



**Community Action Partnership of Madera County, Inc.
Board of Directors Meeting**

Agenda

**Thursday, September 11, 2025
CAPMC Conference Room 1 / 1a
1225 Gill Avenue
Madera, CA 93637
5:30 pm**

Supporting documents relating to the items on this agenda that are not listed as “Closed Session” are available for inspection during the normal business hours at Community Action Partnership of Madera County, Inc., 1225 Gill Avenue, Madera, CA 93637. Supporting documents relating to the items on the agenda that are not listed as “Closed Session” may be submitted after the posting of the agenda and are available at Community Action Partnership of Madera County, Inc. during normal business hours. Please visit www.maderacap.org for updates.

CALL TO ORDER BOARD OF DIRECTORS

ROLL CALL – Kelly Ryan

PLEDGE OF ALLEGIANCE – Judge Eric LiCalsi, *Chairperson*

A. PUBLIC COMMENT

The first ten minutes of the meeting are reserved for members of the public to address the Board of Directors on items of interest to the public that are within the subject matter jurisdiction of the agency. Speakers shall be limited to three minutes. Attention is called to the fact that the Board is prohibited by law from taking any action on matters discussed that are not on the agenda, and no adverse conclusion should be drawn if the Board does not respond to the public comments at this time.

B. ADOPTION OF THE AGENDA

B-1 ADDITIONS TO THE AGENDA: Items identified after posting the Agenda for which there is a need to take immediate action and cannot reasonably wait for the next regularly scheduled Board meeting. Two-third vote, or unanimous vote if quorum is less than full board, required for

consideration. (Government code 54954.2(g) (2)) Any items added to the agenda will be heard following all Discussion/Action Items (Section E).

B-2 ADOPTION OF AGENDA: Adoption of agenda as presented or with approved additions.

C. TRAINING/ADVOCACY ISSUES

CAPMC's Head Start's and the Child & Adult Care Food Program (CACFP)

D. CONSENT ITEMS

All items listed under the Consent Calendar are considered to be routine and will be enacted by one motion. For discussion of any Consent Item, it will be made a part of the Discussion Items at the request of any member of the Board or any person in the audience.

D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – August 14, 2025.

D-2 Review and consider approving the Minutes for the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – August 12, 2025

D-3 Review and consider approving the Minutes for the Madera Regional & Early Head Start Policy Council Committee Meeting – July 3, 2025

D-4 Review and consider approving the Minutes for the Fresno Migrant and Seasonal Head Start Policy Council Committee Meeting – August 13, 2025

D-5 Review and consider accepting the Community West Bank and Bank of America Credit Card Statements:

- August and September 2025

D-6 Review and consider accepting the America Express and All Other Credit Card Statements:

- March, May, June, and August 2025

D-7 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:

- In-Kind Report – July 2025
- CACFP Program Report – July 2025

D-8 Review and consider approving the following **Madera Regional Head Start** Reports:

- In-Kind Report – July 2025

D-9 Review and consider approving the following **Madera Regional Early Head Start** Report:

- In-Kind Report – July 2025

D-10 Review and consider approving the following **Fresno Migrant and Seasonal Head Start** Reports:

- Monthly Enrollment Report – August 2025
- In-Kind Report – July 2025
- CACFP Program Report – July 2025

- D-11 Review and ratify the CACFP 2025-26 Renewal Agreement to continue participation in the CACFP program. Budget attached.
- D-12 Review and consider approving the 2025-2026 Bylaws for the Fresno Migrant Seasonal Head Start Policy Committee.
- D-13 Review and consider approving the 2025-2026 Reimbursement Policy for the Policy Council Members representing Madera Regional and Early Head Start program.
- D-14 Review and consider approving the 2024-2025 Madera Regional and Early Head Start Planning Process Policy/Procedure and Calendar.
- D-15 Review and consider approving the Suspension and Expulsion Procedure for the Madera Migrant/Seasonal Head Start Program.
- D-16 Review and consider approving the 2025-2026 Bylaws for the Madera Migrant Seasonal Head Start Policy Committee.
- D-17 Review the Child Care Alternative Payment and Resource & Referral Program Report for September 2025. (Informational Only).
- D-18 Review the Community Services Program Report for August 2025. (Informational Only).
- D-19 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for August 2025. (Informational Only).
- D-20 Review the Victim Services Report for September 2025. (Informational Only).
- D-21 Review the Madera County Child Advocacy Center Report for August 2025. (Informational Only).

E. DISCUSSION ITEMS

- E-1 Review and consider approving the 2024-2025 Fresno Migrant Seasonal Head Start Self-Assessment Results.
- E-2 Review and ratify the 2025 One-Time Supplemental Funding for Nutrition and Healthy Eating for Fresno Migrant Seasonal Head Start Program.
- E-3 Review and ratify the 2025 One-Time Supplemental Funding for Nutrition and Healthy Eating for Madera Head Start & Early Head Programs.
- E-4 Review and ratify the 2025 One-Time Supplemental Funding for Nutrition and Healthy Eating for Madera Migrant Seasonal Head Start Program.

F. ADMINISTRATIVE/COMMITTEE REPORTS TO THE BOARD OF DIRECTORS

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – September 2025
- F-4 Financial Statements – July and August 2025

- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – August 2025
- F-7 CAPMC Board of Directors Attendance Report – July 14, 2025
- F-8 Staffing Changes Report for August 7, 2025 – September 3, 2025

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 Correspondence from Office of Head Start regarding the approval of a new Chief Fiscal Officer, Donna Tooley.
- H-2 Flyer from Victim Services regarding the 23rd Annual Soup Bowl Event for Domestic Violence Awareness on October 24, 2025.
- H-3 Engagement agreement dated August 5, 2025 by and between CAPMC and Russell K. Ryan, esq.

I. ADJOURN

I, Kelly Ryan, Executive Director Support / Grant Management and Compliance Administrator, declare under penalty of perjury that I posted the above agenda for the regular meeting of the CAPMC Board of Directors for August 11, 2025, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on August 5, 2025.

Kelly Ryan

Executive Director Support / Grant Management and Compliance Administrator

FOOD PROGRAM REQUIREMENTS

CAPMC's Head Start's and the Child & Adult Care Food Program (CACFP)



Head Start and CACFP Programs

Head Start

- Nutrition Education
 - *Food Experiences (optional)
 - * IMIL- I Am Moving I Am Learning
- Low in fat, sugar, salt and high in nutrients
- Identification of Nutritional Needs
- Assessment of (height , weight, and Hgb.)
- Dental Hygiene
- Family Style Meal Service
- Special Meals
- Safety and Sanitation

CACFP

- Civil Rights Compliance
- Meal Reimbursement
- Point of Service Meal Counts
- Paperwork completed by Food Service
 - Menu Production Records
 - Transport Logs
 - Inventories
 - Record Temperatures
 - Safety and Sanitation Records
 - Cost Control Records
- Meal Patterns
- Meal Spacing & Serving Times
- Special Meals
- Safety and Sanitation

Nutrition Services & Philosophy

- Follow Head Start and CACFP Regulations
- Meet Nutritional Guidelines USDA
- Learn Healthy and Lifelong Habits
- Provide Safe Meals
- Promote Dental Hygiene

CAPMC has 3 Menus Following CACFP Regulations

- Infant
 - 6 weeks to 1st birthday
 - Feed on demand and follow infant's cues using CACFP
- Toddler
 - 1st year to 2nd birthday
 - Very similar to Pre-School with texture modification and unflavored whole milk
- Pre-School
 - 2nd plus years old until transiting to kinder
 - CACFP and unflavored 1% milk



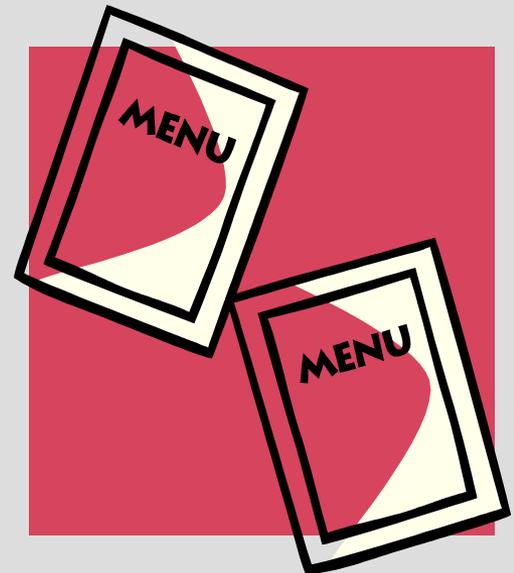
Program Kitchen/Food Service



- Madera Regional
 - Central kitchen in Madera with food transported to all centers serving breakfast and lunch to full-day and one part-day center breakfast/lunch and lunch/snack.
 - Central kitchen in Chowchilla with food transported to Fairmead serving both full-day sites breakfast and lunch.
 - Contract with Chawanakee School Districts serving North Fork a breakfast and lunch and a contract with Bass Lake School District serving Oakhurst breakfast and lunch.
- Madera Migrant
 - Central kitchen in Madera with food transported to all centers serving breakfast, lunch and snack.
- Fresno Migrant
 - Cooks prepare at their own centers breakfast, lunch, and snack.

How are Menus Developed?

- Parent surveys
- Staff can complete surveys
- Nutrition Specialist's
- Health Advisory Committee
- Registered Dietician





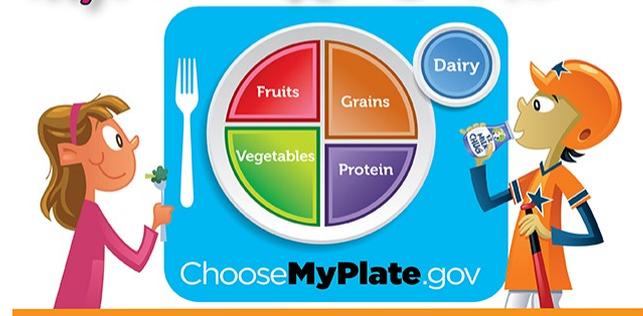
Menus

What the Registered Dietitian approves?



- Provides $\frac{1}{2}$ to $\frac{2}{3}$ daily requirements for full-day programs and $\frac{1}{3}$ daily requirements for part-day programs
- Low in fat, sugar, salt & high in nutrients
- Vitamin C, Iron, Calcium and a whole grain rich-daily
- Vitamin A – 3 x each week

MyPlate Kids' Place



Meal Pattern Requirements will be...

- **Breakfast**

- Milk
- Vegetable, Fruit or Both
- Whole grain or enriched grain/bread

- **LUNCH**

- Milk
- Vegetable= ¼ Cup
- Fruit= ¼ cup
- Whole-grain or enriched grain/bread
- Meat or meat alternate

- **Snack- Two of the following components (must be in different groups)**

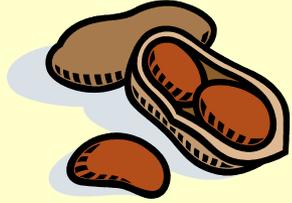
- Milk
- Vegetable=1/2 Cup
- Fruit=1/2 Cup
- Whole grain or enriched grain/bread
- Meat or meat alternative



Mealtime Requirements

- Mealtimes must be posted and followed
 - Following spacing guidelines
- Point of Service Meal Count
- Family Style Mealtime
- USDA Meal Patterns
- Posted Menus





Special Needs

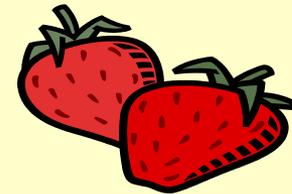
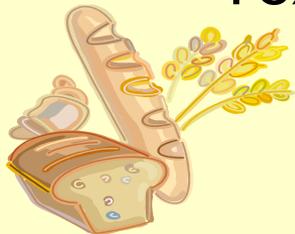
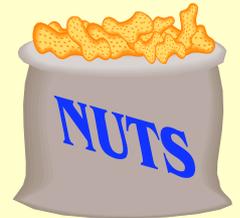


- 2 Special Meal Forms.....
 - #1-Allergies and Disabilities
 - #2-Parental Request For A Fluid Milk Substitution & Non-Medical Meal Plans

* Must follow specific guidelines

Documentation & Posting Documents

- Age - Appropriate may differ among children
 - Texture Modification



Community Action Partnership of Madera County

Weekly menu of: April 28-30, 2025 & May 1-2, 2025



	Component	SVG Size	Monday	Tuesday	Wednesday	Thursday	Friday
BREAKFAST	Grains	.5 oz eq	<i>Cold Cereal or Hot Cereal</i>	WGR Bagel	Cooks Choice / Parent Suggestion Day	WGR Pancakes	WGR Quinoa
	Fruit/Vegetable	½ C	Pears	Pineapple		Blueberries	Peaches
	Fluid Milk	¾ C	Milk	Milk		Milk	Milk
	Meat/MA	1 oz		Yogurt			“Southwest Scramble” Egg & Tofu
	Extra			Cream Cheese		Fresh fruit puree	Mixed Bell peppers
LUNCH	Grains	.5 oz eq	WGR Pita	WGR Brown Rice	Cooks Choice / Parent Suggestion Day	WGR Chips	WGR Tortilla
	Fruit	¼ C	Peaches	Banana		Pears	Melon
	Vegetable	¼ C	Carrots & Celery	Peas		Cabbage	Cucumbers
	Fluid Milk	¾ C	Milk	Milk		Milk	Milk
	Meat/MA	1.5 oz, ¾ egg, 3/8 C, ¾ C, ¾ oz, 3 Tbsp	“Sandwich” Turkey & Cheese	“Baked Teriyaki Chicken”		“Pozole” Pork	“Burrito” Bean & Cheese
	Extra		Dip			Lemon	
SNACK	Grains	.5 oz eq	Cracker		Cooks Choice / Parent Suggestion Day		Graham Crackers
	Fruit	½ C		Oranges			Banana
	Vegetable	½ C				Celery & Cherry Tomatoes	
	Fluid Milk	½ C					
	Meat/MA	.5 oz, ½ egg, 1/8 C, 1 Tbsp, 2 oz	Yogurt	Hard Boiled Egg		String Cheese	
	Extra			Lemon & Tajin		Ranch Dip	Peanut Butter

SUBSTITUTION NOTES:



Age 1 serve unflavored whole milk
Ages 2-5 serve unflavored 1% or 0% milk



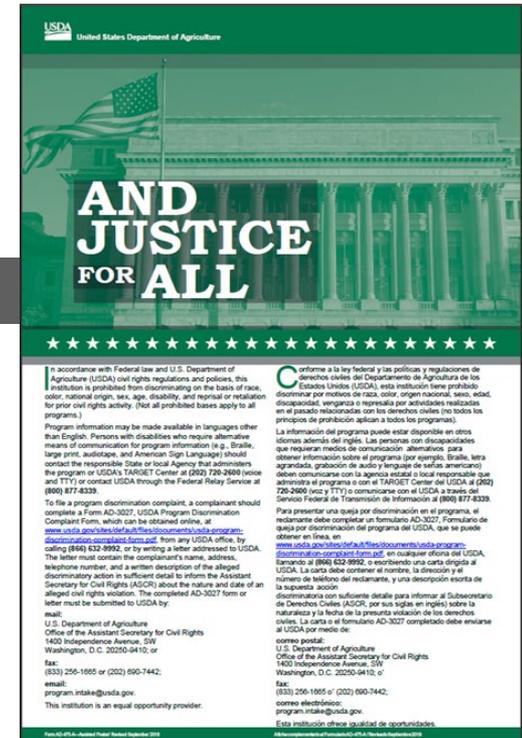
At least one grain component per day must be whole grain-rich (WGR)



Menu sub must be posted
Drinking water must always be available

GOALS OF CIVIL RIGHTS

- Collect and use data
- Effective methods of public notification
- Complaint procedures
- Compliance review techniques
- Resolution of noncompliance
- Requirements for reasonable accommodation of person with disabilities
- Requirements for language assistance
- Conflict resolution
- Customer service



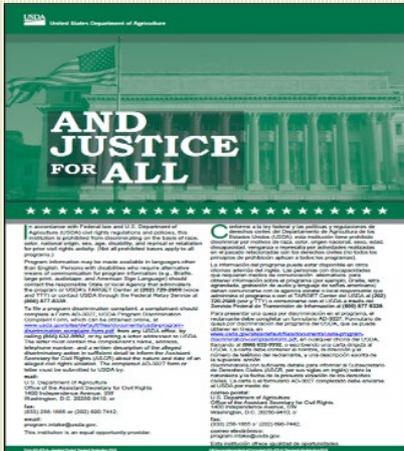
Collection & Use of Data

- Agencies are required to collect and report racial and ethnic data annually. This information is submitted through the CNIPS during the annual update process.
- Data is collected on our enrollment forms for each program.

Public Notification 4 Methods

1. Media Release

2. And Justice for All Poster



Nondiscrimination Poster Posted

- Administrative Area
- Each site in a central and visible in the food service area's
- 11 inches by 17 inches

USDA Nondiscrimination Statements 3 & 4

3. Long Version:

- “In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202)720-6382 (TTY).

USDA is an equal opportunity provider and employer.”

4. Short Version: (page size and font size)

- “This institution is an equal opportunity provider.”

Agency's Complaint Procedures

- Have a written procedure-use Nutrition Services Division's Civil Rights Complaint documents
 - Complaints can be written, verbal, or anonymous statement's alleging discrimination based on one or more of the six protected bases: *race, color, national origin, sex, age, or disability*.
 - All complaints must be forwarded to USDA within 180 days by either by mailing, faxing, or emailing.
 - Agency must log the complaint, if not anonymous, with the name, address, contact number, location, and nature of complaint.

COMPLAINT PROCEDURES

Customer Service



Be aware of the bases for which complaints may be filed: race, color, national origin, age, sex, and disability

- ✓ **Never discourage groups or individuals from filing complaints or from voicing allegations of discrimination.**
 - ✓ **Treat everyone equally**
 - ✓ **Be knowledgeable of rights and responsibilities**
 - ✓ **Evaluate any barriers that prevent or deter anyone from receiving benefits, then eliminate those barriers**
 - ✓ **Be respectful and patient**

- ✓ **Remember the Agency's Complaint Coordinators can help with complaints.**

Civil Rights Coordinator's

CAPMC's
Coordinator's

Tammy McDougald,
CACFP Nutrition
Specialist
559-507-8033

Irene Yang, CAPMC
Human Resources
Director
559-675-5766

Coordinator Duties

- Ensure our agency complies with USDA civil rights requirements
- Maintaining documentation
- Special Meal are made available
- Help with language translation if needed for a complaint
- Collect ethnic and racial data
- Make sure training is done and done correctly
- Maintain the complaint log
- Ensure Public Notification is taking place

REASONABLE ACCOMMODATIONS

INSURE ACCESS FOR PEOPLE WITH DISABILITIES!

- **Parking lot, entrances & exits, halls, elevators, rest rooms, sign language interpreters, Braille signage, service animals**
- **Alternative arrangements for service**
- **If equipment is needed will supply or help to acquire**

LANGUAGE ASSISTANCE

- **People with limited English proficiency will need to be served in other languages**
- **Outreach in other languages is important**
- **Generally, service must be provided-flexibility in how it is provided**
 - **Example- Menus**

RESOLUTION OF NONCOMPLIANCE



CORRECTIVE ACTIONS:

- Cease inappropriate actions
- Institute appropriate procedures
- Avoid repeating the situation

**FAILURE/REFUSAL CAN RESULT IN
LOSS OF FEDERAL ASSISTANCE
FROM ALL FEDERAL SOURCES!**

Family Style Eating



- Family Style Meal Service Checklist
- Making Mealtimes Pleasant
- Division of Responsibility
 - Adults: what, when, where
 - Children: how much, whether
- Note: Food is not to leave the center.
Food is also never brought in during school hours without prior approval and then the food has to be from a licensed facility.



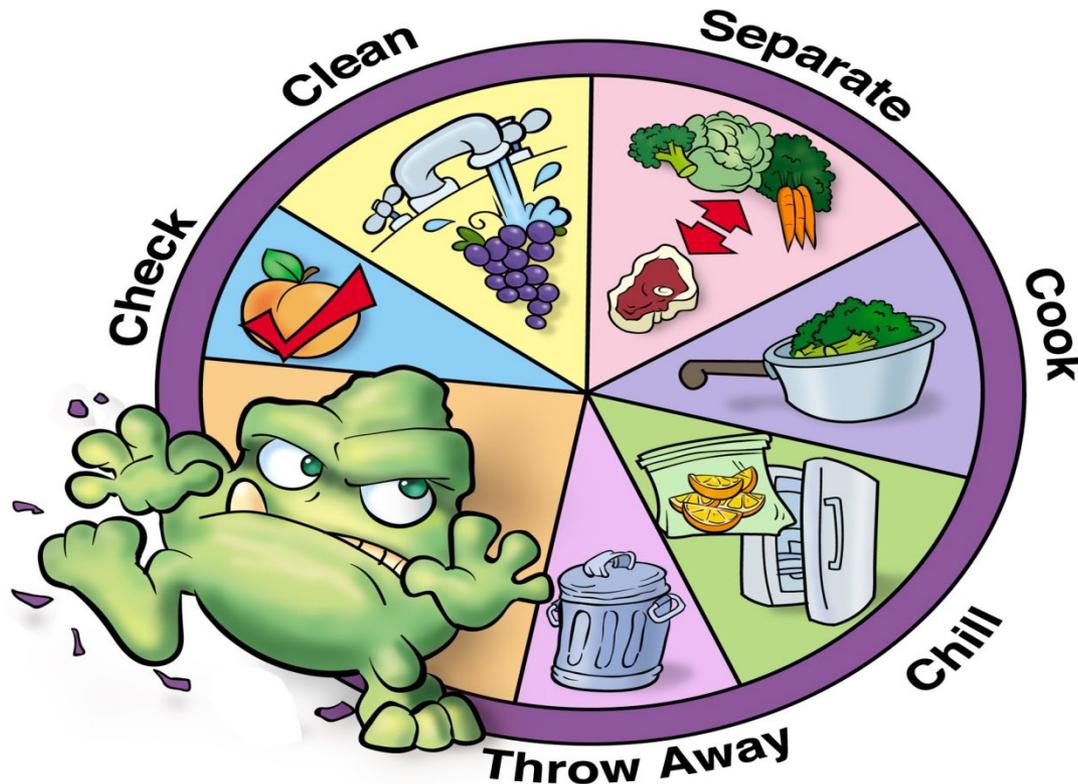
Nutrition Activities

- IMIL= I Am Moving I Am Learning- **Daily**
 - Structured Infants-safe settings Toddlers-accumulate 30min.
Preschooler- accumulate 60 min.
 - Unstructured Toddlers and Preschoolers- accumulate 60 min.
- Food Experiences-Toddler & Preschool-
(optional)
- Nutrition Activity's- **Every other week**
- Education in the Classrooms- **Always**
With books, puzzles, games & be creative in all the areas☺



Food Safety

Nutrition Specialist and Cooks are ServSafe Certified & Food Service, Site Supervisor's and Center Director's have a Food Handlers Certificate



Head Start & CACFP

Questions?



COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
August 14, 2025
1225 Gill Ave, Madera, CA 93637

ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:30 p.m. by Chairperson Judge Eric LiCalsi

Members Present

Chairperson Judge Eric LiCalsi
Vice-Chairperson David Hernandez
Secretary/Treasurer Sheriff Tyson Pogue
Deborah Martinez
Chairwomen Supervisor Leticia Gonzalez
Councilmember Steve Montes
Councilmember Jeff Troost
Debi Bray
Donald Holley
Richard Gutierrez
Diana Palmer
Molly Hernandez

Members Absent

Otilia Vasquez
Martha Garcia
Aurora Flores

Personnel Present

Mattie Mendez
Donna Tooley
Leticia Murillo
Marissa Estrada
Kelly Ryan

Public – Others Present

None

A. PUBLIC COMMENT

Board Member Donald Holley shared that the Second Missionary Baptist Church is hosting a service at the McNally Park on Sunday August 17, 2025, at 10:45 am.

B. ADOPTION OF THE AGENDA

ADDITIONS TO THE AGENDA: Items identified after posting of the Agenda for which there is a need to take immediate action and cannot reasonably wait for the next regularly scheduled Board meeting. Two-thirds vote, or unanimous vote if quorum is less than full board, required for consideration. (Government Code 54954.2(g) (2)) Any items added to the agenda will be heard following all Discussion/Action Items (Section E).

ADOPTION OF THE AGENDA: Adoption of the agenda.

Motion: APPROVED AS PRESENTED

Moved by Donald Holley, Seconded by Molly Hernandez

Vote: Carried Unanimously

Board Member Deborah Martinez entered the room.

C. TRAINING/ADVOCACY ISSUES

Head Start Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)
Marissa Estrada, ERSEA Specialist

Board Member Chairwomen Supervisor Leticia Gonzalez entered the room.

D. BOARD OF DIRECTOR'S CONSENT CALENDAR

All items listed under Consent Calendar are considered to be routine and will be enacted by one motion. For discussion of any Consent Item, it will be made a part of the Discussion Items at the request of any member of the Board or any person in the audience.

- D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – July 10, 2025.
- D-2 Review and consider approving the Minutes for the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – July 8, 2025
- D-3 Review and consider approving the Minutes for the Fresno Migrant and Seasonal Head Start Policy Council Committee Meeting – July 9, 2025
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
 - July 2025
- D-5 Review and consider accepting the America Express and All Other Credit Card Statements:
 - March, May, and July 2025
- D-6 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:
 - In-Kind Report – June 2025
 - Program Information Report – June 2025
 - CACFP Program Report – June 2025
- D-7 Review and consider approving the following **Fresno Migrant and Seasonal Head Start** Reports:
 - Monthly Enrollment Report – July 2025
 - In-Kind Report – June 2025
 - CACFP Program Report – June 2025
- D-8 Review and approve the Fresno Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards.
- D-9 Review and consider approving the Suspension and Expulsion Procedure. The procedure will provide guidance for staff on the process to follow when a child is having challenging behaviors in the classroom.
- D-10 Review and consider approving the Madera Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards.
- D-11 Review and consider approving the 2025-2026 Madera Migrant/Seasonal Head Start program process for conducting the self-assessment.

- D-12 Review and consider approving CAPMC Migrant/Seasonal Head Start in Collaboration with California Department of Social Services, Migrant Child Care and Development 2025-2026 Program Philosophy, Goals and Objectives and Parent Handbook.
- D-13 Review and approve the Child Care Alternative Payment Program - Parent & Provider Handbook of Written Policies for Fiscal Year 2025-2026.
- D-14 Review the Child Care Alternative Payment and Resource & Referral Program Report for August 2025. (Informational Only).
- D-15 Review the Community Services Program Report for July 2025. (Informational Only).
- D-16 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for July 2025. (Informational Only).
- D-17 Review the Victim Services Report for June 2025. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Councilmember Steve Montes

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

- E-1 Staff proposes that the Board of Directors review the Insurance Brokerage Requests for Proposals that were submitted and accept the recommendation from the Evaluation Committee. (Results from the Evaluation Committee will be provided during the meeting)**

Donna Tooley, Chief Financial Officer, presented regarding the Insurance Brokerage Request for Proposals and the recommendation from the Evaluation Committee. The Evaluation Committee reviewed and scored timely received proposals. The highest scoring proposal, based on the criteria provided and requirements, was Seabury, Copland & Anderson Insurance Agency, with 71.20 points. The Evaluation Committee recommends continuing to utilize Seabury, Copland & Anderson Insurance Agency.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Chairwomen Supervisor Leticia Gonzalez

AYES: Chairperson Judge Eric LiCalsi, Vice-Chairperson David Hernandez, Secretary/Treasurer Sheriff Tyson Pogue, Deborah Martinez, Chairwomen Supervisor Leticia Gonzalez, Councilmember Steve Montes, Councilmember Jeff Troost, Donald Holley, Richard Gutierrez, Diana Palmer, and Molly Hernandez.

ABSTAIN: Debi Bray

Vote: Carried by Majority Vote

Board Member Debi Bray left the meeting.

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – August 2025
- F-4 Financial Statements – May, June, and July 2025
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – July 2025
- F-7 CAPMC Board of Directors Attendance Report – July 10, 2025
- F-8 Staffing Changes Report for July 1, 2025 – August 6, 2025

Adjourn to Closed Session at 5:56 PM.

G. CLOSED SESSION

Closed Session – Public Employee Performance Evaluation & Compensation Review
Title: Executive Director
(Pursuant to Government Code 54957)

Reconvene to Public Session at 6:24 PM.

H. CORRESPONDENCE

- H-1 Correspondence from Administration for Children and Families regarding One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families

I. ADJOURN

Chairperson Judge Eric LiCalsi, adjourned the Board of Directors Meeting at 6:25 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, seconded by Chairwomen Supervisor Leticia Gonzalez

AYES: Chairperson Judge Eric LiCalsi, Vice-Chairperson David Hernandez, Deborah Martinez, Chairwomen Supervisor Leticia Gonzalez, Councilmember Steve Montes, Councilmember Jeff Troost, Donald Holley, Richard Gutierrez, Diana Palmer, and Molly Hernandez

ABSTAIN: Secretary/Treasurer Sheriff Tyson Pogue

Vote: Carried by Majority Vote

Community Action Partnership of Madera County
Madera Migrant/Seasonal Head Start Policy Committee Meeting
Tuesday, August 12, 2025

Minutes

The Madera Migrant/Seasonal Policy Committee called to order at 5:30 p.m. by Yadira Alvarado.

Committee Members Present

Yuritsi Ortiz
Crecencia Vazquez
Juana Perez Lopez
Yadira Alvarado
Mayra Espíndola
Ramon garcia
Erica Coreas

Committee Members Absent

Kevin Castillo
Bernarda Rodriguez

Personnel Present

Maritza Gomez-Zaragoza, Program Director
Maribel Aguirre, Parent and Governance Specialist
Jennifer Casillas, Program Technician
Olga Moreno, Area Manager

A. Public Comment

Ms. Aguirre mentioned A QR code was provided for the parents that was not in their packet, and a copy of the new agenda with minor grammar changes was attached.

B. Training

CLASS – Mrs. Moreno went over a presentation about CLASS she mentions that this instrument is used in the classroom to observe interactions between the child and teacher. CLASS was made to better the dynamic in the classroom for overall education emotional well-being.

Mrs. Moreno asked if there were any further questions. No questions.

C. Adoption of the Agenda

C-2 Yadira Alvarado asked for a motion to approve the agenda as presented. Motion made by Erica Coreas, second motion by Yuritsi Ortiz to approve the agenda as presented. The motion approved unanimously.

D. Adjourn to Closed Session - None

E. Approval of Minutes

E-1 – Yadira Alvarado requested a motion to approve the minutes of the meeting on July 8, 2025. Motion made by Juana Perez, seconded motion by Crecencia Vazquez to approve the minutes of the meeting. The motion approved unanimously.

F. Discussion / Action Items –

F-1 Review and consider approving the 2025-2026 Bylaws for the Madera Migrant Seasonal Head Start Policy Committee– Ms. Aguirre asked for any feedback or questions regarding the packet that was given last month. No other questions. Erica Coreas made the first motion, seconded by Juana Perez Lopez. Motion carried Unanimously.

F-2 Review and consider approving the Madera Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards – Ms. Gomez-Zaragoza goes over the No Fee Policy and states that Head Start cannot charge the families for any services and to report if anyone is charging them. Ramon Garcia made the first motion, seconded by Yuritsi Ortiz. Motion carried unanimously.

F-3 Review and consider approving the 2025-2026 Madera Migrant/Seasonal Head Start program for conducting the self-assessment – Ms. Gomez-Zaragoza states that Head Start will be audited on September 2nd 2025 to make sure everything is in compliance once they finish the report will be shared at the PC meeting. Crescencia Vasquez made the first motion, seconded by Ramon Garcia. Motion carried unanimously.

F-4 Review and consider approving CAPMC Migrant/Seasonal Head Start in collaboration with California Department of Social Services, Migrant Child Care and Development 2025-2026 Goals and Objectives and Parent Handbook. – Ms. Gomez-Zaragoza goes on to mention that this handbook goes over all the programs and services that are available to the families of Head Start. Yuritsi Ortiz made the first motion, seconded by Erica Coreas. Motion carried unanimously.

G. Administrative Reports

G-1 Staffing Changes (June & July 2025)- Ms. Aguirre reviewed the staffing changes for the month of June and July. No questions asked.

G-2 Bank of America Credit Card Account Statement – Agency and other credit cards: (March & July 2025) – Ms. Aguirre reviewed the charges for the month. There were no questions about the charges.

G-3 Budget Report (June 2025) – Ms. Aguirre reviewed the budget. No questions asked.

G-4 In-kind Report (June 2025) – Ms. Aguirre reviewed the In-kind percentage. She answered, questions regarding how In-Kind is accumulated and how parents can help.

G-5 CACFP Monthly Report (June 2025) – Ms. Aguirre reviewed CACFP report for the month of June and parents did not have any questions about the report.

G-6 PIR Program Information Monthly Report (June 2025) – Ms. Aguirre reviewed the PIR report. The parents talked about physicals and how their provider is charging them to fill out their paperwork. Ms. Aguirre mentions that the first time

they go for physicals sure they take the necessary paperwork needed the first time they go so they do not get charged extra. We hope to improve this misunderstanding.

H. Policy Committee Members Reports

H-1 Center Reports – Juana Perez (SV) She mentioned that there is a child with an amputee and the kids keep mentioning it to their parents but they tell them to keep to themselves instead of explaining, she goes on to mention if there could be someone who can help educate the parents and the children about this so that he does not feel left out. She also goes to mention if there could be a sign on Desha warning traffic to slow down and to be cautious. Mayra Espindola (MA) mentions if there could be a memo sent out to the parents and other care providers that may be picking up the children to be very cautious around the center when bringing kids in. Ms. Gomez- Zaragoza says she will mention it to the center director to talk to the parents one by one.

H-2 Board of Directors Report – The meeting will be held next Thursday 5:30 Ms. Gomez- Zaragoza will present anything new. All items discussed today will be presented at the next meeting.

H-3 Active Supervision, Challenges and Best Practices Report – Ms. Gomez- Zaragoza mentioned this area is regarding the safety of the children. Remind parents to close gates and ensure the latch is put on. If there are safety concerns, it should be brought up to the center director.

I. Correspondence

I-1 Program Instruction from the Office of Head Start regarding One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families; Issuance Date 7/29/2025.

Mrs. Gomez-Zaragoza mentions that these funds are being applied for and to help improve the health of the children at the schools and at home.

J. Future Agenda Items

J-1 Expulsion and Supervision Policy

J-2 Training Teaching Pyramid Module on Social-Emotional Development

Mrs. Gomez-Zaragoza announced the possibility of bringing the One-Time fund agenda item next month to the Policy Committee.

K. Adjournment

Yadira Alvarado requested a motion to adjourn the session. Motion made by Crecencia Vazquez to adjourn the meeting at 6:31 p.m., in the afternoon, seconded by Erica Coreas. Motion approved unanimously.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
Madera Regional & Early Head Start Executive Policy Council Meeting
Thursday, July 3, 2025

MINUTES

The Madera Regional & Early Head Start Policy Council meeting was called to order by Otilia Vasquez at 6:05 p.m.

Committee Members Present

Ana Rodriguez
Otilia Vasquez
Arianna Ruiz

Committee Members Absent

Personnel Present

Maritza Gomez-Zaragoza, Program Director
Jissel Rodriguez, Executive Administrative Assistant
Maribel Aguirre, Parent and Governance Specialist
Christina Rodriguez, Early HS Facilitator

ROLL CALL

A. PUBLIC COMMENT

None.

B. TRAINING – None.

C. ADOPTION OF THE AGENDA

C-2 Otilia Vasquez asked for the motion to approve the agenda as presented. Motion made by Ana Rodriguez, seconded by Arianna Ruiz, to approve the agenda as presented. Motion carried unanimously.

D. ADJOURN TO CLOSED SESSION – None

E. APPROVAL OF MINUTES

E-1 Minutes Madera Regular Regional and Early Head Start Policy Council Meeting – May 1, 2025. Motion made by Ana Rodriguez, seconded motion by Arianna Ruiz. Motion carried unanimously.

F. DISCUSSION / ACTION ITEMS

F-1 Review and approve Chief Financial Officer appointment – Ms. Gomez-Zaragoza mentions the position has been vacant for some time. Currently we have an interim who was the former CFO. She has plenty of experience working with a nonprofit and is familiar with the funding guidelines for Head Start. She would like to return as CFO. No questions asked. Motion made by Arianna Ruiz, seconded motion by Ana Rodriguez. Motion carried unanimously.

G. ADMINISTRATIVE REPORTS

None.

H. POLICY COMMITTEE MEMBER REPORTS

None.

I. CORRESPONDENCE

None.

J. FUTURE AGENDA ITEMS

J-1 Seating of 2025-2026 Policy Council

J-2 Election of Executive Committee Representatives

J-3 Appoint Policy Council Representative to Board of Director

J-4 2025-2026 Reimbursement Policy

J-5 Planning Center

K. ADJOURNMENT

Otilia Vasquez asked for a motion to adjourn the meeting at 6:13 p.m. Motion made by Arianna Ruiz, seconded by Ana Rodriguez. Motion carried unanimously.

Community Action Partnership of Madera County
Fresno Migrant/Seasonal Head Start Policy Committee Meeting
Wednesday, August 13, 2025

Minutes

The Fresno Migrant/Seasonal Policy Committee called to order at 5:35 p.m. by Amayrani Rosales.

Committee Members Present

Joana Guzmán
Amayrani Rosales
Josselyn Cisneros
Maria Aguilar

Committee Members Absent

Aurora Flores
Fernando Valadez

Personnel Present

Maritza Gomez-Zaragoza, Head Start Program Director
Maribel Aguirre, Parent and Governance Specialist
Jennifer Casillas, Program Technician

A. Public Comment

No comments were made.

B. Training

Teaching Pyramid Model and Conscious Discipline – Ms. Aguirre reviews the presentation covering how the Teaching Pyramid Model and Conscious Discipline is used in the classrooms to help children better understand their emotions as they go through different scenarios in the classrooms, she also mentions that this model should also be used at home. This model helps with the children's overall emotional well-being and helps them develop social emotional skills.

C. Adoption of the Agenda

C-2 Amayrani Rosales asked for a motion to approve the agenda as presented. Motion made by Maria Aguilar, seconded motion by Joana Guzman to approve the agenda as presented. The motion was approved unanimously.

D. Adjourn to Closed Session - None

E. Approval of Minutes

E-1 – Amayrani Rosales requested a motion to approve the minutes of the meeting that took place on July 9, 2025. Motion made by Joana Guzman, seconded motion by Maria Aguilar to approve the minutes of the meeting. The motion was approved unanimously.

F. Discussion / Action Items –

F-1– Ms. Aguirre reviews some of the bylaws and asks if anyone has any questions thus far. None. Maria Aguilar made the first motion, seconded by Josselyn Cisneros. Motion carried unanimously.

F-2 Review and approve the Fresno Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards – Ms. Gomez-Zaragoza mentioned that

this program shall not charge the families for any services or programs at the centers.

Maria Aguilar made the first motion, seconded by Josselyn Cisneros. Motion carried unanimously.

F-3 Approve the Suspension and Expulsion Procedure for the Fresno Migrant/Seasonal Head Start Program. – Ms. Gomez-Zaragoza mentions another Policy that focuses on children who may not have social skills since it is their first time being involved in a school, there is a step by step process to help the child improve their behavior. The only time we would think about expelling the child is when they are a harm to children and others.

Joana Guzman made the first motion, seconded by Maria Aguilar. Motion carried unanimously.

F-4 Nominate and Elect one (1) representative and (1) one alternate to serve on the 2025-2026 Community Action Partnership of San Luis Obispo Migrant Head Start Policy Council. – Ms. Aguirre goes to explain on how these representative and alternate is to be chosen. She goes to mention how these meetings will be via zoom and they are two hours long, this meeting will take place in September. Maria Aguilar and Josselyn will be thinking about it and will be announced at the next meeting. Motion will be discussed again at the next meeting.

G. Administrative Reports

G-1 Staff Changes – None.

G-2 Bank of America Credit Card Account Statement – Agency and other credit cards: (March & July 2025) – Ms. Aguirre reviewed the charges for the month. There were no questions about the charges.

G-3 Budget Report (June 2025) – Ms. Aguirre reviewed the budget. No questions asked.

G-4 In-kind Report (June 2025) – Ms. Aguirre reviewed the In-kind percentage. No questions were asked.

G-5 Report of enrollment in the program and attendance report (July 2025) – Ms. Aguirre went over the enrollment for the FMHS programs and the attendance.

G-6 CACFP Monthly Report (June 2025) – Ms. Aguirre reviewed CACFP report. No questions were asked.

H. Policy Committee Members Reports

H-1 Center Reports – Amayrani Rosales mentions that at the parent meetings they are encouraging the parents and motivating them to increase in kind at their centers. Sine Fresno Migrant did not meet their goals this last school year. Maria Aguilar, they are doing an activity at the center as well. Ms. Gomez-Zaragoza mentions to please tell the center directors to please take pictures of any activities they do in the future so they could be shared with everyone else.

H-2 Board of Directors Report – Items presented today will be presented at the board meeting for the month. Ms. Gomez-Zaragoza mentions that the board of directors will be talking about tonight's meeting and if there are any questions or concerns they will be presented at the next PC meeting.

H-3 Active Supervision, Challenges and Best Practices Report – Ms. Gomez-Zaragoza asked policy council members to remind other parents if at any moment there is a concern should be presented to the Director.

I. Correspondence

I-1 Program Instruction from the Office of Head Start regarding One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families; Issuance Date 7/29/2025

Ms. Gomez Zaragoza goes to explain that the office of Head Start has funds available for the centers and families to improve their overall well-being at home and in the classrooms. We will be able to apply for these funds to help the kids have healthier eating habits.

J. Future Agenda Items

J-1 Self-Assessment review Results/Findings and Corrective Plan of Action

J-2 Training Child Outcomes 2023-2024

K. Adjournment

Amayrani Rosales requested a motion to adjourn the session. Motion made by Maria Aguilar to adjourn the meeting at 6:32 p.m., in the afternoon, seconded by Joana Guzman. Motion approved unanimously.

**Bank of America Business Card
Credit Card Charges**

August 2025 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
7/7/2025	TARGET	No	Return of defective coffeemaker for Mendota Head Start	(\$118.09)	331.0-6122-3.3-026-00	Yes
7/31/2025	RBT RED ROBIN Easy Savings NY	No	Credit from Red Robin	(\$6.35)	200.0-6121-2.0-000-90	Yes
7/8/2025	WALMART.COM	No	Coffeemaker for Mendota Head Start	\$131.02	331.0-6122-3.3-026-00	Yes
7/8/2025	REGION IX HEAD START	No	Registration for Mattie Mendez for virtual webinar series, Head Start Leadership Clinics	\$375.00	200.0-6742-2.0-000-90	Yes
7/9/2025	MAILCHIMP	No	Mass Communication Software (IT)	\$60.00	200.0-6130-2.0-000-90	Yes
7/10/2025	DICICCOS	No	Board of Directors Meeting on July 10, 2025	\$302.04	200.0-6121-2.0-000-90	Yes
7/15/2025	REGION IX HEAD START	27792	Registration for Mattie Mendez at Head Start 2025 Family engagement Conference, Oct. 15-19, Maui HI	\$980.00	200.0-6742-2.0-000-90	Yes
7/16/2025	SAVEMART #77	No	Water bottles, coffee, and creamer for Gill breakroom and extended breakroom	\$59.64	200.0-6121-2.0-000-90	Yes
7/23/2025	CHEVRON	No	Gas for Mattie Mendez travel to Head Start West Executive Leadership Council, San Francisco, CA	\$51.08	200.0-6610-2.0-000-90	Yes
7/23/2025	SHERATON MAUI HOTEL	27818	Lodging hold for Mattie Mendez for HS Family Engagement Conference, Oct. 15-19, Maui HI	\$289.00	200.0-6714-2.0-000-90	Yes
7/23/2025	ARGONAUT HOTEL	No	Lodging for Mattie Mendez for Head Start West Executive Leadership Council, June 21-22, San Francisco, CA	\$804.20	200.0-6714-2.0-000-90	Yes
7/25/2025	OFFICE DEPOT	No	Office supplies for Administration	\$138.21	200.0-6110-2.0-000-90	Yes
7/26/2025	RED ROBIN NO 437	No	IT and Admin Lunch – Staff Wellness and Appreciation day	\$158.87	200.0-6121-2.0-000-90	Yes
			Total	\$3,224.62		

I certify that the items and charges above are true and correct and that the charges inquired have been for business purposes only. Receipts are attached (if available)

Mattie Mendez, Executive Director

Date: August 11, 2025

Community West Bank Business Card
Credit Card Charges

August 15, 2025 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
8/14/2025	DD OISHIEXP	No	Board of Directors Meeting on July 10, 2025	\$360.40	200.0-6121-2.0-000-90	Yes
			Total	\$360.40		

I certify that the items and charges above are true and correct and that the charges inquired have been for business purposes only.
Receipts are attached (if available)

Mattie Mendez, Executive Director

Date: September 2, 2025

Bank of America Business Card
Credit Card Charges

August 2025 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
7/10/2025	Biometrics4all Inc.	No	Livescan relay fee	0.75 1.50 0.75 2.25	272.0-6852-2.0-000-00 321.0-6852-3.2-000-00 401.0-6852-5.0-000-00 501.0-6852-5.0-000-00	Yes
TOTAL:				5.25		

Community West Bank Business Card
Credit Card Charges

August 2025 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
8/10/2025	Biometrics4all Inc.	No	Livescan relay fee	0.75 2.25 1.50 0.75 0.75	272.0-6852-2.0-000-00 311.0-6852-3.1-000-00 321.0-6852-3.2-000-00 331.0-6852-3.3-000-00 531.0-6852-5.0-000-00	Yes
TOTAL:				6.00		

**Community Bank Business Card ending 3063
Credit Card Charges**

August 2025 Statement
Ana Gudino / Community Services

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
7/19/25	Zoom Communications Inc.		Subscription of Zoom Workplace Pro Annual fees	159.90	208-0-6112-2.0-000-00	Yes
7/25/2025	City of Chowchilla		Water and garbage deposit for 501 Orange Avenue, Chowchilla – Shunammite Place	276.00	224.0-6420-2.0-000-00	Yes
8/1/2025	Greyhound		Bus fair for homeless customer CAPR to reunite with his family	336.43	248.0-7210-2.0-000-00	Yes
			Total	\$772.33		

I certify that the items and charges above are true and correct, and that the charges inquired have been for business purposes only. Receipts are attached (if available)

August 21, 2025

Ana Gudino, Program Manager
Community Services

Credit Card Charges

March 2025

Fiscal

Name of Vendor	Description	Amount	Amount charged to RHS	Amount charged to EHS	Receipt
Home Depot	Supplies for centers	5186.78	1789.97	0.00	Yes
Wex (Valero)	Fuel	3277.29	853.54	133.60	Yes
Walmart	Supplies for centers	2929.26	0.00	341.23	Yes
	Totals	\$11,393.33	\$2,643.51	\$474.83	

05/25
J

MBNA America Business Card
Credit Card Charges
August / agosto 2025 Statement
Maritza Gomez / Regional Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
07/03/2025	NA	Round Table	RHS PC Meal	\$37.86	311.0-7116-3.1-000-00	Yes
07/11/2025	NA	Feldesman Training Solutions	PRWORA Webinar	\$54.00	310.0-6742-3.1-000-00	Yes
07/14/2025	NA	Black Bear Diner	Breakfast for Advocate Preservice	\$340.77	310.0-6121-3.1-000-00	Yes
07/19/2025	NA	Zoom	Video Conferencing system	\$8.49	311.0-6130-3.1-000-00 50%	Yes
06/03/2025	NA	Venngage.com	Monthly subscription for flyer software	\$8.81	311.0-6130-3.1-000-00 31% (\$7.59) 312.0-6130-3.1-000-00 5% (\$1.22)	No
TOTAL				\$449.93		

Comments: I certify that the items and charges above are true and correct and that the charges inquired have been for business purposes only. Receipts are attached (if available).

 Maritza Gomez, Head Start Director

 Date

MBNA America Business Card
 Credit Card Charges
August / agosto 2025 Statement
Maritza Gomez / Migrant Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
07/08/2025	NA	Deli Delicious	MHS PC Meal	\$73.71	321.0-7116-3.2-000-00	Yes
07/11/2025	NA	Feldesman Training Solutions	PRWORA Webinar	\$49.50	320.0-6742-3.2-000-00	Yes
07/19/2025	NA	Zoom	Video Conferencing system	\$8.50	321.0-6130-3.2-000-00 50%	Yes
07/25/2025	NA	Baby Shop	Baby formula for Mis Angelitos	\$168.78	390.2-6121-3.2-053-00	Yes
06/03/2025	NA	Vennage.com	Monthly subscription for flyer software	\$8.10	321.0-6130-3.2-000-00 33%	No
TOTAL				\$308.59		

Comments: I certify that the items and charges above are true and correct and that the charges inquired have been for business purposes only. Receipts are attached (if available).

 Maritza Gomez, Head Start Director

 Date

MBNA America Business Card
 Credit Card Charges
August / agosto 2025 Statement
Maritza Gomez / Fresno Migrant Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
07/09/2025	NA	Teachstone	CLASS recertification	\$150.00	330.0-6742-3.3-000-00	Yes
07/11/2025	NA	Feldesman Training Solutions	PRWORA Webinar	\$46.50	330.0-6742-3.3-000-00	Yes
07/21/2025	NA	Zoom	Video Conferencing system	\$16.99	331.0-6130-3.3-000-00	Yes
06/03/2025	NA	Vennage.com	Monthly subscription for flyer software	\$7.59	331.0-6130-3.3-000-00 31%	No
TOTAL				\$221.08		

Comments: I certify that the items and charges above are true and correct and that the charges inquired have been for business purposes only. Receipts are attached (if available).

 Maritza Gomez, Head Start Director

 Date

American Express
Credit Card Charges
MAY 2025 Statement
 Fiscal

Name of Vendor	Description	Amount	Receipt
ATT	Telephone	26763.28	Yes
Comcast	Net service	1508.54	Yes
Community Playthings	Supplies for centers	4764.94	Yes
Discount School Supply	Supplies for centers	2615.53	Yes
Fedex	Postage	178.17	Yes
Lakeshore	Supplies for centers	7254.81	Yes
Matson Alarm	Alarm service	752.52	Yes
Verizon	Wireless devices	5599.30	Yes
Office Depot	Supplies for office/centers	7749.92	Yes
	TOTAL	57187.01	05/29/25
			LA

Credit Card Charges

JUNE 2025

Fiscal

Name of Vendor	Description	Amount	
Capital One/Walmart	Supplies for centers	4018.95	
Home Depot	Supplies for centers	3545.43	
Wex Bank (Chevron)	Fuel	0.00	
Wex Bank (Valero)	Fuel	4737.62	
JUN STMT DATES			
LA			

COSTCO Credit Card Charges

JUN 2025 Statement

Card Holder	Description	Card Amount
Irene Yang	WELLNESS SNACK CART	462.23
Maritza Gomez-Zaragoza	SNACKS/SUPPLIES FOR PROGRAM	146.49
Leticia Murillo	DOUBLETREE- 10/25 CAPP CONF	972.52
Jennifer Coronado	ITEMS FOR CAC	241.49
		1822.73

J

U/CARD MEMBER BOD

**Card Member Service
Costco Credit Card
Fiscal**

March 2025

Card Holder	Description	Amount	Amount charged to RHS	Amount charged to EHS
Irene Yang	Wellness snack cart	291.42	\$0.00	\$0.00
Maritza Gomez-Zaragoza	Snacks for clients/ program	1269.99	56.74	\$5.16
	Totals	\$1,561.41	\$56.74	\$5.16

05/25
J

March 2025 Statement

Name of Vendor	Description	Amount	Amount Charged to RHS	Amount Charged to EHS	Receipt
ATT	Telephone	22641.67	9787.22	299.47	Yes
Comcast	Net service	1734.56	0.00	0.00	
Community Playthings	Supplies for centers	0.00	0.00	0.00	Yes
Discount School Supply	Supplies for centers	2379.26	0.00	0.00	Yes
Fedex	Postage	317.57	0.00	0.00	Yes
Lakeshore	Supplies for centers	26470.38	6356.65	0.00	Yes
Matson Alarm	Alarm service	752.52	110.76	7.53	Yes
Verizon	Wireless devices	5617.78	866.30	240.03	Yes
Office Depot	Supplies for office/center	20315.65	2743.99	42.12	Yes
Amex	Annual Fee	75.00			
	TOTAL				03/28/25 LA
		\$62,449.49	\$19,864.92	\$589.15	

Community Action Partnership of Madera County, Inc.
 1225 Gill Avenue
 Madera, CA 93637
 (559) 673-9173

IN-KIND MONTHLY SUMMARY REPORT 2025-2026 / REPORTE SUMARIO MENSUAL DE IN KIND 2025-2026

MIGRANT AND SEASONAL HEAD START 2025-2026 MIGRANTE/TEMPORAL HEAD START 2025-2026
Month-Year JULY 2025/ Mes-Año JULIO 2025

CATEGORY	BUDGET Presupuesto	PREVIOUS/Previo TOTAL	CURRENT/Corriente TOTAL	Y-T-D/Asta ahora TOTAL	REMAINING IN-KIND NEEDED Resto de In Kind para recaudar
NON-FEDERAL CASH/EFFECTIVO NO FEDERAL					
Volunteer Services/Servicios Voluntarios	455,866.00	89,814.12	109,941.70	199,755.82	256,110.18
A. Professional Services/Servicios Profesionales	2,000.00	2,023.75	700.00	2,723.75	(723.75)
B. Center Volunteers/Voluntarios en el Centro	453,866.00	87,790.37	109,241.70	197,032.07	256,833.93
Other/Policy Council/Otro/Comité de Póliza	0.00	0.00	0.00	0.00	0.00
State Collaboration/Colaboracion de Estado	1,015,474.00	249,224.89	0.00	249,224.89	766,249.11
Donated Supplies/Materiales Donados	1,000.00	0.00	500.00	500.00	500.00
Donated Food/Comida Donada	0.00	0.00	0.00	0.00	0.00
Donated Space/Sitio Donado	111,010.00	37,004.00	9,251.00	46,255.00	64,755.00
Transportation/Transportacion	0.00	0.00	0.00	0.00	0.00
TOTAL IN-KIND/TOTAL DE IN KIND	1,583,350.00	376,043.01	119,692.70	495,735.71	1,087,614.29

A. Y-T-D In-Kind / In-Kind asta ahora	495,735.71
B. Contracted In-Kind/ In-kind Contratado	1,583,350.00
C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora	
CONTRACT AMOUNT/CANTIDAD CONTRATADA	31.31%

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
MADERA MIGRANT HEAD START including BLENDED MIGRANT PRESCHOOL STATE PROGRAM
INCOME CALCULATIONS
July-2025

FREE MEALS	232	79	
REDUCED	0	0	
BASE	0	0	
TOTAL	232	79	

PERCENTAGES:

FREE	100.0000%	100.0000%	
REDUCED	0.0000%	0.0000%	
BASE	0.0000%	0.0000%	
TOTAL	100.0000%	100.0000%	

MEAL	#		%		RATE		
BREAKFAST:	4,154	X	100.0000%	X	\$2.3700	=	\$9,844.98
LUNCH:	2,681	X	100.0000%	X	\$4.4300	=	\$11,876.83
	1,397	X	100.0000%	X	\$4.4300	=	\$6,188.71
SUPPLEMENTS:	2,113	X	100.0000%	X	\$1.2100	=	\$2,556.73
	1,043	X	100.0000%	X	\$1.2100	=	\$1,262.03

	11,388			\$31,729.28
		TOTAL FEDERAL REIMBURSEMENT		
CASH IN LIEU:		LUNCHES X	\$0.3000	\$1,223.40
TOTAL REIMBURSEMENT				\$32,952.68

STATE REIMBURSEMENTS: MEAL DESCRIPTION	MEALS		STATE RATE		% ALLOC		TOTAL STATE EARNINGS
TOTAL BREAKFAST	4,154	X	\$0.2160	X	100%		\$897.26
TOTAL LUNCHES	4,078	X	\$0.2160	X	100%		\$880.85
TOTAL:							\$1,778.11

TOTAL OF FEDERAL & STATE REIMBURSEMENTS:

	Breakfast	Lunch	Snack	Total
CMIG-MADERA MIGRANT PRESCHOOL	-	1,397	1,043	2,440
MMHS-MADERA MIGRANT HEAD START	4,154	2,681	2,113	8,948
	4,154	4,078	3,156	11,388
	MMHS	CMIG	Total	
TOTAL FEDERAL REIMBURSEMENT:	\$24,278.54	\$7,450.74	\$31,729.28	
CASH IN LIEU:	\$804.30	\$419.10	\$1,223.40	
TOTAL STATE REIMBURSEMENTS:	\$1,476.36	\$301.75	\$1,778.11	
	\$26,559.20	\$8,171.59	\$34,730.79	

IN-KIND MONTHLY SUMMARY REPORT

Month

July

Year

2025-26

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	50,507.00	45,882.31	-	45,882.31	4,624.69
A. Professional Services/Servicios Profesionales	-	-		-	-
B. Center Volunteers/Voluntarios en el Centro	47,897.00	45,882.31		45,882.31	2,014.69
C. Other/Policy Council/Otro/Comité de Póliza	2,610.00	-		-	2,610.00
Donated Food/Comida Donada	-	-		-	-
Donated Supplies/Materiales Donado	602.00	-		-	602.00
Donated Equipment	-	-		-	-
Donated Bus Storage	-	-		-	-
Donated Space/Sitio Donado	315,851.00	19,676.55	19,676.55	39,353.10	276,497.90
Transportation/ Transportación	-	-		-	-
TOTAL IN-KIND	366,960.00	65,558.86	19,676.55	85,235.41	281,724.59
		-			
State Fund 319	\$1,182,560	-		-	1,182,560.00
Grand Total	1,549,520.00	65,558.86	19,676.55	85,235.41	1,464,284.59

B. Contracted In-Kind \$ 85,235.41

C. Percent Y-T-D In-Kind 5.50%

IN-KIND MONTHLY SUMMARY REPORT

Month

July

Year

2025-26

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	209,334.00	25,192.61	50,537.76	75,730.37	133,603.63
A. Professional Services/Servicios Profesionales	-	-		-	-
B. Center Volunteers/Voluntarios en el Centro	206,724.00	25,192.61	50,537.76	75,730.37	130,993.63
C. Other/Policy Council/Otro/Comité de Póliza	2,610.00	-		-	2,610.00
Donated Food/Comida Donada	-	-		-	-
Donated Supplies/Materiales Donado	663.00	-		-	663.00
Donated Equipment	-	-		-	-
Donated Bus Storage	-	-		-	-
Donated Space/Sitio Donado	-	-		-	-
Transportation/Transportación	-	-		-	-
TOTAL IN-KIND	209,997.00	25,192.61	50,537.76	75,730.37	134,266.63
		-			
		-	-	-	-
Grand Total	209,997.00	25,192.61	50,537.76	75,730.37	134,266.63

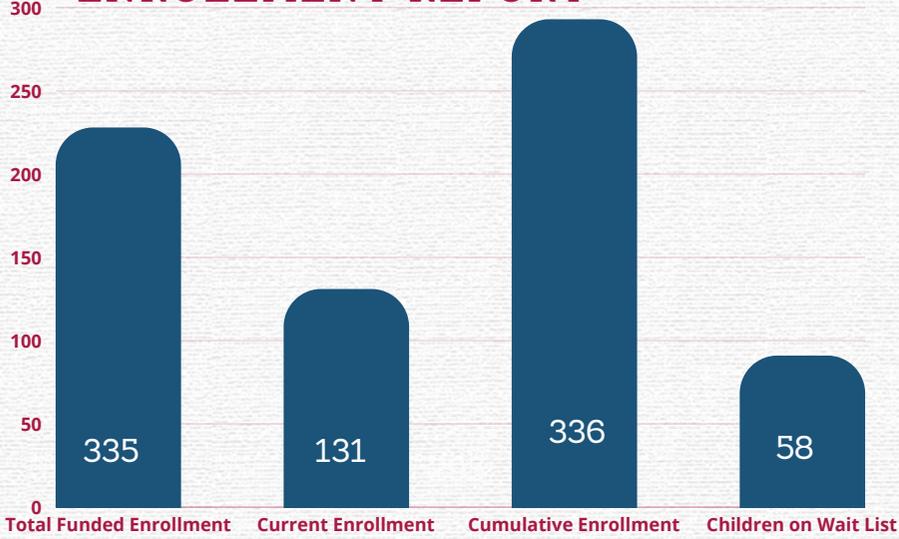
B. Contracted In-Kind \$ 75,730.37

C. Percent Y-T-D In-Kind 36.06%

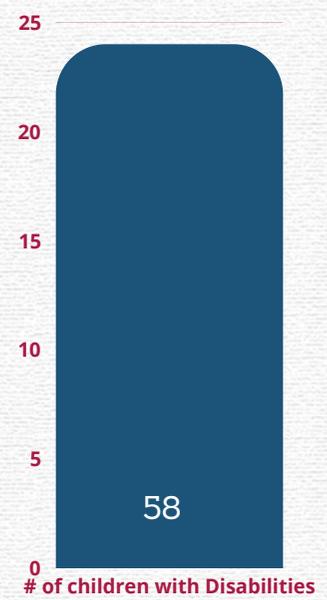


Fresno Migrant Seasonal Head Start Monthly Enrollment Report August 2025

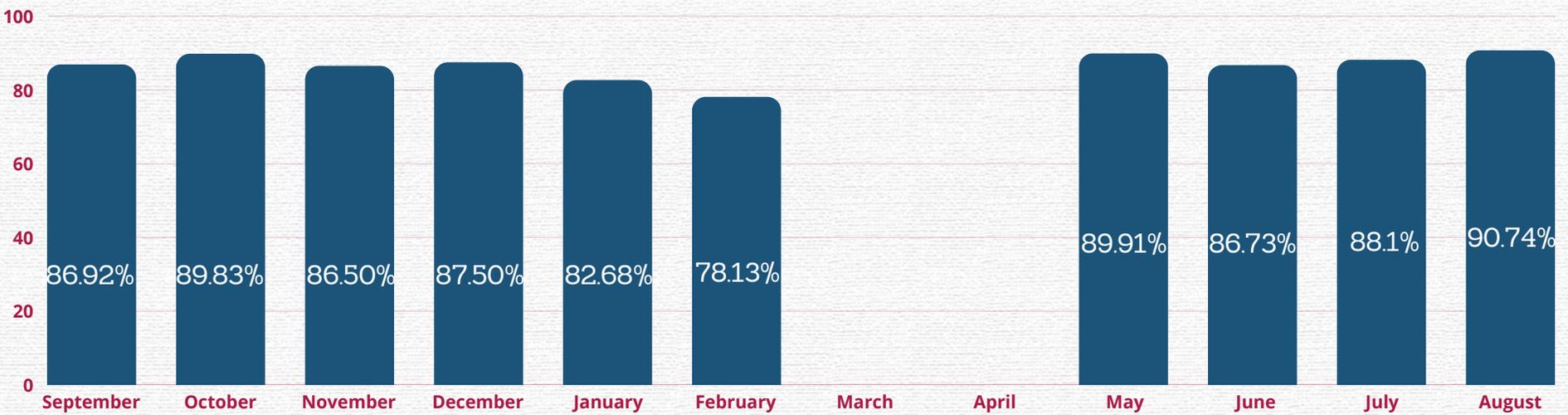
ENROLLMENT REPORT



TOTAL NUMBER OF CHILDREN WITH DISABILITIES



ATTENDANCE REPORT





Report to the Board of Directors

Agenda Item Number: D-11

Board of Directors' Meeting for: September 11, 2025

Author: Yessenia Casillas

DATE: August 21, 2025

TO: Board of Directors

FROM: Yessenia Casillas, Finance Director – Grants Management

SUBJECT: Child and Adult Care Food Program (CACFP) 2025-26 program year renewal.

I. RECOMMENDATION:

Review and ratify the CACFP 2025-26 Renewal Agreement to continue participation in the CACFP program. Budget attached.

II. SUMMARY:

Community Action Partnership of Madera County, Inc. (CAPMC) received notification from California Department of Social Services-Family Engagement & Empowerment Division on July 29, 2025, to submit 2025-26 Child and Adult Care Food Program Renewal Application by August 31, 2025. Program year is October 1, 2025 – September 30, 2026.

III. DISCUSSION:

- A. CACFP program reimburses allowable meals served to children enrolled in Head Starts and State center base programs.
- B. Finance Director – Grants Management, the Program Accountant and Nutrition Specialists review the renewal application for necessary changes to transmit application through Child Nutrition Information and Payment System (CNIPS) program website.

Renewal responsibilities of Nutrition Specialists include:

- Review 2025-2026 Application to make necessary updates. Updates include staff rosters, mealtimes, kitchen information, and site information from (Madera Regional Head Start, State Base Preschool program (CCSP), Madera Migrant/Seasonal Head Start, State Based Migrant program (CMIG), and Fresno Migrant Head Start.

Renewal responsibilities of Fiscal include:

- Create Budget from projected number of meals per day by number of operating days.
- Verify Program Administrative Costs do not exceed the 15% limitation.
- Submit application online by due date.

IV. FINANCING: The Child and Adult Care Food Program agreement supplements four CAPMC programs. The Proposed Budget Amount is \$608,357.

**CHILD AND ADULT CARE FOOD PROGRAM
2025-2026 ANNUAL BUDGET**

			A	B	
	DESCRIPTIONS	Total Budget	Operating Budget	Admin Budget	
5010	SALARY	12,600	12,600		To cover a portion of salaries & benefits for cooks and food service workers
5020	ACCRUED VAC PAY	728	728		
5112	HEALTH INSURANCE	2,464	2,464		
5114	WORK-COMP.	691	691		
5116	RETIREMENT	1,365	1,365		
5122	FICA	958	958		
5124	S.U.I	483	483		
5130	ACCRUED VAC FRINGE (fica)	142	142		
6110	OFFICE SUPPLIES	-	-	-	
6112	DATA PROCESS.	-			
6121	FOOD	445,631	445,631		
6122	KITCHEN SUPPLIES	65,539	65,539		
6130	PROGRAM SUPPLIES	-			
6140	CUSTODIAL SUPP.	-			
6212	EQUIPMENT <500	-			
6180	EQUIPMENT RENTAL	20,882	20,882		Rental agreements for dishwashers
6181	EQUIP. REPAIR/MAINT.	2,077	2,077		Repairs for kitchen equipment as needed
6310	PUB. & PRINT	-			
6332	BUILDING REPAIRS/ MAINTENANCE	-			
6437	BURGLAR & FIRE ALARM	-			
6524	CONTRACTS	-			
6610	GAS & OIL	1,910	1,910		Fuel for food delivery vehicles
6640	VEHICLE REPAIR & MAINTENANCE	2,015	2,015		Delivery vehicle repairs & maint.
6612	STAFF TRAVEL-LOCAL	-	-		
6614	STAFF TRAVEL-OUT OF AREA	-	-		
6722	PER DIEM - STAFF	-			
6742	TRAINING - STAFF	-	-	-	
6850	FEES & LICENSES	129	-	129	Membership dues for CCFP RoundTable Membership
9010	INDIRECT COST 9.1%	50,743		50,743	Indirect costs
	TOTAL	608,357	557,485	50,872	

Salaries and Taxes	14,911	14,911	
Benefits	4,520	4,520	
admin costs (office supplies, training, dues, Indirect)	50,872		50,872 8.36%
operating costs (equipt rental, repair & maint, fire alarm)	26,884	26,884	
Food costs (food and kitchen supplies)	511,170	511,170	
	<u>608,357</u>	<u>557,485</u>	<u>50,872</u>



Report to the Board of Directors

Agenda Item Number: D-12

Board of Directors Meeting for: September 11, 2025

Author: Maribel Aguirre

DATE: September 2, 2025

TO: Board of Directors

FROM: Maribel Aguirre, Parent and Governance Specialist

SUBJECT: Approval of the 2025-2026 Bylaws for the Fresno Migrant Seasonal Head Start Policy Committee

I. RECOMMENDATIONS

Review and consider approving the 2025-2026 Bylaws for the Fresno Migrant Seasonal Head Start Policy Committee

II. SUMMARY

The bylaws are one set of rules that govern the Policy Committee. Bylaws are reviewed yearly. Any proposed changes will be made at the time of review. The Committee was allowed 30 days for review and did not suggest any changes or recommendations.

III. DISCUSSION

- Changes include the revised Code of Conduct written within the context of the 2025-2026 Bylaws.
- Committee members were provided with 30 days to review the changes; the changes were approved by the Policy Committee on August 13, 2025.

IV. FINANCING: None



COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

AMENDED BYLAWS FOR THE REGULATION OF: FRESNO MIGRANT/SEASONAL HEAD START POLICY COMMITTEE 2025-2026



Reviewed by Agency Attorney – July 2024

Approved by the Fresno Migrant/Seasonal
Head Start Policy Committee on – August 13, 2025

Approved by CAPMC Board of Directors –

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

Article 1: Introduction

Community Action Partnership of Madera County (CAPMC) believes that the gains made by children in Migrant/Seasonal Head Start must be understood and built upon by the family and the community. To achieve this goal, Migrant/Seasonal Head Start provides for the involvement of the child's parents and other members of the family in the experiences the child receives in the child development center by giving them many opportunities for a richer appreciation of the young child's needs and how to satisfy them.

Many of the benefits of Migrant/Seasonal Head Start are rooted in "change". These changes must take place in the family itself, in the community, and in the attitudes of people and institutions that have an impact on both.

It is clear that the success of Fresno Migrant/Seasonal Head Start is bringing about substantial changes and demands the fullest involvement of the parents, parental-substitutes, and families of children enrolled in its programs. This involvement begins when a Migrant/Seasonal Head Start Program begins and should gain vigor and vitality as planning and activities go forward.

Article 2: Purpose

Section 1 – General The purpose of the Migrant/Seasonal Head Start Policy Committee is to support the Migrant Seasonal Head Start Program in planning, organizing, and developing programs to serve the needs of children, parents, and the community at large consistent with the most current Head Start Program Performance regulations of the Head Start Act 42 U.S.C. 9801 *et seq.*, and the Head Start Performance Standards, 45 C.F.R. §1301.50 *et seq.* ("Head Start Performance Standards").

The Migrant/Seasonal Head Start Policy Committee works in partnership with the CAPMC Board of Directors and CAPMC Executive Director and Head Start staff in a shared governance model as mandated by the Head Start Act and the Head Start Performance Standards. The Board of Directors is the governing board of the organization. The Migrant/Seasonal Head Start Policy Committee and the Board of Directors share responsibility in implementing the overall goals of Migrant/Seasonal Head Start in accordance with the program expectations and federal regulations. Within the guidelines established by the Head Start Act and the Head Start Performance Standards The Policy Committee is generally responsible for the direction of the program as detailed in 42 U.S.C. 642(c)(2)(D) of the Head Start Act.

These Bylaws prescribe the membership, the office, term of office and method of operation of the Policy Committee. As set forth below, these bylaws also incorporate by reference the Binding Arbitration Agreement for the Resolution of an Impasse between the CAPMC Board of Directors and the Head Start Migrant/Seasonal Policy Committee.

Article 3: Mission, Vision and Philosophy Statement

Section 1 – CAPMC’s Mission, Vision, and Philosophy Statements are as follows:

MISSION: Helping people, changing lives and making our community a better place to live by providing resources and services that inspire personal growth and independence.

OUR VISION: CAPMC will be recognized as a premier social service agency that eliminates the effects of poverty by helping people obtain knowledge and skills to achieve self-reliance and economic stability...one life at a time.

OUR VALUES – BASIC BELIEF: As community action professionals, the Agency is respectful of cultural diversity and dedicated to eliminating barriers to social economic independence in the midst of plenty in this nation by opening to everyone the opportunity for education and training; the opportunity to work; and the opportunity to live in decency; and dignity, and commit ourselves to six core values.

The values that create our Agency’s environment are based on fundamental respect for the rights, aspirations and dignity of every individual, client, fellow co-worker and others with whom CAPMC has contact. CAPMC’s Six Core Values are: Trustworthiness, Responsibility, Caring, Respect, Fairness and Citizenship.

STANDARDS TO LIVE BY

One of CAPMC’s four Strategic Goals: Premier Programs and Customer Services: On March of 2011 CAPMC adopted its *Standards to Live By* that were developed to ensure the satisfaction and quality services to customers; the adopted behaviors are expected from all Agency employees, volunteers, and participating parents: **Courtesy, Attitude, Professionalism, Make Time and Closure.**

PROGRAM PHILOSOPHY

Two unique attributes distinguish Head Start from any other preschool program in our community and the county. Those distinguishing elements are the comprehensiveness of the program design and the degree to which parents are involved in all aspects of the program. These factors have helped to develop the philosophy of Head Start and promote our belief that we must prepare, educate, and develop our children and their families so that they are positive contributors to our community and this nation.

Key principles of Head Start since its inception in 1965, which were reaffirmed through a thorough review by the Advisory Committee on Head Start Quality and Expansion include:

- Comprehensive Services
- Parent Involvement and Family Focus
- Community Partnerships and Community Based Services
- Accountability/Steward of Tax Dollars

Section 2 – Authorized Activities The overall fiscal and legal responsibility for the administration of the Migrant/Seasonal Head Start Program remains at all times with the CAPMC Board of Directors.

Section 3 – General Activities CAPMC Migrant/Seasonal Head Start Policy Committee is generally responsible for the direction of the Head Start program, including program design and operation and long and short-term planning goals and objectives, all the while taking into account the annual self-assessment, Community Assessment, and community-wide strategic planning and needs assessment.

Section 4 – Additional Responsibilities The Policy Committee shall approve and submit to the CAPMC governing body recommendations and decisions about each of the following activities:

- a) 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.
- b) Program Recruitment, selection, and enrollment priorities.
- c) Applications for funding and amendments to applications for funding the programs as described in 42 U.S.C. 642(c)(2)(D) of the Head Start Act, prior to submission of applications described in this clause.
- d) Recommendations for budget planning for program expenditures, including policies for reimbursement and participation in Policy Committee activities.
- e) Implement, review, update and comply with these Bylaws for the operation of the Policy Committee.
- f) Reviewing and approving program personnel policies of the Agency regarding the employment of Head Start program staff (consistent with 42 U.S.C. 642(1)(E)(iv)(ix) which requires the inclusion of policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency), including standards of conduct for Head Start program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff. Note: The Policy Committee is not required to approve the hiring, evaluation, compensation or termination of Agency employees other than those listed in this section.
. Developing and/or providing input into procedures for how members of the Policy Committee of the Head Start agency will be elected.
- g) Follow procedures to prohibit conflicts of interest as set forth in these Bylaws. Developing (and updating as needed) procedures for how members of the Policy Committee of the Head Start agency will be elected.
- h) Recommendations on the selection of delegate agencies and the service areas for such agencies, if applicable.
- i) Cooperate in good faith with the CAPMC Board of with regard to any impasse including, without limitation, following impasse procedures developed to resolve internal disputes between the CAPMC Board of Directors and Committee in a

timely manner.

- j) Arrive on time and regularly attend all Policy Committee meetings.
- k) Actively prepare for meetings by receiving and reading the agenda and minutes prior to the meetings.

Section 5 - Sharing of accurate and regular information about program planning policies and operation, which are as follows:

- a) Monthly financial statements, including credit card expenditures;
- b) Monthly program information summaries;
- c) Program enrollment reports, including attendance reports for children whose care is partially subsidized by any (other) public agencies;
- d) Monthly reports of meals and snacks provided through programs of the Department of Agriculture;
- e) The Financial audit;
- f) The annual self-assessment, including any findings related to such assessment;
- g) The community-wide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- h) Communication and guidance from the Secretary; and
- i) Program information reports.

Section 6 – Reimbursement A meeting reimbursement will be provided to Policy Committee Representative in accordance with current CAPMC regulations. The reimbursement will be for attendance at Policy Committee meetings, Special Committee Meetings and other Policy Committee assignments. Reimbursement rates will be based on what is approved annually by the Policy Council and in accordance with CAPMC regulations. Attendance by alternates will only be reimbursed if the Policy Committee Representative is unable to attend.

Note: Checks for meeting reimbursements will be valid for a period of nine (9) months from the date of the check. If the Policy Committee Representative (or alternative) does not cash the reimbursement within nine months of the date of issuance of the reimbursement check, the check will be considered null and void and the expenses no longer subject to reimbursement.

Article 4: Membership – Representative of Children Enrolled/Community Members

Section 1 – Total Membership The Authorized number of Policy Committee members shall be nine (9). If the numbers fall below nine (9), the Policy Committee may lawfully continue to manage Head Start activities but must act with due reasonable diligence under the circumstances to select/replace/elect new Policy Committee members.

Section 2 – Membership of the CAPMC Migrant Policy Committee The membership of the Policy Committee shall be comprised of, at a minimum, the following:

- (a) Representation from each CAPMC Migrant/Seasonal Head Start Center shall be based on the following representative/children served ratio capacity:

1 to 40 children served – 1 Parent Representative and 2 Alternates

41 to 80 children served – 2 Parent Representatives and 2 Alternates

80+ children served – 3 Parent Representatives and 3 Alternates

Current Representation:

Center	Representatives	Alternates
Firebaugh	1	2
Five Points	1	2
Mendota	1	2
Orange Cove	1	2
Casa Castellanos	Closed	Closed
Inez C. Rodriguez	1	2
Selma	1	2

- (b) Representation from the Community:

Representation from the Community shall be no more than two (2) at-large community representatives. Representation will be sought from relevant community entities or organizations that are supportive of the purposes and goals of the Head Start Program, specifically Migrant Head Start. Applicants for the Community Policy Committee members shall be approved by the then-current members of the Policy Committee.

Head Start Performance Standards also state that “members at large of the community served by the Head Start agency (including any delegate agency) may include parents of children who were formerly enrolled in the Head Start program of the agency” may be elected to the Policy Council.

Article 5: Selection of Policy Committee Members

Section 1 – Head Start Center Representation

- (a) The Policy Committee representatives (both the representatives and alternates) must be elected by a general vote of the Center’s Parent Center Committee within 30 days of the center opening. Action of the election shall be recorded in the Center Committee minutes and forwarded to the Assistant Support Services Manager **prior** to the next regularly scheduled Policy Committee meeting. Subject to the approval of the CAPMC Board of Directors, this Committee will prescribe the manner for voting in a manner designed to allow direct participation by the parents in

the voting process. This could include, without limitation: (a) voting in person at the center; (b) ballots mailed and/or provided to each parent with a deadline for the parent to return the ballot; (c) on-line voting through a survey or balloting application, website or other process that has reasonable expectations and assurances of accuracy for the vote.

- (b) Once elected, the Parent Center Committee Officials **may serve** as the respective Policy Committee representative of the respective center. If a center has two representatives, both may serve as the representatives.
- (c) Any current parent who is also a family member of a Migrant/Seasonal Head Start staff employee may **not** serve as an elected representative of the Policy Committee.
- (d) Only one member of an immediate family may serve on the Policy Committee as a voting member. The term "immediate family" means spouse, domestic partner, child (including a stepchild), parent, parent-in-law, sibling, or relative by marriage or similar degree.

Section 2 – Board of Directors Representation The CAPMC Board Chair will appoint a CAPMC Board member to represent the CAPMC Board of the Policy Committee.

Section 3 – Community At-Large Representation

The community representative/ organization must submit a letter of interest for consideration of a position to the Migrant/Seasonal Head Start Policy Committee. The Migrant/Seasonal Head Start Policy Committee must approve/disapprove the request by a majority vote.

- (a) In selecting a community representative at large, the Committee shall consider the existing program goals of CAPMC and the ability of the individual to be a resource in achieving those goals. Representation will be balanced to the greatest extent possible. When a vacancy in community representation occurs, notification shall be mailed to the appropriate organization soliciting a written application for representation. In the event there are more individuals willing to serve than there are seats available, the Migrant/Seasonal Head Start Policy Committee shall annually rotate seats in this sector among the eligible organizations using the following criteria:
 - 1. Length of tenure of each organization on the Head Start Policy Committee;
 - 2. The value (as determined in the sole and absolute discretion of the Policy Committee) of the current member organizations as resources to the current and immediate future program goals; and

3. The desire of the current organization to remain as members.
- (b) Each representative may have one alternate to substitute for the representative. The representing body who is has a Policy Committee representative shall select its own alternate. Alternates shall not serve as officers of the Policy Committee.

Article 6: Term of Office for Members

Section 1 – Term of Office for Parent Representatives Parent representatives serve at the pleasure of the Center’s Parent Center Committee. An individual may not serve more than five (5) one-year terms as a parent representative and must be elected or confirmed annually by the Parent Center Committee. Only one member of an immediate family may serve as defined above in Article 5, Section 1(d). Notwithstanding the above (and the requirement under the Head Start Act and Performance Standards that the terms of parent representatives be limited to one year), under extenuating or emergency circumstances (such as natural disasters, Acts of God, pandemic, etc.) outside of the control of CAPMC or the Committee, the parent representative’s term may be extended for a short period of time until the next election can be conducted as set forth in these bylaws to prevent the dissolution of an existing Committee before a successor Committee can be elected to ensure compliance with Section 642 of the Head Start Act and 45 C.F.R. Section 1301.3.

Section 2 – Term of Board of Directors CAPMC Board Representatives shall serve at the pleasure of the CAPMC Board of Directors. The Board of Directors Representative will be appointed based on their own interest and voluntarily. If there are more than one individuals interested in serving in the Parent Policy Committee, the Board of Directors shall appoint one. There is no limit to the term served.

Section 3 – Term of Office for Community At-Large Representative or Former Parent Community representatives serve at the pleasure of the designated organization. An individual may not serve more than (5) one-year terms as a community representative and must be elected or confirmed annually by a majority vote of the Head Start Policy Committee. Notwithstanding the above, under extenuating or emergency circumstances (such as natural disasters, Acts of God, pandemic, etc.) outside of the control of CAPMC or the Committee, the community representatives may be extended for a short period of time until the next election can be conducted as set forth in these bylaws to prevent the dissolution of an existing Committee before a successor Committee can be elected to ensure compliance with Section 642 of the Head Start Act and 45 C.F.R. Section 1301.3.

Section 4 – Alternates Service as an alternate Policy Committee member will not be considered as time served as a principal representative committee member.

Article 7: Removal

Section 1 – Reasons for Removal Members shall be removed from the Committee for the following reasons:

- (a) Change of residence to an area outside geographic area of Migrant/Seasonal Head Start Services Program.
- (b) A Policy Committee member transfers their child to another center.
- (c) The Parent Center Committee selects another representative.
- (d) Unexcused absence of a member or alternate for more than three (3) meetings. Unexcused absence of a member shall include the failure to timely contact the member's alternate. In addition, a representative who will not be in attendance and is being replaced by the alternate must call the Central Office to inform them that the alternate will be attending the meeting
- (e) Any officer or representative not acting in the best interest of the Policy Committee may be asked to resign. If the Policy Committee officer or representative refuses to resign, the Policy Committee officer or representative may be removed upon a two-thirds (2/3) vote of the members then in office.

Section 2 – Resignation by Non-Attendance Any member who shall have missed (2) two regularly scheduled meetings of the Committee may be deemed to have resigned their position as a member of the Committee (subject to Committee approval). After a member has missed two (2) consecutive regularly scheduled monthly meetings, the Support Services Manager will contact the Committee member and notify the member, in writing, that failure to attend the next regularly scheduled monthly meeting will result in Committee member's automatic resignation due to non-attendance.

Article 8: Vacancies

Section 1 – Events Causing Vacancy A vacancy shall occur when:

- (a) A Committee member is notified of his/her removal by actions of the Committee for cause;
- (b) A Committee member notifies the Committee of his/her resignation;
- (c) The Designee body removes its representative by 2/3 vote of the total voting body.

Section 2 – Vacancy of Parent Representative If a seat of a representative of the

parents is vacant, and if an alternate has not been selected, the Committee will call for election from the respective Center's Parent Center Committee. If the alternate has been selected, then the alternate shall fill the seat for the remainder of the unexpired term and a new alternate shall be elected by the Parent Center Committee.

Section 3 – Board of Directors If a seat of the representative of the Board of Directors is vacant and if a new representative has not been appointed, then the Head Start Policy Committee shall prepare a written request to the Chair of the Board of Directors for a new appointee.

Section 4 – Vacancy of Community Representative

If a seat of the representative of the Community is vacant, and if the designated alternate has not been selected, the Committee will call for election from the Community Body of Representation. The Committee shall ask the organization to name another representative to fill the term if no alternate has been selected.

Article 9: Meetings

Section 1 – General Meetings Regular meetings of the Committee will normally be held on the Second Wednesday of each month unless the Committee fixes another date and time. The meeting schedule will generally be provided at the beginning of each school year. The Committee will use its best efforts to maintain those dates as Committee meeting dates. If a scheduled meeting date falls on a legal holiday, the meeting shall be held as soon as reasonably possible thereafter, typically the following week. The Committee recognizes its obligations to comply with the Ralph M. Brown Act (the "**Brown Act**") open meeting laws and will comply with all aspects of the Brown Act in the publishing of notices and agendas for all meetings as well as the dissemination of information related to agenda items. In addition, the Robert's Rules of Order shall be the governing rules for all Committee meetings.

Section 2 – Quorum Fifty percent of the current, non-vacant seats shall constitute a quorum at any meeting of the Committee. A quorum must be present at the time of any official action taken.

Section 3 – Special Meetings Special meetings of the Committee may be called when the business to be addressed cannot be deferred until the next regularly scheduled meeting with notice published as required by the Brown Act. A special meeting of the Committee may be called by the Chairperson of the Committee or by any two Policy Committee members. A call for a special meeting will state the business to be addressed by the Committee at the special meeting in the form of agenda items. Every member of the Policy Committee must be notified of the special meeting at least five days prior to the established meeting time, unless the meeting is emergency in nature and fulfills the emergency meeting requirements of the Brown Act. The requirements of the Brown Act apply at all special meetings and only those items for which the special meeting was called may be deliberated and action taken, with no opportunity to discuss matters in closed session unless otherwise permitted by the Brown Act.

Section 4 – Special Meetings Executive Committee When a need for a special meeting arises, the Assistant to the Head Start Director will jointly determine with the Committee Chairperson if an Executive Committee meeting rather than a full Committee meeting would be appropriate as set forth in these Bylaws. If it is determined that a special meeting of the Executive Committee is appropriate, all members will receive notice of the meeting and are permitted to attend and participate in the meeting. If at the meeting a quorum of the Committee is established, the meeting would then become a special meeting of the Committee.

Section 5 – Place of Meetings Meetings of the Committee shall generally be held at the Agency’s administrative offices, which is currently located as 4610 W. Jacquelyn Avenue, Fresno, CA 93722. Meetings may be held, however, at any place within the County of Fresno designated by the Committee so long as notice of such meetings is published as required by the Brown Act. Nothing in these bylaws is intended to prohibit the Committee from meeting in closed sessions to discuss matters concerning specific employees, any potential or existing litigation, or other matters which may be discussed in closed session pursuant to the Brown Act.

Section 6 – General Notice Requirements All notices and agendas of meetings shall comply with the Brown Act and specify the place, date, and hour of the meeting, how those wishing to attend by remote online participation or teleconference may participate, as well as all matters of business to be considered by the Committee. Remote attendance is only permitted as specifically detailed in the traditional Brown Act’s teleconferencing rules and the addition of Government Code Section 54953(k) (effective through January 1, 2026) which requires certain findings to establish “emergency circumstances” with the Committee taking certain actions to approve the request. Written notification of regular Committee meetings shall be made by mail or other electronic forms that gives actual notice of the meeting to the Members at least five days in advance of the meeting. The Committee secretary is authorized to execute any and all affidavits of notice indicating that notice of the meeting was duly made.

Section 7 – Action at a Meeting Presence of a majority of the members then in office at a meeting of the Committee constitutes a quorum for the transaction of day-to-day business of the Agency, except as otherwise provided in these bylaws. Every act done or decision made by a majority of the members present at a meeting duly held at which a quorum is present shall be regarded as the act of the Committee, unless a greater number, or the same number after disqualifying one or more members from voting, is required by the Articles of Incorporation, these bylaws, or the provisions of the California Corporations Code applicable to the Agency. Members may not vote by proxy but their alternates may vote in their place instead.

Section 8 – Proxy Voting The practice of proxy voting at any meeting, either the Policy Committee as a whole, or at a Special Committee meeting, is prohibited. Any such attempted voting shall be deemed null and void.

Note: Alternate Board members serve in the place instead of absent principal Board members, so any votes of an alternate Board member count in place of the vote of an absent principal Board member.

Section 9 – Adjournment A majority of the members present, whether or not a quorum is present, may adjourn any meeting to another time and place, but any notice of adjournment to another time or place shall be given in accordance with the provisions of the Brown Act.

Section 10 – Meeting Minutes Records of all actions of the Committee (including actions in closed session) will be set forth in written minutes of the meeting. Minutes will be kept on file as the official record of the Committee. Closed session minutes will be kept separately from the regular minutes and kept confidential. CAPMC’s Assistant to the Head Start Director will be the custodian of the minutes. However, it is vital that all Policy Committee members and the Head Start Director be able to fully participate in the discussions and deliberations. Minutes will then be transcribed by an Agency clerical employee after the meeting. Minutes of previous meetings will be distributed to all members no fewer than five days in advance of the next meeting, except for closed session minutes. The written official minutes of Policy Committee Meetings (other than minutes of closed sessions) shall be available to the public for inspection in accordance with the provisions of the California Public Records Act.

Section 11.-- The Committee reserves the right to enact other safety measures to protect its members, CAPMC employees and the public from unnecessary health risks for illnesses such as COVID-19 and/or requiring face coverings and social distancing for both those who are fully vaccinated as well as those who are not.

Article 10: Officers

Section 1 – Officers The Committee shall have the following officers; President, Vice-President and Secretary-Sergeant of Arms.

Section 2 – Duties of Officers The duties of these officers shall be as follows:

President: The President shall:

- (a) Be a member and President of the Policy Committee, a member and President of the Executive Committee, and shall appoint members of all committees.
- (b) Call to order all meetings of the Policy Committee and Executive Committees and, as may be required, work with parents and staff in the development of agendas and submission of agendas.
- (c) Preside at all meetings of the Policy and Executive Committees.

- (d) Exercise such other powers and performs such other duties as may be prescribed by the Policy Committee.

Vice- President: The Vice-President shall be a member of the Policy and Executive Committees. In the absence or incapacity of the President, the Vice-President shall preside at meetings and shall also perform such other duties as may be prescribed by the Committee from time to time.

Secretary - Sergeant of Arms: The Secretary - Sergeant of Arms shall be a member of the Policy and Executive Committees and shall perform such other duties as may be prescribed by the Committee. The Secretary - Sergeant of Arms shall keep order over all meetings.

Article 11: Election of Officers

Section 1 – Election of Officers The officers shall be elected annually to a one-year term by the Committee. Election shall take place at the Policy Committee meeting following the seating of the new Policy Committee members.

Section 2 – Term of Office The term of office for officers begins at the same time of their election until the new representatives are seated the following year.

Section 3 – Vacancies in Officer Positions Vacancies in officer positions shall be filled at the next regular noticed meeting of the Committee to complete the unexpired term of the position being filled.

Section 4 – Alternates Alternates may not serve as officers on the Committee.

Section 5 – Designated Representatives Designated Representatives of the Community Representative or other designee officials may not serve as officers.

Article 12: Committees-Executive

Section 1 – Executive Committee The Executive Committee shall be composed of the officers and one member elected by the Policy Committee. There will be no limit on the number of terms served by non-officers on the Executive Committee.

Section 2 – Executive Committee – Interim Matters The Executive Committee shall act on interim or emergency matters which cannot wait until the next regular Policy Committee meeting.

Section 3 – Executive Committee – Resolving Administrative Management Issues The Executive Committee shall be responsible for determining major administrative and management issues to be addressed by Administration and Policy Committee.

Section 4 – Executive Committee Schedule The Executive Committee shall determine its own meeting schedule. Meetings may be called by the President or shall be called upon

request of majority members of the Executive Committee.

Section 5 – Executive Committee Quorum A quorum for any of the Executive Committee shall be 50 percent of the authorized total membership of the Executive Committee.

Section 6 – Executive Committee Minutes The Policy Committee shall review the minutes of each Executive Committee and accept or reject such minutes in whole or in part.

Section 7 – Executive Committee Responsibilities & Duties The President and the Policy Committee shall determine the duties, authority, responsibility and term of service of each Special Committee. Primarily, the purpose of each Committee will be to gather information and make recommendations to the Policy Committee. The Committees that may be created include, but are not necessarily limited to, the following:

- (a) Budget
- (b) Personnel
- (c) Programmatic
- (d) Curriculum
- (e) Selection

Article 13:

Representatives to Community Action Partnership of San Luis Obispo Migrant/Seasonal Head Start Policy Council

Section 1 – Representation The Fresno Migrant/Seasonal Head Start Policy Committee shall have three (3) representatives and one (1) alternate representative to the Community Action Partnership of San Luis Obispo Migrant/Seasonal Head Start Policy Council (CAPSLO MSHSPC).

Section 2 – Duties of Representatives / Alternates Representative:

It is the responsibility of the representative to:

- (a) Review the agenda packet prior to attending meetings in order to prepare questions and recommendations.
- (b) Attend all monthly meetings, which are normally held on the second week of the month.
- (c) Represent the best interest of the children, parents, centers, and agency of Fresno Migrant/Seasonal Head Start when voting on action items.
- (d) Serve as a liaison between the CAPMC Migrant/Seasonal Head Start Policy Committee and the CAPSLO, sharing information between groups.

Alternate:

It is the responsibility of the Alternate to fulfill the duties of the Representative if the Representative is unable to attend a meeting of CAPSLO.

Section 3 – Election of Representatives / Alternates The Representatives / Alternates shall be elected (annually) to a one-year term by a majority vote of the Policy Committee. An individual may serve a maximum of three terms as a Representative. The election shall take place at the Policy Committee meeting after the new Committee is seated.

Section 4 – Term of Office The term of office begins at the time of their election until the new representatives are seated the following year.

Section 5 – Vacancies in Officer Positions Vacancies in Representative/Alternate positions shall be filled at the next regularly noticed Policy Committee meeting to complete the unexpired term of the position being filled.

Section 6 – Designated Representatives Representatives/Alternates may not be the designated Policy Committee from the community or the past parent member. Representatives/Alternates must be current parents, members of the Community Action Partnership of Madera County Migrant/Seasonal Head Start Policy Committee.

Section 7 – Removal of Representation An approved Policy Council Representative to the Community Action Partnership of San Luis Obispo Migrant/Seasonal Head Start Policy Council not acting in the best interest to the Policy Committee may be asked to resign or be removed upon a 2/3 majority vote of the total non-vacant seats.

Article 14: Conflict of Interest

Section 1 – No Conflict of Interest All Policy Committee Members will be required to sign a Policy Committee Code of Conduct form on a yearly basis. The form indicates that each member acknowledges the following:

- a) Participation on the Policy Committee will result in no financial gain to the Policy Committee member or any member of his/her family.
- b) Conflict of Interest – The Policy Committee member confirms that he/she is not related to any Head Start employee by blood or marriage.

Oath of Confidentiality – The Policy Committee member acknowledges and agrees that all information obtained during his/her participation on the Policy Committee meetings is confidential and that no information gained as a result of participation on the Policy Committee will be used for any purpose except to make appropriate decisions and recommendations for the program.

Section 2 – Employment with CAPMC Any Policy Committee Member wishing to apply for a position within CAPMC must resign or have vacated his/her Policy Committee Representative position.

Section 3 – Loans CAPMC may not lend any money or property to, or guarantee the obligation of, a Policy Committee Representative or officer; provided however that CAPMC may advance money to a Director or officer of CAPMC for expenses reasonably anticipated to be incurred in the performance of his or her duties if that Policy Committee Representative or officer would otherwise be entitled to reimbursement for such expenses by CAPMC. In the case of an advance, itemized receipts shall be submitted to the Assistant to the Head Start Director within ten days of the actual expenditure. As noted above, checks for meeting reimbursements will be valid for a period of nine (9) months from the date of the check. If the Policy Committee Representative (or alternative) does not cash the reimbursement within nine months of the date of issuance of the reimbursement check, the check will be considered null and void and the expenses no longer subject to reimbursement.

Article 15: Confidentiality

Section 1 – Confidentiality All officers, employees and volunteers (Policy Committee and CAPMC Board Members) collecting, maintaining and utilizing any client data information or Executive Session or Closed Session information in the course of their work in CAPMC shall sign a Policy Committee Code of Conduct form. Any person breaching confidentiality of Executive or Closed Sessions or client data information will be immediately suspended from the Policy Committee, and where appropriate be asked to resign or be removed from the Board upon a two-thirds (2/3) vote of the members then in office. Anyone who discloses confidential or other information disclosed during closed sessions may also be potentially liable for violations of the Brown Act which carries substantial civil and criminal penalties.

Article 16: Binding Arbitration

Section 1 – Binding Arbitration The Binding Arbitration Agreement for Resolution of Impasse between the CAPMC Board of Directors and the Migrant/Seasonal Head Start Policy Committee must be followed and is hereby incorporated herein by reference.

Article 17: Amendments and Revisions

The Committee may adopt, amend, or repeal Bylaws by affirmative vote of two-thirds (2/3) of the members then in office. A public notice of any proposed bylaw change must be made at least two weeks prior to the meeting at which such a proposal will be voted upon. Proposed amendments to these Bylaws must be in writing and sent to the members at least seven days in advance of the Policy Committee meeting in which the Committee will act to provide public notice of a proposed bylaw change.

If any provision of these Bylaws requires the vote of a larger proportion of the Committee than is otherwise required by law, that provision may not be altered, amended, or repealed except by that greater vote.

PROCEDURES

Acceptable standards of conduct will be established and periodically revised by the Community Action Partnership of Madera County – Fresno Migrant/Seasonal Head Start Board of Directors for both Committee and Board members. All Committee and Board members will be informed of the established standards of conduct.

The Board of Directors in its entirety will be responsible, with a simple majority vote of members present for a regularly scheduled or appropriately called special meeting, for reprimanding or removing any representative from the Committee or Board due to conduct violations.

CODE of CONDUCT

The Fresno Migrant/Seasonal Head Start Policy Committee recognizes that those involved in the governance activities (Policy Committee) of the Madera County Community Action Partnership - Fresno Migrant/Seasonal Head Start are leaders, role models, and representatives of the organization. All members are expected to conduct themselves in such a manner that their personal and professional conduct does not adversely affect the services or the public image, reputation, or credibility of the Madera County Community Action Partnership - Fresno Migrant/Seasonal Head Start. As a member of the Madera County Community Action Partnership - Fresno Migrant/Seasonal Head Start Program Committee, I will fulfill and acknowledge my ethical obligations to CAPMC team members, stakeholders, business partners, and the public. I promise to abide by the CAPMC Code of Ethics and Business Conduct and to treat everyone with fairness and dignity. I promise to go beyond the letter of CAPMC policies and the law to also adhere to their spirit and intent. I promise to take personal responsibility for my actions, both good and bad. And I promise not to take credit for the work of others, but to recognize and honor their contributions. I also promise to:

1. Conduct myself in a manner that reflects high praise on the Agency, the CAPMC team members, the community action movement, and myself.
2. Tell the truth without intent to deceive or confuse with technicalities or omissions.
3. Comply with the Head Start Standards of Conduct by:
4. Ensuring that staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behaviors;
5. Ensure that staff, consultants, contractors, and volunteers report reasonably suspected or known incidents of child abuse and neglect, as defined by the Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C. 5101 note) and in accordance with applicable federal, state, local, and tribal laws;
6. Ensure that staff, consultants, contractors, and volunteers respect and promote the unique identity of each individual and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition; • Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies regarding the personally identifiable information of children, families, and other staff members, in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws; and,
7. (vi) Ensure that no child is left alone or unsupervised.

8. Refrain from behaviors that damage CAPMC's public image.
9. Comply with all agreements I enter into with team members and stakeholders.
10. Avoid any actions or alleged conflicts of interest and, when in doubt, openly disclose and address my concerns.
11. I confirm that I am not related by blood or marriage to any employee of the Madera County Community Action Partnership Head Start program.
12. Take personal responsibility for my actions, both successful and unsuccessful.
13. Take personal responsibility for recognizing and reporting violations of the Code.
14. Perform my responsibilities with dedication to achieving the Agency's mission and in accordance with CAPMC's values.
15. Serve all CAPMC members impartially and not grant special privileges to any member or organization.
16. Not accept special personal compensation from any member beyond the limitations established by CAPMC principles and policies, which include full disclosure and arm's-length bargaining.
17. Comply with all levels of government regulations and CAPMC policy regarding lobbying and political activities, using only legal, ethical, and moral means when advocating for children or families.
18. Disclose publicly available information freely and fully, but protect confidential information (generally related to business plans, market activities, and personal information about the character and competence of individuals within the Agency or stakeholders).
19. Must not make public statements under the protection of any Agency position without the approval of the Board of Directors.
20. They are prohibited from using their position on the Board/Committee for purposes that are, or appear to be, motivated by the desire to obtain personal benefit for themselves or for third parties, such as those with family, business, or other ties.
21. I will support and participate in a TEAMWORK approach to decision-making.
22. I will comply with CAPMC's Drug-Free Workplace Policy and maintain an environment free of drugs, alcohol, or any psychoactive substances. I will comply with the health and safety standards established by CAPMC Head Start to ensure my health and that of others.

CERTIFICATION OF CHAIR

I certify that I am the duly acting Secretary of the Fresno Migrant/Seasonal Head Start Policy Committee that the above Bylaws are the Bylaws of this Head Start Policy Committee as adopted by the Head Start Policy Committee on August 13, 2025, and that they have not been amended or modified since that date.

Amayrani Rosales, Chair

Dated: _____



Report to the Board of Directors

Agenda Item Number: D-13

Board of Directors Meeting for: September 11, 2025

Author: Maritza Gomez-Zaragoza

DATE: August 19, 2025

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Approval of the Madera Regional and Early Head Start Policy Council Members Meeting Reimbursement Policy for 2025-2026

I. RECOMMENDATIONS

Review and consider approving the 2025-2026 Reimbursement Policy for the Policy Council Members representing Madera Regional and Early Head Start program.

II. SUMMARY

The Policy Council Members representing Madera Regional and Early Head Start receive a reasonable financial reimbursement to attend meetings and to participate fully in their responsibilities.

III. DISCUSSION

The Policy Council will decide whether or not to approve the policy at their regular meeting on September 4, 2025, which includes a reimbursement for childcare from 3 to 4 hours for a maximum of \$30 for local members and \$45 for member traveling from the Mountain area per meeting because of the logistics of the center locations and time of travel. Mileage reimbursement is from the home to the meeting place at the Internal Revenue Service's approval rate. The mileage reimbursement will be given to those members using their vehicle.

- The Approval of the Madera Regional and Early Head Start Policy Council Members Meeting Reimbursement Policy for 2025-2026 will be presented to the Policy Council on September 4, 2005.

IV. FINANCING:

Funds are an allowable cost under the Federal Regulations.



PROGRAM GOVERNANCE POLICIES AND PROCEDURES

Policy Number:	HSPPS: 1301.3(e)	Page: 1 of 2
Approved by Policy Council:	Approved by Board of Directors:	

Subject: Parent Policy Council/Parent Policy Committee Reimbursement

Performance Objective: Community Action Partnership of Madera County Head Start Policy Council and Policy Committee members will be reimbursed for reasonable expenses incurred while participating in approved activities.

Operational Procedure:

1. The Policy Council/Committee Reimbursement Policy will be reviewed and approved by Policy Council /Committee on an annual basis. The Policy Council/Committee approval/recommendation is submitted to Board of Directors for approval.

2. The Parent Meeting Payment Activity Voucher will be used when parents participate in the following activities.
 - a. Attend monthly or special Policy Council/Policy Committee meetings.
 - b. Agency/Head Start Grantee sponsored conference/training seminars.
 - c. Parents participate on issues related to the program activities as requested.
 - d. Attend the National Migrant or Head Start Conference.
 - e. Self-assessment process.
 - f. Board of Directors meetings.

3. Parents will be reimbursed in the following manner:
 - a. Parent reimbursement for child care cost is \$30.00 for Policy Council/Policy Committee members that live locally and \$45.00 for members that live out of area (Mountains).
 - b. Mileage reimbursement is from the home to the meeting place at the Internal Revenue Service’s approval rate. The mileage reimbursement will be given to those members using their vehicle.
 - c. Reimbursement is provided to the Policy Council/Policy Committee representative. If the representative does not attend, the alternate is eligible for the reimbursement. Reimbursement is for voting members at the time of the designated meeting only.
 - d. Both Policy Council/Policy Committee member and alternate are eligible for reimbursement at required trainings or upon staff request to attend the event.
 - e. If both the Representative and Alternate decide to car-pool, the reimbursement will be provided to the owner of the vehicle.

The Parent Activity Payment Voucher is to be completed in the following manner:

1. PC member name
2. Complete mailing address
3. Position on the Policy Council/Policy Committee
4. Activity
5. Total miles (round trip)
6. Signature and date
7. Once the information is complete, the Parent Activity Payment Voucher is turned in to the Parent and Program Governance Specialist or Administrative Assistant for submission to the Fiscal Department. The Fiscal Department will send payment directly to the participating member.



Community Action Partnership del Condado de Madera
 1225 Gill Avenue, Madera, CA 93637 559.673.0012

BONO DE REMBOLSO
 (Complete con tinta)

Instrucciones: Complete los espacios de su nombre y dirección de su casa. Indique la fecha de la reunión y el objetivo / actividad. Las lecturas del odómetro inicial y final deben estar incluidas con el millaje. Reste la lectura del odómetro final a la lectura del odómetro principal y registre la diferencia en el millaje. El millaje será reembolsado de acuerdo a la tarifa aprobada por el IRS. Recuerde que si usted viene con otro miembro en un carro, sólo el conductor es elegible para el reembolso de millaje. Circule la tarifa apropiada para el tipo de reunión correspondiente. Agregue el reembolso de millaje y la asignación de reunión juntos. Escriba la suma de los gastos totales. Firme y feche el formulario. Personal de CAPMC completará la codificación de cuentas adecuadas.

Nombre: _____ Fecha de la Reunión: _____

Domicilio: _____ Posición: Miembro/Alternante del Concilio/Comité de Políticas

Ciudad/Código Postal: _____ Actividad: Reunión del Concilio/Comité

Teléfono: _____ Centro: _____

Programa: **Madera/Mariposa HS Madera/MHS Fresno MHS**

GASTOS

CANTIDAD

Millaje @ _____ Millas x Tarifa Actual del IRS Por Milla =\$ _____

Asignación de Reuniones (miembros del Comité de ingresos bajos)

\$30.00 (Local) \$45 (Montañas/Huron) \$ _____

Otro: _____ \$ _____

TOTAL DE GASTOS: \$ _____

Los gastos antes mencionados fueron realizados por mí llevando acabo las funciones para Community Action Partnership del Condado de Madera

Firma: _____

Fecha: _____

Esta parte debe ser completada por el personal CAPMC.

Cuenta del Programa Millaje: 3____.0-7111-____ - ____ \$ _____

Asignación: 3____.0-7114-____ - ____ \$ _____

Total: \$ _____

Autorizado por: _____

Fecha: _____



Report to the Board of Directors

Agenda Item Number: D-14

Board of Directors Meeting for: September 11, 2025

Author: Maritza Gomez-Zaragoza

DATE: August 19, 2025

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Madera Regional and Early Head Start 2024-2025 Planning Process and Calendar

I. **RECOMMENDATIONS**

Review and consider approving the 2024-2025 Madera Regional and Early Head Start Planning Process Policy/Procedure and Calendar.

II. **SUMMARY**

The policy/procedure determines and guides staff and Policy Council in program planning and goal setting which can positively influence organization performance and continuous improvement.

III. **DISCUSSION**

The planning process includes a review/analysis of:

- The process assists in the completion of the annual refunding application.
 - Update on the five-year goals developed with short term objectives. The program reviews/revises goals on an annual basis.
 - Review the monitoring system of the program.
 - Attached is a planning calendar that provides an overview of the items that will be presented to the Policy Council on a monthly basis.
- The Madera Regional and Early Head Start 2024-2025 Planning Process and Calendar will be presented to the Policy Council for Review and Approval on September 4, 2025.

IV **FINANCING**: Significant

The entire Head Start budget serves to support the accomplishment of program goals/objectives.



PROGRAM GOVERNANCE POLICIES AND PROCEDURES

Policy Number:	HSPPS: N/A Head Start Act of 2007: Sec. 642(c)(1)(i)-(iv)(II)	Page: 1 of 1
Approved by Policy Council/Committee: 9/7/23	Approved by Board of Directors:	

Subject: Planning Process

Performance Objective: Planning calendar is developed to guide the process to focus on the development of program goals, collecting outcome data, analysis of results, and continuous improvement.

Operational Procedure:

1. Head Start Director along with management staff will identify information and action items that will need to be presented to the Policy Council/Policy Committee as part of the refunding application process. The Program Planning elements include, but are not limited to;
 - a. Community Assessment
 - b. Program Goals & Objectives (long/short term)
 - c. Program Self-Assessment
 - d. On-going monitoring & reporting
 - e. Budget Planning, including service areas.
 - f. School Readiness & Outcome Data
 - g. Program Data – Program Information Report, Enrollment, Recruitment, Attendance, Finances, etc.

2. All of the elements are presented to the Policy Council/Policy Committee for review, input, and approval.

3. Once approved by the Committee/Council, the items are submitted to the Board of Directors to give members the opportunity for input and give final approval for each element presented.

4. The planning calendar is reviewed and updated as necessary on an annual basis and taken to the Policy Council/Policy Committee and Board of Directors for approval annually.



**Planning Calendar for Madera Regional and Early Head Start Program Activities
Governing Bodies
August 2025 to August 2026**

	August 26, 2025	September 4, 2025	October 2, 2025	November 6, 2025	December 4, 2025	January 1, 2026
Policy Council	<p>*Representatives/Alternates</p> <p>*Training</p> <ul style="list-style-type: none"> - Purpose - Brown Act - Shared Governance - Proposed Governance - Roberts Rule - Head Start Overview - Regulations/Ethics - PC Code of Conduct - Active Supervision - ERSEA - Eligibility, Recruitment, Selection, Enrollment and Attendance 	<p>Action</p> <ul style="list-style-type: none"> - Seating of 2025- 2026 Policy Council - 2025-2026 Policy Council Executive Committee Elected - Election of Executive Committee Rep. - Appoint Policy Council Rep. to Board of Director - 2025-2026 Reimbursement Policy - Planning Calendar <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) - Correspondence 	<p>*Action</p> <ul style="list-style-type: none"> - Distribute Bylaws 2025-2026 First Reading - Internal Dispute Resolution - HS/CSPP Parent Handbook - Election of the Community Member <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) - Correspondence <p>*Training</p> <ul style="list-style-type: none"> - CACFP 	<p>* Action</p> <ul style="list-style-type: none"> - 2024-2025 Program Information Report (PIR) - Approve 2025-2026 Bylaws - Self-Assessment Process - Behavior Policy/Suspension and Expulsion Policy <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) - Correspondence <p>*Training</p> <ul style="list-style-type: none"> - Conscious Discipline/Teaching Pyramid Model 	<p>*Action</p> <ul style="list-style-type: none"> - 2025-2026 Community Assessment Update - 2025-2026 Goals & Objectives Update - No Fee Policy <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) - Correspondence <p>*Training</p> <ul style="list-style-type: none"> - Child Outcomes 	<p>*Action</p> <ul style="list-style-type: none"> -None <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) - Correspondence
	August 8, 2024	September 12, 2024	October 10, 2024	November 14, 2024	December 12, 2024	January 9, 2026
Board of Directors	<p>*Action</p> <ul style="list-style-type: none"> - None <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) 	<p>Action</p> <ul style="list-style-type: none"> - 2025-2026 Reimbursement Policy - Planning Calendar 25-26 - Submit Approved Bylaws 25-26 - Submit PC parent Rep. for BOD <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) - Correspondence 	<p>*Action</p> <ul style="list-style-type: none"> - Internal Dispute Resolution - HS/CSPP Parent Handbook <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) - Correspondence 	<p>* Action</p> <ul style="list-style-type: none"> - 2024-2025 Program Information Report (PIR) - Self-Assessment Process - Behavior Policy/Suspension and Expulsion Policy <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) - Correspondence 	<p>*Action</p> <ul style="list-style-type: none"> - 2025-2026 Community Assessment Update - 2025-2026 Goals & Objectives Update - No Fee Policy <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) - Correspondence 	<p>*Action</p> <ul style="list-style-type: none"> -None <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) - Correspondence



**Planning Calendar for Madera/Mariposa Regional and Early Head Start Program Activities
Governing Bodies
August 2025 to August 2026**

	February 5, 2026	March 5, 2026	April 2, 2026	May 7, 2026	June 4, 2026	July 2, 2026	August 6, 2026
Policy Council	<p>*Action</p> <ul style="list-style-type: none"> Approve 2026-2027 Application/ Budget for Madera Regional & Early Head Start Training Plan Administrative Budget Non Federal Share Self-Assessment Results and Corrective Plan of Action 2024-2025 Annual Report <p>*Training</p> <ul style="list-style-type: none"> Classroom Assessment Scoring System (CLASS) <p>*Monthly Reports</p> <ul style="list-style-type: none"> Staffing Changes Budget Report In-Kind Program Enrollment & Attendance Report CACFP Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> CAPMC Audit Reports Criteria for defining Enrollment, Recruitment, Selection, Eligibility and Attendance(ERSEA) 2026-2027 <p>*Training</p> <ul style="list-style-type: none"> Family Engagement Data <p>*Monthly Reports</p> <ul style="list-style-type: none"> Staffing Changes Budget Report In-Kind Program Enrollment & Attendance Report CACFP Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> None <p>*Monthly Reports</p> <ul style="list-style-type: none"> Staffing Changes Budget Report In-Kind Program Enrollment & Attendance Report CACFP Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> None <p>*Monthly Reports</p> <ul style="list-style-type: none"> Staffing Changes Budget Report In-Kind Program Enrollment & Attendance Report CACFP Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> None <p>*Monthly Reports</p> <ul style="list-style-type: none"> Staffing Changes Budget Report In-Kind Program Enrollment & Attendance Report CACFP Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> None <p>*Monthly Reports</p> <ul style="list-style-type: none"> Staffing Changes Budget Report In-Kind Program Enrollment & Attendance Report CACFP Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> None <p>*Monthly Reports</p> <ul style="list-style-type: none"> Staffing Changes Budget Report In-Kind Program Enrollment & Attendance Report CACFP Program Information Report (PIR)
Board of Directors	<p>*Action</p> <ul style="list-style-type: none"> Approve 2026-2027 Application/ Budget for Madera Regional & Early Head Start Training Plan Administrative Budget Non Federal Share Self-Assessment Results and Corrective Plan of Action 2024-2025 Annual Report <p>*Monthly Reports</p> <ul style="list-style-type: none"> Staffing Changes Budget Report In-Kind Program Enrollment & Attendance Report CACFP Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> CAPMC Audit Reports Criteria for defining Enrollment, Recruitment, Selection, Eligibility and Attendance(ERSEA) 2026-2027 <p>*Monthly Reports</p> <ul style="list-style-type: none"> Staffing Changes Budget Report In-Kind Program Enrollment & Attendance Report CACFP Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> None <p>*Monthly Reports</p> <ul style="list-style-type: none"> Staffing Changes Budget Report In-Kind Program Enrollment & Attendance Report CACFP Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> None <p>*Monthly Reports</p> <ul style="list-style-type: none"> Staffing Changes Budget Report In-Kind Program Enrollment & Attendance Report CACFP Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> None <p>*Monthly Reports</p> <ul style="list-style-type: none"> Staffing Changes Budget Report In-Kind Program Enrollment & Attendance Report CACFP Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> None <p>*Monthly Reports</p> <ul style="list-style-type: none"> Staffing Changes Budget Report In-Kind Program Enrollment & Attendance Report CACFP Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> None <p>*Monthly Reports</p> <ul style="list-style-type: none"> Staffing Changes Budget Report In-Kind Program Enrollment & Attendance Report CACFP Program Information Report (PIR)



Report to the Board of Directors

Agenda Item Number: D-15

Board of Directors Meeting for: September 11, 2025

Author: Julie Doll

DATE: September 2, 2025

TO: Board of Directors

FROM: Julie Doll, Disability/Mental Health Specialist

SUBJECT: Suspension and Expulsion Procedure

I. RECOMMENDATIONS

Review and consider approving the Suspension and Expulsion Procedure for the Madera Migrant/Seasonal Head Start Program.

II. SUMMARY

Staff is requesting approval of for the Suspension and Expulsion Procedure. The procedure will provide guidance for staff on the process to follow when a child is having challenging behaviors in the classroom.

III. DISCUSSION

Suspension may be use as the last resort in extraordinary circumstances.

When a child demonstrates challenging behaviors staff will follow the Child mental health and social emotional well-being procedure (Reference to Procedure 45) in order to address the concern and provide support to the child and family which includes, but not limited to the following:

- Teaching staff will implement in the classrooms positive techniques from Conscious Discipline and the Teaching Pyramid from Center on the Social and Emotional Foundation for Early Learning (C.S.E.F.E.L) that are designed to build social and emotional skills in the children. Classrooms are monitored for this on an ongoing basis by the Disabilities/Mental Health Content Specialist.
- For children with ongoing challenging behaviors, staff will initiate the process of child and family receiving additional support by submitting a Child Concern Form.
- Strategies for the child and resources for the parent will be provided.
- For a child not responding to the strategies, a Child Success Team (CST) Meeting will be held to discuss the possibility of having the Mental Health Consultant provide an Individual Observation for the child. During the Individual Observation, the Mental Health Consultant will be accessible to the parent to give supportive feedback.

- Additional strategies may be recommended by the Mental Health Consultant.
- A Positive Behavior Management Plan will be established.
- Staff will continue to assist the child in gaining acceptable behaviors by modelling and consistently implementing each strategy provided.
- New strategies will be provided as needed.
- A child who continues to display aggressive behaviors that harm others or puts self in danger will result in the management team considering reducing the child’s time in Head Start until the child shows signs of being ready to participate for the full amount of scheduled class time.

Parent/guardian refusal or unwillingness to support the Positive Behavior Management Plan after reviewing Behavior Policy in the Parent Handbook will result in the family being moved to expulsion and parent/guardian will be provided other options for preschool/childcare.

- The Suspension and Expulsion Procedure for the Madera Migrant/Seasonal Head Start Program will be presented for review and approval to the Policy Committee on September 9, 2025.

IV. FINANCING: None



***ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, and
ATTENDANCE
POLICIES AND PROCEDURES***

Policy Number: 17 Effective Date: 11/7/16 Revised: 4/28/2021	HSPPS: 1302.17 (a) – (b)(3)	Page: 1 of 3
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Subject: Suspension and Expulsion

Performance Objective: Head Start programs must severely limit the use of suspensions and prohibit expulsion

Operational Procedure:

1. Suspension may only be:
 - a. Temporary in nature
 - b. Used as a last resort in extraordinary circumstances where there is serious threat that cannot be reduced or eliminated by reasonable modifications
 - If at any time a child poses serious harm resulting in medical treatment to another child or adult while at the center or class, the child’s parent/guardian will be asked to pick up the child and a meeting will be set up to discuss the incident. (Reference Policy 33A) **At any time, staff may not call parent/guardian to pick up a child early due to behavior without prior approval from Head Start Director, Maritza Gomez-Zaragoza. If Maritza is not available, prior approval can be obtained from Program Director, Mattie Mendez or Disability/Mental Health Content Specialist, Julie Doll in consultation with Maru Sanchez, Deputy Director-Direct Services.**
 - The child will not be allowed to return to the classroom until the meeting has taken place to determine next steps based on the severity of incident.
 - When there is a serious safety issue involving extreme aggressive behavior, a reduced schedule (temporary suspension) may be utilized.
 - The reduced scheduled will be based on the child’s ability to cope within a social environment and will be assessed through child observations and *Incident Charts* to determine periods of successes and challenges.
 - Staff will follow the Challenging Behavior Checklist for children with challenging behaviors.

2. Prior to determining whether ongoing temporary suspension is necessary, the program will:
 - a. Have Disabilities/Mental Health (D/MH) Specialist observe child's classroom management strategies for effectiveness (Reference Policy 45) and provide supportive recommendations
 - b. Have educator complete ASQ-SE2 from classroom environment perspective
 - c. If deemed necessary, schedule a case management meeting to develop a support plan
 - d. Engage the mental health consultant as determined by the team
 - e. Collaborate with parent/guardian
 - f. Utilize appropriate community resources – i.e. Behavioral Health, psychologist, or other specialists
 - g. D/MH Specialist will enter a COPA (MHS) or Child Plus (EHS & RHS) Referral for areas of concern and strategies provided.

3. If temporary suspension is deemed necessary, the program will help the child return to full participation in all activities as quickly as possible while ensuring child safety by:
 - a. Ongoing engagement with parent/guardian on a regular (weekly) basis and documenting follow up on a *Parent Contact Record*
 - b. If needed, holding a CST meeting to discuss need for a formal observation by mental health consultant (Reference Policy 33A) and provide strategies for classroom and home
 - c. Continuing to use appropriate community resources
 - d. Developing written plan – Positive Behavior Support Plan (PBSP) to document the action and supports needed
 - Parent/guardian refusal or unwillingness to support the PBSP at home or class will result in CST meeting to review Behavior Policy in Parent Handbook
 - e. Providing services that include home visits if needed, to help parent/guardian's understanding and development of parenting skills.
 - f. Determining whether a referral to a local agency responsible for implementing IDEA is appropriate

4. Our program will not expel or unenroll a child because of a child's behavior.
 - a. When a child continues to exhibit persistent and serious challenging behavior staff will:
 - Explore all possible steps and document all steps taken to address behavior(s) of which the focus was and continues to be to assist the child in learning appropriate behavior
 - Continuing engagement of a mental health consultant
 - Consider the appropriateness of providing services and supports for a child under section 504 of the Rehabilitation Act and not excluding child on the basis of disability
 - D/MH Specialist will consult with the parent/guardian(s)
 - If child has an IFSP/IEP, consulting with agency responsible for the IFSP/IEP to ensure that the child receives the needed support services.
 - If a child does not have an IFSP/IEP, the program will refer child, with parental consent, to the local agency responsible for implementing IDEA to determine child's eligibility for services.

- b. Parent/guardian refusal or unwillingness to support the PBSP after reviewing Behavior Policy in Parent Handbook will result in the family being moved to expulsion.
5. Children may be expelled from the program only if management (EHS & RHS) Disabilities Supervisor (MHS) concludes:
 - a. That the safety of the environment cannot be maintained due to a child's persistent and serious challenging behaviors
 - b. Due to the child's behavior, the program is in violation of Community Care Licensing Children's Personal Rights
 - c. The child puts self in unsafe and dangerous situations
 - Staff will work with the family and other involved individuals to assist the family in finding an appropriate placement and directly support the transition of the child into another placement i.e. family child care home with less children, Special Day Class, etc. that will provide a better environment for the child's success.
 - If child has an IFSP or IEP, the appropriate agency will be notified to update the agency of the efforts taken and the need for a more appropriate placement.
 - Staff will support parent/guardian to request IFSP/IEP meeting to inquire about additional assessments
6. When a child has been unenrolled or expelled, per AB 752, a Licensed Program Analyst from Community Care Licensing will review the steps taken by the program in addressing the behavior in addition to their methods to limit and/or prevent future incidents to determine if the program acted appropriately or whether there was a violation of California Code of Regulations, Title 22 or the California Health and Safety Code.

Forms Needed: Challenging Behavior Checklist, Initial Behavior Management Plan, Child Concern Form, Results of Child Success Team Meeting, Positive Behavior Support Plan, Parent Contact Record, Case Conferencing



Report to the Board of Directors

Agenda Item Number: D-16

Board of Directors Meeting for: September 11, 2025

Author: Maribel Aguirre

DATE: September 3, 2025

TO: Board of Directors

FROM: Maribel Aguirre, Parent and Program Governance Specialist

SUBJECT: Approval of the 2025-2026 Bylaws for the Madera Migrant Seasonal Head Start Policy Committee

I. RECOMMENDATIONS

Review and consider approving the 2025-2026 Bylaws for the Madera Migrant Seasonal Head Start Policy Committee

II. SUMMARY

The bylaws are one set of rules that govern the Policy Committee. Bylaws are reviewed yearly. The Committee was allowed 30 days for review and did not have any questions or recommendations.

III. DISCUSSION

- Changes include the revised Code of Conduct written within the context of the 2025-2026 Bylaws.
- Committee members were provided with 30 days to review the changes; the changes were approved by the Policy Committee on August 12, 2025.

IV. FINANCING: None



COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

AMENDED BYLAWS FOR THE REGULATION OF: MADERA MIGRANT/SEASONAL HEAD START POLICY COMMITTEE **2025-2026**



Reviewed by Agency Attorney – July 9, 2024
Approved by the Madera Migrant/Seasonal Head Start Policy
Committee on: August 12, 2025
Approved by CAPMC Board of Directors on:

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY MADERA/MERCED MIGRANT/SEASONAL HEAD START

Article 1: Introduction

Community Action Partnership of Madera County (CAPMC) believes that the gains made by children in Migrant/Seasonal Head Start must be understood and built upon by the family and the community. To achieve this goal, Migrant/Seasonal Head Start provides for the involvement of the child's parents and other members of the family in the experiences the child receives in the child development center by giving them many opportunities for a richer appreciation of the young child's needs and how to satisfy them.

Many of the benefits of Migrant/Seasonal Head Start are rooted in "change". These changes must take place in the family itself, in the community, and in the attitudes of people and institutions that have an impact on both.

It is clear that the success of Madera Migrant/Seasonal Head Start is bringing about substantial changes and demands the fullest involvement of the parents, parental-substitutes, and families of children enrolled in its programs. This involvement begins when a Migrant/Seasonal Head Start Program begins and should gain vigor and vitality as planning and activities go forward.

Article 2: Purpose

Section 1 – General The purpose of the Migrant/Seasonal Head Start Policy Committee is to support the Migrant Seasonal Head Start Program in planning, organizing, and developing programs to serve the needs of children, parents, and the community at large consistent with the most current Head Start Program Performance regulations of the Head Start Act, 42 U.S.C. 9801 *et seq.*, and the Head Start Performance Standards, 45 C.F.R. §1301.50 *et seq.* ("Head Start Performance Standards").

The Migrant/Seasonal Head Start Policy Committee works in partnership with the CAPMC Board of Directors and CAPMC Executive Director and Head Start staff in a shared governance model as provided by the Head Start Act and the Head Start Performance Standards. The Board of Directors is the governing board of the organization. The Migrant/Seasonal Head Start Policy Committee and the Board of Directors share responsibility in implementing the overall goals of Migrant/Seasonal Head Start in accordance with the program expectations and federal regulations. Within the guidelines established by the Head Start Act and Head Start Performance Standards, the Policy Committee is generally responsible for the direction of the program as detailed in 42 U.S.C. 642(c)(2)(D) of the Head Start Act.

These Bylaws prescribe the membership, the office, term of office and method of operation of the Policy Committee. As set forth below, these Bylaws also incorporate by reference the Binding Arbitration Agreement for Resolution of Impasse between the CAPMC's Board of Directors and Migrant/Seasonal Head Start Policy Committee.

Article 3: Mission, Vision and Philosophy Statement

Section 1 – CAPMC’s Mission, Vision, and Philosophy Statements are as follows:

MISSION: Helping people, changing lives and making our community a better place to live by providing resources and services that inspire personal growth and independence.

OUR VISION: CAPMC will be recognized as a premier social service agency that eliminates the effects of poverty by helping people obtain knowledge and skills to achieve self-reliance and economic stability...one life at a time.

OUR VALUES – BASIC BELIEF: As community action professionals, CAPMC is respectful of cultural diversity and dedicated to eliminating barriers to social economic independence in the midst of plenty in this nation by opening to everyone the opportunity for education and training; the opportunity to work; and the opportunity to live in decency; and dignity, and commit ourselves to six core values.

The values that create our Agency’s environment are based on fundamental respect for the rights, aspirations and dignity of every individual, client, fellow co-worker and others with whom CAPMC has contact. CAPMC’s Six Core Values are: Trustworthiness, Responsibility, Caring, Respect, Fairness, and Citizenship.

STANDARDS TO LIVE BY

One of CAPMC’s four Strategic Goals: Premier Programs and Customer Services: On March of 2011 CAPMC adopted its *Standards to Live By* that were developed to ensure the satisfaction and quality services to customers; the adopted behaviors are expected from all Agency employees, volunteers, and participating parents: **Courtesy, Attitude, Professionalism, Make Time and Closure.**

PROGRAM PHILOSOPHY

Two unique attributes distinguish Head Start from any other preschool program in our community and the county. Those distinguishing elements are the comprehensiveness of the program design and the degree to which parents are involved in all aspects of the program. These factors have helped to develop the philosophy of Head Start and promote our belief that we must prepare, educate, and develop our children and their families so that they are positive contributors to our community and this nation.

Key principles of Head Start since its inception in 1965, which were reaffirmed through a thorough review by the Advisory Committee on Head Start Quality and Expansion include:

- Comprehensive Services
- Parent Involvement and Family Focus
- Community Partnerships and Community Based Services
- Accountability/Steward of Tax Dollars

Section 2 – Authorized Activities The overall fiscal and legal responsibility for the administration of the Migrant/Seasonal Head Start Program remains at all times with the CAPMC Board of Directors.

Section 3 – General Activities CAPMC Migrant/Seasonal Head Start Policy Committee is generally responsible for the direction of the Head Start program, including program design and operation and long and short-term planning goals and objectives, all the while taking into account the annual self-assessment, Community Assessment, and community-wide strategic planning and needs assessment.

Section 4 – Additional Responsibilities The Policy Committee shall approve and submit to the CAPMC governing body recommendations and decisions about each of the following activities:

- a) 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.
- b) Program Recruitment, selection, and enrollment priorities.
- c) Applications for funding and amendments to applications for funding the programs as described in 42 U.S.C. 642(c)(2)(D) of the Head Start Act., prior to submission of applications described in this clause.
- d) Recommendations for budget planning for program expenditures, including policies for reimbursement and participation in Policy Committee activities.
- e) Implement, review, update and comply with these Bylaws for the operation of the Policy Committee.
- f) Reviewing and approving program personnel policies of the Agency regarding the employment of Head Start program staff (consistent with 42 U.S.C. 642(1)(E)(iv)(ix) which requires the inclusion of policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency), including standards of conduct for Head Start program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff. Note: The Policy Committee is not required to approve the hiring, evaluation, compensation or termination of Agency employees other than those listed in this section.
- g) Follow procedures to prohibit conflicts of interest as set forth in these Bylaws;
- h) Developing (and updating as needed) procedures for how members of the Policy Committee of the Head Start agency will be elected.
- i) Recommendations on the selection of delegate agencies and the service areas for such agencies, if applicable.
- j) Cooperate in good faith with the CAPMC Board of Directors with regard to any impasse including, without limitation, following impasse procedures developed to resolve internal disputes between the CAPMC Board of Directors and Committee in a timely manner.
- k) Arrive on time and regularly attend all Policy Committee meetings.
- l) Actively prepare for meetings by receiving and reading the agenda and minutes prior to the meetings.

Section 5 - Sharing of accurate and regular information about program planning policies and operation, which are as follows:

- a) Monthly financial statements, including credit card expenditures;
- b) Monthly program information summaries;
- c) Program enrollment reports, including attendance reports for children whose care is partially subsidized by any (other) public agencies;
- d) Monthly reports of meals and snacks provided through programs of the Department of Agriculture;
- e) The Financial audit;
- f) The annual self-assessment, including any findings related to such assessment;
- g) The community-wide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- h) Communication and guidance from the Secretary; and
- i) Program information reports.

Section 6 – Reimbursement A meeting reimbursement will be provided to Policy Committee Representatives in accordance with current CAPMC regulations. The reimbursement will be for attendance at Policy Committee meetings, Special Committee Meetings and other Policy Committee assignments. Reimbursement rates will be based on what is approved annually by the Policy Council and in accordance with CAPMC regulations. Attendance by alternates will only be reimbursed if the Policy Committee Representative is unable to attend.

Note: Checks for meeting reimbursements will be valid for a period of nine (9) months from the date of the check. If the Policy Committee Representative (or alternative) does not cash the reimbursement within nine months of the date of issuance of the reimbursement check, the check will be considered null and void and the expenses no longer subject to reimbursement.

Article 4: Membership – Representative of Children Enrolled/Community Members

Section 1 – Total Membership The authorized number of Policy Committee members shall be nine (9). If the number of members falls below nine (9), the Policy Committee may lawfully continue to manage Head Start activities but must act with reasonable diligence under the circumstances to select/replace/elect new Policy Committee members.

Section 2 – Membership of the CAPMC Migrant Policy Committee The membership of the Policy Committee shall be comprised of, at a minimum, the following:

- (a) Representation from each CAPMC Migrant/Seasonal Head Start Center shall be based on the following representative/children served ratio capacity:

1 to 40 children served – 1 Parent Representative and 1 Alternates

41 to 80 children served – 2 Parent Representatives and 1 Alternates

80+ children served – 3 Parent Representatives and 2 Alternates

Current Representation:

Center	Representatives	Alternates
Eastin Arcola	2	2
Mis Angelitos	2	2
Los Niños	1	2
Pomona	1	2
Sierra Vista	3	3

- (b) Representation from the Community:
Representation from the Community shall be no more than two (2) at-large community representatives. Representation will be sought from relevant community entities or organizations that are supportive of the purposes and goals of the Head Start Program, specifically Migrant Head Start. Applicants for the Community Policy Committee members shall be approved by the then-current members of the Policy Committee.

Head Start Performance Standards also state that “members at large of the community served by the Head Start agency (including any delegate agency) may include parents of children who were formerly enrolled in the Head Start program of the agency” may be elected to the Policy Council.

