



## Policy Council Planning Committee Meeting Agenda

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Meeting ID: 254 338 249 42 Passcode: rr9sF3TM

January 13, 2026

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. 2026-2027 Recruitment and Selection Plan – Robert Espinosa, Program Design and Management Administrator – **Information Item**
  - b. Division/Program Monthly Reports – Carol Hendricks, Enrollment and Attendance Manager – **Information Item**
  - c. 2026 Proposed Planning Dates – Rosa Guerrero, Administrative Analyst – **Action Item**
9. Announcements
  - a. Next Meeting Date
10. Meeting Adjourned

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

**October 14, 2025  
Meeting ID: 262 913 322 058**

**1. Welcome**

Christopher Cuzul welcomed members to the meeting.

**2. Call to Order**

a. Christopher Cuzul called the meeting to order at 5:31 pm.

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

a. Quorum was established.  
b. Members Present: Gabriela Rangel, Michelle Jara-Rangel and Christopher Cuzul.  
c. Members not present: Maria Worthy, Rene Mayhorn Williams.

**4. Approval of Agenda**

a. Motion to approve the agenda dated October 14<sup>th</sup>, 2025, was made by Gabriela Rangel; Michelle Jara-Rangel seconded. Motion carried unanimously.

**5. Approval of Minutes**

a. Motion to approve the minutes dated September 9, 2025, was made by Gabriela Rangel; Michelle Jara-Rangel, seconded. Motion carried.

**6. Introduction of Guests**

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

**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 2025 Division/Program Monthly Report - Carol Hendricks, Enrollment and Attendance Manager - **Informational Item****

Carol Hendricks presented the August Program Monthly Report. The reportable monthly enrollment for Early Head Start was 753, putting the program at 100% of its annual progress. In the 101% to 130% over income range, the program is at 3% of its annual progress, and in the 131 % and above over-income range, the annual progress is at 8%.

For Head Start, the reportable enrollment was 914, bringing the program to 98% of its target enrollment. For diagnosed disabilities year to date, Head Start is at 9% 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 131 % and above, Head Start is at 8%. The Home Visiting program reported 239 monthly enrollments, bringing the total annual progress at 98%.

Carol reported the number of meals served by the Central Kitchen for the month and total meals delivered by the Child and Adult Care Program (CACFP) in September; total meals served from CACFP was 68%. Total community services and eligibility determination for Household Services was 325

with a year to date of 1,535 in the calendar year.

Carol shared that funded enrollment was met for EHS (100%) and Head Start (98%) in September. The program will continue the process to maintain and improve enrollment numbers for October. Carol also shared the program's progress towards its school readiness goals. Site supervisors have attended dual language training, and the next training will take place at the start of 2026 to progress towards training goals. Highlights for the month of September were also shared.

Michelle Jara-Rangel asked about the current month's enrollment. Carol shared that we are one child away from reaching full enrollment for Head Start, and seven children away from reaching that goal with EHS. Carol added that the team is working hard to reach this goal and is confident that we have enough time to complete it.

Gabriela Rangel inquired why someone would be back on the waitlist if there was a medical item outstanding. Carol and Robert clarified that if there are any limitations from the doctor or medical requirements not met, the child will not be able to go to the center until this information is obtained.

**b. 2026-2027 Training and Technical Assistance Plan – Rosa Guerrero, Administrative Analyst - **Informational Item****

Rosa provided an overview of the Training and Technical Assistance Plan that will be submitted with the Head Start/Early Head Start application. Training goals outlined in the document follow the program goals and objectives approved by the Policy Council earlier this year. Workforce, Health and Safety, as well as School Readiness goals will continue being at the forefront in the new fiscal and program year. Some examples included recorded trainings, mitigating health and safety incidents through Incident Support Reviews and piloting Loose Parts/STEM in an additional site in San Joaquin County.

**9. Announcements**

Rosa reminded the committee about the upcoming Policy Council meeting taking place on Tuesday, October 28th. Staff thanked committee members for their participation.

**10. Adjournment**

The meeting was adjourned at 5:51 pm.

