



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

POLICY COUNCIL MEETING PACKET

October 28, 2025

POLICY COUNCIL STANDING COMMITTEES

October 2025

EXECUTIVE COMMITTEE

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

STANDING COMMITTEE MEMBERS

Board of Directors: *Vacant*

BYLAWS

Chairperson: Dominique Bassi

1. Liliana Juarez
- 2.
- 3.
- 4.
- 5.
- 6.

SCHOOL READINESS

Chairperson: Jennifer Wilson

1. Alejandra Verduzco
2. Ashley Trent
3. Kaylonie Howard
4. Ian Anderson

PLANNING

Chairperson: Christopher Cuzul

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

BUDGET & FINANCE

Chairperson: Gabriela Rangel

1. Rene Williams
2. Ruby Cruz
3. Paula De La Riva
- 4.
- 5.
- 6.



LEGEND:	
Attended	X
Did Not Attend	ABS
Attended Another CAPK Function	
Meeting Not Held	
Membership Dismissed	
Absent Due to Weather Conditions	
Resigned	R
Special Call Meeting	SC
Executive Committee Meeting	EC
Not Yet Elected to Policy Council	

Policy Council Attendance

2024 - 2025

#	REGION 1	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025	July 2025	Aug 2025	Sept 2025	Oct 2025
1	Jennifer Wilson - Pete Parra	X	X	X	X	X	X	X	ABS	SP EC	X	ABS	
2	Margarita Vargas - Pete Parra							ABS	ABS		R	R	
3	Vacancy												
4	Vacancy												
#	REGION 2	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025	July 2025	Aug 2025	Sept 2025	Oct 2025
1	Christopher Cuzul - Alberta Dillard	X	X	X	X	X	X	X	X	SP EC	X	X	
2	Ruby Cruz - Alberta Dillard	X	X	X	X	X	X	X	X	SP EC	X	X	
3	Maria Worthy - Alicante	X	X	X	X	X	X	X	X		X	X	
4	Fatima Echeverria - Angela Martinez	X	ABS	X	X	ABS	X	ABS	X		R	R	
#	REGION 3	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025	July 2025	Aug 2025	Sept 2025	Oct 2025
1	Alejandra Verduzco - Primeros Pasos	X	X	X	X	X	X	X	X		ABS	X	
2	Kaylonie Howard - Sterling	X	X	X	X	X	X	X	X		X	X	
3	Liliana Juarez - San Diego							X	X		ABS	X	
4	Vacancy												
#	REGION 4	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025	July 2025	Aug 2025	Sept 2025	Oct 2025
1	Ashley Trent - California City	X	X	X	X	X	X	X	ABS		X	ABS	
2	Gabriela Rangel - California City	X	X	X	X	ABS	X	X	X	SP EC	X	X	
3	Rene Williams - Harvey Hall	X	X	X	X	X	X	X	X		X	X	
4	Dominique Bassi - Heritage	X	X	X	X	X	X	X	ABS	ABS	X	X	
#	REGION 5 - Home Base	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025	July 2025	Aug 2025	Sept 2025	Oct 2025
1	Nallely Leon Delgado - A. Johnson	ABS	X	X	X	X	ABS						
2	Vacancy												
#	REGION 5 - Partnership	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025	July 2025	Aug 2025	Sept 2025	Oct 2025
1	Henrietta Roberta Castro - Blanton	X	X	X	X	ABS	ABS	ABS	X		R	R	
#	REGION 6 - San Joaquin	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025	July 2025	Aug 2025	Sept 2025	Oct 2025
1	Michelle Zazueta - California Street	ABS	X	X	ABS	R	R	R	R		R	R	
2	Vacancy												
#	Community Representatives	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025	July 2025	Aug 2025	Sept 2025	Oct 2025
1	Ian Anderson					X	X	X	ABS		ABS	X	
2	Paula De La Riva						X	X	X		X	ABS	
3	Vacancy												
#	Board Member	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025	July 2025	Aug 2025	Sept 2025	Oct 2025
1	Michelle Jara-Rangel	X	ABS	X	X	X	X	X	X		X	X	

[illegible]

School Readiness Committee

Member	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Jennifer Wilson		X	ABS	X	ABS	X				
Alejandra Verduzco		X	X	X	ABS	X				
Ashley Trent		ABS	X	X	X	ABS				
Kaylonie Howard		ABS	X	X	ABS	X				
Ian Anderson				X	X	ABS				

Bylaws Committee

Member	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Dominique Bassi		X		X		X			X	X
Fatima Echeverria		X		X					R	R
Henrietta Castro		X		X		X		R	R	R
Liliana Juarez						X			X	ABS

Board of Directors

Member	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Fatima Echeverria	X	X	ABS	X	X	X		R	R	

Legend

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



DATE	October 28, 2025
TIME	5:30 p.m.
LOCATION	CAPK Administrative Office Board of Directors Conference Room 1300 18 th Street – 3 rd Floor Bakersfield, CA 93301
PHONE	(213) 204-2374
MEETING ID	775 038 664#

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	Ian Anderson	Michelle Jara-Rangel
Alejandra Verduzco	Jennifer Wilson	Paula De La Riva
Christopher Cuzul	Kaylonie Howard	Rene Williams
Dominique Bassi	Liliana Juarez	Ruby Cruz
Gabriela Rangel	Maria Worthy	

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. Committee Verbal Reports

- Budget & Finance Committee – Gabriela Rangel
- Bylaws Committee – Dominique Bassi
- Planning Committee – Christopher Cuzul
- School Readiness Committee – Jennifer Wilson

4. Presentations

- Head Start Career Opportunities – Elizabeth Williams, Professional Development Manager
- Recognition of 2024-2025 Policy Council Members – Jeremy Tobias, CEO Community Action Partnership of Kern and Yolanda Gonzales, Director Head Start/State Child Development

5. 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 –

- Policy Council Meeting Minutes – September 22, 2025 **(p. 8-12)**
- Policy Council Budget & Finance Committee Meeting Minutes – September 16, 2025 **(p. 13-14)**
- Policy Council Bylaws Committee Meeting Minutes – October 7, 2025 **(p. 15)**
- Head Start Budget to Actual Report, March 1, 2025, through August 31, 2025 **(p. 16-18)**
- Early Head Start Budget to Actual Report, March 1, 2025, through August 31, 2025 **(p. 19-21)**
- Head Start and Early Head Start Kern Non-Federal and In-Kind Report, March 1, 2025, through August 31, 2025 **(p. 22)**
- Early Head Start Childcare Partnerships Non-Federal Share and In-Kind Report, March 1, 2025 through August 31, 2025 **(p. 23)**

- h. Parent Travel & Childcare through August 31, 2025 **(p. 24)**
- i. Parent Activities through August 31, 2025 **(p. 25)**
- j. Head Start Program Review & Evaluation Report – September 2025 **(p. 26-27)**
- k. Backpack Connection Series: How to Plan Activities to Reduce Challenging Behaviors (English/Spanish) **(p. 28-29)**
- l. Fall Carnival – October 29, 2025, Friendship House Community Center **(p. 30)**
- m. HalLAWeen Event – October 30, 2025, Bakersfield Police Department **(p. 31)**
- n. Fall Harvest Festival – October 30, 2025, Lamont Elementary School District (English/Spanish) **(p. 32-33)**
- o. Kern County Touch-A-Truck – November 8, 2025, Beale Library **(p. 34)**
- p. Black Kitchen Table Talk – November 15, 2025, California Coalition for Black Birth Justice **(p. 35)**
- q. Save the Date – 3rd Annual CAPK Head Start Fatherhood Conference – January 23, 2026, DoubleTree Hotel (English/Spanish) **(p. 36-37)**
- r. Domestic Violence Month – October **(p. 38-41)**
- s. Victim Services Unit – Kern County District Attorney **(p. 42-43)**
- t. Weekly Activities – Bakersfield American Indian Health Project **(p. 44)**
- u. CAPK Energy Weatherization/Utility Bill Assistance (English/Spanish) **(p. 45-46)**
- v. BrightLife Kids – CalHOPE (English/Spanish) **(p. 47-48)**
- w. FREE Monthly Community Health Screenings – Dignity Health Kern County (English/Spanish) **(p. 49-50)**
- x. Nurse Referral Dental Treatment – Kern County Children’s Dental Health Network **(p. 51-52)**
- y. Women’s Self Defense Classes – The Open Door Network **(p. 53)**
- z. Head Start Recruitment Flyer (English/Spanish) **(p. 54-55)**
- aa. Early Head Start San Joaquin Flyer (English/Spanish) **(p. 56-57)**
- bb. Home Visiting Program Flyer (English/Spanish) **(p. 58-59)**

6. New Business

Action Item

- a. 2026-2027 Head Start/Early Head Start Training and Technical Assistance Plan – Rosa Guerrero, Administrative Analyst **(p. 60-72)**
- b. 2026-2027 Head Start/Early Head Start Refunding Application – Rosa Guerrero, Administrative Analyst **(p. 73-75)**
- c. CAPK Head Start Policy Council Bylaws Revised 2025 – Lisa Gonzales, Program Governance Coordinator **(p. 76-92)**

7. Standing Reports

- a. Program Governance – Lisa Gonzales, Program Governance Coordinator
- b. Community Representative – Ian Anderson, Kern Adult Literacy Council
- c. Community Representative – Paula De La Riva, First 5 Kern
- d. Board of Directors – Michelle Jara-Rangel, CAPK Board Member
- e. Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director

8. Policy Council Chairperson Report

9. Policy Council Member Comments

10. Adjournment

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
September 22, 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. by Chairperson, Ruby Cruz.

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

Policy Council Members Present: Alejandra Verduzco, Christopher Cuzul, Dominique Bassi, Gabriela Rangel, Ian Anderson, Kaylonie Howard, Maria Worthy, Michelle Jara-Rangel, Rene Mayhorn Williams, Ruby Cruz

Policy Council Members Absent: Ashley Trent, Jennifer Wilson, Paula De La Riva

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. Committee Verbal Reports

a. **Budget & Finance Committee – Gabriela Rangel**

The Budget & Finance Committee met on September 16, 2025 and reviewed all financial reports for the period from March 1, 2025 through July 31, 2025. Additional reports reviewed included Non-Federal Share (in-kind), Parent Activities as well as Parent Local Travel & Childcare Reimbursement. It was noted that the program is on track for the current fiscal year and will also surpass its non-federal share requirement. The next Budget & Finance Committee meeting will take place on Tuesday, September 16, 2025 at 5:30 p.m.

b. **Bylaws Committee – Dominique Bassi**

The Bylaws Committee met on September 17, 2025 and continued its review of the balance of the bylaws document. Over the course of the committee meetings, recommendations for revisions were made for various articles of the document. The committee will have its final meeting on October 7, 2025 at which time they will review the draft version of the bylaws which will contain all recommended committee revisions.

c. **Planning Committee – Christopher Cuzul**

The Planning Committee met on September 9, 2025 and reviewed the Division Program Activity Report for the month of August 2025. Early Head Start reported 97% enrollment and Head Start reported 78% enrollment during this reporting period. The Central Kitchen prepared a total of 40,296 meals and there were 46,918 meals delivered during the month of July. A current enrollment update was also provided to the committee. The next Planning Meeting will take place at 5:30 p.m. on October 14, 2025.

d. **School Readiness Committee – Kaylonie Howard**

It was shared that full year centers have completed the Desired Results Developmental Profile assessments for children with part-year centers completing their assessments at a later date. The current school readiness domain is social and emotional development with the goal that children will strengthen their skills and social behavior, emotional regulation, and emotional wellbeing. School readiness means that children possess the knowledge and skills necessary not only for success in school but for later learning as well which helps to build a solid foundation for long term life skills across all areas.

4. New Business

a. **2025 Enrollment Update – Robert Espinosa, Program Design and Management Administrator – Information Item**

In providing an update on the enrollment status for the program, Robert stated that the goal is to meet the required enrollment criteria by the end of September. This is essential for a number of reasons, most

notably to prevent any fallout from occurring due to the program's current enrollment plan of action. Robert reviewed reports, sharing data and providing specific figures as it relates to enrollment for both Head Start and Early Head Start. It was noted that with 8-days left to reach reportable full enrollment, Head Start was at 83% (not including non-accepted children). Nine hundred eight children are needed to reach the minimum mark of 97%. Robert also shared that one of the biggest challenges the program has faced is transitional kindergarten (TK), as TK is now accepting 3-year-old as well as 4-year-old children. It was clarified that though 97% is a reportable number for full enrollment, we always want to strive to achieve 100% full enrollment. Discussion continued on various components of enrollment such as over-income families, recruitment opportunities and events, family childcare contracts, staffing as well as potential partnerships and memorandums of understanding with community agencies and more. Upon conclusion of all discussion, Robert thanked everyone for all the work that is being done to support reaching full enrollment, noting that it is a team effort.

5. Presentations

a. Family Engagement – Angel Arevalo, Family Engagement Supervisor

Angel began the presentation by stating that family engagement is a collaboration between teachers, school staff, parents, and the community. He added that everyone attending the meeting is family engagement; all working together to support children's learning and development. In continuing the presentation Angel engaged Council members by asking them to think back to when they were children, and what they wanted to be when they grew up. Several members shared their responses which ranged from a veterinarian to a classical musician to a pilot, a lawyer and more! Angel shared that every school meeting, school event, parent teacher conference, participation in activities of their interest ensures that children succeed, and that they feel loved and supported. Pictures of their children as provided by parent members were shown followed by the parent member sharing a bit about their child. In continuing with the balance of the presentation, information was shared about a variety of ways in which Head Start supports parents and children succeed. Information shared included but was not limited to ReadyRosie, the family partnership agreement, family referrals, resources and more. Angel also spoke about the 3rd Annual Fatherhood Conference which will take place in January 2026 and shared video footage from the 2nd Annual Fatherhood Conference. In closing, Angel shared that as we (parents) are raising children, time goes by very quickly and the most important thing to remember is spending time with them is so important; it's not about giving them material things. Gifts and other things will come and go, however, when parents spend time with their children that is what they will remember. The times you showed up for them, no matter how big or small.

6. 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 – August 26, 2025
- b. Policy Council Budget & Finance Committee Meeting Minutes – August 19, 2025
- c. Policy Council Planning Committee Meeting Minutes – September 9, 2025
- d. Head Start Budget to Actual Report, March 1, 2025, through July 31, 2025
- e. Early Head Start Budget to Actual Report, March 1, 2025, through July 31, 2025
- f. Head Start and Early Head Start Kern Non-Federal and In-Kind Report, March 1, 2025, through July 31, 2025
- g. Early Head Start Childcare Partnerships Non-Federal Share and In-Kind Report, March 1, 2025 through July 31, 2025
- h. Parent Travel & Childcare through July 31, 2025
- i. Parent Activities through July 31, 2025
- j. Head Start Program Review & Evaluation Report – August 2025
- k. Self-Care September Calendar – Action for Happiness

- l. Backpack Connection Series: How to Use Positive Language to Improve Your Child's Behavior (English/Spanish)
- m. BrightLife Kids – CalHOPE
- n. FREE Monthly Community Health Screenings – Dignity Health Kern County (English/Spanish)
- o. The Open Door Network – Delano Center
- p. Head Start Alumni – CAPK Head Start
- q. Tell Us Your Head Start Story – Head Start California (English/Spanish)
- r. CAPK Food Bank Feed the Need Food Drive – September 23, 2025, Kern County Fair (English/Spanish)
- s. Recruitment & Selection Plan Meeting – September 25, 2025, CAPK Board Room
- t. Kern County Veterans Stand Down – October 9, 2025, Stramler Park
- u. North of the River FREE Drone Show – October 11, 2025, Polo Community Park
- v. Dr. Kirk Parent Training – October 14, 2025, Angela Martinez Child Development Center (English/Spanish)
- w. Kern County Sheriff's National Night Out – October 21, 2025, Stramler Park (English/Spanish)
- x. Movies in the Park: *The Haunted Mansion* – October 24, 2025, Silver Creek Park
- y. Healthful Harvest – October 25, 2025, Bear Mountain Elementary School, Arvin, CA (English/Spanish)
- z. Head Start Recruitment Flyer (English/Spanish)
- aa. Early Head Start San Joaquin Flyer (English/Spanish)
- bb. Home Visiting Program Flyer (English/Spanish)
- cc. Budget & Finance Committee Meeting Dates
- dd. Bylaws Committee Meeting Dates
- ee. Planning Committee Meeting Dates
- ff. Policy Council Meeting Dates

A motion was made by Michelle Jara-Rangel and seconded by Gabriela Rangel to approve consent agenda items (a) through (ff). Motion carried unanimously.

7. Standing Reports

a. Program Governance – Lisa Gonzales, Program Governance Coordinator

Lisa thanked members for pivoting and meeting virtually due to the power outage earlier in the day at the Administrative Office.

Information was shared about the Head Start Alumni survey from the CAPK Community Development Team. She encouraged members to complete the survey, to share their Head Start experience. Data from the survey will support the events taking place in October for Head Start Awareness Month, which also coincides this year with Head Start's 60th Birthday. Additionally, similar information was shared with members about the Head Start California campaigns request to share Head Start stories with them as well. Lisa shared a bit about her Head Start story with the Council.

Additional information shared included the Feed the Need Event taking place at the Kern County Fair to benefit the CAPK Food Bank, the upcoming Recruitment and Selection Plan Meeting as well as the October Dr. Kirk Parent Training. Lisa stated that flyers for these events and more can be found in the Policy Council packet.

Lisa reminded members to mark their calendar for the final meeting of the term. This meeting will also serve as a member recognition event. She stated that a flyer would be sent out soon, with more information to follow. Lisa also shared that the hope for this year's event is that those newly elected members for the 2025-2026 term are able to attend this event as well. This will provide them with the opportunity to see a Policy Council meeting prior to the start of their term, as well as give them the opportunity to connect with current members who can share their experiences with them. Incoming members will also have the opportunity to meet staff.

In closing Lisa stated that Regional Parent Committee meetings will be held on various dates next month to elect members to serve on the 2025-2026 Policy Council. She reiterated that should anyone want to continue for another term on the Council, they must be a Regional Parent Committee (RPC) Representative. The selection process for RPC takes place at the monthly parent meeting. Clarification was requested as to in what manner the meetings will be held. It was shared that all meetings, RPC, Policy Council and Policy Council

committee meetings will be held in person at the Administrative Office. It was further suggested that this information be shared with staff so parents can make a more informed decision about their participation.

b. **Community Representative – Ian Anderson, Kern Adult Literacy Council**

Ian shared that ESL classes have begun at the Family Resource Center in Lamont and will be a 12-week course. Ian stated that there is still space available and encouraged members to share this information with anyone they may know that might benefit. He also added, if they cannot attend at this time, they can attend the next course as it is an ongoing service. Ian shared that the Kern Adult Literacy Council (KALC) has just begun to provide tutoring services at the Police Activities League (PAL). Tutors will be available during afterschool hours. He also announced that they are in the process of starting some adult focused classes such as GED, ESL, career soft skills, etc. Ian shared that they continue to recruit for the U.S. Citizenship course which is a test preparation course. There are a few students in the course, and they would like to see more enrollment. Classes are on Tuesday mornings from 10:00 a.m. until 12:00 p.m. The Literacy Council received a book donation from the Shafter Youth Center which in turn will be used to support the free Little Libraries located throughout the community.

c. **Community Representative – Paula De La Riva, First 5 Kern**

No report was provided as Paula was unable to attend the meeting.

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

Michelle stated the Board of Directors met on August 20, 2025 and began with a moment of silence observed in memory of Board member Yolanda Ochoa. There was also a special presentation in recognition of outgoing member, and Policy Representative to the Board of Directors, Fatima Echeverria.

There were several action items as well as informational items presented to the Board under new business. Most noteworthy were the election results for the Eastern Kern Low-Income CAPK Board of Directors position. Election outcomes revealed that Yolanda Ochoa won the election by a large margin. However, due to the unexpected passing of Board Member Ochoa, the Board was tasked with how to proceed in filling this vacancy. A decision is not expected until the September meeting. Additional action items presented were the 2025-2029 Strategic Plan, Conclusion and Closure of the Cal Fresh Healthy Living Program, Youth and Community Access Grant Program, the 2026-2027 Head Start Program Goals and Objectives and the Financial Reports for June 2025. Each action item was presented independently and in detail to the Board followed by an opportunity for discussion. Upon conclusion of each presentation, all action items were approved. The informational items shared were the Closeout Report for the 2021-2025 Strategic Plan as well as the recognition of CAPK as a National Community Action 2025 Pathways to Excellence Silver Tier Agency.

The reports for the CalVet's Assistance Foundation, and the Policy Council were presented and approved. Chief Executive Officer Jeremy Tobias provided an update on the federal and state budgets. It was stated that all of CAPKs core program were funded, including a small Cost of Living Adjustment for Head Start.

The Board convened for closed session to conference with legal counsel regarding potential litigation. The Board of Directors will meet next on September 24, 2025.

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

Yolanda shared that as a result of conversations with Kern Health Systems, the program recently held its first mobile health clinic at the Angela Martinez site, and it went very well. She stated that the program will continue to collaborate with Kern Health Systems to have the mobile health units at some of the larger centers. This service is beneficial, especially at the beginning of the year when children need to obtain additional immunizations, physicals or simply for parents to gain resources that benefit children's health and well-being.

Recruitment of children as previously shared is ongoing, not only to help support full enrollment but to support having a waitlist. This is not only the expectation but is necessary to have in place so that when a child drops from the program, we have a list of children that we can pull from to fill that open spot to ensure we are always fully enrolled.

Yolanda mentioned that parent teacher conferences are coming up and thanked parents for their support in this area. She added, as presented earlier, this is part of the reason for family engagement. Parents can engage in developing their child's goals as well as with the development of their family partnership agreements.

Gratitude was expressed to the Council for all the work they have done and continue to do. In addressing those members who are leaving the Council, Yolanda shared her appreciation for joining staff on this journey over the past year. She added that staff are ready to welcome those new members who will serve on the Council for the 2025-2026 term. Yolanda stated that the Policy Council is a particularly important part of Head Start, and she looks forward to seeing members next month. Members were thanked again for their support of Policy Council as well as for the support they have shown for our Head Start centers.

In closing, Yolanda shared that in-kind totals for the program have been above and beyond, and this is a direct result of parent participation. She thanked parents for all the time they spend with their children, for making that investment which will last a lifetime.

8. Policy Council Chairperson Report

None.

9. Policy Council Member Comments

Members had an opportunity to share a comment if they would like.

Gabriela Rangel stated that she wanted to speak on the ReadyRosie workshops and the other family engagement activities that are provided to families. She shared that she felt those things were one of the best parts of the program. It is through all of those activities that you really get to discover your children in other ways. Gabriela shared that earlier in the year when the center had a Teatime for Mother's Day, it was incredibly special and meant so much to her to have that experience.

Michelle Jara-Rangel shared that she was really looking forward to meeting in person because she hasn't been able to do so for a while. She thanked Lisa for all the time and effort she puts forth in finding all the community flyers and resources. Michelle stated they are beneficial, and she shares them on her Facebook page as well as with others in the community. She thanked Lisa again for all her hard work.

10. Next Scheduled Meeting

The next Policy Council meeting, which will be the final meeting of the term will held on October 28, 2025 at 5:30 p.m. in the Board Room.

11. Adjournment

The meeting was adjourned at 6:53 p.m.

Community Action Partnership of Kern
Head Start / State Child Development
Policy Council Budget & Finance Committee Meeting Minutes
September 16, 2025
Meeting ID: 296 165 575 449

1. Welcome

Committee members were welcomed to the meeting.

2. Call to Order

a. The meeting was called to order at 5:32 p.m.

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

a. Quorum was established.

b. Members present: Rene Mayhorn Williams, Gabriela Rangel

c. Members not present: Paula De La Riva

4. Approval of Agenda

Rene Williams made a motion to approve the agenda dated September 16, 2025; seconded by Ruby Cruz. Motion carried.

5. Approval of the Minutes

Ruby Cruz made a motion to approve the minutes dated August 19, 2025; seconded by Rene Williams. Motion carried.

6. Introduction of Guests

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

7. Public Forum

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

None

8. Presentation / Discussion Items

a. Budget Reports – Louis Rodriguez, Finance Administrator

The Head Start Budget to Actual report for the period of March 1, 2025 through July 31, 2025 was presented to the committee for review and discussion. The report indicated that the base funds for the Head Start grant were at 41% expended, with training and technical assistance at 39% expended during this period.

Additionally reviewed was the Early Head Start budget report for the same reporting period. This report noted 40% of funds were expended in base funds and 26% expended in training and technical assistance. Louis stated this period of time reflects the fifth month of a twelve month budget cycle.

Details of the Non-Federal Share Report were provided as well. The program's non-federal share during this same reporting period, March 1, 2025 through July 31, 2025 was 66%. Louis shared that if the program continues on this trend, it will exceed its goal/requirement.

The parent local travel and childcare report was provided for the period ending July 31, 2025. It was noted there was \$443 in Head Start expenditures and Early Head Start had expenditures of \$249. There wasn't any change from the previous month because the Policy Council is dark and doesn't meet in July therefore there wouldn't be any parent travel or childcare reimbursement expenses.

In reviewing the parent activities report it was shared there has been \$803 expended from the Head Start grant and \$452 expended from the Early Head Start grant for the period ending July 31, 2025. Lisa shared that this number will be increasing in the coming months as all meeting including committee meetings will meet in person, with snacks provided, as well as mileage and childcare reimbursement available as well. She added that with a new Council coming on board in November there will also be new Policy Council shirts, and the upcoming end of term event which will all be reflected as expenditures. It was asked if the committee meetings will also be held at the Administrative Office, to which it was confirmed however noted that because of the smaller size of committees these meetings may be held in smaller conference rooms.

Discussion ensued from members stating the hope that there would be more parent participation in the upcoming term to have greater conversation on topics. It was also noted that several members had shared that they felt staff needed to have a better understanding of Regional Parent Committee meetings and what they were so that they could share that information with parents a little more effectively. Lisa shared that she took members' input and will be hosting a drop in training to share more information with staff about this topic.

Lisa reminded members of the upcoming Policy Council meeting taking place on Monday, September 22, 2025 in order to support the Feed the Need event at the Kern County Fair on Tuesday, September 23, 2023. She also reminded those members who still have a child enrolled in the program that if they would like to potentially serve another term on the Policy Council that they must attend their Parent Meeting and volunteer to serve as a Regional Parent Committee Representative for their center. Gabriella shared that she encouraged another parent to participate in this role because she noticed that they were very involved. Lisa shared the RPC meeting dates for those members at the meeting.

9. Announcements

The next Policy Council Budget & Finance meeting will be held on Tuesday, October 21, 2025 at 5:30 p.m.

10. Adjournment

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

Community Action Partnership of Kern Head Start/State Child Development
Policy Council Bylaws Committee Meeting Minutes
October 7, 2025
Audio Only: (213) 204-2374 Phone Conference ID: 824 195 08#

1. **Welcome**

Members were welcomed to the meeting.

2. **Call to Order**

a. The meeting was called to order at 5:33 p.m.

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

- a. Quorum was established.
- b. Members Present: Dominique Bassi
- c. Members not present: Liliana Juarez

4. **Approval of Agenda**

The agenda of October 7, 2025 was approved.

5. **Approval of Minutes**

The minutes from September 10, 2025 were approved.

6. **Introduction of Guests**

Program Governance Coordinator and staff sponsor Lisa Gonzales was present at the meeting.

7. **Public Forum**

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

None

8. **Presentation/Discussion Items**

a. **2025 Updated Bylaws Draft Version - Lisa Gonzales, Program Governance Coordinator**

The document in its entirety was reviewed with track changes visible. This was to ensure accuracy of all committee recommended changes/edits to the bylaws.

9. **Announcements**

Lisa stated that this was the final meeting of the Bylaws Committee, adding that the final Policy Council meeting for this term will take place on October 28, 2025.

10. **Meeting Adjourned**

The meeting was adjourned at 6:07 p.m.



MEMORANDUM

To: Budget and Finance Committee of Policy Council

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

Date: October 21st, 2025

Subject: *Head Start*
Budget to Actual Report for the period ended August 31, 2025 – **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 second-year budget period is March 1, 2025, through February 28, 2026.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2025, through August 31, 2025. Six months (50%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 51% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 57% of the budget.

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

The non-Federal share is at 82% of the budget.

Community Action Partnership of Kern
Head Start
Budget to Actual Report
Budget Period: March 1, 2025 - February 28, 2026
Report Period: March 1, 2025 - August 31, 2025
 Month 6 of 12 (50%)

Prepared 10/01/2025

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,458,695	3,937,668	4,521,027	47%	53%
FRINGE BENEFITS	2,693,248	1,363,083	1,330,165	51%	49%
TRAVEL	55,000	13,638	41,362	25%	75%
EQUIPMENT	-	-	-		
SUPPLIES	535,017	520,711	14,306	97%	3%
CONTRACTUAL	186,280	186,280	-	100%	0%
CONSTRUCTION	-	-	-		
OTHER	3,495,261	1,944,452	1,550,809	56%	44%
INDIRECT	1,467,033	624,596	842,437	43%	57%
TOTAL BASE FUNDING	16,890,534	8,590,428	8,300,106	51%	49%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	60,904	19,023	41,881	31%	69%
SUPPLIES	23,986	6,774	17,212	28%	72%
CONTRACTUAL	12,800	5,039	7,761	39%	61%
OTHER	63,752	63,752	-	100%	0%
INDIRECT	16,144	6,535	9,609	40%	60%
TOTAL TRAINING & TECHNICAL ASSISTANCE	177,586	101,122	76,464	57%	43%

GRAND TOTAL HS FEDERAL FUNDS	17,068,120	8,691,551	8,376,569	51%	49%
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HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,104,780	1,813,861	290,919	86%	14%
CALIF DEPT OF ED	7,918,076	6,378,263	1,539,813	81%	19%
TOTAL NON-FEDERAL	10,022,856	8,192,124	1,830,732	82%	18%

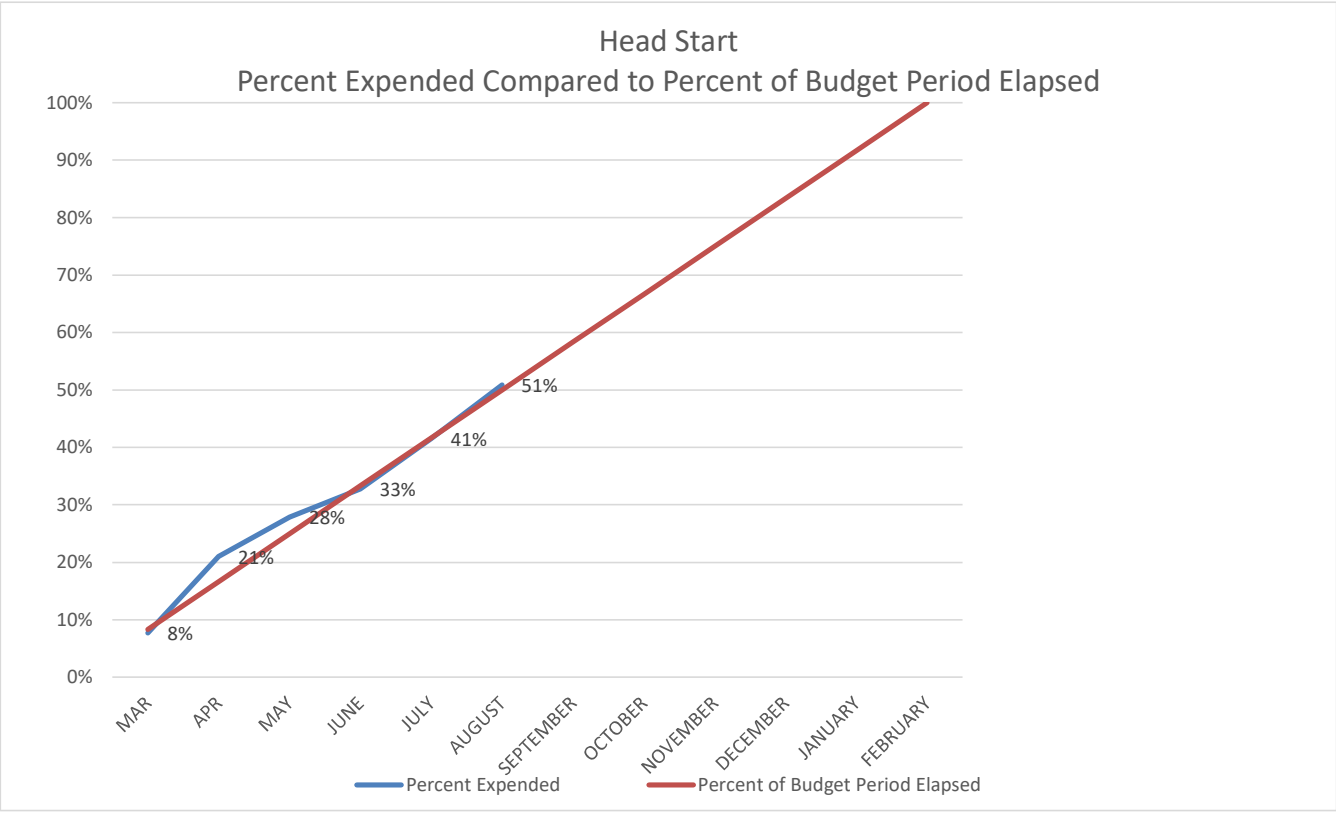
Budget reflects Notice of Award #09CH012489-02-01

Actual expenditures include posted expenditures and estimated adjustments through 08/31/2025

Administrative Cost for HS and EHS Combined **13.0%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Elan Credit Card	39,034				39,034	9/1/2025
Lowe's	9,865	1,347	513	321	12,047	9/1/2025
Smart & Final	206	-	-	-	206	9/1/2025
Save Mart	73	-	-	-	73	8/27/2025
Chevron & Texaco Business Card	8,565	-	-	-	8,565	9/6/2025
Home Depot	17,204				17,204	9/1/2025
	74,946	1,347	513	321	77,129	





MEMORANDUM

To: Budget and Finance Committee of Policy Council

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

Date: October 21st, 2025

Subject: *Early Head Start*
Budget to Actual Report for the period ended August 31, 2025 – **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 second-year budget period is March 1, 2025, through February 28, 2026.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2025, through August 31, 2025. Six months (50%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 46% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 34% of the budget.

**Community Action Partnership of Kern
Early Head Start
Budget to Actual Report**
Budget Period: March 1, 2025 - February 28, 2026
Report Period: March 1, 2025 - August 31, 2025
 Month 6 of 12 (50%)

Prepared 10/01/2025

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	12,545,456	5,267,689	7,277,767	42%	58%
FRINGE BENEFITS	3,896,047	2,037,417	1,858,630	52%	48%
TRAVEL	45,000	-	45,000	0%	100%
EQUIPMENT	-	-	-		
SUPPLIES	751,602	480,096	271,506	64%	36%
CONTRACTUAL	1,001,244	486,692	514,552	49%	51%
CONSTRUCTION	-	-	-		
OTHER	2,423,100	1,282,854	1,140,246	53%	47%
INDIRECT	2,016,910	818,131	1,198,779	41%	59%
TOTAL BASE FUNDING	22,679,359	10,372,879	12,306,480	46%	54%

TRAINING & TECHNICAL ASSISTANCE

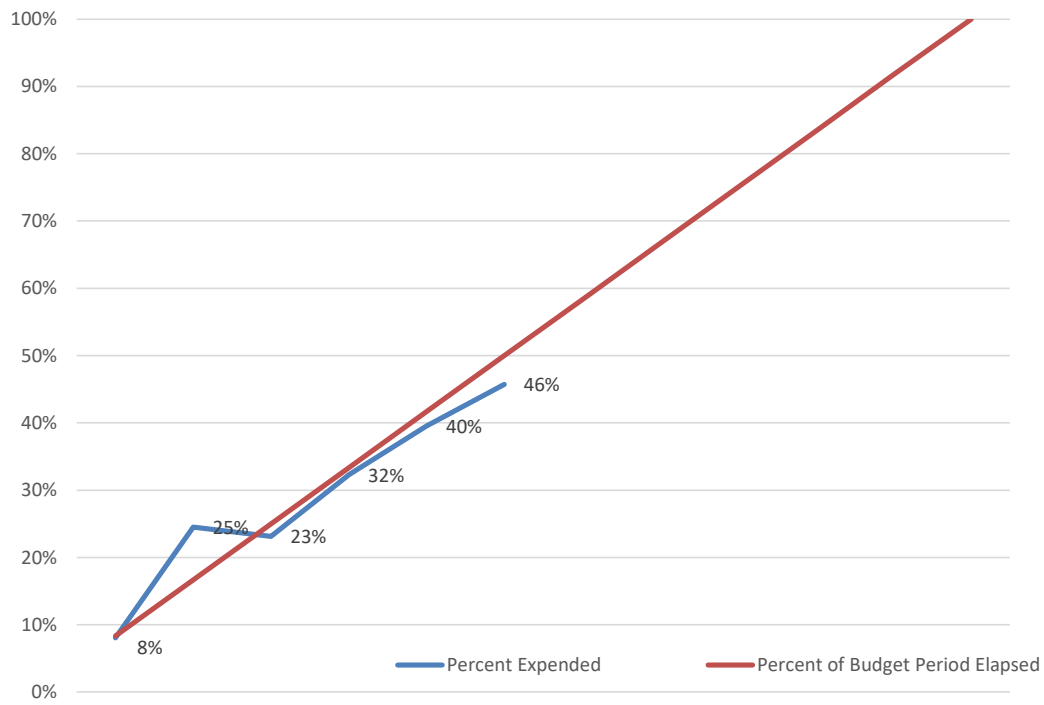
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	118,632	29,388	89,244	25%	75%
SUPPLIES	30,013	6,555	23,458	22%	78%
CONTRACTUAL	26,080	-	26,080	0%	100%
OTHER	137,953	71,219	66,734	52%	48%
INDIRECT	31,268	8,532	22,736	27%	73%
TOTAL TRAINING & TECHNICAL AS:	343,946	115,694	228,252.25	34%	66%

GRAND TOTAL EHS FEDERAL FUNI	23,023,305	10,488,572	12,534,733	46%	54%
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Budget reflects Notice of Award #09CH012489-02-01

Actual expenditures include posted expenditures and estimated adjustments through 08/31/2025

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



Community Action Partnership of Kern
Head Start and Early Head Start Kern
Year-to-Date Non-Federal Share and In-Kind Report
 Budget Period: March 1, 2025 through February 28, 2026
 Report for period ending August 31, 2025 (Month 6 of 12)
 Percent of budget period elapsed: 50.0%

LOCATION	Enrollment	March	April	May	June	July	Aug	YTD Totals	Kern/SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	34	15,749	12,911	7,401	0	0	2,855	38,916	Kern	43,028	90%
Alicante	20	11,086	15,151	14,433	5,928	0	0	46,598	Kern	25,311	184%
Angela Martinez	105	27,223	22,300	16,063	8,082	8	493	74,167	Kern	132,882	56%
Broadway	37	5,316	6,177	5,148	1,284	0	0	17,925	Kern	46,825	38%
California City	17	8,661	4,651	3,624	0	0	0	16,935	Kern	21,514	79%
Cleo Foran	23	3,034	13,700	6,385	0	8	6,187	29,313	Kern	29,107	101%
Delano	60	24,147	10,493	9,990	9,037	13,336	0	67,003	Kern	75,933	88%
Fairfax	34	2,162	7,675	7,639	6,610	6,652	0	30,737	Kern	43,028	71%
Harvey L. Hall	142	30,977	25,366	29,489	27,782	34,800	0	148,415	Kern	179,707	83%
Heritage	17	1,689	893	1,240	0	0	0	3,822	Kern	21,514	18%
Home Base	160	25,653	14,850	12,576	5,393	8,685	2,014	69,170	Kern	202,487	34%
Martha J. Morgan	50	25,357	24,516	27,021	5,886	19,908	0	102,687	Kern	63,277	162%
Oasis	42	10,131	11,857	4,912	0	0	4,636	31,536	Kern	53,153	59%
Pete H. Parra	116	835	465	0	488	0	0	1,789	Kern	146,803	1%
Primeros Pasos	67	81,280	74,266	70,979	62,312	51,989	62,477	403,303	Kern	84,791	476%
Rosamond	51	2,171	743	249	0	0	0	3,163	Kern	64,543	5%
San Diego	32	7,286	7,795	7,818	5,461	0	0	28,360	Kern	40,497	70%
Shafter	17	4,245	4,431	2,904	5,313	1,815	1,315	20,022	Kern	21,514	93%
Shafter HS/EHS	24	6,376	7,319	6,168	6,528	5,765	0	32,156	Kern	30,373	106%
Sterling	117	13,090	14,627	14,048	12,921	14,294	0	68,980	Kern	148,068	47%
Stockdale Head Start	41	4,624	6,609	3,216	0	0	747	15,195	Kern	51,887	29%
Sunrise Villa	17	2,558	1,716	637	0	495	773	6,178	Kern	21,514	29%
Taft	51	6,364	5,860	1,293	0	8	0	13,525	Kern	64,543	21%
Tehachapi	15	1,225	883	183	0	0	0	2,291	Kern	18,983	12%
Vineland	17	6,156	5,059	2,464	0	0	1,681	15,361	Kern	21,514	71%
Virginia	17	12,711	11,663	6,431	0	0	1,475	32,281	Kern	21,514	150%
Willow	40	13,507	12,642	6,398	0	0	0	32,547	Kern	50,622	64%
Administrative Services		0	0	0	0	0	0	0	Kern/SJC	0	0%
PC Planning		0	0	0	0	0	0	0	Kern/SJC	0	0%
PC By Laws		0	0	0	0	0	0	0	Kern/SJC	0	0%
Governance		0	286	275	0	0	269	830	Kern	15,000	6%
Program Services		25,634	21,252	15,199	15,125	10,890	11,295	99,395	Kern/SJC	74,265	134%
California Street	24	12,099	9,304	7,354	4,449	3,475	0	36,681	SJC	30,373	121%
Gianone	16	2,302	2,438	1,561	1,982	1,779	2,702	12,763	SJC	26,431	48%
Kennedy	16	2,963	3,594	2,307	1,493	2,421	2,687	15,465	SJC	20,249	76%
Lodi Home Base	20	16,850	14,153	13,945	11,589	12,432	20,246	89,216	SJC	25,311	352%
Lodi UCC	24	11,022	11,210	9,863	12,463	12,292	12,561	69,411	SJC	30,373	229%
Lathrop Home Base	20	16,850	5,267	4,375	3,526	0	0	30,018	SJC	25,311	119%
Marci Massei	24	8,028	7,640	8,223	5,195	4,986	2,412	36,483	SJC	30,373	120%
Stockton Home Base	40	13,285	12,746	10,491	5,047	5,313	5,750	52,632	SJC	50,622	104%
Lathrop	24	5,426	5,267	4,375	3,526	0	0	18,593	SJC	30,373	61%
SUBTOTAL IN-KIND	1,571	468,072	417,772	346,675	227,419	211,350	142,573	1,813,861		2,083,613	87%
State General Child Care*		360,286	0	0	0	417,588	400,228	1,178,103	Kern	2,442,293	48%
State Preschool*		916,299	893,933	592,709	0	387,028	508,094	3,298,062	Kern	6,219,213	53%
State Migrant Child Care*		1,191	1,248	1,191	510	0	0	4,139	Kern	50,000	8%
SUBTOTAL CA DEPT of ED		1,277,776	895,181	593,900	510	804,616	908,322	4,480,304		8,711,506	51%
State General Child Care*		248,476	254,215	240,642	195,188	228,392	244,230	1,411,144	SJC	1,175,152	120%
SUBTOTAL CA DEPT of ED		248,476	254,215	240,642	195,188	228,392	244,230	1,411,144		1,175,152	120%
GRAND TOTAL		1,994,324	1,567,168	1,181,217	423,117	1,244,358	1,295,125	7,705,309		11,970,271	68%
								486,815			
								8,192,124			

**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, 2025 through August 31, 2025
Report for period ending August 31, 2025 (Month 6 of 12)**

Percent of year elapsed: **50.00%**

LOCATION	FUNDED ENROLL- MENT	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Kern Community College District - BC	32	27,305	23,388	26,196	21,671	10,062	15,052	123,674	137,864	90%
KCSOS - Blanton	16	34,387	34,387	28,570	29,533	24,921	28,812	180,610	68,932	262%
Garden Pathways	11	81	317	0	484	333	0	1,216	47,391	3%
Taft College	42	27,610	35,201	27,594	27,992	34,146	28,724	181,267	180,947	100%
Escuelita Hernandez	16	49	0	0	0	0	0	49	68,932	0%
Program Services		0	0	0	0	0	0	0		
Admin Services		0	0	0	0	0	0	0		
GRAND TOTAL	117	89,431	93,293	82,360	79,681	69,462	72,588	486,815	504,065	97%

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

**COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT TRAVEL & CHILD CARE (6115)
2025-2026**

HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2025	\$ 1,350.00	\$ 97.45	\$ 97.45	\$ 1,252.55	8%	7%
APRIL 2025	\$ 1,252.55	\$ 121.72	\$ 219.17	\$ 1,130.83	17%	16%
MAY 2025	\$ 1,130.83	\$ 116.75	\$ 335.92	\$ 1,014.08	25%	25%
JUNE 2025	\$ 1,014.08	\$ 107.76	\$ 443.68	\$ 906.32	33%	33%
JULY 2025	\$ 906.32	\$ -	\$ 443.68	\$ 906.32	42%	33%
AUGUST 2025	\$ 906.32	\$ 62.83	\$ 506.51	\$ 843.49	50%	38%
SEPTEMBER 2025	\$ 843.49	\$ -	\$ 506.51	\$ 843.49	58%	38%
OCTOBER 2025	\$ 843.49	\$ -	\$ 506.51	\$ 843.49	67%	38%
NOVEMBER 2025	\$ 843.49	\$ -	\$ 506.51	\$ 843.49	75%	38%
DECEMBER 2025	\$ 843.49	\$ -	\$ 506.51	\$ 843.49	83%	38%
JANUARY 2026	\$ 843.49	\$ -	\$ 506.51	\$ 843.49	92%	38%
FEBRUARY 2026	\$ 843.49	\$ -	\$ 506.51	\$ 843.49	100%	38%

EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2025	\$ 500.00	\$ 65.65	\$ 65.65	\$ 434.35	8%	13%
APRIL 2025	\$ 434.35	\$ 57.62	\$ 123.27	\$ 376.73	17%	25%
MAY 2025	\$ 376.73	\$ 65.67	\$ 188.94	\$ 311.06	25%	38%
JUNE 2025	\$ 311.06	\$ 60.31	\$ 249.25	\$ 250.75	33%	50%
JULY 2025	\$ 250.75	\$ -	\$ 249.25	\$ 250.75	42%	50%
AUGUST 2025	\$ 250.75	\$ 35.34	\$ 284.59	\$ 215.41	50%	57%
SEPTEMBER 2025	\$ 215.41	\$ -	\$ 284.59	\$ 215.41	58%	57%
OCTOBER 2025	\$ 215.41	\$ -	\$ 284.59	\$ 215.41	67%	57%
NOVEMBER 2025	\$ 215.41	\$ -	\$ 284.59	\$ 215.41	75%	57%
DECEMBER 2025	\$ 215.41	\$ -	\$ 284.59	\$ 215.41	83%	57%
JANUARY 2026	\$ 215.41	\$ -	\$ 284.59	\$ 215.41	92%	57%
FEBRUARY 2026	\$ 215.41	\$ -	\$ 284.59	\$ 215.41	100%	57%

Prepared by: Louis Rodriquez
October 1, 2025

**COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES (7175)
2025-2026**

HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2025	\$ 9,210.00	\$ 230.87	\$ 230.87	\$ 8,979.13	8%	3%
APRIL 2025	\$ 8,979.13	\$ 165.43	\$ 396.30	\$ 8,813.70	17%	4%
MAY 2025	\$ 8,813.70	\$ -	\$ 396.30	\$ 8,813.70	25%	4%
JUNE 2025	\$ 8,813.70	\$ 183.04	\$ 579.34	\$ 8,630.66	33%	6%
JULY 2025	\$ 8,630.66	\$ 224.35	\$ 803.69	\$ 8,406.31	42%	9%
AUGUST 2025	\$ 8,406.31	\$ 118.02	\$ 921.71	\$ 8,288.29	50%	10%
SEPTEMBER 2025	\$ 8,288.29	\$ -	\$ 921.71	\$ 8,288.29	58%	10%
OCTOBER 2025	\$ 8,288.29	\$ -	\$ 921.71	\$ 8,288.29	67%	10%
NOVEMBER 2025	\$ 8,288.29	\$ -	\$ 921.71	\$ 8,288.29	75%	10%
DECEMBER 2025	\$ 8,288.29	\$ -	\$ 921.71	\$ 8,288.29	83%	10%
JANUARY 2026	\$ 8,288.29	\$ -	\$ 921.71	\$ 8,288.29	92%	10%
FEBRUARY 2026	\$ 8,288.29	\$ -	\$ 921.71	\$ 8,288.29	100%	10%

EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2025	\$ 5,245.00	\$ 129.87	\$ 129.87	\$ 5,115.13	8%	2%
APRIL 2025	\$ 5,115.13	\$ 93.06	\$ 222.93	\$ 5,022.07	17%	4%
MAY 2025	\$ 5,022.07	\$ -	\$ 222.93	\$ 5,022.07	25%	4%
JUNE 2025	\$ 5,022.07	\$ 102.96	\$ 325.89	\$ 4,919.11	33%	6%
JULY 2025	\$ 4,919.11	\$ 126.19	\$ 452.08	\$ 4,792.92	42%	9%
AUGUST 2025	\$ 4,792.92	\$ 66.38	\$ 518.46	\$ 4,726.54	50%	10%
SEPTEMBER 2025	\$ 4,726.54	\$ -	\$ 518.46	\$ 4,726.54	58%	10%
OCTOBER 2025	\$ 4,726.54	\$ -	\$ 518.46	\$ 4,726.54	67%	10%
NOVEMBER 2025	\$ 4,726.54	\$ -	\$ 518.46	\$ 4,726.54	75%	10%
DECEMBER 2025	\$ 4,726.54	\$ -	\$ 518.46	\$ 4,726.54	83%	10%
JANUARY 2026	\$ 4,726.54	\$ -	\$ 518.46	\$ 4,726.54	92%	10%
FEBRUARY 2026	\$ 4,726.54	\$ -	\$ 518.46	\$ 4,726.54	100%	10%

October 1, 2025

Month	Sep-25	Program/Work Unit		Head Start Preschool & Early Head Start		
Division/Director	Head Start/State Child Development Division/ Yolanda Gonzales	Enrollment and Attendance Manager		Carol Hendricks		
Reporting Period	September 1, 2025 - September 30, 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		162 (YTD)	10%	10%	24%	
Over Income 101%-130% (up to 35%)		22	n/a	n/a	3%	
Over Income 131% and up (up to 10%)		61	n/a	n/a	8%	
Head Start Preschool (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)		Month	Target	Annual Goal	Annual Progress	
Reportable/Funded Enrollment		914	936	936	98%	
Disabilities		78 (YTD)	10%	10%	9%	
Over Income 101%-130% (up to 35%)		14	n/a	n/a	2%	
Over Income 131% and up (up to 10%)		69	n/a	n/a	8%	
Home Visiting Program (SRV 2cc, 7a)		Monthly	Year-To- Date	Annual Goal (Contract Limit 310)	Annual Progress (Calendar)	Annual Progress (Program Year)
Enrollment		239	302	308	79%	98%
Central Kitchen		Total Meals Delivered		Breakfast	Lunch	Snack
Meals and Snacks		54,734		19,242	16,278	19,214
Child and Adult Care Food Program (CACFP) (Note: The data represents information from August 2025)		Total Meals Delivered		Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served
Meals and Snacks (SRV 5ii)		65,282		35,251/4,673	39,924	68%
Eligibility Determination (SRV 7b) (January 2025-December 2025)		325	1535			
Total Community Services		325	1535			
Explanation (Over/Under Goal Progress)						
The month of September 2025 was a busy month. We met our funded enrollment for Early Head Start at 100% and for Head Start at 98%. We have reviewed 325 applications this month and will continue the process for next month to maintain and/or improve our enrollment numbers for October.						
		Progress Towards Goal				
Goal IV: School Readiness: Increase families and staff capacity to support children's school readiness and to implement a quality program by enhancing an inclusive environment to strengthen teacher and child interactions.		Objective B: The program will develop a dual-language framework and will strengthen the ability of staff to work with dual-language learners. In Progress: Site Supervisors attended the preschool dual language training on September 30, 2025, to build staff knowledge in supporting dual language learners. The next training will take place at the start of 2026 and will be provided to center-based and education staff to advance towards the goal of reaching 15% of staff training for dual language.				

Program Description

1. Tuesday, September 9, 2025 – Staff Training with Dr. Kirk at the Sterling Center. Dr. Kirk provided strategies on how to deal with specific behaviors such as ignoring negative behaviors and focusing on positive behaviors. He emphasized the importance of consistency and repetition, stating it takes approximately 3 weeks for a behavior change.
2. Monday, September 15, 2025 – The Health Team conducted CPR training for center staff.
3. Tuesday, September 23, 2025 – The Enrollment and Attendance team participated in the Feed the Need Event at the Kern County Fair. The team collected canned goods and handed out flyers for Head Start Services.
4. During the month of September, The Family Engagement team provided four Ready Rosie Family Workshops. The workshops consisted of Fostering Listening Skills in Your Child, Families as Partners, and Families as Leaders. Parents learned the different meanings of what it means to be a leader, and parents were able to identify what type of leader they are and share it with the group.
5. The current school readiness domain is Physical Development Health, and our Education team is accomplishing this by teaching Early Head Start children about bags, how to use them and what type of bags exist. The Education team is also teaching our Head Start children about exercise.
6. Our part-year Desired Results Developmental Profile (DRDP) was finalized this week and soon teachers will be scheduling parent conferences. Some of these conferences will be completed in the family's homes.



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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Fall Carnival

October 29, 2025

5:00-8:00pm

**Friendship House Community Center
2424 Cottonwood Rd.
Bakersfield**

FREE Admission

* Bring your own bag for candy

Fun for the whole family!

- Candy
- Games
- Cake Walk
- Scary House
- Costume Contest
- Prizes & More

**For more information, contact the Friendship House
at (661) 369-8926.**

HALLOWEEN

Your Bakersfield Police Department invites you to a
FREE Halloween trick-or-treat event:

Thursday, October 30th
4 PM - 8 PM

Bakersfield PD Headquarters
1601 TRUXTUN AVENUE

Free Candy

Music

Food Vendors



Brought to you by your BPD Community Relations Unit

(661) 326-3053 | bpdcommunity@bakersfieldpd.us





LES D is proud to lead our community of learners and families in being **Responsive Community Members**, supporting our **Culture, Community and Climate** at the

Lamont Elementary School District

Fall Harvest Festival



Thursday, October 30

4:30pm to 7:00pm

Alicante Soccer Fields

Across from the David Head Center, 10301 San Diego Street



FREE Games and Activities

FREE Costume Contest ○ ***FREE CANDY!!!***

Food and drinks available for purchase
AND MORE!!!



ALL LES D FAMILIES ARE INVITED

For more information 845-2724





LESd se enorgullece de liderar a nuestra comunidad de estudiantes y familias para que sean miembros receptivos de la comunidad, apoyando nuestra cultura, comunidad y clima en el

Lamont Elementary School District

Festival de Otoño



Jueves el 30 de octubre

4:30pm a 7:00pm

Campo de futbol de Alicante

En frente del centro David Head, 10301 San Diego Street



Juegos y Actividades GRATIS

Concurso de Disfraces GRATIS ◦ ***¡¡¡DULCES GRATIS!!!!!!***

Bebidas y alimentos estarán disponible para compra

¡¡¡Y MÁS!!!

TODAS LAS FAMILIAS LESD ESTÁN INVITADAS

Para más información 845-2724



KERN
COUNTY presents...



FREE
COMMUNITY
EVENT

A KERN COUNTY FAMILY ADVENTURE!

SAVE THE DATE!

SATURDAY, NOVEMBER 8, 2025 • 10AM - 1PM

Bring the whole family and join the County of Kern along with dozens of community partners for one of our biggest and most beloved annual events! Kids of all ages can climb aboard, explore, and interact with the amazing trucks and vehicles that serve our community—while meeting the everyday heroes who build, protect, and serve Kern County.

 **BEALE MEMORIAL LIBRARY • 701 TRUXTUN AVE., BAKERSFIELD, CA 93301**

 **FUN FOR ALL AGES**

 **MEET LOCAL HEROES**

 **EXPLORE BIG TRUCKS UP CLOSE**

 **DON'T MISS THIS EXCITING DAY OF DISCOVERY,
LEARNING, AND COMMUNITY CELEBRATION!**

SENSORY-FRIENDLY
9:30-10AM

*A quieter, more relaxed
environment designed for
kids who prefer less noise
and stimulation.*

CA COALITION FOR BLACK BIRTH JUSTICE & BLACK WOMEN FOR WELLNESS

INVITE YOU TO THE BLACK KITCHEN TABLE TALK

A gathering to commune and imagine collective solutions to improving Black maternal and infant health



Join us in Bakersfield to advance Black Birth Justice through information sharing and community-led dialogue.

What You'll Experience:

- Presentation of the CCBBJ Birth Justice Agenda and Web Platform and the Centering Black Mothers of California data report.
- Opportunity to share feedback and co-create benchmarks around regional needs, gaps, and strengths

Event Details:

Date: Saturday, November 15th, 2025

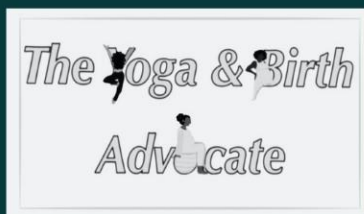
Time: 1:30pm - 4:30pm

Location: 4813 Berkshire Rd, Bakersfield, CA 93313

RSVP: <https://forms.gle/sF8rzEfnnsNahnGy9>

Contact: Natalie@Cablackbirthjustice.com

Enjoy food, drinks and connection



**California
Coalition for Black
Birth Justice**





3RD ANNUAL FATHERHOOD CONFERENCE

Register now!

8:30AM
—
3:30PM

DOUBLE TREE HOTEL
3100 CAMINO DEL RIO CT.
BAKERSFIELD, CA 93308

JAN. **23**
2026

BREAKOUTS

LUNCH

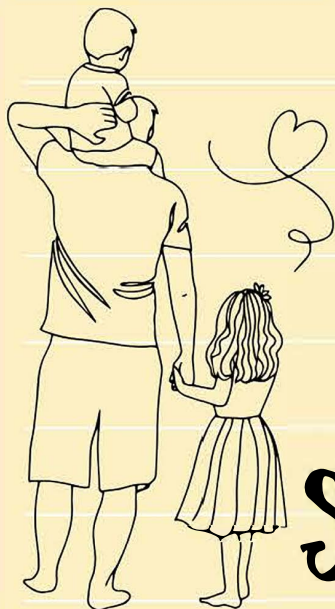
GIVEAWAYS



Register for the
Fatherhood Conference
with this QR code!



*THIS CONFERENCE IS INTENDED FOR ADULTS ONLY.



3ER ANUAL CONFERENCIA SOBRE PATERNIDAD

¡Regístrate ahora!

8:30 AM
—
3:30 P.M.

HOTEL DOUBLE TREE
3100 CAMINO DEL RIO CT.
Bakersfield, California 93308

ENE. **23**
2026

BROTOS

ALMUERZO

SORTEOS



¡Regístrate para la
Conferencia de Padres
con este código QR!



*ESTA CONFERENCIA ESTÁ DESTINADA ÚNICAMENTE A ADULTOS.

TOGETHER, WE CAN END THE ABUSE.

OCTOBER IS DOMESTIC VIOLENCE AWARENESS MONTH



If you are in **IMMEDIATE DANGER** CALL 911
24-hr Crisis Hotline 800-273-7713



1 IN 3 WOMEN

in the US have experienced rape,
physical violence, and/or stalking by a
partner and reported it having a
related impact on their functioning.



If you are in **IMMEDIATE DANGER** CALL 911
24-hr Crisis Hotline 800-273-7713

A photograph of a young child with dark hair, wearing a white t-shirt and blue jeans, sitting on a light-colored carpet and hugging their knees tightly. The child's face is not visible, as they are looking down.

5 MILLION
CHILDREN WITNESS
DOMESTIC VIOLENCE
EACH YEAR IN THE U.S.



If you are in **IMMEDIATE DANGER** CALL **911**
24-hr Crisis Hotline 800-273-7713



HELP IS A CALL AWAY

Kern County Family Justice Center - Bakersfield

661-868-5950

South Kern County Family Justice Center - Lamont

661-868-5820

For 24 hour crisis and housing assistance, call

800-273-7713

If you are in immediate danger, call

911

DOMESTIC VIOLENCE AWARENESS MONTH



VICTIM SERVICES UNIT

KERN COUNTY DISTRICT ATTORNEY'S OFFICE

About Our Units

The Kern County District Attorney's Office has a Victim Services Unit that is dedicated to ensuring the rights of crime victims are enforced and that victims have a meaningful voice throughout the criminal justice process.

The unit has advocates who are trained to assist victims and their families cope with the traumatic effects of crime. As a member of the prosecution team, advocates can provide information on criminal cases after victims have reported to law enforcement and support for those who need to report a crime. Collaboration with other community agencies ensure that additional needs and services are available.

Advocates are also qualified to assist victims of violent crime apply for the California Victim Compensation Program which may be able to assist with the reimbursement of out-of-pocket expenses related to the crime, excluding property loss.

Victims Assisted

- Assault
- Burglary
- Child Abuse/Neglect
- Child Sexual Abuse
- Criminal Threats
- Domestic Violence
- DUI
- Elder Abuse/Neglect
- Families of Homicide Victims
- Harassment
- Hate Crime
- Hit and Run
- Kidnapping
- Mass Violence
- Robbery
- Sexual Assault
- Stalking
- Theft
- Trafficking

Services

- Assistance with Applying for the State of California Victim Compensation Program
- Court Support
- Criminal Case Status
- Crisis Intervention
- Interview Support
- Notification of Inmate Release
- Orientation to the Criminal Justice System
- Property Return
- Restitution
- Restraining Orders
- Victim Impact Statements

CONTACT US



661-868-5960



<http://www.co.kern.ca.us/DA/>



1300 18th Street
Bakersfield, CA 93301

Monday - Friday
8:00 am - 5:00pm



UNIDAD DE SERVICIOS A LAS VÍCTIMAS

OFICINA DEL FISCAL DE DISTRITO DEL CONDADO DE KERN

Acerca de Nuestras Unidades

La Oficina del Fiscal de Distrito del Condado de Kern tiene una Unidad de Servicios a las Víctimas que se dedica a garantizar que se cumplan los derechos de las víctimas de crimen y que las víctimas tengan una voz significativa durante todo el proceso de justicia penal.

La unidad cuenta con defensores capacitados para ayudar a las víctimas y sus familias a afrontar los efectos traumáticos de crimen. Como miembro del equipo de la fiscalía, los defensores pueden proporcionar información sobre casos penales después de que las víctimas hayan denunciado a las autoridades y apoyo a quienes necesitan denunciar un crimen. La colaboración con otras agencias comunitarias garantiza que haya necesidades y servicios adicionales disponibles.

Los defensores también están calificados para ayudar a las víctimas de crimen violentos a solicitar el Programa de Compensación para Víctimas de California, que puede ayudar con el reembolso de los gastos de bolsillo relacionados con el crimen, excluyendo la pérdida de propiedad.

Víctimas Asistidas

- Agresión
- Robo
- Abuso/Negligencia Infantil
- Abuso Sexual Infantil
- Amenazas Criminales
- Violencia Doméstica
- DUI
- Abuso/Negligencia de Personas Mayores
- Familiares de Víctimas de Homicidio
- Acoso
- Crimen de Odio
- Pega y Corre
- Secuestro
- Violencia Masiva
- Agresión sexual
- Acecho
- Abuso Financiero
- Trata

Servicios

- Asistencia para solicitar el Programa de Compensación para Víctimas del Estado de California
- Apoyo Judicial
- Estado del Caso Penal
- Intervención de Crisis
- Apoyo Para Entrevistas
- Notificación de Liberación del Recluso
- Orientación al Sistema de Justicia Penal
- Devolución de Propiedad
- Restitución
- Ordenes de Restricción
- Declaraciones de Impacto de Víctima

CONTÁCTANOS



661-868-5960



<http://www.co.kern.ca.us/DA/>



1300 18th Street
Bakersfield, CA 93301

Lunes - Viernes
8:00 am - 5:00pm



Bakersfield American
BAIHP
Indian Health Project
BAKERSFIELDAIHP.ORG

WEEKLY ACTIVITIES

Monday

Art Class | 9:30 AM - 11:30 AM

Tuesday

Bingocize | 10 AM - 11 AM

Tai-Chi | 11 AM - 12 PM

Youth Group | COMING SOON

Regalia Making | 5 PM - 7:30 PM

Men's Talking Circle | 6 PM - 8 PM

Wednesday

Veteran's Talking Circle | 9 AM - 11 AM | First Wednesday

Nutrition Class | 1 PM - 2 PM

Beading Class | 5 PM - 7:30 PM

Wellbriety | 5:30 PM - 7:30 PM

Women's Talking Circle
| 11:30 AM - 1 PM

Thursday

Bingocize | 10 AM - 11 AM

Tai-Chi | 11 AM - 12 PM

Elders Insights | 12:30 PM - 2 PM | Last Thursday

Cultural Education Workshop | 3 PM - 5 PM

Drum & Dance Class | 6 PM - 7:30 PM

Friday

SDPI Diabetes Class | 10 AM - 11:30 AM

1st and 3rd Friday of each Month



Bakersfield American
BAIHP
Indian Health Project

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TheBAIHP



@baihp



BakersfieldAme1



BakersfieldAIHP.org

Was your home
built AFTER 1980?
APPLY NOW!

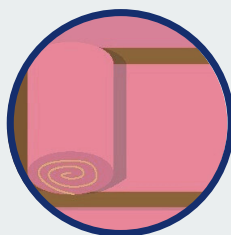
ABOUT US

Eligible households may qualify for CAPK's free Weatherization services, which help improve energy efficiency and reduce future energy costs. Eligibility is based on factors such as income, household size, energy usage, and the presence of vulnerable populations, including the elderly, disabled, or families with young children. Priority may be given to those with the greatest need. All upgrades are determined by a home assessment and are subject to changes based on feasibility as evaluated by CAPK.

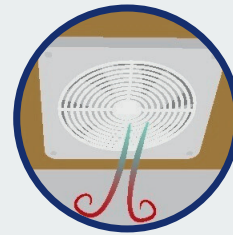
 **Energy**
Weatherization | Utility Bill Assistance

persons in house hold	2025 Max monthly income
1	\$2,608.33
2	\$3,525.00
3	\$4441.67
4	\$5358.33
5	\$6275.00
6	\$7191.67

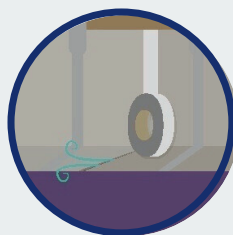
SERVICES WE OFFER !



✓ ATTIC INSULATION



✓ VENTILATION
FANS



✓ SEALING DUCTS



✓ ENERGY
EFFICIENT LIGHTS

*If the household is larger than
what is provided, please contact
us to see if your eligible!*

APPLY NOW !



(661) 407-2887
ext.4341 or ext .4318



www.capk.org



300 19th street Bakersfield, Ca 93301



(scan me)

¿Su casa fue
construida
DESPUÉS de 1980?
¡SOLICITE YA!

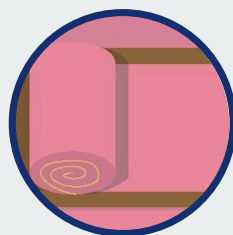
SOBRE NOSOTROS

Los hogares elegibles pueden acceder a servicios gratuitos de climatización de CAPK para mejorar la eficiencia energética y reducir costos futuros. La elegibilidad depende de factores como ingresos, tamaño del hogar, consumo de energía y la presencia de personas mayores, con discapacidad o familias con niños pequeños, dando prioridad a quienes más lo necesiten. Todas las mejoras se determinan mediante una evaluación de la vivienda y están sujetas a la viabilidad que CAPK establezca.

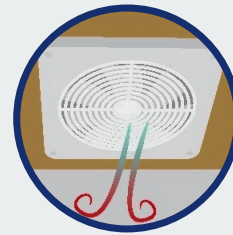
 **Energy**
Weatherization | Utility Bill Assistance

Personas en el hogar	2025 Ingreso mensual máximo
1	\$2,608.33
2	\$3,525.00
3	\$4441.67
4	\$5358.33
5	\$6275.00
6	\$7191.67

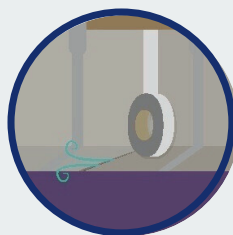
¡SERVICIOS QUE OFRECEMOS!



✓ AISLAMIENTO DEL ÁTICO



✓ VENTILADORES



✓ SELLADO DE CONDUCTOS



✓ ENERGLUCES DE BAJO CONSUMO ENERGÉTICO

Si el hogar es más grande de lo provisto, comuníquese con nosotros para ver si es elegible!

¡ APLICA YA !



(661) 407-2887
ext.4341 or ext .4318

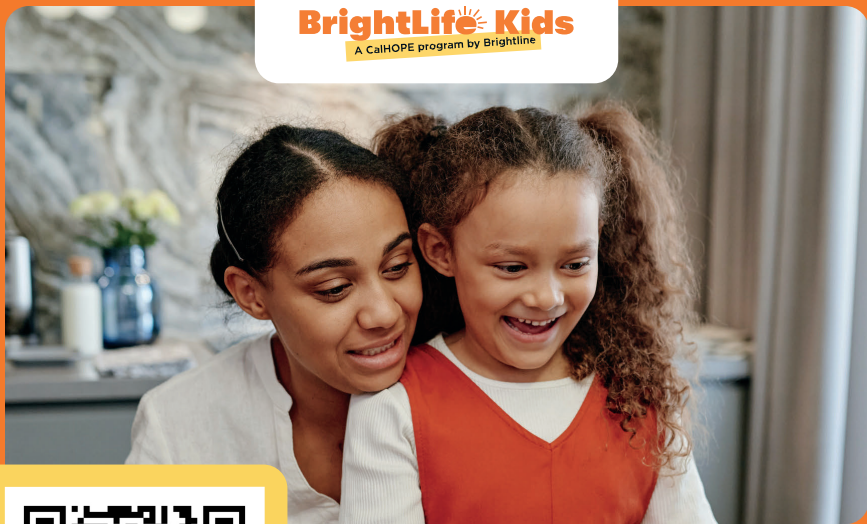
www.capk.org



300 19th street Bakersfield, Ca 93301

(escanéame)





888-275-5357
brightlife.kids/ca

Parenting is hard. Coaching can help.

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

Ser padre es difícil. El coaching puede ayudar.

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

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

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

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

BrightLife Kids coaches help with things like...

Ages 0–4

Milestones, sleep, and tantrums

Ages 5–8

Big feelings, friends, and self-esteem

Ages 9–12

Social media, peer pressure, and study skills

Los coaches de BrightLife Kids ayudan con...

Edades 0–4

Hitos del desarrollo, estrategias para dormir y comportamientos difíciles

Edades 5–8

Expresar grandes sentimientos, la amistad y autoestima

Edades 9–12

Redes sociales, presión social y habilidades de estudio

Free monthly community health screenings

Offered to anyone 18 YEARS or OLDER

Blood Pressure, Cholesterol, Blood Sugar & Hemoglobin

Bakersfield Locations

9 am - 11 am	Casa de Eva Apartments	1054 Washington Street	Every 1st Thursday of the month
9 am - 11 am	Bakersfield Lowell	500 R Street	Every 3rd Monday of the month
9 am - 11 am	East Bakersfield Senior Center	2101 Ridge Road	Every 2nd Tuesday
10 am - 12 pm	Bakersfield Senior Center	530 4th Street	Every 3rd Wednesday of the month
9 am - 12 pm	Greenfield Family Resource Center	5400 Monitor Street	Every 4th Wednesday of the month

Taft Location

9 am - 11 am	Taft Baptist Church	220 North Street	Every 1st Wednesday of the month
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Arvin Location

9 am - 11 am	Arvin Family Resource Center	300 Franklin Street	Every 1st Friday of the month
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Lamont Location

9 am - 11 am	Bear Mountain Recreation	10300 San Diego Street	Every 2nd Wednesday of the month
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Shafter Locations

9 am - 10 am	Shafter Senior Center (WC Walker)	505 Sunset Avenue	Every 3rd Thursday of the month
11 am - 12:30 pm	Sill Properties	18615 Scaroni Avenue	Every 3rd Thursday of the months of February, May, August, and November

Delano Locations

10 am - 12 pm	Jefferson Senior Center	436 Jefferson Street	Every 4th Thursday of the month
1 pm - 2 pm	Casa Hernandez	200 S Albany Street	Every 4th Thursday of the month

Lost Hills Location

10 am - 12 pm	Lost Hills Family Resource Center	14848 Lamberson Avenue	Every 1st Tuesday in January, April, July, & October
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Wasco Location

9 am - 10:30 am	Wasco Family Fellowship Church	2150 Palm Avenue	Every 4th Tuesday of the month
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Please call 661.632.5788 for more information.
Subject to change due to holidays.

Exámenes Mensuales De Salud Gratuitos

Ofrecido a cualquier persona MAYOR DE 18 AÑOS
Presión de la sangre, Colesterol, Azúcar en la Sangre & Hemoglobina

Lugares en Bakersfield

9 am - 11 am	Casa de Eva Apartments	1054 Washington Street	El primer Jueves del mes
9 am - 11 am	Bakersfield Lowell	500 R Street	El tercer Lunes del mes
9 am - 11 am	East Bakersfield Senior Center	2101 Ridge Road	El segundo Martes del mes
10 am - 12 pm	Bakersfield Senior Center	530 4th Street	El tercer Miércoles del mes
9 am - 12 pm	Greenfield Family Resource Center	5400 Monitor Street	El cuarto Miércoles del mes

Lugares en Taft

9 am - 11 am	Taft Baptist Church	220 North Street	El primer Miércoles del mes
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Lugar en Arvin

9 am - 11 am	Arvin Family Resource Center	300 Franklin Street	El primer Viernes del mes
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Lugar en Lamont

9 am - 11 am	Bear Mountain Recreation	10300 San Diego Street	El segundo Miércoles del mes
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Lugares en Shafter

9 am - 10 am	Shafter Senior Center (WC Walker)	505 Sunset Avenue	El tercer Jueves del mes
11 am - 12:30 pm	Sill Properties	18615 Scaroni Avenue	El tercer Jueves en los meses de Febrero, Mayo, Agosto, y Noviembre

Lugares en Delano

10 am - 12 pm	Jefferson Senior Center	436 Jefferson Street	El cuarto Jueves del mes
1 pm - 2 pm	Casa Hernandez	200 S Albany Street	El cuarto Jueves del mes

Lugar en Lost Hills

10 am - 12 pm	Lost Hills Family Resource Center	14848 Lamberson Avenue	El primer Martes en Enero, Abril, Julio y Octubre
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Lugar en Wasco

9 am - 10:30 am	Wasco Family Fellowship Church	2150 Palm Avenue	El cuarto Martes del mes
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Favor de llamar al teléfono 661.632.5788 para mas información.
Este horario esta sujeto a cambios debido a días festivos.



The Kern County Children's Dental Health Network is committed to providing no cost dental services to children ages 0–5 throughout Kern County. The Nurse Referral Dental Treatment System is available throughout the calendar year.



1675 Chester Ave., Suite 100
Bakersfield, CA 93301
PHONE 661-546-8901
FAX 661-377-0329

www.kccdhn.org



Nurse Referral Dental Treatment System



Providing Dental
Services to Children
Ages Five & Younger



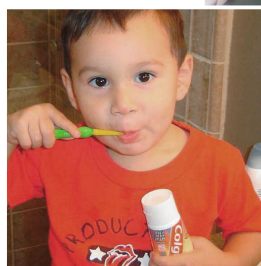
The referral process is easy! Children get their decay treated by a local pediatric dentist, free of charge.

HOW DOES THE NURSE REFERRAL DENTAL TREATMENT SYSTEM WORK?

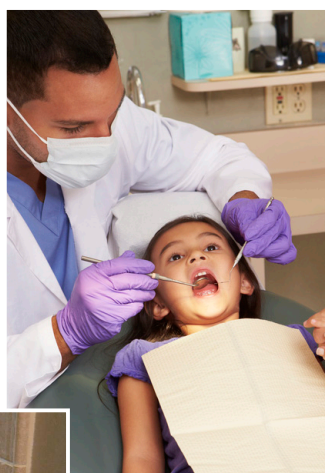
When a school nurse or health aid identifies a child who has visible decay, the Nurse Referral Dental Treatment System can be a link for free dental treatment. The process is simple. If decay is visually identified, the school nurse completes the brief referral form, faxes it to the KCCDHN office, and staff facilitates an appointment with a Kern County pediatric dentist.

DO I NEED TO COMPLETE PAPERWORK BEFORE THE APPOINTMENT?

All necessary consent and medical forms will be completed by phone by the KCCDHN program staff. At the first dental appointment, medical forms will be reviewed and signed by the parent. Translation services, if needed, are also provided by the dental office.



Upon completion of the child's dental caries treatment, he/she will also receive a cleaning and fluoride treatment. If the child has her/his permanent molars, sealants will be applied to prevent decay. Prior to the child



beginning the treatment process, parents will receive oral health education materials that will support maintaining good oral hygiene for their child. Information will include the importance of caring for baby teeth, proper brushing skills, and the effect fluoride has on preventing and strengthening their child's teeth.



The Nurse Referral Dental Treatment System does not include the cost of six-month visit; however, the KCCDHN program staff is available to link the family to a dentist.

- The Nurse Referral Dental Treatment System is available to children ages 0–5 who have visible decay or are experiencing pain.
- Referrals can be submitted throughout the calendar year.
- Referral forms are brief and easy to complete.
- KCCDHN staff are bilingual and available to provide information to nurses, health aides and parents.
- Referrals can be submitted by email to dibaltazar@kern.org or by FAX at (661) 377-0329.

If you are interested and would like to receive screening and referral forms, please contact Diana Baltazar at (661) 546-8904 or dibaltazar@kern.org.



FREE

Women's *Self-Defense Classes*



AGES 12+ | FIRST **FRIDAY** OF THE MONTH

6:00PM - 8:00PM

1921 19th Street, Bakersfield, CA 93301

the
open
door
NETWORK

LIMITED SPACE IS AVAILABLE

To sign up for these classes, please scan the QR code to the right and fill out the online form or visit this link: <https://forms.office.com/r/2n8XRaWtgD>

Questions or Comments, email us at: nontiveros@opendoorhelps.org





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)



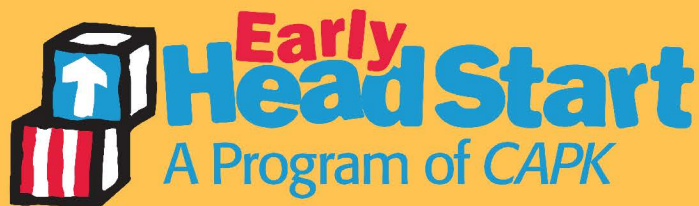
Nuestros alumnos de Head Start reciben:

- 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

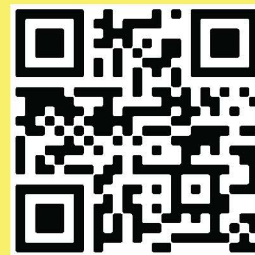
Para completar una solicitud, necesitará:

- 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.





MEMORANDUM

To: Policy Council
From: Rosa Guerrero, Administrative Analyst
Date: October 28, 2025
Subject: *Agenda Item 6(a): 2026-2027 Head Start/Early Head Start Training and Technical Assistance Plan – Action Item*

The Head Start & State Child Development Division requests approval of the 2026-2027 Training and Technical Assistance Plan for the Kern Head Start/Early Head Start (HS/EHS) grant #09CH012489 due December 2025.

Through program data analysis, the Training and Technical Assistance (T/TA) Plan outlines the program's strategy for staff professional development, including mandatory trainings and priority areas that align with the program's five-year Goals and Objectives and the Head Start Program Performance Standards. The plan also details the individuals or teams responsible, the intended training audience, projected completion dates, associated budget costs, and the utilization of T/TA resources.

Upon approval, the Head Start/State Child Development Division will incorporate the Training and Technical Assistance Plan into the HS/EHS Refunding Application and implement the outlined training activities during the 2026–2027 fiscal year.

Recommendation

Staff recommends the Policy Council approve the 2026-2027 Training and Technical Assistance Plan for the Head Start/Early Head Start grant #09CH012489.

Attachments:
2026-2027 Training and Technical Assistance Plan

Community Action Partnership of Kern
Head Start/State Child Development
2026-2027 TRAINING and TECHNICAL ASSISTANCE PLAN

Approach/Philosophy/Priorities:

Community Action Partnership of Kern's Head Start/State Child Development is dedicated to building staff's skills, knowledge, experience, and professional competencies necessary to provide high quality, comprehensive, and linguistically appropriate family centered services for children and families assisting them on their road to success and school readiness. The program's priority is to provide training and technical assistance, so program services and systems are in compliance with Head Start Program and Early Head Start Performance Standards, the Head Start Act, State and Federal Regulations. The program offers Staff, Parents and our Governing Body opportunities and support for ongoing learning and career/professional development. The Training and Technical Assistance Plan has been developed using program data analysis (e.g. Self Assessment, PIR Data, DRDP results, Community Assessment, CLASS scores, Parent, Family and Community Engagement Framework, etc.) to identify operational improvements, potential areas of non-compliance, means through which we will meet the new education requirements for teachers/partners, and audit findings, all of which will support the programs long term plans of accomplishing our Program Goals and Objectives.

Key Elements of Head Start/State Child Development Training and Technical Assistance Approach:

- Address Program Goals and Objectives, Head Start Performance Standards, Head Start Act, CLASS, School Readiness, and Parent, Family, & Community Engagement support for Center-based, Home-Based, and Partnership staff in the credentialing and continuing education process, integration of systems and services, professional growth, program policies/procedures, reporting, monitoring and evaluation, current and new Federal and State initiatives as well as continuous program improvements
- CAPK's HSP/EHS Kern and EHS San Joaquin will continue their partnership with PITC Partners for Quality, a project of WestEd's Center for Child and Family Studies to offer Infant and toddler related topics college courses and coaching.
- Include pre-service sessions, monthly staff development opportunities, clinics, conference attendance, use of community resources, consultants, college coursework, shadowing, mentoring/coaching, and individual professional growth plans and performance appraisals.
- Incorporate cross training during pre-service as a strategy for capacity building in the areas of child development, health, nutrition, wellness, disabilities, family services, program governance, Enrollment & Attendance

Planning Process:

A committee comprised of Staff, Parents and community members was organized to provide input and identify goals and objectives for the program as well as strategies for this Training and Technical Assistance Plan. This committee reviewed the monitoring activities, self-assessment, program information report data, child outcome reports, Parent, Family, & Community Engagement framework, Head Start Act requirements, Head Start Performance Standards, California Licensing Requirements, Agency Policy and Procedures, Management observations, CLASS, and Staff input to develop the 2026-2027 program Goals and Objectives as well related training goals.

Community Action Partnership of Kern
Head Start/State Child Development
2026-2027 TRAINING and TECHNICAL ASSISTANCE PLAN

PROGRAM GOALS & TRAINING GOALS

Grantee 2026-2027 Program Goals	Grantee 2026-2027 Training Goals
PROGRAM GOAL #1 ~ Workforce ~ To enhance onboarding, recruitment, and retention of staff by implementing programs that embraces pathways for learning, professional development, and succession planning, to obtain and retain staff.	TRAINING GOAL A: Develop a structured onboarding process that introduces new employees to the organization’s core values and expectations. Provide them with the necessary tools, resources, and training to quickly integrate into their roles. TRAINING GOAL 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.
PROGRAM GOAL #2 ~ Health and Safety ~ Strengthen standards of practice for mitigating risk through expanding our culture of child health and safety.	TRAINING GOAL A: The program will expand tools and resources necessary to ensure we have a standard of practice focused on protecting child safety and preventing and identifying child abuse before August 2026. For example, Bee Safe and iLookOut training, a free online professional development course focused on protecting child safety and preventing and identifying child abuse. TRAINING GOAL B: The program will implement a CIR (Critical Incident Review) system to establish a culture of active supervision to support ongoing health and safety improvement prior to the Year 3 funding period.
PROGRAM GOAL #3 ~ School Readiness ~ Increase families and staff capacity to support children’s school readiness and to implement a quality program by enhancing the environment to strengthen teacher and child interactions.	TRAINING GOAL A: The program will redesign indoor/outdoor environments to reflect the children’s culture, promote curiosity, and safety.

Community Action Partnership of Kern
Head Start/State Child Development
2026-2027 TRAINING and TECHNICAL ASSISTANCE PLAN

	TRAINING GOAL B: The program will develop a dual-language framework and will strengthen the ability of staff to work with dual-language learners. TRAINING GOAL C: The program will elevate children's social-emotional development and strengthen teacher-child interactions.
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BUDGET FOR TRAINING AND TECHNICAL ASSISTANCE ACTIVITIES	EXPECTED COST
Training and Technical Assistance for the Program Goal Completion	\$27,643
Staff Professional Development (Including degree completion, annual pre-service & mandated trainings)	\$44,877
Early Childhood Development and Health, Disabilities and Family Partnerships	\$21,119
Professional Conferences and Trainings	\$67,803
Indirect Cost	\$16,144
Total Head Start Cost	\$177,586
Training and Technical Assistance for the Program Goal Completion	\$59,355
Staff Professional Development (Including degree completion, annual pre-service & mandated trainings)	\$68,342
Early Childhood Development and Health, Disabilities and Family Partnerships	\$49,057
Professional Conferences and Trainings	\$135,924
Indirect Cost	\$31,268
Total Early Head Start Cost	\$343,946
Total Training and Technical Assistance Budget	\$521,532

PROGRAM GOALS

The program has developed various **Training Goals** to reach the 2026-2027 Program Goals. Each of the **Training Goals** below identifies the expected outcome, how T/TA resources will be used, person(s) responsible, the target audience, date, and cost for each activity. Following each will be the tool used to identify and evaluate training outcomes.

PROGRAM GOAL #1 ~ Workforce ~ To enhance onboarding, recruitment, and retention of staff by implementing programs that embraces pathways for learning, professional development, succession planning, and obtain and retain staff.

Community Action Partnership of Kern
Head Start/State Child Development
2026-2027 TRAINING and TECHNICAL ASSISTANCE PLAN

Training Goal A: Develop a structured onboarding process that introduces new employees to the organization’s core values, and expectations. Provide them with the necessary tools, resources, and training to quickly integrate into their roles.

Training Goal 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.

Information Source Identifying Need for Training: Self-Assessment, Professional Growth Plans, and Head Start Performance Standards.

Objectives/Expected Outcomes	How T/TA Resources will be used	Person(s) Responsible	Audience	Date	Budget Costs	Evaluation, Training Outcomes
Training Goal A: Objective 1:						
Develop a structured onboarding process that introduces new employees to the organization’s core values, and expectations. Provide them with the necessary tools, resources, and training to quickly integrate into their roles.	• Trainings • Supplies	• Assistant Directors • Human Resources • Professional Development Department	• All New Hires	Ongoing	HS: \$5,458.00 EHS: \$2,540.00	Staff will be developing an internal training platform beginning October 2025. Electronic supplies will be purchased to develop and record training videos for program use.
Training Goal B: Objective 2:						
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,	• Contracts • Trainings	• Assistant Directors • Administrators • Mentors • Mentees • Professional Development Team	• All New Hires and Assigned Mentors	Ongoing	HS: \$5,200 EHS: \$9,150	Complete The mentorship program will continue through the 2026-2027 program year for new hires in Kern and San Joaquin County.

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assessing goal attainment, retention, and promotion rates, and measuring the level of engagement between the mentees and mentors in the program.						
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PROGRAM GOAL #2 ~ Health and Safety: Strengthen standards of practice for mitigating risk through expanding our culture of child health and safety.

TRAINING GOAL A: The program will expand tools and resources necessary to ensure we have a standard of practice focused on protecting child safety and preventing and identifying child abuse before August 2026. For example, Bee Safe and iLookOut training, a free online professional development course focused on protecting child safety and preventing and identifying child abuse.

TRAINING GOAL B: The program will implement a CIR (Critical Incident Review) system to establish a culture of active supervision to support ongoing health and safety improvement prior to the Year 3 funding period.

Information Source Identifying Need for Training: Parent & Family Engagement survey results, self-assessment and staff surveys, and CIR's.

Objectives/Expected Outcomes	How T/TA Resources will be used	Person(s) Responsible	Audience	Date	Budget Costs	Evaluation, Training Outcomes
Training Goal A:						
The program will expand tools and resources necessary to ensure we have a standard of practice focused on protecting child safety and preventing and identifying child abuse before August 2026. For example,	• Training • Supplies	• Support Services Department • Quality Assurance Department • Center Based	• Direct Service Staff	Through August 2026	HS: \$5,000 EHS: \$3,000	iLookOut training will be provided to program and quality assurance staff in October 2025. Staff who are selected for an Incident Support Review (previously called a Critical Incident

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Bee Safe and iLookOut training, a free online professional development course focused on protecting child safety and preventing and identifying child abuse.		Administrator				Review) will also be required to complete the iLookOut training. Active Supervision boards were also introduced at the start of the 25-26 program year to centralize health and safety information.
Training Goal B:						
The program will implement an Incident Support Review (previously known as Critical Incident Review) system to establish a culture of active supervision to support ongoing health and safety improvement prior to the Year 3 funding period.	• Training • Supplies	• Support Services Department • Quality Assurance Department	• Direct Service Staff	Ongoing	\$0	Soft launch of the Incident Support Review (ISR) for centers where need has been identified has commenced in October 2025. ISR is being used mitigate health and safety incidents, and support staff by tailoring training to areas of need.

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PROGRAM GOAL #3 ~ School Readiness: Increase families and staff capacity to support children’s school readiness and to implement a quality program by enhancing the environment to strengthen teacher and child interactions.

TRAINING GOAL A: The program will redesign indoor/outdoor environments to reflect the children’s culture, promote curiosity, and safety.

TRAINING GOAL B: The program will develop a dual-language framework and will strengthen the ability of staff to work with dual-language learners.

TRAINING GOAL C: The program will elevate children’s social-emotional development and strengthen teacher-child interactions.

Information Source Identifying Need for Training: Community Assessment, Self-Assessment, PIR, and ADP source of applicant trends will be reviewed to determine need.

Objectives/Expected Outcomes	How T/TA Resources will be used	Person(s) Responsible	Audience	Date	Budget Costs	Evaluation, Training Outcomes
Training Goal A:						
The program will redesign indoor/outdoor environments to reflect the children’s culture, promote curiosity, and safety.	• Training • Supplies • Venues	• Professional Development Department • Education Department • Support Services Department	• Center-based staff • Home-based staff	On-going	HS: \$5,305 EHS: \$6,500	One additional site will pilot the Loose Parts/STEM curriculum during program year 2026/2027 to meet the 15% threshold for piloted sites (currently at 13%). The 3rd Annual Fatherhood Conference will take place by March 2026 and will include Loose Parts/STEM activities.
Training Goal B						
The program will develop a dual-language framework and will strengthen the ability of staff to work with dual-language learners.	• Supplies • Training	• Education Department • Support Services Department	All Direct Service Positions	On-going	HS: \$1,080 EHS: \$1,920	Head Start education staff will be provided dual language training at the start of 2026 to meet the 15% minimum training threshold.

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Policy Council Approved:
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Training Goal C						
The program will elevate children's social-emotional development and strengthen teacher-child interactions.	• Supplies • Venues • Training	• Professional Development Department • Support Services Department • Education Department	All Direct Service Positions	Ongoing	HS: \$5,600 EHS: \$6,245	Additional train-the-trainers will be identified to attend training for certification in Trauma Informed Care (TIC) and Pyramid Model. Training clinics will be held in Fall 2025 and Spring 2026 to support the goal of training 85% of education and support services staff in the Pyramid Model. Pyramid Model training is provided at new-hire orientation to achieve the 50% threshold of new-hires required for this training goal. The next Trauma Informed Care training will take place in November 2025. The second annual Family Workshop, highlighting social-emotional learning, is scheduled for Fall 2025

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Travel Related to Meeting Training and Technical Assistance Goals	How T/TA Resources will be used	Estimated HS Costs	Estimated EHS Costs	Total Estimated Budget Costs for Travel within this Training Goal
Head Start California Annual Training Conference ~ 4 staff	Travel, Housing, & Misc. Expenses	\$3,160	\$2,629	\$5,789
Head Start California Health Institute ~ 4 staff	Travel, Housing, & Misc. Expenses	\$2,934	\$5,216	\$8,150
National Head Start Association (NHSA) Annual Conference ~ 8 Staff	Travel, Housing, & Misc. Expenses	\$10,691	\$3,563	\$18,892
NHSA Parent Conference ~ 2 staff	Travel, Housing, & Misc. Expenses	\$2,599	\$868	\$3,467
National Head Start Association Managers and Directors Academy ~ 6 Staff	Travel, Housing, & Misc. Expenses	\$8,907	\$8,236	\$17,143
Zero to Three Conference ~ 4 staff	Travel, Housing, & Misc. Expenses	\$0	\$18,152	\$18,152
Home Visiting Conference ~ 2 staff	Travel, Housing, & Misc. Expenses	\$0	\$555	\$555
Child & Adult Care Food Program Roundtable ~ 4 staff	Travel, Housing, & Misc. Expenses	\$3,250	\$1,085	\$4,335
Child & Adult Care Food and Nutrition Conference Expo ~ 2 staff	Travel, Housing, & Misc. Expenses	\$3,104	\$1,035	\$4,139
Total Training Goal		\$30,756	\$49,868	\$80,624

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Mandated Trainings

The following training/activities will be provided in various formats including in-house training and follow-up to ensure all requirements are met. Each area will have effects on the T&TA Budget detailed under the categories of Supplies, Contractual, and Other identified in the budget detail under the pre-service and professional growth line items following a 36% HS and 64% EHS allocation.

STAFF:	Performance Standards	Date
Respectful Language Training & Dual Language Training	HS Act Section 640(a)(3)(B)(ii)	Annually
Child Protective Services Training	N-30-354-1-30(B)(ii)	Pre-Service
Universal Precautions & Blood Borne Pathogens	45 CFR 1302.(a) – (d)	New Hire Orientation
Transitions for Children / School Readiness	45 CFR 1302.(a) – (d)	Annually
New Hire Orientation	45 CFR 1302.(a) – (d)	Weekly
Pre-Service & In-Service training opportunities	45 CFR 1302.(a) – (d)	Annually
HS Goals and Objective Training	45 CFR 1302.(a) – (d)	Annually
Vehicle Safety Training	45 CFR 1302.(a) – (d)	New Hire Orientation by Human Resources
First Aid and CPR Training	45 CFR 1302.(a) – (d)	Monthly
Health and Safety Training	45 CFR 1302.(a) – (d)	Monthly
Classroom Assessment Scoring System (CLASS)	45 CFR 1302.(a) – (d)	Ongoing
Pyramid Model	45 CFR 1302.92 (b)	Annually
PARENTS:		
Parents as Primary Teachers	45 CFR 1302.5	Annually
Parent orientation on the prevention of Child Abuse	45 CFR 1302.5	Parent Orientation Meetings
Parent Rights (Licensing Form upon Enrollment)	45 CFR 1302.15	Early Childhood Educators, Family Advocates and Family Service Workers
Pedestrian training	45 CFR 1302.47	Parent Committee Meetings
Family Assistance with Nutrition	45 CFR 1302.44	Nutrition Assessment, first 45 days
Parent Education of mental health issues	45 CFR 1302.46	Annually & as needed
Parenting Skills Training	45 CFR 1302.43	Parent Committee Meetings
Disabilities Training	45 CFR 1302.60	Disabilities Advisory Meetings

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ADDITIONAL TRAININGS

The following training/activities will be supported by local community partnerships, Head Start West and internal staff trainings at little* to no cost to the program. (*some minor cost for supplies may be needed, and would be identified under the category of Supplies in the budget detail)

PARENT EDUCATION	
Policy Council New Member Training	November 2026
Parent Committee Training	November 2026
EARLY CHILDHOOD DEVELOPMENT / PROGRAM	
ITERS & ECERS Identified Trainings	October 2026
Challenging Behaviors/Behavioral Strategies (ASQ)	January 2027
DRDP Identified Trainings	April 2026
Creative Curriculum	April 2026
Teacher Talk (SELPA)	August 2026
Monitoring Audit	December 2026
CLASS	August 2026
Mentor Coaching Training	August 2026
Case Management for Family Engagement	Monthly Series
ADMINISTRATION	
Pre-Service 2026	July/August 2026
Health and Safety Training	Monthly
Performance Evaluation Training	Annually
Student/Volunteer Accident Training	As needed
BOD Training ~ Roles and Responsibilities	November 2026
FISCAL	
Budget Development	Quarterly

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ADDITIONAL CONFERENCES

The following trainings have been selected to improve staff skills in completing daily tasks. The various topics will assist in providing the training(s) needed that are not readily available within our community or by one of our own employees. Additional conferences may be considered, and staff may be selected to attend based on their role and duties in relation to the conference category.

Head Start California trainings and BOD Meetings
Child and Adult Care Food & Nutrition Conference Expo
ChildPlus Trainings
Every Child California
Policy Leadership (NHSA)
Pyramid Model Annual National Conference
Early Start National Home Visiting Summit
Head Start West Conference
Community Action Partnership Conferences



MEMORANDUM

To: Policy Council

From: Rosa Guerrero, Administrative Analyst

Date: October 28, 2025

Subject: 2026-27 HS/EHS Refunding Application – **Action Item**

As we approach the end of the 2026-2027 fiscal year, the Head Start and State Child Development division is requesting approval to submit our 2026-27 HS/EHS Refunding Application to the Office of Head Start. Staff are preparing the Head Start annual refunding application due December 1st. This annual refunding application will be the third year of the five-year grant cycle supporting funding from March 1, 2026, to February 28, 2027. Included with the annual application is the detailed budget.

Modifications were made in major categories based on actual expenses, planned programmatic changes and potential changes to the indirect cost methodology for the agency. Additional revenue is identified from fully earning state contracts through the California Department of Education (CDE) and California Department of Social Services (CDSS) which will balance the projected costs of the revised expenditures.

Program staff have also included the Head Start/Early Head Start budget detail documents demonstrating the newly adopted 12% indirect rate following CAPK's Board of Directors decision to approval. If a decision is made to change the CAPK indirect rate after the submission of the HS/EHS Refunding application has been submitted, program staff can modify the application as directed by the board through either written notification to the Office of Head Start prior to a March 1, 2026 notice of award, or through a budget revision process after a March 1, 2026 notice of award.

This item supports CAPK's goal in promoting educational opportunities that enrich the lives of children and their families.

Recommendation

Staff recommends Policy Council approve with the approval letter the submission of the 2026-2027 HS/EHS Refunding Application (09CH012489).

Attachment:

*26-27 Budget Detail
Approval Letter*

BUDGETED EXPENDITURES

BUDGETED EXPENDITURES	55,623,787	56,906,878	1,283,091
REVENUES			

TOTAL STATE & FEDERAL REVENUES	55,623,787	56,906,878	1,283,091
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TOTAL REVENUES	56,906,878
TOTAL BUDGETED EXPENDITURES	56,906,878
DIFFERENCE	-

V.1



**From the Policy Council of the Community Action Partnership of Kern
approving the Refunding Application of Head Start and Early Head Start Grant**

The Policy Council of Community Action Partnership of Kern located at 1300 18th Street, Suite 200, Bakersfield, CA 93301, met on October 28, 2025, at a scheduled meeting and resolved as follows:

Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County.

The CAPK Head Start/State Child Development Division wishes to submit the Head Start and Early Head Start Refunding Application not to exceed \$39,569,892 in base funding and \$521,532 in Training and Technical Assistance. Following CAPK's Board of Directors' approval of the 12% indirect cost rate, said cost rate has been applied to the 2026-2027 Head Start/Early Head Start budget. The Office of Head Start requires that an authorized signatory from the Policy Council be named for submitting said letter.

The Head Start Policy Council has determined that there is a need for antipoverty programs and is willing to accept the Refunding Application of the Head Start and Early Head Start Grant. This action item has been APPROVED by a majority vote of the Head Start Policy Council on this 28th day of October 2025.

Ruby Cruz, Chair
Policy Council

Date



MEMORANDUM

To: Policy Council

From: 
Lisa Gonzales, Program Governance Coordinator

Date: October 28, 2025

Subject: **Agenda Item 6(c): Approval of the Amended Policy Council Bylaws – Action Item**

The current version of the Policy Council Bylaws was approved in 2021. The Policy Council Bylaws Committee has recognized areas in need of revision and/or updates. In accordance with The Head Start Act, Section 642(c)(2)(D)(v) the proposed Bylaws are presented to the Policy Council for approval.

The Policy Council Bylaws Committee met on several occasions during the 2024-2025 term to review and update the 2021 Policy Council Bylaws. The draft version of this document, which included recommended revisions and updates, was presented to the Bylaws Committee on October 7, 2025 for final review.

Most notable changes include but are not limited to:

- Article III Membership, Section 2(1)(b) – *Community Representatives Past Parent*, language was added to broaden the number of potential prospects for past parent membership on the Policy Council. **(Bylaws p.3)**
- Article III, Membership, Section 8 – *Conduct and Conflict of Interest*, the paragraph which stated anyone whose immediate family member is an employee of Community Action Partnership of Kern may not serve as a member of the Policy Council was removed, as this is not required in the Head Start Program Performance Standards. **(Bylaws p.6)**
- Article VI – *Policy Council Meetings*, Section 1 was restructured into two sections. Section 1 reflects *Policy Council Meetings* and Section 2 reflects *Special Call Meetings*. Additionally, guidance previously found in Section 1(e-h) was relocated to immediately follow Section 1(b) to define the procedures of standing Policy Council meetings more clearly. **(Bylaws p.7-9)**
- Article VIII – *Standing Committees*, Section 1(a) The number of members to serve on the Bylaws Committee was decreased by one. In addition, the School Readiness Committee's membership was increased by one. This change was made to support historical membership data for these committees. **(Bylaws p.9-10)**

Minor grammatical and formatting changes as well as title changes where needed were also made to the document for consistency purposes.

Recommendation:

Staff recommend Policy Council approval of the proposed 2025 Policy Council Bylaws.

Attachment:

Policy Council Bylaws - *Draft*



**COMMUNITY ACTION PARTNERSHIP OF KERN
Head Start/State Child Development**

**POLICY COUNCIL
BYLAWS**

Bylaws Committee Reviewed: August 10, 2021
Policy Council Approval: September 28, 2021
Board of Directors Approval: September 29, 2021

ARTICLE I NAME

The name of this organization will be Community Action Partnership of Kern Head Start/State Child Development Policy Council, hereafter known as the "Policy Council."

ARTICLE II PURPOSE AND FUNCTIONS

SECTION 1. Purpose

1301.1 An agency must establish and maintain a formal structure for program governance that includes a governing body and a Policy Council at the agency level. Policy Councils are responsible for the direction of the agency's Head Start ~~and Early Head Start~~ programs.

1. General Procedures

- a. 1301.3 (a) Each agency must establish and maintain a Policy Council responsible for the direction of the Head Start program.
- b. 1301.3 (b) A program must establish a Policy Council in accordance with section 642 (c)(2)(B) of the Head Start Act. Parents of children currently enrolled in each program option must be proportionately represented on the Policy Council.
- c. 1301.6 ~~Impasse Procedures.~~ (a) Each agency's governing body and Policy Council jointly must establish written procedures for resolving internal disputes between the governing ~~body board~~ and Policy Council in a timely manner that include impasse procedures.

2. Human Resource Management – ~~Must approve or disapprove:~~

- a. 642(2)(D)(vi) The Policy Council shall approve pProgram personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.

ARTICLE III MEMBERSHIP

SECTION 1. Membership

1. Composition

- a. The Policy Council will be ~~comprised composed~~ of:
~~Community Representatives~~Members of the community served by the Head Start agency which may include ~~—may be—~~ former Head Start parents ~~or from the community~~. At least fifty-one percent (51%) of the Policy Council will be parents of children currently enrolled in the Head Start/~~State Child Development~~ program.
- b. A parent is defined as "a ~~Head Start/Early~~ Head Start child's mother or father, other family member who is the primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree."

SECTION 2. Types of Membership

A parent must have a child currently enrolled in the Head Start/~~State Child Development~~ program to be a member of the Regional Parent Committee (RPC). The RPC was developed to ensure the Policy Council is proportionately represented in each program option. The Policy Council membership shall consist of the following:

Region 1	Region 2	Region 3	Region 4	Home Base	HS/EHS CC Partnerships	EHS San Joaquin Centers	Community Representative		CAPK Board of Directors
4 Parents	4 Parents	4 Parents	4 Parents	2 Parents	1 Parent	2 Parents	1 Past Parent	2 Community Agency	1 BOD Member

- a. Regional Parent Committee meetings will be held as needed to elect members to the Policy Council.
- b. If a member's child changes to another program option or region during the program year, they will remain on Policy Council until the position is filled. Once the position is filled, the ~~current~~ member will be terminated and encouraged to seek election with their new parent committee.
- c. In the event ~~the a~~ member's child ages out of the Head Start/~~Early Head Start Kern, Early Head Start Child Care Partnerships, or the Early Head Start San Joaquin~~ program, the member will continue ~~their membership until the end of~~ to serve on the Policy Council until the end of the term.

1. Community Representatives

Community Representatives may be selected from the local community: businesses, public or private ~~community sector~~, civic, and professional organizations as well as others who are familiar with resources and services for low-income children and families, including ~~for example~~, parents of formerly enrolled children. 642(2)(B)(ii)(II)

- a. Two (2) Community Agency Representatives. Community representatives must follow the application process and obtain Policy Council approval before they can be seated. Community representatives will have the responsibility of providing a monthly verbal report appointed by a community agency. Responsibilities will include a monthly verbal report on agency current events and that support to the Head Start program and the families it serves.
- b. One (1) ~~Community Representative~~ Past Parent Community Representative. The ~~pPast pParent~~ representative must be elected to the Policy Council and must may not have a child ~~or children~~ currently enrolled in the Head Start ~~program.~~ State Child Development Program. The Past Parent Representative must be in a member of an elementary school Parent Teacher Association, ~~or~~ Parent Teacher Organization or similar affiliation. ~~Responsibilities~~ The responsibility will include providing a monthly verbal report, sharing information that supports sSchool rReadiness for Head Start parents.
- c. Community Representatives may serve on the Policy Council for a total of five (5) years (collective total as a parent Policy Council Member and/or Community Representative Policy Council Member.) Representatives must stand for election annually.

~~Community Representatives must apply and be approved by the Policy Council before they can be seated. Community Representatives will provide a monthly verbal report on current events that support the Head Start Program.~~

If any Community Representative becomes a Head Start parent during a Policy Council year term, their ~~current~~ membership will be terminated; ~~When a vacancy occurs, t~~ they may seek election with their new parent committee.

2. Board of Director's Representative:

One (1) member of the Board of Directors of the Community Action Partnership of Kern will be appointed to serve on the Policy Council each year. The appointed Board Member may

serve as the Board of Director's Representative for up to five (5) years (collective total as a parent Policy Council Member, Community Representative Policy Council Member and/or Board of Director's Community Representative.)

SECTION 3. Seating and Training of Members

Parent representatives and community representatives are seated as official voting Policy Council members at the first Policy Council meeting following completion of their Policy Council orientation and training.

- a. An annual orientation and training for **ALL** Policy Council members shall be provided within 30 (thirty) days after elections ~~or and thereafter~~ as needed. Training must be ~~completed~~ attended prior to the following Policy Council Meeting. If the training is not ~~attended~~ completed the member will be removed, ~~and a vacancy will be available at the next RPC meeting.~~ Only those Parent Representatives and Community Representatives who complete the training shall be seated.

SECTION 4. Vacancy

When a Parent Representative position is vacated, the affected Regional Parent Committee will elect a new representative.

SECTION 5. Resignation

A member must give the Program Governance Coordinator a written or verbal statement of resignation.

SECTION 6. Termination/Absence

Membership may be terminated because of three (3) consecutive absences between Policy Council and/or subcommittee meetings throughout the year for any reason, *except absences for attending a Community Action Partnership of Kern function, or EXTREME weather conditions.* Policy Council Members will assume responsibilities until approval of termination is made by the Council.

Termination Appeal Process

1. Submit a written letter of appeal to the Program Governance Coordinator within ten (10) working days of receiving the notification of termination.
2. The Program Governance Coordinator will place the appeal on the following Policy Council agenda for full Policy Council vote.
3. The Policy Council's recommendation will be in effect for the remainder of the current Policy Council yearterm.
4. If an appeal is approved, the termination/absence record will recommence.

SECTION 7. Term of Membership

Head Start Policy Council Representatives are limited to a combined total of five (5) one (1) year terms. ~~All rParent~~ Representatives must stand for election annually. ~~If Once~~ a parent has served a total of three (3) years terms and their child is no longer enrolled in the program they may seek re-election as a Past Parent Community Representative for an additional two (2) yearsterms. Any member holding membership for four (4) months or more on the Policy Council will be considered to have served one (1) full yearterm.

SECTION 8. Conduct and Conflict of Interest

Any member of the Policy Council who fails to act in the best interest of the Policy Council, or the agency, may be removed by a two-thirds (2/3) vote of the membership in attendance, provided the member has been notified of the proposed action.

No person who serves on Policy Council may be employed by CAPK nor may they have a financial conflict of interest with the agency. The responsibilities of the council and its committees shall be independent of the staff. Individuals serving on the Policy Council may apply for employment with the agency at any time. Any Policy Council representative who accepts employment with CAPK must resign from the Policy Council immediately.

~~No person shall be employed with Community Action Partnership of Kern while a member of his/her family or a roommate serves on the Policy Council or any non-staff committee or delegate division of the agency. A member of the immediate family shall include any of the following: spouse, parent, step-parent, child, step-child, sister, step-sister, brother, step-brother, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, and/or domestic partner.~~

ARTICLE IV OFFICERS

SECTION 1. Officers of the Policy Council

- a. The Policy Council ~~shall~~ will elect a Chairperson, Vice-Chairperson, Secretary, Treasurer, and Parliamentarian.
- b. These officers shall perform the duties prescribed ~~by~~ in these bylaws.
- c. Currently enrolled parents may hold any officer position.
- d. Officers will be elected by a majority vote at the first Policy Council meeting of the new school year term and shall serve from election until the seating of new officers the following term.
- ~~e. If a standing officer is elected to another executive position, that person will be automatically terminated from his/her former position.~~
- ~~f.e.~~ No member shall hold more than one office at a time.
- ~~g.f.~~ If the Vice-Chairperson, Secretary, Treasurer or Parliamentarian resigns or is removed from his/her office, an election will be held at the next Policy Council meeting after the official resignation announcement or removal process is voted upon. The Policy Council Chairperson must appoint a Policy Council member to fill a vacant office on an interim basis until ~~At~~ the next Policy Council meeting where with a quorum ~~is present~~ established, ~~and~~ an election for that officer position ~~can~~ shall be conducted.
- ~~h.g.~~ If the Chairperson resigns or is removed from his/her office, the Vice-Chairperson will assume the office of Chairperson for the remainder of the term of office.

SECTION 2. Functions

1. Chairperson

- a. The Chairperson shall preside over and conduct all meetings of the Policy Council in addition to those of the Executive Committee.
- b. ~~May Assist~~ support in the development of the agenda with the Program Governance Coordinator and the Director of Head Start/State Child Development or staff designee no later than ten (10) days prior to the meeting.
- ~~c. The Chairperson will meet with the Program Governance Coordinator to review the agenda, no later than three (3) days prior to the meeting date.~~
- ~~e.d.~~ Refrain from entering debates during the Policy Council meeting.
- ~~d.e.~~ Call the meeting to order on time, follow the agenda and have the ability to clarify the business at hand at all times.
- ~~e.f.~~ Will explain each motion as needed.
- ~~f.g.~~ May vote to break ties.
- ~~g.h.~~ May acknowledge and approve urgent matters acting on behalf of the Policy Council.
- ~~h.i.~~ Appoint members to standing committees and special committees, as necessary.
- ~~i.j.~~ Appoint members to temporarily assume duties of absent officers.
- ~~j.k.~~ In the event of resignation or termination of any Policy Council officer, the Chairperson may appoint a Policy Council representative to fill the vacancy on an interim basis until the next regular Policy Council meeting (see Article IV, Section I).

2. Vice-Chairperson

- a. The Vice-Chairperson will chair the Planning Committee.
- b. ~~The Vice-Chairperson S~~ shall act in the absence of the Chairperson or ~~whenever at~~ any time the Chairperson temporarily vacates/steps down from their position.
- c. Perform other duties as may be assigned to him/her by the Chairperson.

3. Secretary

- a. The Secretary will chair the School Readiness Committee.
- b. Call roll and maintain a record of members' attendance at Policy Council meetings.
- ~~c. Keep a record of all Policy Council minutes.~~
- ~~d-c.~~ In collaboration with staff, ~~Policy Council recorder~~ may be asked to assist with the final documentation of minutes and motions, if needed.
- ~~e-d.~~ Ensure that Policy Council members sign in when attending meetings.
- ~~f-e.~~ Perform other duties as may be assigned to him/her by the Chairperson.

4. Treasurer

- a. The Treasurer will chair the Budget & Finance Committee.
- b. Ensure a monthly Parent Activity Fund report is distributed to the Policy Council.
- c. Perform other duties as may be assigned to him/her by the Chairperson.

5. Parliamentarian

- a. The Parliamentarian will chair the Bylaws Committee.
- b. Shall be able to define the Policy Council ~~bylaws~~Bylaws and advise the Council on such, as necessary.
- c. Shall be aware of the meeting format ~~desired by the Chairperson at meetings~~ and assist in keeping within that format.
- d. Assist in preserving order during Policy Council meetings. ~~and as may be directed by the Chairperson.~~
- e. Perform other duties as may be assigned to him/her by the Chairperson.

SECTION 3. ~~Training of Officers~~Officer Training

Training will be provided by the appropriate agency staff or consultants within one (1) month of an officer's election. Training will include the functions, duties, and responsibilities of the officers. and Training may also include how to make a motion, the Ralph M. Brown Act, and Robert's Rules of Order as Newly Revised, etc. Follow-up training will be provided by agency staff or/consultants as needed.

