Head Start
A Program of CAPK

Community Action Partnership of Kern
Head Start/State Child Development

POLICY COUNCIL MEETING PACKET

August 27, 2024
5:30 p.m.

This meeting will be held via Microsoft Teams
Meeting ID: 266 838 416 93
Passcode: pqqyjJ

Click here to join the meeting

POLICY COUNCIL
STANDING COMMITTEES
August 2024

EXECUTIVE COMMITTEE

Chairperson: Ruby Cruz
Vice Chairperson: Gabriela Rangel
Secretary: Jennifer Wilson
Treasurer: *Vacant*
Parliamentarian: Fatima Echeverria

STANDING COMMITTEE MEMBERS

Board of Directors: Fatima Echeverria

BYLAWS
Chairperson: Fatima Echeverria

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

PLANNING
Chairperson: Gabriela Rangel

1. Ashley Trent
2. Ruby Cruz
3. Michelle Jara-Rangel
4.
5.
6.

SCHOOL READINESS
Chairperson: Jennifer Wilson

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

BUDGET & FINANCE
Chairperson: *Vacant*

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	X	X	X	X	SC			
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	X	X	X	X	SC			
2	Iris Roman - Virginia	X	X	X	X	ABS							
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	X	X	X	X				
2	Candy Diaz - Pete Parra	X	ABS	X	X	X	X	X	X				
3	Alejandra Verduzco - Primeros Pasos	X	X	X	ABS	X	X	X	X				
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	X	X	X	X				
2	Gabriela Rangel - California City	X	X	X	X	X	X	X	X	SC			
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 - C. Varella	X	X	X	X	X	X	X	X	SC			
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	Wendy Ayala					X	X	ABS	ABS				
#	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	X	R	R	R				
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	X	X	X	X				

Policy Council Standing Committee
Attendance Sheet
2023 – 2024

Bylaws Committee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Fatima Echeverria			X	X	X		ABS		X		
Ruby Cruz			X	X	X		X		X		
Wendy Ayala					X		X		X		

Budget & Finance Committee

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

School Readiness Committee

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

Planning Committee

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

Board of Directors

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Fatima Echeverria		X	X	X	X	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	August 27, 2024
TIME	5:30 p.m.
LOCATION	Microsoft Teams Meeting
TEAMS LINK	Click here to join the meeting
PHONE	(213) 204-2374
MEETING ID	812 549 607#

Policy Council Meeting Agenda

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	Gabriela Rangel
Ashley Trent	Jennifer Wilson
Candy Diaz	Michelle Jara-Rangel
Cristina Herrera	Ruby Cruz
Fatima Echeverria	Wendy Ayala

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**
   a. Family Child Care Partnership – Maritza Lara, Family Child Care Partnership Coordinator

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 – June 25, 2024 ***(p. 8-12)***
   b. Policy Council Executive Committee Special Call Meeting Minutes – July 22, 2024 ***(p. 13)***
   c. Policy Council Planning Committee Meeting Minutes – June 4, 2024 ***(p. 14-15)***
   d. Policy Council Budget & Finance Committee Meeting Minutes – June 20, 2024 ***(p. 16-17)***
   e. Policy Council Bylaws Committee Meeting Minutes – August 13, 2024 ***(p. 18-19)***
   f. Head Start Budget to Actual Report – March 1, 2024, through June 30, 2024 ***(p. 20-22)***
   g. Early Head Start Budget to Actual Report – March 1, 2024, through June 30, 2024 ***(p. 23-25)***
   h. Head Start (*No Cost Extension*) Budget to Actual Report – March 1, 2024, through June 30, 2024 ***(p. 26-27)***
   i. Early Head Start (*No Cost Extension*) Budget to Actual Report – March 1, 2023, through June 30, 2024 ***(p. 28-29)***

j. Head Start Building Proceeds for Central Kitchen – June 30, 2024 ***(p. 30-31)***
k. Head Start and Early Head Start Non-Federal Share and Inkind Report – March 1, 2024, through June 30, 2024 ***(p. 32)***
l. Early Head Start Childcare Partnership Non-Federal Share and Inkind Report – March 1, 2024, through June 30, 2024 ***(p. 33)***
m. Parent Travel & Child Care through June 30, 2024 ***(p. 34-35)***
n. Parent Activity Funds through June 30, 2024 ***(p. 36-37)***
o. Program Review & Evaluation Report – June 2024 ***(p. 38-39)***
p. ACF-OHS-IM-24-02 Fiscal Year 2025 Monitoring Process for Head Start and Early Head Start Recipients; Date of Issuance: 06-27-2024 ***(p. 40-42)***
q. ACF-OHS-PI-24-05 Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming; Date of Issuance: 08-21-2024 ***(p. 43-45)***
r. Kern County Cancer Foundation ***(p. 46)***
s. No-Cost Services and Resources for Farmworkers & Dependents – Kern County Employers' Training Resource ***(p. 47)***
t. (Virtual) Parenting Classes – September 24, 2024 ***(p. 48)***
u. Backpack Connection Series: How to Help Your Child Have a Successful Bedtime (English/Spanish) ***(p. 49-50)***
v. Head Start/Early Head Start Kern Flyer (English/Spanish) ***(p. 51-52)***
w. Early Head Start San Joaquin Flyer (English/Spanish) ***(p. 53-54)***
x. Home Visiting Program Flyer (English/Spanish) ***(p. 55-56)***
y. Policy Council Meeting Dates ***(p. 57)***

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

a. 2023-2024 Head Start No Cost Extension Budget Revision – Rosa Guerrero, Administrative Analyst ***(p. 58-60)***
b. 2024-2025 Head Start/Early Head Start Budget Revision – Rosa Guerrero, Administrative Analyst ***(p. 61-63)***

7. Standing Reports

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

8. Policy Council Chairperson Report

9. Policy Council Member Comments

10. Next Scheduled Meeting

11. Adjournment

This is to certify that this agenda notice was posted in the lobby of the CAPK Administrative Office at 1300 18th Street, Bakersfield, CA and online at www.capk.org by 12:00 p.m. August 23, 2024. Lisa Gonzales, Program Governance Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
June 25, 2024
Meeting ID: 266 838 416 93

1. **Call to Order**

   Policy Council Chairperson, Ruby Cruz called the meeting to order at 5:32 p.m.

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

   Policy Council Members Present: Alejandra Verduzco, Ashley Trent, Candy Diaz, Cristina Herrera, Fatima Echeverria, Gabriela Rangel, Jennifer Wilson, Michelle Jara-Rangel, 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 School Readiness Committee met on June 13, 2024. Education managers, Rashi Strother and Cynthia Rodriguez presented the school readiness goals for the 2024-2025 school year to the committee. Goals and effective learning experiences across all domains were reviewed and discussed. Members were provided the opportunity to ask questions about strategies shared and to add personal, effective experiences for each of the goals. Collaboratively, committee members also developed additional strategies and/or activities for each domain. This was the final School Readiness Committee meeting of the term. Members were thanked for their involvement and active participation.

   b. Planning Committee

   The Planning Committee met on June 4, 2024. The May Division Program Activity Report was shared with members. Enrollment information was provided with Head Start reporting 73% enrollment and Early Head Start reporting 65% enrollment. The Child Adult Care Food Program Report for April indicated 49,079 meals were prepared by the Central Kitchen, additionally there was a total of 71,168 meals delivered during this reporting period. It was shared that Kern Home Base Head Start is fully enrolled. San Joaquin Early Childhood Educators attended a Home Visiting Workforce Summit focused on making connections and strengthening the workforce in the early childhood education field. Staff participated in a social and emotional workshop in which families learned about the Pyramid Model and how to support their child's social emotional development. The San Joaquin County Office of Education hosted a job fair in which CAPK participated and received sixty-one applications for various Head Start classroom positions. Kern County will host a job fair in Bakersfield on June 27, 2024.

   c. Budget & Finance Committee

   The Budget & Finance Committee met on June 20, 2024. The financial reports through April 2024 were presented to the committee for review and discussion. Budget detail was provided for Head Start as well as Early Head Start grants. Clarification was given as to the expenses that can be paid from the Training and Technical Assistance budget. There was also an inquiry about paid internships noting that the program does not offer this kind of training program for increased potential future employment. The Parent Activities report and Parent Local Travel and Childcare Reimbursement along with the non-federal share reports were provided and discussed. Additional information shared with the committee were the No-Cost Extension grants for Head Start and Early Head Start as well as the Head Start Building Proceeds report including budget detail. The next Budget & Finance Committee meeting will be held on August 20, 2024.

d. Bylaws Committee

The Bylaws Committee met on June 11, 2024, and continued their discussion and evaluation of the Council's Bylaws. The roles and responsibilities of each Policy Council Committee as outlined in Article XIII were reviewed. It was also noted that all Policy Council members must participate in a minimum of one committee in addition to their service on the Council. In reviewing Article IX discussion on reimbursement for members to allow for their participation in Policy Council meetings, committee meetings and Regional Parent Committee meetings took place. It was stated that reimbursement is not provided for any meeting held on a virtual platform. Staff are working with the Finance Department to review and update the reimbursement process as Policy Council meetings will transition to an in-person setting for the 2024-2025 term. The next Bylaws Committee meeting will be held on August 13, 2024.

4. <u>Presentations</u>

a. Plan of Action Update – Robert Espinosa, Program Design and Management Administrator

Robert provided the Council with a historical overview of the Full Enrollment Initiative. He stated that due to low enrollment CAPK's Head Start program was placed on plan of action by the Office of Head Start. To change the trajectory, the program adopted various strategies based on a variety of factors to support reaching full enrollment within the required timeline. Examples of contributing factors for under enrollment were shared with the Council which included but was not limited to workforce vacancies, facilities under construction, and a saturation of services available. Robert also noted in working to alleviate the workforce barriers, staff have received increased compensation, additional benefit plans/options have been introduced and a mentor program for new hires has been implemented. Robert also shared that a reduction in slots has been approved for the program by the Office of Head Start. Additionally, the program will have a focus on serving 3-year-old children. The maximum number of children in each (3-year-old) classroom will decrease from 20 to 17. The program will also add a Family Child Care option which will serve a total of thirty children. He also stated that several of our larger centers were included as a part of our program options however due to construction or pending licensing we were unable to serve children. However, that has since changed because a great deal of the construction has now been completed. Stockdale is pending licensing as is Martha J. Morgan, however the program anticipates that should happen prior to August 12, 2024. It was reported that staffing is still a challenge, however because of the new program options, transfers, and bumping there are not as many vacancies as there have been in the past. Previously the program would experience 99-100 vacancies and there are currently twenty-seven. The agency will be hosting a job fair in Kern County later in the week to support employee recruitment. Robert stated that the goal is on August 12, 2024, that every classroom equipped with staff has full enrollment. A wide range of questions were posed by the Council which included the *due date* for the plan of action, which centers will <u>not</u> have open classrooms, how many children have been identified to start at the beginning of the school year, and more. Responses were provided to inquiries with continued robust discussion ensuing, including questions about employment opportunities currently available.

5. <u>Consent Agenda</u> ***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 – May 28, 2024
b. Policy Council School Readiness Committee Minutes – April 11, 2024
c. Policy Council Planning Committee Meeting Minutes – May 7, 2024
d. Policy Council School Budget & Finance Committee Meeting Minutes – May 21, 2024
e. Policy Council Planning Committee Meeting Minutes – June 4, 2024
f. Policy Council Bylaws Committee Meeting Minutes – June 11, 2024

g. Policy Council School Readiness Committee Meeting Minutes – June 13, 2024
h. Head Start Budget to Actual Report – March 1, 2024, through April 30, 2024
i. Early Head Start Budget to Actual Report – March 1, 2024, through April 30, 2024
j. Kern Head Start and Early Head Start Non-Federal Report – March 1, 2024, through April 30, 2024
k. Early Head Start Childcare Partnership Non-Federal Report – March 1, 2024, through April 30, 2024
l. Head Start (*No Cost Extension*) Budget to Actual Report – March 1, 2023, through April 30, 2024
m. Early Head Start (*No Cost Extension*) Budget to Actual Report– March 1, 2023, through April 30, 2024
n. Head Start Building Proceeds for Central Kitchen – April 30, 2024
o. Parent Travel & Child Care through April 30, 2024
p. Parent Activity Funds through April 30, 2024
q. Program Review & Evaluation Report – May 2024
r. Kern County Cooling Centers – (English/Spanish)
s. Kern County Public Works Services and Programs
t. Parenting Classes – Bakersfield Pregnancy Center
u. SUN Bucks California – California Department of Social Services
v. Junior Police Academy – Bakersfield, CA
w. Regal Summer Movie Express – Stockton, CA and Bakersfield, CA
x. Movies in the Park – Kern County
y. Movies in the Park – Lathrop, CA
z. Fireworks Safety – Nation Fire Protection Association
aa. Lowering the Cost of Rates and Bills – Pacific Gas and Electric Company
bb. Keep Your Medi-Cal – Kern Family Health Care
cc. Backpack Giveaway & Job Fair – August 10, 2024; Strata Center at Central Park, California City, CA
dd. Backpack Connection Series: How to Give Clear Directions (English/Spanish)
ee. Head Start/Early Head Start Kern Flyer (English/Spanish)
ff. Early Head Start San Joaquin Flyer (English/Spanish)
gg. Home Visiting Program Flyer (English/Spanish)
hh. Policy Council Meeting Dates

Gabriela Rangel made a motion to approve consent agenda items (a) through (hh); seconded by Ashley Trent. Motion carried unanimously.

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

a. October Policy Council Meeting Date Change – Lisa Gonzales, Program Governance Coordinator

It was noted that historically at the final meeting of the Policy Council term members and staff meet in person for a recognition event as well as to conduct the monthly scheduled meeting addressing any necessary business of the Council. Lisa shared that the current meeting schedule which was approved by the Council in November of 2023 will not allow for key executive administrative staff to attend as they will be out of the area attending a conference. If the Council is open to moving the date of the final meeting from October 22, 2024, to October 29, 2024, (one week later) this would allow for executive administrative staff to attend thus providing them the opportunity to acknowledge and recognize members for their service to the Policy Council. Gabriela Rangel made a motion to change the meeting date as proposed; seconded by Alejandra Verduzco. Motion carried unanimously.

7. <u>Standing Reports</u>

a. Program Governance – Lisa Gonzales, Program Governance Coordinator

Lisa expressed her appreciation to members for their attendance. She also shared that she recently had the opportunity to attend parent meetings at Primeros Pasos and Pete Parra. Lisa stated there was a great turnout for both meetings with prizes, snacks, and informative speakers. She also reminded members that there will not be a Policy Council meeting in July. Lisa shared information on heat preparedness, symptoms of heat stroke and heat exhaustion and provided informative flyers to members. She went on to discuss heat related deaths specifically of children who were left unattended in a vehicle. Lisa reported that there

have been three child heat related deaths to date in California with the most recent taking place just a few weeks ago near San Diego. Additional handouts were shared with members (via email) which included facts and statistics on hot car deaths. Members were reminded to "look before they lock" to ensure they do not inadvertently leave a little one in their vehicle. A member shared her personal testimony about closing the car door after securing her child in his car seat which resulted in her accidentally locking her keys in the car. She stated that she immediately called 9-1-1 and the fire department was on the scene within 3 minutes! She shared this experience to show how these things can happen and most of all to bring attention to the immediate response of first responders. Lisa showed a video which exampled how one might "forget" their child was in the vehicle adding that it is most frequent when there is a change in routine. It was noted that this type of tragedy has happened to people of all walks of life, doctors, police officers, teachers, and more. An inquiry was made as to when the first day of school for part year centers is going to be. It was stated that children will begin at our part year sites on August 12, 2024; families will receive letters as the date draws closer. In closing Lisa wished everyone a wonderful, relaxing, enjoyable summer and July Policy Council break; adding she looks forward to seeing everyone again in August.

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

Michelle shared the Board of Directors meeting was held on May 29, 2024. A slideshow presentation of photos taken at the 2024 Staff Development Day was shared as was the new CAPK program video. The consent agenda was approved as presented as were several new business items brought before the Board of Directors. The selection process taken to identify the best option for CAPK's Property & Casualty and Workers Comp Insurance was presented with Insurica scoring the highest number of points and subsequently approved by the Board as the insurance broker. Also approved were the resolutions for CAPK's 401(a) and 401(b) plans as well as the March financial reports. The Policy Council report was presented to the Board by Fatima Echeverria shared that the Policy Council had elected a new secretary. When presenting the Chief Executive Officer's report Jeremy Tobias presented an update on the California State Budget and how some of the agency's programs might be impacted. He also announced that with the recent special election of Assembly member Vince Fong to replace the vacancy left by Kevin McCarthy the Assembly seat on the CAPK Board of Directors will now go to Assembly member Bains from District 35. Until she has made an appointment, Mia Cifuentes will continue to occupy this seat. The Board met for closed session with no reportable action taken.

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

LeTisha Brooks, Center Based Program Administrator, provided the Head Start/State Child Development report on behalf of Yolanda Gonzales. She shared that the education team along with support services supervisors and three site supervisors completed a series of coaching and training sessions on the curriculum Loose Parts. LeTisha added that Loose Parts is an enhancement to Creative Curriculum. There are three pilot centers implementing Loose Parts: two centers in Kern County and one center in San Joaquin County. She also stated that while the program does have a budget for paints and other supplies, Loose Parts encourages repurposing items already on hand. This is the reason a request for donations was sent to parents at those pilot sites. LeTisha exampled items that could potentially be donated which included muffin pans, pie tins, wooden spoons, and more. It was stated that at this time only the pilot centers are seeking donations. In continuing to share, LeTisha stated that end of year celebrations took place for those children transition to kindergarten with many wonderful themes. The East California Center in Kern County had a licensing visit which was successful and did not result in any findings. July 1, 2024, is the start of the new program year with the building study beginning for Head Start classrooms and the shoe study for Early Head Start classrooms. LeTisha shared that upon review of immunization requirements our San Joaquin program was found to be compliance. San Joaquin teaching staff and Early Childhood Educators received training on latest updates and changes to children's files. LeTisha shared that staffing is coming along nicely, positions are being filled and there is excitement for the start of the new school year, adding that 2024-2025 is going to be the best one yet!

8. **Policy Council Chairperson Report**

Ruby thanked everyone for their attendance. She also thanked Lisa for sending a lot of great information through email. Ruby shared that she was appreciative to receive all the resources. Well wishes were given for a fun and safe summer and 4th of July. She also commented on the importance of making sure children are keeping cool during the current heat wave. In closing Ruby stressed the importance of staying healthy as COVID is still affecting families.

9. **Policy Council Member Comments**

Members were given an opportunity to make a statement or comment. Ashely Trent wished everyone a great summer and thanked Lisa for all she does. Christina also wished everyone a good summer and expressed excitement about the additional benefits being offered to staff and expressed hopefulness about employee recruitment. Gabriela Rangel thanked members for always showing up and participating, and extended wishes for a fun, safe and healthy summer. Jennifer Wilson expressed her gratitude for the opportunity to serve on the Council, adding that through this participation there is the opportunity to take part in so many other events. She stated that last month's Policy Council presentation had guest speakers who spoke about and promoted their free Hope for the Journey Conference. Jennifer stated that she was able to attend that conference. She shared that she learned so much from the conference, adding that the content tied into her current scope of employment. Jennifer reiterated her gratitude and wished everyone a great summer.

10. **Next Scheduled Meeting**

The next meeting will be held on Tuesday, August 27, 2024, at 5:30 p.m.

11. **Adjournment**

The meeting was adjourned at 6:25 p.m.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL EXECUTIVE COMMITTEE SPECIAL CALL MEETING MINUTES
July 22, 2024
Meeting ID: 261 283 253 038

1. **Call to Order**
   Policy Council Chairperson, Ruby Cruz called the meeting to order at 12:32 p.m.
   a. Roll call was taken, and a quorum was established.
   Policy Council Members Present: Ruby Cruz, Fatima Echeverria, Gabriela Rangel, Jennifer Wilson

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

3. **New Business** ***ACTION**
   a. **Head Start Program Improvement Funding Request and 1303 Approval for Modular Classrooms in Tehachapi and McFarland – Jerry Meade, Assistant Director ~ Program**
   Rosa Guerrero, Administrative Analyst presented on behalf of Jerry Meade. Rosa shared that in order to move forward with improvements at the Tehachapi and McFarland child development centers the program must submit a 1303 application to the Office of Head Start. It was stated that the modular buildings at both locations have reached their useful life expectancy. Project details for both sites, including estimated project costs, were shared with Executive Committee members. An opportunity was provided for members to pose any questions they may have. It was asked since the funding request is being made for improvements, is there already a site in Tehachapi. Additional information was provided stating there are services for children in Tehachapi in the current building, however the building at McFarland was deemed unsafe therefore there will not be any services in McFarland until the modular is replaced. It was further noted that the modular buildings at both locations because of their age are unable to be renovated to meet current codes. The additional funding requested will support removal of the existing facilities at both locations with new modulars then being placed on the premises. Gabriela Rangel made a motion to approve the program improvement funding request not to exceed $3,800,082 and approval for submission of the 1303 applications to the Office of Head Start for the modular classroom projects in Tehachapi and McFarland. Jennifer Wilson seconded the motion. Motion carried unanimously.

4. **Policy Council Member Comments**
   Members were given an opportunity to share comments, to which they thanked each other for their attendance and for the opportunity to serve on the Council.

5. **Next Scheduled Meeting**
   The next scheduled meeting will take place on August 27, 2024 at 5:30 p.m.

6. **Adjournment**
   The meeting was adjourned at 12:38 p.m.

Community Action Partnership of Kern Head Start/State Child Development
Policy Council Planning Committee Meeting Minutes
June 4, 2024
Audio Only: (213) 204-2374 Phone Conference ID: 118 024 438#

1. **Welcome**
   Chairperson Gabriela Rangel welcomed members to the meeting.

2. **Call to Order**
   a. Gabriela Rangel called the meeting to order at 5:32.

3. **Roll Call and establish Quorum (half plus one)**
   a. Quorum was established.
   b. Members Present: Gabriela Rangel, Ashley Trent, Michelle Jara-Rangel & Ruby Cruz
   c. Members not present: None

4. **Approval of Agenda**
   a. Motion to approve the agenda dated June 4, 2024 was made by Michelle Jara-Rangel; Ashley Trent seconded. Motion carried unanimously.

5. **Approval of Minutes**
   a. Motion to approve the minutes dated May 7, 2024 was made by Ruby Cruz; Michele Jara-Rangel seconded. Motion carried unanimously.

6. **Introduction of Guests**
   Guests in attendance tonight were Carol Hendricks, Enrollment &Attendance Manager, Sylvia Ortega, Quality Assurance Administrator, Rosa Guerrero, Administrative Analyst & Leticia Villegas, Translator Program Assistant.

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

8. **Presentation / Discussion Items**
   a. Division/Program Monthly Report – Carol Hendricks, Enrollment and Attendance Manager – **Informational Item**
   The enrollment report was shared by Carol Hendricks. For May, the funded enrollment was 1,242; Head Start reported 73% enrollment; Early Head Start reported 65% enrollment for the same reporting period. Carol informed members that 7% of children enrolled in Head Start had an IEP (Individualized Education Plan) in May. Early Head Start reported 25% IFSP (Individual Family Service Plan) enrollment for the same reporting period. In the over-income category, none of the programs were above 10%; therefore, we were in compliance. For CACFP, there was a total of 72,168 meals delivered for the month of April. Central Kitchen numbers were not available before this presentation and will be reported at the Program Review & Evaluation Committee.
   Explanation (Over/Under Goal Progress)
   The current challenge we are facing regarding enrollment is due to staffing shortages. To address our staffing shortages, ongoing efforts to recruit and retain staff are underway, including but not limited to the following: Education waivers, job fair and recruitment events. We are in the process of placing children that were attending centers that have been closed to continue their services. In addition, we are accepting and placing children in centers in preparation for the new school year.
   Program Strategic Goals: Workforce
   Progress Towards Goal: Objective: To enhance onboarding, recruitment and retention of staff by

implementing programs that embraces pathways for learning, professional development, succession planning, and a positive culture to obtain and retain staff. Progress: SJC Office of Education hosted a job fair on 5/18/20. CAPK participated and received a total of 61 applications. On June 27th, we will also be hosting a job fair in Bakersfield.

Program highlights: Kern Home Base, Head Start is fully enrolled. Two families completed their Family Partnership Agreement Goals by obtaining jobs. One of the two families, mom and dad found a job and their child transferred to Sterling Center. SJC Home Base, the Early Childhood Educators attended a free Home Visiting Workforce Summit on May 9th. They learned how to create connections and strengthen the workforce in the Early Childhood Education field. Summer Fun Activities have started with weekly themes (Gardening, My 5 senses, etc.). Kern and SJC staff participated in the Social Emotional Family workshop, families learned more about the Pyramid Model, and strategies to support their children social emotional development.

9. Announcements

The next meeting is on August 6, 2024.

10. Adjournment

The meeting was adjourned at 5:48 p.m.

Community Action Partnership of Kern
Head Start / State Child Development
Policy Council Budget & Finance Committee Meeting Minutes
June 20, 2024
Audio Only: (213) 204-2374 Phone Conference ID: 493 155 058#

1. **Welcome**
   Lisa Gonzales, Program Governance Coordinator welcomed members 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
   c. Members not present: None

4. **Approval of Agenda**
   Gabriela Rangel made a motion to approve the agenda dated June 20, 2024; seconded by Cristina Herrera. Motion carried.

5. **Approval of Minutes**
   Gabriela Rangel made a motion to approve the minutes dated May 21, 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 ending April 30, 2024 was presented to the committee for review and discussion. This is the first year of the programs five year grant cycle. Highlights from the Head Start grant were shared with base funds at 11% expended with training and technical assistance funds at 20% expended.

   The Early Head Start budget report was also presented and discussed. This included percentages expended in various categories noting base funds were 8% expended and training and technical assistance 21% expended. An inquiry was made as to if the training and technical assistance expenses are for the classes in early head start for training and resources. It was stated that these expenses are incurred for staff trainings not necessarily classroom expenses. It was additionally asked if there is a program that offers a paid internship to prepare potential future Head Start employees. It was shared that Head Start does not have a paid internship program, however we do partner with local colleges who have their early childhood education lab students come in to obtain their hours and several have since been hired with Head Start.

In briefly reviewing the Non-Federal Share Report it was noted that the total inkind for the program March 1, 2024 through April 30, 2024 was at 19% which equates to about $2.7 million.

In continuing to review the balance of financial reports, the Head Start No Cost Extension report for the period ending April 30, 2024 was also shared and reviewed. Base funds for this grant were at 93% with technical assistance at 99% with the carry-over portion at 29%. It was clarified that this report is reflective of monies that were not spent during the last grant cycle which ended on February 28, 2024. The program has until February 28, 2025 to completely spend down all funds in the No Cost Extension grant to which there is currently about $1.3 million in the Head Start portion. The Early Head Start No Cost Extension report was also shared with the committee. The carryover for this grant is currently at 31% with 100% of training and technical assistance expended.

In reviewing the Head Start building proceeds for the remodel of the new central kitchen it was shared that as of April 30 2024 there has been $391,459 spent on this project leaving a remaining balance of $2.9 million. At the time of this reporting period there were not very many expenses incurred for this project.

The parent local travel and childcare were provided with expenses of $80 incurred in the Early Head Start category.

In review of the parent activities report it was stated there have not been any expenses incurred at this time.

9. <u>Announcements</u>

Lisa reminded members that the next Policy Council meeting will be held on Tuesday, adding that there will not be any meetings in July. She further noted that when reconvening in August, there will be only three more meetings left for this term.

Parent meetings will begin in September and that will be the starting point for recruitment for the 2024-2025 Policy Council term. Lisa also shared that for the upcoming term Policy Council meetings will be taking place in person, however for members residing in Eastern Kern and San Joaquin, they will still be able to meet virtually due to distance.

Members were thanked for their attendance, participation and for questions and input.

The next Policy Council Budget & Finance meeting will be held on August 27, 2024.

10. <u>Adjournment</u>

The meeting was adjourned at 5:54 p.m.

Community Action Partnership of Kern Head Start/State Child Development
Policy Council Bylaws Committee Meeting Minutes
August 13, 2024
Dial-in by Phone: (213) 204-2374 Phone Conference ID: 590 414 20#

1. **Welcome**
   Members were welcomed to the meeting.

2. **Call to Order**
   a. The meeting to order at 5:31 p.m.

3. **Roll Call and establish Quorum (half plus one)**
   a. Quorum was established.
   b. Members Present: Wendy Ayala, Ruby Cruz, Fatima Echeverria
   c. Members not present: None

4. **Approval of Agenda**
   Wendy Ayala made a motion to approve the agenda dated August 13, 2024. Motion was seconded and passed unanimously.

5. **Approval of the Minutes**
   Ruby Cruz made a motion to approve the minutes dated June 11, 2024. Motion was seconded and passed unanimously.

6. **Introduction of Guests**
   None

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

8. **Presentation/Discussion Items**
   a. **Bylaws Review – Article X - Article XIV**
      In continuing to discuss and evaluate the CAPK Head Start Policy Council Bylaws, Articles X through XII were reviewed by the committee.

      Article X Disciplinary Action provided a definition of this term as related to Policy Council members. In continuing to discuss sections within this article, specific actions deemed inappropriate as outlined in the bylaws were shared. The disciplinary action process including the format for initiation, timelines and recommendations were reviewed with the committee.

      In review of Article XI, which focused on concerns, problems, and complaints, the definition of each was shared, noting the differences amongst the three areas. It was stated that any member of the Policy Council as well as any member of the general community may bring concerns, problems or complaints to the Council through the appropriate channels. The steps in this process which included timelines and potential outcomes were discussed.

      It was shared that as per the Head Start Program Performance Standards, all bylaws must include an impasse procedure. Article XII outlines the procedure for resolution should there be an impasse between the Governing Board (CAPK Board of Directors) and the Policy Council. Lisa shared that during her time with the program she has not seen this happen. She attributes this to the transparency, training, and thorough presentations made by staff on various action items and more.

It was stated that the parliamentary authority adopted by the Council is Robert's Rules of Order. It was further noted that though this is the parliamentary authority adopted the Council has the authority to deviate for this formal structure when considered necessary. Lisa went on to share we follow Robert's Rules of Order to mirror our Governing Board who are required to follow this parliamentary authority; we use it as a best practice. It was also stated that the Program Governance Coordinator is responsible for implementing this policy and training those who need the knowledge and skills necessary to support implementation.

The final article of the bylaws, Article XI states that any proposed amendments to the bylaws must be presented to members for approval at least five (5) working days before the meeting. Approval must be obtained from the Council as well as from the Governing Board.

Upon conclusion of the review and discussion of the balance of the bylaws the committee did not have any recommendations for change.

b. **Proposed Changes to the Head Start Program Performance Standards**
Lisa shared that back in November of 2023 there were proposed changes to the Head Start Program Performance Standards. She added that the information memorandum as it relates to this was included in the December 17, 2023 Policy Council packet. Lisa continued on stating that through this process there were webinars, opportunities for input/feedback on the proposed changes and much discussion. At this time, the final ruling has not been confirmed or published but it is anticipated that it will occur within the near future, and she will keep members updated as more information becomes available. Lisa also shared the proposed changes document via the Early Childhood Knowledge Center website noting that with regards to part 1301 Governance the primary change was to language which she shared with members. Lisa stated that the Head Start Program Performance Standards were last updated in 2016.

9. Announcements
Lisa stated that this was the final Bylaws Committee meeting of the term. She also reminded members of the upcoming August 27, 2024 Policy Council meeting. Lisa followed up on an email sent earlier in the day and asked committee members if they had received the links sent to support full enrolment of children as well as current employment opportunities with CAPK Head Start. Members had all indicated they did receive the information and shared it with others.

10. Meeting Adjourned
The meeting was adjourned at 5:55 p.m.

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MEMORANDUM

To: Budget and Finance Committee of Policy Council

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

Date: August 20, 2024

Subject: *Head Start*
Budget to Actual Report for the period ended June 30, 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 first-year budget period is March 1, 2024, through February 28, 2025.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2024, through June 30, 2024. Four months (33.3%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 29% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 58% of the budget.

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

The non-Federal share is at 43% of the budget.

Community Action Partnership of Kern
Head Start
Budget to Actual Report
Budget Period: March 1, 2024 - February 28, 2025
Report Period: March 1, 2024 - June 30, 2024
Month 4 of 12 (33.3%)

Prepared 08/06/2024

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,479,766	2,226,921	6,252,845	26%	74%
FRINGE BENEFITS	2,662,019	757,620	1,904,399	28%	72%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	535,017	275,753	259,264	52%	48%
CONTRACTUAL	186,280	65,599	120,681	35%	65%
CONSTRUCTION	-	-	-		
OTHER	3,710,007	1,259,891	2,450,116	34%	66%
INDIRECT	1,478,747	430,481	1,048,266	29%	71%
TOTAL BASE FUNDING	**17,051,836**	**5,016,265**	**12,035,571**	**29%**	**71%**

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	60,904	15,881	45,023	26%	74%
SUPPLIES	23,986	11,857	12,129	49%	51%
CONTRACTUAL	12,800	12,800	-	100%	0%
OTHER	63,752	52,588	11,164	82%	18%
INDIRECT	16,144	10,403	5,741	64%	36%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**103,529**	**74,057**	**58%**	**42%**

GRAND TOTAL HS FEDERAL FUNDS	**17,229,422**	**5,119,794**	**12,109,628**	**30%**	**70%**

HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,252,076	1,256,421	995,655	56%	44%
CALIF DEPT OF ED	10,925,665	4,369,666	6,555,999	40%	60%
TOTAL NON-FEDERAL	**13,177,741**	**5,626,087**	**7,551,654**	**43%**	**57%**

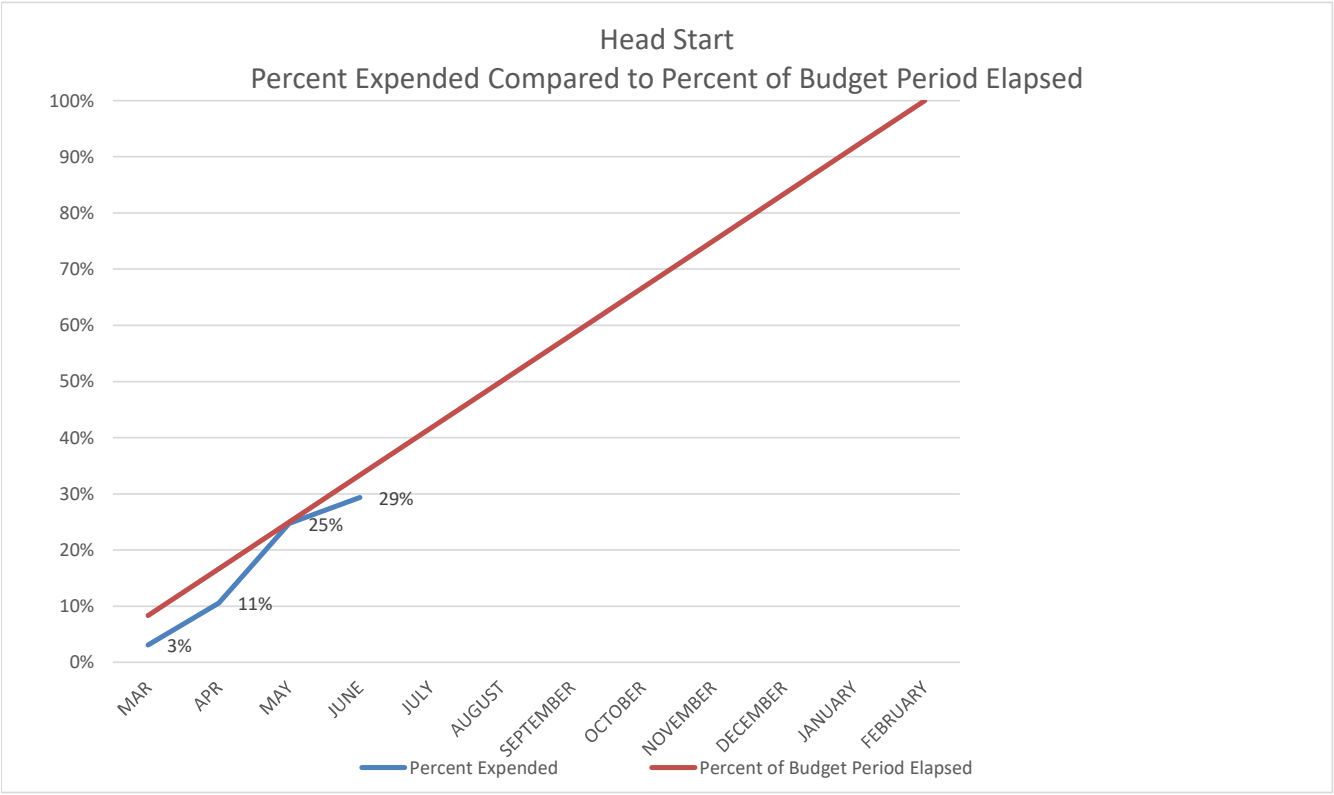
Budget reflects Notice of Award #09CH012489-01-02

Actual expenditures include posted expenditures and estimated adjustments through 06/30/2024

Administrative Cost for HS and EHS Combined **2.4%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	39,230	-	-	-	**39,230**	7/1/2024
Lowe's	8,335	3,064	-	-	**11,399**	7/2/2024
Smart & Final	76	-	-		**76**	7/2/2024
Save Mart	1,842	-	-	-	**1,842**	7/4/2024
Chevron & Texaco Business Card	7,369	-	-	-	**7,369**	7/6/2024
Home Depot	19,716	-	-	-	**19,716**	7/5/2024
	76,569	**3,064**	**-**	**-**		


Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
3%
11%
25%
29%
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: August 20, 2024

Subject: *Early Head Start*
Budget to Actual Report for the period ended June 30, 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 first-year budget period is March 1, 2024, through February 28, 2025.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2024, through June 30, 2024. Four months (33.3%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 24% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 32% of the budget.

Community Action Partnership of Kern
Early Head Start
Budget to Actual Report
Budget Period: March 1, 2024 - February 28, 2025
Report Period: March 1, 2024 - June 30, 2024
Month 4 of 12 (33.3%)

Prepared 08/06/2024

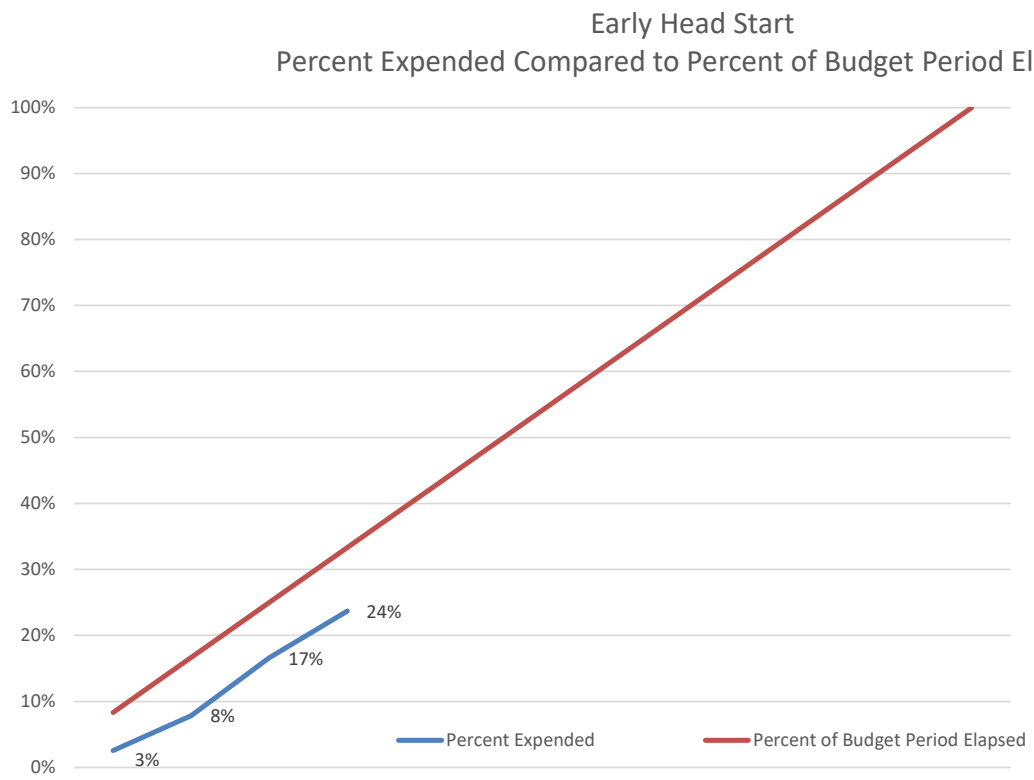
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	12,427,913	2,926,951	9,500,962	24%	76%
FRINGE BENEFITS	3,797,085	889,554	2,907,531	23%	77%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	761,608	209,050	552,558	27%	73%
CONTRACTUAL	1,001,244	79,562	921,682	8%	92%
CONSTRUCTION	-	-	-		
OTHER	2,529,435	766,569	1,762,866	30%	70%
INDIRECT	2,000,772	468,351	1,532,421	23%	77%
TOTAL BASE FUNDING	**22,518,057**	**5,340,037**	**17,178,020**	**24%**	**76%**

TRAINING & TECHNICAL ASSISTANCE

PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	118,632	48,048	70,584	41%	59%
SUPPLIES	30,013	4,896	25,117	16%	84%
CONTRACTUAL	26,080	8,667	17,413	33%	67%
OTHER	137,953	37,948	100,005	28%	72%
INDIRECT	31,268	9,930	21,338	32%	68%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**109,488**	**234,458**	**32%**	**68%**

GRAND TOTAL EHS FEDERAL FUNDS	**22,862,003**	**5,449,526**	**17,412,477**	**24%**	**76%**

Budget reflects Notice of Award #09CH012489-01-02
Actual expenditures include posted expenditures and estimated adjustments through 06/30/2024


Early Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
24%
17%
8%
3%
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: August 20, 2024

Subject: *Head Start (No Cost Extension)*
Budget to Actual Report for the period ended June 30, 2024 – **Info Item**

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2023, through March 31, 2024. Sixteen months (66.7%) of the 24-month budget period have elapsed. The office of Head Start processed a no cost extension to the prior year contract through February 28, 2025. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

Base Funds

Overall expenditures are 93% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 99% of the budget.

Carryover Funds

Overall expenditures are 49% of the budget.

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

The non-Federal share is 117% of the budget.

Community Action Partnership of Kern
Head Start
Budget to Actual Report
Budget Period: March 1, 2023 - February 28, 2025 *(No Cost Extension)*
Report Period: March 1, 2023 - June 30, 2024
Month 16 of 24 (66.7%)

Prepared 08/06/2024

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,442,036	8,716,020	726,016	92%	8%
FRINGE BENEFITS	3,650,298	2,348,212	1,302,086	64%	36%
TRAVEL	70,000	105	69,895	0%	100%
EQUIPMENT	-	(7,406)	7,406		
SUPPLIES	744,041	1,121,185	(377,144)	151%	-51%
CONTRACTUAL	171,839	267,139	(95,300)	155%	-55%
CONSTRUCTION	-	-	-		
OTHER	4,036,858	4,425,706	(388,848)	110%	-10%
INDIRECT	1,752,938	1,581,096	171,842	90%	10%
TOTAL BASE FUNDING	**19,868,010**	**18,452,057**	**1,415,953**	**93%**	**7%**
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	13,566	2,578	84%	16%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**175,008**	**2,578**	**99%**	**1%**
CARRYOVER					
PERSONNEL	216,462	216,462	-	100%	0%
FRINGE BENEFITS	8,000	8,000	-	100%	0%
TRAVEL	25,133	25,123	10	100%	0%
SUPPLIES	53,386	53,386	-	100%	0%
EQUIPMENT	314,100	296,301	17,799	94%	6%
CONSTRUCTION	1,000,000	22,783	977,217	2%	98%
CONTRACTUAL	4,505	4,505	-	100%	0%
OTHER	165,483	228,170	(62,687)	138%	-38%
INDIRECT	49,259	51,630	(2,371)	105%	-5%
TOTAL CARRYOVER	**1,836,328**	**906,360**	**929,968**	**49%**	**51%**
GRAND TOTAL HS FEDERAL FUNDS	**21,881,924**	**19,533,425**	**2,348,499**	**89%**	**11%**

HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,958,398	3,993,841	(2,035,443)	204%	-104%
CALIF DEPT OF ED	11,131,398	11,261,048	(129,650)	101%	-1%
TOTAL NON-FEDERAL	**13,089,796**	**15,254,889**	**(2,165,093)**	**117%**	**-17%**

Budget reflects Notice of Award #09CH011132-05-02
Actual expenditures include posted expenditures and estimated adjustments through 05/31/2024
Administrative Cost for HS and EHS Combined **10.0%**

MEMORANDUM

To: Budget and Finance Committee of Policy Council

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

Date: August 20, 2024

Subject: *Early Head Start (No Cost Extension)*
Budget to Actual Report for the period ended June 30, 2024 – **Info Item**

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2023, through March 31, 2024. Sixteen months (66.7%) of the 24-month budget period have elapsed. The office of Head Start processed a no cost extension to the prior year contract through February 28, 2025. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

Base Funds

Overall expenditures are 89% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 100% of the budget.

Carryover Funds

Overall expenditures are 38% of the budget.

Community Action Partnership of Kern
Early Head Start
Budget to Actual Report
Budget Period: March 1, 2023 - February 28, 2025 *(No Cost Extension)*
Report Period: March 1, 2023 - June 30, 2024
Month 16 of 24 (66.7%)

Prepared 08/06/2024

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,889,652	8,740,935	148,717	98%	2%
FRINGE BENEFITS	2,516,917	2,454,456	62,461	98%	2%
TRAVEL	50,000	-	50,000	0%	100%
EQUIPMENT	-	(47,014)	47,014		
SUPPLIES	1,205,123	831,946	373,177	69%	31%
CONTRACTUAL	1,091,221	945,367	145,854	87%	13%
CONSTRUCTION	-	(9,715)	9,715		
OTHER	3,374,545	2,268,681	1,105,864	67%	33%
INDIRECT	1,665,883	1,477,497	188,386	89%	11%
TOTAL BASE FUNDING	**18,793,341**	**16,662,152**	**2,131,189**	**89%**	**11%**

TRAINING & TECHNICAL ASSISTANCE					
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	44,192	44,192	-	100%	0%
SUPPLIES	30,013	30,013	-	100%	0%
CONTRACTUAL	26,080	26,080	-	100%	0%
OTHER	212,393	212,393	-	100%	0%
INDIRECT	31,268	31,268	-	100%	0%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**343,946**	**-**	**100%**	**0%**

CARRYOVER					
PERSONNEL	92,769	92,769	-	100%	0%
FRINGE BENEFITS	-	-	-		
TRAVEL	37,198	37,190	8	100%	0%
SUPPLIES	13,347	13,322	25	100%	0%
EQUIPMENT	100,000	185,471	(85,471)	185%	-85%
CONSTRUCTION	1,345,378	49,151	1,296,227	4%	96%
CONTRACTUAL	1,320	1,320	-	100%	0%
OTHER	74,009	231,155	(157,146)	312%	-212%
INDIRECT	23,470	24,078	(608)	103%	-3%
TOTAL CARRYOVER	**1,687,491**	**634,456**	**1,053,035**	**38%**	**62%**

GRAND TOTAL EHS FEDERAL FUNDS	**20,824,778**	**17,640,554**	**3,184,224**	**85%**	**15%**

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

MEMORANDUM

To: Budget and Finance Committee of Policy Council

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

Date: August 20, 2024

Subject: *Head Start*
Building Proceeds for Central Kitchen as of June 30, 2024 – **Info Item**

CAPK received authorization from the Office of Head Start (OHS) to sell the properties located at 3100 Mall View Road and 5005 Business Park North. Accordingly, OHS requested that the proceeds from the sale of these buildings be held in an interest-bearing account for the purpose of funding the construction of a new central kitchen.

The remodel of the new central kitchen will be largely funded from the funds in this account and by the funds from the no cost extension grant 09CH011132-05. CAPK submits regular reporting to OHS each time funds are expended for this construction project.

The following are highlights of the funds held from the proceeds of sale of buildings designated for the New Central Kitchen remodel for the period ended June 30, 2024.

Overall expenditures are 12.5% of the Building Proceeds.

Community Action Partnership of Kern

Building Proceeds

Report Period: March 1, 2023 - June 30, 2024

Prepared 08/06/2024

BUILDING PROCEDES (For Central Kitchen Remodel)	BUILDING PROCEEDS	EARNINGS (INTEREST)	TOTAL	EXPENSES	REMAINING	% REMAINING
	3,329,792	15,971	3,345,763	417,276	2,928,486	87.5%

% Spent 12.5%

Sale Central Kitchen - 10/31/2023	1,105,128
Sale BPN - 02/14/2024	2,224,664
Total Proceeds	**3,329,792**
Plus Interest	15,971
	3,345,763
Less Expenses	417,276
Remaining Balance	2,928,486

Community Action Partnership of Kern
Head Start and Early Head Start Kern
Year-to-Date Non-Federal Share and In-Kind Report
Budget Period: March 1, 2024 through February 28, 2025
Report for period ending June **30, 2024** (Month 4 of 12)

Percent of budget period elapsed: 33.3%

LOCATION	Enroll-ment	March	April	May	June	YTD Totals	Kern/SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	34	15,724	14,745	6,902	0	37,371	Kern	43,028	87%
Alicante	17	10,871	11,808	10,120	8,079	40,878	Kern	21,514	190%
Angela Martinez	75	21,698	17,031	6,846	6,336	51,911	Kern	94,916	55%
Broadway	37	9,188	7,909	5,992	0	23,088	Kern	46,825	49%
California City	17	8,444	6,427	0	0	14,871	Kern	21,514	69%
Cleo Foran	23	9,095	11,422	12,788	8,230	41,535	Kern	29,107	143%
Delano	60	24,046	22,695	15,771	0	62,511	Kern	75,933	82%
East California	52	10,239	9,308	4,334	656	24,536	Kern	65,808	37%
Fairfax	34	8,090	8,219	4,907	0	21,216	Kern	43,028	49%
Fairview	0	0	0	0	0	0	Kern	0	0%
Harvey L. Hall	146	21,066		17,686	16,546	55,298	Kern	184,769	30%
Heritage	17	3,577	2,655	799	0	7,032	Kern	21,514	33%
Home Base	160	7,189	2,977	3,370	36	13,572	Kern	202,487	7%
Lamont	20	6,429	9,371	3,940	0	19,740	Kern	25,311	78%
Martha J. Morgan	50	239	256	6,620	251	7,366	Kern	63,277	12%
McFarland	20	215	0	0	0	215	Kern	25,311	1%
Mojave	20	3,490	2,750	1,019	0	7,259	Kern	25,311	29%
Oasis	42	5,930	5,344	4,563	0	15,837	Kern	53,153	30%
Pete H. Parra	116	38,467	35,032	28,639	31,576	133,714	Kern	146,803	91%
Planz	0	0	0	0	0	0	Kern	0	0%
Primeros Pasos	67	42,257	43,003	50,204	33,735	169,199	Kern	84,791	200%
Rosamond	34	1,474	3,599	734	0	5,807	Kern	43,028	13%
San Diego	32	6,452	7,973	6,194	5,582	26,202	Kern	40,497	65%
Seibert	20	2,223	1,036	0	0	3,258	Kern	25,311	13%
Shafter	17	2,135	3,790	552	3,640	10,117	Kern	21,514	47%
Shafter HS/EHS	24	4,087	4,024	3,424	1,929	13,465	Kern	30,373	44%
Sterling	134	27,947	23,207	21,582	20,974	93,711	Kern	169,583	55%
Stockdale Head Start	45	0				0			
Sunrise Villa	17	905	1,552	812	0	3,269	Kern	21,514	15%
Taft	54	4,118	6,079	3,497	0	13,694	Kern	68,339	20%
Tehachapi	15	567	744	0	0	1,310	Kern	18,983	7%
Vineland	17	1,788	1,609	562	0	3,959	Kern	21,514	18%
Virginia	17	10,041	0	4,615	0	14,656	Kern	21,514	68%
Wesley	60	15,716	597	7,898	0	24,211	Kern	75,933	32%
Willow	37	9,709	119	5,844	0	15,672	Kern	46,825	33%
Administrative Services		0	0	0	0	0	Kern/SJC	0	0%
PC Planning		0	0	0	0	0	Kern/SJC	0	0%
PC By Laws		0	0	0	0	0			
Governance		24	0	50	24	98	Kern	15,000	1%
Program Services		12,651	15,519	196	11,420	39,786	Kern/SJC	74,265	54%
California Street	24	12,526	11,522	11,074	7,975	43,098	SJC	30,373	142%
Chrisman	16	0	0	0	0	0	SJC	20,249	0%
Gianone	0	0	0	0	0	0	SJC	0	0%
Kennedy	16	2,025	2,271	2,024	1,488	7,808	SJC	20,249	39%
Lodi Home Base	30	8,517	15,287	10,556	13,115	47,476	SJC	37,966	125%
Lodi UCC	24	8,845	465	11,289	5,854	26,454	SJC	30,373	87%
Manteca Home Base	11	0	0	0	0	0	SJC	13,921	0%
Marci Massei	16	3,181	3,607	3,815	2,671	13,274	SJC	20,249	66%
St. Mary's	24	3,438	4,376	7,566	1,191	16,571	SJC	30,373	55%
Stockton Home Base	27	76	17,519	19,093	18,196	54,885	SJC	34,170	161%
Tracy Home Base	12	0	0	0	0	0	SJC	15,187	0%
Lathrop (old Walnut)	24	9,405	9,356	7,138	4,593	30,492	SJC	30,373	100%
SUBTOTAL IN-KIND	**1,754**	**394,103**	**345,202**	**313,017**	**204,099**	**1,256,421**	**0**	**2,252,076**	**56%**
							x		
State General Child Care*		261,877	257,404	266,689	221,757	1,007,727	Kern	3,481,300	29%
State Preschool*		620,606	674,911	576,199	314,235	2,185,951	Kern	6,219,213	35%
State Migrant Child Care*		4,433	4,433	4,655	3,196	16,718	Kern	50,000	33%
SUBTOTAL CA DEPT of ED		**886,916**	**936,748**	**847,543**	**539,188**	**3,210,395**		**9,750,513**	**33%**
							x		
State General Child Care*		209,012	215,878	238,485	189,226	852,600	SJC	1,175,152	**73%**
SUBTOTAL CA DEPT of ED		**209,012**	**215,878**	**238,485**	**189,226**	**852,600**		**1,175,152**	**73%**
GRAND TOTAL		**1,490,031**	**1,497,828**	**1,399,045**	**932,513**	**5,319,416**		**13,177,741**	**40%**
						306,671			
						5,626,087			

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, 2024 through February 28, 2025
Report for period ending June 30, 2024 (Month 04 of 12)

Percent of year elapsed: 33.3%

LOCATION	FUNDED ENROLL-MENT	Mar 2023	Apr 2023	May 2023	June 2023	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Angela Martinez	24	6,097	8,743	3,298	3,619	21,757	103,398	21%
Kern Community College District - BC	32	19,159	112,423	27,266	0	158,848	137,864	115%
KCSOS - Blanton	16	20,259	10,258	9,476	81	40,073	68,932	58%
Garden Pathways	11	0	0	0	0	0	47,391	0%
Taft College	42	20,928	30,799	34,264	0	85,992	180,947	48%
Escuelita Hernandez	16	0	0	0	0	0	68,932	0%
TBD	11	0	0	0	0	0	47,391	0%
Program Services		0	0	0	0	0		
Admin Services		0	0	0	0	0		
GRAND TOTAL	**152**	**66,443**	**162,223**	**74,305**	**3,699**	**306,671**	**654,854**	**47%**

Budget reflects Notice of Award #09CH012489-01-02

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT TRAVEL & CHILD CARE (6115)
2024-2025

HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2024	$ 1,350.00		$ -	$ 1,350.00	8%	0%
APRIL 2024	$ 1,350.00		$ -	$ 1,350.00	17%	0%
MAY 2024	$ 1,350.00		$ -	$ 1,350.00	25%	0%
JUNE 2024	$ 1,350.00		$ -	$ 1,350.00	33%	0%
JULY 2024	$ 1,350.00		$ -	$ 1,350.00	42%	0%
AUGUST 2024	$ 1,350.00		$ -	$ 1,350.00	50%	0%
SEPTEMBER 2024	$ 1,350.00		$ -	$ 1,350.00	58%	0%
OCTOBER 2024	$ 1,350.00		$ -	$ 1,350.00	67%	0%
NOVEMBER 2024	$ 1,350.00		$ -	$ 1,350.00	75%	0%
DECEMBER 2024	$ 1,350.00		$ -	$ 1,350.00	83%	0%
JANUARY 2025	$ 1,350.00		$ -	$ 1,350.00	92%	0%
FEBRUARY 2025	$ 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 2024	$ 500.00	$ -	$ -	$ 500.00	8%	0%
APRIL 2024	$ 500.00		$ -	$ 500.00	17%	0%
MAY 2024	$ 500.00		$ -	$ 500.00	25%	0%
JUNE 2024	$ 500.00		$ -	$ 500.00	33%	0%
JULY 2024	$ 500.00		$ -	$ 500.00	42%	0%
AUGUST 2024	$ 500.00		$ -	$ 500.00	50%	0%
SEPTEMBER 2024	$ 500.00		$ -	$ 500.00	58%	0%
OCTOBER 2024	$ 500.00		$ -	$ 500.00	67%	0%
NOVEMBER 2024	$ 500.00		$ -	$ 500.00	75%	0%
DECEMBER 2024	$ 500.00		$ -	$ 500.00	83%	0%
JANUARY 2025	$ 500.00		$ -	$ 500.00	92%	0%
FEBRUARY 2025	$ 500.00		$ -	$ 500.00	100%	0%

Prepared by: Louis Rodriquez
August 15, 2024

COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES DE LOS PADRES y CUIDADO DE NINOS
2024-2025

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 2024	$ 1,350.00	$ -	$ -	$ 1,350.00	8%	0%
ABRIL DEL 2024	$ 1,350.00	$ -	$ -	$ 1,350.00	17%	0%
MAYO DEL 2024	$ 1,350.00	$ -	$ -	$ 1,350.00	25%	0%
JUNIO DEL 2024	$ 1,350.00	$ -	$ -	$ 1,350.00	33%	0%
JULIO DEL 2024	$ 1,350.00	$ -	$ -	$ 1,350.00	42%	0%
AGOSTO DEL 2024	$ 1,350.00	$ -	$ -	$ 1,350.00	50%	0%
SEPTIEMBRE DEL 2024	$ 1,350.00	$ -	$ -	$ 1,350.00	58%	0%
OCTUBRE DEL 2024	$ 1,350.00	$ -	$ -	$ 1,350.00	67%	0%
NOVIEMBRE DEL 2024	$ 1,350.00	$ -	$ -	$ 1,350.00	75%	0%
DICIEMBRE DEL 2024	$ 1,350.00	$ -	$ -	$ 1,350.00	83%	0%
ENERO DEL 2025	$ 1,350.00	$ -	$ -	$ 1,350.00	92%	0%
FEBRERO DEL 2025	$ 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 2024	$ 500.00	$ -	$ -	$ 500.00	8%	0%
ABRIL DEL 2024	$ 500.00	$ -	$ -	$ 500.00	17%	0%
MAYO DEL 2024	$ 500.00	$ -	$ -	$ 500.00	25%	0%
JUNIO DEL 2024	$ 500.00	$ -	$ -	$ 500.00	33%	0%
JULIO DEL 2024	$ 500.00	$ -	$ -	$ 500.00	42%	0%
AGOSTO DEL 2024	$ 500.00	$ -	$ -	$ 500.00	50%	0%
SEPTIEMBRE DEL 2024	$ 500.00	$ -	$ -	$ 500.00	58%	0%
OCTUBRE DEL 2024	$ 500.00	$ -	$ -	$ 500.00	67%	0%
NOVIEMBRE DEL 2024	$ 500.00	$ -	$ -	$ 500.00	75%	0%
DICIEMBRE DEL 2024	$ 500.00	$ -	$ -	$ 500.00	83%	0%
ENERO DEL 2025	$ 500.00	$ -	$ -	$ 500.00	92%	0%
FEBRERO DEL 2025	$ 500.00	$ -	$ -	$ 500.00	100%	0%

15 de agosto de 2024

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES (7175)
2024-2025

HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	8%	0%
APRIL 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	17%	0%
MAY 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	25%	0%
JUNE 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	33%	0%
JULY 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	42%	0%
AUGUST 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	50%	0%
SEPTEMBER 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	58%	0%
OCTOBER 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	67%	0%
NOVEMBER 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	75%	0%
DECEMBER 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	83%	0%
JANUARY 2025	$ 9,210.00	$ -	$ -	$ 9,210.00	92%	0%
FEBRUARY 2025	$ 9,210.00	$ -	$ -	$ 9,210.00	100%	0%

EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	8%	0%
APRIL 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	17%	0%
MAY 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	25%	0%
JUNE 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	33%	0%
JULY 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	42%	0%
AUGUST 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	50%	0%
SEPTEMBER 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	58%	0%
OCTOBER 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	67%	0%
NOVEMBER 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	75%	0%
DECEMBER 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	83%	0%
JANUARY 2025	$ 5,245.00	$ -	$ -	$ 5,245.00	92%	0%
FEBRUARY 2025	$ 5,245.00	$ -	$ -	$ 5,245.00	100%	0%

August 15, 2024

COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2024-2025

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 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	8%	0%
ABRIL DEL 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	17%	0%
MAYO DEL 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	25%	0%
JUNIO DEL 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	33%	0%
JULIO DEL 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	13%	0%
AGOSTO DEL 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	25%	0%
SEPTIEMBRE DEL 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	38%	0%
OCTUBRE DEL 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	50%	0%
NOVIEMBRE DEL 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	63%	0%
DICIEMBRE DEL 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	75%	0%
ENERO DEL 2025	$ 9,210.00	$ -	$ -	$ 9,210.00	88%	0%
FEBRERO DEL 2025	$ 9,210.00	$ -	$ -	$ 9,210.00	100%	0%

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 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	8%	0%
ABRIL DEL 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	17%	0%
MAYO DEL 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	25%	0%
JUNIO DEL 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	33%	0%
JULIO DEL 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	13%	0%
AGOSTO DEL 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	25%	0%
SEPTIEMBRE DEL 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	38%	0%
OCTUBRE DEL 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	50%	0%
NOVIEMBRE DEL 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	63%	0%
DICIEMBRE DEL 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	75%	0%
ENERO DEL 2025	$ 5,245.00	$ -	$ -	$ 5,245.00	88%	0%
FEBRERO DEL 2025	$ 5,245.00	$ -	$ -	$ 5,245.00	100%	0%

15 de agosto de 2024

Community Action Partnership of Kern
Monthly Report 2024

Month	June-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	June 1, 2024 - June 30, 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 (15 fully closed classrooms/2 partially closed classroom)	522	821	829	64%	128
Disabilities	219 (YTD)	10%	10%	26%	n/a
Over Income 101%-130% (up to 35%)	24	n/a	n/a	5%	n/a
Over Income 131% and up (up to 10%)	40	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 (10 fully closed classrooms)	350	516	516	68%	138
Disabilities	86 (YTD)	10%	10%	7%	n/a
Over Income 101%-130% (up to 35%)	36	n/a	n/a	4%	n/a
Over Income 131% and up (up to 10%)	55	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	213	362	312	116%	

Central Kitchen	Total Number Prepared	Breakfast	Lunch	Snack
Meals and Snacks	28,404	9,468	9,468	9,468

Child and Adult Care Food Program (CACFP) (Note: The data represents information from April 2024)	Total Meals Delivered	Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served
Meals and Snacks (SRV 5ii)	35,316	14,174/21,142	18,111	68%

Household Services	Month	YTD
Eligibility Determination (SRV 7b)	197	927
Total Community Services	**197**	**927**

Explanation (Over/Under Goal Progress)
The current challenges we are facing regarding enrollment is due to staffing shortages. To address our staffing shortages, ongoing efforts to recruit and retain staff are underway, including but not limted to the following: Education waivers, recruitment events, as well as a Job Fair on June 27, 2024. We will see a reduction in vacant positions as the Office of Head Start approved the 2024/2025 Program Options.

	Progress Towards Goal
1. Workforce	Objective: To enhance onboarding, recruitment, and retention of staff by implementing programs that embraces pathways for learning, professional development, succcsion planning, and a positive culture to obtain and retain staff. Progress: On June 27, 2024, a agency wide job fair was held, five staff have been onboarded for the Head Start division. Additionally, in June the Board of Directors approved extending the recruitment incentive until December 31, 2024.

Program Description
1. June 1, 2024 – Kern County Veteran's Collaborative 2. June 5, 2024 – Intake Clinic at the San Diego Center 3. June 6, 2024 – Intake Clinic at California City 4. June 7, 2024 – Intake Clinic at Rosemond 5. June 8, 2024 – Medical Enrollment at Fairgrounds 6. June 9, 2024 – Dia de la Familia - Fairgrounds 7. June 12, 2024 – Intake Clinic – Kaiser Office 8. June 15, 2024 – Black History Community Celebration Juneteenth 9. The Family Engagement Team supported family events at sites. 10. The Health Specialist supported a family at a hospital for a child receiving care. 11. The Wellness Specialist presented wellness services at the Primeros Pasos Center.

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-OHS-IM-24-02	2. Issuance Date: 06/27/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: Monitoring; FY 2025; CLASS®	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Recipients

SUBJECT: Fiscal Year 2025 Monitoring Process for Head Start and Early Head Start Recipients

INFORMATION:
Section 641A of the Improving Head Start for School Readiness Act of 2007 (the Act) requires the Office of Head Start (OHS) to implement ongoing monitoring of all programs receiving federal funds.

This Information Memorandum (IM) outlines the OHS monitoring process for fiscal year 2025 (FY25). It describes the types of monitoring reviews that recipients may experience, highlighting Focus Area 1 (FA1), Focus Area 2 (FA2), Classroom Assessment Scoring System (CLASS®), Risk Assessment Notification (RAN), and unannounced reviews.

FY25 Monitoring Review Types and Start Dates

Review Type*	FY25 Implementation Format	Start Date
FA1	FA1 reviews are conducted through a virtual format.	December 2024
FA2	FA2 reviews are conducted using a combination of virtual and on-site monitoring.	December 2024
CLASS®	CLASS reviews are conducted again this year using either self-recorded videos or onsite formats.	October 2024
Follow-up Reviews	Follow-up reviews are conducted virtually or in person.	Start dates will coincide with the end of the corrective action period.
RAN	RAN reviews are conducted through a virtual format.	As needed
Other	Special reviews may be conducted at any time, on site or virtually, without notice.	As needed

** Monitoring reviews may be conducted with or without prior notification to the recipient. OHS reserves the right to conduct unannounced reviews at any time.*

FA1 Reviews

The FA1 review is an opportunity for recipients to describe their approach and plan for providing high-quality services to children and families. It typically occurs in the first or second year of the grant period. This focus area determines if programs are meeting the requirements of the Head Start Program Performance Standards (HSPPS), Uniform Guidance, and Head Start Act. The FA1 informs OHS' understanding of each recipient's foundation for program services — staffing structure, program design and governance, education, health and family services, and fiscal infrastructure. The FA1 review also allows OHS to assist recipients in fulfilling application commitments, provide resources to address any identified issues, and support recipients in reaching their goals.

FA2 Reviews

The FA2 review is an opportunity for recipients to demonstrate their implementation of high-quality services to children and families that meet Head Start requirements. It typically occurs in the third or fourth year of a grant period. This focus area broadens OHS' understanding of each recipient's performance and determines if programs are meeting the requirements of the HSPPS, Uniform Guidance, and Head Start Act.

CLASS® Reviews

Section 641A(c)(2)(F) of the Act requires OHS to assess the quality of teacher–child interactions using a valid and reliable observation measure. For the upcoming FY25 monitoring year, OHS will continue to use the 2008 edition of the Classroom Assessment Scoring System (CLASS®) Pre-K Teacher–Child Observation Instrument. Scores from CLASS observations will count toward Designation Renewal System (DRS) determinations using the competitive thresholds established in the Final Rule on DRS Changes.

For FY25, recipients that are scheduled for a CLASS monitoring review will have the option to self-record and submit their own videos (Video Review) or request a traditional on-site review with certified CLASS observers (On-site Review).

American Indian and Alaska Native (AIAN) Head Start programs have the option to do a self-review for the CLASS. OHS will transmit a letter to AIAN grant recipients with additional information on this option.

All recipients will have the opportunity to attend information sessions specifically developed to discuss FY25 CLASS options, including a group of sessions convened specifically for American Indian and Alaska Native recipients.

RAN Reviews

OHS conducts Risk Assessment Notification reviews, as necessary, to address child health and safety incidents. They are initiated when OHS needs to gather more information about significant incidents

affecting program participants' health and safety. These reviews have a specific focus on abuse, neglect, inappropriate conduct, inadequate supervision, or unauthorized releases in Head Start programs.

RAN reviews:

- Ensure prompt and accurate reporting of serious incidents
- Investigate contributing program or management factors
- Communicate necessary corrective actions
- Provide feedback to improve program management and prevent future incidents

Other Reviews

Special reviews are conducted, as needed, to explore concerns outside of the typical FA1 or FA2 schedule. OHS reserves the right to conduct unannounced reviews at any time.

Scheduling

Each year, recipients are required to submit an accurate calendar of availability, which is used to schedule monitoring reviews. The availability calendar also gives recipients a way to inform OHS as to when their program is not operational and when children are not in session. Recipients should immediately update their calendars as changes in program availability occur. Please note that OHS has very limited capacity to accommodate requests to reschedule reviews and can only do so under exceptional circumstances.

Monitoring reviews can also be conducted with or without prior notification to the recipient that it will take place.

Communications

Recipients scheduled to receive a monitoring review in FY25 will receive a notification letter 45 calendar days before the start of the event. They can also expect a planning call with their assigned coordinator to discuss their review. During the initial call, recipients should share their program's current service delivery options. OHS Review Reports are typically issued within 60 calendar days of the monitoring review.

If you have any questions regarding the FY25 monitoring season, please contact your regional office.

Thank you for the work you do on behalf of children and families.

Sincerely,

/Khari M. Garvin/

Khari M. Garvin
Director
Office of Head Start

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-OHS-PI-24-05	2. Issuance Date: 08/21/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Workforce; Wages; Benefits; Mental Health; Quality Improvement	

PROGRAM INSTRUCTION

TO: All Head Start Preschool and Early Head Start Grant Recipients

SUBJECT: Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming

INSTRUCTION:

On August 21, 2024, the Administration for Children and Families (ACF) published a final rule in the Federal Register, Supporting the Head Start Workforce and Consistent Quality Programming. The rule updates the Head Start Program Performance Standards (the Performance Standards) to increase support and stability for the Head Start workforce. The changes also improve the quality of services Head Start programs provide to children and families.

The Office of Head Start (OHS) first proposed these changes in a notice of proposed rulemaking (NPRM), published on November 20, 2023. During the NPRM comment period, OHS received approximately 1,300 public comments, including from Head Start programs; national, regional, and state Head Start associations, labor unions; research organizations; individual Head Start staff and families; and members of the U.S. Congress. The final rule takes into consideration and is responsive to the public comments.

The updated Performance Standards respond to structural concerns affecting the sustainability of Head Start programs. They provide clear federal requirements for:

- Wages and benefits to support the Head Start workforce
- Better integration of mental health across all aspects of Head Start programming
- Quality improvement and clarity of requirements in other topic areas

The final rule is effective immediately. Programs are expected to comply with some of the updated requirements 60 days after the rule is published (October 21, 2024). Programs are granted more time to comply with several requirements, including new wage and benefit requirements, as noted in the Effective and Compliance Dates section of the rule.

Workforce

This rule supports Head Start programs in maintaining a diverse and well-qualified workforce by ensuring staff are more fairly compensated, which in turn promotes more stable, higher-quality services for enrolled children and families. Previously, the Performance Standards did not include any specific requirements for staff wages or benefits, which has generally led to low compensation for staff and high staff turnover rates for programs.

Staff Wages

The updated Performance Standards require programs to provide competitive wages for staff by August 1, 2031. Specifically, the rule will require programs to establish or update a pay scale for all positions. It will also require programs to pay Head Start educators annual salaries that are comparable to public school preschool teachers or 90% of public kindergarten teachers, accounting for responsibilities, qualifications, experience, and work schedule. The updated Performance Standards will also require programs to pay all staff a wage sufficient to cover basic costs of living and to ensure wages are comparable across Head Start Preschool and Early Head Start programs.

The final rule includes a small agency exemption for Head Start agencies with fewer than 200 funded slots. These small agencies must develop a pay scale for all employees and make measurable improvements in wages for staff over time. However, small agencies are not required to pay wages that are comparable to public school preschool teachers (or 90% of public kindergarten teachers), nor are they required to comply with the pay floor policy described above.

The final rule includes flexibility for the Secretary of the Department of Health and Human Services to establish in 2028 a waiver process for most of the rule's wage requirements, if needed, due to low appropriations over the prior four years. The waiver would be for programs that are already meeting quality benchmarks and would otherwise have to reduce enrolled Head Start slots to implement these requirements.

Staff Benefits

By August 1, 2028, the updated Performance Standards will require programs to provide or facilitate access to high-quality affordable health care coverage; offer paid leave; and offer access to short-term, free or minimal-cost behavioral health services for fulltime staff. For part-time staff, programs will be required to facilitate access to high-quality, affordable health care coverage. Programs will also be required to facilitate access to affordable child care and to the Public Service Loan Forgiveness program or other applicable student loan debt relief programs for any eligible staff members.

The final rule also includes flexibility for small agencies with 200 or fewer funded slots. As with wages, these small agencies must still make measurable improvements in benefits for Head Start staff over time.

Staff Wellness

The updated Performance Standards require programs to cultivate a culture of wellness that empowers staff as professionals and supports them to effectively accomplish daily job responsibilities in a high-quality manner. As part of this larger effort to promote the wellness of Head Start staff, by August 1, 2027, programs must provide each staff member with regular breaks during their work shifts that are of adequate length based on hours worked.

Mental Health

In the updated Performance Standards, mental health is integrated more intentionally and consistently across program systems to better support children, families, and staff. Programs are required to take a multidisciplinary approach to foster a program-wide culture of wellness. The Performance Standards also clarify the role and responsibilities of mental health consultants, and allow for behavioral health support specialists to be used in coordination with a mental health consultant. These changes address workforce shortages while maintaining a focus on high-quality, integrated mental health supports.

Other Quality Improvements

The updated Performance Standards enhance and clarify requirements in other topic areas to promote consistent high-quality services and support child well-being. These changes include:

- More reasonable caseloads for family service workers
- Promoting child safety in Head Start programs
- Preventing and addressing lead exposure in the water and paint of Head Start facilities
- Updates to the community assessment process
- Enhanced services for expectant families
- Requirements for programs to identify barriers to program enrollment and attendance, such as lack of transportation

Finally, the changes include some clarifications to promote better transparency and clarity of understanding for recipients.

Members of the Head Start community are urged to take the time to read the final rule in its entirety, including the section-by-section discussion of public comments. OHS will continue to provide direction, guidance, and resources that support our shared mission to prepare Head Start children and families for school and beyond.

Thank you for the work you do on behalf of children and families.

Sincerely,

/ Khari M. Garvin /

Khari M. Garvin
Director
Office of Head Start



Kern County Cancer Foundation

Local support for local needs

More Information

kerncountycancerfoundation.org

Montce Flores: (661) 203-1425

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LOOK FOR OUR NEW KERN COUNTY CANCER FOUNDATION MOBILE FINANCIAL NAVIGATION UNIT.

Location

The N.E.E.D.S Center
518 Main St. Taft, CA 93268
(We will be parked on the East side parking lot.)
Hablamos espanol!
See you on Friday, August 23, 2024 9am-12pm

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- **Programa de Asistencia de Libros para Estudiantes Universitarios**

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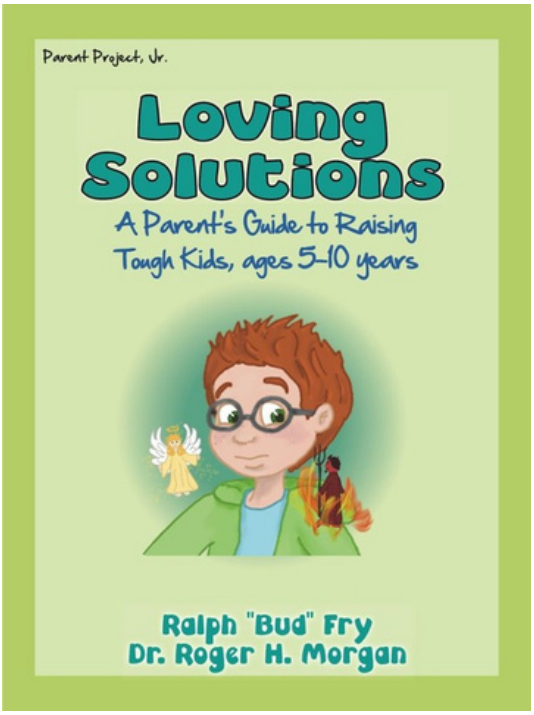
(661) 800-8429

www.americasjobcenterofkern.com

PARENTING CLASSES

Loving Solutions helps parents learn about managing behavior in young children through structure and consistency. This 10-session training program is designed specifically for parents finding difficulties raising younger children, ages 5-10 years.

"Concrete solutions for tough kids"



This is a 10-session Course: Every Tuesday and Thursday Beginning September 24, 2024

Cost: Free

Location: *Virtual* training via ZOOM (link will be shared after registration)

Time: 10am-12pm

If you have any questions please call:
Natalie Echeverria 661-636-4057
Jeff Hill- 661-636-4056

Online Registration Form:

https://forms.gle/ppUgqRKUk1a2Dqpk7



KCSOS
Kern County Superintendent of Schools



Backpack Connection Series

About this Series

The Backpack Connection Series was created by TACSEI to provide a way for teachers and parents/caregivers to work together to help young children develop social emotional skills and reduce challenging behavior. Teachers may choose to send a handout home in each child's backpack when a new strategy or skill is introduced to the class. Each Backpack Connection handout provides information that helps parents stay informed about what their child is learning at school and specific ideas on how to use the strategy or skill at home.

The Pyramid Model



The Pyramid Model is a framework that provides programs with guidance on how to promote social emotional competence in all children and design effective interventions that support young children who might have persistent challenging behavior. It also provides practices to ensure that children with social emotional delays receive intentional teaching. Programs that implement the Pyramid Model are eager to work together with families to meet every child's individualized learning and support needs. To learn more about the Pyramid Model, please visit *ChallengingBehavior.org*.

More Information

More information and resources on this and other topics are available on our website, *ChallengingBehavior.org*.

National Center for Pyramid Model INNOVATIONS

ChallengingBehavior.org

How to Help Your Child Have a Successful Bedtime

Alyson Jiron, Brooke Brogle & Jill Giacomini



Infants and young children need 10 to 12 hours of sleep daily in order to support healthy development. Parents also need to feel rested in order to be nurturing and responsive to their growing and active young children. When your child does not get enough sleep, challenging behaviors are likely to occur. Your child might be moody, short-tempered and unable to engage well in interactions with others. Lack of sleep can also have a negative impact on your child's ability to learn. When a young child sleeps, her body is busy developing new brain cells that she needs for her physical, mental and emotional development. Babies and young children thrive on predictability and learn from repetition. It is important to establish a bedtime routine that you and your child both understand and helps everyone to feel calm and relaxed.

Try This at Home

- Watch for and acknowledge your child's signs of sleepiness. She might pull on her ears, rub her eyes or put her head on your shoulder. For example, you can say, "I see you rubbing your eyes. You look sleepy. Let's get ready for bed." Teaching your child to label and understand her body cues will help her to use language instead of challenging behavior (e.g., whining, crying or temper tantrums) to communicate her needs.
- Use a visual schedule made with photos, clipart or other objects to help your child see the steps in her bedtime routine. A visual schedule can help her to understand the steps and expectations of the routine. To learn more about how to create a visual schedule, visit challengingbehavior.org and type "visual schedule" in in the search box in the upper-right corner.
- Provide your child with activities, sounds or objects that help her feel calm and restful during the hour before bedtime. Make these activities part of your nightly routine. For example, reading books, listening to soft, calming music, and/or giving your child her pacifier, favorite blanket or stuffed animal will all help her to understand that it is time to calm down and prepare for sleep.
- Tell your child what will happen when she wakes up. She may be resistant to going to sleep because she does not want to miss out on an activity or have her day to come to an end. Reassure her that tomorrow will be filled with more fun and special time. You can also include tomorrow's activity on the visual schedule (e.g., provide a picture of her teacher or preschool).
- Give your child your undivided and unrushed attention as you prepare her for bed. Bedtime can be a positive experience filled with quality time for you and your child.

Practice at School

For children who spend the day at school, nap time is an important time to rest and prepare for afternoon learning and activities. Teachers use a consistent routine so that children know what to expect and can participate in the process. Children can select and set up a napping area, get pillows or blankets from cubbies and choose a book to read. Routines might include brushing teeth, using the toilet, stories read aloud by teachers, or audio books or soft music for a period of time. Children understand the steps they need to follow to get ready for the nap, how long they are expected to rest and what they can do when they wake up. When everyone understands the expectations and routine, naptime can be a relaxing and happy part of the day.

The Bottom Line

Bedtime is a daily opportunity for you to build and nurture a positive relationship with your child. Predictable routines make children feel safe and secure. When you provide a predictable bedtime routine, you are teaching your child the skills she needs to relax and transition from the busy activity of the day to preparation for sleep. When your child is able to get a restful sleep, you will also feel more calm and rested. A sucessful bedtime routine that you follow regularly will prepare you both for shared days of family fun and learning.

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University of South Florida

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Office of Special Education Programs
U.S. Department of Education



Serie de Conexión

Mochila

Sobre esta serie

La *Serie de Conexión Mochila* fue instaurada por TACSEI (por sus siglas en inglés) para brindarle a los maestros y padres/proveedores una vía para trabajar en conjunto para ayudar a los niños a desarrollar sus aptitudes socioemocionales y reducir las conductas desafiantes. Los maestros podrían elegir enviar un volante a casa dentro de la mochila de cada niño cada vez que sea introducida una nueva estrategia o aptitud dentro de la clase. Cada volante de la *Conexión de Mochila* proporciona información que ayudará a los padres a estar informados sobre lo que su niño está aprendiendo en la escuela y las ideas específicas sobre cómo utilizar las estrategias o aptitudes en casa.

El Modelo de la Pirámide



El Modelo de la Pirámide es un marco que proporciona a los programas orientación en como promover la capacidad socioemocional en todos los niños y diseñar intervenciones efectivas que apoyen a los niños que puedan contar con conductas desafiantes persistentes. También proporciona prácticas para asegurarse de que los niños con retrasos socioemocionales reciban educación intencional. Los programas que implementan el Modelo de la Pirámide están entusiasmados de trabajar en sociedad con las familias para satisfacer las necesidades individuales de aprendizaje y apoyo que cada niño necesita. Para conocer más del Modelo de la Pirámide, por favor visite *ChallengingBehavior.org*.

Más información

Más información y recursos sobre este y otros temas están disponibles en nuestro sitio web, *ChallengingBehavior.org*.

National Center for Pyramid Model INNOVATIONS

ChallengingBehavior.org

Cómo ayudar a su niño a la hora de dormir con éxito

Alyson Jiron, Brooke Brogle y Jill Giacomini



Los bebés y los niños pequeños necesitan de 10 a 12 horas de sueño todos los días con el fin de apoyar el desarrollo saludable. Los padres también necesitan sentirse descansados con el fin de cuidar y responder al crecimiento de sus niños activos. Cuando su hijo no duerme lo suficiente, conductas desafiantes son probables de ocurrir. Su hijo podría estar de mal humor, y no llevarse bien con los demás. La falta de sueño también puede tener un impacto negativo en la capacidad del niño para aprender. Cuando un niño pequeño duerme, su cuerpo está ocupado desarrollando nuevas células del cerebro que necesita para su desarrollo físico, mental y emocional. Los bebés y los niños pequeños se benefician de lo que pueden anticipar y aprenden de la repetición. Es importante establecer una rutina antes de acostarse que usted y su hijo entiendan para que les ayude a que todos se sientan tranquilos y relajados.

Pruebe esto en casa

- Ponga atención y reconozca los signos de falta de sueño de su hijo. Puede ser que se jale las orejas, que se frote los ojos o que se recueste en su hombro. Por ejemplo, usted puede decir: "Veo que te frotas los ojos. Te ves con sueño. Vamos a alistarnos para dormir". El ensenarle a su hijo a nombrar y a entender sus señales corporales le ayudará a usar el lenguaje en lugar de la conducta desafiante (por ejemplo, lloriqueando, llorando o rabietas) para comunicar sus necesidades.
- Use un horario visual hecho con fotos, imágenes prediseñadas u otros objetos para ayudarle a su hijo a ver los pasos en su rutina a la hora de acostarse. Un horario visual le puede ayudar a entender los pasos y las expectativas de la rutina. Para obtener más información acerca de cómo crear un horario visual, visite *ChallengingBehavior.org* y escriba "horario visual" en el cuadro de búsqueda en la esquina superior derecha.
- Proporciónele a su hijo actividades, sonidos u objetos que le ayuden a sentirse tranquilo y relajado durante la hora antes de acostarse. Haga estas actividades parte de su rutina nocturna. Por ejemplo, leer libros, escuchar música suave, y / o darle a su niño su chupete, manta favorita o un animal de peluche; todo esto le ayuda a comprender que es el momento de calmarse y prepararse para dormir.
- Dígale a su niño lo que pasará cuando se despierte. Él se puede resistir a irse a dormir porque no quiere perderse la oportunidad de una actividad o creer que su día ha llegado a su fin. Asegúrele que mañana estará lleno de más diversión y tiempo especial. También puede incluir la actividad de mañana en el horario visual (por ejemplo, una foto de su maestra o de la escuela).
- Dele a su hijo toda su atención y sin prisa mientras lo prepara para acostarse. La hora de dormir puede ser una experiencia positiva llena de tiempo de calidad para usted y su hijo.

Practique en la escuela

Para los niños que pasan el día en la escuela, la siesta es un momento importante para descansar y prepararse para el aprendizaje y las actividades de la tarde. Los maestros utilizan una rutina constante para que los niños sepan qué esperar y pueden participar en el proceso. Los niños pueden seleccionar y configurar un área de dormir, agarrar almohadas o mantas de los casilleros y elegir un libro para leer. Las rutinas pueden incluir cepillarse los dientes, usar el baño, historias leídas en voz alta por los maestros o libros de audio o música suave durante un período de tiempo. Los niños entienden los pasos que deben seguir para prepararse para la siesta, el tiempo que se espera para descansar y lo que pueden hacer cuando se despiertan. Cuando todo el mundo entiende las expectativas y la rutina, la siesta puede ser una parte relajante y feliz del día.

La conclusión

La hora de dormir es una oportunidad diaria para que usted pueda construir y desarrollar una relación positiva con su hijo. Las rutinas predecibles hacen que los niños se sientan seguros y protegidos. Cuando usted le proporciona una rutina de acostarse predecible, le está enseñando a su hijo las habilidades que necesita para relajarse y la transición de una actividad del día a la preparación para acostarse. Cuando su hijo puede dormir bien, usted también se sentirá más tranquila y descansada. Una exitosa rutina de la hora de acostarse que usted siga con regularidad los preparará a los dos para los días compartidos de la familia llenos de diversión y aprendizaje.

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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.

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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)

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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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¡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 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

MEMORANDUM

To: Policy Council

From: Rosa Guerrero, Administrative Analyst

Date: August 27, 2024

Subject: Head Start No Cost Extension Budget Revision – **Action Item**

In January 2024, the Office of Head Start approved the No Cost Extension of the 2023-2024 budget to be extended for 12 additional months. The official end date for the No Cost Extension budget was approved to now end February 28, 2025.

The Head Start and State Child Development Division in partnership with the Finance Division have been closely monitoring the expenditures for these funds. It has been identified that a budget revision is needed to ensure expenditures align with the appropriate categories. It is the intent of the program to obtain approval from the Board of Directors to submit a Budget Revision to the Office of Head Start. Within this budget revision, staff are proposing savings in the Personnel and Fringe categories be added to expenditures in the equipment, supply and Construction categories.

In the attached budget detail, you will note the reductions in Personnel and Fringe as we elected to leverage these dollars to support one-time capital expenditures for the new administrative offices and supplies for the move to 1300 18th Street. Additional priorities included the Central Kitchen renovation project as well as modifications to outdoor environments at Head Start child development centers.

This budget revision will align expenditures with actual as well as anticipated expenditures. Program staff in consultation with Finance set these priorities to ensure the full expenditure of the No Cost Extension grant prior to the February 2025 end date.

Recommendation

Staff recommends Policy Council approve with approval the 2023-2025 Head Start No Cost Extension Budget Revision.

Attachments:
No Cost Extension Budget Revision Detail
Approval Document

NO COST EXTENSION GRANT BUDGET REVISION

Head Start

BASE FUNDS	BUDGET	ACTUAL	REMAINING	PROPOSED BUDGET REVISION	Comments
PERSONNEL	9,442,036	8,716,020	726,016	(726,016)	Leveraged use for one-time capital expenditures
FRINGE BENEFITS	3,650,298	2,348,212	1,302,086	(1,302,086)	Leveraged use for one-time capital expenditures
TRAVEL	70,000	105	69,895	(69,895)	Moved to T&TA
EQUIPMENT	-	(7,406)	7,406	555,919	Shade strucures and 18th Street cubicles
SUPPLIES	744,041	1,121,185	(377,144)	911,576	New classroom/office supplies and IT equipment
CONTRACTUAL	171,839	267,139	(95,300)	-	
CONSTRUCTION	-	-	-	561,823	Central Kitchen Renovations
OTHER	4,036,858	4,425,706	(388,848)	-	
INDIRECT	1,752,938	1,581,096	171,842	68,679	Revised Indirect based on MTDC
TOTAL BASE FUNDING	**19,868,010**	**18,452,057**	**1,415,953**	**-**	
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	41,904	41,904	-	2,344	Revised to match actual expenditures
SUPPLIES	23,986	23,986	-		
CONTRACTUAL	22,800	22,800	-		
OTHER	72,752	72,752	-		
INDIRECT	16,144	13,566	2,578	(2,344)	Revised Indirect based on MTDC
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**175,008**	**2,578**	**-**	
CARRYOVER					
PERSONNEL	216,462	216,462	-	-	
FRINGE BENEFITS	8,000	8,000	-	-	
TRAVEL	25,133	25,123	10	(10)	Revised to match actual expenditures
SUPPLIES	53,386	77,443	(24,057)	24,057	Revised to match actual expenditures
EQUIPMENT	314,100	50,592	263,508	(263,508)	Revised to match actual expenditures
CONSTRUCTION	1,000,000	(69,069)	1,069,069	240,006	Revised to match actual expenditures
CONTRACTUAL	4,505	4,505	-	-	
OTHER	165,483	168,363	(2,880)	2,880	Revised to match actual expenditures
INDIRECT	49,259	45,834	3,425	(3,425)	Revised Indirect based on MTDC
TOTAL CARRYOVER	**1,836,328**	**527,253**	**1,309,075**	**-**	**-**
				-	Head Start

Early Head Start

BASE FUNDS	BUDGET	ACTUAL	REMAINING	PROPOSED BUDGET REVISION	Comments
PERSONNEL	8,889,652	8,740,935	148,717	(148,717)	Leveraged use for one-time capital expenditures
FRINGE BENEFITS	2,516,917	2,454,456	62,461	(62,461)	Leveraged use for one-time capital expenditures
TRAVEL	50,000	-	50,000	(50,000)	Moved to T&TA
EQUIPMENT	-	(47,014)	47,014	372,884	Shade strucures and 18th Street cubicles
SUPPLIES	1,205,123	831,946	373,177	127,561	New classroom/office supplies and IT equipment
CONTRACTUAL	1,091,221	945,367	145,854	(145,854)	Reduced based on actual expenses
CONSTRUCTION	-	(9,715)	9,715	(9,715)	Moved to Carryover
OTHER	3,374,545	2,268,681	1,105,864	(239,378)	Reduction from general maintenance and repair
INDIRECT	1,665,883	1,477,497	188,386	(112,912)	Revised Indirect based on MTDC
TOTAL BASE FUNDING	**18,793,341**	**16,662,152**	**2,131,189**	**(268,592)**	
TRAINING & TECHNICAL ASSISTANCE					
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	44,192	44,192	-		
SUPPLIES	30,013	30,013	-		
CONTRACTUAL	26,080	26,080	-		
OTHER	212,393	212,393	-		
INDIRECT	31,268	31,268	-		
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**343,946**	**-**	**-**	
CARRYOVER					
PERSONNEL	92,769	92,769	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	37,198	37,190	8	-	
SUPPLIES	13,347	25,117	(11,770)	-	
EQUIPMENT	100,000	68,234	31,766	(31,766)	Revised to match actual expenditures
CONSTRUCTION	1,345,378	6,896	1,338,482	304,686	Central Kitchen Renovations
CONTRACTUAL	1,320	1,320	-		
OTHER	74,009	77,007	(2,998)	2,998	Revised to match actual expenditures
INDIRECT	23,470	16,144	7,326	(7,326)	Revised Indirect based on MTDC
TOTAL CARRYOVER	**1,687,491**	**324,676**	**1,362,815**	**268,592**	
				-	Early Head Start

An Approval from the Policy Council of the
Community Action Partnership of Kern Approving the Budget Revision
of Head Start and Early Head Start No Cost Extension Grant

The Policy Council of Community Action Partnership of Kern located at 1300 18th Street, Suite 200, Bakersfield, CA 93301, met remotely on August 27, 2024, at a scheduled committee meeting and resolved as follows:

Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County. CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of "Helping People, Changing Lives" in its quest to assist people in need, and families with minimal or no resources.

The Head Start and State Child Development Division is requesting to submit a Budget Revision for the Head Start and Early Head Start Kern No Cost Extension #09CH01132 for budget year 2023-2025**.** The Head Start and State Child Development Division is requesting to submit a budget revision to realign expenditures to one-time capital improvement projects. The Office of Head Start requires that an authorized signatory be named for each contract. The Head Start Policy Council has determined that there is a need for anti-poverty programs and is willing to accept the submission of the 2023-2025 budget revision for the Head Start and Early Head Start No Cost Extension grant.

APPROVED by a majority vote of the Policy Council of Community Action Partnership of Kern, this 27th day of August 2024.

_____ _____

Ruby Cruz, Chair
CAPK Policy Council

Date

MEMORANDUM

To: Policy Council

From: Rosa Guerrero, Administrative Analyst

Date: August 27, 2024

Subject: 2024-25 HS/EHS Budget Revision - **Action Item**

Through ongoing monitoring and review of the budget to actuals, the Head Start and State Child Development division is proposing revised expenditures for the 2024-2025 program budget. Program staff in partnership with the Finance division have identified increases in the Personnel and Fringe categories as a result of Cost-of-Living Adjustment (COLA) increases earlier this year. Additional expenditures were identified for Travel, Building Maintenance/Repairs and Nutrition Services. Meanwhile, savings are reflected in the Supply and Contractual categories, showing a reduction based on budget actuals, and contractual services, respectively. It is the intent of the program to obtain approval from the Board of Directors to submit a Budget Revision to the Office of Head Start. Within this budget revision, staff are proposing savings in the Supplies and Contractual categories and revised expenditures to Personnel, Fringe, Travel, and Other categories.

Increased funds in the Travel category will support the increased travel opportunities for staff training as well as the increased frequency of travel between Kern and San Joaquin Counties. For expenditures in the Other categories, funds will support Maintenance and Repair to support playground remodels as well as wage increases related to Nutrition Services following the wage comparison study completed for the Central Kitchen.

Recommendation

Staff recommends Policy Council approves with approval the submission of the Budget Revision for Head Start and Early Head Start Kern (09CH012489) for the 2024-2025 budget period.

Attachments:
HS/EHS 2024-2025 Combined Budget Detail
Approval Document

HEAD START & EARLY HEAD START
CHILD AND ADULT CARE FOOD PROGRAM
CALIFORNIA DEPARTMENT OF EDUCATION
2024-2025 COMBINED BUDGET DETAIL

BUDGETED EXPENDITURES

Head Start/Early Head Start Program Operations, Training & Technical Assistance, Child & Adult Care Food Program, California Department of Education	2024-25 Approved	2024-2025 Projected	VARIANCE increase (decrease)	Comments
PERSONNEL	**30,264,857**	**31,307,955**	**1,043,098**	Increase due to 2.35% COLA
FRINGE BENEFITS	**9,444,347**	**9,703,314**	**258,967**	Increase due to 2.35% COLA
TRAVEL	**179,536**	**279,536**	**100,000**	Increase due to current activity
EQUIPMENT	**-**	**-**	**-**	
SUPPLIES				
Office Supplies	167,400	167,400	-	
Child and Family Services Supplies	963,433	953,427	**(10,006)**	Reduce based on actuals
Food Services Supplies	93,000	93,000	-	
Other Supplies (e.g. janitorial, training)	219,291	219,291	-	
TOTAL SUPPLIES	**1,443,124**	**1,433,118**	**(10,006)**	
CONTRACTUAL				
Administrative Services	100,000	100,000	-	
Training & Technical Assistance	38,880	38,880	-	
Other Contracts	1,099,396	1,087,524	**(11,872)**	Eliminate Learning Genie
TOTAL CONTRACTUAL	**1,238,276**	**1,226,404**	**(11,872)**	
CONSTRUCTION				
Construction Projects	-	-	-	
TOTAL CONSTRUCTION	**-**	**-**	**-**	
OTHER				
Rent	1,216,203	1,216,203	-	
Mortgage	-	-	-	
Utilities, Telephone	1,352,700	1,352,700	-	
Building & Child Liability Insurance	119,700	119,700	-	
Building Maintenance/Repair	1,493,455	1,893,036	**399,581**	Increase due to playground remodels
Local Travel (children)	-	-	-	
Nutrition Services	1,956,951	1,969,943	**12,992**	Increase due to wage comparison study
Child Services Consultants	100,332	100,332	-	
Volunteers	4,937	4,937	-	
Parent Services	16,305	16,305	-	
Publications/Advertising/Printing	110,750	110,750	-	
Training or Staff Development	201,705	201,705	-	
Other	588,805	588,805	-	
TOTAL OTHER	**7,161,843**	**7,574,416**	**412,573**	
INDIRECT	**4,815,519**	**5,055,252**	**239,733**	Increase due to 2.35% COLA
BUDGETED EXPENDITURES	**54,547,502**	**56,579,995**	**2,032,493**	

REVENUES

STATE & FEDERAL REVENUES	2024-25 Approved	2024-2025 Projected	VARIANCE increase (decrease)	Comments
Head Start/EHS Program Operations	38,661,351	39,569,892	908,541	Increase due to 2.35% COLA
Head Start/EHS Training & Technical Assistance	521,532	521,532	-	
Estimated Child & Adult Care Food Program	2,048,788	1,648,835	(399,953)	Revised projected revenue based on actuals
Estimated California Department of Education	13,315,831	14,839,736	1,523,905	AB110 Stipends CCTR and CSPP
TOTAL STATE & FEDERAL REVENUES	**54,547,502**	**56,579,995**	**2,032,493**	

SUMMARY - 2023-2024

TOTAL REVENUES	56,579,995
TOTAL BUDGETED EXPENDITURES	56,579,995
DIFFERENCE	**-**
ESTIMATED HS/EHS ADMINISTRATIVE COST RATE:	**13.82%**

An Approval from the Policy Council of the
Community Action Partnership of Kern Approving the Budget Revision
of the Head Start and Early Head Start Grant

The Policy Council of Community Action Partnership of Kern located at 1300 18th Street, Suite 200, Bakersfield, CA 93301, met remotely on August 27, 2024, at a scheduled committee meeting and resolved as follows:

Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County. CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of "Helping People, Changing Lives" in its quest to assist people in need, and families with minimal or no resources.

The Head Start and State Child Development Division is requesting to submit a Budget Revision for the Head Start and Early Head Start Kern grant #09CH012489 for budget year 2024-2025**.** The Head Start and State Child Development Division is requesting a budget revision as presented for wage increases, playground remodels, and travel for the Head Start and Early Head Start grant. The Office of Head Start requires that an authorized signatory be named for each contract. The Head Start Policy Council has determined that there is a need for anti-poverty programs and is willing to accept the submission of the 2024-2025 budget revision as presented for the Head Start and Early Head Start grant.

APPROVED by a majority vote of the Policy Council of Community Action Partnership of Kern, this 27th day of August 2024.

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Ruby Cruz, Chair
CAPK Policy Council

Date