Head Start
A Program of CAPK

Head Start/State Child Development

POLICY COUNCIL MEETING PACKET

December 21, 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: 614 322 370#

Click here to join the meeting

POLICY COUNCIL
STANDING COMMITTEES
December 2021

EXECUTIVE COMMITTEE

Chairperson: Andrea Martinez
Vice Chairperson: Isabelle Diaz
Secretary: Monique Davis
Treasurer: Ashley McAllister
Parliamentarian:

STANDING COMMITTEE MEMBERS

Board of Directors:

BYLAWS
Chairperson:

1.
2.
3.
4.
5.
6.

PLANNING
Chairperson: Isabelle Diaz

1. Nila Hogan
2.
3.
4.
5.
6.

SCHOOL READINESS
Chairperson: Monique Davis

1.
2.
3.
4.

BUDGET & FINANCE
Chairperson: Ashley McAllister

1. Jasmine Ponce
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
2021 ~ 2022

#	REGION 1	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022
1	Dominique Bassi - Heritage	X											
2	Monique Davis - Martha J Morgan	X											
3	*Vacancy*												
4	*Vacancy*												
#	REGION 2	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022
1	Andrea Martinez - East California	X											
2	Mayra Martinez - Sterling	ABS											
3	*Vacancy*												
4	*Vacancy*												
#	REGION 3	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022
1	Ashley McAllister - Pete Parra	X											
2	Isabelle Diaz - Pete Parra	X											
3	Pablo Reyes - Harvey L. Hall	X											
4	*Vacancy*												
#	REGION 4	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022
1	*Vacancy*												
2	*Vacancy*												
3	*Vacancy*												
4	*Vacancy*												
#	Home Base	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022
1	Angelica Alvarez - Amy Jimenez	X											
2	*Vacancy*												
#	ECC EHS Partnership	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022
1	Jasmine Ponce - Escuelita Hernandez	X											
#	San Joaquin EHS Partnership	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022
1	*Vacancy*												
2	*Vacancy*												
#	Community Representatives	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022
1	Nila Hogan	X											
2	*Vacancy*												
3	*Vacancy*												
#	Board Member	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022
1	Jimmie Childress	ABS											

Policy Council Standing Committee
Attendance Sheet
2021 ~ 2022

Bylaws Committee											
Member	**Dec.**	**Jan.**	**Feb.**	**Mar.**	**Apr.**	**May**	**Jun.**	**Jul.**	**Aug.**	**Sept.**	**Oct.**

Budget & Finance Committee											
Member	**Dec.**	**Jan.**	**Feb.**	**Mar.**	**Apr.**	**May**	**Jun.**	**Jul.**	**Aug.**	**Sept.**	**Oct.**
Ashley McAllister											
Jasmine Ponce											

School Readiness Committee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Monique Davis											

Planning Committee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Isabelle Diaz											
Nila Hogan											

Board of Directors

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.

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	December 21, 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 MEETING ID	(213) 204-2374 667 150 891#

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

Dominque Bassi	Andrea Martinez
Jimmie Childress	Mayra Martinez
Monique Davis	Ashley McAllister
Isabelle Diaz	Jasmine Ponce
Nila Hogan	Pablo Reyes

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. None

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 – November 23, 2021) ***(p. 8-11)***
   b. Kern Head Start Budget vs. Actual Expenditures, March 1, 2021, to November 30, 2021 ***(p. 12-14)***
   c. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2021, to November 30, 2021 ***(p. 15-17)***
   d. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2021, to November 30, 2021 ***(p. 18-20)***
   e. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2021, to November 30, 2021 ***(p. 21-23)***
   f. American Rescue Funding Expenditures April 1, 201 to November 30, 2021 ***(p. 24-26)***

g. Parent Local Travel & Childcare through November 30, 2021 ***(p. 27-30)***
h. Parent Activity Funds through November 30, 2021 ***(p. 31-34)***
i. Kern Head Start and Early Head Start Non-Federal Report, March 1, 2021, to November 30, 2021 ***(p. 35)***
j. San Joaquin Early Head Start Non-Federal Report, March 1, 2021, to November 30, 2021 ***(p. 36)***
k. Policy Council Resignation, Elizabeth Martinez, Angela Martinez CDC – December 7, 2021 ***(p. 37)***
l. Policy Council Resignation, Angelica Alvarez, Home Base – December 9, 2021 ***(p. 38)***
m. Head Start Program Review Evaluation (PRE) Report – October ***(p. 39-40)***
n. Head Start Recruitment Flyer ***(p. 41-42)***
o. Home Visiting Program Flyer ***(p. 43-44)***
p. Monthly Parent Trainings with Dr. Kirk – Head Start Wellness ***(p. 45)***
q. Children's Mobile Clinic – December 2021 (English/Spanish) ***(p. 46-47)***
r. Executive Officer Roles and Responsibilities ***(p. 48)***
s. Policy Council Subcommittee Functions ***(p. 49)***
t. Policy Council Meeting Dates ***(p. 50)***

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

a. Nomination and election of Policy Council Parliamentarian
b. Nomination and election of Policy Council Board of Director's Representative (1 vacancy)
c. Nomination and election of School Readiness Committee Members (4 vacancies)
d. Nomination and election of Bylaws Committee Members (6 vacancies)
e. Nomination and election of Budget & Finance Committee Members (5 vacancies)
f. Nomination and election of Planning Committee Members (5 vacancies)

7. Standing Reports

a. Program Governance – Lisa Gonzales, Program Governance Coordinator
b. Early Head Start San Joaquin – Nicole Nino
c. Early Head Start Partnership – Jasmine Ponce
d. Board of Directors – Jimmie Childress, CAPK Board Member
e. 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 p.m. December 17, 2021, by Lisa Gonzales, Program Governance Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL COMMITTEE MEETING MINUTES
November 23, 2022
Teleconference ID: 667 150 891#
Per Governor's Executive Order N-25-20

1. Call to Order

Andrea Martinez called the meeting to order at 5:37 p.m.

a. Ms. Martinez conducted roll call; quorum was established.

Policy Council Members Present: Angelica Alvarez, Dominique Bassi, Monique Davis, Isabelle Diaz, Andrea Martinez, Ashely McAllister, Jasmine Ponce, Pablo Reyes

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.*

None

3. Standing Committee Reports

a. School Readiness Committee
b. Planning Committee
c. Budget & Finance Committee
d. Bylaws Committee

There were no committee reports as standing committees have not yet been established.

4. Presentations

There were not presentations made.

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 – October 23, 2021 (English/Spanish)
b. Budget & Finance Minutes – October 19, 2021
c. Kern Head Start Budget vs. Actual Expenditures, March 1, 2021, to October 31, 2021
d. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2021, to October 31, 2021
e. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2021, to October 31, 2021
f. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2021, to October 31, 2021
g. American Rescue Funding Expenditures April 1, 201 to October 31, 2021
h. Parent Local Travel & Childcare through October 31, 2021
i. Parent Activity Funds through October 31, 2021
j. Kern Head Start and Early Head Start Non-Federal Report, March 1, 2021, to October 31, 2021
k. San Joaquin Early Head Start Non-Federal Report, March 1, 2021, to October 31, 2021
l. Head Start Program Review Evaluation (PRE) Report – October
m. Head Start Recruitment Flyer
n. Home Visiting Program Flyer
o. Monthly Parent Trainings with Dr. Kirk – Head Start Wellness
p. Children's Mobile Clinic – November 2021 (English/Spanish)
q. Growing Brain Parent Café – December 8, 2021, Community Connection for Child Care
r. Holiday Tips – Centers for Disease Control and Prevention (English/Spanish)

s. Valley Build Pre-Apprenticeship Readiness Program – America's Job Center
t. Executive Officer Roles and Responsibilities
u. Policy Council Subcommittee Functions

Motion was made by Isabelle Diaz to approve consent items (a) through (u); seconded by Andrea Martinez. Motion carried unanimously.

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

a. Election of Community Representative Nila Hogan

Nila shared a bit about herself and provided members a brief background on her experience as a former Policy Council representative, as well as a past parent. She noted her children graduated from the Head Start program two years ago. Nila strongly believes in the program and what it has to offer. She also shared her community involvement, stating that she runs a domestic violence non-profit program and works heavily with children. Nila shared she is informed of many events taking place throughout the community that she can bring forth and share with members. Nila stated she has a strong desire to serve and would appreciate the opportunity to serve another term on Policy Council. Motion was made by Dominique Bassi to elect Nila Hogan as Policy Council Community Representative; seconded by Ashely McAllister. Motion carried unanimously.

b. Nomination and election of Policy Council Chairperson

An overview of the roles and responsibilities of this position were reviewed with members and the floor was open for nominations. Isabelle Diaz made a motion to nominate Andrea Martinez for the position of Chairperson. With no other nominations nor interest from others Andrea accepted. Motion was seconded by Monique Davis; motion carried unanimously.

c. Nomination and election of Policy Council Vice-Chairperson

The duties of vice-chairperson were discussed with members. Isabelle Diaz self-nominated for this position, with a subsequent motion made. Motion was seconded by Ashley McAllister; motion carried unanimously.

d. Nomination and election of Policy Council Secretary

Monique Davis self-nominated for the position of Policy Council Secretary, with a motion by Isabelle Diaz and second by Jasmine Ponce. Motion carried unanimously.

e. Nomination and election of Policy Council Treasurer

A request was made for nomination for the position of Treasurer. Ashley McAllister self-nominated for this position with a second made by Monique Davis. Motion carried unanimously.

f. Nomination and election of Parliamentarian

Nominations were open for the position of Policy Council Parliamentarian. The roles and responsibilities of such were reviewed with no interest at this time. It was noted this item would be tabled for the next scheduled Policy Council meeting.

g. Nomination and election of Budget & Finance Committee Members (6 vacancies)

Heather McCarley, Finance Administrator, and staff sponsor for the Policy Council Budget & Finance Committee provided an overview of the items presented to the committee for discussion and review. These items include but are not limited to costs of the program and comparing where we are with our budget and any other items pertaining to expenditures related to program needs. Heather also shared that Ashley (McAllister) served on the Budget & Finance Committee during the previous term and adding that all information is presented to the committee with an opportunity for question and answers to have a better understanding of the information shared. The floor was open for nominations to serve on the Budget & Finance Committee with a self-nomination and motion made by Jasmine Ponce; seconded by Pablo Reyes. Motion carried unanimously.

h. Nomination and election of Planning Committee Members (6 vacancies)

Robert Espinosa, Program Design and Management Administrator and staff sponsor of the Policy Council Planning Committee shared information with members about the committee. He shared the meeting schedule (the committee meets once a month) and he spoke to the various documents that would be reviewed by the Planning Committee. These documents include information regarding but not limited to program enrollment numbers, meal count information and more. Upon conclusion of the overview, nominations were open for members interested in serving on the Planning Committee. It was clarified that as Policy Vice-Chairperson one of the roles and responsibility (for Isabelle Diaz) is chairperson of the Planning Committee.

Nila Hogan self-nominated and made a motion to serve on the Planning Committee. The motion was seconded by Ashley McAllister. Motion carried unanimously.

i. Request for approval of proposed Policy Council Meeting dates and times

It was pointed out the proposed meeting dates and time for the balance of the Policy Council Meetings was located in the meeting packet. It was shared that the proposed schedule indicates meetings will be held on the fourth Tuesday of each month with an exception occurring in December due to the Christmas holiday; the proposed time is 5:30 p.m. Motion made to approve the Policy Council proposed meeting schedule by Pablo Reyes; seconded by Isabelle Diaz. Motion carried unanimously.

7. <u>Standing Reports</u>

a. Program Governance – Lisa Gonzales, Program Governance Coordinator

Lisa welcomed everyone to the first meeting of the new term and thanked them for their time. She also reminded members to return the required Policy Council forms sent to them and added there will be a new member training conducted soon as the Executive Board was elected this evening. Lisa also reminded members they must serve on a minimum of one subcommittee and noted that elections will take place next month for representation on all committees. The Policy Council committee assignments as related to the Executive Board positions were reiterated. It was noted the Vice-Chairperson is the chairperson of the Planning Committee, the treasurer is the Chairperson of the Budget & Finance Committee, and the secretary is the chairperson of the School Readiness Committee. In closing Lisa again thanked members for their time and wished them a safe and happy Thanksgiving.

b. Early Head Start San Joaquin – Nicole Nino, EHS San Joaquin, Family Engagement Specialist & Home Base Coordinator

Nicole welcomed and congratulated new members to Policy Council. She shared that the monthly Pyramid Model S'more was sent in early November which included exemplary videos and parent handouts. The newsletter has had 305 views to date. The monthly father, family engagement activity was, the sharing of a family recipe. Parent comments were also highlighted, some of which Nicole shared with members, in which families shared what they were thankful for. The November food experience is pumpkin time. Facilitated by staff, children will explore all aspects of a pumpkin and talk about the different textures, colors, and smells. Children will also get to plant the pumpkin seeds, water the soil and observe the growth of the seedlings.

c. Early Head Start Partnership – Nicole Callahan, EHS Partnership Coordinator

Policy Council member Jasmine Ponce provided the Early Head Start Partnership report. The virtual training for partner staff which began in September concluded on November 6, 2021. Training topics covered music and movement, curriculum implementation as well as male involvement and more. There was a total of 10 participants, all of whom received professional growth certificates as well as "swag bags" containing materials for home and/or school use. The parent empowerment training, *Parent on a Mission* is expected to launch in January 2022. This is a six-week course which offers topics of parental personal growth, discipline, and respect and authority. This virtual training is facilitated by Family Advocates and is held in the evening to accommodate parents' busy schedules. To date Family Advocates have provided approximately 346 resources and have registered over 30 partnership families with ReadyRosie.

d. Board of Directors – Jimmie Childress, CAPK Board Member

Program Governance Coordinator, Lisa Gonzales shared information on behalf of board member Childress. Information shared is reflective of the October 27, 2021 Board of Director's meeting. During this meeting there was a variety of action items presented to the board, including but not limited to a new COVID-10 mandate policy for employees along with a supplemental compensation time offered, a budget revision for Early Head Start San Joaquin as well as a Cost-of-Living Adjustment (COLA) for the Early Child Care Partnership. Reports shared with the Board of Directors included the CAPK Foundation report as well as the Policy Council report. CAPK Chief Executive Officer Jeremy Tobias provided a verbal report to the Board of Director's regarding COVID-19 as it relates to agency employee cases. He also discussed the potential of returning to in person meetings. The last Board of Director's meeting was held on November 17, 2021.

e. **Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director**
Yolanda greeted and welcomed members to this new term of Policy Council. She expressed excitement at the opportunity to work together in this shared decision-making process of the program. Yolanda added that members will learn so much. She also thanked those returning members for continuing their commitment and helping to ensure we are providing high quality services to our families and children. Yolanda thanked members for the commitment they've made and stated she is looking forward to working together in 2022. She also expressed gratitude to newly elected Policy Council Executive Officers for taking on these roles. In closing Yolanda wished everyone a very happy and blessed Thanksgiving.

8. Policy Council Chairperson Report
Andrea thanked members for electing her as Policy Council Chairperson for a second term.

9. Policy Council Member Comments
Members were provided an opportunity to share comments if they so desired. Isabelle Diaz expressed thanks as did Ashley McAllister for her second term on the Council and as Policy Council Treasurer. Jasmine Ponce shared she was happy and excited to be a part of Policy Council adding that this will be a learning experience for many members. She was also appreciative of being made to feel very welcomed. Nila Hogan thanked members for their support and electing her as Community Representative for another term. She also wished everyone a great week and a happy Thanksgiving.

10. Next Scheduled Meeting
The next meeting will be held on December 21, 2021, at 5:30 p.m.

11. Adjournment
Chairperson, Andrea Martinez adjourned the meeting at 6:20 p.m.

MEMORANDUM

To: Policy Council

From: Heather McCarley, Finance Administrator

Date: December 21, 2021

Subject: *Head Start - Kern*
Budget to Actual Report for the period ended November 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 Head Start Budget to Actual Report for the period of March 1, 2021 through November 30, 2021. Nine months (75.0%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 68% of the budget, which is slightly greater than expenditures at this point in the prior budget period.

Training & Technical Assistance Funds

Overall expenditures are at 81% of the budget.

Carryover Funds

Overall expenditures are at 58% of the budget.

COVID Cares Funds

Overall expenditures are at 74% of the budget.

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

Non-Federal share is at 74% 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 - November 30, 2021
Month 9 of 12 (75.0%)

Prepared 12/10/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,000,522	6,290,444	3,710,078	63%	37%
FRINGE BENEFITS	2,787,432	1,899,249	888,183	68%	32%
TRAVEL	0	232	(232)		
EQUIPMENT	0	0	0		
SUPPLIES	733,439	344,322	389,117	47%	53%
CONTRACTUAL	148,506	97,419	51,087	66%	34%
CONSTRUCTION	0	0	0		
OTHER	2,748,825	2,525,467	223,358	92%	8%
INDIRECT	1,583,809	1,079,027	504,782	68%	32%
TOTAL BASE FUNDING	**18,002,533**	**12,236,160**	**5,766,373**	**68%**	**32%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	41,904	16,568	25,336	40%	60%
SUPPLIES	23,986	26,039	(2,053)	109%	-9%
CONTRACTUAL	22,800	26,944	(4,144)	118%	-18%
OTHER	72,752	61,028	11,724	84%	16%
INDIRECT	16,144	12,669	3,475	78%	22%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**143,248**	**34,338**	**81%**	**19%**
CARRYOVER					
SUPPLIES	2,294		2,294	0%	100%
CONTRACTUAL	15,000		15,000	0%	100%
CONSTRUCTION	2,276,903	1,479,965	796,938	65%	35%
OTHER	20,000	0			
INDIRECT	231,443	0	231,443		
TOTAL CARRYOVER	**2,545,640**	**1,479,965**	**1,045,675**	**58%**	**42%**
COVID CARES					
PERSONNEL		80,843	(80,843)		
FRINGE BENEFITS		52,540	(52,540)		
SUPPLIES	295,335	141,826	153,508		
OTHER	155,558	60,699	94,859		
INDIRECT	46,675	33,346	13,328		
TOTAL COVID CARES	**497,567**	**369,255**	**128,312**	**74%**	**26%**
GRAND TOTAL HS FEDERAL FUNDS	**21,223,326**	**14,228,628**	**6,974,698**	**67%**	**33%**

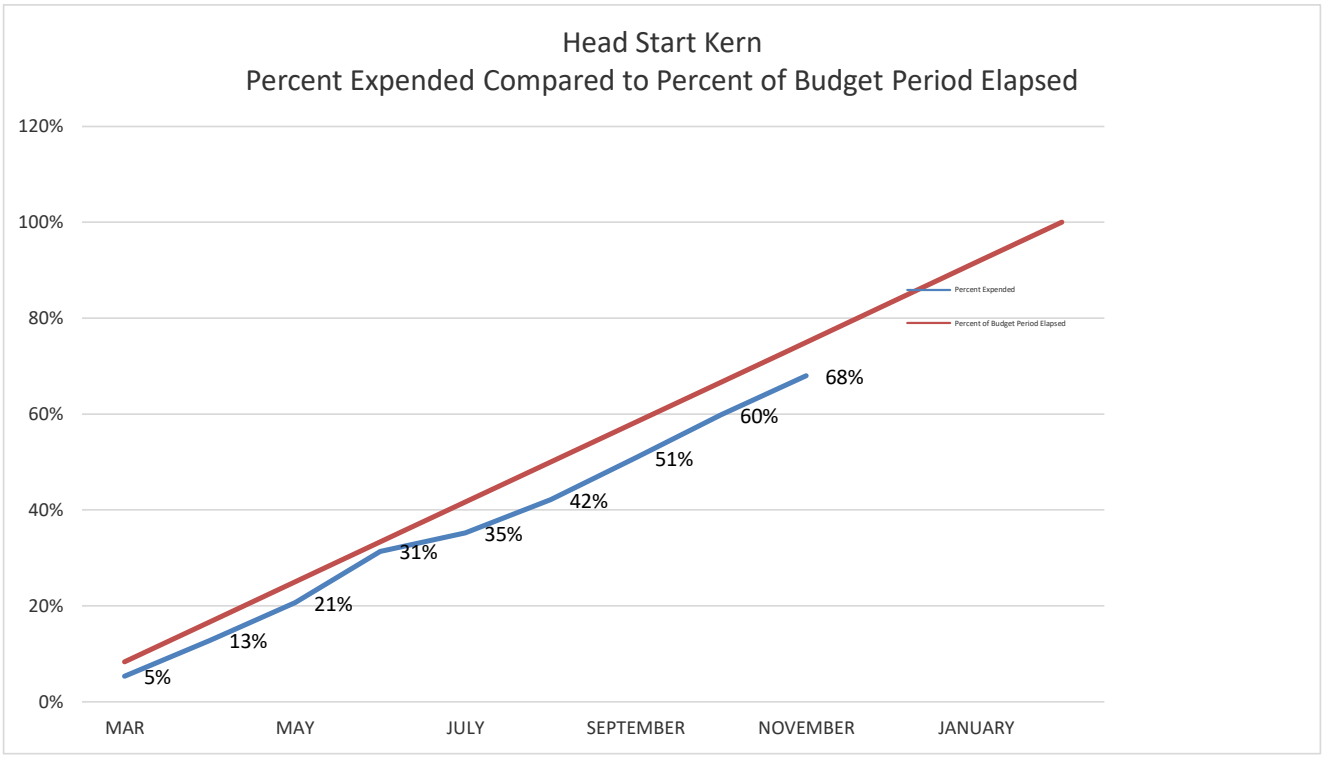
HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

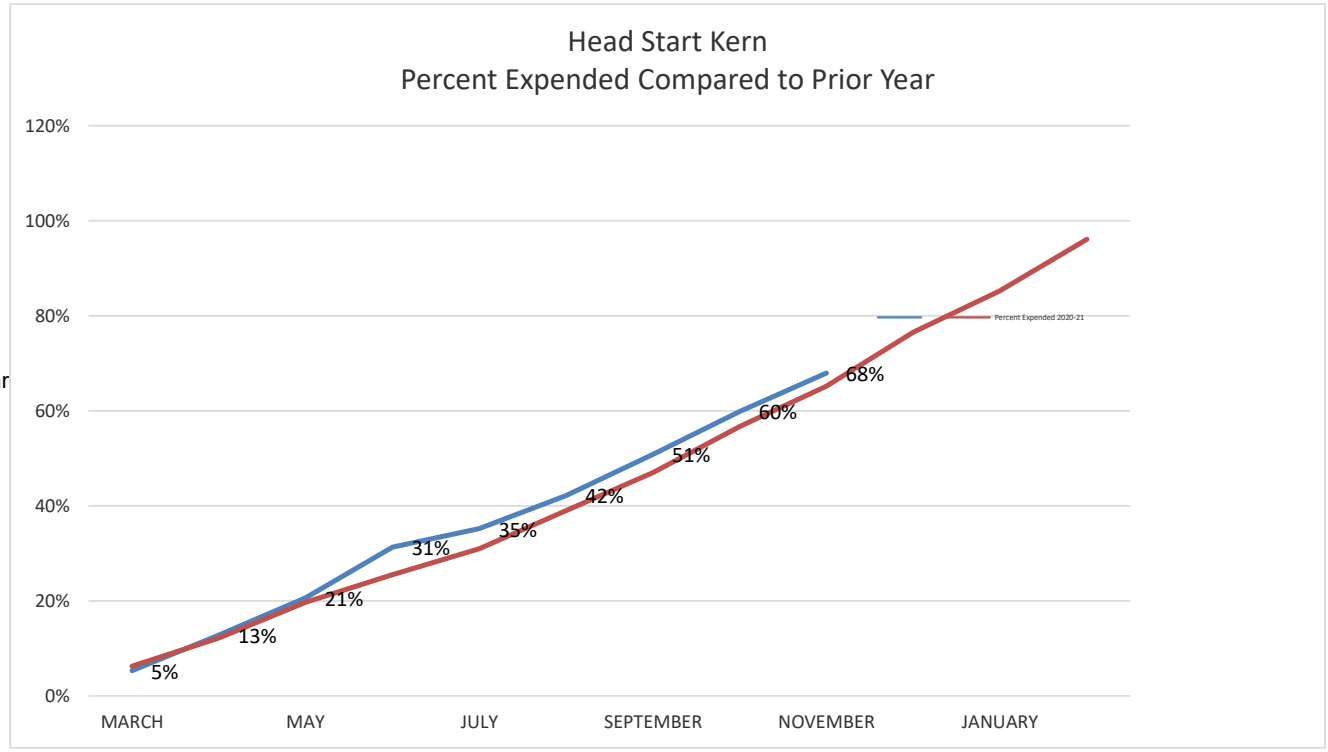
SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,567,638	1,196,717	370,921	76%	24%
CALIF DEPT OF ED	5,193,619	3,819,972	1,373,647	74%	26%
TOTAL NON-FEDERAL	**6,761,257**	**5,016,689**	**1,744,568**	**74%**	**26%**

Budget reflects Notice of Award #09CH011132-03-01
Actual expenditures include posted expenditures and estimated adjustments through 11/30/2021
Administrative Cost for HS and EHS Kern **7.0%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	20,482				**20,482**	12/3/2021
Lowe's	6,133.34				**6,133.00**	12/6/2021
Smart & Final	-				**0**	12/1/2021
Save Mart	732.21				**732**	11/3/2021
Chevron & Texaco Business Card	7,520				**7,520**	12/6/2021
Home Depot	4,105				**4,105**	12/5/2021
	38,972	**0**	**0**	**0**	**38,972**	


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
Percent Expended
Percent of Budget Period Elapsed
5%
13%
21%
31%
35%
42%
51%
60%
68%


Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
MARCH
MAY
JULY
SEPTEMBER
NOVEMBER
JANUARY
Percent Expended 2020-21
5%
13%
21%
31%
35%
42%
51%
60%
68%

MEMORANDUM

To: Policy Council

From: Heather McCarley, Finance Administrator

Date: December 21, 2021

Subject: *Early Head Start - Kern*
Budget to Actual Report for the period ended November 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 November 30, 2021. Nine months (75.0%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 57% of the budget, which is on trend with where we were compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 60% of the budget.

Carryover Funds

Overall expenditures are at 2% of the budget.

COVID Cares Funds

Overall expenditures are at 100% of the budget.

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 - November 30, 2021
Month 9 of 12 (75.0%)

Prepared 12/10/2021

BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	5,021,133	2,986,539	2,034,594	59%	41%
FRINGE BENEFITS	1,751,175	847,596	903,579	48%	52%
TRAVEL	0	77	(77)		
EQUIPMENT	0	0	0		
SUPPLIES	483,444	193,591	289,853	40%	60%
CONTRACTUAL	36,432	34,990	1,442	96%	4%
CONSTRUCTION	0	0	0		
OTHER	920,158	620,512	299,646	67%	33%
INDIRECT	809,704	444,003	365,701	55%	45%
TOTAL BASE FUNDING	**9,022,046**	**5,127,308**	**3,894,738**	**57%**	**43%**

TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	32,253	6,725	25,528	21%	79%
SUPPLIES	6,807	11,492	(4,685)	169%	-69%
CONTRACTUAL	11,412	48,881	(37,469)	428%	-328%
OTHER	102,788	24,531	78,257	24%	76%
INDIRECT	15,326	9,035	6,291	59%	41%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**168,586**	**100,665**	**67,921**	**60%**	**40%**

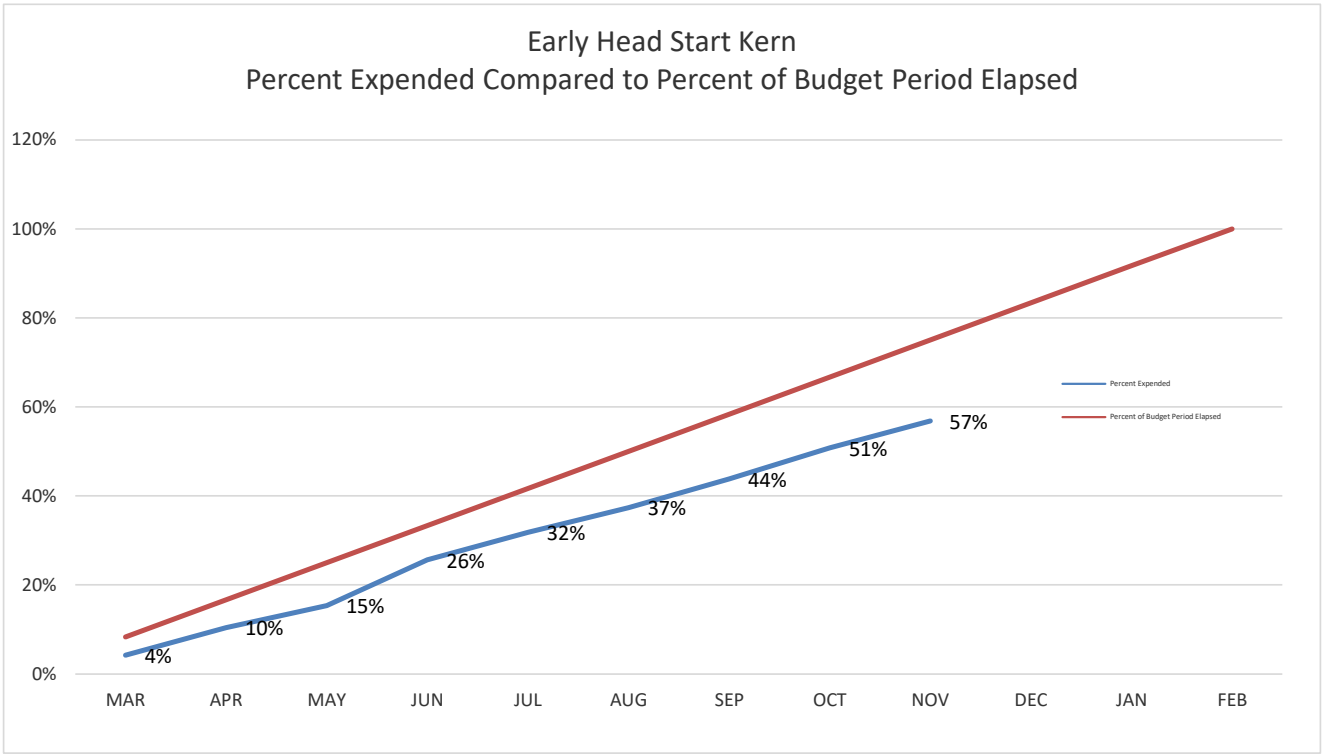
CARRYOVER					
SUPPLIES			0	#DIV/0!	#DIV/0!
CONTRACTUAL			0	#DIV/0!	#DIV/0!
CONSTRUCTION	4,208,158	77,383	4,130,775	2%	98%
OTHER		0	0		
INDIRECT	117,543	0	117,543		
TOTAL CARRYOVER	**4,325,701**	**77,383**	**4,248,318**	**2%**	**98%**

COVID CARES					
PERSONNEL		35,102	(35,102)		
FRINGE BENEFITS		28,570	(28,570)		
SUPPLIES	66,921	182	66,739	0%	100%
OTHER	18,194	19,226	(1,032)	106%	-6%
INDIRECT	9,068	11,103	(2,035)		
TOTAL COVID CARES	**94,182**	**94,182**	**0**	**100%**	**0%**

GRAND TOTAL EHS FEDERAL FUNDS	**13,610,515**	**5,399,538**	**8,210,977**	**40%**	**60%**

Budget reflects Notice of Award #09CH011132-03-01

Actual expenditures include posted expenditures and estimated adjustments through 11/30/2021


Early Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
MAR
APR
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JUN
JUL
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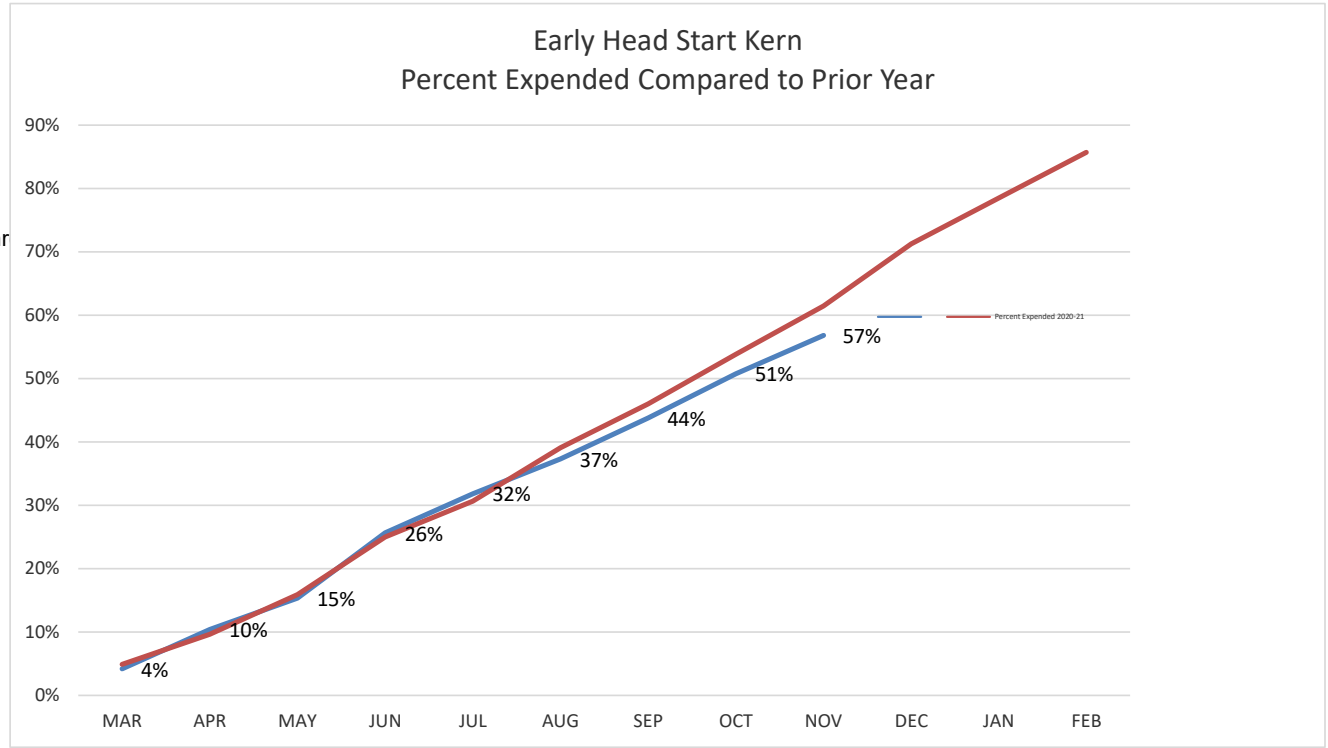
26%
32%
37%
44%
51%
57%
Percent Expended
Percent of Budget Period Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
90%
80%
70%
60%
50%
40%
30%
20%
10%
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MAR
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OCT
NOV
DEC
JAN
FEB
4%
10%
15%
26%
32%
37%
44%
51%
57%
Percent Expended 2020-21

MEMORANDUM

To: Policy Council

From: Heather McCarley, Finance Administrator

Date: December 21, 2021

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

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period of February 1, 2021 through November 30, 2021. Ten months (83.3%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 71% 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 94% of the budget. The combined personnel and fringe benefit expenses are at 83% of this budget.

Carryover Funds

Overall expenditures are at 0% of the budget.

COVID Cares Funds

Overall expenditures are at 100% of the budget.

Non-Federal Share

Non-Federal share is at 100% 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 - November 30, 2021
Month 10 of 12 (83.3%)

Prepared 12/9/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,239,569	2,254,338	985,231	70%	30%
FRINGE BENEFITS	913,403	578,124	335,279	63%	37%
TRAVEL	0	14,801	(14,801)	0%	0%
EQUIPMENT	45,000	31,190	13,810		
SUPPLIES	130,220	100,487	29,733	77%	23%
CONTRACTUAL	9,500	17,220	(7,720)	181%	-81%
OTHER	720,292	609,358	110,934	85%	15%
INDIRECT	498,077	337,616	160,461	68%	32%
TOTAL	**5,556,061**	**3,943,134**	**1,612,927**	**71%**	**29%**

TRAINING & TECHNICAL ASSISTANCE FUNDS					
PERSONNEL	49,670	40,819	8,851	82%	18%
FRINGE BENEFITS	21,950	18,299	3,651	83%	17%
TRAVEL	3,260	3,953	(693)	121%	-21%
SUPPLIES	6,815	2,138	4,677	31%	69%
CONTRACTUAL	7,345	8,100	(755)	110%	-10%
OTHER	19,301	28,984	(9,683)	150%	-50%
INDIRECT	10,834	10,135	699	94%	6%
TOTAL	**119,175**	**112,428**	**6,747**	**94%**	**6%**

CARRYOVER					
EQUIPMENT	21,035	0	21,035	0%	100%
SUPPLIES	29,804	0	29,804	0%	100%
CONTRACTUAL	8,000	0	8,000	0%	100%
OTHER	381,242	0	381,242	0%	100%
INDIRECT	41,905	0	41,905	0%	100%
TOTAL	**481,986**	**0**	**481,986**	**0%**	**100%**

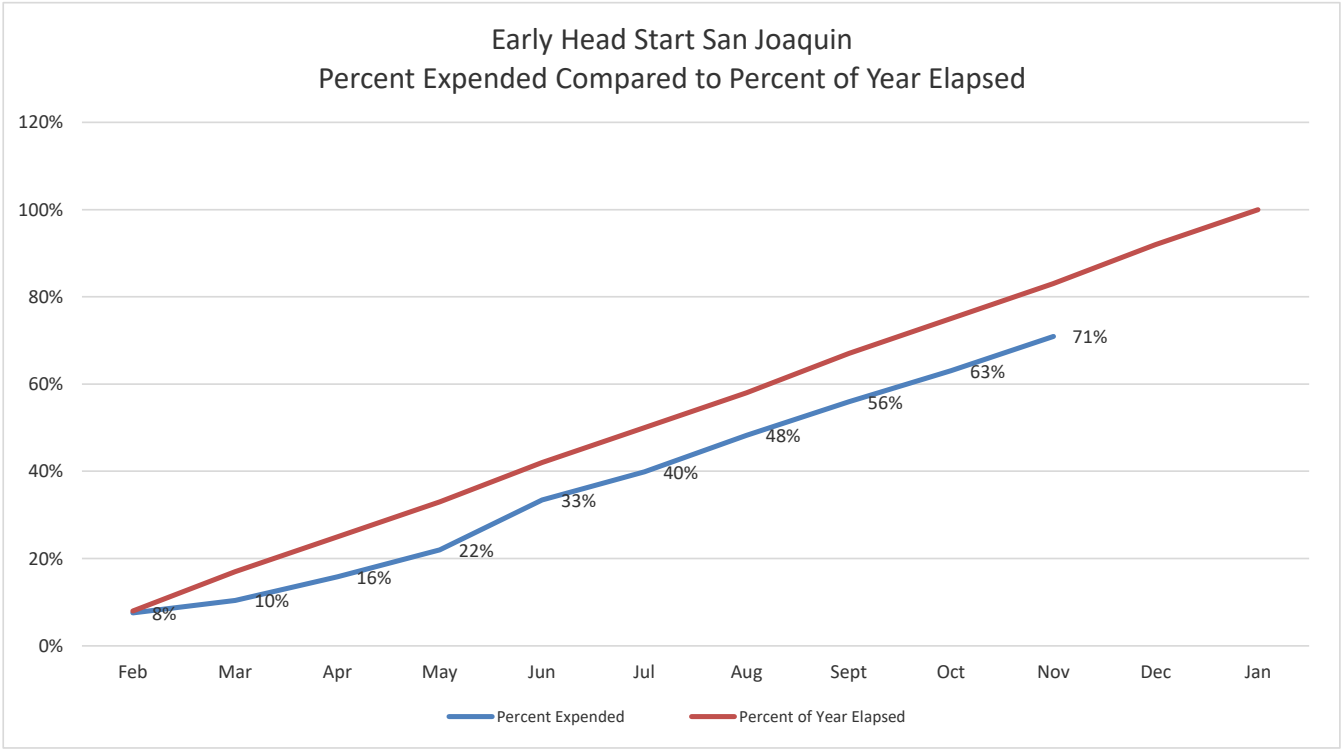
COVID CARES - Carried over from 2020-21					
PERSONNEL		19,203	(19,203)	0%	0%
FRINGE BENEFITS		3,331	(3,331)	0%	0%
SUPPLIES	72,943	42,873	30,070	59%	41%
OTHER	24,314	29,715	(5,401)	122%	-22%
INDIRECT	9,726	11,861	(2,135)	122%	-22%
TOTAL	**106,983**	**106,983**	**0**	**100%**	**0%**

GRAND TOTAL EHS FEDERAL FUNDS	**6,264,205**	**4,162,545**	**2,101,660**	**66%**	**34%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,402,068	1,402,068	0	100%	0%
TOTAL NON-FEDERAL FUNDS	**1,402,068**	**1,402,068**	**0**	**100%**	**0%**

Centralized Administrative Cost	6.2%
Program Administrative Cost	2.9%
Total Administrative Cost	**9.2%**

Budget reflects Notice of Award #09CH011406-02-02
Actual expenditures include posted expenditures and estimated adjustments through 11/30/2021


Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed
120%
100%
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40%
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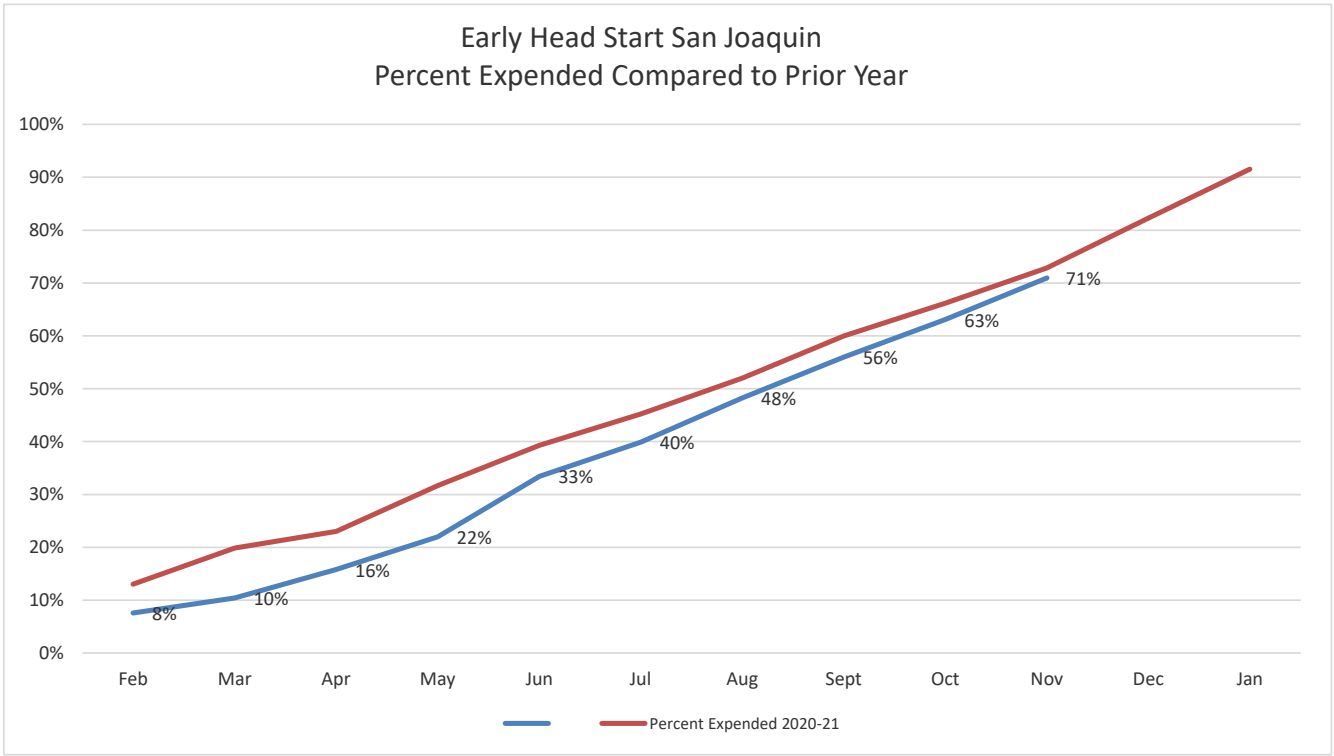
16%
22%
33%
40%
48%
56%
63%
71%
Percent Expended
Percent of Year Elapsed


Early Head Start San Joaquin
Percent Expended Compared to Prior Year
100%
90%
80%
70%
60%
50%
40%
30%
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10%
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Jan
8%
10%
16%
22%
33%
40%
48%
56%
63%
71%
Percent Expended 2020-21

MEMORANDUM

To: Policy Council

From: Heather McCarley, Finance Administrator

Date: December 21, 2021

Subject: *Early Head Start Child Care Partnerships*
Budget to Actual Report for the period ended November 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 November 30, 2021. Nine months (75.0%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 45% of the budget, which is slightly above where we were compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 18% of the budget.

Carryover Funds

Overall expenditures are at 95% of the budget.

COVID Cares Funds

Overall expenditures are at 19% of the budget.

Non-Federal Share

Non-Federal share is at 67% 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 - November 30, 2021
Month 9 of 12 (75.0%)

Prepared 12/10/2021

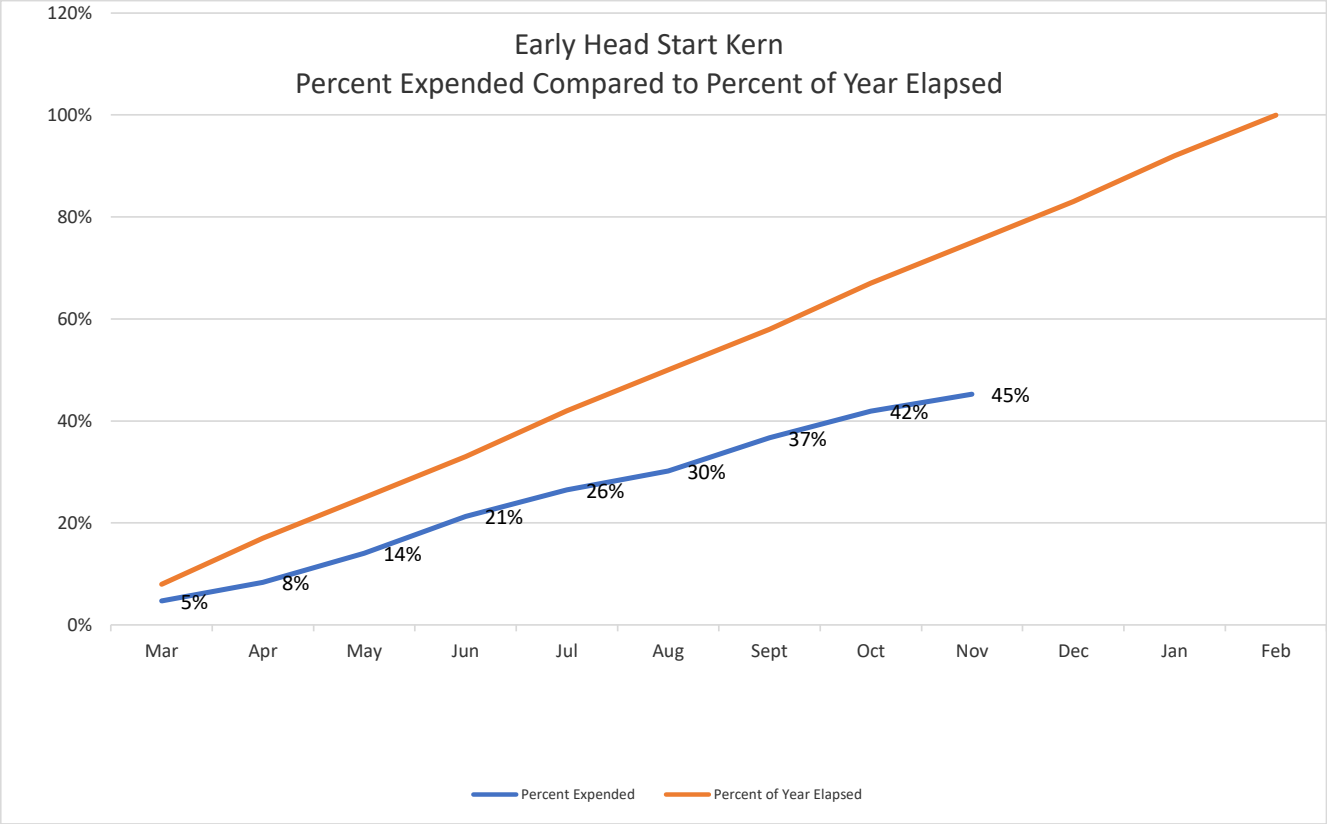
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	668,881	416,503	252,378	62%	38%
FRINGE BENEFITS	183,736	115,317	68,420	63%	37%
SUPPLIES	37,083	64,210	(27,127)	173%	-73%
CONTRACTUAL	1,091,504	248,399	843,105	23%	77%
OTHER	231,300	161,118	70,182	70%	30%
INDIRECT	215,164	93,873	121,291	44%	56%
TOTAL BASE FUNDING	**2,427,668**	**1,099,418**	**1,328,250**	**45%**	**55%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	5,294	2,741	2,553	52%	48%
SUPPLIES	16,391	0	16,391	0%	100%
OTHER	29,393	4,600	24,793	16%	84%
INDIRECT	5,107	758	4,349	15%	85%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**56,185**	**10,252**	**45,933**	**18%**	**82%**
CARRYOVER					
SUPPLIES	16,000	0	16,000	0%	100%
CONSTRUCTION	2,458,581	2,371,108	87,473	96%	4%
CONTRACTUAL	14,000	0	14,000	0%	100%
OTHER	14,121	0	14,121	0%	100%
INDIRECT	4,412	400	4,012	9%	91%
TOTAL CARRYOVER	**2,507,114**	**2,371,508**	**135,606**	**95%**	**5%**
COVID CARES					
PERSONNEL	0	3,622	(3,622)		
FRINGE BENEFITS	0	579	(579)		
SUPPLIES	77,735	6,917	70,818	9%	91%
OTHER	24,361	7,926	16,435	33%	67%
INDIRECT	10,206	1,904	8,302	19%	81%
TOTAL COVID	**112,302**	**20,948**	**95,554**	**19%**	**81%**
GRAND TOTAL EHS FEDERAL FUNDS	**5,103,269**	**3,502,127**	**1,605,343**	**69%**	**31%**

NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	588,256	393,900	194,356	67%	33%
TOTAL NON-FEDERAL	**588,256**	**393,900**	**194,356**	**67%**	**33%**

Budget reflects Notice of Award **#09HP000163-03-02**

Actual expenditures include posted expenditures and estimated adjustments through 11/30/2021


Early Head Start Kern
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
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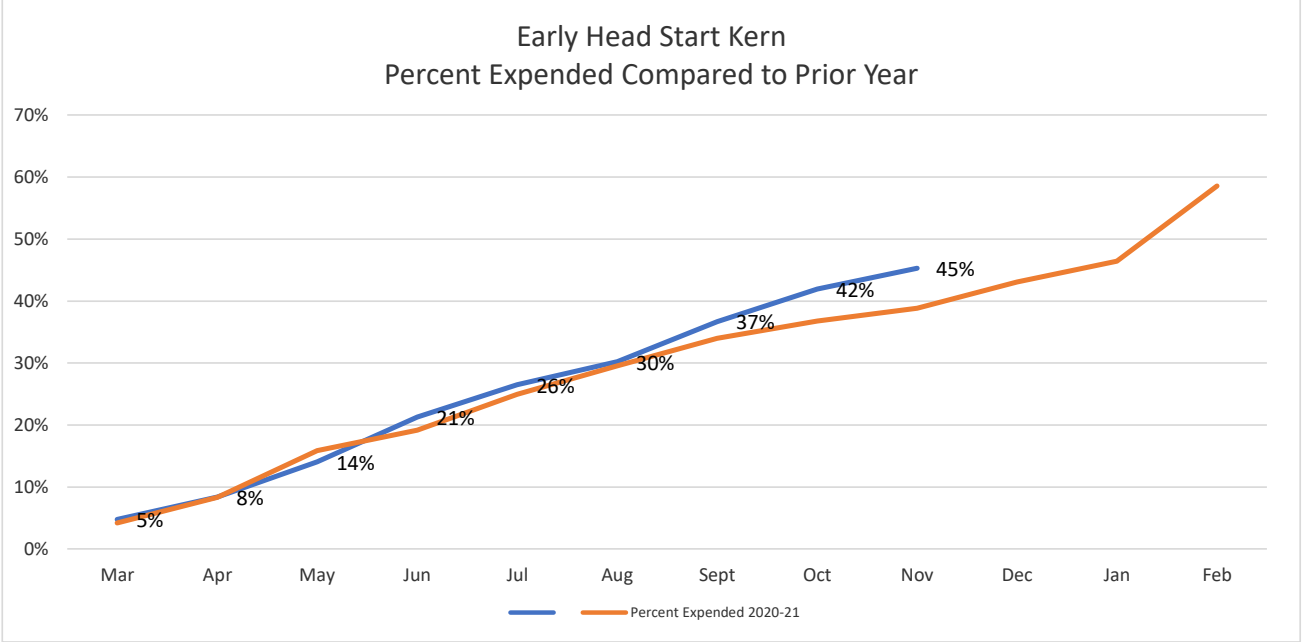
5%
8%
14%
21%
26%
30%
37%
42%
45%
Percent Expended
Percent of Year Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
70%
60%
50%
40%
30%
20%
10%
0%
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Jul
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Sept
Oct
Nov
Dec
Jan
Feb
5%
8%
14%
21%
26%
30%
37%
42%
45%
Percent Expended 2020-21

MEMORANDUM

To: Policy Council

From: Heather McCarley, Finance Administrator

Date: December 21, 2021

Subject: *American Rescue Plan Funding*
Budget to Actual Report for the period ended November 30, 2021 – **Info Item**

The following are highlights of the American Rescue Plan Budget to Actual Report for the period of April 1, 2021 through November 30, 2021. Eight months (66.67%) of the 12-month budget period have elapsed.

COVID

Overall expenditures are at 100% of the budget. These funds are being utilized to support the Summer Bridge Program options.

American Rescue Plan Act

Overall expenditures are at 15% of the budget. These funds are being utilized to support the Summer Bridge Program options.

Community Action Partnership of Kern

American Rescue Plan

Budget to Actual Report

Budget Period: April 1, 2021 - March 31, 2023

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

Month 8 of 12 (66.67%)

Prepared 12/10/2021

COVID	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	0	502,095	(502,095)		100%
FRINGE BENEFITS	0	107,505	(107,505)		100%
TRAVEL	0	0	0	0%	0%
EQUIPMENT	0	0	0		
SUPPLIES	500,000	0	500,000	0%	100%
CONTRACTUAL	0	0	0		100%
OTHER	170,559	0	170,559	0%	100%
INDIRECT	0	60,959	(60,959)		100%
TOTAL	**670,559**	**670,559**	**0**	**100%**	**0%**

American Rescue Plan Act

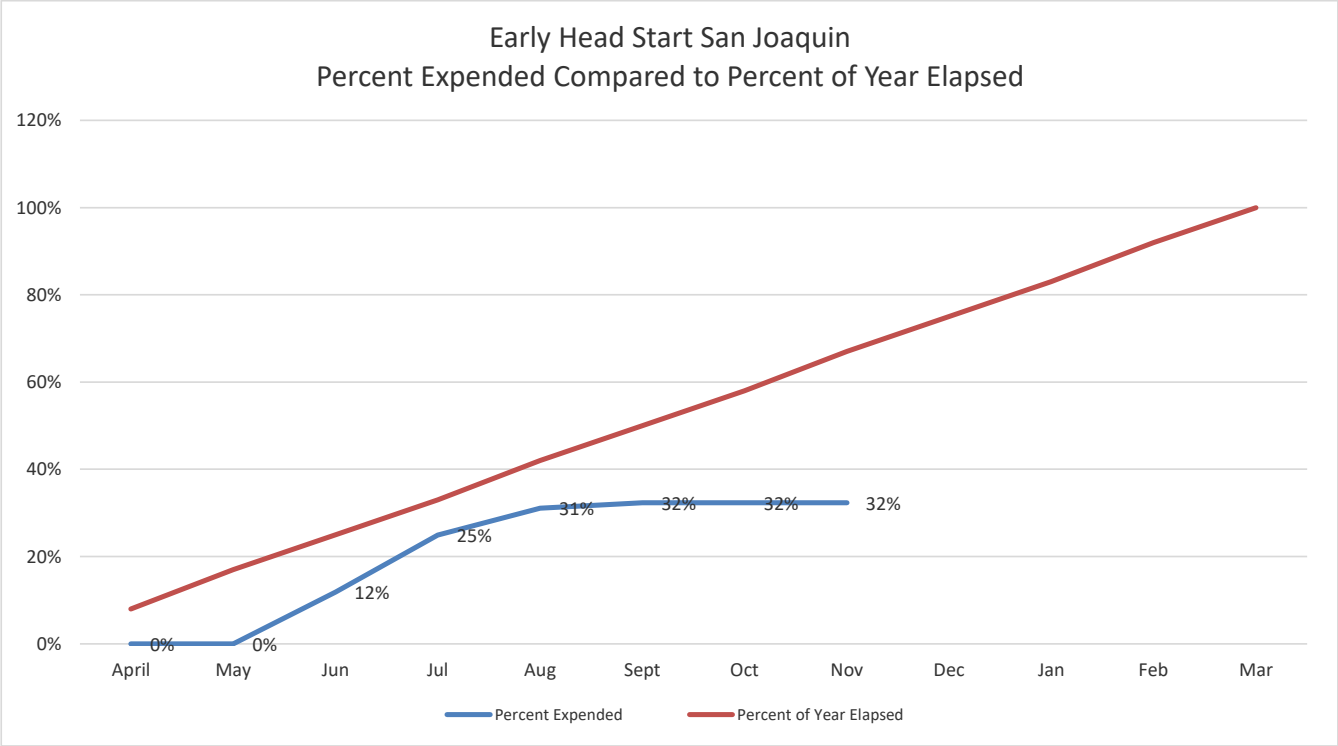
PERSONNEL	763,438	281,848	481,590	37%	63%
FRINGE BENEFITS	251,934	89,677	162,257	36%	64%
TRAVEL	0	0	0		100%
SUPPLIES	553,540	34	553,506	0%	100%
CONTRACTUAL	0	0	0		100%
OTHER	830,310	0	830,310	0%	100%
INDIRECT	266,580	37,156	229,424	14%	86%
TOTAL	**2,665,802**	**408,715**	**2,257,087**	**15%**	**85%**

GRAND TOTAL ARP FEDERAL FUNDS	**3,336,361**	**1,079,274**	**2,257,087**	**32%**	**68%**

Centralized Administrative Cost	9.1%
Program Administrative Cost	0.0%
Total Administrative Cost	**9.1%**

Budget reflects Notice of Award #09HE000432-01-01

Actual expenditures include posted expenditures and estimated adjustments through 11/30/2021


Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
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12%
25%
31%
32%
32%
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April
May
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Mar
Percent Expended
Percent of Year Elapsed

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT TRAVEL & CHILD CARE (6115)
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 (6115)
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
December 14, 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
14 de Diciembre 2021

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES (7175)
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	$ 203.53	$ 203.53	$ 9,381.47	75%	2%
DECEMBER 2021	$ 9,381.47	$ -	$ 203.53	$ 9,381.47	83%	2%
JANUARY 2022	$ 9,381.47	$ -	$ 203.53	$ 9,381.47	92%	2%
FEBRUARY 2022	$ 9,381.47	$ -	$ 203.53	$ 9,381.47	100%	2%

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	$ 610.60	$ 610.60	$ 2,619.40	75%	19%
DECEMBER 2021	$ 2,619.40	$ -	$ 610.60	$ 2,619.40	83%	19%
JANUARY 2022	$ 2,619.40	$ -	$ 610.60	$ 2,619.40	92%	19%
FEBRUARY 2022	$ 2,619.40	$ -	$ 610.60	$ 2,619.40	100%	19%

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES (7175)
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
December 14, 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	$ 203.53	$ 203.53	$ 18,507.47	63%	1%
DICIEMBRE DEL 2021	$ 18,507.47	$ -	$ 203.53	$ 18,507.47	75%	1%
ENERO DEL 2022	$ 18,507.47	$ -	$ 203.53	$ 18,507.47	88%	1%
FEBRERO DEL 2022	$ 18,507.47	$ -	$ 203.53	$ 18,507.47	100%	1%

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	$ 610.60	$ 610.60	$ 5,653.40	63%	10%
DICIEMBRE DEL 2021	$ 5,653.40	$ -	$ 610.60	$ 5,653.40	75%	10%
ENERO DEL 2022	$ 5,653.40	$ -	$ 610.60	$ 5,653.40	88%	10%
FEBRERO DEL 2022	$ 5,653.40	$ -	$ 610.60	$ 5,653.40	100%	10%

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
14 de Diciembre 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 **November, 2021** (Month 9 of 12)
Percent of budget period elapsed: 75%

LOCATION	Enroll-ment	March	April	May	June	July	Aug	Sep	Oct	Nov	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	3,806	3,344	1,604	832	0	603	802	782	0	11,772	40,535	29%
Alicante	20	2,759	2,527	2,754	3,695	1,994	2,133	5,351	5,714	55	26,982	20,268	133%
Angela Martinez	60	1,682	5,056	1,604	2,212	2,609	2,434	3,332	3,212	44	22,186	60,803	36%
Broadway	40	9,072	8,492	6,658	0	0	830	2,173	2,439	0	29,664	40,535	73%
California City	34	7,983	7,727	3,833	0	0	492	3,360	1,721	0	25,116	34,455	73%
Cleo Foran	23	15,779	14,629	14,352	12,627	8,483	6,362	5,747	2,349	0	80,328	23,308	345%
Delano	76	19,953	21,082	15,436	8,265	7,463	4,163	8,538	5,934	0	90,834	77,017	118%
East California	52	14,322	16,129	16,718	15,278	15,044	8,892	11,949	7,524	0	105,856	52,696	201%
Fairfax	40	8,429	9,246	5,856	0	0	1,691	4,415	4,099	164	33,900	40,535	84%
Fairview	40	7,209	8,499	5,236	5,291	4,000	1,870	7,149	7,385	0	46,639	40,535	115%
Harvey L. Hall	156	11,773	13,555	13,824	9,064	6,858	6,493	10,504	8,726	227	81,023	158,087	51%
Heritage	20	5,914	6,825	3,362	0	0	397	1,915	803	0	19,215	20,268	95%
Home Base	123	12,960	10,178	8,707	6,506	6,914	5,664	3,862	4,040	0	58,830	62,323	94%
Lamont	20	3,352	4,009	406	1,055	1,485	702	941	724	0	12,673	20,268	63%
Martha J. Morgan	72	8,319	7,861	7,623	5,287	5,843	2,106	4,548	130	0	41,717	72,963	57%
McFarland	20	2,099	2,182	1,391	0	0	985	3,281	3,836	0	13,774	20,268	68%
Mojave	20	7,890	10,296	5,212	0	0	0	0	0	0	23,397	20,268	115%
Oasis	60	5,094	7,534	5,183	4,325	3,895	2,209	3,532	3,804	0	35,576	60,803	59%
Pete H. Parra	128	9,302	10,728	9,209	4,272	1,752	3,222	7,386	11,742	0	57,612	129,713	44%
Planz	20	0	1,168	0	0	0	0	799	361	0	2,328	20,268	11%
Primeros Pasos	78	13,394	9,779	8,252	2,597	3,316	4,263	5,007	4,007	0	50,613	79,044	64%
Rosamond	80	5,024	6,643	2,972	1,649	0	0	51	45	79	16,464	81,070	20%
San Diego Street	40	2,566	2,282	2,970	2,501	1,709	3,549	4,502	4,435	0	24,514	40,535	60%
Seibert	40	0	0	0	0	0	0	0	95	0	95	40,535	0%
Shafter	20	3,661	2,948	2,292	1,198	436	2,947	6,628	7,005	0	27,115	20,268	134%
Shafter HS/EHS	25	1,137	2,606	2,500	2,453	2,067	2,227	2,323	1,395	0	16,708	25,334	66%
Sterling	124	7,380	8,415	7,493	8,090	8,206	4,393	5,445	3,073	0	52,495	125,659	42%
Sunrise Villa	20	2,328	1,874	651	1,718	0	971	1,493	1,433	0	10,470	20,268	52%
Taft	63	4,500	5,261	3,946	0	0	430	1,550	3,223	0	18,911	63,843	30%
Tehachapi	34	2,181	0	0	0	0	0	1,821	1,351	0	5,353	34,455	16%
Vineland	20	4,160	2,420	923	1,009	1,100	609	1,214	1,589	0	13,024	20,268	64%
Virginia	40	3,948	4,743	3,377	0	0	764	5,706	2,754	0	21,291	40,535	53%
Wesley	60	27,407	27,036	13,247	0	0	2,892	6,681	8,187	0	85,451	60,803	141%
Willow	55	5,130	4,162	2,753	0	0	762	826	3,369	0	17,002	55,736	31%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	NA
Governance		0	0	0	0	0	0	0	0	0	0	15,000	
Program Services		23	130	119	10,127	0	0	6,907	484	0	17,790	74,265	24%
SUBTOTAL IN-KIND	**1,763**	**240,533**	**249,365**	**180,465**	**110,052**	**83,174**	**75,053**	**139,736**	**117,771**	**568**	**1,196,717**	**1,813,530**	**66%**
State General Child Care*		218,706	214,532	221,798	216,097	167,020	182,708	187,329	199,701	0	1,607,890	2,821,834	57%
State Preschool*		395,510	387,783	334,094	184,445	165,206	155,454	233,778	301,417	0	2,157,687	3,865,832	56%
State Migrant Child Care*		9,413	9,710	9,016	9,016	4,013	4,161	4,756	4,310	0	54,395	125,833	43%
SUBTOTAL CA DEPT of ED		**623,628**	**612,025**	**564,909**	**409,558**	**336,238**	**342,324**	**425,863**	**505,427**	**0**	**3,819,972**	**6,813,499**	**56%**
GRAND TOTAL		**864,161**	**861,390**	**745,374**	**519,610**	**419,412**	**417,377**	**565,599**	**623,198**	**568**	**5,016,689**	**8,627,029**	**58%**

*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 November 30**, 2021** (Month 10 of 12)

Percent of budget period elapsed: 83%

LOCATION	FUNDED ENROLL-MENT	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	YTD Totals	IN-KIND GOAL	% OF GOAL MET
California Street	24	2,654	2,912	2,136	1,799	2,521	3,436	3,640	3,970	873	0	23,941	39,646	60%
Chrisman	20	2,493	2,771	2,804	2,097	1,582	3,454	3,486	2,813	1,665	0	23,164	33,039	70%
Gianone	16	1,009	1,300	1,254	1,179	1,130	1,283	1,316	1,679	345	0	10,496	26,431	40%
Kennedy	16	1,188	858	927	699	844	1,150	1,426	1,869	3,787	0	12,749	26,431	48%
Lodi Home Base	35	0	6,413	5,295	2,531	3,093	2,393	1,524	2,251	41	0	23,540	28,909	81%
Lodi UCC	30	3,271	3,946	2,019	5,524	2,934	2,945	3,246	2,274	1,523	0	27,683	49,558	56%
Manteca Home Base	12	1,106	3,329	3,285	2,982	1,967	1,679	3,097	2,321	2,913	0	22,677	9,912	229%
Marci Massei	24	2,453	3,257	2,521	2,094	2,170	2,461	1,860	2,321	2,453	0	21,590	39,646	54%
St. Mary's	24	3,029	2,929	3,172	2,203	1,754	2,760	1,359	1,405	949	0	19,559	39,646	49%
Stockton Home Base	90	5,231	9,230	10,974	6,759	5,637	5,257	8,344	5,229	1,666	27	58,355	74,337	79%
Tracy Home Base	12	0	0	0	0	0	1,654	0	0	0	0	1,654	9,912	17%
Walnut	24	3,004	3,300	4,579	5,262	2,716	3,673	1,816	3,207	2,553	0	30,111	39,646	76%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	
Program Services		15,169	15,194	18,213	15,348	8,655	8,655	8,655	8,655	8,855	8,655	133,363	108,412	123%
Policy Council		0	0	0	0	0	0	0	0	0	0	0	1,000	0%
SUBTOTAL IN-KIND	**327**	**40,606**	**55,437**	**57,178**	**48,478**	**35,003**	**40,801**	**39,769**	**37,992**	**27,625**	**8,682**	**408,880**	**526,525**	**78%**
State General Child Care*		120,553	164,511	162,164	150,886	151,577	80,599	85,432	83,637	86,076	70,748	1,156,182	1,175,152	98%
SUBTOTAL CA DEPT of ED		**120,553**	**164,511**	**162,164**	**150,886**	**151,577**	**80,599**	**85,432**	**83,637**	**86,076**	**70,748**	**1,156,182**	**1,175,152**	**98%**
GRAND TOTAL		**161,159**	**219,948**	**219,342**	**199,364**	**186,580**	**121,400**	**125,201**	**121,629**	**113,701**	**79,430**	**1,565,062**	**1,402,067**	**112%**

*May include estimates

From: Elizabeth Martinez
To: Lisa Gonzales
Subject: Re: Policy Council
Date: Tuesday, December 7, 2021 1:33:18 PM
Attachments:

Warning: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Lisa,

My schedule no longer allows me to attend the meetings.

Let me know what's you need from my end

Thanks

Elizabeth

From: Amy Jimenez
To: Lisa Gonzales
Subject: Re: Policy Council Required Documents
Date: Thursday, December 9, 2021 12:22:34 PM

Good morning I am back from vacation and have spoken to Angelica. Unfortunately Angelica would like to step down from Policy Council. She stated she has a lot going on right now. She stated policy council is a lot for her to take on at this time but stated she would like to stay as a RPC rep if possible.

Amy Jimenez
Early Head Start Home Based Educator
Head Start & State Child Development
Community Action Partnership of Kern

Office (661) 336-5236 ext. 2226
Email ajimenez@capk.org

Confirmed resignation with A. Alvarez 12. 14. 2021
lmg

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** November 2021
Program/Work Unit: Head Start/Early Head Start	**Program Administrator:** 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	Over Income 131%+ up to 10% 101—130% Up to 35%
Head Start Kern	**1317**	**843**	**64%**		**4%**	**5%** **3%**
Early Head Start Kern • EHS Center Based • EHS Home Based • EHS Home Based-Interim	**446** 243 123 80	**273**	**61%**	 193 /243 77/123 3/80	**8%**	**6%** **3%**
Early Head Start San Joaquin	**313**	**193**	**62%**		**9%**	**8%** **5%**
Early Head Start Partnership • Angela Martinez • Bakersfield College • Blanton • Garden Pathways • Taft College • Escuelita Hernandez • Seeking Partner	**152** 24 32 16 11 42 16 11	**88**	**58%** 83% 63% 69% 36% 71% 19% 0	 20 /24 20/32 11/16 4/11 30/42 3/16 0/11	**6%**	**9%** **7%**

HIGHLIGHTS:
Early Head Start Partnership Enrollment Updates:

Escuelita Hernandez: The Flooring was completed on November 30th.The classroom opening date is on target for December 13th.

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	166	**240**

Division Staffing			

Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
631	114	19	112

HIGHLIGHTS:

- 4 onboarded in the month of November
- 7 sets of interviews were conducted for 5 open requisitions
- HS/EHS Job flyers were sent out to East Kern community and to our internal program sites for posting in Kern County.

Compliance
Through continuous quality improvement, Enrollment and Attendance (E&A) monitoring worksheets were strengthened to ensure compliance with applicable requirements. E&A staff were provided training to ensure policies and procedures are followed to minimize anu future errors. The following files were audited utilizing the revised monitoring tools: 11 State Files: 5 of these files were corrected for certification information and/or family income. 44 Federal Files: 7of these files were corrected for parent handbook receipt and/or program option form documentation.

Central Kitchen October 2021				
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Center Totals	**50,995**	18,655	16,778	15,522

HIGHLIGHTS: All deliveries and food preparation were done without interruption despite the holidays and vandalism to Central Kitchen.

ACFP						
October 2021						
Total Meals Delivered			**Meals Allocated**		**# of Meals Served**	**% of Meals Served**
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
58,836	13,646	72,482	34,499	37,983	39, 543	55%

Scan the code with your phone for more info!

Head Start
A Program of CAPK

Your child's health and education is our priority.

Community Action Partnership of Kern has put a portfolio of robust safety features into place to reduce the risk of COVID-19 transmission while children are learning with Head Start. Drop-off and pick-up times are staggered, staff, children and parents receive non-contact health screenings every day, classroom attendance size is limited, physical distancing procedures are in place, hands are washed regularly and personal protective equipment is in use. Head Start is a no cost program for children 6 weeks to 5 years from low income families and pregnant women. Families and children experiencing homelessness and children in the foster care system are also eligible, as well as children with disabilities and other special needs.







Head Start offers options based on your family's needs:

Head Start
promotes school readiness for children 3-5 years through:
- Online/Distance Learning
- Full Day/Part Day in class

Early Head Start:
- **Home Based:** Teachers work with the families, through weekly visits that support their child's development and their own family goals
- **Pregnant Women:** Prenatal support and follow-up
- **Full Day in class:** School Readiness specially designed for the unique needs of infants and toddlers

capk
Community Action Partnership of Kern

Head Start kids receive:
- High-quality, age appropriate learning from credentialed teachers
- Free Medical and Dental screenings
- Healthy Meals and Snacks
- A safe indoor and outdoor setting to explore, discover and learn

Give your child a Head Start!

1-800-701-7060

03192021

Scan the code with your phone for more info!

Head Start
A Program of CAPK

La salud y educación de su hijo(a) es nuestra prioridad

La Asociación de Acción Comunitaria de Kern ha implementado una selección de componentes de seguridad sólidos para reducir el riesgo de transmisión de COVID-19, mientras los menores asisten al programa de Head Start. Los horarios de entrada y salida, se han alternado; el personal, los niños (as) y los padres reciben exámenes de salud sin contacto todos los días, el cupo en los salones se ha limitado, así como también se han establecido procedimientos de distanciamiento físico, aseo de manos que se realiza regularmente y se utiliza equipo de protección personal. Head Start es un programa sin costo, diseñado para niños (as) de 6 semanas hasta 5 años provenientes de familias de escasos recursos y mujeres embarazadas. Las familias y menores desamparados, así como las familias inscritas en el sistema de crianza, también pueden calificar para el programa, esto también incluye a los niños (as) con discapacidades y otras necesidades especiales.







Head Startle ofrece opciones en base a las necesidades de su familia

Head Start

Startpromueve la preparación escolar para niños (as) de 3-5 años a través de:

- Aprendizaje en línea y a distancia
- Clases de tiempo completo y medio tiempo

Early Head Start:

- **Servicios a domicilio:** Los maestros trabajancon las familias por medio de visitas semanalesque apoyan el desarrollo de su hijo (a) , asicomo las metas familiares
- **Mujeres embarazadas:** Apoyo prenatal y seguimiento después del parto
- **Día completo en clase:** Se les proporciona preparación escolar especialmente diseñada para las necesidades únicas de los bebés e infantes.

capk
Community Action Partnership of Kern

Los alumnos de Head Start reciben:

- Instrucción de alta calidad diseñada para cadaetapa, dirigida por maestros (as), acreditados
- Exámenes de salud y dentales gratuitos
- Almuerzos y refrigerios saludables
- Ambiente interior y exterior segurosdiseñados para la exploración, descubrimiento y aprendizaje.

¡Dele la oportunidad de un buen comienzo a su hijo (a) en Early Head Start!

1-800-701-7060

03192021

CalWORKs

Home Visiting Program







Home visiting could help you with:

- Pre-natal & post-partum education
- Family and community support
- Positive parent and child interactions
- Health and social services

Who May Be Eligible?

CalWORKs participants who are:

- Pregnant
- Parents or caretakers of children birth to 24 months.



To learn more or to sign up for the program,

Please contact our HVP Liaison at **(661)631-6756** or your CalWORKs case worker.

CalWORKs

Programa de Visitas a domicilio







Las visitas a domicilio le pueden ayudar con:

- Educación
- Apoyo familar y comunitario
- Interacción positiva entre padres e hijos
- Servicos sociales y de salud

¿Quién es elegible?

Las personas que participan en el programa de CalWORKs:

- Embarazadas
- Padres o guardianes de bebés recién nacidos hasta 24 meses de edad



Para obtener más información o inscribirse en el programa,

Llame al coordinador de HVP al **(661)631-6756** o a su trabajador social de CalWORKS.

FAMILY WELLNESS
Monthly Parent Trainings with Dr. Kirk

All Trainings are on Monday's
3:00pm-4:00pm on Zoom

~~September 13, 2021~~
~~October 11, 2021~~
~~November 8, 2021~~
~~December 13, 2021~~
January 10, 2022
February 7, 2022
March 7, 2022
April 11, 2022
May 9, 2022



Adventist Health

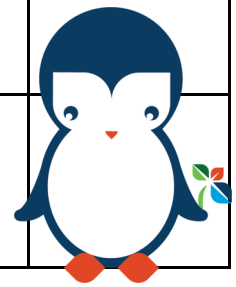
FIRST 5 KERN
Sponsored by First 5 Kern. Paid for by Proposition 10.

Children's Mobile Immunization Program

December 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 Walmart 6225 Colony St. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	3	4
5	6 Food Maxx 4400 Ming Ave. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	7	8 Kern County Dept. of Human Services 100 E. California Ave (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	9 El Tejon Middle School 4337 Lebec Rd. Room #3 **LEBEC** 9:30 am—11:30 am 12:00 pm—1:30 pm	10	11
12	13 Greenfield Family Resource Center 5400 Monitor Street (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	14	15 Adventist Health Bakersfield 2800 Chester Ave. (Parking Lot) 1:00 pm—3:00 pm 3:30 pm—6:00 pm	16	17	18
19	20 Walmart Supercenter 5075 Gosford Rd. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	21 La Hacienda Market 315 James St., **SHAFTER** (Parking Lot) 9:30 am—11:30 am 12:00 pm—2:00 pm	22 New Life Church 4201 Stine Road (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	23	24 OFFICE CLOSED **Hi I'm Pip!**	25
26	27	28	29	30	31 OFFICE CLOSED	



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

Children's Mobile Immunization Program

Diciembre 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 emabrazadas/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 Walmart 6225 Colony St. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	3	4
5	6 Food Maxx 4400 Ming Ave. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	7	8 Kern County Dept. of Human Services 100 E. California Ave (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	9 El Tejon Middle School 4337 Lebec Rd. Salon #3 **LEBEC** 9:30 am—11:30 am 12:00 pm—1:30 pm	10	11
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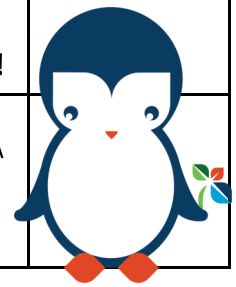
26	27	28	29	30	31 OFICINA CERRADA	



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

2021-2022 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 23, 2021
Tuesday, December 21, 2021*
Tuesday, January 25, 2022
Tuesday, February 22, 2022
Tuesday, March 22, 2022
Tuesday, April 26, 2022
Tuesday, May 24, 2022
Tuesday, June 28, 2022
Tuesday, August 23, 2022
Tuesday, September 27, 2022
Tuesday, October 25, 2022

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

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

Approved: November 23, 2021

Community Action Partnership of Kern
Policy Council Executive Officer Roles & Responsibilities Overview

1. **Chairperson**
   The Chairperson shall preside at all meetings of the Policy Council according to Robert's Rules of Order, and the Ralph M. Brown Act.
   - **a.** Conduct all meetings of the Policy Council.
   - **b.** Review of the agenda with the Head Start/State Child Development Director and/or Program Governance Coordinator.
   - **c.** Refrain from debates during the Policy Council meeting.
   - **d.** Call the meeting to order on time, follow the agenda and be able to clarify the business at hand at all times.
   - **e.** Will explain each motion as needed.
   - **f.** May vote to break ties.

2. **Vice-Chairperson**
   - **a.** The Vice-Chairperson will chair the Planning Committee.
   - **b.** The Vice-Chairperson shall act in the absence of the Chairperson or whenever the Chairperson temporarily vacates/steps down from their position.

3. **Secretary**
   - **a.** The Secretary will chair the School Readiness Committee.
   - **b.** Call roll and maintain a record of members' attendance at Policy Council meetings.
   - **c.** Keep a record of all Policy Council minutes.
   - **d.** In collaboration with staff, Policy Council recorder may be asked to assist with the final documentation of minutes and motions, if needed.
   - **e.** Ensure that Policy Council members sign in when attending meetings.

4. **Treasurer**
   - **a.** The Treasurer will chair the Budget & Finance Committee.
   - **b.** Ensure a monthly Parent Activity Fund report is distributed to the Policy Council.

5. **Parliamentarian**
   - **a.** The Parliamentarian will chair the Bylaws Committee.
   - **b.** Shall be able to define the Policy Council bylaws and advise the Council on such, as necessary.
   - **c.** Shall be aware of the format desired by the Chairperson at meetings and assist in keeping within that format.
   - **d.** Assist in preserving order during Policy Council meetings and as may be directed by the Chairperson.

All Executive Board officers will be responsible for providing a verbal summary report to the council about their respective subcommittee meetings.

Community Action Partnership of Kern
Functions of the Policy Council Sub-Committees

Budget and Finance Committee- Meets once a month ~ 7 Members

The Treasurer will chair the Finance Committee. The Budget and Finance Committee will perform the following functions:

Work with key Governing Board, Head Start/Early Head Start and/or General Child Care management staff in developing/reviewing the following for recommendation to the policy council for approval/disapproval:

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

Planning Committee- Meets once a month ~ 7 Members

The Vice Chairperson will chair the Planning Committee. The Planning Committee will perform the following functions:

Work with the Program, Design and Management Administrator, Administration Staff, Policy Council and Governing Board to ensure that members are aware of established agency time frames and procedures for program planning.

The following Governance responsibilities are cited from the Head Start Program Performance Standards Policy council in reference to the Head Start Act, as amended 642(2)(D)(i)(ii)

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

School Readiness Committee- Meets 3 times per term or more if need be ~ 5 Members

The Secretary will chair the School Readiness Committee. The School Readiness Committee will perform the following functions:

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

1. Each committee member will review current curriculum studies within the classroom.
2. Each committee member will be given opportunity to provide feedback based on current curriculum practice and compare to current School Readiness goals.
3. Each committee member will be given the opportunity to review and make recommendations to current School Readiness goals as needed or on an annual basis.

Bylaws Committee- Meets 3 times per term or more if need be ~ 5 Members

The Parliamentarian will chair the Bylaws Committee Meeting. The Bylaws committee shall review and recommend changes to the Bylaws. The committee will interpret the Bylaws when questions arise. This committee is also responsible for making sure that amendments are rewritten into the Bylaws on an *Annual basis.*

1. 1301.3(c)(1) Policy council is responsible for activities specified at section 642 (D)(v) of the Head Start Act, as amended.

Board of Directors Representative- Meets the last Wednesday every month at 12:00 p.m.

Policy council members will be given the opportunity to nominate and vote for one representative of the policy council to be seated on the Board of Directors.

1. The elected policy council member will need to be available to attend **all** monthly Board of Director's meetings to represent the Head Start program.
2. The elected member will meet the Program Governance Coordinator 5 days prior to the board meeting to review and prepare for verbal report provided to the board.

**Subcommittee meetings will begin in January 2022*