



Policy Council Planning Committee Meeting Agenda
May 13, 2025

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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. April 2025 Division/Program Monthly Report – Carol Hendricks, Enrollment and Attendance Manager – **Informational Item**
9. Announcements
 - a. Next Meeting is on June 10, 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**

April 8, 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 5:31pm.

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

a. Quorum was established.

b. Members Present: Christopher Cuzul, Gabriela Rangel, Michelle Jara-Rangel, Maria Worthy & Rene Mayhorn Williams

c. Members not present: None.

4. Approval of Agenda

a. Motion to approve the agenda dated April 8, 2025, was made by Gabriela Rangel; Rene Mayhorn Williams seconded. Motion carried unanimously.

5. Approval of Minutes

a. Motion to approve the minutes dated March 11, 2025, was made by Rene Mayhorn Williams; Gabriela Rangel, seconded. Motion carried.

6. Introduction of Guests

Guests in attendance tonight were Robert Espinosa, Program Design and Management Administrator; Sylvia Ortega, Quality Assurance Administrator; Rosa Guerrero, Administrative Analyst; and Myra Langer, Quality Assurance Manager.

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. March Division/Program Monthly Report – Robert Espinosa, Program Design and Management Administrator – **Informational Item**

Robert Espinosa presented the March Program Monthly Report. The reportable monthly enrollment for Early Head Start was 749, putting the program at 99% of the target goal of 753. Head Start reported 936 of the funded enrollment, putting the program at 100% of its target enrollment of 936. For diagnosed disabilities year to date, Early Head Start is at 35% of the annual progress; Head Start is at 11% of the annual progress. In the over income category (101% to 130% range) the program is at 2%; for the over income range of 131% and above the program is at 8%. The Home Visiting program reported 271 monthly enrollments, with a total of 355 year-to-date of the total goal of 310 for the year.

The Central Kitchen prepared and provided a total of 64,137 meals. The Child and Adult Care Program (CACFP) delivered a total of 69,776 meals; 77% of those meals were served. Total

community services and eligibility determination for Household Services was 233 with a year to date of 453.

Robert shared this is the program's third consecutive month reaching the full enrollment initiative benchmark set by the Office of Head Start. The program has been able to accomplish this goal by being at least 97% enrolled in both Head Start Preschool and Early Head Start programs

Robert also discussed School Readiness as this month's program goal and reviewed its objective and progress as it pertains to the dual-language framework.

Program events for the month of March included Read Across America whereby several staff and board members attended. Dr. Kirk also conducted staff and parent trainings on reinforcing children's positive behaviors.

Michelle Jara Rangel inquired about projected numbers for next year's enrollment. Robert stated rollovers are underway and expects to have an estimate by next month's report. Michelle also asked if there's a new process for rollovers and filling out new applications following a discussion with a parent. Robert expressed that children and families have a 24-month eligibility window, and anything after this period would require an application renewal. Robert also clarified that 3rd year applications do get extra points as they have already been in the program, and it is rare if a 3rd year applicant is unable to get into the program.

Sylvia Ortega informed the committee about the upcoming Focus Area 1 review and noted that many meetings are being held with staff and the various supporting service areas. Sylvia further explained the Focus Area One review is a review from the Office of Head Start and is one of three reviews they perform within the five-year grant cycle. Sylvia added that meetings were being held with the review leader this week, however they will not be talking to governing bodies for this review. The Board of Directors will be contacted in a year or two, when they perform the Focus Area 2 review. Michelle Jara-Rangel added that governing bodies haven't typically participated in the Focus Area 1 review as it is mainly used to gather information.

Christopher Cuzul asked how often reviews are done. Sylvia stated that there are three main ones that are done within the 5-year grant period and explained the purpose of each one. Chris also asked if parents get surveyed during this process. Sylvia stated that parent surveys do get sent out to all parents and information from those surveys is collected and put into practice. Gabriela Rangel said she recently filled out a survey and asked if this was an example of the same parent surveys discussed. Sylvia confirmed this was the same parent survey and is distributed in both electronic and paper form.

9. Announcements

The next meeting is on May 13, 2025, at 5:30pm.

10. Adjournment

The meeting was adjourned at 5:47pm.

Month	Apr-25	Program/Work Unit		Head Start Preschool & Early Head Start	
	Head Start/State Child Development Division/ Yolanda Gonzales	Enrollment and Attendance Manager			
Division/Director			Carol Hendricks		
Reporting Period	April 1, 2025 - April 30, 2025				
Program Description					
Head Start provides high-quality, early childhood education to children ages zero to five years old through part-day, full-day, and home- based options. The program has a holistic approach, not only addressing the needs of the child but teaching parents to become advocates and skilled providers for their children through its Parent Policy Council and Family Engagement programs. CAPK offers Head Start and Early Head Start services throughout Kern and San Joaquin counties.					
Early Head Start (ages 0-3) (FNPI 2a, 2b, 2c, 2c.1,2d, SRV 2b, 7a)		Month	Target	Annual Goal	Annual Progress
Reportable/Funded Enrollment		745	753	753	99%
Disabilities		264 (YTD)	10%	10%	38%
Over Income 101%-130% (up to 35%)		22	n/a	n/a	3%
Over Income 131% and up (up to 10%)		61	n/a	n/a	8%
Head Start Preschool (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)		Month	Target	Annual Goal	Annual Progress
Reportable/Funded Enrollment		936	936	936	100%
Disabilities		107 (YTD)	10%	10%	11%
Over Income 101%-130% (up to 35%)		22	n/a	n/a	3%
Over Income 131% and up (up to 10%)		80	n/a	n/a	8%
Home Visiting Program (SRV 2cc, 7a)		Monthly	Year-To- Date	Annual Goal (Contract Limit 310)	Annual Progress (Calendar)
Enrollment		261	365	308	72%
Central Kitchen		Total Meals Delivered		Breakfast	Lunch
Meals and Snacks		62,063		22,707	18,959
Child and Adult Care Food Program (CACFP) (Note: The data represents information from March 2025)		Total Meals Delivered		Meals Allocated (CACFP/HS)	# of Meals Served
Meals and Snacks (SRV 5ii)		76,880		54,880/22,000	60,618
				79%	
Eligibility Determination (SRV 7b) (January 2025-December 2025)		132	585		
Total Community Services		132	585		
Explanation (Over/Under Goal Progress)					
For April 2025, we have met our goals with our full-enrollment initiative. This is the fifth consecutive month reaching the benchmark set by the Office of Head Start.					
		Progress Towards Goal			
Goal: Program Options		Objective : To develop and implement program options that tailor to the community's unique needs and characteristics. Progress: In April, a partnership was developed with the Open Door Network. The Open Door Network is in support of victims of domestic violence and individuals who are homeless. This partnership will support our Early Head Start Program.			

Program Description

1. April 2, 2025 - Two ReadyRosie Workshops were offered where the team presented “Ready for Kindergarten” at the Fairfax Center.
2. April 8, 2025 - Day 1 Lamont School Centralized Registration.
3. April 9, 2025 - Day 2 Lamont School Centralized Registration.
4. April 9, 2025 - Staff training with Dr. Kirk. A discussion of how to reduce stress and where stress is triggered in the brain.
5. April 11, 2025 - Spring Extravaganza at MLK Community Center.
6. April 21, 2025 - The Harvey Hall Center provided a parent training with Dr. Kirk. The information shared was to ignore negative behaviors and to praise positive behaviors and acknowledging that persistence is key in this approach. Dr. Kirk stated that in order to change a child's behavior, we as the adults have to change our own behavior.
7. April 23, 2025 - The Shafter Head Start Center families learned how to plan family routines and habits, building blocks of kindergarten readiness, fine and gross motor skills, social emotional development, and how to play meaningful games that help build skills to be ready for kindergarten
8. The Family Engagement team attended the Spring Home Gaze Social and the Angela Martinez Spring Festival. They had an activity table, connected with families, and provided them with activities to do at home
9. April 25, 2025 - The Nutrition Team provided families with healthy fruits and discussed the benefits of eating healthy.
10. April 30, 2025 - The Health team conducted CPR training for center staff. The team is also promoting wellness by sharing the monthly wellness challenges and wellness activities calendar.
11. DRDP's assessments were finalized, and Agency data is being aggregated to determine and develop the School Readiness Goals for the 2025-2026 school year.
12. Our Head Start teachers have been offering activities to support children transitioning to kindergarten. Some of the activities include the cafeteria experience, inviting the kindergarten teacher to visit the classroom to read to the children, and inviting the local school district to bring a school bus to the center and the bus driver facilitates a short presentation on the rules for the bus ride to school.