP funds in HSES, similar to the fall prior data collection.

**Waiver of Non-Federal Match**

The COVID-19 pandemic is a national emergency seriously affecting economic conditions in communities throughout the U.S. The Head Start Act recognizes that lack of resources in a community adversely impacted by a major disaster may prevent Head Start grantees from providing all or a portion of their required non-federal contribution. OHS has determined that the widespread impact of the COVID-19 pandemic adversely impacts all Head Start grantees. Consequently, OHS will approve requests for waivers of non-federal match for the funds awarded from the ARP. To request a waiver of non-federal match, enter $0 in SF-424A Section C of your application. No additional justification of the waiver is required. The issuance of a notice of award constitutes approval of the requested waiver.

**Additional Information**

Additional information and materials related to the pandemic are available on the COVID-19 and the Head Start Community webpage on the Early Childhood Learning and Knowledge Center (ECLKC) website. This webpage continues to be updated on a regular basis.

Please direct any questions regarding this PI to your Regional Office.

Thank you for your work on behalf of children and families.

/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell
Director
Office of Head Start




# Backpack Connection Series

## About this Series

The Backpack Connection Series was created by TACSEI to provide a way for teachers and parents/caregivers to work together to help young children develop social emotional skills and reduce challenging behavior. Teachers may choose to send a handout home in each child's backpack when a new strategy or skill is introduced to the class. Each Backpack Connection handout provides information that helps parents stay informed about what their child is learning at school and specific ideas on how to use the strategy or skill at home.

## The Pyramid Model



The Pyramid Model is a framework that provides programs with guidance on how to promote social emotional competence in all children and design effective interventions that support young children who might have persistent challenging behavior. It also provides practices to ensure that children with social emotional delays receive intentional teaching. Programs that implement the Pyramid Model are eager to work together with families to meet every child's individualized learning and support needs. To learn more about the Pyramid Model, please visit *ChallengingBehavior.org*.

## More Information

More information and resources on this and other topics are available on our website, *ChallengingBehavior.org*.

National Center for Pyramid Model INNOVATIONS

ChallengingBehavior.org

# How to Help Your Child Transition Smoothly Between Places and Activities

Alyson Jiron, Brooke Brogle & Jill Giacomini

Transitioning, or moving, to new places, people and activities is something we do many times during the day. However, change can be overwhelming and seem unpredictable for your child, especially when she is not ready to move on to the next place or activity. Children make many transitions each day—from parents to teachers, from home to car, or from play time to the dinner table, for example. When and how often transitions occur are usually decided by an adult and children often act out with challenging behavior when they feel unable to control their routine. When you help your child prepare for transitions you are helping her to learn a valuable skill. The good news is that you can teach her this important skill while you are enjoying time together.



## Try This at Home

- Use a timer, an instrument or a funny noise to give your child advance warning of routine transition events. If possible, ask him to help "alert" everyone to the upcoming event. For example, let your toddler bang a pot with a wooden spoon to let the family know it is time for dinner.
- Let your child pick out a special object or toy to transition with to the next activity or place. "Would kitty like to come with us to the grocery store? I wonder if she could help us find the items on our list?"
- Use a visual schedule to show your child the plan for the day. "First, you have school and then we are going to take Aunt Rachel's gift to the post office and mail it to her."
- Make the transition a game or activity where the child has the opportunity to move around. "I wonder if today we can use this big shovel to scoop the cars into the bucket while we clean up?" If possible, let him think of the game. "I wonder how we could get to the car today?" You might be surprised at his creativity and how much fun you have roaring like a dinosaur or hopping like a rabbit.
- Sing songs as you transition. Children love to hear songs as they move about their day. Make up silly songs together about what you are doing or where you are going. You are sure to get a laugh and likely a smooth transition.
- Give your child a job. Children are more cooperative when they can be part of the process. Perhaps he can help stir something for dinner, unlock the car doors with the remote or pick out a diaper before a diaper change.

## Practice at School

Children transition from one activity to the next throughout their day at preschool. Teachers plan for transitions in advance by creating special routines. These routines help to prepare children for transitions, engage them in the change that is taking place and help them to move smoothly to the next activity. Teachers might use a special instrument or song to let children know it is clean up time. Teachers might read books to the children while they are standing in line waiting for a turn to wash their hands before snack or create an obstacle course or morning routine to help children and parents transition at drop-off. When children are able to participate in or lead the transition, they are excited and eager to move to a new activity.

## The Bottom Line

The more a child can predict and participate in the schedule and activities of her day, the less likely it is that challenging behavior will occur and the more likely it is that she will eagerly engage in transitions to new people and places. Taking the time and making the effort to teach her what to expect, when it will happen, and what happens before the transition occurs can be a rewarding experience. Most importantly, it is also an opportunity for quality time that can help lead to smoother transitions.

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University of South Florida

IDEAs that Work
Office of Special Education Programs
U.S. Department of Education




Serie de Conexión

# Mochila

## Sobre esta serie

La *Serie de Conexión Mochila* fue instaurada por TACSEI (por sus siglas en inglés) para brindarle a los maestros y padres/proveedores una vía para trabajar en conjunto para ayudar a los niños a desarrollar sus aptitudes socioemocionales y reducir las conductas desafiantes. Los maestros podrían elegir enviar un volante a casa dentro de la mochila de cada niño cada vez que sea introducida una nueva estrategia o aptitud dentro de la clase. Cada volante de la *Conexión de Mochila* proporciona información que ayudará a los padres a estar informados sobre lo que su niño está aprendiendo en la escuela y las ideas específicas sobre cómo utilizar las estrategias o aptitudes en casa.

## El Modelo de la Pirámide



El Modelo de la Pirámide es un marco que proporciona a los programas orientación en como promover la capacidad socioemocional en todos los niños y diseñar intervenciones efectivas que apoyen a los niños que puedan contar con conductas desafiantes persistentes. También proporciona prácticas para asegurarse de que los niños con retrasos socioemocionales reciban educación intencional. Los programas que implementan el Modelo de la Pirámide están entusiasmados de trabajar en sociedad con las familias para satisfacer las necesidades individuales de aprendizaje y apoyo que cada niño necesita. Para conocer más del Modelo de la Pirámide, por favor visite *ChallengingBehavior.org*.

## Más información

Más información y recursos sobre este y otros temas están disponibles en nuestro sitio web, *ChallengingBehavior.org*.

National Center for Pyramid Model INNOVATIONS

ChallengingBehavior.org

# Cómo ayudar a su niño a hacer

## la transición sin incidentes entre lugares y actividades

Alyson Jiron, Brooke Brogle y Jill Giacomini

La transición, o cambiarse, a lugares, personas y actividades nuevas es algo que hacemos muchas veces durante el día. Sin embargo, el cambio puede llegar a ser abrumador y sentirse impredecible para su niño, especialmente cuando éste no está listo para cambiarse al siguiente lugar o actividad. Los niños realizan muchas transiciones cada día – de los padres a los maestros, de la casa al carro o de la hora del juego a la cena, por mencionar algunos ejemplos. Cuándo y cómo ocurren estas transiciones son generalmente decididos por un adulto y a menudo los niños deciden mostrar una conducta desafiante cuando se sienten incapaces de controlar su rutina. Cuando usted le ayuda a su niño a prepararse para una transición usted le está ayudando a aprender una aptitud valiosa. Las buenas noticias es que usted le puede enseñar esta aptitud importante mientras disfrutan del tiempo juntos.



## Pruebe esto en casa

- Utilice un cronómetro, un instrumento o un sonido chistoso para avisarle por adelantado a su niño de la transición de rutina. Si es posible, pídale que le ayude "alertar" a los demás del próximo evento. Por ejemplo, permítale a su niño golpear una cacerola con una cuchara de madera para avisarle a la familia que es hora de la cena.
- Permítale a su niño que seleccione un objeto o juguete especial para que haga la transición con el a la siguiente actividad o lugar. "¿Le gustaría a kitty venir con nosotros al supermercado? ¿Me pregunto si nos ayudaría a encontrar los artículos en nuestra lista?"
- Utilice una agenda visual para mostrarle a su niño el plan para el día. "Primero tienes que ir a la escuela y después llevaremos el regalo de la tía Raquel al correo para enviárselo."
- Haga de las transiciones un juego o actividad donde le permita al niño la oportunidad para moverse. "¿Me pregunto si podremos utilizar esta pala para recoger los carritos y echarlos a la cubeta mientras recogemos?" Si es posible, déjelo a él pensar en el juego. ¿"Me pregunto cómo podremos llegar al coche hoy?" Se puede sorprender de la creatividad de su niño y de lo divertido que puede ser el gruñir como dinosaurio o el saltar como conejo.
- Cante canciones mientras hace la transición. A los niños les encanta escuchar canciones a medida que transcurre su día. Improvisen juntos canciones bobas de lo que están haciendo o de a dónde van. Seguro se divertirá y muy probable tendrá una transición sin contratiempos.
- Dele a su niño una tarea. Los niños son más cooperativos cuando pueden formar parte del proceso. Quizá pueda batir algo para la cena, quitar el seguro de las puertas del carro utilizando el control remoto o escoger un pañal antes de que se los cambien.

## Practique en la escuela

Los niños realizan transiciones de una actividad a otra a lo largo del día en el preescolar. Los maestros planean las transiciones por adelantado realizando rutinas especiales. Estas rutinas ayudan a los niños a prepararse para las transiciones, los involucra en el cambio que se está llevando a cabo y los ayuda a trasladarse a la siguiente actividad sin contratiempos. Los docentes pueden utilizar un instrumento o canción especial para hacerles saber a los niños que es hora de recoger. Los maestros pueden leerles un libro a los niños mientras ellos están esperando su turno en línea para lavarse las manos antes de su refrigerio, elaborar una pista de obstáculos o una rutina matutina para ayudarle a los niños y padres hacer la transición en la llegada. Cuando los niños pueden dirigir o participar en una transición, ellos se emocionan y están ansiosos para trasladarse a su siguiente actividad.

## La conclusión

En cuanto más pueda un niño predecir y participar en la agenda y las actividades de su día, habrá menos probabilidad de que el niño muestre su conducta desafiante y más probable que se involucre ansiosamente en las transiciones hacia nuevas personas y actividades. Tomarse el tiempo y hacer el esfuerzo para enseñarle lo que espera, que sucederá y que sucede antes de que se lleve a cabo una transición puede convertirse en una experiencia gratificante. Lo más importante, también representa una oportunidad para tiempo de calidad que puede ayudar a lograr transiciones sin contratiempos.

Se recomienda la reproducción de este documento. No se requiere permiso para copiar.

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University of South Florida

IDEAs that Work
Office of Special Education Programs
U.S. Department of Education

Adventist Health

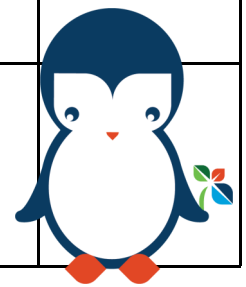
FIRST 5 KERN
Sponsored by First 5 Kern. Paid for by Proposition 10.

Children's Mobile Immunization Program

# June 2021

* Vaccines are FREE for children ages 0-5 regardless of health insurance.
* Vaccines are FREE for children ages 6-18 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, 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<br>Walmart<br>6225 Colony St.<br>(Parking Lot)<br>9:00 am—11:30 am<br>12:00 pm—2:00 pm | 4 | 5 |
| 6 | 7<br>Food Maxx<br>4400 Ming Ave.<br>(Parking Lot)<br>9:00 am—11:30 am<br>12:00 pm—2:00 pm | 8<br>Jacobsen Middle<br>711 Anita Dr.<br>Tehachapi<br>(Parking Lot)<br>9:30 am—11:30 am<br>12:00 pm—2:00 pm | 9<br>Kern County Dept. of Human Services<br>100 E. California Ave<br>(Parking Lot)<br>9:00 am—11:30 am<br>12:00 pm—2:00 pm | 10 | 11 | 12 |
| 13 | 14<br>Greenfield Family Resource Center<br>5400 Monitor Street<br>(Parking Lot)<br>9:00 am—11:30 am<br>12:00 pm—2:00 pm | 15 | 16<br>Adventist Health Bakersfield<br>2800 Chester Ave.<br>(Parking Lot@29th)<br>1:00 pm—3:00 pm<br>3:30 pm—6:00 pm | 17 | 18 | 19 |
| 20 | 21<br>Walmart Supercenter<br>5075 Gosford Rd.<br>(Parking Lot)<br>9:00 am—11:30 am<br>12:00 pm—2:00 pm | 22<br>Walmart<br>401 Central Ave.,<br>**WASCO**<br>(Parking Lot)<br>9:30 am-11:30am<br>12:00pm—2:00pm | 23 | 24 | 25 | 26 |
| 27 | 28<br>NOR-Riverview Park<br>437 Willow Drive<br>(Parking Lot)<br>9:00 am—11:30 am<br>12:00 pm—2:00 pm | 29 | 30<br>New Life Church<br>4201 Stine Road<br>(Parking Lot)<br>9:00 am—11:30 am<br>12:00 pm—2:00 pm | | **Hi I'm Pip!** | |



*Prior to attending one of the clinics listed, please call (661) 869-6740, for additional instructions*

Due to COVID-19 precautions, children over the age of 5 require an appointment.

To view our clinic schedule online visit http://www.adventisthealthbakersfield.org/immunizations

Adventist Health

FIRST 5 KERN
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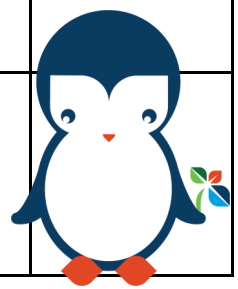
Children's Mobile Immunization Program

# Junio 2021

* Vacunas son GRATIS para niños menores de 5 años sin importar cobertura medica.
* Vacunas son GRATIS para niños de 6-18 años que cumplen uno de los siguentes criterios:
  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
* Ofrecemos prueba de Hemoglobina GRATIS para niños, mujeres embrazadas/postparto sin importar corbertura medica.
* La tarjetas de vacunas de su hijo(a) son requeridas.
* NO OFRECEMOS pruebas de tuberculosis o exámenes fisicos.
* Las clinicas podran ser canceladas por condiciones del clima. Porfavor llame antes de ir a la clinica móvil.
* Podemos parar de registrar 30 minutos antes de cerrar.

| DOMINGO | LUNES | MARTES | MIERCOLES | JUEVES | VIERNES | SABADO |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3<br>Walmart<br>6225 Colony St.<br>(Estacionamiento)<br>9:00 am—11:30 am<br>12:00 pm—2:00 pm | 4 | 5 |
| 6 | 7<br>Food Maxx<br>4400 Ming Ave.<br>(Estacionamiento)<br>9:00 am—11:30 am<br>12:00 pm—2:00 pm | 8<br>Jacobsen Middle<br>711 Anita Dr.<br>Tehachapi<br>(Estacionamiento)<br>9:30 am—11:30 am<br>12:00 pm—2:00 pm | 9<br>Kern County Dept. of Human Services<br>100 E. California Ave<br>(Estacionamiento)<br>9:00 am—11:30 am<br>12:00 pm—2:00 pm | 10 | 11 | 12 |
| 13 | 14<br>Greenfield Family Resource Center<br>5400 Monitor Street<br>(Estacionamiento)<br>9:00 am—11:30 am<br>12:00 pm—2:00 pm | 15 | 16<br>Adventist Health Bakersfield<br>2800 Chester Ave.<br>(Estacionamiento)<br>1:00 pm—3:00 pm<br>3:30 pm—6:00 pm | 17 | 18 | 19 |
| 20 | 21<br>Walmart Supercenter<br>5075 Gosford Rd.<br>(Estacionamiento)<br>9:00 am—11:30 am<br>12:00 pm—2:00 pm | 22<br>Walmart<br>401 Central Ave.,<br>**WASCO**<br>(Estacionamiento)<br>9:30 am-11:30am<br>12:00pm—2:00pm | 23 | 24 | 25 | 26 |
| 27 | 28<br>NOR-Riverview Park<br>437 Willow Drive<br>(Estacionamiento)<br>9:00 am—11:30 am<br>12:00 pm—2:00 pm | 29 | 30<br>New Life Church<br>4201 Stine Road<br>(Estacionamiento)<br>9:00 am—11:30 am<br>12:00 pm—2:00 pm | | **Hola soy Pip!** | |



*Favor de llamar al (661) 869-6740 antes de acudir a una de las clinicas para mas instrucciones*

Debido a precauciones de COVID-19, niños mayores de 5 años necesitan hacer cita.

Para ver la programacion de clinicas visite la pagina http://www.adventisthealthbakersfield.org/immunizations

# Children's SYSTEM OF CARE



The Children's System of Care provides services and resources to children experiencing behavioral health problems, which may lead to disruptions at home, school or in the community. The Children's System of Care offers behavioral health services to children and families and aims to restore hope.

## Access to Services

Children and families will have access to various behavioral health services. Families will meet with a behavioral health professional who will provide options that may best support the child and their family. Parental or guardian consent is required.

## Find a Provider

To find a service location for your child, use the interactive map at www.kernbhrs.org/children-s-services. Please call 661-868-8300 for additional assistance.

## Services Available

- Mental health and diagnostic assessments
- Individual therapy
- Family therapy
- School-based rehabilitation services
- Crisis intervention services
- Case management
- Community-based services
- Skill building
- CSEC (Commercially Sexually Exploited Children) Services
- Therapeutic behavioral services
- Substance use treatment
- Psychiatric evaluation and medication management
- Referrals and coordinated care with other agencies and resources

BEHAVIORAL HEALTH&RECOVERY SERVICES

**Crisis Hotline** 1-800-991-5272
**Suicide Prevention Hotline** 1-800-273-8255

# Connect to our providers

We have providers located throughout Kern County ready to help you and your child navigate their behavioral health needs. To find a provider near you, use the geographic locations below:

## Area 1
**Covering Delano, McFarland & Pond**
Child Guidance
661-725-1042

## Area 2
**Covering Shafter, Buttonwillow, Lost Hills, Wasco & Semitropic**
College Community Services
661-758-4029

## Area 3
**Covering Taft & Surrounding Areas**
College Community Services
661-765-7025

## Area 4
**Covering West Bakersfield**
Child Guidance
661-322-1021

## Area 5
**Covering North Bakersfield**
Child Guidance
661-393-5836

## Area 6
**Covering Kern Mountain & Lake Isabella**
College Community Services
760-379-3412

## Area 7
**Covering Ridgecrest (North Desert)**
College Community Services
760-499-7406

## Area 8
**Covering Tehachapi**
College Community Services
661-822-8223

**Covering Rosamond, Mojave, California City & Boron**
College Community Services
661-824-5020

## Area 9
**Covering Arvin & Lamont**
Clinica Sierra Vista
661-845-5100

**Covering Frazier Park**
Clinica Sierra Vista
661-245-0250

## Area 10
**Covering Central/Southeast Bakersfield**
Clinica Sierra Vista
661-397-8775

## Area 11
**Covering East Bakersfield**
KernBHRS
661-868-6750

BEHAVIORAL HEALTH&RECOVERY SERVICES

# Policy Council
# SCHOOL READINESS COMMITTEE
# 2020 – 2021
# Meeting Dates

All meetings will be held through Microsoft Teams. As the meeting date approaches you will be sent a meeting invitation via email. In preparation for these subcommittee meetings please mark your calendar accordingly.
<u>All meetings will begin at 5:30 p.m.</u>

| |
|---|
| ~~**Thursday, February 11, 2021**~~ |
| ~~**Thursday, April 8, 2021**~~ |
| **Thursday, June 10, 2021** |
| **Thursday, August 12, 2021** |
| **Thursday, October 14, 2021** |

Any necessary documentation and/or information for meetings will be sent via email (or in some instances USPS) prior to the meeting for your review.




Approved: 2.11.2021

# 2021 PC Planning Committee
# Monthly Meeting Schedule

All Meetings will be held virtually the first Tuesday of the month at 5:30 p.m.

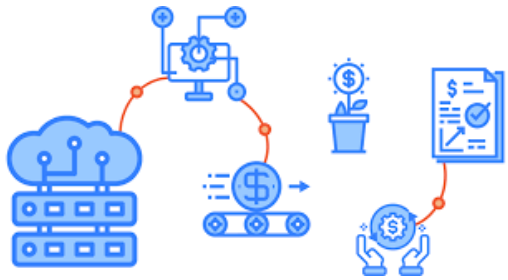
| |
|---|
| ~~Tuesday, January 5, 2021~~ |
| ~~Tuesday, February 2, 2021~~ |
| ~~Tuesday, March 2, 2021~~ |
| ~~Tuesday, April 6, 2021~~ |
| ~~Tuesday, May 4, 2021~~ |
| Tuesday, June 1, 2021 |
| Tuesday, August 3, 2021 |
| Tuesday, September 7, 2021 |
| Tuesday, October 5, 2021 |

***Meeting dates subject to change, upon agreement of the committee***

# Policy Council
# BUDGET & FINANCE COMMITTEE
# 2020 – 2021 Meeting Dates

All meetings will be conducted through Teams and will begin at 5:30 p.m. As the meeting date approaches you will receive an email invitation as well as all necessary documentation/information for the meeting. Please mark your calendar accordingly.

| |
|---|
| ~~Tuesday, January 19, 2021~~ |
| ~~Tuesday, February 16, 2021~~ |
| ~~Tuesday, March 16, 2021~~ |
| ~~Tuesday, April 20, 2021~~ |
| ~~Tuesday, May 18, 2021~~ |
| Tuesday, June 22, 2021 |
| Tuesday, August 17, 2021 |
| Tuesday, September 21, 2021 |
| Tuesday, October 19, 2021 |



Approved: 1.19.2021

# Policy Council
# BYLAWS COMMITTEE
# 2020 - 2021 Meeting Dates

All meetings will be held via teleconference. As the meeting date approaches you will be sent an email invitation for the meeting. In preparation for subcommittee meetings please mark your calendar accordingly.
All meetings will begin at 5:30 p.m.

| |
|---|
| ~~**Tuesday, February 9, 2021**~~ |
| ~~**Tuesday, May 11, 2021**~~ |
| **Tuesday, August 10, 2021** |

Any necessary documentation and/or information for meetings will be sent via email (or in some instances USPS) prior to the meeting for your review.



Approved: 2.9.2021

# 2020-2021 Head Start
# Policy Council Meeting Dates

At this time, all meetings will be held via teleconference through Microsoft Teams. Members of the public may join via teleconference or may listen to the call from the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA. Teleconference information can be found on monthly meeting agendas, located on the CAPK website at www.capk.org/documents/.

*En este momento, todas las reuniones se llevarán a cabo por teleconferencia a través de Microsoft Teams. Los miembros del público pueden unirse por medio de teleconferencia o pueden escuchar la llamada de la Oficina Administrativa de CAPK, ubicada en 5005 Business Park North, Bakersfield, CA. La información sobre las teleconferencias se puede encontrar en las agendas mensuales de las reuniones, localizadas en el sitio web de CAPK en www.capk.org/documents/*

| |
|---|
| ~~Tuesday, November 24, 2020~~ |
| ~~Tuesday, December 15, 2020~~* |
| ~~Tuesday, January 26, 2021~~ |
| ~~Tuesday, February 23, 2021~~ |
| ~~Tuesday, March 23, 2021~~ |
| ~~Tuesday, April 27, 2021~~ |
| Tuesday, May 25, 2021 |
| Tuesday, June 22, 2021 |
| Tuesday, August 24, 2021 |
| Tuesday, September 28, 2021 |
| Tuesday, October 26, 2021 |

Policy Council Meetings are generally held on the 4th Tuesday of the month.

*December meeting will be held one week earlier due to the Christmas holiday.

Revision Approved: 1.26.2021

# MEMORANDUM

**To:** Policy Council

*Vanessa Cortez*

**From:** Vanessa Cortez, Administrative Analyst

**Date:** May 25, 2021

**Subject:** Early Head Start San Joaquin County Carryover Request 2021– ***Action Item***

---

Early Head Start San Joaquin County is requesting a Carryover Request for the 2021-2022 budget year. This request will permit the transfer of a balance from a budget period that has ended into a current budget period to support incomplete projects from the budget period in which funds were originally awarded. The Head Start and State Child Development Division seeks a budget carryover of $588,553. This includes $460,014 in base funding, $15,742 in Training and Technical Assistance (T&TA), and $106,797 in CARES Act funding.

Base funds will be utilized to support expenses in the Equipment, Supply, and Other categories. These funds will be allocated towards outdoor environments, playground equipment, and other minor renovations and repairs needs within the program. These projects will be completed by the end of the current fiscal year. T&TA funds will be utilized to deliver training on Trauma-Informed Care. This training is a critical component of early childhood education whose principals enable providers to better identify health risk and determine critical steps for supporting children's care. CARES Act funds will be used to support continued efforts introduced in response to the COVID-19 pandemic.

This proposal was formulated through discussions with the Region IX Office. These consultations have supported CAPK's request to carryover the $588,553 balance into the 2021-2022 fiscal year. In consultation with Finance, we have determined that the un-obligated balance is equal to the amount that is being requested.

These projects align with CAPK's strategic goal to support school readiness by increasing the number of classrooms and supporting the delivery of services. The program will move forward with the maintenance/repairs and the delivery of trainings when the budget carryover has been approved.

**Recommendation**

Staff recommends the Policy Council Committee approves the submission of the Early Head Start San Joaquin County Carryover Request 2021 for the grant #09CH011406.

**Attachment:**

EHS SJC Budget Detail – 21

EHS SJC PC Signature Form - 21

Community Action Partnership of Kern

**Early Head Start San Joaquin County Budget Detail:**

**Carryover Request Utilizing the Budget to Actual Report**

Budget Period: February 1, 2020 - January 31, 2021

**BASE**

| | BUDGET | ACTUAL | REMAINING | % SPENT | CARRYOVER REQUEST |
|---|---|---|---|---|---|
| PERSONNEL | 3,173,727 | 2,987,584 | 186,143 | 94% | **0** |
| FRINGE BENEFITS | 959,615 | 758,151 | 201,464 | 79% | **0** |
| TRAVEL | 0 | 1,916 | -1,916 | 0% | **0** |
| SUPPLIES | 125,025 | 191,868 | -66,843 | 153% | **25,000** |
| EQUIPMENT | 0 | 0 | 0 | 0% | **20,000** |
| CONTRACTUAL | 10,600 | 13,807 | -3,207 | 130% | **0** |
| OTHER | 741,956 | 634,346 | 107,610 | 85% | **378,251** |
| INDIRECT | 478,171 | 435,408 | 42,763 | 91% | **42,763** |
| **TOTAL** | **5,489,094** | **5,023,080** | **466,014** | **92%** | **466,014** |

**TRAINING & TECHNICAL ASSISTANCE FUNDS**

| | BUDGET | ACTUAL | REMAINING | % SPENT | CARRYOVER REQUEST |
|---|---|---|---|---|---|
| PERSONNEL | 21,912 | 32,895 | -10,983 | 150% | **0** |
| FRINGE BENEFITS | 13,758 | 13,536 | 222 | 98% | **0** |
| TRAVEL | 18,226 | 0 | 18,226 | 0% | **0** |
| SUPPLIES | 6,815 | 603 | 6,212 | 9% | **4,000** |
| CONTRACTUAL | 3,845 | 0 | 3,845 | 0% | **8,000** |
| OTHER | 43,785 | 46,999 | -3,214 | 107% | **2,308** |
| INDIRECT | 10,834 | 9,400 | 1,434 | 87% | **1,434** |
| **TOTAL** | **119,175** | **103,433** | **15,742** | **87%** | **15,742** |

**COVID CARES**

| | BUDGET | ACTUAL | REMAINING | % SPENT | CARRYOVER REQUEST |
|---|---|---|---|---|---|
| PERSONNEL | | 37,181 | -37,181 | 0% | **0** |
| FRINGE BENEFITS | | 4,608 | -4,608 | 0% | **0** |
| SUPPLIES | 187,546 | 108,266 | 79,280 | 58% | **75,000** |
| OTHER | 62,515 | 3,731 | 58,784 | 6% | **21,275** |
| INDIRECT | 25,006 | 14,484 | 10,522 | 58% | **10,522** |
| **TOTAL** | **275,067** | **168,270** | **106,797** | **61%** | **106,797** |

**TOTAL CARRYOVER REQUEST: $588,553**

5 5 21

# MEMORANDUM

**To:** Policy Council

*Vanessa Cortez*

**From:** Vanessa Cortez, Administrative Analyst

**Date:** May 25, 2021

**Subject:** Head Start and Early Head Start Kern – Supplemental Funds Request for Oasis
**Action Item**

The Head Start and State Child Development program is requesting approval to submit a Supplemental Funds Request of $390,616 to the Office of Head Start. Funds will be utilized to repair damages from the settling of the 2019 Ridgecrest earthquakes. A 6.4 magnitude foreshock and 7.1 magnitude mainshock occurred in 2019 on July 4th and July 5th, respectively. The strongest shaking occurred within a 25-mile-wide radius of each epicenter, an area that includes our center Oasis.

A preliminary assessment of Oasis took place to assess safety issues prior to the return of staff and families. Damages to the center were quickly assessed and addressed through minor renovations to ensure no health and safety conditions exist. CAPK is now requesting to make large scale renovations. While minor renovations have mended the damages, the major renovations requested will fully repair the issues to create long-lasting and durable structures. A recent site inspection conducted by Operations located damage to sidewalks, outdoor play area, landscaping, parking lot, block wall, and to the roof. Projected expenses include the repairs of these damages as well as payment for required permits. Additionally, a 5% contingency was allocated to the budget to support unexpected charges that may occur.

The projected timeline for the completion of these projects is Fall and Winter of 2021. Proposed strategies with staff from Head Start, WIC, and Eastern Kern Family Resource would allow these repairs to take place during the hours of operations without interrupting services. The square footage of the center allows reconfiguration of site staff and children to ensure that workers are able to access areas of concern without posing safety concerns. In compliance with the Head Start Act, CAPK will submit a 45 CFR 1303 application, required for major renovations that exceed $250,000. This request is currently being drafted and will be submitted upon review of this application.

**Recommendation**

Staff recommends the Policy Council approves the Head Start and Early Head Start Kern Grant #09CH011132 – Supplemental Funds Request for Oasis.

Attachments:
Supplemental Funds Request Budget Detail – 2021
Supplemental Funds Request PC Signed Approval Form – 2021

Community Action Partnership of Kern
**Head Start and Early Head Start Kern**
**BUDGET DETAIL**
2021-2022

**Location**: Oasis CDC
**Project:** Retrofit Improvements - Result of settling due to earthquake

| Description | QTY Unit | Unit Cost | Unit Total | Total |
|---|---|---|---|---|
| **Ramps** | | | | **$50,265** |
| ADA Accessibility | 1117 SF | $45.00 | $50,265 | |
| **Outdoor play area** | | | | **$93,250** |
| Flatwork | 2400 LS | $25.00 | $60,000 | |
| Poured in place | 950 SF | $35.00 | $33,250 | |
| **General Site Work** | | | | **$111,000** |
| Landscaping repair | 1500 SF | $12.00 | $18,000 | |
| Block wall repair and extension | 200 LF | $45.00 | $9,000 | |
| Parking lot paving | 20000 SF | $4.20 | $84,000 | |
| **RE-Roof** | | | | **$108,000** |
| Mechanical Well | 9000 SF | $8.00 | $72,000 | |
| Pitched roof | 2000 SF | $18.00 | $36,000 | |
| **Subtotal** | | | | **$362,515** |
| **General Conditions** | | | | |
| Permitting | | | | **$9,500** |
| **Subtotal** | | | | **$372,015** |
| 5% Contingency | | | | $18,601 |
| **Total Construction Cost** | | | | **$390,616** |

29 2021