Head Start
A Program of CAPK

Policy Council Planning Committee Meeting Agenda

February 11, 2025

Microsoft Teams: Join the meeting now

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. January Division/Program Monthly Report – Carol Hendricks, Enrollment and Attendance Manager – **Informational Item**
9. Announcements
   a. Next Meeting is on March 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
January 14,2025
Audio Only: (213) 204-2374 Phone Conference ID: 259 197 7000 163

1. **Welcome**
   Christopher Cuzul welcomed members to the meeting.

2. **Call to Order**
   a. Christopher Cuzul called the meeting to order at 5:34pm.

3. **Roll Call and establish Quorum (half plus one)**
   a. Quorum was established.
   b. Members Present: Gabriela Rangel, Michelle Jara-Rangel, Maria Worthy, Rene Mayhorn Williams & Christopher Cuzul
   c. Members not present: None

4. **Approval of Agenda**
   a. Motion to approve the agenda dated January 14, 2025, was made by Christopher Cuzul; Rene Mayhorn Williams, seconded. Motion carried unanimously.

5. **Approval of Minutes**
   a. Motion to approve the minutes dated October 1, 2024, as amended, was made by Rene Mayhorn Williams; Christopher Cuzul, seconded. Motion carried, with Michelle Jara-Rangel abstaining.

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 & Lisa Gonzales, Program Governance Coordinator.

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. 2025 Program Planning Calendar – Rosa Guerrero, Administrative Analyst – **Action Item**
   Rosa shared the 2025 Program Planning Calendar, this document lists the activities, people responsible for these activities, timelines and governing bodies involved in order to comply with certain program elements for the Head Start program. We are ahead of schedule, and this document will be presented at the Board of Directors and the Policy Council for approval.
   The staff recommends approval from the Planning Committee for the 2025 Program Planning Calendar.

   Michelle Jara-Rangel asked if PIR was a new procedure that was presented to the Board and to the Policy Council. Robert informed the committee that Quality Assurance Administrator, Sylvia Ortega, presents this information to the Board verbally. Michelle Jara-Rangel also appreciated the addition of the Head Start Eligibility Training to the calendar. Robert informed that Lorena Juarez, Enrollment Supervisor, will be conducting the training to the board next month.

   Gabriela Rangel requested a motion to approve the 2025-2026 Program Calendar. Rene Mayhorn Williams motioned to approve the item; it was seconded by Christopher Cuzul. Motion carried unanimously.

b. 2025 Proposed Planning Dates - Rosa Guerrero, Administrative Analyst – **Action Item**
Rosa presented the proposed monthly meeting schedule. Meeting dates are set to the second Tuesday of the month at 5:30pm with the exception of July since we are dark that month. Meetings will run from January through October. If approved, meetings will continue on the following dates until the end of the governing term.

Staff recommended the Planning Committee approve the proposed calendar. Motion to approve was made by Michelle Jara-Rangel, it was seconded by Rene Mayhorn Williams. Motion carried unanimously.

c. November & December Division Program Monthly Reports – Carol Hendricks, Enrollment, and Attendance Manager – **Action Item**
Carol presented the November PRE report. The reportable monthly enrollment for Early Head Start is 702 funded enrollments, this puts the program at 93% of the targeted goal of 753. This was accomplished by having five fully closed classrooms. For diagnosed disabilities, year to date we are at 186, which places the program at 28% of the annual progress. For the over income category in the 101 to 130 range, we at 3%; on the 131 and above, we are at 8%. The Head Start Program has a reportable enrollment of 889, which places the program at 95% of the target goal of 936. This was accomplished by having seven fully closed classrooms. For diagnosed disabilities year-to-date, we are at 9% of our annual progress. For the over income category in the 101% to 130% range, we are at 2%; for the over income range of 131% and above we are at 9%. The Home Visiting program reported 260 for their monthly enrollment with a year-to-date total of 283 out of our total annual goal of 300. The Central Kitchen prepared and provided a total of 51,726 meals. The Child and Adult Care Program (CACFP) delivered a total of 75,541 meals in October with 79% of those meals served. For Household Services, eligibility is based on applications completed, reviewed, and accepted. Total eligibility for household services was 143, with year-to-date of 1,135, which is based on the calendar year, not the program year.

