Policy Council Planning Committee Meeting Agenda

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Meeting ID: 249 519 942 077 70 Passcode: Aj6Rt7K5

February 10, 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. Enrollment Staffing Report - Robert Espinosa, Program Design and Management Administrator – **Information Item**
   b. Division/Program Monthly Report – Carol Hendricks, Enrollment and Attendance Manager – **Information Item**
   c. 2026 Program Planning Calendar – Rosa Guerrero, Administrative Analyst **– Action Item**
   d. 2026 Proposed Planning Dates – Rosa Guerrero, Administrative Analyst – **Action Item**

9. Announcements

10. Meeting Adjourned

Committee Chairperson – Norma Valentin
Rebeca Castro, James Osborne, Jennifer Juarez, Joanna Bautista, Zuleima Garcia
Head Start / State Child Development
Rosa Guerrero 661.336.5236 ext. 2565

1. **Welcome**
    James Osborne welcomed members to the meeting.

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

3. **Roll Call and establish Quorum (half plus one)**
    a. Quorum was established.
    b. Members Present: Rebecca Castro, Michelle Jara-Rangel and James Osborne.
    c. Members not present: Norma Valentin.

4. **Approval of Agenda**
    a. Motion to approve the agenda dated January 13th, 2025, was made by Michelle Jara-Rangel; Rebecca Castro seconded. Motion carried unanimously.

5. **Approval of Minutes**
    a. Motion to approve the minutes dated October 14th, 2025, was made by Michelle Jara-Rangel; Rebecca Castro 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; Sylvia Ortega, Quality Assurance Administrator; and 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. 2026-2027 Recruitment and Selection Plan – Robert Espinosa, Program Design and Administrator – **Information Item**

    Robert started the presentation by thanking the committee for their feedback during the last two policy councils and expressed welcoming additional feedback prior to presenting it to Policy Council and the Board. Robert noted changes to the budget were made to reflect 130 million instead of the 64 million previously reported. Hyperlinks to the Head Start Act, Head Start Performance Standards and McKinney Vento Act were also added to access all references previously available to the various topics in the document.

    Robert reviewed the bullet points on page 12 stating they reflect the categories presented in the recruitment and selection plan and formatting was changed to include guardian, caregiver and kinship on the same line. The appendices portion of the document was also removed as hyperlinks were created for each section. Blue books, or physical copies, of the Performance Standards and Head Start Act can also be distributed if need be. In relation to the Selection Criteria Form, Robert also shared that the tribal TANF code was removed to only read tribal TANF, and what was once listed as children with special needs is now written as children with a validated IEP or IFSP.

    Committee member Michelle Jara-Rangel asked if the document would be presented back to the Recruitment and Selection Plan committee due to the updated changes. Robert responded

that it likely won't as all the main information is still reflected in the document and the main purpose of the committee is to provide input to the Selection Criteria Form. Also, the document hasn't been presented to the committee and staff yet but will be provided after approval.

Rebecca Castro requested clarification regarding punctuation for a Community Member's title on page 4. Robert responded that he would remove the period at the end of the member's title for the final draft.

b. Enrollment Staffing Report – Robert Espinosa, Program Design and Administrator – **Information Item**

Robert presented the staffing report to the committee. Enrollment information for November and December was provided, including the number of staff employed, vacancies, and staff onboarded. Robert also notified the committee of the number of interviews held as well. information about reportable enrollment and staff figures as presented in the data sheet. Overall, Robert said that the program is doing well with staffing.

Michelle Jara-Rangel thanked Robert for the presentation and added how it helps others understand how it impacts the program's enrollment and offers transparency. Robert also announced that a letter was received from the Office of Head Start stating the program reached full enrollment, which was an exciting milestone.

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c. Division/Program Monthly Report - Carol Hendricks, Enrollment and Attendance Manager - **Information Item**

Carol Hendricks presented the November Program Monthly Report and presented enrollment figures for different categories in Early Head Start. The reportable monthly enrollment for Early Head Start was 734, putting the program at 97% of its annual progress. For disabilities, the program was at 28% of its annual progress. In the 101% to 130% over income range, the program is at 2% of its annual progress, and in the 131% above over-income range, the annual progress is at 8%.

Carol also shared the reportable enrollment figures for Head Start at 913, bringing the program to 98% of its target enrollment. For diagnosed disabilities year to date, Head Start is at 11% 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%.

Figures for Head Start Preschool in San Joaquin were also presented; the program reported 20% of its annual enrollment. For disabilities, the annual progress is at 17%; 2% was reported for the over income 101% to 130%; 0% was reported for over-income 131% and above.

The Home Visiting program reported 232 monthly enrollments, bringing the total annual progress at 116%.

Carol reported the number of meals delivered by the Central Kitchen for the month, which was 72,864. Total meals delivered by CACFP in October were 88,843 with a total of 71% of meals served. Total community services and eligibility determination for Household Services was 110 with a year to date of 1,815 in the calendar year.

Carol shared that reportable enrollment figures for Head Start Preschool San Joaquin County Office of Education will be included in the division's monthly reports. The program's progress towards its school readiness goals were also shared. Home language is continuously being identified, and parents and staff are engaged in discussions regarding dual language.

Carol Hendricks also presented the Program Monthly Report for December. The reportable monthly enrollment for Early Head Start was 737, putting the program at 98% of its annual progress. In the 101% to 130% over income range, the program is at 2% of its annual progress, and in the 131% above over-income range, the annual progress is at 8%.

For Head Start, reportable enrollment was 926, bringing the program to 99% of its target enrollment. For diagnosed disabilities year to date, Head Start is at 11% 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 231 monthly enrollments, bringing the total annual progress to 122%.

Carol reported the number of meals served by the Central Kitchen for December and total meals

delivered by the Child and Adult Care Program (CACFP) in November; total meals served from CACFP were 72%. Total community services and eligibility determination for Household Services was 68 with a year to date of 1,883 in the calendar year.

Carol shared funded enrollment for EHS was 98% and 99% for Head Start. Also shared were the program's progress towards its school readiness goals. The 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.

d. 2026 Proposed Planning Dates – Rosa Guerrero, Administrative Analyst – **Action Item**

Rosa presented the 2025-2026 proposed planning meeting dates for the 2026 committee year. Rosa stated the committee typically meets the second Tuesday of every month starting at 5:30pm, with the exception of July, ending October 13, 2026. Rosa asked if anyone has any suggestions or concerns regarding dates and time. Rebecca suggested changing the time of future meetings to either 1pm or 2pm. James asked if there were any issues with any proposed time. Lisa clarified that the majority of the committee, including parents and not the staff, will need to approve this new time. Lisa also mentioned three additional committee members will join next week Rebecca asked if everyone would be willing to meet between 1:00-3:00pm. James suggested waiting until next month to decide on a new time. Everyone agreed that it would be beneficial for the new member to join and decide as well. This item will be tabled and presented at the next committee meeting in February.

9. <u>**Announcements**</u>
Lisa made several announcements during the meeting; Lisa reminded members that Monday is a holiday. Lisa continued, saying the next Policy Council will be held on Tuesday at 5:30pm in person in the Board room. She also announced that the Fatherhood Conference is taking place on Friday the 23rd. Lisa went on to discuss the various treasure chests placed at program sites to encourage parents' attendance for parent meetings. The committee also acknowledged Michelle Jara-Rangel as this was her last meeting and thanked her for her support, knowledge, and perspective. The next meeting will take place on February 10, 2026, at 5:30pm.

10. <u>**Adjournment**</u>
The meeting was adjourned at 6:29 pm.

Enrollment Staffing Data Sheet

Site	Funded	Reportable Enrollment	% Enrolled	Budgeted Staffed	Currently Staffed	Staff Vacancies	% Staffed
Alberta Dillard (PY)	34	34	100%	6	6	0	100%
Alicante	20	20	100%	3	3	0	100%
Angela Martinez EHS	24	23	96%	9	9	0	100%
Angela Martinez HS	81	60	74%	9	9	0	100%
Bakersfield College	32	30	94%				
Blanton	16	13	81%				
Broadway (PY)	37	25	68%	6	6	0	100%
California City (PY)	17	19	112%	2	2	0	100%
California Street	24	24	100%	11	8	3	73%
Cleo Foran EHS	8	9	113%	3	2	1	67%
Cleo Foran HS	15	15	100%	3	2	1	67%
Delano (PY)	60	60	100%	12	12	0	100%
Escuelita Hernandez	16	16	100%				
Fairfax (PY)	34	38	112%	6	6	0	100%
Family Childcare EHS	24	26	108%				
Family Childcare HS	21	25	119%				
Garden Pathways	11	12	109%				
Gianone	16	16	100%	3	3	0	100%
Harvey L. Hall EHS	68	69	101%	27	27	0	100%
Harvey L. Hall	74	61	82%	12	12	0	100%
Heritage (PY)	17	20	118%	2	2	0	100%
Kennedy	16	15	94%	6	4	2	67%
Kennedy HS	17	0	0%	3	0	3	0%
La Plaza	24	0	0%	6	0	6	0%
Lathrop	24	23	96%	9	9	0	100%
Lathrop HS	17	15	88%	3	3	0	100%
Lodi	32	24	75%	12	12	0	100%
M. Massei	24	24	100%	9	8	1	89%
M. Massei HS	17	17	100%	3	3	0	100%
MJM EHS	16	17	106%	6	5	1	100%
MJM HS	34	41	121%	6	6	0	100%
Oasis EHS (PY)	8	5	63%	3	3	0	100%
Oasis (PY)	34	35	103%	6	6	0	100%
Pete Parra EHS	48	47	98%	15	13	1	87%
Pete Parra HS	68	79	116%	12	12	0	100%
Primeros Pasos EHS	16	16	100%	6	6	0	100%
Primeros Pasos HS	51	51	100%	9	8	1	89%
Rosamond (PY)	51	49	96%	9	9	0	100%
San Diego EHS	32	31	97%	12	12	0	100%
Shafter EHS	24	24	100%	9	9	0	100%
Shafter	17	20	118%	3	3	0	100%
Stockdale HS	41	39	95%	9	8	1	89%
Sterling EHS	64	60	94%	9	9	0	100%
Sterling HS	53	59	111%	24	22	2	92%
Sunrise Villa (PY)	17	17	100%	9	8	1	89%
Taft (PY)	51	60	118%	3	2	1	67%
Taft College	22	15	68%				
Tehachapi (PY)	15	17	113%	2	2	0	100%
Tiny Powers	8	0	0%	3	0	0	0%
Tiny Powers HS	34	10	29%	6	0	6	0%
University Park	44	0	0%	9	0	9	0%
Vineland (PY)	17	18	106%	2	2	0	100%
Virginia (PY)	17	18	106%	2	2	0	100%
Home Base Kern 160	160	157	98%	16	14	2	88%
SJC EHS HB 80	80	67	84%	8	6	2	75%
Total	1842	1685	91%	359	315	44	88%

Closed Classrooms	Funded Enrollment	Staff Vacancies
*Angela Martinez HS ~ 81		
Class D	15	0
Class E	15	2
EHS HB ~ 100		
ECE 2	10	0
ECE 9	10	1
ECE 11	10	0
Kennedy HS~ 17		
Class A	17	3
La Plaza~ 24		
Class A	12	2
Class B	12	3
SJC HB ~ 80		
Stockton 2	10	1
Stockton 3	10	0
Tiny Powers~ 8		
Class 1	8	2
Tiny Powers HS ~ 34		
Class B	17	1
University Park ~ 34		
Class A	11	1
Class B	17	1
Class C	16	3
Classrooms Fully	Total Slots	Staff Vac.
14	160	18

* Angela Martinez slots moved

	Slots	Staff Vac.
Closed Enrollment	9%	40.91%
Open Enrollment	91%	59.09%

Funded Enrollment	1842	1685 91%

Active Enrollment	1682	1685 100%

Month	Jan-26	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	January 1, 2026 - January 31, 2026		

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	738	753	753	98%	
Disabilities	235	10%	10%	34%	
Over Income 101%-130% (up to 35%)	17	n/a	n/a	2%	
Over Income 131% and up (up to 10%)	57	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	114	10%	10%	12%	
Over Income 101%-130% (up to 35%)	16	n/a	n/a	2%	
Over Income 131% and up (up to 10%)	72	n/a	n/a	8%	

Head Start Preschool San Joaquin County Ofice of Education - (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress	
Reportable/Funded Enrollment	51	153	153	33%	
Disabilities	6	n/a	n/a	4%	
Over Income 101%-130% (up to 35%)	4	n/a	n/a	3%	
Over Income 131% and up (up to 10%)	0	n/a	n/a	0%	

Home Visiting Program (SRV 2cc, 7a)	Monthly	Year-To- Date	Annual Goal (Contract Limit 310)	Annual Progress (Calendar)	Annual Progress (Program Year)
Enrollment	242	402	308	79%	60%

Central Kitchen	Total Meals Delivered		Breakfast	Lunch	Snack
Meals and Snacks	61,897		22,141	17,715	22,041

Child and Adult Care Food Program (CACFP) (Note: The data represents information from December 2025)	Total Meals Delivered		Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served
Meals and Snacks (SRV 5ii)	72,363		66,706 / 5,657	51,275	71%
Eligbility Determination (SRV 7b) (January 2025-December 2025)	100	100			
Total Community Services	**100**	**100**			

Explanation (Over/Under Goal Progress)
In January 2026, enrollment has continued to increase. In both Kern County and San Joaquin County, we are pending licensing or seeking to onboard qualified staff to open the classrooms that are currently closed.

Goals	Progress Towards Goal
Goal I: Workforce: To enhance onboarding, recruitment, and retention of staff by implementing programs that enbraces pathways for learning, professional development, and succession planning to obtain and retain staff.	Objective A: Develop a structured onboarding process that introduces new employees to the organization's core values, and expectations, Provide them with the necessary tools, resources, and training to quickly integrate into their roles. . Progress: Final draft of the New Hire 2.0 packet is complete ane pending approval. Overview of the organization, the department, and employees' roles are provided at new-hire orientation.

Program Description

1. January 7. 2026 – Application Clinic, 1300 18th Street,

2. January 14, 2026 – Application Clinic, 1300 18th Street

3. January 16, 2026 – AmeriCorps Presentation- The presentation consisted of a collaboration of several department leads sharing personal experiences while presenting the program opportunities Head Start can offer the participants and mentors of the AmeriCorps program.

4. January 21, 2026 – Application Clinic, 1300 18th Street

5. January 28, 2026 – Application Clinic, 1300 18th Street

6. January 1 – 30th, 2026 – The Education Department reported that, during the month, children enrolled in the Head Start and Early Head Start programs participated in activities focused on learning about balls, including how they move and travel, as well as practicing sharing and cooperative play. Additionally, the children explored lessons about clothing, including how clothes are made and the approproate occassions and purposes for wearing different types of garments.

7. January 1 – 30th, 2026- The Education Department reported that teachers participated in professional development focused on maintaining high-quality interactions that support effective learning and positive child outcomes. Additionally, the mentor coach team monitored curriculum fidelity and provided ongong coaching to support teachers in developing quality lesson plans and implementing the curriculum effectively.

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Written Planning Procedure • 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	February March	Approval Approval
Self-Assessment • 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 June	Approval Approval
Comprehensive Data Analysis • 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
2026 Program Planning Calendar
Funding Cycle: 3/1/2026 – 2/28/2027

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
• Self assessment results May include other data sets relevant for determining community and program needs and strengths					
Program Design & Program Options • 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	May June	Approval Approval
Goals and Objectives • Identify priorities • Review/revise Head Start and State Child Development division mission statement • Identify long & short-term program goals • School Readiness Goals	Administrative Analyst, Program Design and Management Administrator, and the Administrative Team	April – May	Policy Council Board of Directors	May June	Approval Approval
Program Improvement Plans • 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 September	Approval Approval
Program Information Report (PIR) • 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	September	Informational Informational
Begin Budget Draft • Include funds to support program goals/ objectives • Involve all divisions that support	Finance Team and the Administrative Staff	June – August			

Community Action Partnership *of* Kern
Head Start and State Child Development Division
2026 Program Planning Calendar
Funding Cycle: 3/1/2026 – 2/28/2027

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
the requirements of the Head Start program					
Program Objectives & Need for Assistance • Draft program narrative	Administrative Analyst, Program Design and Management Administrator, and the Administrative Team	June – August			
Training and Technical Assistance Plan • 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	September October	Approval Approval
Completed Budget • Final management review & approval	Head Start Director, Chief Program Office and Chief Financial Officer	August - September			
Recruitment Plan and Selection Criteria • 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 February	Approval Approval
Completed grant application including: • Program options and design • Program priorities, goals & objectives • Training & Technical	Administrative Analyst, Head Start Assistant Director Program, Head Start Director and Chief Financial Officer	October	Policy Council Board of Directors	September October	Approval Approval

Policy Council Approval Date:
Board of Directors Approval Date:

Community Action Partnership *of* Kern
Head Start and State Child Development Division
2026 Program Planning Calendar
Funding Cycle: 3/1/2026 – 2/28/2027

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Assistance (T/TA) Plan • Line-item budget & budget narrative					
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 • 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	November February	Informational Informational
Head Start Annual Report	Quality Assurance Administrator and the Administrative Team	February - March			

Begin planning cycle for March 2027 – February 2028 Program Year

Planning Activity	Persons Responsible/Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Community Assessment • 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 March	Informational Informational

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: