



Policy Council Planning Committee Meeting Agenda January 14, 2025

Microsoft Teams: [Click here to join the meeting](#)

5:30 p.m. – 6:30 p.m.

1. Welcome
2. Call to order
3. Roll call and establish quorum (half plus one)
4. Approval of Agenda
5. Approval of Minutes
6. Introduction of Guests
7. Public Forum
(The public wishing to address the PC Planning Committee may do so at this time; however, the Committee will take no action other than referring the item to staff for study and analysis.)
8. Presentation/Discussion Items
 - a. Program Planning Calendar – Rosa Guerrero, Administrative Analyst – **Action Item**
 - b. Proposed Planning Dates – Rosa Guerrero, Administrative Analyst – **Action Item**
 - c. Division/Program Monthly Report – Carol Hendricks, Enrollment and Attendance Manager – **Informational Item**
9. Announcements
 - a. Next Meeting is on February 11, 2025, at 5:30 p.m.
10. Meeting Adjourned

**Community Action Partnership of Kern Head Start/State Child Development
Policy Council Planning Committee Meeting Minutes**

October 1, 2024

Audio Only: (213) 204-2374 Phone Conference ID: 118 024 438#

1. Welcome

Ruby Cruz welcomed members to the meeting.

2. Call to Order

a. Ruby Cruz called the meeting to order at 5:35.

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

a. Quorum was established.

b. Members Present: Gabriela Rangel, Ashley Trent, Michelle Jara-Rangel & Ruby Cruz

c. Members not present: None

4. Approval of Agenda

a. Motion to approve the agenda dated October 1, 2024, was made by Michelle Jara-Rangel; Ashley Trent, seconded. Motion carried unanimously.

5. Approval of Minutes

a. Motion to approve the minutes dated September 3, 2024, as amended, was made by Gabriela Rangel; Michelle Jara-Rangel, seconded. Motion carried unanimously.

6. Introduction of Guests

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

7. Public Forum

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

None

8. Presentation / Discussion Items

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

Carol shared the enrollment report. For September 2024, Head Start had 953 funded enrollment spots and reported 73% enrollment; Early Head Start had 753 funded enrollment spots and reported 86% enrollment for the same enrollment period. Carol informed members that 6% of children enrolled in Head Start had an IEP (Individualized Education Plan) in September 2024. Early Head Start reported 21% IFSP (Individual Family Service Plan) enrollment for the same reporting period. In the over-income category, none of the programs were above 10%; therefore, we were in compliance. For CACFP, there was a total of 57,819 meals delivered for the month of August. Central Kitchen prepared 50,212 meals for September 2024.

Carol explained the progress of the enrollment goals. Current challenges regarding enrollment are due to staffing shortages and licensing of centers. Staffing shortages have been addressed by hiring several staff members, such as teachers, assistant teachers, and kitchen staff. Two centers are pending licensing visits to approve remodels, repairs, and the yards of some centers. Once licensing is approved, the centers, classrooms and yards may open.

Program Options was identified as the program strategic goal for the month. This goal aims to

develop and implement program options that tailor to the community's unique needs and characteristics. Current progress towards this goal is the Family Child Care Option receiving RFPs for services and licensing of the Oasis center.

Carol reported program highlights for the month of September which included the First Annual Economic Forum, the Breastfeeding Celebration in Fremont Square Park and in Lodi, the Mentor and Mentee Kick-Off Meeting in San Joaquin County, a recruitment event held at the Market at Grace, Developmentally Appropriate Practice Training to teaching staff, and the Balls Guide for Head Start and Early Head Start Classrooms.

Committee member Ruby Cruz asked if full enrollment has been met for the year. Carol stated that full enrollment has not been met, however, the program is under an enrollment plan, and the goal is to be fully enrolled by November. Carol added that our current enrollment is at 87% of and everybody is participating in fulfilling the enrollment goal. Member Michelle Jara-Rangel asked if the program would have the 266 slots filled by November. Carol responded that we are waiting for licensing to go through; Oasis was just licensed, and licensing for Stockdale is pending. Program is building a waiting list so we can meet full enrollment at that center when it is licensed. Member Michelle Jara-Rangel asked if the 9 EHS classrooms and the 8 HS classrooms were not closed due to lack of staff. Carol informed the group that the program has enough staff and are waiting for licensing. Robert added that there are two vacancies for EHS at Sterling as well as Harvey Hall, Home Base has three vacancies.

9. Announcements

During the announcements Robert thanked everybody for their participation, input, and feedback. Ruby was grateful for having the opportunity to conduct the meeting and for all the knowledge gained by participating. Michelle Jara-Rangel thanked everybody for the time they invested in these meetings. She acknowledged that it is not always easy to set aside the time every month to attend but added that meetings are necessary and a great learning opportunity.

10. Adjournment

The meeting was adjourned at 5:57 p.m.

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

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Written Planning Procedure <ul style="list-style-type: none"> • Identify the planning team • Review & update planning calendar 	Administrative Analyst, Program Design and Management Administrator, and Assistant Director Program	January – February	Policy Council Board of Directors	March	Approval Approval
Self-Assessment <ul style="list-style-type: none"> • Identify strengths & areas needing improvement • Develop Corrective Action Plans 	Quality Assurance Administrator, Education Manager, Support Service Manager	January – May	Policy Council Board of Directors	May	Approval Approval
Comprehensive Data Analysis <ul style="list-style-type: none"> • Community Assessment • Child outcomes • Child assessments • CLASS assessments • ITERS & ECERS • Family Services data • CCR • Health data • Evaluate Staffing Data • Budget vs. actual expenditures • Non-Federal share • Parent surveys • ERSEA Data • Disabilities Data • Training evaluations • Program Information Report (PIR) • Ongoing monitoring results 	Administrative Analyst, Program Design and Management Administrator, Education Manager, Support Service Manager, Quality Assurance Administrator, Professional Development Manager, and Assistant Directors	March – June			

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

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
<ul style="list-style-type: none"> Self assessment results May include other data sets relevant for determining community and program needs and strengths					
Program Design & Program Options <ul style="list-style-type: none"> Review site locations Basis for program options Include in Refunding Application 	Administrative Analyst, Program Design and Management Administrator	April – May	Policy Council Board of Directors	June	Approval Approval
Goals and Objectives <ul style="list-style-type: none"> Identify priorities Review/revise Head Start and State Child Development division mission statement Identify long & short-term program goals 	Administrative Analyst, Program Design and Management Administrator, and the Administrative Team	April – May	Policy Council Board of Directors	June	Approval Approval
Program Improvement Plans <ul style="list-style-type: none"> Based on data including those from the Self-Assessment, PIR, federal review report, etc... 	Administrative Team and HS Director	June – July	Policy Council Board of Directors	August	Approval Approval
Program Information Report (PIR) <ul style="list-style-type: none"> Summarize data Verify data Input data into online Head Start Enterprise System 	Quality Assurance Administrator, and Administrative Staff	June – August	Policy Council Board of Directors	February	Informational Informational
Begin Budget Draft <ul style="list-style-type: none"> Include funds to support program goals/ objectives Involve all divisions that support the requirements of the Head Start program 	Finance Team and the Administrative Staff	June – August			

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

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Program Objectives & Need for Assistance <ul style="list-style-type: none"> Draft program narrative 	Administrative Analyst, Program Design and Management Administrator, and the Administrative Team	June – August			
Training and Technical Assistance Plan <ul style="list-style-type: none"> Identify training needs based on the results of data analysis Indicate outcomes and evaluation of achievement 	Administrative Analyst, Program Design and Management Administrator, and the Professional Development Manager	June - October	Policy Council Board of Directors	October 	Approval Approval
Completed Budget <ul style="list-style-type: none"> Final management review & approval 	Head Start Director, Chief Program Office and Chief Financial Officer	August			
Recruitment Plan and Selection Criteria <ul style="list-style-type: none"> Based on Community Assessment Develop selection criteria (requires PC approval) Develop Recruitment Plan PC/BOD Annual Training 	Enrollment and Attendance Manager, Program Design and Management Administrator, Community Partners and Program Parents	September – November	Policy Council Board of Directors	January 	Approval Approval
Completed grant application including: <ul style="list-style-type: none"> Program options and design Program priorities, goals & objectives Training & Technical Assistance (T/TA) Plan Line-item budget & budget narrative 	Administrative Analyst, Head Start Assistant Director Program, Head Start Director and Chief Financial Officer	October	Policy Council Board of Directors	October 	Approval Approval

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

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Approved Grant Application Submitted for funding	Administrative Analyst, Program Design and Management Administrator, and the Head Start Assistant Director Program	October/ November			
Head Start Eligibility Training <ul style="list-style-type: none"> Head Start program eligibility training to Policy Council and Board of Director members 	Enrollment Supervisor, Enrollment and Attendance Manager, and Program Design and Management Administrator	November - February	Policy Council Board of Directors	February	Informational Informational
Head Start Annual Report	Quality Assurance Administrator and the Administrative Team	February			

Begin planning cycle for March 2026 – February 2027 Program Year

Planning Activity	Persons Responsible/Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Community Assessment <ul style="list-style-type: none"> Collect data Compile information into written Community Assessment 	Administrative Analyst, Program Design and Management Administrator, and Administrative Staff	November – January	Policy Council Board of Directors	March	Informational Informational

2024- 2025 Policy Council Planning Committee

PROPOSED Monthly Meeting Schedule

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

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

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

Approved:

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

Month	November-24	Program/Work Unit	Head Start & Early Head Start		
Division/Director	Head Start/State Child Development Division/ Yolanda Gonzales	Enrollment and Attendance Manager	Carol Hendricks		
Reporting Period	November 1, 2024 - November 30, 2024				
Program Description					
Head Start provides high-quality, early childhood education to children ages zero to five years old through part-day, full-day, and home-based options. The program has a holistic approach, not only addressing the needs of the child but teaching parents to become advocates and skilled providers for their children through its Parent Policy Council and Family Engagement programs. CAPK offers Head Start and Early Head Start services throughout Kern and San Joaquin counties.					
Early Head Start (ages 0-3) (FNPI 2a, 2b, 2c, 2c.1,2d, SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress	Closed Classrooms Slots
Reportable/Funded Enrollment (5 fully closed classroom rooms)	702	753	753	93%	41
Disabilities	186 (YTD)	10%	10%	28%	n/a
Over Income 101%-130% (up to 35%)	19	n/a	n/a	3%	n/a
Over Income 131% and up (up to 10%)	53	n/a	n/a	8%	n/a
Head Start (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress	Closed Classrooms Slots
Reportable/Funded Enrollment (7 fully closed classrooms)	889	936	936	95%	51
Disabilities	81 (YTD)	10%	10%	9%	n/a
Over Income 101%-130% (up to 35%)	21	n/a	n/a	2%	n/a
Over Income 131% and up (up to 10%)	82	n/a	n/a	9%	n/a
Home Visiting Program (SRV 2cc, 7a)	Monthly	Year-To- Date	Annual Goal (Contract Limit 350)	Annual Progress (Calendar)	Annual Progress (Program Year)
Enrollment	260	283	300	92%	94%
Central Kitchen			Breakfast	Lunch	Snack
Meals and Snacks	51,726		19,197	15,727	16,802
Child and Adult Care Food Program (CACFP) (Note: The data represents information from October 2024)	Total Meals Delivered	Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served	
Meals and Snacks (SRV 5ii)	75,541	53,951/21,590	60,003	79%	
Household Services	Month	YTD			
Eligibility Determination (SRV 7b)	143	1135			
Total Community Services	143	1135			

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

Explanation (Over/Under Goal Progress)

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

	Progress Towards Goal
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Program Options: To develop and implement program options that coincide with the needs of the community and ensure eligible families receive services that provide a strong foundationh for their children's academic journey.

Objective: Develop and implement program options that tailor to the community's unique needs and characteristics.
Progress: Family Child Care program option became available and reached full enrollment for Head Start. Additional slots are still available for Early Head Start.

Program Description

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

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

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

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

Explanation (Over/Under Goal Progress)	
<p>The current enrollment challenges are attributable to staffing shortages; however, additional staff have been onboarded, leading to a reduction in vacancies for direct service positions. In December 2024, the Martha J. Morgan Center obtained its license and became operational, contributing to an increase in enrollment numbers.</p>	
Progress Towards Goal	
<p>Full Enrollment Initiative</p>	<p>Objective: To achieve 97% enrollment for both Early Head Start and Head Start programs. Progress: In December 2024, the reportable enrollment to the Office of Head Start was 99.9% for the Early Head Start program and 100% for the Head Start program; therefore, meeting the required enrollment standards.</p>
Program Description	
<ol style="list-style-type: none"> 1. Intake clinics held at various center to increase enrollment and waitlist numbers. 2. Family Child Care contracted with 7 partners. 3. The Head Start Division of CAPK successfully fulfilled the requirements of the Full Enrollment Initiative initiated by the Office of Head Start; therefore, avoiding the need for an additional under-enrollment action plan. 4. Staff from the Head Start program participated in the Bakersfield and California City Christmas Parades. 	