Head Start
A Program of CAPK

Community Action Partnership of Kern
Head Start/State Child Development

POLICY COUNCIL MEETING PACKET

October 29, 2024

POLICY COUNCIL
STANDING COMMITTEES
October 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	X	X	
2	Vacancy												
3	Vacancy												
4	Vacancy												
#	REGION 2	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024
1	Fatima Echeverria - Angela Martinez	X	X	X	X	X	X	X	X	SC	X	X	
2	Vacancy												
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		X	X	
2	Candy Diaz - Pete Parra	X	ABS	X	X	X	X	X	X		X	X	
3	Alejandra Verduzco - Primeros Pasos	X	X	X	ABS	X	X	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		X	X	
2	Gabriela Rangel - California City	X	X	X	X	X	X	X	X	SC	X	X	
3	Vacancy												
4	Vacancy												
#	REGION 5 - Home Base	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024
1	Jennifer Wilson - C. Varella	X	X	X	X	X	X	X	X	SC	X	X	
2	Vacancy												
#	REGION 5 - Partnership	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024
1	Wendy Ayala					X	X	ABS	ABS		X	X	
#	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	Vacancy												
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		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.
Cristina Herrera		X	X	X	X	X	X		X	X	X
Gabriela Rangel		X	X	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				

Planning Committee

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

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	October 29, 2024
TIME	6:00 p.m. - Meeting
LOCATION	CAPK – Board Room 1300 18th Street – 3rd Floor Bakersfield, CA 93301

Policy Council Meeting Agenda

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

4. **Presentation**
   a. Past Policy Council Member – Ashley McAllister
   b. Recognition of 2022-2023 Policy Council Members – Jeremy Tobias, CEO Community Action Partnership of Kern & Yolanda Gonzales, Head Start/State Child Development Director

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 – September 25, 2024 ***(p. 8-14)***
   b. Planning Committee Meeting Minutes – October 1, 2024 ***(p. 15-16)***
   c. Head Start Budget to Actual Report, March 1, 2024, through August 31, 2024 ***(p. 17-19)***
   d. Early Head Start Budget vs. Actual Expenditures, March 1, 2022, to August 31, 2023 ***(p. 20-22)***
   e. Head Start (No Cost Extension) Budget to Actual Report, March 1, 2023, through August 31, 2024 ***(p. 23-24)***
   f. Early Head Start (No Cost Extension) Budget to Actual Report, March 1, 2023, through August 31, 2024 ***(p. 25-26)***
   g. Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2024, through August 31, 2024 ***(p. 27)***
   h. Early Head Start Childcare Partnerships Non-Federal and In-Kind Report, March 1, 2024, through August 31, 2024 ***(p. 28)***

i. Head Start Building Proceeds for Central Kitchen – August 31, 2024 ***(p. 29-31)***
j. Parent Local Travel & Childcare – August 31, 2024 ***(p. 31-32)***
k. Parent Activity Funds – August 31, 2024 ***(p. 33-34)***
l. Head Start Program Review Evaluation (PRE) Report – September 2024 ***(p. 35-36)***
m. Leaving the Policy Council – Early Childhood Learning and Knowledge Center ***(p. 37)***
n. 4th Annual Native American Heritage Month Luncheon – November 2, 2024 ***(p. 38)***
o. BrightLife Kids – A CalHOPE Program ***(p. 39-40)***
p. Healthy vs. Unhealthy Relationships – The Red Flag Campaign ***(p. 41)***
q. Warning Signs – Emerge Center Against Domestic Abuse ***(p. 42)***
r. Power & Control Wheel – Domestic Abuse Intervention Project (English/Spanish) ***(p. 43-44)***
s. Post Separation Wheel ***(p. 45)***
t. Effects of Domestic Violence on Children – Kern County Department of Human Services ***(p. 46)***
u. Head Start Recruitment Flyer (English/Spanish) ***(p. 47-48)***
v. Early Head Start San Joaquin Recruitment Flyer (English/Spanish) ***(p. 49-50)***
w. Home Visiting Program (English/Spanish) ***(p. 51-52)***

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

a. 2025-2026 Head Start & Early Head Start Refunding Application with Budget Detail – Rosa Guerrero, Administrative Analyst ***(p. 53-54)***

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. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office located at 1300 18th Street, Bakersfield, CA and online at www.capk.org by 12:00 p.m. October 25, 2024.
Lisa Gonzales, Program Governance Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
September 25, 2024
Meeting ID: 297 438 569 962

1. **Call to Order**

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

   a. Roll call was taken, and 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, Wendy Ayala

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 had its final meeting in June with the committee discussing and providing input on the school readiness goals. The school readiness goals will be presented to the Council for approval later in the meeting. School readiness is always taking place within the program and shows up in a variety of ways from the nutritional snacks and meals provided, to vision and hearing screenings to parent wellness trainings with Dr. Kirk. Parent committee meetings also share educational topics with families that correlate to the current school readiness goal. Parents are their child's first teachers and are also constantly providing and supporting school readiness through play, established routines, reading and more.

   b. Planning Committee

   The Planning Committee met on September 3, 2024. The Division Program Activity Report was shared with members for the months of July and August. Enrollment information was provided for both Head Start and Early Head Start for July and for August. The Child Adult Care Food Program Report for July indicated 31,973 meals were prepared by the Central Kitchen, and a total of 35,316 meals delivered. There were 40,133 meals delivered in August, 31,973 of which were prepared by the Central Kitchen. It was shared that there were a number of recruitment events throughout the county at our Delano, Broadway and Sunrise Villa centers. Intake clinics took place at both the Taft and Delano Child Development Centers.

   c. Budget & Finance Committee

   The Budget & Finance Committee met on September 17, 2024. The financial reports through July 31, 2024 were presented to the committee for review and discussion. Budget detail was provided for Head Start and the Early Head Start grants. The Parent Activities report, and Parent Local Travel and Childcare Reimbursement were presented to the committee along with the non-federal share reports. Additional reports provided to the committee included the No-Cost Extension grants for Head Start and Early Head Start as well as the Head Start Building Proceeds report; all of which included budget detail. The next Budget & Finance Committee meeting will be held on October 15, 2024.

   d. Bylaws Committee

   The Bylaws Committee has held all of their scheduled meetings for the 2023-2024 term. The committee thoroughly reviewed the entire CAPK Head Start Policy Council Bylaws document. After review of all articles and the document in its entirety the consensus of the committee was that there were not any changes that needed to be made at this time. In support of the recently published revised Head Start Program Performance Standards and in conjunction with the annual review of the Bylaws, this document will be reviewed again during the next Policy Council term.

4. Presentations

a. None

5. Consent Agenda ***ACTION**

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

a. Policy Council Meeting Minutes – August 27, 2024
b. Policy Council Planning Committee Meeting Minutes – September 3, 2024
c. Policy Council Budget & Finance Committee Meeting Minutes – August 17, 2024
d. Head Start Budget to Actual Report – March 1, 2024, through July 31, 2024
e. Early Head Start Budget to Actual Report – March 1, 2024, through July 31, 2024
f. Head Start (*No Cost Extension*) Budget to Actual Report – March 1, 2023, through July 31, 2024
g. Early Head Start (*No Cost Extension*) Budget to Actual Report– March 1, 2023, through July 31, 2024
h. Head Start Building Proceeds for Central Kitchen – July 31, 2024
i. Kern Head Start and Early Head Start Non-Federal Share and In-Kind Report – March 1, 2024, through July 31, 2024
j. Early Head Start Childcare Partnership Non-Federal Share and In-Kind Report – March 1, 2024, through July 31, 2024
k. Parent Travel & Child Care through July 31, 2024
l. Parent Activity Funds through July 31, 2024
m. Program Review & Evaluation Report – July 2024
n. Program Review & Evaluation Report – August 2024
o. Tell Us Your Head Start Story – Head Start California (English/Spanish)
p. Head Start/Early Head Start Kern Flyer (English/Spanish)
q. Early Head Start San Joaquin Flyer (English/Spanish)
r. Home Visiting Program Flyer (English/Spanish)
s. Policy Council Meeting Dates

Ashley Trent made a motion to approve the consent agenda, items (a) through (s); seconded by Candy Diaz. Motion carried unanimously.

6. New Business ***ACTION**

a. 2025-2026 Program Goals and Objectives – Rosa Guerrero, Administrative Analyst

Rosa shared that the goals and objectives she will be presenting to the Council for approval are a part of the program's grant application. It was added that this update is a routine part of the planning process in which the program goals and objectives are assessed and monitored during the 5-year grant cycle. Rosa shared that the program has achieved notable milestones in each of the categories and has also completed objectives in other categories. Clarification was also incorporated into the document for items that members of the Planning Committee felt were not clearly stated when they reviewed the goals and objectives during their standing committee meeting. This included but was not limited to the status of objectives e.g., in progress versus completed, more concrete examples of goals, reasons for reintegrating practices into the plan that the program is already focused on, etc. Rosa elaborated and shared there is always room to strengthen processes and to ensure greater accountability throughout the program. In addressing an action step noted for one of the Health and Safety objectives, it was clarified that the action step which indicated only a portion of staff would complete training was stated as such because this training would be conducted as a pilot to evaluate the tools to see if they truly would enhance the program. If the training proved to be beneficial then additional staff would be trained accordingly. Robust discussion ensued as the document was reviewed in its entirety including discussion centering on policies, the revised date on the document, what a potential MOU (Memorandum of Understanding) might look

like, and more. Alejandra Verduzco made a motion to approve the Head Start 2025-2026 Goals and Objectives; seconded by Ashley Trent. Motion carried unanimously.

b. 2025-2026 Training and Technical Assistance Plan – Rosa Guerrero, Administrative Analyst

It was shared that the Training and Technical Assistance (T&TA) Plan for 2025-2026 will also be included when submitting the program's refunding application. This plan outlines what the program's plans are for the professional development of staff. This includes mandatory training as well as other priorities that support the program's goals and objectives. Clarification was provided as to what incorporating cross training as a strategy for building capacity looks like. Rosa stated during preservice this year various departments presented on their area of expertise, with all staff attending preservice this provided more shared knowledge and increased transparency about the roles of each department. She also provided an example of potential cross training, such as bringing in the family engagement team, or health specialists to help support Enrollment and Attendance in following up on Head Start enrollment applications. It was further clarified when speaking to the need for partnership teachers to meet the qualifications of the Head Start federal guidelines, as indicated on the T&TA plan that this was referring to partnership staff who are being onboarded. Additional clarification/information was provided accordingly during review of the plan in its entirety which was coupled with robust conversation. Jennifer Wilson motioned to approve the 2025-2026 Head Start Training and Technical Assistance Plan; seconded by Alejandra Verduzco. Motion carried unanimously.

c. 2024-2025 Head Start/Early Head Start School Readiness Goals – Rashi Strother, Education Manager

The proposed 2024-2025 School Readiness Goals for Head Start and Early Head Start were shared with the Council. Rashi stated that Head Start takes a comprehensive approach to school readiness. This approach includes education, inclusion, wellness, family engagement, health, nutrition and all content areas working together looking at the whole child and the entire family. Rashi shared that the 2024-2205 School Readiness Goals were presented to the Policy Council School Readiness Committee to obtain committee members' input and were presented to CAPK Board Member Lily Pimental Stratton for her input as well. Education Manager, Cynthia Rodriguez, shared that these goals are developed annually to strengthen school readiness for children and families. Utilizing the Desired Results Developmental Profile assessment data is aggregated to ensure the ongoing implementation of high-quality learning, teaching and to ensure children are meeting their outcomes. The school readiness goals are divided into 5 central domains. The domains are approaches to learning, social emotional development, language and literacy, cognition and physical development. An inquiry was made as to whether the Council is receiving the school readiness goals late since they are for this current year which is already underway; further inquiring shouldn't they have been presented to Policy Council and the Board of Directors for approval before the beginning of the school year? Rashi stated that the goals are typically presented in June, adding that because of recommendations received revisions had to be made. It was also mentioned that the first assessment period for data collection has just been finalized. It was asked if teaching staff would have to take these goals into consideration when conducting assessments. It was stated that staff did receive a draft copy of the goals being presented for approval by Policy Council. In seeking clarification, it was asked if staff are already working to achieve these goals, even though they have not yet been approved by Policy Council or the Board of Directors. It was indicated that the inquiry was accurate, adding approval is being requested at this time. Jennifer Wilson made a motion to approve the 2024-2025 Head Start/Early Head Start School Readiness Goals; seconded by Ashely Trent. Motion carried with a majority vote and one abstention.

d. 2023-2024 Head Start/State Child Development Self-Assessment – Sylvia Ortega, Quality Assurance Administrator

Sylvia stated to comply with Head Start regulations the program conducts an annual self-assessment to involve the agency in the review of its program operations, goals and objectives. The staff assessment process is used to measure effectiveness of the program and also provides an opportunity to identify and make any necessary course corrections before they potentially become findings as a part of a federal review. Sylvia shared that the program will be having a Focus Area 1 monitoring review this coming year, it is unknown exactly when that will take place. The program utilized a consultant to conduct the self-assessment. Upon completion of such, the consultant found four opportunities for improvement. The

opportunities for improvement are data for continuous improvement, follow up on well child and oral health care, full enrollment and waiting lists and Policy Council. Sylvia shared the corrective action for each of the four areas. She stated that the consultant found that the program did not have a complete system for tracking program performance beyond individualized case management and family planning. As a corrective action to address this area, the program has incorporated a business intelligence (BI) system which the program will continue to use for a stronger reporting system. In addressing follow up on well child and oral health care, it was indicated the program did not ensure that all children had ongoing source of care within 30-days of enrollment, nor were they up to date on the early periodicity schedule within 90-days of enrollment. It was also found that not all children had a hearing and vision screening within 45-days of enrollment. This area was immediately reviewed, and it revealed that in some instances, though screening had occurred, the entries were not made in ChildPlus. There will be training for specified staff to ensure that the importance of documenting this information is clearly understood. In addressing enrollment and the waitlist, Sylvia noted that the program is currently on a plan of action with the Office of Head Start because of under enrollment. As required, programs are to maintain their funded enrollment and they must fill vacancies as soon as possible. The wait list, or lack thereof was of concern to the consultant along with the programs under enrollment status. It was noted that enrollment and attendance have been working for months on enrolling families in the program. Strides are being made but the program is not there just yet. Corrective actions for this area included completion of construction projects and a wage comparability study to bring more competitive wages for staff. It was noted the majority of construction projects have now been completed and are awaiting licensing. The wage comparability for all positions within the Head Start program has also been completed with staff salaries adjusted accordingly. With regard to Policy Council it was noted that the program has a funded enrollment of 1689 with 118 classrooms, yet the Policy Council is comprised of only ten members. This composition is considerably smaller than expected for a program of this size. Governance training was noted as a corrective action, it was further stated that this training did take place during pre-service and will be an area of ongoing training. Governance training will also be incorporated at other professional development opportunities; the goal is to educate staff and motivate them to encourage and "sell" Policy Council to parents. An additional recommendation was to enlist current or past Policy Council members to recruit other parents by sharing their testimony, and what they learned during their time on the Council. Robust discussion ensued with regard to the self-assessment, the corrective actions as noted on the document and other inquiries. Additional discussion centered on but was not limited to Microsoft BI and analytics, current enrollment status, recruitment techniques for enrollment, timelines as noted on the self-assessment and more. It was stated that data for the self-assessment was extracted from 2023-2024 for a compare and contrast with the programs current data. It was noted that some of the timelines and items listed on the respective corrective actions identify areas that the program was already aware of and are working on. It was clarified that these areas and course actions that the program may have already completed were placed on the document to provide support. A Council member suggested that other items should be noted as corrective actions, because as shared in some areas the actions noted have already been completed. Continued discussion on this topic included enhancing recruitment efforts, engaging more with staff, actions to strengthen processes, or to add to processes, and more. Sylvia shared that the self-assessment will also be presented to the Board of Directors for approval. It was noted that additional information as discussed should be added to the document prior to being presented to the Board of Directors. Michelle Jara-Rangel made a motion to approve the 2023-2024 Head Start Self -Assessment Corrective Action Plan with amendments; seconded by Gabriela Rangel. Motion carried unanimously.

Upon completion of voting, it was mentioned by a member of the Council that a greater administrative presence or something along those lines in Eastern Kern might bolster representation on the Council. It was further stated that while there are several centers in Eastern Kern, there is a limited presence with only 2 parents from the area serving on the Policy Council. Lisa shared that she recently attended a parent meeting in Ridgecrest and there were 4 Regional Parent Committee members elected during the meeting, and they had filled all of their parent committee officer positions. She continued to share that in receiving

and reviewing parent meeting documents there has been a great deal of representation coming in from all of our areas. In speaking to a concern, another member shared that she was made aware that there have been instances where parents raised their hand to express interest in a leadership role at their center and they have been overlooked and not acknowledged. This in turn does not provide the parent an opportunity to participate. Lisa stated that when the member shared this information with her, she documented the concern, and she reached out to the Program Manager as well. Another additional inquiry was made with regard to ramping up security at sites to ensure children are safe while at school. Lisa stated this is a topic that can be discussed outside of the meeting, and that it is can also be better addressed when the Directors Report is shared.

7. <u>Standing Reports</u>

a. Program Governance – Lisa Gonzales, Program Governance Coordinator

Lisa thanked members for their attendance, as there was a full list of new business to address. She also thanked members for asking great questions, which in turn helps members to make an informed decision. Lisa also shared that parent meetings are well underway, adding that all centers have turned in their September parent meeting documentation. She went on to speak about Regional Parent Committee (RPC) representation noting that this is a standing item on each monthly parent meeting agenda. The reason for such is to allow parent who may be thinking about serving the opportunity to process the information and then decide accordingly. Lisa shared she was excited to see familiar names elected to the position of RPC representative for the 2024-2025 term who may potentially return to serve another year on the Council. She added that she recently attended the September parent meeting in Ridgecrest which was exciting as they had a great turn out and filled all their parent committee officer positions. Lisa shared that she has shared with staff she is available to attend parent meetings to speak about RPC, Policy Council and/or to support hosting the meeting. In closing, Lisa reminded members about the end of term event taking place on October 29, 2024 at the CAPK Administrative Office and shared that she has received the first RSVP from CAPK Chief Executive Officer, Jeremy Tobias. Members were reminded to look for their email invitation and to RSVP for the end of term/meeting event.

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

Michelle shared that the Board of Directors met on August 21 2024. Jeremy Tobias introduced new board member Gema Perez who was appointed as the 35th State Assembly District Representative. The consent agenda was approved as were the five new business action items. These items were: San Joaquine County Office of Education Head Start Initial Cooperative Agreement, 2024-2025 Food Bank Supplemental Blanket Purchase Orders, New Position – East Kern Family Resource Center and the June 2024 Financial Reports. The Policy Council report as well as the Friendship House Community Center Advisory Board report were shared. It was noted that there is an upcoming Casino Night fundraising event benefiting the Friendship House. Additionally, updates were provided by CEO Jeremy Tobias who stated management is working with legal counsel to draft a 15-year contract with the Housing Authority to build an 85 -unit apartment building for low-income housing. The agency converted its retirement plan to Nationwide. Board members as well as staff will attend the NCAP Annual Convention which will have an emphasis on the 60th anniversary of Community Action Partnerships. Jeremy also shared that he along with other staff will be visiting Mojave later in the week to meet with a liaison for Afghan refugees who have settled in Mojave. This visit intends to help identify other services that may be needed aside from those being provided by the Family Resource Center. Jeremy introduced Savannah Oates who outlined a series of events that will take place next month in support of Hunger Action Month. Events taking place include a press release on September 3, 2024, Feed the Need at the Kern County Fair on September 24, 2024 as well as proclamations from local communities within Kern County.

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

Jerry Meade, Assistant Director of Program, provided the report on behalf of Yolanda and thanked members for their time and for their attendance. He added that Yolanda sends her appreciation and gratitude for their commitment as well and is looking forward to seeing members at the final meeting of the term next month. Jerry stated there will be important documents to be approved at the final meeting.

He also stated that as was shared earlier it is exciting news that the program is at 85% enrollment. Jerry noted that a lot of work has gone into that process including daily discussion and meetings twice a week. The focus now is how to obtain that final 15% to ensure the program meets full enrollment by November. Jerry shared that the program is fully staffed as far as Early Head Start teaching staff. In the Home Visiting Program and in Head Start there is still recruitment of teachers taking place. Jerry clarified when stating we are fully staffed that it means staff have been identified and job offered and are either going through the onboarding process, with new hire orientation, etc. or that they are going through the background check component. Once these staff are all fully onboarded, and additional classrooms can open up, it will help lead us to full enrollment. Jerry provided additional information regarding current number of employment vacancies and where the program was at this time last year. It was noted that the Oasis Child Development in Ridgecrest received its license for Early Head Start. Jerry stated this is the first time we have ever been able to provide those services in that area. He continued to provide information and status updates on several other centers as well as the Family Child Care option. Jerry also mentioned the release of the new performance standards and how the program is looking at ways to implement all the new requirements. He added that mental health is on the forefront and really working to make it less of a taboo topic to talk about and how we have to be able to talk about it in all areas of our program. Jerry addressed the inquiry made earlier about safety for children while at school. He stated that health and safety of children and staff are always going to be a priority in our program and the Office of Head Start is supporting and encouraging us in looking at new ways to look at safety. While there are currently systems and processes in place we always want to do better if we can, whether that is new ideas or new ways to address concerns we will continue to look for ways to do that. Jerry added that for those centers on school sites, we partner with the school and follow their protocols, which provide an opportunity to build/strengthen those relationships. He also shared there are practice drills in those environments, so children and staff alike are aware and in the unfortunate event that something horrific occurs they have had those practices and understand what to do effectively and efficiently. Jerry shared as we enter into the new Policy Council year in November some current members may be returning to the Council while others may choose another direction, nonetheless it will be another great learning opportunity for all those who come on board. In closing Jerry again thanked members for their year of service and for their commitment to the program and the children it serves.

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

Ruby thanked everyone for their attendance and stated that she hopes to be a member of the Policy Council during the next term. She added that she hopes to see everyone at the final meeting next month.

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

Members were given an opportunity to make a statement or comment. Ashley Trent expressed appreciation for hearing and addressing her concerns, adding she really appreciates being on the Policy Council. Fatima Echeverria made a request to receive an email address for the appropriate party with whom she can make a maintenance request. Gabriela Rangel spoke about special (cultural) lunches as prepared by the Central Kitchen and inquired how her child's center can participate so they too can receive these lunches. Jerry shared that because of the location of the center (California City) meals are supplied by a vendor which is Mojave Unified School District. He added that he will meet with the Central Kitchen administrator to see if there is a way the program can bring those kinds of experiences to the areas that we are not providing hot meals for every day and are using vendors for due to their location. Jerry also stated later in the fall, the program will host its Nutrition Advisory Committee meeting and that it is a forum where we can talk about menu options and ways of our outlying areas to have the same food experiences as those centers in metro Bakersfield. Discussion ensued with regards to USDA funding and meals. Wendy Ayala asked when the implementation of toothbrushing will begin again at her child's center (Blanton). She further stated the children were brushing their teeth but then suddenly stopped, and she does not know why. Wendy shared that other parents were also interested in reinstating this component. Jerry stated that he would bring this to the attention of the Child Care Partnership Manager and talk about the health requirements of the Head Start/Early Head Start program.

10. Next Scheduled Meeting

The next meeting will be held in person on Tuesday, October 29, 2024, at The CAPK Administrative Office located at 1300 18th Street.

11. Adjournment

The meeting was adjourned at 7:19 p.m.

Community Action Partnership of Kern Head Start/State Child Development
Policy Council Planning Committee Meeting Minutes
October 1, 2024
Audio Only: (213) 204-2374 Phone Conference ID: 118 024 438#

1. **Welcome**
   Ruby Cruz welcomed members to the meeting.

2. **Call to Order**
   a. Ruby Cruz called the meeting to order at 5:35.

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 October 1, 2024, was made by Michelle Jara-Rangel; Ashley Trent, seconded. Motion carried unanimously.

5. **Approval of Minutes**
   a. Motion to approve the minutes dated September 3, 2024 as amended, was made by Gabriela Rangel; Michelle Jara-Rangel, seconded. Motion carried unanimously.

6. **Introduction of Guests**
   Guests in attendance tonight were Robert Espinosa, Program Design and Management Administrator, Carol Hendricks, Enrollment &Attendance Manager, Rosa Guerrero, Administrative Analyst & Leticia Villegas, Program Assistant, Translator.

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. September Division/Program Monthly Report – Carol Hendricks, Enrollment and Attendance Manager – **Informational Item**
   Carol shared the enrollment report. For September 2024, the funded enrollment was 953; Head Start reported 73% enrollment; Early Head Start had 753 funded enrollment spots, they reported 86% enrollment for the same enrollment period. Carol informed members that 6% of children enrolled in Head Start had an IEP (Individualized Education Plan) in September 2024. Early Head Start reported 21% 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 57,819 meals delivered for the month of August. Central Kitchen prepared 50,212 meals for September 2024.

   Carol explained the progress of the enrollment goals. She reported that the current challenges facing enrollment are due to staffing shortages and licensing of centers. We have addressed our staffing shortages by hiring several staff members, such as, teachers, assistant teachers and kitchen staff. Two centers are pending visits by licensing to approve remodels, repairs and the yards. Once licensing approves the centers, we can open classrooms and the yards.

   The program strategic goal identified for the month was program options. The goal is to develop and

implement program options that tailor to the community's unique needs and characteristics. Progress towards the goal is that Family Child Care Options is receiving requests for proposals (RFPs) for services, and the Oasis center was licensed.

Carol reported the following program highlights for the month of July:
First Annual Economic Forum – September 5, 2024
Breastfeeding Celebration, Fremont Square Park – September 6, 2024
Breastfeeding Celebration in Lodi – September 20
Mantor and Mentee Kick-off Meeting in San Joaquin County – September 20, 2024
Recruitment event was held at the Market at Grace from 8 am – 3 pm – September 21, 2024
The Education team provided Developmentally Appropriate Practice Training to teaching staff.
The Language and Literacy domain has started following the Balls Guide for Head Start and Early Head Start classrooms.

Committee member Ruby Cruz asked if we have met full enrollment for the year. Carol stated that we have not met full enrollment, but we are under an enrollment plan and the goal is to be fully enrolled by November. Carol added that we are at 87% of enrollment and everybody is participating in fulfilling the enrollment goal. Michelle Jara-Rangel asked if the program would have the 266 slots available so that they can be filled by November. Carol responded that we are waiting for licensing approval and reported that Oasis is now licensed. We are pending licensing approval for Stockdale and are building a waiting list so we can meet full enrollment at that center when it is licensed. Jara-Rangel asked whether the 9 EHS classrooms and the 8 HS classrooms were closed due to a lack of staff. Carol informed the group that the program has enough staff, and we are waiting for licensing. Robert added that there are two vacancies for EHS at Sterling, as well as Harvey Hall; Home Base has three vacancies.

9. Announcements

During the announcements Robert thanked everybody for their participation, input, and feedback. Ruby was grateful for the opportunity to conduct the meeting and for the knowledge gained during the meeting. Michelle Jara-Rangel thanked everybody for the time they invested in these meetings. She acknowledged that it is not always easy to break away and set aside the time every month to attend but added that these meetings are necessary. She added that it is a learning opportunity and once again thanked the parents and staff.

10. Adjournment

The meeting was adjourned at 5:57 p.m.

o

MEMORANDUM

To: Budget and Finance Committee of Policy Council

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

Date: October 15, 2024

Subject: *Head Start*
Budget to Actual Report for the period ended August 31, 2024 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the 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 August 31, 2024. Six months (50%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 44% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 73% of the budget.

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

The non-Federal share is at 61% 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 - August 31, 2024
Month 6 of 12 (50%)

Prepared 09/10/2024

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,479,766	3,152,734	5,327,032	37%	63%
FRINGE BENEFITS	2,662,019	1,242,130	1,419,889	47%	53%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	535,017	407,942	127,075	76%	24%
CONTRACTUAL	186,280	116,172	70,108	62%	38%
CONSTRUCTION	-	-	-		
OTHER	3,710,007	1,983,636	1,726,371	53%	47%
INDIRECT	1,478,747	646,342	832,405	44%	56%
TOTAL BASE FUNDING	**17,051,836**	**7,548,956**	**9,502,880**	**44%**	**56%**

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	60,904	18,392	42,512	30%	70%
SUPPLIES	23,986	17,987	5,999	75%	25%
CONTRACTUAL	12,800	12,800	-	100%	0%
OTHER	63,752	63,750	2	100%	0%
INDIRECT	16,144	16,143	1	100%	0%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**129,072**	**48,514**	**73%**	**27%**

GRAND TOTAL HS FEDERAL FUNDS	**17,229,422**	**7,678,028**	**9,551,394**	**45%**	**55%**

HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,252,076	1,755,688	496,388	78%	22%
CALIF DEPT OF ED	10,925,665	6,342,858	4,582,807	58%	42%
TOTAL NON-FEDERAL	**13,177,741**	**8,098,546**	**5,079,195**	**61%**	**39%**

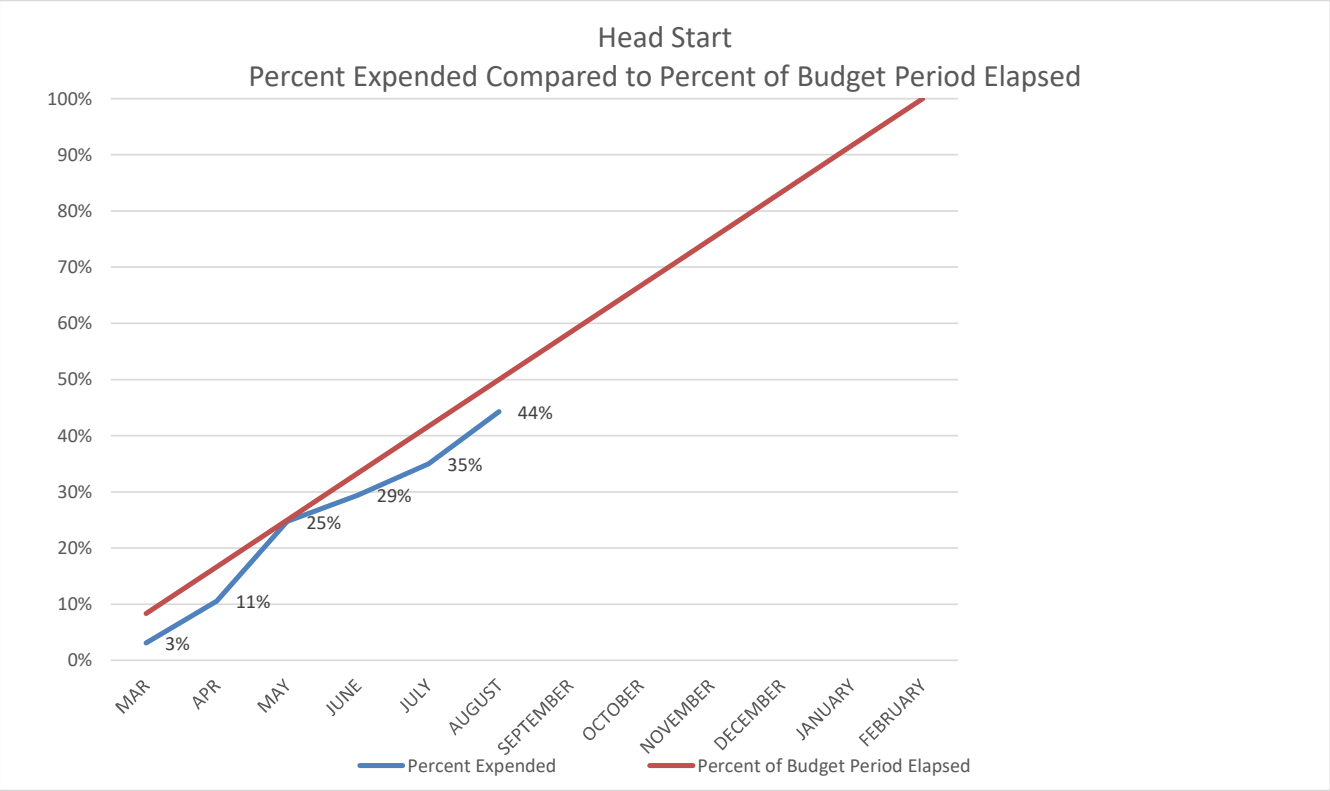
Budget reflects Notice of Award #09CH012489-01-02

Actual expenditures include posted expenditures and estimated adjustments through 08/31/2024

Administrative Cost for HS and EHS Combined **3.5%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	52,730	-	-	-	**52,730**	9/1/2024
Lowe's	34,173	758	-	-	**34,931**	9/2/2024
Smart & Final	112	-	-		**112**	9/2/2024
Save Mart	1,287	-	-	-	**1,287**	9/4/2024
Chevron & Texaco Business Card	8,693	-	-	-	**8,693**	9/6/2024
Home Depot	20,780	207	69	-	**21,056**	9/5/2024
	117,775	**965**	**69**	**-**		


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%
35%
44%
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: October 15, 2024

Subject: *Early Head Start*
Budget to Actual Report for the period ended August 31, 2024 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the 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 August 31, 2024. Six months (50%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 34% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 28% 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 - August 31, 2024
Month 6 of 12 (50%)

Prepared 09/10/2024

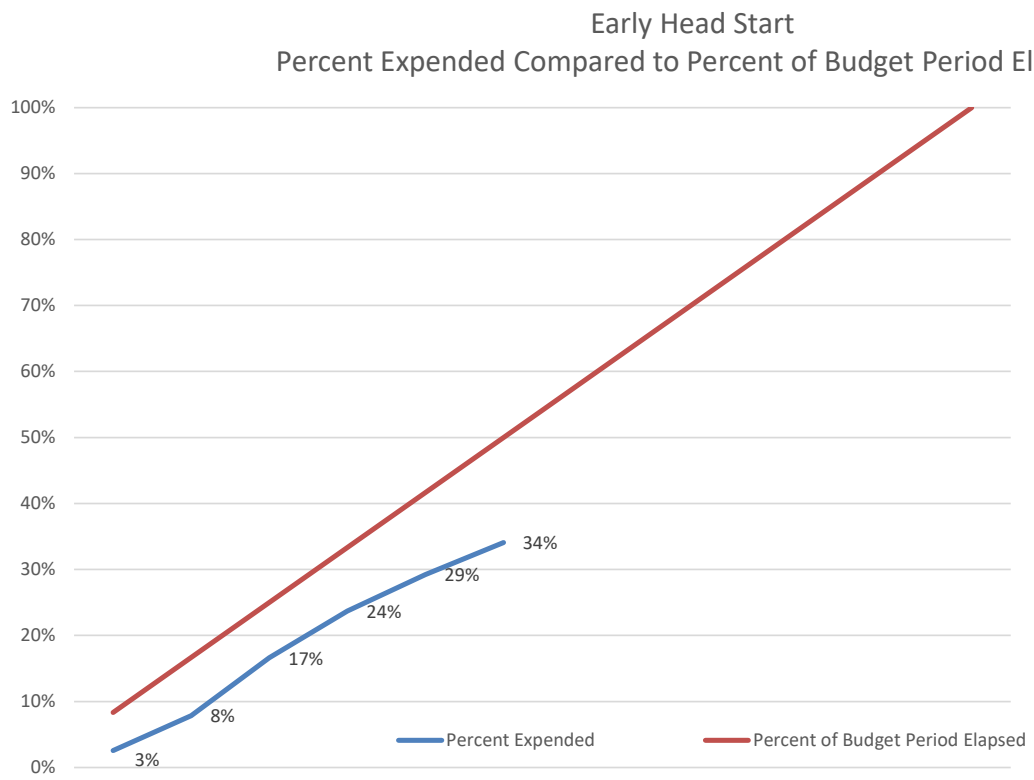
BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	12,427,913	3,844,670	8,583,243	31%	69%
FRINGE BENEFITS	3,797,085	1,247,450	2,549,635	33%	67%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	761,608	371,718	389,890	49%	51%
CONTRACTUAL	1,001,244	369,738	631,506	37%	63%
CONSTRUCTION	-	1,148,147	(1,148,147)		
OTHER	2,529,435	21,778	2,507,657	1%	99%
INDIRECT	2,000,772	672,378	1,328,394	34%	66%
TOTAL BASE FUNDING	**22,518,057**	**7,675,880**	**14,842,177**	**34%**	**66%**

TRAINING & TECHNICAL ASSISTANCE

PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	118,632	48,289	70,343	41%	59%
SUPPLIES	30,013	1,677	28,336	6%	94%
CONTRACTUAL	26,080	2,000	24,080	8%	92%
OTHER	137,953	31,985	105,968	23%	77%
INDIRECT	31,268	13,468	17,800	43%	57%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**97,419**	**246,527**	**28%**	**72%**

GRAND TOTAL EHS FEDERAL FUNDS	**22,862,003**	**7,773,298**	**15,088,705**	**34%**	**66%**

Budget reflects Notice of Award #09CH012489-01-02
Actual expenditures include posted expenditures and estimated adjustments through 08/31/2024


Early Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
3%
8%
17%
24%
29%
34%
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Budget and Finance Committee

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

Date: October 15, 2024

Subject: *Head Start (No Cost Extension)*
Budget to Actual Report for the period ended August 31, 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. Eighteen months (75%) 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 67% 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 - August 31, 2024
Month 18 of 24 (75%)

Prepared 10/10/24

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,442,036	8,726,703	715,333	92%	8%
FRINGE BENEFITS	3,650,298	2,351,638	1,298,660	64%	36%
TRAVEL	70,000	105	69,895	0%	100%
EQUIPMENT	-	(7,406)	7,406		
SUPPLIES	744,041	1,127,675	(383,634)	152%	-52%
CONTRACTUAL	171,839	273,712	(101,873)	159%	-59%
CONSTRUCTION	-	-	-		
OTHER	4,036,858	4,452,733	(415,875)	110%	-10%
INDIRECT	1,752,938	1,593,446	139,963	91%	9%
TOTAL BASE FUNDING	**19,868,010**	**18,518,607**	**1,329,874**	**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	443,901	(390,515)	831%	-731%
EQUIPMENT	314,100	283,354	30,746	90%	10%
CONSTRUCTION	1,000,000	20,656	979,344	2%	98%
CONTRACTUAL	4,505	4,505	-	100%	0%
OTHER	165,483	145,652	19,831	88%	12%
INDIRECT	49,259	88,639	(19,851)	180%	-80%
TOTAL CARRYOVER	**1,836,328**	**1,236,291**	**619,566**	**67%**	**33%**
GRAND TOTAL HS FEDERAL FUNDS	**21,881,924**	**19,929,906**	**1,952,018**	**91%**	**9%**

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 08/31/2024
Administrative Cost for HS and EHS Combined **10.5%**

MEMORANDUM

To: Budget and Finance Committee

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

Date: October 15, 2024

Subject: *Early Head Start (No Cost Extension)*
Budget to Actual Report for the period ended August 31, 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. Eighteen months (75%) 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 48% 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 - August 31, 2024
Month 18 of 24 (75%)

Prepared 10/10/24

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,889,652	8,798,223	91,429	99%	1%
FRINGE BENEFITS	2,516,917	2,455,606	61,311	98%	2%
TRAVEL	50,000	-	50,000	0%	100%
EQUIPMENT	-	(47,014)	47,014		
SUPPLIES	1,205,123	834,041	371,082	69%	31%
CONTRACTUAL	1,091,221	947,313	143,908	87%	13%
CONSTRUCTION	-	(9,715)	9,715		
OTHER	3,374,545	2,282,891	1,091,654	68%	32%
INDIRECT	1,665,883	1,477,669	188,214	89%	11%
TOTAL BASE FUNDING	**18,793,341**	**16,739,014**	**2,054,327**	**89%**	**11%**

TRAINING & TECHNICAL ASSISTANCE					
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	44,192	44,496	(304)	101%	-1%
SUPPLIES	30,013	30,013	-	100%	0%
CONTRACTUAL	26,080	26,080	-	100%	0%
OTHER	212,393	212,393	-	100%	0%
INDIRECT	31,268	31,092	176	99%	1%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**344,074**	**(128)**	**100%**	**0%**

CARRYOVER					
PERSONNEL	92,769	92,769	-	100%	0%
FRINGE BENEFITS	-	-	-		
TRAVEL	37,198	37,190	8	100%	0%
SUPPLIES	13,347	159,891	(146,544)	1198%	-1098%
EQUIPMENT	100,000	228,337	(128,337)	228%	-128%
CONSTRUCTION	1,345,378	185,223	1,160,155	14%	86%
CONTRACTUAL	1,320	1,320	-	100%	0%
OTHER	74,009	55,826	18,183	75%	25%
INDIRECT	23,470	50,024	(26,554)	213%	-113%
TOTAL CARRYOVER	**1,687,491**	**810,579**	**876,912**	**48%**	**52%**

GRAND TOTAL EHS FEDERAL FUNDS	**20,824,778**	**17,893,667**	**2,931,111**	**86%**	**14%**

Budget reflects Notice of Award #09CH011132-05-02
Actual expenditures include posted expenditures and estimated adjustments through 08/31/2024

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 August **31, 2024** (Month 6 of 12)

Percent of budget period elapsed: 50.0%

LOCATION	Enroll-ment	March	April	May	June	July	Aug	YTD Totals	Kern/SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	34	15,847	15,179	6,902	0	0	6,859	44,787	Kern	43,028	104%
Alicante	17	10,869	11,808	10,120	8,079	6,979	0	47,854	Kern	21,514	222%
Angela Martinez	75	21,742	18,009	11,496	11,845	16,446	15,114	94,653	Kern	94,916	100%
Broadway	37	11,643	7,909	5,992	0	0	3,143	28,687	Kern	46,825	61%
California City	17	8,464	12,184	3,116	0	0	0	23,763	Kern	21,514	110%
Cleo Foran	23	9,095	11,613	12,788	8,230	6,041	6,860	54,627	Kern	29,107	188%
Delano	60	24,094	25,425	15,771	0	0	8,050	73,339	Kern	75,933	97%
East California	52	10,239	9,308	4,334	656	0	0	24,536	Kern	65,808	37%
Fairfax	34	8,091	8,219	4,907	0	338	2,460	24,015	Kern	43,028	56%
Harvey L. Hall	146	21,066		17,703	17,322	20,065	20,262	96,419	Kern	184,769	52%
Heritage	17	3,577	2,886	799	0	0	841	8,104	Kern	21,514	38%
Home Base	160	7,595	3,498	3,201	1,466	4,519	7,472	27,751	Kern	202,487	14%
Lamont	20	6,429	9,371	3,940	0	0	0	19,740	Kern	25,311	78%
Martha J. Morgan	50	239	256	6,620	251	0	0	7,366	Kern	63,277	12%
McFarland	20	215	0	0	0	0	0	215	Kern	25,311	1%
Mojave	20	3,490	2,750	1,019	0	0	0	7,259	Kern	25,311	29%
Oasis	42	5,930	5,344	4,563	0	0	2,565	18,403	Kern	53,153	35%
Pete H. Parra	116	38,467	35,032	29,677	33,175	30,826	5,744	172,920	Kern	146,803	118%
Planz	0	0	0	0	0	0	0	0	Kern	0	0%
Primeros Pasos	67	42,257	43,003	50,204	37,829	26,271	30,711	230,275	Kern	84,791	272%
Rosamond	34	1,474	3,599	734	0	0	3,432	9,239	Kern	43,028	21%
San Diego	32	6,452	8,156	7,423	6,795	8,498	0	37,324	Kern	40,497	92%
Seibert	20	2,223	1,036	0	0	0	0	3,258	Kern	25,311	13%
Shafter	17	2,058	3,790	799	3,640	708	0	10,994	Kern	21,514	51%
Shafter HS/EHS	24	4,087	4,024	3,424	2,683	2,485	3,776	20,479	Kern	30,373	67%
Sterling	134	27,996	23,444	21,937	21,826	23,196	26,938	145,336	Kern	169,583	86%
Stockdale Head Start	45	0									
Sunrise Villa	17	905	1,552	745	0	0	0	3,202	Kern	21,514	15%
Taft	51	4,118	6,079	3,535	0	0	3,892	17,624	Kern	64,543	27%
Tehachapi	15	567	744	0	0	0	3,328	4,638	Kern	18,983	24%
Vineland	17	1,788	1,609	562	0	0	1,822	5,781	Kern	21,514	27%
Virginia	17	10,041	0	4,607	0	0	6,140	20,789	Kern	21,514	97%
Wesley	60	15,716	597	7,850	0	0	0	24,163	Kern	75,933	32%
Willow	40	9,709	119	5,731	0	0	5,089	20,648	Kern	50,622	41%
Administrative Services		0	0	0	0	0	0	0	Kern/SJC	0	0%
PC Planning		0	0	0	0	0	0	0	Kern/SJC	0	0%
PC By Laws		0	0	0	0	0	0	0			
Governance		24	0	50	24	0	0	98	Kern	15,000	1%
Program Services		12,651	15,519	196	11,985	14,722	5,325	60,397	Kern/SJC	74,265	81%
California Street	24	12,526	12,655	11,074	9,643	7,939	13,932	67,770	SJC	30,373	223%
Gianone	16	0	0	0	0	0	614	614	SJC	26,431	0%
Kennedy	16	2,025	2,271	2,024	1,488	2,007	2,732	12,548	SJC	20,249	62%
Lodi Home Base	20	8,517	15,287	10,556	13,115	12,101	9,822	69,399	SJC	25,311	274%
Lodi UCC	24	8,845	465	11,289	7,808	4,305	2,605	35,317	SJC	30,373	116%
Lathrop Home Base	20	0	0	0	0	0	0	0	SJC	25,311	0%
Marci Massei	24	3,181	3,607	3,815	2,671	5,438	4,432	23,143	SJC	30,373	76%
St. Mary's	16	3,438	4,376	7,566	1,366	1,078	404	18,227	SJC	20,249	90%
Stockton Home Base	40	76	17,519	20,203	20,523	19,214	15,174	92,709	SJC	50,622	183%
Lathrop	24	9,405	9,356	7,323	6,849	6,211	8,132	47,277	SJC	30,373	156%
SUBTOTAL IN-KIND	**1,754**	**397,170**	**357,595**	**324,597**	**229,269**	**219,385**	**227,672**	**1,755,688**	**0**	**2,258,258**	**78%**
									x		
State General Child Care*		261,877	257,404	266,689	221,757	251,797	270,012	1,529,536	Kern	3,481,300	44%
State Preschool*		620,606	674,911	576,199	314,235	290,402	404,932	2,881,285	Kern	6,219,213	46%
State Migrant Child Care*		4,433	4,433	4,655	3,196	1,191	1,191	19,099	Kern	50,000	38%
SUBTOTAL CA DEPT of ED		**886,916**	**936,748**	**847,543**	**539,188**	**543,390**	**676,135**	**4,429,920**		**9,750,513**	**45%**
									x		
State General Child Care*		209,012	215,878	238,485	189,226	224,314	247,251	1,324,165	SJC	1,175,152	**113%**
SUBTOTAL CA DEPT of ED		**209,012**	**215,878**	**238,485**	**189,226**	**224,314**	**247,251**	**1,324,165**		**1,175,152**	**113%**
GRAND TOTAL		**1,493,098**	**1,510,221**	**1,410,625**	**957,683**	**987,089**	**1,151,058**	**7,509,773**		**13,183,923**	**57%**
								588,773			
								8,098,546			

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 August 31, 2024 (Month 06 of 12)

Percent of year elapsed: 50.0%

LOCATION	FUNDED ENROLL-MENT	Mar 2024	Apr 2024	May 2024	June 2024	July 2024	Aug 2024	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Angela Martinez	24	6,097	8,743	3,298	5,348	4,468	9,635	37,590	103,398	36%
Kern Community College District - BC	32	19,159	112,423	27,266	22,688	23,760	17,871	223,167	137,864	162%
KCSOS - Blanton	16	20,259	10,258	9,476	43,530	23,355	54,820	161,697	68,932	235%
Garden Pathways	11	0	0	0	0	0	0	0	47,391	0%
Taft College	42	20,928	30,799	34,264	24,121	28,103	28,103	166,319	180,947	92%
Escuelita Hernandez	16	0	0	0	0	0	0	0	68,932	0%
TBD	11	0	0	0	0	0	0	0	47,391	0%
Program Services		0	0	0	0	0	0	0		
Admin Services		0	0	0	0	0	0	0		
GRAND TOTAL	**152**	**66,443**	**162,223**	**74,305**	**95,687**	**79,685**	**110,430**	**588,773**	**654,854**	**90%**

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

MEMORANDUM

To: Budget and Finance Committee of Policy Council

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

Date: October 15, 2024

Subject: *Head Start*
Building Proceeds for Central Kitchen as of August 31, 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 August 31, 2024.

Overall expenditures are 14.5% of the Building Proceeds.

Community Action Partnership of Kern

Building Proceeds

Report Period: March 1, 2023 - August 31, 2024

Prepared 09/10/2024

BUILDING PROCEDES (For Central Kitchen Remodel)	BUILDING PROCEEDS	EARNINGS (INTEREST)	TOTAL	EXPENSES	REMAINING	% REMAINING
	3,329,792	18,653	3,348,445	484,708	2,863,737	85.5%

% Spent 14.5%

Sale Central Kitchen - 10/31/2023	1,105,128
Sale BPN - 02/14/2024	2,224,664
Total Proceeds	**3,329,792**
Plus Interest	18,653
	3,348,445
Less Expenses	484,708
Remaining Balance	2,863,737

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	$ 80.14	$ 80.14	$ 419.86	8%	16%
APRIL 2024	$ 419.86		$ 80.14	$ 419.86	17%	16%
MAY 2024	$ 419.86		$ 80.14	$ 419.86	25%	16%
JUNE 2024	$ 419.86		$ 80.14	$ 419.86	33%	16%
JULY 2024	$ 419.86		$ 80.14	$ 419.86	42%	16%
AUGUST 2024	$ 419.86		$ 80.14	$ 419.86	50%	16%
SEPTEMBER 2024	$ 419.86		$ 80.14	$ 419.86	58%	16%
OCTOBER 2024	$ 419.86		$ 80.14	$ 419.86	67%	16%
NOVEMBER 2024	$ 419.86		$ 80.14	$ 419.86	75%	16%
DECEMBER 2024	$ 419.86		$ 80.14	$ 419.86	83%	16%
JANUARY 2025	$ 419.86		$ 80.14	$ 419.86	92%	16%
FEBRUARY 2025	$ 419.86		$ 80.14	$ 419.86	100%	16%

Prepared by: Louis Rodriquez
October 11, 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	$ 80.14	$ 80.14	$ 419.86	8%	16%
ABRIL DEL 2024	$ 419.86	$ -	$ 80.14	$ 419.86	17%	16%
MAYO DEL 2024	$ 419.86	$ -	$ 80.14	$ 419.86	25%	16%
JUNIO DEL 2024	$ 419.86	$ -	$ 80.14	$ 419.86	33%	16%
JULIO DEL 2024	$ 419.86	$ -	$ 80.14	$ 419.86	42%	16%
AGOSTO DEL 2024	$ 419.86	$ -	$ 80.14	$ 419.86	50%	16%
SEPTIEMBRE DEL 2024	$ 419.86	$ -	$ 80.14	$ 419.86	58%	16%
OCTUBRE DEL 2024	$ 419.86	$ -	$ 80.14	$ 419.86	67%	16%
NOVIEMBRE DEL 2024	$ 419.86	$ -	$ 80.14	$ 419.86	75%	16%
DICIEMBRE DEL 2024	$ 419.86	$ -	$ 80.14	$ 419.86	83%	16%
ENERO DEL 2025	$ 419.86	$ -	$ 80.14	$ 419.86	92%	16%
FEBRERO DEL 2025	$ 419.86	$ -	$ 80.14	$ 419.86	100%	16%

11 de octubre 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%

October 11, 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%

11 de octubre de 2024

Community Action Partnership of Kern
Monthly Report 2024

Month	September-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	September 1, 2024 - September 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 (9 fully closed classroom rooms)	646	753	753	86%	128
Disabilities	155 (YTD)	10%	10%	21%	n/a
Over Income 101%-130% (up to 35%)	22	n/a	n/a	3%	n/a
Over Income 131% and up (up to 10%)	60	n/a	n/a	9%	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 (8 fully closed classrooms)	699	953	953	73%	138
Disabilities	60 (YTD)	10%	10%	6%	n/a
Over Income 101%-130% (up to 35%)	21	n/a	n/a	3%	n/a
Over Income 131% and up (up to 10%)	71	n/a	n/a	10%	n/a
Home Visiting Program (SRV 2cc, 7a)	**Monthly**	**Year-To-Date**	**Annual Goal (Contract Limit 400)**	**Annual Progress**	
Enrollment	202	344	312	110%	
Central Kitchen	**Total Number Prepared**		**Breakfast**	**Lunch**	**Snack**
Meals and Snacks	50,212		18,642	15,059	16,349
Child and Adult Care Food Program (CACFP) (Note: The data represents information from August 2024)	**Total Meals Delivered**		**Meals Allocated (CACFP/HS)**	**# of Meals Served**	**% of Meals Served**
Meals and Snacks (SRV 5ii)	57,819		34,752/23,067	30,498	67%
Household Services	**Month**	**YTD**			
Eligibility Determination (SRV 7b)	0	0			
Total Community Services	**0**	**0**			

Explanation (Over/Under Goal Progress)

The current challenges we are facing regarding enrollment is due to staffing shortages and the licensing of centers. We have addressed our staffing shortages by hiring several staff members, such as, teachers, assistant teachers and kitchen staff. Two of our centers are pending visits by licensing to approve remodels, repairs and the yards of some centers. Once licensing approves the centers we can open classrooms and yards.

	Progress Towards Goal
1. Program Options	Objective: Develop and implement program options that tailor to the community's unique needs and characteristics. Progress: The Family child Care option is receiving RFPs for services and the Oasis center was licensed.

Program Description

1. September 5, 2024 – First Annual Economic Forum.
2. September 6, 2024 – Breastfeeding Celebration, Fremont Square Park.
3. September 20, 2024 – Breastfeeding Celebration in Lodi.
4. September 20, 2024 – Mentor and Mentee Kick-off Meeting in San Joaquin County.
5. September 21, 2024 – A recruitment event was held at The Market at Grace from 8 am -3 pm.
6. The Education team provided Developmentally Appropriate Practice Training to teaching staff.
7. The Language and Literacy domain has started following the Balls Guide for Head Start and Early Head Start classrooms.

Head Start Policy Council—Tips for Parents and Families: Leaving the Policy Council

Parents can have mixed feelings about leaving the Policy Council. You may feel proud. You may feel sad. You may feel excited about what you might do next. See some common questions that parents have below. You may have others. Talk with program staff about your specific questions.

Common Questions about Leaving the Policy Council



Why can't I stay on the Policy Council?

All Head Start and Early Head Start programs follow regulations called the Head Start Program Performance Standards. The standards state that Policy Council members can serve no more than five terms. Each term is one year.



How can I continue to support my program after I leave the Policy Council?

You can still attend Policy Council general meetings even if you are not a voting member. You can also volunteer in your program in many other ways. You can help in a classroom, organize family events, or raise money for the program. You can keep volunteering even if your child is in a new program or school.

How can I use my leadership skills in other places?

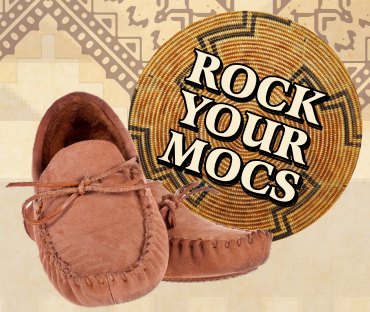
You have developed important leadership skills by serving on the Policy Council. You can listen carefully to others, delegate and complete tasks, and make decisions. You can bring these skills to your child's future school, or to a new job or volunteer opportunity.

Reflections

Take a moment to reflect on each question:

- What questions or concerns do you have about leaving the Policy Council?
- Who can you talk with to help answer your questions?
- What else can your program do to help as you leave the Policy Council?

NATIVE AMERICAN HERITAGE MONTH



4TH ANNUAL NATIVE AMERICAN HERITAGE MONTH LUNCHEON

SATURDAY, NOVEMBER 2ND, 2024

Marriott at the Convention Center | 801 Truxtun Ave, Bakersfield, CA
8:00 AM Doors Open | 9:30 AM - 4:30 PM Program Starts | LUNCH PROVIDED

Bakersfield American Indian Health Project invites you to join us in honoring our Warriors and commemorating Native American Heritage Month

"A Celebration of Indigenous Culture"





Each year, BAIHP is pleased to honor an individual(s) for their work on behalf of the American Indian and Alaska Native community with our prestigious Warrior Awards.





Like what we're doing? Consider donating

Donate (Venmo)

Donate (Paypal)

Bakersfield American Indian Health Project

Vendors, Exhibitors, and Partners welcome!
For more information call (661) 327-4030 or email BAIHPCommunity@BakersfieldAIHP.org

BrightLife Kids
A CalHOPE program by Brightline



888-275-5357
brightlife.kids/ca

Parenting is hard. Coaching can help.

Expert behavioral health coaching — free for every California family with children ages 0–12.

Ser padre es difícil. El coaching puede ayudar.

Coaching experto en salud conductual — gratuito para todas las familias en California con niños de 0 a 12 años.

All 100% paid for by the State of California
Servicio gratuito, pagado al 100% por el Estado de California

Receive coaching via live video or chat and browse an on-demand digital library anytime.

Coaching disponible por video en vivo o chat, además de acceso a una biblioteca digital bajo demanda.

BrightLife Kids coaches help with things like...

Ages 0–4

Milestones, sleep, and tantrums

Ages 5–8

Big feelings, friends, and self-esteem

Ages 9–12

Social media, peer pressure, and study skills

Los coaches de BrightLife Kids ayudan con...

Edades 0–4

Hitos del desarrollo, estrategias para dormir y comportamientos difíciles

Edades 5–8

Expresar grandes sentimientos, la amistad y autoestima

Edades 9–12

Redes sociales, presión social y habilidades de estudio

BrightLife Kids
A CalHOPE program by Brightline

888-275-5357
brightlife.kids/ca

HANDOUTS...

Healthy vs. Unhealthy Relationships

People in **healthy relationships** respect each other. They can talk honestly and freely to each other and share power and control over decisions. They trust and support each other and respect each other's independence. In contrast, an **unhealthy relationship** is unbalanced. One partner (a person in the relationship) tries to control the other.

HEALTHY RELATIONSHIPS	UNHEALTHY RELATIONSHIPS
Equality—Partners share decisions and responsibilities. They discuss roles to make sure they're fair and equal.	**Control**—One partner makes all the decisions and tells the other what to do, or tells the other person what to wear or who to spend time with.
Honesty—Partners share their dreams, fears, and concerns with each other. They tell each other how they feel and share important information.	**Dishonesty**—One partner lies to or keeps information from the other. One partner steals from the other.
Physical safety—Partners feel physically safe in the relationship and respect each other's space.	**Physical abuse**—One partner uses force to get their way (for example, hitting, slapping, grabbing, shoving).
Respect—Partners treat each other like they want to be treated and accept each other's opinions, friends, and interests. They listen to each other.	**Disrespect**—One partner makes fun of the opinions and interests of the other partner. The partner may destroy something that belongs to the other partner.
Comfort—Partners feel safe with each other and respect each other's differences. They realize when they're wrong and are not afraid to say, "I'm sorry." Partners can "be themselves" with each other.	**Intimidation**—One partner tries to control every aspect of the other's life. One partner may attempt to keep their partner from friends and family or threaten violence or a break-up.
Sexual respectfulness—Partners never force sexual activity or insist on doing something the other isn't comfortable with.	**Sexual abuse**—One partner pressures or forces the other into sexual activity against their will or without consent.
Independence—Neither partner is dependent upon the other for an identity. Partners maintain friendships outside of the relationship. Either partner has the right to end the relationship.	**Dependence**—One partner says that they "can't live without" the other. Partner may threaten to do something drastic if the relationship ends.
Humor—The relationship is enjoyable for both partners. Partners laugh and have fun.	**Hostility**—One partner may "walk on eggshells" to avoid upsetting the other. Teasing is mean-spirited.

Warning Signs

Emerge Center Against Domestic Abuse

The following are warning signs that a relationship may become abusive. They are often seen when a couple first begins dating, before the relationship becomes more committed. Independently, these may not be strong indicators. However, when several of these occur in combination, they are more predictive that the relationship will become abusive in the future.

Controlling behaviors: Telling partner how to style hair, what to wear, or always deciding where to go/what to do on dates; accompanying partner to appointments; getting inappropriately angry if partner is late or unavailable.
Cruelty to animals: Punishing animals harshly and being insensitive to their suffering.
Cruelty to children: having unrealistic expectations of children's capabilities; bullying or teasing children until they cry.
Disrespect: Speaking disrespectfully to partner; being rude to waiters and waitresses; expressing racist or sexist attitudes; being outwardly disrespectful to others of different social background, religion, race, or disability.
Double-standards: Having different set of rules and expectations for partner and self.
History of violent behavior: Having a history of violence in past relationships is predictive of violence in future relationships. Many, but not all, abusers have been victims of domestic abuse in their families when growing up.
Isolation: Monopolizing partner's time; sabotaging partner's relationships with family and friends; calling or texting frequently to check up on partner.
Impulsivity and mood swings: Not thinking through the consequences of actions; having explosive mood swings; acting like "Dr. Jekyll and Mr. Hyde;" ranting and raving over minor things.
Jealousy: Demonstrating excessive possessiveness; expressing ownership of partner; dropping by unexpectedly; having friends "keep an eye" on partner; accusing partner of flirting with others; making excuses for jealous behavior by saying it is out of love.
Minimization and blaming: Avoiding taking responsibility for actions; blaming others for problems and feelings; denying or minimizing past history of abuse or violence.
Quick involvement: Pushing a partner to commit to a serious relationship very quickly; wanting partner to move in, get married, or have children in a short period of time or before they are ready.
Threats of violence: Saying things like, "I'll kill myself if you leave me," or dismissing threats with comments like, "I was just joking," or "I really didn't mean it."
Unrealistic expectations: Expecting partner to be perfect and meet all of their needs; expecting partner to conform to rigid gender roles; demanding that their needs to come before partner's needs.
Use of force or coercion during sex: Guilt-tripping partner into having sex; showing little concern over whether partner wants or does not want sex.

Is your relationship based on power and control?

Physical and sexual assaults, or threats to commit them, are the most apparent forms of domestic violence and are usually the actions that allow others to become aware of the problem. However, regular use of other abusive behaviors by the batterer, when reinforced by one or more acts of physical violence, make up a larger system of abuse. Although physical assaults may occur only once or occasionally, they instill threat of future violent attacks and allow the abuser to take control of the woman's life and circumstances.

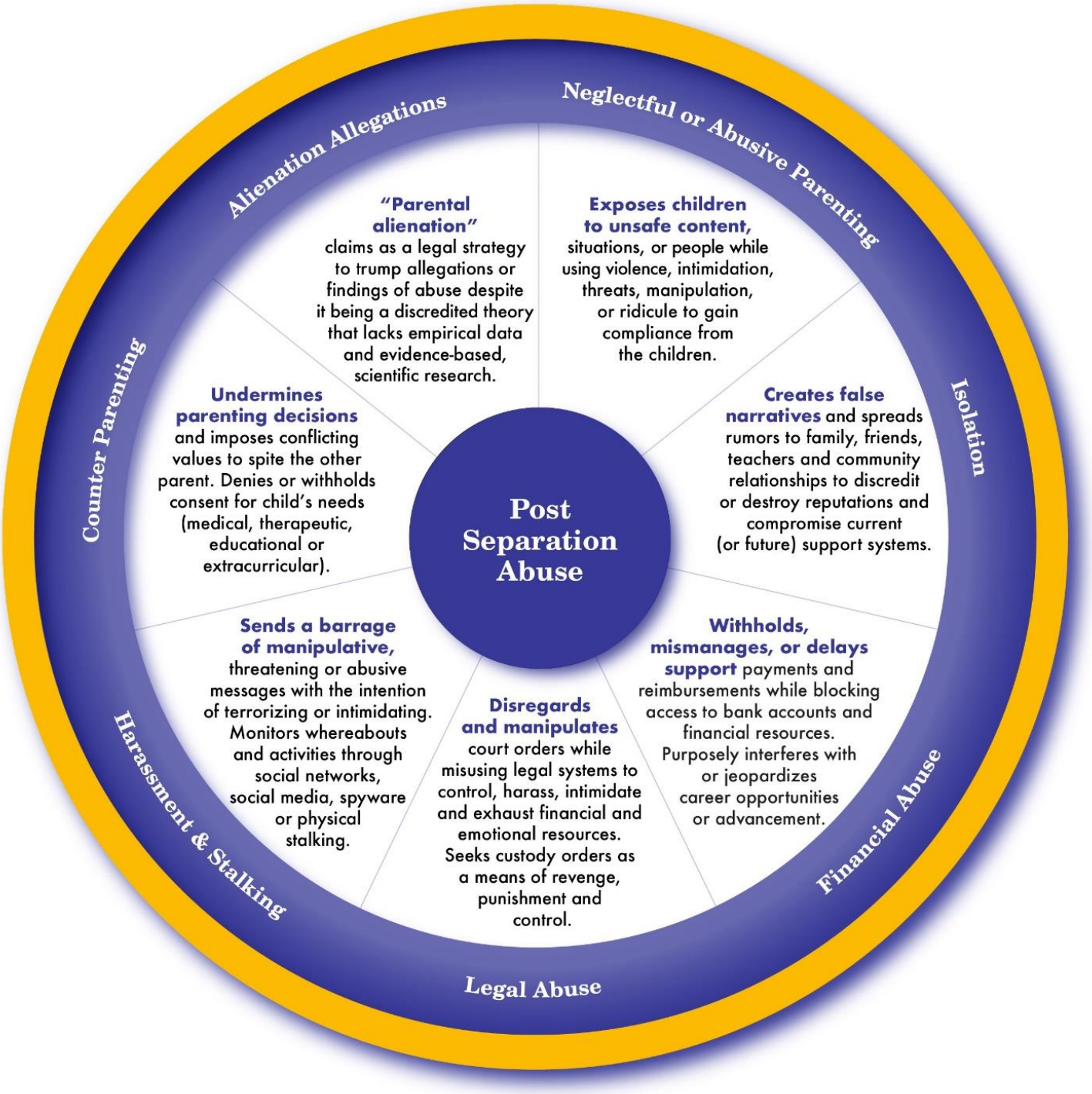
The Power & Control diagram is a particularly helpful tool in understanding the overall pattern of abusive and violent behaviors, which are used by a batterer to establish and maintain control over his partner. Very often, one or more violent incidents are accompanied by an array of these other types of abuse. They are less easily identified, yet firmly establish a pattern of intimidation and control in the relationship.



Círculo de Poder y Control



Post Separation Wheel





Domestic Violence is a CRIME! Know your RIGHTS!

Effects of Domestic Violence on Children

(661) 327-1091 **www.stopdvkern.org** 1-800-273-7713

Four million children a year witness domestic violence.

Children who witness battering or other abuse between their parents may experience feelings that include:

- Fear for their own and/or other parent(s)' safety
- Confusion about what and why it happened
- Sense of betrayal
- Anxiety about the future
- Anger with one or both parents
- Sense of loss
- Emotional injuries; example: low self-esteem
- Depression
- Guilt over not being able to protect their parent(s)
- Using denial as a coping style
- Fear of abandonment
- Stress related ailments
- Shame and isolation regarding the abuse
- Sad, withdrawn and moody
- Constant anxiety

Children who have witnessed battering or other abuse between their parents may experience behavior problems that include:

- Demanding excessive attention and being very clingy.
- Aggressive behavior that acts out violence
- Danger and/or violence seen as "normal"
- Cognitive/language/speech problems
- Stress-related physical and/or psychological illnesses; headaches, ulcers, rashes
- Testing limits of parent(s); talk back, yelling, disobedience
- Nightmares - become more fearful when parent(s) leave them
- Wetting bed. Having accidents during the day, especially if a younger child
- Don't want to play with other children in cooperative way
- Taking excessive and/or inappropriate amount of responsibility
- Thoughts and/or attempts of suicide
- Delinquency and/or poor school attendance due to illness
- Poor school adjustment. Inability to focus or concentrate
- Run away form home or being sent to live with another relative
- Substance abuse to relieve emotional pain
- Early marriages or pregnancies
- Inability to experience a "normal" childhood or adolescence
- High risk of abusing/neglecting their own children
- Repeating the violence in their own relationships/marriages

Scan this code with your phone for more info!

Head Start
A Program of *CAPK*

Your child's education is our priority!

Community Action Partnership of Kern's Head Start program is a no cost program for children 6 weeks to 5 years from low-income families and pregnant women. Families and children experiencing homelessness and children in the foster care system are also eligible, as well as children with disabilities and other special needs.

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







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

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

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

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

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

capk
Community Action Partnership of Kern

Our Head Start Students Receive:

- High-quality, age-appropriate learning from credentialed teachers
- Free medical and dental screenings, Healthy meals and snacks
- A safe indoor and outdoor setting to explore, discover, and learn

Give your child a Head Start!

1-800-701-7060

www.capk.org/headstart

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

Head Start
Un Programa de *CAPK*

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

Head Start es un programa sin costo, diseñado para niños (as) de 6 semanas hasta 5 años provenientes de familias de escasos recursos y mujeres embarazadas. Las familias y menores desamparados, así como las familias inscritas en el sistema de crianza, también pueden calificar para el programa, esto también incluye a los niños (as) con discapacidades y otras necesidades especiales.

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







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

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

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

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

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

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Community Action Partnership of Kern

Nuestros alumnos de Head Start reciben:

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

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

1-800-701-7060

www.capk.org/headstart

Early Head Start
A Program of CAPK

Your child's education is our priority!

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

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







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

Early Head Start

- Home Based
- Pregnant Women
- Full Day in Class

To complete an application, you will need:

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

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Community Action Partnership of Kern

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

APPLY NOW by scanning this!

(209) 242-9540

www.capk.org/headstart/

CAPK Early Head Start Children Receive:

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

Early Head Start
A Program of CAPK

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

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

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







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

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

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

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Community Action Partnership of Kern

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

¡APLICA AHORA escaneando esto!

(209) 242-9540

www.capk.org/headstart/

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

CalWORKs

Home Visiting Program







Home visiting could help you with:

- Pre-natal & post-partum education
- Family and community support
- Positive parent and child interactions
- Health and social services

Who May Be Eligible?

CalWORKs participants who are:

- Pregnant
- Parents or caretakers of children birth to 24 months.



To learn more or to sign up for the program,

Please contact our HVP Liaison at **(661)631-6756** or your CalWORKs case worker.

CalWORKs

Programa de Visitas a domicilio







Las visitas a domicilio le pueden ayudar con:

- Educación
- Apoyo familar y comunitario
- Interacción positiva entre padres e hijos
- Servicos sociales y de salud

¿Quién es elegible?

Las personas que participan en el programa de CalWORKs:

- Embarazadas
- Padres o guardianes de bebés recién nacidos hasta 24 meses de edad



Para obtener más información o inscribirse en el programa,

Llame al coordinador de HVP al **(661)631-6756** o a su trabajador social de CalWORKS.

MEMORANDUM

To: Policy Council

From: Rosa Guerrero, Administrative Analyst

Date: October 29, 2024

Subject: 2025-26 Head Start & Early Head Start Refunding Application – **Action Item**

As we approach the 2025-2026 program year, staff are preparing the Head Start annual refunding application due December 1st. This annual refunding application will be the second year of the five-year grant cycle supporting funding from March 1, 2025, to February 28, 2026. Included with the annual application is the detailed budget.

Budgetary changes are identified in the attached budget detail. The most significant include rising costs of Health Insurance in the Fringe Benefit category. Other noted changes are listed in the comment section of the detail. The total funding for this application includes $39,569,892 in base funding and $521,532 Training and Technical Assistance Funding.

Recommendation

Staff recommends the Policy Council approves with approval the submission of the Refunding Application for Head Start and Early Head Start Grant 09CH012489 for the funding year 2025-2026.

Attachments:
2025-2026 Combined Budget Detail
Policy Council Approval

HEAD START & EARLY HEAD START PROGRAM
CHILD AND ADULT CARE FOOD PROGRAM
STATE OF CALIFORNIA EARLY CHILDHOOD EDUCATION FUNDING
2025-2026 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	2025-26 Projected	VARIANCE increase (decrease)	Comments
PERSONNEL	**31,307,955**	**31,307,952**	**(3)**	
FRINGE BENEFITS	**9,703,314**	**9,762,616**	**59,302**	Increase based on cost of medical insurance
TRAVEL	**279,536**	**279,536**	**-**	
EQUIPMENT	**-**	**-**	**-**	
SUPPLIES				
Office Supplies	167,400	167,400	-	
Child and Family Services Supplies	953,427	953,427	-	
Food Services Supplies	93,000	93,000	-	
Other Supplies (e.g. janitorial, training)	219,291	219,291	-	
TOTAL SUPPLIES	**1,433,118**	**1,433,118**	**-**	
CONTRACTUAL				
Administrative Services	100,000	100,000	-	
Training & Technical Assistance	38,880	38,880	-	
Other Contracts	1,087,524	1,087,524	-	
TOTAL CONTRACTUAL	**1,226,404**	**1,226,404**	**-**	
CONSTRUCTION				
Construction Projects	-	-	-	
TOTAL CONSTRUCTION	**-**	**-**	**-**	
OTHER				
Rent	1,216,203	1,131,207	**(84,996)**	Closures of Head Start sites
Mortgage	-	-	-	
Utilities, Telephone	1,352,700	1,352,700	-	
Building & Child Liability Insurance	119,700	119,700	-	
Building Maintenance/Repair	1,893,036	1,098,141	**(794,895)**	One-time carry over funds used in previous year
Local Travel (children)	-	-	-	
Nutrition Services	1,969,943	1,971,795	**1,852**	Adjusted to match actual expense
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	**7,574,416**	**6,696,377**	**(878,039)**	
INDIRECT	**5,055,252**	**4,917,784**	**(137,468)**	Reflects one-time funds spent in previous year
BUDGETED EXPENDITURES	**56,579,995**	**55,623,787**	**(956,208)**	

REVENUES

STATE & FEDERAL REVENUES	2024-25 Approved	2025-2026 Projected	VARIANCE increase (decrease)	Comments
Head Start/EHS Program Operations	39,569,892	39,569,892	-	
Head Start/EHS Training & Technical Assistance	521,532	521,532	-	
Estimated Child & Adult Care Food Program	1,648,835	1,856,259	207,424	Adjusted based on full enrollment & higher reimbursement rate
Estimated California Department of Education	14,839,736	13,676,104	(1,163,632)	One-time stipend money was used in previous year
TOTAL STATE & FEDERAL REVENUES	**56,579,995**	**55,623,787**	**(956,208)**	

SUMMARY - 2025-2026

TOTAL REVENUES	55,623,787
TOTAL BUDGETED EXPENDITURES	55,623,787
DIFFERENCE	**-**
ESTIMATED HS/EHS ADMINISTRATIVE COST RATE:	**13.46%**