Head Start
A Program of CAPK

Head Start/State Child Development

POLICY COUNCIL MEETING PACKET

March 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
March 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. Ana Vigil
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								
Ana Vigil											

Budget & Finance Committee

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

School Readiness Committee

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

Planning Committee

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

Board of Directors

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

Legend	
Attended	X
Did Not Attend	ABS
Attended Another CAPK Function	
Resigned	R
Terminated	
No Subcommittee Meeting Held	
Not Yet Elected to Subcommittee	
Absent Due to Weather Conditions	
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	X								
2	Fatima Echeverria - Martha J. Morgan	X	X	X	X								
3	Susana Barrios - Sunrise Villa	X	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	ABS								
2	Monique McWilliams - Sterling	X	X	ABS	X								
3	Annie Saldana - Sterling	X	ABS	X	X								
4	Pablo Reyes - Harvey L. Hall	X	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	ABS								
2	Michelle Del Rio - Pete Parra	X	X	X	X								
3	Gabriel Rios - Taft	X	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	ABS								
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	X								
2	Jennifer Wilson - L. Kholer	X	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	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	X								
2	*Vacancy*												
3	*Vacancy*												
#	Board Member	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2022	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023
1	Ana Vigil				X								

DATE	March 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	Pablo Reyes
Susana Barrios	Guillermina Herrera	Gabriel Rios
Ruby Cruz	Nila Hogan	Annie Saldana
Michelle Del Rio	Sarita Little	Ana Vigil
Fatima Echeverria	Monique McWilliams	Jennifer Wilson

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

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

4. **Presentation**
   a. The Effects of Lead – Lupe Villasana, Nutrition Content Area Specialist – CAPK Head Start

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 – February 28, 2023 (English/Spanish) ***(p. 10-19)***
   b. Bylaws Committee Minutes – February 15, 2023 (English/Spanish) ***(p. 20-23)***
   c. Budget & Finance Committee Minutes – February 21, 2023 (English/Spanish) ***(p. 24-27)***
   d. Planning Committee Minutes – March 7, 2023 (English/Spanish) ***(p. 28-31)***
   e. School Readiness Committee Minutes – March 9,2023 (English/Spanish) ***(p. 32-35)***
   f. Head Start Program Review Evaluation (PRE) Report – February ***(p. 36-37)***
   g. Head Start Budget to Actual Report, March 1, 2022 through January 31, 2023 ***(p. 38-40)***
   h. Early Head Start Budget to Actual Report, March 1, 2022 through January 31, 2023 ***(p. 41-43)***

i. San Joaquin Early Head Start (*No Cost Extension*) Budget to Actual Report, February 1, 2021 through January 31, 2023 ***(p. 44-45)***
j. Early Head Start Child Care Partnerships (No Cost Extension) Budget to Actual Report, March 1, 2022 through January 31, 2023 ***(p. 46-47)***
k. American Rescue Plan Funding Budget to Actual Report, April 1, 2021 to January 31, 2023 ***(p. 48-49)***
l. Parent Travel & Child Care through January 31, 2023 ***(p. 50-51)***
m. Parent Activities through January 31, 2023 ***(p. 52-53)***
n. Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2022 through January 31, 2023 ***(p. 54)***
o. Early Head Start Child Care Partnerships Non-Federal Share and In-Kind Report, March 1, 2022 through January 31, 2023 ***(p. 55)***
p. ACF-PI-HS-23-02 FY (Fiscal Year) 2023 Head Start Funding Increase – Cost of Living Adjustment; Quality Improvement – Date of Issuance: February 21, 2023 ***(p. 56-59)***
q. Termination Letter, Adriana Hernandez – March 2, 2023 ***(p. 60)***
r. Rosamond Resource Fair – March 31, 2023 ***(p. 61)***
s. Children's Mobile Clinic – April 2023 (English/Spanish) ***(p. 62-63)***
t. Monthly Parent Training with Dr. Kirk – Head Start Wellness ***(p. 64)***
u. Backpack Connection Series: How to Use Positive Language to Improve Your Child's Behavior (English/Spanish) ***(p. 65-66)***
v. Protect Your Child From Lead – California Department of Public Heath (English/Spanish) ***(p. 67-68)***
w. Get Your Child Tested for Lead – (English/Spanish) ***(p. 69-70)***
x. Head Start Recruitment Flyer (English/Spanish) ***(p. 71-72)***
y. Home Visiting Program Flyer (English/Spanish) ***(p. 73-74)***
z. Policy Council Meeting Dates ***(p. 75)***

6. <u>New Business</u> ***Action Item***

a. Election of Ana Vigil to the Policy Council Bylaws Committee
b. Election of Guillermina Herrera to the Policy Council Planning Committee
c. Head Start/Early Head Start Cost of Living Adjustment (COLA) and Quality Improvement Funding Application – Jerry Meade, Assistant Director – Program ***(p. 76-77)***

7. <u>Standing Reports</u>

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. <u>Policy Council Chairperson Report</u>

9. <u>Policy Council Member Comments</u>

10. <u>Next Scheduled Meeting</u>

11. <u>Adjournment</u>

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. March 24, 2023, by Lisa Gonzales, Program Governance Coordinator.

DATE	March 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

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   a. Roll Call

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Susana Barrios	Guillermina Herrera	Gabriel Rios
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Michelle Del Rio	Sarita Little	Ana Vigil
Fatima Echeverria	Monique McWilliams	Jennifer Wilson

2. **Public Comments**
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   Planning
   Budget & Finance
   Bylaws

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   b. Bylaws Committee Minutes – February 15, 2023 (English/Spanish)
   c. Budget & Finance Committee Minutes – February 21, 2023 (English/Spanish)
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x. Head Start Recruitment Flyer (English/Spanish)
y. Home Visiting Program Flyer (English/Spanish)
z. Policy Council Meeting Dates

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

a. Election of Ana Vigil and Guillermina Herrera to the Policy Council Bylaws Committee
b. Head Start/Early Head Start Cost of Living Adjustment (COLA) and Quality Improvement Funding Application – Jerry Meade, Assistant Director – Program

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. March 24, 2023, by Lisa Gonzales, Program Governance Coordinator.

FECHA	28 de marzo, 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 Angel	Andrea Flores	Pablo Reyes
Susana Barrios	Guillermina Herrera	Gabriel Rios
Ruby Cruz	Nila Hogan	Annie Saldana
Michelle Del Rio	Sarita Little	Ana Vigil
Fatima Echeverria	Monique McWilliams	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. Los efectos del plomo – Lupe Villasana, especialista del área de contenidos nutricionales – CAPK Head Start

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 – 28 de febrero, 2023 (inglés/español)
   b. Resumen de la reunión del comité de estatutos –15 de febrero, 2023 (inglés/español)
   c. Resumen de la reunión del comité de presupuestos y finanzas – 21 de febrero, 2023 (inglés/español)
   d. Resumen de la reunión del comité de planeación – 7de marzo, 2023 (inglés/español)
   e. Resumen de la reunión del comité de preparación escolar – 9 de marzo,2023 (inglés/español)

f. Reporte de evaluación del programa Head Start (PRE, siglas en inglés) – febrero
g. Reporte del presupuesto y gastos actuales de Head Start, 1 de marzo, 2022 hasta el 31 de enero, 2023
h. Reporte del presupuesto y gastos actuales de Early Head Start, 1 de marzo, 2022 hasta el 31 de enero, 2023
i. Reporte del presupuesto y gastos actuales de Early Head Start de San Joaquin (*extensión sin costo*)1 de febrero, 2021 hasta el 31 de enero, 2023
j. Reporte del presupuesto y gastos actuales de la asociación de cuidado infantil Early Head Start (extensión sin costo)1 de marzo, 2022 hasta el 31de enero, 2023
k. Reporte del presupuesto y gastos actuales del plan de rescate americano, 1 de abril, 2021 hasta el 31, de enero, 2023
l. Viajes para padres y cuidado infantil hasta el 31 de enero, 2023
m. Actividades para padres hasta el 31 de enero, 2023
n. Reporte de donaciones internas no federales de Head Start y Early Head Start, 1 de marzo, 2022 hasta el 31 de enero, 2023
o. Reporte no federal donaciones y en especie de las asociaciones de cuidado infatil Early Head Start, del 1 de marzo de 2022 al 31 de enero de 2023
p. ACF-PI-HS-23-02 FY año fiscal 2023 Aumento de fondos para Head start – Ajuste de costo de vida; mejora de calidad – Fecha de emision: febrero 21, 2023
q. Carta de terminación de membresía, Adriana Hernandez – 2 de marzo, 2023
r. Feria de recursos de Rosamond – 31 de marzo, 2023
s. Clínica móvil de vacunación infantil – abril 2023 (inglés/español)
t. Capacitaciones mensuales para padres con Dr. Kirk – División de bienestar de Head Start
u. Series de conexión mochila: cómo utilizar lenguaje positivo para mejorar el comportamiento de su hijo (inglés/español)
v. Proteja a su hijo del plomo – Departamento de salud pública de California (inglés/español)
w. Hágale una prueba de plomo a su hijo – (inglés/español)
x. Volante del reclutamiento de Head Start (inglés/español)
y. Volante del programa de visitas a domicilio (inglés/español)
z. Horario de las juntas del concilio de póliza

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

a. Eleccion de Ana Vigil para el Comité de Estatutos del Consejo de Politicas
b. Eleccion de Guillermina Herrera para el Comité de Planeación del Consejo de Politicas
c. Ajuste del costo de vida para Head Start/Early Head Start (COLA, siglas en inglés) y solicitud de financiamiento para mejoras de calidad – Jerry Meade, subdirector del programa

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 reunion programada

11. Conclusión

Se certifica que esta agenda se publicó en el vestibulo de la oficina administrativa de CAPK, localizada en el 5005 Business Park North, Bakesfield, CA y en línea en www.capk.org a las 12 p.m. el 24 de marzo, 2023 por Lisa Gonzalez, coordinadora del programa de gobernza.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL COMMITTEE MEETING MINUTES
February 28, 2023
Teleconference ID: 232 410 937 888

1. **Call to Order**

Policy Council Chairperson, Ruby Cruz called the meeting to order at 5:32 p.m. Prior to roll call Ruby welcomed Ana Vigil, as the Policy Council's Board of Directors representative. Ana shared a little bit about herself and told members she too was previously a Head Start parent.

a. Roll call was taken and quorum was established.

Policy Council Members Present: Susana Barrios, Ruby Cruz, Michelle Del Rio, Fatima Echeverria, Andrea Flores, Nila Hogan, Monique McWilliams, Pablo Reyes, Gabriel Rios, Anilu Saldana, Ana Vigil, 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

The School Readiness Committee met on February 9, 2023. Curriculum Specialists' Amanda Espitia and Cynthia Rodriguez, talked about what school readiness means to families, in the classroom, through lesson planning and how families can support this component of the program. Parents can support school readiness through participating in weekly lesson plan activities with their child. It was also shared that school readiness within the program is aligned with the Head Start Early Learning Outcomes Framework and the California state standards. There are five central domains of focus, which are, Approaches to Learning, Social-Emotional Development, Cognition, Physical Development and Language and Literacy. English Language Development is another domain that the program has added to school readiness. Members also had an opportunity to share what school readiness means to them.

b. Planning Committee

The Planning Committee met on February 7, 2023. The Enrollment and Attendance report for January 2023 was shared with members. Head Start reported enrollment at 68% enrollment and Early Head Start at 64% enrollment. Head Start Administrative staff attended the Winter Leadership Institute Conference sponsored by the National Head Start Association where they had an opportunity to meet with Congressman David Valadao and spoke with him about the need for additional funding for staff. In reviewing the Child Adult Care Food Program report for December 2022, it was noted there were 56,568 meals delivered.

c. Budget & Finance Committee

The Budget & Finance Committee on February 21, 2023. Members reviewed and discussed budget to actual financial documents for both Head Start and Early Head Start, the San Joaquin and Partnership No Cost Extension budgets as well as the American Rescue Plan funding . Other items presented Included the Parent Activity report, Parent Local Travel and Reimbursement as well as the Non-federal Share In-kind report. All inquiries as related to budget and finance were addressed and responded to accordingly. All budget reports can be found in the consent agenda portion of the February Policy Council packet. The next Policy Council Budget & Finance Committee meeting will be held on March 21, 2023 at 5:30 p.m.

d. Bylaws Committee

The Bylaws Committee rescheduled their February 7, 2023 to February 15, 2023 to ensure committee members serving on other committees were able to meet as the initial date overlapped with another committee meeting. The roles and responsibilities of the committee were discussed in depth, as outlined in the Head Start Program Performance Standards, Head Start Act and the CAPK Policy Council Bylaws. Articles I through III were reviewed in detail with an opportunity for questions and

discussion. The committee concluded that this portion reviewed did not warrant any changes. The Bylaws Committee will meet next on April 11, 2023 at 5:30 p.m. to review and discuss additional sections of the document.

4. Presentations

a. CalFresh Healthy Living Overview – Alan Rodriguez, CalFresh Healthy Living Administrator; Diana Alvarado, CalFresh Healthy Living Health Educator

Alan introduced himself, noting prior to becoming the CalFresh Healthy Living Administrator he was the Head Start Health and Nutrition Manager. Alan clarified CalFresh is not to be confused with CalFresh benefits (EBT and/or food stamp benefits). He added the focus audience is geared towards those 18-59 years of age. Alan talked about partnering with Head Start to be able to directly provide nutrition classes to parents, noting at the end of the day, they are the ones who by the food for our children. Alan introduced team member Diana Alvarado who provided an overview of the CalFresh Healthy Living Program.

Diana shared there are five curriculum courses offered to the community. She shared each of the course curriculums, one by one, providing a summary of the course as well as the approximate duration of time for each. One curriculum spoken about was *Around the Table* which focuses on teaching the principals of trauma, informed engagement and nourishment. It speaks to getting your children involved in meal planning process, grocery budgeting. This course tends to be more engaged in dialog and communication. There is also a deeper dive into food and the connections we have to it and where that originated. There are six lessons for 60-90 minutes. Other course topics include but are not limited to, food waste, how to read nutrition labels, the importance of physical activity, healthy meal planning and more. It was also noted in support of families having more opportunities for fresh fruits and vegetables, there are eligible farmer's markets which participate in the market match program. This allows those with EBT benefits to double their purchases up to a specified amount, i.e., if a participant receives $10 in benefits, they can spend $20 at participating farmer's markets. The goal of the CalFresh Healthy Living curriculum is to improve the nutrition health of low-income Californians through education.

Additionally, it was shared that contact information for this program was provided to center based, partnership staff as well as home base early childhood educators in the event they would like to reach out for a presentation for an upcoming monthly parent meeting or are interested in a conducting a class for their parents. The CalFresh guests remarked because of sharing contact information they have had staff reach out for presentations.

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 – January 24, 2023 (English/Spanish)
b. Budget & Finance Committee Minutes – January 17, 2023 (English/Spanish)
c. Planning Committee Minutes – February 7, 2023 (English/Spanish)
d. School Readiness Committee Minutes – February 9,2023 (English/Spanish)
e. Head Start Program Review Evaluation (PRE) Report – January
f. Kern Head Start Budget to Actual Report, March 1, 2022 through December 31, 2022
g. Kern Early Head Start Budget to Actual Report, March 1, 2022 through December 31, 2022
h. San Joaquin Early Head Start (*No Cost Extension*) Budget to Actual Report, February 1, 2021 through December 31, 2022
i. Early Head Start Child Care Partnerships (No Cost Extension) Budget to Actual Report, March 1, 2022 through December 31, 2022
j. American Rescue Plan Funding Budget to Actual Report, April 1, 2021 to December 31, 2022
k. Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2022 through December 31, 2022
l. Parent Travel & Child Care through December 31, 2022
m. Parent Activities through December 31, 2022
n. Children's Mobile Clinic – March 2023 (English/Spanish)

o. Read Across America Activity Calendar – February 27 – March 3, 2023
p. Read Across America – March 2, 2023
q. Monthly Parent Training with Dr. Kirk – Head Start Wellness
r. Backpack Connection Series: How to Help Your Child Understand and Label Emotions (English/Spanish)
s. Community Needs Survey (English/Spanish)
t. Head Start Recruitment Flyer (English/Spanish)
u. Home Visiting Program Flyer (English/Spanish)
v. Policy Council Meeting Dates

A request was made to remove items (e) and (k) from the agenda. Questions were posed regarding information included on item (e), the Program Review Evaluation (PRE) report. The inquiries were specific to family leave and intermittent leave; all of which were subsequently answered by Robert Espinosa, Program Design and Management Administrator. Additional questions followed, regarding data on the Non-Federal Share In-kind report, as well as the Parent Activities report which were addressed as well. Upon conclusion of respective responses and clarification for all questions provided, Nila Hogan made a motion to approve items (a) through (v); seconded by Fatima Echeverria. Motion carried unanimously.

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

a. 2021-2022 Head Start and Early Head Start Self-Assessment – Sylvia Ortega, Quality Assurance Administrator

Sylvia shared that the self-assessment is a planning and evaluation activity required by the Head Start Program Performance Standards. It is designed to measure the program's effectiveness in meeting goals and objectives and to also to identify program strengths as well as opportunities for improvement. Sylvia shared throughout this self-assessment process there were various reviews conducted during the last program year some of which were from the California Department of Education, Child and Adult Care Food Program, and the Office of Head Start Focus Review.

It was reported, as a result of the self-assessment there were three areas of improvement which were, wage comparability study, lead water testing and full enrollment. Sylvia reviewed the 2021-2022 Self-Assessment Report in detail with members, outlining compliance items, timelines, corrective actions, expected outcomes and other vital information. Upon conclusion of the presentation, an opportunity was provided for members to ask questions, seek clarification and/or have discussion to which there was none. Subsequently Jennifer Wilson made a motion to approve the 2021-2022 Head Start and Early Head Start Self-Assessment; seconded by Gabriel Rios. Motion carried unanimously.

7. <u>Standing Reports</u>

a. Program Governance – Lisa Gonzales, Program Governance Coordinator

Members were thanked for their time and for attending tonight's Policy Council meeting. Lisa also welcomed Ana to Policy Council as the Board of Director's representative. Appreciation was expressed for those who were able to attend the Dr. Kirk monthly parent training and stated there will not be a Dr. Kirk training in April. She added if members have previously attended, they are encouraged to attend the following month to share any outcomes as a result of recommendations made during the parent training. Lisa also shared that the annual Read Across America event would be taking place on March 2, 2023. She added that there are a variety of activities children are participating in to celebrate and kickoff this event, which can be found in this month's packet. Lisa shared there are still vacancies on Policy Council because of this there will be Regional Parent Committee meetings held in the coming weeks with the hope of filling any vacancies on the Council. She encouraged members to share their experience and encourage other parents to participate.

b. Community Representative – Nila Hogan, Y-Empowerment

Nila shared information with members about the Snacks in the Stacks program held throughout various Kern County libraries. This is a homework and hangout session for children ages 2 years through 18 years of age regardless of income status. This program provides an environment for attendees to be around others socializing, and/or studying outside of a school/classroom setting. Snacks in the Stacks begins at 3:00 p.m. until 6:00 p.m. with a meal for participants. Nila also shared there is a preschool story-time as well on specific days which might be of interest to parents, on those days there is a holiday, or break and school is closed. It was added that there is also a Beginning English course available as well as many other offerings. Nila stated she would be sharing the link to the website so members may see what is available at a library near them. In closing Nila shared, she will be reading at Wesley Child Development Center for the Read Across America event.

c. Board of Directors – Ana Vigil, CAPK Board Member

Lisa shared the Board of Director's report on behalf of Ana. The Board of Directors met in a hybrid setting on January 25, 2023. Board seat assignments were shared as was the election of Board Officers. Fred Plane will continue as Chairperson, Maritza Jimenez is Vice Chair, Ana Vigil, Secretary, and the Treasurer is Michelle Jara-Rangel. There were special presentations for outgoing members. The independent audit reports were shared for the year ending February 28, 2022 as was the Special Purpose Financial Statements for the year ending, June 30, 2022. An update was provided to board members about the Grand Jury visit to the 2-1-1 call center. Other items shared during this Board of Directors meeting included the CAPK Foundation report presented by the Director of Development and the Policy Council report shared by Nila Hogan. Chief Executive Officer (CEO) Jeremy Tobias provided COVID-19 updates to the board as well as an update on the recruitment status of a new Chief Program Officer. This position has since been filled. The CEO provided the closed session report stating the Board of Director's completed the annual performance evaluation of the Chief Executive Officer and voted to provide a 5% merit salary increase to the CEO. This meeting was adjourned at 1:25 p.m.

d. Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director

Assistant Director of Program, Jerry Meade reported on behalf of Yolanda Gonzales. He thanked everyone for their attendance and was appreciative of all the wonderful questions that were posed by Council members earlier in the meeting stating they are great topics for discussion.

Jerry shared that the new fiscal year begins on March 1, 2023 and goes through February 29, 2024 (leap year). This will end the fifth and final year of the current grant cycle. He added, it will be exciting to create and generate a new five-year application throughout this program year to submit to the Office of Head Start for the next five years of continued funding. Jerry shared that in terms of the end of the fiscal year, what this means as a program is ensuring all our expenditures that have been obligates as a cost to this current grant will be liquidated and closed out so our finance department can close out the federal fiscal year for the agency expeditiously and accurately. Many staff will be working diligently through February to ensure purchase orders have been closed out, invoices have been submitted, backup documentation provided, etc. This is an intentional process to ensure that if there are any unobligated expenditures that were unable to be spent in this current fiscal year (2022-2023) the program can request to the Office of Head Start that these funds be carried over into the fifth and final year. One example Jerry gave were construction projects that we were hoping to complete during this funding year (2022-2023), but the expenses allotted for those projects may not have been paid or completed prior to today which is the last fiscal day of the current funding year.

Jerry spoke to the non-federal share report stating we will meet our goal for the year without any challenges. He noted when reviewing financial reports with a start date of March 1, 2023 it is important to note they will be for the new fiscal year (2023-3024), and we will start back at zero dollars. Jerry added that our state contracts make up for the majority of the in-kind obligation and we earned more from our state contract than we have in previous years.

It was reiterated, the new Chief Program Officer position has been filled and Yolanda will be brining the new CPO to the Policy Council for an introduction. This will provide an opportunity to get to know the CPO and to also show what our Head Start program is about. It is a great way for the CPO to meet members as a group.

It was stated, March kicks off the start of recruitment for our 2023-2024 school year and we will be working on reaching all goals for full enrollment for the next school year. One of the ways will be by ensuring applications are audited for children who are either continuing in their Head Start journey or for those who are new to our program. Jerry shared there will be a lot of recruitment activities and various events happening throughout the balance of the winter, into spring and prior to our summer center closures. He indicated this is a terrific opportunity for Policy Council to support full enrollment by making sure all friends and family know to come by and complete a Head Start application so the program has the waitlists needed to ensure classrooms can open.

Filling waitlists of course means we must work on hiring and onboarding staff as we work to open those classrooms. There are currently sixteen open requestions to fill positions in the Head Start division; these are direct services as well as administrative positions. Jerry noted there has been some success where

we've onboarded more than ten employees; in February there were twelve new staff onboarded to the Head Start division, which is promising.

Jerry provided a bit more follow up information on questions posed earlier in the meeting regarding intermittent and continuous leave. He spoke to the importance of noting that anything regarding the Family Medical Leave Act (FMLA) is federally protected. He added, as an employer we do not have the ability to deny an individual that has protection under the FMLA . When there is a continuous leave, those discussions are between the Human Resources Department and the employee with no repercussions for the individual who is protected whether it be continuous leave or intermittent leave. Jerry shared intermittent means that the individual can use leave when it is necessary based upon the determination made of their supporting documentation. Jerry shared there are times when we may have a challenge however our Program Managers work very hard to ensure our classrooms stay open, but that isn't always possible. He shared the FMLA situations are reported as an informational item to support our staffing challenges. In addition to vacancies, we also must accommodate protective leave situations.

In closing, Jerry spoke about the Read Across America event sharing staff has worked really hard on this event and 100% of classrooms will have a guest reader which is very exciting! He shared this is an amazing opportunity and enjoyed by all!

8. Policy Council Chairperson Report

Ruby shared that her daughter and the other children at the center (Heritage) are having so much fun this week with all the Dr. Seuss activities. Ruby stated that because of all the Dr. Seuss fun going on, her daughter wants her to read only Dr. Seuss books to her! Ruby added she really loves her center staff; they are like family to her. She stated the center is always so clean and beautiful; she is very grateful that it is available to her and all the other families.

9. Policy Council Member Comments

Members were given an opportunity to share comments. Ana Vigil shared she has been participating in Read Across America for the past 8 years and even takes her son. Ana said she reads in the Wasco/Shafter area and just loves it! Many attendees provided Ruby with birthday well-wishes.

10. Next Scheduled Meeting

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

11. Adjournment

Meeting was adjourned at 6:45 p.m.

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

1. **Convocación de reunión**
   Ruby Cruz presidenta del concilio de póliza, llamó al orden la junta a las 5:32 p.m. Antes de pasar lista, Ruby le dio la bienvenida a Ana Vigil, representante del concilio ante la junta directiva, Ana dió un breve resumen sobre ella, añadiendo que ella también había sido madre de un niño que participó en Head Start.
   a. Se pasó lista y se estableció cuórum.
   Miembros del concilio presentes: Susana Barrios, Ruby Cruz, Michelle Del Rio, Fatima Echeverría, Andrea Flores, Nila Hogan, Monique McWilliams, Pablo Reyes, Gabriel Ríos, Anilu Saldana, Ana Vigil, 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 las preguntas que se formulen. Sin embargo, el concilio no tomará ninguna determinación, solo referirá las cuestiones a la persona 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 hasta diez minutos. Favor de proporcionar su nombre antes de la presentación. Gracias*
   Ninguno

3. **Reportes de comités permanentes**
   a. Comité de preparación escolar
   El comité de preparación escolar se reunió el 9 de febrero del presente año. Las especialistas de plan de estudios hablaron sobre el significado de la preparación escolar para las familias, tanto en el salón de clases como la planeación de lecciones y cómo las familias pueden ayudar en casa. Los padres pueden apoyar la preparación escolar, participando en las actividades semanales del plan de estudios con sus hijos. Se informó que la preparación escolar del programa concuerda con el marco de resultados de aprendizaje temprano de Head Start y las normas del estado de California. Este marco incluye cinco niveles de enfoque y estos son: aprendizaje, desarrollo socioemocional, razonamiento, desarrollo físico y lenguaje y alfabetización. El aprendizaje de inglés es otro dominio que el programa ha integrado a la preparación escolar. Los presentes tuvieron la oportunidad de compartir sus puntos de vista sobre la preparación escolar.
   b. Comité de planeación
   El comité de planeación se reunió el 7 de febrero del presente año, durante esta reunión se revisó el reporte de inscripción. Las cifras de Head Start muestran un nivel de inscripción del 68%, mientras que Early Head Start reportó un 64% para el mismo mes. Personales administrativos de Head Start, asistieron a una conferencia de liderazgo, patrocinada por la Asociación nacional de Head Start. Durante esta conferencia algunos representantes de nuestro programa tuvieron la oportunidad de reunirse con el congresista David Valadao para solicitar un aumento de fondos adicionales para la retención de personal. El informe del programa de alimentación y cuidado infantil y para adultos reportó que durante el mes de diciembre se repartieron un total de cincuenta y seis mil, quinientos sesenta y ocho comidas.
   c. Comité de presupuestos y finanzas
   El comité de presupuestos y finanzas se reunió el 21 de febrero del presente año. Durante esta reunión se revisaron los documentos de los gastos reales de Head Start, Early Head Start de Kern y San Joaquín, así como la Asociación de cuidado infantil y el plan de rescate americano. Entre otros también se revisaron los reportes de actividades para padres, reembolsos de viajes locales para padres, donaciones internas no federales. Se contestaron todas las preguntas relacionadas con los reportes de presupuestos y finanzas. Todos los reportes se pueden encontrar en el paquete del concilio de póliza de febrero. La próxima reunión del comité se llevará a cabo el 21 de marzo de presente año a las 5:30 p.m.

d. Comité de estatutos

El comité de estatutos reprogramó su junta del 7 al 15 de febrero del presente año, con el fin de asegurar que los miembros pertenecientes pudiesen asistir a sus obligaciones existentes , ya que la fecha inicial coincidía con la reunión de otro comité. Se les informó a los miembros las funciones y responsabilidades del comité, como se describen en las normas de desempeño del programa de Head Start, la ley de Head Start y los estatutos del concilio de póliza de CAPK. Se revisaron los artículos del I al III otorgando la oportunidad a los miembros de formular preguntas. El comité decidió que no se necesitaba hacer ningún cambio a los artículos que se revisaron. La próxima reunión del comité de estatutos, se llevará a cabo el 11 de abril, 2023 a las 5:30 p.m. para continuar revisando las siguientes secciones del documento.

4. <u>Presentaciones</u>

a. Descripción general de CalFresh vida saludable – Alan Rodriguez, administrador de CalFresh vida saludable; Diana Alvarado, instructora de salud de CalFresh vida saludable

Alan se presentó y agregó que antes de asumir esta posición, fungía como gerente de la división de salud y nutrición de Head Start. Alan aclaró que los beneficios de CalFresh, no deben confundirse con los cupones de alimentos. Agregó que este programa está diseñado para personas de los 18 a los 59 años; y busca asociarse con Head Start para brindar clases de nutrición a los padres de los alumnos, señalando que éstos están en control de la compra de alimentos para nuestros alumnos. Acto seguido presentó a Diana Alvarado, una instructora que habló sobre el programa Cal Fresh, vida saludable.

Diana explicó que hay cinco módulos de estudios que se ofrecen a la comunidad. Presentó cada uno de los módulos, proporcionando un resumen de cada uno, así como su duración. Uno de los módulos, titulado fue alrededor de la mesa, se enfoca en los principios del trauma, el compromiso informado y nutrición. Este módulo habla de cómo incorporar a los niños en el proceso de planeación de los alimentos y el presupuesto destinado para los comestibles. Este módulo promueve el dialogo y la comunicación. Añadiendo una inmerso profunda las conexiones que existen entre ambos, así como sus orígenes. Cuenta con seis cursos de una duración de sesenta a noventa minutos. Otros temas incluyen, el desperdicio de alimentos, cómo leer la información nutricional en las etiquetas, la importancia del ejercicio, planeación de alimentos saludables entre otros temas. Se añadió que los mercados de frutas y verduras frescas en donde los agricultores participantes que le hacen rendir más su dinero. Esto les permite a los beneficiarios del programa de EBT pueden duplicar sus compras, si recibe $10 en beneficios, puede gastar hasta $20 en los mercados y los agricultores participantes. El objetivo los módulos educativos de CalFresh, vida saludable es mejorar la salud nutricional de los californianos de escasos recursos a través de la educación.

Por último, se mencionó que se ha proporcionado los datos de los instructores del programa a las guarderías y servicios a domicilio para agendar una presentación para las personas interesadas. De hecho, ya le han contactado para llevar a cabo más presentaciones.

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

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

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 del comité de planeación – 7 de febrero, 2023 (inglés/español)
d. Resumen de comité de preparación escolar– 9 de febrero,2023 (inglés/español)
e. Reporte de evaluación del programa (PRE, siglas en inglés) – enero
f. Reporte de presupuesto y gastos actuales del programa Head Start, 1 de marzo hasta el 31 de diciembre, 2022
g. Reporte de presupuesto y gastos actuales de Early Head Start, 1 de marzo hasta el 31 de diciembre, 2022
h. Reporte de presupuesto y gastos actuales de Early Head Start de San Joaquín (extensión sin costo), 1 de febrero, 2021 hasta el 31de diciembre, 2022
i. Reporte del presupuesto y gastos actuales de la Asociación de cuidado infantil Early Head Start (extensión sin costo) 1 de marzo hasta el 31 de diciembre, 2022

j. Reporte del presupuesto y gastos actuales del plan de rescate americano del 1 de abril, 2021 hasta el 31 de diciembre, 2022
k. Reporte de donaciones internas no federales de Head Start y Early Head Start, 1 de marzo 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 Lectura en América – 27 de febrero al 3 de marzo, 2023
p. Lectura en todo América – 2 de marzo, 2023
q. Capacitaciones mensuales para padres con el Dr. Kirk – División de bienestar de Head Start
r. Series de Conexion 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 del programa de visitas a domicilio (inglés/español)
v. Horario de las juntas del concilio de póliza

Se solicitó eliminar los incisos (e) y (k) de la agenda. Se formularon preguntas con respecto a la información del inciso (e), el reporte de evaluación y revisión del programa (PRE, siglas en inglés). Las preguntas fueron específicamente sobre la licencia familiar y la licencia intermitente, Robert Espinosa, administrador de diseño y gestión del programa las respondió subsecuentemente. Otras de las preguntas se refirieron a los datos del informe de donaciones internas no federales, así como el informe de actividades para padres, a las que Robert también respondió. Una vez que se concluyó con la explicación correspondiente, Nila Hogan presentó una propuesta para la aprobación de los incisos desde la (a) hasta la (v); esta fue secundada por Fatima Echeverría. Propuesta aprobada por unanimidad.

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

a. Autoevaluación 2021-2022 de Head Start y Early Head Start – Sylvia Ortega, administradora de control de calidad

Sylvia explicó que la autoevaluación consiste en la planeación y evaluación que exigen las normas de desempeño del programa Head Start. Está diseñado para evaluar la eficacia del programa con el cumplimiento de las metas y objetivos del programa, así como también para identificar las fortalezas del mismo, y poder otorgar oportunidades de mejora. Sylvia añadió que a lo largo de este proceso de autoevaluación se realizaron varias revisiones durante el año, algunas fueron realizadas por el departamento de educación de California, el programa de alimentación y cuidado infantil y para adultos y la revisión de enfoque de la oficina nacional de Head Start.

Se informó que, como resultado de la autoevaluación, hubo tres áreas en las que se recomendaron modificaciones, estas fueron un estudio de comparabilidad salarial, análisis de niveles de plomo en el agua e inscripción completa. Sylvia revisó el documento junto con los miembros, así como las recomendaciones a cumplir, los plazos, expectativas, así como otra información vital. A la conclusión de la presentación se otorgó el espacio para preguntas o aclaraciones, ningún miembro presentó ninguna pregunta. Posteriormente Jennifer Wilson presentó una propuesta para la aprobación de la Autoevaluación 2021-2022 de Head Start y Early Head Start; esta fue secundada por Gabriel Ríos. Propuesta aprobada por unanimidad.

7. <u>Reportes permanentes</u>

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

Se les agradeció a los miembros por su tiempo y asistencia a la junta del concilio. Lisa le dio la bienvenida a Ana como representante de la junta directiva. Se les agradeció a las personas que participaron en la capacitación mensual para padres que ofrece el Dr. Kirk, agregando que no habrá una unta en abril. Se les exhortó a los participantes a continuar asistiendo a las capacitaciones y que puedan compartir las recomendaciones que se compartieron. Lisa también informó que el evento anual de Lectura en toda América se llevará a cabo del 27 de febrero al 2 de marzo del presente año. Agregó que el evento contará con una variedad de actividades en las que los alumnos participan para celebrar e iniciar este evento, la información pertinente se encuentra en el paquete del concilio de este mes. Lisa añadió que el concilio todavía cuenta con vacantes, debido a esto se estarán llevando a cabo juntas del comité regional de padres en las próximas semanas, con el fin de

llenar estos cupos. Exhortó a los miembros a compartir sus experiencias con otros padres y exhortarlos para participar.

b. Representante comunitario – Nila Hogan, Empoderamiento Y

Nila presentó información sobre uno programa denominado Golosinas en los montones, (Snacks in the Stacks), el cual se lleva a cabo en diferentes bibliotecas en el condado de Kern. Esta es una sesión en donde los participantes entre edades de los 2 a los 18 años, hacen sus tareas y conviven. Aquí se proporciona un espacio para que los participantes se rodeen otras personas para socializar y o estudiar fuera de la escuela o el salón. El horario del programa es de 3 a 6 de la tarde en donde se les ofrece una golosina a los participantes. Nila agregó que hay días y horarios específicos en donde se ofrecen lecturas de libros preescolares, esto para las personas interesadas, esto programa se ofrece también durante las vacaciones o los días donde las escuelas cierran por algún motivo.

c. Junta directiva – Ana Vigil, miembro de la junta directiva de CAPK

Lisa compartió la información de la junta directiva en representación de Ana. La junta directiva se reunió de modo hibrido el 25 de enero del presente año. Se dieron a conocer las asignaciones de los escaños de la junta, al igual que la elección de los representantes oficiales de la misma. Fred Plane, continuará fungiendo como presidente, Maritza Jimenez como vicepresidenta, Ana Vigil, secretaria y Michelle Jara Rangel como tesorera. Hubo presentaciones especiales para los miembros que cumplieron con su término correspondiente. Se proporcionó información de la auditoría independiente para el año fiscal que concluyó el pasado 28 de febrero, 2022 al igual que los estados financieros para el año que finalizó el 30 de junio, 2022. Otra información que se compartió fueron los resultados de la visita del gran jurado al centro de atención al cliente 2-1-1. Otra información pertinente a la junta directiva, fueron los informes de la fundación de CAPK, el cual fue presentado por el director de la división de desarrollo y el reporte del concilio de póliza el cual fue diseminado por Nila Hogan. El director ejecutivo, (CEO, siglas en inglés) Jeremy Tobías proporcionó las actualizaciones sobre el COVID-19, así como el proceso de contratación del nuevo director de programas. Ya se ha decidido en la contratación para esta vacante. Jeremy también proporcionó el informe de la junta directiva que lleva a cabo a puerta cerrada, en donde la junta completó la evaluación anual del director ejecutivo y se autorizó un 5% de aumento salarial para el mismo. La sesión finalizó a la 1:30.

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

El subdirector del programa Jerry Meade, presentó el reporte a nombre de Yolanda Gonzales. Jerry agradeció a los presentes por su asistencia al igual que por las maravillosas preguntas que presentaron los miembros durante la reunión, agregando que son excelentes temas de discusión.

Jerry compartió que el nuevo año fiscal comienza el 1 de marzo, 2023 y termina el 29 de febrero de 2024 (ano bisiesto). Ese año se dará por terminado al quinto y último año del ciclo de los subsidios. Agregó que se siente emocionado para generar una nueva solicitud de cinco años durante el presente año, para poder enviarla a la oficina nacional de Head Start. Jerry agregó que el término del año fiscal significa que el programa ha cumplido con todas sus obligaciones del subsidio actual, por lo tanto, el departamento de finanzas estará ocupado cerrando el año fiscal federal de manera pronta y precisa. Gran parte del personal de antedicha división estará trabajando diligentemente durante febrero, para asegurar que todas las órdenes de compra se hayan enviado junto con la documentación apropiada y las facturas para agilizar el proceso. Este se realiza para garantizar que si existen sobrantes del presente año fiscal (2022 – 2023), el programa puede solicitarle a la oficina de Head Start la transferencia de dichos fondos para el quinto y último año. Un ejemplo de estos son los proyectos de construcción que esperábamos finiquitar dentro del año fiscal 2022 – 2023, pero si no se han pagado o finalizado hasta el día de hoy, se podrá solicitar el traspaso de fondos.

Jerry continuó hablando sobre las donaciones internas no federales, indicando que cumpliremos con las metas establecidas sin ningún problema. Señaló que es de suma importancia entender que los reportes financieros que iniciaron el 1 de marzo, 2023 para el año fiscal 2023-2024 la cuenta regresiva comienza desde cero. Indicó que los contratos estatales cubren la mayor parte de los fondos y hemos recibido una mayor cantidad de los contratos estatales que en años anteriores.

Se reiteró que ya se ha hecho la contratación del nuevo director de programas, y Yolanda lo estará presentando al concilio de póliza. Esto dará la oportunidad de conocerlo e informarle de qué se trata el programa de Head Start. Unirse a esta junta es la mejor manera para que el conozca a todos los miembros del grupo.

Agregó que, durante el mes de marzo, se inicia la campaña de inscripción para el año escolar 2023-2024 y planeamos trabajar arduamente para alcanzar las metas establecidas para inscripción completa para el próximo año escolar. Una manera de garantizar esto, es revisando las solicitudes de los alumnos ya inscritos y las nuevas cumplen con los requisitos necesarios. Se han programado una serie de actividades de reclutamiento para el resto del invierno hasta la primavera y antes del cierre de la sesión de verano. Agregó que una manera de apoyar este objetivo es que los miembros del concilio de póliza difundan y promuevan el programa con amigos y familiares para que vengan a presentar su solicitud y que nosotros podamos tener las listas de espera necesarias para la reapertura de las aulas.

Por supuesto que, al tener las listas de espera, debemos trabajar arduamente en la contratación e incorporación del personal necesario para la reapertura de las aulas. En el presente hay dieciséis vacantes abiertas para la división de Head Start; tanto como para empleos de servicios directos y también administrativos. Hemos cantado victoria en la contratación de empleados, por ejemplo, durante el mes de febrero se hizo la contratación de doce empleados para Head Start.

Jerry proporciono un poco más de información de seguimiento sobre las preguntas planteadas anteriormente en la reunión con respecto a la licencia intermitente y continua. Habló sobre la importancia de señalar que todo lo relacionado a la ley de ausencia médica para la familia (FMLA, siglas en inglés) es una ley que está protegida por el gobierno federal. Agregó que, no podemos negarle a un empleado el derecho de ausentarse bajo esta ley. Cuando existe una licencia continua, es un asunto que se maneja entre el empleado y el departamento de recursos humanos, sin tener repercusiones para el empleado, ya que es un derecho protegido por la ley, en cualquiera de las dos licencias. Jerry explicó que una licencia intermitente significa que la persona puede utilizarla cuando sea necesario, de acuerdo a la documentación que el empleado presente. Estas ausencias pueden representar un desafío para nuestro programa, sin embargo, los gerentes del programa trabajan arduamente para mantener las aulas abiertas, pero no siempre es posible. Agregó que esta información se incluye sólo para justificar el cierre de aulas, este problema aunado a las vacantes a veces representa un desafío.

Para concluir, Jerry dijo que el personal ha trabajado arduamente en el evento de Lectura en todo América, ya que han asegurado un invitado a cada una de las aulas en nuestros centros, y esto es muy emocionante, agregó que esta es una increíble actividad que todos disfrutan.

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

Ruby dijo que tanto su hija como los demás niños del centro Heritage se han divertido mucho con las actividades del Dr. Seuss; debido a esto su hija sólo quiere leer libros del Dr. Seuss. Ruby agregó que está super contenta con todo el personal del centro, dice que son como una familia para ella. Continuó diciendo que el centro siempre está hermoso y limpio se siente muy agradecida por los servicios disponibles para todas las familias participantes.

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

Se les otorgó a los miembros la oportunidad de comentar. Ana Vigil comentó que ha participado en el evento de Lectura en todo América por los pasados 8 años y que también su hijo le ha acompañado. Ella participa en el área de Wasco y Shafter y expresó su beneplácito. Muchos de los asistentes felicitaron a Ruby por su cumpleaños.

10. <u>Próxima reunión programada</u>

La próxima reunión programada se llevará a cabo el 28 de marzo, 2023 a las 5:30 p.m.

11. <u>Conclusión</u>

La junta concluyó a las 6:45 p.m.

Community Action Partnership of Kern Head Start/State Child Development
Policy Council Bylaws Committee Meeting Minutes
February 15, 2023
Call in Number: (213) 204-2374 Meeting ID: 297 490 705 766

1. **Welcome**
   Chairperson, Monique McWilliams welcomed members to the meeting.

2. **Call to Order**
   a. The meeting was called to order at 5:30 p.m.

3. **Roll Call and establish Quorum (half plus one)**
   a. Quorum was established; all members were in attendance.
   b. **Present:** Monique McWilliams, Fatima Echeverria, Andrea Flores, Michelle Del Rio

4. **Approval of Agenda**
   A motion was made by Fatima Echeverria to approve the agenda dated February 15, 2023; seconded by Andrea Flores. Motion carried.

5. **Approval of Minutes**
   Fatima Echeverria made a motion to approve the minutes dated August 9, 2022; seconded by Andrea Flores. Motion carried.

6. **Introduction of Guests**
   None

7. **Public Forum**
   (The public wishing to address the Policy Council Bylaws 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. **Proposed Meeting Dates** ***Action Item**
      The proposed meeting dates were presented to members for review and discussion. Motion was made by Fatima Echeverria and seconded by Andrea Flores to approve the proposed meeting dates. Motion carried.
   b. **Review and Discussion of Policy Council Bylaws**
      Lisa shared that one of the responsibilities of the committee was to review the document on an annual basis to ensure it is meeting the needs of the Council as well as following the requirements of the Head Start Performance Standards and Head Start Act. It was shared that the bylaws were revised and approved in October 2020 as well as in September 2021. The amendments/revisions were shared with members which included but was not limited to, updated job title (staff), amended teleconference meeting information, as well as grammatical and formatting revisions.

      It was shard the committee would be reviewing the entire document various sections at a time. Articles I through III were discussed in detail. Along with the purpose and function of the Policy Council, other information discussed included, the distinct types of membership. Each membership category was defined, this included parents, board of directors representative, community member representation. Clarification was provided as to the Board of Directors Representative (serving on the Policy Council) and the Policy Council Representative (serving on the CAPK Board of Directors) based upon an inquiry posed.

Additionally, the seating and required annual training for all members as outlined in the bylaws was addressed along with vacancies, resignations, and termination including the appeal process for such.

Member conduct and conflict of interest was reviewed and discussed, reiterating members of Policy Council may not be employees of the agency nor may they have an immediate family member employed with the agency. A question was posed as to whether a member of Policy Council is permitted to apply for employment with the agency. It was stated that members most certainly apply for employment, however should this result in employment, the member may no longer serve on the Council. An additional question was posed as to if you are not married but are a registered domestic partner does that qualify as a member of your immediate family? It was noted the bylaws do state a domestic partner is included in the term "immediate family member."

9. Announcements

None

10. Adjournment

Meeting was adjourned at 6:17 p.m.

Asociación de Acción Comunitaria de Kern Head Start/Desarrollo infantil estatal
Resumen de la junta del comité de estatutos del concilio de póliza
15 de febrero, 2023
Número de teléfono: (213) 204-2374 Número de identificación de la junta: 297 490 705 766

1. **Bienvenida**
   La presidenta del comité, Monique McWilliams les dió la bienvenida a los miembros a la junta.

2. **Llamado al orden**
   a. Se llamó al orden la junta a las 5:30 p.m.

3. **Pase de lista y establecimiento de cuórum (la mitad más uno)**
   a. Se estableció cuórum; todos los miembros estuvieron presentes.
   b. **Miembros presentes** Monique McWilliams, Fatima Echeverria, Andrea Flores, Michelle Del Rio

4. **Aprobación de agenda**
   Fatima Echeverria presentó una propuesta para la aprobación de la agenda, fechada el 15 de febrero, 2023; esta fue secundada por Andrea Flores. Propuesta aprobada.

5. **Aprobación de minutos**
   Fatima Echeverria presentó una propuesta para la aprobación de los minutos, fechados el 9 de agosto, 2022; esta fue secundada por Andrea Flores. Propuesta aprobada.

6. **Presentación de invitados**
   Ninguno

7. **Foro publico**
   (El público que desee dirigirse al comité de estatutos del concilio de póliza, puede hacerlo en este momento; sin embargo, el comité no tomará ninguna acción, solo remitirá el tema al personal para su estudio y análisis.)
   Ninguno

8. **Presentación/ Discusión de temas**
   a. **Horario tentativo de las juntas** ***Elemento de acción**
      Se presentó el horario tentativo de las juntas del comité a los miembros para su revisión y discusión. Fatima Echeverria presentó una propuesta para su aprobación, Andrea Flores la secundó. Propuesta aprobada.
   b. **Revisión y discusión de los estatutos del concilio de póliza**
      Lisa informó que una de las responsabilidades del comité es la revisión anual del documento, esto se hace para asegurarse que las necesidades del consejo se satisfagan además de que también cumpla con los requisitos de las normas de desempeño y la ley de Head Start. Se informó que los estatutos se revisaron y aprobaron en octubre del 2020, y en septiembre del 2021. Las correcciones y revisiones que se realizaron fueron, la denominación (titulo) de los empleados, la información modificada sobre la teleconferencia de la junta, revisiones gramaticales y formato.

      Se informó que el comité irá revisando el documento completo por secciones. Se discutieron los artículos del I al III. Además del propósito y función del concilio de póliza, se discutió los diferentes tipos de membresías. Se definió cada categoría de las membresías, incluyendo los padres, el representante de la junta directiva y los representantes de la comunidad. Se aclaró la definición del representante de la junta directiva (quien también participa en el concilio de póliza, el representante del concilio (quien funge en la junta

directiva de CAPK. Además se explicó la definición de cada puesto y la capacitación anual para todos los miembros como se define en los estatutos, además de las vacantes, renuncias, despidos, incluyendo el proceso de apelación para esta última.

Se discutieron y revisaron los códigos de conducta para los miembros, así como el conflicto de intereses, reiterando que los miembros del concilio de póliza, no pueden ser empleados directos de la agencia, así como también no pueden ser parientes de un empleado de la agencia. Se preguntó si algún miembro del concilio de póliza puede solicitar empleo en la agencia. Se aclaró que los miembros pueden solicitar empleo, sin embargo, si resulta ser empleado por la agencia, esa persona no podrá participar en el concilio. Otra persona preguntó si una persona que estaba registrado como pareja, pero no estaba casado, cabría dentro de la definición de familia inmediata. Se aclaró que los estatutos definen a una pareja registrada como "familiar inmediato".

9. Anuncios

Ninguno

10. Conclusión

La junta concluyó a las 6:17 p.m.

Community Action Partnership of Kern
Head Start / State Child Development
Policy Council Budget & Finance
Committee Meeting Minutes
February 21, 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 5:37 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, Susana Barrios
   c. PC Members not present: Gabriel Rios

4. **Approval of Agenda**
   Susana Barrios made a motion to approve agenda dated February 21, 2023; seconded by Annie Saldana. Motion carried.

5. **Approval of Minutes**
   Annie Saldana made a motion to approve the minutes dated January 17, 2023; seconded by Pablo 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. **Financial Reports**
      Budget to actual reports for the Head Start and Early Head Start grants were shared and discussed with committee members including percentages expended in various categories. A request for confirmation that the end of the fiscal year is February 28, 2023 was made. This was confirmed with additional information noting the reports shared during this meeting have an end date of December 31, 2022.

      In continuing to review the financial reports, both the San Joaquin and Child Care Partnership no-cost extension budgetary information. A n inquiry as to what the budget category, "fringe benefits" is referring to was made. It was shared this refers to supplemental employee benefits such as medical, dental, vision, etc. An additional inquiry was made regarding the category of personnel; noting this is employee salaries.

Review of the COVID Care funds report ensued. It was asked, if this for employees who go on leave or get ill due to the virus. It was shared monies were dispersed for supplies, masks, gloves, etc. It was also asked if the funds will be gone once the fiscal year ends. It was stated, the funds will be gone at the end of the fiscal year, however it should be noted they will be spent down to a zero-balance adding this grant is not a reoccurring funding source.

The American Rescue Plan Fund report was reviewed and discussed. The Non-Federal share report as well as the parent travel and childcare report was presented and reviewed. It was noted there hasn't been any funds used from the parent travel and childcare budget. An inquiry was made as to what these funds are specifically for. It was shared pre-COVID all Policy Council and Policy Council committee meetings were held in person. Funds from the parent travel an childcare allowed for members to complete required documentation and subsequently receive reimbursement for mileage and/or childcare for all Policy Council and Policy Council committee meetings they attended. Reimbursement would come from this budget category.

In continuing to review the balance of financial reports, the parent activities report was presented with current amounts expended shared. It was shared that at other monthly parent meetings (non-Head Start) there are snacks provided at the meeting noting that is not the case for Head Start Parent Meetings. It was asked if Head Start monthly Parent Meetings would ever be permitted to have food, snacks, etc. It was stated policy does not allow for such, however if donations are received that is allowable. Donations may be used for snacks, raffles, etc.

9. <u>Announcements</u>

Lisa shared Policy Council packets will be sent out in the mail within the next couple of days and reminded members there is a Policy Council meeting on February 28, 2023.

10. <u>Adjournment</u>

The next meeting will be held at on Tuesday, March 21, 2023 at 5:30 p.m. Meeting was adjourned at 5:55 p.m.

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

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

2. **Convocación de reunión**
   a. Pablo Reyes, presidente del comité convoco al orden la junta a las 5:37 p.m.

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

4. **Aprobación de agenda**
   Susana Barrios presentó una propuesta para la aprobación de la agenda fechada el 21 de febrero, 2023; esta fue secundada por Annie Saldana. Propuesta aprobada.

5. **Aprobación de minutos**
   Annie Saldana 17 de enero, 2023; esta fue secundada por Pablo Reyes. Propuesta aprobada.

6. **Presentación de invitados**
   Los siguientes invitados estuvieron presentes Louis Rodriguez, administrador de finanzas y Lisa Gonzáles, coordinadora del programa de gobernanza.

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

8. **Presentación/ Discusión de temas** – Louis Rodriguez, administrador de finanzas
   a. **Reportes de finanzas**
      Se presentaron los reportes actuales del porcentaje de gastos de los subsidios de Head Start y Early Head Start. Se pidió confirmación que el 28 de febrero, 2023 es la fecha del cierre del año fiscal. Se confirmó dicha información añadiendo que información sobre otros informes que se comparten durante la junta de hoy tienen una fecha de cierre el 31 de diciembre, 2022. Se continuó revisando los informes de la extensión sin costo tanto de San Joaquín como de la asociación de cuidado infantil. Se preguntó el significado de los "servicios complementarios". Se informó que estos se refieren a los beneficios que se ofrecen a los empleados, como cobertura médica, dental y de visión, etc. Se pidió clarificación a otra categoría del personal, y esta fue sobre los salarios de los empleados.

      Se revisaron los fondos de cuidado contra el COVID. Se cuestionó si estos fondos estaban destinados para cubrir a los empleados que se ausentaban debido a esta

enfermedad. Se informó que estos fondos estaban destinados para cubrir la ausencia de un empleado debido a la enfermedad. Se informó que estos fondos estaban destinados para la adquisición de suministros como cubrebocas, guantes, etc. También se preguntó si estos fondos eran renovables, o si desaparecían al final del año fiscal, Louis, informó que estos fondos no eran renovables y se tenían que utilizar hasta que el saldo reflejara cero.

Se continuó el informe del plan de rescate americano. La parte de no participación federal se revisó, incluyendo los informes de viajes para padres y cuidado infantil. Se enfatizó que ambos fondos no han sido utilizados debido a que las reuniones del concilio de póliza y los subcomités se han llevado a cabo de manera virtual desde el inicio de la pandemia de COVID. Anteriormente, todas las reuniones se llevaban a cabo en persona. Es por eso que se utilizaban los fondos para reembolsar a los padres por el millaje y el cuidado infantil, siempre y cuando los padres remitieran la documentación apropiada de todas las juntas a las que asistieron.

Después se continuó con la revisión del reporte de actividades de los padres, este reporte informa las cantidades que se han utilizado hasta el momento. Se informó que en otras reuniones mensuales (no relacionadas al programa Head Start), se proporcionan refrigerios, este no es el caso de las juntas para padres de Head Start. Se cuestionó si algún día se permitiría proporcionar alimentos en las juntas mensuales para padres, a lo que se informó que las normas del programa, no lo permiten, sin embargo, si se reciben donaciones, estas se pueden utilizar para ese y otros conceptos.

9. <u>Anuncios</u>

Lisa informó que los paquetes del concilio de póliza se enviarán dentro de los próximos días, y les recordó a los miembros que la junta se llevará a cabo el 28 de febrero del presente año.

10. <u>Conclusión</u>

La próxima reunión se llevará a cabo el martes 21 de marzo, 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
March 7, 2023
Per Governor's Executive Order N-25-20

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

2. **Call to Order**
   a. Meeting was called to order at 5:34 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 March 7, 2023, was made by Sarita Little; Andrea Flores seconded. Motion carried unanimously.

5. **Approval of Minutes**
   a. Motion to approve the minutes dated February 7, 2023, was made by Andrea Flores, Sarita Little seconded. Motion carried unanimously.

6. **Introduction of Guests**
   Guests in attendance tonight were Jerry Meade, Assistant Program Director; Robert Espinosa, PDM Administrator; Sylvia Ortega, Quality Assurance Director; Carol Hendrix, 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 February 2023. Head Start Kern reported 69% enrollment; Early Head Start reported 68% 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 February; Early Head Start reported 9% 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 fourteen vacant positions for the month of February. The Family Medical Leave report noted there are thirty-two employees on continuous leave and fifty-four on intermittent leave. The highlights section reported that twelve staff were onboarded and there were ten resignations. There were thirteen days of interviews for sixteen open requisitions. Robert also presented the Child and Adult Care Food Program (CACFP) report. There was a total of 65,948 meals delivered with 57,284 prepared by Central Kitchen for the month of January 2023.

The following updates and compliance items have or will take place in Kern County:
The Enrollment and Attendance division attended the Bakersfield College Resource Fair. Approximately ninety-five people visited the booth. The team provided information for child enrollment opportunities and staffing. They also attended a job fair at the David Head Center in Lamont. They also prepared for a Read Across America event in March.

Partnership:
Blanton Center received a visit from licensing, no deficiencies were reported. They also participated in a Dental clinic event provided at Garden Pathways.

San Joaquin County:
Participated in a staff development training regarding Loose Parts curriculum, to strengthen the use of everyday common objects found in the environment into the classrooms was provided. Staff also attended to 2 recruitment events. They received nine interest forms for childcare services.

Program:
The California Department of Social Services (CDSS) is conducting an audit to ensure the program is meeting regulatory requirements. Quality Assurance, Finance and selected departments assisted in answering all questions from CDSS and our internal auditing form.

9. Announcements
None

10. Adjournment
Meeting was adjourned at 6:03 p.m.

Asociación de Acción Comunitaria de Kern
Head Start / Desarrollo Infantil Estatal
Resumen de la junta del comité de planeación
7 de marzo, 2023, 2022
Por orden ejecutiva gubernamental N-25-20

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

2. **Llamado de orden**
   a. Audreyanna Ángel, llamó la junta al orden a las 5:34 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. Sarita Little presentó una propuesta para la aprobación de la agenda fechada el 7 de marzo, 2023, esta fue secundada por Andrea Flores. Propuesta aprobada por unanimidad.

5. **Aprobación de minutos**
   a. Andrea Flores presentó una propuesta para la aprobación de los minutos fechados el 7 de febrero, 2023, esta fue secundada por Sarita Little. Propuesta aprobada por unanimidad.

6. **Presentación de invitados**
   Los invitados presentes fueron, Jerry Meade, subdirector del programa, Robert Espinosa, administrador de PDM, Sylvia Ortega, administradora de la división de control de calidad, Carol Hendrix, 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 febrero 2023. Head Start Kern reportó un 69% de inscripción; Early Head Start reportó 68% 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 febrero, 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 catorce vacantes para el mes de febrero. El reporte de ausencias medicas informa que hay treinta y dos empleados con licencias continua y cincuenta y cuatro con ausencia intermitente. En la sección de aspectos destacados informa que se contrataron doce empleados y diez 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 65,948, de las cuales 57,284 las preparó la cocina central.

Las siguientes renovaciones y acatamientos se llevaron o llevarán a cabo en el condado de Kern:
La división de inscripción y asistencia estuvo presente en la feria de recursos del Colegio de Bakersfield, aproximada 95 personas visitaron la mesa de CAPK. Nuestros representantes proporcionaron información sobre las oportunidades de inscripción para los niños y oportunidades de empleo. También se hicieron presentes en la feria del trabajo que se llevó a cabo en el centro David Head en Lamont. También se prepararon para el evento de Lectura en todo América que tomará lugar en marzo.

La asociación:
El centro Blanton, recibió una visita de la división de licencias del estado, y no se reportaron deficiencia. También participaron en una clínica dental en el centro Garden Pathways.

Condado de San Joaquín:
El personal participó en una capacita citación llamada piezas sueltas, para fortalecer el uso de objetos cotidianos que se encuentran en las aulas. El personal asistió a dos eventos de reclutamiento, recibieron 9 formularios de interés para recibir servicios de cuidado infantil.

Programa:
El departamento del servicios sociales de California, (CDSS, siglas en inglés) está realizando una auditoria para asegurar con los requisitos reglamentarios. Las divisiones de control de calidad y finanzas entre otros; ayudaron a responder todas las preguntas de los representantes y nuestro formulario de auditoría interna.

9. <u>Anuncios</u>
Ninguno

10. <u>Clausura de sesión</u>
La sesión se clausuró a las 6:03 p.m.

Community Action Partnership of Kern
Head Start / State Child Development
Policy Council School Readiness Committee Meeting Minutes
March 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 5:36 p.m. by Jennifer Wilson.

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

4. **Approval of Agenda**
   Motion was made by Sarita Little to approve the agenda dated March 9, 2023. seconded by Gabriel Rios. Motion carried unanimously.

5. **Approval of Minutes**
   Motion was made by Sarita Little to approve the minutes dated February 9, 2023. seconded by Gabriel Rios. Motion carried unanimously.

6. **Introduction of Guests**
   Guests in attendance tonight were Maria Guadian, Family Engagement, and Inclusion Manager

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. Ice Breaker: Members were asked if they had seen the monthly family engagement activities.
   b. Child Care Results (CCR) surveys and family partnership agreements: Maria introduced the CCR family strength survey which identifies the family's needs, strengths, and interests. Maria discussed how the survey provides data that is used to plan services for families supporting school readiness and family outcomes and shared last year's data and the current school readiness goal. Maria informed the members that the survey will be completed by the Early Childhood Educator or Family Service Worker. In addition, Maria discussed the purpose of the Family Partnership Agreement and the steps to complete it. Member Sarita Little shared that she is familiar with her Family Partnership Agreement.
   c. Ready Rosie: Maria discussed the parenting curriculum; Ready Rosie supports family engagement. Ready Rosie consists of videos and a playlist that are aligned with the

early learning standards. Along with the videos there are also research and answers videos providing families an opportunity to receive answers to their specific questions. Maria emphasized that this digital resource is available for all families in English, Spanish, and additional languages. In addition, there are monthly virtual family workshops available, please look out for the flyers.

d. Ages and Stages: Maria discussed the screener that is completed during the first 45 days of enrollment. Maria explained how the questionnaire helps to identify children at risk for developmental or social-emotional concerns. The questionnaire includes the communication, gross motor, fine motor, problem-solving, and personal social domains.
e. Inclusion services: Maria discussed how families are prepared for school readiness through the following inclusion services: supporting transitions, monitoring IFSP's & IEP's, goal setting, incorporating goals in the lesson plans, providing staff training, sharing community resources, & developing a plan of actions with parents and staff.
f. What does inclusion mean? Maria defined inclusion services as the goal to foster positive entrainments where children with special needs are assisted in reaching their full potential. Maria discussed that our Head Start program provides opportunities for all children to play and learn together, as well as learn to appreciate each other's differences.
g. What does family engagement mean? Maria discussed how families can stay connected using the various platforms for two-way communication and accessing resources. Maria discussed some of the newsletters that are shared to promote father and father-figure engagement, she also shared some pictures from previous activities.
h. Comments/Questions: Maria introduced the Inclusion and Family & Engagement team. Cynthia reminded the members that the meeting was recorded and is available in case anyone wanted to refer to one of the slides.

9. <u>Announcements</u>

Jennifer shared that she has registered for Ready Rosie, and she receives a text message every Monday with videos of activities that she can do at home with her child.

10. <u>Adjournment</u>

Meeting was adjourned at 6:12 p.m.

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 marzo, 2023
(213) 204-2374 Número de identificación de la junta: 251 734 301 076

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

2. **Convocación de reunión**
   a. Jennifer Wilson convocó oficialmente la junta 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:** Jennifer Wilson, Sarita Little, Ruby Cruz, and Gabriel Ríos.
   c. **Miembros del comité ausentes:** Susana Pérez

4. **Aprobación de agenda**
   Sarita Little presentó una propuesta para aprobar la agenda fechada el 9 de marzo, 2023; esta fue secundada por Gabriel Ríos. Propuesta aprobada por unanimidad.

5. **Aprobación de minutos**
   Sarita Little presentó una propuesta para la aprobación de los minutos fechados el 9 de febrero, 2023; esta fue secundada por Gabriel Ríos. Propuesta aprobada por unanimidad.

6. **Presentación de invitados**
   La invitada presente fue Maria Guadian, gerente de la división de participación familiar e incorporación

7. **Foro público**
   (El público que desee dirigirse al comité de preparación escolar del concilio de póliza puede hacerlo en este momento; sin embargo, el comité no tomará ninguna acción, sino que referirá el tema al personal, para su estudio y análisis.)
   Ninguno

8. **Presentación/Discusión de temas**
   a. Se les preguntó a los miembros si habían visto las actividades mensuales de participación familiar.
   b. Resultados de las encuestas de cuidado infantil (CCR, siglas en inglés) y asociación familiar: Maria presentó la encuesta de fortaleza familiar CCR, la cual identifica las necesidades, fortalezas e intereses de la familia. Maria informó sobre cómo la encuesta proporciona datos que se utilizan para planificar los servicios para las familias que apoyan la preparación escolar y los resultados para las familias, mostró los resultados del año anterior y la meta actual de preparación escolar. Maria informó a los miembros que la encuesta por el educador de la primera infancia o el trabajador social. Maria ahondó sobre el tema de los acuerdos con la familia y los

pasos necesarios para completarlo. Sarita Little dijo que ella estaba bastante familiarizada con el acuerdo de asociación con la familia.

c. Ready Rosie: habló sobre el plan de estudios para los padres; Ready Rosie sirve en apoyo a la participación de la familia. Ready Rosie esta edificada con videos y una lista de reproducción que están alineados con las normas de aprendizaje temprano. Junto con los videos existen videos con investigaciones y respuestas a preguntas específicas. Maria enfatizó que este recurso digital está disponible en diferentes idiomas para las familias. Además, se proporcionan talleres mensuales virtuales disponibles para las familias, exhortó a los presentes a estar atento a los boletines informativos.
d. Edades y etapas: Maria habló sobre la evaluación que se tiene que completar durante los primeros 45 días, seguidos a la inscripción. Maria explicó cómo el cuestionario ayuda a identificar a los estudiantes en riesgo de problemas de desarrollo o cuestiones socioemocionales. El cuestionario incluye los dominios de comunicación, motricidad gruesa, motricidad fina, resolución de problemas y el aspecto socio personal.
e. Servicios de incorporación: Maria habló sobre cómo las familias se acondicionan para la preparación escolar a través de los siguientes servicios de incorporación: apoyo a las transiciones, monitoreo de IFSP e IEP, establecimiento e incorporación de metas en los planes de lecciones, capacitación para el personal, intercambio de recursos comunitarios y el desarrollo de un plan de acción entre los padres y el personal.
f. ¿Cuál es la definición de incorporación? Maria define los servicios de incorporación como la fomentación de objetivos de capacitación positiva en la que se le ayuda a los alumnos con necesidades especiales a alcanzar su máximo potencial. Maria añadió que el programa de Head Start, brinda oportunidades para que todos los alumnos jueguen y aprendan juntos, así como también aprenden a apreciar las diferencias de cada uno.
g. ¿Cuál es el significado de compromiso familiar? Maria habló sobre cómo las familias pueden mantenerse conectadas utilizando diferentes plataformas y también como acceder a diferentes recursos. Añadió que en algunos de los boletines se muestran como promover el vínculo entre padres e hijos, la importancia de la figura paterna mostró algunas fotografías de actividades que se llevaron a cabo.
h. Comentarios/Preguntas: Maria presentó a los empleados que pertenecen a la división de incorporación y compromiso familiar. Cynthia les recordó a los presentes, que la junta se grabó y estará disponible para cualquier persona que quiera ver alguna de las transparencias.

9. <u>Anuncios</u>

Jennifer dijo que ya se había registrado para Ready Rosie y que todos los lunes recibe un mensaje de texto que contiene videos de las actividades que pueden realizar en casa con sus hijos.

10. <u>Conclusión</u>

La junta concluyó a las 6:12 p.m.

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** February 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	**904**	**69%**	**3%**	**4%** **6%**
Early Head Start • 13 Classrooms Fully Closed/ 5 Classrooms Partially Closured	**908** 118	**621**	**68%**	**9%**	**7%** **5%**

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	187	**240**

Division Staffing = 701			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
587	114	32	54

HIGHLIGHTS: 12 staff were onboarded, and there were 10 resignations. There were 13 days of interviews for 16 open requisitions.

Program Update & Compliance

Kern:

- BC Resource Fair- Approximately 95 people visited the booth. Provided information for child enrollment opportunities and staffing.
- Job Fair at the David Head Center in Lamont.
- Prepare for Read Across America event in March.

SJC:

- Staff development training regarding Loose Parts curriculum to strengthen the use of everyday common objects found in the environment into classrooms was provided.
- Two recruitment events attended. 9 interest forms were submitted for childcare services.

Partnership:

- Blanton Center received licensing visit; no deficiencies reported.
- Dental clinic provided at Garden Pathways.

Program:

- The California Department of Social Services (CDSS) is conducting an audit to ensure the program is meeting regulatory requirements. Quality Assurance, Finance, and selected departments assisted in answering all questions from CDSS and our internal auditing firm.

Central Kitchen February 2023				
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Center Totals	**53,300**	20,854	16,235	16,211

HIGHLIGHTS: Requisition for Food Service Manager submitted, and vacant Food Production Driver position was filled.

CACFP						
January 2023						
Total Meals Delivered			**Meals Allocated**		**# of Meals Served**	**% of Meals Served**
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
57,284	8,664	65,948	29,381	36,567	35,250	66%

o

MEMORANDUM

To: Budget and Finance Committee of Policy Council

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

Date: March 21, 2023

Subject: *Head Start*
Budget to Actual Report for the period ended January 31, 2023 – **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 January 31, 2023. Eleven months (91.7%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 78% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 91% of the budget.

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

The non-Federal share is at 94% 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 - January 31, 2023
Month 11 of 12 (91.7%)

Prepared 02/27/2023

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,267,039	7,095,428	2,171,611	77%	23%
FRINGE BENEFITS	3,776,726	2,120,093	1,656,633	56%	44%
TRAVEL	-	-	-		
EQUIPMENT	55,000	-	55,000	0%	100%
SUPPLIES	890,498	579,950	310,548	65%	35%
CONTRACTUAL	165,175	227,110	(61,935)	137%	-37%
CONSTRUCTION	-	-	-		
OTHER	2,724,977	3,213,842	(488,865)	118%	-18%
INDIRECT	1,630,902	1,255,783	375,119	77%	23%
TOTAL BASE FUNDING	**18,510,317**	**14,492,207**	**4,018,110**	**78%**	**22%**

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	44,192	71,463	(27,271)	162%	-62%
SUPPLIES	30,013	20,852	9,161	69%	31%
CONTRACTUAL	26,080	10,379	15,701	40%	60%
OTHER	212,393	182,393	30,000	86%	14%
INDIRECT	31,268	28,151	3,117	90%	10%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**313,238**	**30,708**	**91%**	**9%**

CARRYOVER

SUPPLIES	923,529	923,529	-	100%	0%
CONTRACTUAL	-	733	(733)		
CONSTRUCTION	666,925	1,142,946	(476,021)	171%	-71%
OTHER - CARES	91,015	92,943	(1,928)	102%	-2%
INDIRECT	-	(71)	71		
TOTAL CARRYOVER	**1,681,469**	**2,160,080**	**(478,611)**	**128%**	

GRAND TOTAL HS FEDERAL FUNDS	**20,535,732**	**16,965,525**	**3,570,207**	**83%**	**17%**

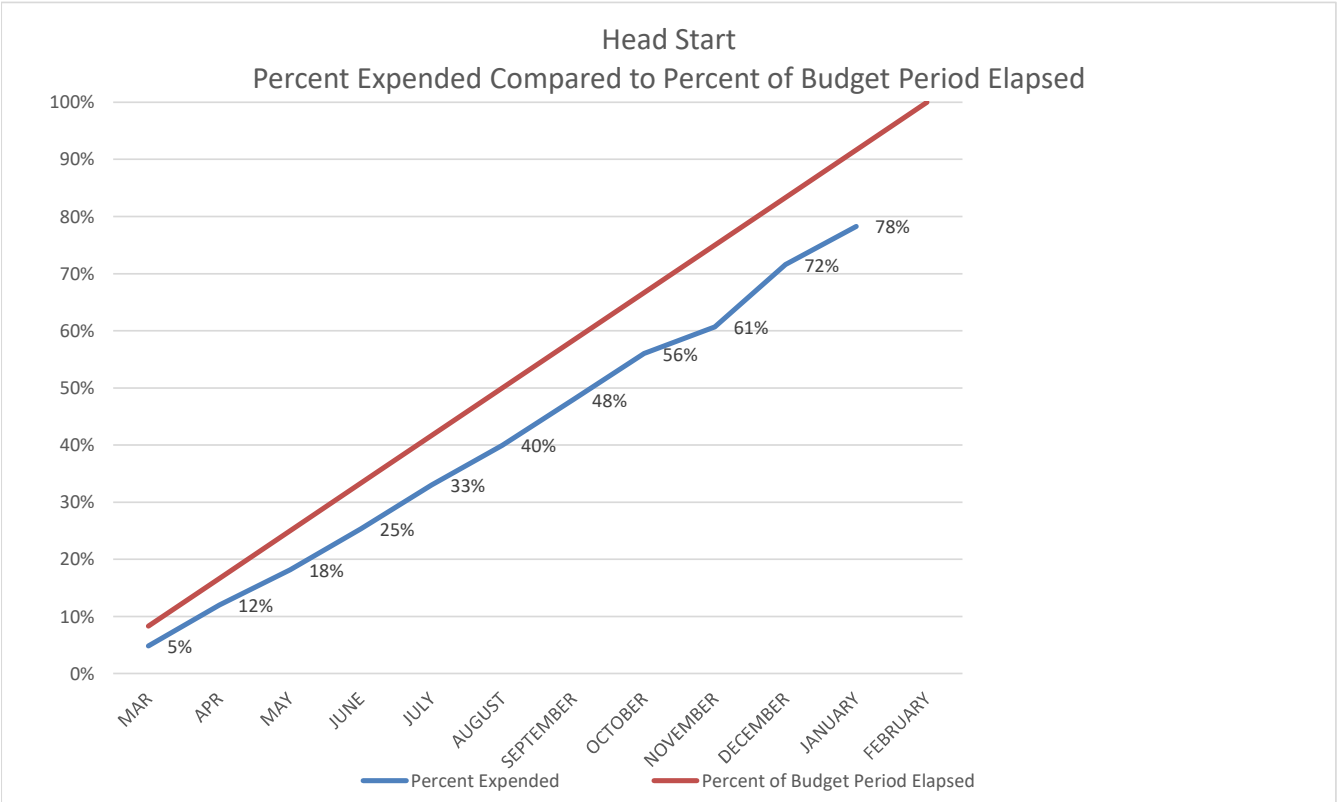
HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,340,055	2,294,121	45,934	98%	2%
CALIF DEPT OF ED	7,988,651	7,453,878	534,773	93%	7%
TOTAL NON-FEDERAL	**10,328,706**	**9,747,999**	**580,707**	**94%**	**6%**

Budget reflects Notice of Award #09CH011132-04-01
Actual expenditures include posted expenditures and estimated adjustments through 01/31/2023
Administrative Cost for HS and EHS Combined 5.5%

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	12,897	-	-	-	**12,897**	2/8/2023
Lowe's	832		-	-	**832**	2/6/2023
Smart & Final	224	-	-	159	**383**	2/1/2023
Save Mart	1,584	125			**1,709**	2/1/2023
Chevron & Texaco Business Card	7,597	-	-	-	**7,597**	2/6/2023
Home Depot	5,838	-	-	-	**5,838**	2/5/2023
	28,972	**125**	**-**	**159**	**29,256**	


Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
5%
12%
18%
25%
33%
40%
48%
56%
61%
72%
78%
MAR
APR
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Budget and Finance Committee of Policy Council

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

Date: March 21, 2023

Subject: *Early Head Start*
Budget to Actual Report for the period ended January 31, 2023 – **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 January 31, 2023. Eleven months (91.7%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 79% of the budget.

Training & Technical Assistance Funds

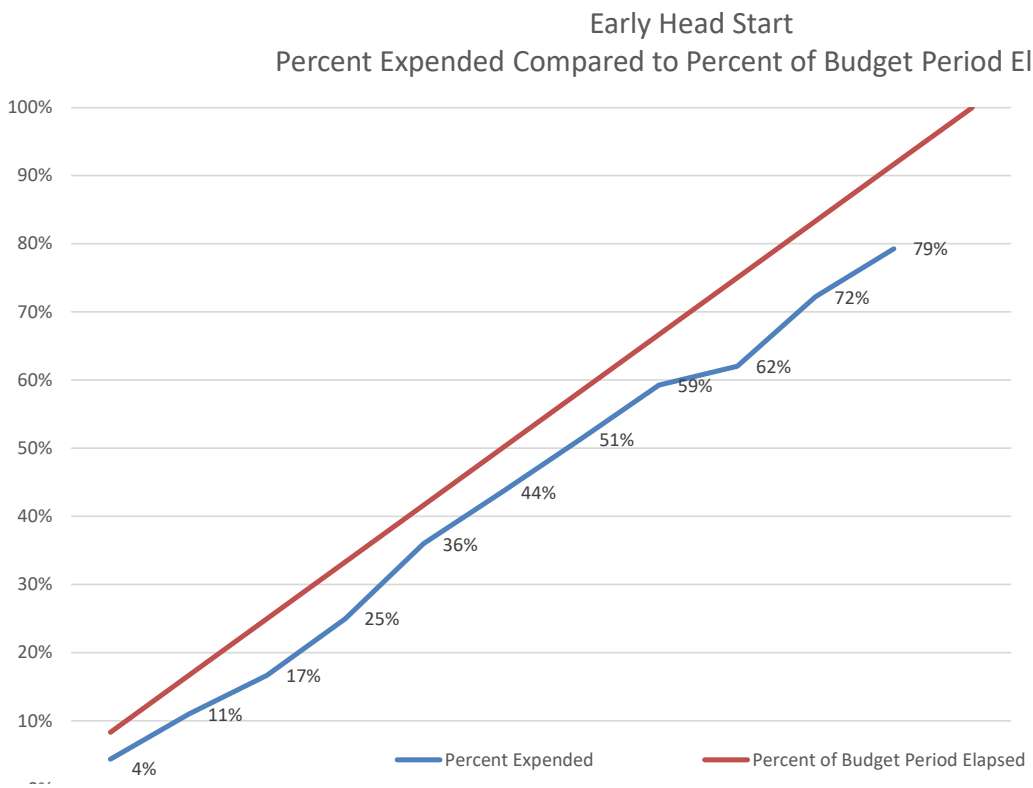
Overall expenditures are at 79% of the budget.

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 - January 31, 2022
Month 11 of 12 (91.7%)

Prepared 02/27/2023

BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	9,701,422	6,999,211	2,702,212	72%	28%
FRINGE BENEFITS	2,363,974	2,022,953	341,021	86%	14%
TRAVEL	-	-	-		
EQUIPMENT	45,000	-	45,000	0%	100%
SUPPLIES	916,242	700,227	216,015	76%	24%
CONTRACTUAL	1,025,838	181,968	843,870	18%	82%
CONSTRUCTION	-	288,763	(288,763)		
OTHER	1,527,720	2,200,257	(672,537)	144%	-44%
INDIRECT	1,512,778	1,158,489	354,289	77%	23%
TOTAL BASE FUNDING	**17,092,974**	**13,551,867**	**3,541,107**	**79%**	**21%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	44,192	70,882	(26,690)	160%	-60%
SUPPLIES	30,013	11,518	18,495	38%	62%
CONTRACTUAL	26,080	22,955	3,125	88%	12%
OTHER	212,393	140,758	71,635	66%	34%
INDIRECT	31,268	26,736	4,532	86%	14%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**272,850**	**71,096**	**79%**	**21%**
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**	**14,067,352**	**4,995,224**	**74%**	**26%**

Budget reflects Notice of Award #09CH011132-04-01
Actual expenditures include posted expenditures and estimated adjustments through 01/31/2023


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%
79%
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Budget and Finance Committee of Policy Council

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

Date: March 21, 2023

Subject: *Early Head Start – San Joaquin (No Cost Extension)*
Budget to Actual Report for the period ended January 31, 202 – **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-four months (96%) 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 - January 31, 2023
Month 24 of 25 (96%)

Prepared 02/27/2023

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 01/31/2023

MEMORANDUM

To: Budget and Finance Committee of Policy Council

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

Date: March 21, 2023

Subject: *Early Head Start Child Care Partnerships (No Cost Extension)*
Budget to Actual Report for the period ended January 31, 2023 – **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 January 31, 2023. Twenty-three months (96%) 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 93% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 118% 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 - January 31, 2023
Month 23 of 24 (96%)

Prepared 02/27/2023

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	668,881	565,607	103,274	85%	15%
FRINGE BENEFITS	183,736	150,167	33,569	82%	18%
TRAVEL	0	0	0		
SUPPLIES	37,083	128,106	(91,023)	345%	-245%
CONTRACTUAL	1,091,504	911,997	179,507	84%	16%
OTHER	231,300	297,822	(66,522)	129%	-29%
INDIRECT	215,164	199,190	15,974	93%	7%
TOTAL BASE FUNDING	**2,427,668**	**2,252,890**	**174,778**	**93%**	**7%**

TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	5,294	2,750	2,544	52%	48%
SUPPLIES	16,391	35,612	(19,221)	217%	-117%
CONTRACTUAL		3,346	(3,346)		
OTHER	29,393	9,487	19,906	32%	68%
INDIRECT	5,107	5,107	(0)	100%	0%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**56,185**	**56,303**	**(118)**	**100%**	**0%**

CARRYOVER					
SUPPLIES	16,000	47,688	(31,688)	298%	-198%
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	20,790	(16,378)	471%	-371%
TOTAL CARRYOVER	**2,507,114**	**2,631,276**	**(124,162)**	**105%**	**-5%**

COVID CARES					
PERSONNEL		3,622	(3,622)		
FRINGE BENEFITS		579	(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**	**91,309**	**19%**	**81%**

GRAND TOTAL EHS FEDERAL FUNDS	**5,103,269**	**4,961,462**	**141,807**	**97%**	**3%**

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 01/31/2023

MEMORANDUM

To: Budget and Finance Committee of Policy Council

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

Date: March 21, 2023

Subject: *American Rescue Plan Funding*
Budget to Actual Report for the period ended January 31, 2023 – **Info Item**

The following are highlights of the American Rescue Plan Budget to Actual Report for the period of April 1, 2021, through January 31, 2023, twenty-two months (91.67%) 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 - January 31, 2023

Month 22 of 24 (91.67%)

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	105,077	161,503	39%	61%
TOTAL	**2,665,802**	**2,539,695**	**126,107**	**95%**	**5%**

GRAND TOTAL ARP FEDERAL FUNDS	**3,336,361**	**3,210,254**	**126,107**	**96%**	**4%**

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

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

Actual expenditures include posted expenditures and estimated adjustments through 01/31/2023

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 27, 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%

27 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	$ 496.75	$ 6,170.73	$ 3,414.27	92%	64%
FEBRUARY 2023	$ 3,414.27	$ -	$ 6,170.73	$ 3,414.27	100%	64%

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	$ 223.17	$ 2,772.34	$ 2,282.66	92%	55%
FEBRUARY 2023	$ 2,282.66	$ -	$ 2,772.34	$ 2,282.66	100%	55%

February 27, 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	$ 496.75	$ 6,170.73	$ 3,414.27	88%	64%
FEBRERO DEL 2023	$ 3,414.27	$ -	$ 6,170.73	$ 3,414.27	100%	64%

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	$ 223.17	$ 2,772.34	$ 2,282.66	88%	55%
FEBRERO DEL 2023	$ 2,282.66	$ -	$ 2,772.34	$ 2,282.66	100%	55%

27 de febrero de 2023

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 January **31, 2023** (Month 11 of 12)

Percent of budget period elapsed: 91.7%

LOCATION	Enroll-ment	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	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	9,224	8,179	5,469	7,199	60,210	Kern	40,535	149%
Alicante	20	6,683	6,417	5,282	5,603	1,531	2,196	4,548	5,769	6,331	2,261	5,486	52,107	Kern	20,268	257%
Angela Martinez	60	5,074	6,024	10,633	5,480	1,148	776	312	2,491	1,386	3,101	4,526	40,950	Kern	60,803	67%
Broadway	40	3,607	2,961	1,979	0	0	919	1,695	2,998	2,876	3,608	2,154	22,798	Kern	40,535	56%
California City	34	13,517	9,646	8,632	0	0	4,637	8,575	8,137	7,328	7,025	5,555	73,052	Kern	34,455	212%
Cleo Foran	23	5,334	3,038	3,203	2,393	2,032	1,065	2,672	3,004	3,694	2,158	1,664	30,256	Kern	23,308	130%
Delano	76	13,615	10,753	8,740	0	0	5,146	9,870	8,771	11,864	11,451	13,748	93,958	Kern	77,017	122%
East California	52	12,674	12,159	12,553	7,210	3,713	6,436	5,564	7,979	8,752	6,588	6,788	90,414	Kern	52,696	172%
Fairfax	40	4,711	4,469	3,010	0	0	1,084	3,019	4,436	6,004	3,708	5,330	35,772	Kern	40,535	88%
Fairview	40	11,153	11,122	9,377	0	0	0	0	0	0	0	0	31,652	Kern	40,535	78%
Harvey L. Hall	156	14,849	12,921	12,144	10,731	8,322	9,204	9,448	8,532	8,876	7,222	4,727	106,976	Kern	158,087	68%
Heritage	20	1,210	1,497	398	0	0	1,318	2,892	4,208	3,493	3,829	3,783	22,630	Kern	20,268	112%
Home Base	123	4,900	6,931	6,657	4,991	7,050	7,068	5,996	10,558	11,464	4,891	6,338	76,845	Kern	62,323	123%
Lamont	20	3,579	105	0	0	0	0	4,257	4,402	6,312	6,446	5,964	31,066	Kern	20,268	153%
Martha J. Morgan	72	8,977	9,258	10,741	7,007	5,257	5,572	9,494	12,040	11,793	10,051	10,044	100,233	Kern	72,963	137%
McFarland	20	14,755	13,839	6,654	0	0	2,153	2,245	7,487	9,266	6,408	13,972	76,779	Kern	20,268	379%
Mojave	20	0	0	0	0	0	416	1,047	2,137	2,927	0	18	6,545	Kern	20,268	32%
Oasis	60	6,311	7,403	5,303	0	0	4,271	8,862	6,489	7,215	7,397	11,303	64,553	Kern	60,803	106%
Pete H. Parra	128	22,284	22,653	23,904	19,486	8,987	14,599	13,498	11,901	7,771	11,114	11,489	167,686	Kern	129,713	129%
Planz	20	1,051	909	506	0	0	0	0	0	0	0	0	2,466	Kern	20,268	12%
Primeros Pasos	78	10,068	9,300	12,109	10,241	3,707	7,301	7,296	7,358	5,563	6,620	376	79,939	Kern	79,044	101%
Rosamond	80	7,713	6,819	1,418	0	0	1,530	1,121	1,753	1,814	1,179	1,103	24,450	Kern	81,070	30%
San Diego	40	3,964	3,724	3,973	3,725	4,793	3,394	3,833	4,069	6,227	2,766	2,769	43,239	Kern	40,535	107%
Seibert	40	107	65	0	0	0	2,119	3,067	2,216	2,383	1,299	966	12,222	Kern	40,535	30%
Shafter	20	8,891	9,422	7,989	9,690	2,325	2,784	2,958	4,001	2,851	3,445	3,616	57,970	Kern	20,268	286%
Shafter HS/EHS	25	6,293	5,298	5,028	3,947	3,540	5,404	3,783	4,384	3,307	2,764	1,262	45,009	Kern	25,334	178%
Sterling	124	8,587	8,286	8,237	6,427	5,825	4,793	5,794	9,393	9,914	5,868	3,029	76,154	Kern	125,659	61%
Sunrise Villa	20	2,893	2,246	1,353	0	0	302	1,909	12,223	9,554	0	7,123	37,603	Kern	20,268	186%
Taft	63	3,570	3,771	2,365	0	0	145	1,384	1,657	3,499	1,677	425	18,493	Kern	63,843	29%
Tehachapi	34	1,674	1,695	787	0	0	0	166	1,624	1,439	0	247	7,631	Kern	34,455	22%
Vineland	20	849	1,325	0	0	0	0	161	1,389	3,176	876	1,860	9,635	Kern	20,268	48%
Virginia	40	7,331	6,314	5,408	0	0	1,558	6,378	7,084	7,928	8,347	6,550	56,900	Kern	40,535	140%
Wesley	60	17,881	16,343	11,003	0	0	3,590	12,546	19,245	20,691	13,639	17,747	132,685	Kern	60,803	218%
Willow	55	6,419	5,852	3,338	0	0	247	2,437	3,642	4,100	4,694	6,266	36,995	Kern	55,736	66%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	Kern	0	0%
PC Planning		0	0	0	339	0	195	0	0	0	0	0	534	Kern	0	0%
PC By Laws		0	0	0	53	0	49	0	0	0	0	0	101			
Governance		368	213	210	34	0	0	251	277	0	0	0	1,353	Kern	15,000	9%
Program Services		370	0	0	0	0	0	0	179	596	223	0	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	2,474	52,343	SJC	39,646	132%
Chrisman	20	4,462	4,206	4,631	4,070	4,567	5,748	5,476	5,158	5,231	5,109	3,851	52,507	SJC	33,039	159%
Gianone	16	0	0	0	0	0	0	0	0	0	0	0	0	SJC	26,431	0%
Kennedy	16	4,837	4,626	2,588	1,947	3,098	3,605	2,886	2,843	1,159	2,029	1,351	30,969	SJC	26,431	117%
Lodi Home Base	35	3,908	5,003	4,033	2,349	3,663	2,483	783	3,173	2,416	0	2,404	30,215	SJC	28,909	105%
Lodi UCC	30	2,870	2,612	3,750	3,525	6,254	5,480	8,554	8,079	5,241	6,989	3,836	57,191	SJC	49,558	115%
Manteca Home Base	12	2,868	4,914	3,505	3,762	4,168	5,457	5,442	4,743	4,796	4,472	101	44,229	SJC	9,912	446%
Marci Massei	24	2,393	2,890	2,761	2,665	3,221	3,008	2,240	2,238	2,636	2,200	0	26,252	SJC	39,646	66%
St. Mary's	24	942	1,384	891	467	1,482	1,859	2,243	4,339	2,631	1,852	1,393	19,484	SJC	39,646	49%
Stockton Home Base	90	8,233	8,091	7,091	4,143	6,544	5,276	4,576	6,979	9,942	6,884	3,516	71,275	SJC	74,337	96%
Tracy Home Base	12	2,221	3,607	4,076	3,855	3,099	2,086	3,283	3,588	0	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	1,227	1,467	5	38,729	SJC	39,646	98%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	SJC	0	0%
Program Services		100	100	697	518	75	88	88	458	200	0	2,465	4,787	SJC	0	0%
Policy Council		0	0	0	0	0	0	0	0	0	0	0	0	SJC	0	0%
SUBTOTAL IN-KIND	**2,090**	**292,078**	**278,638**	**244,436**	**135,011**	**104,055**	**146,839**	**199,194**	**249,848**	**247,404**	**190,700**	**194,824**	**2,283,026**	**0**	**2,230,643**	**102%**
														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	214,282	2,262,625	Kern	2,821,834	80%
State Preschool*		468,476	403,837	407,462	237,630	182,181	354,638	452,716	529,198	492,046	443,829	522,656	4,494,669	Kern	3,865,832	116%
State Migrant Child Care*		8,159	10,870	12,275	10,345	4,863	6,336	6,700	8,166	6,999	6,878	7,700	89,291	Kern	125,833	71%
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**	**744,638**	**6,846,585**		**6,813,499**	**100%**
														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	65,426	607,293	SJC	1,175,152	**52%**
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**	**65,426**	**607,293**		**1,175,152**	**52%**
GRAND TOTAL		**1,065,590**	**979,613**	**960,586**	**657,438**	**456,871**	**746,540**	**892,675**	**1,060,604**	**1,000,978**	**911,121**	**1,004,888**	**9,736,904**		**10,219,294**	**95%**
													11,095			
													9,747,999			

Community Action Partnership of Kern
Early Head Start Child Care Partnerships
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: March 1, 2022 through February 28, 2023
Report for period ending January 31, 2023 (Month 11 of 12)

Percent of year elapsed: 91.7%

LOCATION	FUNDED ENROLL-MENT	Mar 2022	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Angela Martinez	24	1,189	1,180	1,171	1,149	966	0	1,054	0	487	956	1,037	9,189	103,398	9%
Kern Community College District	32	613	0	0	16	183	0	247	0	0	0	0	1,059	137,864	1%
Kern County Superintendent of Schools	16	39	0	0	10	632	128	39	0	0	0	0	847	68,932	1%
Garden Pathways	11	0	0	0	0	0	0	0	0	0	0	0	0	47,391	0%
Taft College	42	0	0	0	0	0	0	0	0	0	0	0	0	180,947	0%
Escuelita Hernandez	16	0	0	0	0	0	0	0	0	0	0	0	0	68,932	0%
TBD	11	0	0	0	0	0	0	0	0	0	0	0	0	47,391	0%
Program Services		0	0	0	0	0	0	0	0	0	0	0	0		
Admin Services		0	0	0	0	0	0	0	0	0	0	0	0		
GRAND TOTAL	**152**	**1,841**	**1,180**	**1,171**	**26**	**815**	**128**	**286**	**0**	**0**	**0**	**0**	**11,095**	**654,854**	**2%**

Budget reflects Notice of Award #09HP000163-03-04

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-23-02	2. Issuance Date: 02/21/2023
	3. Originating Office: Office of Head Start	
	4. Key Words: Consolidated Appropriations Act; Appropriations; Fiscal Year 2023; Funding Increase; Cost of Living Adjustment; Quality Improvement	

PROGRAM INSTRUCTION

SUBJECT: FY 2023 Head Start Funding Increase

INSTRUCTION:

President Biden signed the Consolidated Appropriations Act, 2023, into law on December 29, 2022. The funding level for programs under the Head Start Act (the Act) is $11,996,820,000, an increase of $960 million over fiscal year (FY) 2022. This increase includes $596 million to provide all Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grant recipients a 5.6% cost-of-living adjustment (COLA), $262 million for quality improvement, and $100 million for expansion of Head Start, Early Head Start, and EHS-CC Partnership programs. The total appropriation also includes $8 million for Tribal College and University Head Start (TCU-HS) Partnership programs, of which $2 million is an increase over the FY 2022 funding level.

This Program Instruction (PI) primarily provides information about COLA and quality improvement funds available to all Head Start, Early Head Start, and EHS-CC Partnership grant recipients. Grant recipients subject to competition for continued funding through the Designation Renewal System (DRS) are entitled to COLA funds through the end of their current award. However, the Administration for Children and Families reserves the right to delay decisions on quality improvement funding until DRS competition decisions are final. State collaboration grants are not eligible for COLA or quality improvement funding due to the statutory cap on their funding in the Head Start Act.

FY 2023 Quality Improvement

Each grant recipient will be allocated an amount of quality improvement funding proportionate to their federal funded enrollment — approximately $280 for each Head Start funded enrollment slot and $420 for each Early Head Start funded enrollment slot. There will be a minimum floor established to ensure all recipients are able to make a meaningful investment in quality, consistent with Sec. 640(a)(4)(C) of the Act.

A program may apply to use quality improvement funds for activities consistent with Sec. 640(a)(5), as outlined in Attachment A, except that any amount of these funds may be used on any of the activities specified in such section. In other words, programs are not bound by the requirement in Sec. 640(a)(5)(A) that at least 50% of quality improvement funds be used for staff compensation or the requirement in Sec. 640(a)(5)(B)(vii) that no more than 10% of quality improvement funds be used on transportation. However, the Office of Head Start (OHS) strongly encourages grant recipients to

prioritize quality improvement funding to increase compensation for staff (wages and benefits) to help recruit and retain a qualified Head Start workforce. OHS also strongly encourages recipients to consider investments to support and strengthen the mental health of children, families, and staff in the program.

A well-compensated staff is integral to delivering high-quality services for children and families. The Head Start workforce plays a critical role in fulfilling the Head Start mission by supporting the holistic development of children and economic stability for families. While staff qualifications have steadily increased in the last 10 years, compensation and benefits have not followed suit. Many Head Start programs have struggled to recruit and retain qualified staff with the ongoing early care and education workforce shortage. High-quality services for children and families are disrupted by high turnover rates and a shortage of frontline staff, particularly teachers, assistant teachers, home visitors, family child care providers, family service workers, transportation staff, and staff who provide mental and behavioral health services. Increasing compensation is a key strategy to promote recruitment and retention of qualified staff and ensure programs are competitive employers in their local communities. Improved retention of staff also helps to ensure high-quality classroom and home learning environments, promote healthy developmental outcomes for children, and strengthen relationships with families. In September 2022, OHS released Information Memorandum ACF-IM-HS-22-06 directing Head Start grant recipients to permanently increase salaries for the purposes of recruiting and retaining staff. Head Start grant recipients are strongly encouraged to use quality funds to advance a strategy to permanently increase wages and benefits.

OHS recognizes that many Head Start grant recipients are serving children and families with enhanced mental health needs. Increased symptoms of anxiety and depression, coupled with the impact of trauma, grief, and loss during the pandemic, has elevated the importance of supporting children's social and emotional well-being, as well as the mental well-being of adults who care for them. It is essential that children, staff, and families receive necessary supports for mental health and wellness as an integral part of program services. OHS strongly encourages programs to consider ways to use quality improvement funding to invest in mental health supports at all levels of the program, including mental health consultation to support Head Start teachers in managing challenging behavior and supporting children.

Examples of investments that would reflect these OHS priorities and also align with allowable uses of quality improvement funding as specified in the Act may include, but are not limited to, the following:

- Increase compensation, particularly for positions that are not receiving competitive wages and benefits (including consideration of elementary school compensation), experiencing higher rates of turnover, challenging to fill, or preventing programs from reaching full enrollment.
- Increase career opportunities for entry level staff through support for increased credentials and commensurate compensation increases, including through scholarships, mentors, and coaches.
- Support staff wellness with regularly scheduled breaks and access to employee assistance services.
- Improve preventive mental health screening, assessment, and interventions.
- Enhance mental health consultation — including hiring of additional mental health professionals — to better support staff and improve the organizational approach to identifying mental health needs and integrating supports and services for children, families, and staff.
- Hire additional qualified classroom staff or floaters to lower ratios, enhance adult-child relationships, and ensure staff can have breaks during the day.
- Hire additional qualified family services staff or home visitors to decrease caseloads and enhance family-staff relationships and improve quality of responsive, individualized services.
- Provide ongoing coaching and support to staff to address stress, burnout, and related turnover.

- Provide training on trauma-informed approaches to all staff, governing boards, and Policy Councils, and ensure training is accompanied with coaching and opportunities for reflective practice and supervision.
- Enhance transportation services to promote more regular participation by children and families in services designed to support development and learning and address trauma.

Finally, while grant recipients should prioritize ongoing, sustained investments in quality improvements, OHS does acknowledge that one-time investments in FY 2023 may be necessary. Grant recipients encountering one-time program improvement needs that cannot be addressed with existing program funds are invited to apply for supplemental funding. See below for further discussion on one-time program improvement funding requests.

FY 2023 COLA

Each grant recipient may apply for a COLA increase of 5.6% of the FY 2022 base funding level. Base funding excludes training and technical assistance funds and any one-time funding received during FY 2022.

Programs must use COLA funds to permanently increase the salaries of Head Start staff. This includes salaries of current staff and unfilled vacancies. Programs may consider a permanent uniform percent increase to the Head Start pay scale or differential COLA increases to the pay scale across position types within the program. For instance, in some programs, higher paid positions may already be receiving wages competitive with comparable positions in the community. In these instances, programs may choose to provide a smaller COLA to these positions. Programs could also think about providing a larger COLA to lower paid positions that are not currently receiving a wage sufficient to cover costs of living, or that are very challenging to fill due to low wages. Such positions may need more of an increase to support more competitive wages that are comparable with similar jobs in the community, including the consideration of salaries paid to staff in local elementary schools. If a grant recipient chooses to apply COLA differentially across positions, they must explain this choice in their application.

Sections 653 and 640(j) of the Act provide further guidance on the uses and limitations of COLA funds. Sec. 653 restricts compensation to a Head Start employee that is higher than the average rate of compensation paid for substantially comparable services in the area where the program is operating. Any grant recipient concerned that they cannot increase salaries for staff due to wage comparability issues should ensure public school salaries for elementary school staff are included in their considerations. Sec. 653 also prohibits any Head Start employee from being compensated at a rate that exceeds that of an Executive Schedule Level II position, including employees being paid through indirect costs. Sec. 640(j) of the Act requires that compensation of Head Start employees be improved regardless of whether the agency has the ability to improve the compensation of staff employed by the agency that do not provide Head Start services. Head Start grant recipients must provide delegate agencies and other partners an equivalent increase to adjust salaries and wages scales. If a grant recipient proposes to apply differential COLA increases between delegates or partners, they must justify this in their application. COLA funds must be applied from the start of a recipient's FY 2023 budget period, which may need to be retroactively applied.

As specified in 45 CFR §1302.90, each grant recipient is required to establish written personnel policies and procedures that are approved by the governing body and Policy Council. They must be

made available to all staff. Personnel policies and procedures should be reviewed as they may contain information relevant to this COLA.

Any remaining funds may be applied to fringe benefits costs or used to offset increased operating costs in other areas of the budget. This includes increased costs in rent, utilities, facilities maintenance and insurance, contractual arrangements, vehicle fuel and maintenance, and supplies.

Application Requirements for COLA and Quality Improvement Funding

Grant recipients must request COLA and quality improvement funds through an application in the Head Start Enterprise System. A funding guidance letter will be issued shortly to specify each funding level and additional instructions on how to apply for these funds.

Expansion of Head Start, Early Head Start, and EHS-CC Partnerships

One hundred million dollars is available to support new grants for Head Start, Early Head Start, and EHS-CC Partnership programs to increase access to high-quality early education services. Funding will be awarded by September 2024. A notice of funding opportunity is expected in fall 2023. More information on this opportunity will be available later this year.

TCU-HS Partnership Program Funding

Two million dollars is available to support TCU-HS partnership programs. Per Sec. 648(g) of the Head Start Act, such funding is intended to support tribal colleges and universities to implement efforts to strengthen career pathways and degree obtainment for Head Start staff, in partnership with American Indian and Alaska Native Head Start agencies. A competitive funding opportunity will be posted in spring or summer 2023. Funding will be awarded by the end of September 2023.

One-time Program Improvement Funding Requests

Grant recipients encountering program improvement needs related to health and safety should contact their Regional Office and submit supplemental applications throughout the year as needs emerge. Programs must plan for major costs and should not be reliant on supplemental requests for major maintenance and purchases. Supplemental requests are intended for pressing program improvement needs that cannot be addressed with existing operational funds through careful planning, for instance if a recipient has an unexpected facility issue due to harsh climate or unexpected loss of equipment. These applications are addressed by priority and there is no guarantee on the availability of funds for supplemental requests.

Please direct any questions regarding this PI to your regional office.

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

/ Tala Hooban /

Tala Hooban
Acting Director
Office of Head Start

Community Action Partnership of Kern
Head Start/State Child Development
Governance-Policy Council

March 2, 2023

Re: Policy Council Membership

Dear Adriana Hernandez,

The Policy Council Bylaws approved on September 22, 2020, state in Article III, Section 6: "Membership may be terminated as a result of three (3) consecutive absences throughout the year for any reason, *except absences for attending a Community Action Partnership of Kern function, or EXTREME weather conditions.*"

Attendance records show that you have been absent on three consecutive occasions. These instances were on December 20, 2022, January 24. 2023 and February 28, 2023, for monthly Policy Council meetings.

With that said, please be advised that you have been terminated as a Policy Council Member effective immediately. As indicated in the Policy Council Bylaws Article III, Section 6 you may appeal your termination by following these steps:

1. Submit a written letter of appeal to the Program Governance Coordinator within ten (10) working days of the date indicated on the notification of termination.
2. The Program Governance Coordinator will place the appeal on the following Policy Council agenda for the full Policy Council vote.
3. The Policy Council's recommendation will be in effect for the remainder of the current Policy Council year.

If you would like to appeal this termination, please contact me at (661) 336-5236 ext. 2200 so that I may review the process with you.

Best wishes on your future endeavors.

Thank you,

Lisa Gonzales
Program Governance Coordinator
cc: Ruby Cruz, Policy Council Chairperson



2023

RESOURCE FAIR & FOOD DISTRIBUTION

3/31/23 10am-1pm
Grocery Outlet Parking Lot
2550 Rosamond Blvd Rosamond Ca 93560

This is the perfect opportunity to connect with community services and learn what is available to you and your family!

What to Expect:

- Free Food Distribution
- Access to information from over 15 services

capk Community Action Partnership of Kern

Children's Mobile Immunization Program

Adventist Health

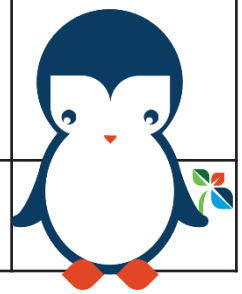
FIRST 5 KERN
Sponsored by First 5 Kern. Paid for by Proposition 10.

Lead Screening Supported by health net

APRIL 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	3 Greenfield Family Resource Center 5400 Monitor Street (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	4	5 Albertson's 1520 Brundage Ln. (Parking Lot) 9:00am-11:30am 12:00pm-2:00pm	6 CMIP by appointment only. (Please call office to schedule) 8:30 am-11:30 am 12:00 pm- 3:00 pm	7	8
9	10	11	12 Kern County Dept. of Human Services 100 E. California Ave (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	13 Walmart 2601 Fashion Plaza (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	14	15
16	17 Walmart Supercenter 5075 Gosford Rd. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	18	19 Adventist Health Bakersfield 2800 Chester Ave. (Parking Lot) 1:00 pm—3:00 pm 3:30 pm—6:00 pm	20	21	22
23	24	25 Walmart 401 Central Ave., **WASCO** (Parking Lot) 9:30 am—11:30 am 12:00 pm—2:00 pm	26 New Life Church 4201 Stine Road (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	27	28	29
30						



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

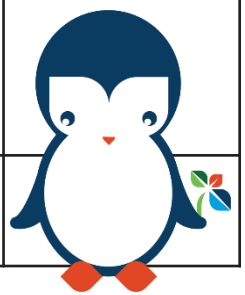
FIRST 5 KERN
Sponsored by First 5 Kern. Paid for by Proposition 10.

Análisis de plomo avalado por health net

ABRIL 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	3 Greenfield Family Resource Center 5400 Monitor Street (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	4	5 Albertson's 1520 Brundage Ln. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	6 CMIP solo con cita. (Favor de llamar a la oficina para una cita) 8:30 am-11:30 am 12:00 pm- 3:00 pm	7	8
9	10	11	12 Kern County Dept. of Human Services 100 E. California Ave (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	13 Walmart 2601 Fashion Plaza (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	14	15
16	17 Walmart Supercenter 5075 Gosford Rd. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	18	19 Adventist Health Bakersfield 2800 Chester Ave. (Estacionamiento) 1:00 pm—3:00 pm 3:30 pm—6:00 pm	20	21	22
23	24	25 Walmart 401 Central Ave., **WASCO** (Estacionamiento) 9:30 am—11:30 am 12:00 pm—2:00 pm	26 New Life Church 4201 Stine Road (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	27	28	29
30						



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

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

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

ANNUAL CALENDAR

Monthly Parent Training
Dr. Kirk
2022 - 2023

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

~~October 17, 2022~~
~~November 14, 2022~~
~~December 12, 2022~~
~~January 23, 2023~~
~~February 27, 2023~~
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 Use Positive Language to Improve Your Child's Behavior

Brooke Brogle, Alyson Jiron y Jill Giacomini

"Stop it." "No." "Don't do that!" As a parent, you might find yourself using these words and phrases more often when your child begins to make his own choices. Now, stop for a moment and consider how the conversation might feel if you couldn't use these words? What if, rather than telling your child what he can't do, you instead chose words to tell him what he can do? While this shift in language might seem small, it actually provides a powerful positive change to the tone of the conversation. When you focus on using positive language with your child, you will likely find that he has fewer tantrums, whines less and overall experiences fewer challenging behaviors.

How can such a small change make such a big difference? While it is obvious to adults, young children are not able to make the logical connection that when they are told not to do something, what they actually should do is the opposite. For example, the directions, "Don't climb on the counter" can be very confusing to a child. However, "Please keep your feet on the floor" tells the child exactly what the expectation is and how he can change what he is doing. Using positive language also empowers a child to make an appropriate choice on his own, which can boost his self-esteem. When you are specific in your directions by telling your child exactly what he can do and when, it is easier for him to comply and he is more likely to cooperate with the request.

Try This at Home

- **Replace "don't" with "do".** Tell your child what she can do! If you saw her cutting the leaves of a plant, rather than saying "Don't cut that!" you could say, "Scissors are for cutting paper or play dough. Which one do you want to cut?" It is more likely that your child will make an appopriate choice when you help her to understand exactly what appropriate options are available.
- **Offer a choice.** When you provide your child with a choice of things that he can do, wear or go, he is more likely to select one of the options you have offered because it makes him feel like he is in control. This strategy also works for you as a parent because you approve of either choice.
- **Tell your child "when."** When your child asks to do something, rather than saying no, acknowledge her wish and tell her when she might be able to do it. This answer feels more like a "yes" to a child. For example, if your child asks to go to the park, but you are on the computer finishing up a work project, you could say, "The park sounds like a great idea! I need to finish this letter for work right now. Would you like to go after your nap today or tomorrow morning after breakfast?"
- **Use "first-then" language.** Another way to tell a child when he can do something in a positive way is to use a "first-then" statement. For example, if he wants to watch TV but you would like for him to pick up his toys, you could say "First, pick up your toys and then you may watch a TV show."



- **Give your child time to think.** Sometimes, you may feel frustrated when your child does not respond quickly to requests and feel tempted to use demands and raise your voice. When that happens, remember that your child is learning language and how to use it. She needs time to think about what you said and how she is going to respond. It can take her several seconds, or even minutes, longer than you to process the information. If you remain calm and patiently repeat the statement again, you will see fewer challenging behaviors and enjoy more quality time with your child.
- **Help your child to remember.** Children are easily distracted. Sometimes your child may need you to help him remember what you asked him to do in order to do it. "I remember" statements are very useful in these situations. For example, imagine you have asked your child to put on his shoes so that he can go outside, and he comes over to you without his shoes on and is trying to go outside. You can say, "I remember you need to put your shoes on before you can go outside." Stating the information as a simple fact, rather than a command, gives him the information he needs to make the right choice on his own without blaming him or making him feel like he has failed.

Practice at School

Teachers use positive language at school to help children become more confident and independent. When teachers tell children what they can do, children begin to manage themselves, classroom routines and interactions with peers by themselves. For example, a child who is throwing sand on the playground can be shown that, instead, she can use a shovel to put the sand in a bucket. The teacher might say,"If you want to play with the sand, you can fill this bucket. Would you like a blue bucket or this red one?" In this way, the teacher honors the child's interest, but directs it to a more appropriate play choice.

The Bottom Line

Positive relationships with parents, teachers and other caregivers provide the foundation for a successful and happy child, are the building blocks for your child's self-esteem and ability to empathize and predict future positive behavior choices. The manner in which you talk to your child has a significant impact on his behavior. Making positive changes to your communication style can be hard work, but with a little practice, you will see a big difference in your relationship with your child. Your child will feel more encouraged, positive and independent and, as a result, you will enjoy better overall cooperation.

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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 utilizar lenguaje positivo para mejorar el comportamiento de su hijo

Brooke Brogle, Alyson Jiron y Jill Giacomini

"Detente." "¡No hagas eso!" Como padre, usted puede encontrarse utilizando estas palabras o frases con más frecuencia cuando su niño comienza a tomar sus propias elecciones. Ahora, deténgase por un momento y considere ¿cómo podría sentirse la conversación si no pudiera utilizar estas palabras? ¿Qué tal, si en vez de decirle a su niño qué no puede hacer, en su lugar elige palabras para decirle qué puede hacer? Mientras que este cambio en el lenguaje puede parecer mínimo, en realidad puede proporcionar un cambio positivo poderoso al tono de la conversación. Cuando se enfoque en utilizar lenguaje positivo con su niño, notará que hace menos berrinches y lloriqueos y que demostrara menos conductas desafiantes.

¿Cómo puede un cambio tan pequeño hacer tan gran diferencia? Mientras que es obvio para los adultos, los niños no son capaces de hacer la conexión lógica de que cuándo les dicen que no hagan algo, lo que en realidad deben de hacer es lo contrario. Por ejemplo, las instrucciones, "No te subas al mostrador" puede ser muy confuso para un niño. Sin embargo, "Por favor mantén los pies sobre el piso" le dice al niño exactamente cuál es la expectativa y cómo puede cambiar lo que está haciendo. El utilizar lenguaje positivo también le da poder a los niños para realizar una elección apropiada por sí solo, lo cual puede aumentar su auto estima. Cuando usted es específico con sus instrucciones mencionándole a su niño exactamente lo que puede hacer y cuándo hacerlo, le es más fácil para él cumplir y es más probable que coopere con su petición.

Pruebe esto en casa

- **Reemplace el "no" por el "sí".** ¡Dígale a su niño qué puede hacer! Si lo vio cortando las hojas de una planta, en vez de decirle "¡No cortes eso!" usted puede decirle, "Las tijeras son para cortar papel o plastilina. ¿Cuál quieres cortar?" Es más probable que su niño tome la elección apropiada cuando usted lo ayude a comprender exactamente cuáles son las opciones apropiadas disponibles.
- **Ofrezca opciones**. Cuando usted le brinda a su niño opciones de qué puede hacer, ponerse o a dónde ir, es más probable que elija una de las opciones que usted le ofreció porque lo hace sentir que él tiene el control. Esta estrategia también funciona para usted como padre porque aprobará cualquier elección.
- **Dígale a su niño "cuándo."** Cuando su niño le pida hacer algo, en vez de decirle que no, reconozca su petición y dígale cuándo podría hacerlo. Esta respuesta les suena más como un "sí" a los niños. Por ejemplo, si su niño le pide que vallan al parque, pero usted está en la computadora finalizando un proyecto de trabajo, le podría decir, "¡Ir al parque suena como una gran idea! Pero primero necesito terminar esta carta. ¿Te gustaría ir al parque después de tu siesta hoy o mañana después de desayunar?"
- **Utilice lenguaje como "primero-luego."** Otra manera de decirle a su niño cuándo puede hacer algo de manera positiva es utilizar una declaración conocida como "primero-después." Por ejemplo, si él quiere ver televisión pero usted quiere que recoja sus juguetes, usted le podría decir "Primero levanta tus juguetes y después puedes ver televisión."
- **Dele a su niño tiempo para pensar.** A veces, podrá sentirse frustrado cuando su niño no responde de manera rápida a su petición y sentirá la tentación de demandar y alzar la voz. Cuando eso suceda, recuerde que su niño está aprendiendo el lenguaje y cómo utilizarlo. Él necesita tiempo para pensar lo que usted dijo y cómo va a responder. Esto le puede tomar varios segundos, hasta minutos, más que a usted para procesar la información. Si mantiene la calma y repite calmadamente la petición una vez más, observará menos conductas desafiantes y disfrutará de más tiempo de calidad con su niña.
- **Ayúdele a recordar.** Los niños se distraen fácilmente. A veces su niño necesita que le ayude a recordar lo que usted le pidió que hiciera para poder hacerlo. Frases como "yo recuerdo" son muy útiles en estas situaciones. Por ejemplo, imagine que le ha pedido a su niño que se ponga los zapatos para que pueda salir. Usted puede decir, "Yo recuerdo que debes ponerte los zapatos antes de salir." El comunicar la información como un simple hecho, en vez de una orden, le proporciona la información que él necesita para hacer la elección correcta por sí solo sin culparlo o hacerlo sentir como si hubiera fracasado.

Practique en la escuela

Las maestras utilizan lenguaje positivo en la escuela para ayudar a los niños a ser más seguros e independientes. Cuando las maestras les dicen a los niños qué pueden hacer, los niños comienzan a dirigirse a sí mismos, sus rutinas de clase y las interacciones con sus semejantes. Por ejemplo, a una niña que está tirando arena sobre el patio de juego se le puede enseñar que, en su lugar, ella puede utilizar una pala para echar la arena en una cubeta. La maestra podría decir, "Si quieres jugar con la arena, puedes llenar esta cubeta. ¿Te gustaría una cubeta azul o una roja?" De esta manera, la maestra honra el interés de la niña, pero lo dirige de una manera más apropiada

La conclusión

Las relaciones positivas con los padres, maestras y otras proveedoras proporcionan los cimientos para un niño feliz y exitoso, son los componentes básicos para el auto estima de su niño y la capacidad para simpatizar y predecir las futuras elecciones de conducta positiva. La manera en que usted le habla a su niño tiene un impacto significante sobre su comportamiento. El realizar cambios positivos a su estilo de comunicación puede ser trabajo difícil, pero con un poco de práctica, usted notará una gran diferencia en la relación con su niño. Su niño se sentirá más alentado, positivo e independiente y, como resultado, usted disfrutará de una mejor cooperación en general.

UNIVERSITY OF SOUTH FLORIDA

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IDEAs that Work
Office of Special Education Programs

Protect your child from LEAD



Lead can be found in many places inside and outside your home.

Lead can hurt your child. Lead can harm a child's brain. Lead poisoning can make it hard for children to learn, pay attention and behave. Most children who have lead poisoning do not look or act sick.

Take these steps to keep your family safe from lead.

Taking Care of Your Child

Do not let your child chew on painted surfaces or eat paint chips. Some old paint has lead in it. When paint gets old, it breaks down into dust. This dust spreads all around your home.



Wash your child's hands and toys often. Always wash hands before eating and sleeping. Lead dust and dirt can stick to hands and toys that children put in their mouths.

Feed your child healthy meals and snacks every day. Make sure to give your child fruit and vegetables with every meal, and foods that have:



- **calcium** (milk, plain yogurt, almond milk, soy milk, spinach, kale, tofu, cheese, calcium-fortified cereals)
- **iron** (beef, chicken, turkey, eggs, cooked dried beans, almonds, cashews, peanuts, pumpkin seeds, potatoes, oatmeal)
- **vitamin C** (oranges, tomatoes, tomatillos, limes, bell peppers, purple cabbage, papaya, jicama, and broccoli)

Calcium, iron and vitamin C help keep lead from hurting your child.

Avoid giving your child sweets. Some candies from outside the USA have lead in them. Fresh fruit and vegetables, lean meats, whole grains and dairy products are healthier choices for your child.

Talk to your child's doctor about testing for lead.

Inside and Outside Your Home

Let water run until it feels cold (usually at least 30 seconds) before using it for cooking or drinking. Always use water from the cold tap for cooking, drinking, or baby formula (if used). If water needs to be heated, draw water from the cold water tap and heat the water on the stove or in a microwave.

Keep your home clean and dust-free. Wet mop floors, wet wipe windowsills, vacuum, and wash all surfaces often. This keeps lead in dust and dirt from spreading in the house.



Keep furniture away from paint that is chipped or peeling. Move cribs, playpens, beds and high chairs away from damaged paint. This helps keep lead in paint chips and dust away from your child.

Never sand, dry scrape, power wash or sandblast paint unless it has been tested and does not have lead in it.



There may also be lead in the dirt around your home from the past use of lead in gasoline and in factories.

Cover bare dirt outside where your child plays. Use grass or other plants, bark, gravel, or concrete. This keeps lead in the dirt away from your child.

Take off shoes or wipe them on a doormat before going inside. This keeps lead in dirt outside.

Change out of work clothes and shoes, and wash up or shower before getting in a car or going home if you work with lead. Lead is in many workplaces:



- **painting and remodeling sites**
- **radiator repair shops**
- **places that make or recycle batteries**

Ask your employer to tell you if you work with lead. Children can be poisoned from lead dust brought home on skin, hair, clothes, and shoes, and in the car.

Things you Buy and Use

Avoid using water crocks or dishes and pots that are worn or antique, from a discount or flea market, made of crystal, handmade, or made outside the USA unless they have been tested and don't have lead.



Do not let your child put jewelry or toys in his or her mouth. Some jewelry and toys have lead in them. There is no way to tell if there is lead in jewelry and toys. Even items marked "Lead Free" can have lead in them.

Talk to your doctor before using imported products that often have lead in them, like



- **natural remedies —** bright orange, yellow, or white powders for stomach ache or other illnesses
- **make-up —** Kohl, Khali, Surma, or Sindoor
- **food or spices,** like chapulines or turmeric

These items have lead in them — keep them away from your child:

- **lead fishing sinkers**
- **lead bullets**
- **lead solder**

More Information

Go to **www.cdph.ca.gov/programs/clppb** or contact:

CHILDHOOD LEAD POISONING PREVENTION BRANCH

CDPH

OSP 17 142513

Proteja a su hijo contra el PLOMO



El plomo puede estar presente en muchos lugares del interior y del exterior de su hogar.

El plomo puede ser dañino para su hijo. El plomo puede ocasionar lesiones en el cerebro de los hijos. El envenenamiento o intoxicación por plomo puede ocasionar que los hijos tengan dificultades para aprender, poner atención y portarse bien. La mayoría de los hijos que padecen de envenenamiento por plomo no parecen ni lucen enfermos.

Tome las siguientes medidas para mantener a su familia protegida contra la presencia del plomo.

El cuidado de su hijo

No permita que su hijo muerda superficies pintadas o consuma residuos de pintura. Alguna pintura vieja contiene plomo. Con el paso del tiempo, la pintura se descompone y se convierte en polvo. Este polvo se disemina por todo su hogar.



Lave con frecuencia las manos y juguetes de sus hijos. Siempre láveles o haga que se laven las manos antes de comer o dormirse. El polvo de plomo y la suciedad pueden adherirse a las manos y a los juguetes que los hijos ponen en sus bocas.

Alimente a su hijo con comidas y bocadillos saludables todos los días. Asegúrese de darles a sus hijos frutas y verduras en cada comida, así como alimentos que contengan:



- **calcio** (leche, yogurt sin sabores, leche de almendra, leche de soya, espinacas, col rizada, tofu, queso, cereales fortificados con calcio)
- **hierro** (carne de res, pollo, pavo, huevos, frijoles secos cocinados, almendras, castañas de cayú, cacahuates, semillas de calabaza, papas, avena)
- **vitamina C** (naranjas, tomates, tomatillos, limones, pimientos dulces, col morada, papaya, jicama y brócoli)

El calcio, el hierro y la vitamina C ayudan a evitar que el plomo les ocasione daños a sus hijos.

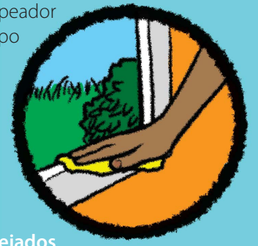
Evite darles dulces a sus hijos. Algunos dulces provenientes de lugares fuera de los EE. UU. contienen plomo. Las frutas y verduras crudas, carnes con poca grasa y productos lácteos son opciones alimenticias más saludables para sus hijos.

Hable con el médico de sus hijos sobre hacerles la prueba para detectar la presencia de plomo.

El interior y exterior de su hogar

Deje correr el agua hasta que salga fría (por lo general, 30 segundos como mínimo) antes de utilizarla para cocinar o para beberla. Para cocinar, beber o preparar la fórmula del bebé (si corresponde), use siempre agua fría del grifo. Si necesita agua caliente, saque agua fría del grifo y caliéntela en la estufa o en el horno a microondas.

Mantenga su hogar limpio y libre de polvo. Limpie los pisos con un trapeador húmedo, limpie con un trapo húmedo los antepechos de las ventanas, pase la aspiradora y lave todas las superficies con frecuencia. Esto evita que el plomo presente en el polvo se disemine por toda la casa.



Mantenga los muebles alejados de la pintura que esté cuarteada o que se esté desprendiendo. Cambie de lugar las cunas, corrales, camas y sillas altas para mantenerlas alejadas de la pintura cuarteada. Esto ayuda a mantener lejos de sus hijos el plomo presente en el polvo y en los residuos de pintura.

Nunca lije, raspe, lave con un instrumento de alta potencia ni limpie con chorro de arena la pintura a menos que la pintura haya sido sometida a prueba y se haya comprobado que no contiene plomo.



El plomo también podría estar presente en la tierra alrededor de su hogar debido al uso anterior del plomo en la gasolina y en las fábricas.

Cubra la tierra suelta del exterior en donde juegan sus hijos. Use césped u otras plantas, corteza de árbol, grava o concreto. Esto evita que sus hijos entren en contacto con el plomo presente en la tierra.

Quítese los zapatos o límpielos en el tapete de la entrada antes de entrar en su casa. Esto mantiene afuera el plomo en la tierra exterior.

Cámbiese de su ropa y calzado de trabajo, y lávese o dúchese antes de subirse a su auto o regresar a casa si trabaja en contacto con el plomo. El plomo se encuentra presente en muchos lugares de trabajo:



- **sitios de pintura y remodelación**
- **talleres de reparación de radiadores**
- **lugares en donde se fabrican o reciclan baterías**

Pregúntele a su empleador si usted está en contacto con el plomo en el desempeño de su trabajo. Los hijos pueden contaminarse con el plomo llevado al hogar en la piel, cabello, ropa, cazado o automóvil.

Artículos que usted compra y usa

Evite utilizar ollas y trastes viejos, desgastados o antiguos, que provengan de un mercado de descuentos o tianguis, hechos de cristal, hechos a mano o fabricados fuera de los EE. UU., a menos que hayan sido analizados y no contengan plomo.



No deje que su hijo se introduzca joyería o juguetes en su boca. Algunas joyas y juguetes de sus hijos contienen plomo. No hay forma de saber si la joyería contiene plomo. Incluso los artículos marcados como "libres de plomo" pueden contener plomo.

Hable con su médico antes de utilizar productos importados que suelen contener plomo, como los siguientes:



- **remedios naturales** — polvos de color naranja brillante, amarillo o blanco para el dolor de estómago u otras enfermedades
- **maquillaje** — kohl, khali, surma, o sindoor
- **alimentos o especias** como chapulines o cúrcuma

Estos artículos contienen plomo – manténgalas lejos de su hijo:

- **plomadas de pesca**
- **balas de plomo**
- **soldaduras de plomo**

Más información

Visite **www.cdph.gov/programs/clppb** o comuníquese con:

CHILDHOOD LEAD POISONING PREVENTION BRANCH

CDPH



Getting Your Child Tested for Lead

Lead can harm your child. Lead can make it hard for your child to learn, pay attention, and behave. Most children who have lead poisoning **do not look or act sick**.

Ask your child's doctor about testing for lead. The only way to know if there is lead in your child's body is for your child to get a **blood test for lead.**

Children on programs such as Medi-Cal, Child Health and Disability Prevention Program (CHDP), Head Start, or WIC, and all children at risk for lead exposure, should get tested at 1 and 2 years old. Some children over 2 also need to get tested.

If your child has too much lead, a doctor or someone from the health department will help your child.

A blood test for lead is free when your child gets a check-up if you have Medi-Cal or if you are in the CHDP. Health insurance plans will also pay for this test.

These potential lead sources may put your child at risk for lead exposure:

- **Lead paint inside or outside the home that is chipped, peeling, or damaged in any way.** If your home was built before 1978, it may have lead paint.
- **Some imported dishes, pots, water crocks, or older dishware,** especially if worn, chipped, or cracked.
- **Some Ayurvedic, Chinese, or traditional remedies and cosmetics,** like Greta, Azarcon, Paylooah, Surma, Sindoor, and Kohl.
- **Some foods and spices,** such as chapulines (fried grasshoppers), and some other brightly colored spices from other countries, such as chili powder, imported tamarind candy, turmeric, and khmeli suneli.
- **Take-home lead dust** from clothing, skin, and hair if a family member works with lead at their job.
- **Some hobbies that involve lead,** such as fishing with lead sinkers, hunting or target shooting with leaded bullets, and stained glass making.
- **Living near a busy roadway or industrial source of lead in the air or soil** (e.g. lead or steel smelter).
- **History of living in or visiting a country with high levels of lead in the air, soil, products, or other locations.**

If you think your child might be at risk for lead exposure, ask your child's doctor for a blood lead test.

For more information, go to www.cdph.ca.gov/programs/clppb, or call your local Childhood Lead Poisoning Prevention Program:

CDPH

CHILDHOOD LEAD POISONING PREVENTION BRANCH

5/2019

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

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

MEMORANDUM

To: Policy Council

From: Jerry Meade, Assistant Director ~ Program

Date: March 28, 2023

Subject: Funding Increase Request for a Cost-of-Living Adjustment and Quality Improvement Funding – **Action Item**

The Head Start & State Child Development program is requesting approval to submit a Cost-of-Living Adjustment (COLA) and Quality Improvement funding (QI) funding application. Through the Consolidated Appropriations Act, 2023 programs funded under the Head Start Act will receive a 5.6% COLA from the Office of Head Start. Additionally, CAPK will receive QI funding proportionate to their federal funded enrollment. Each grantee must apply for a COLA and QI funding for the FY 2023 fiscal year.

The COLA and QI applications will request the following funding amounts as indicated in the funding guidance received from the Office of Head Start, Region IX and is subject to the provision of Section 653 and 640(j) of the Head Start Act. The primary intent of these funds will be used to permanently increase staff salaries and EHS Child Care Partnership contracts by 5.6 percent. QI funding will support pay-rate increases to resolve pay equity concerns and increase wages for direct services positions as deemed necessary by recent wage comparability study. Remaining funds will we used to offset costs to fringe benefits. Once the funding award is received, adjustments will be made to the CAPK Compensation Schedule. Upon receipt of the notice of Award, staff will receive a retroactive payment back to March 1, 2023. The funding amount are as follows:

- Head Start/Early Head Start COLA - $2,013,045
- Head Start/Early Head Start QI- $701,069

In consultation with Finance, this proposal includes a budget detail. The COLA and QI funding will be implemented upon approval and will be effective as of the beginning of the 2023-2024 fiscal year.

Recommendation

Staff recommends the Policy Council approves with resolution the submission of the HS/EHS Cost of Living Adjustment and Quality Improvement funding applications; changes to the CAPK Compensation Schedule; and authorize the Chief Executive Officer to execute amendments to Child Care Partnership contracts as revised.

Attachments:
HS/EHS COLA & QI Budget Detail – 2023

HEAD START & EARLY HEAD START

FY2023 COLA & Quality Improvement
2023-2024 Budget Detail

Category/ Line Item	2023-24 APPROVED	2023-24 PROJECTED COLA & QI	VARIANCE	COMMENTS
PERSONNEL	$ 19,022,977	$ 20,799,880	$ 1,776,903	5.6% Increase and QI funding for Head Start Personnel
FRINGE BENEFITS	$ 6,664,015	$ 7,279,958	$ 615,943	Increased Fringe
TRAVEL	$ 86,096	$ 86,096	$ -	
EQUIPMENT	$ -	$ -	$ -	
SUPPLIES	$ 1,630,692	$ 1,630,692	$ -	
CONTRACTUAL	$ 1,164,293	$ 1,214,149	$ 49,856	5.6% COLA CCP Contracts
CONSTRUCTION	$ -	$ -	$ -	
OTHER	$ 4,679,354	$ 4,679,354	$ -	
INDIRECT	$ 3,221,342	$ 3,492,753	$ 271,411	Increased Indirect
TOTAL	$ 36,468,769	$ 39,182,883	$ 2,714,114	