Head Start
A Program of CAPK

Head Start/State Child Development

POLICY COUNCIL MEETING PACKET

February 28, 2023
5:30 p.m.

This meeting will be held via tele-conference
(213) 204-2374 ~ Conference ID: 232 410 937 888

Click here to join the meeting

POLICY COUNCIL
STANDING COMMITTEES
February 2023

EXECUTIVE COMMITTEE

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

STANDING COMMITTEE MEMBERS

Board of Directors: Nila Hogan

BYLAWS
Chairperson: Monique McWilliams

1. Michelle Del Rio
2. Fatima Echeverria
3. Andrea Flores
4.
5.

PLANNING
Chairperson: Audreyanna Angel

1. Fatima Echeverria
2. Sarita Little
3. Andrea Flores
4.
5.

SCHOOL READINESS
Chairperson: Susana Barrios

1. Gabriel Rios
2. Jennifer Wilson
3. Ruby Cruz
4. Sarita Little

BUDGET & FINANCE
Chairperson: Pablo Reyes

1. Gabriel Rios
2. Ruby Cruz
3. Susana Barrios
4. Anilu Saldana
5.
6.



Policy Council Standing Committee
Attendance Sheet
2022 ~ 2023

Bylaws Committee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Monique McWilliams			X								
Michelle Del Rio			X								
Fatima Echeverria			X								
Andrea Flores			X								

Budget & Finance Committee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Pablo Reyes		X									
Gabriel Rios		X									
Ruby Cruz		X									
Susana Barrios		X									
Anilu Saldana											

School Readiness Committee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Susana Perez			X								
Jennifer Wilson			X								
Gabriel Rios			X								
Ruby Cruz			X								
Sarita Little			ABS*								

Planning Committee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Audreyanna Angel		ABS	X								
Fatima Echeverria		X	X								
Sarita Little		X	X								

Board of Directors

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

Legend	
Attended	**X**
Did Not Attend	**ABS**
Attended Another CAPK Function	
Resigned	**R**
Terminated	
No Subcommittee Meeting Held	
Not Yet Elected to Subcommittee	
Absent Due to Weather Conditions	
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	X	X									
2	Fatima Echeverria - Martha J. Morgan	X	X	X									
3	Susana Barrios - Sunrise Villa	X	X	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	Adriana Hernandez - Sterling	X	ABS	ABS									
2	Monique McWilliams - Sterling	X	X	ABS									
3	Annie Saldana - Sterling	X	ABS	X									
4	Pablo Reyes - Harvey L. Hall	X	X	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	X	X									
2	Michelle Del Rio - Pete Parra	X	X	X									
3	Gabriel Rios - Taft	X	X	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	X	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	ABS	R									
2	Jennifer Wilson - L. Kholer	X	X	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	ABS	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	X	ABS									
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	Ana Vigil												

DATE	February 28, 2023
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	232 410 937 888

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
Susana Barrios	Adriana Hernandez	Pablo Reyes
Ruby Cruz	Nila Hogan	Gabriel Rios
Michelle Del Rio	Ana Vigil	Annie Saldana
Fatima Echeverria	Sarita Little	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. CalFresh Healthy Living Overview – Alan Rodriguez, CalFresh Healthy Living Administrator; Diana Alvarado, CalFresh Healthy Living Health Educator

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 – January 24, 2023 (English/Spanish) ***(p. 12-19)***
   b. Budget & Finance Committee Minutes – January 17, 2023 (English/Spanish) ***(p. 20-23)***
   c. Planning Committee Minutes – February 7, 2023 (English/Spanish) ***(p. 24-27)***
   d. School Readiness Committee Minutes – February 9,2023 (English/Spanish) ***(p. 28-31)***
   e. Head Start Program Review Evaluation (PRE) Report – January ***(p. 32-33)***
   f. Kern Head Start Budget to Actual Report, March 1, 2022 through December 31, 2022 ***(p. 34-36)***
   g. Kern Early Head Start Budget to Actual Report, March 1, 2022 through December 31, 2022 ***(p. 37-39)***

h. San Joaquin Early Head Start (*No Cost Extension*) Budget to Actual Report, February 1, 2021 through December 31, 2022 ***(p. 40-41)***
i. Early Head Start Child Care Partnerships (No Cost Extension) Budget to Actual Report, March 1, 2022 through December 31, 2022 ***(p. 42-43)***
j. American Rescue Plan Funding Budget to Actual Report, April 1, 2021 to December 31, 2022 ***(p. 44-45)***
k. Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2022 through December 31, 2022 ***(p. 46)***
l. Parent Travel & Child Care through December 31, 2022 ***(p. 47-48)***
m. Parent Activities through December 31, 2022 ***(p. 49-50)***
n. Children's Mobile Clinic – March 2023 (English/Spanish) ***(p. 51-52)***
o. Read Across America Activity Calendar – February 27 – March 3, 2023 ***(p. 53-54)***
p. Read Across America – March 2, 2023 ***(p. 55)***
q. Monthly Parent Training with Dr. Kirk – Head Start Wellness ***(p. 56)***
r. Backpack Connection Series: How to Help Your Child Understand and Label Emotions (English/Spanish) ***(p. 57-58)***
s. Community Needs Survey (English/Spanish) ***(p. 59)***
t. Head Start Recruitment Flyer (English/Spanish) ***(p. 60-61)***
u. Home Visiting Program Flyer (English/Spanish) ***(p. 62-63)***
v. Policy Council Meeting Dates ***(p. 64)***

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

a. 2021-2022 Head Start and Early Head Start Self-Assessment – Sylvia Ortega, Quality Assurance Administrator ***(p. 65-69)***

7. Standing Reports

a. Program Governance – Lisa Gonzales, Program Governance Coordinator
b. Community Representative – Nila Hogan, Y-Empowerment
c. Board of Directors – Ana Vigil, CAPK Board Member
d. 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. February 24, 2023, by Lisa Gonzales, Program Governance Coordinator.

FECHA	28 de febrero, 2023
HORA	5:30 p.m.
UBICACIÓN	Microsoft Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
ENLACE	Pulse el enlace para unirse a la junta
TELÉFONO	(213) 204-2374
NÚMERO DE IDENTIFICACIÓN	232 410 937 888

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 la oficina de CAPK, ubicada en el 5005 Business Park North, Bakersfield, CA 93309

La promesa de Acción Comunitaria

Acción Comunitaria cambia la vida de 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 mismos y a los demás.

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

Audreyanna Ángel	Andrea Flores	Monique McWilliams
Susana Barrios	Adriana Hernandez	Pablo Reyes
Ruby Cruz	Nila Hogan	Gabriel Ríos
Michelle Del Rio	Ana Vigil	Annie Saldana
Fátima Echeverria	Sarita Little	Jennifer Wilson

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

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

4. **Presentación**
   a. Descripción general de CalFresh Healthy Living – Alan Rodriguez, Administrador de CalFresh Healthy Living; Diana Alvarado, Educador de salud de CalFresh Healthy Living

5. **Agenda de consentimiento**
   La agenda de consentimiento conta 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 – 24 de enero, 2023 (inglés/español)
   b. Resumen de la reunión del comité de presupuestos y finanzas – 17 de enero, 2023 (inglés/español)
   c. Resumen de la reunión del comité de planeación– 7 de febrero, 2023 (inglés/español)
   d. Actas del comité de preparación escolar – 9 de febrero de 2023 (inglés/español)
   e. Reporte de evaluación del programa Head Start (PRE, siglas en inglés) – enero

f. Presupuesto y gastos actuales del programa Head Start de Kern, 1 de marzo hasta el 31 de diciembre, 2022
g. Presupuesto y gastos actuales del programa Early Head Start de Kern, 1 de marzo, 2022 hasta el 31 de diciembre, 2022
h. Reporte del presupuesto y gastos actuales del programa Early Head Start de San Joaquín (*extensión sin costo*) 1 de febrero, 2021 hasta el 31 de diciembre, 2022
i. Asociación de cuidado infantil Early Head Start (extensión sin costo) 1 de marzo, 2022 hasta el 31 de diciembre, 2022
j. Reporte del presupuesto a gastos actuales del plan de rescate americano1 de abril, 2021 hasta el 31de diciembre, 2022
k. Reporte de donaciones internas no-federales de Head Start and Early Head Start, 1de marzo, 2022 hasta el 31 de diciembre, 2022
l. Viajes para padres y cuidado infantil hasta el 31 de diciembre, 2022
m. Actividades para padres hasta el 31 de diciembre, 2022
n. Clínica móvil de vacunación infantil – marzo 2023 (inglés/español)
o. Calendario de actividades de Read Across America – 27 de febrero – 3 de marzo de 2023
p. Read Across America – 2 de marzo de 2023
q. Capacitaciones mensuales para padres con el Dr. Kirk – Bienestar de Head Start
r. Series de conexión mochila: cómo ayudarle a su hijo a entender y etiquetar sus emociones (inglés/español)
s. Encuesta de necesidades de la comunidad (inglés/español)
t. Volante de reclutamiento de Head Start (inglés/español)
u. Volante de reclutamiento del programa de visitas a domicilio (inglés/español)
v. Fechas de las reuniones del consejo de póliza

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

a. Auto evaluación 2021-2022 de Head Start and Early Head Start – Sylvia Ortega, administradora de la división del control de calidad

7. Reportes permanentes

a. Programa de gobernanza – Lisa Gonzales, coordinadora del programa de gobernanza
b. Representante comunitario – Nila Hogan, Empoderamiento Y
c. Junta directiva – Ana Vigil, miembro de la junta directiva de CAPK
d. Head Start/Desarrollo infantil estatal – Yolanda Gonzales, directora de Head Start/Desarrollo infantil estatal

8. Reporte de la presidenta del concilio de póliza

9. Comentarios de los miembros del concilio de póliza

10. Próxima reunión programada

11. Conclusión

Se certifica que esta agenda se publicó en el vestíbulo de la oficina administrativa de CAPK, localizada en el 5005 Business Park North, Bakersfield, CA y en línea en www.capk.org a las 12 p.m. el 24 de febrero, 2023 por Lisa Gonzales, coordinadora del programa de gobernanza.

Curriculums

- **Around the Table Nourishing Families:** is a SNAP-Ed-approved curriculum that focuses on teaching the principles of trauma-informed engagement and nourishment.
- **Healthy Eating and Active Living (HEAL):** Leah's Pantry curriculum focuses to increase awareness & knowledge of healthy eating and physical activity recommendations.
- **Food Smarts for Adults:** Leah's Pantry-approved curriculum that focuses on changes in the consumption of fruit and vegetables and sugary beverages.
- **Food Smarts for Waste Reduction:** Leah's Pantry curriculum that focuses on reducing household food waste. Offers strategies for food safety, storage, and conservation.
- **My Plate for My Family:** SNAP-Ed approved curriculum based on DGA recommendations that focuses on healthy meal planning, purchasing, and preparing food for SNAP eligible participants.

CalFresh Healthy Living

Around the Table Nourishing Families:
6 Lessons; 60-90 Minutes.
Healthy Eating Active Living:
6 Lessons; 45-60 minutes.
Food Smarts for Adults:
5 Lessons; 60-90 minutes.
Waste Reduction:
1-3 Lessons; 90 minutes.
My Plate for My Family:
4 Lessons; 45 minutes.





CAPK CalFresh Healthy Living improves the nutrition health of low-income Californians by providing access to nutrition education, physical activity education, and leadership towards healthy community initiatives.

Websites

market match

Use your CalFresh benefits to participate in the Market Match program at the F St Farmers Market in Bakersfield. CalFresh benefits are matched up to $10 per family to buy fresh, locally grown fruits and vegetables.

Location:
2819 F Street
Bakersfield, CA 93301

Hours:
7:45am-12:00pm

nutrition pantry program

The Nutrition Pantry Program (NPP) is a PSE change intervention designed to improve the food environment and client engagement within food pantries. NPP provides training and resources to support the implementation of strategies designed to increase access and utilization of healthy food by pantry clients, engage clients, and sustain healthy practices

CalFresh HEALTHY LIVING

capk Community Action Partnership of Kern

Funded by USDA SNAP-Ed, an equal opportunity provider and employer.
Visit CalFreshHealthyLiving.org for healthy tips.

CalFresh Healthy Living



Contact us

661-439-3838
cfhlcapk@gmail.com

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL COMMITTEE MEETING MINUTES
January 24, 2023
Teleconference ID: 232 410 937 888#

1. Call to Order

Policy Council Chairperson, Ruby Cruz called the meeting to order at 5:33 p.m.

a. Roll call was taken and quorum was established.

Policy Council Members Present: Audreyanna Angel, Susana Barrios, Ruby Cruz, Michelle Del Rio, Fatima Echeverria, Andrea Flores, Michelle Jara-Rangel, Sarita Little, Pablo Reyes, Gabriel Rios, Anilu Saldana, Jennifer Wilson

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 Susana Barrios stated the School Readiness Committee will have its first meeting on February 9, 2023. It was shared this meeting will discuss the education piece of school readiness. Throughout the rest of the meetings members will hear information on various areas of school readiness. The series of meetings will conclude with a review and discussion of school readiness goals for the 2023-2024 school year.

b. Planning Committee

The Planning Committee met on January 3, 2023. The Enrollment and Attendance report was shared with members. It was reported that during the month of December Kern Head Start was at 66% enrollment and San Joaquin Early Head Start was at 64% enrollment. There were 54,159 meals prepared by the Central Kitchen. The committee also reviewed the Recruitment and Selection Plan for 2022-2023. There were various recruitment events in both San Joaquin and Kern Counties that staff participated in.

c. Budget & Finance Committee

Pablo Reyes, Chairperson for the Budget & Finance Committee stated the committee met on January 17, 2023 and reviewed budget to actual financial documents for both Head Start and Early Head Start. They also reviewed and discussed the No-Cost Extension budgets for both San Joaquin and the Early Head Start Child Care Partnership and the American Rescue Plan funding. All member questions as related to budget and finance were addressed accordingly. The next meeting will be held on February 21, 2023 at 5:30 p.m.

d. Bylaws Committee

The Bylaws Committee will have its first meeting on February 7, 2023. The roles and responsibilities of the committee will be discussed as outlined in the Head Start Program Performance Standards and the CAPK Head Start Bylaws. The proposed meeting schedule will also be presented for approve. It was noted there are vacancies on this committee and members who have not yet selected a committee to serve on were encouraged to join.

4. Presentations

a. None

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 – December 20, 2022 (English/Spanish)
b. Planning Committee Minutes – January 3, 2023 (English/Spanish)

c. ACF-PI-HS-23-01 Supplementary Information on Establishing an Evidence-based COVID-19 Mitigation Policy; Issuance Date: January 5, 2023
d. Head Start Program Review Evaluation (PRE) Report – December
e. Children's Mobile Clinic – January 2022 (English/Spanish)
f. Keep Your Medi-Cal – California Department of Health Care Services (English/Spanish)
g. Monthly Parent Training with Dr. Kirk – Head Start Wellness
h. Backpack Connection Series: How to Teach Your Child to Take Turns (English/Spanish)
i. Community Needs Assessment Survey (English/Spanish)
j. Head Start Recruitment Flyer (English/Spanish)
k. Home Visiting Program Flyer (English/Spanish)
l. Policy Council Subcommittee Functions
m. Policy Council Meeting Dates

Audreyanna Angel made a motion to approve items (a) through (m); seconded by Pablo Reyes. Motion carried by a majority vote.

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

a. Election of Michelle Jara-Rangel to the Planning Committee
The chairperson asked if in addition to Michelle Jara-Rangel if there were any other members who wished to serve on the Planning Committee. Andrea Flores expressed interest. Motion was made by Jennifer Wilson for Michelle Jara-Rangel and Andrea Flores to serve on the Planning Committee. The motion was seconded by Sarita Little; motion carried unanimously.

b. Nomination and election of Bylaws Committee Members (4 vacancies)
The roles and responsibilities of the Bylaws Committee was shared with members. It was noted that as per our Head Start Program Performance Standards the bylaws must be reviewed annually to ensure they are meeting the needs of the Council. Self-nominations were received by Michelle Del Rio, Fatima Echeverria and subsequently by Andrea Flores as well. Michelle Jara-Rangel made a motion to approve the committee members as stated; seconded by Susana Barrios. Motion carried unanimously.

c. Nomination and election of Budget & Finance Committee Members (3 vacancies)
It was stated the Budget & Finance Committee meets on a monthly basis. The committee reviews all financial reports at length. The floor was open for nominations with interest from Anilu Saldana. Motion made by Gabriel Rios and seconded by Susana Barrios for Anilu Saldana to serve on the Budget & Finance Committee. Motion carried unanimously.

d. 2023-2024 Program Planning Calendar – Robert Espinosa, Program Design and Management Administrator
Robert shared that the Program Planning Calendar is based on the funding cycle which has a start date of March 1, 2023. An overview of the Program Planning Calendar was shared with the Council along with various activities and corresponding timelines noted. Some of the planning activities included, but were not limited to, the Recruitment & Selection Plan, Self-Assessment, as well as Program Design and Options. Robert also noted the governing bodies involved in the various planning activities. This calendar serves as a guide for the program to support the continuation of providing high quality early educational opportunities. Upon conclusion of the presentation there was an opportunity for question and discussion to which there were none. A motion for approval of the 2023-2024 Program Planning Calendar was made by Jennifer Wilson; seconded by Andrea Flores. Motion carried unanimously.

e. 2023-2024 Recruitment and Selection Plan – Robert Espinosa, Program Design and Management Administrator
Annually all programs must review and revise, if need be, their Recruitment and Selection Plan. Robert shared that a committee comprised of staff, community partners, parents and other vested individuals was formed to review this document. He stated the committee met on two occasions to review, discuss and analyze the document. Robert thanked Board Member Representative, Michelle Jara- Rangel for her feedback and participation on the Recruitment and Selection Plan Committee. Robert stated that after thorough review of the plan, as well as the current community assessment, the committee deemed that no changes to the document were warranted. Robert requested Policy Council approval of the 2023-2024 Recruitment and Selection Plan. Motion was made by Michelle Jara-Rangel; seconded by Andrea Flores. Motion carried unanimously.

7. **Standing Reports**

   a. **Program Governance – Lisa Gonzales, Program Governance Coordinator**
   Members were thanked for attending tonight's meeting. They were also encouraged to attend their monthly parent meetings at their respective centers as this is another means of connection as well as an opportunity to share their Policy Council experience with their peers. Appreciation was expressed for those who were able to attend the recent Dr. Kirk monthly parent training. It was encouraged that those who attended this training, participate once again next month to share outcomes of suggestions provided by Dr. Kirk. It was noted the schedule of meetings can be found in the Policy Council packet. Lisa also spoke to the importance of "accepting" or "declining" meeting invitations and/or responding to email inquiries regarding attendance. She added this is important as it allows for staff to ensure quorum will be met and serves as a source of open communication. Thanks was again expressed to all in attendance.

   b. **Community Representative – Nila Hogan, Y-Empowerment**
   No report provided.

   c. **Board of Directors – Michelle Jara-Rangel, CAPK Board Member**
   The Board of Directors did not meet in December, however the Executive Committee met on December 14, 2022. This meeting was conducted in person. Michelle shared, that the preliminary results of renewal insurance numbers as provided by insurance carriers was presented. It was noted there is a 55% increase in property coverage over the last year with other areas of insurance also showing a significant increase. Final numbers will be presented to the full Board of Directors at their January meeting to allow for discussion before taking action in February. There were also two contracts presented for approval. The CAPK Foundation budget was presented for approval for the fiscal year beginning January 1, 2023. Budget information as well as upcoming campaigns as related to the Foundation were shared. A request for approval was made to hire an Administrative Assistant as well as other changes related to donors. The Executive Committee approved the budget but will hold off on making other decisions regarding the operations of the Foundation and planned changes until they receive more information. Jerry Meade presented two Head Start refunding applications, both of which were approved as was the Head Start and Early Head Start 2021-2022 Self-Assessment presented by Sylvia Ortega. The committee moved to closed session to discuss the property located at 1300 18th Street in Bakersfield, CA with the Executive Committee providing direction to the property negotiators; no reportable action was taken. This meeting of the Executive Committee adjourned at 1:43 p.m.

   d. **Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director**
   Assistant Director for Early Head Start San Joaquin, Gloria Barbero reported on behalf of Yolanda Gonzales. She shared Yolanda is in Washington D.C. attending the National Head Start Winter Leadership Conference. Gloria shared there has been a lot of improvement in the collection of in-kind. Based upon the October report, seventeen of the forty-seven centers have met their in-king goal. Staff is confident the program will reach the required 20% non-federal match contribution, better known as in-kind. It was noted full-day teachers have completed the Desired Results Development Assessments and their summary of findings. Teachers will be reaching out to meet with parents if they haven't already done so. Staff in both Kern and San Joaquin Counties have had the opportunity to attend the BrainFit Training presented by Dolores Neira over the past several months. This training is based on Daniel Amen's research of the brain and has inspired staff to do more "brain fit" activities. Family Service Workers have been receiving training on the application process. There are a few centers who are participating in the Loose Parts training. This training exposes teaching staff to nontraditional materials for children to discover and explore their environment by using all their senses. The goal is that the training will eventually be introduced to all center staff as well as mentor coaches. Gloria shared that Grand Canyon University is currently offering a 25% tuition discount for Head Start employees who join their upcoming cohort. In closing, on Yolanda's behalf, Gloria extended best wishes to all for a safe and prosperous new year.

8. **Policy Council Chairperson Report**
   Ruby encouraged members to serve on a subcommittee.

9. **Policy Council Member Comments**
   Members were given an opportunity to share comments. Michelle Jara-Rangel stated she was looking forward to learning alongside members during this term of Policy Council. Jennifer Wilson expressed appreciation for the opportunity to attend the Dr. Kirk monthly parent training/meetings.

10. Next Scheduled Meeting

The next scheduled meeting will take place on February 28, 2023 at 5:30 p.m.

11. Adjournment

Meeting was adjourned at 6:29 p.m.

ASOCIACIÓN DE ACCIÓN COMUNITARIA DE KERN
RESUMEN DE LA JUNTA DEL CONCILIO DE PÓLIZA
24 de enero, 2023
Número de identificación de la teleconferencia: 232 410 937 888#

1. **Convocación de reunión**
   Ruby Cruz, presidenta del concilio de póliza llamó la junta al orden a las 5:33 p.m.
   a. Se pasó lista y se estableció cuórum.
   Miembros del concilio de póliza presentes: Audreyanna Ángel, Susana Barrios, Ruby Cruz, Michelle Del Rio, Fátima Echeverria, Andrea Flores, Michelle Jara-Rangel, Sarita Little, Pablo Reyes, Gabriel Ríos, Anilu Saldana, Jennifer Wilson

2. **Comentarios públicos**
   El público que desee dirigirse al Concilio de póliza, puede hacerlo en este momento. Los miembros del concilio pueden responder brevemente a la exposición o preguntas que se formulen. Sin embargo, el concilio no tomará ninguna determinación, solo referirá las cuestiones al personal para su estudio y análisis. **Los oradores están limitados a tres minutos cada uno.** Si más de una persona desea tocar el mismo tema, el límite se extenderá a hasta 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, Susana Barrios, informó que el comité de preparación escolar se reunirá el 9 de febrero, 2023. Se añadió que en esta reunión se discutirá la parte educativa de la preparación escolar. En el resto de las reuniones, los miembros estarán escuchando información sobre varias áreas de preparación escolar. Al final de todas las reuniones se revisarán y discutirán las metas de preparación escolar para el periodo 2023-2024.
   b. Comité de planeación
   El comité de planeación se reunió el 23 de enero, 2023. Se revisó el informe de inscripción y asistencia. Durante el mes de diciembre el programa Head Start de Kern reportó un porcentaje de inscripción del 66%; Early Head Start de San Joaquín reportó un 64% de inscripción. La cocina central preparó un total de 54,159 durante el mes de noviembre 2022. El comité también revisó el plan de reclutamiento y selección para el ciclo 2022 – 2023. También se reportó que se patrocinaron varios eventos de reclutamiento en los condados de San Joaquín y Kern.
   c. Comité de presupuestos y finanzas
   Pablo Reyes, presidente del comité de presupuestos y finanzas se reunió el 17 de enero del presente año revisaron los documentos de los presupuestos de Head Start y Early Head Star. También se revisaron y discutieron las extensiones sin costo para los presupuestos de ambos programas, Early Start de San Joaquín y el plan de financiamiento del plan de rescate estadounidense. Todas las preguntas realizadas por los miembros en cuanto a los presupuestos y finanzas se contestaron. La próxima reunión se llevará a cabo el 21 de febrero del presente año a las 5:30 p.m.
   d. Comité de estatutos
   El comité de estatutos tendrá su primera junta el 7 de febrero de 2023. Se les informará a los miembros de sus funciones y responsabilidades, como las normas de desempeño y los estatutos del programa de Head Start de CAPK. Durante la misma junta se presentará el calendario de las juntas para ser aprobado. Se enfatizó que aún existen vacantes en el comité y se exhortó a los miembros que aún no han seleccionado un comité, a fungir en este.

4. **Presentaciones**
   a. Ninguna

5. **Agenda de aprobación** ***ACCIÓN**
   La agenda de consentimiento consta de elementos que se consideran rutinarios y no controvertidos. 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, el elemento se eliminará de la agenda de consentimiento y se discutirá en el orden indicado.

a. Resumen de la junta del concilio de póliza – 20 de diciembre, 2022 (inglés/español)
b. Minutos del comité de planeación – 3 de enero, 2023 (inglés/español)
c. ACF-PI-HS-23-01 Información complementaria en el establecimiento de una táctica de mitigación basada en evidencia de COVID-19, fecha de emisión 5 de enero, 2023
d. Reporte de evaluación y revisión del programa Head Start (PRE, siglas en inglés) – Diciembre
e. clínica de vacunación infantil – enero 2022 (inglés/español)
f. Mantenga su Medi-Cal – Departamento de servicios de atención médica de California (inglés/español)
g. Capacitaciones mensuales con el Dr. Kirk – División de bienestar de Head Start
h. Series de Conexión Mochila: Cómo enseñarle a su hijo a tomar turnos (inglés/español)
i. Encuesta de evaluación de las necesidades de la comunidad (inglés/español)
j. Volante de reclutamiento de Head Start (inglés/español)
k. Volante del programa de visitas a domicilio (inglés/español)
l. Funciones de los subcomités del concilio de póliza
m. Horario de juntas del concilio de póliza

Audreyanna Ángel presentó una propuesta para la aprobación de los componentes desde la (a) hasta la (m); esta fue secundada por Pablo Reyes. Propuesta aprobada por mayoría de votos.

6. <u>Nuevos avisos</u> *ACCIÓN

a. Elección de Michelle Jara-Rangel para el comité de planeación
La presidenta del concilio preguntó si además de Michelle Jara-Rangel, había otras personas interesadas en participar en el comité de planeación. Andrea Flores se postuló para una vacante. Jennifer Wilson presentó una propuesta para agregar a Michelle Jara-Rangel y Andrea Flores comité de planeación. La propuesta fue secundada por Sarita Little; propuesta aprobada por unanimidad.

b. Nominación y elección de miembros para el comité de estatutos (4 vacantes)
Se les informó a los miembros las funciones y responsabilidades del comité de estatutos. Se enfatizó que de acuerdo con las normas de desempeño del programa Head Start, los estatutos deben revisarse anualmente, para asegurar que se cumplan con las necesidades del concilio. Michelle del Rio, Fatima Echeverria y Andrea Flores se postularon para las vacantes. Michelle Jara-Rangel presentó una propuesta para agregar a estos miembros al comité de estatutos, esta fue secundada por Susana Barrios. Propuesta aprobada por unanimidad.

c. Nominación y elección de miembros para el comité de presupuestos y finanzas (3 vacantes)
Se informó que el comité de presupuestos y finanzas se reúne cada mes. El comité revisa todos los informes financieros. Se dio la oportunidad a los miembros para presentar nominaciones; Anilu Saldana se postuló para una vacante. Gabriel Ríos presentó una propuesta para agregarla al comité de presupuestos y finanzas, esta fue secundada para Susana Barrios. Propuesta aprobada por unanimidad

d. Calendario de planeación de los programas para el ciclo 2023-2024 – Robert Espinosa, administrador del diseño y gestión de los programas
Robert informó que el calendario de planeación de los programas se basa en el ciclo de financiamiento que tiene inicio el 1 de marzo, 2023. Se proporcionó una descripción general del calendario a los miembros del concilio, así como diferentes actividades y las fechas correspondientes. Algunas de las actividades de planeación incluyen el plan de selección y reclutamiento, autoevaluación, diseño y opciones del programa. Robert añadió los órganos que gobiernan las diversas actividades de planeación. Este calendario es una guía para que el programa continue proporcionando oportunidades educativas y educativas. A la conclusión de la presentación, se dio la oportunidad de presentar preguntas, no se presentó ninguna. Jennifer Wilson presentó una propuesta para la aprobación del Calendario de planeación del programa para el ciclo 2023-2024, esta fue secundada por Andrea Flores. Propuesta aprobada por unanimidad.

e. Plan de selección y reclutamiento para el ciclo 2023-2024 – Robert Espinosa, administrador del diseño y gestión de los programas
Anualmente se tiene que realizar una revisión del plan de reclutamiento y selección si es necesario. Robert informó que se formó un comité compuesto por personal, socios de la comunidad, padres y otras personas interesadas para revisar este documento. Informó que el comité se reunió en dos ocasiones para revisar y analizar el documento. Robert expresó su agradecimiento al representante de la junta directiva, Michelle Jara-Rangel por su participación en el comité del plan de reclutamiento y selección. Después de una exhaustiva revisión del plan, así como la evaluación actual de la comunidad, se determinó que el documento no había cambios necesarios. Robert solicitó la

aprobación del concilio de póliza, para el plan de reclutamiento y selección 2023-2024, Michelle Jara-Rangel presentó una propuesta para la aprobación, esta fue secundada por Andrea Flores. Propuesta aprobada por unanimidad.

7. <u>Reportes permanentes</u>

a. Programa de gobernanza – Lisa Gonzales, coordinadora del programa de gobernanza

Se agradeció la asistencia de los miembros para la reunión de esta noche. También se les exhortó a participar en las juntas mensuales en sus respectivos centros, ya que esto forma parte de conectarse y compartir su participación en el concilio de póliza. También se les agradeció a las personas que participaron en la capacitación mensual del Dr. Kirk; se les exhortó a continuar participando y compartir los resultados de las sugerencias brindadas por el Dr. Kirk. Se recalcó que el horario de las juntas se encuentra en el paquete del concilio de póliza que se envió. Otro tema Lisa abordó, es la aceptación o rechazo de las invitaciones a reuniones y los correos electrónicos que se envían para confirmar su asistencia. Agregó que esto es importante para confirmar que se logre obtener cuórum y sirve como un enlace de comunicación abierta. Por último, expresó nuevamente su agradecimiento a los presentes.

b. Representante comunitario – Nila Hogan, Empoderamiento Y

No se proporcionó ningún reporte.

c. Junta directiva – Michelle Jara-Rangel, miembro de la junta directiva de CAPK

La junta directiva no se reunió durante diciembre, sin embargo, el comité ejecutivo si lo hizo el 14 de diciembre, 2022. Esta reunión se realizó en persona. Michelle informó que en esta junta se proporcionaron resultados preliminares de las cuotas para la renovación de los seguros. En estos resultados se muestra que hay un aumento del 55% en la cobertura de la propiedad, así como aumentos significativos en otras coberturas. Las cuotas finales se presentarán durante la junta de enero, antes de tomar determinaciones en febrero. También en esta junta se presentaron dos contratos para aprobación, así como también el presupuesto de la fundación de CAP para el año fiscal que inicia el 1 de enero 2023. Se presentó información presupuestaria, así como las campañas de la fundación. Durante esta junta se aprobó la contratación de un asistente administrativos y la aprobación de cambios relaciones a los donantes. El comité ejecutivo, aprobó el presupuesto, pero postergará la toma de decisiones con respecto a las operaciones de la fundación y los cambios de planeación, hasta que reciban más información. Jerry Meade, presentó solicitudes de reembolso para Head Start, y Sylvia Ortega presentó la autoevaluación de Head Start y Early Head Start 2021-2022, ambos fueron aprobados. El comité realizó una sesión a puerta cerrada con respecto a la propiedad ubicada en el 1300 de la calle 18, en Bakersfield California. El comité se limitó a proporcionar orientación a las personas que están negociando los pormenores de la propiedad, no se tomó ninguna decisión al respecto. La reunión del comité ejecutivo finalizó a las 13:43 p.m.

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

Gloria Barbero, subdirectora de Early Head Start de San Joaquín, proporcionó el reporte a nombre de Yolanda Gonzales. Informó que Yolanda es en Washington D.C. en la conferencia invernal nacional de liderazgo de Head Start. Gloria informó que la recolección de datos de las contribuciones internas, ya que diecisiete de los cuarenta y siete centros, han alcanzado el objetivo establecido sobre estas contribuciones. El personal está seguro de que el programa alcanzará la meta del 20% establecido para la contribución no federal. Se denotó que los maestros que trabajan tiempo completo han finalizado las evaluaciones del desarrollo de resultados deseados, así como el resumen de estas. Se reportó que los maestros estarán comunicándose con los padres que no han realizado su evaluación. El personal de ambos condados tuvo la oportunidad de asistir a una capacitación de BrainFit, conducida por Dolores Neira; esta capacitación se basa en la investigación del Dr. Daniel Armen, exhortando a los participantes a realizar actividades de "ajuste cerebral". Pasando a otro tema, los trabajadores de servicios para las familias han estado recibiendo capacitaciones sobre el proceso de la solicitud. Algunos centros están participando en capacitaciones nombrada "Piezas Sueltas", estas capacitaciones exponen al personal a materiales no tradicionales para que los niños descubran y exploren su medio ambiente, utilizando todos sus sentidos. El objetivo de esta capacitación tiene como fin; difundir esta información a todo el personal de los centros; así como a los consejeros. Gloria añadió que la universidad del Gran Cañón está ofreciendo el 25% de descuento sobre la matricula, para darle la oportunidad a todos los empleados a inscribirse en la próxima inscripción abierta. Gloria compartió los mejores deseos para un año nuevo seguro y próspero.

8. **Reporte de la presidenta del concilio de póliza**
   Ruby, exhortó a los miembros a participar en un subcomité.

9. **Comentarios de los miembros del concilio de póliza**
   Se les extendió la oportunidad a los miembros de compartir sus comentarios. Michelle Jara Rangel, dijo que se encontraba entusiasmada con el inicio del presente concilio de póliza. Jennifer Wilson expresó su agradecimiento por poder participar en las capacitaciones mensuales con el Dr. Kirk.

10. **Próxima reunión programada**
    La próxima junta programada se llevará a cabo el 28 de febrero, 2023 a las 5:30 p.m.

11. **Conclusión**
    La junta concluyó a las 6:29 p.m.

Community Action Partnership of Kern
Head Start / State Child Development
Policy Council Budget & Finance
Committee Meeting Minutes
January 17, 2023
Audio Only: (213) 204-2374 Meeting ID: 230 502 352 583

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

2. **Call to Order**
   a. The meeting was called to order at 5:32 p.m. by Chairperson Pablo Reyes.

3. **Roll Call and establish Quorum (half plus one)**
   a. Quorum was established.
   b. PC Members present: Pablo Reyes, Ruby Cruz, Gabriel Rios, Susana Barrios
   c. PC Members not present: None

4. **Approval of Agenda**
   Ruby Cruz made a motion to approve agenda dated January 17, 2023; seconded by Susana Barrios. Motion carried.

5. **Approval of Minutes**
   Pablo Reyes made a motion to approve the minutes dated September 20, 2022; seconded by Ruby Reyes. Motion carried.

6. **Introduction of Guests**
   Guests in attendance were Louis Rodriguez, Finance Administrator and Lisa Gonzales, Program Governance Coordinator

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

8. **Presentation / Discussion Items** – Louis Rodriguez, Finance Administrator
   a. **Proposed Budget & Finance Committee Meeting Dates – ACTION ITEM**
      The proposed Budget & Finance Committee meeting dates for the balance of the term was shared with members. There were no questions nor desired discussion. Motion was made by Susana Barrios; seconded by Ruby Cruz. Motion carried unanimously.
   b. **Financial Reports**
      Budget to actual reports for the Head Start and Early Head Start grants was shared and discussed with committee members with the percentages expended in various categories noted. Additional information shared included both the San Joaquin and Child Care Partnership no-cost extension budgetary information. Review of the COVID Care funds and the American Rescue Fund was discussed. It was noted that these funds were a onetime grant due to COVID. Once these funds have been expended, they are gone. It is not funding that we will continue to receive on an annual basis. The parent activities fund along with parent travel and childcare reports were presented and reviewed. It was noted there was a credit in the parent activities

report. This stems from unused funds (an overpayment) for the October Policy Council end of term event. In-kind information for all programs was also provided. Upon conclusion of the review of the financial reports an inquiry was made regarding the parent activities report. It was asked as to what this category is, and what types of expenses or items would be in parent activities. Clarification was provided on the parent activities fund, with examples provided such as in person Policy Council meeting expenses, such the meals provided, also the Policy Council shirts, the end of term event, parent trainings, etc. An inquiry was also made as to whether there are funds in the budget for items centers may need and how can parents bring that up and to who. It was stated there are funds in the budget for items that centers may need. As far as the purchase of such it depends on the item, as to how often it is purchased/provided to the center. It was clarified this inquiry was specific to a bicycle. It was stated there is only one bike at the center member's child attends. Lisa stated that she will bring this concern to the Program Manager to see how something of this nature is managed. Lisa stated that she will reach out when she has more information.

9. Announcements

Lisa shared Policy Council packets will be sent out in the mail for the upcoming January 24, 2023 Policy Council meeting. Included with the packet is members' new Policy Council shirt. She encouraged the committee to review and familiarize themselves with the content of their Policy Council meeting agenda and packet as there will be several action items, including the Program Planning Calendar and the Recruitment & Selection Plan. It was added this is an opportunity for members to ask questions about these documents should they have any.

10. Adjournment

The next meeting will be held at on Tuesday, February 21, 2023 at 5:30 p.m. Meeting was adjourned at 5:50 p.m.

Asociación de Acción Comunitaria de Kern
Head Start /Desarrollo Infantil Estatal
Comité de Presupuestos y Finanzas
Resumen de la junta
17 de enero, 2023
Solo por audio: (213) 204-2374 Número de identificación de la junta: 230 502 352 583

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

2. **Convocación de reunión**
   a. Pablo Reyes, presidente convocó al orden la junta a las 5:32 p.m.

3. **Pase de Lista, establecimiento de cuórum (la mitad más uno)**
   a. Se estableció cuórum.
   b. Miembro del comité presentes: Pablo Reyes, Ruby Cruz, Gabriel Ríos, Susana Barrios
   c. Miembros ausentes: Ninguno

4. **Aprobación de agenda**
   Ruby Cruz presentó una propuesta para la aprobación de la agenda fechada el 17 de enero, 2023; esta fue secundada por Susana Barrios. Propuesta aprobada.

5. **Aprobación de minutos**
   Pablo Reyes presentó una propuesta para la aprobación de minutos fechados 20 de septiembre, 2022; esta fue secundada por Ruby Reyes. Propuesta aprobada.

6. **Presentación de invitados**
   Los invitados presentes fueron Louis Rodriguez, administrador de finanzas y Lisa Gonzales, coordinadora del programa de gobernanza

7. **Foro público**
   (El público que desee dirigirse al comité de presupuestos y finanzas puede hacerlo en este momento, sin embargo, el comité no tomará ninguna acción, solo referirá la cuestión al personal para su estudio y análisis.
   Ninguno

8. **Presentación/Temas de discusión** – Louis Rodriguez, administrador de finanzas
   a. **Horario propuesto para las juntas del comité de presupuestos y finanzas – PROPUESTA DE ACCIÓN**
      Se presentó el horario de las juntas del comité de presupuestos y finanzas a los miembros. No hubo preguntas ni comentarios. Susana Barrios presentó una propuesta para aprobar el horario propuesta, esta fue secundada por Rubí Cruz. Propuesta aprobada por unanimidad.
   b. **Reportes financieros**
      Se presentaron los reportes financieros para los presupuestos de Head Start y Early Head Start, durante esta presentación se reportó el porcentaje de presupuesto utilizado. Se agregó información adicional con respecto a la extensión presupuestaria de los programas de Early Head Start de San Joaquín y la asociacion de cuidado infantil. Se revisó también a información de los fondos de COVID y el plan de rescate americano; se enfatizó que una vez se hayan utilizado estos fondos, se habrá agotado el presupuesto para estos subsidios ya que es un subsidio único no renovable. Se revisaron los fondos de actividades para padres y el fondo de viajes y

cuidado infantil para los mismos, se denotó que existía un crédito en el informe de actividades para los padres. Se explicó que los fondos no se utilizaron durante el periodo pasado. Se añadió una explicación sobre las donaciones internas para todos los programas. A la conclusión de los informes, se preguntó en qué consistía la categoría y el tipo de gastos que generan las actividades de los padres. Se explicó las reuniones en persona del concilio de póliza, los alimentos, las camisetas del concilio, la cena del fin de ciclo, así como las capacitaciones para los padres son claros ejemplos de los gastos que se generan. Otra pregunta que se formuló fue acerca del presupuesto asignado a los centros, para que estos puedan adquirir los materiales necesarios y cómo los padres pueden plantear este tema y a quién pueden dirigirse. Se les informó que existen presupuestos designados para las necesidades de los centros, y que también los mismos determinan cuales son los materiales necesarios, la frecuencia con la que se adquieren. Uno de los miembros expresó la necesidad de una bicicleta específicamente, argumentando que sólo hay un una sola bicicleta en el centro al que su hijo asiste. Lisa se comprometió a informar al gerente del programa para ver cómo se maneja este asunto. Lisa informará cuando tenga más información.

9. <u>Avisos</u>

Lisa informó que los paquetes de información del concilio de póliza se estarán envinado la próxima semana, para la reunión que se llevará a cabo el 24 de enero del presente año. En este paquete se incluye información sobre las camisetas del concilio de póliza. Les exhortó a los presentes a familiarizarse con el contenido de la agenda así como toda la información que se incluye en el paquete, dentro de esta junta se estarán tomando decisiones con respecto al calendario de planeación y el plan de reclutamiento y selección. Se agregó que esta es una excelente oportunidad para que los miembros realicen preguntas sobre estos documentos, si es que tienen alguna.

10. <u>Conclusión</u>

La próxima reunión se llevará a cabo el 21 de febrero, 2023 a las 5:30 p.m. La junta concluyó a las 5:50 p.m.

Community Action Partnership of Kern
Head Start / State Child Development
Policy Council Planning Committee
Meeting Minutes
February 7, 2023
Audio Only: (213) 204-2374 Meeting ID: 289 363 972 172

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

2. **Call to Order**
   a. Meeting was called to order at 5:36 p.m., by Audreyanna Angel

3. **Roll Call and establish Quorum (half plus one)**
   a. Quorum was established.
   b. **PC Members present:** Audreyanna Angel, Fatima Echeverria, Sarita Little & Andrea Flores
   c. **PC members absent:** None

4. **Approval of Agenda**
   a. Motion to approve the agenda dated February 7, 2023, was made by Fatima Echeverria, Sarita Little seconded. Motion carried unanimously.

5. **Approval of Minutes**
   a. Motion to approve the minutes dated January 3, 2023, was made by Andrea Flores; Fatima Echeverria, seconded. Motion carried unanimously.

6. **Introduction of Guests**
   Guests in attendance tonight were Robert Espinosa, PDM Administrator, Carol Hendricks, Enrollment and Attendance Manager & Leticia Villegas, Program Assistant/Translator

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

8. **Presentation / Discussion Items**

   a. The enrollment Report was shared for January 2023. Head Start Kern reported 68% enrollment; Early Head Start reported 66% enrollment during this reporting period. Robert informed members 3% of children enrolled in Head Start Kern had an IFSP (Individual Family Service Plan); IEP (Individualized Education Plan) in January; Early Head Start reported 7% IEP enrollment for the same reporting time. In the over income category, none of the programs were above the 10% goal; therefore, we were in compliance.
   The division staffing report included one hundred and thirteen vacant positions for the month of January. The Family Medical Leave report noted there are thirty-four employees on continuous leave and sixty-one on intermittent leave. The highlights section reported that twelve staff were onboarded and there were eight resignations. Robert also presented the Child and Adult Care Food Program (CACFP) report. There was a total of 56,568 meals delivered with 47,904 prepared by Central Kitchen for the month of December 2022.

   The following updates and compliance items have or will take place in Kern County:
   Leadership Summit was conducted for the administrative staff. The NHSA Conference in

Washington, D.C. The team met with Congressman Valadao regarding Head Start. Other staff members attended the Brain Fit training.

Partnership:
Work has started on replacing the carpets at Garden Pathways Center. At the Bakersfield College Center, work has started on replacing old trees with mature shade trees on the playground. They are partnering with the Food Bank; they enrolled families who are receiving non-perishable food boxes from the CAPK food bank. Seventy-five were distributed.

San Joaquin County:
Participated in approximately 10 recruitment events throughout the county. Staff participated in trainings on mindfulness and staff wellness as well as Tucker Turtle training.

Program:
In November 2022, an official letter was received from the California Department of Education (CDE) regarding changes to the California State Preschool Program (CSPP) and General Childcare and Development (CCTR) contracts. The latter impacted the California Department of Social Services (CDSS). According to the letter, changes in the way three-and-four-year- olds were calculated had to be changed, as well as the family fee. Therefore, revision from July 1, 2022, had to be made. As the attendance team spearheaded this task, the enrollment, finance, and quality assurance departments assisted in ensuring this task was completed in time.

9. Announcements
None

10. Adjournment
Meeting was adjourned at 6:29 p.m.

Asociación de Acción Comunitaria de Kern
Head Start / Desarrollo Infantil Estatal
Resumen de la junta del comité de planeación
7 de febrero, 2023
Audio Only: (213) 204-2374 Meeting ID: 289 363 972 172

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

2. **Llamado de orden**
   a. Audreyanna Ángel, llamó la junta al orden a las 5:36 p.m.

3. **Pase de lista, establecimiento de cuórum (la mitad más uno)**
   a. Se estableció cuórum.
   b. **Miembros del comité presentes:** Audreyanna Ángel, Fátima Echeverria, Sarita Little & Andrea Flores
   c. **Miembros del comité ausentes:** Ninguno

4. **Aprobación de agenda**
   a. Fátima Echeverría presentó una propuesta para la aprobación de la agenda fechada el 7 de febrero, 2023, esta fue secundada por Sarita Little. Propuesta aprobada por unanimidad.

5. **Aprobación de minutos**
   a. Andrea Flores presentó una propuesta para la aprobación de los minutos fechados el 3 de enero, 2023, esta fue secundada por Fátima Echeverria. Propuesta aprobada por unanimidad.

6. **Presentación de invitados**
   Los invitados presentes fueron, Robert Espinosa, administrador de PDM, Carol Hendricks, gerente de inscripciones y asistencia & Leticia Villegas, asistente del programa, traductora.

7. **Foro publico**
   (El público que desee dirigirse al comité de planeación, pueden hacerlo en este momento, sin embargo; no se tomará ninguna acción, solo se referirá el tema al personal docente para su estudio y análisis.)
   Ninguno

8. **Presentación discusión de temas**

   a. Se revisó el informe de inscripción para enero 2023. Head Start Kern reportó un 68% de inscripción; Early Head Start reportó 66% de inscripción durante el mismo periodo del informe. Robert añadió que el 3% de los ninos inscritos en Head Start de Kern, contaba con un IFSP (plan de servicio familiar individual); y un IEP (plan educativo individual para el mes de enero, Early Head Start reportó un 7% de inscripción con un IEP, para el mismo periodo. En la categoría de ingresos superiores, ningún plan estuvo arriba del diez por ciento de la meta establecida, por lo tanto, estamos cumpliendo con los parámetros.
   El reporte de la división de personal reportó que cuenta con ciento trece vacantes para el mes de enero. El reporte de ausencias medicas informa que hay treinta y cuatro empleados con licencias continua y sesenta y uno con ausencia intermitente. En la sección de aspectos destacados informa que se contrataron doce empleados y ocho

renunciaron. Robert también presentó el informe del programa de alimentación y cuidado infantil y para adultos (CACFP, siglas en inglés); durante el mes de enero se repartieron un total de 56,568 comidas, de las cuales 47,904 las preparó la cocina central.

Las siguientes renovaciones y acatamientos se llevaron o llevarán a cabo en el condado de Kern:
La cumbre de liderazgo se impartió al personal administrative. La conferencia de la NHSA que se llevó a cabo en Washington D.C. El equipo se reunió con el congresista Valadao para abogar por el programa Head Start. Otros empleados asistieron a una capacitación de adaptación de cerero (Brain Fit).

La asociación:
Se ha iniciado el reemplazo de las alfombras en el Centro Garden Pathways. El centro del colegio de Bakersfield se comenzó a reemplazar los árboles viejos, con unos maduros para el patio de recreo. Se asociaron con el banco de alimentos; e inscribieron a setenta y cinco familias que recibieron cajas de alimentos no perecederos del banco de alimentos de CAPK.

Condado de San Joaquín:
Participaron en 10 eventos de reclutamiento a través del condado. El personal participó en capacitaciones sobre atención plena y bienestar personal, así como también en Tucker Turtle.

Programa:
En noviembre del año pasado (2022), recibimos una carta del departamento de educación de California (CDE, siglas en inglés) con respecto a los contratos del programa preescolar del estado de California (CSPP, siglas en inglés) y el cuidado y desarrollo general infantil (CCTR, siglas en inglés). Este último afectó al departamento de Servicios Sociales de California (CDSS, siglas en inglés). Según la misiva se tuvo que realizar algunos cambios en la calculación para los alumnos de tres y cuatro años, así como la cuota para las familias. Por lo tanto, se tuvieron que realizar revisiones a los archivos a partir del 1 de julio del 2022. Mientras la división de asistencia realizaba esta tarea, los departamentos de inscripción, finanzas y control de calidad asistieron para garantizar que esta tarea se completara a tiempo.

9. <u>Anuncios</u>
Ninguno

10. <u>Clausura de sesión</u>
La sesión se clausuró a las 6:29 p.m.

Community Action Partnership of Kern
Head Start / State Child Development
Policy Council School Readiness Committee Meeting Minutes
February 9, 2023
(213) 204-2374 Meeting ID: 251 734 301 076

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

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

3. **Roll Call and establish Quorum (half plus one)**
   a. Quorum was/was not established.
   b. **PC Members present:** Susana Barrios, Jennifer Wilson, Ruby Cruz, Gabriel Rios
   c. **PC Members not present:** Sarita Little

4. **Approval of Agenda**
   Motion was made by Susana Barrios to approve the agenda dated February 9, 2023 and seconded by Jennifer Wilson. Motion carried unanimously

5. **Approval of Minutes**
   Motion was made by Susana Barrios to approve the minutes dated April 7, 2022 and seconded by Jennifer Wilson. Motion carried unanimously.

6. **Introduction of Guests**
   Guests in attendance tonight were Amanda Espitia and Cynthia Rodriguez, Education Team, Curriculum Specialists.

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

8. **Presentation / Discussion Items**

a. Introduction/Ice Breaker: Members were asked to introduce their name, what center their child attends, and what you think school readiness means.
b. Education Team: Amanda discussed the roles of the Education team. Supporting teaching staff through training/support of CLASS (Interactions), DRDP 2015 (assessment), DRDP child plus (DRDP/portfolio system), Creative Curriculum/Cloud, Lesson Plans, Educational Forms, and ITERS/ECERs Creates lesson plans for preschool classrooms and Education Smore Newsletters for both our Head Start and Early Head start children. Provides Early Head Start lesson plans. Assesses classrooms and teachers using CLASS, ITERS/ECERS, & Curriculum Fidelity. Monitors: Environments, Lesson plan/curriculum, schedule, transitions, school readiness boards. Looks at Data from DRDP 2015, ECERS/ITERS, Curriculum Fidelity, and CLASS and creates Goals and training opportunities. Creates School Readiness Goals using DRDP 2015 data, Head Start Early Learning Outcomes Frameworks, California preschool and Infant/Toddler frameworks and

Foundations. Mentor and Coaches Supports teaching staff on intentional teaching practices/classroom interactions.

c. Lesson plans/Curriculum: Cynthia discussed Lesson plans are completed the week before implementation, emergent planning is always encouraged to meet the interest and needs of children. Head Start: Studies include weekly investigations with Question of the day, Read Aloud, Intentional Teaching Experiences, and Mighty Minutes. Teachers add individualizations, small group plans, and interest area activities. Early Head Start: Guides include weekly investigations with activities to explore and build on learning. Teachers add Individual child plans, Hello Books, Intentional Teaching Experiences, and Mighty Minutes to support the development of all children.
d. Assessments/Observations: Amanda discussed using the Desired Results Developmental Profile (DRDP) assessment that is conducted 3x a year. Teachers collect observations for the DRDP 2015 assessments by, writing down activities and conversations you have with your child in the journal. Shared how parents can support in collecting observations at home and receive In-Kind.
e. What does School readiness mean? The Office of Head Start (OHS) defines school readiness as children possessing the skills, knowledge, and attitudes necessary for success in school and for later learning and life. School Readiness is integrated into all programs starting with Early Head Start infant classrooms all the way through Head Start Preschool classrooms. Families play a critical role in helping their children be ready for school and for a lifetime of academic success, and Head Start and Early Head Start programs are valuable partners with families in this endeavor. Head Start Parent Involvement has continually evolved since its inception in 1965. The Head Start Parent, Family and Community Engagement Framework begins the next chapter in Head Start's long history of leading the field in engaging families and supporting children's ongoing learning and development.
f. Suggestions/questions: There were no suggestions or questions
g. Approval of Proposed PC School Readiness Meeting Schedule (Action Item): Jennifer Wilson made a motion to approve the PC School Readiness meeting dates as presented; Ruby Cruz seconded. Motion carried unanimously.

9. Announcements

Reintroduction of presenters and new sponsors, Amanda Espitia and Cynthia Rodriguez for members who joined in later

10. Adjournment

Meeting was adjourned at 6:15pm.

Asociación de Acción Comunitaria de Kern
Head Start / Desarrollo Infantil Estatal
Comité de preparación escolar del concilio de póliza
Reseña de la junta
9 de febrero, 2023
(213) 204-2374 Número de identificación de la junta: 251 734 301 076

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

2. **Convocación de reunión**
   a. Susana Barrios convocó oficialmente la junta a las 5:42 p.m.

3. **Pase de lista, establecimiento de cuórum (la mitad más uno)**
   a. Se estableció cuórum.
   b. **Miembros del comité presentes:** Susana Barrios, Jennifer Wilson, Ruby Cruz, Gabriel Ríos
   c. **Miembros del comité ausentes:** Sarita Little

4. **Aprobación de agenda**
   Susana Ríos presentó una propuesta para aprobar la agenda fechada el 9 de febrero2023, esta fue secundada por Jennifer Wilson. Propuesta aprobada por unanimidad.

5. **Aprobación de minutes**
   Susana Barrios presentó una propuesta para la aprobación de los minutos fechados el 7 de febrero, 2022 esta fue secundada por Jennifer Wilson. Propuesta aprobada por unanimidad.

6. **Presentación de invitados**
   Las invitadas presentes fueron Amanda Espitia y Cynthia Rodriguez, división de educación, especialistas de currículo.

7. **Foro público**
   (El público que desee dirigirse al comité de preparación escolar puede hacerlo en este momento, sin embargo, el comité no tomará ninguna determinación, sólo referirá el tema al persona para su estudio y análisis.)
   Ninguno

8. **Presentación/Discusión de temas**

a. Presentación/Ice Breaker: Se les pidió a los miembros que se presentaran, a que centro asistían sus hijos y también que proporcionaran una definición de preparación escolar.
b. División de educación: Amanda informó las funciones de la división de educación. Apoyo al personal de educación por medio de capacitación y apoyo a través de interacciones de CLASS, DRDP 2015 (evaluación), DRDP child plus (DRDP/carpeta de trabajo), Currículo creativo/Cloud, planes de lecciones, formas educativas e ITERS/ECERs el cual crea planes de lecciones para aulas preescolares y boletines informativos titulados Smore, para los alumnos de Head Start y Early Head Start. Proporciona planes de lecciones para Early Head Start. Evalúa las aulas y a los maestros utilizando los

programas de CLASS, ITERS/ECERS, & el plan de estudios Fidelity. Monitorea: los entornos, los planes de lecciones, horarios, transiciones y los tableros de preparación escolar. Examina la informacion de DRDP 2015, ECERS/ITERS, planes de lecciones de Fidelity y CLASS y crea oportunidades de capacitación y objetivos. Crea objetivos de preparación escolar utilizando la información del DRDP 2015, marcos de aprendizaje temprano de Head Start, marcos y fundamentos para niños en edad preescolar, así como fundaciones para bebés e infantes de California. Los consejeros y mentores apoyan al personal docente en prácticas de enseñanza con propósito, así como interacciones en el salón de clases.

c. Planes de lecciones y currículo: Cynthia informó que los planes de lecciones se completan una semana antes de su implementación, se le exhorta a los profesores que planeen las actividades tomando en cuenta los intereses y necesidades de los alumnos. Head Start para este programa se incluyen las investigaciones semanales, la pregunta del día, lectura en voz alta, experiencias de enseñanza con propósito y minutos poderosos. Los profesores agregan planes individuales, para grupos pequeños, así como actividades de áreas de interés. Early Head Start: las guías incluyen investigaciones semanales con actividades para explorar y desarrollar el aprendizaje. Los profesores agregan planes individuales para los alumnos, Hello Books, experiencias de enseñanza premeditada, minutos poderosos los cuales apoyan el desarrollo de todos los alumnos.
d. Evaluaciones y observaciones: Amanda informó que se utilizando resultados de la evaluación del perfil del de desarrollo de resultados deseados (DRDP, siglas en inglés), el cual se lleva a cabo tres veces al año. Los maestros reúnen las observaciones de las evaluaciones DRDP2015, esto se lleva a cabo anotando las actividades y conversaciones que los padres tienen con el alumno diariamente. Informó los métodos que los padres pueden ayudar a reunir estas observaciones en casa y recibir crédito en forma de donación interna.
e. ¿Qué significa preparación escolar? La oficina de Head Start (OHS, siglas en inglés) define la preparación escolar como la habilidad, conocimiento y actitudes necesarias que los alumnos poseen para obtener éxito escolar y el aprendizaje a futuro. La preparación escolar está integrada en todos los programas, desde Early Head Start hasta los preescolares de Head Start. Las familias juegan un papel fundamental en ayudar a preparar a los alumnos para obtener éxito académico. Las familias de los programas Early Head Start y Head Start se unen con los esfuerzos del programa. La participación de los padres de Head Start ha evolucionado continuamente desde que fue instituido en 1965. El marco de participación de los padres, la familia y la comunidad de Head Start inicia el próximo capítulo de la larga historia de Head Start, el cual es un líder en el campo de participación de las familias y el apoyo al aprendizaje y Desarrollo continuo de los alumnos.
f. Sugerencias/preguntas: no hubo sugerencia o preguntas.
g. Aprobación del horario de reuniones propuesto para el comité de preparación escolar (componente de acción) Jennifer Wilson presentó una propuesta para la aprobación del horario del comité de preparación escolar, Rubí cruz la secundó. La propuesta se aprobó por unanimidad.

9. <u>Anuncios</u>

Se volvió a presentar a los patrocinadores del comité para los miembros que se unieron a la junta más tarde, Amanda Espitia y Cynthia Rodriguez.

10. <u>Conclusión</u>

La junta concluyó a las 6:15pm.

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** January 2023
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	**891**	**68%**	**3%**	**3%** **6%**
Early Head Start • 16 Classrooms Fully Closed/ 8 Classrooms Partially Closured	**908** 136	**602**	**66%**	**10%**	**7%** **5%**

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	171	**240**

Division Staffing = 701			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
588	113	34	61

HIGHLIGHTS: 12 staff were onboarded, and there were 8 resignations.

Program Update & Compliance

Kern:

- Leadership Summit for Administrative staff.
- NHSA Conference in Washington, D.C.- Team me with Congressman Valadao regarding Head Start.
- Brain Fit training for additional staff.

SJC:

- Participated in approximately 10 recruitment events throughout the county.
- Staff training on mindfulness and staff wellness, as well as Tucker Turtle training.

Partnership:

- Work has started on replacing the carpets at Garden Pathways Center.
- Works has started at Bakersfield College center; they are replacing old trees with mature shade trees on the playground.
- Partnering with the Food Bank, Enrolled families are receiving non-perishable food boxes from the CAPK food bank. 75 food boxes have been distributed.

Program:
In November 2022, an official letter was received from the California Department of Education (CDE) regarding changes to the California State Preschool Program (CSPP) and General Childcare and Development (CCTR) contracts. The latter impacted the California Department of Social Services (CDSS). According to the letter, changes in the way three- and four-year-olds were calculated had to be changed, as well as the family fee. Therefore, revisions from July 1, 2022, had to be made. As the Attendance team spearheaded this task, the enrollment, finance, and quality assurance departments assisted in ensuring this task was completed in time.

Central Kitchen January 2023				
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Center Totals	**57,956**	22,118	17,840	17,998

CACFP						
December 2022						
Total Meals Delivered			**Meals Allocated**		**# of Meals Served**	**% of Meals Served**
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
47,904	8,664	56,568	28,749	30,728	26,460	59%

o

MEMORANDUM

To: Budget and Finance Committee of the Policy Council

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

Date: February 21, 2023

Subject: *Head Start*
Budget to Actual Report for the period ended December 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 December 31, 2022. Ten months (83.3%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 72% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 79% of the budget.

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

The non-Federal share is at 84% 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 - December 31, 2022
Month 10 of 12 (83.3%)

Prepared 01/06/2023

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,267,039	6,457,548	2,809,491	70%	30%
FRINGE BENEFITS	3,776,726	1,914,446	1,862,280	51%	49%
TRAVEL	-	-	-		
EQUIPMENT	55,000	-	55,000	0%	100%
SUPPLIES	890,498	480,514	409,984	54%	46%
CONTRACTUAL	165,175	211,254	(46,079)	128%	-28%
CONSTRUCTION	-	-	-		
OTHER	2,724,977	2,941,268	(216,291)	108%	-8%
INDIRECT	1,630,902	1,244,885	386,017	76%	24%
TOTAL BASE FUNDING	**18,510,317**	**13,249,915**	**5,260,402**	**72%**	**28%**

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	44,192	65,410	(21,218)	148%	-48%
SUPPLIES	30,013	19,700	10,313	66%	34%
CONTRACTUAL	26,080	1,826	24,254	7%	93%
OTHER	212,393	161,268	51,125	76%	24%
INDIRECT	31,268	24,229	7,039	77%	23%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**272,433**	**71,513**	**79%**	**21%**

CARRYOVER

SUPPLIES	923,529	923,529	-	100%	0%
CONTRACTUAL	-	-	-		
CONSTRUCTION	666,925	1,864,018	(1,197,093)	279%	-179%
OTHER - CARES	91,015	92,943	(1,928)	102%	-2%
INDIRECT	-	0	(0)		
TOTAL CARRYOVER	**1,681,469**	**2,880,490**	**(1,199,021)**	**171%**	

GRAND TOTAL HS FEDERAL FUNDS	**20,535,732**	**16,402,838**	**4,132,894**	**80%**	**20%**

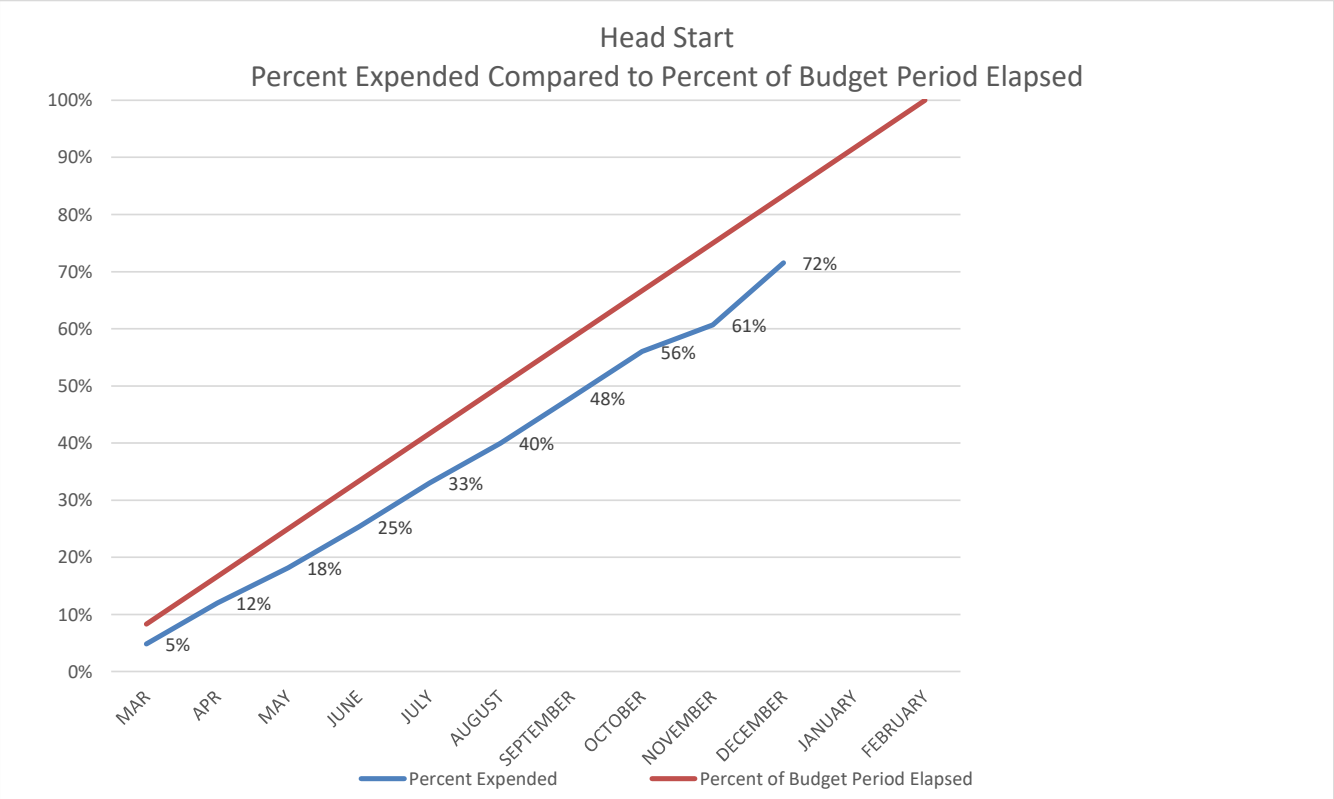
HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,340,055	2,007,662	332,393	86%	14%
CALIF DEPT OF ED	7,988,651	6,647,686	1,340,965	83%	17%
TOTAL NON-FEDERAL	**10,328,706**	**8,655,348**	**1,673,358**	**84%**	**16%**

Budget reflects Notice of Award #09CH011132-04-01
Actual expenditures include posted expenditures and estimated adjustments through 12/31/2022
Administrative Cost for HS and EHS Combined **5.6%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	24,442	-	-	-	**24,442**	1/9/2023
Lowe's	832		-	-	**832**	1/6/2023
Smart & Final	-	623	159	-	**782**	1/3/2023
Save Mart	317				**317**	1/4/2023
Chevron & Texaco Business Card	5,881	-	-	-	**5,881**	1/6/2023
Home Depot	5,704	-	-	-	**5,704**	1/5/2023
	37,176	**623**	**159**	**-**	**37,958**	


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%
61%
72%
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: February 21, 2023

Subject: *Early Head Start*
Budget to Actual Report for the period ended December 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 December 31, 2022. Ten months (83.3%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 72% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 72% 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 - December 31, 2022
Month 10 of 12 (83.3%)

Prepared 01/06/2023

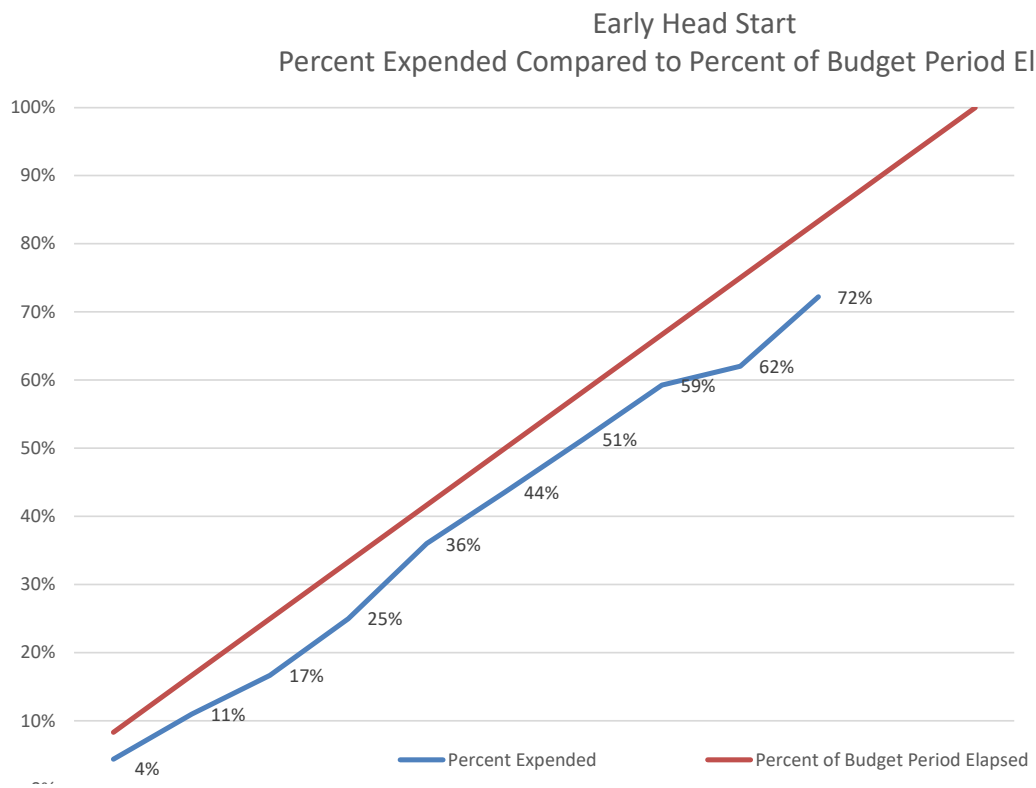
BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	9,701,422	6,357,185	3,344,237	66%	34%
FRINGE BENEFITS	2,363,974	1,794,957	569,017	76%	24%
TRAVEL	-	-	-		
EQUIPMENT	45,000	-	45,000	0%	100%
SUPPLIES	916,242	623,102	293,140	68%	32%
CONTRACTUAL	1,025,838	178,894	846,944	17%	83%
CONSTRUCTION	-	288,763	(288,763)		
OTHER	1,527,720	2,038,060	(510,340)	133%	-33%
INDIRECT	1,512,778	1,062,447	450,331	70%	30%
TOTAL BASE FUNDING	**17,092,974**	**12,343,407**	**4,749,567**	**72%**	**28%**

TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	44,192	63,913	(19,721)	145%	-45%
SUPPLIES	30,013	10,997	19,016	37%	63%
CONTRACTUAL	26,080	19,057	7,023	73%	27%
OTHER	212,393	129,188	83,205	61%	39%
INDIRECT	31,268	24,269	6,999	78%	22%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**247,425**	**96,521**	**72%**	**28%**

CARRYOVER					
SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	1,601,144	200,223	1,400,921	13%	87%
OTHER	24,512	42,412	(17,900)	173%	-73%
INDIRECT	-				
TOTAL CARRYOVER	**1,625,656**	**242,635**	**1,383,021**	**15%**	

GRAND TOTAL EHS FEDERAL FUNDS	**19,062,576**	**12,833,468**	**6,229,108**	**67%**	**33%**

Budget reflects Notice of Award #09CH011132-04-01
Actual expenditures include posted expenditures and estimated adjustments through 12/31/2022


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%
62%
72%
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: February 21, 2023

Subject: *Early Head Start – San Joaquin (No Cost Extension)*
Budget to Actual Report for the period ended December 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-three months (92%) 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 105% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 100% of the budget.

Carryover Funds

Overall expenditures are at 40% 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 - December 31, 2022
Month 23 of 25 (92%)

Prepared 01/06/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,509,263	3,702,214	(192,951)	105%	-5%
FRINGE BENEFITS	985,996	939,379	46,617	95%	5%
TRAVEL	0	0	0		
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	894,660	(117,932)	115%	-15%
INDIRECT	536,733	478,608	58,125	89%	11%
TOTAL	**6,007,877**	**6,297,323**	**(289,446)**	**105%**	**-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	4,264	(745)	121%	-21%
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**	**129,106**	**(289)**	**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	115,245	265,997	30%	70%
INDIRECT	41,905	77,006	(35,101)	184%	-84%
TOTAL	**481,986**	**192,251**	**289,735**	**40%**	**60%**
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**	**6,725,476**	**0**	**100%**	**0%**

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 12/31/2022

MEMORANDUM

To: Budget and Finance Committee of the Policy Council

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

Date: February 21, 2023

Subject: *Early Head Start Child Care Partnerships (No Cost Extension)* Budget to Actual Report for the period ended December 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 November 30, 2022. Twenty-two months (92%) 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 91% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 35% of the budget.

Carryover Funds

Overall expenditures are at 105% of the budget.

COVID Cares Funds

Overall expenditures are at 19% 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 - December 31, 2022
Month 22 of 24 (92%)

Prepared 01/06/2023

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	0	0		
SUPPLIES	37,083	128,104	(91,021)	345%	-245%
CONTRACTUAL	1,091,504	877,749	213,755	80%	20%
OTHER	231,300	297,822	(66,522)	129%	-29%
INDIRECT	215,164	178,749	36,415	83%	17%
TOTAL BASE FUNDING	**2,427,668**	**2,198,210**	**229,458**	**91%**	**9%**

TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	5,294	2,741	2,553	52%	48%
SUPPLIES	16,391	2,488	13,903	15%	85%
CONTRACTUAL		3,346	(3,346)		
OTHER	29,393	9,487	19,906	32%	68%
INDIRECT	5,107	1,794	3,313	35%	65%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**56,185**	**19,857**	**36,328**	**35%**	**65%**

CARRYOVER					
SUPPLIES	16,000	39,347	(23,347)	246%	-146%
CONSTRUCTION	2,458,581	2,366,556	92,026	96%	4%
CONTRACTUAL	14,000	23,198	(9,198)	166%	-66%
OTHER	14,121	173,044	(158,923)	1225%	-1125%
INDIRECT	4,412	19,956	(15,544)	452%	-352%
TOTAL CARRYOVER	**2,507,114**	**2,622,101**	**(114,987)**	**105%**	**-5%**

COVID CARES					
PERSONNEL		3,622			
FRINGE BENEFITS		579			
SUPPLIES	77,735	6,962	70,773	9%	91%
OTHER	24,361	7,926	16,435	33%	67%
INDIRECT	10,206	1,904	8,302	19%	81%
TOTAL COVID	**112,302**	**20,993**	**95,510**	**19%**	**81%**

GRAND TOTAL EHS FEDERAL FUNDS	**5,103,269**	**4,861,161**	**246,309**	**95%**	**5%**

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 12/31/2022

MEMORANDUM

To: Budget and Finance Committee of The Policy Council

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

Date: February 21, 2023

Subject: *American Rescue Plan Funding*
Budget to Actual Report for the period ended December 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 December 31, 2022, twenty-one months (87.50%) 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 95% 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 - December 31, 2022

Month 21 of 24 (87.50%)

Prepared 01/06/2023

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	976,097	(212,659)	128%	-28%
FRINGE BENEFITS	251,934	74,671	177,263	30%	70%
TRAVEL					
SUPPLIES	553,540	553,540	0	100%	0%
CONTRACTUAL					
OTHER	830,310	830,310	0	100%	0%
INDIRECT	266,580	87,948	178,632	33%	67%
TOTAL	**2,665,802**	**2,522,566**	**143,236**	**95%**	**5%**

GRAND TOTAL ARP FEDERAL FUNDS	**3,336,361**	**3,193,125**	**143,236**	**96%**	**4%**

Centralized Administrative Cost	4.7%
Program Administrative Cost	0.0%
Total Administrative Cost	**4.7%**

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

Actual expenditures include posted expenditures and estimated adjustments through 12/31/2022

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 December **31, 2022** (Month 10 of 12)

Percent of budget period elapsed: 66.7%

LOCATION	Enroll-ment	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Totals	Kern/ SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	6,091	6,995	6,460	0	0	2,344	8,249	9,010	8,105	5,469	52,722	Kern	40,535	130%
Alicante	20	6,683	6,417	5,282	5,603	1,531	2,196	4,548	5,769	6,331	2,261	46,621	Kern	20,268	230%
Angela Martinez	60	5,074	6,024	10,633	5,480	1,148	776	312	2,491	1,386	1,989	35,312	Kern	60,803	58%
Broadway	40	3,607	2,961	1,979	0	0	919	1,695	2,998	2,633	3,483	20,276	Kern	40,535	50%
California City	34	13,517	9,646	8,632	0	0	4,637	8,575	7,637	102	7,025	59,771	Kern	34,455	173%
Cleo Foran	23	5,334	3,038	3,203	2,393	2,032	1,065	2,672	3,004	2,492	2,158	27,391	Kern	23,308	118%
Delano	76	13,615	10,753	8,740	0	0	5,146	9,870	8,771	11,246	7,360	75,502	Kern	77,017	98%
East California	52	12,674	12,159	12,553	7,210	3,713	6,436	5,564	7,979	8,752	6,588	83,626	Kern	52,696	159%
Fairfax	40	4,711	4,469	3,010	0	0	1,084	3,019	4,436	6,004	3,708	30,442	Kern	40,535	75%
Fairview	40	11,153	11,122	9,377	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	9,204	9,448	8,532	8,876	6,995	102,022	Kern	158,087	65%
Heritage	20	1,210	1,497	398	0	0	1,318	2,892	4,208	3,493	0	15,017	Kern	20,268	74%
Home Base	123	4,900	6,931	6,657	4,793	7,050	6,653	5,840	9,840	10,422	195	63,282	Kern	62,323	102%
Lamont	20	3,579	105	0	0	0	0	4,257	4,402	6,312	6,446	25,101	Kern	20,268	124%
Martha J. Morgan	72	8,977	9,258	10,741	7,007	5,257	5,572	9,202	11,587	8,342	7,209	83,151	Kern	72,963	114%
McFarland	20	14,755	13,839	6,654	0	0	2,153	2,245	7,487	9,266	6,408	62,807	Kern	20,268	310%
Mojave	20	0	0	0	0	0	113	511	2,137	2,927	0	5,689	Kern	20,268	28%
Oasis	60	6,311	7,403	5,303	0	0	4,271	8,862	6,489	6,877	7,397	52,913	Kern	60,803	87%
Pete H. Parra	128	22,284	22,653	23,904	19,486	8,987	14,599	13,498	11,700	6,982	10,952	155,045	Kern	129,713	120%
Planz	20	1,051	909	506	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	7,301	7,296	7,358	5,563	6,620	79,563	Kern	79,044	101%
Rosamond	80	7,713	6,819	1,418	0	0	1,530	362	1,604	1,814	0	21,260	Kern	81,070	26%
San Diego	40	3,964	3,724	3,973	3,725	4,793	3,394	3,833	3,616	6,227	2,766	40,017	Kern	40,535	99%
Seibert	40	107	65	0	0	0	2,119	3,067	2,216	2,295	1,299	11,168	Kern	40,535	28%
Shafter	20	8,891	9,422	7,989	9,690	2,325	2,784	2,958	4,001	2,648	3,445	54,151	Kern	20,268	267%
Shafter HS/EHS	25	6,293	5,298	5,028	3,947	3,540	5,404	3,783	4,384	114	0	37,791	Kern	25,334	149%
Sterling	124	8,587	8,286	8,237	6,427	5,825	4,592	5,794	9,393	9,427	5,868	72,436	Kern	125,659	58%
Sunrise Villa	20	2,893	2,246	1,353	0	0	302	1,909	12,223	9,294	0	30,220	Kern	20,268	149%
Taft	63	3,570	3,771	2,365	0	0	145	1,384	1,529	3,400	994	17,157	Kern	63,843	27%
Tehachapi	34	1,674	1,695	787	0	0	0	166	1,495	1,222	0	7,039	Kern	34,455	20%
Vineland	20	849	1,325	0	0	0	0	161	1,188	2,661	0	6,183	Kern	20,268	31%
Virginia	40	7,331	6,314	5,408	0	0	1,558	6,378	7,084	7,928	7,714	49,716	Kern	40,535	123%
Wesley	60	17,881	16,343	11,003	0	0	3,590	12,546	19,245	20,691	13,639	114,938	Kern	60,803	189%
Willow	55	6,419	5,852	3,338	0	0	247	2,437	3,531	4,100	2,954	28,878	Kern	55,736	52%
Administrative Services		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	534	Kern	0	#DIV/0!
PC By Laws		0	0	0	53	0	49	0	0	0	0	101			
Governance		368	213	210	34	0	0	251	277	0	0	1,353	Kern	15,000	9%
Program Services		370	0	0	0	0	0	0	179	596	223	1,368	Kern	74,265	2%
California Street	24	7,215	6,419	6,840	5,260	4,612	4,930	3,680	3,993	3,348	3,572	49,868	SJC	39,646	126%
Chrisman	20	4,462	4,206	4,631	4,070	4,567	5,748	5,476	5,158	5,231	4,453	48,000	SJC	33,039	145%
Gianone	16	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	2,886	2,843	1,159	2,029	29,618	SJC	26,431	112%
Lodi Home Base	35	3,908	5,003	4,033	2,349	3,663	2,483	783	3,173	940	0	26,335	SJC	28,909	91%
Lodi UCC	30	2,870	2,612	3,750	3,525	6,254	5,480	8,456	7,303	5,241	4,582	50,074	SJC	49,558	101%
Manteca Home Base	12	2,868	4,914	3,505	3,762	4,168	5,457	5,442	4,743	4,324	19	39,202	SJC	9,912	396%
Marci Massei	24	2,393	2,890	2,761	2,665	3,221	3,008	2,240	2,238	2,636	1,360	25,411	SJC	39,646	64%
St. Mary's	24	942	1,384	891	467	1,482	1,859	2,243	4,339	2,631	1,701	17,940	SJC	39,646	45%
Stockton Home Base	90	7,730	6,630	5,460	3,656	6,544	5,276	3,912	6,476	5,558	250	51,491	SJC	74,337	69%
Tracy Home Base	12	2,221	3,607	4,076	3,855	3,099	2,086	3,283	3,588	0	0	25,815	SJC	9,912	260%
Walnut	24	4,677	5,014	4,176	5,093	5,042	4,208	4,619	3,201	481	391	36,902	SJC	39,646	93%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	SJC	0	
Program Services		100	100	697	518	75	88	88	458	200	0	2,322	SJC	0	#DIV/0!
Policy Council		0	0	0	0	0	0	0	0	0	0	0	SJC	0	#DIV/0!
SUBTOTAL IN-KIND	**2,090**	**291,574**	**277,177**	**242,805**	**134,326**	**104,055**	**145,920**	**196,690**	**245,314**	**220,280**	**149,521**	**2,007,662**	**0**	**2,230,643**	**90%**
													x		
State General Child Care*		225,590	215,386	223,645	214,040	134,741	194,744	192,905	225,747	210,577	210,967	2,048,342	Kern	2,821,834	73%
State Preschool*		468,476	403,837	407,462	237,630	182,181	354,638	452,716	529,198	492,046	443,829	3,972,013	Kern	3,865,832	103%
State Migrant Child Care*		8,159	10,870	12,275	10,345	4,863	6,336	6,700	8,166	6,999	6,878	81,591	Kern	125,833	65%
SUBTOTAL CA DEPT of ED		**702,225**	**630,094**	**643,382**	**462,015**	**321,785**	**555,719**	**652,320**	**763,111**	**709,622**	**661,674**	**6,101,947**		**6,813,499**	**90%**
													x		
State General Child Care*		71,287	70,881	72,768	60,412	31,031	43,982	41,161	47,645	43,952	58,747	541,867	SJC	1,175,152	**46%**
SUBTOTAL CA DEPT of ED		**71,287**	**70,881**	**72,768**	**60,412**	**31,031**	**43,982**	**41,161**	**47,645**	**43,952**	**58,747**	**541,867**		**1,175,152**	**46%**
GRAND TOTAL		**1,065,086**	**978,152**	**958,955**	**656,753**	**456,871**	**745,621**	**890,171**	**1,056,070**	**973,854**	**869,942**	**8,651,476**		**10,219,294**	**85%**
												3,872			
												8,655,348			

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
February 9, 2023

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%

21 de febrero de 2023

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	$ (27.62)	$ 5,470.07	$ 4,114.93	75%	57%
DECEMBER 2022	$ 4,114.93	$ 203.91	$ 5,673.98	$ 3,911.02	83%	59%
JANUARY 2023	$ 3,911.02	$ -	$ 5,673.98	$ 3,911.02	92%	59%
FEBRUARY 2023	$ 3,911.02	$ -	$ 5,673.98	$ 3,911.02	100%	59%

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	$ (12.41)	$ 2,457.56	$ 2,597.44	75%	49%
DECEMBER 2022	$ 2,597.44	$ 91.61	$ 2,549.17	$ 2,505.83	83%	50%
JANUARY 2023	$ 2,505.83	$ -	$ 2,549.17	$ 2,505.83	92%	50%
FEBRUARY 2023	$ 2,505.83	$ -	$ 2,549.17	$ 2,505.83	100%	50%

February 9, 2023

$ (40.03) Padre Hotel Event Refund 10/27/2022

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	$ (27.62)	$ 5,470.07	$ 4,114.93	63%	57%
DICIEMBRE DEL 202	$ 4,114.93	$ 203.91	$ 5,673.98	$ 3,911.02	75%	59%
ENERO DEL 2023	$ 3,911.02	$ -	$ 5,673.98	$ 3,911.02	88%	59%
FEBRERO DEL 2023	$ 3,911.02	$ -	$ 5,673.98	$ 3,911.02	100%	59%

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	$ (12.41)	$ 2,457.56	$ 2,597.44	63%	49%
DICIEMBRE DEL 202	$ 2,597.44	$ 91.61	$ 2,549.17	$ 2,505.83	75%	50%
ENERO DEL 2023	$ 2,505.83	$ -	$ 2,549.17	$ 2,505.83	88%	50%
FEBRERO DEL 2023	$ 2,505.83	$ -	$ 2,549.17	$ 2,505.83	100%	50%

21 de febrero de 2023

Children's Mobile Immunization Program

Adventist Health

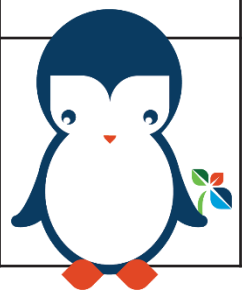
FIRST 5 KERN
Sponsored by First 5 Kern. Paid for by Proposition 10.

Lead Screening Supported by health net

MARCH 2023

- Vaccines are FREE for children ages 0-5 regardless of health insurance.
- Vaccines are FREE for children ages 6-18 who meet one of the following criteria:
  1. No health insurance
  2. Enrolled in Medi-Cal *(Please bring Medi-Cal card to every visit.)*
  3. American Indian or Native Alaskan
- We offer the Hemoglobin test FREE of charge for children, expecting/postpartum mothers, regardless of health insurance.
- Your child's Immunization cards are required.
- Please be aware that our program DOES NOT offer TB skin tests or physicals.
- Clinics may be canceled due to weather conditions. Please call our office prior to arriving.
- We may stop registration 30 minutes before closing time.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 Walmart 6225 Colony St. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	3	4
5	6 Food Maxx 4400 Ming Ave. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	7	8 Kern County Dept. of Human Services 100 E. California Ave (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	9	10	11
12	13 Greenfield Family Resource Center 5400 Monitor Street (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	14	15 Adventist Health Bakersfield 2800 Chester Ave. (Parking Lot) 1:00 pm—3:00 pm 3:30 pm—6:00 pm	16	17	18
19	20 Walmart Supercenter 5075 Gosford Rd. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	21	22	23 AutoZone 10315 Main St. **LAMONT** (Parking Lot) 9:30 am—11:30 am 12:00 pm—2:00 pm	24	25
26	27 Standard Middle School 1200 N. Chester (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	28	29 New Life Church 4201 Stine Road (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	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

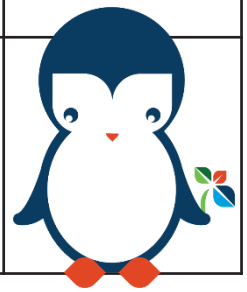
FIRST 5 KERN
Sponsored by First 5 Kern. Paid for by Proposition 10.

Análisis de plomo avalado por health net

MARZO 2023

- 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 Walmart 6225 Colony St. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	3	4
5	6 Food Maxx 4400 Ming Ave. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	7	8 Kern County Dept. of Human Services 100 E. California Ave (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	9	10	11
12	13 Greenfield Family Resource Center 5400 Monitor Street (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	14	15 Adventist Health Bakersfield 2800 Chester Ave. (Estacionamiento) 1:00 pm—3:00 pm 3:30 pm—6:00 pm	16	17	18
19	20 Walmart Supercenter 5075 Gosford Rd. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	21	22	23 AutoZone 10315 Main St. **LAMONT** (Estacionamiento) 9:30 am—11:30 am 12:00 pm—2:00 pm	24	25
26	27 Standard Middle School 1200 N. Chester (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	28	29 New Life Church 4201 Stine Road (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	30	31	



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

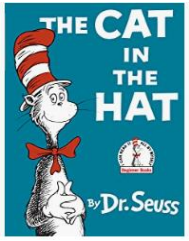
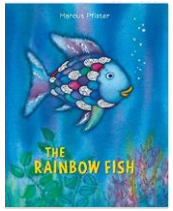
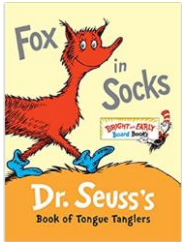
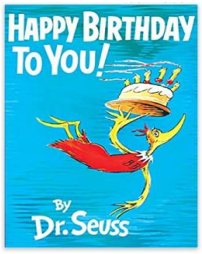
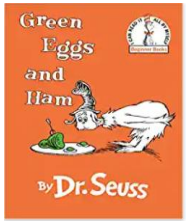
Debido a precauciones de COVID-19, niños mayores de 5 años necesitan hacer cita.

Para ver la programacion de clinicas visite la pagina AdventistHealthBakersfield.org/Immunizations



Read Across America Week 2023



	Monday 2/27	Tuesday 2/28	Wednesday 3/1	Thursday 3/2	Friday 3/3
Theme:	Mixed up Monday	Rainbow Fish Day	Wacky Wednesday	Happy Birthday Dr. Seuss	The Cat in the Hat Day
Dress up day:	PJ Day	Wear your favorite color of the Rainbow	Wear your Wackiest socks	Dress like your favorite book character	Wear stripes
Book of the day:	The Cat in The Hat 	The Rainbow Fish or One Fish, Two Fish 	Fox in Socks 	Guest Readers  During the week prepare your classroom and children for a special guest reader. We will be sending special guest readers to your site to read to children. Be creative and have children create fun decorations to celebrate your visitor's arrival.	Children's choice book  Have children vote on which Dr, Seuss book to read or any favorites they may have.

