



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

POLICY COUNCIL MEETING PACKET

February 25, 2025

POLICY COUNCIL STANDING COMMITTEES

February 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. Henrietta Castro
- 3.
- 4.
- 5.
- 6.

PLANNING

Chairperson: Christopher Cuzul

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

SCHOOL READINESS

Chairperson: Jennifer Wilson

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

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		X								
Alejandra Verduzco		X								
Ashley Trent		ABS								
Kaylonie Howard		ABS								
Michelle Zazueta		X								
Bylaws Committee										
Member	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Dominique Bassi		X								
Fatima Echeverria		X								
Henrietta Castro		X								

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

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



DATE	February 25, 2025
TIME	5:30 p.m.
LOCATION	CAPK Administrative Office Board Room – 3 rd Floor 1300 18 th Street Bakersfield, CA 93301
TEAMS LINK	Join the meeting now
PHONE	(213) 204-2374
MEETING ID	551 922 639#

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. Center Days – Icela Gutierrez Cuevas, Head Start Teacher – Taft Child Development Center
Oralia Vidal, Early Head Start Teacher – Sterling Child Development Center

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 – January 28, 2025 **(p. 8-12)**
- b. Policy Council Budget & Finance Committee Meeting Minutes – January 21, 2025 **(p. 13-15)**
- c. Policy Council Bylaws Committee Meeting Minutes – February 4, 2025 **(p. 16-17)**
- d. Policy Council Planning Committee Meeting Minutes – February 11, 2025 **(p. 18-19)**
- e. Policy Council School Readiness Committee Meeting Minutes – February 13, 2025 **(p. 20-21)**
- f. Head Start Budget to Actual Report, March 1, 2024, through December 31, 2024 **(p. 22-24)**
- g. Early Head Start Budget to Actual Report, March 1, 2024, through December 31, 2024 **(p. 25-27)**
- h. Head Start (No Cost Extension) Budget to Actual Report, March 1, 2023 through December 31, 2024 **(p. 28-29)**
- i. Early Head Start (No Cost Extension) Budget to Actual Report, March 1, 2023 through December 31, 2024 **(p. 30-31)**
- j. Head Start and Early Head Start Kern Non-Federal and In-Kind Report, March 1, 2024, through December 31, 2024 **(p. 32)**

- k. Early Head Start Childcare Partnerships Non-Federal Share and In-Kind Report, March 1, 2024 through December 31, 2024 **(p. 33)**
- l. Head Start Building Proceeds for Central Kitchen as of December 31, 2024 **(p. 34-35)**
- m. Parent Travel & Childcare through December 31, 2024 **(p. 36)**
- n. Parent Activities through December 31, 2024 **(p. 37)**
- o. Head Start Program Review & Evaluation Report – January 2025 **(p. 38-39)**
- p. Take Action – National Head Start Association **(p. 40)**
- q. 9-1-1 Guide **(p. 41)**
- r. Important Documents – UFW Foundation (English/Spanish) **(p. 42)**
- s. Beale Memorial Library – Bakersfield, CA **(p. 43)**
- t. Backpack Connection Series: How to Plan Activities to Reduce Challenging Behavior (English/Spanish) **(p. 44-45)**
- u. Pyramid Model Leadership Newsletter – February 2025 **(p. 46)**
- v. Winter Coat Giveaway & Winter Health Check-In – March 1, 2025, California City, CA **(p. 47)**
- w. Bob McMillen Memorial Fishing Tournament – March 1, 2025, Oak Grove Regional Park, Stockton, CA **(p. 48)**
- x. Smog Repair Event – March 1, 2025, Lodi Grape Festival, Lodi, CA (English/Spanish) **(p. 49-50)**
- y. Read Across America Spirit Week Themes – March 3, 2025 – March 7, 2025 **(p. 51)**
- z. Save the Date CAPK Head Start/Early Head Start Read Across America 2025 – March 4, 2025 **(p. 52)**
- aa. Astronomy in the Park – March 8, 2025, Shumway Oak Grove Regional Park, Stockton, CA **(p. 53)**
- bb. Snow Day – March 8, 2025, Quail Lake Baptist Church, Stockton, CA **(p. 54)**
- cc. The Inaugural It Hurts to Heal Women’s Conference – March 28, 2025, The Collective, Bakersfield, CA **(p. 55)**
- dd. Head Start Recruitment Flyer (English/Spanish) **(p. 56-57)**
- ee. Early Head Start San Joaquin Flyer (English/Spanish) **(p. 58-59)**
- ff. Home Visiting Program Flyer (English/Spanish) **(p. 60-61)**
- gg. Budget & Finance Committee Meeting Dates **(p. 62)**
- hh. Bylaws Committee Meeting Dates **(p. 63)**
- ii. Planning Committee Meeting Dates **(p. 64)**
- jj. School Readiness Committee Meeting Dates **(p. 65)**
- kk. Policy Council Meeting Dates **(p. 66)**

5. New Business

Action Item

- a. 2024-2025 Head Start/Early Head Start Budget Revision – Jerry Meade, Assistant Director **(p. 67-68)**

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
January 28, 2025
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. Volunteer Income Tax Assistance (VITA) – Virginia Espino, Outreach Specialist, CAPK VITA

Virginia Espino stated that she would be providing information about the (CAPK) Volunteer Income Tax Assistance (VITA) program and the services it offers. She stated that this is a free program, adding that they were very busy today as it was their first day of tax filing for clients. Virginia offered a bit of history on the VITA program noting it was established in 1960 with the goal of empowering people and communities towards economic stability by advocating for and providing them with the necessary resources. Virginia shared that the majority of tax preparers are volunteers. Recruitment for tax preparers begins in October with training in December. The steps in becoming a volunteer were shared with the Council. It was noted that the CAPK VITA office is open year-round. Virginia stated they offer tax preparation not only for the current year but for the past five-years as well. She stated that last year over 10,000 tax returns were completed and VITA assisted community members in receiving all their eligible tax credits and \$13 million in funds! The goal this year is to reach 11,000 tax returns. Virginia stated that last year there were 18 VITA offices and this year there are twenty offices, and they are still growing. She added that there is an office in California City, and she will send information about this office to Lisa to forward to members.

Appointments can be made by calling 2-1-1 and when arriving to your appointment clients will need to bring with them their identification card as well as social security cards for themselves and for any person they will be claiming as a dependent. Additional components of the tax filing process including some tax credits were shared along with an approximate time frame of how long it takes to receive a refund electronically (about 21 days) versus receiving a paper check. Virginia shared her contact information with the Policy Council and extended an opportunity for any questions. It was asked if VITA anticipates a decrease in participants this year due to situations that are taking place under the current administration. Virginia stated that VITA is currently “overbooked” for the next month and beyond. She added that offices are a secure place, and the clients’ personal information provided is not shared. It was also asked if the California City office would be providing services on weekends; Virginia stated that she would obtain that information and share it accordingly. It was also stated that when providing proof of medical insurance, though clients receive a letter as “proof” it is not necessary to bring that documentation with them when filing their tax returns; preparers take the clients’ word. However, it was added that if the client is audited, then this document would need to be provided if requested.

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 – December 17, 2024
- b. Policy Council Planning Committee Meeting Minutes – January 14, 2025
- c. Head Start Budget to Actual Report, March 1, 2024, through November 30, 2024
- d. Early Head Start Budget to Actual Report, March 1, 2024, through November 30, 2024
- e. Head Start (No Cost Extension) Budget to Actual Report, March 1, 2023 through November 30, 2024
- f. Early Head Start (No Cost Extension) Budget to Actual Report, March 1, 2023 through November 30, 2024
- g. Head Start and Early Head Start Kern Non-Federal and In-Kind Report, March 1, 2024, through November 30, 2024
- h. Early Head Start Childcare Partnerships Non-Federal Share and In-Kind Report, March 1, 2024 through November 30, 2024
- i. Head Start Building Proceeds for Central Kitchen as of November 30, 2024
- j. Parent Travel & Childcare through November 30, 2024
- k. Parent Activities through November 30, 2024
- l. Head Start Program Review & Evaluation Report – November 2024
- m. Head Start Program Review & Evaluation Report – December 2024
- n. Backpack Connection Series: How to Help Your Child Transition Smoothly Between Places and Activities (English/Spanish)
- o. Bakersfield Youth Jobs Program – Kern Community Foundation
- p. CAPK Adult Reentry Program – (English/Spanish)
- q. Haggin Museum Free Admission – February 1, 2025, Stockton, CA
- r. Free Lunar New Year Event – February 1, 2025, Stockton, CA
- s. Are You Ready? – February 13, 2025, Shafter Youth Center, Shafter CA
- t. Boys & Girls Club Youth Career Launch Program – February 24, 2025
- u. Save the Date CAPK Head Start/Early Head Start Read Across America 2025 – March 4, 2025
- v. Head Start Recruitment Flyer (English/Spanish)
- w. Early Head Start San Joaquin Flyer (English/Spanish)
- x. Home Visiting Program Flyer (English/Spanish)
- y. Policy Council Meeting Dates

Prior to voting, a question was posed as to why the consent agenda did not contain minutes from other committees. It was noted that the other committees have not yet held their meetings. Michelle Jara-Rangel made a motion to approve items (a) through (y), seconded by Gabriela Rangel. Motion carried unanimously.

Prior to proceeding with new business action items, Lisa noted that she had inadvertently failed to include on the agenda an opportunity to share committee reports. Time was allotted for all committee chairpersons to provide a verbal report on their respective Policy Council committees.

5. New Business

***ACTION**

- a. **Election of Nallely Leon Delgado to the Policy Council Budget & Finance Committee**
Jennifer Wilson made a motion to approve the election of Nallely Leon Delgado to the Budget & Finance Committee; seconded by Gabriela Rangel. Motion carried unanimously.
- b. **Election of Henrietta Roberta Castro to the Policy Council Bylaws Committee**
Christopher Cuzul made a motion to approve the election of Henrietta Roberta Castro to the Bylaws Committee; seconded by Dominique Bassi. Motion carried unanimously.

c. 2025-2026 Program Planning Calendar – Rosa Guerrero, Administrative Analyst

Rosa shared that the program planning calendar is the road map which the program follows in order to complete all program activities. This in turn supports successful delivery of services both on the front lines and administratively as well. She stated that upon approval of the document the program will focus on the activities indicated which will occur throughout the balance of the year, which all tie into the programs refunding application. Rosa then shared some of the activities as noted in the proposed 2025 Program Planning Calendar which included but was not limited to the self-assessment, recruitment & selection plan, eligibility training for the Board of Directors as well as the community needs assessment and more. The grant (refund application) deadline is December 1, 2025, so prior to this date the Council can expect to see the items notated and outlined in the proposed planning calendar brought before them either as an informational item or an action item. It was clarified that the written planning procedure is the 2025 Program Planning Calendar. Additionally, it was asked if Policy Council and CAPK Board members participate with the self-assessment. Sylvia stated this typically has more involvement from the Planning Committee, however anyone who wishes to participate can; the more participation received the better it bodes for the program. The same is true for the Board of Directors, when the actual federal review takes place, reviewers will want to speak with both governing bodies to gain a clear understanding of how the program is working and to ensure that what is stated on paper is what we are actually doing. Discussion continued with regard to the goals and objectives and as to whether or not the Policy Council and Board of Directors are involved with the development of that component, as well as questions related to PIR information and the data formulated from such. It was explained that the actual PIR report itself is not shared with the Council, however data from such is shared on the monthly Program Review & Evaluation reports provided to the Policy Council. Upon completion of all discussion, questions and responses, Ashley Trent made a motion to approve the 2025 Program Planning Calendar, seconded by Rene Williams. Motion carried unanimously.

6. Standing Reports

a. Program Governance – Lisa Gonzales, Program Governance Coordinator

Lisa thanked members for their attendance. She shared that moving forward in support of continued learning, she would like to make a shift in the information shared during the time allotted for program governance. This shift would be to utilize the time to share topics of potential new learning and/or to provide a “refresher” on information presented during Policy Council New Member Training. Lisa continued and noted that members are always provided with the opportunity to ask questions and encouraged to reach out even outside of Council and committee meetings if they have questions; however, that does not always happen for a variety of reasons. She reminded parents that this is a true decision making group which is comprised of a majority of members being parents, as required by the Head Start Program Performance Standards, and therefore parents/members should be asking questions if there is ever anything contained in the Policy Council packet or shared by staff that they do not understand. Lisa stated that as staff, we expect that there will be questions and they will be welcomed, as staff are here to support our parents in this leadership role. She continued and shared a few examples of questions posed during the recent Budget & Finance Committee meeting. Discussion ensued with regard to specific potential areas of training, various ideas as to how to provide additional pertinent information to members to ensure they are making educated decisions when voting, examples of what Policy Council New Member Training has looked like in years past, printing of the Head Start Program Performance Standards (HSPPS) for members and more. Lisa expressed appreciation for the feedback and information shared. She also stated that the HSPPS is quite a large document with much of the information not directly relevant to the governance component of the program and that is why she prints the Head Start Governance Reference Book for all members. This document solely focuses on the performance standards that are related to the Policy Council and the Governing Board.

A short video was shared with members reminding them of their leadership role and the responsibilities they have as Council members. In continuing discussion about leadership, Lisa also talked about the ways parents are everyday leaders in their own home and spoke to other handouts as found in the Policy Council packet.

At Head Start Director Yolanda Gonzales' request, Lisa shared with members a letter the program received from the Office of Head Start stated that the program has reached full enrollment and is no longer on a plan of action for full enrollment. She further stated that the program must maintain 97% enrollment for six consecutive months. Lisa then thanked members for entrusting the program with their children and for their help in obtaining full enrollment by sharing the program with family and friends.

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

Michelle stated that since she was not present for the previous Council meeting, she would be sharing two board reports. In sharing information from the November 25, 2024 board meeting, it was noted that a quorum was established and there were four items removed from the consent agenda for further discussion. The items were, 2025-2026 Recruitment & Selection Plan, as well as amendments to the 2024-2025 Recruitment and Selection Plan, Early Head Start Childcare Partners Cost of Living Adjustment, and the Early Head Start Childcare Partners contracts. After discussing each item individually, the Board approved all four items removed from the consent agenda. Additionally, there were seven new business items on the November agenda, with six being action items. The independent audit report was presented by Daniells, Phillips, Vaughan & Bock for the year ending February 2024 with no findings as related to the audit. The team also presented the special purpose financial statements for the year ending June 2024 to which there were six insignificant findings. Information related to such was shared with the Board. Approved items included but were not limited to a retroactive service agreement for the Homeless Housing Assistance Prevention Program, a monetary increase to the San Joaquin County Office of Education California State Preschool Program (CSPP) Contract as well as an increase to the number of Head Start preschool slots. An update was provided by Chief Executive Officer Jeremy Tobias to the Board of Directors on the potential impact to various programs as a result of the Presidential election; deep and robust conversation ensued.

In sharing the report of the Executive Committee Meeting held on December 11, 2024, Michelle stated that a quorum was established for this meeting. There were seven action items and three informational items on the agenda. All action items were approved as presented. Those items included, the Head Start/Early Head Start Budget to Actual Reports for October 31, 2024, as well as the financial statements for the same time period, 2025 Community Service Block Grant, 2025 Revised Agency Holiday Schedule and more. Informational items presented to the Executive Committee included Risk Insurance Pre-Renewal updates as well as an update on the IRS Penalty Notice for 2024. Penalties are primarily tied to the (COVID-19) pandemic response funding and farm worker payments issued due to mismatched surnames, and/or use of multiple last names, which caused findings with the audit. The agency appealed; however, the Internal Revenue Service (IRS) would not issue the VITA contract until the fees were paid. Because of their stance, the fees were paid, and staff continue to work with the IRS to resolve this situation. Two items were heard in a closed session, one of which was a conference with legal counsel to which the Executive Committee provided direction and guidance, and the other item was the annual evaluation of the CEO. It was recommended by the Committee to forward the evaluation to the full board for review and action at the January Board Meeting.

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

On behalf of Yolanda Gonzales, Gloria Barbero, Assistant Director in San Joaquin County provided the Directors report sharing that Yolanda is currently at a conference in Washington D.C. advocating for Head Start, children and for families. Gloria spoke about the pilot inkind tabulation program noting that staff from the pilot centers have been trained and families from those centers have received an email invitation to complete a simple registration for the pilot program. It was also stated that this process will be implemented program wide however the pilot program will be helpful to staff in identifying any issues that may arise.

Gloria also shared that all teachers have completed the Desired Results Developmental Profile (DRDP) assessment for all children. She added if parents have not already been contacted by their child's teacher

to set up a conference, they should expect to hear from teachers soon as conferences will be taking place within the next month. It was stated that the education team provided creative curriculum training for our family childcare partners. Additionally, wellness spaces for staff have been created at five centers in Kern County.

Information was also shared about the recent 2nd Annual Fatherhood Conference which was attended by sixty-five parents with seventeen community agency resources providing information to attendees. The conference had four breakout sessions in which families were able to hear information and learn about building the father/child relationship. The importance of fathers in their children's lives and the impact that relationship has on their future was also addressed at the conference. The conference had a wonderful start with Avery and Bryan who were dynamic and inspirational keynote speakers.

In closing, Gloria extended well wishes, and a safe and prosperous new year on behalf of Yolanda.

7. Policy Council Chairperson Report

Ruby thanked everyone for attending the meeting, stating that things are tough right now with all that is going on. She also shared that for anyone going through the situations that are currently taking place, they are not alone. Ruby shared that she was not going to speak specifically to what was occurring because she feels everyone already knows, but she just wanted everyone to be safe. In closing she thanked everyone for their cooperation and involvement, adding it is great that they get to spend time learning and finding out about things that are taking place.

8. Policy Council Member Comments

Members had an opportunity to share a comment if they would like. The majority of members who shared spoke about being one community, being parents, sticking by one another and supporting each other. Appreciation was also expressed for the Policy Council and the space it provides. The importance of coming together and recognizing similarities as opposed to differences was shared. It was also stated that everyone has a right to feel safe, especially our children, and parents should not be afraid to bring their children to school because something might happen to them (the parents). There was the hope that encouragement is what shines through in these times as opposed to fear. There were also comments regarding the inkind pilot program with a few parents sharing some challenges they have faced in using this system.

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 6:40 p.m.

Community Action Partnership of Kern
Head Start / State Child Development
Policy Council Budget & Finance Committee Meeting Minutes
January 21, 2025
Audio Only: (213) 204-2374 Phone Conference ID: 263 725 286#

1. Welcome

Chairperson, Gabriela Rangel welcomed members to the meeting.

2. Call to Order

a. The meeting was called to order at 5:34 p.m.

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

a. Quorum was established.

b. Members present: Rene Mayhorn Williams, Ruby Cruz, Gabriela Rangel

c. Members not present: None

4. Approval of Agenda

Rene Mayhorn Williams made to approve the agenda dated January 21, 2025;
seconded by Gabriela Rangel. Motion carried.

5. Introduction of Guests

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

6. Public Forum

(The public wishing to address the Policy Council Budget & Finance Committee may do so at this time; however, the Committee will take no action other than referring the item to staff for study and analysis.)

None

7. Presentation / Discussion Items – Louis Rodriguez, Finance Administrator

The Head Start Budget to Actual report for the period ending November 30, 2024, which is nine months of a twelve month budget period was presented to the committee for review and discussion. It was stated that the Head Start grant base funds were at 78% expended with training and technical assistance funds at 79% expended. Louis also stated that our Non-Federal Share (inkind) is at 101%, which is great, noting that we have already reached our non-federal share goal for the current fiscal year. An opportunity to ask questions about the information shared was presented. Gabriela inquired about the credit card information shared on the budget report. Louis shared that information for the top six agency credit cards used is what's reflected on the Head Start budget report. The information details total expenditures for each as well as any balance over a thirty, sixty and ninety day period. It was also reiterated that this report reflects agency wide credit card usage. Rene stated that the information provided to members prior to the meeting was very detailed, and because of such he had no questions at this time. Information provided to members included definitions of line items as contained in budget to actual reports as well as an overview of non-federal share match for Head Start programs as found on the Head Start.gov website.

The Early Head Start budget report for the same reporting period was shared. Base funds are 61% expended and training and technical assistance 67% expended. Committee members had no questions about these reports.

In continuing to review the balance of financial reports, the Head Start No-Cost Extension report for the period beginning March 1, 2023, through November 30, 2024, was also shared and reviewed. Louis reminded committee members that this report is the carryover from the previous fiscal year. This report reflects twenty-one months (87.5%) elapsed of a twenty-four month period, which will run through February 28, 2025. Louis shared this No-Cost Extension granted by the Office of Head Start will allow for completion of ongoing capital projects benefitting our Head Start program. Base funds for the Head Start grant were 96% expended, with training and technical assistance at 99%. The No-Cost Extension report for the Early Head Start grant was also shared for the same reporting period. Base funds were 87% expended with training and technical assistance at 100% expended. It was asked if there would not be any additional spending for training and technical assistance since this grant was already 100% expended. Louis confirmed there would not be any additional training and technical assistance expenditures from the Early Head Start No-Cost Extension grant because it has already been depleted; however there are still (minimal) funds available in the Head Start No-Cost Extension as well as in the current Head Start and Early Head Start grants for training and technical assistance.

Details of the Non-Federal Share Report were provided. It was noted that the total inkind for the program from March 1, 2024, through November 30, 2024, was \$13.3 million. This report shares information as broken down per site. It was also shared that while this report reflects per center/program data when the program reports non-federal share/inkind information, it is presented for the entire program; it is not broken down as shown on the Non-Federal Share Report. The Non-Federal Share Report, as broken down, is for our programs knowledge. Lisa added that the inkind figures are also shared with parents during their monthly parent meetings. She added that attendance at parent meetings also generates inkind, which is completed by staff and sent to Finance for calculation. Gabriela asked about center specific activities, exemplifying a Slime event which took place recently at Cal City, and inkind calculations. Lisa shared that inkind for those types of events are completed by staff, parents can support by making sure they always sign in for special events and parent meetings to ensure maximum calculation.

In reviewing the Head Start building proceeds for the Central Kitchen, Louis recapped and stated that two buildings were sold, for a total of \$3.3 million. A request was made to the Office of Head Start with subsequent approval given to remodel an existing owned property to create a new space for the Central Kitchen. It was further stated that as of November 30, 2024, there has been \$484,704 spent on the remodel, which is 14.4% of this project's budget, leaving a balance of \$2.8 million for this project. It was asked if there is a completion date set for the project. Louis shared that to the best of his knowledge, the completion date is set for the end of February 2025; however construction can have varying factors that may challenge project completion dates.

