Head Start
A Program of CAPK

Head Start/State Child Development

POLICY COUNCIL MEETING PACKET

December 20, 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: 246 834 460 207#

Click here to join the meeting

POLICY COUNCIL
STANDING COMMITTEES
November 2022

EXECUTIVE COMMITTEE

Chairperson: Ruby Cruz
Vice Chairperson: Audreyanna Angel
Secretary: Susana Perez
Treasurer: Pablo Reyes
Parliamentarian: Monique McWilliams

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	X											
2	Fatima Echeverria - Martha J. Morgan	X											
3	Susana Perez - Sunrise Villa	X											
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	X											
2	Monique McWilliams - Sterling	X											
3	Annie Saldana - Sterling	X											
4	Pablo Reyes - Harvey L. Hall	X											
#	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	X											
2	Michelle Del Rio - Pete Parra	X											
3	Gabriel Rios - Taft	X											
4	*Vacancy*												
#	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	X											
2	*Vacancy*												
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	X											
2	Jennifer Wilson - L. Kholer	X											
#	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	X											
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	Nila Hogan - Y-Empowerment	X											
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	X											

DATE	December 20, 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 MEETING ID	(213) 204-2374 246 834 460 207#

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

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. National Head Start Association 2022 Parent & Family Engagement Conference Report

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

   a. Policy Council Meeting Minutes – November 15, 2022 ***(p. 8-12)***
   b. Head Start Program Review Evaluation (PRE) Report – November ***(p. 13-14)***
   c. Children's Mobile Clinic – December 2022 (English/Spanish) ***(p. 15-16)***
   d. Monthly Parent Trainings with Dr. Kirk – Head Start Wellness ***(p. 17)***
   e. Backpack Connection Series: How to Help Your Child Learn to Share (English/Spanish) ***(p. 18-19)***
   f. Head Start Recruitment Flyer (English/Spanish) ***(p. 20-21)***
   g. Home Visiting Program Flyer (English/Spanish) ***(p.22-23)***

h. Policy Council Subcommittee Functions ***(p. 24)***
i. Proposed meeting dates Policy Council School Readiness Committee***(p. 25)***
j. Proposed meeting dates Policy Council Bylaws Committee ***(p. 26)***
k. Proposed meeting dates Policy Council Budget & Finance Committee ***(p. 27)***
l. Proposed meeting dates Policy Council Planning Committee ***(p. 28)***
m. Policy Council Meeting Dates ***(p. 29)***

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

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

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. December 16, 2022, by Lisa Gonzales, Program Governance Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL COMMITTEE MEETING MINUTES
November 15, 2022
Teleconference ID: 274 303 763 917#
Per Governor's Executive Order N-25-20

1. **Call to Order**
   Past Policy Council Chairperson, Andrea Martinez called the meeting to order at 5:31 p.m.
   a. Roll call was taken and quorum was established.
   Policy Council Members Present: Adriana Hernandez, Andrea Flores, Anilu Saldana Audreyanna Angel Fatima Echeverria, Gabriel, Rios, Jennifer Wilson, Michelle Del Rio, Michelle Jara-Rangel, Monique McWilliams, Pablo Reyes, Ruby Cruz, Sarita Little, Teresa Fajardo

2. **Public Comments**
   *The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the Policy Council will take no action other than that referring the item(s) to staff for study and analysis. **Speakers are limited to three minutes each**. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.*
   None

3. **Standing Committee Reports**
   a. School Readiness Committee
   b. Planning Committee
   c. Budget & Finance Committee
   d. Bylaws Committee
   There were no committee reports as standing committees have not yet been established.

4. **Presentations**
   a. Community Needs Survey – Vanessa Cortez, Grants Administrator, Community Action Partnership of Kern
   Vanessa shared that every two years the agency is required to conduct a community needs assessment. This assessment is an opportunity to evaluate poverty related needs as well as available resources and to establish goals for the next year. Client surveys are utilized to collect community feedback. Vanessa spoke about a flyer created which contains a QR code to access the survey. It was noted this flyer was included in members' packets. Vanessa stated the hope is to collect as many responses and as much data as possible to see where to place time, attention, efforts, and funding. The survey is in both English and Spanish and will take anywhere from 5-10 minutes. The survey will be available through March 10, 2023.

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

   a. Policy Council Meeting Minutes – October 27, 2022 (English/Spanish)
   b. Head Start Budget vs. Actual Expenditures, March 1, 2022, to October 31, 2022
   c. Early Head Start Budget vs. Actual Expenditures, March 1, 2022, to October 31, 2022
   d. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2021, to October 31, 2022
   e. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2021, to October 31, 2022
   f. American Rescue Funding Expenditures April 1, 2021 to October 31, 2022
   g. Parent Local Travel & Childcare through October 31, 2022
   h. Parent Activity Funds through October 31, 2022
   i. Kern Head Start and Early Head Start Non-Federal Report, March 1, 2022, to October 31, 2022
   j. Head Start Program Review Evaluation (PRE) Report – October
   k. Children's Mobile Clinic – November 2021 (English/Spanish)
   l. Monthly Parent Trainings with Dr. Kirk – Head Start Wellness

m. Backpack Connection Series: How to Help Your Child Transition Smoothly Between Places and Activities (English/Spanish)
n. Head Start Recruitment Flyer (English/Spanish)
o. Home Visiting Program Flyer (English/Spanish)
p. Executive Officer Roles and Responsibilities
q. Policy Council Subcommittee Functions

Monique McWilliams made a motion to approve items (a) through (q); seconded by Teresa Fajardo. Motion carried unanimously.

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

a. Nomination and election of Policy Council Chairperson
Nominations were sought for chairperson with Ruby Cruz and Audreyanna Angel both interested in the position. Each candidate was provided an opportunity to introduce themselves and share why they wish to be elected to the position. Upon conclusion of such, a verbal vote was taken with Ruby Cruz elected to the position of Policy Council Chairperson by a majority vote.

b. Nomination and election of Policy Council Vice-Chairperson
A brief overview of provided on the role of Policy Council Vice-Chairperson. Audreyanna Angel and Fatima Echeverria each self-nominated for the position. After each candidate spoke about why they would like to serve in this capacity a verbal vote was taken with Audreyanna Angel elected to the position of Policy Council Vice-Chairperson by a majority vote.

c. Nomination and election of Policy Council Secretary
Monique McWilliams and Susana Perez both self-nominated for this position. An overview of the role of secretary was provided. It was noted this position will function as chairperson of the School Readiness Committee. Each candidate introduced themselves and shared why they would like to be elected to this position. A verbal vote was taken with Susana Perez elected as Policy Council Secretary by a majority vote.

d. Nomination and election of Policy Council Treasurer
It was shared the Treasurer will also be the chairperson of the Budget & Finance Committee which meets each month, typically the week prior to Policy Council. Additional information was also provided about the role. Pablo Reyes and Fatima Echeverria each self-nominated for this position and subsequently shared information as to why they would like to be elected. Upon conclusion of a verbal vote, Pablo Reyes was elected as Policy Council Treasurer by a majority vote.

e. Nomination and election of Policy Council Parliamentarian
After an overview on the role of the Policy Council Parliamentarian was shared, there were self-nominations from three members. Andrea Flores, Monique McWilliams, and Michelle Del Rio all spoke to why they would like to serve the Council in this position. After a verbal vote, Monique McWilliams was elected as Policy Council Parliamentarian by a majority vote.

f. Election of Community Representative Nila Hogan – Y-Empowerment
Nila Hogan, Executive Director of Y-Empowerment introduced herself. She shared that she has previously served on Policy Council both as a parent of a child enrolled in the program and as a Community Representative. Nila added if elected this will be her fifth and final year on the Council. Nila stated she believes in CAPK (Community Action Partnership of Kern) and Head Start. She shared a personal story stating if not for the program she would not have had access to childcare and would not have been able to work. Nila shared this is her way of giving back. She added that she has access to many resources throughout the community and likes to be able to share them with other parents. Teresa Fajardo made a motion to elect Nila Hogan as a Policy Council Representative; motion seconded by Ruby Cruz. Motion carried unanimously.

g. Request for approval of proposed Policy Council Meeting Dates and Times
It was noted the proposed schedule is in members' packets with meetings occurring on the fourth Tuesday of the month with exception given to the December meeting due to the holiday. It was further stated the proposed time is at 5:30 p.m. with meetings held on Microsoft Teams. Motion made by Monique McWilliams to approve Policy Council Meeting days and times; seconded by Teresa Fajardo. Motion carried unanimously.

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
Lisa applauded everyone for attending the recent new member training during which there was discussion regarding the upcoming election of two representatives to attend the upcoming National

Head Start Association (NHSA) Parent & Family Engagement Conference in Dallas, Texas. Lisa provided some touchpoints about the conference. She also spoke to the importance of ensuring that personal obligations such as work, school, childcare, etc. have been taken into consideration and arrangements made prior to making the commitment to attend. Lisa informed members NHSA does require attendees to be COVID-19 vaccinated. There were a few questions posed, such as duration of the conference, eligibility for attendance as well as acceptability of bringing a child along; all inquiries were subsequently satisfied. Fatima Echeverria, Anilu Saldana, Gabriel Rios, and Ruby Cruz self-nominated to attend the NHSA Parent & Family Engagement Conference. Prior to voting, Jerry Meade, Assistant Director added that it is important for those who have indicated they would like to attend the conference to know if they make this decision the program will obligate funding for expenses to allow for them to attend. He added, if something changes or comes up, we will understand. However, if elected to attend and the member must cancel, no one else can go in their place and that monetary obligation cannot be retrieved. Jerry stated he wanted to make sure all four members who have raised their hand wanting to attend understand that. Yolanda Gonzales, Head Start Director, stated the original decision was made for two members to be elected, however if all four are on board and ready to commit she will approve moving forward with four members attending the conference. Monique McWilliams made a motion to approve Ruby Cruz, Fatima Echeverria, Anilu Saldana, and Gabriel Rios to attend the National Head Start Conference in Dallas, Texas; seconded by Teresa Fajardo. Motion carried unanimously.

i. **Head Start/Early Head Start Budget Revision 2022-2023 – Jerry Meade, Assistant Director**

Jerry welcomed new Policy Council members adding how inspired he is to see all of the participation through questions and comments. Jerry shared a bit about his role which includes supporting grant development and any budget revisions or changes received for Head Start/Early Head start services. It was added that many items that will be discussed with the Planning Committee as well as the Budget & Finance Committee pertain to funding and how the program uses those funds to support the children and families across all program options in both Kern and San Joaquin counties. Jerry stated the items presented are a customary and ordinary practice of having to reallocate funding in different areas of our budget where savings have been identified. He went on to say the fiscal year begins on March 1 and goes through the end of February; this is the time of year when budget to actuals are evaluated as to where we are with our spending. Jerry spoke to the memo found in the Policy Council packet which explains where money is identified as *unspent* as well as where we can obligate those funds to better serve our program. The memo was reviewed in depth with members including the proposed budget revision table, definition of categories and examples of items within each category. It was noted that the program lost two facilities in Kern County and one facility in San Joaquin County and therefore adjustments have had to be made. Upon completion of the presentation an opportunity for questions was provided. There were several, the first was with regard to accuracy of a figure outlined in the proposed budget for travel, which proved to be a typographical error. There was also a question regarding a previous meeting statement about not needing to purchase vehicles, to which Jerry stated that statement pertained to the 2023-2024 budget. This was because the purchase, if approved would come from this meeting's request, the 2022-2023 budget revision. Additionally, an inquiry was made with regard to the category of supplies, it was asked if that figure includes home base supplies. It was noted there was not a change made to that line item as program expects to fully expend this category. The feeling expressed by a Council member was that home base needs more funding to be able to provide items for children at home to use, as many children have an Individualized Family Service Plan (IFSP). Jerry shared that he would have the Home Base manager and Administrator reach out offline, outside of this meeting for further discussion specific to this area to see where we can make improvements for our home base supplies. He added there are funds in the current budget to support any needs. A question was presented as to where any inquiries regarding wages should be addressed, noting if there are sufficient funds left for the rest of the fiscal year why that isn't being dispersed to teachers. Jerry shared the expectations from the Office of Head Start centering around wage comparability. It was noted a wage evaluation was completed last May; we are required to evaluate wage comparability across the communities we serve at least every five years. He went on to share it is an ever-changing situation more than ever with the expansion of transitional kindergarten. Jerry added that there will be an evaluation of wages for teaching staff and a review of where we feel we need to be to be most competitive in the market. When a more current evaluation is completed, it will be brought to the Board of Director's for approval. The union component was also spoken to, noting we have staff who are a part of the union, and any contract will have to be negotiated with the union prior to change. It was not thought that any challenges or concerns would arise from the union in regard to paying high wages to staff, but we do have to meet

the Head Start expectations of having data to support how we produce the various rates that we have. Jerry stated this evaluation is an ongoing topic and the highest priority for Yolanda and her team. Yolanda, spoke on the topic and shared her commitment to this component, noting it is of utmost importance to her. It was asked if there is any way to get further detailed information on the subject, noting this topic was one of the reasons for joining Policy Council. Further stating, in order for children to learn and succeed, the teachers needed to be happy. Yolanda reiterated her commitment as the director of the program, noting she agrees staff do have to be happy to provide high quality services to children. Yolanda pointed out, we have wonderful staff, and we don't want to lose them. Jerry added that a balanced budget must be based on being fully staffed. It was shared when the previous budget was written, the program had anticipated having 100% of teachers onboarded, which is not currently the case. Jerry added that we would not be able to support additional funding unless we were able to recategorize in other areas to be able to support higher wages. Jerry also mentioned one of the areas the Council looked at in June was the possibility of serving less children, which would mean we would have less employees and we can take that money budgeted for those employees (whose positions are vacant) and increase wages for teaching staff. He added it is a very difficult balance. An additional question was posed as to how parents can get more involved in receiving funding and getting the word out about the program to receive additional funding, more than statewide or federally. Yolanda shared that she would like to have another conversation specific to parent advocacy and how parents can advocate for this program when it comes to legislation because that is where the funding comes from. She added parents' voices are important especially when it comes to Congress and telling their stories on how Head Start has made a difference for them as a parent as well as supporting their children in encouraging them to be life-long learners. A question was posed regarding data and the wage evaluation. It was noted the data has already started to be collected and will be aggregated, prepared, and presented to the CAPK Personnel Committee in January. It was also noted that all committee meetings are open to the public. Upon conclusion of the presentation and hearty discussion Ruby Cruz made a motion to approve the submission of the 2022-2023 Head Start/Early Head Start Budget Revision to the Office of Head Start; seconded by Fatima Echeverria. Motion carried by majority vote with one abstention.

7. **Standing Reports**
   a. **Program Governance – Lisa Gonzales, Program Governance Coordinator**
   Lisa thanked everyone for their attendance and for the robust conversations which have been inspiring. She added she is looking forward to the upcoming 2022-2023 Policy Council term. Lisa also congratulated those members newly elected to executive officer positions as well as those who will be attending the upcoming conference. She expressed gratitude to those who attended the monthly Dr. Kirk parent training and noted other opportunities for involvement. Lisa shared there is an upcoming Disabilities Awareness Committee meeting as well as a Recruitment and Selection Plan meeting, both taking place (at separate times) on November 17, 2022. Lisa encouraged members to attend should their schedules allow.
   b. **Board of Directors – Michelle Jara-Rangel, CAPK Board Member**
   Michelle reported the Board of Directors (BOD) met on October 26, 2022 with the meeting conducted in a hybrid option with six members participating in person. All but two consent agenda items were approved. The two items removed for further discussion were, the revised bilingual pay policy and the final (employee) health insurance proposal for the 2023 plan year. Both consent agenda items were subsequently approved by a unanimous vote. New business items, included a grand jury visit to the 2-1-1 call center and to the M Street Navigation center. It was stated the tours are routine and provide an opportunity for the grand jury to get an in-depth look at the two programs along with an overview of the agency. The employee end of year gift was also shared and after much discussion at the committee level CAPK's holiday gift to qualified employees is a 1-day paid time off floating holiday effective October 21, 2022 and must be used by March 5, 2023. Lisa Gonzales presented the Policy Council report to the board. Jeremy Tobias provided the CEO's report and gave an update on the COVID-19 cases in Kern County and within the agency. Jeremy also announce the KGET Annual Holiday Food Drive begins November 16, 2022 and will benefit the CAPK Food Bank. This meeting of the CAPK Board of Directors was adjourned at 12:34 p.m.
   c. **Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director**
   Yolanda thanked Andrea for leading the Council over the past several years, welcomed members to the new term, and congratulated the new executive committee on their officer positions. Yolanda shared she is a past parent who started in the program over thirty-eight years ago and is honored to be the Director of this program. She spoke to her commitment in making sure children enrolled in the

program receive the very best education. Yolanda stated that the priority is always to provide a high-quality curriculum, to ensure program options have the supplies needed, and that our staff is paid well. Yolanda stated in the next few weeks there will be some changes to the protocol in signing children in. She acknowledged there were stringent policies in place in accordance not only with CDC but with the Office of Head Start requirements however staff has rewritten policies while still following guidelines and the program will now be opening its doors to parents. Parents will be able to enter their child's classroom; site supervisors and program managers will provide additional guidance. Yolanda stated there is still a lot of construction going on and we are excited about those new classrooms. She shared we are always recruiting for both staff and children and encouraged members to share this information with others. In closing Yolanda stated that she looks forward to working together with Policy Council to continue to make our program the best in Kern County and thanked members for their attendance.

8. **Policy Council Chairperson Report**

   Andrea thanked everyone for their attendance and expressed appreciation for allowing her to stand in as chairperson this evening.

   Ruby expressed excitement on her new role as Policy Council Chairperson, and thanked Andrea for conducting the tonight's meeting. She added that she is ready and eager to learn. Ruby shared she is very involved in her (older) daughter's school as well and attends district meetings. She stated it is very important to her to be involved in her children's education.

9. **Policy Council Member Comments**

   Members were given an opportunity to share comments. Several members felt honored to serve on the Council and excitement at the opportunity to learn new things. They are also looking forward to what the future holds. Returning members were appreciative of the opportunity to serve on the Council for another year and were happy to see all the enthusiasm during the meeting.

10. **Next Scheduled Meeting**

    The next scheduled meeting will take place on December 20, 2022 at 5:30 p.m.

11. **Adjournment**

    Meeting was adjourned at 7:26 p.m.

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** November 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	**864**	**65%**	**3%**	**3%** **6%**
Early Head Start • 15 Classrooms Fully Closed/ 9 Classrooms Partially Closured	**908** 133	**584**	**64%**	**9%**	**6%** **5%**

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	163	**240**

Division Staffing = 701			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
596	105	44	77

HIGHLIGHTS: 10 staff were onboarded, and there were three days of interviews for three open requisitions. Additionally, there were 11 resignations.

Program Update & Compliance

Kern:
11/1/2022- CLASS assessments began and will continue until 1/6/2023.
11/5/2022- Rebound The MLK Community.
11/17/2022- Attendance Summit & Resource Fair.
11/20/2022- California Holiday Toy Food Drive CAPK.
11/28/2022- During the week of the 28th, training was provided to FSWs regarding inclusion and family engagement. Administrative staff received Brain Fit training.

Partnership:
11/7/2022- Taft College center had an unannounced licensing visit which resulted in no deficiencies.
11/8/2022- Bakersfield College had their annual licensing visit which also resulted in no deficiencies.
11/21/2022- During the last week of November, Escuelita Hernandez center is collaborating with OMNI Health to offer on-site dental screenings for enrolled children.

SJC:
11/12/22- Recruitment event at Hoover K-12 SUSD school
11/4/22- Recruitment at Lodi Community Center
11/9/22- Loose Parts Inspiring Play in Young Children training for teaching staff and Site Supervisors
11/15/22- Recruitment at "Building Blocks" Victor CA.
11/15/22- WIC clinic- Stockton, CA
11/18/22- Closed Walnut center
11/21/22- Lathrop- new center open
11/30/22- Northeast Community Center
11/30/22- Lincoln Park and WIC clinic at Tracy

Compliance:
Construction was completed at Pete H Parra and Harvey Hall. Staff will be submitting licensing packets to increase capacity at both locations.

Central Kitchen November 2022				
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Center Totals	**54,159**	20,602	16,741	16,816

CACFP

October 2022

Total Meals Delivered			**Meals Allocated**		**# of Meals Served**	**% of Meals Served**
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
58,502	9,576	68,078	30,915	37,163	46,668	67%

Children's Mobile Immunization Program

Adventist Health

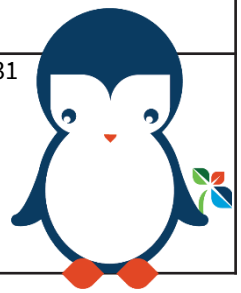
FIRST 5 KERN
Sponsored by First 5 Kern. Paid for by Proposition 10.

Lead Screening Supported by health net

December 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	2	3
4	5 Food Maxx 4400 Ming Ave. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	6	7 Albertson's 1520 Brundage Ln (Parking Lot) 9:00 am—11:30 am 2:00 pm—2:00 pm	8 Walmart 2601 Fashion Plaza (Parking Lot) 9:00 am—11:30 am 2:00 pm—2:00 pm	9	10
11	12 Greenfield Family Resource Center 5400 Monitor Street (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	13	14 Kern County Dept. of Human Services 100 E. California Ave (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	15	16	17 Adventist Health Bakersfield 2800 Chester Ave. (Parking Lot) 9:00 am—12:30 pm
18	19 Walmart Supercenter 5075 Gosford Rd. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	20 La Hacienda Market 315 James St., **SHAFTER** (Parking Lot) 9:30 am—11:30 am 12:00 pm—2:00 pm	21 Adventist Health Bakersfield 2800 Chester Ave. (Parking Lot) 1:00 pm—3:00 pm 3:30 pm—6:00 pm	22	23	24
25	26 OFFICE CLOSED	27	28	29	30	31



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

Diciembre 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	2	3
4	5 Food Maxx 4400 Ming Ave. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	6	7 Albertson's 1520 Brundage Ln (Estacionamiento) 9:00 am—11:30 am 2:00 pm—2:00 pm	8 Walmart 2601 Fashion Plaza (Estacionamiento) 9:00 am—11:30 am 2:00 pm—2:00 pm	9	10
11	12 Greenfield Family Resource Center 5400 Monitor Street (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	13	14 Kern County Dept. of Human Services 100 E. California Ave (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	15	16	17 Adventist Health Bakersfield 2800 Chester Ave. (Estacionamiento) 9:00 am—12:30 pm
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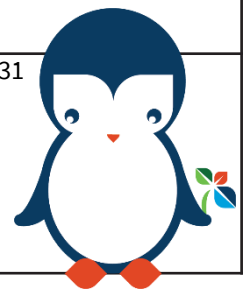
25	26 OFFICE CLOSED	27	28	29	30	31



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

Parent Trainings will be held on Zoom.

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 Learn to Share

Brooke Brogle, Alyson Jiron & Jill Giacomini



Learning how to share is a big challenge for all children because it often means putting aside one's own needs in order to make someone else happy. Sharing is not a skill children have when they are born—they need to be taught how to share and how to see that their efforts have helped someone else feel happy or solve a problem. In order to learn this skill, children need adults to provide them with many different opportunities where they can practice how to share with others and see other children in the act of sharing. When a child learns how to share with others she feels more confident and is better able to play with other children independently. Additionally, learning how to share gives a child a very important and solid foundation of successful friendship skills she can continue to build on as she grows.

Try This at Home

- Read books about sharing with your child. Talk about how the characters might feel as the story unfolds. All feelings are healthy and normal. A character might be feeling a variety of emotions—from frustrated and sad to happy and joyful. A good example is the CSEFEL Book Nook based upon the book *I Can Share* by Karen Katz. This resource has many activities that go along with the book to teach about sharing. http://challengingbehavior.fmhi.usf.edu/docs/booknook/BookNook_share.pdf
- Notice and point out when other children are sharing. "I see that those girls are sharing their snack."
- Notice and let your child know that you see the many moments in the day when he is sharing. "Thank you for sharing your crayons with me. I feel happy when you share." Or "When I came to pick you up from school, I noticed that you were sharing the toys with Sophie. What a good friend!"
- Plan ahead if sharing might be a concern. "Avery is coming over to our house today for a play date. I know how special your blankie is to you. We can put your blankie in a special place that is just for you and all the other toys will be shared with Avery."
- Find opportunities to teach sharing to your child. "Oh no! For desert tonight we only have three cookies left for you, Joey, me, and Daddy. I wonder what we can do?"

Practice at School

At school, children are taught how to share and learn about how sharing makes friends feel. Children learn about sharing through stories, role-playing and puppets. One way teachers help children learn how to share with each other is by pointing out how a friend looks and feels when a child does, or does not, share. Teachers also encourage children to begin to solve problems by themselves. "I see you have five cars and Ryan has none. I wonder what we can do?" Or "I wonder which car Ryan can use?" Most importantly, teachers congratulate children when they solve sharing problems and recognize how proud they must feel after they share.

The Bottom Line

Sharing is a skill that your child will use throughout her life to get along with others during activities and build friendships. Children who learn how to share are better able to understand other's feelings, negotiate difficult situations with confidence and feel secure in their ability to solve problems by themselves.

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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.

USF UNIVERSITY OF SOUTH FLORIDA

IDEAs that Work Office of Special Education Programs



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 hijo a que aprenda a compartir

Brooke Brogle, Alyson Jiron y Jill Giacomini



El aprender cómo compartir es un desafío muy grande para los niños porque a menudo significa hacer a un lado sus propias necesidades para hacer feliz a alguien más. El compartir no es una aptitud con la que los niños cuentan desde que nacen – se necesita que les enseñen como compartir y cómo observar que sus esfuerzos ayudaron a que alguien más se sintiera feliz o resolviera un problema. A fin de que aprendan esta aptitud, los niños necesitan que los adultos les brinden bastantes oportunidades donde puedan ensayar cómo compartir con los demás y observar a otros niños compartiendo. Cuando una niña aprende a compartir con los demás ella se siente más puesta en sí misma y es más capaz de jugar con los demás niños de manera independiente. Más aun, el aprender cómo compartir le brinda a la niña un fundamento muy importante y sólido para una aptitud de amistad exitosa a la que ella puede continuar agregándole a medida que crece.

Pruebe esto en casa

- Lea libros que hablen sobre el compartir con su hijo. Hable sobre cómo se puedan sentir los personajes a medida que la historia se desarrolla. Todos los sentimientos son sanos y normales. Un personaje puede estar sintiendo una variedad de sentimientos — desde sentirse frustrado y triste hasta estar feliz y alegre. Un buen ejemplo es el "Book Nook" de CSEFEL basado en el libro "I Can Share" de Karen Katz. Esta fuente cuenta con muchas actividades que junto con el libro enseñan sobre como compartir. *http://challengingbehavior.cbcs.usf.edu/docs/booknook/BookNook_share.pdf*
- Reconozca y señale cuando algún otro niño esté compartiendo. "Veo que esas niñas están compartiendo su bocadillo."
- Reconozca y hágale saber a su hijo que usted se da cuenta de los muchos momentos en el día cuando él está compartiendo. "Gracias por compartir tus crayones conmigo. Me alegra cuando compartes." O "Cuando llego a recogerte a la escuela, me di cuenta que estabas compartiendo tus juguetes con Sofía. ¡Qué buen amigo eres!"
- Planifique a futuro si cree que el compartir va a ser una preocupación. "Avery vendrá a jugar a nuestra casa hoy. Yo sé lo especial que es tu cobijita para ti. Podemos poner tu cobijita en un lugar especial que sea sólo para ti y compartiremos todos los demás juguetes con Avery."
- Busque oportunidades para enseñarle a compartir a su hijo. "¡Oh no! Para el postre de hoy sólo nos quedan tres galletas para ti, Joey, papá y para mí. Me pregunto, ¿Cómo le vamos hacer?"

Practique en la escuela

En la escuela, se les enseña a los niños cómo compartir y aprenden cómo el compartir hace sentir a sus amigos. Los niños aprenden a cómo compartir a través de cuentos, dramatizaciones y marionetas. Una manera en que las maestras ayudan a los niños a que aprendan a compartir unos con otros es señalando cómo se ve o se siente un niño cunado, o cuando no, comparte. Las maestras también incentivan a los niños a que inicien a resolver los problemas por su cuenta. "Veo que tienes cinco carros y Ryan tiene uno. ¿Qué podremos hacer?" O "¿Qué carro podrá utilizar Ryan?" Lo más importante, las maestras felicitan a los niños cuando resuelven problemas relacionados con compartir y les reconocen lo orgullosos que se deben sentir después de compartir.

La conclusión

El compartir es una aptitud que su hijo utilizará a lo largo de su vida para llevarse bien con los demás durante las actividades y construir amistades. Los niños que aprenden a compartir tienen mejor capacidad de comprender los sentimientos de los demás, negociar en situaciones difíciles con confianza y se sienten seguros en su habilidad para resolver problemas por si solos.

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
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*

Policy Council
SCHOOL READINESS COMMITTEE
2022 – 2023
PROPOSED Meeting Dates

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

Thursday, February 12, 2023
Thursday, March 9, 2023
Thursday, April 13, 2023
Thursday, May 11, 2023

Any necessary documentation and/or information for meetings will be sent via email prior to the meeting for your review.



Approved:

Policy Council
BYLAWS COMMITTEE
PROPOSED
2022 - 2023 Meeting Dates

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

Tuesday, February 7, 2023
Tuesday, April 11, 2023
Tuesday, June 13, 2023
Tuesday, August 8, 2023

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



Approved:

Policy Council
BUDGET & FINANCE COMMITTEE
PROPOSED 2022 – 2023 Meeting Dates

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

Tuesday, January 17, 2023
Tuesday, February 21, 2023
Tuesday, March 21, 2023
Tuesday, April 18, 2023
Tuesday, May 16, 2023
Tuesday, June 20, 2023
Tuesday, August 15, 2023
Tuesday, September 26, 2023
Tuesday, October 17, 2023



Approved:

2022- 2023 Policy Council Planning Committee
PROPOSED Monthly Meeting Schedule

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

Tuesday, January 3, 2023
Tuesday, February 7, 2023
Tuesday, March 7, 2023
Tuesday, April 4, 2023
Tuesday, May 2, 2023
Tuesday, June 6, 2023
Tuesday, August 1, 2023
Tuesday, September 5, 2023
Tuesday, October 3, 2023

Meeting dates subject to change, upon agreement of the committee

Approved:

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: November 15, 2022