<b>Month</b>	Nov-25	<b>Program/Work Unit</b>	Head Start Preschool & Early Head Start										
<b>Division/Director</b>	Head Start/State Child Development Division/ Yolanda Gonzales	<b>Enrollment and Attendance Manager</b>	Carol Hendricks										
<b>Reporting Period</b>	November 1, 2025 - November 30, 2025												
<b>Program Description</b>													
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.													
<b>Early Head Start (ages 0-3) (FNPI 2a, 2b, 2c, 2c.1,2d, SRV 2b, 7a)</b>	<b>Month</b>	<b>Target</b>	<b>Annual Goal</b>	<b>Annual Progress</b>									
Reportable/Funded Enrollment	734	753	753	97%									
Disabilities	196 (YTD)	10%	10%	28%									
Over Income 101%-130% (up to 35%)	18	n/a	n/a	2%									
Over Income 131% and up (up to 10%)	59	n/a	n/a	8%									
<b>Head Start Preschool (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)</b>	<b>Month</b>	<b>Target</b>	<b>Annual Goal</b>	<b>Annual Progress</b>									
Reportable/Funded Enrollment	913	936	936	98%									
Disabilities	96 (YTD)	10%	10%	11%									
Over Income 101%-130% (up to 35%)	17	n/a	n/a	2%									
Over Income 131% and up (up to 10%)	73	n/a	n/a	8%									
<b>Head Start Preschool San Joaquin County Ofce of Education - (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)</b>	<b>Month</b>	<b>Target</b>	<b>Annual Goal</b>	<b>Annual Progress</b>									
Reportable/Funded Enrollment	30	153	153	20%									
Disabilities	5	10%	10%	17%									
Over Income 101%-130% (up to 35%)	2	n/a	n/a	2%									
Over Income 131% and up (up to 10%)	0	n/a	n/a	0%									
<b>Home Visiting Program (SRV 2cc, 7a)</b>	<b>Monthly</b>	<b>Year-To- Date</b>	<b>Annual Goal (Contract Limit 310)</b>	<b>Annual Progress (Calendar)</b>	<b>Annual Progress (Program Year)</b>								
Enrollment	232	356	308	65%	116%								
<b>Central Kitchen</b>	<b>Total Meals Delivered</b>		<b>Breakfast</b>	<b>Lunch</b>	<b>Snack</b>								
Meals and Snacks	72,864		18,983	15,955	18,983								
<b>Child and Adult Care Food Program (CACFP)</b> <b>(Note: The data represents information from October 2025)</b>	<b>Total Meals Delivered</b>		<b>Meals Allocated (CACFP/HS)</b>	<b># of Meals Served</b>	<b>% of Meals Served</b>								
Meals and Snacks (SRV 5ii)	88,843		55,396/6,368	61,764	71%								
Eligibility Determination (SRV 7b) (January 2025-December 2025)	110	1815											
<b>Total Community Services</b>	<b>110</b>	<b>1815</b>											

Explanation (Over/Under Goal Progress)	
In November 2025, enrollment reached 97% for Early Head Start and 98% for Head Start. The reportable enrollment figures for the Head Start Preschool have been included for the San Joaquin County Office of Education. We will continue to report these figures monthly, maintaining the goal of full enrollment.	
Goals	Progress Towards Goal
Goal IV: School Readiness: Increase families and staff capacity to support children's school readiness and to implement a quality program by enhancing an inclusive environment to strengthen teacher and child interactions.	Objective B: The program will partner with families in the importance of strengthening their home language by Year 3. Progress: Home language is continuously identified through a questionnaire upon child's assessment. Discussions are held with parents, dual language staff are available. Therapists and parents are eager to accommodate and learn the home language.
Program Description	
1. November 2025 – Application Wednesday's. These days are scheduled to complete applications at our 18th Street offices throughout the day at the convenience of families. Families can schedule appointments, received from the centers or walkin's. We continue to complete applications in all centers and at the appointment preferences of families.	

Month	Dec-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	December 1, 2025 - December 31, 2025												
<b>Program Description</b>													
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.													
<b>Early Head Start (ages 0-3) (FNPI 2a, 2b, 2c, 2c.1,2d, SRV 2b, 7a)</b>		Month	Target	Annual Goal	Annual Progress								
Reportable/Funded Enrollment		737	753	753	98%								
Disabilities		210 (YTD)	10%	10%	30%								
Over Income 101%-130% (up to 35%)		17	n/a	n/a	2%								
Over Income 131% and up (up to 10%)		61	n/a	n/a	8%								
<b>Head Start Preschool (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)</b>		Month	Target	Annual Goal	Annual Progress								
Reportable/Funded Enrollment		926	936	936	99%								
Disabilities		102 (YTD)	10%	10%	11%								
Over Income 101%-130% (up to 35%)		17	n/a	n/a	2%								
Over Income 131% and up (up to 10%)		73	n/a	n/a	8%								
<b>Head Start Preschool San Joaquin County Ofice of Education - (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)</b>		Month	Target	Annual Goal	Annual Progress								
Reportable/Funded Enrollment		42	153	153	27%								
Disabilities		5	n/a	n/a	12%								
Over Income 101%-130% (up to 35%)		3	n/a	n/a	2%								
Over Income 131% and up (up to 10%)		0	n/a	n/a	0%								
<b>Home Visiting Program (SRV 2cc, 7a)</b>		Monthly	Year-To- Date	Annual Goal (Contract Limit 310)	Annual Progress (Calendar)								
Enrollment		231	377	308	61% 122%								
<b>Central Kitchen</b>		<b>Total Meals Delivered</b>		Breakfast	Lunch								
Meals and Snacks		59,341		21,396	17,735 20,210								
<b>Child and Adult Care Food Program (CACFP) (Note: The data represents information from November 2025)</b>		<b>Total Meals Delivered</b>		Meals Allocated (CACFP/HS)	# of Meals Served % of Meals Served								
Meals and Snacks (SRV 5ii)		64,927		60,259/4,668	46,976 72%								
Eligibility Determination (SRV 7b) (January 2025-December 2025)		68	1883										
<b>Total Community Services</b>		<b>68</b>	<b>1883</b>										
<b>Explanation (Over/Under Goal Progress)</b>													
In December 2025, enrollment reached 98% for Early Head Start and 99% for Head Start. The Office of Head Start issued a letter confirming that CAPK Head Start successfully completed the Full Enrollment Initiative by achieving and maintaining at least 97% enrollment in both Head Start Preschool and Early Head Start for six consecutive months following the conclusion of the 12-month period, which ended on November 9, 2024.													

Goals	Progress Towards Goal
Goal IV: School Readiness: Increase families and staff capacity to support children's school readiness and to implement a quality program by enhancing the environment to strengthen teacher and child interactions.	<p>Objective D: The program will secure MOU's with 25% of school districts to provide specialized services to children served, including transitions for school readiness.</p> <p>Progress: Tracking feature for transitions are available in ChildPlus. Program aims to add an additional tracking component to identify the most common school districts on the receiving end of Head Start transitions, to fortify transition planning to elementary school.</p>
Program Description	
<p>1. December 2025- Application Wednesday's. These days are scheduled to complete applications at our 18th Street offices throughout the day at the convenience of families. Families can schedule appointments, received from the centers or walk-ins.</p> <p>2. December 17, 2025 –Recruitment event in collaboration with the Kern County Probation Department's Adult Probation Unit Christmas Program.</p>	

**Policy Council**  
**PLANNING COMMITTEE**  
**2025 – 2026 PROPOSED Meeting Dates**

Committee meetings will be conducted through Microsoft Teams and will begin at 5:30 p.m. As the meeting date approaches you will receive an email invitation as well as all necessary documentation/information for the meeting.

Please mark your calendar accordingly.

**Tuesday, January 13, 2026**

**Tuesday, February 10, 2026**

**Tuesday, March 10, 2026**

**Tuesday, April 14, 2026**

**Tuesday, May 12, 2026**

**Tuesday, June 9, 2026**

**Tuesday, August 11, 2026**

**Tuesday, September 8, 2026**

**Tuesday, October 13, 2026**



Approved: