Head Start
A Program of CAPK

Community Action Partnership of Kern
Head Start/State Child Development

POLICY COUNCIL MEETING PACKET

March 26, 2024
5:30 p.m.

This meeting will be held via Microsoft Teams
Meeting ID: 291 674 929 53
Passcode: sJ6d6W

Click here to join the meeting

POLICY COUNCIL
STANDING COMMITTEES
March 2024

EXECUTIVE COMMITTEE

Chairperson: Ruby Cruz
Vice Chairperson: Gabriela Rangel
Secretary: Iris Roman
Treasurer: Glorylee Selmi
Parliamentarian: Fatima Echeverria

STANDING COMMITTEE MEMBERS

Board of Directors: Fatima Echeverria

BYLAWS
Chairperson: Fatima Echeverria

1. Ruby Cruz
2.
3.
4.
5.
6.

PLANNING
Chairperson: Gabriela Rangel

1. Iris Roman
2. Ashley Trent
3. Ruby Cruz
4.
5.
6.

SCHOOL READINESS
Chairperson: Iris Roman

1. Alejandra Verduzco
2. Jennifer Wilson
3. Candy Diaz
4.

BUDGET & FINANCE
Chairperson: Glorylee Selmi

1. Cristina Herrera
2. Gabriela Rangel
3.
4.
5.
6.



LEGEND:	
Attended	X
Did Not Attend	ABS
Attended Another CAPK Function	
Meeting Not Held	
Membership Terminated	
Absent Due to Weather Conditions	
Resigned	R
Special Call Meeting	SC
Executive Committee Meeting	EC
Not Yet Elected to Policy Council	

Policy Council Attendance 2023 - 2024

#	REGION 1	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024
1	Ruby Cruz - Heritage	X	X	X	X								
2	Vacancy												
3	Vacancy												
4	Vacancy												
#	REGION 2	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024
1	Fatima Echeverria - Angela Martinez	X	X	X	X								
2	Iris Roman - Virginia	X	X	X	X								
3	Vacancy												
4	Vacancy												
#	REGION 3	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024
1	Cristina Herrera Gonzalez - Fairfax	X	X	X	X								
2	Candy Diaz - Pete Parra	X	ABS	X	X								
3	Alejandra Verduzco Hernandez - Primeros Pasos	X	X	X	ABS								
4	Vacancy												
#	REGION 4	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024
1	Ashley Trent - California City	X	X	X	ABS								
2	Gabriela Rangel - California City	X	X	X	X								
3	Vacancy												
4	Vacancy												
#	REGION 5 - Home Base	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024
1	Jennifer Wilson - L. Kohler	X	X	X	X								
2	Vacancy												
#	REGION 5 - Partnership	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024
1	Vacancy												
#	REGION 6 - San Joaquin	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024
1	Glorylee Selmi - Home Base, G. Texiera	X	X	X	X								
2	Vacancy												
#	Community Representatives	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024
1	Vacancy												
2	Vacancy												
3	Vacancy												
#	Board Member	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024
1	Michelle Jara-Rangel				ABS								

Policy Council Standing Committee
Attendance Sheet
2023 – 2024

Bylaws Committee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Parliamentarian				X							
Ruby Cruz				X							

Budget & Finance Committee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Glorylee Selmi		X	X	X							
Cristina Herrera		X	X	X							
Gabriela Rangel		X	X	X							

School Readiness Committee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Iris Roman			**ABS**	**ABS**							
Jennifer Wilson			**X**	**X**							
Alejandra Verduzco			**X**	**ABS**							

Planning Committee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Gabriela Rangel		**X**	**X**	**X**							
Iris Roman		**X**	**ABS**	**ABS**							
Ashely Trent		**X**	**X**	**X**							
Ruby Cruz		**X**	**X**	**X**							

Board of Directors

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Fatima Echeverria		**X**	**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***

DATE	March 26, 2024
TIME	5:30 p.m.
LOCATION	Microsoft Teams Meeting
TEAMS LINK	Click here to join the meeting
PHONE	(213) 204-2374
MEETING ID	778 959 696#

Policy Council Meeting Agenda - REVISED

Meeting to be held via tele-conference. Members of the public may join the teleconference.

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

Alejandra Verduzco Hernandez	Gabriela Rangel	Ruby Cruz
Ashley Trent	Glorylee Selmi	Wendy Ayala
Candy Diaz	Iris Roman	
Cristina Herrera	Jennifer Wilson	
Fatima Echeverria	Michelle Jara-Rangel	

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. **Committee Verbal Reports** (3 minutes per report)
   a. Budget & Finance
   b. Bylaws
   c. Planning
   d. School Readiness

4. **Presentation**
   2024 Annual Head Start California Annual – Ashley Trent, Fatima Echeverria, Jennifer Wilson, Ruby Cruz

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 20, 2024 ***(p. 8-11)***
   b. Policy Council Budget & Finance Meeting Minutes – January 16, 2024 ***(p. 12-14)***
   c. Policy Council Budget & Finance Meeting Minutes – February 15, 2024 ***(p. 15-16)***
   d. Policy Council School Readiness Committee Meeting Minutes – February 8, 2024 ***(p. 17)***
   e. Head Start Budget vs. Actual Expenditures, March 1, 2023, through January 31, 2024 ***(p. 18-20)***
   f. Early Head Start Budget vs. Actual Expenditures, March 1, 2023, through January 31, 2024 ***(p. 21-23)***
   g. Kern Head Start and Early Head Start Non-Federal Report, March 1, 2023, through January 31, 2024 ***(p. 24))***
   h. Early Head Start Childcare Partnership Non-Federal Report, March 1, 2023 through January 31, 2024 ***(p. 25)***
   i. Parent Travel & Childcare through January 31, 2024 ***(p. 26-27)***

j. Parent Activity Funds through January 31, 2024 ***(p. 28-29)***
k. Program Review & Evaluation Report – February 2024 ***(p. 30-31)***
l. Children's Mobile Clinic – March 2024 (English/Spanish) ***(p. 32-33)***
m. FREE Admission Haggin Museum – April 6, 2024 (1st Saturday of the month) – Stockton, CA ***(p. 34)***
n. Volunteer Income Tax Assistance (VITA) – April 13, 2024; Shafter Youth Center, 455 East Euclid Avenue, Shafter, CA (English/Spanish) ***(p. 35-36)***
o. Indigenous Art Exhibition – April 13, 2024; Okihi Nature Preserve, 13227 Round Tree Road, Bakersfield, CA ***(p. 37)***
p. Monthly Parent Trainings with Dr. Kirk – April 15, 2024; CAPK Head Start ***(p. 38)***
q. Routines and Schedule, Supporting Children's Mental Health – April 17, 2024; CAPK/El Concilio California ***(p. 39)***
r. Health & Safety Community Resource Fair – April 25, 2024; Greenfield Community School, Bakersfield, CA ***(p. 40)***
s. Backpack Connection Series: How to Use Positive Language to Improve Your Child's Behavior (English/Spanish) ***(p. 41-42)***
t. FREE Zumba Classes – Every Thursday; Friendship House Community Center, 2424 South Dr. Martin Luther King Jr. Blvd. Bakersfield, CA ***(p. 43)***
u. FREE Typing Test Certificate – MOAF, Bakersfield, CA ***(p. 44)***
v. MAOF Bookkeeping/Payroll Accounting Course ***(p. 45)***
w. MAOF Clerical Office Worker Course ***(p. 46)***
x. Head Start Recruitment Flyer (English/Spanish) ***(p. 47-48)***
y. Early Head Start San Joaquin Flyer (English/Spanish) ***(p. 49-50)***
z. Home Visiting Program Flyer (English/Spanish) ***(p. 51-52)***
aa. Planning Committee Meeting Dates ***(p. 53)***
bb. Budget & Finance Committee Meeting Dates ***(p. 54)***
cc. School Readiness Committee Meeting Dates ***(p. 55)***
dd. Bylaws Committee Meeting Dates ***(p. 56)***
ee. Policy Council Meeting Dates ***(p. 57)***

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

a. Election of Michelle Jara-Rangel to the Policy Council Planning Committee
b. Election of Wendy Ayala to the Policy Council Bylaws Committee

7. <u>Standing Reports</u>

a. Program Governance – Lisa Gonzales, Program Governance Coordinator
b. Board of Directors – Michelle Jara-Rangel, CAPK Board Member
c. Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director

8. <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 1300 18th Street, Bakersfield, CA and online at www.capk.org by 12:00 p.m. March 22, 2024 by Lisa Gonzales, Program Governance Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
February , 2024
Meeting ID: 299 828 798 386

1. **Call to Order**

   Policy Council Chairperson, Ruby Cruz called the meeting to order at 5:36 p.m.

   a. Roll call was taken, and a quorum was established.

   Policy Council Members Present: Candy Diaz, Cristina Herrera, Fatima Echeverria, Gabriela Rangel, Glorylee Selmi, Iris Roman, Jennifer Wilson, Ruby Cruz

2. **Public Comments**

   The public may address the Policy Council on items not included on the agenda at this time. However, the Policy Council will take no action other than that of referring the item(s) to staff for study and analysis. Speakers are limited to three 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.

   None

3. **Standing Committee Reports**

   a. School Readiness Committee

   The first School Readiness Committee meeting of the term was held on February 8, 2024. An education overview was shared with members which included tools used for data collection, curriculum and more. Additionally, the Desired Results Developmental Profile (DRDP) was introduced to parents, and they were encouraged to share their observations with their child's teacher. The process of developing annual school readiness goals was shared with committee members as well. Parents were reminded that they are their child's first teachers and their home is their first classroom.

   b. Planning Committee

   The Planning Committee met on January 2, 2024. The Division Program Activity Report was shared with members for the months of November and December. Enrollment information was provided, for the respective months. During the same two months it was reported that there was a total of 18 new staff onboarded however there was also a combined total of 22 resignations over the same period. The Child Adult Care Food Program Report for October and November was also provided to members along with the total meals delivered during this reporting period. It was noted that in both Kern and San Joaquin Counites dental clinics were held.

   c. Budget & Finance Committee

   The Budget & Finance Committee met on February 15, 2024. Budget to actual financial reports for Head Start as well as Early Head Start were shared with the committee as was Parent Activity Funds and Parent Local Travel and Childcare Reimbursement. Members were also provided the non-federal share report, which shows in-kind totals in detail. During this reporting period the program was at 90% of achieving its in-kind goal. The next Budget & Finance Committee meeting will be held on March 19, 2024 at 5:30 p.m.

   d. Bylaws Committee

   The Bylaws Committee will meet in the coming weeks as additional members are acquired. When this meeting takes place the foundation and purpose of the committee will be reviewed as will committee roles and responsibilities. A proposed meeting schedule will also be presented for review, discussion and a vote. As noted on the agenda for tonight's meeting, there will be a vote taken for the position of Policy Council Parliamentarian. This Executive Committee Officer position is also the chairperson of the Bylaws Committee. It was also stated that the committee will still have additional vacancies if anyone is interested in serving on the Bylaws Committee.

4. Presentations

a. Family Engagement Overview – Angel Perez, Family Engagement Supervisor

Angel shared a PowerPoint presentation and provided an overview of Family Engagement. As he began the presentation members had an opportunity to share what "family engagement" meant to them. He also shared with the Council the responses he received when asking the same question to Family Engagement team members. Angel shared some of the events and activities related to family engagement this included ReadyRosie workshops, as well as the Family Partnership Agreement. He encouraged members to attend ReadyRosie workshops when provided. He reminded members when selecting a goal to work towards this goal could be large or small, and it could include the entire family or simply the parent. Angel shared that staff are eager to support parents in working towards their goals by providing them the resources they may need. Angel also spoke about Family Referrals. He shared the importance of trust building between parents and staff to feel comfortable so that staff can work with families to identify any needs they may have and support them with services or a referral to another agency who can assist them. Members shared a number of resources and services they are aware of that are available parents. Angel noted that the Family Engagement team attends various collaborative meetings each month to gain information on all the best services and resources available throughout the community in order to support families. Angel stated that the Family Engagement team was very proud to host its first Fatherhood and Family Engagement Conference earlier in the year. He shared that there was a raffle and swag bags were given away; attendees had an opportunity to hear from many great speakers. Angel announced that this will be an annual event. He also spoke about the monthly family activities and encouraged parents to complete these activities at home and to send the completed project with the child to school for display. This not only creates special moments working together and building memories, but children also get to "show off" their final project. In closing Angel encouraged members to participate and attend as many events with their children as they can.

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 16, 2024
b. Head Start Budget vs. Actual Expenditures, March 1, 2023, to December 31, 2023
c. Early Head Start Budget vs. Actual Expenditures, March 1, 2023, to December 31, 2023
d. Kern Head Start and Early Head Start Non-Federal Report, March 1, 2023, to December 31, 2023
e. Early Head Start Childcare Partnership Non-Federal Report, March 1, 2023 to December 31, 2023
f. Parent Travel & Childcare through December 31, 2023
g. Parent Activity Funds through December 31, 2023
h. Program Review & Evaluation Report – January 2024
i. Children's Mobile Clinic – February 2024 (English/Spanish)
j. Monthly Parent Trainings with Dr. Kirk – February 21, 2024; CAPK Head Start
k. Screentime and Children's Mental Health – February 21, 2024; CAPK/El Concilio California
l. Bakersfield Water Bill Assistance Event – February 22, 2024; Rexland Acres Park, Bakersfield, CA
m. Backpack Connection Series: How to Plan Activities to Reduce Challenging Behaviors (English/Spanish)
n. FREE Zumba Classes – Every Thursday; Friendship House Community Center, Bakersfield
o. FREE Admission Haggin Museum – 1st Saturday of the month; Stockton, CA
p. World of Wonders 15th Birthday Party – March 3, 2024; World of Wonders Science Museum, Lodi, CA
q. Bakersfield Police Department Motor Competition – March 16, 2024; The Pak at Riverwalk, Bakersfield, CA
r. Head Start Recruitment Flyer (English/Spanish)
s. Early Head Start San Joaquin Flyer (English/Spanish)
t. Home Visiting Program Flyer (English/Spanish)

u. Policy Council Meeting Dates

Jennifer Wilson made a motion to approve consent agenda items (a) through (u); seconded by Glorylee Selmi. Motion carried unanimously.

6. New Business ***ACTION**

a. Election of Fatima Echeverria as Policy Council Parliamentarian

Gabriela Rangel made a motion to approve the election of Fatima Echeverria as the Policy Council Parliamentarian; seconded by Jennifer Wilson. Motion carried unanimously.

7. Standing Reports

a. Program Governance – Lisa Gonzales, Program Governance Coordinator

Lisa thanked members for their attendance. She shared that she is looking forward to attending the upcoming Annual Head Start California Conference with those members who were elected to attend. She added that during the next Policy Council meeting those members will be sharing information and new learning obtained from the conference. Lisa also stated that a new Board of Directors representative has been appointed to the Council, Board Member Michelle Jara-Rangel will now fill the position vacated by Ana Vigil. Lisa also noted that Michelle is a returning Board Representative as she served in this capacity for one previous term. Lisa indicated that flyers for all upcoming Regional Parent Committee meetings for all areas will be distributed to centers and early childhood educators later in the week. She encouraged members to share their experiences on the Council with their fellow parents with the hope of expanding interest and potentially obtaining additional members on the Council. Lisa also shared the Read Across America Event. She provided members the flyer for this event as well as the calendar of events that would be taking place during this week as children celebrate Dr. Seuss. The opportunity was provided to Education Manager, Cynthia Rodriguez, to share a bit more information on the events taking place. Cynthia extended an invitation to members to participate in this event and encouraged them to read in their child's classroom. In closing Lisa shared that she too will be participating in this event and looks forward to it each year.

b. Board of Directors – Michelle Jara-Rangel, CAPK

Lisa shared the Board of Directors report on behalf of Michelle. She shared that during the Board Meeting held on January 31, 2024 the acceptance of individual member appointments was approved, including Policy Council representative Fatima Echeverria. The slate of Board Officers as presented was also approved. A special recognition took place in honor of Shirly Park who is retiring from the agency. Shirley has been with the Head Start Division for 18 years. It was also noted that all new business agenda items, with the exception of one item, were approved. The Board unanimously rejected the action item of a proposed independent auditor fee increase. Standing reports were also provided to the Board which included the Foundation report as well as the Policy Council report. Chief Executive Officer Jeremy Tobias provided the Board with information on the upcoming Staff Development Day. He also provided a closed session report as well. This meeting concluding at 2:28 p.m.

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

Jerry shared the report on behalf of Yolanda and expressed gratitude for the commitment members have made to the program and the support shown by serving on the Policy Council. He added that Yolanda wanted him to share that she is looking forward to the opportunity to spend time with Council members attending the conference. Jerry spoke about how pleased the program was to have the opportunity to host Dr. Deborah Bergeron (Dr. B), who is the former Director of Head Start and provide her a tour of a number of our facilities. Dr. B had the opportunity to speak with staff as well as with volunteers. She was also able to spend time with children reading to them, playing with Play-Doh, building structures, and more. Dr. B visited six of our Kern facilities. Jerry provided some history and spoke to the important role during her tenure that she and her team played in approving and supporting additional funding that was awarded to CAPK for the renovation and building of a number of the beautiful brand-new classrooms the program has. In providing additional informational updates, Jerry shared that the program is quickly approaching the end of the fiscal period, which will occur on February 29, 2024. He added that this is not only the end of

the fiscal year, but also the end of the current 5-year grant cycle. Jerry shared that the program did receive its Notice of Award from the Office of Head Start for ongoing and continued funding from March 1, 2024 through the next 5 years. Jerry stated that time is moving very quickly with part year programs ending in May and the end of the school year at the end of June for full year programs. Active recruitment for the 2024-2025 school year is getting underway. Head Start children moving on to kindergarten will soon begin receiving their transition plans and moving into cafeteria experiences to support being well prepared for this next step. There will also be children who will rollover into their second or third year in Head Start and that transition will take place over the summer. Jerry noted that we are always recruiting and enrolling for the program; recruitment efforts are year-round. It was stated there will be a Child Adult Care Food Program review taking place next month as well. A member question was presented with regard to the status of the Fairfax Head Start program for the 2024-2025 program year, specifically if it will remain open. Jerry responded stating that the program has not received any notification from the Fairfax School District indicating the ending of our lease at their location; therefore, at this time Head Start is moving forward with a program at Fairfax for the 2024-2025 school year. He added that the program is looking into that statement as well and will keep everyone posted. Jerry again thanked members for their commitment to the program and expressed appreciation for their service on the Policy Council.

8. **Policy Council Chairperson Report**

   Ruby thanked everyone for once again attending tonight's meeting. She stated that it is very exciting for her to see all of the involvement and participation. Ruby added that she is looking forward to attending the Head Start California Conference next week. She also shared a recent art activity she did with her children and encouraged members to do similar small activities because they mean a lot. In closing Ruby again thanked members for being involved and attending meetings. She added that she knows everyone is very busy with jobs, and children to take care of yet still take the time to meet once a month for Policy Council, for which she is appreciative.

9. **Policy Council Member Comments**

   Members were given an opportunity to make a statement or comment. Gabriela Rangel thanked everyone and wished members well who are attending the upcoming conference and hoped they have a lot of fun. Iris Roman also thanked everyone for taking the time to meet for Policy Council and wished them a great week. Jennfier Wilson shared that she is really excited about the conference in Long Beach and that she cannot wait.

10. **Next Scheduled Meeting**

    The next meeting will be held on Tuesday, March 26, 2024 at 5:30 p.m. on Microsoft Teams.

11. **Adjournment**

    The meeting was adjourned at 6:30 p.m.

Community Action Partnership of Kern
Head Start / State Child Development
Policy Council Budget & Finance Committee Meeting Minutes
January 16, 2024
Audio Only: (213) 204-2374 Phone Conference ID: 258 030 933#

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

2. **Call to Order**
   a. The meeting was called to order at 5:40 p.m.

3. **Roll Call and establish Quorum (half plus one)**
   a. Quorum was established.
   b. Members present: Cristina Herrera, Gabriela Rangel, Glorylee Selmi
   c. Members not present: None

4. **Approval of Agenda**
   Gabriela Rangel made a motion to approve the agenda dated January 16, 2024; seconded by Glorylee Selmi. Motion carried.

5. **Approval of Minutes**
   Gabriela Rangel made a motion to approve the minutes dated October 16, 2023; seconded by Cristina Herrera. Motion carried.

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

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

8. **Presentation / Discussion Items** – Louis Rodriguez, Finance Administrator
   a. **Proposed Meeting Dates – Action Item**
      The proposed meeting schedule for the balance of the Budget & Finance Committee meetings during this term was provided to members for discussion. It was noted that the dates reflected that meetings would be held on the third Tuesday of the month with the exception of the February meeting. The February meeting would be held at an earlier date to support the February Policy Council meeting which is taking place at an earlier than typical date to support Policy Council members who are attending the Head Start California Conference. The proposed start time for meetings is 5:30 p.m. Gabriela Rangel made a motion to approve the proposed meeting dates and time; seconded by Glorylee Selmi. Motion carried unanimously.
   b. **Financial Reports**
      Prior to reviewing financial reports with members. Staff sponsor Louis Rodriguez provided the committee a detailed explanation of what information is contained on the monthly budget to actual reports along with category definitions as well as providing a sample report. Various components to these monthly reports include how funds are spent, are we track, percentage of funds expended and more. The

category definitions and the sample report were helpful to members in preparing them for the "true" reports they will be reviewing.

The Head Start budget to actual report for the period beginning March 1, 2023 through November 30, 2023, which is nine months into the twelve-month budget period was shared. Base funds were at 61%, expended and training and technical assistance was at 100% expended.

The budget to actual report for the same reporting period for Early Head Start was also presented and discussed in detail with committee members. This included percentages expended in various categories with base funds at 59% expended and training and technical assistance at 68% expended.

In continuing to review the balance of financial reports, the parent local travel and childcare were provided for which there have been no expenses incurred. There was a question posed as to what would be included in this category since there hasn't been anything spent for the entire fiscal year. It was note that this category helped to support mileage and/or childcare reimbursement for parent to attend governance meetings, e.g., Policy Council meetings, PC Committee meetings, Regional Parent Committee meetings, etc. It was added that because all of our meetings are held virtually, there isn't any mileage to reimburse. An additional question asked was, what happens to these funds since there haven't been any expenditures. It was noted that as the fiscal year draws nearer it is likely these funds will be allocated elsewhere. Louis also shared that the program will be requesting a no-cost extension to allow additional time to expend any unused funds from the current fiscal year. It was asked what happens if funds that are carried over from one year to the next or in the no-cost extension do not get used, do they have to be returned? The response was, yes, we must return any unused funds, however that is not typically a concern. It was further added that when we make a request to carryover funds or for the no-cost extension, the program has a plan in place to expend that amount of money. A budget detail must accompany these requests.

Additionally, the parent activities report was shared, again with expenses incurred for the Policy Council end of term meeting and recognition event held in October 2023.

Also reviewed was the inkind information and totals for Head Start, Early Head Start and the Childcare Partnerships. Louis that a condition/requirement of our grant is that we receive a percentage of non-federal share. Lisa shared various ways in which inkind is calculated, example: Policy Council meetings, parent meetings, reading logs, etc. She encouraged members to reach out to their center staff or early childhood educators for ways to generate inkind. It was also clarified that though this particular report reflects inkind totals per center, when we as a program report these figures to the Office of Head Start, they are reported based upon a program total and not broken down individually.

The final document presented to the committee was the Independent Audit Report for Fiscal Year 2022-2023. A summary of this document was provided to members with information reviewed. The letter provided from Daniells Phillips Vaughan & Boch stating the audit outcomes was also provided and reviewed with members. It was noted the agency did not have any findings with the agency noting that Community Action Partnership of kern complied in all material respects with compliance requirements. Louis shared that this information was presented to the Board of

Director's for approval. Lisa noted Policy Council approval is not required because the Board has sole financial and legal responsibility over the agency. She added that the sharing of this information is required as outlined in the Head Start Program Performance Standards, hence the inclusion on today's agenda.

9. Announcements

a. Members were reminded of the upcoming Policy Council meeting on Tuesday, January 23, 2024.

Lisa also stated, members will receive their Policy Council packet via email due to the Administrative Office closure, and varied accessibility to copy machines at this time. She added that she will also send it to center staff and early childhood educators so that they may print the 90-page packet for their respective members.

10. Adjournment

The meeting was adjourned at 6:21 p.m.

Community Action Partnership of Kern
Head Start / State Child Development
Policy Council Budget & Finance Committee Meeting Minutes
February 15, 2024
Audio Only: (213) 204-2374 Phone Conference ID: 286 907 798 731#

1. **Welcome**
   The group was welcomed 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.
   b. Members present: Cristina Herrera, Gabriela Rangel, Glorylee Selmi
   c. Members not present: None

4. **Approval of Agenda**
   Gabriela Rangel made a motion to approve the agenda dated February 15, 2024; seconded by Cristina Herrera. Motion carried.

5. **Approval of Minutes**
   Gabriela Rangel made a motion to approve the minutes dated January 16, 2024; seconded by Cristina Herrera. 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
   The Head Start budget to actual report for the period beginning March 1, 2023 through December 31, 2023, ten months into the twelve-month budget period was shared. It was reported that base funds were 69% expended with an initial projection for this reporting period of 83%. It was also shared that all Training and Technical Assistance funds have been expended for this grant cycle; T&TA is at 100% expended for Head Start.

   The budget to actual report for the same reporting period for Early Head Start was also presented and discussed. This included percentages expended in various categories with base funds at 70% expended and Training and Technical Assistance at 74% expended.

   In continuing to review the balance of financial reports, the parent local travel and childcare were provided for which there have been no expenses incurred.

Additionally, the parent activities report was shared, with $1139 expended in Head Start and $284 in Early Head Start.

Also reviewed was the Non-Federal Share Report. This report provides inkind detail which outlines how much inkind each center as well as other specific entities have accumulated during the reporting period. Louis shared that the total for the program so far is at 90% which equates to a little over $12.3 million.

9. Announcements

a. Members were reminded of the upcoming Policy Council meeting on Tuesday, February 20, 2024.

Lisa also reminded members of the upcoming Dr. Kirk Parent Training as well as the parent training EHS San Joaquin will have in conjunction with El Concilio.

Gabriela expressed appreciation and thankfulness for the Policy Council member shirt received.

The next Policy Council Budget & Finance Committee meeting will be held on Teams at 5:30 p.m. on March 19, 2024.

10. Adjournment

The meeting was adjourned at 5:42 p.m.

Community Action Partnership of Kern Head Start/State Child Development
Policy Council School Readiness Committee Meeting Minutes
February 8, 2024
Audio Only: (213) 204-2374 Phone Conference ID: 360 544 402#

1. **Welcome**
   School Readiness Subcommittee Sponsor, Cynthia Rodriguez, welcomed members to the meeting.

2. **Call to Order**
   a. Cynthia Rodriguez called the meeting to order at 5:38 PM

3. **Roll Call and establish Quorum (half plus one)**
   a. Quorum was established.
   b. Members Present: Jennifer Wilson, Candy Diaz, and Alexandra Verduzco.
   c. Members not present: Iris

4. **Introduction of Guests**
   a. Cynthia Rodriguez, Education Manager introduced herself and Rashi Strother, Education Manager.

5. **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.)

6. **Presentation / Discussion Items**
   a. Introduction and Ice breaker: Cynthia introduced herself and Rashi Strother. Cynthia invited each member to share their name, the center their child attends, and what they think School Readiness means. Cynthia shared what School Readiness means to the Office of Head Start.
   b. Education Team: Cynthia shared an overview of the education team and the specific tools (CLASS, ITERS, ECERC, DRDP) that are used to measure quality interactions, child development, and environments ensuring that we use the data to improve practices and strategies throughout the school year.
   c. Lesson Plans and Curriculum: Cynthia shared that the curriculum used by center base is Creative Curriculum and home base program uses Parents as Teachers. Cynthia also shared how families can be involved in planning activities for their children and engage in lesson planning. Cynthia shared the effective family activities that are available on the school readiness goals for them to implement at home.
   d. Assessment and Observations: Rashi shared information about the DRDP assessment tool used three times a year to reflect on each child's learning. Cynthia shared that families are encouraged to capture observations to support the completion of the DRDP assessment tool and identify activities that they will do at home for the progress report completed after each assessment period.
   e. What does School Readiness mean: Cynthia shared the tools and process used to develop School Readiness Goals.
   f. Suggestions/Questions: Cynthia thanked all the members and asked if anyone had any questions. Jennifer Wilson shared that the presentation was very informative and did not have any questions.
   g. Proposed School Readiness Committee Meeting Dates – motion was made by Jenniffer Wilson to approve the proposed School Readiness Committee Dates and Candy Diaz second the motion. Motion carried.

7. **Announcements**
   None

8. **Adjournment**
   The meeting was adjourned at 6:09 PM.

MEMORANDUM

To: Budget and Finance Committee of Policy Council

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

Date: March 19, 2024

Subject: *Head Start*
Budget to Actual Report for the period ended January 31, 2024 – **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 fifth-year budget period is March 1, 2023, through February 29, 2024.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2023, through January 31, 2024. Eleven months (91.7%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are 76% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 100% of the budget.

Carryover Funds

Overall expenditures are 55% of the budget.

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

The non-Federal share is at 102% of the budget.

Community Action Partnership of Kern
Head Start
Budget to Actual Report
Budget Period: March 1, 2023 - February 29, 2024
Report Period: March 1, 2023 - January 31, 2024
Month 11 of 12 (91.7%)

Prepared 03/06/2024

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,442,036	7,327,057	2,114,979	78%	22%
FRINGE BENEFITS	3,650,298	1,988,854	1,661,444	54%	46%
TRAVEL	70,000	-	70,000	0%	100%
EQUIPMENT	-	-	-		
SUPPLIES	744,041	876,938	(132,897)	118%	-18%
CONTRACTUAL	171,839	202,119	(30,280)	118%	-18%
CONSTRUCTION	-	-	-		
OTHER	4,036,858	3,279,937	756,921	81%	19%
INDIRECT	1,752,938	1,380,133	372,805	79%	21%
TOTAL BASE FUNDING	**19,868,010**	**15,055,038**	**4,812,972**	**76%**	**24%**

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	41,904	41,904	-	100%	0%
SUPPLIES	23,986	23,986	-	100%	0%
CONTRACTUAL	22,800	22,800	-	100%	0%
OTHER	72,752	72,752	-	100%	0%
INDIRECT	16,144	16,144	-	100%	0%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**177,586**	**-**	**100%**	**0%**

CARRYOVER

PERSONNEL	216,462	216,462	-	100%	0%
FRINGE BENEFITS	8,000	8,000	-	100%	0%
TRAVEL	25,133	18,021	7,112	72%	28%
SUPPLIES	53,386	53,386	-	100%	0%
EQUIPMENT	314,100	-	314,100	0%	100%
CONSTRUCTION	1,000,000	505,731	494,269	51%	49%
CONTRACTUAL	4,505	4,505	-	100%	0%
OTHER	165,483	161,361	4,122	98%	2%
INDIRECT	49,259	49,259	-	100%	0%
TOTAL CARRYOVER	**1,836,328**	**1,016,725**	**819,603**	**55%**	**45%**

GRAND TOTAL HS FEDERAL FUNDS	**21,881,924**	**16,249,349**	**5,632,575**	**74%**	**26%**

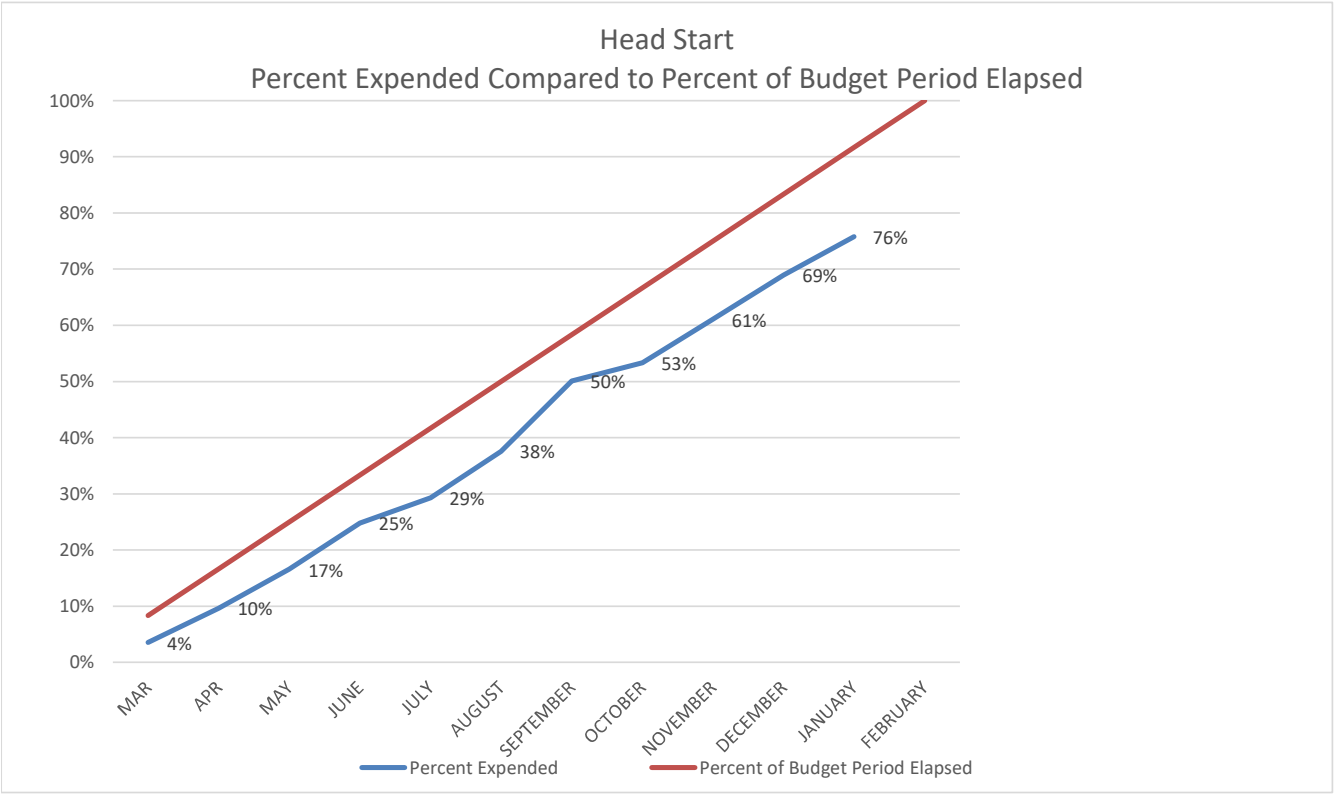
HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,958,398	3,180,070	(1,221,672)	162%	-62%
CALIF DEPT OF ED	11,131,398	10,170,613	960,785	91%	9%
TOTAL NON-FEDERAL	**13,089,796**	**13,350,683**	**(260,887)**	**102%**	**-2%**

Budget reflects Notice of Award #09CH011132-05-02
Actual expenditures include posted expenditures and estimated adjustments through 01/31/2024
Administrative Cost for HS and EHS Combined **7.0%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	19,266	-	-	-	**19,266**	2/1/2024
Lowe's	44,045	2,154	856	(180)	**46,875**	2/2/2024
Smart & Final	90	-	-		**90**	2/1/2024
Save Mart	1,405	-	-	-	**1,405**	2/5/2024
Chevron & Texaco Business Card	7,684	-	-	-	**7,684**	2/6/2024
Home Depot	14,666	1,603	1,486	383	**18,137**	2/5/2024
	87,156	**3,758**	**2,341**	**202**	**93,457**	


Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
4%
10%
17%
25%
29%
38%
50%
53%
61%
69%
76%
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 19, 2024

Subject: *Early Head Start*
Budget to Actual Report for the period ended January 31, 2024 – **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 fifth-year budget period is March 1, 2023, through February 29, 2024.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2023, through January 31, 2024. Eleven months (91.7%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are 76% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 83% of the budget.

Carryover Funds

Overall expenditures are 47% of the budget.

Community Action Partnership of Kern
Early Head Start
Budget to Actual Report
Budget Period: March 1, 2023 - February 29, 2024
Report Period: March 1, 2023 - January 31, 2024
Month 11 of 12 (91.7%)

Prepared 03/06/2024

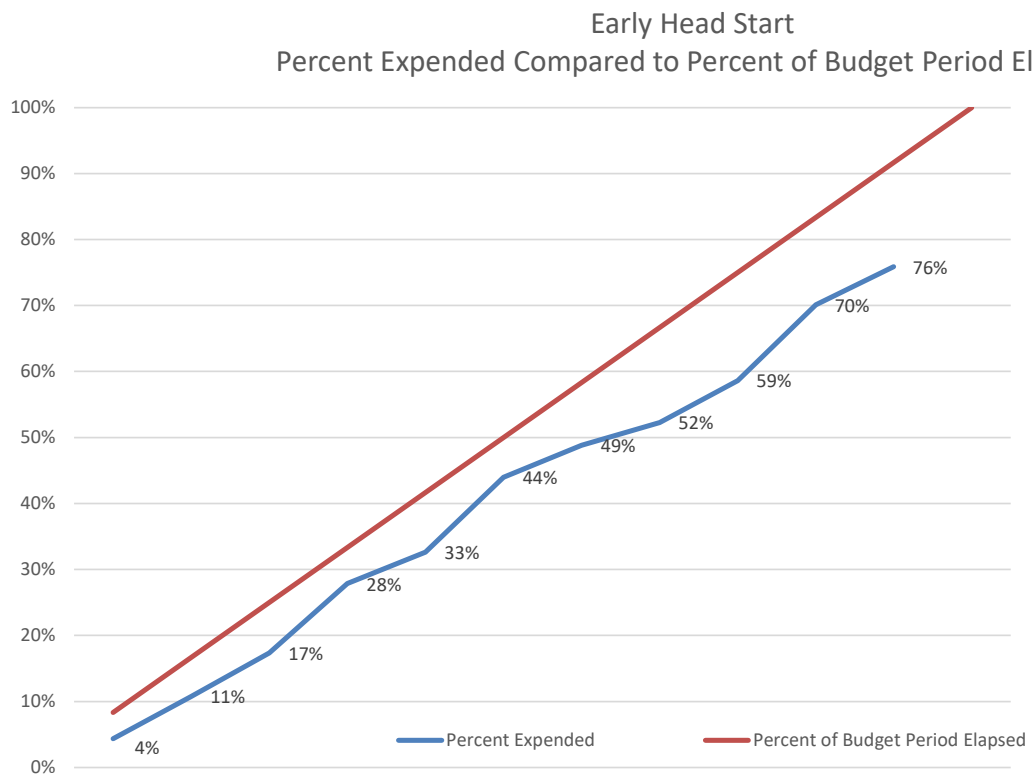
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,889,652	7,502,190	1,387,462	84%	16%
FRINGE BENEFITS	2,516,917	2,101,515	415,402	83%	17%
TRAVEL	50,000	34,040	15,960	68%	32%
EQUIPMENT	-	-	-		
SUPPLIES	1,205,123	702,661	502,462	58%	42%
CONTRACTUAL	1,091,221	770,772	320,449	71%	29%
CONSTRUCTION	-	-	-		
OTHER	3,374,545	1,828,281	1,546,264	54%	46%
INDIRECT	1,665,883	1,317,986	347,897	79%	21%
TOTAL BASE FUNDING	**18,793,341**	**14,257,445**	**4,535,896**	**76%**	**24%**

TRAINING & TECHNICAL ASSISTANCE					
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	44,192	44,192	-	100%	0%
SUPPLIES	30,013	24,822	5,191	83%	17%
CONTRACTUAL	26,080	26,080	-	100%	0%
OTHER	212,393	162,225	50,168	76%	24%
INDIRECT	31,268	27,911	3,357	89%	11%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**285,229**	**58,717**	**83%**	**17%**

CARRYOVER					
PERSONNEL	92,769	92,769	-	100%	0%
FRINGE BENEFITS	-	-	-		
TRAVEL	37,198	34,387	2,811	92%	8%
SUPPLIES	13,347	9,362	3,985	70%	30%
EQUIPMENT	100,000	44,517	55,483	45%	55%
CONSTRUCTION	700,000	209,027	490,973	30%	70%
CONTRACTUAL	1,320	1,320	-	100%	0%
OTHER	74,009	70,153	-	95%	5%
INDIRECT	23,470	23,470	-	100%	0%
TOTAL CARRYOVER	**1,042,113**	**485,006**	**553,252**	**47%**	**53%**

GRAND TOTAL EHS FEDERAL FUNDS	**20,179,400**	**15,027,680**	**5,147,864**	**74%**	**26%**

Budget reflects Notice of Award #09CH011132-05-02
Actual expenditures include posted expenditures and estimated adjustments through 01/31/2024


Early Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
4%
11%
17%
28%
33%
44%
49%
52%
59%
70%
76%
Percent Expended
Percent of Budget Period Elapsed

Community Action Partnership of Kern
Head Start and Early Head Start Kern
Year-to-Date Non-Federal Share and In-Kind Repor
Budget Period: March 1, 2023 through February 29, 2024
Report for period ending January **31, 2024** (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	12,893	7,852	2,921	0	0	4,558	11,209	11,841	9,218	7,909	11,680	80,080	Kern	39,812	201%
Alicante	20	10,979	8,866	11,664	6,824	3,926	6,449	8,729	8,579	236	0	134	66,385	Kern	19,906	333%
Angela Martinez	60	8,111	9,756	13,679	11,828	8,960	9,410	9,088	13,238	10,278	6,545	10,748	111,640	Kern	59,718	187%
Broadway	40	5,844	8,572	3,952	0	0	1,351	4,571	7,423	9,483	989	270	42,456	Kern	39,812	107%
California City	20	3,962	3,239	1,327	0	0	2,248	4,947	5,964	68	7,316	151	29,222	Kern	19,906	147%
Cleo Foran	23	6,400	5,152	6,764	7,199	3,143	2,666	4,917	1,635	5,971	7,925	4,492	56,264	Kern	22,892	246%
Delano	76	21,579	21,523	10,293	0	0	7,807	15,898	20,443	19,877	19,431	18,085	154,935	Kern	75,643	205%
East California	52	6,966	7,633	16,447	10,427	6,476	8,440	8,925	8,979	8,651	8,495	7,804	99,243	Kern	51,756	192%
Fairfax	39	14,513	14,443	10,955	0	0	2,204	7,108	8,166	9,032	5,561	8,315	80,298	Kern	38,817	207%
Fairview	0	0	0	0	0	0	0	0	0	0	0	0	0	Kern	0	0%
Harvey L. Hall	140	15,666	14,424	13,787	14,253	12,847	14,722	12,779	9,645	13,556	10,179	4,875	136,732	Kern	139,343	98%
Heritage	20	6,419	4,447	3,094	0	0	1,064	3,271	3,535	3,532	2,775	0	28,137	Kern	19,906	141%
Home Base	152	13,671	16,943	9,226	8,582	8,412	14,055	13,222	9,432	8,011	4,912	272	106,738	Kern	75,643	141%
Lamont	20	6,800	7,113	3,715	0	0	3,913	8,049	8,222	2,452	6,008	0	46,273	Kern	19,906	232%
Martha J. Morgan	71	18,212	18,278	16,909	13,241	10,398	12,436	13,568	10,201	11,068	7,550	334	132,194	Kern	70,667	187%
McFarland	20	18,674	14,207	11,433	0	0	2,580	8,259	9,590	8,582	0	249	73,574	Kern	19,906	370%
Mojave	20	2,344	954	100	0	0	2,425	2,111	2,927	3,553	4,357	106	18,878	Kern	19,906	95%
Oasis	45	14,048	12,295	9,215	0	0	653	9,110	7,828	6,335	8,154	57	67,694	Kern	44,789	151%
Pete H. Parra	128	28,157	26,760	31,534	19,623	17,803	24,504	26,857	33,710	14,794	22,123	414	246,280	Kern	127,399	193%
Planz	0	0	0	0	0	0	0	0	0	0	0	0	0	Kern	0	0%
Primeros Pasos	76	16,591	28,746	32,941	27,910	15,112	19,420	25,055	27,724	25,212	34,877	662	254,251	Kern	75,643	336%
Rosamond	60	4,136	4,253	1,942	0	0	649	3,948	166	353	4,323	174	19,944	Kern	59,718	33%
San Diego	32	8,409	6,487	4,838	5,327	4,354	4,636	5,747	6,976	5,035	3,442	272	55,523	Kern	31,850	174%
Seibert	20	2,192	2,325	1,186	0	0	392	3,238	272	377	1,287	204	11,473	Kern	19,906	58%
Shafter	20	5,245	3,951	2,855	4,498	1,177	2,408	3,601	1,579	1,963	2,380	166	29,824	Kern	19,906	150%
Shafter HS/EHS	24	3,739	1,701	2,203	2,665	3,698	3,980	4,454	4,566	4,592	3,533	0	35,132	Kern	23,887	147%
Sterling	124	17,632	14,182	16,513	14,791	16,430	18,707	19,248	23,643	22,045	6,873	407	170,472	Kern	123,418	138%
Stockdale Head Start	60															
Sunrise Villa	20	2,987	4,203	1,784	0	0	656	3,145	2,883	2,377	0	91	18,125	Kern	19,906	91%
Taft	60	8,550	8,852	6,946	0	0	511	3,678	7,557	4,969	2,402	40	43,505	Kern	59,718	73%
Tehachapi	34	1,671	2,593	77	0	0	0	537	2,877	543	0	502	8,801	Kern	33,840	26%
Vineland	20	2,263	2,062	1,834	0	0	964	836	2,295	0	813	0	11,066	Kern	19,906	56%
Virginia	20	9,620	10,265	12,432	0	0	4,897	12,413	13,764	12,031	11,774	0	87,196	Kern	19,906	438%
Wesley	60	21,461	17,008	14,220	0	0	4,292	6,804	7,301	3,266	9,417	0	83,770	Kern	59,718	140%
Willow	40	10,607	9,946	6,779	0	0	2,984	5,705	12,678	12,860	8,419	85	70,064	Kern	39,812	176%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC Planning		0	0	0	0	0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC By Laws		0	0	0	0	0	0	0	0	0	0	0	0			
Governance		485	363	394	15	39	144	23	35	0	0	0	1,498	Kern	15,000	10%
Program Services		13,559	8,991	8,585	11,830	7,588	5,257	8,302	382	7,651	972	1,775	74,892	Kern/SJC	74,265	101%
California Street	24	5,829	6,641	6,121	4,730	4,028	6,606	7,763	9,575	10,063	10,319	5,701	77,375	SJC	39,646	195%
Chrisman	16	4,794	4,540	2,987	946	0	0	0	0	0	0	0	13,267	SJC	26,431	50%
Gianone	0	0	0	0	0	0	682	494	226	0	0	0	1,402	SJC	0	0%
Kennedy	16	1,373	2,054	1,184	1,415	2,784	3,215	964	3,158	2,017	2,800	1,888	22,853	SJC	26,431	86%
Lodi Home Base	30	8,307	13,348	14,790	11,503	11,165	14,790	12,221	11,317	7,233	9,359	4,696	118,730	SJC	24,779	479%
Lodi UCC	30	6,058	6,624	5,855	5,632	6,573	6,682	595	7,057	6,756	5,575	4,575	61,981	SJC	49,558	125%
Manteca Home Base	11	7,143	5,740	6,477	4,518	7,040	6,447	3,335	2,018	68	871	0	43,658	SJC	9,086	481%
Marci Massei	24	1,924	2,680	2,838	2,834	3,187	3,315	1,869	3,074	1,775	2,346	585	26,427	SJC	39,646	67%
St. Mary's	24	4,791	3,369	3,162	6,541	4,107	6,003	7,420	7,364	2,265	3,711	1,799	50,533	SJC	39,646	127%
Stockton Home Base	78	9,353	11,386	11,847	13,688	11,724	15,010	12,768	12,701	14,333	15,657	10,523	138,989	SJC	64,425	216%
Tracy Home Base	12	6,099	4,634	4,532	3,758	3,040	2,046	1,471	1,188	0	0	0	26,767	SJC	9,912	270%
Walnut	24	3,586	3,040	3,039	4,162	5,619	5,756	4,143	5,555	3,728	3,693	3,208	45,531	SJC	39,646	115%
SUBTOTAL IN-KIND	**1,945**	**403,643**	**392,442**	**355,378**	**218,740**	**179,630**	**261,936**	**332,394**	**359,287**	**296,213**	**275,073**	**105,332**	**3,180,070**	**0**	**1,971,337**	**161%**
														x		
State General Child Care*		273,064	254,458	266,636	260,460	203,319	238,128	216,189	237,647	211,249	207,732	226,243	2,595,126	Kern	3,297,554	79%
State Preschool*		623,046	525,600	542,386	315,917	171,560	375,128	454,961	588,144	526,245	461,074	602,357	5,186,418	Kern	6,413,658	81%
State Migrant Child Care*		5,212	7,596	7,442	3,941	907	2,551	3,373	4,053	2,963	3,478	3,865	45,380	Kern	0	0%
SUBTOTAL CA DEPT of ED		**901,323**	**787,654**	**816,465**	**580,318**	**375,785**	**615,807**	**674,523**	**829,843**	**740,457**	**672,284**	**832,465**	**7,826,924**		**9,711,212**	**81%**
														x		
State General Child Care*		96,972	128,349	139,529	128,466	109,071	159,715	163,431	185,856	158,866	154,042	151,221	1,575,518	SJC	1,175,152	**134%**
SUBTOTAL CA DEPT of ED		**96,972**	**128,349**	**139,529**	**128,466**	**109,071**	**159,715**	**163,431**	**185,856**	**158,866**	**154,042**	**151,221**	**1,575,518**		**1,175,152**	**134%**
GRAND TOTAL		**1,401,938**	**1,308,445**	**1,311,372**	**927,524**	**664,486**	**1,037,458**	**1,170,348**	**1,374,986**	**1,195,536**	**1,101,399**	**1,089,018**	**12,582,512**		**12,857,701**	**98%**
													768,171			
													13,350,683			

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, 2023 through February 29, 2024
Report for period ending January 31, 2024 (Month 11 of 12)

Percent of year elapsed: 91.7%

LOCATION	FUNDED ENROLL-MENT	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Angela Martinez	24	2,332	2,225	2,631	2,925	2,323	2,965	3,755	2,203	3,370	0	1,636	26,363	103,398	25%
Kern Community College District - BC	32	27,579	13,672	20,450	23,742	22,090	23,937	24,011	24,706	17,964	124	75	198,350	137,864	144%
KCSOS - Blanton	16	33,685	6,355	8,527	37,414	13,482	29,774	108,940	10,478	10,200	0	0	258,855	68,932	376%
Garden Pathways	11	0	166	0	0	0	0	0	136	0	0	0	302	47,391	1%
Taft College	42	49,928	44,682	45,507	38,442	18,116	23,296	21,039	22,308	20,926	0	0	284,244	180,947	157%
Escuelita Hernandez	16	57	0	0	0	0	0	0	0	0	0	0	57	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**	**113,580**	**67,100**	**77,115**	**102,524**	**56,011**	**79,971**	**157,745**	**59,830**	**52,460**	**124**	**1,711**	**768,171**	**654,854**	**117%**

Budget reflects Notice of Award #09CH011132-05-01

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT TRAVEL & CHILD CARE (6115)
2023-2024

HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2023	$ 1,350.00	$ -	$ -	$ 1,350.00	8%	0%
APRIL 2023	$ 1,350.00		$ -	$ 1,350.00	17%	0%
MAY 2023	$ 1,350.00		$ -	$ 1,350.00	25%	0%
JUNE 2023	$ 1,350.00		$ -	$ 1,350.00	33%	0%
JULY 2023	$ 1,350.00	$ -	$ -	$ 1,350.00	42%	0%
AUGUST 2023	$ 1,350.00		$ -	$ 1,350.00	50%	0%
SEPTEMBER 2023	$ 1,350.00		$ -	$ 1,350.00	58%	0%
OCTOBER 2023	$ 1,350.00		$ -	$ 1,350.00	67%	0%
NOVEMBER 2023	$ 1,350.00		$ -	$ 1,350.00	75%	0%
DECEMBER 2023	$ 1,350.00		$ -	$ 1,350.00	83%	0%
JANUARY 2024	$ 1,350.00		$ -	$ 1,350.00	92%	0%
FEBRUARY 2024	$ 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 2023	$ 500.00	$ -	$ -	$ 500.00	8%	0%
APRIL 2023	$ 500.00		$ -	$ 500.00	17%	0%
MAY 2023	$ 500.00		$ -	$ 500.00	25%	0%
JUNE 2023	$ 500.00		$ -	$ 500.00	33%	0%
JULY 2023	$ 500.00	$ -	$ -	$ 500.00	42%	0%
AUGUST 2023	$ 500.00		$ -	$ 500.00	50%	0%
SEPTEMBER 2023	$ 500.00		$ -	$ 500.00	58%	0%
OCTOBER 2023	$ 500.00		$ -	$ 500.00	67%	0%
NOVEMBER 2023	$ 500.00		$ -	$ 500.00	75%	0%
DECEMBER 2023	$ 500.00		$ -	$ 500.00	83%	0%
JANUARY 2024	$ 500.00		$ -	$ 500.00	92%	0%
FEBRUARY 2024	$ 500.00		$ -	$ 500.00	100%	0%

Prepared by: Louis Rodriquez
March 13, 2024

COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES DE LOS PADRES y CUIDADO DE NINOS
2023-2024

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 2023	$ 1,350.00	$ -	$ -	$ 1,350.00	8%	0%
ABRIL DEL 2023	$ 1,350.00	$ -	$ -	$ 1,350.00	17%	0%
MAYO DEL 2023	$ 1,350.00	$ -	$ -	$ 1,350.00	25%	0%
JUNIO DEL 2023	$ 1,350.00	$ -	$ -	$ 1,350.00	33%	0%
JULIO DEL 2023	$ 1,350.00	$ -	$ -	$ 1,350.00	42%	0%
AGOSTO DEL 2023	$ 1,350.00	$ -	$ -	$ 1,350.00	50%	0%
SEPTIEMBRE DEL 2023	$ 1,350.00	$ -	$ -	$ 1,350.00	58%	0%
OCTUBRE DEL 2023	$ 1,350.00	$ -	$ -	$ 1,350.00	67%	0%
NOVIEMBRE DEL 2023	$ 1,350.00	$ -	$ -	$ 1,350.00	75%	0%
DICIEMBRE DEL 2023	$ 1,350.00	$ -	$ -	$ 1,350.00	83%	0%
ENERO DEL 2024	$ 1,350.00	$ -	$ -	$ 1,350.00	92%	0%
FEBRERO DEL 2024	$ 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 2023	$ 500.00	$ -	$ -	$ 500.00	8%	0%
ABRIL DEL 2023	$ 500.00	$ -	$ -	$ 500.00	17%	0%
MAYO DEL 2023	$ 500.00	$ -	$ -	$ 500.00	25%	0%
JUNIO DEL 2023	$ 500.00	$ -	$ -	$ 500.00	33%	0%
JULIO DEL 2023	$ 500.00	$ -	$ -	$ 500.00	42%	0%
AGOSTO DEL 2023	$ 500.00	$ -	$ -	$ 500.00	50%	0%
SEPTIEMBRE DEL 2023	$ 500.00	$ -	$ -	$ 500.00	58%	0%
OCTUBRE DEL 2023	$ 500.00	$ -	$ -	$ 500.00	67%	0%
NOVIEMBRE DEL 2023	$ 500.00	$ -	$ -	$ 500.00	75%	0%
DICIEMBRE DEL 2023	$ 500.00	$ -	$ -	$ 500.00	83%	0%
ENERO DEL 2024	$ 500.00	$ -	$ -	$ 500.00	92%	0%
FEBRERO DEL 2024	$ 500.00	$ -	$ -	$ 500.00	100%	0%

13 de marzo de 2024

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES (7175)
2023-2024

HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2023	$ 9,210.00	$ -	$ -	$ 9,210.00	8%	0%
APRIL 2023	$ 9,210.00	$ -	$ -	$ 9,210.00	17%	0%
MAY 2023	$ 9,210.00	$ -	$ -	$ 9,210.00	25%	0%
JUNE 2023	$ 9,210.00	$ -	$ -	$ 9,210.00	33%	0%
JULY 2023	$ 9,210.00	$ -	$ -	$ 9,210.00	42%	0%
AUGUST 2023	$ 9,210.00	$ -	$ -	$ 9,210.00	50%	0%
SEPTEMBER 2023	$ 9,210.00	$ -	$ -	$ 9,210.00	58%	0%
OCTOBER 2023	$ 9,210.00	$ 1,139.78	$ 1,139.78	$ 8,070.22	67%	12%
NOVEMBER 2023	$ 8,070.22	$ -	$ 1,139.78	$ 8,070.22	75%	12%
DECEMBER 2023	$ 8,070.22	$ -	$ 1,139.78	$ 8,070.22	83%	12%
JANUARY 2024	$ 8,070.22	$ 696.70	$ 1,836.48	$ 7,373.52	92%	20%
FEBRUARY 2024	$ 7,373.52	$ -	$ 1,836.48	$ 7,373.52	100%	20%

EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2023	$ 5,245.00	$ -	$ -	$ 5,245.00	8%	0%
APRIL 2023	$ 5,245.00	$ -	$ -	$ 5,245.00	17%	0%
MAY 2023	$ 5,245.00	$ -	$ -	$ 5,245.00	25%	0%
JUNE 2023	$ 5,245.00	$ -	$ -	$ 5,245.00	33%	0%
JULY 2023	$ 5,245.00	$ -	$ -	$ 5,245.00	42%	0%
AUGUST 2023	$ 5,245.00	$ -	$ -	$ 5,245.00	50%	0%
SEPTEMBER 2023	$ 5,245.00	$ -	$ -	$ 5,245.00	58%	0%
OCTOBER 2023	$ 5,245.00	$ 284.94	$ 284.94	$ 4,960.06	67%	5%
NOVEMBER 2023	$ 4,960.06	$ -	$ 284.94	$ 4,960.06	75%	5%
DECEMBER 2023	$ 4,960.06	$ -	$ 284.94	$ 4,960.06	83%	5%
JANUARY 2024	$ 4,960.06	$ 174.17	$ 459.11	$ 4,785.89	92%	9%
FEBRUARY 2024	$ 4,785.89	$ -	$ 459.11	$ 4,785.89	100%	9%

