Marina Mancera  
Child Development Center Site Supervisor  
Accomplishments 2017-2018

- **Take on a more active role with the new partnership by obtaining knowledge of the different policies and guidelines between the Bakersfield College Child Development Center and Early Head Start.**
  - Attended the California Head Start Association Managers & Directors Institute and the Great Administrators Seminar with fellow partnership staff. This gave me the opportunity to collaborate and gain insight on different policies and guidelines in which can support and provide higher quality care for the children and families in the partnership.
  - Attend monthly meetings with the Early Head Start Partnership Coordinator to ensure we are meeting policies and guidelines.
  - Attend Recruitment & Selection Plan meetings held by Early Head Start to review and give input on different strategies to provide better services.

- **To become more aware of the services available on campus which then would allow me to support the students at Bakersfield College?**
  - Became aware of the Outreach & School Relations Program. We then collaborated and participated in a resource fair.
  - Became more aware of the services provided to Veterans. This initiated me to then collaborate with the families and staff at the center to participate in the “Operation Not Forgotten”.
  - By becoming more aware of the health and social services on campus, I was able to provide handouts and/or information to parents who have requested information in regards to Counselors, The Health Center, The Pantry, and/or Student Services.

- **Monitor the Food Program in order to stay in compliance with the CACFP food guidelines and to ensure that all the documentation required was current and in good standing.**
  - Trained the new Food Server Assistant II on all the health and safety policies for Licensing and CACFP Program.
  - Attended several workshops to improve record keeping skills and to minimize the waste of over purchased meals.
  - Worked in collaboration with the Kern County Superintendent of Schools to provide meals for the children that follow all the health and nutritional guidelines required by the CACFP Program.
  - Worked in collaboration with Cerro Coso and Porterville Program Managers to prepare and organize all the documentation necessary for the 2017 CACFP Program Audit, which attributed to a successful audit with no findings.