Explanation for 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.

For the program strategic goals, the program option is to develop and implement program options that coincide with the needs of the community and ensure eligible families to receive services that provide a strong foundation for their children's academic journey. The progress: the Family Child Care option is receiving RFP's for services and the Oasis Center was licensed.

Program Highlights: various intake clinics were held at various centers to increase enrollment and waitlist numbers. Family Child Care first rounds for contracts were completed in October 2024, and enrollment for the program option commenced. An enrollment recruitment advertisement was featured in the holiday edition of the Kern Family Magazine, accompanied by a message from Yolanda Gonzles, Director of Head Start/Child Development Division.

The December Monthly PRE report was also presented by Carol Hendricks. Early Head Start's reportable monthly enrollment is 752, this puts the program at 99.9% of the targeted total goal of 753. This has been accomplished by having 3 fully closed classrooms. On diagnosed disabilities year-to-date we are at 197, which places us at 28% of our annual progress. In the over income category from 101% to 130% range we are at 3%; for the range of 131 and above we are at 8%. The Head Start Program reached 936 enrollments. This puts the program at 100% of the targeted total goal of 936 and was accomplished by having 5 fully closed classrooms. On Diagnosed Disabilities we are at 81 year-to-date, which places us at 9% of our annual progress. In the over income category from 101 to 130 range we are at 2% and on the range of 131% and above we are at 9% of our annual progress. For the Home Visiting Program, the monthly enrollment is 268, with a year-to-date of 298. The Home

Visiting Program has an annual goal limit of 300. The Central Kitchen distributed a total of 55,340 meals and snacks. The Child and Adult Care Program (CACFP) total meals delivered for November were 62,016; 75% of those meals were served. The Household Services eligibility is based on applications completed, reviewed, and accepted. Their total eligibility is 101, with a year-to-date of 1,236 which is based on the calendar year and not the program.

Explanation for over/under goal progress: The current enrollment challenges are attributed to staffing shortages; however, additional staff have been onboarded, leading to a reduction in vacancies for direct service positions. In December 2022, the Martha J. Morgan Center obtained its license and became operational, contributing to an increase in enrollment numbers. Program Strategic goals are to achieve 97% 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, we met the required enrollment standards.

Program Highlights: intake clinics were held at various centers to increase enrollment and waitlist numbers and the Family Childcare program is contracted with 7 partners. Additionally, 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. Staff from the Head Start program also participated in the Bakersfield and California City Christmas Parades.

Michelle Jara-Rangel inquired about the number of closed classrooms. Robert explained that those numbers were based on the information presented at Personnel, because some of the classrooms can only have 8 to 12 kids in a Head Start Classroom and up to four to five children in an Early Head Start classroom due to staffing shortages. Michelle also inquired about closed classrooms for December for Head Start. Robert clarified that there were only two fully closed classrooms at Stockdale.

Michelle also asked about the number of children that would be served under Partnership. Robert responded that there are 10 slots for Head Start Partnership, and the program has already achieved that goal. For Early Head Start Partnership, the program currently stands at 18 enrollments out of the 20 for funded enrollment. Michelle asked if the enrollment numbers on the monthly report that go to PRE and Planning Committee were corrected after the Recruitment and Selection Plan was approved. Robert confirmed the number has been corrected and it is 936 for Head Start. Michelle suggested informing the PRE committee know about the error with this number for transparency. Robert agreed.

Gabriela asked about the different facilities mentioned under closed classrooms in earlier discussions. Robert stated that they are not currently listed, however it can be reported verbally if that's something the committee wants to see.

It was determined that this is not an action item, therefore the committee did not need to vote to approve.

9. <u>Announcements</u>

During the announcements Gabriela was grateful for having the opportunity to participate one more time in the committee. The next meeting is on February 11, 2025 at 5:30pm.

10. <u>Adjournment</u>

The meeting was adjourned at 6:19 p.m.

Community Action Partnership of Kern
Monthly Report 2024

Month	January-25	**Program/Work Unit**	Head Start & Early Head Start
Division/Director	Head Start/State Child Development Division/ Yolanda Gonzales	**Enrollment and Attendance Manager**	Carol Hendricks
Reporting Period	January 1, 2025 - January 31, 2025		

Program Description

Head Start provides high-quality, early childhood education to children ages zero to five years old through part-day, full-day, and home-based options. The program has a holistic approach, not only addressing the needs of the child but teaching parents to become advocates and skilled providers for their children through its Parent Policy Council and Family Engagement programs. CAPK offers Head Start and Early Head Start services throughout Kern and San Joaquin counties.

Early Head Start (ages 0-3) (FNPI 2a, 2b, 2c, 2c.1,2d, SRV 2b, 7a)	**Month**	**Target**	**Annual Goal**	**Annual Progress**	
Reportable/Funded Enrollment	753	753	753	100%	
Disabilities	218 (YTD)	10%	10%	29%	
Over Income 101%-130% (up to 35%)	22	n/a	n/a	3%	
Over Income 131% and up (up to 10%)	58	n/a	n/a	8%	
Head Start (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)	**Month**	**Target**	**Annual Goal**	**Annual Progress**	
Reportable/Funded Enrollment	936	936	936	100%	
Disabilities	93 (YTD)	10%	10%	10%	
Over Income 101%-130% (up to 35%)	23	n/a	n/a	2%	
Over Income 131% and up (up to 10%)	83	n/a	n/a	9%	
Home Visiting Program (SRV 2cc, 7a)	**Monthly**	**Year-To- Date**	**Annual Goal (Contract Limit 310)**	**Annual Progress (Calendar)**	**Annual Progress (Program Year)**
Enrollment	273	317	298	106%	98%
Central Kitchen			**Breakfast**	**Lunch**	**Snack**
Meals and Snacks	60,243		22,449	18,113	19,681
Child and Adult Care Food Program (CACFP) (Note: The data represents information from December 2024)	**Total Meals Delivered**		**Meals Allocated (CACFP/HS)**	**# of Meals Served**	**% of Meals Served**
Meals and Snacks (SRV 5ii)	66,455		41,027/25,428	46,490	70%
Household Services	**Month**	**YTD**			
Eligbility Determination (SRV 7b) (January 2025-December 2025)	116	116			
Total Community Services	**116**	**116**			

Explanation (Over/Under Goal Progress)

For January 2025, we have met our goals with our full-enrollment initiative. We reached 100% for both Early Head Start and Head Start. Staffing has increased as we only have 21 vacancies and only 11 of those are for direct service positions.

	Progress Towards Goal
Workforce: To enhance onboarding, recruitment and retention of staff by implementing, programs that embraces pathwys for learning, professional development, succession planning, and a positive culture to obtain and retain staff.	Objective B: Develop, implement, and evaluate a mentorship program for new staff onboarding to ensure comprehension, knowledge, and understanding of their position by gathering feedback from the mentors and mentees, assessing goal attainment, retention and promotion rates, and measuring the level of engagement between the mentees and mentors in the program. Progress: On January 31, 2025, we had our new hire mentorship cohort kick-off meeting. These mentorship meetings have been a success by giving new staff a mentor to assist in their development and foster a culture of inclusivity and support.

1. Every Wednesday in January we held an intake clinic at 1300 18th Street, at the Community Actions Partnership Enrollment and Attendance office.
2. January 9, 2025, presentation for Kern County Network for Children.
3. January 11, 2025, the Second Annual Fatherhood Conference was held. There were approximately 200 attendees.
4. January 16, 2025, Kern County Network for Children application clinic.
5. January 18, 2025, the Celebration of a King, Reach for Greatness, Stay Focused Mentoring Program recruitment event.
6. January 23, 2025, the Mental Health and Health Advisory Committee meeting was held.
7. Head Start and Early Head Start started working on the Physical Development Health domain and School Readiness Goals. Our Head Start classrooms are implementing the Exercise Study and our Ealy Head Start classrooms are implementing the Balls guide.
8. The Education Team provided CLASS 2.0 training for our Assistant Teachers and Classroom Aides (100 total participants) introducing the updated tool.
9. We have opened five wellness spaces at our Early Stars sites (Broadway, Fairfax, Primeros Pasos Starling, and Vineland). Each space looks different based on the center's dynamics we are encouraging staff to take their breaks, engage in quiet activities such as sand racking, crossword puzzles, coloring and/or simply relaxing on a soft massage chair.

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