Revised Policy Council Planning Committee Meeting Agenda
September 9, 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. August Division/Program Monthly Report – Carol Hendricks, Enrollment and Attendance Manager – **Informational Item**
   b. Enrollment Update – Carol Hendricks, Enrollment and Attendance Manager – **Informational Item**
9. Announcements
   a. Next Meeting is on October 14, 2025, at 5:30 p.m.
10. Meeting Adjourned

Committee Chairperson – Christopher Cuzul
Gabriela Rangel, Maria Worthy, Michelle Jara-Rangel, Rene Mayhorn Williams
Head Start / State Child Development
Rosa Guerrero, Administrative Analyst 661.336.5236 Ext. 2526

Community Action Partnership of Kern Head Start/Slate Child Development
Policy Council Planning Committee Meeting Minutes
August 12, 2025
Audio Only: (213) 204-2374 Phone Conference ID: 2591977000163

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

2. **Call to Order**
   a. Christopher Cuzul called the meeting to order at 5:30 pm.

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: N/ A.

4. **Approval of Agenda**
   a. Motion to approve the agenda dated August 12, 2025, was made by Michelle Jara-Rangel; Rene Mayhorn Williams seconded. Motion carried unanimously.

5. **Approval of Minutes**
   a. Motion to approve the minutes dated June 10, 2025, was made by Rene Williams; Michelle Jara-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; Carol Hendricks, Enrollment and Attendance Manager; Rosa Guerrero, Administrative Analyst; 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. Enrollment Update - Robert Espinosa, Program Design and Management Administrator - **Informational Item**

   Robert Espinosa presented Head Start and Early head Start enrollment information related to current Head Start and Early Head Start enrollment. Currently the program has not yet met full enrollment for both Head Start and Early Head Start. This is partly due to part-year students returning soon and due to children transitioning to kindergarten. Based on the data, the division is concentrating on their efforts with Partnership and Home Base due to its decline in enrollment but are also actively recruiting in all areas to ensure that every program is fully enrolled. The program will have a better understanding of their numbers and where to focus their efforts when part year children return.

   Michelle Jara-Rangel requested current enrollment numbers for both Head Start and Early Head Start to which Robert provided. Michelle also asked about the number of kids placed on the waitlist, time taken to process the application, and when the program change from part-year to full-year occurred. Robert answered that the program changed occurred at the end of the program year in June. He also stated that there is currently no contingency plan in place as the ultimate goal is to reach full enrollment and shared that all teams are working together and assisting to ensure we make progress every day.

b. June and July Division/Program Monthly Report - Carol Hendricks, Enrollment and Attendance Manager - **Informational Item**

Carol Hendricks presented the June and July Program Monthly Reports. The reportable monthly enrollment for June Early Head Start was 738, putting the program at 98% of its annual progress. For disabilities, Early Head Start year-to-date enrollment was 281 with an annual progress of 41%. In the 101% to 130% over income range, the program is at 3% of its annual progress, and in the 13l % and above over-income range, the annual progress is at 8%.

For Head Start, the reportable/funded enrollment was 465, bringing the program at l00% of its target enrollment. For diagnosed disabilities year to date, Head Start is at 12% of its annual progress. In the over-income category (101% to 130% range) the Head Start program is at 2%. In the over income range 13l % and above, Head Start is at 8%. The Home Visiting program reported 232 monthly enrollments, with a total year-to-date of 365, exceeding the annual goal of 308.

The Central Kitchen prepared and provided a total of 39,196 meals. The Child and Adult Care Program (CACFP) delivered a total of 64,107 meals for the month of May; 81% of those meals were served. Total community services and eligibility determination for Household Services was 122 with a year to date of 746. For June 2025, Part-Year centers were closed for summer break. The program is currently working to meet full enrollment for the new school year.

Carol also shared progress on the School Readiness program goal IV: pre-school staff training for dual language will be developed and implemented by Fall 2025. Carol reported that intake clinics took place once a week at 18th street for the month of June. Recruitment events took place at Rosamond, Delano, Broadway, Tehachapi, Vineland, Alberta Dillard, and Fairfax as well as at the Mobile Immunization Program at the Jefferson/MLK pool.

Carol moved on to the July program monthly report. The reportable monthly enrollment for July Early Head Start was 682, putting the program at 91% of its annual progress. For disabilities, Early Head Start year-to-date enrollment was 129 with an annual progress of 20%. In the 101% to 130% over income range, the program is at 2% of its annual progress, and in the 131% and above over-income range, the annual progress is at 8%.

For Head Start in July, the reportable/funded enrollment was 397, bring the program at 85% of its target enrollment. For diagnosed disabilities year to date, Head Start is at 8% of its annual progress. In the over-income category (101% to 130% range) the Head Start program is at 1%. In the over income range 131% and above, Head Start is at 6%. The Home Visiting program reported 214 monthly enrollments, with a total year-to-date of 214, exceeding the annual goal of 308.

Carol also shared progress on the School Readiness program goal IV. One of the goal's objective is to elevate children's social-emotional development and strengthen teacher-child interactions. The progress for this objective is the second annual Family Workshop scheduled to take place in the Fall of 2025.

Recruitment events took place in the outlying areas including at Rosamond, Delano, and Broadway and at the Mobile Immunization Program. The Fall DRDP assessments started for children enrolled in our full year classrooms and will continue through the first sixty days of enrollment.

c. 2026-2027 Head Start Program Goals and Objectives - Rosa Guerrero, Administrative Analyst - **Informational Item**

Rosa Guerrero presented the Program Goals and Objectives that will be submitted as part of the Head Start/Early Head Start continued funding application for the third grant year period. During the second grant year, the program completed and sustained the mentorship program and expanded Early Head Start slots to better serve vulnerable populations. In the third year, the program anticipates reaching benchmarks in health and safety training and implementing the dual-language framework training for Head Start teachers. The program will continue monitoring and reporting its goal progress and challenges through the end of the five-year cycle.

Member Michelle Jara-Rangel inquired about changes between last year's document to the current one. Rosa stated the prior goals and objectives document is stored with the Office of Head Start and the new document reflects the changes. Michelle requested clarification on

Workforce program goals including status on the New Hire packet 2.0 as it is still in progress. Rosa responded that certain items and sheets were under review and were revamped to include in this year's approval. Additional information was also requested related to the mentorship program including policies and procedures, survey results, retention and promotion rates and level of engagement. Rosa expressed policies and procedures were finalized but additions needed to be made following survey results and the need for additional communication among participants. Policies and procedures are still under review but will be finalized in the coming months.

Michelle also inquired about retention and promotion rates of new hires following the mentorship program and whether those were being tracked. Rosa stated that retention rates collected covered the time between the first and second cohort, which is similar to the amount of time provided to new hires during their probationary period. Rosa also added that promotion data was not collected, and difficult to collect, as most employees promoted up and out of CAPK.

Michelle asked about providing opportunities that allow for more three-year old, designated classrooms; though additional EHS slots were added, three-year old classrooms would be reflected under Head Start. Rosa to provide additional information at Policy Council presentation.

For Health and Safety, Objective B, Michelle asked for an explanation on the change of status of this objective. Sylvia Ortega responded, stating that policies and procedures were updated due to a change in the language and additional information being added following conferences and training that took place. Policies and procedures are being used in draft mode. Sylvia also confirmed that Objective C will also be completed by Year 3 funding period as it is going along with policies and procedures, which is being guided by RAN reviews. It is currently being implemented and adjusted along the way to ensure it's being perfected. These adjustments have been communicated with the Office of Head Start.

Regarding Goal 4, Objective A, Michelle asked about other ways the program will increase male involvement aside from Fatherhood Conference. Rosa stated that additional methods are being implemented to attract father figures such as Loose Parts activities in School Readiness Committee meetings and parent meetings to promote the goals and objectives.

Michelle also sought clarification for Goal 4, Objective B asking if the goal will be completed by Year 3. Rosa confirmed this and added that the threshold for 15% of staff training applies to Head Start and Early Head Start individually. Michelle also requested additional clarification for partnering with families in the importance of maintaining their home language. Rosa to invite the Education Manager to provide additional information on this subject at Policy Council.

Michelle also inquired about training related to School Readiness Goals, Objective C and regarding additional efforts to increase social emotional awareness aside from the annual Family Workshop. Rosa explained challenges to reaching these goals. Sylvia provided more information on efforts being made to elevate children's social-emotional development aside from the annual Family Workshop such as parent meetings and Ready Rosie.

d. Office of Head Start FA 1 Final Report - Sylvia Ortega, Quality Assurance Administrator - **Informational Item**

Sylvia Ortega presented the results of the Focus Area 1 review. Based on the report, the program met all regulatory requirements and regulations with zero areas of non-compliance or deficiencies. Two areas of concern were highlighted to improve performance: child health and oral health status and care, and family engagement. Sylvia further stated that steps are in place to tackle both health and family engagement concerns. Michelle commented that most programs had findings in health. Sylvia agreed and added that the program will be adding health determinations through the Child Plus software and Professional Development has a system in place to ensure family service workers' waivers are collected and approved. Sylvia expects Focus Area 2 will take place next year.

9. <u>Announcements</u>

Lisa reminded the committee about the upcoming Policy Council meeting on August 26th. Christopher

Cuzul announced the next Planning Committee meeting to take place on September 9, 2025, at 5:30pm.

10. Adjournment

The meeting was adjourned at 6:39 pm.

Month	Aug-25	**Program/Work Unit**	Head Start Preschool & Early Head Start
Division/Director	Head Start/State Child Development Division/ Yolanda Gonzales	**Enrollment and Attendance Manager**	Carol Hendricks
Reporting Period	August 1, 2025 - August 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	730	753	753	97%	
Disabilities	153 (YTD)	10%	10%	23%	
Over Income 101%-130% (up to 35%)	20	n/a	n/a	3%	
Over Income 131% and up (up to 10%)	62	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	734	936	936	78%	
Disabilities	64 (YTD)	10%	10%	10%	
Over Income 101%-130% (up to 35%)	8	n/a	n/a	1%	
Over Income 131% and up (up to 10%)	45	n/a	n/a	6%	
Home Visiting Program (SRV 2cc, 7a)	**Monthly**	**Year-To- Date**	**Annual Goal (Contract Limit 310)**	**Annual Progress (Calendar)**	**Annual Progress (Program Year)**
Enrollment	237	260	308	91%	84%
Central Kitchen	**Total Meals Delivered**		**Breakfast**	**Lunch**	**Snack**
Meals and Snacks	40,296		19,242	16,278	19,214
Child and Adult Care Food Program (CACFP) (Note: The data represents information from July 2025)	**Total Meals Delivered**		**Meals Allocated (CACFP/HS)**	**# of Meals Served**	**% of Meals Served**
Meals and Snacks (SRV 5ii)	47,640		29,211/3,663	32,874	69%
Eligbility Determination (SRV 7b) (January 2025-December 2025)	232	1210			
Total Community Services	**232**	**1210**			

Explanation (Over/Under Goal Progress)

For August 2025, the first day of school began on August 11, 2025. Our current enrollment numbers for the month was only for a partial month. We are continuing to work on our goal to meet full enrollment for the new school year.

	Progress Towards Goal
Goal III: Health and Safety: Strengthen standards of practice for mitigating risk through expanding our culture of child health and safety.	Objective C: The program will implement a CIR (Crital Incident Review) system to establish a culture of active supervision to support ongoing health and safety improvement prior to the Year 3 funding period. 1. Gather input from program and admin staff to identify strengths and areas for improvement. 2. Develop and impllement a Critical Review System and ensure it upholds the Community Care Licensing and Head Start Program Performance Standards. 3. Continuously review and update the system to ensure fidelity and queality with revolving organizational needs. In Progress: Pending completio of Objective A before initiating this Objective.

Program Description
1. Initial 60 DRDP's were completed for children enrolled July 1, 2025. Parent conferences will begin in September. The part year centers have started their DRDp's but still have time to complete the initial 60-day assessment. 2. As a program we continue to work on the social emotional domain. The children are learning classroom routines and expectations. Two of our centers, Sterling and Primeros Pasos continue with gardening activities and learning how to grow foods. 3. The mentor coach team is back from summer break. All teachers have been assigned a mentor coach, meet and greets have been completed and the initial goals are being set. We are looking forward to an amazing school year.