Head Start
A Program of CAPK

Head Start/State Child Development

POLICY COUNCIL MEETING PACKET

November 15, 2022
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: 274 303 763 917#

Click here to join the meeting

POLICY COUNCIL
STANDING COMMITTEES
November 2022

EXECUTIVE COMMITTEE

Chairperson:
Vice Chairperson:
Secretary:
Treasurer:
Parliamentarian:

STANDING COMMITTEE MEMBERS

Board of Directors:

BYLAWS
Chairperson:

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

PLANNING
Chairperson:

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

SCHOOL READINESS
Chairperson:

1.
2.
3.
4.

BUDGET & FINANCE
Chairperson:

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



Policy Council Standing Committee
Attendance Sheet
2022 ~ 2023

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.

School Readiness Committee

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

Planning Committee

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

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	
Excused Absence	ABS*

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
2022 ~ 2023

#	REGION 1	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023
1	Ruby Cruz - Heritage												
2	Fatima Echeverria - Martha J. Morgan												
3	Susana Perez - Sunrise Villa												
4	*Vacancy*												
#	REGION 2	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023
1	Adrianna Hernandez - Sterling												
2	Monique McWilliams - Sterling												
3	Annie Saldana - Sterling												
4	Pablo Reyes - Harvey L. Hall												
#	REGION 3	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023
1	Audreyanna Angel - Pete Parra												
2	Michelle Del Rio - Pete Parra												
3	Gabriel Rios - Taft												
4													
#	REGION 4	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023
1	Sarita Little - California City												
2													
3	*Vacancy*												
4	*Vacancy*												
#	REGION 5 - Home Base	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023
1	Teresa Fajardo - C. Varela												
2	Jennifer Wilson - L. Kholer												
#	REGION 5 - Partnership	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023
1	*Vacancy*												
#	REGION 6 - San Joaquin	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023
1	Andrea Flores - Home Base												
2	*Vacancy*												
#	Community Representatives	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2022	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023
1													
2	*Vacancy*												
3	*Vacancy*												
#	Board Member	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2022	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023
1	Michelle Jara-Rangel												

DATE	November 15, 2022
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	(213) 204-2374
MEETING ID	274 303 763 917#

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

Audreyanna Angel	Andrea Flores	Susana Perez
Ruby Cruz	Adriana Hernandez	Pablo Reyes
Michelle Del Rio	Michelle Jara-Rangel	Gabriel Rios
Fatima Echeverria	Sarita Little	Annie Saldana
Teresa Fajardo	Monique McWilliams	Jennifer Wilson

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. Community Needs Survey – Vanessa Cortez, Grants Administrator, Community Action Partnership of Kern ***(p. 10)***

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 – October 27, 2022 (English/Spanish) ***(p. 11-18)***
   b. Head Start Budget vs. Actual Expenditures, March 1, 2022, to October 31, 2022 ***(p. 19-21)***
   c. Early Head Start Budget vs. Actual Expenditures, March 1, 2022, to October 31, 2022 ***(p. 22-24)***
   d. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2021, to October 31, 2022 ***(p. 25-26)***
   e. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2021, to October 31, 2022 ***(p. 27-28)***

f. American Rescue Funding Expenditures April 1, 2021 to October 31, 2022 ***(p. 29-30)***
g. Parent Local Travel & Childcare through October 31, 2022 ***(p. 31-32)***
h. Parent Activity Funds through October 31, 2022 ***(p. 33-34)***
i. Kern Head Start and Early Head Start Non-Federal Report, March 1, 2022, to October 31, 2022 ***(p. 35)***
j. Head Start Program Review Evaluation (PRE) Report – October ***(p. 36-37)***
k. Children's Mobile Clinic – November 2021 (English/Spanish) ***(p. 38-39)***
l. Monthly Parent Trainings with Dr. Kirk – Head Start Wellness ***(p. 40)***
m. Backpack Connection Series: How to Help Your Child Transition Smoothly Between Places and Activities (English/Spanish) ***(p. 41-42)***
n. Head Start Recruitment Flyer (English/Spanish) ***(p. 43-44)***
o. Home Visiting Program Flyer (English/Spanish) ***(p. 45-46)***
p. Executive Officer Roles and Responsibilities ***(p. 47)***
q. Policy Council Subcommittee Functions ***(p. 48)***

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

a. Nomination and election of Policy Council Chairperson
b. Nomination and election of Policy Council Vice-Chairperson
c. Nomination and election of Policy Council Secretary
d. Nomination and election of Policy Council Treasurer
e. Nomination and election of Policy Council Parliamentarian
f. Election of Community Representative Nila Hogan – Y-Empowerment ***(p. 49)***
g. Request for approval of proposed Policy Council Meeting dates and times ***(p. 50)***
h. Nomination and election of two Policy Council Representatives to attend the annual National Head Start Association (NHSA) Conference, in Dallas, Texas, December 12-15, 2022 – Lisa Gonzales, Program Governance Coordinator ***(p. 51)***
i. Head Start/Early Head Start Budget Revision 2022-2023 – Jerry Meade, Assistant Director ***(p. 52)***

7. Standing Reports

a. Program Governance – Lisa Gonzales, Program Governance Coordinator
b. Board of Directors – Michelle Jara-Rangel, CAPK Board Member
c. 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. November 10, 2022, by Lisa Gonzales, Program Governance Coordinator.

FECHA	15 de noviembre, 2022
HORA	5:30 p.m.
UBICACIÓN	Reunión por Microsoft Teams 5005 Business Park North Bakersfield, CA 93309
ENLACE	**Pulse el enlace para unirse a la junta**
TELÉFONO	(213) 204-2374
NÚMERO DE IDENTIFICACIÓN	274 303 763 917#

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 público pueden unirse a la teleconferencia o escuchar la llamada desde las oficinas de CAPK, ubicadas en el 5005 Business Park North, Bakersfield, CA 93309

La promesa de Acción Comunitaria

Acción Comunitaria cambia la vida de las personas, simboliza el espíritu de esperanza, mejora 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

Audreyanna Angel	Adriana Hernandez	Pablo Reyes
Michelle Del Rio	Michelle Jara-Rangel	Ruby Reyes
Fatima Echeverria	Sarita Little	Gabriel Rio
Teresa Fajardo	Monique McWilliams	Anilu Saldana
Andrea Flores	Susana Perez	Jennifer Wilson

2. **Comentarios públicos**
   El público puede dirigirse al concilio de póliza sobre temas que no se presentan 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 su presentación.

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

4. **Presentación**
   a. Encuesta sobre las necesidades de la comunidad – Vanessa Cortez, administradora de subsidios, Asociación de Acción Comunitaria de Kern

5. **Agenda de consentimiento**
   La agenda de consentimiento 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 octubre, 2022 (inglés/español)
   b. Presupuesto de Head Start Budget vs. Gastos actuales, 1 de marzo hasta el 31 de octubre, 2022
   c. Presupuesto de Early Head Start vs. Gastos actuales, 1 de marzo hasta el 31 de octubre, 2022
   d. Presupuesto de Early Head Start de San Joaquín vs. Gastos actuales, 1de febrero de 2021 al 31 de octubre de 2022

e. Presupuesto de la asociacion de cuidado infantil Early Head Start vs. Gastos actuales, 1 de marzo hasta el 31 de octubre, 2022
f. Gastos de financiamiento del Plan de rescate americano 1 de abril, 2021 hasta el 31 de octubre, 2022
g. Viajes locales de padres y cuidad infantil hasta el 31de octubre, 2022
h. Fondos de actividades para padres hasta el 31 de octubre, 2022
i. Reporte de contribuciones no federales de Head Start y Early Head Start, 1 de marzo hasta el 31 de octubre, 2022
j. Reporte de evaluación del programa Head Start (PRE, siglas en inglés) – Octubre
k. Volante de reclutamiento de Head Start (inglés/español)
l. Volante del programa de visitas a domicilio (inglés/español)
m. Capacitaciones mensuales con el Dr. Kirk – Servicios de bienestar familiar de Head Start
n. Clínica móvil de vacunación infantil – Noviembre 2021 (inglés/español)
o. Series Conexión Mochila: Cómo ayudar a su hijo a realizar una transición entre lugares y actividades (inglés/español)
p. Funciones y responsabilidades del director ejecutivo
q. Funciones de los subcomités del concilio de póliza

6. Nuevos intercambios ***Componente de acción***

a. Nominación y elección del presidente del concilio de póliza
b. Nominación y elección del vicepresidente del concilio de póliza
c. Nominación y elección del secretario del concilio de póliza
d. Nominación y elección del tesorero del concilio de póliza
e. Nominación y elección del parlamentario del concilio de póliza
f. Elección del representante comunitario Nila Hogan – Empoderamiento Y
g. Solicitud de aprobación del horario de las juntas del concilio de póliza
h. Nominación y elección de dos representantes del Consejo de Políticas para asistir a la Conferencia anual de la Asociación Nacional de Head Start (NHSA, sigla en inglés), en Dallas, Texas, del 12 al 15 de diciembre de 2022 – Lisa Gonzales, Coordinadora de Gobernanza del Programa
i. Revisión del presupuesto de Head Start/Early Head para el ciclo 2022-2023 – Jerry Meade, subdirector

7. Reportes permanentes

a. Programa de gobernanza – Lisa Gonzales, coordinadora del programa de gobernanza
b. Junta directiva – Michelle Jara-Rangel, miembro de la junta directiva de CAPK
c. Head Start/Desarrollo infantil estatal – Yolanda Gonzales, directora de Head Start/Desarrollo infantil estatal

8. Reporte del presidente del concilio de póliza

9. Comentarios de los miembros del concilio de póliza

10. Próxima reunión programada

11. Conclusión

Se certifica que esta agenda se publicó en el vestíbulo de la oficina administrativa de CAPK, ubicada en el 5005 Business Park North, Bakersfield CA y en línea www.cap.org antes de las 12:00 p.m. el 10 de noviembre, 2022, por Lisa Gonzales, coordinadora del programa de gobernanza.

WE WANT TO HEAR FROM YOU!

¡QUEREMOS SABER DE TI!



COMMUNITY NEEDS SURVEY

Let us know what needs to be done to improve the lives of low-income people and families living in our community.

ENCUESTA DE NECESIDADES DE LA COMUNIDAD

Díganos que necesitamos hacer para mejorar la vida de las personas y familias de bajos ingresos que viven en nuestra comunidad.

WHAT'S NEEDED
LO QUE SE NECESITA

- **Child Care** / **Cuidado de Niños**
- **Education** / **Educación**
- **Homeless Services** / **Servicios para personas sin hogar**
- **Financial Services** / **Servicios financieros**

LET US KNOW WHAT NEEDS TO BE DONE

HÁGANOS SABER LO QUE HAY QUE HACER

Let us know what needs to be done to improve the lives of low-income people and families living in our community. Use the link below to complete a brief survey. It's anonymous and only takes a few minutes to complete. Go to:

HTTPS://WWW.SURVEYMONKEY.COM/R/8LFCPS6

Díganos que necesitamos hacer para mejorar la vida de las personas y familias de bajos ingresos que viven en nuestra comunidad. Pulse el enlace que se ofrece a continuación para llenar una breve encuesta. Su participación es anoónima y sólo toma unos minutos:

HTTPS://WWW.SURVEYMONKEY.COM/R/3TV97XF

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL COMMITTEE MEETING MINUTES
October 27, 2022
The Padre Hotel – The Belvedere Room
1702 18th Street, Bakersfield, CA 93301

1. **Call to Order**
   Policy Council Chairperson, Andrea Martinez called the meeting to order at 6:33 p.m.
   a. Policy Council Secretary, Monique Davis conducted roll call; quorum was established.
   Policy Council Members Present: Dominique Bassi, Monique Davis, Isabelle Diaz, Teresa Fajardo, Kaylonie Howard, Michelle Jara-Rangel, Anastasia Lester, Andrea Martinez, 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
   School Readiness chairperson, Monique Davis, provided a summary of what has taken place during committee meetings over the 2021-2022 term. Information shared with committee members during their term of service included, a presentation discussing the various components to "school readiness" such as but not limited to, family engagement, health and nutrition, education and more. It was shared committee members also learned about the various assessments and how data collected from such is used to create school readiness goals. They also had an opportunity to provide feedback and input on the school readiness goals which were then CAPK Board of Directors and Policy Council approved and are now implemented in the current program year.

   b. Planning Committee
   Isabelle Diaz, Policy Council Planning Committee chairperson stated the committee met on October 4, 2022; quorum was established. The Division/Program monthly activity report was shared and reviewed with the committee. This included enrollment information for Head Start and Early Head Start, with Head Start at 56% and Early Head Start at 66% enrollment. The Child Adult Care Food Program (CACFP) noted 49,303 meals were prepared by the Central Kitchen in August 2022. The division staffing report noted there are 108 vacant positions. A brief explanation about the program's refunding application which is due December 1, 2022 was shared with the committee. It was stated the program is entering into the fifth year of the grant cycle and will begin developing another 5-year strategic plan. More on this topic to be shared later in the meeting as it is an action item on the agenda.

   c. Budget & Finance Committee
   Budget and Finance Committee chairperson, Pablo Reyes stated that over the past year of this term, the committee has had the opportunity to review all financial documents, from the Head Start, Early Head Start, No Cost Extension, grants and more. The parent activity as well as parent local travel and childcare reports were also shared on a monthly basis. During each meeting committee members had the opportunity to ask question, seek clarification and to comment on any and all information. In addition to the above noted reports, non-federal share in-kind reports and totals were also reported on and shared with members.

   d. Bylaws Committee
   Dominique Bassi, Bylaws Committee chairperson shared the committee met on four occasions. Over the course of these meetings the Policy Council Bylaws were reviewed in their entirety to ensure the document was meeting the needs of the Council. Upon conclusion of the review, it was found that the document didn't warrant any changes and was in alignment with the needs of the Council. The committee also had an opportunity to gain new learning as they in a group setting, participated in an inter-active, self-paced 5-part training module. This training tool, Head Start Leadership and Governance: Values, Regulations and Skills, can be found on the Early Childhood Learning and Knowledge Center (ECLKC) website.

4. Presentations

a. Recognition of 2021-2022 Policy Council Members – Jeremy Tobias, CEO Community Action Partnership of Kern & Yolanda Gonzales, Head Start/State Child Development Director

Jeremy Tobias and Yolanda Gonzales expressed words of gratitude and appreciation to Policy Council members for their term of service and the commitment they have shown. One by one members were called upon as Jeremy and Yolanda presented them with certificates of recognition and letters of recommendation.

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 – September 27, 2022 (English/Spanish)
b. Budget & Finance Committee Meeting Minutes – September 20 , 2022
c. Planning Committee Meeting Minutes – September 6, 2022 (English/Spanish)
d. Planning Committee Meeting Minutes – October 4, 2022 (English/Spanish)
e. Head Start Budget vs. Actual Expenditures, March 1, 2022, to September 30, 2022
f. Early Head Start Budget vs. Actual Expenditures, March 1, 2022, to September 30, 2022
g. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2021, to September 30, 2022
h. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2021, to September 30, 2022
i. American Rescue Funding Expenditures April 1, 2021 to September 30, 2022
j. Parent Local Travel & Childcare through September 30, 2022
k. Parent Activity Funds through September 30, 2022
l. Kern Head Start and Early Head Start Non-Federal Report, March 1, 2022, to September 30, 2022
m. San Joaquin Early Head Start Non-Federal Report, March 1, 2021, to September 30, 2022
n. Early Head Start Child Care Partnership Non-Federal Report, March 1, 2022 to September 30, 2022
o. Head Start Program Review Evaluation (PRE) Report – September 2022
p. ACF-IM-HS-22-07 Reporting Child Health & Safety Incidents: Issuance Date: September 27, 2022
q. Head Start Recruitment Flyer
r. Home Visiting Program (English/Spanish)
s. Monthly Parent Trainings with Dr. Kirk – Head Start Wellness
t. Children's Mobile Clinic – November 2022 (English/Spanish)

Items (e) through (n) were removed from the consent agenda for presentation and discussion as they were not reviewed at the most recent Budget & Finance Committee due to lack of quorum. Teresa Fajardo made a motion to approve remaining consent items (a) through (d) and (o)-(f); seconded by Monique Davis. Motion carried unanimously.

Louis Rodriguez, Finance Administrator presented and reviewed items (e) through (n) in detail. Upon conclusion of such including a question and discussion period, a motion for approval was made by Monique Davis and seconded by Pablo Reyes; motion carried unanimously.

6. New Business ***ACTION**

a. Head Start/Early Head Start 2023-2024 Refunding Application – Jerry Meade, Assistant Director

Jerry spoke to a previous approval (by Policy Council) for submission of a budget revision and program option change for a reduction in slots to the Office of Head Start. He added a notice of award will be released once approved by the Office of Head Start. Jerry further shared staff is preparing the annual refunding application to reflect the aforementioned approved program option change. It was noted this annual refunding application will be the fifth year of the 5-year grant cycle and will support funding for the budget year March 1, 2023 to February 28, 2024. When submitting the annual application, an update to program goals as well as budget detail will also be included. It was noted there is an increase stemming from the 2022 Cost of Living Adjustment (COLA) and Quality Improvement funding awarded. The rising cost in health insurance also lends to a significant budget impact. Jerry also spoke about the program's infrastructure, as related to construction projects, loss of some facilities as well as acquiring others. Updates to program goals as well as budget detail information was provided to all members, reviewed, and discussed at length with an opportunity to pose questions, and seek

clarification. Upon conclusion of such, a motion was made by Anastasia Lester; seconded by Michelle Jara-Rangel to approve the submission to the Office of Head Start, the refunding application for Head Start and Early Head Start Grant #09CH011132 for the funding year 2023-2024. Motion carried unanimously.

7. **Standing Reports**

   a. **Program Governance – Lisa Gonzales, Program Governance Coordinator**
   Lisa expressed appreciation for the opportunity to have this recognition event/meeting in person, for the first time since 2019. She thanked members for their attendance, noting how wonderful it was to see everyone and have those in person interactions. Lisa thanked members for their commitment and service to Policy Council over this past term, adding that together Council members have a combined total of 25 years of service, which is incredible! In closing, Lisa also thanked staff members for all their support and wished Policy Council members well as they continued on their journey. Lisa added she looks forward to the upcoming 2022-2023 Policy Council term and seeing those members who were elected and will continue their service.

   b. **Community Representative – Nila Hogan, Y-Empowerment and Anastasia Lester, First 5 Kern**
   Anastasia noted that information was provided to members to via email and was also available this evening in print. This information included a variety of family friendly "national" days taking place in November, beginning with National Author's Day and National Literacy Day, with everyone encouraged to get a library card if they don't already have one. A reminder about the upcoming Daylight Savings time and turning our clocks back 1 hour was also stated. A variety of Thanksgiving activities were also shared. Ana spoke to her connection to the program as a previous employee and about the opportunity she has had to serve on the Council, share information, and provide resources to parents of children enrolled in the program.

   c. **Early Head Start Partnership – Jasmine Ponce**
   Jasmine shared in early October Garden Pathways in collaboration with CAPK held a one-stop shop resource fair with twenty-six community partners providing resources to attendees. There were approximately two hundred people in attendance throughout the day. Staff is looking forward to offering this opportunity again in spring of 2023. Bakersfield College welcomed families into their new infant classroom on October 17, 2022; with Escuelita Hernandez welcoming families into their new infant classroom on October 24, 2022. Upcoming on October 29, 2022 Family Advocates will attend the Annual Immigrant Civil Rights Conference to be held at Cal State Bakersfield. Jasmine reported that since start of the program year in July, Family Advocates have established approximately thirty-six family goals and provide over 130 resources. There are currently thirty-five families registered for ReadyRosie.

   d. **Board of Directors – Michelle Jara-Rangel, CAPK Board Member**
   Michelle reported the Board of Directors (BOD) met on September 28, 2022. A video presentation featuring Susana Magana, Director of Health & Nutrition was shared. It was noted this video was also placed on social media and used as a PSA on local television to promote Hispanic Heritage Month. All but two consent agenda items were approved. The two items removed for further discussion were, the employee end of year gift and the Head Start CRRSA & American Rescue Plan 22/23 Budget Revision. The Board recommended staff address the concerns stemming from the employee end of year gift and provide revisions to the Personnel Committee. Additionally, it was felt that the memo that accompanied the requested budget revision was unclear and further clarification was requested. Chief Financial Officer Tracy Webster provided clarification with no further action required. There was not any action taken on new business items, they were presented only as informational. Lisa Gonzales presented the Policy Council report to the board. Jeremy Tobias provided a verbal report on the status of COVID cases stating employee cases are trending downward and at this time there are no outbreak sites. Jeremy also stated that he was happy to announce the Office of Head Start has released latest information and the mandatory mask requirement for Head Start and Early Head Start centers has ended. The only CAPK site still mask mandated is the M Street Navigation Center due to state rules. The Board entered into closed session at 1:33 p.m. to review two items, conference with real property negotiators and conference with legal counsel Upon reconvening at 2:09 p.m. Jeremy provided a closed session report stating staff provided a report regarding price and terms of property and legal counsel advised the Board of a potential legal matter with no action taken on either item. This meeting of the CAPK Board of Directors adjourned at 2:11 p.m.

   e. **Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director**
   Yolanda thanked Policy Council members for their work and commitment during this term. She also thanked members for their patience and support as the program navigated health and safety

changes. Yolanda shared that licensing has been conducting site visits and she pleased to announce there haven't been any areas of non-compliance. It was added that recruitment to support full enrollment continues with parents were encouraged to share their story with others. It was stated that in the recruitment of staff, a job fair was recently held which was quite successful with many participants attending and several interviews conducted on the spot. Yolanda again thanked members for all they do and stated she was looking forward to seeing returning members in the 2022-2023 Policy Council term.

8. **Policy Council Chairperson Report**
   Andrea thanked everyone for their attendance. She noted how great it was to see everyone in person and expressed gratitude for such. Andrea stated she was appreciative for the opportunity to participate on Policy Council adding it helped to enhance her advocacy skills and she will take that with her forever.

9. **Policy Council Member Comments**
   Members were given an opportunity to share comments with several members expressing appreciation and thankfulness for their time of service on Policy Council. Others noted that they would be moving on but will take their experiences and all they learned with them as they navigate other opportunities. Much gratitude was also given for staff and their support of members.

10. **Adjournment**
    Meeting was adjourned at 7:58 p.m.

ASOCIACIÓN DE ACCIÓN COMUNITARIA DE KERN
RESUMEN DE LA JUNTA DEL CONCILIO DE PÓLIZA
27 de octubre, 2022
Hotel Padre – Sala de conferencias Belvedere
1702 18th Street, Bakersfield, CA 93301

1. **Convocación de reunión**

La presidenta del concilio de póliza, Andrea Martinez llamó la junta al orden a las 6:33 p.m.

a. La secretaria del concilio de póliza, Monique Davis pasó lista; se estableció cuórum.

Miembros del concilio de concilio de póliza presentes: Dominique Bassi, Monique Davis, Isabelle Diaz, Teresa Fajardo, Kaylonie Howard, Michelle Jara-Rangel, Anastasia Lester, Andrea Martinez, Jasmine Ponce, Pablo Reyes

2. **Comentarios públicos**

El público que desee dirigirse al concilio de póliza, pueden hacerlo en este momento. Sin embargo, el concilio no tomará ninguna acción, solo referirá los temas al personal para su estudio y análisis. ***Los oradores están limitados a tres minutos cada uno.*** *Sinn más de una persona desea tocar el mismo tema, se otorgará un máximo de 10 minutos. Favor de proporcionar su nombre antes de la presentación. Gracias.*

Ninguno

3. **Reportes de comités permanentes**

a. Comité de preparación escolar

La presidenta de preparación escolar, Monique Davis, brindó un resumen de las actividades del comité durante el ciclo 2021-2022. Dentro de estos se informó que el comité presentó un análisis de diversos temas que componen la preparación escolar, entre estos se cuenta la salud, nutrición, educación participación de la familia. Otro de los temas que se tocó durante este ciclo fueron las diferentes evaluaciones que se administran, y cómo se utiliza la recopilación de estos datos para crear metas de preparación escolar. Durante este ciclo se tuvo la oportunidad de proporcionar opiniones sobre los objetivos de preparación escolar que consecuentemente fueron aprobados por la junta directiva de CAPK y se están implementando el presente ciclo escolar.

b. Comité de planeación

Isabelle Diaz, presidenta del comité de planeación; proporcionó información sobre la junta que se llevó a cabo el 4 de octubre del presente año, se estableció cuórum. Ser revisó el informe mensual de actividades del programa, se incluyó la siguiente informacion: Head Start reporto un cincuenta y seis por ciento de inscripción, mientras que Early Head Start reporto un sesenta y seis por ciento. El programa de alimentación infantil y cuidado para adultos (CACFP, siglas en inglés), reportó que la cocina central preparó 49,303 comidas durante el mes de agosto. La división de personal reportó la existencia de ciento ocho vacantes. También se dio una breve explicación de la solicitud de reembolso del programa con fecha de vencimiento del 1 de diciembre del presente año. Se añadió que el programa está fungiendo en el quinto año del ciclo del presente subsidio y se comenzara a desarrollar otro plan estratégico de cinco años. Se estará expandiendo este tema más adelante durante la reunión, ya que es un tema de aprobación dentro de la agenda,

c. Comité de presupuestos y finanzas

El presidente del comité de presupuestos y finanzas informó que durante este ciclo l comité tuvo la oportunidad de revisar todos los documentos de los presupuestos de Head Start, Early Head Start o la extensión sin costo. Dentro de estos reportes también se incluyeron los reportes de las actividades de los padres, viajes locales y cuidado infantil. Durante cada reunión los miembros del comité tuvieron la oportunidad de cuestionar, aclarar y comentar sobre la información presentada; por último, se informó que también se presentaron los informes de las donaciones no federales.

d. Comité de estatutos

Dominique Bassi, presidenta del comité de estatutos informó que el comité se reunió cuatro veces. Durante estas reuniones se revisaron todos los estatutos del concilio de póliza con el fin de garantizar que los documentos cumplieran con las necesidades del concilio. Al concluir la revisión se concluyó que todos los documentos eran correctos y no se justificaba ningún cambio. El comité también tuvo la oportunidad educarse y obtener nuevos conocimientos en grupo con un módulo de capacitación interactiva. Con esta herramienta de capacitación los miembros aprendieron sobre los siguientes temas: liderazgo y gobernanza de Head Star, valores, reglamentos y habilidades que se imparten desde el Centro de aprendizaje y conocimiento de la primera infancia (ECLKC, siglas en inglés).

4. Presentaciones

a. Reconocimiento a los miembros del concilio de póliza ciclo 2021-2022: Jeremy Tobías, director ejecutivo y Yolanda Gonzales, directora de Head Start y Desarrollo infantil estatal

Jeremy Tobías y Yolanda Gonzales expresaron palabras de agradecimiento y su profundo aprecio por los servicios y el compromiso que demostraron con el concilio de póliza durante el presente ciclo. Los miembros recibieron de Jeremy y Yolanda, un certificado y carta de recomendación.

***5.* Agenda de aprobación** *** ACCIÓN**

La agenda de aprobación consta con elementos que se consideran rutinarios y no controversiales. Estos elementos se aprueban con una sola 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 aclaración, dicho elemento se eliminará de la agenda de aprobación y se discutirá en el orden indicado.

a. Resumen de la junta del concilio de póliza – 27 de septiembre, 2022 (inglés/español)
b. Resumen de la junta del comité de presupuestos y finanzas – 20 de septiembre, 2022
c. Resumen de la junta del comité de planeación – 6 de septiembre, 2022 (inglés/español)
d. Resumen de la junta del comité de planeación – 4 de octubre 2022, 2022 (inglés/español)
e. Presupuesto de Head Start vs. Reporte actual 1 de marzo hasta el 30 de septiembre, 2022
f. Presupuesto de Early Head Start vs. Reporte actual, 1 de marzo hasta el 30 de septiembre, 2022
g. Presupuesto de Early Start de San Joaquín vs. Reporte actual, 1 de febrero, 2021 hasta el 30 de septiembre, 2022
h. Presupuesto de la asociacion de cuidado infantil Early Head Start vs. Reporte actual, 1 de marzo hasta el 30 de septiembre, 2022
i. Gastos del plan de rescate americano 1 de abril 2021 hasta el 30 de septiembre, 2022
j. Viajes locales de padres y cuidado infantil hasta el 30 de septiembre, 2022
k. Fondos de actividades para padres hasta el 30 de septiembre, 2022
l. Reporte de contribuciones no federales de Head Start y Early Head Start de Kern, 1 de marzo hasta el 30 de septiembre, 2022
m. Reporte de contribuciones no federales de Early Start de San Joaquín, 1 de marzo hasta el 30 de septiembre, 2022
n. Reporte de contribuciones no federales de la asociacion de cuidado infantil Early Head Start,1 de marzo hasta el 30 de septiembre 2022
o. Reporte de evaluación del programa Head Start (PRE, siglas en inglés) – Septiembre, 2022
p. Informe de incidentes de salud y seguridad infantil, ACF-IM-HS-22-07, fecha de emisión: 27 de emisión, 2022
q. Volante de reclutamiento de Head Start
r. Volante del programa de visitas a domicilio (inglés/español)
s. Capacitaciones mensuales con el Dr. Kirk – división de bienestar de Head Start
t. clínica móvil de vacunación infantil – Noviembre 2022 (inglés/español)

Los incisos de la (e) hasta la (n) fueron eliminados de la agenta de aprobación, estos se presentarán y estará abiertos para su discusión ya que no se revisaron con el comité de presupuestos y finanzas debido a la falta de cuórum en su última reunión. Teresa Fajardo presentó una propuesta para la aprobación de los incisos (a) a (d) y (o)-(f), esta fue secundada por Monique Davis. Propuesta aprobada por unanimidad.

Louis Rodriguez, administrador de finanzas, presentó y revisó con detalle los incisos de la (e) hasta la (n). A la conclusión de la presentación y una serie de preguntas y debates Monique Davis presentó una propuesta para la aprobación de los incisos, Pablo Reyes la secundó; propuesta aprobada por unanimidad.

6. Nuevos intercambios *** ACCIÓN**

a. Solicitud de reembolso de los subsidios Head Start/Early Head start ciclo 2023-2024– Jerry Meade, subdirector

Jerry habló sobre la previa aprobación del concilio de póliza; para la revisión del presupuesto y un cambio de opción, reducción de espacios que se remitieron a la oficina de Head Start. Agregó que se publicará un aviso de adjudicación, una vez que la oficina de Head Start lo apruebe. Continuó informando que el personal está preparando la solicitud de reembolso anual para reflejar el cambio de opción anteriormente aprobada. Se enfatizó que esta solicitud de reembolso está dentro del

quinto año de su ciclo del subsidio y respaldará el financiamiento del ciclo presupuestario que cubre del 1 de marzo, 2023 hasta el 28 de febrero, 2024. Al enviar la solicitud anual, en esta se incluirá la actualización de los objetivos del programa, así como los destalles del presupuestos. Se señaló que existe un incremento debido al aumento del costo de vida (COLA, siglas en inglés), y el aumento de fondos que se otorgaron para la mora de calidad. El creciente costo de los seguros de salud también genera un impacto presupuestario significativo. Jerry también hablo sobre la infraestructura del programa en relación a los proyectos de construcción, la perdida de algunas instalaciones, así como la adquisición de otras. Se les presentó a los miembros las actualizaciones a los objetivos del programa, informacion detallada del presupuesto; se revisaron y se debatieron algunos puntos y se dio la oportunidad de plantear preguntas y otorgar aclaraciones. A la conclusión de la presentación; Anastasia Lester presentó una propuesta de aprobación de la solicitud de reembolso de los subsidios # 09C011132 de Head Start/Early Head Start ciclo 2023 – 2024, esta fue secundada por Michelle Jara-Rangel. Propuesta aprobada por unanimidad.

7. <u>Reportes permanentes</u>

a. Programa de gobernanza – Lisa Gonzales, coordinadora del programa de gobernanza.
Lisa expresó su agradecimiento por la oportunidad de reunirse en persona por primera vez desde 2019. Agradeció a los miembros por su asistencia, señalando que es estupendo conocerlos a todos en persona, y poder interactuar. Enfatizó su agradecimiento por su compromiso y servicio al concilio ce póliza durante este periodo que va culminando, informó que la suma total de años de servicio de todos los miembros es de 25 años, y esto es increíble. Para culminar, Lisa también agradeció al personal por el apoyo otorgado y les deseó lo mejor para su futuro. Lisa está ansiosa para el nuevo ciclo del concilio de póliza para el año 2022-2023 y conocer a los miembros elegidos y a los que continuarán sirviendo en el concilio.

b. Representante comunitario – Nila Hogan, Empoderamiento y Anastasia Lester, Primeros 5 Kern
Anastasia enfatizó que la información se envió previamente por correo electrónico y hoy se reparte de forma impresa. En esta información se incluyó una variedad de días “nacionales” para toda la familia que se celebrarán en noviembre, comenzando con el di del auto, la nacionalización y se exhortó a los presente a obtener una tarjeta de le biblioteca si aún no cuentan con una. Se les recordó el cambio de horario y retrasar una hora nuestros relojes. También se compartió una variedad de actividades destinadas para el día de acción de gracias. Ana narró su conexión con el programa, tanto como empleado y su oportunidad de servir en el concilio compartiendo información y brindando recursos para los padres de los alumnos inscritos en el programa.

c. Asociacion de cuidado infantil – Jasmine Ponce
Jasmine informó que a principios de octubre CAPK en colaboración con Garde Pathways participaron en una feria de recursos en donde participaron 26 agencias quienes brindaron recursos a los asistentes. Se calcula que asistieron aproximadamente doscientas personas ese día. El personal espera que volver a realizar otra feria durante la primavera del próximo año. El colegio de Bakersfield les dio la bienvenida a las familias a su nuevo salón de clases para bebes el 17 de octubre, 2022; la escuelita Hernández también le está dando la bienvenida a las familias participantes en el nuevo salón de bebés, la apertura se llevó a cabo el 24 de octubre del presente año. Los defensores de familias asistirán a la Conferencia anual sobre los derechos civiles de los inmigrantes, esta se realizará en la universidad de Bakersfield. Jasmine agregó que, desde inicio de clases en julio, los defensores de la familia han establecido treinta y seis metas para las familias y han distribuido más de 130 recursos. Por último, se reporta que treinta y cinco familias se han registrado en Ready Rosie.

d. Junta directiva – Michelle Jara-Rangel, miembro de la junta directiva de CAPK
Michelle reportó que la junta directiva se reunió el 28 de septiembre del presente año. Durante la junta, Susana Magana, directora de salud y nutrición presentó un video el cual se ha compartido también en las redes sociales y se utilizó como anuncio de servicio público en una televisora local para promover el mes de la herencia hispana. Se aprobaron casi todos los puntos de la agenda, menos dos, los cuales la junta pidió aclaraciones sobre los obsequios de fin de año para los empleados y la revisión presupuestaria para el ciclo 2022-2023 de Head Star, CRRSA y el plan de rescate americano. La junta directiva recomendó una revisión más profunda sobre el obsequio de fin de año para los empleados y que revise estas recomendaciones al comité de personal. Se recomendó que esta revisión estuviese acompañada de un memorándum que acompañara la revisión del presupuesto, ya que no estaba clara y se están solicitando mayores aclaraciones. Tracy Webster, directora ejecutiva de presupuestos proporcionó las aclaraciones pertinentes y no se requiere de mayor acción. No se tomaron medidas sobre los objetivos comerciales, solo se presentó información. Lisa Gonzales presentó el informe de la junta del concilio de póliza Jeremy Tobías

proporcionó un informe sobre el estado de casos de COVID, indicando que los casos van a la baja y por el momento no hay ningún brote. Jeremy agregó que le complacía anunciar que la oficina de Head Start ha declarado en su información más reciente ha informado que el uso de cubre bocas ha sido eliminado para todos los centros de Head Start y Early Head Start. El único sitio que mantiene este requisito es el Centro de Navegación de la calle M, ya que estos continúan rigiéndose por los reglamentos estatales. La junta directiva entró en sesión cerrada a las a la 1:33 para revisar dos puntos, uno de ellos tener una conferencia con los representantes de bienes raíces y el asesor legal. Al volver a la junta directiva, que reinició a las 2:09 p.m., Jeremy dio un informe sobre la sesión cerrada, el personal proporcionó un reporte sobre el precio y los términos de la propiedad y los consejos del cuerpo legal, añadiendo que no se tomó ninguna resolución en ninguno de los asuntos que se discutieron. La sesión de la junta directiva finalizó a las 2:11 p.m.

e. Head Start/Desarrollo infantil estatal – Yolanda Gonzales, directora de Head Start/Desarrollo infantil estatal

Yolanda agradeció al concilio de póliza por el compromiso y arduo trabajo durante este ciclo. También agradeció a los miembros por su paciencia y apoyo durante los constantes cambios que se realizaban dentro de los temas de cambios de salud y seguridad. Yolanda informó que varias de nuestras instalaciones han recibido visitas estatales de la división de licencias y no han recibido ningún error que se tenga que remediar. Se agregó que se continúan reforzando los esfuerzos de reclutamiento para contar con inscripción completa y exhortó a los miembros a compartir sus historias con los demás. Yolanda añadió que CAPK llevó a cabo una feria de empleo, la cual resultó bastante exitosa, hubo participación de muchas personas y también se realizaron bastantes entrevistas. Para terminar, Yolanda agradeció nuevamente a todos los miembros por su participación, y espera volver a ver algunos de ellos para el próximo ciclo del concilio de póliza para los años 2022-2023.

8. <u>Reporte de la presidenta del concilio de póliza.</u>

Andrea agradeció a todos por su asistencia. Agregó que fue un placer conocer a todos en persona expresó su profunda gratitud. Andrea dijo que estaba agradecida por la oportunidad de participación en el concilio de póliza agregando que su participación reforzó sus habilidades de defensa y esto lo llevará con ella toda la vida.

9. <u>Comentarios de los miembros del concilio de póliza</u>

Se otorgó la oportunidad de compartir comentarios, varios de los miembros expresaron su aprecio y agradecimiento por la oportunidad de participar en el concilio de póliza. Algunos otros señalaron que seguirán hacia delate, pero que aprovecharán todo el conocimiento que adquirieron. Por último, agradecieron todos el apoyo proporcionado por el personal.

10. <u>Conclusión</u>

La junta concluyó a las 7:58 p.m.

o

MEMORANDUM

To: Budget and Finance Committee of the Policy Council

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: November 15, 2022

Subject: *Head Start*
Budget to Actual Report for the period ended October 31, 2022 – **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 fourth-year budget period is March 1, 2022, through February 28, 2023.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2022, through October 31, 2022. Eight months (66.7%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 56% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 61% of the budget.

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

Non-Federal share is at 52% of the budget.

Community Action Partnership of Kern
Head Start
Budget to Actual Report
Budget Period: March 1, 2022 - February 28, 2023
Report Period: March 1, 2022 - October 31, 2022
Month 8 of 12 (66.7%)

Prepared 11/08/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,267,039	4,901,068	4,365,971	53%	47%
FRINGE BENEFITS	3,776,726	1,570,299	2,206,427	42%	58%
TRAVEL	-	-	-		
EQUIPMENT	55,000	150,540	(95,540)	274%	-174%
SUPPLIES	890,498	455,704	434,794	51%	49%
CONTRACTUAL	165,175	170,036	(4,861)	103%	-3%
CONSTRUCTION	-	-	-		
OTHER	2,724,977	2,242,878	482,099	82%	18%
INDIRECT	1,630,902	876,889	754,013	54%	46%
TOTAL BASE FUNDING	**18,510,317**	**10,367,413**	**8,142,904**	**56%**	**44%**

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	44,192	58,101	(13,909)	131%	-31%
SUPPLIES	30,013	17,096	12,917	57%	43%
CONTRACTUAL	26,080	1,384	24,696	5%	95%
OTHER	212,393	113,924	98,469	54%	46%
INDIRECT	31,268	18,562	12,706	59%	41%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**209,069**	**134,877**	**61%**	**39%**

CARRYOVER

SUPPLIES	923,529	923,529	-	100%	0%
CONTRACTUAL	-		-		
CONSTRUCTION	666,925	666,925	-	100%	0%
OTHER - CARES	91,015	-	91,015	0%	100%
INDIRECT	-	12,951	(12,951)		
TOTAL CARRYOVER	**1,681,469**	**1,603,405**	**78,064**	**95%**	

GRAND TOTAL HS FEDERAL FUNDS	**20,535,732**	**12,179,886**	**8,355,846**	**59%**	**41%**

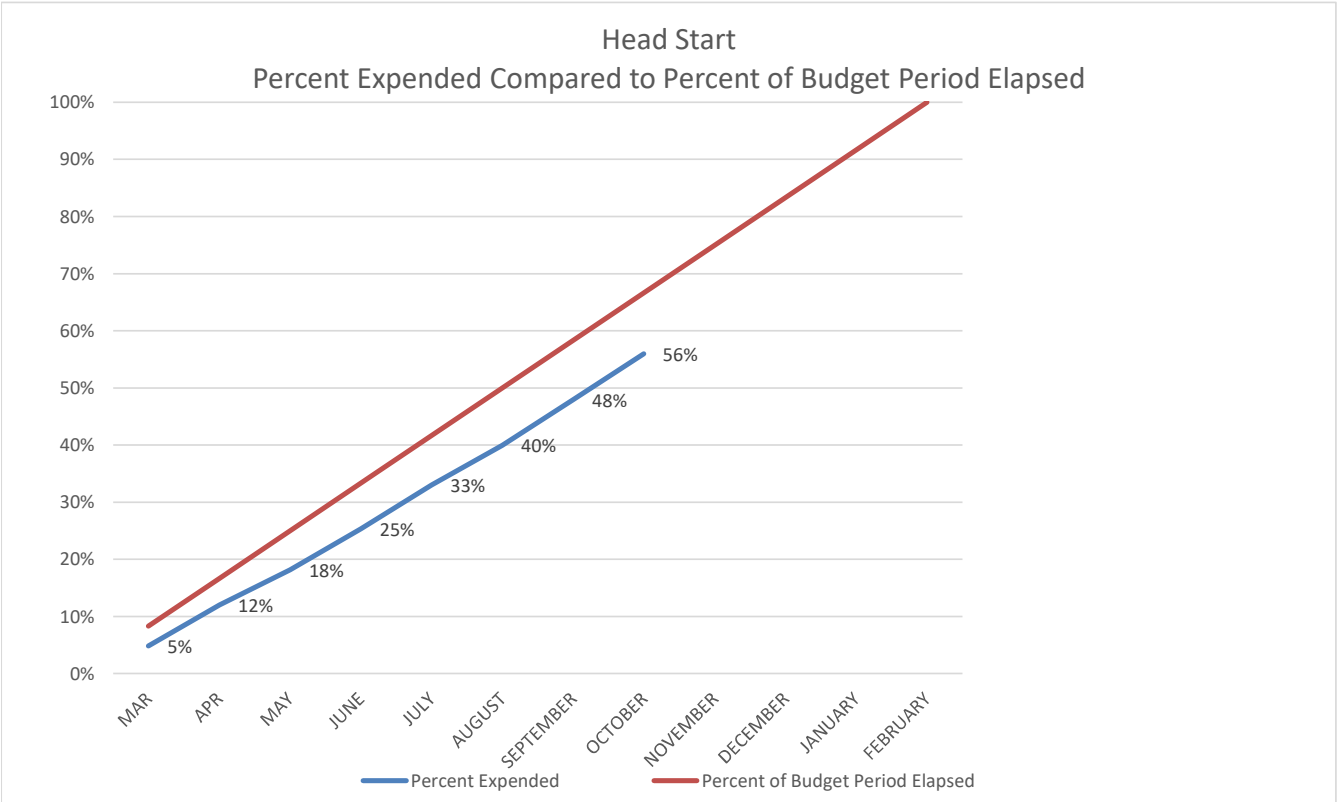
HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,340,055	1,317,472	1,022,583	56%	44%
CALIF DEPT OF ED	7,988,651	4,097,317	3,891,334	51%	49%
TOTAL NON-FEDERAL	**10,328,706**	**5,414,789**	**4,913,917**	**52%**	**48%**

Budget reflects Notice of Award #09CH011132-04-01
Actual expenditures include posted expenditures and estimated adjustments through 10/31/2022
Administrative Cost for HS and EHS Combined 6.0%

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	42,118	-	-	-	**42,118**	10/2/2022
Lowe's	506		-	-	**506**	10/1/2022
Smart & Final	564	148	14	-	**725**	10/2/2022
Save Mart	498				**498**	10/10/2022
Chevron & Texaco Business Card	10,482	-	-	-	**10,482**	10/6/2022
Home Depot		-	-	-	**0**	10/5/2022
	54,168	**148**	**14**	**-**	**54,329**	


Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
MAR
APR
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
5%
12%
18%
25%
33%
40%
48%
56%
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Budget and Finance Committee of the Policy Council

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: November 15, 2022

Subject: *Early Head Start*
Budget to Actual Report for the period ended October 31, 2022 – **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 fourth-year budget period is March 1, 2022, through February 28, 2023.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2022, through October 31, 2022. Eight months (66.7%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 59% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 43% of the budget.

Community Action Partnership of Kern
Early Head Start
Budget to Actual Report
Budget Period: March 1, 2022 - February 28, 2023
Report Period: March 1, 2022 - October 31, 2022
Month 8 of 12 (66.7%)

Prepared 11/08/2022

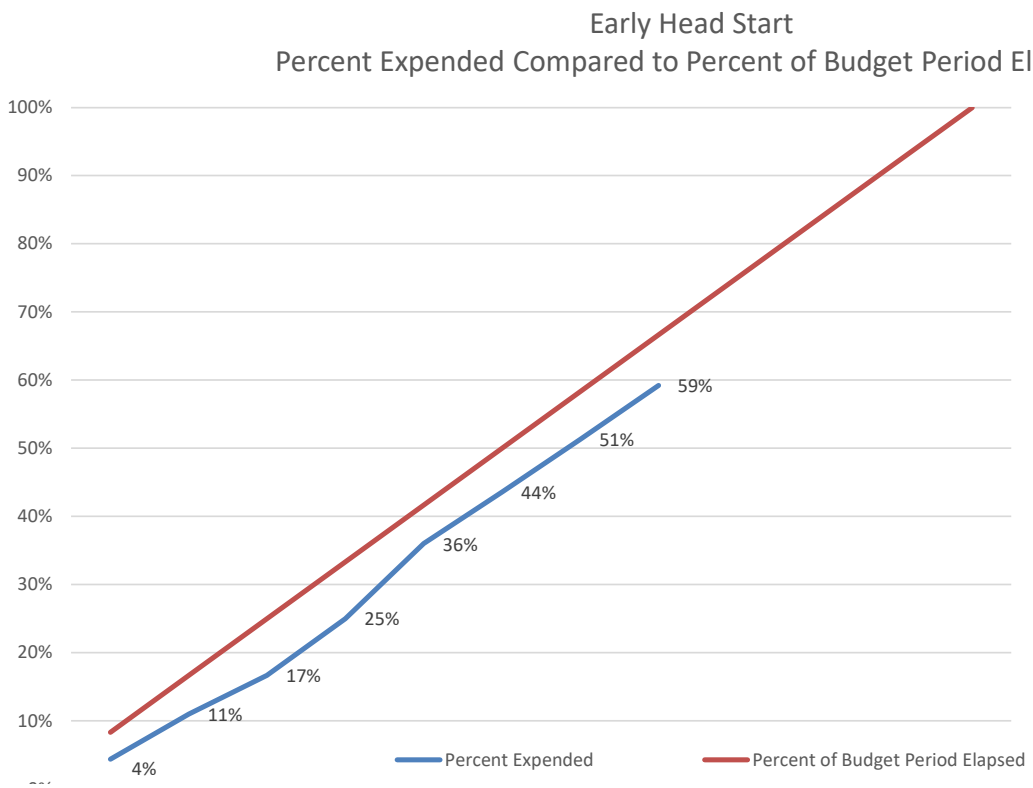
BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	9,701,422	5,138,012	4,563,410	53%	47%
FRINGE BENEFITS	2,363,974	1,473,537	890,437	62%	38%
TRAVEL	-	-	-		
EQUIPMENT	45,000	221,173	(176,173)	491%	-391%
SUPPLIES	916,242	513,158	403,084	56%	44%
CONTRACTUAL	1,025,838	367,602	658,236	36%	64%
CONSTRUCTION	-	-	-		
OTHER	1,527,720	1,551,708	(23,988)	102%	-2%
INDIRECT	1,512,778	861,870	650,908	57%	43%
TOTAL BASE FUNDING	**17,092,974**	**10,127,060**	**6,965,914**	**59%**	**41%**

TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	44,192	49,916	(5,724)	113%	-13%
SUPPLIES	30,013	9,522	20,491	32%	68%
CONTRACTUAL	26,080	14,603	11,477	56%	44%
OTHER	212,393	90,797	121,596	43%	57%
INDIRECT	31,268	18,599	12,669	59%	41%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**183,436**	**160,510**	**53%**	**47%**

CARRYOVER					
SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	1,601,144	52,263	1,548,881	3%	97%
OTHER	24,512	156,880	(132,368)	640%	-540%
INDIRECT	-				
TOTAL CARRYOVER	**1,625,656**	**209,143**	**1,416,513**	**13%**	

GRAND TOTAL EHS FEDERAL FUNDS	**19,062,576**	**10,519,639**	**8,542,937**	**55%**	**45%**

Budget reflects Notice of Award #09CH011132-04-01
Actual expenditures include posted expenditures and estimated adjustments through 10/31/2022


Early Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
4%
11%
17%
25%
36%
44%
51%
59%
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Budget and Finance Committee of the Policy Council

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: November 15, 2022

Subject: *Early Head Start – San Joaquin (No Cost Extension)*
Budget to Actual Report for the period ended October 31, 2022 – **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 February 28, 2023. Twenty one months (84%) of the 25-month budget period have elapsed. The office of Head Start processed a no cost extension to the prior year contract through February 28, 2023. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

Base Funds

Overall expenditures are at 95% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 100% of the budget.

Carryover Funds

Overall expenditures are at 22% of the budget.

COVID Cares Funds

Overall expenditures are at 100% of the budget.

Non-Federal Share

Non-Federal share is at 117% of the budget.

Community Action Partnership of Kern
Early Head Start - San Joaquin County
Budget to Actual Report

Budget Period: February 1, 2021 - February 28, 2023 (No Cost Extension)
Report Period: February 1, 2021 - October 31, 2022
Month 21 of 25 (84%)

Prepared 9/12/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,509,263	3,234,991	274,272	92%	8%
FRINGE BENEFITS	985,996	813,437	172,559	82%	18%
TRAVEL	0	46,889	(46,889)		
EQUIPMENT	45,000	31,190	13,810	69%	31%
SUPPLIES	143,912	222,535	(78,623)	155%	-55%
CONTRACTUAL	10,244	28,736	(18,491)	281%	-181%
OTHER	776,728	848,060	(71,331)	109%	-9%
INDIRECT	536,733	488,066	48,667	91%	9%
TOTAL	**6,007,877**	**5,713,904**	**293,972**	**95%**	**5%**

TRAINING & TECHNICAL ASSISTANCE FUNDS					
PERSONNEL	53,809	52,188	1,621	97%	3%
FRINGE BENEFITS	23,718	21,722	1,996	92%	8%
TRAVEL	3,519	3,975	(456)	113%	-13%
SUPPLIES	7,355	3,094	4,261	42%	58%
CONTRACTUAL	7,924	10,383	(2,458)	131%	-31%
OTHER	20,817	25,788	(4,971)	124%	-24%
INDIRECT	11,675	11,667	7	100%	0%
TOTAL	**128,816**	**128,817**	**(0)**	**100%**	**0%**

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	97,793	283,449	26%	74%
INDIRECT	41,905	9,756	32,149	23%	77%
TOTAL	**481,986**	**107,549**	**374,437**	**22%**	**78%**

COVID CARES - Carried over from 2020-21					
PERSONNEL		19,203	(19,203)		
FRINGE BENEFITS		3,331	(3,331)		
SUPPLIES	75,407	69,273	6,134	92%	8%
OTHER	21,681	3,128	18,553	14%	86%
INDIRECT	9,709	11,861	(2,152)	122%	-22%
TOTAL	**106,797**	**106,797**	**0**	**100%**	**0%**

GRAND TOTAL EHS FEDERAL FUNDS	**6,725,476**	**6,057,067**	**668,409**	**90%**	**10%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,630,480	1,913,366	(282,885)	117%	-17%
TOTAL NON-FEDERAL FUNDS	**1,630,480**	**1,913,366**	**(282,885)**	**117%**	**-17%**

Centralized Administrative Cost	6.6%
Program Administrative Cost	2.8%
Total Administrative Cost	**9.4%**

Budget reflects Notice of Award #09CH011406-02-02 and NOA 09CH011406-02-04
Actual expenditures include posted expenditures and estimated adjustments through 10/31/2022

MEMORANDUM

To: Budget and Finance Committee of the Policy Council

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: November 15, 2022

Subject: *Early Head Start Child Care Partnerships (No Cost Extension)*
Budget to Actual Report for the period ended October 31, 2022 – **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 October 31, 2022. Twenty months (83%) of the 24-month budget period have elapsed. The Office of Head Start processed a no cost extension to the prior year contract through February 28, 2023. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

Base Funds

Overall expenditures are at 71% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 39% of the budget.

Carryover Funds

Overall expenditures are at 97% of the budget.

COVID Cares Funds

Overall expenditures are at 32% of the budget.

Non-Federal Share

Non-Federal share is at 134% 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, 2023 (No Cost Extension)
Report Period: March 1, 2021 - October 31, 2022
Month 20 of 24 (83%)

Prepared 9/12/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	668,881	565,607	103,274	85%	15%
FRINGE BENEFITS	183,736	150,179	33,557	82%	18%
TRAVEL	0	2,669	(2,669)		
SUPPLIES	37,083	128,104	(91,021)	345%	-245%
CONTRACTUAL	1,091,504	472,161	619,343	43%	57%
OTHER	231,300	254,580	(23,280)	110%	-10%
INDIRECT	215,164	151,160	64,004	70%	30%
TOTAL BASE FUNDING	**2,427,668**	**1,724,460**	**703,208**	**71%**	**29%**

TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	5,294	0	5,294	0%	100%
SUPPLIES	16,391	6,962	9,429	42%	58%
CONTRACTUAL		3,346	(3,346)		
OTHER	29,393	9,487	19,906	32%	68%
INDIRECT	5,107	1,904	3,203	37%	63%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**56,185**	**21,700**	**34,485**	**39%**	**61%**

CARRYOVER					
SUPPLIES	16,000	0	16,000	0%	100%
CONSTRUCTION	2,458,581	2,336,566	122,015	95%	5%
CONTRACTUAL	14,000	19,199	(5,199)	137%	-37%
OTHER	14,121	72,098	(57,977)	511%	-411%
INDIRECT	4,412	2,128	2,284	48%	52%
TOTAL CARRYOVER	**2,507,114**	**2,429,991**	**77,123**	**97%**	**3%**

COVID CARES					
PERSONNEL					
FRINGE BENEFITS					
SUPPLIES	77,735	0	77,735	0%	100%
OTHER	24,361	35,000	(10,639)	144%	-44%
INDIRECT	10,206	400	9,806	4%	96%
TOTAL COVID	**112,302**	**35,400**	**76,902**	**32%**	**68%**

GRAND TOTAL EHS FEDERAL FUNDS	**5,103,269**	**4,211,551**	**891,718**	**83%**	**17%**

NON-FEDERAL SHARE					
SOURCE	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
IN-KIND	588,256	790,157	(201,901)	134%	-34%
TOTAL NON-FEDERAL	**588,256**	**790,157**	**(201,901)**	**134%**	**-34%**

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

Actual expenditures include posted expenditures and estimated adjustments through 10/31/2022

MEMORANDUM

To: Budget and Finance Committee of the Policy Council

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: November 15, 2022

Subject: *American Rescue Plan Funding*
Budget to Actual Report for the period ended October 31, 2022 – **Info Item**

The following are highlights of the American Rescue Plan Budget to Actual Report for the period of April 1, 2021, through October 31, 2022, nineteen months (79.17%) of the 24-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 57% of the budget. These funds are being utilized to support the retention incentive for staff and Construction.

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 - October 31, 2022

Month 19 of 24 (79.17%)

Prepared 09/12/2022

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

American Rescue Plan Act

PERSONNEL	763,438	490,097	273,341	64%	36%
FRINGE BENEFITS	251,934	37,492	214,442	15%	85%
TRAVEL					
SUPPLIES	553,540	553,540	0	100%	0%
CONTRACTUAL					
OTHER	830,310	386,386	443,924	47%	53%
INDIRECT	266,580	52,759	213,821	20%	80%
TOTAL	**2,665,802**	**1,520,274**	**1,145,528**	**57%**	**43%**

GRAND TOTAL ARP FEDERAL FUNDS	**3,336,361**	**2,190,833**	**1,145,528**	**66%**	**34%**

Centralized Administrative Cost	5.2%
Program Administrative Cost	0.0%
Total Administrative Cost	**5.2%**

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

Actual expenditures include posted expenditures and estimated adjustments through 10/31/2022

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT TRAVEL & CHILD CARE (6115)
2022-2023

HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2022	$ 1,350.00	$ -	$ -	$ 1,350.00	8%	0%
APRIL 2022	$ 1,350.00		$ -	$ 1,350.00	17%	0%
MAY 2022	$ 1,350.00		$ -	$ 1,350.00	25%	0%
JUNE 2022	$ 1,350.00		$ -	$ 1,350.00	33%	0%
JULY 2022	$ 1,350.00	$ -	$ -	$ 1,350.00	42%	0%
AUGUST 2022	$ 1,350.00		$ -	$ 1,350.00	50%	0%
SEPTEMBER 2022	$ 1,350.00		$ -	$ 1,350.00	58%	0%
OCTOBER 2022	$ 1,350.00		$ -	$ 1,350.00	67%	0%
NOVEMBER 2022	$ 1,350.00		$ -	$ 1,350.00	75%	0%
DECEMBER 2022	$ 1,350.00		$ -	$ 1,350.00	83%	0%
JANUARY 2023	$ 1,350.00		$ -	$ 1,350.00	92%	0%
FEBRUARY 2023	$ 1,350.00		$ -	$ 1,350.00	100%	0%

EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2022	$ 500.00	$ -	$ -	$ 500.00	8%	0%
APRIL 2022	$ 500.00		$ -	$ 500.00	17%	0%
MAY 2022	$ 500.00		$ -	$ 500.00	25%	0%
JUNE 2022	$ 500.00		$ -	$ 500.00	33%	0%
JULY 2022	$ 500.00	$ -	$ -	$ 500.00	42%	0%
AUGUST 2022	$ 500.00		$ -	$ 500.00	50%	0%
SEPTEMBER 2022	$ 500.00		$ -	$ 500.00	58%	0%
OCTOBER 2022	$ 500.00		$ -	$ 500.00	67%	0%
NOVEMBER 2022	$ 500.00		$ -	$ 500.00	75%	0%
DECEMBER 2022	$ 500.00		$ -	$ 500.00	83%	0%
JANUARY 2023	$ 500.00		$ -	$ 500.00	92%	0%
FEBRUARY 2023	$ 500.00		$ -	$ 500.00	100%	0%

Prepared by: Louis Rodriquez
November 10, 2022

COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES DE LOS PADRES y CUIDADO DE NINOS
2022-2023

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 2022	$ 1,350.00	$ -	$ -	$ 1,350.00	8%	0%
ABRIL DEL 2022	$ 1,350.00	$ -	$ -	$ 1,350.00	17%	0%
MAYO DEL 2022	$ 1,350.00	$ -	$ -	$ 1,350.00	25%	0%
JUNIO DEL 2022	$ 1,350.00	$ -	$ -	$ 1,350.00	33%	0%
JULIO DEL 2022	$ 1,350.00	$ -	$ -	$ 1,350.00	42%	0%
AGOSTO DEL 2022	$ 1,350.00	$ -	$ -	$ 1,350.00	50%	0%
SEPTIEMBRE DEL 2022	$ 1,350.00	$ -	$ -	$ 1,350.00	58%	0%
OCTUBRE DEL 2022	$ 1,350.00	$ -	$ -	$ 1,350.00	67%	0%
NOVIEMBRE DEL 2022	$ 1,350.00	$ -	$ -	$ 1,350.00	75%	0%
DICIEMBRE DEL 2022	$ 1,350.00	$ -	$ -	$ 1,350.00	83%	0%
ENERO DEL 2023	$ 1,350.00	$ -	$ -	$ 1,350.00	92%	0%
FEBRERO DEL 2023	$ 1,350.00	$ -	$ -	$ 1,350.00	100%	0%

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 2022	$ 500.00	$ -	$ -	$ 500.00	8%	0%
ABRIL DEL 2022	$ 500.00	$ -	$ -	$ 500.00	17%	0%
MAYO DEL 2022	$ 500.00	$ -	$ -	$ 500.00	25%	0%
JUNIO DEL 2022	$ 500.00	$ -	$ -	$ 500.00	33%	0%
JULIO DEL 2022	$ 500.00	$ -	$ -	$ 500.00	42%	0%
AGOSTO DEL 2022	$ 500.00	$ -	$ -	$ 500.00	50%	0%
SEPTIEMBRE DEL 2022	$ 500.00	$ -	$ -	$ 500.00	58%	0%
OCTUBRE DEL 2022	$ 500.00	$ -	$ -	$ 500.00	67%	0%
NOVIEMBRE DEL 2022	$ 500.00	$ -	$ -	$ 500.00	75%	0%
DICIEMBRE DEL 2022	$ 500.00	$ -	$ -	$ 500.00	83%	0%
ENERO DEL 2023	$ 500.00	$ -	$ -	$ 500.00	92%	0%
FEBRERO DEL 2023	$ 500.00	$ -	$ -	$ 500.00	100%	0%

10 de Noviembre 2022

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES (7175)
2022-2023

HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2022	$ 9,585.00	$ -	$ -	$ 9,585.00	8%	0%
APRIL 2022	$ 9,585.00	$ -	$ -	$ 9,585.00	17%	0%
MAY 2022	$ 9,585.00	$ -	$ -	$ 9,585.00	25%	0%
JUNE 2022	$ 9,585.00	$ -	$ -	$ 9,585.00	33%	0%
JULY 2022	$ 9,585.00	$ 793.50	$ 793.50	$ 8,791.50	42%	8%
AUGUST 2022	$ 8,791.50	$ 793.50	$ 1,587.00	$ 7,998.00	50%	17%
SEPTEMBER 2022	$ 7,998.00	$ 793.50	$ 2,380.50	$ 7,204.50	58%	25%
OCTOBER 2022	$ 7,204.50	$ 3,117.19	$ 5,497.69	$ 4,087.31	67%	57%
NOVEMBER 2022	$ 4,087.31	$ -	$ 5,497.69	$ 4,087.31	75%	57%
DECEMBER 2022	$ 4,087.31	$ -	$ 5,497.69	$ 4,087.31	83%	57%
JANUARY 2023	$ 4,087.31	$ -	$ 5,497.69	$ 4,087.31	92%	57%
FEBRUARY 2023	$ 4,087.31	$ -	$ 5,497.69	$ 4,087.31	100%	57%

EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2022	$ 5,055.00	$ -	$ -	$ 5,055.00	8%	0%
APRIL 2022	$ 5,055.00	$ -	$ -	$ 5,055.00	17%	0%
MAY 2022	$ 5,055.00	$ -	$ -	$ 5,055.00	25%	0%
JUNE 2022	$ 5,055.00	$ -	$ -	$ 5,055.00	33%	0%
JULY 2022	$ 5,055.00	$ 356.50	$ 356.50	$ 4,698.50	42%	7%
AUGUST 2022	$ 4,698.50	$ 356.50	$ 713.00	$ 4,342.00	50%	14%
SEPTEMBER 2022	$ 4,342.00	$ 356.50	$ 1,069.50	$ 3,985.50	58%	21%
OCTOBER 2022	$ 3,985.50	$ 1,400.47	$ 2,469.97	$ 2,585.03	67%	49%
NOVEMBER 2022	$ 2,585.03	$ -	$ 2,469.97	$ 2,585.03	75%	49%
DECEMBER 2022	$ 2,585.03	$ -	$ 2,469.97	$ 2,585.03	83%	49%
JANUARY 2023	$ 2,585.03	$ -	$ 2,469.97	$ 2,585.03	92%	49%
FEBRUARY 2023	$ 2,585.03	$ -	$ 2,469.97	$ 2,585.03	100%	49%

November 10, 2022

COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2022-2023

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 2022	$ 9,585.00	$ -	$ -	$ 9,585.00	8%	0%
ABRIL DEL 2022	$ 9,585.00	$ -	$ -	$ 9,585.00	17%	0%
MAYO DEL 2022	$ 9,585.00	$ -	$ -	$ 9,585.00	25%	0%
JUNIO DEL 2022	$ 9,585.00	$ -	$ -	$ 9,585.00	33%	0%
JULIO DEL 2022	$ 9,585.00	$ 793.50	$ 793.50	$ 8,791.50	13%	8%
AGOSTO DEL 2022	$ 8,791.50	$ 793.50	$ 1,587.00	$ 7,998.00	25%	17%
SEPTIEMBRE DEL 2022	$ 7,998.00	$ 793.50	$ 2,380.50	$ 7,204.50	38%	25%
OCTUBRE DEL 2022	$ 7,204.50	$ 3,117.19	$ 5,497.69	$ 4,087.31	50%	57%
NOVIEMBRE DEL 2022	$ 4,087.31	$ -	$ 5,497.69	$ 4,087.31	63%	57%
DICIEMBRE DEL 202	$ 4,087.31	$ -	$ 5,497.69	$ 4,087.31	75%	57%
ENERO DEL 2023	$ 4,087.31	$ -	$ 5,497.69	$ 4,087.31	88%	57%
FEBRERO DEL 2023	$ 4,087.31	$ -	$ 5,497.69	$ 4,087.31	100%	57%

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 2022	$ 5,055.00	$ -	$ -	$ 5,055.00	8%	0%
ABRIL DEL 2022	$ 5,055.00	$ -	$ -	$ 5,055.00	17%	0%
MAYO DEL 2022	$ 5,055.00	$ -	$ -	$ 5,055.00	25%	0%
JUNIO DEL 2022	$ 5,055.00	$ -	$ -	$ 5,055.00	33%	0%
JULIO DEL 2022	$ 5,055.00	$ 356.50	$ 356.50	$ 4,698.50	13%	7%
AGOSTO DEL 2022	$ 4,698.50	$ 356.50	$ 713.00	$ 4,342.00	25%	14%
SEPTIEMBRE DEL 2022	$ 4,342.00	$ 356.50	$ 1,069.50	$ 3,985.50	38%	21%
OCTUBRE DEL 2022	$ 3,985.50	$ 1,400.47	$ 2,469.97	$ 2,585.03	50%	49%
NOVIEMBRE DEL 2022	$ 2,585.03	$ -	$ 2,469.97	$ 2,585.03	63%	49%
DICIEMBRE DEL 202	$ 2,585.03	$ -	$ 2,469.97	$ 2,585.03	75%	49%
ENERO DEL 2023	$ 2,585.03	$ -	$ 2,469.97	$ 2,585.03	88%	49%
FEBRERO DEL 2023	$ 2,585.03	$ -	$ 2,469.97	$ 2,585.03	100%	49%

10 de Noviembre 2022

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, 2022 through February 28, 2023
Report for period ending October **31, 2022** (Month 8 of 12)

Percent of budget period elapsed: 66.7%

LOCATION	Enroll-ment	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD Totals	Kern/ SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	6,091	6,995	6,460	0	0	2,237	8,086	193	0	0	0	0	30,063	Kern	40,535	74%
Alicante	20	6,683	6,417	5,282	5,603	1,531	2,196	4,548	89	0	0	0	0	32,349	Kern	20,268	160%
Angela Martinez	60	5,074	6,024	10,633	5,480	1,148	776	312	15	0	0	0	0	29,461	Kern	60,803	48%
Broadway	40	3,607	2,961	1,979	0	0	919	1,695	161	0	0	0	0	11,321	Kern	40,535	28%
California City	34	13,517	9,646	8,632	0	0	4,637	8,088	0	0	0	0	0	44,520	Kern	34,455	129%
Cleo Foran	23	5,334	3,038	3,203	2,393	2,013	1,227	969	0	0	0	0	0	18,176	Kern	23,308	78%
Delano	76	13,615	10,753	8,740	0	0	5,146	7,736	0	0	0	0	0	45,990	Kern	77,017	60%
East California	52	12,674	12,159	12,553	7,210	3,713	6,436	5,564	0	0	0	0	0	60,307	Kern	52,696	114%
Fairfax	40	4,711	4,469	3,010	0	0	1,084	3,019	148	0	0	0	0	16,442	Kern	40,535	41%
Fairview	40	11,153	11,122	9,377	0	0	0	0	0	0	0	0	0	31,652	Kern	40,535	78%
Harvey L. Hall	156	14,849	12,921	12,144	10,731	8,322	8,852	9,076	49	0	0	0	0	76,942	Kern	158,087	49%
Heritage	20	1,210	1,497	398	0	0	1,318	2,892	146	0	0	0	0	7,461	Kern	20,268	37%
Home Base	123	4,900	6,931	6,657	4,793	7,050	5,927	2,094	222	0	0	0	0	38,575	Kern	62,323	62%
Lamont	20	3,579	105	0	0	0	0	4,257	0	0	0	0	0	7,941	Kern	20,268	39%
Martha J. Morgan	72	8,977	9,258	10,741	7,007	107	0	203	114	0	0	0	0	36,406	Kern	72,963	50%
McFarland	20	14,755	13,839	6,654	0	0	2,153	2,245	179	0	0	0	0	39,824	Kern	20,268	196%
Mojave	20	0	0	0	0	0	0	0	0	0	0	0	0	0	Kern	20,268	0%
Oasis	60	6,311	7,403	5,303	0	0	4,271	7,331	10	0	0	0	0	30,629	Kern	60,803	50%
Pete H. Parra	128	22,284	22,653	23,904	19,126	8,987	14,453	13,011	448	0	0	0	0	124,866	Kern	129,713	96%
Planz	20	1,051	909	506	0	0	0	0	0	0	0	0	0	2,466	Kern	20,268	12%
Primeros Pasos	78	10,068	9,300	12,109	10,241	3,707	7,236	6,689	0	0	0	0	0	59,350	Kern	79,044	75%
Rosamond	80	7,713	6,819	1,418	0	0	309	44	45	0	0	0	0	16,349	Kern	81,070	20%
San Diego	40	3,964	3,724	3,973	3,725	4,793	3,394	3,551	0	0	0	0	0	27,125	Kern	40,535	67%
Seibert	40	107	65	0	0	0	1,929	2,872	0	0	0	0	0	4,973	Kern	40,535	12%
Shafter	20	8,891	9,422	7,989	9,690	2,325	2,566	2,471	161	0	0	0	0	43,513	Kern	20,268	215%
Shafter HS/EHS	25	6,293	5,298	5,028	3,947	3,540	5,404	3,426	0	0	0	0	0	32,936	Kern	25,334	130%
Sterling	124	8,587	8,286	8,237	6,427	5,825	4,134	4,591	292	0	0	0	0	46,379	Kern	125,659	37%
Sunrise Villa	20	2,893	2,246	1,353	0	0	302	1,909	101	0	0	0	0	8,803	Kern	20,268	43%
Taft	63	3,570	3,771	2,365	0	0	145	1,241	0	0	0	0	0	11,092	Kern	63,843	17%
Tehachapi	34	1,674	1,695	787	0	0	0	166	156	0	0	0	0	4,477	Kern	34,455	13%
Vineland	20	849	1,325	0	0	0	0	161	0	0	0	0	0	2,335	Kern	20,268	12%
Virginia	40	7,331	6,314	5,408	0	0	649	4,659	73	0	0	0	0	24,434	Kern	40,535	60%
Wesley	60	17,881	16,343	11,003	0	0	3,559	9,164	0	0	0	0	0	57,950	Kern	60,803	95%
Willow	55	6,419	5,852	3,338	0	0	247	2,323	102	0	0	0	0	18,281	Kern	55,736	33%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	0	Kern	0	#DIV/0!
PC Planning		0	0	0	339	0	195	0	0	0	0	0	0	534	Kern	0	#DIV/0!
PC By Laws		0	0	0	53	0	49	0	0	0	0	0	0	101			
Governance		368	213	210	34	0	0	0	0	0	0	0	0	826	Kern	15,000	6%
Program Services		370	0	0	0	0	0	0	0	0	0	0	0	370	Kern	74,265	0%
California Street	24	7,215	6,419	6,840	5,260	4,612	4,724	0	0	0	0	0	0	35,070	SJC	39,646	88%
Chrisman	20	4,462	4,206	4,631	4,070	4,567	5,748	0	0	0	0	0	0	27,682	SJC	33,039	84%
Gianone	16	0	0	0	0	0	0	0	0	0	0	0	0	0	SJC	26,431	0%
Kennedy	16	4,837	4,626	2,588	1,947	3,098	3,605	2,399	0	0	0	0	0	23,101	SJC	26,431	87%
Lodi Home Base	35	3,908	4,112	3,170	2,349	2,959	1,720	39	0	0	0	0	0	18,257	SJC	28,909	63%
Lodi UCC	30	2,870	2,612	3,750	3,525	6,254	4,180	5,039	0	0	0	0	0	28,231	SJC	49,558	57%
Manteca Home Base	12	2,868	4,914	3,505	3,762	4,168	5,318	4,040	0	0	0	0	0	28,576	SJC	9,912	288%
Marci Massei	24	2,393	2,890	2,761	2,665	3,221	2,214	0	0	0	0	0	0	16,143	SJC	39,646	41%
St. Mary's	24	942	1,384	891	467	1,482	1,708	708	0	0	0	0	0	7,582	SJC	39,646	19%
Stockton Home Base	90	7,730	6,630	5,460	3,656	6,544	4,470	97	117	0	0	0	0	34,704	SJC	74,337	47%
Tracy Home Base	12	2,221	3,607	4,076	3,855	3,099	2,086	0	0	0	0	0	0	18,944	SJC	9,912	191%
Walnut	24	4,677	5,014	4,176	5,093	5,042	4,007	58	0	0	0	0	0	28,067	SJC	39,646	71%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	0	SJC	0	
Program Services		100	100	697	518	75	88	88	358	0	0	0	0	2,022	SJC	0	#DIV/0!
Policy Council		0	0	0	0	0	0	0	0	0	0	0	0	0	SJC	0	#DIV/0!
SUBTOTAL IN-KIND	**2,090**	**291,574**	**276,286**	**241,942**	**133,965**	**98,181**	**131,616**	**136,860**	**3,177**	**0**	**0**	**0**	**0**	**1,313,600**	**0**	**2,230,643**	**59%**
															x		
State General Child Care*		225,590	215,386	223,645	214,040	124,811	189,617	230,755	0	0	0	0	0	1,423,844	Kern	2,821,834	50%
State Preschool*		468,476	403,837	407,462	237,630	121,179	253,916	329,731	0	0	0	0	0	2,222,231	Kern	3,865,832	57%
State Migrant Child Care*		8,159	10,870	12,275	10,345	4,912	6,401	6,757	0	0	0	0	0	59,718	Kern	125,833	47%
SUBTOTAL CA DEPT of ED		**702,225**	**630,094**	**643,382**	**462,015**	**250,901**	**449,935**	**567,242**	**0**	**0**	**0**	**0**	**0**	**3,705,794**		**6,813,499**	**54%**
															x		
State General Child Care*		71,287	70,881	72,768	60,412	31,031	43,982	41,161	0	0	0	0	0	391,523	SJC	1,175,152	**33%**
SUBTOTAL CA DEPT of ED		**71,287**	**70,881**	**72,768**	**60,412**	**31,031**	**43,982**	**41,161**	**0**	**0**	**0**	**0**	**0**	**391,523**		**1,175,152**	**33%**
GRAND TOTAL		**1,065,086**	**977,261**	**958,092**	**656,392**	**380,113**	**625,533**	**745,263**	**3,177**	**0**	**0**	**0**	**0**	**5,410,917**		**10,219,294**	**53%**

CCP In-Kind **3,872**
Total In_kind **5,414,789**

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** October 2022
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	Disabilities	Over Income 131%+ up to 10% 101—130% Up to 35%
Head Start • 8 Classrooms Fully Closed	**1317** 155	**827**	**63%**	**3%**	**3%** **6%**
Early Head Start • 16 Classrooms Fully Closed/ 9 Classrooms Partially Closured	**908** 156	**595**	**66%**	**7%**	**6%** **5%**

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	168	**240**

Division Staffing = 701			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
572	129	29	59

HIGHLIGHTS: Seven staff were onboarded, and there were two days of interviews for four open requisitions. There were also 21 on the spot Head Start interviews at the job fair. Additionally, there were 9 resignations, four being center based.

Program Update & Compliance

Kern:

- 10/8 NAMI Walks YOUR Way Mental Health for All
- 10/14 CAPK Job Fair
- 10/24-10/25 Staff development Days- Brainfit for Staff by Dolores Neira; DRDP Training
- 10/28 Trick or Tweet at Beal Memorial Library; Trunk or Treat Mike Maggard's Office North Chester
- Wellness Staff completed UCLA Trauma Informed Care Training.

Partnership:

- 10/8 Garden Pathways Downtown Education Center, in collaboration with CAPK, held a one-stop shop resource fair from 10am to 2pm. There were 26 community partners present to provide resources, and participants were able to receive lunch and enter a raffle. There were approximately 200 people in attendance. We are looking forward to offering this opportunity again in the Spring of 2023.

- 10/17 Bakersfield College center welcomed families into their new infant classroom.
- 10/24 Escuelita Hernandez center also welcomed families into their new infant classroom.
- 10/29 Partnership Family Advocates will have an opportunity to attend the annual Immigrant Civil Rights conference at CSUB hosted by GBLA.
- Since the start of the new program year in July, our Family advocates have helped their enrolled families to establish approximately 36 family goals and have provided over 130 resources. We currently have 34 families registered for Ready Rosie.