The parent local travel and childcare report was provided for the period ending November 30, 2024. It was noted there was \$178.99 in Head Start expenditures and Early Head Start had expenditures of \$180.83. In reviewing the parent activities report it was noted there has been \$2,121.93 expended from the Head Start grant and \$1,216.89 expended from the Early Head Start grant for the period ending November 30, 2024. It was clarified that the starting figure in this report, (beginning balance as of March 2024) denotes the budget for the fiscal year for Parent Activities and as expenditures occur, they are deducted thus providing a remaining balance. Additionally, it was noted that our fiscal year runs March 1 through the last day of February. Lisa shared a few

examples of purchases that are coded to this line item which include but are not limited to Policy Council shirts, meals provided for Policy Council meetings, and more.

The proposed meeting dates for the balance of the Budget & Finance meetings were reviewed with the committee with an opportunity for questions and/or discussion to which there were none. Subsequently Rene Mayhorn Williams made a motion to approve the Policy Council Budget & Finance meeting dates as proposed; seconded by Ruby Cruz. Motion carried unanimously.

8. Announcements

Gabriela shared that a father figure in her son's life (her Mom's husband) attended the Fatherhood Conference, and he really enjoyed it. He appreciated the invitation to attend the conference, and the opportunity provided to take home, books, souvenirs as well as other tools and resources.

Rene shared that he too was able to attend the Fatherhood Conference, and it was a very fun time and very insightful; it was more than he expected it to be!

Lisa thanked members for their attendance and participation. She also reminded them about the upcoming Policy Council meeting, next Tuesday, January 28, 2025. She also extended an invitation to the Health and Mental Health Advisory Committee Meeting taking place on Thursday, January 23, 2025 in person at the CAPK Administrative Office located on 18th Street in Bakersfield from 12:00 p.m. to 2:00 p.m.

The next Policy Council Budget & Finance meeting will be at 5:30 p.m. on Tuesday, February 18, 2025.

9. Adjournment

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

Community Action Partnership of Kern Head Start/State Child Development
Policy Council Bylaws Committee Meeting Minutes
February 4, 2025
Audio Only: (213) 204-2374 Phone Conference ID: 254 973 02#

1. Welcome

Members were welcomed to the meeting.

2. Call to Order

a. The meeting to order at 5:31 p.m.

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

a. Quorum was established.

b. Members Present: Henrietta Castro, Fatima Echeverria, Dominique Bassi

c. Members not present: None

4. Approval of Agenda

Henrietta Castro made a motion to approve the agenda dated February 4, 2025. Fatima Echeverria seconded motion. Motion passed unanimously.

5. Introduction of Guests

Staff sponsor, Lisa Gonzales, was the only additional person in attendance.

6. Public Forum

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

None

7. Presentation/Discussion Items

a. Proposed Meeting Dates

The proposed meeting dates of the Policy Council Bylaws Committee were shared with members. It was noted the schedule as presented has the committee meeting every other month; it was also reiterated that there are not any meetings conducted during the month of July; this includes Policy Council as well as all committees. There was an opportunity for members to ask questions, have discussion or to propose an alternate schedule to which there were none. Fatima Echeverria made a motion to approve the Bylaws Committee meeting dates as proposed; seconded by Henrietta Castro. Motion passed unanimously.

b. Bylaws Committee Overview

In discussing the responsibilities of the Bylaws Committee and its purpose, Lisa stated that the Bylaws are the Policy Councils guiding force, they outline procedures as related to the Council. The policies and procedures of the bylaws have a direct correlation to the Head Start Program Performance Standards (HSPPS.) It was stated that the HSPPS requires the Policy Council to review its bylaws on an annual basis to ensure the needs of the program are being met and/or to discuss any changes or revisions that might be warranted to better suit the needs of the program. It was also noted that though the bylaws are reviewed on an annual basis the last time there were revisions to this document was in 2021. Lisa shared this was in the midst of COVID, so there were certain areas that warranted revision and updating such as teleconference meetings, manner of voting in a virtual setting and more. It was also stated that any time changes are made to the document, approval of such is required not only from the Policy Council but from the CAPK Board of Directors as well.

c. Areas of Potential Revision

Lisa shared that though the bylaws document is not particularly long, there is a lot of content, so when reviewing for any potential areas of revision it will be done in sections. Completing the review of the document in this manner allows for ample discussion time and for each section to be reviewed thoroughly. It was asked if the number of Policy Council members elected from our

partnerships was going to increase from the current number, (which is one) since the program has grown its partnerships. Lisa stated that this is definitely an area to review and potentially expand upon. Lisa also shared that there are other factors to consider and shared with members the number of Regional Parent Committee (RPC) Representatives from our partnerships, and the number of which were interested in serving as a member on the Council. This resulted in one partner parent attending RPC and subsequently being elected to serve on the Policy Council; this was Henrietta. In continuing to discuss the makeup of the Council, Lisa shared that there are 25 seats on the Council with 15 current members and 10 vacancies. Information where the greatest number of vacancies were, was shared with the committee. It was also noted that it has been a challenge to find a community agency member who is interested in serving on the Policy Council. However, Lisa shared that she is working diligently to fill those vacancies and has provided flyers to a number of partners with the hope to secure some interest. She added that she did receive an email from United Way with potential interest in serving on the Council. Fatima shared that she would be open to recruiting and encouraging parents at other sites to serve as a Regional Parent Committee Representative for their center and to then get potentially elected to serve on the Council. All three members shared their experience as to how they found out about being a RPC Representative and about the Policy Council. Lisa thanked committee members for sharing their experience, as it provided a lot of insight. She also stated that she has attended several parent meetings and will be attending more in the future to continue to share information about the Policy Council and other governance leadership opportunities for parents.

An additional area of potential revision is the maximum number of members elected on the various subcommittees. Lisa stated that there are often the same committees who are full or nearly full and others who have an extremely limited number of members. In reviewing this information there might be a way to make committee composition more balanced across the four committees.

Lisa shared that these are two areas of potential change, however change/revision is up to the committee and any area the committee feels warrants change will be discussed and addressed accordingly.

8. Announcements

The next meeting will take place at 5:30 p.m. on April 1, 2025.

9. Meeting Adjourned

The meeting was adjourned at 6:11 p.m.

**Community Action Partnership of Kern Head Start/State Child Development
Policy Council Planning Committee Meeting Minutes
February 11,2025
Audio Only: (213) 204-2374 Phone Conference ID: 262 913 322 058**

1. Welcome

Gabriela Rangel welcomed members to the meeting.

2. Call to Order

a. Gabriela Rangel called the meeting to order at 5:30 pm.

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

c. Members not present: Christopher Cuzul

4. Approval of Agenda

a. Motion to approve the agenda dated February 11, 2025, was made by Rene Mayhorn Williams; Michelle Jara-Rangel seconded. Motion carried unanimously.

5. Approval of Minutes

a. The minutes were reviewed and amended to note that Gabriela Rangel conducted the meeting dated January 14, 2025. Motion to approve the minutes dated January 14, 2024, was made by Rene Mayhorn Williams; Michelle Jara-Rangel, seconded. Motion carried.

6. Introduction of Guests

Guests in attendance tonight were Robert Espinosa, Program Design and Management Administrator, Carol Hendricks, Enrollment & Attendance Manager, Sylvia Ortega, Quality Assurance Administrator, Rosa Guerrero, Administrative Analyst and Leticia Villegas, Program Assistant, Translator.

7. Public Forum

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

None

8. Presentation / Discussion Items

a. January Division/Program Monthly Report – Carol Hendricks, Enrollment and Attendance Manager – **Informational Item**

Carol presented the January PRE report. The reportable monthly enrollment for Early Head Start is at 753 of the funded enrollment, this puts the program at 100% of the target goal of 753. Head Start reported 936 enrollments which puts the program at 100% of the target enrollment of 936. For diagnosed disabilities year-to-date for Early Head Start the program is at 29% of their annual progress; Head Start reported 10% of the annual progress. For the over income category in the 101% to 130% range, the program is at 2%, and for the over income range of 131% and above the program is at 9%. The Home Visiting Program reported 273 monthly enrollments with a total of 317 year-to-date.

The Central Kitchen prepared and provided a total of 60,243 meals. The Child and Adult Care Food Program (CACFP) delivered a total of 66,455 meals and 70% of those meals were served for the month of December. For Household Services, eligibility is based on applications completed, reviewed, and accepted; their monthly and year-to-date total is 116. This is based on the calendar year, not the program year.

For enrollment goal progress, Carol shared that the Enrollment & Attendance team held intake clinics at 1300 18th street at the Community Action Partnership of Kern office every Wednesday in January. Staffing has also increased and the program has only twenty-one vacancies, with eleven of those being direct service positions.

The program goal and progress towards our program goal were also shared. Carol reviewed the program's workforce goal and shared the progress and success of our new hire mentorship cohorts. The new hire mentorship cohort kick-off meeting took place on January 31st and provided our new staff with a mentor to assist in their development and foster a culture of inclusivity and support.

For program highlights, intake clinics were conducted at the 1300 18th Street Community Action Partnership enrollment and attendance office. On January 9th, the Education team provided a CLASS 2.0 training to our Assistant Teachers and Classroom Aides with a total of 100 participants, where they introduced an updated tool.

Michelle Jara-Rangel inquired about the wellness spaces at the Early Stars sites. Carol explained that those spaces were created for staff to take their breaks, engage in quiet activities or have a moment to relax so they can provide better services for the children. Robert explained that those centers have to meet certain criteria, benchmarks and thresholds to be considered an Early Stars site and are rated every year in order to keep the award they receive as a result of meeting those benchmarks. Michelle also inquired about the ratings. Sylvia stated that those ratings are done by Kern Early Stars, a program managed by the Kern County Superintendent of Schools. Sylvia further explained that the centers awarded those spaces have been rated a five star rating based on the teachers' level of education in each site. These awards come with monies that are utilized to enhance their program.

Michelle also inquired about the number of classrooms closed. Robert stated three classrooms are currently closed, and will remain closed for the rest of the year since the program has reached full enrollment in Early Head Start and Head Start. Rene Mayhorn Williams asked whether any centers were closing. Robert replied, stating no centers are closing, only the relocation of the Willow center. The program is actively looking for another space in the Oildale area.

9. Announcements

During the announcements, Rosa thanked Gabriela for conducting the meeting. The next meeting is on March 11, 2025 at 5:30pm.

10. Adjournment

The meeting was adjourned at 5:51 p.m.

Community Action Partnership of Kern Head Start/State Child Development
Policy Council School Readiness Committee Meeting Minutes
February 13, 2025
Audio Only: (213) 204-2374 Phone Conference ID: 287 543 335 720

1. Welcome

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

2. Call to Order

a. Jennifer Wilson called the meeting to order at 5:31 PM

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

- a. Quorum was established.
- b. Members Present: Jennifer Wilson, Michelle Zazueta, and Alexandra Verduzco.
- c. Members not present: Ashley Trent and Kaylonie Howard.

4. Approval of Agenda

a. Alejandra Verduzco made a motion to approve the agenda dated February 13, 2025; second by Michelle Zazueta. Motion carried.

5. Introduction of Guests

b. Cynthia Rodriguez, Education Manager introduced herself.

6. Public Forum

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

7. Presentation / Discussion Items

- a. Alejandra Verduzco made a motion to approve the proposed meeting dates for the school Readiness committee; second by Michelle Zazueta. Motion carried.
- b. Introduction and Ice breaker: Cynthia introduced herself and shared a little bit about herself. Cynthia invited each member to share their name, the center their child attends, and what they think School Readiness means. Cynthia shared what School Readiness means to the Office of Head Start.
- c. Education Team: Cynthia shared an overview of the education team and the specific tools (CLASS, ITERS, ECERC, DRDP) that are used to measure quality interactions, child development, and environments ensuring that we use the data to improve practices and strategies throughout the school year.
- d. Lesson Plans and Curriculum: Cynthia shared that the curriculum used by center base is Creative Curriculum and home base program uses Parents as Teachers. Cynthia also shared how families can be involved in planning activities for their children and engage in lesson planning. Cynthia shared the effective family activities that are available on the school readiness goals for them to implement at home.
- e. Assessment and Observations: Cynthia shared information about the DRDP assessment tool used three times a year to reflect on each child's learning. Cynthia shared that families are encouraged to capture observations to support the completion of the DRDP assessment tool and identify activities that they will do at home for the progress report completed after each assessment period.
- f. School Readiness: Cynthia reminded committee members that they are their child's first teacher and that their home environment is the first classroom. Families are the leaders in providing school readiness for their children and we partner with them to provide effective practices and support the school readiness of the families as well.
- g. Suggestions/Questions: Cynthia thanked all the members and asked if anyone had any questions.

8. Announcements

- a. Cynthia Rodriguez announced that there is still room for guest readers if anyone was interested and she also shared the spirit week flyer in preparation for Read Across America week.

9. Adjournment

The meeting was adjourned at 6:07 PM.



MEMORANDUM

To: Budget and Finance Committee of Policy Council

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

Date: February 18, 2025

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

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

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2024, through December 31, 2024. Ten months (83.3%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 89% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 100% of the budget.

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

The non-Federal share is at 114% 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 - December 31, 2024
 Month 10 of 12 (83.3%)

Prepared 02/03/2025

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	7,789,945	7,239,382	550,563	93%	7%
FRINGE BENEFITS	2,534,192	2,283,221	250,971	90%	10%
TRAVEL	55,000	51,806	3,195	94%	6%
EQUIPMENT	-	-	-		
SUPPLIES	535,017	849,713	(314,696)	159%	-59%
CONTRACTUAL	186,280	174,774	11,506	94%	6%
CONSTRUCTION	-	-	-		
OTHER	4,417,992	3,183,739	1,234,253	72%	28%
INDIRECT	1,533,410	1,309,212	224,198	85%	15%
TOTAL BASE FUNDING	17,051,836	15,091,846	1,959,990	89%	11%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	60,904	34,717	26,187	57%	43%
SUPPLIES	23,986	21,934	2,052	91%	9%
CONTRACTUAL	12,800	1,350	11,450	11%	89%
OTHER	63,752	99,998	(36,246)	157%	-57%
INDIRECT	16,144	19,587	(3,443)	121%	-21%
TOTAL TRAINING & TECHNICAL ASSISTANCE	177,586	177,586	0	100%	0%

GRAND TOTAL HS FEDERAL FUNDS	17,229,422	15,269,432	1,959,990	89%	11%
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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	3,412,574	(1,160,498)	152%	-52%
CALIF DEPT OF ED	10,925,665	11,569,523	(643,858)	106%	-6%
TOTAL NON-FEDERAL	13,177,741	14,982,097	(1,804,356)	114%	-14%

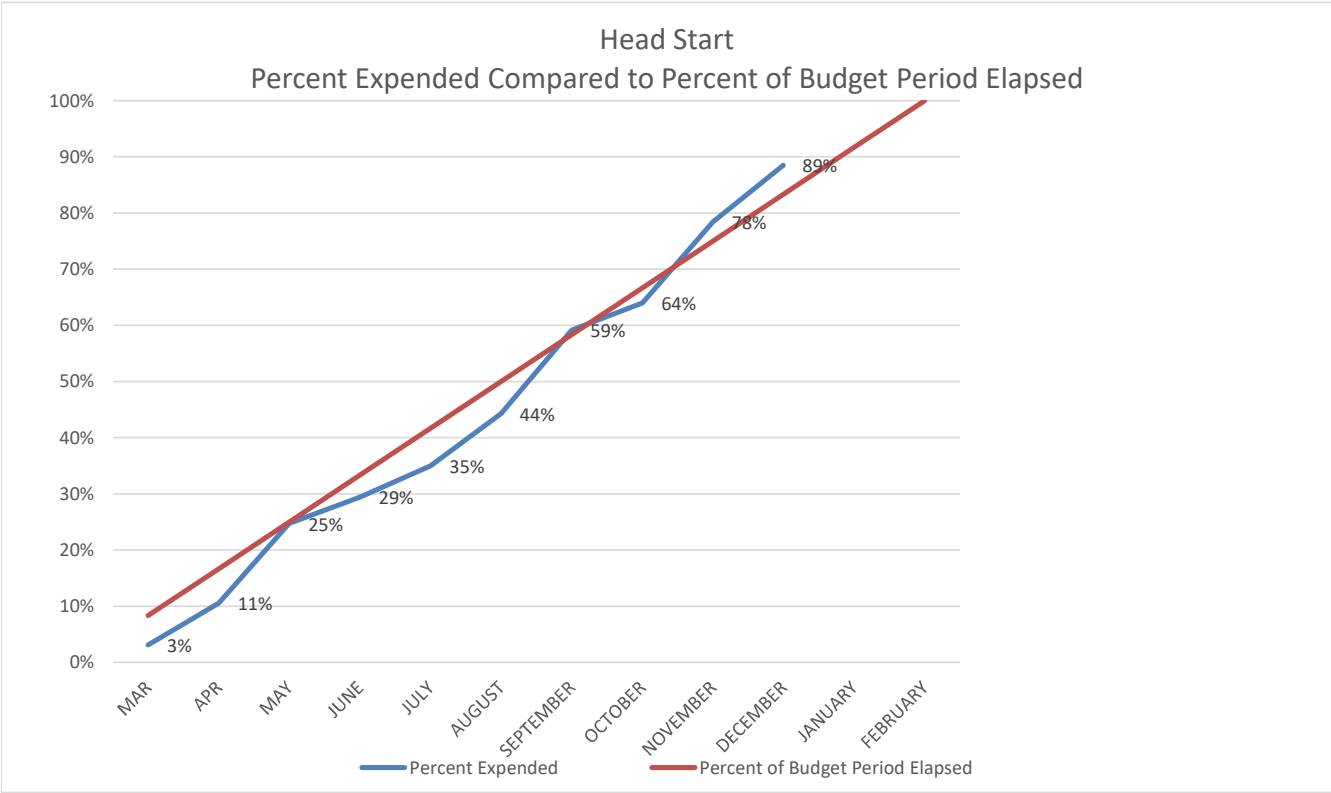
Budget reflects Notice of Award #09CH012489-01-03

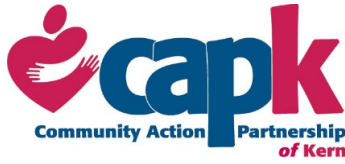
Actual expenditures include posted expenditures and estimated adjustments through 12/31/2024

Administrative Cost for HS and EHS Combined **4.2%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	50,778	-	-	-	50,778	1/1/2025
Lowe's	2,028	325	-	-	2,353	1/1/2025
Smart & Final	396	-	-	-	396	1/2/2025
Save Mart	689	-	-	-	689	1/4/2025
Chevron & Texaco Business Card	6,873	-	-	-	6,873	1/6/2025
Home Depot	10,802	-	-	-	10,802	1/5/2025
	71,565	325	-	-	71,891	





MEMORANDUM

To: Budget and Finance Committee of Policy Council

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

Date: February 18, 2025

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

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

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2024, through December 31, 2024. Ten months (83.3%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 69% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 70% 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 - December 31, 2024

Month 10 of 12 (83.3%)

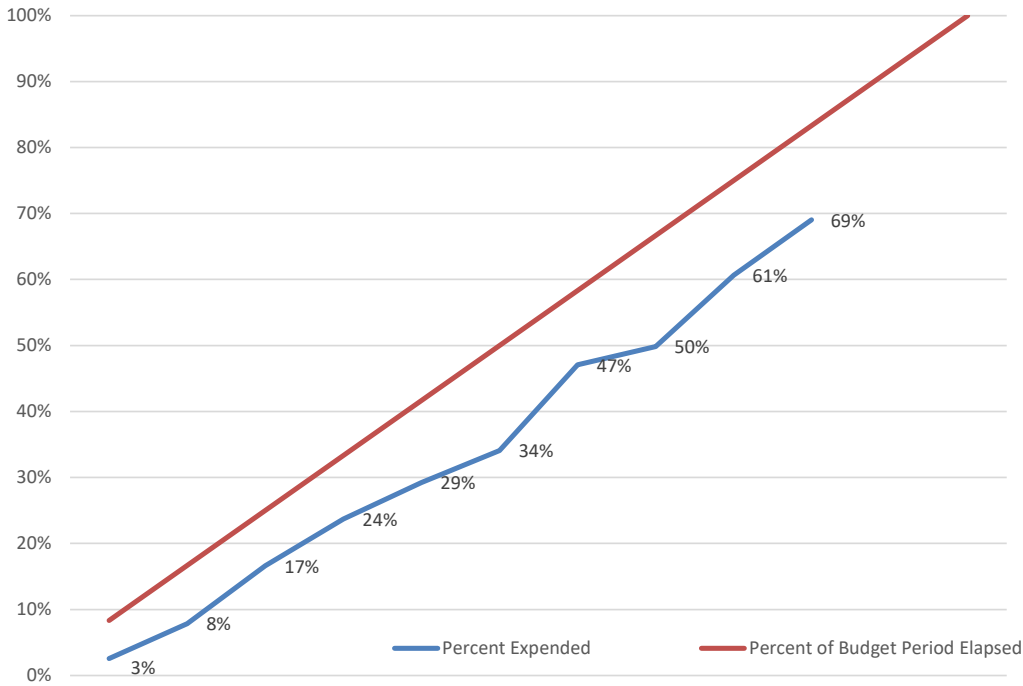
Prepared 02/03/2025

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	12,396,888	8,422,347	3,974,541	68%	32%
FRINGE BENEFITS	3,803,667	2,594,347	1,209,320	68%	32%
TRAVEL	45,000	55,588	(10,588)	124%	-24%
EQUIPMENT	-	-	-		
SUPPLIES	751,602	658,862	92,740	88%	12%
CONTRACTUAL	1,001,244	565,220	436,024	56%	44%
CONSTRUCTION	-	-	-		
OTHER	2,518,573	1,888,631	629,942	75%	25%
INDIRECT	2,001,083	1,364,817	636,266	68%	32%
TOTAL BASE FUNDING	22,518,057	15,549,813	6,968,244	69%	31%
TRAINING & TECHNICAL ASSISTANCE					
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	118,632	75,037	43,595	63%	37%
SUPPLIES	30,013	11,762	18,251	39%	61%
CONTRACTUAL	26,080	13,004	13,076	50%	50%
OTHER	137,953	118,356	19,597	86%	14%
INDIRECT	31,268	21,365	9,903	68%	32%
TOTAL TRAINING & TECHNICAL ASSISTANCE	343,946	239,525	104,421	70%	30%
GRAND TOTAL EHS FEDERAL FUNDS	22,862,003	15,789,339	7,072,664	69%	31%

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

Actual expenditures include posted expenditures and estimated adjustments through 12/31/2024

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: February 18, 2025

Subject: *Head Start (No Cost Extension)*
Budget to Actual Report for the period ended December 31, 2024 – **Info Item**

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2023, through December 31, 2024. Twenty-Two months (91.7%) of the 24-month budget period have elapsed. The office of Head Start processed a no cost extension to the prior year contract through February 28, 2025. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

Base Funds

Overall expenditures are 99% 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 - December 31, 2024

Month 22 of 24 (91.7%)

Prepared 02/05/2025

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	331,096	(16,996)	105%	-5%
SUPPLIES	797,427	1,607,654	(810,227)	202%	-102%
CONTRACTUAL	176,344	284,164	(107,820)	161%	-61%
CONSTRUCTION	1,000,000.00	1,240,172	(240,172)	124%	-24%
OTHER	4,202,341	4,859,883	(657,542)	116%	-16%
INDIRECT	1,802,197	1,708,351	74,317	95%	5%
TOTAL BASE FUNDING	21,704,338	21,429,234	255,575	99%	1%

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	21,604,242	258,153	99%	1%
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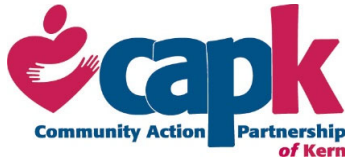
HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

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 12/31/2024

Administrative Cost for HS and EHS Combined **11.2%**



MEMORANDUM

To: Budget and Finance Committee of Policy Council

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

Date: February 18, 2025

Subject: *Early Head Start (No Cost Extension)*
Budget to Actual Report for the period ended December 31, 2024 – **Info Item**

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2023, through December 31, 2024. Twenty-Two months (91.7%) of the 24-month budget period have elapsed. The office of Head Start processed a no cost extension to the prior year contract through February 28, 2025. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

Base Funds

Overall expenditures are 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 - December 31, 2024

Month 22 of 24 (91.7%)

Prepared 02/05/2025

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)	201%	-101%
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	4%	96%
OTHER	3,448,554	2,555,083	893,471	74%	26%
INDIRECT	1,689,353	1,540,689	148,664	91%	9%
TOTAL BASE FUNDING	20,480,832	17,734,499	2,746,333	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	18,078,573	2,746,205	87%	13%

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

Actual expenditures include posted expenditures and estimated adjustments through 12/31/2024

LOCATION	Enroll-ment	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	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	18,099	11,495	105,264	Kern	43,028	245%
Alicante	17	10,869	11,808	10,120	8,079	6,979	4,844	13,433	11,581	9,474	2,639	89,826	Kern	21,514	418%
Angela Martinez	75	27,839	26,752	14,794	17,194	20,914	24,750	24,268	30,797	30,439	20,849	238,596	Kern	94,916	251%
Broadway	37	11,643	7,909	5,992	0	0	3,435	8,520	3,489	218	4,010	45,216	Kern	46,825	97%
California City	17	8,464	12,184	3,116	0	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	4,281	9,255	3,655	2,864	75,421	Kern	29,107	259%
Delano	60	24,094	25,425	15,771	0	0	8,875	20,321	25,006	21,289	22,600	163,381	Kern	75,933	215%
East California	52	10,239	9,308	4,334	656	0	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	7,267	7,253	5,724	50,517	Kern	43,028	117%
Harvey L. Hall	146	21,066		17,703	17,322	20,065	21,124	22,660	19,334	15,849	23,255	178,376	Kern	184,769	97%
Heritage	17	3,577	2,886	799	0	0	965	2,100	1,901	3,733	0	15,961	Kern	21,514	74%
Home Base	160	8,211	4,033	3,319	1,526	5,210	9,639	5,475	7,952	6,309	10,804	62,476	Kern	202,487	31%
Lamont	20	6,429	9,371	3,940	0	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	988	9,226	Kern	63,277	15%
McFarland	20	215	0	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	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	8,529	52,057	Kern	53,153	98%
Pete H. Parra	116	38,467	35,032	29,677	33,175	30,826	29,778	40,804	49,051	20,764	23,862	331,434	Kern	146,803	226%
Planz	0	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	51,865	431,204	Kern	84,791	509%
Rosamond	34	1,474	3,599	1,219	0	0	6,364	15,719	15,168	9,663	4,250	57,456	Kern	43,028	134%
San Diego	32	6,452	8,156	7,606	6,795	8,498	5,817	6,214	9,158	5,472	4,125	68,295	Kern	40,497	169%
Seibert	20	2,223	1,036	0	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	1,775	1,752	1,354	20,647	Kern	21,514	96%
Shafter HS/EHS	24	4,087	4,024	3,424	2,683	2,485	3,776	4,146	3,613	5,351	4,168	37,757	Kern	30,373	124%
Sterling	134	27,996	23,444	21,937	21,826	23,196	26,938	28,936	36,924	21,429	25,766	258,390	Kern	169,583	152%
Stockdale Head Start	45	0	0	0	0	0	0	0	0	0	0	0			
Sunrise Villa	17	905	1,552	745	0	0	0	2,259	1,658	2,941	0	10,059	Kern	21,514	47%
Taft	51	4,118	6,079	5,535	0	0	4,012	6,381	6,826	5,501	3,402	39,853	Kern	64,543	62%
Tehachapi	15	567	744	0	0	0	3,463	4,134	1,533	310	0	10,750	Kern	18,983	57%
Vineland	17	1,788	1,609	562	0	0	1,822	6,318	8,413	5,845	5,573	31,931	Kern	21,514	148%
Virginia	17	10,041	0	4,607	0	0	6,140	11,136	13,425	13,116	9,380	67,846	Kern	21,514	315%
Wesley	60	15,716	597	7,850	0	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	8,149	60,644	Kern	50,622	120%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC Planning		0	0	0	0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC By Laws		0	0	0	0	0	0	0	0	0	0	0			
Governance		24	0	50	24	0	0	0	95	0	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	3,775	113,824	Kern/SJC	74,265	153%
California Street	24	12,526	12,655	11,074	9,643	7,939	13,936	10,614	13,048	10,264	15,053	116,752	SJC	30,373	384%
Gianone	16	0	0	0	0	0	614	972	1,674	2,250	1,554	7,065	SJC	26,431	0%
Kennedy	16	2,025	2,271	2,024	1,488	2,007	2,894	2,251	2,948	3,105	2,004	23,017	SJC	20,249	114%
Lodi Home Base	20	8,517	15,287	11,465	13,115	12,101	77,046	14,163	10,687	10,497	8,163	181,041	SJC	25,311	715%
Lodi UCC	24	8,845	465	11,289	7,808	4,305	6,321	9,335	7,406	7,823	6,941	70,538	SJC	30,373	232%
Lathrop Home Base	20	0	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	9,175	5,734	55,784	SJC	30,373	184%
St. Mary's	16	3,438	4,376	7,566	1,366	1,078	404	0	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	15,874	11,280	162,271	SJC	50,622	321%
Lathrop	24	9,405	9,356	9,651	8,520	8,155	11,164	8,040	10,964	6,965	4,681	86,901	SJC	30,373	286%
SUBTOTAL IN-KIND	1,754	403,884	366,873	331,918	237,262	229,299	364,351	396,584	449,157	357,189	314,835	3,451,351	0	2,258,258	153%
x															
State General Child Care*		261,877	257,404	266,689	221,757	240,220	274,223	306,158	394,178	329,674	363,224	2,915,403	Kern	3,481,300	84%
State Preschool*		620,606	674,911	576,199	314,235	289,388	416,040	541,428	767,995	672,208	691,599	5,564,609	Kern	6,219,213	89%
State Migrant Child Care*		4,433	4,433	4,655	3,196	1,191	1,248	1,134	1,304	1,021	1,077	23,692	Kern	50,000	47%
SUBTOTAL CA DEPT OF ED		886,916	936,748	847,543	539,188	530,799	691,511	848,720	1,163,477	1,002,903	1,055,901	8,503,705		9,750,513	87%
x															
State General Child Care*		209,012	215,878	238,485	189,226	228,190	249,276	232,927	269,968	216,386	221,948	2,271,296	SJC	1,175,152	193%
SUBTOTAL CA DEPT OF ED		209,012	215,878	238,485	189,226	228,190	249,276	232,927	269,968	216,386	221,948	2,271,296		1,175,152	193%
GRAND TOTAL		1,499,812	1,519,499	1,417,946	965,676	988,288	1,305,138	1,478,231	1,882,602	1,576,478	1,592,684	14,226,352		13,183,923	108%
												CCP In-Kind			
												794,522			
												15,020,874			

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 December 31, 2024 (Month 10 of 12)

Percent of year elapsed: 83.3%

LOCATION	FUNDED ENROLL- MENT	Mar 2024	Apr 2024	May 2024	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 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	0	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	0	239,928	68,932	348%
Garden Pathways	11	0	0	0	0	0	0	111	0	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	0	260,887	180,947	144%
Escuelita Hernandez	16	0	0	0	0	0	0	24	37	0	0	61	68,932	0%
TBD	11	0	0	0	0	0	0	0	0	0	0	0	47,391	0%
Program Services		0	0	0	0	0	0	0	0	0	0	0		
Admin Services		0	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	0	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: February 18, 2025

Subject: *Head Start*
Building Proceeds for Central Kitchen as of December 31, 2024 – **Info Item**

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

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

The following are highlights of the funds held from the proceeds of sale of buildings designated for the New Central Kitchen remodel for the period ended December 31, 2024.

Overall expenditures are 14.4% of the Building Proceeds.

Community Action Partnership of Kern

Building Proceeds

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

Prepared 02/03/2025

BUILDING PROCEEDS (For Central Kitchen Remodel)	BUILDING PROCEEDS	EARNINGS (INTEREST)	TOTAL	EXPENSES	REMAINING	% REMAINING
	3,329,792	28,946	3,358,738	484,704	2,874,034	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>484,704</u>
Remaining Balance	<u>2,874,034</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
February 13, 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	\$ 188.51	\$ 2,310.44	\$ 6,899.56	83%	25%
JANUARY 2025	\$ 6,899.56	\$ -	\$ 2,310.44	\$ 6,899.56	92%	25%
FEBRUARY 2025	\$ 6,899.56	\$ -	\$ 2,310.44	\$ 6,899.56	100%	25%

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	\$ 106.04	\$ 1,322.93	\$ 3,922.07	83%	25%
JANUARY 2025	\$ 3,922.07	\$ -	\$ 1,322.93	\$ 3,922.07	92%	25%
FEBRUARY 2025	\$ 3,922.07	\$ -	\$ 1,322.93	\$ 3,922.07	100%	25%

February 13, 2025

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

Month	January-25	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	January 1, 2025 - January 31, 2025					
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		
Reportable/Funded Enrollment	753	753	753	100%		
Disabilities	218 (YTD)	10%	10%	29%		
Over Income 101%-130% (up to 35%)	22	n/a	n/a	3%		
Over Income 131% and up (up to 10%)	58	n/a	n/a	8%		
Head Start (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress		
Reportable/Funded Enrollment	936	936	936	100%		
Disabilities	93 (YTD)	10%	10%	10%		
Over Income 101%-130% (up to 35%)	23	n/a	n/a	2%		
Over Income 131% and up (up to 10%)	83	n/a	n/a	9%		
Home Visiting Program (SRV 2cc, 7a)	Monthly	Year-To- Date	Annual Goal (Contract Limit 310)	Annual Progress (Calendar)	Annual Progress (Program Year)	
Enrollment	273	317	298	106%	98%	
Central Kitchen			Breakfast	Lunch	Snack	
Meals and Snacks	60,243		22,449	18,113	19,681	
Child and Adult Care Food Program (CACFP) (Note: The data represents information from December 2024)	Total Meals Delivered		Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served	
Meals and Snacks (SRV 5ii)	66,455		41,027/25,428	46,490	70%	
Household Services	Month	YTD				
Eligibility Determination (SRV 7b) (January 2025-December 2025)	116	116				
Total Community Services	116	116				
Explanation (Over/Under Goal Progress)						
For January 2025, we have met our goals with our full-enrollment initiative. We reached 100% for both Early Head Start and Head Start. Staffing has increased as we only have 21 vacancies and only 11 of those are for direct service positions.						

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

	Progress Towards Goal
Workforce: To enhance onboarding, recruitment and retention of staff by implementing, programs that embraces pathways for learning, professional development, succession planning, and a positive culture to obtain and retain staff.	Objective B: Develop, implement, and evaluate a mentorship program for new staff onboarding to ensure comprehension, knowledge, and understanding of their position by gathering feedback from the mentors and mentees, assessing goal attainment, retention and promotion rates, and measuring the level of engagement between the mentees and mentors in the program. Progress: On January 31, 2025, we had our new hire mentorship cohort kick-off meeting. These mentorship meetings have been a success by giving new staff a mentor to assist in their development and foster a culture of inclusivity and support.
1. Every Wednesday in January we held an intake clinic at 1300 18th Street, at the Community Actions Partnership Enrollment and Attendance office. 2. January 9, 2025, presentation for Kern County Network for Children. 3. January 11, 2025, the Second Annual Fatherhood Conference was held. There were approximately 200 attendees. 4. January 16, 2025, Kern County Network for Children application clinic. 5. January 18, 2025, the Celebration of a King, Reach for Greatness, Stay Focused Mentoring Program recruitment event. 6. January 23, 2025, the Mental Health and Health Advisory Committee meeting was held. 7. Head Start and Early Head Start started working on the Physical Development Health domain and School Readiness Goals. Our Head Start classrooms are implementing the Exercise Study and our Ealy Head Start classrooms are implementing the Balls guide. 8. The Education Team provided CLASS 2.0 training for our Assistant Teachers and Classroom Aides (100 total participants) introducing the updated tool. 9. We have opened five wellness spaces at our Early Stars sites (Broadway, Fairfax, Primeros Pasos Starling, and Vineland). Each space looks different based on the center's dynamics we are encouraging staff to take their breaks, engage in quiet activities such as sand racking, crossword puzzles, coloring and/or simply relaxing on a soft massage chair.	

HEAD START

Parents and Caregivers,
Teachers and Staff,
Friends and Neighbors!

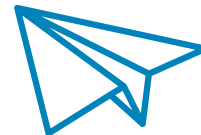
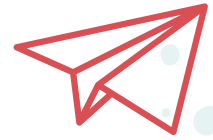
We need your help.

Scan the QR code below on your
phone and fill out the form.

By doing so, you are letting your lawmakers
know **you believe in Head Start's impact.**



**go.nhsa.org/
take-action**



Help Us Help You: Your Guide to Calling 9-1-1 Emergency Services



To best respond to an emergency situation, call takers, dispatchers and first responders need your help. Familiarize yourself and those living or visiting your home with the following tips to ensure that the 9-1-1 call taker will be able to process your emergency call efficiently and send assistance as quickly as possible.

9-1-1 NEEDS TO KNOW WHERE TO GO

- When calling 9-1-1, one of the first things you'll be asked to provide is the location of the emergency you're reporting.
- The call taker may not automatically know your location or may ask you to confirm it.
- Make sure you provide as much detail on your location as possible, such as landmarks, cross streets and mileposts.

KNOW YOUR CELL WELL

- The current 9-1-1 system is designed for voice communications only.
- Texting 9-1-1 is not an option in most locales; you must dial 9-1-1 and speak with a call taker.
- Pull over when driving, if possible. This reduces the chance of a dropped call.
- Lock your keypad when you're not using your phone, so 9-1-1 isn't dialed by mistake. For the same reason, don't put 9-1-1 on speed dial.
- Do not give old phones to children as toys. A wireless phone with no active service can still call 9-1-1.
- If you accidentally call 9-1-1, stay on the line and tell the call taker that you do not have an emergency.
- Calling 9-1-1 from a cell phone is always free and it is never necessary to dial an area code.

9-1-1 IS FOR EMERGENCY USE ONLY

- Call 9-1-1 for emergencies only. It is appropriate to call 9-1-1 when you need to save a life, stop a crime or report a fire.
- 9-1-1 is the right number to call in an emergency

when a prompt response is needed.

- If you are not sure you have an emergency to report, call 9-1-1 and let the call taker decide.

KNOW HOW TO USE 9-1-1 WITH THE PHONE YOU OWN

- Before you need help in an emergency, be sure to understand how the type of phone you use affects your call to 9-1-1. It is important to know the capabilities of the device you are using (landline, cellular, VoIP).
- Cell phones may not automatically tell 9-1-1 where you are so be prepared to provide detailed information about your location.

REMAIN CALM, BE PREPARED

- Try to stay calm, give information and follow all instructions.
- Professional call-takers are trained to get information from you. Listen carefully and answer as concisely as possible.
- Remember that even if the dispatcher is still asking questions or giving instructions, help is on the way.

HELP 9-1-1 HELP YOU

- The more you know what to expect when you call 9-1-1, the faster 9-1-1 can get you the help you need.
- You can save a life! Follow all instructions the 9-1-1 call taker gives you, and don't hang up until the call taker does. If you get cut off, call back and explain that you were cut off.

DOCUMENTOS IMPORTANTES

IMPORTANT DOCUMENTS

Guarde copias de los documentos importantes a los que desea que su familia tenga acceso en caso de arresto o deportación. Guárdelo en un lugar seguro pero conocido.

- **Documentos de identificación**
 - Licencia de Conducir, Identificación Consular, Pasaporte, etc.
- **Certificado(s) de matrimonio**
- **Certificado(s) de iglesia/bautismo**
- **Certificado(s) de reconocimiento/premio**
- **Certificado(s) de nacimiento**
- **Documento(s) de inmigración**
 - Permisos de Trabajo, Tarjetas Verdes, Certificados de Naturalización, Peticiones de Inmigración Pendientes, Avisos de Recibo de Solicitudes Pendientes/Aprobadas, etc.
- **Número de tarjeta de seguro social/ITIN**
- **Declaraciones de impuestos de los últimos 3 años**
- **Estados financieros**
 - Recibos de nómina, Banco, Hipoteca, etc.
- **Informes policiales y órdenes de restricción**
- **Plan de preparación familiar**
- **Evidencia de presencia física durante los últimos 2 años**
 - Recibos de alquiler, recibos de servicios públicos, etc.
- **Información del contacto**
 - Persona en su país de nacimiento que lo recibirá si es deportado
 - Consulado Regional
 - Redactores de cartas de apoyo
 - Abogados anteriores
- **Otros documentos que requieren acceso rápido**

Store copies of your family's important documents that you want them to have access to in the event of an arrest or deportation. Keep it in a safe but known place.

- **Identification Documents**
 - Driver's License, Consular ID, Passport, etc.
- **Marriage Certificate(s)**
- **Church/Baptism Certificate(s)**
- **Recognition/Award Certificate(s)**
- **Birth Certificate(s)**
- **Immigration Document(s)**
 - Work Permits, Green Cards, Naturalization Certificates, Pending Immigration Petitions, Receipt Notices of Pending/Approved Applications, etc.
- **Social Security Card/ITIN #**
- **Tax Returns for Last 3 Years**
- **Financial Statements**
 - Paystubs, Bank, Mortgage, etc.
- **Police Reports & Restraining Orders**
- **Family Preparedness Plan**
- **Evidence of Physical Presence for Last 2 Years**
 - Rent Receipts, Utility Receipts, etc.
- **Contact Information**
 - Person in Birth Country to Receive You if Deported
 - Regional Consulate
 - Writer(s) of Letters of Support
 - Past Attorney(s)
- **Other Documents Requiring Quick Access**

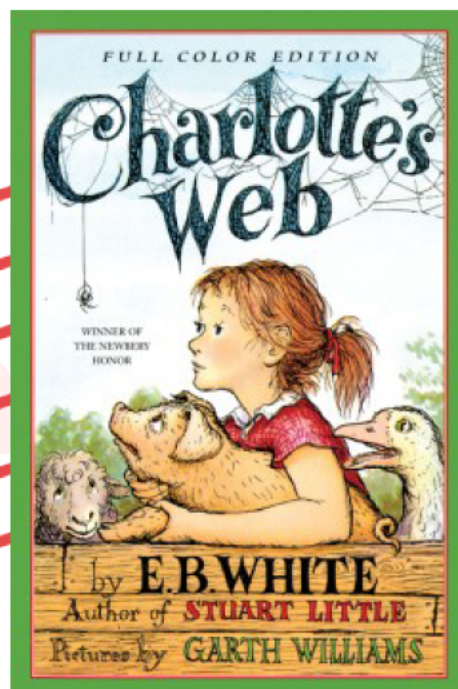
PREPÁRESE



**UFW
FOUNDATION**

Book Quotes to Live By:

*"Friendship is
one of the most
satisfying things
in the world."*



Hours

Monday - Thursday

Friday

Saturday

10:00 a.m. - 7:00 p.m.

10:00 a.m. - 6:00 p.m.

10:00 a.m. - 4:00 p.m.

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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 Plan Activities to Reduce Challenging Behavior

Brooke Brogle, Alyson Jiron & Jill Giacomini

Unfortunately, there is no "Guidebook for Parents" that tells you exactly how to raise children who behave perfectly at all times. Each child and family is unique, which means that there is no one solution or strategy that is going to work for everyone, every time. However, while it isn't magic, simple planning ahead can work wonders to help improve your child's behavior. You can plan activities to teach your child important skills such as sharing, taking turns or handling disappointment. You can also plan ahead to prepare your child for new events in her life such as changes in her schedule, a road trip, a new baby or a visit from grandparents.

For example, Abby is three years old and is usually happy at preschool where she loves to draw and play with the doll house. However, at home when Abby plays one-on-one with another child, she often ends up throwing toys, screaming "Mine!" or crying. What can Abby's mom do? Instead of always "managing" these outbursts, she can intentionally plan activities to teach Abby the skills of sharing and taking turns. She can also plan activities that give Abby an opportunity to practice these new skills.



Try This at Home

- **Tell your child exactly what to do.** Telling your child to "share" or "be nice" does not actually tell her what she should be doing. For example, if Abby throws her toys, her mom can say, "Abby, toys stay on the floor or on your lap." If Abby hits her friend, her mom can say, "Hands down. Hands are for playing, eating, and hugging. Use your words. You can say, 'I am angry. Help please!'"
- **Use a Visual Schedule.** A visual schedule will help her to understand what is expected. To learn more about visual schedules, read the *How to Use Visual Schedules to Help Your Child Understand Expectations* handout in the Backpack Connection Series.
- **Practice, practice, practice.** Intentionally create situations where she can practice the desired behavior. For example, Abby's mom can help Abby learn to take turns while playing with her sister or an older friend. She can ask Abby's sister to "help teach Abby to take turns" while playing with one doll. Abby's mom provides the toy and reminds the girls to take turns when playing. The girls can practice the skill of sharing during their time together.
- **Catch your child being good!** When your child is using the desired behavior, you can encourage her by responding with enthusiasm. For example, "Wow, I saw you share the sand toys at the park with those two girls. What a great friend you are!"
- **Prepare your child before an event.** For example, Abby's mom can say, "Abby, your friend Ella is coming over to play today. When friends come over,

we share our toys. I know how special doggy is to you. We could put doggy in a safe place and you do not have to share her."

■ Hope for the best but plan for the worst!

If you know that your child might have problems when playing with other children, stay nearby so that you can intervene if needed. You might also provide two sets of an identical toy (e.g., two bubbles or two balls) and then offer a change in location to play to diffuse difficult situations.



Practice at School

School offers many opportunities for children to practice social skills and learn emotional vocabulary. Teachers can set up art or quiet activities where children have the opportunity to practice sharing, learning to wait and taking turns. As children interact with each other, teachers provide positive language. For example, "Abby, I see that you are pointing to the red marker. You can tap Jacob on the shoulder and say, 'Can I have a turn?'" After the interaction, the teacher provides the children with encouragement. For example, "Way to go! Class, Abby and Jacob are working together. They are sharing and taking turns!" Teachers can also use daily schedule changes to teach the skill of handling disappointment. For example, "Oh no, Miss Marcie is not here today. We won't be able to go to music. I am really disappointed. What should we do?" At this point, the children can learn to problem-solve and come up with a positive solution.



The Bottom Line

Much of the frustration that parents experience can be avoided by planning ahead and teaching children a desired behavior before a difficult situation occurs. When you are unprepared for your child's challenging behavior, such as whining or temper tantrums, you might respond with anger or in other ways that make the situation worse. Remember that you are in control of the daily schedule and routine. If your child is having problems with activities such as play with others, drop-off at school, or bedtime, you can plan activities that will give her the opportunity to learn the social skills she needs. Planning ahead can reduce challenging behavior such as meltdowns, whining and temper tantrums and increase desired behavior such as flexibility, using words and patience. Planning activities that teach skills such as sharing and taking turns will provide her with the tools she needs to increase self-esteem and be successful in school and life.



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Serie de Conexión Mochila

Sobre esta serie

La *Serie de Conexión Mochila* fue instaurada por TACSEI (por sus siglas en inglés) para brindarles 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 planear actividades para reducir la conducta desafiante

Brooke Brogle, Alyson Jiron y Jill Giacomini

Desafortunadamente, no existe una "Guía para los Padres" que le diga exactamente como crear niños que se comporten siempre de manera perfecta. Cada niño y cada familia son únicos, lo que significa que no hay una solución o estrategia que funcione con todos, siempre. No obstante, si bien no es magia, la simple planeación puede hacer maravillas para mejorar la conducta de su niño. Usted puede planear actividades para enseñarle a su niño aptitudes importantes tales como el compartir, tomar turnos o enfrentar la decepción. También puede planear a futuro para preparar a su niño para eventos nuevos en su vida tales como los cambios en su horario, un viaje por carretera, un nuevo bebé o una visita de sus abuelos.

Por ejemplo, Abby tiene tres años y por lo general está contenta en la guardería donde le encanta dibujar y jugar con la casa de muñecas. Sin embargo, en casa cuando Abby juega con otro niño, a menudo acaba lanzando los juguetes, gritando "¡Mio!" o llorando. ¿Qué puede hacer la mamá de Abby? En vez de siempre estar "controlando" estos arrebatos, ella puede planear actividades que le enseñen a Abby las habilidades de compartir y tomar turnos. Ella también puede planear actividades que le den la oportunidad a Abby de practicar estas nuevas aptitudes.



Pruebe esto en casa

- **Dígale a su niño exactamente qué hacer.** El decirle "comparte" o "se bueno" en realidad no le dice que debería estar haciendo. Por ejemplo, si Abby lanza un juguete, su mamá le puede decir, "Abby los juguetes se quedan en el piso o en tu regazo." Si Abby le pega a su amigo/a, su mamá puede decir, "Las manos abajo. Las manos son para jugar, comer y abrazar. Utiliza las palabras. Puedes decir, 'Estoy enojada. Ayuda por favor'."
- **Utilice una agenda visual.** Una agenda visual le ayudará a comprender lo que se espera de ella. Para aprender más sobre las agendas visuales, lea el folleto de "Cómo utilizar una agenda visual para ayudar a su niño a comprender las expectativas" dentro de la Serie Conexión Mochila.
- **Practique, practique, practique.** Intencionalmente fabrique situaciones donde él pueda practicar la conducta deseada. Por ejemplo, la mamá de Abby le puede ayudar a Abby aprender a tomar turnos mientras juega con su hermana o amigo mayor. Ella le puede pedir a la hermana de Abby que le "ayude a enseñar a Abby a tomar turnos" mientras juegan con una sola muñeca. La mamá de Abby proporciona el juguete y les recuerda a las niñas que deben tomar turnos mientras juegan. Las niñas pueden practicar la habilidad de compartir durante el tiempo que estén juntas.
- **¡Note a su niño siendo bueno!** Cuando su niño esté desempeñando la conducta deseada, anímelo respondiendo con entusiasmo. Por ejemplo, "Guau, te vi compartir los juguetes para la arena en el parque con esos dos niños. ¡Qué buen amigo eres!"
- **Prepare a su niño antes de un evento.** Por ejemplo, la mamá de Abby puede decir, "Abby, tu amiga va

a venir a jugar hoy. Cuando vienen tus amigos a jugar, compartimos los juguetes. Sé lo especial que es el perrito para ti. Podemos colocar el perrito en un lugar seguro y no lo tienes que compartir."



■ ¡Espere lo mejor pero planea para lo peor!

Si sabe que su niño va a tener problemas mientras juega con otros niños, quédese cerca de manera que pueda intervenir de ser necesario. También puede proporcionar los juegos idénticos de juguetes (p. ej. dos burbujas o dos pelotas) y después ofrecer un cambio de lugar donde jugar para neutralizar situaciones difíciles.



Practique en la escuela

La escuela ofrece muchas oportunidades para que los niños practiquen las aptitudes sociales y aprendan el vocabulario emocional. Las maestras pueden organizar actividades de arte o silenciosas donde los niños tienen la oportunidad de practicar el compartir, aprendiendo a esperar y tomar turnos. A medida que los niños interactúan uno con otro, las maestras ofrecen lenguaje positivo. Por ejemplo, "Abby, veo que estás señalando el marcador rojo. Puedes tocar a Jacobo en el hombro y decirle, '¿Puedo usarlo?'". Después de la interacción, la maestra les brinda un estímulo. Por ejemplo, "¡Bien hecho! Niños, Abby y Jacobo están trabajando juntos. ¡Están compartiendo y tomando turnos!" Las maestras también pueden utilizar el cambio de horario diario para enseñar la aptitud de cómo manejar la decepción. Por ejemplo, "O no, la señorita Marcie no está aquí el día de hoy. No podremos tomar la clase de música hoy. Estoy realmente decepcionada. ¿Qué podemos hacer?" En este momento, los niños aprenden a resolver problemas y presentan una solución positiva.



La conclusión

Mucha de la frustración que los padres experimentan puede ser evitada si se planea para el futuro y si se les enseña a los niños una conducta deseada antes de que se presente una situación difícil. Cuando no está preparado para la conducta desafiante, tales como los lloriqueos o los berrinches, usted puede responder con enojo o de otras maneras que pueden empeorar la situación. Recuerde que usted está en control de la agenda y rutina diaria. Si su niño está teniendo dificultades con las actividades tales como jugar con los demás, ir a la escuela o a la hora de dormir, usted puede planear actividades que le darán la oportunidad a él de aprender las aptitudes sociales que él necesita. El planear para el futuro puede reducir las conductas desafiantes tales como las rabietas, lloriqueos y berrinches y aumenta las conductas deseadas tales como la flexibilidad, utilización de palabras y paciencia. Planear actividades que le enseñen aptitudes tales como compartir y tomar turnos le proporcionarán las herramientas que él necesita para incrementar su auto estima y ser exitoso en la escuela y en la vida.

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Pyramid Model

LEADERSHIP
NEWSLETTER



2025

Please scan the QR code below to access the
Pyramid Model Leadership Newsletter.



Learn more about empathy and how to reduce
challenging behavior.

WINTER COAT GIVEAWAY

WINTER HEALTH CHECK-IN



Sponsored by

TERRA-GEN OPERATING COMPANY



Please Join us for multiple mobile units on
site to serve our community needs

✓ Free Game Truck & Hot
Dogs

(After you visit mobile
units & vender tables)



✓ Free Kids Coats while
Supplies Last



March
1st 2025
11am-4pm

SAFE HAVEN KIDS' LEAGUE



10441 South Loop Blvd

California City 93505



SOUTHERN CALIFORNIA
EDISON

Energy for What's Ahead™



Kern Family
Health Care





WHAT: Annual Bob McMillen Memorial Fishing Tournament

WHEN: Saturday, March 1, 2025

TIME: Park gates will be open at 6:15 a.m. (No Fee) Registration closes at 10 a.m.

WHERE: Oak Grove Regional Park – 4520 W. Eight Mile Road, Stockton, California

FEE: Parking = \$6 Cash

Approximately 2,000 lbs. of Rainbow Trout (including 600 lbs. of trophy-size fish) will be stocked in Oak Grove's 10-acre lake prior to the event. Participants must supply their own fishing equipment; there is a 5 trout limit. All State Fish and Game laws apply.

The tournament will be open to all ages and will feature three competitions: Youth (ages 10 and under), Teen (ages 11 - 17) and Adult (ages 18 and over). Each competition will measure the individual heaviest weight of one (1) trout caught by the participating contestant. Prizes will be awarded in each of the categories following the tournament. The last weigh-in will be at 12:30 p.m. with prizes awarded shortly thereafter.

A \$5 fishing permit fee and a valid California Fishing License are required for anyone sixteen (16) years of age or older.

FREE SMOG REPAIR EVENT

LODI, CA



Get **\$500** in FREE
smog repairs if your car
fails our emissions test!

Saturday
March 1st, 2025
8AM - 12PM NOON

Lodi Grape Festival Grounds
413 E Lockeford St
Lodi, CA 95240

- Please expect a 2+ hour wait.
- Gates may open as early as 6:30AM.
- No diesel vehicles, please.

*This program is made possible by the
Valley Air District.*

**tune in and
tune up**
www.valley-can.org

www.valleycan.org 1-800-806-2004

EVENTO GRATIS PARA REPARACIONES DE SMOG

LODI, CA



¡Reciba **\$500** en
reparaciones de smog GRATIS
si su vehículo no pasa nuestro
examen de emisiones!

Sábado
1 de Marzo, 2025
8AM - 12PM MEDIODÍA

Lodi Grape Festival Grounds
413 E Lockeford St
Lodi, CA 95240

- Anticipe hasta 2 horas de espera.
- Puertas abrirán después de las 6:30AM.
- No vehículos diésel, por favor.

Este programa es posible gracias al Valley Air District.

www.valleycan.org 1-800-806-2004

tune in and
tune up
www.valley-can.org



San Joaquin Valley
AIR POLLUTION CONTROL DISTRICT



Read Across America

March 3rd - March 7th

Monday



Books knock our socks off!
Wear your silly Socks.