Article 5: Selection of Policy Committee Members

Section 1 – Head Start Center Representation

- (a) The Policy Committee representatives (both the representatives and alternates) must be elected by a general vote of the Center’s Parent Center Committee within 30 days of the center opening. Action of the election shall be recorded in the Center Committee minutes and forwarded to the Assistant Support Services Manager **prior** to the next regularly scheduled Policy Committee meeting. Subject to the approval of the CAPMC Board of Directors, this Committee will prescribe the manner for voting in a manner designed to allow direct participation by the parents in the voting process. This could include, without limitation: (a) voting in person at the center; (b) ballots mailed and/or provided to each parent with a deadline for the parent to return the ballot; (c) on-line voting through a survey or balloting application, website or other process that has reasonable expectations and assurances of accuracy for the vote.
- (b) Once elected, the Parent Center Committee Officials **may serve** as the respective Policy Committee representative of the respective center. If a center has two representatives, both may serve as the representatives.
- (c) Any current parent who is also a family member of a Migrant/Seasonal Head Start staff employee may **not** serve as an elected representative of the Policy Committee.
- (d) Only one member of an immediate family may serve on the Policy Committee as a voting member. The term ‘immediate family’ means spouse, domestic partner, child (including a stepchild), parent, parent-in-law, sibling, or relative by marriage or similar degree.

Section 3 – Community At-Large Representation The community representative/ organization must submit a letter of interest for consideration of a position to the Migrant/Seasonal Head Start Policy Committee. The Migrant/Seasonal Head Start Policy Committee must approve/disapprove the request by a majority vote.

- (a) In selecting a community representative at large, the Committee shall consider the existing program goals of CAPMC and the ability of the individual to be a resource in achieving those goals. Representation will be balanced to the greatest extent possible. When a vacancy in community representation occurs, notification shall be mailed to the appropriate organization soliciting a written application for representation. In the event there are more individuals willing to serve than there are seats available, the Migrant/Seasonal Head Start Policy Committee shall annually rotate seats in this sector among the eligible organizations using the following criteria:
 - 1. Length of tenure of each organization on the Head Start Policy Committee;
 - 2. The value (as determined in the sole and absolute discretion of the Policy Committee) of the current member organizations as resources to the current and immediate future program goals; and
 - 3. The desire of the current organization to remain as members.
- (b) Each representative may have one alternate to substitute for the representative. The representing body who is has a Policy Committee representative shall select its own alternate. Alternates shall not serve as officers of the Policy Committee.

Article 6: Term of Office for Members

Section 1 – Term of Office for Parent Representatives Parent representatives serve at the pleasure of the Center’s Parent Center Committee. An individual may not serve more than five (5) one-year terms as a parent representative and must be elected or confirmed annually by the Parent Center Committee. Only one member of an immediate family may serve as defined above in Article 5, Section 1(d). Notwithstanding the above (and the requirement under the Head Start Act and Performance Standards that the terms of parent representatives be limited to one year), under extenuating or emergency circumstances (such as natural disasters, Acts of God, pandemic, etc.) outside of the control of CAPMC or the Committee, the parent representative’s term may be extended for a short period of time until the next election can be conducted as set forth in these bylaws to prevent the dissolution of an existing Committee before a

successor Committee can be elected to ensure compliance with Section 642 of the Head Start Act and 45 C.F.R. Section 1301.3.

Section 2 – Term of Office for Community At-Large Representative Community representatives serve at the pleasure of the designated organization. An individual may not serve more than five (5) one-year terms as a community representative and must be elected or confirmed annually by a majority vote of the Head Start Policy Committee. Notwithstanding the above, under extenuating or emergency circumstances (such as natural disasters, Acts of God, pandemic, etc.) outside of the control of CAPMC or the Committee, the community representatives may be extended for a short period of time until the next election can be conducted as set forth in these bylaws to prevent the dissolution of an existing Committee before a successor Committee can be elected to ensure compliance with Section 642 of the Head Start Act and 45 C.F.R. Section 1301.3.

Section 3 – Alternates Service as an alternate Policy Committee member will not be considered as time served as a principal representative committee member.

Article 7: Removal

Section 1 – Reasons for Removal Members shall be removed from the Committee for the following reasons:

- (a) Change of residence to an area outside geographic area of Migrant/Seasonal Head Start Services Program.
- (b) A Policy Committee member transfers their child to another center.
- (c) The Parent Center Committee selects another representative.
- (d) Unexcused absence of a representative or alternate for more than three (3) meetings. Unexcused absence of a member shall include the failure to timely contact the member's alternate. In addition, a representative who will not be in attendance and is being replaced by the alternate must call the Central Office to inform them that the alternate will be attending the meeting.
- (e) Any officer or representative not acting in the best interest of the Policy Committee may be asked to resign. If the Policy Committee officer or representative refuses to resign, the Policy Committee officer or representative may be removed upon a two-thirds (2/3) vote of the members then in office.

Section 2 – Resignation by Non-Attendance Any member who misses two (2) regularly scheduled meetings of the Committee may be deemed to have resigned their position as a member of the Committee (subject to Committee approval). After a member has missed two (2) regularly scheduled monthly meetings, the Support

Services Manager will contact the Committee member and notify the member, in writing, that failure to attend the next regularly scheduled monthly meeting will result in Committee member's automatic resignation due to non-attendance.

Article 8: Vacancies

Section 1 – Events Causing Vacancy A vacancy shall occur when:

- (a) A Committee member is notified of his/her removal by actions of the Committee for cause;
- (b) A Committee member notifies the Committee of his/her resignation;
- (c) The Designee body removes its representative by a two-thirds (2/3) vote of the members then in office.

Section 2 – Vacancy of Parent Representative If a seat of a representative of the parents is vacant, and if an alternate has not been selected, the Committee will call for election from the respective Center's Parent Center Committee. If the alternate has been selected, then the alternate shall fill the seat for the remainder of the unexpired term and a new alternate shall be elected by the Parent Center Committee.

Section 3 – Vacancy of Community Representative If a seat of the representative of the Community is vacant, and if the designated alternate has not been selected, the Committee will call for election from the Community Body of Representation. The Committee shall ask the organization to name another representative to fill the term if no alternate has been selected.

Article 9: Meetings

Section 1 – General Meetings Regular meetings of the Committee will normally be held on the Wednesday prior to the Board of Directors meeting of each month unless the Committee fixes another date and time. The meeting schedule will generally be provided at the beginning of each school year. The Committee will use its best efforts to maintain those dates as Committee meeting dates. If a scheduled meeting date falls on a legal holiday, the meeting shall be held as soon as reasonably possible thereafter, typically the following week. The Committee recognizes its obligations to comply with the Ralph M. Brown Act (the "**Brown Act**") open meeting laws and will comply with all aspects of the Brown Act in the publishing of notices and agendas for all meetings as well as the dissemination of information related to agenda items. In addition, the Robert's Rules of Order shall be the governing rules for all Committee meetings.

Section 2 – Quorum Fifty percent of the current, non-vacant seats shall constitute a quorum at any meeting of the Committee. A quorum must be present at the time of any

official action taken.

Section 3 – Special Meetings Special meetings of the Committee may be called when the business to be addressed cannot be deferred until the next regularly scheduled meeting with notice published as required by the Brown Act. A special meeting of the Committee may be called by the Chairperson of the Committee or by any two Policy Committee members. A call for a special meeting will state the business to be addressed by the Committee at the special meeting in the form of agenda items. Every member of the Policy Committee must be notified of the special meeting at least five days prior to the established meeting time, unless the meeting is emergency in nature and fulfills the emergency meeting requirements of the Brown Act. The requirements of the Brown Act apply at all special meetings and only those items for which the special meeting was called may be deliberated and action taken, with no opportunity to discuss matters in closed session unless otherwise permitted by the Brown Act.

Section 4 – Special Meetings Executive Committee When a need for a special meeting arises, the Assistant to the Head Start Director will jointly determine with the Committee Chairperson if an Executive Committee meeting rather than a full Committee meeting would be appropriate as set forth in these Bylaws. If it is determined that a special meeting of the Executive Committee is appropriate, all members will receive notice of the meeting and are permitted to attend and participate in the meeting. If at the meeting a quorum of the Committee is established, the meeting would then become a special meeting of the Committee.

Section 5 – Place of Meetings Meetings of the Committee shall generally be held at CAPMC’s administrative offices, which is currently located as 675 S. Pine St. #101, Madera, California 93637. Meetings may be held, however, at any place within the County of Madera designated by the Committee so long as notice of such meetings is published as required by the Brown Act. Nothing in these Bylaws is intended to prohibit the Committee from meeting in closed sessions to discuss matters concerning specific employees, any potential or existing litigation, or other matters which may be discussed in closed session pursuant to the Brown Act.

Section 6 – General Notice Requirements All notices and agendas of meetings shall comply with the Brown Act and specify the place, date, and hour of the meeting, how those wishing to attend by remote online participation or teleconference may participate, as well as all matters of business to be considered by the Committee. Remote attendance is only permitted as specifically detailed in the traditional Brown Act’s teleconferencing rules and the addition of Government Code Section 54953(k) (effective through January 1, 2026) which requires certain findings to establish “emergency circumstances” with the Committee taking certain actions to approve the request. Written notification of regular Committee meetings shall be made by mail or other electronic forms that gives actual notice of the meeting to the members at least five days in advance of the meeting. The Committee secretary is authorized to execute any and all affidavits of notice indicating that notice of the meeting was duly made.

Section 7 – Action at a Meeting Presence of a majority of the members then in office at a meeting of the Committee constitutes a quorum for the transaction of day-to-day business of CAPMC, except as otherwise provided in these Bylaws. Every act done or decision made by a majority of the members present at a meeting duly held at which a quorum is present shall be regarded as the act of the Committee, unless a greater number, or the same number after disqualifying one or more members from voting, is required by the Articles of Incorporation, these Bylaws, or the provisions of the California Corporations Code applicable to CAPMC. Members may not vote by proxy but their alternates may vote in their place instead.

Section 8 – Proxy Voting The practice of proxy voting at any meeting, either the Policy Committee as a whole, or at a Special Committee meeting, is prohibited. Any such attempted voting shall be deemed null and void.

Note: Alternate Board members serve in the place instead of absent principal Board members, so any votes of an alternate Board member count in place of the vote of an absent principal Board member.

Section 9 – Adjournment A majority of the Policy Committee members present, whether or not a quorum is present, may adjourn any meeting to another time and place, but any notice of adjournment to another time or place shall be given in accordance with the provisions of the Brown Act.

Section 10 – Meeting Minutes Records of all actions of the Committee (including actions in closed session) will be set forth in written minutes of the meeting. Minutes will be kept on file as the official record of the Committee. Closed session minutes will be kept separately from the regular minutes and kept confidential. CAPMC's Assistant to the Head Start Director will be the custodian of the minutes. However, it is vital that all Policy Committee members and the Head Start Director be able to fully participate in the discussions and deliberations. Minutes will then be transcribed by an Agency clerical employee after the meeting. Minutes of previous meetings will be distributed to all members no fewer than five days in advance of the next meeting, except for closed session minutes. The written official minutes of Policy Committee Meetings (other than minutes of closed sessions) shall be available to the public for inspection in accordance with the provisions of the California Public Records Act.

Section 11.-- The Committee reserves the right to enact safety measures to protect its members, CAPMC employees and the public from unnecessary health risks for illnesses such as COVID-19 and/or requiring face coverings and social distancing for both those who are fully vaccinated as well as those who are not.

Article 10: Officers

Section 1 – Officers The Committee shall have the following officers; President, Vice-President and Secretary-Sergeant of Arms.

Section 2 – Duties of Officers The duties of these officers shall be as follows:

President: The President shall:

- (a) Be a member and President of the Policy Committee, a member and President of the Executive Committee, and shall appoint members of all committees.
- (b) Call to order all meetings of the Policy Committee and Executive Committees and, as may be required, work with parents and staff in the development of agendas and submission of agendas.
- (c) Preside at all meetings of the Policy and Executive Committees.
- (d) Exercise such other powers and performs such other duties as may be prescribed by the Policy Committee.

Vice- President: The Vice-President shall be a member of the Policy and Executive Committees. In the absence or incapacity of the President, the Vice-President shall preside at meetings and shall also perform such other duties as may be prescribed by the Committee from time to time.

Secretary - Sergeant of Arms: The Secretary - Sergeant of Arms shall be a member of the Policy and Executive Committees and shall perform such other duties as may be prescribed by the Committee. The Secretary - Sergeant of Arms shall keep order over all meetings.

Article 11: Election of Officers

Section 1 – Election of Officers The officers shall be elected annually to a one-year term by the Committee. Election shall take place at the Policy Committee meeting following the seating of the new Policy Committee members.

Section 2 – Term of Office The term of office for officers begins at the same time of their election until the new representatives are seated the following year.

Section 3 – Vacancies in Officer Positions Vacancies in officer positions shall be filled at the next regular noticed meeting of the Committee to complete the unexpired term of the position being filled.

Section 4 – Alternates Alternates may not serve as officers on the Committee.

Section 5 – Designated Representatives Designated Representatives of the Community Representative or other designee officials may not serve as officers.

Article 12: Committees

Section 1 – Executive Committee The Executive Committee shall be composed of the officers and one member elected by the Policy Committee. There will be no limit on the number of terms served by non-officers on the Executive Committee.

Section 2 – Executive Committee – Interim Matters The Executive Committee shall act on interim or emergency matters which cannot wait until the next regular Policy Committee meeting.

Section 3 – Executive Committee – Resolving Administrative Management Issues The Executive Committee shall be responsible for determining major administrative and management issues to be addressed by Administration and Policy Committee.

Section 4 – Executive Committee Schedule The Executive Committee shall determine its own meeting schedule. Meetings may be called by the President or shall be called upon request of majority members of the Executive Committee.

Section 5 – Executive Committee Quorum A quorum for any of the Executive Committee shall be 50 percent of the authorized total membership of the Executive Committee.

Section 6 – Executive Committee Minutes The Policy Committee shall review the minutes of each Executive Committee and accept or reject such minutes in whole or in part.

Section 7 – Executive Committee Responsibilities & Duties The President and the Policy Committee shall determine the duties, authority, responsibility and term of service of each Special Committee. Primarily, the purpose of each Committee will be to gather information and make recommendations to the Policy Committee. The Committees that may be created include, but are not necessarily limited to, the following:

- (a) Budget
- (b) Personnel
- (c) Programmatic
- (d) Curriculum
- (e) Selection

Article 13: Representatives to Central California Migrant/Seasonal Head Start Policy Council

Section 1 – Representation The Madera/Merced Migrant/Seasonal Head Start Policy Committee shall have three (3) representatives and three (3) alternate representatives to the Central California Migrant/Seasonal Head Start Policy Council (CCMHSPC).

Section 2 – Duties of Representatives / Alternates Representative:
It is the responsibility of the representative to:

- (a) Review the agenda packet prior to attending meetings in order to prepare questions and recommendations.
- (b) Attend all monthly meetings, which are normally held on Saturdays.

- (c) Represent the best interest of the children, parents, centers, and agency of Madera Migrant/Seasonal Head Start when voting on action items.
- (d) Serve as a liaison between the CAPMC Migrant/Seasonal Head Start Policy Committee and the CCMHS, sharing information between groups.

Alternate: It is the responsibility of the Alternate to fulfill the duties of the Representative if the Representative is unable to attend a meeting of CCMHSPC.

Section 3 – Election of Representatives / Alternates The Representatives / Alternates shall be elected (annually) to a one-year term by a majority vote of the Policy Committee. An individual may serve a maximum of three (3) terms as a Representative. The election shall take place at the Policy Committee meeting after the new Committee is seated.

Section 4 – Term of Office The term of office begins at the time of their election until the new representatives are seated the following year.

Section 5 – Vacancies in Officer Positions Vacancies in Representative/Alternate positions shall be filled at the next regularly noticed Policy Committee meeting to complete the unexpired term of the position being filled.

Section 6 – Designated Representatives Representatives/Alternates may not be the designated Policy Committee from the community or the past parent member. Representatives/Alternates must be current parents, members of the Community Action Partnership of Madera County Migrant/Seasonal Head Start Policy Committee.

Section 7 – Removal of Representation An approved Policy Council Representative to the Central California Migrant/Seasonal Head Start Policy Council not acting in the best interest to the Policy Committee may be asked to resign or be removed upon a two-thirds (2/3) vote of the members then in office.

Article 14: Conflict of Interest

Section 1 – No Conflict of Interest All Policy Committee Members will be required to sign a Policy Committee Code of Conduct form on a yearly basis. The form indicates that each member acknowledges the following:

- a) Participation on the Policy Committee will result in no financial gain to the Policy Committee member or any member of his/her family.
- b) Conflict of Interest – The Policy Committee member confirms that he/she is not related to any Head Start employee by blood or marriage.

Oath of Confidentiality – The Policy Committee member acknowledges and agrees that all information obtained during his/her participation on the Policy Committee meetings is

confidential and that no information gained as a result of participation on the Policy Committee will be used for any purpose except to make appropriate decisions and recommendations for the program.

Section 2 – Employment with CAPMC Any Policy Committee Member wishing to apply for a position within CAPMC must resign or have vacated his/her Policy Committee Representative position.

Section 3 – Loans CAPMC may not lend any money or property to, or guarantee the obligation of, a Policy Committee Representative or officer; provided however that CAPMC may advance money to a Director or officer of CAPMC for expenses reasonably anticipated to be incurred in the performance of his or her duties if that Policy Committee Representative or officer would otherwise be entitled to reimbursement for such expenses by CAPMC. In the case of an advance, itemized receipts shall be submitted to the Assistant to the Head Start Director within ten days of the actual expenditure. As noted above, checks for meeting reimbursements will be valid for a period of nine (9) months from the date of the check. If the Policy Committee Representative (or alternative) does not cash the reimbursement within nine months of the date of issuance of the reimbursement check, the check will be considered null and void and the expenses no longer subject to reimbursement.

Article 15: Confidentiality

Section 1 – Confidentiality All officers, employees and volunteers (Policy Committee and CAPMC Board Members) collecting, maintaining and utilizing any client data information or Executive Session or Closed Session information in the course of their work in CAPMC shall sign a Policy Committee Code of Conduct form. Any person breaching confidentiality of Executive or Closed Sessions or client data information will be immediately suspended from the Policy Committee, and where appropriate be asked to resign or be removed from the Board upon a two-thirds (2/3) vote of the members then in office. Anyone who discloses confidential or other information disclosed during closed sessions may also be potentially liable for violations of the Brown Act which carries substantial civil and criminal penalties.

Article 16: Binding Arbitration

Section 1 – Binding Arbitration The Binding Arbitration Agreement for Resolution of Impasse between the CAPMC Board of Directors and the Migrant/Seasonal Head Start Policy Committee must be followed and is hereby incorporated herein by reference.

Article 17: Amendments and Revisions

The Committee may adopt, amend, or repeal Bylaws by affirmative vote of two-thirds (2/3) of the members then in office. A public notice of any proposed bylaw change must be made at least two weeks prior to the meeting at which such a proposal will be voted upon. Proposed amendments to these Bylaws must be in writing and sent to the members at least seven days in advance of the Policy Committee meeting in which the Committee will act to provide public notice of a proposed bylaw change.

If any provision of these Bylaws requires the vote of a larger proportion of the Committee than is otherwise required by law, that provision may not be altered, amended, or repealed except by that greater vote.

CODE OF CONDUCT

The Madera Migrant/Seasonal Head Start Policy Committee recognizes that persons involved in governance activities (Policy Committee and Board of Directors) at Community Action Partnership of Madera California – Madera Migrant/Seasonal Head Start are leaders, models, and representatives of the organization. All members will be expected to conduct themselves such that their personal and professional conduct does not have a negative effect on services or reflect badly on Community Action Partnership of Madera California – Madera Migrant/Seasonal Head Start public image, reputation, or credibility

PROCEDURES

Acceptable standards of conduct will be established and periodically revised by the Community Action Partnership of Madera California – Madera Migrant/Seasonal Head Start Board of Directors for both Committee and Board members.

All Committee and Board members will be informed of the established standards of conduct.

The Board of Directors in its entirety will be responsible, with a simple majority vote of members present for a regularly scheduled or appropriately called special meeting, for reprimanding or removing any representative from the Committee or Board due to conduct violations.

CODE of CONDUCT

The Madera Migrant/Seasonal Head Start Policy Committee recognizes that those involved in the governance activities (Policy Committee) of the Madera County Community Action Partnership - Fresno Migrant/Seasonal Head Start are leaders, role models, and representatives of the organization. All members are expected to conduct themselves in such a manner that their personal and professional conduct does not adversely affect the services or the public image, reputation, or credibility of the Madera County Community Action Partnership - Fresno Migrant/Seasonal Head Start. As a member of the Madera County Community Action Partnership - Fresno Migrant/Seasonal Head Start Program Committee, I will fulfill and acknowledge my ethical obligations to CAPMC team members, stakeholders, business partners, and the public. I promise to abide by the CAPMC Code of Ethics and Business Conduct and to treat everyone with fairness and dignity. I promise to go beyond the letter of CAPMC policies and the law to also adhere to their spirit and intent. I promise to take personal responsibility for my actions, both good and bad. And I promise not to take credit for the work of others, but to recognize and honor their contributions. I also promise to:

1. Conduct myself in a manner that reflects high praise on the Agency, the CAPMC team members, the community action movement, and myself.
2. Tell the truth without intent to deceive or confuse with technicalities or omissions.
3. Comply with the Head Start Standards of Conduct by:
4. Ensuring that staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behaviors;

5. Ensure that staff, consultants, contractors, and volunteers report reasonably suspected or known incidents of child abuse and neglect, as defined by the Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C. 5101 note) and in accordance with applicable federal, state, local, and tribal laws;
6. Ensure that staff, consultants, contractors, and volunteers respect and promote the unique identity of each individual and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition; • Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies regarding the personally identifiable information of children, families, and other staff members, in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws; and,
7. (vi) Ensure that no child is left alone or unsupervised.
8. Refrain from behaviors that damage CAPMC's public image.
9. Comply with all agreements I enter into with team members and stakeholders.
10. Avoid any actions or alleged conflicts of interest and, when in doubt, openly disclose and address my concerns.
11. I confirm that I am not related by blood or marriage to any employee of the Madera County Community Action Partnership Head Start program.
12. Take personal responsibility for my actions, both successful and unsuccessful.
13. Take personal responsibility for recognizing and reporting violations of the Code.
14. Perform my responsibilities with dedication to achieving the Agency's mission and in accordance with CAPMC's values.
15. Serve all CAPMC members impartially and not grant special privileges to any member or organization.
16. Not accept special personal compensation from any member beyond the limitations established by CAPMC principles and policies, which include full disclosure and arm's-length bargaining.
17. Comply with all levels of government regulations and CAPMC policy regarding lobbying and political activities, using only legal, ethical, and moral means when advocating for children or families.
18. Disclose publicly available information freely and fully, but protect confidential information (generally related to business plans, market activities, and personal information about the character and competence of individuals within the Agency or stakeholders).
19. Must not make public statements under the protection of any Agency position without the approval of the Board of Directors.
20. They are prohibited from using their position on the Board/Committee for purposes that are, or appear to be, motivated by the desire to obtain personal benefit for themselves or for third parties, such as those with family, business, or other ties.

21. I will support and participate in a TEAMWORK approach to decision-making.

22. I will comply with CAPMC's Drug-Free Workplace Policy and maintain an environment free of drugs, alcohol, or any psychoactive substances. I will comply with the health and safety standards established by CAPMC Head Start to ensure my health and that of others.

CERTIFICATION OF SECRETARY

I certify that I am the duly acting Secretary of the Madera Migrant/Seasonal Head Start Policy Committee that the above Bylaws are the Bylaws of this Head Start Policy Committee as adopted by the Head Start Policy Committee on August 12, 2025, and that they have not been amended or modified since that date.

Juana Perez, Secretary

Dated: _____



**ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM
MONTHLY REPORTING – [SEPTEMBER 2025](#)**

NUMBER OF CHILDREN ENROLLED IN EACH PROGRAM FOR THE ALTERNATIVE PAYMENT PROGRAM

General Contract - CAPP	597
CalWORKs Stage 2 – C2AP	131
CalWORKs Stage 3 – C3AP	141
Bridge Program - BP	11
Total Children Enrolled	880

**NUMBER OF IN-HOME LICENSE CHILD CARE PROVIDERS AND LICENSE-EXEMPT CHILD CARE PROVIDERS
FOR ALTERNATIVE PAYMENT PROGRAM**

IN - HOME LICENSE CHILD CARE PROVIDERS – SMALL	44
IN – HOME LICENSE CHILD CARE PROVIDERS – LARGE	49
LICENSE-EXEMPT CHILD CARE PROVIDERS	89
Total Providers Enrolled	182

RESOURCE & REFERRAL LICENSED PROVIDERS

ACTIVE - LICENSED CHILD CARE PROVIDERS	152
CLOSED - LICENSED CHILD CARE PROVIDERS	3

CHILD CARE INITIATIVE PROGRAM PROVIDER WORKSHOPS/TRAININGS

CHILD CARE INITIATIVE PROJECT (CCIP) Workshops:

- CCIP Orientation (English) – 2 attendees
- CCIP Orientation (Spanish) – 31 attendees

*All CCIP Workshops were provided via-Zoom.

Family, Friend and Neighbor Activity:

- No Activities

BRIDGE PROGRAM Workshops:

- No Activities



August 2025

Community Services Report

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

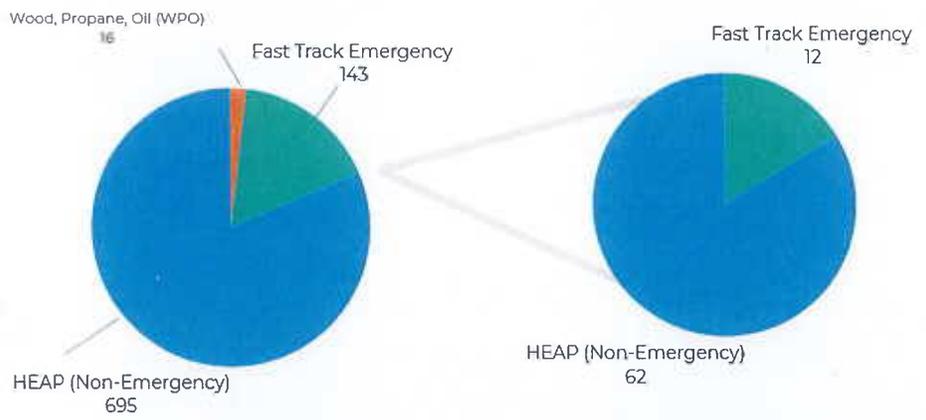
HOUSEHOLDS SERVED (2025)

The data displayed was collected from January to August 2025. For monitoring purposes, we've discovered several key insights and trends during this period that may inform decision-making and guide future actions. The LIHEAP Program assists customers with utility bills, the program also includes Weatherization for qualified households.

2024 Total

2025 Program Assistance Overview

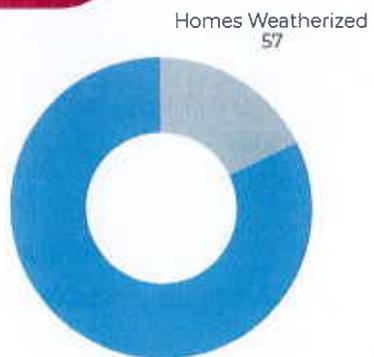
From January to August 2025, the majority of support provided was through the HEAP (Non-Emergency) category with 695 households, followed by Fast Track Emergency at 143 homes, and a smaller number utilizing the Wood, Propane, Oil (WPO) with 16 households.



HOUSEHOLDS SERVED (2025) through the Weatherization Program



Funding to Assist Households through August 2025
\$72,638.49



The weatherization services help low-income households reduce energy costs and improve their home's energy efficiency. The LIHEAP Weatherization Program provides free energy upgrades, education on energy efficiency, and budget counseling. These services aim to lower utility bills, enhance home health and safety, and promote overall household economic security.

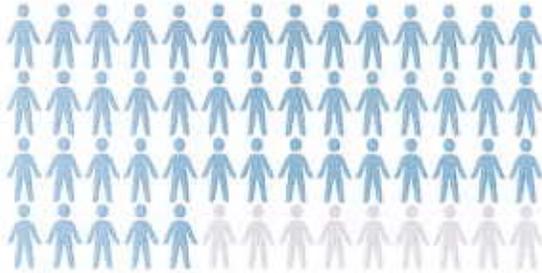
Homes Weatherized With 2025 Funding = 57

Customers who applied for Weatherization
261

HOMELESS ASSISTANCE SERVICES

SHUNAMMITE PLACE

August 2025 Total



August 2025 Overview

As of August 2025, the Shunammite Place holds a total of 56 residential occupancy. Out of these 47 units are currently occupied by residents while the remaining 9 units are vacant and available for placement. This indicates an approximate 83% occupancy rate, with opportunities to increase resident placement and utilization. The Shunammite Place Program offers permanent supportive housing to individuals and families prioritizing a barrier-free transition from the streets or shelters. The program recently acquired a 3-bedroom home and is in the process of getting ready to be occupied.

MADERA MENTAL HEALTH SERVICES ACT (MMHSA)

How the Community Services Program utilizes MMHSA

MMHSA holds 12 residents and supports recovery-focused mental health care. Currently the program is operating at 91.6% capacity, 11 units were filled as of August 2025, with 91.6% of residents completing the program —demonstrating full engagement and optimal use of program resources.



Total Units Occupied

KAISER PERMANENTE HOUSING GRANT FOR HEALTH GRANT OPPORTUNITIES ROUND 3

The Kaiser Permanente Housing for Health Grant Round 3 is a funding initiative aimed at improving health outcomes by addressing housing insecurity and homelessness. This grant develops or expands programs linking stable housing with supportive services such as mental health care, substance use treatment, and primary health care access.

Budget Breakdown



Grant Expense Overview

As part of the Kaiser Permanente Housing for Health Grant Round3 budget a total of \$25,000 was allocated. To date, \$367.05 has been expended representing 1.46% of the total budget. This leaves a remaining balance of \$24,632.95; this grant is for the period June 30, 2025 through July 1, 2026.



Community Action Partnership of Madera County, Inc. - HELP Center



AUGUST 2025

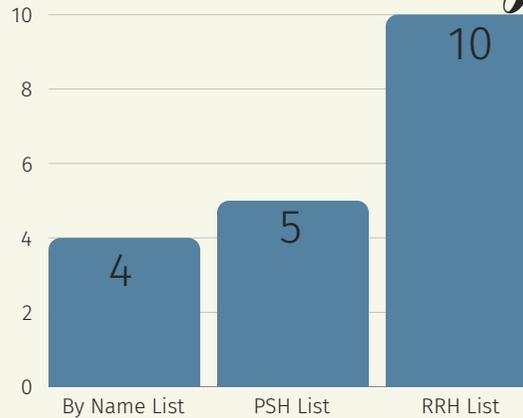
Housed



Permanent Housing: 4

Permanent Supportive Housing: 1

Coordinated Entry



Sheltered



11

Referrals



38

Clients Served → Subgroups

Chowchilla City

15

Madera City

82

Eastern Madera

4

Families

11

Single Individuals

90

DV Victims

0

TAY

4

Total Clients



101



Homeless Engagement for Living Program (HELP Center) Services Report - August 2025

Below are the number of services provided and contacts made in Madera County for the period of 08/01/2025 - 8/31/2025.

	Individuals	Families	DV	TAY	Veterans
Madera City	86	13	0	4	0
Chowchilla City	19	0	0	0	0
Eastern Madera	6	0	0	0	0
Total:	111	13	0	4	0

HOUSING SERVICES	CURRENT MONTH	YEAR TO DATE
SHELTER	11	14
REFERRED TO TRIAGE - MRM	8	22
TRIAGE HOUSING	5	9
REUNIFICATION WITH FAMILY	1	1
HOUSING RESOURCE GUIDE	9	10
SUBMITTED RENTAL APPLICATIONS	11	16
PERMANENT HOUSING	4	10
PERMANENT SUPPORTIVE HOUSING	1	2
PROVIDED MOVE-IN COSTS	1	6
RECEIVED EMERGENCY HOUSING VOUCHER	0	0
DOCUMENT COLLECTION	CURRENT MONTH	YEAR TO DATE
DMV VOUCHER FOR ID	8	12
ASSISTED IN OBTAINING DOCUMENTS THROUGH CONSULATE	2	2
SOCIAL SECURITY CARD	3	6
BIRTH CERTIFICATE	3	4
INCOME VERIFICATION	4	5
DISABILITY CERTIFICATION	0	1
PSH SUPPORT LETTERS	4	8
EMOTIONAL SUPPORT ANIMAL LETTER	1	1
REFERRALS	CURRENT MONTH	YEAR TO DATE
WORKFORCE	7	9
VICTIM SERVICES	3	4
VETERAN AFFAIRS	0	0
BEHAVIORAL HEALTH	26	43
REFERRED TO BH BRIDGE HOUSING	0	0
REFERRED TO BHS-HOPE HOUSE	1	1
IMMIGRATION SERVICES	4	4
FOSTER CARE SERVICES	0	0
RH COMMUNITY BUILDERS	4	6
RHCB-CALAIM	0	0
SUBSTANCE ABUSE PROGRAM	1	1
DEPARTMENT OF SOCIAL SERVICES - APS	1	1
DEPARTMENT OF SOCIAL SERVICES - CPS	0	0
DEPARTMENT OF SOCIAL SERVICES - HOUSING	0	0
OTHER NON-CASH BENEFITS	CURRENT MONTH	YEAR TO DATE
ASSISTED IN OBTAINING MEDICAL APPTS	0	3
ASSISTED IN OBTAINING CASH AID / TANF	0	0
ASSISTED IN OBTAINING CALFRESH BENEFITS	3	4
ASSISTED IN OBTAINING HEALTH INSURANCE	1	2
OTHER SERVICES	CURRENT MONTH	YEAR TO DATE
SUICIDE PREVENTION	0	0
PROVIDED HYGIENE KITS	24	36
DELIVERED COMMODITIES	35	45
ASSISTED WITH SSI BENEFITS	1	3
ARRANGED TRANSPORTATION	14	19
ADVOCACY WITH LEGAL MATTER	0	0
ASSISTED IN OBTAINING A GOVT. PHONE	1	1
PROVIDED SHOES OR CLOTHES TO CLIENT	0	0
PROVIDED BICYCLE FOR TRANSPORTATION	1	1
ASSISTED WITH JOB INTERVIEW	0	0
ASSISTED IN OBTAINING INCOME	0	0
OTHER COORDINATED ENTRY	CURRENT MONTH	YEAR TO DATE
PLACED ON PSH PRIORITY LIST	5	7
PLACED ON RRH PRIORITY LIST	10	10
PLACED ON BY-NAME LIST	4	4



Report to the Board of Directors

Month: September 2025

Program Manager: Jennifer Coronado

ACCOMPLISHMENTS:

- On boarded Transitional Housing Case Worker, Victim Advocate III Oakhurst Office, and full-time Resident Aide for MDS

UPCOMING EVENTS:

- Oct. 7, 2025, Cal OES Performance Assessment of all six programs.
- Wear purple for domestic violence awareness day 10/17/25.
- NCA re-accreditation site review for the Child Advocacy Center 10/22/25.
- Annual Soup Bowl Event for domestic violence awareness 10/24/25 (tickets on sale Oct. 1st).
- 2025-2026 Victim Witness (VW) program RFP released.

STATISTICAL REPORTS:

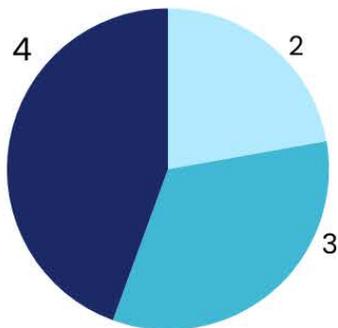
To be provided on a quarterly basis.



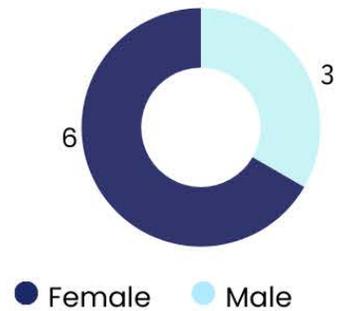
Madera County Child Advocacy Center (CAC)

August 2025

Age

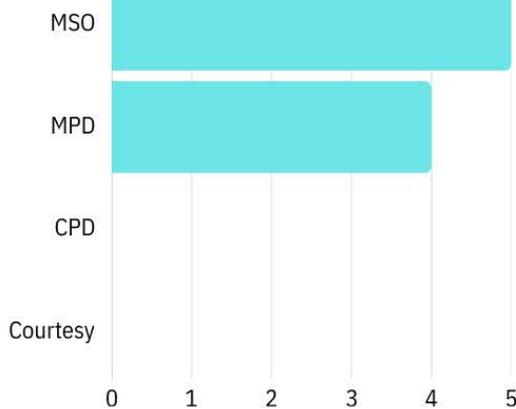


Gender



Female Male

Requesting Agency



*Law Enforcement investigations are conducted as a joint response with Madera County Child Protective Services

Mental Health Services



Child Forensic Interviews Year to Date

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2025	3	5	10	11	6	7	9					
2024 YTD	7	7	13	15	11	7	13	12	3	5	4	2



Report to the Board of Directors

Agenda Item Number: E-1

Board of Directors Meeting for: September 11, 2025

Author: Maritza Gomez-Zaragoza

DATE: September 4, 2025

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: 2024-2025 Fresno Migrant Seasonal Head Start Self-Assessment Results

I. RECOMMENDATIONS

Review and consider approving the 2024-2025 Fresno Migrant Seasonal Head Start Self-Assessment Results.

II. SUMMARY

In accordance with Head Start Performance Standards, a yearly self-assessment must be conducted. The assessment assists staff to determine if the systems that are in place help the program comply with the 2007 Head Start Act and Performance Standards. Developed checklists that reflect compliance with OHS Program Performance Standards were utilized to conduct the self-assessment.

Program process and systems were reviewed to collect information that was utilized as part of the self-assessment to identify strengths and areas of need in the implementation of policies, procedures, and processes. The self-assessment process assessed the program in the month of July of 2025.

III. DISCUSSION

Staff utilized a variety of systems based on the 2025 Office of Head Start Monitoring Protocol to evaluate the program. The areas reviewed were:

- Quality Education and Child Development services
- Quality Health/Nutrition Program Services/Environmental Health and Safety
- Quality Family and Community Engagement Services
- ERSEA – Eligibility and Attendance
- Program Design and Management

Results of the program self-assessment will be reviewed with Policy Committee and Board of Directors at their respective meetings. The program did not identify any

findings during the review. Recommendation to strengthen the program's services and systems were identified. A plan to address the recommendations is included on the report. See Program Strengths, Recommendations and Findings with plan of action attached.

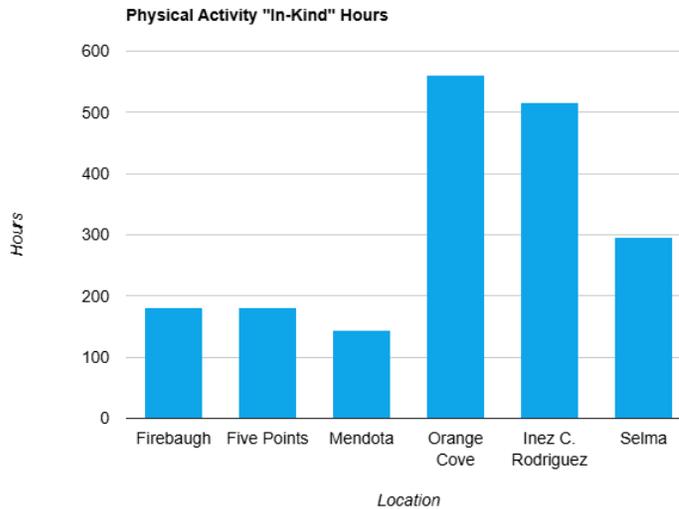
- The 2024-2025 Fresno Migrant Seasonal Head Start Self-Assessment Results will be presented to the Policy Committee for review and approval on September 10, 2025.

IV. **FINANCING**: Minimal



PROGRAM SELF-ASSESSMENT REVIEW
Review Year 2024-2025
PROGRAM STRENGTHS, RECOMMENDATIONS AND FINDINGS

Program: CAPMC – Fresno Migrant Seasonal Head Start		July 2025
Program Area	STRENGTHS AND HIGHLIGHTS	
Quality Education and Child Development Services / Disabilities / Mental Health	<p>1302.32(a)(2) Curricula Curriculum to Fidelity was conducted at 3 centers (Inez, Mendota & Firebaugh) Teaching staff consistently followed guidance on Book Discussion Cards to facilitate interactive read alouds.</p> <p>File Review All Center Directors used the “Education & Child Development / Disabilities / Mental Health – file Monitoring Tool” the use of this tool made file review smoother and easy to identify trends & compliance on documentation.</p> <p>1301.20 Access Log Teaching staff consistently documented logs with date, signatures and reason accessing records monthly.</p> <p>1302.70 (b)(1-2) Child / Family Transition Plan Classroom to classroom transitions were well documented, they were clear and concise.</p>	
Quality Health Program/Environmental Health and Safety	<p>1032.46 Family support services for health, nutrition, and mental health A tracking system was created to record “In-Kind” hours for physical activity across each center. This encouraged the program to assess physical activity levels by center and support the promotion of health and nutrition within families.</p> <p>The following physical activity “In-Kind” hours were recorded from September 2024 through July 2025:</p>	



The recorded hours of **2,079.75** highlight the active participation of families and program’s commitment to promote healthy lifestyles through physical activity.

1302.47 Safety Practices

All newly onboarded staff (100%) received mandatory health training on their first day of hire. Training topics included bloodborne pathogens, sudden infant death syndrome (SIDS), safe sleep practices, child abuse prevention, emergency preparedness, and shaken baby syndrome.

Quality Education and Child Development /Disability and Mental Health

1302.45 Child Mental Health Social-Emotional Well-being

Program had the opportunity to support 7 classrooms Toddler educators and administrators to increase their knowledge of child development and social-emotional by providing the Infant/toddler teaching pyramid module (CSEFEL) training and coaching with Early Stars. 95 % Educators attended the trainings.

100% of the Preschool classrooms received their California Pre-k teaching pyramid module kit to implement preventive and positive strategies for all children.

Quality Family and Community Engagement Services

1302.91 Training and professional development

6 of 6 Advocates successfully completed 60 – 110 hours training for the Child and Family Partners Certificate program. They increased their knowledge and strengthened their skills in the Family Services area. Some topics include, but not limited to the following:

- ELOF-Child Development/Milestones
- Self-Care and Self-Awareness
- Positive Goal Oriented Relationships
- Coordinated, Integrated and Comprehensive Services
- Data Driven Services and Continuous Improvement

1302.50 Family Engagement

6 out of 6 centers had welcoming parent areas displaying male figure engagement, an abundance of family resources and educational brochures in English and Spanish. Classrooms including infant classrooms showcased family photos for children.

1302.53(a)(1-2) Ongoing collaboration and relationships with community agencies

The program continues to have strong collaboration and partnership with community agencies in different component areas to assist families in meeting their needs and provide comprehensive services. Two additional collaboration partners were added to the program during this year.

1. **All 4 Youth** is a partnership program between The Fresno County Department of Behavioral Health and Fresno County Superintendent of Schools for children and youth ages 0-22 years old experiencing difficulties that affect them at school and at home. The program provided a one-day training for all staff about managing challenging behaviors. The program also provided one-on-one support to one staff and four children/families by providing strategies to work with specific behaviors.
2. **Positive Parenting Program (Triple P)** is a partnership between Community Action Partnership of Madera County and Madera Department of Social Services. The Positive Parenting program was offered to the Fresno families. The program offered parents simple and practical strategies to help them build strong, healthy relationships, confidently manage their children's behavior, and prevent problems developing. Two parents registered during this program year.

	<p>Other collaboration included agencies providing educational workshops to our families. The following are some of the agencies that provide presentations this year.</p> <ul style="list-style-type: none"> • Fresno County Library – Library resources and books • Educational Employees Credit Union (EECU) – Financial literacy • CalFresh – Nutrition: My Plate & Sugary Drinks • Economic Opportunities Commission (EOC) – Tobacco Education • Fresno Council on Child Abuse Prevention (FCCAP) – Child Abuse Education • Star Shine Dental Practice – Dental Assessments • Aprendo Van – Mobile Library (Mendota Center) – Language & Literacy Educations and free books for children.
<p>PDM – Human Resources</p>	<p>1302.92 Training and Professional Development The program has an effective system to ensure staff are provided with at least 15 hours of professional development training. Management staff utilizes program data, monitoring, and staff surveys to develop a training plan that is responsive to staff’s needs and promotes continued improvement.</p> <p>1302.102 (1) (i -iv) Monitoring Program Performance The program has implemented a monitoring system that allows program staff to identify compliance and noncompliance issues. The system allows for quick response to address issues either by providing T&TA or ensuring health and safety issues are address immediately or as soon as possible. Staff analyzes monitoring information to inform program planning and staff training.</p>

Performance Standards: Program Area	Recommendation	Corrective Plan of Action	Timeframe	Person Responsible
<p>Quality Health Program/ Environmental Health and Safety</p>	<p>1302.47 (b) Safety practices Diaper changing was completed at the 2-hour mark. However, due to napping and snack time, it was observed that 3 hours</p>	<p>Re-evaluate daily schedule to ensure diaper checks and changes are being prioritized after nap time.</p>	<p>September 2025 & ongoing</p>	<p>Center Directors Area Managers Teaching Staff Health Specialist</p>

	passed before diapers were changed missing the 2-hour mark.			
Quality Family and Community Engagement Services	<p>1302.50 (b)(5) Schedule of Parent Committee and Policy Council/Committee agendas and minutes are translated and accessible to parents. During the self-assessment 3 of 6 family advocates had a difficult time locating the Parent Committee Meeting information for September, October & November of 2024. Record keeping of these months needs uniformity across all centers. Center Parent Committee information should be easily accessible to ensure the translation of schedules, agendas and meeting minutes.</p> <p>1302.52(b) Family Partnership Services-Identification of family strengths and needs This year the family goals and assessments transitioned from paper to entering Child Plus. During file and data review the following was noted:</p> <ul style="list-style-type: none"> • Father participation during the completion of the family assessments and family goals was inconsistently documented or not documented. • The copy of the family goal from Child Plus had main titles in English and goal and steps in Spanish. • 2 centers were missing follow up documentation for scores of 1s or 2s. 	<p>Provide additional guidance to advocates during monthly advocate meetings and include in next year’s pre-service training. Advocates will need to keep center parent meeting documentation in the corresponding binder for the current program year.</p> <ul style="list-style-type: none"> • Family Policy 52 will be reviewed and updated to include specific guidance on how to document father engagement, printing the family goal in one language and timeline as to when and where to document the follow ups for scores of 1s & 2s. • Training will be provided to Advocates on the updated policy during monthly meeting and a refresher training during next pre-services. • System will be monitored to ensure it is being implemented. • T&TA will be provided for Advocates needing additional training. 	<p>Ongoing & Pre-Service in April 2026</p> <p>September 2025 & April 2026</p>	<p>Parent & Program Governance Specialist</p> <p>Deputy Director Child & Family Services</p>

Quality Education and Child Development /Disability and Mental Health	1302.33 Screening During 24-25 Self-assessment, 5 of 6 centers had ASQ3 and ASQSE2 learning activity book; however, it was indicated resources wasn't being utilizing to share with parents to support in strengthening child's s developmental skills. Lesson Plans missing individualized activities	<ul style="list-style-type: none"> • Purchasing ASQ3 & ASQSE2 learning activities books. • Training on using the ASQ3 & ASQSE2 learning activities after completing their screenings. • Educators will provide ASQ3 & ASQSE2 learning activities to parents • Educators will write down on Parent Content Record gave Learning activities to parents. • Administrators will monitor in File Review. 		
Quality Education and Child Development /Disability and Mental Health	1302.31 Teaching and the learning environment The library area under physical environment of the Curriculum to Fidelity tool was identified to need additional reading materials and to arrange in it in a way that is more inviting to children	<ul style="list-style-type: none"> • Provide additional reading materials for library and provide samples of how to arrange library area to be more inviting for children. 	Preservice 2026	Area Managers Center Directors Teaching Staff
Quality Education and Child Development /Disability and Mental Health	1302.61(c)(1)(i-iii), 1302.33(b)(1-2),1302.34 (b)(6) Parent & Family engagement in education & child development services During self-assessment, some School Readiness Plans were found to be incomplete as they were missing measure levels and goal was not correctly selected	<ul style="list-style-type: none"> • Review the School Readiness Plan and a sample of a Child Progress Report with teaching staff and provide guidance on selecting goals and levels. 	Preservice 2026	Area Managers Center Directors Teaching Staff
Quality Education and Child Development	1302.31 (b)(1)(iii-iv) Teaching and the learning environment Some Activity Plans were missing connection to the Child's School Readiness Plan.	<ul style="list-style-type: none"> • Review School Readiness Plan goal with Activity Plan and provide teaching staff the support they need to connect goal to Activity Plan for individualization. 	Preservice 2026	Area Managers Center Directors Teaching Staff

/Disability and Mental Health				
Quality Education and Child Development /Disability and Mental Health	<p>1302.45 Child Mental Health Well-being</p> <p>During 24-25 self -assessment, Safe place was identified needing to be improved by location and/or arrangement in the classroom and materials.</p>	<ul style="list-style-type: none"> Review/update the social emotional classroom checklist Provide pictures of safe place Administrators and educators will work together in creating a best location for safe place in the classroom and materials. 		
ERSEA	<p>1302.13 Recruitment</p> <p>When reviewing the ERSEA Binder (recruitment binder), it was found that recruitment documentation from 2020-2023 was kept in the binder.</p>	<ul style="list-style-type: none"> Review binders during monitoring visits. Create a standard binder format for ERSEA binders. Provide additional training on how binders should be kept and updated monthly. 	September-October 2025 and Preservice 2026	ERSEA Specialist Center Staff
ERSEA	<p>1302.12(I) Standard of Conduct Policy</p> <p>During staff interviews, it was identified that staff were unsure of the consequences for violating determination records.</p>	<ul style="list-style-type: none"> Policy #12: “Determining, Verifying and Documenting” will be reviewed with advocates at the next advocate monthly meeting and during pre-service. 	September 2025 and Preservice 2026	ERSEA Specialist
ERSEA	<p>1302.16(b) Attendance</p> <p>Centers continue to struggle with attendance. In the month of June, the cumulative attendance rate fell below the 85% threshold.</p>	<ul style="list-style-type: none"> Sharing monthly attendance reports with staff. Providing attendance resources to parents. <p>Provide students with perfect attendance certificates for perfect attendance.</p>	June 2025 and Ongoing	ERSEA Specialist Program Technician Center staff

Performance Standards: Program Area	Finding	Corrective Plan of Action	Timeframe	Person Responsible
	None			

Participants on Self-Assessment Process:

- Maritza Gomez-Zaragoza, HS Director
- Maru G. Sanchez, Deputy Director
- Norma Blanco, Deputy Director
- Angela Martinez, Area Manager
- Olga Moreno, Area Manager
- Maria Garcia, Disability/MH Specialist
- Mayra Gonzales, Health Specialist
- Marissa Estrada, ERSEA Specialist

- Karina Enriquez, Nutrition Specialist
- Jocelyn Enriquez, Human Resources Specialist
- David Castro, Health Services Technician
- Maribel Aguirre, Parent & Governance Specialist
- Ericka Sanchez, Family Advocate
- Jaime Garcia, Program Technician
- Sayra Silva, Family Advocate
- Jissel Rodriguez, Executive Admin Assistant



Report to the Board of Directors

Agenda Item Number: E-2

Board of Directors Meeting for: September 11, 2025

Author: Maritza Gomez-Zaragoza

DATE: August 26, 2025

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: One-Time Supplemental Funding for Nutrition and Healthy Eating for Fresno Migrant Seasonal Head Start.

I. **RECOMMENDATIONS**

Review and ratify the 2025 One-Time Supplemental Funding for Nutrition and Healthy Eating for Fresno Migrant Seasonal Head Start Program.

II. **SUMMARY**

On July 29, 2025, ACF-Office of Head Start announced the opportunity for programs to apply for one-time funding to address nutrition and healthy eating for Head Start children and families. CAPMC has submitted a budget for consideration.

III. **DISCUSSION**

- ACF Office of Head Start announced the opportunity for one-time funding for programs to address nutritional services, food service upgrades, materials, supplies, equipment, and nutrition educational resources.
 - After the notification was received, Head Start staff met and identified program needs that will also address findings from the community assessment and current program goals related to nutrition education and food insecurities.
 - The budget request will include the following:
 - Gardening kits to involve children and families on the growth of fruits and vegetables at their center.
 - Books will be made available for parents and families to check-out related to nutritional recipes, budgeting, and physical activities.
 - Staff training to promote healthy living by teaching children physical activity.
 - A staff member will become lactation certified to support expecting mother enrolled in the Early Head Start Program.
 - The one-time supplemental budget application was due to OHS on August 22, 2025. The program could submit the application pending Governing Board and Policy Council approval.
 - The detailed budget is attached for further review and information.
- The One-Time Supplemental Funding for Nutrition and Healthy Eating for Fresno Migrant Seasonal Head Start will be presented to the Policy Committee for review and approval on September 10, 2025.

IV. **FINANCING**: One Time Supplemental Funding \$134,651



Report to the Board of Directors

Agenda Item Number: E-3

Board of Directors Meeting for: September 11, 2025

Author: Maritza Gomez-Zaragoza

DATE: August 25, 2025

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: One-Time Supplemental Funding for Nutrition and Healthy Eating for Madera Head Start & Early Head Programs

I. **RECOMMENDATIONS**

Review and ratify the 2025 One-Time Supplemental Funding for Nutrition and Healthy Eating for Madera Head Start & Early Head Programs

II. **SUMMARY**

On July 29, 2025, ACF-Office of Head Start announced the opportunity for programs to apply for one-time funding to address nutrition and healthy eating for Head Start children and families. CAPMC has submitted a budget for consideration.

III. **DISCUSSION**

- ACF Office of Head Start announced the opportunity for one-time funding for programs to address nutritional services, food service upgrades, materials, supplies, equipment, and nutrition educational resources.
- After the notification was received, Head Start staff met and identified program needs that will also address findings from the community assessment and current program goals related to nutrition education and food insecurities.
- The budget request will include the following:
 - Gardening kits to involve children and families on the growth of fruits and vegetables at their center.
 - Books will be made available for parents and families to check-out related to nutritional recipes, budgeting, and physical activities.
 - Staff training to promote healthy living by teaching children physical activity.
 - A staff member will become lactation certified to support expecting mother enrolled in the Early Head Start Program.
 - The purchase of vehicles was included to replace older vehicles utilized by the food service staff to transport from main kitchen to their assigned sites.
- The one-time supplemental budget application was due to OHS on August 22, 2025. The program could submit the application pending Governing Board and Policy Council approval.
- The detailed budget is attached for further review and information.

- The One-Time Supplemental Funding for Nutrition and Healthy Eating for Madera Head Start & Early Head Programs will be presented to the Policy Council for review and approval on September 4, 2025.

IV. FINANCING:

One Time Supplemental Funding \$271,975

**Community Action Partnership of Madera County
Head Start and Early Head Start Program
One-Time Supplemental Funding for Nutrition & Healthy Eating**

PERSONNEL

6a. SALARIES

6b. FRINGE BENEFITS **\$0**

OPERATIONAL EXPENSES

6c. TRAVEL **\$0**
\$ -

6d. EQUIPMENT **\$82,440**
Vehicle - Food transportation \$82,440.00
(\$27,480 X 2)

6e. SUPPLIES **\$ 163,226**
Choosy Kits (21 classrooms x \$) \$5,126.00
(\$466 x 11 Classrooms)
Gardening Kits \$125,400.00
\$11,400 x 10 sites
Physical Activity Kits \$22,500.00
Yoga mats, recipe books, my plate
Parent Lending Library - Nutrition \$10,200.00
Nutrition, budgeting resources, etc.

6f. CONTRACTUAL **\$0**

6g. CONSTRUCTION **\$0**

6h. OTHER **\$ 10,500**
Staff Training
IMIL Training - 1 day Training \$ 7,500.00
Lactation Consultant Certification \$ 3,000.00

TOTAL DIRECT CHARGES **\$ 256,166**

6i. INDIRECT COSTS \$ 173,726 **X** 9.10% **\$15,809**

TOTAL ONE TIME SUPPLEMENTAL BUDGET **\$271,975**



Report to the Board of Directors

Agenda Item Number: E-4

Board of Directors Meeting for: September 11, 2025

Author: Maritza Gomez-Zaragoza

DATE: September 3, 2025

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: One-Time Supplemental Funding for Nutrition and Healthy Eating for Madera Migrant Seasonal Head Start.

I. **RECOMMENDATIONS**

Review and ratify the 2025 One-Time Supplemental Funding for Nutrition and Healthy Eating for Madera Migrant Seasonal Head Start Program.

II. **SUMMARY**

On July 29, 2025, ACF-Office of Head Start announced the opportunity for programs to apply for one-time funding to address nutrition and healthy eating for Head Start children and families. CAPMC has submitted a budget for consideration.

III. **DISCUSSION**

- ACF Office of Head Start announced the opportunity for one-time funding for programs to address nutritional services, food service upgrades, materials, supplies, equipment, and nutrition educational resources.
- After the notification was received, Head Start staff met and identified program needs that will also address food insecurities shared by staff and families during focus groups.
- The budget request will include the following:
 - Gardening kits to involve children and families on the growth of fruits and vegetables at their center.
 - Books will be made available for parents and families to check-out related to nutritional recipes, budgeting, and physical activities.
 - Staff training to promote healthy living by teaching children physical activity.
 - A staff member will become lactation certified to support expecting mother enrolled in the Early Head Start Program.
 - The purchase of a vehicle to replace an older vehicle utilized by the food service staff to transport from main kitchen to the assigned site.
- The one-time supplemental budget application was due to OHS on August 22, 2025. The program could submit the application pending Governing Board and Policy Committee approval.
- The detailed budget is attached for further review and information.

- The One-Time Supplemental Funding for Nutrition and Healthy Eating for Madera Migrant Seasonal Head Start will be presented for review and approval to the Policy Committee on September 9, 2025.

IV. FINANCING:

One Time Supplemental Funding \$147,475

One-Time Supplemental Fnding for Nutrition & Healthy Eating

PERSONNEL

6a. SALARIES

6b. FRINGE BENEFITS \$0

OPERATIONAL EXPENSES

6c. TRAVEL \$0

\$ -

6d. EQUIPMENT \$27,480

Vehicle - Food transportation \$27,480.00

6e. SUPPLIES \$ 99,486

Choosy Kits (21 classrooms x \$) \$9,786.00

(\$466 x 21 Classrooms)

Gardening Kits \$57,000.00

\$11,400 x 5 sites

Physical Activity Kits \$22,500.00

Yoga mats, recipe books, my plate

Parent Lending Library - Nutrition \$10,200.00

Nutrition, budgeting resources, etc.

6f. CONTRACTUAL \$0

6g. CONSTRUCTION \$0

6h. OTHER \$ 10,500

Staff Training

IMIL Training - 1 day Training \$ 7,500.00

Lactation Consultant Certification \$ 3,000.00

TOTAL DIRECT CHARGES \$ 137,466

6i. INDIRECT COSTS \$ 109,986 X 9.10% \$10,009

TOTAL ONE TIME SUPPLEMENTAL BUDGET \$147,475

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED AUGUST 31, 2025**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
CSBG 01/01/2025 - 12/31/2025 218	320,118.00	130,365.46	66.67%	40.72%	Provide social service programs and administrative expenses
CSBG DISCRETIONARY 01/01/2025 - 12/31/2025 217	26,000.00	0.00	66.67%	0.00%	Provide social service programs and administrative expenses
HEAD START & CHILD DEVELOPMENT					
HEAD START REGIONAL 06/1/25 - 05/31/26 311/380	4,496,470.00	818,470.39	25.00%	18.20%	Provide HS services to low income preschool children and families
HEAD START T/TA 06/1/25 - 05/31/26 310	46,025.00	7,922.31	25.00%	17.21%	Provide training for staff and parents
EARLY HEAD START REGIONAL 06/1/25 - 05/31/26 312	826,615.00	181,557.54	25.00%	21.96%	Provide early HS services to 50 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA 06/1/25 - 05/31/26 309	13,373.00	2,127.45	25.00%	15.91%	Provide training for staff and parents
MADERA STATE CSPP/RHS LAYERED 07/01/25 - 06/30/26 319	1,192,760.00	0.00	16.67%	0.00%	Provide child care services to HS preschool children and families
CHILD & ADULT CARE FOOD PROGRAM 10/01/24 - 09/30/25 390	602,510.00	452,422.74	91.67%	75.09%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START 03/01/25 - 02/28/26 321/362	6,303,222.00	3,077,628.52	50.00%	48.83%	Provide HS services to 479 migrant and seasonal children and families
MADERA MIGRANT HS TRAINING 03/01/25 - 02/28/26 320	30,177.00	29,011.94	150.00%	96.14%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR 07/01/25 - 06/30/26 322/324	992,716.00	100,512.59	16.67%	10.13%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE SPECIALIZED SERVICES 07/01/25 - 06/30/26 325	169,936.00	25,347.79	16.67%	14.92%	Provide start up funding for supplies and staff to provide services to migrant eligible infant and toddlers
REGIONAL MADERA COE QUALITY COUNTS 06/01/2025 - 05/31/2026 356	130,004.64	0.00	25.00%	0.00%	Provide low-income children high quality preschool programs with focus on child development, teaching, and program/environment quality

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED AUGUST 31, 2025**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
FRESNO MIGRANT HEAD START 09/01/24 - 08/31/25 331	5,789,431.00	6,564,839.50	100.00%	113.39%	Provide HS services to to 469 migrant children and families
FRESNO MIGRANT HS -TRAINING 09/01/24 - 08/31/25 330	82,690.00	65,900.74	100.00%	79.70%	Provide training for staff and parents
FRESNO MIGRANT HEAD START ONE-TIME PROJECT IMPROVEMENTS 09/01/24 - 08/31/25 332	853,658.00	523,608.83	100.00%	61.34%	Provide funding for one-time project improvements to Fresno Migrant Head Start centers
FRESNO MIGRANT FRESNO COE QUALITY COUNTS 09/01/2024 - 08/31/2025 351	425,745.25	0.00	100.00%	0.00%	Provide low-income children high quality preschool programs with focus on child development, teaching, and program/environment quality
DSS STRENGTHENING FAMILIES 07/01/2025 - 06/30/2026 371	277,136.00	28,916.64	16.67%	10.43%	Provides training and education to parentx to strengthen family relationships

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED AUGUST 31, 2025**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
RESOURCE & REFERRAL:					
CCDF-HEALTH & SAFETY 07/01/25 - 06/30/26 411	7,997.00	0.00	16.67%	0.00%	Training and supplies for child care providers
R & R GENERAL 07/01/25 - 06/30/26 401	297,087.00	50,385.92	16.67%	16.96%	Provide resources and referrals regarding child care and related issues
EMERGENCY CHILD CARE BRIDGE PROGRAM 07/01/25 - 06/30/26 407	307,121.00	23,102.04	16.67%	7.52%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT 07/01/25 - 06/30/26 424	55,064.00	8,070.60	16.67%	14.66%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT 07/01/25 - 06/30/26 414	8,294,765.00	541,056.26	16.67%	6.52%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 2 07/01/25 - 06/30/26 427	1,848,171.00	109,876.24	16.67%	5.95%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 07/01/25 - 06/30/26 428	1,166,253.00	118,757.13	16.67%	10.18%	Provide subsidized child care for eligible families

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED AUGUST 31, 2025**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
VICTIM SERVICES:					
RSVP/CALOES 10/01/24 - 09/30/25 500	340,538.00	297,928.78	91.67%	87.49%	Assist victims of sexual assault
VICTIM WITNESS/CALOES 10/01/24 - 09/30/25 501	442,782.00	333,135.16	91.67%	75.24%	Assist victims of crime
SHELTER-BASED DOMESTIC VIOLENCE 10/01/24 - 09/30/25 533	537,587.00	455,160.98	91.67%	84.67%	Provide shelter services for domestic violence victims
DOM. VIO. MARRIAGE LICENSE 07/01/25 - 06/30/26 502	22,000.00	0.00	16.67%	0.00%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION 07/01/25 - 06/30/26 504	4,000.00	0.00	16.67%	0.00%	Provides shelter and services to domestic violence victims
VSC DOMESTIC VIOLENCE GENERAL FUND 07/01/25 - 06/30/26 DONATIONS ONLY 507/525	2,000.00	0.00	16.67%	0.00%	Assist victims of domestic violence
VICTIM SERVICES CENTER FUND 07/01/25 - 06/30/26 DONATIONS ONLY 510	2,500.00	0.00	16.67%	0.00%	Assist with program operations for all Victim Services clients
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH 01/01/25 - 12/31/25 508	196,906.00	137,891.04	66.67%	70.03%	Assist unserved/underserved, primarily Hispanic, victims of crime
TRANSITIONAL HOUSING 01/01/25 - 12/31/25 531	135,000.00	79,720.43	66.67%	59.05%	Provide long-term shelter services for domestic violence and human trafficking victims
YOUTH AND SPECIALIZED SERVICES:					
CHILD ADVOCACY CENTER 07/01/25 - 06/30/26 516	1,000.00	0.00	16.67%	0.00%	Provide child sexual assault interviews
CHILD ADVOCACY CENTER (KC) PROGRAM CALOES 04/01/2025 -03/31/2026 535	200,000.00	72,607.24	41.67%	36.30%	Provide funding to operate child advocacy center and provide child sexual assault interviews

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED AUGUST 31, 2025**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
COMMUNITY SERVICES - EMERGENCY & OTHER SERVICES:					
FEMA NO CONTRACT YET 205	0.00	614.35	#DIV/0!	#DIV/0!	Administration of the FEMA program
E.C.I.P./LIHEAP (11/01/24 - 06/30/26) 208	950,228.00	816,831.99	50.00%	85.96%	Assistance for low income clients for energy bills and weatherization services
MADERA MENTAL HEALTH PROPERTY MGMT 07/01/25 - 06/30/26 216	50,000.00	3,384.83	16.67%	6.77%	Provides property management services for the County of Madera Behavioral Health

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED AUGUST 31, 2025**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
COMMUNITY SERVICES - HOMELESS PROGRAMS:					
VALLARTA/THE GONZALEZ FAMILY DONATION 07/01/25 - 06/30/26 221	465.34	0.00	16.67%	0.00%	Provides funding for homeless support and emergency services
SHUNAMMITE PLACE 11/01/24 - 10/31/25 224	848,597.00	654,800.69	83.33%	77.16%	Provides permanent supportive housing for homeless people with disabilities
CITY OF MADERA - CDBG 07/01/25 - 06/30/26 231	20,000.00	0.00	16.67%	0.00%	Provides funding for Fresno-Madera Continuum of Care and homeless support
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP IV) BEHAVIORAL HEALTH 01/01/24 - 6/30/27 246	346,709.12	103,454.00	47.62%	29.84%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP-III) BEHAVIORAL HEALTH 07/01/23 - 06/30/26 278	526,635.86	503,545.29	72.22%	95.62%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HUD COORDINATED ENTRY SUPPORTIVE SERVICES HELP CENTER 11/01/24 - 10/31/25 284	539,797.00	343,118.81	83.33%	63.56%	Provides coordinated entry supportive housing for homeless people within the FMCoC area
MADERA CO. PROP 47 COMMUNITY & HOUSING OUTREACH SERVICE 6/17/25 - 3/31/28 285	1,000,000.00	7,447.32	6.06%	0.74%	Provides shelter, case management, essential resources, and street outreach services to unsheltered with Madera Co. Task Force members

