



**Community Action Partnership of Kern
Head Start/State Child Development**

POLICY COUNCIL MEETING PACKET

January 28, 2025

POLICY COUNCIL STANDING COMMITTEES

December 2024

EXECUTIVE COMMITTEE

Chairperson: Ruby Cruz
Vice Chairperson: Christopher Cuzul
Secretary: Jennifer Wilson
Treasurer: Gabriela Rangel
Parliamentarian: Dominique Bassi

STANDING COMMITTEE MEMBERS

Board of Directors: Fatima Echeverria

BYLAWS

Chairperson: Dominique Bassi

1. Fatima Echeverria
- 2.
- 3.
- 4.
- 5.
- 6.

SCHOOL READINESS

Chairperson: Jennifer Wilson

1. Alejandra Verduzco
2. Ashley Trent
3. Kaylonie Howard
4. Michelle Zazueta

PLANNING

Chairperson: Christopher Cuzul

1. Gabriela Rangel
2. Maria Worthy
3. Michelle Jara-Rangel
4. Rene Williams
- 5.
- 6.

BUDGET & FINANCE

Chairperson: Gabriela Rangel

1. Nallely Leon Delgado
2. Rene Williams
3. Ruby Cruz
- 4.
- 5.
- 6.



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School Readiness Committee										
Member	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Jennifer Wilson										
Alejandra Verduzco										
Ashley Trent										
Kaylonie Howard										
Michelle Zazueta										
Bylaws Committee										
Member	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Dominique Bassi										
Fatima Echeverria										
Ruby Cruz										

Board of Directors										
Member	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Fatima Echeverria										

Legend	
Attended	X
Did Not Attend	ABS
Attended Another CAPK Function	
Resigned	R
Terminated	
No Subcommittee Meeting Held	
Not Yet Elected to Subcommittee	
Absent Due to Weather Conditions	
Excused Absence	ABS*



DATE	January 28, 2025
TIME	5:30 p.m.
LOCATION	CAPK Administrative Office Executive Conference Room 1300 18 th Street Bakersfield, CA 93301
TEAMS LINK	Join the meeting now
PHONE	(213) 204-2374
MEETING ID	278 408 173 959

Policy Council Meeting Agenda

The Promise of Community Action

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

1. Call to Order

a. Roll Call

Ashley Trent
Alejandra Verduzco
Christopher Cuzul
Dominique Bassi
Fatima Echeverria

Gabriela Rangel
Henrietta Roberta Castro
Jennifer Wilson
Kaylonie Howard
Maria Worthy

Michelle Jara - Rangel
Michelle Zazueta
Nallely Leon Delgado
Rene Mayhorn Williams
Ruby Cruz

2. Public Comments

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

3. Presentation

- a. Volunteer Income Tax Assistance (VITA) – Virginia Espino, Outreach Specialist, CAPK VITA

4. Consent Agenda

Action Item

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

- a. Policy Council Meeting Minutes – December 17, 2024 **(p. 8-12)**
- b. Policy Council Planning Committee Meeting Minutes – January 14, 2025 **(p. 13-15)**
- c. Head Start Budget to Actual Report, March 1, 2024, through November 30, 2024 **(p. 16-18)**
- d. Early Head Start Budget to Actual Report, March 1, 2024, through November 30, 2024 **(p. 19-21)**
- e. Head Start (No Cost Extension) Budget to Actual Report, March 1, 2023 through November 30, 2024 **(p. 22-23)**
- f. Early Head Start (No Cost Extension) Budget to Actual Report, March 1, 2023 through November 30, 2024 **(p. 24-25)**
- g. Head Start and Early Head Start Kern Non-Federal and In-Kind Report, March 1, 2024, through November 30, 2024 **(p. 26)**
- h. Early Head Start Childcare Partnerships Non-Federal Share and In-Kind Report, March 1, 2024 through November 30, 2024 **(p. 27)**
- i. Head Start Building Proceeds for Central Kitchen as of November 30, 2024 **(p. 28-29)**
- j. Parent Travel & Childcare through November 30, 2024 **(p. 30)**
- k. Parent Activities through November 30, 2024 **(p. 31)**

- l. Head Start Program Review & Evaluation Report – November 2024 **(p. 32-33)**
- m. Head Start Program Review & Evaluation Report – December 2024 **(p. 34-35)**
- n. Backpack Connection Series: How to Help Your Child Transition Smoothly Between Places and Activities (English/Spanish) **(p. 36-37)**
- o. Bakersfield Youth Jobs Program – Kern Community Foundation **(p. 38)**
- p. CAPK Adult Reentry Program – (English/Spanish) **(p. 39-40)**
- q. Haggin Museum Free Admission – February 1, 2025, Stockton, CA **(p. 41)**
- r. Free Lunar New Year Event – February 1, 2025, Stockton, CA **(p. 42)**
- s. Are You Ready? – February 13, 2025, Shafter Youth Center, Shafter CA **(p. 43)**
- t. Boys & Girls Club Youth Career Launch Program – February 24, 2025 **(p. 44)**
- u. Save the Date CAPK Head Start/Early Head Start Read Across America 2025 – March 4, 2025 **(p. 45)**
- v. Head Start Recruitment Flyer (English/Spanish) **(p. 46-47)**
- w. Early Head Start San Joaquin Flyer (English/Spanish) **(p. 48-49)**
- x. Home Visiting Program Flyer (English/Spanish) **(p. 50-51)**
- y. Policy Council Meeting Dates **(p. 52)**

5. New Business

Action Item

- a. Election of Nallely Leon Delgado to the Policy Council Budget & Finance Committee
- b. Election of Henrietta Roberta Castro to the Policy Council Bylaws Committee
- c. 2025-2026 Program Planning Calendar – Rosa Guerrero, Administrative Analyst **(p. 53-57)**

6. Standing Reports

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

7. Policy Council Chairperson Report

8. Policy Council Member Comments

9. Next Scheduled Meeting

10. Adjournment

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
December 17, 2024
CAPK Administrative Office
1300 18th Street, Bakersfield, CA 93301

1. Call to Order

The meeting was called to order at 5:31 p.m.

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

Policy Council Members Present: Ashley Trent, Alejandra Verduzco, Christopher Cuzul, Dominique Bassi, Gabriela Rangel, Henrietta Roberta Castro, Jennifer Wilson, Kaylonie Howard, Maria Worthy, Michelle Zazueta, Nallely Leon Delgado, Rene Mayhorn Williams, Ruby Cruz

Policy Council Members Absent: Fatima Echeverria, Michelle Jara-Rangel

2. Public Comments

The public may address the Policy Council on items not included on the agenda at this time. However, the Policy Council will take no action other than that of referring the item(s) to staff for study and analysis. Speakers are limited to three minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

None

3. Presentations

a. None

4. Consent Agenda

***ACTION**

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

- a. Policy Council Meeting Minutes – November 26, 2024
- b. Head Start Budget to Actual Report, March 1, 2024, through October 31, 2024
- c. Early Head Start Budget to Actual Report, March 1, 2024, through October 31, 2024
- d. Head Start and Early Head Start Kern Non-Federal and In-Kind Report, March 1, 2024, through October 31, 2024
- e. Early Head Start Childcare Partnerships Non-Federal Share and In-Kind Report, March 1, 2024 through October 31, 2024
- f. Head Start (No Cost Extension) Budget to Actual Report, March 1, 2023 through October 31, 2024
- g. Early Head Start (No Cost Extension) Budget to Actual Report, March 1, 2023 through October 31, 2024
- h. Head Start Building Proceeds for Central Kitchen as of October 31, 2024
- i. Parent Travel & Childcare through October 31, 2024
- j. Parent Activities through October 31, 2024
- k. Public Charge 2024 Update – All In for Healthcare
- l. New 2024 Medi-Cal Update – All In for Healthcare
- m. Adult Re-Entry Program – CAPK (English/Spanish)
- n. Children’s Mobile Immunization Program – Adventist Health, Kern County – December 2024 (English/Spanish)
- o. December Kindness 2024 – Action for Kindness
- p. Annual Holiday Toy Giveaway – December 21, 2024, California City, CA
- q. 2nd Annual Family Engagement & Fatherhood Conference – January 11, 2025, DoubleTree Hotel, Bakersfield, CA
- r. Head Start Health and Mental Health Advisory Committee Meeting – January 23, 2025
- s. Free Cervical Cancer Screening Event – January 25, 2025

- t. Kern County Point in Time Count – January 29, 2025, Bakersfield, CA
- u. Save the Date CAPK Head Start/Early Head Start Read Across America 2025 – March 4, 2025
- v. Free Admission to the Haggin Museum – Stockton, CA
- w. Backpack Connection Series: How to Help Your Child Transition Smoothly Between Places and Activities (English/Spanish)
- x. Head Start Recruitment Flyer (English/Spanish)
- y. Early Head Start San Joaquin Flyer (English/Spanish)
- z. Home Visiting Program Flyer (English/Spanish)
- aa. Policy Council Subcommittee Functions

Jennifer Wilson made a motion to approve items (a) through (aa); seconded by Christophe Cuzul. Motion carried unanimously.

5. **New Business**

***ACTION**

- a. **Proposed Policy Council Meeting Dates and Times – Lisa Gonzales, Program Governance Coordinator**
Lisa recapped and reminded members that this item was being revisited after a robust discussion took place during the November Policy Council meeting. The purpose of tabling this item was to gather additional data from members via a survey to see what other days and/or times might present themselves as potential meeting options. Lisa shared the results of the survey which indicated that there was one suggestion for Wednesday evenings, and one suggestion for either Monday or Friday evenings with all other responses indicating they would prefer to keep the meeting schedule as proposed which is the fourth Tuesday of the month at 5:30 p.m. Lisa directed members to the proposed meeting schedule on page 52 of the packet, and opened the floor for any questions or comments to which there were none. Gabriela Rangel made a motion to approve the 2024-2025 Policy Council Meeting dates and times as presented, with the motion seconded by Rene Williams. Motion carried unanimously.
- b. **Election of Policy Council School Readiness Committee Members**
A request for a motion was made to approve Jennifer Wilson, Alejandra Verduzco, Ashley Trent, Kaylonie Howard, and Michelle Zazueta to serve as members on the Policy Council School Readiness Committee. The motion was made by Rene Williams and seconded by Jennifer Wilson. Motion carried unanimously.
- c. **Election of Policy Council Planning Committee Members**
It was stated that Christopher Cuzul, Maria Worthy, Michelle Jara-Rangel, Rene Mayhorn Williams were interested in serving on the Planning Committee. The floor opened for any additional nominations. Gabriela Rangel expressed an interest in also serving on the Planning Committee. Subsequently a request was made for a motion to approve Christopher Cuzul, Maria Worthy, Michelle Jara-Rangel, Rene Mayhorn Williams, and Gabriela Rangel as members of the Policy Council Planning. The motion was made by Christopher Cuzul and seconded by Gabriela Rangel. Motion carried unanimously.
- d. **Election of Policy Council Budget & Finance Committee Members**
Prior to seeking additional nominations from members who would like to also serve on the Budget & Finance Committee, Lisa noted that the committee meets monthly on the third Tuesday of the month, with a proposed meeting time of 5:30 p.m. These meetings are held one week prior to the Policy Council meetings. She also reminded members that all committee meetings will be held via Microsoft Teams. Lisa gave a brief overview of some of the items this committee reviews, which included but was not limited to budget to actual reports for all Head Start grants. A motion to approve Gabriela Rangel, Rene Mayhorn Williams, and Ruby Cruz as members of the Policy Council Budget & Finance Committee was made by Alejandra Verduzco and seconded by Christopher Cuzul. Motion carried unanimously. Upon conclusion of voting there was a question posed as to if a member is already serving on two committees may they serve on another as well. Lisa referenced the CAPK Head Start Policy Council Bylaws which indicate that members may only serve on two committees.
- e. **Election of Policy Council Bylaws Committee Members**
With no additional interest from members to serve on the Bylaws Committee, Ashley Trent made a motion to approve Dominique Bassi and Fatima Echeverria as members of the Policy Council Bylaws Committee. The motion was seconded by Jennifer Wilson and carried unanimously.

6. Standing Reports

a. Program Governance – Lisa Gonzales, Program Governance Coordinator

Lisa thanked members for their attendance, noting that it is greatly appreciated as the Council's previous meeting was just 3-weeks ago. She also thanked everyone for responding to emails and indicating which committee they were interested in serving on which makes the voting process run smoother. Lisa also commended Executive Officers for making time in their busy day to receive the required training. Lisa pointed out to those members who were meeting in person that the Fatherhood Flyer presented to them this evening is especially important because it contains a QR code that is only for Head Start participants which allows fathers, father figures, or male role models to register for this event free of charge. It was also noted that those members meeting remotely received the flyer via email. She stated there is a fee associated with the event for all other participants. Lisa shared that she had the opportunity to attend the inaugural conference last year and it was wonderful. She added she can see the event continuing to grow year after year and becoming even more amazing than the previous year. With that, she encouraged members to have the male role models in their child's life to attend this event, whether it be their father, grandfather, uncle, or another male figure in their life. Lisa also thanked members for taking the survey not only to garner data about the meeting dates and time but also to hear from members what topics are relevant to them and what they would like to have presented to them during a future Policy Council meeting. She shared there were requests for a presentation from center staff, to share and talk about what a day at the center looks like, the Central Kitchen to hear about menus and food preparation, also to hear about health topics that are relevant to an early childhood setting such as RSV and precautions that parents can take as well as any symptoms to be aware of. Lisa also shared that in speaking with the Assistant Director, Jerry Meade, the thought was that once the new Central Kitchen has been completed that she can schedule a time for the Policy Council to take a tour of the new facility. Lisa shared that next month the Policy Council will have a presentation from CAPK's VITA program. The Volunteer Income Tax Assistance program will share information on the services they provide, share how to make an appointment to have your taxes done free of charge, provide flyers and informational resources and more. Lisa also reminded members who have received mileage and childcare reimbursement to cash the checks they have received. She also encouraged members to complete the ACH form if they have not yet done so, so that future payments may be directly deposited into their checking or savings account. This alleviates the paper check process and also expedites their receipt of funds. She also made members aware that the agency is in the process of transitioning to new financial software so there may be a bit of a delay in the check process. Additionally mentioned was that the end of this budget year is approaching fast (February 28, 2025) so it is especially important to cash or deposit those checks to ensure the Finance Department is able to reconcile their books and able to close out the budget year accordingly. In closing Lisa again thanked everyone for their attendance and wished them a happy and safe holiday.

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

Lisa shared that Michelle was unable to attend this evening, as she had previously shared with the Council Michelle is out of state conducting a Head Start review. Lisa stated that the full Board of Directors does not meet during the month of December, the only meeting is that of the CAPK Board of Directors Executive Committee. In closing Lisa added that she is sure, upon her return, Michelle will have a lot of information to share with the Council.

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

On behalf of Yolanda Gonzales, Jerry Meade, Assistant Director of Program welcomed everyone to the last meeting of the 2024 calendar year, though it is only the second Policy Council meeting of this term. Members were thanked for the commitment they are making in support of our Policy Council and the entire Head Start program.

Jerry shared that being the holiday season there are so many activities happening across the entire service area of Kern County as well as San Joaquin County. In speaking to a few of the multitude of events Jerry shared Wasco State Prison has adopted our Broadway and Sunrise Villa Child Development Centers as they have in years past and every child at those centers will be receiving gifts from the employees at the prison.

Teddy bears accumulated from the Bakersfield Condors Hockey Teddy Bear Toss at the Mechanics Bank Arena were distributed across Head Start sites in Kern County. Jerry also shared that the Harvey Hall Foundation had a giant event at the Harvey Hall Center. This included a sleigh, Santa Claus, as well as the entire Hall ambulance team. Families also had the opportunity to have family portraits taken. The California Highway Patrol and Toys for Tots donated over fifty toys to our California City location. Jerry shared there were also events taking place at Pete Parra. He stated the list goes on and on, adding it is absolutely amazing to see the amount of support from the community for our Head Start program.

As an organization, there are a lot of things on the horizon as we approach 2025. Jerry shared that the Head Start program is less than 10 children away from being fully enrolled. He added that it has been a lot of hard work, and since the start of the pandemic and through all the staffing challenges it has been a struggle. It was also shared that on the Early Head Start side we are a little further away from reaching full enrollment, we are 96%. Jerry shared that we are doing really well with our under-enrollment plan which ends in December and are optimistic that we will reach 97% or greater for each of our grants. He added that it is a tremendous gift to us in the holiday season to be able to receive that and when we do, the Office of Head Start will also be celebrating with us.

Classroom assessments, the monitoring tool that is used to look at teacher child interactions has been initiated and we are about halfway through that process. A lot of observations have taken place with additional work being done to get the paperwork documented. This process is completed three times per year with data extracted to help provide ongoing training and support to staff as well as to identify what key areas we need to focus on. Jerry noted that those members who are on the School Readiness Committee will learn a lot about this process as they move forward and begin their meetings.

Jerry also shared that in 2025 the Planning Committee will review and approve the Head Start Program Planning Calendar for our next cycle. He added that the application for continued funding has been submitted to the Office of Head Start and will begin March 1, 2025 and run through February 28, 2026. Jerry stated that our Administrative Analyst, Rosa Guerrero, has worked diligently in getting that accomplished and this committee has approved all of the components that lead to that application. He shared that members who are new this year to the Policy Council will get to see each of the components leading up to our 2026-2027 refunding application, adding it is hard to believe we will already begin working on that!

In providing an update on staff, Jerry stated there are a lot of exciting things going on this week, with a number of team building activities taking place at our sites. He added that part year programs will have a ½ day on Friday and full year programs will have a ½ day on Monday which is designed to help support team building at each individual location. Jerry also shared there will be an event taking place for administrative staff to connect and celebrate all their hard work. On behalf of the whole administrative team and Yolanda, Jerry again thanked members and wished them the best this holiday season.

7. Policy Council Chairperson Report

Ruby thanked everyone for taking the time to attend the meeting. She also shared a video clip of her son and his classroom enjoying a Thanksgiving lunch at the Alberta Dillard Child Development Center. Ruby added that the staff decorated everything very nicely. She again thanked everyone, adding that it is a long journey ahead and she is happy that everyone will be together for that. Ruby wished members a nice Christmas, hoping they enjoy time with family and loved ones.

8. Policy Council Member Comments

Members had an opportunity to share a comment, the majority of which extended wishes for a happy holiday and an enjoyable time spent with children, family and loved ones. Other sentiments expressed were all the opportunities a New Year can bring, appreciation for being a part of the Policy Council and all the new learning

to come. Jennifer also shared that she had the opportunity to represent the Policy Council in the Christmas Parade, which she felt was such a wonderful experience. She added that her son also joined her, and they both were dressed up from head to toe, smiling and waving to everyone they passed. Michelle Zazueta was excited to be a member of the Council and of the School Readiness Committee. Rene Mayhorn Williams shared that he was able to attend the event at Harvey Hall which Jerry spoke about earlier, adding it was absolutely gorgeous. He shared that the children sang a lot of songs, and dressed up as reindeer complete with little red noses and that it was just an absolutely amazing time.

9. Adjournment

The next Policy Council meeting will be held on January 28, 2025 at 5:30 p.m. in the Board Room. The meeting was adjourned at 6:00 p.m.

**Community Action Partnership of Kern Head Start/State Child Development
Policy Council Planning Committee Meeting Minutes
January 14,2025
Audio Only: (213) 204-2374 Phone Conference ID: 259 197 7000 163**

1. Welcome

Christopher Cuzul welcomed members to the meeting.

2. Call to Order

a. Christopher Cuzul called the meeting to order at 5:34pm.

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

a. Quorum was established.

b. Members Present: Gabriela Rangel, Michelle Jara-Rangel, Maria Worthy, Rene Mayhorn Williams & Christopher Cuzul

c. Members not present: None

4. Approval of Agenda

a. Motion to approve the agenda dated January 14, 2025, was made by Christopher Cuzul; Rene Mayhorn Williams, seconded. Motion carried unanimously.

5. Approval of Minutes

a. Motion to approve the minutes dated October 1, 2024, as amended, was made by Rene Mayhorn Williams; Christopher Cuzul, seconded. Motion carried, with Michelle Jara-Rangel abstaining.

6. Introduction of Guests

Guests in attendance tonight were Robert Espinosa, Program Design and Management Administrator, Carol Hendricks, Enrollment & Attendance Manager, Rosa Guerrero, Administrative Analyst, Leticia Villegas, Program Assistant, Translator & Lisa Gonzales, Program Governance Coordinator.

7. Public Forum

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

8. Presentation / Discussion Items

a. 2025 Program Planning Calendar – Rosa Guerrero, Administrative Analyst – **Action Item**
Rosa shared the 2025 Program Planning Calendar, this document lists the activities, people responsible for these activities, timelines and governing bodies involved in order to comply with certain program elements for the Head Start program. We are ahead of schedule, and this document will be presented at the Board of Directors and the Policy Council for approval. The staff recommends approval from the Planning Committee for the 2025 Program Planning Calendar.

Michelle Jara-Rangel asked if PIR was a new procedure that was presented to the Board and to the Policy Council. Robert informed the committee that Quality Assurance Administrator, Sylvia Ortega, presents this information to the Board verbally. Michelle Jara-Rangel also appreciated the addition of the Head Start Eligibility Training to the calendar. Robert informed that Lorena Juarez, Enrollment Supervisor, will be conducting the training to the board next month.

Gabriela Rangel requested a motion to approve the 2025-2026 Program Calendar. Rene Mayhorn Williams motioned to approve the item; it was seconded by Christopher Cuzul. Motion carried unanimously.

- b. 2025 Proposed Planning Dates - Rosa Guerrero, Administrative Analyst – **Action Item**
Rosa presented the proposed monthly meeting schedule. Meeting dates are set to the second Tuesday of the month at 5:30pm with the exception of July since we are dark that month. Meetings will run from January through October. If approved, meetings will continue on the following dates until the end of the governing term.

Staff recommended the Planning Committee approve the proposed calendar. Motion to approve was made by Michelle Jara-Rangel, it was seconded by Rene Mayhorn Williams. Motion carried unanimously.

- c. November & December Division Program Monthly Reports – Carol Hendricks, Enrollment, and Attendance Manager – **Action Item**
Carol presented the November PRE report. The reportable monthly enrollment for Early Head Start is 702 funded enrollments, this puts the program at 93% of the targeted goal of 753. This was accomplished by having five fully closed classrooms. For diagnosed disabilities, year to date we are at 186, which places the program at 28% of the annual progress. For the over income category in the 101 to 130 range, we are at 3%; on the 131 and above, we are at 8%. The Head Start Program has a reportable enrollment of 889, which places the program at 95% of the target goal of 936. This was accomplished by having seven fully closed classrooms. For diagnosed disabilities year-to-date, we are at 9% of our annual progress. For the over income category in the 101% to 130% range, we are at 2%; for the over income range of 131% and above we are at 9%. The Home Visiting program reported 260 for their monthly enrollment with a year-to-date total of 283 out of our total annual goal of 300. The Central Kitchen prepared and provided a total of 51,726 meals. The Child and Adult Care Program (CACFP) delivered a total of 75,541 meals in October with 79% of those meals served. For Household Services, eligibility is based on applications completed, reviewed, and accepted. Total eligibility for household services was 143, with year-to-date of 1,135, which is based on the calendar year, not the program year.

Explanation for over/under goal progress: The current challenges we are facing regarding enrollment is due to staffing shortages and the licensing of the Martha J Morgan center. We have addressed our staffing shortages by hiring several direct service staff members. The Stockdale Child Development Center has been licensed and efforts are underway to fill enrollment at that location. We are awaiting clearance from licensing for the yard at the Martha J Morgan Center. Until this issue is resolved, the Martha J. Morgan Center remains unable to provide services.

For the program strategic goals, the program option is to develop and implement program options that coincide with the needs of the community and ensure eligible families to receive services that provide a strong foundation for their children's academic journey. The progress: the Family Child Care option is receiving RFP's for services and the Oasis Center was licensed.

Program Highlights: various intake clinics were held at various centers to increase enrollment and waitlist numbers. Family Child Care first rounds for contracts were completed in October 2024, and enrollment for the program option commenced. An enrollment recruitment advertisement was featured in the holiday edition of the Kern Family Magazine, accompanied by a message from Yolanda Gonzles, Director of Head Start/Child Development Division.

The December Monthly PRE report was also presented by Carol Hendricks. Early Head Start's reportable monthly enrollment is 752, this puts the program at 99.9% of the targeted total goal of 753. This has been accomplished by having 3 fully closed classrooms. On diagnosed disabilities year-to-date we are at 197, which places us at 28% of our annual progress. In the over income category from 101% to 130% range we are at 3%; for the range of 131 and above we are at 8%. The Head Start Program reached 936 enrollments. This puts the program at 100% of the targeted total goal of 936 and was accomplished by having 5 fully closed classrooms. On Diagnosed Disabilities we are at 81 year-to-date, which places us at 9% of our annual progress. In the over income category from 101 to 130 range we are at 2% and on the range of 131% and above we are at 9% of our annual progress. For the Home Visiting Program, the monthly enrollment is 268, with a year-to-date of 298. The Home

Visiting Program has an annual goal limit of 300. The Central Kitchen distributed a total of 55,340 meals and snacks. The Child and Adult Care Program (CACFP) total meals delivered for November were 62,016; 75% of those meals were served. The Household Services eligibility is based on applications completed, reviewed, and accepted. Their total eligibility is 101, with a year-to-date of 1,236 which is based on the calendar year and not the program.

Explanation for over/under goal progress: The current enrollment challenges are attributed to staffing shortages; however, additional staff have been onboarded, leading to a reduction in vacancies for direct service positions. In December 2022, the Martha J. Morgan Center obtained its license and became operational, contributing to an increase in enrollment numbers. Program Strategic goals are to achieve 97% for both Early Head Start and Head Start programs. Progress: In December 2024, the reportable enrollment to the office of Head Start was 99.9% for the Early Head Start program and 100% for the Head Start program, therefore, we met the required enrollment standards.

Program Highlights: intake clinics were held at various centers to increase enrollment and waitlist numbers and the Family Childcare program is contracted with 7 partners. Additionally, the Head Start Division of CAPK successfully fulfilled the requirements of the Full Enrollment Initiative, initiated by the Office of Head Start, therefore, avoiding the need for an additional under-enrollment action plan. Staff from the Head Start program also participated in the Bakersfield and California City Christmas Parades.

Michelle Jara-Rangel inquired about the number of closed classrooms. Robert explained that those numbers were based on the information presented at Personnel, because some of the classrooms can only have 8 to 12 kids in a Head Start Classroom and up to four to five children in an Early Head Start classroom due to staffing shortages. Michelle also inquired about closed classrooms for December for Head Start. Robert clarified that there were only two fully closed classrooms at Stockdale.

Michelle also asked about the number of children that would be served under Partnership. Robert responded that there are 10 slots for Head Start Partnership, and the program has already achieved that goal. For Early Head Start Partnership, the program currently stands at 18 enrollments out of the 20 for funded enrollment. Michelle asked if the enrollment numbers on the monthly report that go to PRE and Planning Committee were corrected after the Recruitment and Selection Plan was approved. Robert confirmed the number has been corrected and it is 936 for Head Start. Michelle suggested informing the PRE committee know about the error with this number for transparency. Robert agreed.

Gabriela asked about the different facilities mentioned under closed classrooms in earlier discussions. Robert stated that they are not currently listed, however it can be reported verbally if that's something the committee wants to see.

It was determined that this is not an action item, therefore the committee did not need to vote to approve.

9. Announcements

During the announcements Gabriela was grateful for having the opportunity to participate one more time in the committee. The next meeting is on February 11, 2025 at 5:30pm.

10. Adjournment

The meeting was adjourned at 6:19 p.m.



MEMORANDUM

To: Budget and Finance Committee of Policy Council

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

Date: January 21, 2025

Subject: *Head Start*
Budget to Actual Report for the period ended November 30, 2024 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the first-year budget period is March 1, 2024, through February 28, 2025.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2024, through November 30, 2024. Nine months (75%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 78% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 69% of the budget.

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

The non-Federal share is at 101% of the budget.

Community Action Partnership of Kern
Head Start
Budget to Actual Report
Budget Period: March 1, 2024 - February 28, 2025
Report Period: March 1, 2024 - November 30, 2024
 Month 9 of 12 (75%)

Prepared 01/05/2025

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	7,789,945	6,168,042	1,621,903	79%	21%
FRINGE BENEFITS	2,534,192	2,069,910	464,282	82%	18%
TRAVEL	55,000	-	55,000		
EQUIPMENT	-	-	-		
SUPPLIES	535,017	795,337	(260,320)	149%	-49%
CONTRACTUAL	186,280	170,490	15,790	92%	8%
CONSTRUCTION	-	-	-		
OTHER	4,417,992	2,989,219	1,428,773	68%	32%
INDIRECT	1,533,410	1,173,646	359,764	77%	23%
TOTAL BASE FUNDING	17,051,836	13,366,644	3,685,192	78%	22%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	60,904	21,144	39,760	35%	65%
SUPPLIES	23,986	20,795	3,191	87%	13%
CONTRACTUAL	12,800	1,350	11,450	11%	89%
OTHER	63,752	63,752	-	100%	0%
INDIRECT	16,144	16,144	-	100%	0%
TOTAL TRAINING & TECHNICAL ASSISTANCE	177,586	123,185	54,401	69%	31%

GRAND TOTAL HS FEDERAL FUNDS	17,229,422	13,489,829	3,739,593	78%	22%
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HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,252,076	3,068,210	(816,134)	136%	-36%
CALIF DEPT OF ED	10,925,665	10,286,858	638,807	94%	6%
TOTAL NON-FEDERAL	13,177,741	13,355,068	(177,327)	101%	-1%

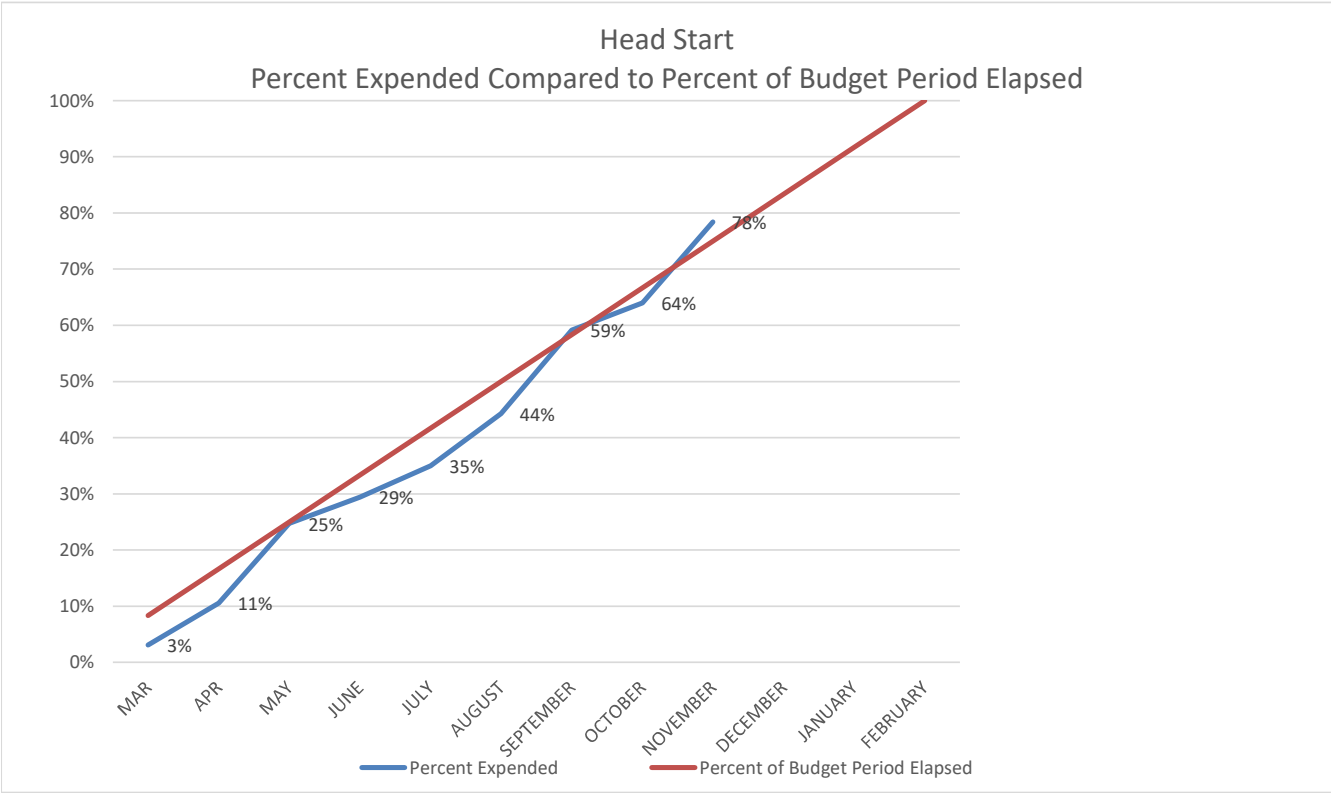
Budget reflects Notice of Award #09CH012489-01-03

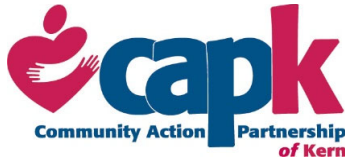
Actual expenditures include posted expenditures and estimated adjustments through 11/30/2024

Administrative Cost for HS and EHS Combined **5.6%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	45,219	-	-	-	45,219	12/1/2024
Lowe's	2,028	325	-	-	2,353	12/2/2024
Smart & Final	942	279	-	-	1,221	12/2/2024
Save Mart	467	-	-	-	467	12/4/2024
Chevron & Texaco Business Card	7,537	-	-	-	7,537	12/6/2024
Home Depot	13,940	-	-	-	13,940	12/5/2024
	70,133	604	-	-	70,737	





MEMORANDUM

To: Budget and Finance Committee of Policy Council

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

Date: January 21, 2025

Subject: *Early Head Start*
Budget to Actual Report for the period ended November 30, 2024 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the first-year budget period is March 1, 2024, through February 28, 2025.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2024, through November 30, 2024. Nine months (75%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 61% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 67% of the budget.

**Community Action Partnership of Kern
Early Head Start**

Budget to Actual Report

Budget Period: March 1, 2024 - February 28, 2025

Report Period: March 1, 2024 - November 30, 2024

Month 9 of 12 (75%)

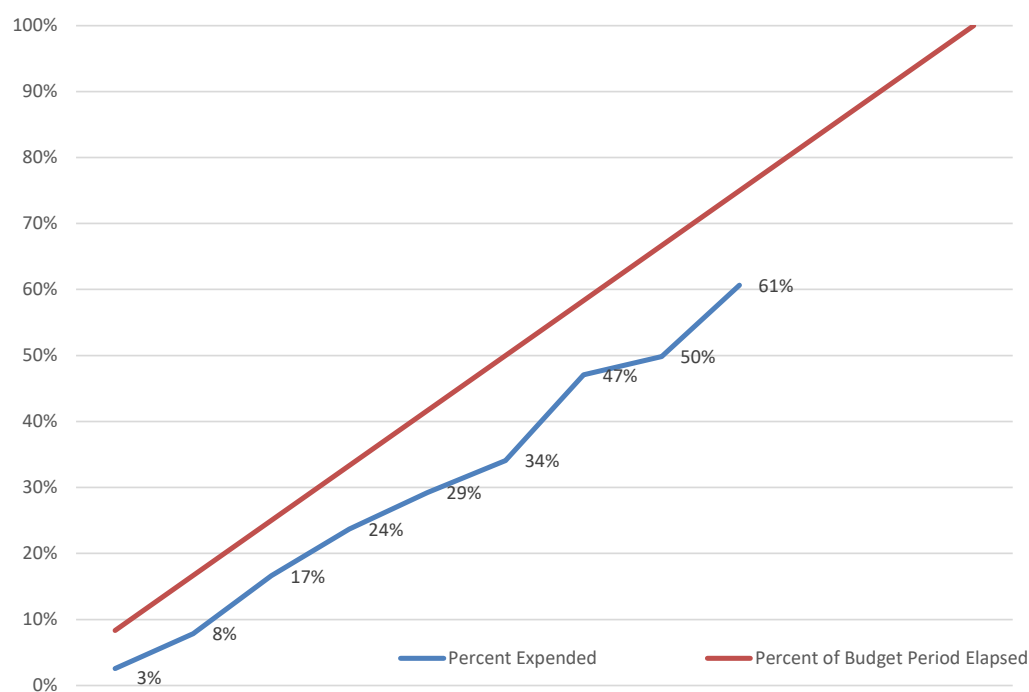
Prepared 01/05/2025

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	12,396,888	7,196,395	5,200,493	58%	42%
FRINGE BENEFITS	3,803,667	2,272,581	1,531,086	60%	40%
TRAVEL	45,000	-	45,000		
EQUIPMENT	-	-	-		
SUPPLIES	751,602	631,941	119,661	84%	16%
CONTRACTUAL	1,001,244	563,667	437,577	56%	44%
CONSTRUCTION	-	-	-		
OTHER	2,518,573	1,787,582	730,991	71%	29%
INDIRECT	2,001,083	1,204,279	796,804	60%	40%
TOTAL BASE FUNDING	22,518,057	13,656,445	8,861,612	61%	39%
TRAINING & TECHNICAL ASSISTANCE					
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	118,632	55,829	62,803	47%	53%
SUPPLIES	30,013	8,607	21,406	29%	71%
CONTRACTUAL	26,080	12,338	13,742	47%	53%
OTHER	137,953	133,552	4,401	97%	3%
INDIRECT	31,268	20,816	10,452	67%	33%
TOTAL TRAINING & TECHNICAL ASSISTANCE	343,946	231,141	112,805	67%	33%
GRAND TOTAL EHS FEDERAL FUNDS	22,862,003	13,887,586	8,974,417	61%	39%

Budget reflects Notice of Award #09CH012489-01-03

Actual expenditures include posted expenditures and estimated adjustments through 11/30/2024

Early Head Start
Percent Expended Compared to Percent of Budget Period Elapsed





MEMORANDUM

To: Budget and Finance Committee of Policy Council

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

Date: January 21, 2025

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

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2023, through March 31, 2024. Twenty-One months (87.5%) of the 24-month budget period have elapsed. The office of Head Start processed a no cost extension to the prior year contract through February 28, 2025. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

Base Funds

Overall expenditures are 96% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 99% of the budget.

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

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

Community Action Partnership of Kern

Head Start

Budget to Actual Report

Budget Period: March 1, 2023 - February 28, 2025 (No Cost Extension)

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

Month 21 of 24 (87.5%)

Prepared 01/05/2025

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,658,498	8,943,165	715,333	93%	7%
FRINGE BENEFITS	3,658,298	2,359,638	1,298,660	65%	35%
TRAVEL	95,133	95,111	22	100%	0%
EQUIPMENT	314,100	602,881	(288,781)		
SUPPLIES	797,427	1,535,677	(738,250)	193%	-93%
CONTRACTUAL	176,344	284,164	(107,820)	161%	-61%
CONSTRUCTION	1,000,000.00	653,176	346,824		
OTHER	4,202,341	4,600,718	(398,377)	109%	-9%
INDIRECT	1,802,197	1,707,908	74,760	95%	5%
TOTAL BASE FUNDING	21,704,338	20,782,436	902,373	96%	4%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	41,904	41,904	-	100%	0%
SUPPLIES	23,986	23,986	-	100%	0%
CONTRACTUAL	22,800	22,800	-	100%	0%
OTHER	72,752	72,752	-	100%	0%
INDIRECT	16,144	13,566	2,578	84%	16%
TOTAL TRAINING & TECHNICAL ASSISTANCE	177,586	175,008	2,578	99%	1%

GRAND TOTAL HS FEDERAL FUNDS	21,881,924	20,957,444	904,951	96%	4%
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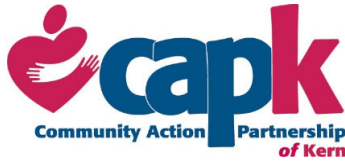
HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

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

Budget reflects Notice of Award #09CH011132-05-02

Actual expenditures include posted expenditures and estimated adjustments through 11/30/2024

Administrative Cost for HS and EHS Combined **11.0%**



MEMORANDUM

To: Budget and Finance Committee of Policy Council

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

Date: January 21, 2025

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

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2023, through March 31, 2024. Twenty-One months (87.5%) of the 24-month budget period have elapsed. The office of Head Start processed a no cost extension to the prior year contract through February 28, 2025. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

Base Funds

Overall expenditures are 87% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 100% of the budget.

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

Budget Period: March 1, 2023 - February 28, 2025 (No Cost Extension)

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

Month 21 of 24 (87.5%)

Prepared 01/05/2025

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,982,421	8,890,992	91,429	99%	1%
FRINGE BENEFITS	2,516,917	2,455,606	61,311	98%	2%
TRAVEL	87,198	37,190	50,008	43%	57%
EQUIPMENT	100,000	201,144	(101,144)		
SUPPLIES	1,218,470	1,047,148	171,322	86%	14%
CONTRACTUAL	1,092,541	949,446	143,095	87%	13%
CONSTRUCTION	1,345,378	57,201	1,288,177		
OTHER	3,448,554	2,555,083	893,471	74%	26%
INDIRECT	1,689,353	1,540,703	148,650	91%	9%
TOTAL BASE FUNDING	20,480,832	17,734,513	2,746,319	87%	13%
TRAINING & TECHNICAL ASSISTANCE					
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	44,192	44,496	(304)	101%	-1%
SUPPLIES	30,013	30,013	-	100%	0%
CONTRACTUAL	26,080	26,080	-	100%	0%
OTHER	212,393	212,393	-	100%	0%
INDIRECT	31,268	31,092	176	99%	1%
TOTAL TRAINING & TECHNICAL ASSISTANCE	343,946	344,074	(128)	100%	0%
GRAND TOTAL EHS FEDERAL FUNDS	20,824,778	18,078,587	2,746,191	87%	13%

Budget reflects Notice of Award #09CH011132-05-02

Actual expenditures include posted expenditures and estimated adjustments through 11/30/2024

LOCATION	Enroll-ment	March	April	May	June	July	Aug	Sep	Oct	Nov	YTD Totals	Kern/SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	34	15,847	15,179	6,902	0	0	7,153	13,690	16,899	17,770	102,805	Kern	43,028	239%
Alicante	17	10,869	11,808	10,120	8,079	6,979	4,844	10,954	334	239	64,225	Kern	21,514	299%
Angela Martinez	75	27,839	26,752	14,794	17,194	20,914	24,750	24,268	30,797	30,439	217,746	Kern	94,916	229%
Broadway	37	11,643	7,909	5,992	0	0	3,435	8,520	3,489	0	40,988	Kern	46,825	88%
California City	17	8,464	12,184	3,116	0	0	0	0	0	0	23,763	Kern	21,514	110%
Cleo Foran	23	9,095	11,613	12,788	8,230	6,041	7,599	1,424	7,885	2,820	67,495	Kern	29,107	232%
Delano	80	24,094	25,425	15,771	0	0	8,875	19,701	25,006	18,431	145,031	Kern	75,933	191%
East California	52	10,239	9,308	4,334	656	0	0	0	0	0	24,536	Kern	65,808	37%
Fairfax	34	8,091	8,219	4,907	0	338	2,460	6,258	7,259	7,253	50,510	Kern	43,028	117%
Harvey L. Hall	146	21,066	17,703	17,322	20,065	21,124	22,660	19,334	15,849	155,121	155,121	Kern	184,769	84%
Heritage	17	3,577	2,886	799	0	0	965	2,100	1,901	2,546	14,775	Kern	21,514	69%
Home Base	160	8,211	4,033	3,319	1,526	5,210	9,639	5,093	7,682	5,368	50,080	Kern	202,487	25%
Lamont	20	6,429	9,371	3,940	0	0	0	0	0	0	19,740	Kern	25,311	78%
Martha J. Morgan	50	239	256	6,620	251	0	0	365	258	248	8,238	Kern	63,277	13%
McFarland	20	215	0	0	0	0	0	0	0	0	215	Kern	25,311	1%
Mojave	20	3,490	2,750	1,019	0	0	0	0	0	0	7,259	Kern	25,311	29%
Oasis	42	5,930	5,344	4,563	0	0	2,565	6,962	9,017	9,147	43,528	Kern	53,153	82%
Pete H. Parra	116	38,467	35,032	29,677	33,175	30,826	29,778	40,804	47,069	18,376	303,204	Kern	146,803	207%
Planz	0	0	0	0	0	0	0	0	0	0	0	Kern	0	0%
Primeros Pasos	67	42,257	43,003	50,204	37,829	26,271	30,711	45,624	51,773	51,667	379,338	Kern	84,791	447%
Rosamond	34	1,474	3,599	1,219	0	0	6,364	15,021	12,995	9,663	50,335	Kern	43,028	117%
San Diego	32	6,452	8,156	7,606	6,795	8,498	5,817	6,214	9,158	5,472	64,169	Kern	40,497	158%
Seibert	20	2,223	1,036	0	0	0	0	0	0	0	3,258	Kern	25,311	13%
Shafter	17	2,058	3,790	799	3,640	2,016	1,922	1,541	1,386	119	17,271	Kern	21,514	80%
Shafter HS/EHS	24	4,087	4,024	3,424	2,683	2,485	3,776	4,146	3,613	5,351	33,589	Kern	30,373	111%
Sterling	134	27,996	23,444	21,937	21,826	23,196	26,938	26,753	34,768	21,429	228,285	Kern	169,583	135%
Stockdale Head Start	45	0	0	0	0	0	0	0	0	0	0	Kern	0	0%
Sunrise Villa	17	905	1,552	745	0	0	0	2,259	1,658	2,213	9,331	Kern	21,514	43%
Taft	51	4,118	6,079	3,535	0	0	4,012	6,381	6,826	5,501	36,451	Kern	64,543	56%
Tehachapi	15	567	744	0	0	0	3,463	4,134	1,533	310	10,750	Kern	18,983	57%
Vineland	17	1,788	1,609	562	0	0	1,822	6,318	8,413	5,845	26,358	Kern	21,514	123%
Virginia	17	10,041	0	4,607	0	0	6,140	11,136	13,033	11,249	56,207	Kern	21,514	261%
Wesley	60	15,716	597	7,850	0	0	0	0	0	0	24,163	Kern	75,933	32%
Willow	40	9,709	119	5,731	0	0	5,089	9,364	12,440	10,044	52,496	Kern	50,622	104%
Administrative Services		0	0	0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC Planning		0	0	0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC By Laws		0	0	0	0	0	0	0	0	0	0	0	0	0%
Governance		24	0	50	24	0	0	0	95	0	193	Kern	15,000	1%
Program Services		12,651	15,519	196	11,985	15,247	8,665	13,172	21,163	11,451	110,049	Kern/SJC	74,265	148%
California Street	24	12,526	12,655	11,074	9,643	7,939	13,936	10,614	13,048	3,295	94,730	SJC	30,373	312%
Gianone	16	0	0	0	0	0	614	972	1,674	2,250	5,511	SJC	26,431	0%
Kennedy	16	2,025	2,271	2,024	1,488	2,007	2,894	2,251	2,948	2,982	20,890	SJC	20,249	103%
Lodi Home Base	20	8,517	15,287	11,465	13,115	12,101	77,046	14,163	10,687	10,497	172,878	SJC	25,311	683%
Lodi UCC	24	8,845	465	11,289	7,808	4,305	6,321	9,335	7,406	5,938	61,712	SJC	30,373	203%
Lathrop Home Base	20	0	0	0	0	0	0	0	0	0	0	SJC	25,311	0%
Marci Massei	24	3,181	3,607	3,815	2,671	5,318	4,432	8,133	9,718	8,865	49,740	SJC	30,373	164%
St. Mary's	16	3,438	4,376	7,566	1,366	1,078	404	0	0	0	18,227	SJC	20,249	90%
Stockton Home Base	40	76	17,519	20,203	21,437	20,312	19,634	18,995	16,941	12,753	147,870	SJC	50,622	292%
Lathrop	24	9,405	9,356	9,651	8,520	8,155	11,164	8,040	10,964	6,189	81,445	SJC	30,373	268%
SUBTOTAL IN-KIND	1,754	403,884	366,873	331,918	237,262	229,299	364,351	387,364	429,170	321,787	3,094,726	0	2,258,258	137%
x														
State General Child Care*		261,877	257,404	266,689	221,757	240,220	274,223	306,158	394,178	329,674	2,552,179	Kern	3,481,300	73%
State Preschool*		620,606	674,911	576,199	314,235	289,388	416,040	541,428	767,995	668,909	4,869,710	Kern	6,219,213	78%
State Migrant Child Care*		4,433	4,433	4,655	3,196	1,191	1,248	1,134	1,304	1,021	22,615	Kern	50,000	45%
SUBTOTAL CA DEPT of ED		886,916	936,748	847,543	539,188	530,799	691,511	848,720	1,163,477	999,603	7,444,504		9,750,513	76%
x														
State General Child Care*		209,012	215,878	238,485	189,226	219,258	251,367	234,924	272,020	217,663	2,047,832	SJC	1,175,152	174%
SUBTOTAL CA DEPT of ED		209,012	215,878	238,485	189,226	219,258	251,367	234,924	272,020	217,663	2,047,832		1,175,152	174%
GRAND TOTAL		1,499,812	1,519,499	1,417,946	965,676	979,356	1,307,229	1,471,008	1,864,667	1,539,053	12,587,062		13,183,923	95%
794,522														
13,381,584														

Community Action Partnership of Kern
Early Head Start Child Care Partnerships
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: March 1, 2024 through February 28, 2025
Report for period ending November 30, 2024 (Month 09 of 12)

Percent of year elapsed: **75.0%**

LOCATION	FUNDED ENROLL- MENT	Mar 2024	Apr 2024	May 2024	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Kern Community College District - BC	32	19,159	112,423	27,266	22,688	23,772	17,871	23,511	24,452	22,392	293,535	137,864	213%
KCSOS - Blanton	16	20,737	11,222	9,755	43,530	23,355	20,018	30,666	37,307	43,340	239,928	68,932	348%
Garden Pathways	11	0	0	0	0	0	0	111	0	0	111	47,391	0%
Taft College	42	20,928	30,799	34,264	24,121	28,103	28,103	30,402	37,562	26,603	260,887	180,947	144%
Escuelita Hernandez	16	0	0	0	0	0	0	24	37	0	61	68,932	0%
TBD	11	0	0	0	0	0	0	0	0	0	0	47,391	0%
Program Services		0	0	0	0	0	0	0	0	0	0		
Admin Services		0	0	0	0	0	0	0	0	0	0		
GRAND TOTAL	128	60,824	154,445	71,285	90,338	75,230	65,992	84,714	99,359	92,335	794,522	551,456	144%

Budget reflects Notice of Award #09CH012489-01-03



MEMORANDUM

To: Budget and Finance Committee of Policy Council

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

Date: January 21, 2025

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

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

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

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

Overall expenditures are 14.4% of the Building Proceeds.

Community Action Partnership of Kern

Building Proceeds

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

Prepared 01/05/2025

BUILDING PROCEEDS (For Central Kitchen Remodel)	BUILDING PROCEEDS	EARNINGS (INTEREST)	TOTAL	EXPENSES	REMAINING	% REMAINING
	3,329,792	28,946	3,358,738	484,708	2,874,030	85.6%

% Spent 14.4%

Sale Central Kitchen - 10/31/2023	1,105,128
Sale BPN - 02/14/2024	2,224,664
Total Proceeds	<u>3,329,792</u>
Plus Interest	<u>28,946</u>
	3,358,738
Less Expenses	<u>484,708</u>
Remaining Balance	<u>2,874,030</u>

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

HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2024	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	8%	0%
APRIL 2024	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	17%	0%
MAY 2024	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	25%	0%
JUNE 2024	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	33%	0%
JULY 2024	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	42%	0%
AUGUST 2024	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	50%	0%
SEPTEMBER 2024	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	58%	0%
OCTOBER 2024	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	67%	0%
NOVEMBER 2024	\$ 1,350.00	\$ 178.99	\$ 178.99	\$ 1,171.01	75%	13%
DECEMBER 2024	\$ 1,171.01	\$ -	\$ 178.99	\$ 1,171.01	83%	13%
JANUARY 2025	\$ 1,171.01	\$ -	\$ 178.99	\$ 1,171.01	92%	13%
FEBRUARY 2025	\$ 1,171.01	\$ -	\$ 178.99	\$ 1,171.01	100%	13%

EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2024	\$ 500.00	\$ -	\$ -	\$ 500.00	8%	0%
APRIL 2024	\$ 500.00	\$ -	\$ -	\$ 500.00	17%	0%
MAY 2024	\$ 500.00	\$ -	\$ -	\$ 500.00	25%	0%
JUNE 2024	\$ 500.00	\$ -	\$ -	\$ 500.00	33%	0%
JULY 2024	\$ 500.00	\$ -	\$ -	\$ 500.00	42%	0%
AUGUST 2024	\$ 500.00	\$ -	\$ -	\$ 500.00	50%	0%
SEPTEMBER 2024	\$ 500.00	\$ -	\$ -	\$ 500.00	58%	0%
OCTOBER 2024	\$ 500.00	\$ -	\$ -	\$ 500.00	67%	0%
NOVEMBER 2024	\$ 500.00	\$ 180.83	\$ 180.83	\$ 319.17	75%	36%
DECEMBER 2024	\$ 319.17	\$ -	\$ 180.83	\$ 319.17	83%	36%
JANUARY 2025	\$ 319.17	\$ -	\$ 180.83	\$ 319.17	92%	36%
FEBRUARY 2025	\$ 319.17	\$ -	\$ 180.83	\$ 319.17	100%	36%

Prepared by: Louis Rodriquez
January 10, 2025

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

HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2024	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	8%	0%
APRIL 2024	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	17%	0%
MAY 2024	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	25%	0%
JUNE 2024	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	33%	0%
JULY 2024	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	42%	0%
AUGUST 2024	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	50%	0%
SEPTEMBER 2024	\$ 9,210.00	\$ 68.94	\$ 68.94	\$ 9,141.06	58%	1%
OCTOBER 2024	\$ 9,141.06	\$ 1,657.22	\$ 1,726.16	\$ 7,483.84	67%	19%
NOVEMBER 2024	\$ 7,483.84	\$ 395.77	\$ 2,121.93	\$ 7,088.07	75%	23%
DECEMBER 2024	\$ 7,088.07	\$ -	\$ 2,121.93	\$ 7,088.07	83%	23%
JANUARY 2025	\$ 7,088.07	\$ -	\$ 2,121.93	\$ 7,088.07	92%	23%
FEBRUARY 2025	\$ 7,088.07	\$ -	\$ 2,121.93	\$ 7,088.07	100%	23%

EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2024	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	8%	0%
APRIL 2024	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	17%	0%
MAY 2024	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	25%	0%
JUNE 2024	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	33%	0%
JULY 2024	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	42%	0%
AUGUST 2024	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	50%	0%
SEPTEMBER 2024	\$ 5,245.00	\$ 38.78	\$ 38.78	\$ 5,206.22	58%	1%
OCTOBER 2024	\$ 5,206.22	\$ 955.49	\$ 994.27	\$ 4,250.73	67%	19%
NOVEMBER 2024	\$ 4,250.73	\$ 222.62	\$ 1,216.89	\$ 4,028.11	75%	23%
DECEMBER 2024	\$ 4,028.11	\$ -	\$ 1,216.89	\$ 4,028.11	83%	23%
JANUARY 2025	\$ 4,028.11	\$ -	\$ 1,216.89	\$ 4,028.11	92%	23%
FEBRUARY 2025	\$ 4,028.11	\$ -	\$ 1,216.89	\$ 4,028.11	100%	23%

January 10, 2025

**Community Action Partnership of Kern
Monthly Report 2024**

Month	November-24	Program/Work Unit		Head Start & Early Head Start		
Division/Director	Head Start/State Child Development Division/ Yolanda Gonzales		Enrollment and Attendance Manager	Carol Hendricks		
Reporting Period	November 1, 2024 - November 30, 2024					
Program Description						
Head Start provides high-quality, early childhood education to children ages zero to five years old through part-day, full-day, and home-based options. The program has a holistic approach, not only addressing the needs of the child but teaching parents to become advocates and skilled providers for their children through its Parent Policy Council and Family Engagement programs. CAPK offers Head Start and Early Head Start services throughout Kern and San Joaquin counties.						
Early Head Start (ages 0-3) (FNPI 2a, 2b, 2c, 2c.1,2d, SRV 2b, 7a)		Month	Target	Annual Goal	Annual Progress	Closed Classrooms Slots
Reportable/Funded Enrollment (5 fully closed classroom rooms)		702	753	753	93%	40
Disabilities		186 (YTD)	10%	10%	28%	n/a
Over Income 101%-130% (up to 35%)		19	n/a	n/a	3%	n/a
Over Income 131% and up (up to 10%)		53	n/a	n/a	8%	n/a
Head Start (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)		Month	Target	Annual Goal	Annual Progress	Closed Classrooms Slots
Reportable/Funded Enrollment (4 fully closed classrooms)		889	936	936	95%	51
Disabilities		81 (YTD)	10%	10%	9%	n/a
Over Income 101%-130% (up to 35%)		21	n/a	n/a	2%	n/a
Over Income 131% and up (up to 10%)		82	n/a	n/a	9%	n/a
Home Visiting Program (SRV 2cc, 7a)		Monthly	Year-To- Date	Annual Goal (Contract Limit 350)	Annual Progress (Calendar)	Annual Progress (Program Year)
Enrollment		260	283	300	92%	94%
Central Kitchen				Breakfast	Lunch	Snack
Meals and Snacks		51,726		19,197	15,727	16,802
Child and Adult Care Food Program (CACFP) (Note: The data represents information from October 2024)		Total Meals Delivered		Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served
Meals and Snacks (SRV 5ii)		75,541		53,951/21,590	60,003	79%
Household Services		Month	YTD			
Eligibility Determination (SRV 7b)		143	1135			
Total Community Services		143	1135			
Explanation (Over/Under Goal Progress)						

**Community Action Partnership of Kern
Monthly Report 2024**

The current challenges we are facing regarding enrollment is due to staffing shortages and the licensing of the Martha J. Morgan center. We have addressed our staffing shortages by hiring several direct service staff members. The Stockdale Child Development Center has been licensed, and efforts are underway to fill enrollment at that location. We are awaiting clearance from licensing for the yard at the Martha J. Morgan Center. Until this issue is resolved, the Martha J. Morgan Center remains unable to provide services.

	Progress Towards Goal
Program Options: To develop and implement program options that coincide with the needs of the community and ensure eligible families receive services that provide a strong foundationh for their children's academic journey.	Objective: Develop and implement program options that tailor to the community's unique needs and characteristics. Progress: Family Child Care program option became available and reached full enrollment for Head Start. Additional slots are still available for Early Head Start.

Program Description
1. Intake clinics held at various center to increase enrollment and waitlist numbers. 2. Family Child Care first rounds of contracts completed in October 2024, and enrollment for the program option commenced. 3. An enrollment recruitment advertisement was featured in the holiday edition of the Kern Family Magazine, accompanied by a message from Yolanda Gonzales, Director of Head Start/State Child Development Division. 4. CAPK's Head Start Leadership Summit in Stockton, Ca. 5. On November 21, 2024, staff participated in an enrollment recruitment even held for Farmworker's Appreciation Day at the America's Job Fest.

**Community Action Partnership of Kern
Monthly Report 2024**

Month	December-24	Program/Work Unit		Head Start & Early Head Start	
Division/Director	Head Start/State Child Development Division/ Yolanda Gonzales		Enrollment and Attendance Manager	Carol Hendricks	
Reporting Period	December 1, 2024 - December 31, 2024				
Program Description					
Head Start provides high-quality, early childhood education to children ages zero to five years old through part-day, full-day, and home-based options. The program has a holistic approach, not only addressing the needs of the child but teaching parents to become advocates and skilled providers for their children through its Parent Policy Council and Family Engagement programs. CAPK offers Head Start and Early Head Start services throughout Kern and San Joaquin counties.					
Early Head Start (ages 0-3) (FNPI 2a, 2b, 2c, 2c.1,2d, SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress	Closed Classrooms Slots
Reportable/Funded Enrollment (3 fully closed classroom rooms)	752	753	753	99.9%	25
Disabilities	197 (YTD)	10%	10%	28%	n/a
Over Income 101%-130% (up to 35%)	20	n/a	n/a	3%	n/a
Over Income 131% and up (up to 10%)	60	n/a	n/a	8%	n/a
Head Start (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress	Closed Classrooms Slots
Reportable/Funded Enrollment (2 fully closed classrooms)	936	936	936	100%	17
Disabilities	81 (YTD)	10%	10%	9%	n/a
Over Income 101%-130% (up to 35%)	23	n/a	n/a	2%	n/a
Over Income 131% and up (up to 10%)	84	n/a	n/a	9%	n/a
Home Visiting Program (SRV 2cc, 7a)	Monthly	Year-To- Date	Annual Goal (Contract Limit 350)	Annual Progress (Calendar)	Annual Progress (Program Year)
Enrollment	268	298	300	89%	99%
Central Kitchen			Breakfast	Lunch	Snack
Meals and Snacks	55,340		20,655	16,962	17,723
Child and Adult Care Food Program (CACFP) (Note: The data represents information from November 2024)	Total Meals Delivered		Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served
Meals and Snacks (SRV 5ii)	62,016		41,376/20,640	46,245	75%
Household Services	Month	YTD			
Eligibility Determination (SRV 7b)	101	1236			
Total Community Services	101	1236			

**Community Action Partnership of Kern
Monthly Report 2024**

Explanation (Over/Under Goal Progress)	
The current enrollment challenges are attributable to staffing shortages; however, additional staff have been onboarded, leading to a reduction in vacancies for direct service positions. In December 2024, the Martha J. Morgan Center obtained its license and became operational, contributing to an increase in enrollment numbers.	
	Progress Towards Goal
Full Enrollment Initiative	Objective: To achieve 97% enrollment for both Early Head Start and Head Start programs. Progress: In December 2024, the reportable enrollment to the Office of Head Start was 99.9% for the Early Head Start program and 100% for the Head Start program; therefore, meeting the required enrollment standards.
Program Description	
1. Intake clinics held at various center to increase enrollment and waitlist numbers. 2. Family Child Care contracted with 7 partners. 3. The Head Start Division of CAPK successfully fulfilled the requirements of the Full Enrollment Initiative initiated by the Office of Head Start; therefore, avoiding the need for an additional under-enrollment action plan. 4. Staff from the Head Start program participated in the Bakersfield and California City Christmas Parades.	



Backpack Connection Series

About this Series

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

The Pyramid Model



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

More Information

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



ChallengingBehavior.org

How to Help Your Child Transition Smoothly Between Places and Activities

Alyson Jiron, Brooke Brogle & Jill Giacomini

Transitioning, or moving, to new places, people and activities is something we do many times during the day. However, change can be overwhelming and seem unpredictable for your child, especially when she is not ready to move on to the next place or activity. Children make many transitions each day—from parents to teachers, from home to car, or from play time to the dinner table, for example. When and how often transitions occur are usually decided by an adult and children often act out with challenging behavior when they feel unable to control their routine. When you help your child prepare for transitions you are helping her to learn a valuable skill. The good news is that you can teach her this important skill while you are enjoying time together.



Try This at Home

- Use a timer, an instrument or a funny noise to give your child advance warning of routine transition events. If possible, ask him to help “alert” everyone to the upcoming event. For example, let your toddler bang a pot with a wooden spoon to let the family know it is time for dinner.
- Let your child pick out a special object or toy to transition with to the next activity or place. “Would kitty like to come with us to the grocery store? I wonder if she could help us find the items on our list?”
- Use a visual schedule to show your child the plan for the day. “First, you have school and then we are going to take Aunt Rachel’s gift to the post office and mail it to her.”
- Make the transition a game or activity where the child has the opportunity to move around. “I wonder if today we can use this big shovel to scoop the cars into the bucket while we clean up?” If possible, let him think of the game. “I wonder how we could get to the car today?” You might be surprised at his creativity and how much fun you have roaring like a dinosaur or hopping like a rabbit.
- Sing songs as you transition. Children love to hear songs as they move about their day. Make up silly songs together about what you are doing or where you are going. You are sure to get a laugh and likely a smooth transition.
- Give your child a job. Children are more cooperative when they can be part of the process. Perhaps he can help stir something for dinner, unlock the car doors with the remote or pick out a diaper before a diaper change.



Practice at School

Children transition from one activity to the next throughout their day at preschool. Teachers plan for transitions in advance by creating special routines. These routines help to prepare children for transitions, engage them in the change that is taking place and help them to move smoothly to the next activity. Teachers might use a special instrument or song to let children know it is clean up time. Teachers might read books to the children while they are standing in line waiting for a turn to wash their hands before snack or create an obstacle course or morning routine to help children and parents transition at drop-off. When children are able to participate in or lead the transition, they are excited and eager to move to a new activity.



The Bottom Line

The more a child can predict and participate in the schedule and activities of her day, the less likely it is that challenging behavior will occur and the more likely it is that she will eagerly engage in transitions to new people and places. Taking the time and making the effort to teach her what to expect, when it will happen, and what happens before the transition occurs can be a rewarding experience. Most importantly, it is also an opportunity for quality time that can help lead to smoother transitions.



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





Serie de Conexión Mochila

Sobre esta serie

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

El Modelo de la Pirámide



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

Más información

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



ChallengingBehavior.org

Cómo ayudar a su niño a hacer la transición sin incidentes entre lugares y actividades

Alyson Jiron, Brooke Brogle y Jill Giacomini

La transición, o cambiarse, a lugares, personas y actividades nuevas es algo que hacemos muchas veces durante el día. Sin embargo, el cambio puede llegar a ser abrumador y sentirse impredecible para su niño, especialmente cuando éste no está listo para cambiarse al siguiente lugar o actividad. Los niños realizan muchas transiciones cada día – de los padres a los maestros, de la casa al carro o de la hora del juego a la cena, por mencionar algunos ejemplos. Cuándo y cómo ocurren estas transiciones son generalmente decididos por un adulto y a menudo los niños deciden mostrar una conducta desafiante cuando se sienten incapaces de controlar su rutina. Cuando usted le ayuda a su niño a prepararse para una transición usted le está ayudando a aprender una aptitud valiosa. Las buenas noticias es que usted le puede enseñar esta aptitud importante mientras disfrutan del tiempo juntos.



Pruebe esto en casa

- Utilice un cronómetro, un instrumento o un sonido chistoso para avisarle por adelantado a su niño de la transición de rutina. Si es posible, pídale que le ayude “alertar” a los demás del próximo evento. Por ejemplo, permítale a su niño golpear una cacerola con una cuchara de madera para avisarle a la familia que es hora de la cena.
- Permítale a su niño que seleccione un objeto o juguete especial para que haga la transición con él a la siguiente actividad o lugar. “¿Le gustaría a kitty venir con nosotros al supermercado? ¿Me pregunto si nos ayudaría a encontrar los artículos en nuestra lista?”
- Utilice una agenda visual para mostrarle a su niño el plan para el día. “Primero tienes que ir a la escuela y después llevaremos el regalo de la tía Raquel al correo para enviárselo.”
- Haga de las transiciones un juego o actividad donde le permita al niño la oportunidad para moverse. “¿Me pregunto si podremos utilizar esta pala para recoger los carritos y echarlos a la cubeta mientras recogemos?” Si es posible, déjelo a él pensar en el juego. “¿Me pregunto cómo podremos llegar al coche hoy?” Se puede sorprender de la creatividad de su niño y de lo divertido que puede ser el gruñir como dinosaurio o el saltar como conejo.
- Cante canciones mientras hace la transición. A los niños les encanta escuchar canciones a medida que transcurre su día. Improvisen juntos canciones bobas de lo que están haciendo o de a dónde van. Seguro se divertirá y muy probable tendrá una transición sin contratiempos.
- Dele a su niño una tarea. Los niños son más cooperativos cuando pueden formar parte del proceso. Quizá pueda batir algo para la cena, quitar el seguro de las puertas del carro utilizando el control remoto o escoger un pañal antes de que se los cambien.



Practique en la escuela

Los niños realizan transiciones de una actividad a otra a lo largo del día en el preescolar. Los maestros planean las transiciones por adelantado realizando rutinas especiales. Estas rutinas ayudan a los niños a prepararse para las transiciones, los involucra en el cambio que se está llevando a cabo y los ayuda a trasladarse a la siguiente actividad sin contratiempos. Los docentes pueden utilizar un instrumento o canción especial para hacerles saber a los niños que es hora de recoger. Los maestros pueden leerles un libro a los niños mientras ellos están esperando su turno en línea para lavarse las manos antes de su refrigerio, elaborar una pista de obstáculos o una rutina matutina para ayudarle a los niños y padres hacer la transición en la llegada. Cuando los niños pueden dirigir o participar en una transición, ellos se emocionan y están ansiosos para trasladarse a su siguiente actividad.



La conclusión

En cuanto más pueda un niño predecir y participar en la agenda y las actividades de su día, habrá menos probabilidad de que el niño muestre su conducta desafiante y más probable que se involucre ansiosamente en las transiciones hacia nuevas personas y actividades. Tomarse el tiempo y hacer el esfuerzo para enseñarle lo que espera, que sucederá y que sucede antes de que se lleve a cabo una transición puede convertirse en una experiencia gratificante. Lo más importante, también representa una oportunidad para tiempo de calidad que puede ayudar a lograr transiciones sin contratiempos.

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Esta publicación fue producida por el Centro de Asistencia Técnica sobre Intervención Social y Emocional (TACSEI por sus siglas en inglés) para niños pequeños financiado por la Oficina de Programas de Educación Especial (OSEP por sus siglas en inglés), Departamento de Educación de los Estados Unidos (H3248070002) y actualizado por el Centro Nacional para Innovaciones del Modelo de la Pirámide también financiado por OSEP (H3248170003). Las opiniones expresadas no representan necesariamente las posiciones o políticas del Departamento de Educación, julio 2013 / enero, 2018.



BAKERSFIELD YOUTH JOBS PROGRAM



Who We Are

The Bakersfield Youth Jobs Program (BYJP) is a workforce development program that offers paid programs for individuals ages 16–30, providing job training, mentorship, and opportunities in City Departments and nonprofit organizations to prepare these youth for future employment.

Our Programs



High School Summer Internship Program

A paid, part-time summer internship where high school youth will work with City Departments on important projects and initiatives.



Apprenticeship Program

A paid, part-time apprenticeship where youth ages 18–30 will work at the City's Public Works Department and receive hands-on training.



College-Level Fellowship Program

A paid, part-time fellowship where youth ages 18–30 will work part-time with City Departments on important projects and initiatives.

We will prioritize youth who:

- Have had difficulty finding employment.
- Are low-income.
- Are unemployed and/or out of school.
- Are or were justice-involved.
- Are in or transitioning from foster care.
- Have NOT participated in an AmeriCorps program.



Parks Mobile Recreation Internship Program

A paid, part-time internship where youth ages 18–30 will work at the City's Recreation & Parks Department on community-based programming.



Internships with Nonprofits

A paid, part-time internship where BYJP will recruit, train, and place youth ages 18–30 from under-resourced communities with community-based nonprofit organizations.

Contact Us

KERN COMMUNITY
FOUNDATION

Growing community.
Growing philanthropy.



jobs@kernfoundation.org



661-325-5346



kernfoundation.org/byjp



KERN COMMUNITY
FOUNDATION

Growing community.
Growing philanthropy.



BAKERSFIELD



*Helping Hand
Reentry*



OUR SERVICES:

- ☒ Housing Navigation
- ☒ Housing Plan Development
- ☒ Landlord Engagement
- ☒ Financial Capability Training
- ☒ Financial Coaching
- ☒ Tenant Rights Education
- ☒ Mental Health Services
- ☒ Employment Services

**Get connected to
resources today! Call 2-1-1.**

2.1.1

Kern County

ADULT RE-ENTRY PROGRAM

CAPK's ARG Program aims to reduce homelessness for those who have been recently released from incarceration. CAPK proposes an intervention strategy that takes into account factors such as housing, employment, and mental health.



Questions?
Email: rmiranda@capk.org



*Helping Hand
Reentry*



NUESTROS SERVICIOS:

- ✓ Navegación de Vivienda
- ✓ Desarrollo del Plan de Vivienda
- ✓ Participación del Arrendador
- ✓ Entrenamiento de Capacidad en Finanzas
- ✓ Tutoría Financiera
- ✓ Educación sobre los Derechos de los Inquilinos
- ✓ Servicios de Salud Mental
- ✓ Servicios de Empleo

**¡Conectase con
recursos hoy! Llame 2-1-1**

2.1.1

Kern County

EL PROGRAMA ADULT RE-ENTRY

El Programa Adult Re-entry (ARG) de CAPK tiene como objetivo reducir la falta de vivienda de quienes han salido recientemente de prisión. CAPK propone una estrategia de intervención que toma en cuenta factores como vivienda, empleo y salud mental.



¿Preguntas?

Contacta: rmiranda@capk.org

FEB 1

FREE ADMISSION DAY AT THE HAGGIN MUSEUM



Overview

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

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

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

The Haggin Museum

1201 N. Pershing Ave
Stockton, CA 95203
(209) 940-6300

FEB 1
12:00 PM - 10:00 PM

Binge Vietnamese Fusion
5779 Pacific Ave, Suite C115
Stockton, CA 95207
(209) 292-6070

LUNAR NEW YEAR CELEBRATION AT BINGE

Admission
Free



Overview

Join us on Saturday, February 1st, as we welcome the Lunar New Year with an exciting day of festivities and celebration!

What to Expect:

12 PM: Kick off the celebration with a thrilling Lion Dance Show performed by the talented Thien Quang Lion Dance Team. Witness the vibrant energy and traditions that bring good luck and joy for the New Year.

12:30 PM - 3:30 PM: Enjoy live music by DJ UNI to keep the festive vibes going.

4 PM - 10 PM: End the day with high-energy sets from DJs Roots and Goodface, spinning live to keep the party alive.

Make it extra special by reserving your table for lunch to enjoy the show while savoring our delicious menu.

Reservations are highly recommended! Call us at (209) 292-6070 to secure your spot.

Location:

Binge Vietnamese Fusion

5779 Pacific Ave, Suite C115, Stockton, CA

Come for the celebration, stay for the music, and make unforgettable memories as we ring in the Year of the Dragon together!



ARE YOU **READY?**

FOR THE UNEXPECTED

Learn essential steps to safeguard your family during an emergency.

Free event

Community Forum

Thursday, February 13, 2025, 6pm-8pm

Shafter Youth Center

455 E. Euclid Ave, Shafter, CA 93263

RSVP: namikern@yahoo.com



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES




Kern Literacy
COUNCIL

 **nami**
National Alliance on Mental Illness
Kern County



BOYS & GIRLS CLUBS
OF KERN COUNTY



CAREER
LAUNCH
TAKE CONTROL

SUMMER

JOBS PROGRAM

2025

In partnership with Bank of America, Taco Bell Foundation, and US Bank, this program equips high school teens with essential workforce readiness and job training skills. Since its launch in 2013, the program has provided over 2,000 local teens with workforce readiness training, and 434 participants have secured their first paid jobs with local businesses, elected officials, and non-profits.



Career Launch

From February 24 to May 9, 2025, teens attend weekly classes at the E.L. Jack and Monica Armstrong Youth Center (801 Niles Street, Bakersfield) from 5:00 to 6:30 p.m. This premier workforce development program hones critical workplace skills like decision-making, problem-solving, and critical thinking. Participants explore careers aligned with their interests and talents, map out corresponding educational paths, and learn job-search strategies.

Summer Jobs Program

Teens who complete "Career Launch" can apply for a paid part-time internship with a local business. Interns work Monday through Thursday for five weeks, following a one-week youth employee onboarding. On Fridays, they participate in professional development sessions covering financial literacy, professional and dining etiquette, cell phone usage, First Aid, CPR, AED training, and food handling certifications. (June 9 to July 11, 2025)

Details

Program Recruitment: January 13 - February 14, 2025

Last day to submit applications: February 14, 2025

Program Orientation: February 20, 2025

Career Launch Program: February 24 - May 9, 2025

Summer Jobs Program: June 9, 2025 to July 11, 2025



FOR MORE INFORMATION CONTACT:

Ruth Miranda (661) 325-3730 Ext. 238

summerjobsprogram@bgckc.org or visit bgckc.org/summerjobsprogram



BANK OF AMERICA



TACO BELL
FOUNDATION





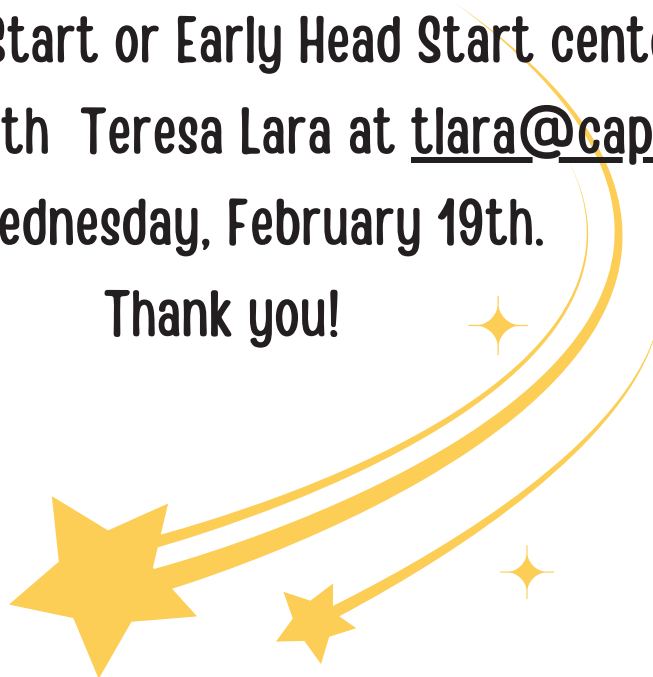
Save the Date

Read Across America 2025

Tuesday, March 4, 2025

If you are interested in being a special guest reader, at one of our many Head Start or Early Head Start centers please get in touch with Teresa Lara at tlara@capk.org by Wednesday, February 19th.

Thank you!





Your child's education is our priority!

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

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



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

Head Start

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

Early Head Start

- Home Based
- Pregnant Women Full Day in Class

Partnerships

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

To complete an application, you will need:

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



Our Head Start Students Receive:

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

Give your child a Head Start!

1-800-701-7060

www.capk.org/headstart



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

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

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



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

Head Start

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

Early Head Start

- Servicios a domicilio
- Mujeres embarazadas
- Día completo en clase

Asociaciones

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

Para completar una solicitud, necesitará:

- Acta de nacimiento o cualquier documento legal que demuestre la edad del niño
- Registro de vacunas
- Comprobante de ingresos familiares—últimos 12 meses
- Comprobante de domicilio
- Prueba de embarazo
(Si solicita el programa para mujeres embarazadas)



Nuestros alumnos de Head Start reciben:

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

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

1-800-701-7060

www.capk.org/headstart



Your child's education is our priority!

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

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



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

Early Head Start

- Home Based
- Pregnant Women
- Full Day in Class

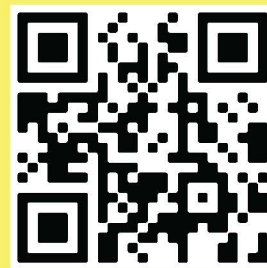
To complete an application, you will need:

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



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

APPLY NOW by scanning this!



(209) 242-9540
www.capk.org/headstart/

CAPK Early Head Start Children Receive:

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



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

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

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



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

Early Head Start

- Servicios a domicilio
- Mujeres embarazadas
- Día completo en clase

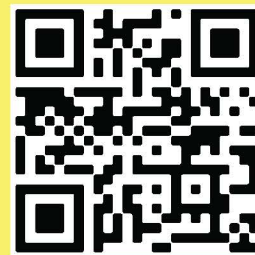
Para completar una solicitud, necesitará:

- Acta de nacimiento o cualquier documento legal que demuestre la edad del niño
- Registro de vacunas
- Comprobante de ingresos familiares—últimos 12 meses
- Comprobante de domicilio
- Prueba de embarazo
(Si solicita el programa para mujeres embarazadas)



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

¡APLICA AHORA escaneando esto!



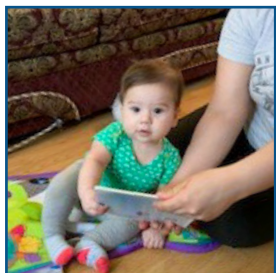
(209) 242-9540
www.capk.org/headstart/

Los Niños de CAPK Early Head Start Reciben:

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



CalWORKs Home Visiting Program



Home visiting could help you with:

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

Who May Be Eligible?

CalWORKs participants who are:

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

*To learn more or
to sign up for the program,*

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





CalWORKs

Programa de Visitas a domicilio



Las visitas a domicilio le pueden ayudar con:

- Educación
- Apoyo familiar y comunitario
- Interacción positiva entre padres e hijos
- Servicios sociales y de salud

¿Quién es elegible?

Las personas que participan en el programa de CalWORKs:

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

Para obtener más información o inscribirse en el programa,

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



2024-2025 Head Start Policy Council Meeting Dates

Tuesday, November 28, 2024
Tuesday, December 17, 2024*
Tuesday, January 28, 2025
Tuesday, February 25, 2025
Tuesday, March 25, 2025
Tuesday, April 22, 2025
Tuesday, May 27, 2025
Tuesday, June 24, 2025
July – No Meeting
Tuesday, August 26, 2025
Tuesday, September 23, 2025
Tuesday, October 28, 2025

Policy Council Meetings are generally held at 5:30 p.m.
on the 4th Tuesday of the month.

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



MEMORANDUM

To: Policy Council

Rosa Guerrero

From: Rosa Guerrero, Administrative Analyst

Date: January 28, 2025

Subject: 2025-2026 Program Planning Calendar – **Action Item**

The Head Start/State Child Development Division requests approval of the annual Program Planning Calendar, aligned with the grant funding cycle beginning March 1, 2025. The program intends to continue providing a comprehensive service delivery plan that supports school readiness for children ages 0-5 with funding from the California Department of Education (CDE), California Department of Social Services (CDSS), the Office of Head Start (OHS), and the United States Department of Agriculture (USDA). This calendar will guide CAPK's initiatives in managing the development, implementation, and evaluation of early learning theories. The calendar also includes activities and people responsible, timelines, and governing bodies involved in the decision-making process. The program supports state and county efforts to improve communities by promoting educational opportunities that enrich the lives of children and their families. Upon approval, the Head Start/State Child Development Division will begin priority-based initiatives noted for January and February.

Recommendation

Staff recommends Policy Council approve the 2025-2026 Program Planning Calendar.

Attachments:
2025-2026 Program Planning Calendar

Community Action Partnership of Kern
Head Start and State Child Development Division
2025 Program Planning Calendar
Funding Cycle: 3/1/2025 – 2/28/2026

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Written Planning Procedure - Identify the planning team - Review & update planning calendar	Administrative Analyst, Program Design and Management Administrator, and Assistant Director Program	January – February	Policy Council Board of Directors	March 	Approval Approval
Self-Assessment - Identify strengths & areas needing improvement - Develop Corrective Action Plans	Quality Assurance Administrator, Education Manager, Support Service Manager	January – May	Policy Council Board of Directors	May 	Approval Approval
Comprehensive Data Analysis - Community Assessment - Child outcomes - Child assessments - CLASS assessments - ITERS & ECERS - Family Services data - CCR - Health data - Evaluate Staffing Data - Budget vs. actual expenditures - Non-Federal share - Parent surveys - ERSEA Data - Disabilities Data - Training evaluations - Program Information Report (PIR) - Ongoing monitoring results	Administrative Analyst, Program Design and Management Administrator, Education Manager, Support Service Manager, Quality Assurance Administrator, Professional Development Manager, and Assistant Directors	March – June			

Community Action Partnership of Kern
Head Start and State Child Development Division
2025 Program Planning Calendar
Funding Cycle: 3/1/2025 – 2/28/2026

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Self assessment results May include other data sets relevant for determining community and program needs and strengths					
Program Design & Program Options - Review site locations - Basis for program options - Include in Refunding Application	Administrative Analyst, Program Design and Management Administrator	April – May	Policy Council Board of Directors	June	Approval Approval
Goals and Objectives - Identify priorities - Review/revise Head Start and State Child Development division mission statement - Identify long & short-term program goals	Administrative Analyst, Program Design and Management Administrator, and the Administrative Team	April – May	Policy Council Board of Directors	June	Approval Approval
Program Improvement Plans Based on data including those from the Self-Assessment, PIR, federal review report, etc...	Administrative Team and HS Director	June – July	Policy Council Board of Directors	August	Approval Approval
Program Information Report (PIR) - Summarize data - Verify data - Input data into online Head Start Enterprise System	Quality Assurance Administrator, and Administrative Staff	June – August	Policy Council Board of Directors	February	Informational Informational
Begin Budget Draft - Include funds to support program goals/ objectives - Involve all divisions that support the requirements of the Head Start program	Finance Team and the Administrative Staff	June – August			

Community Action Partnership of Kern
Head Start and State Child Development Division
2025 Program Planning Calendar
Funding Cycle: 3/1/2025 – 2/28/2026

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Program Objectives & Need for Assistance Draft program narrative	Administrative Analyst, Program Design and Management Administrator, and the Administrative Team	June – August			
Training and Technical Assistance Plan - Identify training needs based on the results of data analysis - Indicate outcomes and evaluation of achievement	Administrative Analyst, Program Design and Management Administrator, and the Professional Development Manager	June - October	Policy Council Board of Directors	October	Approval Approval
Completed Budget Final management review & approval	Head Start Director, Chief Program Office and Chief Financial Officer	August			
Recruitment Plan and Selection Criteria - Based on Community Assessment - Develop selection criteria (requires PC approval) - Develop Recruitment Plan - PC/BOD Annual Training	Enrollment and Attendance Manager, Program Design and Management Administrator, Community Partners and Program Parents	September – November	Policy Council Board of Directors	January	Approval Approval
Completed grant application including: - Program options and design - Program priorities, goals & objectives - Training & Technical Assistance (T/TA) Plan - Line-item budget & budget narrative	Administrative Analyst, Head Start Assistant Director Program, Head Start Director and Chief Financial Officer	October	Policy Council Board of Directors	October	Approval Approval

Community Action Partnership of Kern
Head Start and State Child Development Division
2025 Program Planning Calendar
Funding Cycle: 3/1/2025 – 2/28/2026

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Approved Grant Application Submitted for funding	Administrative Analyst, Program Design and Management Administrator, and the Head Start Assistant Director Program	October/ November			
Head Start Eligibility Training Head Start program eligibility training to Policy Council and Board of Director members	Enrollment Supervisor, Enrollment and Attendance Manager, and Program Design and Management Administrator	November - February	Policy Council Board of Directors	February	Informational Informational
Head Start Annual Report	Quality Assurance Administrator and the Administrative Team	February			

Begin planning cycle for March 2026 – February 2027 Program Year

Planning Activity	Persons Responsible/Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Community Assessment - Collect data - Compile information into written Community Assessment	Administrative Analyst, Program Design and Management Administrator, and Administrative Staff	November – January	Policy Council Board of Directors	March	Informational Informational