March 13, 2024

COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2023-2024

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 2023	$ 9,210.00	$ -	$ -	$ 9,210.00	8%	0%
ABRIL DEL 2023	$ 9,210.00	$ -	$ -	$ 9,210.00	17%	0%
MAYO DEL 2023	$ 9,210.00	$ -	$ -	$ 9,210.00	25%	0%
JUNIO DEL 2023	$ 9,210.00	$ -	$ -	$ 9,210.00	33%	0%
JULIO DEL 2023	$ 9,210.00	$ -	$ -	$ 9,210.00	13%	0%
AGOSTO DEL 2023	$ 9,210.00	$ -	$ -	$ 9,210.00	25%	0%
SEPTIEMBRE DEL 2023	$ 9,210.00	$ -	$ -	$ 9,210.00	38%	0%
OCTUBRE DEL 2023	$ 9,210.00	$ 1,139.78	$ 1,139.78	$ 8,070.22	50%	12%
NOVIEMBRE DEL 2023	$ 8,070.22	$ -	$ 1,139.78	$ 8,070.22	63%	12%
DICIEMBRE DEL 2023	$ 8,070.22	$ -	$ 1,139.78	$ 8,070.22	75%	12%
ENERO DEL 2024	$ 8,070.22	$ 696.70	$ 1,836.48	$ 7,373.52	88%	20%
FEBRERO DEL 2024	$ 7,373.52	$ -	$ 1,836.48	$ 7,373.52	100%	20%

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 2023	$ 5,245.00	$ -	$ -	$ 5,245.00	8%	0%
ABRIL DEL 2023	$ 5,245.00	$ -	$ -	$ 5,245.00	17%	0%
MAYO DEL 2023	$ 5,245.00	$ -	$ -	$ 5,245.00	25%	0%
JUNIO DEL 2023	$ 5,245.00	$ -	$ -	$ 5,245.00	33%	0%
JULIO DEL 2023	$ 5,245.00	$ -	$ -	$ 5,245.00	13%	0%
AGOSTO DEL 2023	$ 5,245.00	$ -	$ -	$ 5,245.00	25%	0%
SEPTIEMBRE DEL 2023	$ 5,245.00	$ -	$ -	$ 5,245.00	38%	0%
OCTUBRE DEL 2023	$ 5,245.00	$ 284.94	$ 284.94	$ 4,960.06	50%	5%
NOVIEMBRE DEL 2023	$ 4,960.06	$ -	$ 284.94	$ 4,960.06	63%	5%
DICIEMBRE DEL 2023	$ 4,960.06	$ -	$ 284.94	$ 4,960.06	75%	5%
ENERO DEL 2024	$ 4,960.06	$ 174.17	$ 459.11	$ 4,785.89	88%	9%
FEBRERO DEL 2024	$ 4,785.89	$ -	$ 459.11	$ 4,785.89	100%	9%

13 de marzo de 2024

Community Action Partnership of Kern
Monthly Report 2024

Month	February-24	Program/Work Unit	Head Start & Early Head Start
Division/Director	Head Start/State Child Development Division/ Yolanda Gonzales	Enrollment and Attendance Manager	Carol Hendricks
Reporting Period	February 1, 2024 - February 29, 2024		

Program Description

Head Start provides high-quality, early childhood education to children ages zero to five years old through part-day, full-day, and home-based options. The program has a holistic approach, not only addressing the needs of the child but teaching parents to become advocates and skilled providers for their children through its Parent Policy Council and Family Engagement programs. CAPK offers Head Start and Early Head Start services throughout Kern and San Joaquin counties.

Early Head Start (ages 0-3) (FNPI 2a, 2b, 2c, 2c.1,2d, SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress	Closed Classrooms Slots
Reportable/Funded Enrollment (14 fully closed classrooms/5 partially closed classroom)	574	829	829	69%	163
Disabilities	21%	10%	10%	210%	n/a
Over Income 101%-130% (up to 35%)	26	n/a	n/a	5%	n/a
Over Income 131% and up (up to 10%)	44	n/a	n/a	8%	n/a

Head Start (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress	Closed Classrooms Slots
Reportable/Funded Enrollment (14 fully closed classrooms/7 partially closed classrooms)	904	1242	1242	73%	284
Disabilities	6%	10%	0	60%	n/a
Over Income 101%-130% (up to 35%)	35	n/a	n/a	4%	n/a
Over Income 131% and up (up to 10%)	51	n/a	n/a	6%	n/a

Home Visiting Program (SRV 2cc, 7a)	Monthly	Year-To-Date	Annual Goal (Contract Limit 400)	Annual Progress	
Enrollment	222	314	312	101%	

Central Kitchen	Total Number Prepared	Breakfast	Lunch	Snack
Meals and Snacks	52,327	20,095	15,687	16,545

Child and Adult Care Food Program (CACFP) (Note: The data represents information from January 2024)	Total Meals Delivered	Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served
Meals and Snacks (SRV 5ii)	66,685	19,584/47,101	41,594	79%

Household Services	Month	YTD
Eligbility Determination (SRV 7b)	244	378

Total Community Services	**244**	**378**	

Explanation (Over/Under Goal Progress)
Due to being understaffed and pending licenses at four centers, it has contributed to being under enrolled; however, the classrooms that are closed at Harvey Hall and Sterling centers are pending licensing and can be opened once approved. As of February 28, 2024, there are 97 vacant positions; however, we are trending upward as there were 11 staff onboarded and 3 resignations.

Program Strategic Goals	**Progress Towards Goal**
1.) School Readiness	Objective: The program will redesign indoor/outdoor environments to reflect the children's culture, promote curiosity, diversity, equity, inclusion, and safety. To address this,10% of the program staff will attend Loose Parts and STEM training by year 1. Progress: In February 2024, the last cohort of Head Start Teachers and Assistant Teachers received Loose Parts training; therefore, reaching the benchmark set.

Program Highlights

1. The last cohort of Head Start Teachers and Assistant Teachers attended Loose Parts training.
2. There were 3 application clinics held at the Kaiser Office to enroll families for services.
3. Recruitment events occurred at the following centers: McFarland, Shafter, Taft, Pete Para, and Rosamond.
4. On February 22, 2024, a recruitment event was held at the Water Bill Assistance event.
5. Two ReadyRosie Family Workshops were offered at the Angela Martinez and Shafter centers.
6. On February 21, 2024, Dr. Kirk provided parent training.
7. On February 26, 2024, the Head Start Health Department conducted CPR training for staff.
8. CLASS- Spring observations started. We had 14 new preschool CLASS observers, and 15 team members participate in the Toddler CLASS observer training (currently testing). We had a consultant visit and provided training for Head Start staff.
9. During the week on March 4, 2024, Read Across America will commence at various Head Start centers. Each classroom received books to enhance their classroom library. Many guests are readers are scheduled to participate to promote literacy development.

Children's Mobile Immunization Program

Adventist Health

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

Lead Screening Supported by health net

MARCH 2024

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 Food Maxx Ming 4400 Ming Ave. (Parking Lot) 9:00 am—11:30 am 12:00 pm— 2:00 pm	5 Greenfield Family Resource Center 5400 Monitor Street (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	6	7 Student Support Services 1300 Norwalk St., **DELANO** 9:30 am—11:30 am 12:00 pm—2:00 pm	8	9
10	11	12	13 Kern County Dept. of Human Services 100 E. California Ave (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	14 Walmart 2601 Fashion Plaza (Parking) 9:00 am—11:30 am 12:00 pm—2:00 pm	15	16 New Town Market 4236 Cannon St. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm
17	18 Walmart Supercenter 5075 Gosford Rd. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	19 McFarland Learning Center Rm #11 599 5th St. **MCFARLAND** 10:00 am—12:30 pm 1:00 pm—3:00 pm	20 Adventist Health Bakersfield 2800 Chester Ave. (Parking Lot) 1:00 pm—3:00 pm 3:30 pm—6:00 pm	21 David Head Center 10300 San Diego St., **LAMONT** (Parking Lot) 9:30 am—11:30 am 12:00 pm—2:00 pm	22	23
24	25	26	27 New Life Church 4201 Stine Road (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	28	29	30
31						



Prior to attending one of the clinics listed, please call 661-869-6740, for additional instructions

Please schedule an appointment if your child is over the age of 5. Walk-ins welcome for children 5 and under.

To view our clinic schedule online visit AdventistHealthBakersfield.org/Immunizations

Children's Mobile Immunization Program

Adventist Health

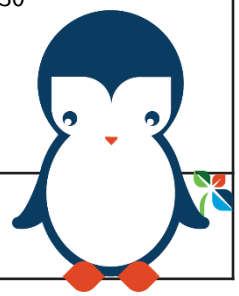
FIRST 5 KERN
Sponsored by First 5 Kern. Paid for by Proposition 10.

Análisis de plomo avalado por health net

MARZO 2024

- Vacunas son GRATIS para niños menores de 5 años sin importar cobertura medica.
- Vacunas son GRATIS para niños de 6-18 años que cumplen uno de los siguentes criterios:
  1. No aseguranza medi-ca
  2. Inscrito a Medi-Cal(Favor de traer la tarjeta de Medi-cal en cada visita)
  3. Indio Americano o Nativo de Alaska
- Ofrecemos prueba de Hemoglobina GRATIS para niños, mujeres emabrazadas/ postparto sin importar corbertura medica.
- La tarjetas de vacunas de su hijo(a) son requeridas.
- NO OFRECEMOS pruebas de tuberculosis o exámenes fisicos.
- Las clinicas podran ser canceladas por condi-ciones del clima. Porfa-vor llame antes de ir a la clinica móvil.
- Podemos parar de registrar 30 minutos antes de cerrar.

DOMINGO	LUNES	MARTES	MIERCOLES	JUEVES	VIERNES	SABADO
					1	2
3	4 Food Maxx Ming 4400 Ming Ave. (Estacionamiento) 9:00 am—11:30 am 12:00 pm— 2:00 pm	5 Greenfield Family Resource Center 5400 Monitor Street (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	6	7 Student Support Services 1300 Norwalk St., **DELANO** 9:30 am—11:30 am 12:00 pm—2:00 pm	8	9
10	11	12	13 Kern County Dept. of Human Services 100 E. California Ave (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	14 Walmart 2601 Fashion Plaza (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	15	16 New Town Market 4236 Cannon St. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm
17	18 Walmart Supercenter 5075 Gosford Rd. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	19 McFarland Learning Center Rm #11 599 5th St. **MCFARLAND** 10:00 am—12:30 pm 1:00 pm—3:00 pm	20 Adventist Health Bakersfield 2800 Chester Ave. (Estacionamiento) 1:00 pm—3:00 pm 3:30 pm—6:00 pm	21 David Head Center 10300 San Diego St., **LAMONT** (Estacionamiento) 9:30 am—11:30 am 12:00 pm—2:00 pm	22	23
24	25	26	27 New Life Church 4201 Stine Road (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	28	29	30
31						



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

Agenden cita para niños mayores de 5 años. Niños de 5 y menores se acceptaran el mismo dia sin cita.

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

FREE ADMISSION DAY AT THE HAGGIN MUSEUM

SAVE

Come enjoy FREE admission to the Haggin every **1st Saturday of the month!**

All visitors are admitted free of charge from 12:00pm - 5:00pm.

The Haggin Museum, an art and history museum located in Stockton, has been referred to by Sunset magazine as "one of the undersung gems of California." The impressive brick building has stood in the center of Stockton's lush Victory Park for 84 years, but it's what's on the inside that makes it worth visiting. On display in the museum' fine art galleries are dozens of paintings by renowned 19th- and early 20th-century American and European artists. The museum's permanent art and history exhibits are augmented by a number of temporary exhibitions annually. Special events, such as family programs, lectures, and musical performances, are held throughout the year.



recurring event

Location: **The Haggin Museum**

1201 N. Pershing Ave
Stockton, California 95203

Email: info@hagginmuseum.org
Phone: (209) 940-6300



Community Action Partnership of Kern

WE ARE FILING TAXES FOR FREE.

VITA
Volunteer Income Tax Assistance

VITA at the Shafter Youth Center

Address: 455 E Euclid Ave
Shafter, CA 93263

Office hours: 9:30am-2:30pm

FREE tax preparation and ITIN services will be available on the following dates:

- February 3, 2024
- February 17, 2024
- March 2, 2024
- March 16, 2024
- April 13, 2024

Call 211 to schedule an appointment

Phone hours: 9:15am-4:45pm

Follow Us

vita.capk.org

Kern EITC

@kernEITC

Main office: 300 19th St Bakersfield, CA 93301

¡ESTAMOS PREPARANDO IMPUESTOS GRATIS!

VITA
Volunteer Income Tax Assistance

VITA estará en Shafter Youth Center

Ubicación: 455 E Euclid Ave
Shafter, CA 93263

Horas de oficina: 9:30am-2:30pm

Preparación de impuestos y solicitudes de ITINs gratis estarán disponibles en las siguientes fechas:

- Febrero 3, 2024
- Febrero 17, 2024
- Marzo 2, 2024
- Marzo 16, 2024
- Abril 13, 2024

Llame al 211 para hacer una cita

Horario de teléfono: 9:15am-4:45pm

Síganos:

vita.capk.org

Kern EITC

@kernEITC

Oficina principal: 300 19th St Bakersfield, CA 93301

Save the Date!

COMMON GROUND

An Indigenous Art Exhibition presented by the Arts Council of Kern.

The mission of Common Ground is to create understanding and appreciation of Native American Art within the community through various educational events and outreach activities. Join the collaboration of Kern County's rich cultural heritage.

FREE Community Event, register by clicking on the following link: Sign Up Today

Saturday, April 13, 2024 at Okihi Nature Preserve, 13227 Round Mountain Road, Bakersfield, CA (661) 872-3179 – This is a family friendly day and will feature 4 talented indigenous artists sponsored by the Arts Council of Kern.

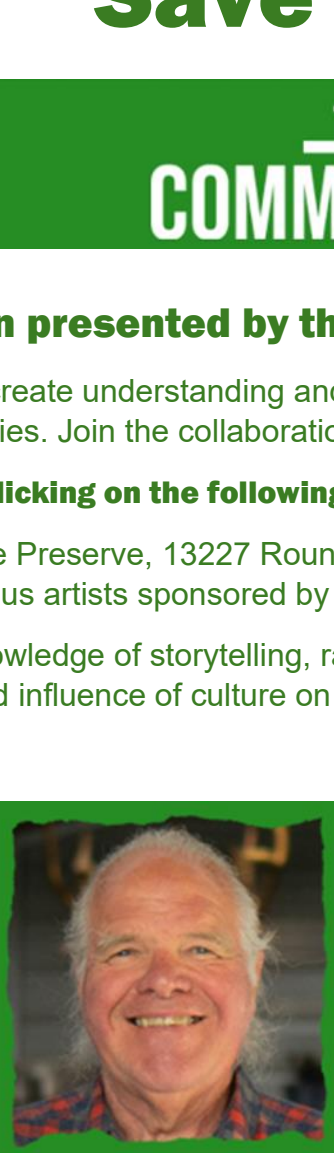
These artists share their respective knowledge of storytelling, rawhide crafting, beading and videography with the community, enlightening Kern County on their craftsmanship and influence of culture on their work.

Featured Artists:



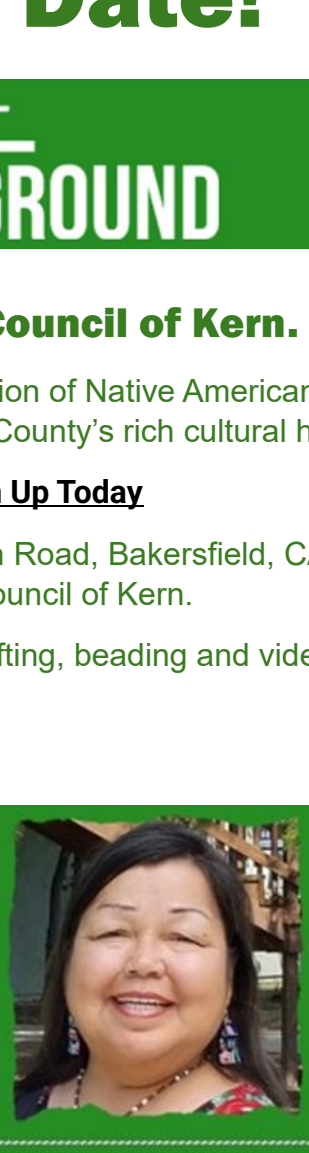
Alan Salazar

Alan Salazar is a Chumash and Tataviam elder, a native storyteller, and a retired probation officer. During his two decades working in probation, he also began working as a native consultant to help preserve native artifacts and native grounds from disturbance.



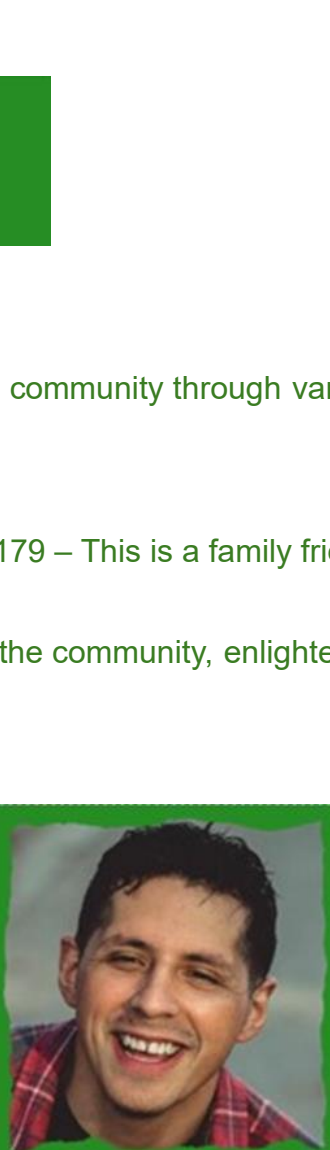
Gene Albitre

Gene Albitre is a retired Native American Spiritual Leader whose diverse contributions span many roles. His lifelong engagement with rawhide craftsmanship, utilizing buffalo, elk, deer, and various animal skins, is rooted in his Native American culture's principle of waste reduction.



Lori Myers

Lori Myers, a proud Alaskan hailing from Sitka, embodies the spirit of her heritage as an Alaskan and Tlingit Indian, belonging to the Raven Clan, House of Dog-Salmon. Lori passes on her native artistry by teaching beading classes across Kern County, where she helps aspiring artists discover the beauty and significance of Native American beadwork.



Sean Navejas

Meet Sean Navejas, a dynamic photographer/videographer from Bakersfield, California. Sean combines his passion for storytelling and art, capturing the essence of local talent through his lens and inspiring the community.



DR. KIRK

ANNUAL PARENT TRAINING CALENDAR

2023-2024 SCHEDULE

~~**OCTOBER 16, 2023**~~

~~**NOVEMBER 13, 2023**~~

~~**DECEMBER 11, 2023**~~

~~**JANUARY 22, 2024**~~

FEBRUARY 21, 2024*

~~**MARCH 4, 2024***~~

***REVISED DATES**

APRIL 15, 2024

TRAININGS ARE ON MONDAYS

AND WILL BE HELD ON ZOOM

TIME: 3:00 P.M. - 4:00 P.M.

2023-2024 El Concilio Parent Workshops

Date	Time	Topic	Training Platform	Audience
English Session **November 15, 2023**	9:00am-10:00am	Adult and Child Emotional Health and Wellness	Hybrid: In Person (Hunter) & Zoom	Parents, FSW, Site Supervisors, & Early Childhood Educators
Spanish Session **December 20, 2023**	9:00am-10:00am	Adult and Child Emotional Health and Wellness	Hybrid: In Person (Hunter) & Zoom	Parents, FSW, Site Supervisors, & Early Childhood Educators
English Session **February 21, 2024**	9:00am-10:00am	Screen Time and Children's Mental Health	Hybrid: In Person (Hunter) & Zoom	Parents, FSW, Site Supervisors, & Early Childhood Educators
Spanish Session **March 20, 2024**	9:00am-10:00am	Screen Time and Children's Mental Health	Hybrid: In Person (Hunter) & Zoom	Parents, FSW, Site Supervisors, & Early Childhood Educators
English Session **April 17, 2024**	9:00am-10:00am	Routines & Schedules Supporting Children's Mental Health	Hybrid: In Person (Hunter) & Zoom	**Parents,** FSW, Site Supervisors, & Early Childhood Educators
Spanish Session **May 15, 2024**	9:00am-10:00am	Routines & Schedules Supporting Children's Mental Health	Hybrid: In Person (Hunter) & Zoom	**Parents,** FSW, Site Supervisors, & Early Childhood Educators
English Session **June 19, 2024**	9:00am-10:00am	Positive Reinforcement and Challenging Behaviors	Hybrid: In Person (Hunter) & Zoom	**Parents**, FSW, Site Supervisors, & Early Childhood Educators

GREENFIELD FAMILY RESOURCE CENTER

HEALTH & SAFETY COMMUNITY RESOURCE FAIR

Join us the Greenfield HELPS partners as we celebrate EARTH DAY. This is a FREE family day of fun, entertainment, food, and information on Health & Safety.



Thursday, April 25

at Greenfield Community School
725 Capitola Drive 3:30 6:30 PM



BRING YOUR FAMILY, FRIENDS AND NEIGHBORS!
FREE POPCORN & SNOW CONES
FREE ENTERTAINMENT
FREE DOOR PRIZES
AND MUCH MORE

Fun For the Whole Family - Come and Learn About the Importance of a Clean Planet.



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.

UNIVERSITY OF SOUTH FLORIDA

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

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

IDEAs that Work
Office of Special Education Programs

FRIENDSHIP HOUSE

capk Community Action Partnership of Kern

FREE ZUMBA® CLASSES



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- All Fitness levels Welcome!
- Taught by an experienced Zumba Instructor, best in town!
- Bring your friends & family!

Every Thurdsday

11am-12pm

Friendship House Community Center
2424 S Dr. Martin Luther King Jr. Blvd, Bakersfield, CA 93307

For more information, contact the Friendship House at (661) 369-8926 or Lhannib@capk.org

Did You Know that MAOF offers free typing tests?

MAOF

Mexican American Opportunity Foundation

Empowering Families from Child to Senior



Tuesdays and Thursdays 2:00 pm

By appointment only call today!

661-558-0103

Typing Certificate

- Free to the public
- Good for two years
- Valid through state, county, and city level!
- Will receive it the same day

Bookkeeping/Payroll Accounting

MAOF
Mexican American Opportunity Foundation
Empowering Families from Child to Senior



Job Preparation & Description

Open entry, self-paced program runs up to 896 clock hours *(approximately 8.5 months) of* classroom training with the opportunity of an externship for at least 4 weeks. Classes are scheduled Monday through Friday, from 8:00 AM to 1:00 PM or 10:45 AM to 4:00 PM with an average of 25 hours per week.

*Training and materials are provided at no cost for those who qualify.
***Must qualify under the Workforce Innovation and Opportunity Act (WIOA)**

Call (661) 558-0103 to schedule your orientation

Basic Course Requirements

- Typing 40 wpm/ 10 Key 135 spm
- Computer Skills (Word Excel)
- Journals
- Ledgers Business Forms
- Inventory (Cost & Control)
- Bank Reconciling/Math
- Analyzing Debits & Credits
- Payroll Procedures
- Reporting/Quarterlies
- Time Cards/W4's/W2's & Tax Deposits
- Financial Statements
- QuickBooks Software
- Accounts Payable & Receivables
- Income Tax Preparation (Federal and State)
- End of the month closing and adjusting

Related Occupations

- Accounts Payable/Accounts Receivable Clerks & Payroll Clerks

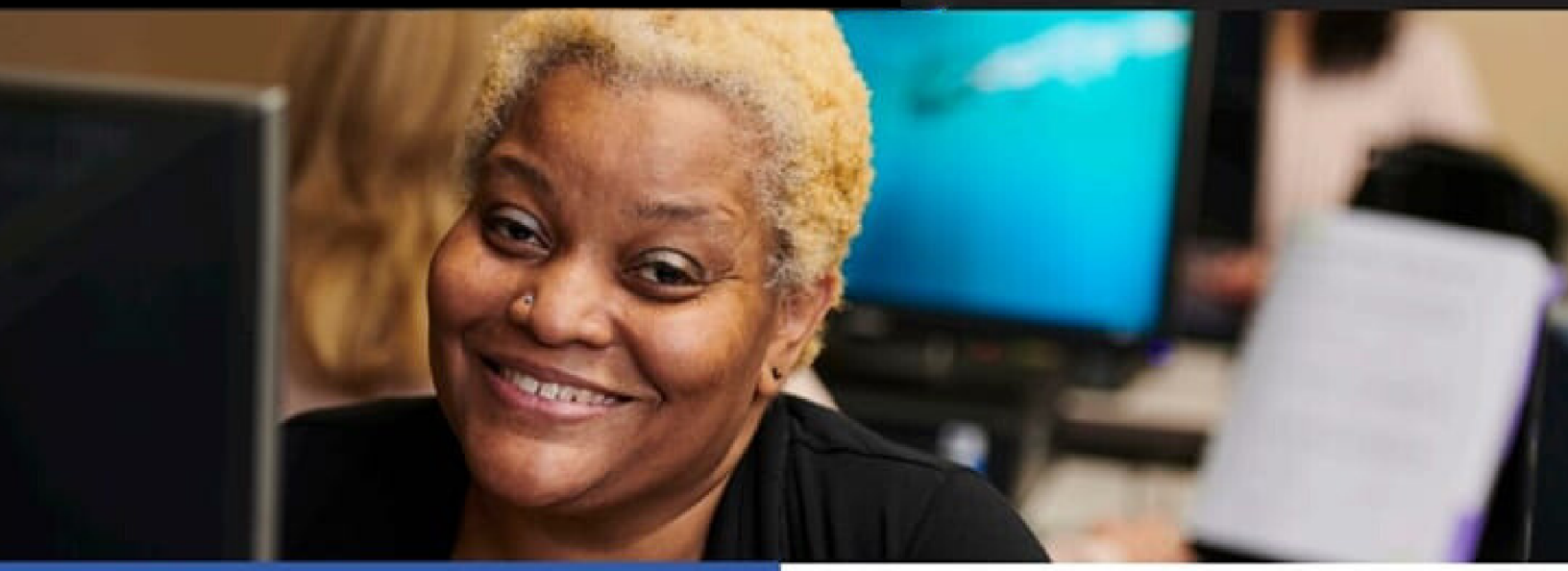
Entry Requirements

- At least 18 years of age
- Must compete assessment test
- Must be a resident of Kern County
- Must have proof of the legal right to work in the U.S

2130 Chester Ave., Suite 200, Bakersfield CA 93301 - 661-558-0103

Clerical Office Worker

MAOF
Mexican American Opportunity Foundation
Empowering Families from Child to Senior



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Call (661) 558-0103
to schedule
your orientation

Coursework Includes

- Computer Skills (Word & Excel)
- 10-Key touch method
- Filing (Alpha/Numeric Indexing)
- Typing
- Office Communication (Written & Verbal)
- Business Formats (Letter, Reports, etc.)
- Basic Editing/Proofreading procedures
- Business Ethics
- Telephone Etiquette
- Operate Basic Office Equipment

Related Occupations

- Receptionist, Clerk Typist, General Office Clerk, and Administrative Assistant

Entry Requirements

- At least 18 years of age
- Must complete assessment test
- Must be a resident of Kern County
- Must have proof of the legal right to work in the U.S.

2130 Chester Ave., Suite 200, Bakersfield CA 93301 - 661-558-0103

Scan this code with your phone for more info!

Head Start
A Program of *CAPK*

Your child's education is our priority!

Community Action Partnership of Kern's Head Start program 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.

Rest assured that Head Start has put together a portfolio of robust safety features to reduce the risk of COVID-19 transmission while children attend our site locations.







There are various program options that can best fit your family's needs:

Head Start
- Full Year/Part Year Options
- Full Day/Part Day in class

Early Head Start
- Home Based
- Pregnant Women
  Full Day in Class

Partnerships
- Partnerships with community day care providers
- Full-day classes

To complete an application, you will need:
- Birth certificate or any legal document showing child's age
- Immunization's record
- Proof of family income - last 12 months
- Proof of address
- Proof of pregnancy
  (if applying for Pregnant Women's Program)

capk
Community Action Partnership of Kern

Our Head Start Students 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

www.capk.org/headstart

¡Escanea este código con tu teléfono para obtener más información!

Head Start
Un Programa de *CAPK*

La educación de su hijo(a) es nuestra prioridad.

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.

Tenga la seguridad de que Head Start ha reunido una serie de sólidos elementos de seguridad para reducir el riesgo de transmisión de COVID-19 mientras los niños asisten a nuestros centros.







Hay varias opciones de programas que pueden adaptarse mejor en las necesidades de su familia:

Head Start
- Opciones de año completo/año parcial
- Clases de tiempo completo y medio tiempo

Early Head Start
- Servicios a domicilio
- Mujeres embarazadas
- Día completo en clase

Asociaciones
- Asociaciones con proveedores de guarderías comunitarias
- Día completo en clase

Para completar una solicitud, necesitará:
- Acta de nacimiento o cualquier documento legal que demuestre la edad del niño
- Registro de vacunas
- Comprobante de ingresos familiares–últimos 12 meses
- Comprobante de domicilio
- Prueba de embarazo (Si solicita el programa para mujeres embarazadas)

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Community Action Partnership of Kern

Nuestros alumnos de Head Start reciben:

- Aprendizaje de alta calidad y adecuado a la edad, orecido por profesores acreditados
- Examenes médicos y dentales gratuitos, comidas y meriendas saludables
- Un ambiente interior y exterior seguro para explorar, descubrir, y aprender

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

1-800-701-7060

www.capk.org/headstart

Early Head Start
A Program of CAPK

Your child's education is our priority!

Community Action Partnership of Kern's Early Head Start Program in San Joaquin County is a no cost program for eligibile children 0 to 3 years old and pregnant women. Our program is inclusive of all families including children experiencing homelessness, in the foster care system, as well as children with disabilities and other special needs.

CAPK has in place a variety of safety features to reduce the risk of transmitting infectious diseases including COVID-19, RSV, etc.







There are various program options that can best fit your family's needs:

Early Head Start

- Home Based
- Pregnant Women
- Full Day in Class

To complete an application, you will need:

- Birth certificate or any legal document showing child's age
- Immunization's record
- Proof of family income - last 12 months
- Proof of address
- Proof of pregnancy (if applying for Pregnant Women's Program)

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Community Action Partnership of Kern

Give your child the opportunity for a good start at Early Head Start!

APPLY NOW by scanning this!

(209) 242-9540

www.capk.org/headstart/

CAPK Early Head Start Children Receive:

- High-quality, age-appropriate learning from qualified and responsive teaching staff.
- Screening, assessments, healthy meals, and snacks.
- A safe indoor and outdoor setting to explore, discover and learn.

Early Head Start
A Program of CAPK

La educación de su hijo(a) es nuestra prioridad.

CAPK Early Head Start en el condado de San Joaquín es un programa sin costo para las familias elegibles. Ofrecemos servicios a niños de 0 a 3 años y mujeres embarazadas. Nuestro programa incluye a todas las familias, incluidos los niños sin hogar, niños en hogares de acogida y los niños con discapacidades.

CAPK cuenta con una serie de dispositivos de seguridad para reducir el riesgo de transmisión de enfermedades infecciosas como COVID-19, RSV, etc.







Hay varias opciones de programas que pueden adaptarse mejor en las necesidades de su familia:

Early Head Start
- Servicios a domicilio
- Mujeres embarazadas
- Día completo en clase

Para completar una solicitud, necesitará:
- Acta de nacimiento o cualquier documento legal que demuestre la edad del niño
- Registro de vacunas
- Comprobante de ingresos familiares–últimos 12 meses
- Comprobante de domicilio
- Prueba de embarazo
  (Si solicita el programa para mujeres embarazadas)

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Community Action Partnership of Kern

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

¡APLICA AHORA escaneando esto!

(209) 242-9540

www.capk.org/headstart/

Los Niños de CAPK Early Head Start Reciben:
- Aprendizaje de alta calidad y adecuado a la edad del niño con personal calificado y atento.
- Exámenes, evaluaciones, comidas y aperitivos saludables.
- Un ambiente interior y exterior seguro para explorar, descubrir y aprender.

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.

2023 – 2024 Policy Council Planning Committee Monthly Meeting Schedule

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

~~Tuesday, January 2, 2024~~
~~Tuesday, February 6, 2024~~
~~Tuesday, March 5, 2024~~
Tuesday, April 2, 2024
Tuesday, May 7, 2024
Tuesday, June 4, 2024
Tuesday, August 6, 2024
Tuesday, September 3, 2024
Tuesday, October 1, 2024

***Meeting dates subject to change, upon agreement of the committee**

Approved: January 2, 2024

Policy Council
BUDGET & FINANCE COMMITTEE
2023 – 2024 Meeting Dates

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

~~Tuesday, January 16, 2024~~
~~Thursday, February 15, 2024~~*
~~Tuesday, March 19, 2024~~
Tuesday, April 16, 2024
Tuesday, May 21, 2024
Tuesday, June 18, 2024
Tuesday, August 20, 2024
Tuesday, September 17, 2024
Tuesday, October 15, 2024

**Meeting scheduled earlier to avoid conflict with the February Policy Council Meeting.*



Approved: 1.16.24

Policy Council
SCHOOL READINESS COMMITTEE
2023 – 2024
Meeting Dates

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

~~Thursday, February 8, 2024~~
~~Thursday, March 14, 2024~~
Thursday, April 11, 2024
Thursday, May 9, 2024
Thursday, June 13, 2024

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

Approved: 2.8.24

Policy Council
BYLAWS COMMITTEE
2023 - 2024 Meeting Dates

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

~~**Tuesday, March 11, 2024**~~
Tuesday, April 9, 2024
Tuesday, June 11, 2024
Tuesday, August 13, 2024

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



Approved: March 11, 2024

2023-2024 Head Start
Policy Council Meeting Dates

At this time all meetings will be held via teleconference on Microsoft Teams. Members of the public may join via teleconference with specific information found in the monthly Policy Council packet posted on the CAPK website at www.capk.org/documents/

En este momento todas las reuniones se llevarán a cabo por teleconferencia en Microsoft Teams. Los miembros del público pueden unirse a través de una teleconferencia con información especifica que se encontrar en el paquete de reuniones mensuale del Consejo de Políticas publicado en el sitio web de CAPK en www.capk.org/documents/

~~Tuesday, November 28, 2023~~
~~Tuesday, December 19, 2023~~*
~~Tuesday, January 23, 2024~~
~~Tuesday, February 20, 2024~~**
Tuesday, March 26, 2024
Tuesday, April 23, 2024
Tuesday, May 28, 2024
Tuesday, June 25, 2024
Tuesday, August 27, 2024
Tuesday, September 24, 2024
Tuesday, October 22, 2024

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

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

**The February meeting will be held one week earlier to support potential additional leadership opportunities.

Policy Council Approved: November 28, 2023