Madera Regional Head Start
Budget to Actual
July 31, 2025

Account	Grant	2.60%	Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD					
Description	Budget	Cola	Budget	Period	YTD	YTD	YTD	Budget	% Spent	YTD Encumbered	Actual + Encumbered	Balance	
Revenues													
4110- GRANT INCOME-FEDERAL	4,499,507.00		\$ 4,496,470	176,263.43	327,355.92	151,092.49	31,060.60	296,295.32	8%	15,708.47	343,064.39	4,153,405.61	
4210- DONATIONS				-					0%				
4220- IN KIND CONTRIBUTIONS	1,136,383.00		\$ 1,135,624	19,676.55	85,235.41	65,558.86	12,084.41	73,151.00	8%	-	85,235.41	1,050,388.59	
4330- SALE OF ASSETS				-	3,100.00	3,100.00	3,100.00		0%	-	3,100.00	(3,100.00)	
4350- RENTAL INCOME				-					0%	-			
4390- MISC INCOME				-					0%	-			
Total Revenues	5,635,890.00		\$ 5,632,094	195,939.98	415,691.33	219,751.35	46,245.01	369,446.32	7%	15,708.47	431,399.80	5,200,694.20	
5010 SALARIES & WAGES	1,993,828.00		\$ 1,942,621	49,598.55	102,530.38	52,931.83	21,335.18	81,195.20	5%	-	102,530.38	1,840,090.62	
5019- SALARIES & WAGES C19				-					0%				
5020 ACCRUED VACATION PAY	154,380.00		\$ 155,141	2,973.48	6,052.21	3,078.73	(432.21)	6,484.42	4%	-	6,052.21	149,088.79	
5112 HEALTH INSURANCE	333,462.00		\$ 317,153	7,110.15	13,156.26	6,046.11	3,725.88	9,430.38	4%	-	13,156.26	303,996.74	
5114 WORKER'S COMPENSATION	66,592.00		\$ 61,415	818.33	1,664.41	846.08	(902.53)	2,566.94	3%	-	1,664.41	59,750.59	
5115- Worker's Compensation C19				-					0%				
5116 PENSION	111,290.00		\$ 122,821	2,843.81	5,639.39	2,795.58	505.87	5,133.52	5%	-	5,639.39	117,181.61	
5117- Pension C19				-					0%				
5121- FICA C19				-					0%				
5122 FICA	159,095.00		\$ 155,595	3,908.15	7,998.05	4,089.90	1,494.47	6,503.58	5%	-	7,998.05	147,596.95	
5123- SUI C19				-					0%				
5124 SUI	34,782.00		\$ 27,103	165.95	348.23	182.28	(784.58)	1,132.81	1%	-	348.23	26,754.77	
5130 ACCRUED VACATION FRINGE	12,319.00		\$ 12,427	228.76	464.24	235.48	(54.97)	519.21	4%	-	464.24	11,962.76	
6110 OFFICE SUPPLIES	18,900.00		\$ 45,800	71.69	216.09	144.40	(5,917.25)	6,133.34	6%	2,582.91	2,799.00	43,001.00	
6112 DATA PROCESSING	61,800.00		\$ 80,000	34,997.28	37,520.89	2,523.61	33,954.23	3,566.66	55%	6,762.00	44,282.89	35,717.11	
6121 FOOD	5,000.00		\$ 5,000	-	-	-	-	-	0%	-	-	5,000.00	
6122 KITCHEN SUPPLIES	5,000.00			-	-	-	-	-	0%	-	-	-	
6130 PROGRAM SUPPLIES	74,000.00		\$ 163,200	12,276.03	13,596.90	1,320.87	(3,236.44)	16,833.34	197%	3,246.24	16,843.14	146,356.86	
6132 MEDICAL & DENTAL SUPPLIES	500.00		\$ 8,200	-	-	-	-	-	0%	-	-	8,200.00	
6134 INSTRUCTIONAL SUPPLIES	19,500.00		\$ 10,000	-	-	-	-	-	0%	-	-	10,000.00	
6140 CUSTODIAL SUPPLIES	24,000.00		\$ 33,000	35.73	359.09	323.36	(140.91)	500.00	1%	-	359.09	32,640.91	
6142 LINEN/LAUNDRY	140.00		\$ 100	-	-	-	-	-	0%	-	-	100.00	
6150 UNIFORM RENTAL/PURCHASE	450.00		\$ 300	-	-	-	-	-	0%	-	-	300.00	
6170 POSTAGE & SHIPPING	600.00		\$ 745	11.64	45.38	33.74	(79.62)	125.00	6%	-	45.38	699.62	
6180 EQUIPMENT RENTAL	25,956.00		\$ 34,000	2,523.29	4,357.83	1,834.54	(1,308.91)	5,666.74	13%	-	4,357.83	29,642.17	
6181 EQUIPMENT MAINTENANCE	20,580.00		\$ 13,500	404.49	1,997.91	1,593.42	(252.09)	2,250.00	15%	-	1,997.91	11,502.09	
6221 EQUIPMENT OVER >\$5000	185,000.00			-	-	-	-	-	0%	-	-	-	
6231- BUILDING RENOVATION				-	-	-	-	-	0%	-	-	-	
6310 PRINTING & PUBLICATIONS	15,000.00		\$ 9,400	5,500.67	5,500.67		5,500.67	-	63%	381.83	5,882.50	3,517.50	
6312 ADVERTISING & PROMOTION	200.00			-	350.00	350.00	(50.00)	400.00	0%	-	350.00	(350.00)	
6320 TELEPHONE	165,828.00		\$ 110,000	(5.72)	15,951.14	15,956.86	(2,382.12)	18,333.26	15%	-	15,951.14	94,048.86	
6410 RENT	204,058.00		\$ 260,000	16,830.93	36,525.84	19,694.91	(4,808.32)	41,334.16	14%	-	36,525.84	223,474.16	
6420 UTILITIES/ DISPOSAL	107,436.00		\$ 111,000	7,528.22	14,856.03	7,327.81	(3,643.97)	18,500.00	13%	-	14,856.03	96,143.97	
6432 BUILDING REPAIRS/ MAINTEN	38,880.00		\$ 170,000	1,275.74	4,299.74	3,024.00	(5,700.26)	10,000.00	3%	-	4,299.74	165,700.26	
6433 GROUNDS MAINTENANCE	31,212.00		\$ 35,000	-	1,046.46	1,046.46	(4,786.88)	5,833.34	3%	-	1,046.46	33,953.54	
6435 BUILDING IMPROVEMENTS				-	-	-	-	-	0%	-	-	-	
6436 PEST CONTROL	7,188.00		\$ 10,000	563.13	1,301.24	738.11	(362.76)	1,664.00	13%	-	1,301.24	8,698.76	
6437 BURGLAR & FIRE ALARM	3,915.00		\$ 4,300	96.40	651.36	554.96	335.36	316.00	15%	-	651.36	3,648.64	
6440 PROPERTY INSURANCE	32,915.00		\$ 17,000	1,611.74	4,452.22	2,840.48	1,626.22	2,826.00	26%	-	4,452.22	12,547.78	
6520 CONSULTANTS			\$ 7,000	-	54.60	54.60	54.60	-	1%	-	54.60	6,945.40	
6522 CONSULTANT EXPENSES			\$ 500	-	-	-	-	-	0%	-	-	500.00	
6524 CONTRACTS	49,000.00		\$ 49,000	-	-	-	-	-	0%	-	-	49,000.00	
6530 LEGAL	5,000.00		\$ 7,500	-	-	-	-	-	0%	-	-	7,500.00	
6540 CUSTODIAL SERVICES	10,836.00		\$ 10,500	1,023.00	2,088.00	1,065.00	338.00	1,750.00	20%	-	2,088.00	8,412.00	
6555 MEDICAL SCREENING/DEAT/ST	2,400.00		\$ 2,500	-	-	-	(1,000.00)	1,000.00	0%	-	-	2,500.00	

Madera Regional Head Start
Budget to Actual
July 31, 2025

Account	Grant	2.60%	Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD					
Description	Budget	Cola	Budget	Period	YTD	YTD	YTD	Budget	% Spent	YTD Encumbered	Actual + Encumbered	Balance	
6562 MEDICAL EXAM				-	-	-	-	-	0%	-	-	-	-
6564 MEDICAL FOLLOW-UP				-	-	-	-	-	0%	-	-	-	-
6566 DENTAL EXAM				-	-	-	-	-	0%	-	-	-	-
6568 DENTAL FOLLOW-UP				-	-	-	-	-	0%	-	-	-	-
6610 GAS & OIL	12,000.00		\$ 12,000	866.98	1,721.71	854.73	(278.29)	2,000.00	14%	-	1,721.71	10,278.29	
6620 VEHICLE INSURANCE	27,000.00		\$ 30,000	2,808.60	8,471.08	5,662.48	3,471.08	5,000.00	28%	-	8,471.08	21,528.92	
6640 VEHICLE REPAIR & MAINTENA	9,000.00		\$ 15,000	694.58	2,400.64	1,706.06	(99.36)	2,500.00	26%	1,425.25	3,825.89	11,174.11	
6712 STAFF TRAVEL-LOCAL	6,500.00		\$ 5,500	32.90	281.40	248.50	31.40	250.00	5%	-	281.40	5,218.60	
6714 STAFF TRAVEL-OUT OF AREA	16,580.00		\$ 12,500	-	-	-	-	-	0%	-	-	12,500.00	
6722 PER DIEM - STAFF				-	-	-	-	-	0%	-	-	-	-
6724 PER DIEM - PARENT				-	-	-	-	-	0%	-	-	-	-
6730 VOLUNTEER TRAVEL				-	-	-	-	-	0%	-	-	-	-
6742 TRAINING - STAFF	12,000.00		\$ 5,000	569.00	569.00	-	569.00	-	11%	-	569.00	4,431.00	
6744 TRAINING VOLUNTEERS	5,000.00			-	-	-	-	-	0%	-	-	-	-
6746 TRAINING PARENTS				-	-	-	-	-	0%	-	-	-	-
6748 EDUCATION REIMBURSEMENT	10,500.00		\$ 7,500	-	-	-	(2,500.00)	2,500.00	0%	-	-	7,500.00	
6750 FIELD TRIPS			\$ 750	-	-	-	-	-	0%	-	-	750.00	
6810 BANK CHARGES				-	-	-	-	-	0%	-	-	-	-
6820 INTEREST CHARGES				-	-	-	-	-	0%	-	-	-	-
6832 LIABILITY INSURANCE	336.00		\$ 400	-	30.58	30.58	(35.42)	66.00	8%	-	30.58	369.42	
6834 STUDENT ACTIVITY INSURANC	2,084.00		\$ 2,200	-	-	-	-	-	0%	-	-	2,200.00	
6840 PROPERTY TAXES	293.00		\$ 150	-	-	-	-	-	0%	-	-	150.00	
6850 FEES & LICENSES	31,000.00		\$ 23,000	4,128.33	5,178.33	1,050.00	2,178.33	3,000.00	23%	-	5,178.33	17,821.67	
6851 CPR FEES				-	-	-	-	-	0%	-	-	-	-
6852 FINGER PRINTING	3,200.00		\$ 1,000	-	-	-	-	-	0%	-	-	1,000.00	
6860 DEPRECIATION EXPENSE				-	-	-	-	-	0%	-	-	-	-
6870 EMPLOYEE RECOGNITION				-	-	-	-	-	0%	-	-	-	-
6875- EMPLOYEE HEALTH & WELFARE COSTS	20,000.00		\$ 7,600	-	1,145.87	1,145.87	1,145.87	-	15%	-	1,145.87	6,454.13	
6880 VOLUNTEER RECONGNITION				-	-	-	-	-	0%	-	-	-	-
6892 CASH SHORT / OVER				-	-	-	-	-	0%	-	-	-	-
7110 PARENT ACTIVITIES				-	-	-	-	-	0%	-	-	-	-
7111 PARENT MILEAGE	500.00		\$ 3,000	9.52	9.52	-	9.52	-	0%	-	9.52	2,990.48	
7112 PARENT INVOLVEMENT	1,400.00		\$ 1,000	-	-	-	-	-	0%	-	-	1,000.00	
7114 PPC ALLOWANCE	1,200.00		\$ 2,000	60.00	60.00	-	60.00	-	3%	-	60.00	1,940.00	
7115 PPC FOOD ALLOWANCE				-	-	-	-	-	0%	-	-	-	-
7116 POLICY COUN. FOOD ALLOWAN			\$ 1,000	-	-	-	(166.00)	166.00	0%	-	-	1,000.00	
8110 IN KIND SALARIES	136,819.00		\$ 50,507	-	45,882.31	45,882.31	42,629.31	3,253.00	91%	-	45,882.31	4,624.69	
8120 IN KIND RENT	318,251.00		\$ 315,851	19,676.55	39,353.10	19,676.55	19,007.10	20,346.00	12%	-	39,353.10	276,497.90	
8130 IN KIND - OTHER	681,313.00		\$ 769,266	-	-	-	(49,552.00)	49,552.00	0%	-	-	769,266.00	
9010 INDIRECT COST ALLOCATION	359,872.00		\$ 375,049	14,702.08	27,563.23	12,861.15	(3,252.19)	30,815.42	8%	1,310.24	28,873.47	346,175.53	
Total Expenses	5,635,890.00	-	\$ 5,632,094	195,939.98	415,691.33	219,751.35	46,245.01	369,446.32	8%	15,708.47	431,399.80	5,200,694.20	
Excess Revenue Over (Under) Expenditures	-	-	\$ -	-	-	-	-	-	-	-	-	-	-
				161,561.35	302,892.69	141,331.34							ADMINISTRATIVE EXPENSES \$51,230.10
													PERCENT ADMINISTRATIVE 12.22%
				14,702.08	27,563.23	12,861.15		9.10%					LIMIT IS 15%

YTD Contract % 7.70%

Fresno Migrant Head Start
Budget to Actual (Combined)
Period Ending July-25

Account Description	Grant Budget	668,408.28	Current		YTD Budget	% Spent	Encumbered	YTD Actual +		Budget Balance
		991.25	Current Period	Current Mth YTD				Prior Month YTD	Encumbered	
		669,399.53								
REVENUES										
4110 GRANT INCOME-FEDERAL	6,648,691.00	536,977.08	5,726,144.21	5,189,167.13	5,536,765.23	86.12%	52,488.77	5,778,632.98	870,058.02	
4130 GRANT INCOME-AREA	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
4210 DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
4220 IN KIND CONTRIBUTIONS	1,662,173.00	90,843.86	669,399.53	578,555.67	1,401,624.00	40.27%	0.00	669,399.53	992,773.47	
4330- SALE OF ASSETS	0.00	0.00	4,100.00	4,100.00	0.00	0.00%	0.00	4,100.00	(4,100.00)	
4390 MISC INCOME	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
TOTAL REVENUES	8,310,864.00	627,820.94	6,399,643.74	5,771,822.80	6,938,389.23	77.00%	52,488.77	6,452,132.51	1,858,731.49	
5010 SALARIES & WAGES	6A 3,733,795.00	274,331.43	3,174,634.46	2,900,303.03	3,091,159.70	85.02%	0.00	3,174,634.46	559,160.54	
5012- DIRECTOR'S SALARY		0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
5019- SALARIES & WAGES C19		0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
5020 ACCRUED VACATION PAY	6A 233,685.00	17,644.39	205,252.58	187,608.19	193,355.18	87.83%	0.00	205,252.58	28,432.42	
5112 HEALTH INSURANCE	6B 241,076.00	29,077.68	239,536.63	210,458.95	211,118.00	99.36%	0.00	239,536.63	1,539.37	
5114 WORKER'S COMPENSATION	6B 112,264.00	8,947.05	103,845.91	94,898.86	92,941.00	92.50%	0.00	103,845.91	8,418.09	
5115- Worker's Compensation C19		0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
5116 PENSION	6B 281,464.00	22,727.91	227,169.76	204,441.85	232,758.00	80.71%	0.00	227,169.76	54,294.24	
5117- Pension C19		0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
5121- FICA C19		0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
5122 FICA	6B 305,126.00	21,454.03	262,108.86	240,654.83	252,610.00	85.90%	0.00	262,108.86	43,017.14	
5124 SUI	6B 45,376.00	259.60	34,416.26	34,156.66	37,229.00	75.85%	0.00	34,416.26	10,959.74	
5125- DIRECTOR'S FRINGE		0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
5130 ACCRUED VACATION FRINGE	6B 19,098.00	1,349.35	15,602.48	14,253.13	15,806.00	81.70%	0.00	15,602.48	3,495.52	
6714 STAFF TRAVEL-OUT OF AREA	6C 9,540.00	460.36	26,345.32	25,884.96	0.00	276.16%	2,105.31	28,450.63	(18,910.63)	
6722 PER DIEM - STAFF	6C 3,492.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	3,492.00	
6221 EQUIPMENT OVER > \$5000	6D 0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6110 OFFICE SUPPLIES	6E 24,806.00	329.10	8,264.28	7,935.18	17,956.00	33.32%	1,117.97	9,382.25	15,423.75	
6112 DATA PROCESSING SUPPLIES	6E 95,000.00	27,555.73	126,646.55	99,090.82	86,703.00	133.31%	3,528.00	130,174.55	(35,174.55)	
6121 FOOD	6E 10,000.00	123.29	2,777.54	2,654.25	8,789.00	27.78%	0.00	2,777.54	7,222.46	
6122 KITCHEN SUPPLIES	6E 7,500.00	0.00	2,077.35	2,077.35	6,512.00	27.70%	0.00	2,077.35	5,422.65	
6130 PROGRAM SUPPLIES	6E 73,000.00	26,543.46	134,401.05	107,857.59	64,759.00	184.11%	17,116.15	151,517.20	(78,517.20)	
6134 INSTRUCTIONAL SUPPLIES	6E 5,000.00	2,071.85	3,855.65	1,783.80	4,246.00	77.11%	0.00	3,855.65	1,144.35	
6140 CUSTODIAL SUPPLIES	6E 12,000.00	0.00	21,354.40	21,354.40	10,270.00	177.95%	0.00	21,354.40	(9,354.40)	
6142 LINEN/LAUNDRY	6E 0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6143 FURNISHINGS		0.00	8,319.93	8,319.93	0.00	0.00%	0.00	8,319.93	(8,319.93)	
6170 POSTAGE & SHIPPING	6E 710.00	0.00	819.15	819.15	649.00	115.37%	0.00	819.15	(109.15)	
6132 MEDICAL & DENTAL SUPPLIES	6H 1,000.00	1,881.22	17,075.01	15,193.79	913.00	1707.50%	1,464.88	18,539.89	(17,539.89)	
6150 UNIFORM RENTAL/PURCHASE	6H 0.00	0.00	150.00	150.00	0.00	0.00%	0.00	150.00	(150.00)	
6180 EQUIPMENT RENTAL	6H 40,000.00	5,913.39	39,873.07	33,959.68	36,641.00	99.68%	0.00	39,873.07	126.93	
6181 EQUIPMENT MAINTENANCE	6H 30,000.00	459.90	7,264.98	6,805.08	27,478.00	24.22%	0.00	7,264.98	22,735.02	
6212 EQUIPMENT PURCHASES < \$500	6H 0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6214 EQUIPMENT OVER > 500	6H 0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6216 EQUIPMENT OVER > \$1000	6H 0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6231 BUILDING RENOVATION	6H 0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6232 BUILDING IMPROVEMENTS	6H 0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6310 PRINTING & PUBLICATIONS	6H 15,000.00	0.00	4,219.47	4,219.47	13,750.00	28.13%	0.00	4,219.47	10,780.53	
6312 ADVERTISING & PROMOTION	6H 0.00	(33.33)	600.00	633.33	0.00	0.00%	0.00	600.00	(600.00)	
6320 TELEPHONE	6H 150,000.00	10,039.92	47,364.15	37,324.23	137,456.00	31.58%	0.00	47,364.15	102,635.85	
6410 RENT	6H 150,907.00	14,310.49	147,631.01	133,320.52	138,330.00	97.83%	0.00	147,631.01	3,275.99	
6420 UTILITIES/ DISPOSAL	6H 90,000.00	8,560.60	79,005.83	70,445.23	82,478.00	87.78%	0.00	79,005.83	10,994.17	
6432 BUILDING REPAIRS/ MAINT	6H 100,000.00	989.22	80,668.66	79,679.44	91,619.00	80.67%	0.00	80,668.66	19,331.34	
6433 GROUNDS MAINTENANCE	6H 35,000.00	1,921.59	23,563.70	21,642.11	32,076.00	67.32%	0.00	23,563.70	11,436.30	
6436 PEST CONTROL	6H 8,000.00	728.46	7,852.95	7,124.49	7,326.00	98.16%	0.00	7,852.95	147.05	
6437 BURGLAR & FIRE ALARM	6H 5,500.00	163.21	5,978.13	5,814.92	4,390.00	108.69%	1,037.30	7,015.43	(1,515.43)	
6440 PROPERTY INSURANCE	6H 25,000.00	2,112.45	23,304.84	21,192.39	22,739.00	93.22%	0.00	23,304.84	1,695.16	

Fresno Migrant Head Start
Budget to Actual (Combined)
991.25 **Period Ending** **July-25**
668,408.28
669,399.53

Account Description	Grant Budget	Current Period	Current Mth YTD	Prior Month YTD	YTD Budget	% Spent	Encumbered	YTD Actual +		Budget Balance
								Encumbered	Budget Balance	
6520 CONSULTANTS	6H	25,000.00	0.00	15,773.64	15,773.64	20,820.00	63.09%	10,507.08	26,280.72	(1,280.72)
6522 CONSULTANT EXPENSES	6H	1,500.00	0.00	706.82	706.82	1,230.00	47.12%	10,000.00	10,706.82	(9,206.82)
6524 CONTRACTS	6H	15,000.00	0.00	0.00	0.00	15,000.00	0.00%	0.00	0.00	15,000.00
6530 LEGAL	6H	5,000.00	0.00	1,328.00	1,328.00	3,750.00	26.56%	0.00	1,328.00	3,672.00
6540 CUSTODIAL SERVICES	6H	0.00	0.00	9,852.03	9,852.03	0.00	0.00%	0.00	9,852.03	(9,852.03)
6555 MEDICAL SCREENING/DEAT/S	6H	1,000.00	0.00	390.00	390.00	1,000.00	39.00%	0.00	390.00	610.00
6562 MEDICAL EXAM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6564 MEDICAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6566 DENTAL EXAM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6568 DENTAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6610 GAS & OIL	6H	12,000.00	413.12	12,751.49	12,338.37	11,000.00	106.26%	0.00	12,751.49	(751.49)
6620 VEHICLE INSURANCE	6H	30,000.00	3,359.41	35,781.69	32,422.28	27,500.00	119.27%	0.00	35,781.69	(5,781.69)
6630 VEHICLE LICENSE AND FEES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6640 VEHICLE REPAIR & MAINTENANCE	6H	20,000.00	1,027.24	13,348.41	12,321.17	18,326.00	66.74%	1,158.02	14,506.43	5,493.57
6712 STAFF TRAVEL-LOCAL	6H	12,000.00	7.21	9,723.81	9,716.60	10,005.00	81.03%	0.00	9,723.81	2,276.19
6724 PER DIEM - PARENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6730 VOLUNTEER TRAVEL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6742 TRAINING - STAFF	6H	58,955.00	995.68	18,801.29	17,805.61	913.00	31.89%	75.98	18,877.27	40,077.73
6744 TRAINING - VOLUNTEER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6745 TRAINING - PARTICIPANTS/CLIENTS	6H	0.00	0.00	2,145.00	2,145.00	0.00	0.00%	0.00	2,145.00	(2,145.00)
6746 TRAINING - PARENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6748 EDUCATION REIMBURSEMENT	6H	10,000.00	0.00	0.00	0.00	7,500.00	0.00%	0.00	0.00	10,000.00
6750 FIELD TRIPS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6820 INTEREST EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6832 LIABILITY INSURANCE	6H	600.00	0.00	411.65	411.65	550.00	68.61%	0.00	411.65	188.35
6834 STUDENT ACTIVITY INSURAN	6H	1,086.00	215.12	1,452.64	1,237.52	905.00	133.76%	0.00	1,452.64	(366.64)
6840 PROPERTY TAXES	6H	5,200.00	0.00	5,026.94	5,026.94	5,200.00	96.67%	0.00	5,026.94	173.06
6850 FEES & LICENSES	6H	25,000.00	5,982.80	31,922.81	25,940.01	20,983.35	127.69%	0.00	31,922.81	(6,922.81)
6851 CPR FEES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6852 FINGER PRINTING	6H	700.00	0.00	175.12	175.12	700.00	25.02%	0.00	175.12	524.88
6860 DEPRECIATION EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6870 EMPLOYEE RECOGNITION	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE	6H	6,545.00	0.00	8,681.84	8,681.84	6,545.00	132.65%	0.00	8,681.84	(2,136.84)
6892 CASH SHORT/OVER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7110 PARENT ACTIVITIES	6H	600.00	0.00	238.15	238.15	480.00	39.69%	0.00	238.15	361.85
7111- PARENT MILEAGE	6H	0.00	0.00	334.27	334.27	0.00	0.00%	0.00	334.27	(334.27)
7112 PARENT INVOLVEMENT	6H	600.00	55.04	194.87	139.83	480.00	32.48%	0.00	194.87	405.13
7114 PC ALLOWANCE	6H	0.00	210.00	1,080.00	870.00	0.00	0.00%	0.00	1,080.00	(1,080.00)
7116 PC FOOD	6H	0.00	0.00	185.74	185.74	0.00	0.00%	0.00	185.74	(185.74)
8110 INKIND SALARIES		1,437,024.00	76,585.28	528,678.73	452,093.45	1,211,768.00	36.79%	0.00	528,678.73	908,345.27
8120 INKIND RENT		217,266.00	14,258.58	139,585.80	125,327.22	183,208.00	64.25%	0.00	139,585.80	77,680.20
8130 INKIND OTHER		7,883.00	0.00	1,135.00	1,135.00	6,648.00	14.40%	0.00	1,135.00	6,748.00
9010 INDIRECT EXPENSE	6J	554,566.00	44,789.11	477,958.04	433,168.93	461,821.00	86.19%	4,378.08	482,336.12	72,229.88
TOTAL EXPENSES		8,310,864.00	627,820.94	6,399,643.74	5,771,822.80	6,938,389.23	77.00%	52,488.77	6,452,132.51	1,858,731.49
CHANGE IN NET ASSETS		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00

Contract **78%**

Madera Migrant Head Start
Budget to Actual

For the Period Ending **7/31/2025**

Start Date **3/1/2025**
Current Mnth **5.00**
18%

Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4110	GRANT INCOME-FEDERAL	6,303,222	505,765.88	2,286,592.02	1,780,826.14	5,672,900	36%	17,046.47	2,303,638.49	3,999,583.51
4220	IN KIND CONTRIBUTIONS	567,876	119,944.91	245,900.82	125,955.91	511,090	43%	-	245,900.82	321,975.18
4390	MISCELLANEOUS INCOME	-	-	-	-	-	-	-	-	-
	TOTAL REVENUES	6,871,098	625,710.79	2,532,492.84	1,906,782.05	6,183,990	37%	17,046.47	2,549,539.31	4,321,558.69
EXPENDITURES										
5010	Salaries & Wages	3,557,039	223,762.80	1,222,240.49	998,477.69	3,201,335	34%	-	1,222,240.49	2,334,798.51
5020	Accrued Vacation Pay	193,000	13,479.46	68,346.99	54,867.53	173,700	35%	-	68,346.99	124,653.01
5112	Health Insurance	407,733	40,508.31	146,268.65	105,760.34	366,960	36%	-	146,268.65	261,464.35
5114	Worker's Compensation	114,183	6,708.24	34,175.45	27,467.21	102,765	30%	-	34,175.45	80,007.55
5116	Pension	175,685	11,816.06	56,832.26	45,016.20	158,117	32%	-	56,832.26	118,852.74
5122	FICA	270,378	16,806.55	93,662.19	76,855.64	243,340	35%	-	93,662.19	176,715.81
5124	SUI	38,839	532.10	2,885.57	2,353.47	34,955	7%	-	2,885.57	35,953.43
5130	Accrued Vacation Fringe	16,500	1,032.20	5,223.91	4,191.71	14,850	32%	-	5,223.91	11,276.09
6110	Office supplies	18,267	267.51	1,106.08	838.57	16,440	6%	2,128.60	3,234.68	15,032.32
6112	Data Processing Supplies	72,000	26,760.12	73,846.45	47,086.33	64,800	103%	4,410.00	78,256.45	(6,256.45)
6121	Food	3,000	3.50	31.70	28.20	2,700	1%	-	31.70	2,968.30
6122	Kitchen Supplies	1,500	-	-	-	1,350	0%	-	-	1,500.00
6130	Program Supplies	69,450	14,957.53	27,429.26	12,471.73	62,505	39%	3,636.44	31,065.70	38,384.30
6132	Medical & Dental Supplies	20,000	3,043.52	11,796.39	8,752.87	18,000	59%	172.10	11,968.49	8,031.51
6134	Instructional Supplies	20,738	-	1,630.23	1,630.23	18,664	8%	-	1,630.23	19,107.77
6140	Custodial Supplies	31,544	31.26	4,643.22	4,611.96	28,390	15%	-	4,643.22	26,900.78
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	-	3,443.45	4,557.34	1,113.89	-	#DIV/0!	-	4,557.34	(4,557.34)
6150	Uniform Rental / Purchases	258	-	-	-	232	0%	-	-	258.00
6170	Postage & Shipping	550	36.43	182.76	146.33	495	33%	-	182.76	367.24
6221	Equipment Over > \$5,000	-	-	-	-	-	-	-	-	-
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	23,400	4,634.33	13,341.99	8,707.66	21,060	57%	-	13,341.99	10,058.01
6181	Equipment Maintenance	16,800	4,616.91	11,021.42	6,404.51	15,120	66%	-	11,021.42	5,778.58
6310	Printing & Publications	3,000	-	3,161.28	3,161.28	2,700	105%	-	3,161.28	(161.28)
6312	Advertising & Promotion	-	16.67	350.00	333.33	-	-	-	350.00	(350.00)
6320	Telephone	48,600	14,551.45	24,878.37	10,326.92	43,740	51%	-	24,878.37	23,721.63
6410	Rent	218,040	22,187.17	94,636.63	72,449.46	196,236	43%	-	94,636.63	123,403.37
6420	Utilities / Disposal	143,580	17,838.77	58,140.57	40,301.80	129,222	40%	-	58,140.57	85,439.43
6432	Building Repairs / Maintenance	49,500	5,085.56	21,131.66	16,046.10	44,550	43%	3,585.00	24,716.66	24,783.34
6433	Grounds Maintenance	-	-	-	-	-	#DIV/0!	-	-	-
6436	Pest Control	6,660	654.45	2,504.27	1,849.82	5,994	38%	-	2,504.27	4,155.73
6437	Burglar & Fire Alarm	4,500	228.36	1,303.58	1,075.22	4,050	29%	-	1,303.58	3,196.42
6440	Property Insurance	42,696	4,597.67	25,445.72	20,848.05	38,426	60%	-	25,445.72	17,250.28
6520	Consultants	15,000	-	376.97	376.97	13,500	3%	-	376.97	14,623.03
6522	Consultants Expense	235	-	-	-	212	0%	-	-	235.00
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	5,000	2.00	5,157.34	5,155.34	4,500	103%	-	5,157.34	(157.34)
6540	Custodial Services	96,800	12,239.00	31,551.23	19,312.23	87,120	33%	-	31,551.23	65,248.77
6555	Medical Screening / DEAT / Staff	6,000	-	1,942.50	1,942.50	5,400	32%	-	1,942.50	4,057.50
6562	Medical Exam	-	-	-	-	-	-	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	-	-	-	-

Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-
6610	Gas & Oil	12,000	838.01	4,631.44	3,793.43	10,800	39%	-	4,631.44	7,368.56
6620	Vehicle Insurance	37,800	3,873.34	21,826.58	17,953.24	34,020	58%	-	21,826.58	15,973.42
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-
6640	Vehicle Repair & Maintenanc	7,200	621.35	2,998.32	2,376.97	6,480	42%	1,692.49	4,690.81	2,509.19
6712	Staff Travel-Local	1,005	407.71	1,351.52	943.81	905	134%	-	1,351.52	(346.52)
6714	Staff Travel-Out of Area	-	-	104.30	104.30	-	-	-	104.30	(104.30)
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-
6742	Training - Staff	-	-	1,925.00	1,925.00	-	#DIV/0!	-	1,925.00	(1,925.00)
6746	Training - Parent	-	-	-	-	-	-	-	-	-
6748	Education Reimbursement	-	-	414.00	414.00	-	-	-	414.00	(414.00)
6750	Field Trips	-	-	-	-	-	-	-	-	-
6810	Bank Charges	-	-	-	-	-	-	-	-	-
6820	Interest Expense	-	-	-	-	-	-	-	-	-
6832	Liability Insurance	636	-	175.31	175.31	572	28%	-	175.31	460.69
6834	Student Activity Insurance	3,120	185.34	722.00	536.66	2,808	23%	-	722.00	2,398.00
6840	Property Taxes	-	-	-	-	-	-	-	-	-
6850	Fees & Licenses	6,600	7,369.60	7,369.60	-	5,940	112%	-	7,369.60	(769.60)
6852	Finger Printing	2,000	-	674.25	674.25	1,800	34%	-	674.25	1,325.75
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	10,534	-	2,196.95	2,196.95	9,481	21%	-	2,196.95	8,337.05
7110	Parent Activities	-	-	-	-	-	#DIV/0!	-	-	-
7111	Parent Mileage	302	(1.92)	128.28	130.20	272	42%	-	128.28	173.72
7112	Parent Involvement	3,300	475.28	475.27	(0.01)	2,970	14%	-	475.27	2,824.73
7114	PPC Allowance	1,475	(30.00)	778.04	808.04	1,328	53%	-	778.04	696.96
7116	PPC Food Allowance	1,025	-	294.70	294.70	923	29%	-	294.70	730.30
8110	In-Kind Salaries	455,866	110,193.91	199,145.82	88,951.91	410,279	44%	-	199,145.82	256,720.18
8120	In-Kind Rent	111,010	9,251.00	46,255.00	37,004.00	99,909	42%	-	46,255.00	64,755.00
8130	In-Kind Other	1,000	500.00	500.00	-	900	-	-	500.00	500.00
9010	In-Direct Cost Allocation	525,750	42,185.79	190,723.99	148,538.20	473,175	36%	1,421.84	192,145.83	333,604.17
Total Expenses		6,871,098	625,710.79	2,532,492.84	1,906,782.05	6,183,990	37%	17,046.47	2,549,539.31	4,321,558.69
Excess Revenue Over		-	-	-	-	-	-	-	-	-
Total Expenses		6,871,098	625,710.79	2,532,492.84						
In-Kind		(567,876)	(119,944.91)	(245,900.82)						
Total Expenses w/o In Kind		6,303,222	505,765.88	2,286,592.02	1,780,826.14				2,303,638.49	3,999,583.51
									36.55%	

ADMINISTRATION BUDGET LIMIT	\$752,091
YEAR-TO DATE ADMIN EXP.	\$289,960
PERCENT OF TOTAL EXPENSES	3.66%
ADMINIISTRATION LIMIT IS 9.5%	

ID Cost Calc. @ 9.1%	190,723.99
	190,723.99

**Fiscal Year July 25 - June 26
July 31, 2025**

<u>414 0 ALT PYMT PROG CAPP</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual July 31, 2025</u>	<u>YTD Budget July 31, 2025</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Revenues								
4110- GRANT INCOME-FEDERAL	2,631,321.00	166,627.47	166,627.47	0.00	(0.06)	0.00	166,627.47	2,464,693.53
4120- GRANT INCOME-STATE	5,663,444.00	323,453.33	323,453.33	0.00	(0.06)	0.00	323,453.33	5,339,990.67
4315- CHILD CRE REVENUE-STATE	0.00	618.90	618.90	0.00	0.00	0.00	618.90	(618.90)
Total Revenues	8,294,765.00	490,699.70	490,699.70	0.00	(0.06)	0.00	490,699.70	7,804,065.30
Expenses								
5010- SALARIES & WAGES	504,205.00	19,756.71	19,756.71	0.00	0.04	0.00	19,756.71	484,448.29
5020- ACCRUED VACATION PAY	9,500.00	763.02	763.02	0.00	0.08	0.00	763.02	8,736.98
Total Salaries	513,705.00	20,519.73	20,519.73	0.00	0.04	0.00	20,519.73	493,185.27
5112- HEALTH INSURANCE	22,273.00	1,419.19	1,419.19	0.00	0.06	0.00	1,419.19	20,853.81
5114- WORKER'S COMPENSATION	1,339.00	85.46	85.46	0.00	0.06	0.00	85.46	1,253.54
5116- PENSION	16,462.00	1,382.05	1,382.05	0.00	0.08	0.00	1,382.05	15,079.95
5122- FICA	24,585.00	1,566.98	1,566.98	0.00	0.06	0.00	1,566.98	23,018.02
5124- SUI	2,494.00	73.28	73.28	0.00	0.03	0.00	73.28	2,420.72
5130- ACCRUED VACATION FRINGE	400.00	0.57	0.57	0.00	0.00	0.00	0.57	399.43
Total Fringe Benefits	67,553.00	4,527.53	4,527.53	0.00	0.07	0.00	4,527.53	63,025.47
6110- OFFICE SUPPLIES	4,144.00	0.00	0.00	0.00	0.00	0.00	0.00	4,144.00
6112- DATA PROCESSING SUPPLIES	23,162.00	264.06	264.06	0.00	0.01	0.00	264.06	22,897.94
6170- POSTAGE & SHIPPING	7,770.00	0.00	0.00	0.00	0.00	0.00	0.00	7,770.00
Total Supplies	35,076.00	264.06	264.06	0.00	0.01	0.00	264.06	34,811.94
6180- EQUIPMENT RENTAL	5,920.00	271.97	271.97	0.00	0.05	0.00	271.97	5,648.03
6181- EQUIPMENT MAINTENANCE	3,552.00	79.14	79.14	0.00	0.02	0.00	79.14	3,472.86
6310- PRINTING & PUBLICATIONS	740.00	0.00	0.00	0.00	0.00	0.00	0.00	740.00
6312- ADVERTISING & PROMOTION	1,110.00	0.00	0.00	0.00	0.00	0.00	0.00	1,110.00
6320- TELEPHONE	2,590.00	136.69	136.69	0.00	0.05	0.00	136.69	2,453.31
6410- RENT	65,120.00	3,982.48	3,982.48	0.00	0.06	0.00	3,982.48	61,137.52
6420- UTILITIES/ DISPOSAL	13,098.00	774.53	774.53	0.00	0.06	0.00	774.53	12,323.47
6432- BUILDING & GROUNDS	22,200.00	0.00	0.00	0.00	0.00	0.00	0.00	22,200.00
6436- PEST CONTROL	0.00	0.70	0.70	0.00	0.00	0.00	0.70	(0.70)
6437- BURGLAR & FIRE ALARM	0.00	0.22	0.22	0.00	0.00	0.00	0.22	(0.22)
6440- PROPERTY INSURANCE	3,108.00	206.60	206.60	0.00	0.07	0.00	206.60	2,901.40

**Fiscal Year July 25 - June 26
July 31, 2025**

<u>414 0 ALT PYMT PROG CAPP</u>	<u>Grant</u> <u>Budget</u>	<u>Current</u> <u>Month</u> <u>Actual</u>	<u>YTD Actual</u> <u>July 31, 2025</u>	<u>YTD Budget</u> <u>July 31, 2025</u>	<u>% Spent</u>	<u>YTD</u> <u>Encumbrance</u>	<u>Actual Plus</u> <u>Encumbrance</u>	<u>Budget</u> <u>Balance</u>
6530- LEGAL	440.00	0.00	0.00	0.00	0.00	0.00	0.00	440.00
6555- MEDICAL	148.00	0.00	0.00	0.00	0.00	0.00	0.00	148.00
6610- GAS & OIL	74.00	0.00	0.00	0.00	0.00	0.00	0.00	74.00
6620- VEHICLE INSURANCE	555.00	31.89	31.89	0.00	0.06	0.00	31.89	523.11
6640- VEHICLE REPAIR &	104.00	5.00	5.00	0.00	0.05	0.00	5.00	99.00
6742- TRAINING - STAFF	3,700.00	360.75	360.75	0.00	0.10	0.00	360.75	3,339.25
6850- FEES & LICENSES	19,240.00	5,419.69	5,419.69	0.00	0.28	0.00	5,419.69	13,820.31
6875- EMPLOYEE HEALTH & WELFARE	1,687.00	0.00	0.00	0.00	0.00	0.00	0.00	1,687.00
Total Other & Services	143,386.00	11,269.66	11,269.66	0.00	0.08	0.00	11,269.66	132,116.34
Equipment & Bldg Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6714- STAFF TRAVEL-OUT OF AREA	0.00	426.59	426.59	0.00	0.00	0.00	426.59	(426.59)
Travel-Out of Area	0.00	426.59	426.59	0.00	0.00	0.00	426.59	(426.59)
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	6,843,181.00	412,195.73	412,195.73	0.00	0.06	0.00	412,195.73	6,430,985.27
7245- DIRECT BENEFITS - STATE	0.00	618.90	618.90	0.00	0.00	0.00	618.90	(618.90)

**Fiscal Year July 25 - June 26
July 31, 2025**

<u>427 0 ALT. PYMT. PROG. C2AP</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual July 31, 2025</u>	<u>YTD Budget July 31, 2025</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Revenues								
4110- GRANT INCOME-FEDERAL	289,485.00	0.00	0.00	0.00	0.00	0.00	0.00	289,485.00
4120- GRANT INCOME-STATE	1,558,686.00	94,492.74	94,492.74	0.00	(0.06)	0.00	94,492.74	1,464,193.26
Total Revenues	1,848,171.00	94,492.74	94,492.74	0.00	(0.05)	0.00	94,492.74	1,753,678.26
Expenses								
5010- SALARIES & WAGES	100,225.00	5,152.46	5,152.46	0.00	0.05	0.00	5,152.46	95,072.54
5020- ACCRUED VACATION PAY	3,054.00	210.50	210.50	0.00	0.07	0.00	210.50	2,843.50
Total Salaries	103,279.00	5,362.96	5,362.96	0.00	0.05	0.00	5,362.96	97,916.04
5112- HEALTH INSURANCE	6,945.00	293.53	293.53	0.00	0.04	0.00	293.53	6,651.47
5114- WORKER'S COMPENSATION	149.00	22.87	22.87	0.00	0.15	0.00	22.87	126.13
5116- PENSION	4,000.00	314.52	314.52	0.00	0.08	0.00	314.52	3,685.48
5122- FICA	6,150.00	419.76	419.76	0.00	0.07	0.00	419.76	5,730.24
5124- SUI	829.00	32.65	32.65	0.00	0.04	0.00	32.65	796.35
5130- ACCRUED VACATION FICA	438.00	(11.98)	(11.98)	0.00	(0.03)	0.00	(11.98)	449.98
Total Fringe Benefits	18,511.00	1,071.35	1,071.35	0.00	0.06	0.00	1,071.35	17,439.65
6110- OFFICE SUPPLIES	896.00	0.00	0.00	0.00	0.00	0.00	0.00	896.00
6112- DATA PROCESSING SUPPLIES	5,008.00	102.49	102.49	0.00	0.02	0.00	102.49	4,905.51
6170- POSTAGE & SHIPPING	1,680.00	0.00	0.00	0.00	0.00	0.00	0.00	1,680.00
Total Supplies	7,584.00	102.49	102.49	0.00	0.01	0.00	102.49	7,481.51
6180- EQUIPMENT RENTAL	1,280.00	89.24	89.24	0.00	0.07	0.00	89.24	1,190.76
6181- EQUIPMENT MAINTENANCE	768.00	17.11	17.11	0.00	0.02	0.00	17.11	750.89
6310- PRINTING & PUBLICATIONS	160.00	0.00	0.00	0.00	0.00	0.00	0.00	160.00
6312- ADVERTISING & PROMOTION	240.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00
6320- TELEPHONE	560.00	50.67	50.67	0.00	0.09	0.00	50.67	509.33
6410- RENT	22,080.00	1,917.41	1,917.41	0.00	0.09	0.00	1,917.41	20,162.59
6420- UTILITIES/ DISPOSAL	2,832.00	232.45	232.45	0.00	0.08	0.00	232.45	2,599.55
6432- BUILDING & GROUNDS	4,800.00	0.00	0.00	0.00	0.00	0.00	0.00	4,800.00
6440- PROPERTY INSURANCE	672.00	100.73	100.73	0.00	0.15	0.00	100.73	571.27
6530- LEGAL	960.00	0.00	0.00	0.00	0.00	0.00	0.00	960.00
6555- MEDICAL	66.00	0.00	0.00	0.00	0.00	0.00	0.00	66.00
6610- GAS & OIL	16.00	0.00	0.00	0.00	0.00	0.00	0.00	16.00

**Fiscal Year July 25 - June 26
July 31, 2025**

<u>427 0 ALT. PYMT. PROG. C2AP</u>	<u>Grant</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>% Spent</u>	<u>YTD</u>	<u>Actual Plus</u>	<u>Budget</u>
	<u>Budget</u>	<u>Month</u>	<u>July 31, 2025</u>	<u>July 31, 2025</u>				
6620- VEHICLE INSURANCE	120.00	31.89	31.89	0.00	0.27	0.00	31.89	88.11
6640- VEHICLE REPAIR &	22.00	1.50	1.50	0.00	0.07	0.00	1.50	20.50
6742- TRAINING - STAFF	800.00	78.00	78.00	0.00	0.10	0.00	78.00	722.00
6850- FEES & LICENSES	4,160.00	1,187.08	1,187.08	0.00	0.29	0.00	1,187.08	2,972.92
6875- EMPLOYEE HEALTH & WELFARE	365.00	0.00	0.00	0.00	0.00	0.00	0.00	365.00
Total Other & Services	39,901.00	3,706.08	3,706.08	0.00	0.09	0.00	3,706.08	36,194.92
Equipment & Blding Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6714- STAFF TRAVEL-OUT OF AREA	0.00	93.50	93.50	0.00	0.00	0.00	93.50	(93.50)
Travel-Out of Area	0.00	93.50	93.50	0.00	0.00	0.00	93.50	(93.50)
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	1,524,741.00	76,274.75	76,274.75	0.00	0.05	0.00	76,274.75	1,448,466.25
Total Direct Benefits	1,524,741.00	76,274.75	76,274.75	0.00	0.05	0.00	76,274.75	1,448,466.25
Total In-kind	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Fiscal Year July 25 - June 26
July 31, 2025

428 0 ALT. PYMT. PROG. C3AP	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual July 31, 2025</u>	<u>YTD Budget July 31, 2025</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Revenues								
4110- GRANT INCOME-FEDERAL	638,228.00	57,868.97	57,868.97	0.00	(0.09)	0.00	57,868.97	580,359.03
4120- GRANT INCOME-STATE	528,025.00	47,347.34	47,347.34	0.00	(0.09)	0.00	47,347.34	480,677.66
4315- CHILD CRE REVENUE-STATE	0.00	193.90	193.90	0.00	0.00	0.00	193.90	(193.90)
Total Revenues	1,166,253.00	105,410.21	105,410.21	0.00	(0.09)	0.00	105,410.21	1,060,842.79
Expenses								
5010- SALARIES & WAGES	60,265.00	4,132.86	4,132.86	0.00	0.07	0.00	4,132.86	56,132.14
5020- ACCRUED VACATION PAY	1,350.00	196.71	196.71	0.00	0.15	0.00	196.71	1,153.29
Total Salaries	61,615.00	4,329.57	4,329.57	0.00	0.07	0.00	4,329.57	57,285.43
5112- HEALTH INSURANCE	3,896.00	424.28	424.28	0.00	0.11	0.00	424.28	3,471.72
5114- WORKER'S COMPENSATION	149.00	17.97	17.97	0.00	0.12	0.00	17.97	131.03
5116- PENSION	3,500.00	299.81	299.81	0.00	0.09	0.00	299.81	3,200.19
5122- FICA	4,240.00	329.61	329.61	0.00	0.08	0.00	329.61	3,910.39
5124- SUI	560.00	12.14	12.14	0.00	0.02	0.00	12.14	547.86
5130- ACCRUED VACATION FICA	200.00	(10.35)	(10.35)	0.00	(0.05)	0.00	(10.35)	210.35
Total Fringe Benefits	12,545.00	1,073.46	1,073.46	0.00	0.09	0.00	1,073.46	11,471.54
6110- OFFICE SUPPLIES	560.00	0.00	0.00	0.00	0.00	0.00	0.00	560.00
6112- DATA PROCESSING SUPPLIES	3,130.00	72.58	72.58	0.00	0.02	0.00	72.58	3,057.42
6170- POSTAGE & SHIPPING	1,050.00	0.00	0.00	0.00	0.00	0.00	0.00	1,050.00
Total Supplies	4,740.00	72.58	72.58	0.00	0.02	0.00	72.58	4,667.42
6180- EQUIPMENT RENTAL	800.00	63.74	63.74	0.00	0.08	0.00	63.74	736.26
6181- EQUIPMENT MAINTENANCE	480.00	10.69	10.69	0.00	0.02	0.00	10.69	469.31
6310- PRINTING & PUBLICATIONS	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6312- ADVERTISING & PROMOTION	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
6320- TELEPHONE	350.00	40.10	40.10	0.00	0.11	0.00	40.10	309.90
6410- RENT	16,800.00	1,342.18	1,342.18	0.00	0.08	0.00	1,342.18	15,457.82
6420- UTILITIES/ DISPOSAL	1,770.00	154.88	154.88	0.00	0.09	0.00	154.88	1,615.12
6432- BUILDING & GROUNDS	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
6440- PROPERTY INSURANCE	420.00	70.51	70.51	0.00	0.17	0.00	70.51	349.49
6530- LEGAL	600.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
6555- MEDICAL	20.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
6610- GAS & OIL	10.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
6620- VEHICLE INSURANCE	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00

**Fiscal Year July 25 - June 26
July 31, 2025**

<u>428 0 ALT. PYMT. PROG. C3AP</u>	<u>Grant</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>% Spent</u>	<u>YTD</u>	<u>Actual Plus</u>	<u>Budget</u>
	<u>Budget</u>	<u>Month</u>	<u>July 31, 2025</u>	<u>July 31, 2025</u>		<u>Encumbrance</u>	<u>Encumbrance</u>	<u>Balance</u>
		<u>Actual</u>						
6640- VEHICLE REPAIR &	14.00	1.00	1.00	0.00	0.07	0.00	1.00	13.00
6742- TRAINING - STAFF	500.00	48.75	48.75	0.00	0.10	0.00	48.75	451.25
6850- FEES & LICENSES	2,600.00	816.57	816.57	0.00	0.31	0.00	816.57	1,783.43
6875- EMPLOYEE HEALTH & WELFARE	228.00	0.00	0.00	0.00	0.00	0.00	0.00	228.00
Total Other & Services	27,917.00	2,548.42	2,548.42	0.00	0.09	0.00	2,548.42	25,368.58
Equipment & Bldg Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6714- STAFF TRAVEL-OUT OF AREA	0.00	64.28	64.28	0.00	0.00	0.00	64.28	(64.28)
Travel-Out of Area	0.00	64.28	64.28	0.00	0.00	0.00	64.28	(64.28)
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	962,159.00	88,351.94	88,351.94	0.00	0.09	0.00	88,351.94	873,807.06
7245- DIRECT BENEFITS - STATE	0.00	193.90	193.90	0.00	0.00	0.00	193.90	(193.90)
Total Direct Benefits	962,159.00	88,545.84	88,545.84	0.00	0.09	0.00	88,545.84	873,613.16

CAPMC
Work Related Injuries Report - August 2025
BOARD OF DIRECTORS

Recordable Injuries							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Medical Triage:							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Teacher III / Madera Migrant Head Start	Sierra Vista	Bruise	8/4/2025	8:30am	EE dismissed a group of children from the circle time, and a child threw a 9x9 rubber mat the EE. The EE experienced swollen lip and chin.	0	EE elected first aid treatment after the medical triage intake.
Food Service/Cook / Fresno Migrant Head Start	Mendota	Bruise	8/1/2025	12:10pm	While bending up to pick up the trash bag, she was unaware of the gate swung open and the back of her head hit the gate latch.	0	EE elected first aid treatment after the medical triage intake.
Instructional Aide/Janitor / Madera Migrant Head Start	Sierra Vista	Twist	8/6/2025	10:40am	EE tried to get to a child who tried to get onto a chair. EE then twisted her left ankle but did not fall. This resulted to pain to her left ankle.	0	EE elected first aid treatment after the medical triage intake.
Instructional Aide/Janitor / Madera Regional Head Start	Fairmead	Cut	8/7/2025	12:00pm	EE was using scissors to open boxes. The scissors slid and sliced her right thumb. EE experienced pain on her right thumb.	0	EE elected first aid treatment after the medical triage intake.
Instructional Aide/Janitor / Madera Migrant Head Start	Eastin Arcola	Scratches	8/19/2025	8:00am	EE looked down while blowing and cleaning the playground. EE was unaware of a tree in her path and struck her head.	0	EE elected first aid treatment after the medical triage intake.
Instructional Aide/Janitor / Madera Regional Head Start	North Fork	Bruise	8/26/2025	10:00am	EE was re-directing a child and the child hit the EE on her right side of abdomen, which EE has a personal medical condition that the hit caused aggravation and pain.	0	EE elected first aid treatment after the medical triage intake.
Claims							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Up To Date Injuries: January 2023 to December 2023							
(6) Hand Injuries	(1) Feet Injuries	() Chest Injuries					
(1) Back Injuries	() Eye Injuries	(1) Neck Injuries	() Bottom				
(5) Knee Injuries	(2) Leg Injuries	(3) Head Injuries	() Hip				
(4) Arm Injuries	(1) Wrist Injuries	(3) Ankle Injuries					
() Elbow Injuries	() Burn Injuries	() Respiratory Injuries					
(2) Shoulder Injuries	(1) Abdomen Injuries	(2) Face Injuries					
		DOI: DATE OF INJURY					
		TOI: TIME OF INJURY					



BOARD OF DIRECTORS 2025 ATTENDANCE

Director	Area Represented	January	February	March	April	May	June	July	August	September	October	November	December
Public Officials													
Deborah Martinez A: Vivian Garcia	Department of Social Services	P	P	-	A	X	X	P	P				
David Hernandez <i>Vice-Chairperson</i>	Madera Unified School District	X	P	-	P	P	X	P	P				
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P	X	-	P	P	X	X	P				
Steve Montes A: Mayor Cece Gallegos	Madera City Council	P	P	-	P	P	P	P	P				
Jeff Troost	Chowchilla City Council	P	P	-	P	X	X	X	P				
Private Sector Officials													
Debi Bray	Madera Chamber of Commerce	P	P	-	P	P	P	P	P				
Otilia Vasquez	Head Start Policy Council	X	P	-	X	X	X	P	X				
Donald Holley	Community Affairs	P	P	-	P	P	P	P	P				
Eric LiCalsi <i>Chairperson</i>	Attorney at Law	P	X	-	X	P	P	X	P				
Molly Hernandez	Early Childhood Education & Development	P	X	-	X	P	P	P	P				
Low-Income Target Area Officials													
Martha Garcia	Central Madera/Alpha	X	X	-	P	P	P	X	X				
Tyson Pogue <i>Secretary/Treasurer</i>	Eastern Madera County	P	P	-	P	P	X	X	P				
Richard Gutierrez	Eastside/Parksdale	P	P	-	P	P	P	P	P				
Diana Plamer <i>(Seated on 1/11/2024)</i>	Fairmead/Chowchilla	P	P	-	P	X	P	X	P				
Aurora Flores	Monroe/Washington	P	P	-	P	X	P	X	X				
<i>Total Directors</i>		12/15	11/15	-	13/15	10/15	9/15	8/15	12/15				

STAFFING CHANGES
August 7, 2025 - September 3, 2025
BOARD OF DIRECTORS

NON-HEAD START DEPARTMENTS

NEW HIRES

Identification Number	Position	Location	Effective Date	Hours	Justification
61513	Homeless Outreach Worker	Gill - Community Services	8/20/2025	80	Open Position
61385	Provider Services Associate	Gill - Resources and Referral & Alternative Payment Program	8/20/2025	80	Open Position
61515	Shelter Resident Support Aide	Martha Diaz - Victim Services	9/3/2025	80	Open Position

SUBSTITUTES

Identification Number	Position	Location	Effective Date	Hours	Justification

VOLUNTARY RESIGNATIONS

Identification Number	Position	Location	Effective Date	Hours	Justification

TERMINATION

Identification Number	Position	Location	Effective Date	Hours	Justification

HEAD START DEPARTMENTS

NEW HIRES

Identification Number	Position	Location	Effective Date	Hours	Justification
61501	Teacher III	Chowchilla - Madera Regional Head Start	8/12/2025	80	Open Position
61514	Food Service Cook	Five Points - Fresno Migrant Head Start	8/25/2025	80	Open Position

SUBSTITUTES

Identification Number	Position	Location	Effective Date	Hours	Justification

VOLUNTARY RESIGNATIONS

Identification Number	Position	Location	Effective Date	Hours	Justification

TERMINATIONS

Identification Number	Position	Location	Effective Date	Hours	Justification



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | headstart.gov

July 17, 2025

Mr. Eric LiCalsi
Chairperson
Community Action Partnership of Madera County, Inc.
1225 Gill Avenue
Madera, CA 93637

Re: Grant Number(s) 09CH013181

Dear Mr. LiCalsi:

This letter is in response to your request for approval to hire a new Chief Fiscal Officer (CFO). Approval of this new hire is required by 45 C.F.R. §75.308(c)(1)(ii), as applicable.

Review of the documentation provided by your agency shows that the candidate's qualifications and your agency's process comply with all requirements. Therefore, the Office of Head Start approves your request to hire Donna Tooley as your agency's CFO/Finance Director.

Thank you for your continued work providing services to Head Start children and families.

Sincerely,

Amanda Bryans

Amanda Bryans
Supervisory Program Analyst
Office of Head Start

Cc: Ms. Mattie Mendez, Executive Director
Ms. Donna Tooley, Chief Financial Officer
Ms. Otilia Vasquez, Policy Council Chair
Ms. Maritza Gomez-Zaragoza, Head Start Director

23RD ANNUAL SOUP BOWL EVENT FOR DOMESTIC VIOLENCE AWARENESS



24 OCTOBER, 2025
11:30 am - 1:00 pm

United Methodist Church
500 Sunset Ave.
Madera, CA 93637



Purchase Tickets at:
Victim Services
812 W. Yosemite Ave.
Suite 101
Madera, CA 93637
(559) 661-1000

\$15 Ticket Includes

Soup Bowl
Soup Buffet
Salad
Drink
Dessert



Keynote Speaker
**Stephanie
Hernandez
Coronado,
DV Survivor**



Must be present to receive bowl
No take out



Russell K. Ryan
Attorney at Law

Fig Garden Financial Center
5200 North Palm Avenue • Suite 306
Fresno, California 93704
(559) 499-4000
russ@ryanlegalpc.com

Admitted in California and Utah

August 5, 2025

VIA E-MAIL AND U.S. MAIL
mmendez@maderacap.org

Ms. Mattie Mendez
Executive Director
COMMUNITY ACTION PARTNERSHIP
OF MADERA COUNTY, INC.
1225 Gill Avenue
Madera, California 93637

Re: **Engagement Agreement Regarding Legal Services**

Dear Mattie:

I hope this finds you well. It is with much excitement that we announce the opening of our new firm, Ryan Legal, PC. We are honored and grateful that you have decided to continue our professional relationship and look forward to the journey ahead and continuing to work with you.

As you know, the State Bar of California requires that every attorney have a written retainer agreement with his clients to govern the work that is done. This somewhat formal letter is intended to meet this requirement. This fee agreement sets forth the terms of the legal services Ryan Legal, PC (“**Attorney**”) will provide to Community Action Partnership of Madera County, Inc. (“**Client**”).

1. **Scope of Engagement.** You are hiring Ryan Legal, PC to provide general and employment law related legal services. We will take reasonable steps to keep you informed of progress and to respond to your inquiries. If a court action is filed, we will represent you through trial and post-trial motions and, (if agreed-upon), appeal. Unless we make a different agreement in writing, this agreement will govern all present and future services we may perform for you.

2. **Conditions.** This agreement will not take effect, and we will have no obligation to provide legal services, represent you or advise you, until you return a signed copy of this agreement.

3. **Client's Duties.** We ask that all clients agree to be truthful with us, cooperate with and be responsive, not withhold information, keep us informed of all material changes in facts affecting the matters being worked on, to abide by this agreement, to pay our bills on time, and to keep us advised of contact information. You agree that if you violate any of your duties, we may withdraw from the representation.

4. **Legal Fees.** You agree to pay Attorney by the hour at prevailing rate for time spent on your matter by legal personnel. My current hourly rate is \$525.00 and is subject to periodic increases. However, because of my long association with CAPMC and my deep respect and belief in the valuable services provided by it to the community, I have agreed to reduce my hourly rate to \$400.00. Legal personnel charge in minimum units of quarter (.25) hours.

We will charge you for all the time we spend relating to your matter, including telephone calls and other communications with you, opposing counsel, witnesses or experts, and/or court personnel. The legal personnel assigned to your matter may confer among themselves about the matter, as required. When they do confer, each person will charge for the time expended.

5. **Costs and Other Charges.** Ryan Legal, PC will incur various costs and expenses in performing legal services under this agreement. You agree to pay for these costs and expenses in addition to the hourly fees. The costs and expenses commonly include fees fixed by law or assessed by courts and other agencies, court reporter's fees, process server's fees, messenger and other delivery fees, parking and other local travel expenses, photocopying and other reproduction costs, charges for computer time, jury fees, notary fees, deposition costs, arbitrator fees, mediator fees, expert witness fees, and other similar items. Internal charges are currently billed at the following rates: (1) mileage—IRS standard mileage rate; (2) in-house printing and photocopying—currently \$.20 per black and white page and \$.30 per color page (**note:** nominal amounts of copies and nominal copy jobs are *not* typically billed); (3) messenger services – at actual cost; (4) postage – at cost; and (5) computerized legal research – normal prevailing rates.

You agree to advance and pay directly costs more than \$500.00.

6. **Other Fees and Costs.** Client understands that if the Client's case proceeds to court action or arbitration, the court may award attorneys' fees as well as some or all of the types of costs enumerated in paragraph 5 above to the other party or parties. Payment of such attorney fees and costs shall be the sole responsibility of Client.

Ms. Mattie Mendez
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PARTNERSHIP OF MADERA COUNTY, INC.
August 5, 2025
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Similarly, other parties may be required to pay some or all of the fees and costs incurred by Client. Client acknowledges that any such determination does not in and of itself affect the amount of the fees and costs to be paid by Client to Attorney pursuant to this agreement.

7. **Billing Statements.** We will send you periodic statements for fees and costs incurred. Payment of each statement will be due when billed. A finance charge of 1.5 percent per month is assessed on all amounts due over 30 days.

8. **Discharge and Withdrawal.** You may discharge us at any time. Ryan Legal, PC may withdraw with your consent or for good cause. Good cause includes your breach of this agreement, your refusal to cooperate with us or to follow our advice on a material matter, or any fact or circumstance that would render our continuing representation unlawful or unethical.

When our services conclude, all unpaid charges will immediately become due and payable. After our services conclude, we will, upon your request, deliver your file to you, along with any funds or property of yours in our possession.

9. **Disclaimer of Guarantee.** Nothing in this agreement and nothing in our statements to you will or should be construed as a promise or guarantee about the outcome of your matter. Ryan Legal, PC makes no such promises or guarantees. Our comments about the outcome of your matter are expressions of opinion only.

10. **Effective Date.** This agreement will take effect and its effective date will be retroactive to the date we first performed services. The date at the beginning of this agreement is for reference only. Even if this agreement does not take effect, you will be obligated to pay us the reasonable value of any services we may have performed for you.

11. **Independent Counsel.** Since this agreement will be legally binding and involves important rights, you should have it reviewed by independent counsel. This agreement was drafted for Ryan Legal, PC's benefit, and we are not representing your interests in connection herewith.

12. **Insurance Disclosure.** Pursuant to California Rule of Professional Conduct 1.4.2(a), we are informing you that we maintain errors and omissions coverage set forth in Business and Professions Code Section 6148.

Ms. Mattie Mendez
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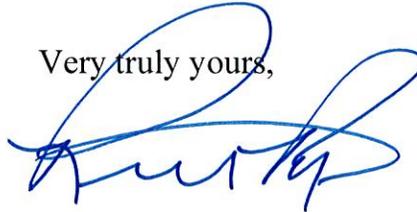
13. **Tax Advice.** Unless otherwise agreed-upon in writing, we have not been retained to provide you with tax advice concerning any of the services described in this agreement. Any documents prepared by us may have specific tax ramifications. To be sure you understand and are certain of all the potential tax consequences, you should consult with tax advisors regarding these matters.

14. **Firm Hours and Contact Persons.** This law firm maintains office hours from 8:00 a.m. to 5:00 p.m., Monday through Friday. The office is closed on major holidays.

15. **Entire Agreement.** This agreement contains the entire agreement of the parties hereto. No other agreement, statement, or promise made on or before the effective date of this agreement will be binding on the parties hereto. This agreement may only be modified by a subsequent written agreement signed by all parties hereto.

Thank you for allowing us to provide legal services for you. If you have any questions, please call me. We look forward to continuing our relationship for many years to come.

Very truly yours,



Russell K. Ryan

RKR:cab

Ms. Mattie Mendez
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I have read and understood the foregoing terms and agree to them, as of the date Ryan Legal, PC first provided services. I agree, on behalf of the referenced organization or entity, to be liable for all obligations under this agreement.

Dated: 8/7, 2025

COMMUNITY ACTION PARTNERSHIP
OF MADERA COUNTY, INC.

By: Mattie Mendez
Mattie Mendez
Executive Director

AUTHORIZATION TO RELEASE FILES

The undersigned, on behalf of Community Action Partnership of Madera County, Inc., hereby directs and authorizes the law firm of Motschieder, Michaelides, Wishon, Brewer & Ryan, LLP to release any and all files and records in its possession relating to its representation of Community Action Partnership of Madera County, Inc. to Russell K. Ryan, Esq. and the law firm of Ryan Legal, PC. I further direct that the original files be provided and that the expense for the copying of any file, if Motschieder, Michaelides, Wishon, Brewer & Ryan, LLP so desires to retain such a copy, be borne by Motschieder, Michaelides, Wishon, Brewer & Ryan, LLP.

Dated: 8/7, 2025

COMMUNITY ACTION PARTNERSHIP
OF MADERA COUNTY, INC.



Mattie Mendez
Chief Executive Officer