Tuesday



Yellow Out of Language
and Literacy!
Wear Yellow.

Wednesday



Cozy Up with a book.
Wear your Pajamas.

Thursday



Read to a buddy! Bring
your favorite stuffy.



Friday: Hats off to reading! Wear your favorite hat.



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!



The Stockton Astronomical Society, Oak Grove Docent Council
and San Joaquin County Parks present

ASTRONOMY IN THE PARK

Shumway Oak Grove Regional Park I-5 @ Eight Mile Rd., Stockton

Free event! \$6 cash parking fee, weather permitting

* * * * *

*Come early to enjoy astronomy activities in the Nature Center,
then view planets through giant telescopes after sunset!*

Jan. 4, 5 p.m. - The Pleiades, The Hyades, Venus, Mars, Jupiter

Feb. 1, 5:30 p.m. - Orion Nebula, The Pleiades, Saturn, Jupiter

Mar. 8, 6 p.m. - The Pleiades, Orion Nebula, Mars, Mercury, Venus

Apr. 5, 6:45 p.m. - Jupiter, Mars, Orion Nebula

May 3, 8:20 p.m. - Hercules Globular Cluster, Mars, Jupiter

May 31, 8:20 p.m. - Hercules Globular Cluster, Mars

Check back for more dates in 2025!

(209) 953-8814/953-8800



ANNUAL SNOW DAY AT QUAIL LAKES BAPTIST CHURCH



WHEN: Saturday, March 8, 2025

TIME: 12:00 p.m. – 3:00 p.m.

WHERE: Quail Lake Baptist Church
1904 Quail Lakes Drive, Stockton, CA

Snow is coming to Stockton! The entire Stockton community is invited to have some fun in the snow at Quail Lakes Baptist Church.

There will be approximately 40 tons of fresh snow for kids to play in. You will not want to miss out on this fun community event.

This **FREE** event includes hot dogs, chips, nachos, s'mores and hot chocolate.

Join us for this popular community outreach event!

THE INAUGURAL IT HURTS TO HEAL *Women's Conference*

Trauma is painful and the pain of healing hurts even more, This conference will provide a safe space for you to start and continue your healing journey from your trauma(s) and learn to develop a healthy relationship with your pain. You will be empowered to heal the wounds of shame, unforgiveness, guilt, fear, depression, anxiety, low self-esteem, anger, and other emotional pain associated with your story. Let your truths redefine you and begin to live your life from a healed place.

Keynote SPEAKER



Dr. Niesha
DAVIS-MASSEY
THD, LCSW
TRAUMA THERAPIST

Conference SPEAKERS



Anastasia
LOCKLIN
MA, LMFT



Desirée M.
HADDAD
AMFT



Lenora
MCCLELLAN
AUTHOR, SURVIVOR

REGISTER ONLINE AT
ITHURTSTOHEAL.EVENTBRITE.COM

Friday
MARCH 28
2025

6:00PM - 9:30PM
THE COLLECTIVE
931 19TH ST
BAKERSFIELD, CA 93301

This event is FREE, however, you must be registered to attend.

Spacing is limited!

Dinner will be served.

FOR MORE INFORMATION:

CALL (661) 323-3100 OR

EMAIL INFO@INSPIREMECOUNSELING.COM



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)



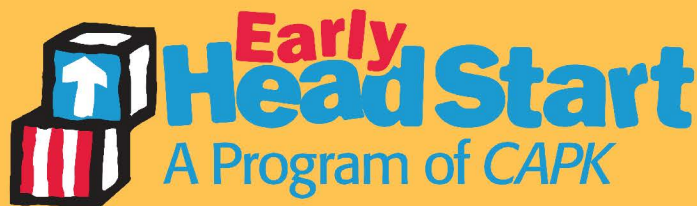
Nuestros alumnos de Head Start reciben:

- 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

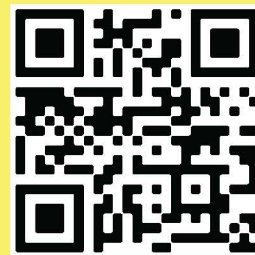
Para completar una solicitud, necesitará:

- 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!



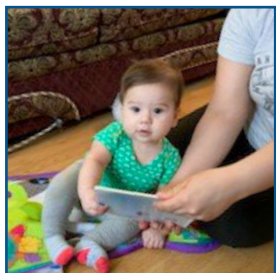
(209) 242-9540
www.capk.org/headstart/

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.



Policy Council

BUDGET & FINANCE COMMITTEE

2024 – 2025 Meeting Dates

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

Tuesday, January 21, 2025
Tuesday, February 18, 2025
Tuesday, March 18, 2025
Tuesday, April 15, 2025
Tuesday, May 20, 2025
Tuesday, June 17, 2025
Tuesday, August 19, 2025
Tuesday, September 16, 2025
Tuesday, October 21, 2025



Approved: January 21, 2025

Policy Council

BYLAWS COMMITTEE

2025 Meeting Dates

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

All meetings will begin at 5:30 p.m.

Tuesday, February 4, 2025
Tuesday, April 1, 2025
Tuesday, June 3, 2025
Tuesday, August 5, 2025
Tuesday, October 7, 2025

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



Approved: February 4, 2025

2024- 2025 Policy Council Planning Committee Monthly Meeting Schedule

All Meetings will be held virtually via Microsoft Teams on
the second Tuesday of the month at 5:30 p.m.

Tuesday, January 14, 2025
Tuesday, February 11, 2025
Tuesday, March 11, 2025
Tuesday, April 8, 2025
Tuesday, May 13, 2025
Tuesday, June 10, 2025
Tuesday, August 12, 2025
Tuesday, September 9, 2025
Tuesday, October 14, 2025

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

Approved: January 14, 2025

Policy Council

SCHOOL READINESS COMMITTEE

2024 – 2025 Meeting Dates

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

Thursday, February 13, 2025
Thursday, March 13, 2025
Thursday, April 10, 2025
Thursday, May 8, 2025
Thursday, June 12, 2025

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



Approved: February 13, 2025

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



From: Jerry Meade, Assistant Director ~ Program

Date: February 25, 2025

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

As we approach the end of the 2024-2025 fiscal year, the Head Start and State Child Development division is requesting approval to submit a budget revision to the Office of Head Start. Through ongoing monitoring of the budget to actuals, the decision to reallocate funding by major category is needed to align with actual expenditures and to reallocate funding to projects that will fully obligate the funding for the current fiscal year. Program staff, in partnership with the Finance division, have identified savings in the personnel and fringe categories that will be moved to Equipment, Supplies, Construction, and the Other categories. We attribute the necessary adjustments to staff vacancies experienced throughout 2024 as well as expenses related to the move to the new CAPK Administrative Offices.

Within this budget revision, staff are proposing to reallocate funding to support facility projects as identified in our deferred maintenance plan. These additional funds depicted in the Equipment, Supplies, and Other categories in the attached budget detail will assist with Maintenance Vehicles, Shade Structures, Fencing, Facility Painting, and other minor renovations and repair needs within the program. The budget detail includes additional funding in the Construction line item to support additional expenses for the Barnett House in Stockton, as well as the purchase of facility in San Joaquin County. The new facility is needed to support the reduction of current expenditures for leased properties while building infrastructure in the county for our future success.

This budget revision will support the need to carry over funding from the current fiscal period to the next. The projects identified will be prioritized and then be included in a carry over request to be brought to the Board in the Spring, closer to our final close out of the current fiscal year.

These projects support CAPK's goal in promoting educational opportunities that enrich the lives of children and their families through our high-quality facilities.

Recommendation

Staff recommends the Policy Council approve the submission of the 2024-2025 HS/EHS Budget Revision (09CH012489).

Attachment:
Budget Detail

2024-2025 Head Start / Early Head Start Budget Revision #3

Budget Detail

	Original		Budget Revision #3		Difference		Comments
	Head Start Base	EHS Total Combined	Head Start Base	EHS Total Combined	Head Start Base	EHS Total Combined	
SUMMARY LINE ITEM BUDGET - BASE GRANT							
a. PERSONNEL (6a)	7,789,945	12,396,888	8,264,804	10,621,762	474,859	(1,775,126)	Adjusted to match actual expenditure
b. FRINGE BENEFITS (6b)	2,534,192	3,803,667	2,534,192	3,490,644	-	(313,023)	Fringe Savings
1. FICA, State Disability, Unemployment, Workers Compensation	984,178	1,511,317	984,178	1,287,050	-	(224,267)	
2. Health/Dental/Life Insurance	1,157,382	1,670,377	1,157,382	1,670,377	-	-	
3. Retirement	389,497	619,844	389,497	531,088	-	(88,756)	
4. Other Fringe	3,135	2,129	3,135	2,129	-	-	
c. TRAVEL (6c)	55,000	45,000	55,000	70,000	-	25,000	Additional Travel to SJC
d.Equipment (Object Class 6d)	-	-	-	180,000	-	180,000	
2.0 Classroom / Outdoor / Home Base / FCC	-	-	-	120,000	-	120,000	Shade Structures (2)
3. Vehicle Purchase	-	-	-	60,000	-	60,000	Maintenance Van SJC
e. SUPPLIES (6e)	535,017	751,602	535,017	831,842	-	80,240	
1. Office	108,414	52,986	108,414	133,226	-	80,240	
2. Child & Family Services	338,269	615,158	338,269	750,158	-	135,000	Classroom Furnishings, Materials, Outdoor
3. Food Services	-	6,500	-	6,500	-	-	
4. Other	88,334	76,958	88,334	76,958	-	-	
g. CONSTRUCTION (6g)	-	-	56,947	1,041,885	56,947	1,041,885	
3. Acquisition of Buildings / Modular Units	-	-	56,947	1,041,885	56,947	1,041,885	Acquisition for replacement facility in SJC
f. CONTRACTUAL (6f)	186,280	1,001,244	186,280	713,962	-	(287,282)	
1. Administrative Services	50,000	50,000	50,000	50,000	-	-	
5. Training & Technical Assistance	-	-	-	-	-	-	
8. Other	136,280	951,244	136,280	663,962	-	(287,282)	Decrease based on actual
h. OTHER (6h)	4,417,992	2,518,573	3,923,593	3,664,128	(494,399)	1,145,555	
2. Rent	742,622	473,581	742,622	473,581	-	-	
3. Mortgage	-	-	-	-	-	-	
4. Utilities	735,000	531,000	735,000	531,000	-	-	
5. Building & Child Liability Insurance	68,000	39,000	68,000	39,000	-	-	
6. Maintenance, Repair, Other Occupancy	1,458,220	391,816	963,821	1,647,371	(494,399)	1,255,555	Increased for facility
8. Local Travel	-	-	-	-	-	-	
9. Nutrition Services	984,003	780,676	984,003	670,676	-	(110,000)	Decrease based on actual
10. Child Services Consultants	59,450	16,300	59,450	16,300	-	-	
11. Volunteers	3,702	1,235	3,702	1,235	-	-	
13. Parent Services	10,560	5,745	10,560	5,745	-	-	
15. Publications/Advertising/Printing	68,625	41,125	68,625	41,125	-	-	
16. Training or Staff Development	-	-	-	-	-	-	
17. Other	287,810	238,095	287,810	238,095	-	-	
INDIRECT	1,533,409	2,001,083	1,496,002	1,903,834	(37,407)	(97,249)	Modified Indirect
TOTAL	17,051,835	22,518,057	17,051,835	22,518,057	-	-	