SJC:

- 10/14 Trunk or Treat Event
- 10/29 Valley Mountain Regional Center

Compliance:

- Lead Water Testing Update: 23 out of our 42 child development centers have tested their drinking and cooking water for lead contamination by an accredited laboratory. As of October 31, 2022, we have received one result summary. The San Diego Child Development Center had one faucet that was found to have small traces of lead. This faucet is not being utilized and will be replaced. Drinking water outlets, particularly older faucets can be a common source of lead. The program will ensure that all faucets with any level of lead will be replaced to ensure the health and safety of children, staff and families.

Central Kitchen September 2022				
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Center Totals	**58,502**	22,338	18,077	18,087

HIGHLIGHTS: The Central Kitchen provided support to programs by delivering pumpkins to eight outline centers. Additionally, they provided 92 meals for a park picnic presented by the Home Base Program.

CACFP						
September 2022						
Total Meals Delivered			**Meals Allocated**		**# of Meals Served**	**% of Meals Served**
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
52,678	9,099	61,777	26,675	35,102	44,067	67%

Children's Mobile Immunization Program

Adventist Health

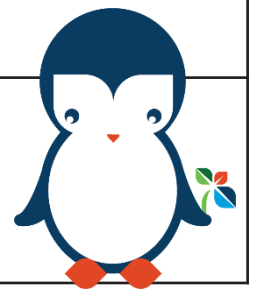
FIRST 5 KERN
Sponsored by First 5 Kern. Paid for by Proposition 10.

Lead Screening Supported by health net

November 2022

- 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 Family Resource Center 6048 Lake Isabella Blvd., **Lake Isabella** 10:00 am—11:30 am 12:00 pm—2:00 pm	2 Albertson's 1520 Brundage Ln. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	3	4	5
6 Healthful Harvest 341 Haven Dr. (Parking Lot) **ARVIN** 1:00 pm—3:00 pm 3:30 pm—5:00 pm	7 Food Maxx 4400 Ming Ave. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	8	9 Kern County Dept. of Human Services 100 E. California Ave (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	10	11 OFFICE CLOSED	12
13	14 Greenfield Family Resource Center 5400 Monitor Street (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	15	16 Adventist Health Bakersfield 2800 Chester Ave. (Parking Lot) 1:00 pm—3:00 pm 3:30 pm—6:00 pm	17	18	19
20	21 Walmart Supercenter 5075 Gosford Rd. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	22	23	24 OFFICE CLOSED	25 OFFICE CLOSED	26
27	28	29	30 New Life Church 4201 Stine Road (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm			



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 AdventistHealthBakersfield.org/Immunizations

Children's Mobile Immunization Program

Adventist Health

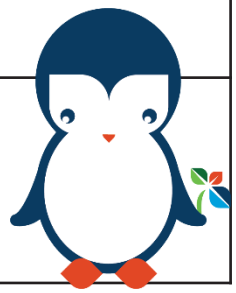
FIRST 5 KERN
Sponsored by First 5 Kern. Paid for by Proposition 10.

Análisis de plomo avalado por health net

Noviembre 2022

- 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 medi-ca
  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 condi-ciones del clima. Porfa-vor 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 Family Resource Center 6048 Lake Isabella Blvd., **Lake Isabella** 10:00 am—11:30 am 12:00 pm—2:00 pm	2 Albertson's 1520 Brundage Ln. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	3	4	5
6 Healthful Harvest 341 Haven Dr. (Estacionamiento) **ARVIN** 1:00 pm—3:00 pm 3:30 pm—5:00 pm	7 Food Maxx 4400 Ming Ave. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	8	9 Kern County Dept. of Human Services 100 E. California Ave (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	10	11 OFICINA CERRADA	12
13	14 Greenfield Family Resource Center 5400 Monitor Street (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	15	16 Adventist Health Bakersfield 2800 Chester Ave. (Estacionamiento) 1:00 pm—3:00 pm 3:30 pm—6:00 pm	17	18	19
20	21 Walmart Supercenter 5075 Gosford Rd. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	22	23	24 OFFICINA CERRADA	25 OFFICINA CERRADA	26
27	28	29	30 New Life Church 4201 Stine Road (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm			



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 AdventistHealthBakersfield.org/Immunizations

ANNUAL CALENDAR

Monthly Parent Training
Dr. Kirk
2022 - 2023

Monday's
3:00 p.m.-4:00 p.m.

~~October 17, 2022~~
November 14, 2022
December 12, 2022
January 23, 2023
February 27, 2023
March 20, 2023
April 17, 2023
May 15, 2023

Location To Be Determined

Head Start
A Program of CAPK



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.

Reproduction of this document is encouraged. Permission to copy is not required.

This publication was produced by the Technical Assistance Center on Social Emotional Intervention (TACSEI) for Young Children funded by the Office of Special Education Programs (OSEP), U.S. Department of Education (H326B070002) and updated by the National Center for Pyramid Model Innovations also funded by OSEP (H326B170003). The views expressed do not necessarily represent the positions or policies of the Department of Education. July 2013/January, 2018.

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.

Esta publicación fue producida por el Centro de Asistencia Técnica sobre Intervención Social y Emocional (TACSEI por sus siglas en inglés) para niños pequeños financiado por la Oficina de Programas de Educación Especial (OSEP por sus siglas en inglés), Departamento de Educación de los Estados Unidos (H326B070002) y actualizado por el Centro Nacional para Innovaciones del Modelo de la Pirámide también financiado por OSEP (H326B170003). Las opiniones expresadas no representan necesariamente las posiciones o políticas del Departamento de Educación. julio 2013 / enero, 2018.

University of South Florida

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

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.

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

1. **Chairperson***
   - **a.** The Chairperson shall preside over and conduct all meetings of the Policy Council in addition to those of the Executive Committee.
   - **b.** Refrain from debates during the Policy Council meeting.
   - **c.** Call the meeting to order on time, follow the agenda and be able to clarify the business at hand at all times.
   - **d.** Will explain each motion as needed.
   - **e.** 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.

*The Chairperson shall preside at all meetings of the Policy Council according to **Robert's Rules of Order**, and the **Ralph M. Brown Act**.

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 1301.3 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 4 times per term or as needed ~ 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 as needed,~ 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.

Function of the 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 2023*

Head Start
A Program of CAPK

APPLICATION FOR POSITION OF
POLICY COUNCIL COMMUNITY REPRESENTATIVE

☒ Community Representative - Local Agency
☐ Community Representative - Past Parent

Name: Nila Hogan	Occupation: Executive Director
Home Address: [redacted]	
Mailing Address (if different):	
Home Phone: [redacted]	Mobile Phone:
Email: [redacted]	

Your Background

What knowledge or skills could you contribute to the Head Start Policy Council (Check all that apply):

☒ Former Head Start Parent	☐ Accounting	☐ Management
☐ Public Relations	☐ Legal	☐ Human Services
☒ Education/Training	☐ Community Relations	☐ Housing
☒ Youth & Families	☐ Relations	☐ Other:

1. What Community activity or organization have you been most involved in and why?
Y-Empowerment for a push to help parents w/ resources for children.

2. What resources do you have to offer children and families in the Head Start Program?
Clothing drives, educational resources for parenting & child abuse prevention

3. Why would you be a good candidate for the Community Action Partnership of Kern Head Start/State Child Development Policy Council? I have been dedicated to Head Starts mission for the past few years. I would like to bring training resources to the HS parents.

[signature]
Signature of Applicant

11/8/22
Date

LG: 10/21 Community Representative Application

2022-2023 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 15, 2022*
Tuesday, December 20, 2022**
Tuesday, January 24, 2023
Tuesday, February 28, 2023
Tuesday, March 28, 2023
Tuesday, April 25, 2023
Tuesday, May 23, 2023
Tuesday, June 27, 2023
Tuesday, August 22, 2023
Tuesday, September 26, 2023
Tuesday, October 24, 2023

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

* The November meeting was scheduled a week earlier to support potential additional leadership opportunities.

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

Policy Council Approved:

NATIONAL HEAD START ASSOCIATION



Parent and Family Engagement Conference

December 12 – 15, 2022 Dallas, Texas

HSA's annual Parent and Family Engagement Conference is the only national event that focuses on how Head Start parents, families, and staff can best partner to promote both family engagement and children's development. We will explore a wide range of new resources and thinking on the forefront topics of early childhood development and how Head Start programs can address the needs of children, families, and staff.

Schedule at a Glance:

Monday, Dec. 12
7:30 a.m. - Registration
Pre-Conference Sessions
5:00 p.m. Welcome Reception

Tuesday, Dec. 13
9:00 a.m. –10:30 a.m. Opening Session
Breakout Sessions
6:00 p.m. Parent Policy Council Dinner

Wednesday, Dec. 14
Exhibit Hall
9:00 a.m. Breakout Sessions
5:00 p.m. Holiday Party

Thursday, Dec. 15
Breakout Sessions
10:45 – 12:00 p.m. Closing Session

Important Things to Consider:

- ✓ Childcare arrangements
- ✓ Work/School obligations
- ✓ COVID-19 Vaccination Status
- ✓ California ID or Driver's License
- ✓ Verbal report for Policy Council members
- ✓ Per Diem/Incidental Expenses

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Jerry Meade, Assistant Director - Program

Date: November 15, 2022

Subject: HS /EHS Budget Revision – **Action Item**

As we approach the end of our fiscal year, the Head Start and State Child Development division, through ongoing monitoring and review of the budget to actuals, decided to reallocate any potential savings within the budget to other projects. Program staff in partnership with the Finance division have identified savings in the Head Start / Early Head Start Kern grant in the personnel and fringe categories. We attribute this to staff vacancies, budgeted positions intentionally not filled pending construction projects as well as under-enrollment. It is the intent of program to obtain approval to submit a Budget Revision to the Office of Head Start. Within this budget revision, staff are proposing to reallocate savings from the Personnel, Fringe and Contractual categories to Travel, Equipment, Construction, and Other categories. The table below identifies the changes proposed in the budget revision:

	Head Start BASE OPERATING			Early Head Start BASE OPERATING		
CATEGORY	**ORIGINAL**	**NEW**	**CHANGE**	**ORIGINAL**	**NEW**	**CHANGE**
Personnel	9,267,039	7,767,039	(1,500,000)	9,701,422	8,001,422	(1,700,000)
Fringe Benefits	3,776,726	2,876,726	(900,000)	2,363,974	2,463,974	100,000
Travel	0	85,000	85,000	0	80,000	68,000
Equipment	55,000	250,000	195,000	45,000	110,000	65,000
Supplies	890,498	890,498	0	916,242	916,242	0
Contractual	165,175	255,175	90,000	1,025,838	725,838	(300,000)
Facilities/Construction	0	1,049,500	1,049,500	0	175,000	175,000
Other	2,724,977	3,724,977	1,000,000	1,527,720	3,127,720	1,600,000
Indirect	1,630,902	1,611,402	(19,500)	1,512,778	1,504,778	(8,000)
TOTAL	**18,510,317**	**18,510,317**	**0**	**17,092,974**	**17,092,974**	**0**

Savings from Personnel, Fringe and Contractual will augment project expenditures in the Travel category to support the increased travel opportunities stemming from former COVID restrictions. The request will include the purchase of additional vehicles to replace the aging vans currently used by the Central Kitchen. For expenditures in both Construction and the Other categories, funds will support construction expenditures as well as, the minor renovation and repair projects at HS/EHS facilities.

Recommendation

Staff recommends the Policy Council approves the submission of the Budget Revision for Head Start and Early Head Start Kern (09CH011132) for the 2022-2023 budget periods.