

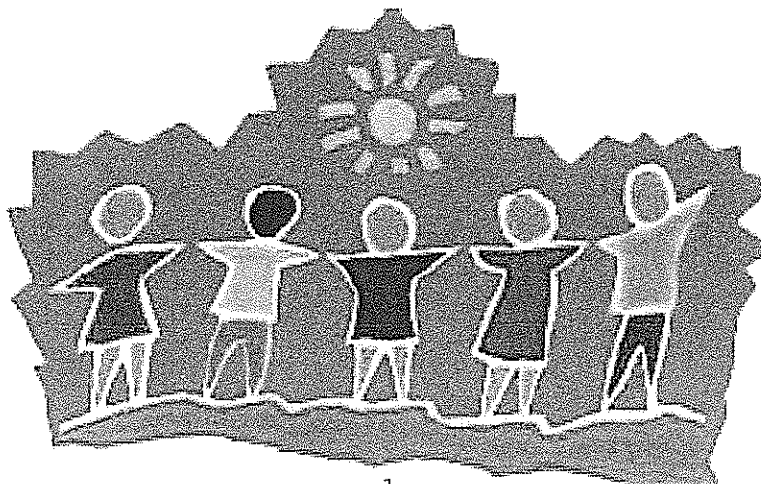


## Head Start/State Child Development Services

# POLICY COUNCIL MEETING PACKET

*March 31, 2016*

# GET INVOLVED!



# POLICY COUNCIL STANDING COMMITTEES

March 2016

## EXECUTIVE COMMITTEE

**Chairperson: Ashley Womack**  
**Vice Chairperson: Jason Warren**  
**Secretary: Ana Luna**  
**Treasurer: Catarina Cerda**  
**Parliamentarian: Janeth Rivera**

## STANDING COMMITTEE MEMBERS

\*The chairperson of each standing committee is taken from the Policy Council Executive Committee.

### BYLAWS (0 Openings)

**Chairperson: Janeth Rivera**

1. Jalisa Cockrell
2. Sonja Segoviano
3. Cindy Granados
4. Ashley Womack
5. Ana Vigil

### PLANNING (2 Openings)

**Chairperson: Jason Warren**

1. Caterina Cerda
2. Deborah Martinez
3. Estrella Mendez
4. Bryce Bray
5. Opening
6. Opening

### PERSONNEL (1 Opening)

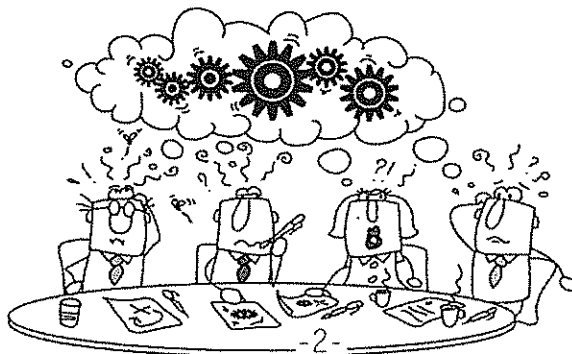
**Chairperson: Ana Luna**

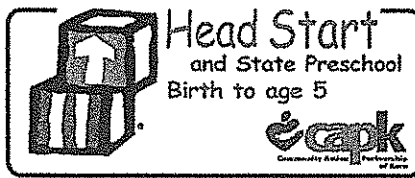
1. Jason Warren
2. Josenn Vergara
3. Erica Ruvalcaba
4. Opening

### FINANCE (2 Openings)

**Chairperson- Catarina Cerda**

1. Gabriella McCutcheon
2. Christina Bates
3. Christine Hernandez
4. Salvador Zambrano
5. Opening
6. Opening





## **Community Action Partnership of Kern Functions of the Policy Council Sub-Committees**

Each Policy Council member must participate on one committee. Each Policy Council member will sit on a maximum of two (2) committees, and a minimum of one (1) committee, during the course of the Policy Council year.

### **Function of the Budget and Finance Committee**

The Policy Council Treasurer will chair the Finance Committee. The Budget and Finance Committee will perform the following functions:

- Work with key Governing Board, Head Start/Early Head Start and/or General Child Care management staff in developing/reviewing the following for recommendation to the Policy Council for approval/disapproval:
  1. 1304.50(d)(1)(i) All funding applications and amendments to funding applications for Early Head Start and Head Start, including administrative services, prior to the submission of such applications to the grantee (in the case of Policy Committees) or to HHS (in the case of Policy Councils).
  2. 1304.50(f) Policy Council, Policy Committee, and Parent Committee reimbursement. Grantee and delegate agencies must enable low-income members to participate fully in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the members.

### **Functions of the Planning Committee**

The Policy Council Vice Chairperson will chair the Planning Committee. The Planning Committee will perform the following functions:

- Work with the Program, Design and Management Administrator, Administration Staff, Policy Council and Governing Board to ensure that members are aware of established agency time frames and procedures for program planning.
- The following Governance responsibilities are cited from the Head Start Program Performance Standards 1304.50 Appendix A: Governance and Management Responsibilities.
  1. 1304.50 (d) (1) (iii) Procedure for program planning in accordance with this Part and the requirements of 45 CFR 1305.3
  2. 1304.50 (d) (1)(iv) The program's philosophy and long and short range program goals and objectives.
  3. 1304.50 (d) (1) (vii) Criteria for defining recruitment, selection and enrollment priorities in accordance with the requirements of 45 CFR 1305.
  4. 1304.50 (d)(1)(viii) The annual self-assessment of the grantee or delegate agency's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.

### **Functions of the Personnel Committee**

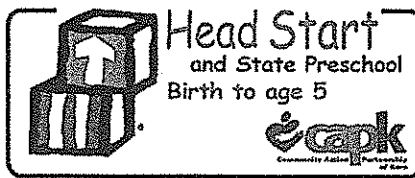
The Policy Council Secretary will chair the Personnel Committee. The Personnel Committee will perform the following functions:

- a. The Personnel Committee will match the number of members that serve on the Board of Directors Personnel Committee. If additional members are needed a Policy Council Representative may be asked to participate on this committee. The Personnel Committee will send an equal amount of the Board representation if circumstances call for a Joint Personnel



Committee Meeting.

- b. The Personnel Committee will work with the Head Start/State Child Development Director and other agency staff in developing/reviewing the following for recommendation to the Policy Council for approval/disapproval:
  1. 1304.50 (h) internal dispute resolution. Each Policy Council or Policy Committee jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group. The Personnel Committee will review, at least annually, the written procedures for resolving internal disputes, including impasse procedures, between the Community Action Partnership of Kern Board of Directors and the Policy Council as it appears in the **Community Action Partnership of Kern Employee Policy Manual**, and revise, review, update as deemed necessary.
  2. 1304.50(d)(1)(ix) Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, and volunteers. The Personnel Committee will review, revise, update at least annually, the **Community Action Partnership of Kern Employee Policy Manual** as it relates to Head Start/Early Head Start personnel, and make recommendations as are deemed necessary or advisable.
  3. 1304.50(d)(1)(x) Decisions to hire or terminate the Early Head Start or Head Start director of the grantee agency. The Head Start/Early Head Start Policy Council will participate in paper screening and interview process ( if PC Member is available) for Head Start/Early Head Start positions and make recommendations to the Policy Council concerning the hiring of such applicants. In accordance with the **Community Action Partnership of Kern Employee Policy Manual**, and other applicable local, state, and federal regulations.
  4. 1304.50(d)(1)(xi) Decisions to hire or terminate any person who works primarily for the Early Head Start or Head Start program of the grantee agency. The Director will make recommendations to the Personnel Committee of pending termination of Head Start/Early Head Start employees and the Personnel Committee will make recommendations in such cases to the Policy Council, in accordance with the **Community Action Partnership of Kern Employee Policy Manual**, and other applicable local, state, and federal regulations.



## **Asociación de Acción Comunitaria de Kern Funciones de los Sub-Comité del Consejo de Política**

Cada miembro del Consejo de Política debe participar en un comité. Cada miembro del Consejo de Política se sentará en un máximo de dos (2) comités, y un mínimo de un (1) comité, durante el curso del año del Consejo de Política.

### **Funciones del Comité de Presupuesto y Finanzas**

El Tesorero del Consejo de Política presidirá el Comité de Finanzas. El Comité de Presupuesto y Finanzas desempeñará las siguientes funciones:

- Trabaja con la Junta clave de Gobernación, el personal administrativo de Head Start y Early Head Start y el cuerpo general de Cuidado Infantil para desarrollar y revisar las siguientes recomendaciones al Consejo de Políticas para su aprobación / desaprobar:
  1. 1304.50 (d) (10) (i) Todas las solicitudes de financiamiento y enmiendas a las solicitudes de financiamiento para el programa Early Head Start, incluyendo los servicios administrativos, antes de la sumisión de dichas solicitudes al concesionario (en el caso de los comités de Política) o Salud y Servicios Humanos (HHS) (en el caso de los Consejos de Política).
  2. 1304.50 (f) Reembolso al Consejo de Política, Comité de Política, y Comité de padres. Los concesionarios y las agencias delegadas deben habilitar a miembros de bajos ingresos para que participen enteramente en las responsabilidades de su grupo y reembolsando si es necesario los gastos razonables incurridos por los miembros.

### **Comité de Planificación**

El Vice-Presidente del Consejo de Política presidirá el comité de Planificación. La función del comité es:

- Trabaja con el programa, el Administrador del Programa de Diseño Administración el Personal Administrativo, el Consejo de Política y el Consejo de Gobernación para asegurar que los miembros estén conscientes del marco de tiempo apropiado establecido por la agencia y los procedimientos para la planificación del programa.
- Las siguientes responsabilidades de gobernación son citas de las normas de ejecución de Head Start 103.50 Apéndice A: Responsabilidades de Gobernación y Administración.
  1. 1304.50 (d) (1) (iii) Los procedimientos para el diseño del programa en conformidad con esta parte y los requisitos de CFR 1305.3'
  2. 1304.50 (d) 91 (IV) La filosofía del programa y las metas y objetivos a corto y largo plazo.
  3. 1304.50 (d) 91 (vii) Los criterios que definan el reclutamiento, la selección y las prioridades de inscripción de conformidad con los requisitos de 45 CFR 1305.
  4. 1304.50 (d) (1) (viii) La evaluación anual del progreso de la agencia concesionaria o delegada en desempeñar la intención programática y fiscal establecida en su solicitud de fondos, incluyendo la planificación u otras acciones como resultado de la auditoría anual y los resultados de la revisión Federal.

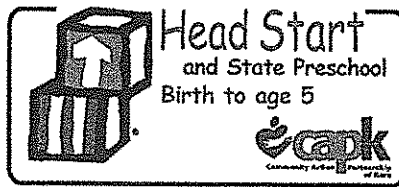
### **Funciones del Comité de Personal**

El Secretario del Consejo de Política presidirá el Comité de personal. El Comité de Personal desempeñará las siguientes funciones como mínimo:

- El Comité de Personal elegirá a los miembros del subcomité para que coincida con el número de miembros que sirven en el Comité de Personal del Consejo Directivo. El Comité de Personal elegirá un comité conjunto si las circunstancias lo exigen una reunión del comité de junta mixta.



- Si se necesitan miembros adicionales un Consejo Representante de Política se le puede pedir a participar en este comité. El Comité de Personal enviará una cantidad igual de la representación Directivo si las circunstancias lo exigen para una Reunión del Comité Directivo Conjunto. Trabajar con el Director de Servicios de Desarrollo Infantil Estatal Head Start, y el personal de otras agencias, en el desarrollo/visión de las siguientes recomendaciones al Consejo de Política para su aprobación o desaprobarción:
  1. 1304.50 (h) Resolución de disputas internas. Cada Consejo de Política o Comité de Política deben establecer conjuntamente procedimientos por escrito para resolver disputas internas, incluyendo procedimientos de impasse entre el cuerpo directivo y el grupo de Política. Por lo menos, anualmente, el comité de personal revisara los procedimientos escritos, incluyendo los procedimientos de impasse entre la Junta Directiva de la Asociación de Acción Comunitaria y el Consejo de Política tal como se menciona en el **Manual de Política de Empleados de la Asociación de Acción Comunitaria de Kern** y revisara, repasara y actualizará como se considere necesario.
  2. 1304.50 (d) (1) (x) Las Política sobre el personal del programa y los cambios subsiguientes a esas políticas, en conformidad con 45 CFR 130.31, incluyendo las normas de conducta para el personal del programa, los consultantes voluntarios. El comité de personal revisara, repasara y actualizará por lo menos anualmente el **Manuel de Normas de Empleados de la Asociación de Acción Comunitaria de Kern** a como este se relaciona al personal de Head Start y Early Head Start y hará recomendaciones a como sea aconsejable o necesario.
  3. 1304.50 (d) (1) (x) Las decisiones para contratar o despedir al Director de Early Head Start y Head Start de la agencia concesionaria. El Consejo de Política participara en el proceso de selección de papeleo y proceso de entrevista (si el miembro del PC está disponible) para posiciones de Head Start y Early Head Start y hacer recomendaciones al Consejo de Política concerniente a emplear tales aplicantes, de acuerdo con el **Manual de Normas para Empleados de la Asociación de Acción Comunitaria de Kern** y otras regulaciones locales, estatales y federales aplicables.
  4. 1304.50 (d) (1) (xi) las decisiones para contratar o despedir a cualquier persona que trabaja para Head Start de la agencia concesionaria. El Director le hará recomendaciones al Comité de Personal sobre casos pendientes de despido de empleados y en tal caso hará recomendaciones al Consejo de Política según con el **Manual de Normas para Empleados de la Asociación de Acción Comunitaria de Kern** y otras regulaciones locales, estatales y federales aplicables.



## **Policy Council Subcommittee Meetings**

### **PC Planning Subcommittee**

Meetings take place the first Tuesday of every month from 5:30 to 6:30 p.m.

### **PC Finance & Budget Subcommittee**

Meetings take place the second to last Thursday of every month from 5:30 to 6:30 p.m.

### **PC Personnel Subcommittee**

Meetings take place the last Tuesday of every month from 5:00 to 6:00 p.m.

---

## **Reuniones de los Subcomités del Consejo de Política**

### **Subcomité de Planificación del PC**

Se reúne el primer martes de cada mes a las 5:30 a 6:30 p.m.

### **Subcomité de Finanzas y Presupuesto del PC**

Se reúne el penúltimo jueves de cada mes a las 5:30 a 6:30 p.m.

### **Subcomité de Personal del PC**

Se reúne el ultimo martes de cada mes a las 5:00 a 6:00 p.m.





| # | Region 5 PC Member Name     | Nov 11 2015 | Dec 2015 | Jan 2016 | Feb 2016 | Mar 2016 | Apr 2016 | May 2016 | June 2016 | July 2016 | Aug 2016 | Sept 2016 | Oct 2016 |
|---|-----------------------------|-------------|----------|----------|----------|----------|----------|----------|-----------|-----------|----------|-----------|----------|
| 1 | Sandra Nieves- Alicante     | ABS         | X        | ABS      | X        |          |          |          |           |           |          |           |          |
| 2 | Sonja Segoviano- Alicante   | X           | X        | X        | ABS      |          |          |          |           |           |          |           |          |
| 3 | Katherine Goodwin- Vineland |             |          |          | ABS      |          |          |          |           |           |          |           |          |
| 4 | Jairon Castillo- Cal City   | X           | X        |          |          |          |          |          |           |           |          |           |          |
| 5 | Erendida Meza- Alicante     | ABS         | ABS      |          |          |          |          |          |           |           |          |           |          |
| # | Home Base PC Member Name    | Nov 11 2015 | Dec 2015 | Jan 2016 | Feb 2016 | Mar 2016 | Apr 2016 | May 2016 | June 2016 | July 2016 | Aug 2016 | Sept 2016 | Oct 2016 |
| 1 | Caterina Cerda- K.Woods     | X           | X        | X        | X        |          |          |          |           |           |          |           |          |
| 2 | Cindy Granados- Magaly Diaz |             | X        | X        | X        |          |          |          |           |           |          |           |          |
| 3 | Carey Behill- T. Cordova    |             |          |          |          |          |          |          |           |           |          |           |          |
|   | BC/Blanton EHS Partnership  | Nov 11 2015 | Dec 2015 | Jan 2016 | Feb 2016 | Mar 2016 | Apr 2016 | May 2016 | June 2016 | July 2016 | Aug 2016 | Sept 2016 | Oct 2016 |
| 1 | Deborah Martinez            |             | X        | X        | ABS      |          |          |          |           |           |          |           |          |
|   | San Joaquin EHS Partnership | Nov 11 2015 | Dec 2015 | Jan 2016 | Feb 2016 | Mar 2016 | Apr 2016 | May 2016 | June 2016 | July 2016 | Aug 2016 | Sept 2016 | Oct 2016 |
| 1 | Mary Robinson               | X           | X        | X        | ABS      |          |          |          |           |           |          |           |          |
| 2 | Joseen Vergara              | X           | X        | X        | X        |          |          |          |           |           |          |           |          |
|   | Community Rep Member        | Nov 11 2015 | Dec 2015 | Jan 2016 | Feb 2016 | Mar 2016 | Apr 2016 | May 2016 | June 2016 | July 2016 | Aug 2016 | Sept 2016 | Oct 2016 |
| 1 | Open (Past Parent)          |             |          |          |          |          |          |          |           |           |          |           |          |
| 2 | Open (Community)            |             |          |          |          |          |          |          |           |           |          |           |          |
|   | Board Member                | Nov 11 2015 | Dec 2015 | Jan 2016 | Feb 2016 | Mar 2016 | Apr 2016 | May 2016 | June 2016 | July 2016 | Aug 2016 | Sept 2016 | Oct 2016 |
| 1 | Ana Viquez-GBLA             | X           | X        | X        | ABS      |          |          |          |           |           |          |           |          |

**COMMUNITY ACTION PARTNERSHIP OF KERN  
HEAD START / STATE CHILD DEVELOPMENT PROGRAMS  
POLICY COUNCIL (PC) MEETING MINUTES  
FEBRUARY 25, 2016**

1. **CALL TO ORDER** – Chairperson, Ashley Womack called the meeting to order at 5:30 p.m.
  - a. Moment of Silence, Pledge of Allegiance
  - b. Reading of 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 are dedicated to helping people help themselves and each other.”*
  
2. **ROLL CALL/SET QUORUM** – Secretary - Quorum was established.  
**PC Members Present:** Ashley Womack, Bryce Bray, Erica Ruvalcaba, Christine Hernandez, Janeth Rivera, Estrella Mendez, Salvador Zambrano, Jason Warren, Gabriella McCutcheon, Christina Bates, Sandra Nieves, Cindy Granados, Caterina Cerda, Josenn Vergara  
**Others Present:** Pamala Roberts, Family Education Coordinator; Lisa Price, PDM Administrative Assistant; Argelia Diaz, Family Services & Governance Program Assistant; Pam Pritchard, Assistant Director Head Start/State Child Development; Jerry Meade, PDM Administrator; Maura Sandoval, Staffing Specialist; Michael Lackman, Human Resources Manager; Donna Holland, Fiscal Manager; Mary Ann Mooney, Program Manager; LeTisha Brooks, Program Manager; Krissie Leach, Program Manager; Rashi Strother, Family Services & Governance Specialist, Delores Patricio, Disabilities CAS; Susie Martinez, Disabilities CAS; Shirley Park, Disabilities CAS; Maria Guadian, Disabilities CAS; Karlie Navarrete, Guest; Bri Navarrete, Guest; Erendida Meza, Guest
  
3. **APPROVAL OF AGENDA** – Chairperson, Ashley Womack (\*ACTION)
  - a. Approval of the PC agenda dated February 25, 2016 was made by Christine Hernandez; seconded by Jason Warren. Motion carried unanimously.
  
4. **APPROVAL OF MINUTES** – Chairperson, Ashley Womack (\*ACTION)
  - a. Approval of the PC meeting minutes dated January 28, 2016 was made by Bryce Bray; seconded by Estrella Mendez. Motion carried unanimously.
  
5. **PRESENTATION OF GUESTS/PUBLIC FORUM**  
*(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. **Speakers are limited to five minutes each.** If more than one person wishes to address the same topic, total group time for topic will be 10 minutes. Please state your name before making your presentation. Thank you.*  
None
  
6. **STANDING COMMITTEE REPORT** (3 minutes each)
  - a. Personnel Committee - Quorum was established. The employee handbook and the application process was reviewed with members present at the meeting.
  - b. Planning Committee - No report, Committee did not meet.
  - c. Finance Committee - Quorum was established. The Parent Activity Funds requested was reviewed and approved by the Committee. Committee members reviewed the monthly budget reports.
  - d. By-Laws Committee - No report, Committee did not meet.

7. **HUMAN RESOURCES (\*ACTION)**

**a. Human Resources Report – Maura Sandoval, Staffing Specialist**

Maura distributed the Human Resources report for review & approval. A Policy Council member questioned why the report is brought to PC for approval if candidates have already been hired. Maura shared that in some situations we need to have positions filled immediately, therefore we offer employment to qualified candidates who have met all of the criteria including a fingerprint clearance and background check. Another Policy Council member asked what if Policy Council does not approve the HR report. Mike Lackman, Human Resource Manager stated we have a 30 day clause that would then allow us to start the process of termination. Motion was made by Caterina Cerda to approve the HR Report; motion was seconded by Janeth Rivera. Motion carried unanimously.

**b. Executive Session – Mike Lackman, Human Resources Manager- None**

8. **PRESENTATIONS**

**a. Disabilities Training – Delores Patricio, Disabilities Content Area Specialist**

The Disabilities Content Area Specialists' shared information about their team's role and responsibilities as a Specialist. Delores stated that as a requirement of our grant 10% of our funded enrollment must serve children with disabilities. A comprehensive developmental screening is conducted to determine the most appropriate placement of the child and individual education goals are discussed between parents and staff. The Individualized Education Plan (IEP) is also reviewed with teaching staff with ongoing training. The goal of the team is to foster a positive, inclusive environment in the least restrictive setting. A few success stories were shared by Shirley Park and Susie Martinez. In closing, the team stated much can be accomplished when we all work together. Policy Council parents were encouraged to attend the Disabilities Advisory Committee Meeting to be held on March 31, 2016.

9. **NEW BUSINESS – Chairperson (\*ACTION)**

**a. Administrative Cost rate change to 10% De Minimis – Yolanda Gonzales, Director of Head Start / State Child Development**

On behalf of Yolanda, Jerry Meade, Program Design Management Administrator, requested that the Policy Council approve a budgetary change from our current direct cost allocation plan to and indirect 10% de minimis cost allocation plan for administrative functions (the maximum admin expense will remain at 15 %.) Centralized administrative functions across Community Action Partnership of Kern (CAPK) include WIC, HEAP, 211, Food Bank, VITA, etc. will all be included in this change. The 10% de minimis allows Head Start to see how all of our dollars across our grants are being used. Jeremy Tobias, CAPK's Executive Director, with the help of a consultant has evaluated this process to ensure compliance. Mr. Meade recommended that Policy Council approve the change to the 10% de minimis allocation plan. Motion was made by Bryce Bray; seconded by Josenn Vergara. Motion carried unanimously.

**b. Request to approve the 2016-2017 Parent Activity Fund – Janelle Gonzalez, Governance Coordinator**

Janelle provided a spreadsheet of the requested funds for approval. She shared that the objective of Parent Activities is to give parents the experience in planning an activity within our program that they can use when their children move on to elementary school. The activities to take place are geared towards school readiness and also support the Parent & Family Engagement Framework. A motion was made by Gabriella McCutcheon to approve the 2016-2017 Parent Activity Fund; seconded by Jason Warren. Motion carried unanimously.

**c. Nomination and election of 2015- 2016 PC Vice Chairperson**

It was shared that Christina Bates will be stepping down from the position of 2015 – 2016 PC Vice Chairperson. Nominations were then taken for candidates to fill this position. As a result Jason Warren and Christine Hernandez were the candidates. Janelle briefly shared the roles and responsibilities of the PC Vice Chairperson. Jason spoke as to why he would like to fill this vacancy. Upon conclusion of speaking, Christine rescinded her nomination. Voting took place to elect Jason Warren as the 2016-2017 PC Vice Chairperson. Motion was made by Christine Bates; seconded by Josenn Vergara. Motion carried

unanimously.

10. **CONSENT CALENDAR**

*Information concerning the Consent item(s) listed below has been forwarded to each Policy Council Member for study prior to this meeting. Unless a PC member, or member of the public, has question concerning a particular item and asks that it may be withdrawn from the Consent Calendar; the items are approved at one time by the full Policy Council. If there are any PC members, or members of the public, wishing to remove any item from the Consent Calendar, please indicate at this time.*

None

11. **COMMUNICATIONS – Chairperson**

- a) Head Start & Early Head Start Budget vs. Actual Expenditures (including Non Federal and In-Kind), for HS/EHS Kern, EHS San Joaquin and EHS Child and Care Partnerships March 1, 2015 through January 30, 2016
- b) Parent Local Travel & Child Care March 1, 2015 through January 30, 2016 (English/Spanish)
- c) Parent Out-of-County Travel, March 1, 2015 through January 30, 2016 (English/Spanish)
- d) Parent Activity Funds, March 1, 2015 through January 30, 2016 (English and Spanish)
- e) Parent Meals Report, March 1, 2015 through January 30, 2016 (English/Spanish)
- f) Child and Adult Care Food Program/Central Kitchen Report, January 2016
- g) Enrollment and Average Daily Attendance Report for HS/EHS Kern, EHS San Joaquin and EHS Child Care Partnerships, January 2016
- h) Administration for Children and Families Office of Head Start Overview of Findings Letter dated January 22, 2016 (English/Spanish)
- i) U.S. Department of Health & Human Services Administration for Children and Families notice of National Center of EHS Child Care Partnerships expansion and evaluation issued February 2016
- j) PC Personnel Subcommittee minutes January 28, 2016  
Motion made by Caterina Cerda to receive and file items (a) – (j)

12. **POLICY COUNCIL REPORTS/TRAINING – Janelle Gonzalez, Program Governance Coordinator**

At this time, Janelle shared that the Regional Parent Committee (RPC) meets 3 times a year. Meetings are held in October, January, and April. She added these meetings have been in support of the School Readiness goals mandated by the Office of Head Start. For this year's RPC meetings the outcomes are in support of the Health and Nutrition goals. Parents were provided information by Nurses from the San Joaquin Hospital on how to support a Heart healthy lifestyle at the meeting in October. The meeting in January included a Zumba instructor from the Friendship House and parents enjoyed their time with a brief interactive Zumba dance instruction. Family Education Coordinators were also in support of this year's RPC meetings. Leah Green provided an informative education training on the "Building Study" to support the current curriculum in the classroom. Parents were enthusiastic to share what they had already implemented at home in support of the building study as well. Janelle announced that the final RPC meetings will take place in April. She encouraged PC members to attend as she shared there will be certificates provided along with a nutritional experience. At this time, Janelle introduced Patty Hinojosa, Family Services & Governance Manager to provide outcomes from the second annual School Readiness Resource Fair February 6, 2016. Patty thanked her staff for their support to plan this engaging event for families. She shared how the event included a guest speaker from Kaplan that provided information to families on the importance of being a part of their child's education and the positive impact their engagement makes in their children's life. The Resource fair included a fun interactive learning experience from another Guest Speaker Shawn Brown, who has developed educational music CDs for children and families. Some of the community partners that joined the resource fair were 211, HEAP, WIC services, Kern County Library, the Bakersfield Police Department, and many more. Parents walked away with information on the importance of being a part of their child's education, how to make daily routines interactive and fun for their children, and a number of community resources readily available to them. Patty then concluded her presentation with PC member comments. Jason Warren stated the

resource fair was informative and fun. Christine Hernandez mentioned she now uses a Shawn Brown music CD in the car for her son to listen to instead of music from the radio.

**13. COMMUNITY REPRESENTATIVE REPORT**

*None given as this position is currently vacant.*

**14. POLICY COUNCIL CHAIRPERSON REPORT – Chairperson, Ashley Womack**

Ashley asked PC members to get involved and participate in the program. She added that by doing projects at home, in-kind is generated. Ashley also encouraged parents to participate in activities taking place at their child's center especially during this upcoming week as they celebrate Dr. Seuss' birthday and Read across America. She also congratulated Jason on his new position of PC Vice Chairperson.

**15. BOARD OF DIRECTORS REPRESENTATIVE REPORT – Ana Vigil**

On behalf of Ana Vigil, Janelle shared that Ashley attended her first Board of Director's meeting where she promoted the Dr. Seuss Read across America Event. There are a few Board members that will be attending this event and reading to Head Start children at their centers. The Recruitment and Selection Plan was approved by the Board to Directors. Janelle explained this is an example of how shared decision making takes place. The Recruitment and Selection Plan will be brought to PC for approval as well. She reminded PC members of their training that took place in November where they became familiar with the Head Start Performance Standards and Appendix A. Appendix A is guidance for us to understand what Policy Council members review and approve.

**16. DIRECTORS REPORT (HEAD START/STATE CHILD DEVELOPMENT) – Yolanda Gonzales**

On behalf of Yolanda, Pam Pritchard, Assistant Director, congratulated Ashley on her position as PC Chairperson. Pam shared that the CAPK Annual Report was provided to members as requested at the last PC meeting. Janelle shared that she will be sending the annual report to our San Joaquin County office for the two PC members to have as well. Although we recruit throughout the year, March is our big enrollment push and we also begin recruiting for the upcoming school year. She encouraged parents to share this information with their family and friends to support recruitment for the program. Pam also shared that we recently added another classroom in Taft. Our Taft Center had a huge waitlist and when the school district offered us another classroom the program was eager to take advantage of the opportunity. The classroom was licensed last week and is now providing services to 54 families. PC members were reminded that February 29<sup>th</sup> marks the end of our 2015-2016 budget year. Pam shared that in celebrating Read across America, centers will have a variety of activities throughout the week and parent participation was encouraged. Pam thanked Jason for his kind words and his support of the program which were expressed when sharing his reasons for wanting to assume the position of PC Vice Chairperson. It was a reminder to her that all the long hours, meetings, and training her staff are a part of, is all worth it to support Head Start families.

**17. ANNOUNCEMENTS – Chairperson**

Janelle reminded members to turn in mileage and childcare reimbursement forms tonight, as Monday (February 29, 2016) is the end of our fiscal year.

**18. ADJOURNMENT – Chairperson**

Meeting was adjourned at 6:57 p.m.

*Lisa Price/PDM Administrative Assistant  
Completed 3.03.16*

*Janelle Gonzalez, Program Governance Coordinator 3.04.16*

**ASOCIACIÓN DE ACCIÓN COMUNITARIA DE KERN  
PROGRAMAS DE DESARROLLO INFANTIL ESTATAL / HEAD START  
ACTA DE LA REUNIÓN DEL CONSEJO DE POLÍTICA  
25 DE FEBRERO DEL 2016**

1. **Llamado a la orden**- **Presidente, Ashley Womack**, llamó la reunión a la orden a las 5:30 p.m.
  - a. Momento de Silencio, Proclamación de Lealtad
  - b. Lectura de la Promesa de la Asociación Comunitaria  
*"La asociación de acción cambia la vida de las personas, incorpora el espíritu de esperanza, mejora comunidades, y hace de América un mejor lugar donde Vivir. Nos preocupamos por la comunidad entera y estamos dedicados a ayudar a las personas a que se ayuden a sí mismas y a los demás.*
  
2. **Pasar Lista/ Establecer Quórum**- **Secretaria- Quórum no fue establecido.**  
**Miembros del PC Presentes:** Ashley Womack, Bryce Bray, Erica Ruvalcaba, Christine Hernandez, Janeth Rivera, Estrella Mendez, Salvador Zambrano, Jason Warren, Gabriella McCutcheon, Christina Bates, Sandra Nieves, Cindy Granados, Caterina Cerda, Josenn Vergara.  
**Otros Presentes:** Pamala Roberts, Coordinadora de Servicios Familiares; Lisa Price, Asistente Administrativa de PDM; Argelia Díaz, Asistente del Programa de Servicios Familiares y Gobernación; Pam Pritchard, Asistente Directora de Desarrollo Infantil Estatal / Head Start; Jerry Meade, Administrador de PDM; Maura Sandoval, Especialista Personal; Michael Lackman, Gerente de Recursos Humanos; Donna Holland, Gerente Fiscal; Mary Ann Mooney, Gerente del Programa; LeTisha Brooks, Gerente del Programa; Krissie Leach, Gerente del Programa; Rashi Strother, Especialista del Programa de Servicios Familiares y Gobernación, Delores Patricio, CAS de Discapacidad; Susie Martinez, CAS de Discapacidad; Shirley Park, CAS de Discapacidad; Maria Guadian, CAS de Discapacidad; Karlie Navarrete, Invitada; Bri Navarrete, Invitada; Erendida Meza, Invitada.
  
3. **Aprobación de la Agenda**- **Presidente, Ashley Womack (\*ACCION)**
  - a. Aprobación de la agenda del PC con fecha del 25 de febrero del 2016, moción fue hecha por Christine Hernandez; secundado por Jason Warren. Iniciativa fue aprobada.
  
4. **Aprobación de la Acta**- **Presidente, Ashley Womack (\*ACCION)**
  - a. Aprobación del acta de la reunión del PC con fecha del 28 de enero del 2016 fue hecha por Bryce Bray; secundado por Estrella Mendez. Iniciativa fue aprobada.
  
5. **Presentación de Invitados/Foro Público**

El público que desee dirigirse al Consejo de Política podrá hacerlos. Los miembros del Consejo de Política podrán responder brevemente a las declaraciones formuladas o a preguntas formuladas. Sin embargo, el PC no tomara ninguna otra acción que no sea la de remitir dichos asuntos al personal para su estudio y análisis. Los Presentadores se limitaran a cinco minutos cada uno. Si más de una persona desea tratar el mismo tema, se le concederá al grupo total de 10 minutos para ese tema. Por favor indique cuál es su nombre antes de hacer su presentación, Gracias.  
Ninguno
  
6. **Informe de los Comités Vigentes** (3 minutos cada uno)
  - a. Comité de Personal- El comité estableció quorum. El Manual de Empleados y el proceso de como procesar una aplicación fue revisada.
  - b. Comité de Planificación- ninguno informe
  - c. Comité de Finanzas- El comité estableció quorum. El Fondo de Actividad de Padres fue revisado y aprobado. El comité también reviso el presupuesto.

d. **Comité de Estatutos- Ninguno informe**

**7. Informe de Recursos Humanos- (\*\*ACCION)**

**a. El Informe de Recursos Humanos- Maura Sandoval, Especialista del Personal**

Maura distribuyó el informe de Recursos Humanos para su revisión y aprobación. Un miembro del Consejo de Política cuestionó por qué el informe es llevado al PC para su aprobación si ya se han contratado a los candidatos. Maura compartió que en algunas situaciones tenemos que tener puestos ocupados de inmediato, por lo que ofrecemos el empleo a los candidatos cualificados que hayan cumplido con todos los criterios que incluyen una autorización de huellas digitales y verificación de antecedentes. Otro miembro del Consejo de Política preguntó si el Consejo de Política no aprueba el informe de recursos humanos que sucederá. Mike Lackman, Gerente de Recursos Humanos indico que tenemos una cláusula de 30 días, que luego nos permitirá iniciar el proceso de terminación. La propuesta fue hecha por Caterina Cerda para aprobar el Informe de Recursos Humanos; moción fue secundada por Janeth Rivera. Iniciativa fue aprobada.

**b. Sesión ejecutiva- Mike Lackman, Gerente de Recursos Humanos – Ninguno**

**8. Presentaciones**

**a. Entrenamiento de Discapacidades- Delores Patricios, Especialista del Área Contenido de Discapacidad**

Las Especialistas del Área Contenido de Discapacidad compartieron información sobre el papel y las responsabilidades de su equipo como especialistas. Delores declaró que como una exigencia de nuestra subvención el 10% de nuestra matrícula financiada debe servir a los niños con discapacidades. Un examen de desarrollo integral se lleva a cabo para determinar la ubicación más adecuada de los objetivos de la infancia y la educación individual se discute entre los padres y el personal. El Plan de Educación Planificado (IEP) también se revisa con el personal docente con formación continua. El objetivo del equipo es fomentar un ambiente positivo, incluido en el entorno menos restrictivo. Algunos casos de éxito fueron compartidos por Shirley Park y Susie Martínez. Al cerrar, el equipo afirmó que se puede lograr mucho cuando todos trabajamos juntos. Se animó a los padres del Consejo de Política asistir a la reunión del Comité Consultivo de Discapacidad que tendrá lugar el 31 de marzo de 2016.

**9. Nuevos Asuntos- Presidente (\*\*ACCION)**

**a. Cambio en la tasa de Costos Administrativos 10% De Mínimis- Yolanda Gonzales, Directora de Desarrollo Infantil Estatal/ Head Start**

En nombre de Yolanda, Jerry Meade, Administrador del Programa Diseño y Administración, solicitó que el Consejo de Política apruebe un cambio presupuestaria de nuestro plan actual de asignación de costo directo para y el plan de asignación de costos mínimos indirecto del 10% para las funciones administrativas (el gasto máximo de administración se mantendrá en el 15%.) funciones administrativas centralizadas a través de la Asociación de Acción Comunitaria de Kern (CAPK) incluyen WIC, HEAP, 211, Banco de Alimentos, VITA, etc. todo será incluido en este cambio. El 10% de minimis permite Head Start ver cómo todos nuestros dólares a través de nuestras donaciones están siendo utilizados. Jeremy Tobias, director ejecutivo de CAPK, con la ayuda de un consultor, ha evaluado este proceso para garantizar el cumplimiento. El Sr. Meade recomienda que el Consejo apruebe la política de cambio a el plan de asignación de minimus 10%. La propuesta fue hecha por Bryce Bray; secundado por Josenn Vergara. Iniciativa fue aprobada.

**b. Solicitud para aprobar el Fondo de Actividad de Padres- Janelle Gonzalez, Coordinadora de Gobernación**

Janelle proporciona una hoja de cálculo de los fondos solicitados para su aprobación. Ella compartió que el objetivo de las actividades de los padres es dar a los padres la experiencia en la planificación de una actividad dentro de nuestro programa que se puede utilizar cuando su hijo(s) se mueve(n) para la escuela primaria. Las actividades que tendrán lugar están orientados a la preparación escolar y también apoyan el Marco de Padres y Participación de la Familia. Una moción fue hecha por Gabriella McCutcheon para aprobar el Fondo de Actividad de Padres 2016-2017; secundado por Jason Warren. Iniciativa fue aprobada.

**c. Nominación y elección para el Vicepresidente 2015-2016**

Se comentó que Christina Bates se retirará de la posición de 2015-2016 PC Vice Presidente. A continuación, se tomaron las nominaciones a aspirantes a ocupar esta posición. Como resultado Jason Warren y Christine

Hernández fueron los candidatos. Janelle compartió brevemente las funciones y responsabilidades del Vice Presidente PC. Jason habló de por qué le gustaría para llenar esta vacante. Tras la conclusión de hablar, Christine rescindió su nominación. La votación se llevó a cabo para elegir a Jason Warren como el PC 2016-2017 Vice Presidente. La propuesta fue hecha por Christine Bates; secundada por Josenn Vergara. Moción fue aprobada por unanimidad.

#### **10. Calendario de Consentimiento**

*Información concerniente a los artículos de consentimiento que aparecen en la lista siguiente ha sido enviada a cada miembro del Consejo de Política para que la estudien previo a la reunión a menos que algún miembro del Consejo de Política, o miembro del público tenga alguna pregunta concerniente a algún asunto en particular de los temas en la lista y solicite que sea retirado del Calendario de Consentimiento, los artículos se dan por aprobados de una vez por el Consejo de Política en su totalidad. Si hay algún miembro del Consejo de Política o miembro del público que desea remover algún artículo del Calendario de Consentimiento, por favor indíquelo ahora mismo.*

Ninguno

#### **11. Comunicaciones- Presidente**

- a. Presupuesto de HS/EHS vs. Reporte Actual de gastos (incluyendo Contribución No-Federal y Contribución Laboral Voluntaria) para HS/EHS Kern, EHS del Condado de San Joaquín, y EHS de las Asociaciones de Cuidado Infantil, 1 de Marzo, 2016 hasta 30 de enero (Inglés/Español)
- b. Viaje local de Padres y cuidado infantil, 1 de marzo 2015 hasta 30 de enero, 2016
- c. Viaje de Padres fuera del condado 1 de marzo hasta 30 de enero 2016 (Inglés/Español)
- d. Fondos de Actividad de Padres, 1 de marzo, 2015 hasta 30 de enero, 2016 (Inglés/Español)
- e. Informe de Comidas de Padres, 1 de marzo, 2015 hasta 30 de enero, 2016 (Inglés/Español)
- f. Informe de Programa de Alimentos para el Cuidado de Niños y Adultos/Cocina Central, enero 2016
- g. Informe de Inscripción y Asistencia de Promedio Diaria de HS/EHS Kern, EHS del Condado de San Joaquín, y EHS de las Asociaciones de Cuidado Infantil fecha enero 2016
- h. Administración para Niños y Familias Oficina de Head Start Carta el Resumen de los Encuentros con fecha de 1/22/2016 (Inglés/Español)
- i. Departamento de Salud y Servicios Humanos de EE.UU. Administración para Niños y Familias aviso del Centro Nacional de Asociaciones de cuidado de niños de EHS expansión y evaluación presentada febrero 2016
- j. Acta de la Reunión de Sub-Comité Personal del Consejo de Política 28 de enero 2016  
Moción fue hecha por Caterina Cerda para recibir y archivar los elementos de comunicación (a) - (j).

#### **12. Informes del Consejo de Política/Entrenamiento- Janelle Gonzalez, Coordinadora del Programa de**

**Gobernación** En este momento, Janelle compartió que el Comité Regional de Padres (RPC) se reúne 3 veces al año. Las reuniones se llevaron a cabo en octubre, enero y abril. Añadió que estas reuniones han sido en apoyo de las metas de preparación escolar por mandato de la Oficina de Head Start. Para las reuniones de RPC de este año los resultados son en apoyo de los objetivos de salud y nutrición. Los padres recibieron información por parte de las enfermeras del Hospital de San Joaquín en la forma de apoyar un estilo de vida saludable para el corazón en la reunión de octubre. La reunión de enero incluyó un instructor de Zumba de la Casa de la Amistad y los padres disfrutaron de su tiempo con una breve instrucción interactiva de baile Zumba. Coordinadores de Educación Familiar estaban también en apoyo de las reuniones de RPC de este año. Leah Green proporcionó una formación de educación informativa sobre el "Estudio de Construcción" para apoyar el actual plan de estudios en el salón de clase. Los padres estaban entusiasmados de compartir lo que habían implementado en el hogar en apoyo del estudio. Janelle anunció que las reuniones finales de RPC tendrá lugar en abril. Ella animó a los miembros del PC asistir habrá certificados, junto con una experiencia nutricional. En este momento, Janelle introducir Patty Hinojosa, Gerente de Servicios Familiares y Gobernación, para proporcionar los resultados de la Feria anual de Padres de la Preparación Escolar que se dio a cabo el 6 de febrero del 2016. Patty dio las gracias a



su personal por el apoyo para planificar este evento para las familias. Ella compartió cómo el evento incluyó un orador invitado de Kaplan que proporcionó información a las familias sobre la importancia de ser parte de la educación de sus hijos y el impacto positivo que su compromiso hace en la vida de sus hijos. La feria de recursos incluyó una experiencia de aprendizaje interactivo de la diversión de otro orador invitado Shawn Brown, que ha desarrollado CDs de música educativos para niños y familias. Algunos compañeros de la comunidad que se asistieron a la feria de recursos fueron 211, HEAP, servicios de WIC, Kern County Library, el Departamento de Policía de Bakersfield, y muchos más. Los padres se fueron con información sobre la importancia de ser parte de la educación de sus hijos, cómo hacer las rutinas diarias interactiva y divertida para sus hijos, y una serie de recursos de la comunidad disponible para ellos. Patty luego concluyó su presentación con comentarios de los miembros del PC. Jason Warren declaró que la feria de recursos fue informativo y divertido. Christine Hernández mencionó que ahora usa un CD de música Shawn Brown en el coche para escucharlo con su hijo en lugar de música de la radio.

**13. Informe de Representante Comunitario**

*Informe no fue reportado ya que esta posición está actualmente vacante.*

**14. Informe del Presidente del Consejo de Política - Ashley Womack**

Ashley le pidió a los miembros del PC participar en el programa. Añadió que al hacer proyectos en el hogar genera la contribución laboral voluntaria. Ashley también animó a los padres a participar en las actividades que tienen lugar en el centro de sus hijos, especialmente durante esta próxima semana, ya que se celebra el cumpleaños de Dr. Seuss leer a través de América. Asimismo, felicitó a Jason en su nueva posición de Vicepresidente del PC.

**15. Informe del Representante de la Mesa Directiva- Ana Vigil**

En nombre de Ana Vigil, Janelle compartió que Ashley asistió su primera reunión de la Mesa Directiva donde promovió Dr. Seuss la Lectura a Través de América. Había unos miembros de la Mesa Directiva que iban participar en este evento en leyendo con los niños de Head Start en sus centros. El Plan de Reclutamiento y Selección fue aprobado por la Mesa Directiva. Janelle explicó que esto es un ejemplo de cómo la toma de decisiones compartida se lleva a cabo. El Plan de Reclutamiento y Selección serán llevados al PC para su aprobación también. Se les recordó a los miembros del PC de su formación que tuvieron lugar en noviembre, donde se familiarizaron con la Normas de Desempeño de Head Start y el Apéndice A. El Apéndice A es una guía para entender lo que los miembros del Consejo de Política revisa y aprueba.

**16. Informe de la Directora ( Desarrollo Infantil Estatal / Head Start) – Yolanda Gonzales**

En nombre de Yolanda, Pam Pritchard, Asistente Directora, felicitó a Ashley en su posición como Presidente del PC. Pam compartió que el Informe Anual de CAPK se proporcionó a los miembros conforme a lo solicitan en la última reunión del PC. Janelle compartió que ella va a enviar el informe anual a la oficina del Condado de San Joaquín para los dos miembros del PC. Aunque reclutamos a lo largo del año, marzo es nuestro gran impulso de inscripción y también comenzaremos a reclutar para el próximo año escolar. Ella animó a los padres a compartir esta información con su familia y amigos para apoyar el reclutamiento del programa. Pam también compartió que recientemente hemos añadido otro salón de clase en Taft. Nuestro Centro de Taft tenía una lista de espera y cuando el distrito escolar nos ofreció otra clase el programa estaba deseoso de aprovechar la oportunidad. El salón de clase se autorizó la semana pasada y ahora está proporcionando servicios a 54 familias. Los miembros del PC se les recordaron que el 29 de febrero marca el final de nuestro año fiscal 2015-2016. Pam compartió que en la celebración de Lectura a Través de América, los centros tendrán una variedad de actividades durante todo la semana y alentó la participación de los padres. Pam le agradeció a Jason por las amables palabras y su apoyo al programa de los cuales fueron tomados al compartir sus razones para querer asumir el cargo de Vicepresidente de PC. Fue un recordatorio para ella que todas las largas horas, reuniones, y la capacitación del personal, vale la pena para apoyar a las familias de Head Start.

**17. Anuncios- Presidente**

Janelle les recordó a los miembros que entregaran las formas de millaje y cuidado infantil esta noche, como el lunes (29 de febrero 2016) es el final del año fiscal.

**18. Cierre de Sesión –Presidente**

a. La reunión se cerró a las 6:57 p.m.

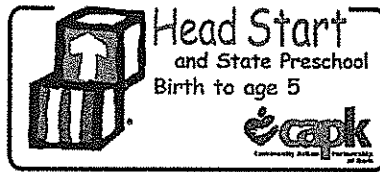
Traducido por AD Fecha 3.7.16



**Policy Council Agenda  
March 31, 2016**

5005 Business Park North, Suite 130  
Bakersfield, CA 93309  
5:30-7:00 p.m.

1. **Call to Order** Chairperson
  - a. Moment of Silence, Pledge of Allegiance
  - b. Reading of 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."*
  
2. **Roll Call/Set Quorum** Secretary
  
3. **Approval of Agenda** Chairperson \*ACTION
  - a. Date of Agenda: March 31, 2016
  
4. **Approval of Minutes** Chairperson \*ACTION
  - a. Date of Minutes: February 25, 2016
  
5. **Presentation of Guests /Public Forum**
  - a. *The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than that referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.*
  
6. **Standing Committee Reports** (3 mins. each)
  - a. Personnel Committee Ana Luna Verbal Report
  - b. Planning Committee Jason Warren Verbal Report
  - c. Finance Committee Caterina Cerda No Report
  - d. By-Laws Committee Janeth Rivera Verbal Report
  
7. **Human Resources** \*ACTION
  - a. Human Resources Report- Maura Sandoval, Staffing Specialist
  - b. Executive Session- Mike Lackman, Human Resource Manager
  
8. **Presentations**
  - a. Health Training - Health Content Area Specialists 20 mins.
  
9. **New Business** Chairperson \*ACTION
  - a. Request to approve the 2016-2017 Recruitment & Selection Plan for Early Head Start/Head Start – Erika Arias, ERSEA Manager
  - b. Request to amend the 2015-2016 Policy Council By-laws – Patty Hinojosa, Family Services and Governance Manager
  - c. Nomination & election for the Policy Council Planning Subcommittee
  - d. Nomination & election for the Policy Council Personnel Subcommittee



e. Nomination & election for the Policy Council Budget & Finance Subcommittee

**10. Consent Calendar**

Policy Council

*Information concerning the Consent item(s) listed below has been forwarded to each Policy Council Member for study prior to this meeting. Unless a PC member, or member of the public, has a question concerning a particular item and asks that it may be withdrawn from the Consent Calendar, the items are approved at one time by the full Policy Council. If there are any PC members, or members of the Public, wishing to remove any item from the Consent Calendar, please indicate at this time.*

a.)None

**11. Communications**

- a. Head Start & Early Head Start Budget vs. Actual Expenditures (including Non-Federal Share and In-Kind), for HS/ EHS Kern, EHS San Joaquin, and EHS Child Care Partnerships March 1, 2015 through February 29, 2016
- b. Parent Local Travel & Child Care, March 1, 2015 through February 29, 2016 (English/Spanish)
- c. Parent Out-of-County Travel, March 1, 2015 through February 29, 2016 (English/Spanish)
- d. Parent Activity Funds, March 1, 2015 through February 29, 2016 (English/Spanish)
- e. Parent Meals Report March 1, 2015 through February 29, 2016 (English/Spanish)
- f. Child and Adult Care Food Program/Central Kitchen Report February 2016
- g. Enrollment and Average Daily Attendance Report for HS/EHS Kern, EHS San Joaquin, and EHS Child Care Partnerships February 2016
- h. PC Personnel Subcommittee minutes February 25, 2016
- i. PC Budget & Finance Subcommittee minutes February 18, 2016
- j. PC Planning Subcommittee minutes March 1, 2016
- k. Communication with California Department of Education re: CSPP4113 Contract Reduction dated February 26, 2016. (English/Spanish)
- l. Disabilities Advisory Committee Meeting Invite March 31, 2016 (English/Spanish)
- m. Greenfield Family Resource Center Health and Safety Fair April 7, 2016 (English/Spanish)
- n. Free Tax Preparation Assistance Work Shop March and April 2016 (English/Spanish)
- o. Child Passenger Safety Certification April 12-16, 2016
- p. Functions of the Policy Council Sub-Committees
- q. Policy Council Sub-Committee Meetings Flyer (English/Spanish)

**12. Policy Council Reports/Training**

Janelle Gonzalez

Verbal Report

- a. Fulfilling your role as a Policy Council Member

**13. Community Representative Report**

Open

No Report

**14. Policy Council Chairperson Report**

Ashley Womack

Verbal Report

**15. Board of Directors Representatives Report**

Ana Vigil

Verbal Report

**16. Directors Report (HS/State Child Development)**

Yolanda Gonzales

Verbal Report

**17. Announcements**

Chairperson

**18. Adjournment**

Chairperson

Next meeting is April 28, 2016 held at  
5005 Business Park North, Suite 130, Bakersfield, CA 93309 at 5:30 p.m.



**Agenda del Consejo de Política  
31 de marzo de 2016**

5005 Business Park North, Salon de Conferencia 130  
Bakersfield, CA 93309  
5:30-7:00 p.m.

- |  |                                    |
|--|------------------------------------|
| 1. <b><u>Llamado a la orden</u></b>  | Presidente                         |
| a. Momento de silencio, Proclamación de Lealtad<br>b. Lectura de la Promesa de la Asociación Comunitaria<br><i>"La asociación de acción cambia la vida de las personas, incorpora el espíritu de esperanza, mejora comunidades, y hace de América un mejor lugar donde Vivir. Nos preocupamos por la comunidad entera y estamos dedicados a ayudar a las personas a que se ayuden a sí mismas y a los demás."</i>  |                                    |
| 2. <b><u>Pasar lista/Establecer Quórum</u></b>   | Secretaria                         |
| 3. <b><u>Aprobación de la Agenda</u></b>   | Presidente      *ACCIÓN            |
| a. Fecha de Agenda: 31 de marzo, 2016  |                                    |
| 4. <b><u>Aprobación del Acta</u></b>   | Presidente      *ACCIÓN            |
| a. Fecha del Acta: 25 de febrero, 2016   |                                    |
| 5. <b><u>Presentación de Invitado/Foro Público</u></b>   |                                    |
| <i>a. El público que desee dirigirse al Consejo de Política podrá hacerlos. Los miembros del Consejo de Política podrán responder brevemente a las declaraciones formuladas o a preguntas formuladas. Sin embargo, el PC no tomara ninguna otra acción que no sea la de remitir dichos asuntos al personal para su estudio y análisis. Los Presentadores se limitaran a cinco minutos cada uno. Si más de una persona desea tratar el mismo tema, se le concederá al grupo total de 10 minutos para ese tema. Por favor indique cuál es su nombre antes de hacer su presentación, Gracias.</i> |                                    |
| 6. <b><u>Informes de los Comités Vigentes</u></b>  | (3 mins. cada uno)                 |
| a. Comité de Personal  | Ana Luna      Informe Verbal       |
| b. Comité de Planificación   | Jason Warren      Informe Verbal   |
| c. Comité de Finanzas  | Caterina Cerda      Ningún Informe |
| d. Comité de Estatutos   | Janeth Rivera      Informe Verbal  |
| 7. <b><u>Recursos Humano</u></b>   | *ACCIÓN                            |
| a. Informe de Recursos Humanos- Maura Sandoval, Especialista del Personal<br>b. Sesión Ejecutiva- Mike Lackman, Gerente de Recursos Humanos  |                                    |
| 8. <b><u>Presentaciones</u></b>  |                                    |
| a. Entrenamiento de Salud, Especialistas del Área Contenido de Salud   | 20 mins.                           |
| 9. <b><u>Nuevos Asuntos</u></b>  | Presidente      *ACCIÓN            |
| a. Solicitud para aprobar el Plan de Selección y Reclutamiento para Early Head Start/ Head Start- Erika Arias, Gerente de ERSEA  |                                    |



- |   |                  |                |
|---|------------------|----------------|
| 15. <u>Informe del Representante de la Mesa Directiva</u> | Ana Vigil        | Informe Verbal |
| 16. <u>Informe de la Directora de (Head Start)</u>        | Yolanda Gonzales | Informe Verbal |
| 17. <u>Anuncios</u>                                       | Presidente       |                |
| 18. <u>Cierre de Sesión</u>                               | Presidente       |                |

Próxima reunión es el 28 de abril del 2016 en  
5005 Business Park North, Salon 130, Bakersfield, CA 93309 a las 5:30 p.m.



**COMMUNITY ACTION PARTNERSHIP OF KERN  
MEMORANDUM**

**To:** Policy Council

**From:** Donna Holland, Fiscal Manager

**Subject:** Early Head Start – Child Care Partnerships  
Budget to Actual Report for the Period Ended February 29, 2016

**Date:** March 31, 2016

---

CAPK is in its first year of implementing the Early Head Start – Child Care Partnerships program. The initial budget period is March 1, 2015 through August 31, 2016 (18 months). The initial funding received was for the first 12 months of the program; the balance of funding was recently awarded for the next 6 months. The following are highlights of the Budget to Actual Report for the period March 1, 2015 through February 29, 2016.

**Start-Up Funds**

Start-up funds have a remaining balance of \$42,945. Most of this amount is the budgeted cost of a vehicle, which is now scheduled to be procured toward the beginning of the new 2016-2017 fiscal year.

**Base Funds**

Expenditures in Personnel and Fringe Benefits are less than planned for this point in the fiscal year. Savings are expected in these categories.

The child care partners are paid for providing Early Head Start services from the Contractual category. Because services began later than initially planned, savings in this category are expected, and a portion will be used to cover the greater-than-planned expenses in the Supplies and Other categories. Staff are in the process of evaluating the best use of the remaining savings, and will submit a budget revision if required by the funding source.

**Training & Technical Assistance Funds**

Staff expect to fully expend Training & Technical Assistance funds.

**Non-Federal Share**

Both child care partners receive non-federal funds for services to children. As children are enrolled in Early Head Start, these funds may be used to meet the non-federal share requirement. Because services began later than planned it may be necessary to request a partial waiver of non-federal share for the initial project period. Staff continue to work with its child care partners to determine an effective and efficient method to document the non-federal share.



Community Action Partnership of Kern  
 Head Start and Early Head Start  
 Non-Federal Share and In-Kind  
 Budget Period: March 1, 2015 through February 29, 2016  
 Report for period ending February 29, 2016 (Month 12 of 12) - Interim  
 Percent of year elapsed: 100%

| LOCATION         | FUNDED ENROLLMENT | March  | April  | May    | June   | July   | Aug    | Sep    | Oct    | Nov    | Dec    | Jan    | Feb    | YTD Totals | IN-KIND GOAL | % OF GOAL MET |
|------------------|-------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|------------|--------------|---------------|
| Alberta Dillard  | 68                | 9,303  | 9,883  | 11,545 | 0      | 0      | 2,364  | 7,015  | 10,224 | 6,505  | 7,536  | 9,603  | 10,461 | 84,440     | 77,409       | 109%          |
| Alicante         | 34                | 9,784  | 9,082  | 7,761  | 0      | 0      | 1,956  | 7,890  | 10,781 | 4,463  | 5,297  | 6,023  | 4,075  | 67,112     | 38,705       | 173%          |
| Buttontwillow    | 27                | 2,057  | 2,633  | 898    | 0      | 0      | 963    | 3,263  | 3,239  | 1,720  | 1,680  | 4,070  | 2,972  | 23,497     | 30,736       | 76%           |
| California City  | 34                | 4,010  | 3,252  | 2,269  | 0      | 0      | 2,144  | 2,020  | 5,330  | 0      | 3,119  | 6,144  | 0      | 28,288     | 38,705       | 73%           |
| Casa Loma        | 34                | 7,602  | 6,812  | 5,438  | 0      | 0      | 4,123  | 10,608 | 11,517 | 5,335  | 8,276  | 11,680 | 13,921 | 85,313     | 38,705       | 220%          |
| Cleo Foran       | 34                | 6,061  | 4,299  | 6,002  | 0      | 0      | 3,015  | 10,217 | 10,400 | 3,919  | 0      | 7,886  | 4,076  | 55,875     | 38,705       | 144%          |
| Delano           | 97                | 15,798 | 20,623 | 19,254 | 12,110 | 9,134  | 15,989 | 22,491 | 20,327 | 4,824  | 1,270  | 3,285  | 0      | 145,105    | 110,422      | 131%          |
| East California  | 84                | 16,014 | 16,961 | 12,837 | 0      | 0      | 3,868  | 7,888  | 11,118 | 3,871  | 8,101  | 7,066  | 10,187 | 97,910     | 95,623       | 102%          |
| Fairfax          | 34                | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 14,915 | 17,686 | 19,311 | 13,130 | 130    | 65,172     | 38,705       | 168%          |
| Fairview         | 34                | 4,002  | 1,450  | 3,961  | 0      | 0      | 1,771  | 8,240  | 9,028  | 6,104  | 1,031  | 0      | 0      | 35,587     | 38,705       | 92%           |
| Faith Avenue     | 34                | 7,401  | 7,518  | 5,013  | 0      | 0      | 3,251  | 8,619  | 10,718 | 0      | 3,419  | 7,105  | 6,794  | 59,838     | 38,705       | 155%          |
| Franklin         | 24                | 5,621  | 6,304  | 5,376  | 5,486  | 4,740  | 5,765  | 5,222  | 3,594  | 335    | 1,712  | 1,490  | 896    | 46,541     | 27,321       | 170%          |
| Heritage Park    | 34                | 2,780  | 3,086  | 7,522  | 0      | 0      | 2,047  | 4,877  | 5,062  | 2,623  | 3,274  | 4,588  | 5,383  | 41,242     | 38,705       | 107%          |
| Home Base        | 297               | 18,924 | 20,965 | 16,179 | 7,760  | 8,603  | 9,752  | 15,736 | 28,507 | 8,013  | 13,672 | 15,544 | 3,747  | 167,401    | 169,048      | 99%           |
| Lamont           | 34                | 3,606  | 3,570  | 2,519  | 0      | 0      | 2,181  | 6,984  | 7,005  | 3,520  | 7,712  | 0      | 8,381  | 45,677     | 38,705       | 118%          |
| Lost Hills       | 27                | 10,236 | 10,456 | 9,936  | 0      | 0      | 2,165  | 4,245  | 5,066  | 2,611  | 3,252  | 3,092  | 3,115  | 54,174     | 30,736       | 176%          |
| Martha J. Morgan | 83                | 17,450 | 19,719 | 19,540 | 0      | 0      | 3,457  | 15,264 | 16,009 | 2,027  | 9,057  | 14,295 | 12,702 | 129,519    | 94,485       | 137%          |
| McFarland        | 34                | 8,173  | 8,012  | 5,700  | 0      | 0      | 1,021  | 6,883  | 5,927  | 0      | 4,118  | 5,779  | 295    | 44,988     | 38,705       | 116%          |
| Mojave           | 34                | 5,184  | 5,258  | 4,705  | 0      | 0      | 1,008  | 1,572  | 2,136  | 2,073  | 1,076  | 2,438  | 1,819  | 27,268     | 38,705       | 70%           |
| Noble            | 34                | 5,392  | 5,629  | 4,063  | 0      | 0      | 3,486  | 11,081 | 11,012 | 0      | 8,968  | 10,163 | 9,289  | 69,084     | 38,705       | 178%          |
| Oasis            | 93                | 12,581 | 12,996 | 8,784  | 0      | 0      | 4,716  | 12,326 | 13,314 | 340    | 3,617  | 9,623  | 0      | 78,295     | 105,869      | 74%           |
| Oildale          | 34                | 3,672  | 3,607  | 2,805  | 0      | 0      | 2,513  | 10,954 | 10,593 | 6,676  | 10,971 | 11,262 | 0      | 63,052     | 38,705       | 163%          |
| Pacific          | 66                | 10,174 | 10,309 | 8,322  | 4,074  | 5,323  | 4,213  | 8,301  | 7,957  | 3,498  | 3,267  | 6,389  | 0      | 71,826     | 75,133       | 96%           |
| Pete H. Parra    | 148               | 17,800 | 16,377 | 15,003 | 12,606 | 12,045 | 13,055 | 17,556 | 18,862 | 9,206  | 9,816  | 13,700 | 11,566 | 167,591    | 168,479      | 99%           |
| Pioneer          | 34                | 3,522  | 3,596  | 2,262  | 0      | 0      | 599    | 2,625  | 4,537  | 4,639  | 3,931  | 4,725  | 3,660  | 34,096     | 38,705       | 88%           |
| Planz            | 34                | 9,564  | 9,359  | 7,395  | 0      | 0      | 2,571  | 10,283 | 8,849  | 0      | 6,002  | 0      | 8,015  | 62,038     | 38,705       | 160%          |
| Primeros Pasos   | 98                | 16,777 | 19,098 | 17,092 | 6,485  | 3,105  | 6,236  | 14,042 | 15,642 | 15,997 | 6,982  | 15,631 | 14,943 | 152,030    | 111,561      | 136%          |
| Rafer Johnson    | 34                | 7,730  | 7,535  | 6,457  | 0      | 0      | 1,991  | 6,232  | 7,196  | 3,927  | 3,311  | 4,361  | 5,965  | 54,704     | 38,705       | 141%          |
| Roosevelt        | 34                | 8,921  | 9,673  | 10,178 | 0      | 0      | 2,767  | 6,092  | 6,929  | 6,751  | 6,053  | 6,736  | 7,563  | 71,663     | 38,705       | 185%          |
| Rosamond         | 34                | 4,478  | 2,958  | 903    | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 8,338      | 38,705       | 22%           |
| San Diego Street | 56                | 13,628 | 18,345 | 15,981 | 12,239 | 11,789 | 12,406 | 11,576 | 12,459 | 3,520  | 1,706  | 8,884  | 0      | 122,235    | 63,749       | 192%          |
| Seibert          | 34                | 3,597  | 3,122  | 3,628  | 0      | 0      | 1,686  | 6,783  | 9,198  | 151    | 2,477  | 5,314  | 0      | 35,955     | 38,705       | 93%           |
| Shafter          | 34                | 2,305  | 4,409  | 3,352  | 0      | 0      | 1,108  | 4,103  | 4,385  | 251    | 701    | 3,676  | 0      | 24,291     | 38,705       | 63%           |
| Shafter HS/EHS   | 38                | 5,475  | 5,936  | 5,260  | 4,961  | 4,599  | 3,505  | 3,265  | 3,878  | 0      | 2,474  | 0      | 3,231  | 42,583     | 43,558       | 98%           |
| Siella Hills     | 34                | 11,985 | 12,686 | 11,211 | 0      | 0      | 4,856  | 12,103 | 5,049  | 0      | 5,873  | 0      | 8,101  | 71,864     | 38,705       | 186%          |
| Sterling         | 124               | 18,929 | 19,993 | 16,490 | 12,104 | 9,845  | 10,034 | 15,847 | 16,832 | 191    | 6,514  | 1,430  | 0      | 128,210    | 141,158      | 91%           |
| Stine Road       | 147               | 20,211 | 24,077 | 20,846 | 13,898 | 12,204 | 14,657 | 20,864 | 17,434 | 13,589 | 13,157 | 14,674 | 17,095 | 202,707    | 167,341      | 121%          |
| Sunrise Villa    | 34                | 5,487  | 6,541  | 5,517  | 0      | 0      | 1,115  | 3,906  | 5,671  | 295    | 201    | 962    | 5,119  | 34,816     | 38,705       | 90%           |
| Taft             | 34                | 8,675  | 10,101 | 6,974  | 0      | 0      | 3,618  | 10,999 | 12,342 | 4,803  | 6,558  | 8,425  | 5,630  | 78,324     | 38,705       | 202%          |
| Tehachapi        | 34                | 1,450  | 1,428  | 435    | 0      | 0      | 816    | 2,537  | 2,323  | 44     | 1,077  | 0      | 0      | 10,150     | 38,705       | 26%           |
| Vineland         | 34                | 7,921  | 5,941  | 4,774  | 0      | 0      | 2,246  | 5,508  | 6,207  | 161    | 1,294  | 3,701  | 6,359  | 44,112     | 38,705       | 114%          |

Community Action Partnership of Kern  
 Head Start and Early Head Start  
 Non-Federal Share and In-Kind  
 Budget Period: March 1, 2015 through February 29, 2016  
 Report for period ending February 29, 2016 (Month 12 of 12) - Interim  
 Percent of year elapsed: 100%

| LOCATION                | FUNDED ENROLLMENT | March          | April          | May            | June          | July          | Aug            | Sep            | Oct            | Nov            | Dec            | Jan            | Feb            | YTD Totals       | IN-KIND GOAL     | % OF GOAL MET |
|-------------------------|-------------------|----------------|----------------|----------------|---------------|---------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|------------------|---------------|
| Virginia                | 34                | 5,206          | 5,554          | 4,205          | 0             | 0             | 2,447          | 7,807          | 9,398          | 4,639          | 5,262          | 4,446          | 4,661          | 53,618           | 38,705           | 139%          |
| Voorhies                | 34                | 8,202          | 7,788          | 9,297          | 0             | 0             | 886            | 9,824          | 9,945          | 4,343          | 4,365          | 6,851          | 6,565          | 68,065           | 38,705           | 176%          |
| Wasco                   | 34                | 9,476          | 9,992          | 7,719          | 0             | 0             | 2,417          | 5,872          | 6,071          | 0              | 2,812          | 0              | 0              | 44,359           | 38,705           | 115%          |
| Williams                | 34                | 5,245          | 7,331          | 5,133          | 0             | 0             | 2,660          | 5,006          | 10,311         | 5,123          | 5,362          | 6,347          | 0              | 52,517           | 38,705           | 136%          |
| Willow                  | 102               | 9,416          | 7,071          | 4,621          | 0             | 0             | 3,208          | 12,993         | 16,052         | 2,991          | 1,485          | 8,496          | 7,958          | 74,291           | 116,114          | 64%           |
| Administrative Services |                   | 0              | 0              | 0              | 0             | 0             | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0                | 0                | NA            |
| Program Services        |                   | 6,013          | 9,308          | 7,708          | 6,718         | 4,229         | 7,988          | 4,433          | 5,207          | 4,626          | 4,723          | 6,313          | 4,539          | 71,805           | 115,672          | 62%           |
| Policy Council and RPC  |                   | 1,854          | 2,442          | 769            | 659           | 599           | 336            | 682            | 3,023          | 2,526          | 1,485          | 1,954          | 1,284          | 17,612           | 64,472           | 27%           |
| Board of Directors      |                   | 639            | 781            | 142            | 12            | 0             | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 1,575            | 6,945            | 23%           |
| <b>SUBTOTAL IN-KIND</b> | <b>2,565</b>      | <b>400,370</b> | <b>423,862</b> | <b>363,481</b> | <b>99,112</b> | <b>86,215</b> | <b>184,053</b> | <b>392,636</b> | <b>451,583</b> | <b>173,915</b> | <b>233,356</b> | <b>287,284</b> | <b>220,886</b> | <b>3,316,753</b> | <b>2,937,969</b> | <b>113%</b>   |

|                               |                |                |                |                |                |                |                |                |                |                |                |                |                |                  |                  |             |
|-------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|------------------|-------------|
| State General Child Care*     | 94,459         | 94,824         | 84,367         | 89,643         | 89,643         | 83,057         | 73,725         | 87,080         | 100,329        | 77,929         | 100,243        | 87,019         | 101,811        | 1,074,483        | 922,078          | 117%        |
| State Preschool*              | 158,096        | 151,335        | 143,311        | 135,077        | 135,077        | 164,012        | 127,767        | 155,076        | 167,901        | 144,695        | 158,812        | 129,932        | 142,550        | 1,778,562        | 1,767,277        | 101%        |
| State Migrant Child Care*     | 15,519         | 15,636         | 13,813         | 15,059         | 15,059         | 21,353         | 20,713         | 25,347         | 24,406         | 18,984         | 17,684         | 12,126         | 13,097         | 213,747          | 138,159          | 155%        |
| <b>SUBTOTAL CA DEPT OF ED</b> | <b>268,073</b> | <b>261,796</b> | <b>241,490</b> | <b>239,789</b> | <b>239,789</b> | <b>268,421</b> | <b>222,205</b> | <b>267,502</b> | <b>292,636</b> | <b>241,608</b> | <b>276,738</b> | <b>229,076</b> | <b>257,468</b> | <b>3,066,793</b> | <b>2,827,514</b> | <b>108%</b> |

**GRAND TOTAL** 568,443 685,658 604,971 338,901 354,636 650,138 744,219 415,523 510,094 516,360 478,344 6,383,546  
 \*May include estimates

**Community Action Partnership of Kern  
Head Start and Early Head Start  
Budget to Actual Report**

Budget Period: March 1, 2015 - February 29, 2016  
Report Period: March 1, 2015 - February 29, 2016  
Month 12 of 12 (100%) - Interim Report

Prepared 03/15/2016

|                           | HEAD START        |                   |               |             | EARLY HEAD START |                  |                  |              |             |             |
|---------------------------|-------------------|-------------------|---------------|-------------|------------------|------------------|------------------|--------------|-------------|-------------|
|                           | BUDGET            | ACTUAL            | REMAINING     | % SPENT     | % REMAINING      | BUDGET           | ACTUAL           | REMAINING    | % SPENT     | % REMAINING |
| <b>BASE FUNDS</b>         |                   |                   |               |             |                  |                  |                  |              |             |             |
| PERSONNEL                 | 9,569,857         | 9,785,872         | (216,017)     | 102%        | -2%              | 1,753,281        | 1,543,601        | 209,680      | 88%         | 12%         |
| FRINGE BENEFITS           | 3,208,147         | 3,303,562         | (95,415)      | 103%        | -3%              | 529,404          | 500,749          | 28,655       | 95%         | 5%          |
| TRAVEL                    | 0                 | 16,570            | (16,570)      |             |                  | 0                | 1,857            | (1,857)      |             |             |
| EQUIPMENT                 | 190,000           | 0                 | 190,000       | 0%          | 100%             | 0                | 0                | 0            |             |             |
| SUPPLIES                  | 1,214,513         | 1,106,694         | 107,819       | 91%         | 9%               | 164,666          | 220,974          | (56,308)     | 134%        | -34%        |
| CONTRACTUAL               | 97,900            | 49,989            | 47,911        | 51%         | 49%              | 9,100            | 5,368            | 3,732        | 59%         | 41%         |
| CONSTRUCTION              | 0                 | 0                 | 0             |             |                  | 0                | 0                | 0            |             |             |
| OTHER                     | 3,810,864         | 3,686,756         | 124,108       | 97%         | 3%               | 497,718          | 752,503          | (254,785)    | 151%        | -51%        |
| COST POOLS                | 1,434,915         | 1,532,645         | (97,730)      | 107%        | -7%              | 339,214          | 263,666          | 75,548       | 78%         | 22%         |
| <b>TOTAL BASE FUNDING</b> | <b>19,526,194</b> | <b>19,482,087</b> | <b>44,107</b> | <b>100%</b> | <b>0%</b>        | <b>3,293,383</b> | <b>3,288,728</b> | <b>4,655</b> | <b>100%</b> | <b>0%</b>   |

|  | HEAD START        |                   |               |             | EARLY HEAD START |                  |                  |               |            |             |
|--|-------------------|-------------------|---------------|-------------|------------------|------------------|------------------|---------------|------------|-------------|
|  | BUDGET            | ACTUAL            | REMAINING     | % SPENT     | % REMAINING      | BUDGET           | ACTUAL           | REMAINING     | % SPENT    | % REMAINING |
| <b>TRAINING &amp; TECHNICAL ASSISTANCE</b>       |                   |                   |               |             |                  |                  |                  |               |            |             |
| PERSONNEL  | 0                 | 0                 | 0             |             |                  | 0                | 31,842           | (31,842)      |            |             |
| FRINGE BENEFITS                                  | 0                 | 0                 | 0             |             |                  | 0                | 8,075            | (8,075)       |            |             |
| TRAVEL   | 59,036            | 32,067            | 26,969        | 54%         | 46%              | 17,446           | 9,296            | 8,150         | 53%        | 47%         |
| SUPPLIES   | 21,544            | 8,668             | 12,876        | 40%         | 60%              | 12,372           | 1,750            | 10,622        | 14%        | 86%         |
| CONTRACTUAL                                      | 18,655            | 14,404            | 4,251         | 77%         | 23%              | 9,019            | 996              | 8,023         | 11%        | 89%         |
| OTHER  | 60,784            | 96,467            | (35,683)      | 159%        | -59%             | 43,498           | 15,746           | 27,752        | 36%        | 64%         |
| <b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b> | <b>160,019</b>    | <b>151,605</b>    | <b>8,414</b>  | <b>95%</b>  | <b>5%</b>        | <b>82,335</b>    | <b>67,705</b>    | <b>14,630</b> | <b>82%</b> | <b>18%</b>  |
| <b>GRAND TOTAL HS/EHS FEDERAL FUNDS</b>          | <b>19,686,213</b> | <b>19,633,692</b> | <b>52,521</b> | <b>100%</b> | <b>0%</b>        | <b>3,375,718</b> | <b>3,356,433</b> | <b>19,285</b> | <b>99%</b> | <b>1%</b>   |

| HEAD START and EARLY HEAD START NON-FEDERAL SHARE** |                  |                  |                  |             |
|---|------------------|------------------|------------------|-------------|
| SOURCE  | BUDGET           | ACTUAL           | REMAINING        | % SPENT     |
| CALIF DEPT OF ED                                    | 2,827,514        | 3,066,793        | (239,279)        | 108%        |
| IN-KIND   | 2,937,969        | 3,316,753        | (378,784)        | 113%        |
| <b>TOTAL NON-FEDERAL</b>                            | <b>5,765,483</b> | <b>6,383,546</b> | <b>(618,063)</b> | <b>111%</b> |

Centralized Administrative Cost 6.1%  
Program Administrative Cost 6.9%  
Total Administrative Cost 13.0%

**Community Action Partnership of Kern Agency-Wide Credit Card Report**

|                                | HEAD START and EARLY HEAD START NON-FEDERAL SHARE** |         |          |          | CREDITS |         | STATEMENT DATE |
|--------------------------------|---|---------|----------|----------|---------|---------|----------------|
|                                | CURRENT   | 1 TO 30 | 31 TO 60 | 61 TO 90 | TOTAL   | OVER 90 |                |
| Bank of America*               | 9,682   |         |          |          | 9,682   |         | 2/21/2016      |
| Lowe's                         | 2,591   | 61      |          |          | 2,652   |         | 2/25/2016      |
| Save Mart                      | 1,069   |         |          |          | 1,069   |         | 2/28/2016      |
| Smart & Final                  | 350   |         |          |          | 350     |         | 2/28/2016      |
| Chevron & Texaco Business Card | 5,888   |         |          |          | 5,888   |         | 3/5/2016       |
| Home Depot                     | 3,073   | 1,349   | 1,313    |          | 5,735   |         | 3/4/2016       |
|                                | 22,653  | 1,410   | 1,313    | 0        | 25,376  |         |                |

\* Expenditure details are included in the CAPK Financial Report

Budget reflects Notice of Award #09CH9142/02, Amendment #2 (conversion of HS to EHS slots).  
Actual expenditures include open purchase orders, unliquidated travel, estimated pending expenditures, estimated HS & EHS share of CACFP, General Child Care, State Preschool, and central administration (Cost Pools) costs accrued through 02/29/16.

# COMMUNITY ACTION PARTNERSHIP OF KERN MEMORANDUM

**To:** Policy Council

**From:** Donna Holland, Fiscal Manager

**Subject:** Kern Head Start and Early Head Start Budget to Actual Report for the Period Ended February 29, 2016 (Interim Report)

**Date:** March 31, 2016

---

The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2015 through February 29, 2016.

## **Personnel & Fringe Benefits**

Overall, costs of salaries and benefits were approximately \$113,000 more than budgeted.

## **Travel**

Overall, costs of staff out-of-county travel were \$16,600 less than budgeted.

## **Equipment**

The Head Start funds in this category (\$190,000) were budgeted for the purchase of four program vehicles and one playground/shade structure. These purchases have been deferred to the 2016-2017 fiscal year.

## **Supplies**

Overall, costs of supplies were \$75,000 less than budgeted.

## **Contractual**

Overall, costs of contractual services were \$63,900 less than budgeted.

## **Other**

Overall, costs in the Other category were \$138,600 more than budgeted. This amount includes the fee for terminating the loan interest rate swap agreement as part of the Pete H. Parra/Campus refinance (\$284,300).

## **Cost Pools**

Overall, costs of centralized administrative functions were \$22,100 more than budgeted.

### Non-Federal Share

With 100% of the budget period elapsed, total Non-Federal Share (the sum of California Department of Education funding and in-kind) is at 111% of budget.

- California Department of Education  
Estimated non-federal revenues through February 29 are at 108% of budget.
- In-Kind  
Year-to-date in-kind is at 113% of budget.

Funded enrollments, on which in-kind goals are based, changed effective September 1. Funded enrollments were adjusted to reflect six months at the old enrollment and six months at the new enrollment, thus changing the goal for some centers. These are indicated in bold type on the report.

The five centers with the highest percentage of goal met were Casa Loma, Taft, San Diego, Stella Hills, and Roosevelt. Twenty-nine centers met or exceeded 100% of goal.

The six centers with the lowest percentage of goal met were Mojave, Seibert, Willow, Shafter, Tehachapi, and Rosamond.

**Community Action Partnership of Kern  
Early Head Start - San Joaquin County  
Budget to Actual Report**

Budget Period: February 1, 2016 - January 31, 2017

Report Period: February 1, 2016 - February 29, 2016

Month 1 of 12 (8%)

Prepared 03/16/2016

| <b>BASE FUNDS</b> | <b>BUDGET</b>    | <b>ACTUAL</b>  | <b>REMAINING</b> | <b>% SPENT</b> | <b>%<br/>REMAINING</b> |
|-------------------|------------------|----------------|------------------|----------------|------------------------|
| PERSONNEL         | 3,206,726        | 202,916        | 3,003,810        | 6%             | 94%                    |
| FRINGE BENEFITS   | 746,099          | 55,621         | 690,478          | 7%             | 93%                    |
| TRAVEL            | 14,940           | 2,081          | 12,859           | 14%            | 86%                    |
| EQUIPMENT         | 0                | 0              | 0                |                |                        |
| SUPPLIES          | 185,425          | 93,050         | 92,375           | 50%            | 50%                    |
| CONTRACTUAL       | 2,000            | 3,400          | (1,400)          | 170%           | -70%                   |
| CONSTRUCTION      | 0                | 0              | 0                |                |                        |
| OTHER             | 650,043          | 31,593         | 618,450          | 5%             | 95%                    |
| COST POOLS        | 102,767          | 30,492         | 72,275           | 30%            | 70%                    |
| <b>TOTAL</b>      | <b>4,908,000</b> | <b>419,152</b> | <b>4,488,848</b> | <b>9%</b>      | <b>91%</b>             |

**CARRYOVER FUNDS (pending Federal approval)**

|                 |          |          |          |  |  |
|-----------------|----------|----------|----------|--|--|
| PERSONNEL       | 0        | 0        | 0        |  |  |
| FRINGE BENEFITS | 0        | 0        | 0        |  |  |
| TRAVEL          | 0        | 0        | 0        |  |  |
| EQUIPMENT       | 0        | 0        | 0        |  |  |
| SUPPLIES        | 0        | 0        | 0        |  |  |
| CONTRACTUAL     | 0        | 0        | 0        |  |  |
| CONSTRUCTION    | 0        | 0        | 0        |  |  |
| OTHER           | 0        | 0        | 0        |  |  |
| COST POOLS      | 0        | 0        | 0        |  |  |
| <b>TOTAL</b>    | <b>0</b> | <b>0</b> | <b>0</b> |  |  |

**TRAINING & TECHNICAL ASSISTANCE FUNDS**

|              |               |            |               |           |            |
|--------------|---------------|------------|---------------|-----------|------------|
| TRAVEL       | 17,981        | 0          | 17,981        | 0%        | 100%       |
| SUPPLIES     | 15,700        | 0          | 15,700        | 0%        | 100%       |
| CONTRACTUAL  | 16,298        | 0          | 16,298        | 0%        | 100%       |
| OTHER        | 31,918        | 579        | 31,339        | 2%        | 98%        |
| <b>TOTAL</b> | <b>81,897</b> | <b>579</b> | <b>81,318</b> | <b>1%</b> | <b>99%</b> |

**GRAND TOTAL EHS FEDERAL FUNDS**

**4,989,897      419,731      4,570,166      8%      92%**

| <b>NON-FEDERAL SHARE</b>       | <b>BUDGET</b>    | <b>ACTUAL</b> | <b>REMAINING</b> | <b>% SPENT</b> | <b>%<br/>REMAINING</b> |
|--------------------------------|------------------|---------------|------------------|----------------|------------------------|
| IN-KIND                        | 1,247,474        | 0             | 1,247,474        | 0%             | 100%                   |
| <b>TOTAL NON-FEDERAL FUNDS</b> | <b>1,247,474</b> | <b>0</b>      | <b>1,247,474</b> | <b>0%</b>      | <b>100%</b>            |

Centralized Administrative Cost      7.3%  
Program Administrative Cost      5.0%  
Total Administrative Cost      12.2%

Budget reflects Notice of Award #09CH010071-02-00.

Actual expenditures include open purchase orders, unliquidated travel, and estimated pending expenditures accrued through 02/29/16.

**COMMUNITY ACTION PARTNERSHIP OF KERN  
MEMORANDUM**

**To:** Policy Council

**From:** Donna Holland, Fiscal Manager

**Subject:** Early Head Start – San Joaquin County  
Budget to Actual Report for the Period Ended February 29, 2016  
(Interim Year-End Report)

**Date:** March 31, 2016

---

CAPK has completed its first budget period of the Early Head Start – San Joaquin County program. The following are highlights of the Budget to Actual Report for the period February 1, 2016 through February 29, 2016.

**Personnel and Benefits**

Costs of salaries and fringe benefits are slightly lower than expected at this point in the year.

**Travel**

Staff out-of-county travel is running slightly higher at the beginning of the budget period. Staff expect travel costs to gradually decrease as the year progresses.

**Supplies**

The cost of supplies is at 50% of budget; however, the carryover of funds from the prior year will increase the budget by \$90,000.

**Contractual**

Costs of contracted services have already exceeded budget. Staff will identify savings in other categories to cover these costs.

**Cost Pools**

Centralized administration costs exceed the budget at this point in the budget period. This will be corrected when the budget is revised to reflect the 10% de minimis indirect cost rate.

**Community Action Partnership of Kern  
Early Head Start - San Joaquin County  
Budget to Actual Report**

Pre-Award Budget Period: April 1, 2015 - June 30, 2015<sup>2</sup>

Budget Period: July 1, 2015 - January 31, 2016<sup>1</sup>

Report Period: July 1, 2015 - January 31, 2016 - Interim

Month 7 of 7 (100%)

Prepared 03/15/2016

| START-UP FUNDS  | BUDGET         | ACTUAL<br>(4/1/15-<br>6/30/15) <sup>2</sup> | ACTUAL<br>(7/1/15 and<br>after) | REMAINING | % SPENT     | %<br>REMAINING |
|-----------------|----------------|---|---------------------------------|-----------|-------------|----------------|
| PERSONNEL       | 32,460         | 17,255                                      | 28,106                          | (12,902)  | 140%        | -40%           |
| FRINGE BENEFITS | 9,740          | 4,604                                       | 6,746                           | (1,610)   | 117%        | -17%           |
| TRAVEL          | 14,400         | 13,752                                      | 30,335                          | (29,687)  | 306%        | -206%          |
| EQUIPMENT       | 0              | 0   | 0                               | 0         |             |                |
| SUPPLIES        | 145,100        | 2,925                                       | 111,737                         | 30,438    | 79%         | 21%            |
| CONTRACTUAL     | 0              | 0   | 0                               | 0         |             |                |
| CONSTRUCTION    | 0              | 0   | 0                               | 0         |             |                |
| OTHER           | 285,300        | 10,038                                      | 260,037                         | 15,225    | 95%         | 5%             |
| COST POOLS      | 0              | 1,464                                       | 0                               | (1,464)   |             |                |
| <b>TOTAL</b>    | <b>487,000</b> | <b>50,038</b>                               | <b>436,961.65</b>               | <b>0</b>  | <b>100%</b> | <b>0%</b>      |

**BASE FUNDS**

|                 |                  |                  |                |            |            |
|-----------------|------------------|------------------|----------------|------------|------------|
| PERSONNEL       | 1,314,704        | 1,311,240        | 3,464          | 100%       | 0%         |
| FRINGE BENEFITS | 334,459          | 304,692          | 29,767         | 91%        | 9%         |
| TRAVEL          | 8,645            | 33,827           | (25,182)       | 391%       | -291%      |
| EQUIPMENT       | 150,000          | 0                | 150,000        |            |            |
| SUPPLIES        | 239,393          | 199,722          | 39,671         | 83%        | 17%        |
| CONTRACTUAL     | 26,542           | 1,958            | 24,584         | 7%         | 93%        |
| CONSTRUCTION    | 0                | 0                | 0              |            |            |
| OTHER           | 724,397          | 247,255          | 477,142        | 34%        | 66%        |
| COST POOLS      | 64,860           | 169,939          | (105,079)      | 262%       | -162%      |
| <b>TOTAL</b>    | <b>2,863,000</b> | <b>2,268,633</b> | <b>594,367</b> | <b>79%</b> | <b>21%</b> |

**TRAINING & TECHNICAL ASSISTANCE FUNDS**

|              |               |               |            |            |           |
|--------------|---------------|---------------|------------|------------|-----------|
| TRAVEL       | 10,489        | 4,061         | 6,428      | 39%        | 61%       |
| SUPPLIES     | 9,158         | 3,269         | 5,889      | 36%        | 64%       |
| CONTRACTUAL  | 9,507         | 24,500        | (14,993)   | 258%       | -158%     |
| OTHER        | 18,619        | 15,408        | 3,210      | 83%        | 17%       |
| <b>TOTAL</b> | <b>47,773</b> | <b>47,239</b> | <b>534</b> | <b>99%</b> | <b>1%</b> |

**GRAND TOTAL EHS FEDERAL FUNDS**      **3,397,773**      **50,038**      **2,752,834**      **594,901**      **82%**      **18%**

| NON-FEDERAL SHARE              | BUDGET         | ACTUAL        | REMAINING      | % SPENT   | %<br>REMAINING |
|--------------------------------|----------------|---------------|----------------|-----------|----------------|
| IN-KIND                        | 727,693        | 10,469        | 717,225        | 1%        | 99%            |
| <b>TOTAL NON-FEDERAL FUNDS</b> | <b>727,693</b> | <b>10,469</b> | <b>717,225</b> | <b>1%</b> | <b>99%</b>     |

Centralized Administrative Cost      6.1%  
Program Administrative Cost      14.2%  
**Total Administrative Cost      20.3%**

Budget reflects Notice of Award #09CH010071-01-01.

<sup>1</sup> Initial budget period is 7/1/2015 - 1/31/2016 (prorated to 7 months). Subsequent budget period will be 2/1/2016 - 1/31/2017.

<sup>2</sup> Pre-award costs (within start-up funds) obligated between 04/01/2015 - 06/30/2015 are not to exceed \$75,000.

Actual expenditures include open purchase orders, unliquidated travel, and estimated pending expenditures accrued through 01/31/16.



**COMMUNITY ACTION PARTNERSHIP OF KERN  
MEMORANDUM**

**To:** Policy Council

**From:** Donna Holland, Fiscal Manager

**Subject:** Early Head Start – San Joaquin County  
Budget to Actual Report for the Period Ended January 31, 2016  
(Interim Year-End Report)

**Date:** March 31, 2016

---

CAPK has completed its first budget period of the Early Head Start – San Joaquin County program. The following are highlights of the Budget to Actual Report for the period July 1, 2015 through January 31, 2016.

**Start-Up Funds**

Start-up funds were fully expended.

**Base Funds**

Toward the end of the budget period, CAPK requested a budget revision to address facility improvements, including abatement of health & safety concerns, and to purchase equipment and classroom supplies. The revised budget is reflected in this report. CAPK has requested that the unexpended funds for these purposes be carried over to the 2016-2017 year.

**Training & Technical Assistance Funds**

Staff expect to fully expend these funds prior to the end of the budget period.

**Non-Federal Share**

San Joaquin has implemented procedures for documenting in-kind, and thus far has realized a total of \$10,469.

CAPK requested and received a partial waiver of non-federal share with its initial funding award. Because services began later than planned, staff have requested a waiver of the remaining non-federal share from Office of Head Start for this budget period.

**Administrative Cost**

Administrative costs for Head Start and Early Head Start programs are limited to 15% of total expenditures. Administrative cost reported through February is 20.3%, which is a decrease from the 20.5% reported through January. Higher than normal administrative costs are expected during the initial implementation phase of the project, but have been trending downward:

- July 39.6%
- August 40.7%
- September 29.6%

- October 26.6%
- November 23.1%
- December 22.3%
- January 20.5%
- February 20.3%

Staff have been advised by Office of Head Start, Region IX Office staff to review the costs of program staff recorded as administrative, since during the start-up period staff typically identified as administrative are actually performing program functions. This will be completed prior to submission of the final financial reports at the end of April.

**COMMUNITY ACTION PARTNERSHIP OF KERN  
HEAD START and EARLY HEAD START  
PARENT LOCAL TRAVEL & CHILD CARE  
March 1, 2015 - February 29, 2016**

**HEAD START**

| MONTH          | BEGINNING BALANCE | SPENT THIS MONTH | SPENT YEAR-TO-DATE | REMAINING BALANCE | % OF YEAR ELAPSED | % OF BUDGET SPENT |
|----------------|-------------------|------------------|--------------------|-------------------|-------------------|-------------------|
| MARCH 2015     | \$20,725.00       | \$1,230.46       | \$1,230.46         | \$19,494.54       | 8%                | 6%                |
| APRIL 2015     | \$19,494.54       | \$1,221.57       | \$2,452.03         | \$18,272.97       | 17%               | 12%               |
| MAY 2015       | \$18,272.97       | \$475.62         | \$2,927.65         | \$17,797.35       | 25%               | 14%               |
| JUNE 2015      | \$17,797.35       | \$507.76         | \$3,435.41         | \$17,289.59       | 33%               | 17%               |
| JULY 2015      | \$17,289.59       | \$317.84         | \$3,753.25         | \$16,971.75       | 42%               | 18%               |
| AUGUST 2015    | \$16,971.75       | \$372.58         | \$4,125.83         | \$16,599.17       | 50%               | 20%               |
| SEPTEMBER 2015 | \$16,599.17       | \$589.08         | \$4,714.91         | \$16,010.09       | 58%               | 23%               |
| OCTOBER 2015   | \$16,010.09       | \$1,738.69       | \$6,453.60         | \$14,271.40       | 67%               | 31%               |
| NOVEMBER 2015  | \$14,271.40       | \$613.83         | \$7,067.43         | \$13,657.57       | 75%               | 34%               |
| DECEMBER 2015  | \$13,657.57       | \$627.16         | \$7,694.59         | \$13,030.41       | 83%               | 37%               |
| JANUARY 2016   | \$13,030.41       | \$1,020.70       | \$8,715.29         | \$12,009.71       | 92%               | 42%               |
| FEBRUARY 2016  | \$12,009.71       | \$243.00         | \$8,958.29         | \$11,766.71       | 100%              | 43%               |

**EARLY HEAD START**

| MONTH          | BEGINNING BALANCE | SPENT THIS MONTH | SPENT YEAR-TO-DATE | REMAINING BALANCE | % OF YEAR ELAPSED | % OF BUDGET SPENT |
|----------------|-------------------|------------------|--------------------|-------------------|-------------------|-------------------|
| MARCH 2015     | \$2,075.00        | \$121.67         | \$121.67           | \$1,953.33        | 8%                | 6%                |
| APRIL 2015     | \$1,953.33        | \$120.81         | \$242.48           | \$1,832.52        | 17%               | 12%               |
| MAY 2015       | \$1,832.52        | \$47.03          | \$289.51           | \$1,785.49        | 25%               | 14%               |
| JUNE 2015      | \$1,785.49        | \$50.23          | \$339.74           | \$1,735.26        | 33%               | 16%               |
| JULY 2015      | \$1,735.26        | \$31.46          | \$371.20           | \$1,703.80        | 42%               | 18%               |
| AUGUST 2015    | \$1,703.80        | \$36.85          | \$408.05           | \$1,666.95        | 50%               | 20%               |
| SEPTEMBER 2015 | \$1,666.95        | \$58.22          | \$466.27           | \$1,608.73        | 58%               | 22%               |
| OCTOBER 2015   | \$1,608.73        | \$259.77         | \$726.04           | \$1,348.96        | 67%               | 35%               |
| NOVEMBER 2015  | \$1,348.96        | \$91.72          | \$817.76           | \$1,257.24        | 75%               | 39%               |
| DECEMBER 2015  | \$1,257.24        | \$93.69          | \$911.45           | \$1,163.55        | 83%               | 44%               |
| JANUARY 2016   | \$1,163.55        | \$152.38         | \$1,063.83         | \$1,011.17        | 92%               | 51%               |
| FEBRUARY 2016  | \$1,011.17        | \$36.28          | \$1,100.11         | \$974.89          | 100%              | 53%               |

Prepared by Donna Holland  
March 17, 2016

**COMMUNITY ACTION PARTNERSHIP OF KERN  
HEAD START y EARLY HEAD START  
VIAJES LOCALES DE LOS PADRES y CUIDADO DE NIÑOS  
1 de marzo, 2015 - 29 de febrero, 2016**

**HEAD START**

| MES                 | BALANCE INICIAL | LO QUE SE GASTO ESTE MES | LO QUE SE HA GASTADO HASTA ESTE AÑO | SALDO RESTANTE | PORCENTAJE DEL AÑO TRANSCURRIDO | PORCENTAJE DEL PRESUPUESTO QUE SE GASTO |
|---------------------|-----------------|--------------------------|-------------------------------------|----------------|---------------------------------|---|
| MARZO DEL 2015      | \$20,725.00     | \$1,230.46               | \$1,230.46                          | \$19,494.54    | 8%                              | 6%                                      |
| ABRIL DEL 2015      | \$19,494.54     | \$1,221.57               | \$2,452.03                          | \$18,272.97    | 17%                             | 12%                                     |
| MAYO DEL 2015       | \$18,272.97     | \$475.62                 | \$2,927.65                          | \$17,797.35    | 25%                             | 14%                                     |
| JUNIO DEL 2015      | \$17,797.35     | \$507.76                 | \$3,435.41                          | \$17,289.59    | 33%                             | 17%                                     |
| JULIO DEL 2015      | \$17,289.59     | \$317.84                 | \$3,753.25                          | \$16,971.75    | 42%                             | 18%                                     |
| AGOSTO DEL 2015     | \$16,971.75     | \$372.58                 | \$4,125.83                          | \$16,599.17    | 50%                             | 20%                                     |
| SEPTIEMBRE DEL 2015 | \$16,599.17     | \$589.08                 | \$4,714.91                          | \$16,010.09    | 58%                             | 23%                                     |
| OCTUBRE DEL 2015    | \$16,010.09     | \$1,738.69               | \$6,453.60                          | \$14,271.40    | 67%                             | 31%                                     |
| NOVIEMBRE DEL 2015  | \$14,271.40     | \$613.83                 | \$7,067.43                          | \$13,657.57    | 75%                             | 34%                                     |
| DICIEMBRE DEL 2015  | \$13,657.57     | \$627.16                 | \$7,694.59                          | \$13,030.41    | 83%                             | 37%                                     |
| ENERO DEL 2016      | \$13,030.41     | \$1,020.70               | \$8,715.29                          | \$12,009.71    | 92%                             | 42%                                     |
| FEBRERO DEL 2016    | \$12,009.71     | \$243.00                 | \$8,958.29                          | \$11,766.71    | 100%                            | 43%                                     |

**EARLY HEAD START**

| MES                 | BALANCE INICIAL | LO QUE SE GASTO ESTE MES | LO QUE SE HA GASTADO HASTA ESTE AÑO | SALDO RESTANTE | PORCENTAJE DEL AÑO TRANSCURRIDO | PORCENTAJE DEL PRESUPUESTO QUE SE GASTO |
|---------------------|-----------------|--------------------------|-------------------------------------|----------------|---------------------------------|---|
| MARZO DEL 2015      | \$2,075.00      | \$121.67                 | \$121.67                            | \$1,953.33     | 8%                              | 6%                                      |
| ABRIL DEL 2015      | \$1,953.33      | \$120.81                 | \$242.48                            | \$1,832.52     | 17%                             | 12%                                     |
| MAYO DEL 2015       | \$1,832.52      | \$47.03                  | \$289.51                            | \$1,785.49     | 25%                             | 14%                                     |
| JUNIO DEL 2015      | \$1,785.49      | \$50.23                  | \$339.74                            | \$1,735.26     | 33%                             | 16%                                     |
| JULIO DEL 2015      | \$1,735.26      | \$31.46                  | \$371.20                            | \$1,703.80     | 42%                             | 18%                                     |
| AGOSTO DEL 2015     | \$1,703.80      | \$36.85                  | \$408.05                            | \$1,666.95     | 50%                             | 20%                                     |
| SEPTIEMBRE DEL 2015 | \$1,666.95      | \$58.22                  | \$466.27                            | \$1,608.73     | 58%                             | 22%                                     |
| OCTUBRE DEL 2015    | \$1,608.73      | \$259.77                 | \$726.04                            | \$1,348.96     | 67%                             | 35%                                     |
| NOVIEMBRE DEL 2015  | \$1,348.96      | \$91.72                  | \$817.76                            | \$1,257.24     | 75%                             | 39%                                     |
| DICIEMBRE DEL 2015  | \$1,257.24      | \$93.69                  | \$911.45                            | \$1,163.55     | 83%                             | 44%                                     |
| ENERO DEL 2016      | \$1,163.55      | \$152.38                 | \$1,063.83                          | \$1,011.17     | 92%                             | 51%                                     |
| FEBRERO DEL 2016    | \$1,011.17      | \$36.28                  | \$1,100.11                          | \$974.89       | 100%                            | 53%                                     |

Preparado por Donna Holland  
17 de marzo 2016

**COMMUNITY ACTION PARTNERSHIP OF KERN  
HEAD START and EARLY HEAD START  
PARENT OUT-OF-COUNTY TRAVEL  
March 1, 2015 - February 29, 2016**

**HEAD START**

| MONTH          | BEGINNING BALANCE | SPENT THIS MONTH | SPENT YEAR-TO-DATE | REMAINING BALANCE | % OF YEAR ELAPSED | % OF BUDGET SPENT |
|----------------|-------------------|------------------|--------------------|-------------------|-------------------|-------------------|
| MARCH 2015     | \$8,247.00        | \$0.00           | \$0.00             | \$8,247.00        | 8%                | 0%                |
| APRIL 2015     | \$8,247.00        | \$0.00           | \$0.00             | \$8,247.00        | 17%               | 0%                |
| MAY 2015       | \$8,247.00        | \$0.00           | \$0.00             | \$8,247.00        | 25%               | 0%                |
| JUNE 2015      | \$8,247.00        | \$0.00           | \$0.00             | \$8,247.00        | 33%               | 0%                |
| JULY 2015      | \$8,247.00        | \$0.00           | \$0.00             | \$8,247.00        | 42%               | 0%                |
| AUGUST 2015    | \$8,247.00        | \$0.00           | \$0.00             | \$8,247.00        | 50%               | 0%                |
| SEPTEMBER 2015 | \$8,247.00        | \$0.00           | \$0.00             | \$8,247.00        | 58%               | 0%                |
| OCTOBER 2015   | \$8,247.00        | \$0.00           | \$0.00             | \$8,247.00        | 67%               | 0%                |
| NOVEMBER 2015  | \$8,247.00        | \$0.00           | \$0.00             | \$8,247.00        | 75%               | 0%                |
| DECEMBER 2015  | \$8,247.00        | \$2,957.04       | \$2,957.04         | \$5,289.96        | 83%               | 36%               |
| JANUARY 2016   | \$5,289.96        | \$170.00         | \$3,127.04         | \$5,119.96        | 92%               | 38%               |
| FEBRUARY 2016  | \$5,119.96        | \$0.00           | \$3,127.04         | \$5,119.96        | 100%              | 38%               |

**EARLY HEAD START**

| MONTH          | BEGINNING BALANCE | SPENT THIS MONTH | SPENT YEAR-TO-DATE | REMAINING BALANCE | % OF YEAR ELAPSED | % OF BUDGET SPENT |
|----------------|-------------------|------------------|--------------------|-------------------|-------------------|-------------------|
| MARCH 2015     | \$810.00          | \$0.00           | \$0.00             | \$810.00          | 8%                | 0%                |
| APRIL 2015     | \$810.00          | \$0.00           | \$0.00             | \$810.00          | 17%               | 0%                |
| MAY 2015       | \$810.00          | \$0.00           | \$0.00             | \$810.00          | 25%               | 0%                |
| JUNE 2015      | \$810.00          | \$0.00           | \$0.00             | \$810.00          | 33%               | 0%                |
| JULY 2015      | \$810.00          | \$0.00           | \$0.00             | \$810.00          | 42%               | 0%                |
| AUGUST 2015    | \$810.00          | \$0.00           | \$0.00             | \$810.00          | 50%               | 0%                |
| SEPTEMBER 2015 | \$810.00          | \$0.00           | \$0.00             | \$810.00          | 58%               | 0%                |
| OCTOBER 2015   | \$810.00          | \$0.00           | \$0.00             | \$810.00          | 67%               | 0%                |
| NOVEMBER 2015  | \$810.00          | \$0.00           | \$0.00             | \$810.00          | 75%               | 0%                |
| DECEMBER 2015  | \$810.00          | \$441.86         | \$441.86           | \$368.14          | 83%               | 55%               |
| JANUARY 2016   | \$368.14          | \$10.00          | \$451.86           | \$358.14          | 92%               | 56%               |
| FEBRUARY 2016  | \$358.14          | \$0.00           | \$451.86           | \$358.14          | 100%              | 56%               |

Prepared by Donna Holland  
March 17, 2016

**COMMUNITY ACTION PARTNERSHIP OF KERN  
HEAD START y EARLY HEAD START  
VIAJES DE LOS PADRES FUERA DEL CONDADO  
1 de marzo, 2015 - 29 de febrero, 2016**

**HEAD START**

| MES                 | BALANCE INICIAL | LO QUE SE GASTO ESTE MES | LO QUE SE HA GASTADO HASTA ESTE AÑO | SALDO RESTANTE | PORCENTAJE DEL AÑO TRANSCURRIDO | PORCENTAJE DEL PRESUPUESTO QUE SE GASTO |
|---------------------|-----------------|--------------------------|-------------------------------------|----------------|---------------------------------|---|
| MARZO DEL 2015      | \$8,247.00      | \$0.00                   | \$0.00                              | \$8,247.00     | 8%                              | 0%                                      |
| ABRIL DEL 2015      | \$8,247.00      | \$0.00                   | \$0.00                              | \$8,247.00     | 17%                             | 0%                                      |
| MAYO DEL 2015       | \$8,247.00      | \$0.00                   | \$0.00                              | \$8,247.00     | 25%                             | 0%                                      |
| JUNIO DEL 2015      | \$8,247.00      | \$0.00                   | \$0.00                              | \$8,247.00     | 33%                             | 0%                                      |
| JULIO DEL 2015      | \$8,247.00      | \$0.00                   | \$0.00                              | \$8,247.00     | 42%                             | 0%                                      |
| AGOSTO DEL 2015     | \$8,247.00      | \$0.00                   | \$0.00                              | \$8,247.00     | 50%                             | 0%                                      |
| SEPTIEMBRE DEL 2015 | \$8,247.00      | \$0.00                   | \$0.00                              | \$8,247.00     | 58%                             | 0%                                      |
| OCTUBRE DEL 2015    | \$8,247.00      | \$0.00                   | \$0.00                              | \$8,247.00     | 67%                             | 0%                                      |
| NOVIEMBRE DEL 2015  | \$8,247.00      | \$0.00                   | \$0.00                              | \$8,247.00     | 75%                             | 0%                                      |
| DICIEMBRE DEL 2015  | \$8,247.00      | \$2,957.04               | \$2,957.04                          | \$5,289.96     | 83%                             | 36%                                     |
| ENERO DEL 2016      | \$5,289.96      | \$170.00                 | \$3,127.04                          | \$5,119.96     | 92%                             | 38%                                     |
| FEBRERO DEL 2016    | \$5,119.96      | \$0.00                   | \$3,127.04                          | \$5,119.96     | 100%                            | 38%                                     |

**EARLY HEAD START**

| MES                 | BALANCE INICIAL | LO QUE SE GASTO ESTE MES | LO QUE SE HA GASTADO HASTA ESTE AÑO | SALDO RESTANTE | PORCENTAJE DEL AÑO TRANSCURRIDO | PORCENTAJE DEL PRESUPUESTO QUE SE GASTO |
|---------------------|-----------------|--------------------------|-------------------------------------|----------------|---------------------------------|---|
| MARZO DEL 2015      | \$810.00        | \$0.00                   | \$0.00                              | \$810.00       | 8%                              | 0%                                      |
| ABRIL DEL 2015      | \$810.00        | \$0.00                   | \$0.00                              | \$810.00       | 17%                             | 0%                                      |
| MAYO DEL 2015       | \$810.00        | \$0.00                   | \$0.00                              | \$810.00       | 25%                             | 0%                                      |
| JUNIO DEL 2015      | \$810.00        | \$0.00                   | \$0.00                              | \$810.00       | 33%                             | 0%                                      |
| JULIO DEL 2015      | \$810.00        | \$0.00                   | \$0.00                              | \$810.00       | 42%                             | 0%                                      |
| AGOSTO DEL 2015     | \$810.00        | \$0.00                   | \$0.00                              | \$810.00       | 50%                             | 0%                                      |
| SEPTIEMBRE DEL 2015 | \$810.00        | \$0.00                   | \$0.00                              | \$810.00       | 58%                             | 0%                                      |
| OCTUBRE DEL 2015    | \$810.00        | \$0.00                   | \$0.00                              | \$810.00       | 67%                             | 0%                                      |
| NOVIEMBRE DEL 2015  | \$810.00        | \$0.00                   | \$0.00                              | \$810.00       | 75%                             | 0%                                      |
| DICIEMBRE DEL 2015  | \$810.00        | \$441.86                 | \$441.86                            | \$368.14       | 83%                             | 55%                                     |
| ENERO DEL 2016      | \$368.14        | \$10.00                  | \$451.86                            | \$358.14       | 92%                             | 56%                                     |
| FEBRERO DEL 2016    | \$358.14        | \$0.00                   | \$451.86                            | \$358.14       | 100%                            | 56%                                     |

Preparado por Donna Holland  
17 de marzo 2016

**COMMUNITY ACTION PARTNERSHIP OF KERN  
HEAD START and EARLY HEAD START  
PARENT ACTIVITIES  
March 1, 2015 - February 29, 2016**

**HEAD START**

| MONTH          | BEGINNING BALANCE | SPENT THIS MONTH | SPENT YEAR-TO-DATE | REMAINING BALANCE | % OF YEAR ELAPSED | % OF BUDGET SPENT |
|----------------|-------------------|------------------|--------------------|-------------------|-------------------|-------------------|
| MARCH 2015     | \$41,405.00       | \$5,845.76       | \$5,845.76         | \$35,559.24       | 8%                | 14%               |
| APRIL 2015     | \$35,559.24       | \$7,865.79       | \$13,711.55        | \$27,693.45       | 17%               | 33%               |
| MAY 2015       | \$27,693.45       | \$494.99         | \$14,206.54        | \$27,198.46       | 25%               | 34%               |
| JUNE 2015      | \$27,198.46       | \$409.08         | \$14,615.62        | \$26,789.38       | 33%               | 35%               |
| JULY 2015      | \$26,789.38       | \$268.01         | \$14,883.63        | \$26,521.37       | 42%               | 36%               |
| AUGUST 2015    | \$26,521.37       | \$1,108.71       | \$15,992.34        | \$25,412.66       | 50%               | 39%               |
| SEPTEMBER 2015 | \$25,412.66       | \$347.22         | \$16,339.56        | \$25,065.44       | 58%               | 39%               |
| OCTOBER 2015   | \$25,065.44       | \$2,273.32       | \$18,612.88        | \$22,792.12       | 67%               | 45%               |
| NOVEMBER 2015  | \$22,792.12       | \$316.80         | \$18,929.68        | \$22,475.32       | 75%               | 46%               |
| DECEMBER 2015  | \$22,475.32       | \$683.96         | \$19,613.64        | \$21,791.36       | 83%               | 47%               |
| JANUARY 2016   | \$21,791.36       | \$375.37         | \$19,989.01        | \$21,415.99       | 92%               | 48%               |
| FEBRUARY 2016  | \$21,415.99       | \$4,279.08       | \$24,268.09        | \$17,136.91       | 100%              | 59%               |

**EARLY HEAD START**

| MONTH          | BEGINNING BALANCE | SPENT THIS MONTH | SPENT YEAR-TO-DATE | REMAINING BALANCE | % OF YEAR ELAPSED | % OF BUDGET SPENT |
|----------------|-------------------|------------------|--------------------|-------------------|-------------------|-------------------|
| MARCH 2015     | \$4,215.00        | \$926.40         | \$926.40           | \$3,288.60        | 8%                | 22%               |
| APRIL 2015     | \$3,288.60        | \$498.86         | \$1,425.26         | \$2,789.74        | 17%               | 34%               |
| MAY 2015       | \$2,789.74        | \$28.83          | \$1,454.09         | \$2,760.91        | 25%               | 34%               |
| JUNE 2015      | \$2,760.91        | \$48.02          | \$1,502.11         | \$2,712.89        | 33%               | 36%               |
| JULY 2015      | \$2,712.89        | \$26.50          | \$1,528.61         | \$2,686.39        | 42%               | 36%               |
| AUGUST 2015    | \$2,686.39        | \$109.65         | \$1,638.26         | \$2,576.74        | 50%               | 39%               |
| SEPTEMBER 2015 | \$2,576.74        | \$78.89          | \$1,717.15         | \$2,497.85        | 58%               | 41%               |
| OCTOBER 2015   | \$2,497.85        | \$339.70         | \$2,056.85         | \$2,158.15        | 67%               | 49%               |
| NOVEMBER 2015  | \$2,158.15        | \$47.34          | \$2,104.19         | \$2,110.81        | 75%               | 50%               |
| DECEMBER 2015  | \$2,110.81        | \$102.19         | \$2,206.38         | \$2,008.62        | 83%               | 52%               |
| JANUARY 2016   | \$2,008.62        | \$56.09          | \$2,262.47         | \$1,952.53        | 92%               | 54%               |
| FEBRUARY 2016  | \$1,952.53        | \$639.41         | \$2,901.88         | \$1,313.12        | 100%              | 69%               |

Prepared by Donna Holland  
March 17, 2016

**COMMUNITY ACTION PARTNERSHIP OF KERN  
HEAD START y EARLY HEAD START  
ACTIVIDADES DE LOS PADRES  
1 de marzo, 2015 - 29 de febrero, 2016**

**HEAD START**

| MES                 | BALANCE INICIAL | LO QUE SE GASTO ESTE MES | LO QUE SE HA GASTADO HASTA ESTE AÑO | SALDO RESTANTE | PORCENTAJE DEL AÑO TRANSCURRIDO | PORCENTAJE DEL PRESUPUESTO QUE SE GASTO |
|---------------------|-----------------|--------------------------|-------------------------------------|----------------|---------------------------------|---|
| MARZO DEL 2015      | \$41,405.00     | \$5,845.76               | \$5,845.76                          | \$35,559.24    | 8%                              | 14%                                     |
| ABRIL DEL 2015      | \$35,559.24     | \$7,865.79               | \$13,711.55                         | \$27,693.45    | 17%                             | 33%                                     |
| MAYO DEL 2015       | \$27,693.45     | \$494.99                 | \$14,206.54                         | \$27,198.46    | 25%                             | 34%                                     |
| JUNIO DEL 2015      | \$27,198.46     | \$409.08                 | \$14,615.62                         | \$26,789.38    | 33%                             | 35%                                     |
| JULIO DEL 2015      | \$26,789.38     | \$268.01                 | \$14,883.63                         | \$26,521.37    | 42%                             | 36%                                     |
| AGOSTO DEL 2015     | \$26,521.37     | \$1,108.71               | \$15,992.34                         | \$25,412.66    | 50%                             | 39%                                     |
| SEPTIEMBRE DEL 2015 | \$25,412.66     | \$347.22                 | \$16,339.56                         | \$25,065.44    | 58%                             | 39%                                     |
| OCTUBRE DEL 2015    | \$25,065.44     | \$2,273.32               | \$18,612.88                         | \$22,792.12    | 67%                             | 45%                                     |
| NOVIEMBRE DEL 2015  | \$22,792.12     | \$316.80                 | \$18,929.68                         | \$22,475.32    | 75%                             | 46%                                     |
| DICIEMBRE DEL 2015  | \$22,475.32     | \$683.96                 | \$19,613.64                         | \$21,791.36    | 83%                             | 47%                                     |
| ENERO DEL 2016      | \$21,791.36     | \$375.37                 | \$19,989.01                         | \$21,415.99    | 92%                             | 48%                                     |
| FEBRERO DEL 2016    | \$21,415.99     | \$4,279.08               | \$24,268.09                         | \$17,136.91    | 100%                            | 59%                                     |

**EARLY HEAD START**

| MES                 | BALANCE INICIAL | LO QUE SE GASTO ESTE MES | LO QUE SE HA GASTADO HASTA ESTE AÑO | SALDO RESTANTE | PORCENTAJE DEL AÑO TRANSCURRIDO | PORCENTAJE DEL PRESUPUESTO QUE SE GASTO |
|---------------------|-----------------|--------------------------|-------------------------------------|----------------|---------------------------------|---|
| MARZO DEL 2015      | \$4,215.00      | \$926.40                 | \$926.40                            | \$3,288.60     | 8%                              | 22%                                     |
| ABRIL DEL 2015      | \$3,288.60      | \$498.86                 | \$1,425.26                          | \$2,789.74     | 17%                             | 34%                                     |
| MAYO DEL 2015       | \$2,789.74      | \$28.83                  | \$1,454.09                          | \$2,760.91     | 25%                             | 34%                                     |
| JUNIO DEL 2015      | \$2,760.91      | \$48.02                  | \$1,502.11                          | \$2,712.89     | 33%                             | 36%                                     |
| JULIO DEL 2015      | \$2,712.89      | \$26.50                  | \$1,528.61                          | \$2,686.39     | 42%                             | 36%                                     |
| AGOSTO DEL 2015     | \$2,686.39      | \$109.65                 | \$1,638.26                          | \$2,576.74     | 50%                             | 39%                                     |
| SEPTIEMBRE DEL 2015 | \$2,576.74      | \$78.89                  | \$1,717.15                          | \$2,497.85     | 58%                             | 41%                                     |
| OCTUBRE DEL 2015    | \$2,497.85      | \$339.70                 | \$2,056.85                          | \$2,158.15     | 67%                             | 49%                                     |
| NOVIEMBRE DEL 2015  | \$2,158.15      | \$47.34                  | \$2,104.19                          | \$2,110.81     | 75%                             | 50%                                     |
| DICIEMBRE DEL 2015  | \$2,110.81      | \$102.19                 | \$2,206.38                          | \$2,008.62     | 83%                             | 52%                                     |
| ENERO DEL 2016      | \$2,008.62      | \$56.09                  | \$2,262.47                          | \$1,952.53     | 92%                             | 54%                                     |
| FEBRERO DEL 2016    | \$1,952.53      | \$639.41                 | \$2,901.88                          | \$1,313.12     | 100%                            | 69%                                     |

Preparado por Donna Holland  
17 de marzo 2016



**COMMUNITY ACTION PARTNERSHIP OF KERN  
HEAD START and EARLY HEAD START  
PARENT MEALS  
March 1, 2015 - February 29, 2016**

**HEAD START**

| MONTH          | BEGINNING BALANCE | SPENT THIS MONTH | SPENT YEAR-TO-DATE | REMAINING BALANCE | % OF YEAR ELAPSED | % OF BUDGET SPENT |
|----------------|-------------------|------------------|--------------------|-------------------|-------------------|-------------------|
| MARCH 2015     | \$28,555.00       | \$1,176.12       | \$1,176.12         | \$27,378.88       | 8%                | 4%                |
| APRIL 2015     | \$27,378.88       | \$1,114.99       | \$2,291.11         | \$26,263.89       | 17%               | 8%                |
| MAY 2015       | \$26,263.89       | \$0.00           | \$2,291.11         | \$26,263.89       | 25%               | 8%                |
| JUNE 2015      | \$26,263.89       | \$615.64         | \$2,906.75         | \$25,648.25       | 33%               | 10%               |
| JULY 2015      | \$25,648.25       | \$192.30         | \$3,099.05         | \$25,455.95       | 42%               | 11%               |
| AUGUST 2015    | \$25,455.95       | \$3,753.14       | \$6,852.19         | \$21,702.81       | 50%               | 24%               |
| SEPTEMBER 2015 | \$21,702.81       | \$3,112.37       | \$9,964.56         | \$18,590.44       | 58%               | 35%               |
| OCTOBER 2015   | \$18,590.44       | \$1,970.88       | \$11,935.44        | \$16,619.56       | 67%               | 42%               |
| NOVEMBER 2015  | \$16,619.56       | \$1,664.19       | \$13,599.63        | \$14,955.37       | 75%               | 48%               |
| DECEMBER 2015  | \$14,955.37       | \$2,584.24       | \$16,183.87        | \$12,371.13       | 83%               | 57%               |
| JANUARY 2016   | \$12,371.13       | \$2,063.94       | \$18,247.81        | \$10,307.19       | 92%               | 64%               |
| FEBRUARY 2016  | \$10,307.19       | \$2,017.27       | \$20,265.08        | \$8,289.92        | 100%              | 71%               |

**EARLY HEAD START**

| MONTH          | BEGINNING BALANCE | SPENT THIS MONTH | SPENT YEAR-TO-DATE | REMAINING BALANCE | % OF YEAR ELAPSED | % OF BUDGET SPENT |
|----------------|-------------------|------------------|--------------------|-------------------|-------------------|-------------------|
| MARCH 2015     | \$1,395.00        | \$122.44         | \$122.44           | \$1,272.56        | 8%                | 9%                |
| APRIL 2015     | \$1,272.56        | \$110.27         | \$232.71           | \$1,162.29        | 17%               | 17%               |
| MAY 2015       | \$1,162.29        | \$0.00           | \$232.71           | \$1,162.29        | 25%               | 17%               |
| JUNE 2015      | \$1,162.29        | \$78.33          | \$311.04           | \$1,083.96        | 33%               | 22%               |
| JULY 2015      | \$1,083.96        | \$90.27          | \$401.31           | \$993.69          | 42%               | 29%               |
| AUGUST 2015    | \$993.69          | \$371.17         | \$772.48           | \$622.52          | 50%               | 55%               |
| SEPTEMBER 2015 | \$622.52          | \$307.81         | \$1,080.29         | \$314.71          | 58%               | 77%               |
| OCTOBER 2015   | \$314.71          | \$294.51         | \$1,374.80         | \$20.20           | 67%               | 99%               |
| NOVEMBER 2015  | \$20.20           | \$243.10         | \$1,617.90         | (\$222.90)        | 75%               | 116%              |
| DECEMBER 2015  | (\$222.90)        | \$386.15         | \$2,004.05         | (\$609.05)        | 83%               | 144%              |
| JANUARY 2016   | (\$609.05)        | \$472.85         | \$2,476.90         | (\$1,081.90)      | 92%               | 178%              |
| FEBRUARY 2016  | (\$1,081.90)      | \$301.43         | \$2,778.33         | (\$1,383.33)      | 100%              | 199%              |

Prepared by Donna Holland  
March 17, 2016

**COMMUNITY ACTION PARTNERSHIP OF KERN  
HEAD START y EARLY HEAD START  
COMIDAS DE LOS PADRES  
1 de marzo, 2015 - 29 de febrero, 2016**

**HEAD START**

| MES                 | BALANCE INICIAL | LO QUE SE GASTO ESTE MES | LO QUE SE HA GASTADO HASTA ESTE AÑO | SALDO RESTANTE | PORCENTAJE DEL AÑO TRANSCURRIDO | PORCENTAJE DEL PRESUPUESTO QUE SE GASTO |
|---------------------|-----------------|--------------------------|-------------------------------------|----------------|---------------------------------|---|
| MARZO DEL 2015      | \$28,555.00     | \$1,176.12               | \$1,176.12                          | \$27,378.88    | 8%                              | 4%                                      |
| ABRIL DEL 2015      | \$27,378.88     | \$1,114.99               | \$2,291.11                          | \$26,263.89    | 17%                             | 8%                                      |
| MAYO DEL 2015       | \$26,263.89     | \$0.00                   | \$2,291.11                          | \$26,263.89    | 25%                             | 8%                                      |
| JUNIO DEL 2015      | \$26,263.89     | \$615.64                 | \$2,906.75                          | \$25,648.25    | 33%                             | 10%                                     |
| JULIO DEL 2015      | \$25,648.25     | \$192.30                 | \$3,099.05                          | \$25,455.95    | 42%                             | 11%                                     |
| AGOSTO DEL 2015     | \$25,455.95     | \$3,753.14               | \$6,852.19                          | \$21,702.81    | 50%                             | 24%                                     |
| SEPTIEMBRE DEL 2015 | \$21,702.81     | \$3,112.37               | \$9,964.56                          | \$18,590.44    | 58%                             | 35%                                     |
| OCTUBRE DEL 2015    | \$18,590.44     | \$1,970.88               | \$11,935.44                         | \$16,619.56    | 67%                             | 42%                                     |
| NOVIEMBRE DEL 2015  | \$16,619.56     | \$1,664.19               | \$13,599.63                         | \$14,955.37    | 75%                             | 48%                                     |
| DICIEMBRE DEL 2015  | \$14,955.37     | \$2,584.24               | \$16,183.87                         | \$12,371.13    | 83%                             | 57%                                     |
| ENERO DEL 2016      | \$12,371.13     | \$2,063.94               | \$18,247.81                         | \$10,307.19    | 92%                             | 64%                                     |
| FEBRERO DEL 2016    | \$10,307.19     | \$2,017.27               | \$20,265.08                         | \$8,289.92     | 100%                            | 71%                                     |

**EARLY HEAD START**

| MES                 | BALANCE INICIAL | LO QUE SE GASTO ESTE MES | LO QUE SE HA GASTADO HASTA ESTE AÑO | SALDO RESTANTE | PORCENTAJE DEL AÑO TRANSCURRIDO | PORCENTAJE DEL PRESUPUESTO QUE SE GASTO |
|---------------------|-----------------|--------------------------|-------------------------------------|----------------|---------------------------------|---|
| MARZO DEL 2015      | \$1,395.00      | \$122.44                 | \$122.44                            | \$1,272.56     | 8%                              | 9%                                      |
| ABRIL DEL 2015      | \$1,272.56      | \$110.27                 | \$232.71                            | \$1,162.29     | 17%                             | 17%                                     |
| MAYO DEL 2015       | \$1,162.29      | \$0.00                   | \$232.71                            | \$1,162.29     | 25%                             | 17%                                     |
| JUNIO DEL 2015      | \$1,162.29      | \$78.33                  | \$311.04                            | \$1,083.96     | 33%                             | 22%                                     |
| JULIO DEL 2015      | \$1,083.96      | \$90.27                  | \$401.31                            | \$993.69       | 42%                             | 29%                                     |
| AGOSTO DEL 2015     | \$993.69        | \$371.17                 | \$772.48                            | \$622.52       | 50%                             | 55%                                     |
| SEPTIEMBRE DEL 2015 | \$622.52        | \$307.81                 | \$1,080.29                          | \$314.71       | 58%                             | 77%                                     |
| OCTUBRE DEL 2015    | \$314.71        | \$294.51                 | \$1,374.80                          | \$20.20        | 67%                             | 99%                                     |
| NOVIEMBRE DEL 2015  | \$20.20         | \$243.10                 | \$1,617.90                          | (\$222.90)     | 75%                             | 116%                                    |
| DICIEMBRE DEL 2015  | (\$222.90)      | \$386.15                 | \$2,004.05                          | (\$609.05)     | 83%                             | 144%                                    |
| ENERO DEL 2016      | (\$609.05)      | \$472.85                 | \$2,476.90                          | (\$1,081.90)   | 92%                             | 178%                                    |
| FEBRERO DEL 2016    | (\$1,081.90)    | \$301.43                 | \$2,778.33                          | (\$1,383.33)   | 100%                            | 199%                                    |

Preparado por Donna Holland  
17 de marzo 2016



Policy Council Personnel Committee Meeting Minutes  
February 25, 2016  
5005 Business Park North, Bakersfield, California  
4:00 p.m. – 5:00 p.m.

1. **Welcome**
2. **Call to order-** Ana Luna, Chairperson was not present.  
Janelle Gonzalez, Governance Coordinator called meeting to order at 4:08pm
3. **Roll call and establish quorum (half plus one)**  
Jason Warren, Erica Ruvalcaba, & Josenn Vergara were members present, Quorum was established.
4. **Approval of Agenda**  
Janelle Gonzalez called for a motion to approve the agenda- Jason Warren, Kern County PC Member, motioned to approve the agenda dated February 25, 2016; seconded by Josenn Vergara, San Joaquin PC Member. Motion carried unanimously.
5. **Introduction of Guests/Public Forum** – Janelle Gonzalez, Governance Coordinator  
*(The public wishing to address the PC Planning Committee may do so at this time; however the Committee will take no action other than referring the item to staff for study and analysis.)*
6. **New Business/Training**
  - a. Voting for new time of Personnel meeting  
Other meeting dates and times were suggested, one member was unable to attend at 5:00pm on Thursdays. Janelle stated Planning committee meets 1<sup>st</sup> Tuesday of every month, Budget & Finance 3<sup>rd</sup> Thursday, and PC last Thursday. At last it was voted to change time to the last Tuesday of every month from 5:00pm-6:00pm. Janelle called for a motion to change the meetings to the last Tuesday of every month from 5:00-6:00 p.m. Jason Warren motioned to change the day and time of the meeting, with a second by Erika Ruvalcaba. Motion carried unanimously

- b. Recruitment Policy, Statement of At-Will employment section 2.2- Training  
Maura Sandoval, Staffing Specialist went over CAPK recruitment policy and At-Will statement. Jason asked if EE was terminated can they take to Policy Council and the answer was yes.
- c. Review Human Resources Report - Info Item  
Maura Sandoval, Staffing Specialist passed out the HR report for review. A copy was emailed to San Joaquin staff to share with parent. Ms. Sandoval reminded the committee they have the opportunity to be a part of the interview panels and to contact her if they are interested. No questions were posed at this time.
- d. What to expect during Executive Session –**Standing item to be reviewed as needed**. No executive session at this time.

7. **Announcements**

Meeting time and date has changed to the last Tuesdays of every month. Next meeting will be Tuesday May 29, 2016 at 5:00pm to 6:00pm

8. **Motion to Adjourn** (does not require a second per Roberts Rules of Order Newly Revised)\_Erica motioned to adjourn meeting at 4:33pm



**El Acta de la Reunión del Sub-Comité de Personal**  
**25 de febrero del 2015**  
**5005 Business Park North, Bakersfield, California**  
**4:00 p.m. – 5:00 p.m.**

1. **Bienvenida**
2. **Llamar a la Orden-** Ana Luna, La Presidenta no estaba presente  
Janelle Gonzalez, Coordinadora de Gobernación llamo la reunión en orden a las 4:08 p.m.
3. **Pasar Lista y Establecer Quorum** (la mitad más uno)  
Jason Warren, Erica Ruvalcaba, and Josenn Vergara estaban presentes. Quorum fue establecido.
4. **Aprobación de la Agenda**  
Janelle Gonzalez, Coordinadora de Gobernación pido una moción para aprobar la agenda. Moción fue hecha por Jason Warren, Miembro del PC del Condado de Kern; secundado por Josenn Vergara, Miembro del PC del Condado de San Joaquin. Moción fue aprobada con unanimidad.
5. **Presentación de Invitados/Foro Público** – Janelle Gonzalez, Coordinadora de Gobernación  
*(El público que desee dirigirse al Comité Personal podrá hacerlos en este momento; Sin embargo, el Comité no tomara ninguna otra acción que no sea la de remitir dichos asuntos al personal para su estudio y análisis.*
6. **Nuevos Asuntos /Entrenamiento**
  - a. Votación para el nuevo horario para la reunión del Comité Personal- Otros horarios y fechas fueron mencionadas, un miembro no puedo asistir las reuniones los jueves a las 5:00 p.m. Janelle menciona que el Comité de Planificación se reúne el primer martes de cada mes, el Comité de Finanzas se reúne el tercer jueves de cada mes, y PC se reúne el último jueves de cada mes. Finalmente se decidió votar para cambiar las reuniones del comité para el último martes de cada mes a las 5:00p.m. a 6:00 p.m. Janelle Gonzalez pido una moción para cambiar el horario de las reuniones para el último martes de cada mes, fue hecha por Jason Warren; secundado por Erika Ruvalcaba. Moción fue aprobada con unanimidad
  - b. Política de contratación, Declaración de la sección de empleo a voluntad 2.2- Entrenamiento-Maura Sandoval, Especialista Personal dirigió la política de contratación

**Comité de Personal**  
Ana Luna- Presidenta,  
Jason Warren, Erica Ruvalcaba, Josenn Vergera



y la declaración a voluntad de CAPK. Jason preguntó si se terminó EE pueden llevarlo al Consejo de Política y sí dijo que si pueden.

c. Revisión del informe de Recursos Humanos – **Tema informativo**

Maura Sandoval paso el informe de Recursos Humanos para ser revidado. Una copia fue enviada por correo electrónico al personal de San Joaquin para compartir con el padre. Ms. Sandoval le recordó al comité que tiene la oportunidad de participar en la entrevista de panal y si están interesados por favor pónganse en contacto con ella. Ninguna pregunta se formuló en este tiempo.

d. Que esperar de un Sesión Ejecutiva – **Tema Continuo se revisara cuando sea necesario.**  
En este tiempo no se presenta ninguna sesión ejecutiva.

7. **Anuncios**

Fecha y horario de las reuniones ha cambiado a los últimos martes de cada mes. Próxima reunión será el martes 29 mayo, 2016 de 5:00 a 6:00 pm.

8. **Moción para cerrar sesión** (No requiere una segunda moción basado a Reglas de Roberto Nuevamente Revisados) Moción fue hecha por Erica Ruvalcaba para cerrar sesión a las 4:33 p.m.

**Comité de Personal**

Ana Luna- Presidenta,  
Jason Warren, Erica Ruvalcaba, Josenn Vergera

Community Action Partnership of Kern  
Head Start / State Child Development  
Policy Council Planning Committee  
Meeting Minutes  
March 1, 2016

1. **Welcome**

Jason welcomed the group to the meeting.

2. **Call to Order**

a. Meeting was called to order at 5:30 p.m. by Chairperson Jason Warren.

3. **Roll Call and establish Quorum (half plus one)**

a. Quorum was established.

b. **PC Members present:** Jason Warren, Caterina Cerda, Deborah Martinez, Estrella Mendez

c. **PC Members not present:** Bryce Bray

4. **Approval of Agenda**

Motion was made by Caterina Cerda to approve the agenda dated March 1, 2016; Seconded by Estrella Mendez. Motion carried unanimously.

5. **Approval of Minutes from January 5, 2016**

Motion was made by Caterina Cerda to approve the minutes from January 5, 2016; seconded by Deborah Martinez. Motion carried unanimously.

6. **Introduction of Guests**

Jerry Meade, PDM Administrator (Staff Sponsor); Lisa Price, PDM Administrative Assistant

7. **Public Forum**

*(The public wishing to address the PC Planning Committee may do so at this time; however the Committee will take no action other than referring the item to staff for study and analysis.)*

None

8. **Presentation / Discussion Items**

a. Jerry reviewed the February enrollment report stating full enrollment was met in our Kern County programs. It was noted that we were at 5% in the area of over income families enrolled in the program; this number should never exceed 10%. Jason pointed out that our number of children with disabilities in the program has increased since the previous report. Jerry added that we have until the end of the program year to achieve our required 10%. With regard to the EHS Partnership it was stated Blanton has opened and we have met full enrollment there. Bakersfield College seems to have a bit of turnover. We will likely seek to obtain a waiver as we have "no control" over who our partners enroll in the program. Jerry stated that San Joaquin is growing and it is at a little bit of a "standstill" right now as they are awaiting facilities to be completed so centers can open. Jerry stated Kern is licensed from Fresno while our San Joaquin centers receive their licensing from Sacramento.

- b. The Average Daily Attendance (ADA) Report for February was reviewed and discussed. Jerry informed the committee that program wide we were at 98% average daily attendance. It was also noted that only the top 5 and bottom 5 centers appear on the ADA Report. Jerry shared that we are doing really well with average daily attendance.
- c. The Goals and Objectives of the program were reviewed. Jerry stated that this is a 5 year plan. We have 4 goals with each goal having a subcommittee. The goals are Zero to Three, School Readiness, Rebranding and Facilities. With regard to the Zero – Three goal, we have made accomplishments as we now have EHS expansion (infant & toddler slots) and have established the EHS Partnership. It was also shared that during the last program year HS slots were converted to EHS slots and more infant/toddler options were also introduced. Jerry informed the group that the goal of Rebranding has been completed. It was indicated that we have transitioned from the CEDS (Child Education and Development Services) Division to Head Start / State Child Development; in this move we have also had our program logo revised. The EHS/HS Program Planning Committee schedules 3 meetings per year, the first was held in January, the next is March 29 and the final meeting will be in June. Jerry stated the goals and objectives must show parent involvement. He added that when he was in Stockton the goals were reviewed with San Joaquin also. The Facilities goal was reviewed with the group, Jerry shared he is the team leader of this committee. He went on to say the Facilities goal was created because of health and safety additions to the Head Start Performance Standards. There was not a process in place to access information with regard to health and safety concerns of the facility including repairs and maintenance. We now have an online computer generated program, *Facility Dude* which tracks and prioritizes the needs of facilities and the work conducted there. Another concern was that we were underutilizing facility space we already have. Because of performance standards, we are looking at slot reductions. We are looking to maximize our single session setting as that is the direction the Office of Head Start is moving. Knowing this was in the works, we had already started preparing and have had a reduction of 170 Head Start slots. We will have 11 classrooms convert to a 6 hour program which also seems to better serve some of our parents especially those who have (older) children attending public school. In addition, Rosamond will be added, there is another classroom already open in Taft, Wesley (located on Niles & Oswell) will open in the fall and we also plan to reduce Home Base slots. We have recently discovered that Wasco wants their space back, so we will no longer have that specific center. Buttonwillow has also asked us to vacate. There was brief discussion with regard to our current modules and perhaps trying to move towards locating and obtaining sites with multiple classrooms rather than "fixing" the modules.
- d. The 2016 -2017 Recruitment & Selection Plan was briefly discussed. March kicks off enrollment for the new school year. Jerry Meade stated that we must be fully enrolled on the first day of school; this is a Head Start requirement. Our eligibility is based upon a multipoint criteria system. The question was posed if families need to apply for services every year. Jerry replied they do not, but they will need to complete an application if a child is enrolled in Early Head Start (EHS) and transitioning to Head Start (HS). Jerry added it is not unheard of to have a child from Pete Parra, for example, want to transition from EHS to HS and be placed on the waitlist. However, depending on current enrollment they are able transition



programs right away. Jerry then shared that there was a change in the Recruitment & Selection Plan with regard to the multipoint criteria. Points will now be offered for families who are in home base and want to transition their child to a center base option. Jerry further stated that each February the Federal Government reviews and adjusts their poverty guidelines, so those amounts differ as well. The question was asked what is considered an "at risk" pregnancy with regard to the selection criteria form. The response was that a diagnosed health issue or a teenage pregnancy could both be considered at risk. The 2016 – 2017 Recruitment & Selection Plan will go to Policy Council (PC) for approval later this month. Jerry also stated that he may ask for members to share information on topics that we have already covered at the PC Planning Meeting. The group felt this was a good idea stating that sometimes parents are more receptive to information when presented by their peers. At this time, it was asked if the PC Planning Committee still meets during the summer when school is not in session. Jerry replied that the committee still meets and members are a part of their subcommittees until the end of the Policy Council term through October 2016.

**9. Communications**

None

**10. Announcements**

None

**11. Adjournment**

Caterina Cerda made a motion to adjourn the meeting at 6:45 p.m.

Lisa Price/PDM Administrative Assistant  
Completed 03/07/16

Asociación de Acción Comunitaria de Kern  
Desarrollo Infantil Estatal / Head Start  
Consejo de Política Comité de Planificación  
Acta de la Reunión  
1 de marzo del 2016

1. **Bienvenida**

Jason le dio la bienvenida al comité.

2. **Llamo a la orden**

a. La reunión fue llamada al orden a las 5:30 pm por el presidente, Jason Warren.

3. **Pasar la Lista/Establecer Quórum (La mitad más uno)**

a. Quórum fue establecido.

b. **Miembros del Comité Presentes:** Jason Warren, Caterina Cerda, Deborah Martinez, y Estrella Mendez.

c. **Miembros del Comité que no están Presentes:** Bryce Bray

4. **Aprobación de la Agenda:**

Moción fue hecho por Caterina Cerda para aprobar la agenda con fecha de 1 de marzo 2016; fue secundado por Estrella Mendez. Moción fue aprobada por unanimidad.

5. **Aprobación de la Acta de 5 de enero, 2016**

Moción fue hecha por Caterina Cerda para aprobar el acta del 5 de enero del 2016; fue secundado por Deborah Martinez. Moción fue aprobada por unanimidad.

6. **Presentación de Invitados**

Jerry Meade, Administrador de PDM (Patrocinador); Lisa Price, Asistente Administrativo de PDM

7. **Foro Publico**

(El público que desee dirigirse al Consejo de Políticas Comité de Planificación podrán hacerlo a este momento, sin embargo el comité no tomara ninguna otra acción que no sea la de remitir dichos asuntos al personal para su estudio y análisis.)

8. **Presentación/ Temas de Discusión:**

a. Jerry examinó el informe de inscripción indicando que obtuvimos inscripción completa en nuestros programas del Condado de Kern en el mes de febrero. Se observó que estábamos en el 5% de la zona de familias de sobre ingreso registrados en el programa; este número no debe superar el 10%. Jason señaló que nuestro número de niños con discapacidades en el programa ha aumentado desde el informe anterior. Jerry añadió que tenemos hasta el final del año del programa para lograr nuestro requerido 10%. En cuanto a la Asociación de EHS se afirmó que Blanton ha abierto y hemos alcanzado la inscripción completa allí. El Colegio de Bakersfield parece tener un poco de vacantes. Probablemente vamos

obtener un permiso porque no tenemos "control" sobre quien inscriben nuestros socios en el programa. Jerry declaró que San Joaquín está creciendo y en este momento están en una pausa, ya que están esperando completar unas instalaciones antes de poder abrir. Jerry afirmó Kern obtiene licenciatura de Fresno, mientras que los centros de San Joaquín obtiene sus licenciatura de Sacramento.

- b. El Informe Promedio de Asistencia Diaria (ADA) para febrero fue revisado y discutido. Jerry le informó al comité que de todo el programa estábamos en un 98% del promedio de la asistencia diaria. También se observó que sólo los 5 centros calificando en los más alto y lo más bajo aparecen en el informe de ADA. Jerry compartió que estamos haciendo muy bien con el promedio de asistencia diaria.
- c. Se revisaron las metas y los objetivos del programa. Jerry declaró que se trata de un plan de 5 años. Tenemos 4 metas/objetivos cada objetivo tiene un subcomité. Los objetivos son: Cero a tres, La Preparación Escolar, Cambio de Marca e instalaciones. Con respecto al objetivo Cero – Tres, hemos hecho logros ya que ahora tenemos la expansión de EHS (espacios de infantes) y hemos establecido la Asociación de EHS. También se comentó que durante el último año del programa espacios de HS se convirtieron a EHS y más opciones de bebés / niños pequeños también fueron introducidos. Jerry le informó al grupo que el objetivo de la renovación de la marca se ha completado. Se indicó que hemos hecho la transición de la División de CEDS (Servicios de Educación y Desarrollo Infantil) a Desarrollo Infantil Estatal Head Start, en este movimiento también hemos revisado nuestro logo del programa. El Comité de Planificación de HS/EHS forma 3 reuniones por año, la primera se llevó a cabo en enero, la siguiente es el 29 de marzo y la reunión final será en junio. Jerry señaló las metas y los objetivos deben mostrar participación de los padres. El agregó que cuando estaba en Stockton, las metas fueron revisados con San Joaquín. El meta de la instalaciones fueron revisadas con el grupo, Jerry compartió que él es el líder de este comité. Continuo por decir que el meta de las instalaciones fue creado por la adiciones de salud y seguridad en las Normas de Desempeño de Head Start. No había un proceso en lugar para tener acceso a información sobre las preocupaciones de salud y seguridad de las instalaciones incluyendo reparaciones y mantenimiento. Ahora tenemos un sistema por la computadora llamado Facility Dude cual monitorea y da prioridad a las necesidades de las instalaciones y el trabajo que se hizo en la instalación. Otra preocupación era que no estábamos usando el espacio de instalación que ya teníamos. Por las normas de desempeño estamos mirando a reducir espacio. Estamos mirando en maximizando las sesiones singulares como es la dirección que la oficina de Head Start se está moviendo. Tenido esto en mente, hemos reducido 170 espacios de Head Start. Tendremos 11 salones de clase convertidos en un programa de 6 horas cual benéfica los padres especialmente esos padres que tienen niños mayores en la escuela pública. Además, se añadirá Rosamond, hay otra clase ya abierta en Taft, Wesley (ubicado en Niles y Oswell) se abrirá en el otoño y también planíamos reducir espacio en el programa basado en el hogar. Se ha descubierto recientemente que Wasco quiere su espacio, por lo que ya no tendremos ese centro específico. Prichard y Willow también nos ha pedido desalojar.

Hubo una breve discusión con respecto a nuestros módulos actuales y tal vez tratando de avanzar hacia la localización y obtención de los sitios con múltiples salones de clase en lugar de "componer" los módulos.

- d. El Plan de Reclutamiento y Selección del 2016-2017 se discutió brevemente. Marzo comienza la inscripción para el nuevo año escolar. Jerry Meade dijo que debemos que estar plenamente registrados en el primer día de clases; esto es un requisito de Head Start. Nuestra elegibilidad se basa en un sistema de criterios multipunto. La preguntó se hizo si las familias tienen que solicitar los servicios cada año. Jerry respondió que no, pero necesitaran completar una aplicación si su hijo(a) está registrado en el programa de Early Head Start (EHS) y está haciendo la transición a Head Start (HS). Jerry dijo que no es raro tener un niño de Pete Para, por ejemplo, querer hacer la transición de EHS a HS y ser colocado en la lista de espera. Sin embargo, dependiendo de la inscripción actual la transición puede ocurrir en forma inmediata. Jerry luego compartió que hubo un cambio en el Plan de Selección y Reclutamiento con respecto al criterio múltiple. Los puntos ahora se ofrecen para aquellas familias que se encuentran el programa basado en el hogar y quieren ser la transición basada en el centro. Jerry señaló que cada mes de febrero el Gobierno Federal revisa y ajusta sus parámetros de pobreza, por lo que esas cantidades difieren también. Se formuló la pregunta sobre lo que se considera un embarazo de "resigo" con respecto a la forma de criterios de selección. La respuesta fue que un problema de salud diagnosticado, así como un embarazo en la adolescencia podrían tanto ser considerados de alto riesgo. El Plan de Selección y Reclutamiento del 2016-2017 ira al Consejo de Política para aprobación al final de este mes. Jerry también indicó que él puede pedirles a los miembros que comparten información de los temas que ya hemos cubierto en las reuniones del subcomité de planificación. El grupo consideró que esto era una buena idea afirmando que a veces los padres son más receptivos a la información cuando es presentado por sus compañeros. En este momento, se preguntó si el Subcomité de Planificación de PC todavía se reúne durante el verano cuando la escuela no está en sesión. Jerry respondió que el comité todavía se reúne y miembros forman parte de sus subcomités hasta el final del término del Consejo de Política en octubre 2016.

**9. Comunicaciones:**

Ninguno

**4. Anuncios**

Ninguno

**5. Cierre de sesión**

Moción fue hecha por Caterina Cerda para cerrar sesión a las 6:45 p.m.



**Meeting Minutes**  
February 18, 2016

**1. Call to Order**

Call to order at 5:42 p.m.

a. Roll Call, Attendance, Set Quorum

Committee members present: Catarina Cerda (committee chair), Christina Bates, and Gabriella McCutcheon. Quorum was established.

b. (\*\*ACTION) Approval of Agenda

Ms. Bates moved to approve the agenda. Second by Ms. McCutcheon. Motion carried unanimously.

**2. Introduction of Guests/Public Forum**

None.

**3. Training/Presentations**

Ms. Holland reviewed the year end reports with the committee members. No questions were asked.

**4. Communications**

None

**5. Budget Reports**

- a. Head Start & Early Head Start Budget vs. Actual Expenditures (including Non-Federal Share and In-Kind), March 1, 2015 through January 31, 2016
- b. In-Kind Accrual Report, March 1, 2015 through January 31, 2016
- c. Parent Local Travel & Child Care, March 1, 2015 through January 31, 2016
- d. Parent Out-of-County Travel, March 1, 2015 through January 31, 2016
- e. Parent Activity Funds, March 1, 2015 through January 31, 2016
- f. Parent Meals, March 1, 2015 through January 31, 2016

Ms. Holland reviewed the budget reports in detail with the committee members. She stated March 1, 2016 will begin a new fiscal year for the program. Gabriella from Willow Head Start asked if centers get the In Kind sheet. Donna stated yes, center staff are provided the monthly totals so they can have an idea of where they are at with their In Kind totals.

**6. Unfinished Business**

None

**7. New Business**

- a. (\*\*ACTION) Use of Parent Activity Funds- Janelle Gonzalez, Program Governance Coordinator

Ms. Gonzalez provided the Parent activity spreadsheets to each member. She explained the Parent Activity is intended for parents to collaborate with staff and plan an activity for their children. The process began with voting on the activities in December and staff submitted their requests by January 29<sup>th</sup>. Requests were reviewed and approved by Program Managers and the Governance Coordinator developed spreadsheets to show committee members the amount of funds each center and Home Base Educator is requesting. Gabriella McCutcheon shared with the group that her and the parents at Willow enjoyed planning their activity. Christine Hernandez from Martha J. Morgan stated she and her child are excited about their Color Me Mine event. Ms. Gonzalez asked for an approval to expend these funds. Ms. McCutcheon moved to approve the Parent Activity funds. Second motion made by Ms. Hernandez. Motion carried unanimously.

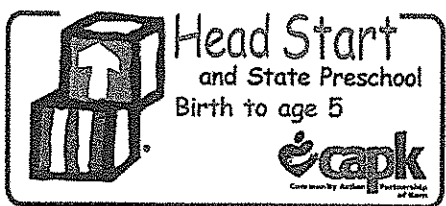
**8. Committee Member Questions and Announcements**

Gabriella McCutcheon shared with the group how Willow staff are doing an amazing job teaching the children. She stated the staff are teaching the children better than some Teachers at elementary schools.

**9. Adjournment**

The meeting was adjourned at 6:20 p.m.

Next meeting:  
Thursday, March 24, 2016  
5:30 p.m.  
5005 Business Park North  
Fiscal Suite



## Acta de la Reunión

18 de febrero, 2016

### 1. Llamando a la Orden:

La reunión se llamo a la orden a las 5:42 pm

#### a. Pasar Lista, Asistencia, Establecer Quórum

Miembros del Comité Presentes: Catarina Cerda (presidente del comité), Christina Bates, and Gabriella McCutcheon. Quorum fue establecido.

### 2. Presentación de Invitados/Foro Público:

Ninguno

### 3. Entrenamiento/Presentaciones

Sra. Holland revisó los informes del término del año con los miembros del comité. No hubo preguntas.

### 4. Comunicaciones

Ninguno

### 5. Informes del Presupuesto

- Presupuesto de HS/EHS vs. Reporte Actual de gastos (incluyendo Contribución No-Federal Y Contribución Laboral Voluntaria), 1 de marzo, 2015 hasta enero 31, 2016 (Inglés/Español)
- Viaje local de Padres y cuidado infantil, 1 de marzo 2015 hasta enero 31, 2016 (Inglés/Español)
- Viaje de Padres fuera del condado 1 de marzo 2015 hasta enero 31 de 2016 (Inglés/Español)
- Fondos de Actividad de Padres, 1 de marzo, 2015 hasta enero 31 de 2016 (Inglés/Español)

La Sra. Holanda examinó los informes sobre el presupuesto en detalle con los miembros del comité. Ella declaró que el 1 de marzo de, 2016 comenzará un nuevo año fiscal para el programa. Gabriella de Willow Head Start preguntó si los centros reciben la hoja de la contribución laboral voluntaria. Donna dijo que sí, el personal del centro se proporciona los totales mensuales para que puedan tener una idea de dónde están en sus totales en la contribución laboral voluntaria.

### 6. Asuntos Pendientes

Ninguno

### 7. Asuntos Nuevos

- (\*\*Acción) Uso de los Fondos de Actividad de Padres- Janelle Gonzalez, Coordinadora del Programa de Gobernación

Sra. González proporcionó las hojas de cálculo de Actividad de Padres a cada miembro. Ella explicó que la Actividad de Padres se pretende que los padres colaboran con el personal y planifican una actividad para sus hijos. El proceso se inició con la votación de las actividades en diciembre y el personal presentó sus solicitudes en el 29 de enero. Las solicitudes fueron revisadas y aprobadas por los directores de programa y el Coordinador de Gobernación se desarrolló hojas de cálculo para mostrar la cantidad que están solicitando cada centro y Educador Basado en el Hogar. Gabriella McCutcheon compartió con el grupo que ella y los padres en Willow le gustaron la planificación de su actividad. Christine Hernandez de Martha J. Morgan declaró que ella y su hijo están entusiasmados con su evento de Color Me Mine. Sra. González pidió una autorización para gastar estos fondos. La Sra. McCutcheon hizo la primera moción de aprobar los fondos Actividades de Padres. En segundo lugar moción fue presentada por la señora Hernández. Iniciativa fue aprobada.

**8. Preguntas de los Miembros del Comité y Anuncios**

Gabriella McCutcheon compartió con el grupo cómo el personal de Willow está haciendo un trabajo increíble enseñándoles a los niños. Ella indicó que el personal está enseñando a los niños mejor que algunos maestros en las escuelas primarias.

**9. Cierre de Sesión**

La reunión se terminó a las 6:20 p.m.

Próxima reunión:  
jueves, 24 de marzo del 2016  
5:30 pm  
Cuarto de conferencia Fiscal



Community Action Partnership of Kern/ Child and Adult Care Food Program

MEAL SUMMARY REPORT

| FEBRUARY 2016 MEALS DELIVERED / CLAIMED |                  |                     |                   |                    |                     |                  |                 |                  |                 |                  |                    |
|---|------------------|---------------------|-------------------|--------------------|---------------------|------------------|-----------------|------------------|-----------------|------------------|--------------------|
| HS CENTERS                              |                  |                     |                   | EHS CENTERS        |                     |                  |                 | HOME BASE        |                 |                  |                    |
| HS MEALS DELIVERED                      | HS MEALS CLAIMED | EHS MEALS DELIVERED | EHS MEALS CLAIMED | HB MEALS DELIVERED | HB MEALS SERVED     | HB MEALS CLAIMED | HB MEALS SERVED | HB MEALS CLAIMED | HB MEALS SERVED | HB MEALS CLAIMED | ADULT MEALS SERVED |
| 21,523                                  | 15,982           | 2,065               | 2,140             | 62                 | 46                  | 17               |                 |                  |                 |                  |                    |
| 26,717                                  | 20,334           | 2,868               | 2,311             | 315                | 163                 | 62               |                 |                  |                 |                  |                    |
| 20,005                                  | 14,047           | 2,655               | 1,907             | 80                 | 34                  | 0                |                 |                  |                 |                  |                    |
| 69,246                                  | 50,363           | 8,198               | 6,358             | 457                | 243                 | 69               |                 |                  |                 |                  |                    |
| VENDED MEALS DELIVERED / CLAIMED        |                  |                     |                   |                    |                     |                  |                 |                  |                 |                  |                    |
| HS MEALS DELIVERED                      | HS MEALS CLAIMED | EHS MEALS DELIVERED | EHS MEALS CLAIMED | ADULT MEALS SERVED | ADULT MEALS CLAIMED |                  |                 |                  |                 |                  |                    |
| 6,462                                   | 5,052            |                     |                   | 755                | 4                   |                  |                 |                  |                 |                  |                    |

FEBRUARY 2016: Total Sites: 40

Days of Operation: P:230 P:Y: 15

| February 2016 SUMMARY   |                       |                                    |                       |             |                   |  |  |  |  |  |  |
|-------------------------|-----------------------|------------------------------------|-----------------------|-------------|-------------------|--|--|--|--|--|--|
| TOTAL MEALS DELIVERED   | INVENTORY RETURNED    | TOTAL MEALS AVAILABLE TO BE SERVED | TOTAL MEALS CLAIMED   | ADULT MEALS | % OF MEALS SERVED |  |  |  |  |  |  |
| 24,250                  | 0                     | 24,250                             | 18,139                | 2,406       | 65%               |  |  |  |  |  |  |
| 29,900                  | 0                     | 29,900                             | 22,697                | 2,861       | 86%               |  |  |  |  |  |  |
| 22,751                  | 0                     | 22,751                             | 15,954                | 2,326       | 80%               |  |  |  |  |  |  |
| 76,901                  | 0                     | 76,901                             | 56,790                | 7,613       | 84%               |  |  |  |  |  |  |
| VENDED MEALS SUMMARY    |                       |                                    |                       |             |                   |  |  |  |  |  |  |
| TOTAL LUNCHES DELIVERED | INVENTORY RETURNED    | TOTAL MEALS AVAILABLE TO BE SERVED | TOTAL LUNCHES CLAIMED | ADULT MEALS | % OF MEALS SERVED |  |  |  |  |  |  |
| 6,482                   | 0                     | 5,707                              | 5,036                 | 755         | 90%               |  |  |  |  |  |  |
| CAPK TOTALS             |                       |                                    |                       |             |                   |  |  |  |  |  |  |
| TOTAL BREAKFAST CLAIMED | TOTAL LUNCHES CLAIMED | TOTAL MEALS AVAILABLE TO BE SERVED | TOTAL MEALS CLAIMED   | ADULT MEALS | % OF MEALS SERVED |  |  |  |  |  |  |
| 18,139                  |                       | 27,753                             |                       | 15,954      |                   |  |  |  |  |  |  |
| 83,383                  | 0                     | 82,608                             | 61,846                | 8,368       | 85%               |  |  |  |  |  |  |

Community Action Partnership of Kern (SAN JOAQUIN)/ Child and Adult Care Food Program

MEAL SUMMARY REPORT

| FEBRUARY 2016 MEALS DELIVERED / CLAIMED |                  |                     |                   |                    |                     |                  |                 |                  |                 |                  |                    |
|---|------------------|---------------------|-------------------|--------------------|---------------------|------------------|-----------------|------------------|-----------------|------------------|--------------------|
| HS CENTERS                              |                  |                     |                   | EHS CENTERS        |                     |                  |                 | HOME BASE        |                 |                  |                    |
| HS MEALS DELIVERED                      | HS MEALS CLAIMED | EHS MEALS DELIVERED | EHS MEALS CLAIMED | HB MEALS DELIVERED | HB MEALS SERVED     | HB MEALS CLAIMED | HB MEALS SERVED | HB MEALS CLAIMED | HB MEALS SERVED | HB MEALS CLAIMED | ADULT MEALS SERVED |
|   |                  | 1,560               | 1,060             | 0                  | 0                   | 0                |                 |                  |                 |                  |                    |
|   |                  | 1,565               | 1,049             | 0                  | 0                   | 0                |                 |                  |                 |                  |                    |
|   |                  | 1,565               | 922               | 0                  | 0                   | 0                |                 |                  |                 |                  |                    |
|   |                  | 4,690               | 3,031             | 0                  | 0                   | 0                |                 |                  |                 |                  |                    |
| VENDED MEALS DELIVERED / CLAIMED        |                  |                     |                   |                    |                     |                  |                 |                  |                 |                  |                    |
| HS MEALS DELIVERED                      | HS MEALS CLAIMED | EHS MEALS DELIVERED | EHS MEALS CLAIMED | ADULT MEALS SERVED | ADULT MEALS CLAIMED |                  |                 |                  |                 |                  |                    |
| 0                                       | 0                | 4,690               | 3,031             |                    |                     |                  |                 |                  |                 |                  |                    |

FEBRUARY 2016: Total Sites: 4

Days of Operation: P:230 P:Y: 15

| February 2016 SUMMARY   |                       |                                    |                     |             |                   |  |  |  |  |  |  |
|-------------------------|-----------------------|------------------------------------|---------------------|-------------|-------------------|--|--|--|--|--|--|
| TOTAL MEALS DELIVERED   | INVENTORY RETURNED    | TOTAL MEALS AVAILABLE TO BE SERVED | TOTAL MEALS CLAIMED | ADULT MEALS | % OF MEALS SERVED |  |  |  |  |  |  |
| 1,560                   | 0                     | 1,560                              | 1,060               | 141         | 77%               |  |  |  |  |  |  |
| 1,565                   | 0                     | 1,565                              | 1,049               | 138         | 75%               |  |  |  |  |  |  |
| 1,565                   | 0                     | 1,565                              | 922                 | 123         | 67%               |  |  |  |  |  |  |
| 4,690                   | 0                     | 4,690                              | 3,031               | 402         | 73%               |  |  |  |  |  |  |
| SAN JOAQUIN TOTALS      |                       |                                    |                     |             |                   |  |  |  |  |  |  |
| TOTAL BREAKFAST CLAIMED | TOTAL LUNCHES CLAIMED | TOTAL MEALS AVAILABLE TO BE SERVED | TOTAL MEALS CLAIMED | ADULT MEALS | % OF MEALS SERVED |  |  |  |  |  |  |
| 1,060                   |                       | 1,049                              |                     | 922         |                   |  |  |  |  |  |  |
| 4,690                   | 0                     | 4,690                              | 3,031               | 402         | 73%               |  |  |  |  |  |  |

Regulation: SEC. 642. POWERS AND FUNCTIONS OF HEAD START AGENCIES. [42 U.S.C. 9837] (6) Program Governance Administration - (2) CONDUCT OF RESPONSIBILITIES - Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and policy council, about program planning, policies, and Head Start agency operations, including - (D) monthly reports of meals and snacks provided through programs of the Department of Agriculture.

| GRAND TOTALS            |                       |                                    |                     |                    |                   |
|-------------------------|-----------------------|------------------------------------|---------------------|--------------------|-------------------|
| TOTAL BREAKFAST CLAIMED | TOTAL LUNCHES CLAIMED | TOTAL MEALS AVAILABLE TO BE SERVED | TOTAL MEALS CLAIMED | ADULT MEALS SERVED | % OF MEALS SERVED |
| 19,199                  | 28,802                | 28,802                             | 16,876              | 16,876             |                   |
| 88,073                  | 0                     | 87,298                             | 64,877              | 8,368              | 84%               |

**Enrollment and Average Daily Attendance Report  
 February 2016**

**Enrollment and Eligibility**

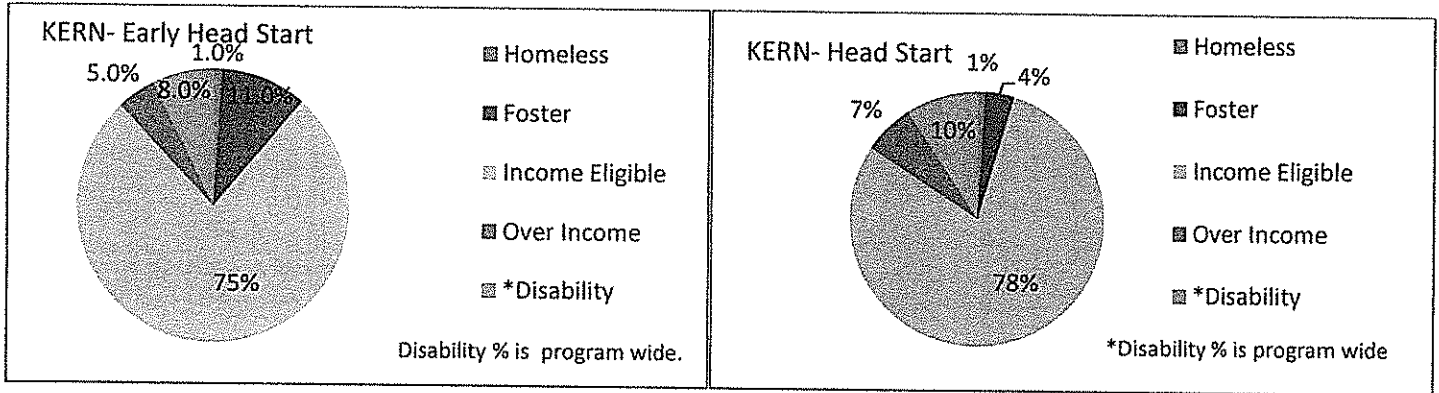
**Kern County HS/EHS**

Funded Enrollment: 2539

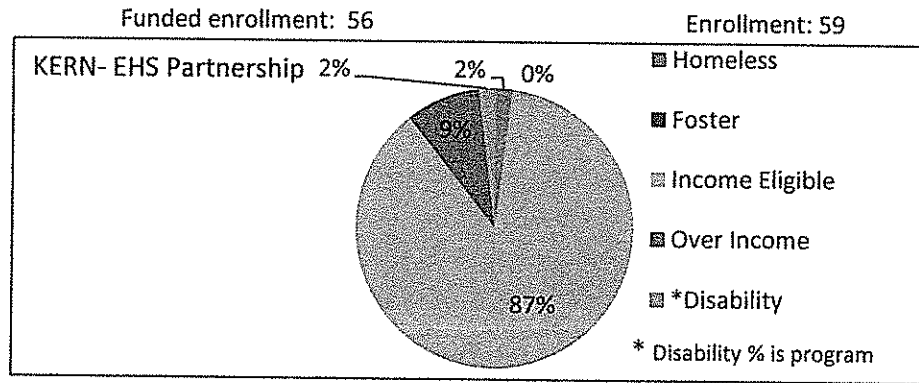
Total Kern Enrollment: 2614

EHS Enrollment: 341

HS Enrollment: 2273



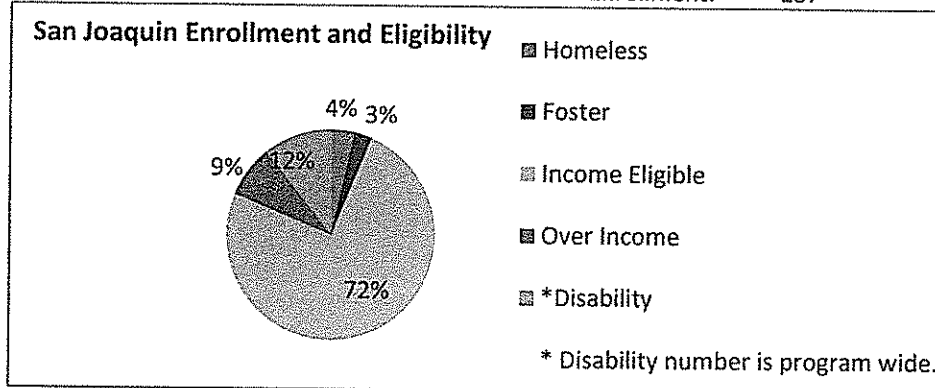
**EHS Partnership**



**San Joaquin County EHS**

Funded Enrollment: 345

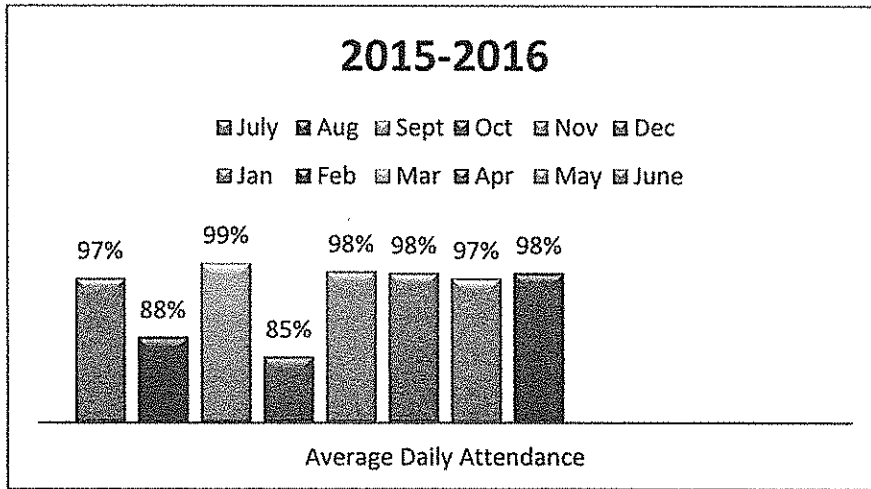
Enrollment: 287



**Enrollment and Average Daily Attendance Report  
 February 2016**

**February 2016**

**Head Start/ Early Head Start Average Daily Attendance**



**Top 5 and Bottom 5 Average Daily Attendance (ADA)**

|                         |        |                     |        |
|-------------------------|--------|---------------------|--------|
| 1. Fairview             | 100%   | 43. Tehachapi       | 94.80% |
| 2. Seibert              | 100%   | 44. Sterling        | 94.59% |
| 3. Stella Hills         | 100%   | 45. Shafter HS/EHS  | 94.46% |
| 4. Faith Ave & Heritage | 99.73% | 46. Wasco           | 94.34% |
| 5. Fairfax              | 99.50% | 47. California City | 93.48% |

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Policy Council

**From:** Patty Hinojosa, Family Services and Governance Manager

**Date:** March 15, 2016

**Subject:** Amendment to Policy Council 2015-2106 By-Laws

---

We are requesting the following changes to the current Policy Council By-Laws. We are proposing to add 1 additional member to the Budget and Finance, Planning and By-laws Committee.

**Current:**

ARTICLE VIII

STANDING COMMITTEES

SECTION 1. Standing Committees

- a. Each Policy Council member must participate on one committee. Each Policy Council member will sit on a maximum of two (2) committees, and a minimum of one (1) committee, during the course of the Policy Council year. Committees shall develop written recommendations and will be reflected in committee meeting minutes and placed on the next PC Agenda. Minutes shall be available upon request with the exception of meetings involving discussions of the agency employees or potential employees, which are deemed confidential.

- ~~Budget and Finance-Seven (7) members~~
- ~~Planning –Seven (7) members~~
- ~~Bylaws –Six (6) members~~
- Personnel –Five (5) members

**Proposed Changes:**

ARTICLE VIII

STANDING COMMITTEES

SECTION 1. Standing Committees

- b. Each Policy Council member must participate on one committee. Each Policy Council member will sit on a maximum of two (2) committees, and a minimum of one (1) committee, during the course of the Policy Council year. Committees shall develop written recommendations and will be reflected in committee meeting minutes and placed on the next PC Agenda. Minutes shall be available upon request with the exception of meetings involving discussions of the agency employees or potential employees, which are deemed confidential.

- ~~Budget and Finance-Eight (8) members~~
- ~~Planning –Eight (8) members~~
- ~~Bylaws –Seven(7) members~~
- Personnel –Five (5) members –**No Changes**

**Recommendation:**

Staff recommends the Policy Council approve the amendment proposal to the Policy Council By-Laws.

# ASOCIACIÓN DE ACCIÓN COMUNITARIA DE KERN

## MEMORÁNDUM

**Para:** Consejo de Política  
**De:** Patty Hinojosa, Gerente de Servicios Familiares y Gobernación  
**Fecha:** 15 de marzo de 2016  
**Tema:** Modificación a los Estatutos del Consejo de Política 2015-2016

Estamos solicitando los siguientes cambios en los Estatutos actual del Consejo de Política. Estamos proponiendo añadir al menos 1 miembro adicional al Comité de Presupuesto y Finanzas, Planificación y Estatutos.

### **Actual:**

#### ARTICULOS VIII

#### COMITES VIGENTES

##### SECCIÓN 1. Comités Vigentes

- a. Cada miembro del Consejo de Política debe participar en un comité. Cada miembro del Consejo de Política se sentará en un máximo de dos (2) comités, y un mínimo de un (1) comité, durante el curso del año del Consejo de Política. Los Comités elaborarán recomendaciones escritas y se reflejan en el acta del comité y se coloca en la siguiente Agenda del PC. El acta estarán disponibles a petición, con la excepción de las reuniones que involucran discusiones de los empleados de la agencia o empleados potenciales, que se consideran confidenciales.

- Presupuesto y Finanzas- Siete (7) miembros
- Planificación- Siete (7) miembros
- Estatutos- Seis (6) miembros
- Personal- Cinco (5) miembros

### **Cambios Propuestos:**

#### ARTICULOS VIII

#### COMITES VIGENTES

##### SECCIÓN 1. Comités Vigentes

- b. Cada miembro del Consejo de Política debe participar en un comité. Cada miembro del Consejo de Política se sentará en un máximo de dos (2) comités, y un mínimo de un (1) comité, durante el curso del año del Consejo de Política. Los Comités elaborarán recomendaciones escritas y se reflejan en el acta del comité y se coloca en la siguiente Agenda del PC. El acta estarán disponibles a petición, con la excepción de las reuniones que involucran discusiones de los empleados de la agencia o empleados potenciales, que se consideran confidenciales.

- Presupuesto y Finanzas- Siete (8) miembros
- Planificación- Siete (8) miembros
- Estatutos- Seis (7) miembros
- Personal- Cinco (5) miembros- Ningún cambio.

### **Recomendaciones:**

El Personal recomienda al Consejo de Política aprobar las modificaciones propuestos a los estatutos del Consejo de Política.



**BOARD OF DIRECTORS**

**Garth Corrigan, Chair**  
34th State Assembly District  
Representative

**Curtis Floyd, Vice Chair**  
Law Offices of Floyd and  
Horrigan

**Fred A. Plane, Secretary**  
25th U.S. Congressional District  
Representative

**Warren Peterson, Treasurer**  
Warren Peterson Construction

**Don Bynum**  
18th State Senate District  
Representative

**James S. Camp**  
S.A. Camp Companies

**Jose Gonzalez**  
South Kern County  
Representative

**Craig Henderson**  
The Henderson Group

**Mike Maggard**  
Kern County Board of  
Supervisors Representative

**Tony Martinez**  
City of Bakersfield Mayor's  
Office Representative

**Yolanda Ochoa**  
East Kern County  
Representative

**Kathleen Philley**  
Kern High School District/  
Bakersfield Adult School

**Charlie Rodriguez**  
Greater Bakersfield  
Representative

**Ana Vigil**  
North Kern County  
Representative

**Ashley Womack**  
Head Start Policy Council  
Representative

**EXECUTIVE DIRECTOR**  
Jeremy T. Tobias

February 26, 2016

California Department of Education  
Child Development and Nutrition Fiscal Services  
1430 N Street, Suite 2213  
Sacramento, CA 95814  
Attention: Kimberly Conover

Re: CSPP4113 Contract Reduction

Dear Ms. Conover:

Upon receipt of your letter, Community Action Partnership of Kern (CAPK) staff reviewed projections for meeting our Maximum Reimbursable Amount (MRA) for our CSPP4113 contract. When comparing our projections with the Service Earnings data provided by the Child Development and Nutrition Fiscal Services (CDNFS) unit, we found the estimations to be consistent.

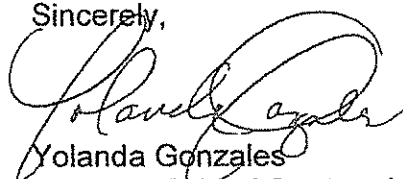
With that said, we appreciate the opportunity to explain why this contract should or should not be reduced. As evident with the trends identified within the last three years, we concur that the contract should indeed be reduced. However, within the past two years, CAPK has been working toward one of our program goals to expand our infant/toddler program which includes the reduction of our CSPP funding to augment an increase to our CCTR contract.

CAPK's Head Start and State Child Development program began the process of conversion in the 2014-2015 budget year. One of the main reasons we created this goal stemmed from the Service Earnings of less than 90% in the 2013-2014 budget period. Family need as well as the saturation of Pre-K opportunities (specifically Transitional Kindergarten) is an additional drive for us to expand our infant toddler care. This process has required several steps of approval from the Office of Head Start (OHS). Upon submission of our California Department of Education (CDE) annual application, we had not received approvals from OHS for the final component to complete our conversion.

Just prior to the receipt of your letter, we did obtain OHS approvals. Now our infant/toddler from Pre-K realignment can move to the next phase. The latest opportunity to submit a Transfer Request letter (January 2016) for the 2016-2017 budget period came and went prior to our receipt of

approval from OHS. Therefore, in light of the CDNFS' request to reduce funding for our CSPP contract, we are asking for a special circumstance to allow the submission of a Transfer Request from our CSPP contract to our CCTR contract for the 2016-2017 budget period. If CAPK is granted the opportunity to submit a request to transfer funds, our estimation of funds to transfer will meet or exceed the \$138,468 included in the funding reduction letter we received.

Sincerely,



Yolanda Gonzales

Director of Head Start and State Child Development Services

cc: Jeremy Tobias, Executive Director  
Christine Anami, Director of Finance  
Board of Directors  
Policy Council

26 de febrero del 2016

Departamento de Educación de California  
Servicios Fiscales de Nutrición y Desarrollo Infantil  
1430 N Street, Suite 2213  
Sacramento, CA 95814  
Atención: Kimberly Conover

Re: CSPP4113 Contratación de Reducción

Querida Sra. Conover:

Al recibir su carta, El personal de la Asociación de Acción Comunitaria de Kern (CAPK) revisó las proyecciones para el cumplimiento de nuestra máxima Reembolsable Importe (MRA) para nuestro contrato CSPP4113. Cuando se comparan las proyecciones con los datos de ingresos de servicios prestados por los Servicios Fiscales de Nutrición y Desarrollo Infantil (CDNFS), encontramos las estimaciones son relacionados.

Dicho esto, apreciamos la oportunidad de explicar por qué este contrato debe o no debe ser reducido. Como es evidente con las tendencias identificadas en los últimos tres años, estamos de acuerdo que el contrato de hecho debe ser reducido. Sin embargo, en los últimos dos años, CAPK ha estado trabajando hacia una de nuestras metas del programa para expandir nuestro programa de bebés / niños pequeños que incluye la reducción de nuestros fondos CSPP para aumentar un aumento de nuestro contrato CCTR.

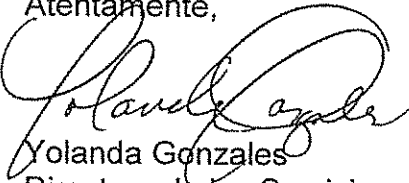
El Programa Desarrollo Infantil Estatal / Head Start CAPK comenzó el proceso de conversión en el ejercicio presupuestario 2014-2015. Una de las principales razones que hemos creado este objetivo se derivó de la Utilidad de Servicio de menos de 90% en el período presupuestario 2013-2014. Familia necesita, así como la saturación de las oportunidades de Pre-K (en concreto el kindergarten de transición) es una unidad adicional de que nos permite ampliar nuestro cuidado infantil. Este proceso ha requerido varias etapas de aprobación de la Oficina de Head Start (OHS). Tras la presentación de nuestro Departamento de Educación de California (CDE) solicitud anual, que no había recibido la aprobación de la SST para el componente final para completar nuestra conversión.

Justo antes de recibir su carta, obtuvimos la aprobación de OHS. Ahora nuestro bebés / niños pequeños de Pre-K realineación puede pasar a la siguiente fase.



La última oportunidad de presentar una carta de solicitud de transferencia (enero de 2016) para el período presupuestario 2016-2017 llegó y se fue antes de nuestra recepción de la aprobación de OHS. Por lo tanto, a la luz de la solicitud de CDNFS 'para reducir la financiación de nuestro contrato CSPP, estamos pidiendo una circunstancia especial para permitir la presentación de una solicitud de transferencia de nuestro contrato CSPP a nuestro contrato CCTR para el período presupuestario 2016-2017. Si CAPK se concede la posibilidad de presentar una solicitud de transferencia de fondos, nuestra estimación de los fondos para la transferencia será cumplir o exceder el \$ 138,468 incluido en la letra de reducción de la financiación que recibimos.

Atentamente,



Yolanda Gonzales

Directora de los Servicios de Desarrollo Infantil Estatal / Head Start

cc: Jeremy Tobias, Executive Director  
Christine Anami, Director of Finance  
Board of Directors  
Policy Council



# Celebrating Inclusion for all Children

We invite you to join us for the:

## Disabilities Advisory Committee Meeting

Parent representation from each region  
and Home Base is strongly encouraged

Location: 5005 Business Park North, Suite 130  
Date: Thursday, March 31, 2016  
Time: 12:00 p.m. – 1:30 p.m.

*~ Lunch will be provided ~*

**RSVP to Nadine Berry by March 17, 2016**

In order to ensure an accurate food count  
336-5236 Ext. 2233 / [nberry@capk.org](mailto:nberry@capk.org)

*Community Partners:*

*Please be prepared to share a 3-5 minute update about your agency.*





Celebrando la inclusión para todos los niños

Le invitamos acompañarnos para la:

## Reunión del Comité Consultivo de Discapacidad

REPRESENTACIÓN DE LOS PADRES DE CADA REGIÓN Y  
DEL PROGRAMA BASADO EN EL HOGAR ES RECOMENDADA

Ubicación: 5005 Business Park North, Salón 130  
Fecha: jueves, 31 de marzo 2016  
Horario: 12:00 p.m. – 1:30 p.m.

*~ El almuerzo será proporcionado ~*

Reserve con Nadine Berry para el 14 de marzo 2016

Para garantizar un conteo de comida precisa

336-5236 Ext. 2233 / [nberry@capk.org](mailto:nberry@capk.org)

*Miembros de la comunidad:*

*Por favor, esté preparado para compartir unos 3-5 minutos acerca  
de su agencia.*





GREENFIELD FAMILY RESOURCE CENTER  
PRESENTS THE ANNUAL

# HEALTH AND SAFETY FAIR

JOIN THE GREENFIELD HELPS COLLABORATIVE PARTNERS  
FOR A DAY OF FUN ENTERTAINMENT, FOOD AND  
INFORMATION ON GOOD HEALTH & SAFETY.

APRIL 7<sup>TH</sup> 2016  
3:30 - 6:30 P.M.

AT THE  
GREENFIELD COMMUNITY SCHOOL  
725 CAPITOLA DRIVE  
BAKERSFIELD, CA. 93307



For more information contact us at:  
GREENFIELD FAMILY RESOURCE CENTER  
5400 MONITOR ST.  
BAKERSFIELD, CA 93307  
661-837-3720

<https://www.facebook.com/greenfieldfc>

CENTRO DE RECURSOS PARA LAS  
FAMILIAS DE GREENFIELD  
PRESENTA LA

# FERIA DE SALUD Y SEGURIDAD

ÚNETE A LOS SOCIOS DEL COLABORATIVO DE GREENFIELD  
PARA UN DÍA DE DIVERSIÓN, ENTRETENIMIENTO, COMIDA  
E INFORMACIÓN SOBRE BUENA SALUD Y SEGURIDAD.

7 DE ABRIL DEL 2016  
3:30 - 6:30 P. M.

EN LA  
ESCUELA COMUNITARIA DE GREENFIELD  
725 CAPITOLA DRIVE  
BAKERSFIELD, CA. 93307



Para obtener más información, contáctenos:  
CENTRO DE RECURSOS PARA LAS FAMILIAS DE GREENFIELD  
5400 MONITOR ST.  
BAKERSFIELD, CA 93307  
661-837-3720

<https://www.facebook.com/greenfieldrc>

**FREE TAX PREPARATION**

# Assistance Workshop

**PREPARACIÓN DE DECLARACION  
DE IMPUESTO GRATIS**

# Taller de Asistencia

**Assemblymember Rudy Salas & United Way of Kern County invite you to a Free Tax Preparation Assistance Service**

Many families routinely turn to accountants and tax preparers to help when filing their federal and state taxes. This can be costly.

Please attend this free tax assistance service and find out how much money can be returned to your wallet.

**Saturday, February 20**

**2 - 6 p.m.**

Plantation Elementary School (Cafeteria)  
901 Plantation Ave., Bakersfield, CA 93304

**Saturday, March 5**

**2 - 6 p.m.**

Robert F. Kennedy High School (Library)  
1401 Hiatt Ave., Delano, CA 93215

**Saturday, April 9**

**2 - 6 p.m.**

Wonderful Company (Green Center)  
14760 Lost Hills Rd., Lost Hills, CA 93249

**El asambleísta Rudy Salas y *United Way* del condado de Kern le invitan a un taller de Asistencia de Preparación de la Declaración de Impuestos**

Muchas familias buscan asistencia de contadores y preparadores para llenar sus declaraciones de impuestos estatales y federales; y esto suele ser muy caro.

Le invitamos a participar en este taller gratis para asistencia con la declaración de impuestos y así conozca cuánto dinero podría recibir de reembolso.



For more information call:  
(661) 335-0302.

Para más información llame al:  
(661) 335-0302.

**It's Tax Time-**

Bring your tax-related documents!

**Es época de impuestos**

¡Traiga todos los documentos relacionados con los impuestos!

Visit [www.asmdc.org/cz](http://www.asmdc.org/cz) for information on what to bring and a full list of dates and locations of other workshops.

Visite el sitio web [www.asmdc.org/cz](http://www.asmdc.org/cz) para información sobre qué traer consigo y una lista completa de las fechas y lugares donde se ofrecen otros talleres sobre los impuestos.

## CHILD PASSENGER SAFETY CERTIFICATION

April 12-16, 2016

Tuesday thru  
Saturday

8:00 AM - 5:00 PM

### Trained Techs:

- \* Will be able to understand the concept of crash forces.
- \* Understand challenges to crash survival.
- \* Will understand the function of air bags.
- \* Identify NHTSA's Federal Motor Vehicle Safety Standard
- \* Identify forward and rear facing car seat errors and consequences
- \* Will know how to properly utilize and install a child car seat.



### *Child Passenger Safety Technician*

The standardized training course is 5 days in length and combines classroom instruction with hands-on work with safety seats and vehicles. Attendance is required for the entire course. Upon successful completion of the in-class training, trainees will be required to participate at a child passenger safety seat checkup event. Trainees selected to attend should be eager to learn more about child passenger safety, participate at child passenger safety fitting stations, and contribute to the program for at least two years. This class is physically demanding as you will be climbing in and out of vehicles. This course is open primarily to those living in or working in Kern County.

For more information please contact Michael Hennessey at (805) 709-7639 or e-mail at [carseat101@hotmail.com](mailto:carseat101@hotmail.com).

**Olive Drive Fire Training Center**

**5642 Victor Street**

**Bakersfield, CA**