ACTIVITIES					
Head Start Activity:	**Reading Activity**  Cozy up and read with a friend. Have children bring a blanket and their favorite book and find a place on the carpet. **Art Activity:** Make Dr. Seuss Hats. Talk to children about the pattern of the hat. Ex. Red, white, red, what comes next?	**Under the Sea Theme sensory play:** Dyed spaghetti and toy fish  Create a sensory activity that supports children learning about the colors of a rainbow.	**Fox in Socks Rhyming Puppet**  **Interactive reading activity:** Have children create their own Fox in socks puppet. While reading "Fox in Socks," the book, encourage children to raise their puppet and say "Yes," when they hear words that Rhyme	**Create your own Dr. Seuss Birthday party!**  How will your classroom celebrate? Brainstorm with children on Wednesday what items do you need to make a birthday party. **Art Activity:** create a Birthday card for Dr. Seuss	**Nutrition Activity:**  Create a Nutrition activity that supports children using problem-solving skills
Early Head Start Activity:	**Dr. Seuss Hat Activity**  **Older toddlers:** Make Dr. Seuss Hats using different art materials **Infant/Toddlers:** Make Dr. Suess hats and allow infants and toddlers to finger paint **Infant modification:** Make infants a hat and talk to them about the colors.	**Sensory Activity** **Toddlers:** Create a sensory activity that supports children learning about the colors of a rainbow. **Infants:** **Sticky Note PEEK-A-BOO**  Print off some pictures of Dr. Seuss's characters and put a sticky note over the top. Then encourage infants and toddlers to play "peek-a-boo.	**Fox in Socks Activity**  **Older toddlers:** Talk to toddlers about the different color socks they are wearing. Point out the colors and encourage them to repeat each color. **Infant/Toddlers:** Show infants and toddlers different colored socks and point out the colors, patterns, and designs. Give them the socks to feel as you describe each sock.	**Create your own Dr. Seuss Birthday party!**  **Older toddlers**: Have toddlers create a Birthday card for Dr. Seuss. **Infant/Toddlers:** Teach infants and toddlers to sing the "Happy Birthday," song. **Infant modification:** Sing and clap the Happy birthday song to infants	**Nutrition Activity:**  **Toddlers:** Create a Nutrition activity that supports children using language **Infants:** **Truffula Tree Block Play activity:**  Have infants grasp the blocks with one or two hands. Encourage infants to hand you the blocks as you say the colors out loud.

Add this week's activities onto your emergent page

Save The Date

Read Across America 2023

Thursday March 2, 2023

CAPK Head Start invites you to be a special Guest Reader for one of our many Head Start centers.

READ ACROSS AMERICA 2023



Head Start
A Program of CAPK

Early Head Start
A Program of CAPK

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
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 Understand and Label Emotions

Brooke Brogle, Alyson Jiron & Jill Giacomini



You can help your child expand her emotional vocabulary by teaching her words for different feelings. Once she knows and understands these words you can help her to label her own feelings and the feelings of others. For example, do you remember a time when your child had a meltdown at the grocery store or other public place? Perhaps you tried soothing your child by telling her to "calm down" and felt confused and unsure of what to do next when she continued the tantrum. Next time you can better help your child understand and deal with the emotions she is feeling by saying, "You look sad and disappointed. Sometimes I feel that way too. I wonder what we can do to feel better?" Teaching your child about her emotions can be a fun and rewarding experience and prevent challenging behavior from occurring in the first place.

Try This at Home

- Simply state how your child is feeling. "You look really excited! I see your eyes are big and your mouth is open."
- State how others are feeling, "Wow, that little boy is really mad. I see he is crying and making fists with his hands. I wonder why?"
- State how you are feeling. "I am really frustrated that the lawn mower is broken. I think I'm going to take a break and come up with some solutions to this problem."
- Use books as teaching tools. There is a huge selection of children's books that focus on emotional literacy. Visit http://csefel.vanderbilt.edu/resources/strategies.html#list where you will find a book list, book activities and other resources for teaching emotional literacy.

Practice at School

Talk with your child's teachers to see how they are teaching your child about emotions at school. Many emotions are seen and experienced at school. With adult help, children are taught how emotions look and feel on their bodies. Through books and real experiences, teachers show that a child looks sad because he is crying or mad because her fists are tight. As children begin to recognize what emotions look like, they can begin to manage their own emotions and show empathy toward others.

The Bottom Line

Children with a strong emotional vocabulary:

- Tolerate frustration better
- Get into fewer fights
- Engage in less destructive behavior
- Are healthier
- Are less lonely
- Are less impulsive
- Are more focused
- Have greater academic achievement

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



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 comprender y nombrar los sentimientos

Brooke Brogle, Alyson Jiron & Jill Giacomini



Usted puede ayudar a su niño a expandir su vocabulario emocional enseñándole las diferentes palabras para describir diferentes sentimientos. Una vez que conozca y comprenda estas palabras usted le puede ayudar a nombrar sus propios sentimientos y los sentimientos de los demás. Por ejemplo, ¿Recuerda usted alguna vez cuando su hijo tuvo una crisis en el supermercado u otro lugar público? Quizás usted intentó calmarlo diciéndole "tranquilízate" y se sintió confundido e inseguro de qué hacer después si continuaba con su berrinche. La próxima vez usted puede ayudar de mejor manera ensenándole a su niño a comprender y afrontar las emociones que está sintiendo diciéndole, "Te vez triste y decepcionado. A veces yo también me siento así. ¿Me pregunto que podríamos hacer para sentirnos mejor?" Enseñarle a su hijo sobre sus sentimientos puede ser una experiencia divertida y gratificante y puede prevenir que se presente la conducta desafiante en primer lugar.

Pruebe esto en casa

- Simplemente declare lo que su niño está sintiendo. "¡Te ves realmente emocionado!" "Veo que tus ojos están muy grandes y tu boca esta abierta."
- Declare cómo se sienten los demás, "Guau, ese pequeñín realmente está enojado. Veo que está llorando y empuñando sus manos. ¿Me pregunto por qué?"
- Describa cómo se está sintiendo usted. "Me siento muy frustrado porque la cortadora de grama está rota. Creo que me voy a tomar un descanso para ver si encuentro una solución para este problema."
- Utilice libros como herramientas de enseñanza. Existe una gran selección de libros infantiles que se enfocan en la alfabetización emocional. Visite el sitio, *http://challengingbehavior.cbcs.usf.edu/Implementation/family.html*, donde usted encontrará una lista de libros, actividades y otros recursos para la enseñanza de la alfabetización emocional.

Practique en la escuela

Hable con el maestro de su niño para ver cómo le están enseñando a su niño sobre los sentimientos en la escuela. Muchos sentimientos son vistos y experimentados en la escuela. Con la ayuda de los adultos, se les enseña a los niños cómo se ven y se sienten los sentimientos en sus cuerpos. A través de los libros y experiencias de la vida, los maestros indican que un niño está triste porque está llorando o enojado porque sus manos están empuñadas. A medida que los niños inician a reconocer cómo se ven las emociones, ellos pueden comenzar a manejar sus propios sentimientos y mostrar comprensión hacia los demás.

La conclusión

Los niños con un vocabulario emocional firme:

- Toleran mejor la frustración
- Se involucran en menos peleas
- Se inmiscuyen menos en conductas destructivas
- Son más saludables
- Son menos solitarios
- Son menos impulsivos
- Se enfocan más
- Tienen un mejor desempeño académico

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

Community Action Partnership of Kern

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

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.

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

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Sylvia Ortega, Quality Assurance Administrator

Date: February 28, 2023

Subject: *Agenda Item:* 2021-2022 Head Start and Early Head Start Self-Assessments – **Action Item**

The Head Start/State Child Development program conducts annual self-assessments to involve the agency in a review of its program's operations, goals, and objectives. Self-assessment is a process used to measure a program's effectiveness in meeting program goals and objectives. It also gives programs a change to identify and make necessary course corrections early on before they become findings as part of a federal review. The agency must self-assess the implementation systems and services of program governance and management systems, fiscal integrity, Enrollment Recruitment Selection Eligibility and Attendance, environmental health and safety, Classroom Assessment Scoring System (CLASS), Early Childhood Environment Rating Scale (ECERS), comprehensive services and school readiness.

The Head Start and Early Head Start programs self-assessment resulted in three areas of improvement in the areas of:

- Wage Comparability Study- The Head Start and Early Head Start programs are in the process of conducting a wage and fringe benefits comparability survey.
- Lead Water Testing- The program is in the process of finalizing lead water testing for all child care facilities.
- Full Enrollment- The program is actively working on its full enrollment initiative.

Plans of Action to address the three findings have been completed. Self-Assessment results are used to update applicable policies and procedures, and to develop the improved strategies for the Grant Application for the subsequent year.

Recommendation
Staff recommends the Policy Council approve the 2021-2022 Head Start and Early Head Start Self-Assessment Reports.

Attachment: Summary of 2021-2022 Self-Assessment Process
2021-2022 Self-Assessment Report

Community Action Partnership of Kern
Head Start/ State Child Development
2021-2022 Self-Assessment Report

Compliance Item: Wage Comparability Study

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
Head Start Act Sec. 640(a)(5)(A) Allotment of Funds (i) ensure that compensation is adequate to attract and retain qualified staff for the programs involved to enhance program quality. Head Start Act Sec. 653(a) Comparability of Wages: Head Start agencies to provide compensation according to salary scales that are based on training and experience. Fair Labor Standards Act (FLSA)	The program finalized the SEIU bargaining unit positions Compensation Schedule May 2022. The agency finalized the last program wide Compensation Administrative Guide on April 22, 2015.	Director of Head Start/ State Child Development Human Resources Director Finance Director	March 1, 2022, and ongoing	Conduct an internal wage compensation comparability study. Obtain Board approval to finalize the Wage Comparability Study and modify CAPK compensation schedule.	Approved Compensation Schedule	Comparability of wages will ensure that compensation is adequate to attract and retain qualified staff for the programs involved to enhance program quality.

Community Action Partnership of Kern
Head Start/ State Child Development
2021-2022 Self-Assessment Report

Compliance Item: Funded Enrollment Level

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
Head Start Program Performance Standards 1302.15 Enrollment (a) Funded Enrollment: A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days. Head Start Act 642(g): Requires Head Start programs to enroll 100 percent of its funded enrollment and maintain an active waiting list at all times with ongoing outreach to the community and activities to identify underserved populations.	The Office of Head Start has the authority to designate an agency as chronically under enrolled and reduce the base grant for programs that are not fully enrolled.	Program Design and Management Administrator Enrollment and Attendance Manager	March 1, 2022 and ongoing	Reopen licensed classrooms. Hire and retain fully qualified staff.	Full Enrollment Reporting	Full Enrollment and active waiting list.

Community Action Partnership of Kern
Head Start/ State Child Development
2021-2022 Self-Assessment Report

Compliance Item: Lead Water Testing

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
Health and Safety Code 1596.7996: A licensed child day care facility shall provide parents with written information on the risks and effects of lead exposure. 1597.16: Child care centers that are located in a building that was constructed before January 1, 2010, shall have its drinking water tested for lead contamination levels on or after January 1, 2020, but no later than January 1, 2023, and every five years after the date of the initial test. Assembly Bill 2370, Chapter 676, Statutes of 2018. Lead Testing and Prevention: Requirement for lead testing of drinking water in child care centers.	Lead exposures can be preventative by identifying the source. Program will strengthen system to ensure 100% of centers test their water for lead within required timelines.	Quality Assurance Administrator Program Administrator	January 1, 2023	Complete water lead sampling and obtain results summary report with less than 5 parts per billion for all outlets: faucets, fixtures or other device that distributes water for human consumption at a Child Care Center every 5 years.	Finalized Lead Water Testing and Corrective Action Plans as needed.	Water Lead Results Summary for all child care centers.

Community Action Partnership of Kern
Head Start and Early Head Start
Summary of 2021-2022 Self-Assessment process

The Head Start/State Child Development self-assessment was completed from February 2022 – May 2022. The process included an in depth look of current program practices, operations, and management systems. A review of the self-assessment planning process was completed with key management staff. Staff received an orientation training and an overview of the monitoring checklists in preparation of completing the program self-assessment.

Self-assessment teams were comprised of key Head Start and Early Head Start staff. Multiple methods were used to gather information. Staff reviewed monitoring data from folder reviews, care and supervision checklists, site visits, and observations. Teams reviewed requirements of the program, including comprehensive services and fiscal oversight.

In addition, Desired Results Developmental Profile (DRDP) results, Infant/Toddler Environmental Rating System (ITERS) scores, Early Childhood Environment Rating Scale (ECERS) and program plans were reviewed. The program self-assessment resulted in three program findings in the areas of:

- Wage and Comparability Study- The Head Start and Early Head Start programs are in the process of conducting an internal wage compensation comparability study.
- Lead Water Testing- The program is in the process of finalizing lead water testing for all childcare facilities.
- Full Enrollment- The program is actively working on its full enrollment initiative.

Through the self-assessment process and interviews with Head Start and Early Head Start Child Development staff, it has been determined that the program provides quality care and has consistent systems across program options. Head Start and Early Head Start funds have been used to improve and support the program and implement a process of continuous program improvement. These improvements include:

- Additional materials and supplies
- Maintenance Repair and Maintenance
- Personal Protective Equipment Supplies
- Training and Professional Development

Areas of Strengths:

- Child outcomes, especially readiness for kindergarten
- Children are making progress in the domains associated with school readiness
- Engaging environments that encourage focused play, critical thinking, autonomy, and peer collaboration
- Coaching and supports available to all teachers.

Self-Assessment results are used to update applicable policies and procedures, and to develop improved strategies for the grant application. The Director of Head Start/State Child Development will conduct meetings with key staff to ensure completion of the plans of action, including supporting documentation.