ARTICLE V

PARENT REPRESENTATIVES TO THE HEAD START CALIFORNIA PARENT CONFERENCE AND NATIONAL HEAD START ASSOCIATION CONFERENCE

- a. Pending the annual budget, elections may take place to attend the Head Start California Parent Conference or the National Head Start Parent Conference for members who have not previously attended a training. Alternates may be selected.
- b. If a 2nd or 3rd ~~year-term~~ Policy Council Member previously attended a conference and an opening is available, they may be considered to attend.
- c. Each member will be required to provide a verbal report of their experience to the Policy Council.

ARTICLE VI

POLICY COUNCIL MEETINGS

SECTION 1. Meetings

Regular Policy Council meetings will be held monthly as determined by the Policy Council. Standing committee meetings will be held based on the committee's vote. There ~~are will be~~ no Policy Council or standing committee meetings scheduled during the month of July. ~~a~~Any matters will be heard at Executive Committee meetings, as necessary.

- a. All meetings may be conducted, but are not required, to follow the Ralph M. Brown Act or Robert's Rules of Order, newly revised.
- b. Notices of each regular meeting shall be sent to all Policy Council members at least five (5) ~~working~~ days in advance, ~~with-including~~ a copy of the agenda for the meeting and the minutes from the previous Policy Council meeting.

- c. Meetings may be conducted using a web-based and/or teleconference communication system when deemed necessary.
- d. If meeting using a web-based or teleconference communication system, all members shall have their cameras on and be visible during the meeting.
- e. If a Policy Council meeting is to be held via teleconference the conference call number and sign-in code must be provided to all members and made public.
- f. All Policy Council meetings are open to the public.
- g. The Program Governance Coordinator and Director of Head Start/State Child Development or designee will develop the agenda.

SECTION 2. Special Call Meetings

- ~~a. A special call meeting~~ may be called by the Chairperson or the Director of Head Start/State Child Development. ~~A q~~Quorum will be established at fifty percent (50%) plus one (1) of the Policy Council Executive ~~Board~~Committee.
- ~~a.~~
~~e.b.~~ Policy Council members must be notified by staff at least twenty-four (24) hours prior to a special call meeting ~~by staff~~, with an explanation of the reasons for calling the special call meeting.
- ~~d. Meetings may be conducted using a web-based and/or teleconference communication system when deemed necessary.~~
- ~~e. If a Policy Council meeting is to be held via teleconference the conference call number and sign in code must be provided to all members and made public.~~
- ~~f. All Policy Council meetings are open to the public.~~
- ~~g. The Chairperson, Program Governance Coordinator and Director of Head Start/State Child Development will meet to develop the agenda.~~

SECTION 32. Quorum

- a. A Policy Council quorum for ~~the~~conducting ~~of~~ business will consist of fifty percent (50%) plus one (1) of the ~~Policy~~Council's membership.
- b. The Policy Council may not act on any ~~item~~smatter unless a quorum is present.

ARTICLE VII VOTING RIGHTS

SECTION 1. Vote

- a. The Policy Council will vote by a show of hands or stating "aye."
- b. A Policy Council member may vote only if present at a meeting during which a vote is taken and may not vote by proxy or absentee ballot.
- ~~c.~~ A Policy Council member who is out of the room or leaves the room during the time an action item is being discussed may not return to the room and vote.
- ~~c.d.~~ A majority vote is required to approve an issue/recommendation.
- ~~d.e.~~ The Chairperson may vote only to break a tie.
- ~~e.f.~~ The Executive Committee may act and vote on behalf of the Policy Council between official Policy Council meetings if a quorum of Policy Council members cannot be met. ~~Every effort will be made via mail and phone to remind Policy Council members of meetings.~~
- ~~f.g.~~ The Chairperson, acting on behalf of the Policy Council, may acknowledge and approve urgent matters.
- ~~g.h.~~ Members joining the Policy Council meeting on a web-based or teleconference communication system will vote by a show of hands or by a verbal response to include the members' name.

ARTICLE VIII STANDING COMMITTEES

SECTION 1. Standing Committees

- a. Each Policy Council member must participate on one (1) standing committee. Policy Council members may ~~sit~~on~~participate on~~ a maximum of two (2) standing committees during the Policy Council yearterm. Standing committees shall develop written recommendations ~~and which~~ will be reflected in the committee meeting minutes and placed on the next Policy Council agenda. ~~The m~~Minutes shall be available upon request except for meetings involving discussions of agency employees or potential employees, which are deemed confidential.
 - Head Start Representative for CAPK Board of Directors - One (1) member
 - Budget and Finance-Seven (7) members
 - Planning –Seven (7) members

- Bylaws –~~Seven~~Six (~~76~~) members
- School Readiness –~~Five~~Six (~~56~~) members

- b. The Executive Committee shall be comprised of five (5) members. The Chairperson, Vice-Chairperson, Secretary, Parliamentarian, and the Treasurer of the Policy Council. The Executive Committee will determine its meeting schedule.
- c. In the event a standing committee is unable to carry out its assigned functions in a timely manner (i.e. inability to maintain membership, inability to obtain meeting quorum, etc.), the Policy Council will be responsible for all functions described in Article II.

SECTION 2. Quorum

- a. A standing committee quorum ~~of a standing committee~~ shall consist of fifty percent (50%) plus one (1) of the membership of the committee.
- b. A standing committee may not conduct business unless a quorum is present.

SECTION 3. Voting

- a. A committee member may only vote when present at a meeting during which a vote is taken and may not vote by proxy or absentee ballot.
- b. A majority vote is required to approve an issue/recommendation.
- c. A committee chairperson may vote only to break a tie.

SECTION 4. Function of the Board of Directors Representative

Policy Council members will be given the opportunity to nominate and vote for a representative of the Policy Council to be seated on the Board of Directors.

- a. The elected Policy Council member ~~will need to~~must be available to attend all monthly Board of Director's meetings ~~and as well as all~~ assigned subcommittee meetings to represent the Head Start program.
- b. The elected member will meet with the Program Governance Coordinator within five-three (53) days prior to the board meeting to review and prepare for a verbal report provided to the board.
- c. In the ~~event~~event that the current member is unable to fulfill duties as a Board ~~Representative~~Representative; the position will re-open for the election of a new representative at the following Policy Council meeting.

SECTION 5. Function of the Budget and Finance Committee

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

Work with the ~~Governing Board and~~ agency staff in developing ~~and/~~ reviewing the following for recommendation to the Policy Council for approval/~~disapproval~~:

1. 1301.3 (c)(1) in reference to section 642(2)(D)(iii) as specified in the Head Start Act. Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
2. 1301.3 (c)(1) in reference to section 642(2)(D)(iv) as specified in the Head Start Act. Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
3. 1301.3 (e) A program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.

SECTION 6. Function of the School Readiness Committee

The Secretary will chair the School Readiness Committee. The School Readiness Committee will perform the following functions:

Work with agency staff to review current ~~s~~School ~~r~~Readiness goals based on the most recent Desired Results Developmental Profile data collected during annual assessment timeframes:

1. 1301.3(c)(2) Use ongoing monitoring results, data on school readiness goals, and other information to conduct its responsibilities.
- ~~1.2. Each committee member will r~~Review current classroom curriculum studies ~~within the classroom~~

- ~~2.3. Each committee member will be given the opportunity to p~~Provide feedback based on current curriculum practice and compare to current ~~s~~School ~~r~~Readiness goals.
- ~~3.4. Each committee member will be given the opportunity to r~~Review and make recommendations to ~~current the s~~School ~~r~~Readiness goals ~~as needed or~~ on an annual basis.

SECTION 7. Planning Committee

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

~~Work with the Assistant Director Program or designee, agency staff, Policy Council, and the Governing Board to E~~nsure that ~~Policy Council~~ members are aware of established ~~agency time frames lines~~ and procedures for program planning. ~~and work with agency staff in developing and reviewing the following for recommendation to the Policy Council for approval:-~~

~~The following Governance responsibilities are cited from the Head Start Program Performance Standards 1301.3 Policy Council in reference to the Head Start Act, as amended 642(2)(D)(i-iv)(vi)~~

1. ~~1301.3(c)(1) in reference to §642(2)(D)(i) of the Head Start Act.~~ Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
2. ~~1301.3(c)(1) in reference to §642(2)(D)(ii) of the Head Start Act.~~ Program recruitment, selection and enrollment priorities.
3. ~~1301.3 in reference to §642(2)(D)(iii) of the Head Start Act.~~ Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
- ~~4. (iv) Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.~~
- ~~5.4. (vi) Program personnel policies and decisions regarding the employment of program staff, consistent with paragraph(1)(E)©(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.~~

SECTION 8. Bylaws Committee

The Parliamentarian will chair the Bylaws Committee. The Bylaws Committee will perform the following functions: ~~1301.3(c)(1) Policy Council is responsible for activities specified at section 642(2)(D)(v)(vii) of the Head Start Act.~~

4. ~~1301.3(c)(1) as referenced in §642(2)(D)(v) of the Head Start Act.~~ Bylaws for the operation of the policy council.
 - ~~2.1. 1301.3(c)(1) as referenced in §642(2)(D)(vii) of the Head Start Act.~~ Developing procedures for how members of the policy council of the Head Start agency will be elected.
 - ~~3.2.~~ Review and recommend changes to the bylaws.
 - ~~4.3.~~ Interpret the bylaws when questions arise.
 - ~~5.4.~~ Ensure amendments are rewritten into the bylaws on an annual basis.

SECTION 9. Ad Hoc Committees

Ad hoc committees will be formed for a specific case, situation or purpose when deemed necessary. Representatives may volunteer or will be appointed by the Chairperson.

ARTICLE IX REIMBURSEMENT OF EXPENSES

Policy Council members ~~and including~~ Community Representatives shall be entitled to reimbursement for childcare and/or transportation expenses, as outlined in the agency's Program Governance Reimbursement Policy.

ARTICLE X DISCIPLINARY ACTION

SECTION 1. Definition

Disciplinary action is designed to correct and/or abate any inappropriate actions made by Policy Council members. Disciplinary action may result from a concern, problem, complaint, or grievance brought against Policy Council members. Disciplinary action is applicable to all Policy Council members.

SECTION 2. Inappropriate Actions

Inappropriate actions shall include:

- a. Violation(s) of the Policy Council Bylaws.
- b. Violation of ~~c~~Center and/or Policy Council chain of command regarding concerns, problems, or complaints.
- c. Personal misconduct when representing the Policy Council or Community Action Partnership of Kern.
- d. Falsification of or making material omissions on forms, records, or reports.
- e. Actual or threatened physical violence toward another employee, client, child, or parent.
- f. Possessing or bringing firearms, weapons, illegal drugs, or chemicals onto agency property, including vehicles.
- g. Using, possessing, or being under the influence of alcohol or controlled substances, as defined by law, while conducting Policy Council business or on agency property.
- h. Theft, unauthorized use, and possession or removal of Head Start or agency funds, property, records, or other materials or items belonging to another employee or client.
- i. Destroying or damaging Head Start, employee, or client property or records.
- j. Violating safety rules or practices or engaging in conduct which ~~that~~ creates a safety or health hazard.
- k. Unauthorized disclosure of confidential information about the agency or any of its clients to the news media or the general public. Any disclosure of confidential client information to anyone, including other employees (refer to "Oath of Confidentiality").
- l. Smoking or vaping on agency property, in buildings and/or vehicles.
- m. Engaging in unlawful activity.
- n. Directly or indirectly engaging in outside business or financial interests or activities which conflict in any way with the interest of the agency.
- o. Sexual harassment or other unlawful harassment of an employee, Policy Council or Governing Board member, parent, or community representative.
- p. Inciting conflict or hostilities.
- q. Bringing false accusations to the Policy Council or any of its committees.
- r. Slanderous or libelous remarks against members of the Policy Council, Board of Directors, parents or agency staff or clients.
- s. Failure to respect and promote the unique identity of each child and family and refrain from stereotyping based on gender, race, ethnicity, culture, religion, sexual preference, or disability.

SECTION 3. Disciplinary Action Process

Disciplinary actions may be initiated by submitting a **written statement** to the Director of Head Start/State Child Development, Program Governance Coordinator, and/or the Policy Council Chairperson. The written statement shall identify the inappropriate actions (see Article X, Section 2.) Written statements must be submitted within ten (10) working days following the occurrence. An acknowledgment of receipt shall be made within five (5) working days by the Director of Head Start/State Child Development or designee.

SECTION 4. Recommendations

The Policy Council member in question shall receive a copy of the written allegations concerning his/her actions and shall be given an opportunity to discuss the statement with the Chairperson and the Director of Head Start/State Child Development or designee prior to any action being taken. The Chairperson will respond to the Policy Council in one (1) or more of the following ways:

- a. Recommend that the involved parties discuss the issues and work toward a resolution.
- b. Provide a written recommendation to the involved parties outlining corrective action to be taken.
- c. Recommend termination by the Policy Council.
- d. Dismiss the allegation as unfounded or not within the responsibility of the Policy Council.

The Policy Council's final vote will remain in effect for subsequent years.

ARTICLE XI CONCERNS, PROBLEMS, AND COMPLAINTS

SECTION 1. Definition

- a. **Concerns.** Concerns shall be defined as any issue about which there is an interest, uncertainty, or apprehension relevant to the Community Action Partnership of Kern's Head Start/State Child Development Program (see Section 3.)
- b. **Problems.** Problems shall be defined as any issue about which there is a question raised for inquiry, consideration, or solution relevant to the Community Action Partnership of Kern's Head Start/State Child Development Program (see Section 3.)
- c. **Complaints.** Complaints shall be defined as a formal written allegation against a person or organization relevant to the Community Action Partnership of Kern's Head Start/State Child Development Program.

SECTION 2. Who May Bring Concerns, Problems, and Complaints to the Policy Council?

Any member of the general community and Policy Council members may bring concerns, problems and/or complaints to the Policy Council through appropriate channels. Complaints shall follow an established protocol for communication. Concerns are to be reviewed, investigated as necessary, and recommendations presented to the Policy Council by the Director of Head Start/State Child Development.

SECTION 3. Concerns, Problems, and Complaints

- a. Appropriate channels for General Community:
 1. Submit in writing and addressed to the Policy Council Chairperson Program Governance Coordinator and/or attend a Policy Council meeting. If a person from the community would like to speak to the Policy Council, they will have five (5) minutes to inform the Council. A person from the community must submit in writing, within ten (10) working days, the concern or complaint they are having with Community Action Partnership of Kern's Head Start/State Child Development Program.
 2. The Policy Council Executive Committee will respond within ten (10) working days to the concern or complaint.
 3. If the Policy Council Executive Committee cannot resolve the concern or complaint, it will be sent to Head Start Administration for resolution. ~~Board of Directors will make a final decision on an as needed basis.~~
- b. Appropriate channels for Policy Council ~~Members~~ Representatives:
 1. Submit in writing or talk to speak with the Program Governance Coordinator. If ~~you~~ support is needed help in submitting the concern or problem in writing, assistance can be obtained from the Program Governance Coordinator.
 2. The Program Governance Coordinator, ~~and/or~~ Director of Head Start/State Child Development Director, or designee will contact the Policy Council Representative within ten (10) working days.

ARTICLE XII IMPASSE

SECTION 1. Procedure for Resolution of Impasse between the Governing Body and Policy Council

The Policy Council and Community Action Partnership of Kern Board of Directors shall follow the arbitration process outlined in Head Start Performance Standards 1301.6(b)(c).

1. (b) If the agency's decision-making process does not result in a resolution and an impasse continues, the governing body and policy council must select a mutually agreeable third-party mediator and participate in a formal process of mediation that leads to a resolution of the dispute.
2. (c) For all programs except American Indian and Alaskan Native programs, if no resolution is reached with a mediator, the governing body and policy council must select a mutually agreeable arbitrator whose decision is final.

ARTICLE XIII PARLIAMENTARY AUTHORITY

The Policy Council has adopted Robert's Rules of Order as parliamentary authority, however, retains the power to deviate from this formal structure when considered necessary by the Policy Council Chairperson, Parliamentarian or Staff Sponsors.

Responsibility

The Program Governance Coordinator will be responsible for implementing this policy and tutoring all staff who require ~~need~~ the knowledge and skills necessary to assist in implementation.

ARTICLE XIV AMENDMENT TO THE BYLAWS

These bylaws may be amended by sending a copy of the proposed amendments to each Policy Council member at least five (5) working days before the meeting. The Policy Council will conduct a first reading of the proposed amendment. The Policy Council may debate/discuss and revise any amendment. A vote for adoption of the amendments must be approved by fifty percent (50%), plus one (1) of the members present at the Policy Council meeting.