



Policy Council Planning Committee Meeting Agenda

Microsoft Teams

Meeting ID: 249 519 942 077 70 Passcode: Aj6Rt7K5

April 14, 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. Division/Program Monthly Report – Carol Hendricks, Enrollment and Attendance Manager
– **Information Item**
9. Announcements
10. Meeting Adjourned

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

March 10, 2026

Meeting ID: 249 519 942 077 70 Passcode: Aj6Rt7K5

1. Welcome

Norma Valentin welcomed members to the meeting.

2. Call to Order

Norma Valentin 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: Rebecca Castro, James Osborne, Jennifer Juarez, Zuleima Garcia and Norma Valentin.

c. Members not present: Joanna Bautista.

4. Approval of Agenda

a. Rosa Guerrero made a request to modify item 8C on the agenda to an information item. Motion to approve the agenda dated March 10, 2026, with the requested changes was made by Rebecca Castro; James Osborne seconded. Motion carried.

5. Approval of Minutes

a. Rosa Guerrero made a note to amend the minutes to read February 10, 2026. Motion to approve the minutes dated February 10, 2026, as corrected, was made by James Osborne; 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; Lisa Gonzales, Program Governance Coordinator; and Jason Rojas, Professional Development 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 Staffing Report – Robert Espinosa, Program Design and Administrator –**Information Item**

Robert presented the Enrollment Staffing Report for February 2026. He reported that 649 staff were employed, 51 positions were vacant and three new staff members were onboarded. Robert also noted an error in classrooms closed stating that classroom one from Tiny Powers was removed, this classroom had eight slots. However, Head Start slots are available for Classroom B at Tiny Powers.

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

Carol presented the Program Monthly Report for February. Early Head Start had 736 reportable enrollments with an annual progress of 98%. In the disabilities category, the program's annual progress is at 33%. In the over income category of 101-130% income range and above, the program is at 2% and in 131% and above income category, the program is at 7%.

For Head Start, the reportable enrollment was at 100%. For disabilities, Carol reported the program is over target, at 13%. For the over income categories in the 101-130% the program is at 2% and in the 131% and above over income the program is at 8%. Reportable enrollment for Head Start in

San Joaquin County was also reported, with reportable enrollment at 39%. The program is still working towards meeting full enrollment as Head Start centers open for that program. For disabilities, the annual progress is at 1% and in both over income categories, 101% to 130% and 131% and above, program is at 0%. Carol also reported on Homebase enrollment, which is currently at 52% of the annual program year progress.

For Central Kitchen, total meals delivered were 55,508, and for the Child and Adult Care Food Program, total meals delivered were 76,418, bringing the total percentage of meals served at 75%. For eligibility determination, monthly totals were 78 with 178 as the overall progress.

Carol also shared that the Head Start Preschool Program continues to maintain full enrollment. The program continues to meet its enrollment benchmark established by the Office of Head Start for Early Head Start despite challenges due to staffing and licensing limitations. Progress towards school readiness goals were also shared; 75% of infant and toddler staff have completed training in best practices for dual language. Additionally, various application clinics were held at 18th street to help parents and family's complete enrollment applications, and centers discussed friendship strategies with children to help make friends.

c. **2026 Kern and San Joaquin County Community Assessments – Rosa Guerrero, Administrative Analyst - Information Item**

Rosa presented the community assessments for both Kern and San Joaquin counties. The annual update of these assessments is required by the Head Start Performance Standards and identify the needs, strengths, and resources of the community to best design the program and identify priorities for the upcoming program year. Information presented in these documents is collected from local, state, regional, and national sources as well as the US Census and CAPK's Community Needs Assessment. Rosa also noted changes to childcare availability and cost for infant care as well as population decline for children ages zero to five. Other categories such as health and language remained the same but are still relevant to the program's service delivery.

9. Announcements

Lisa shared that Doctor Kirk will be available at Stockdale Head Start on March 17th for parent training. Lisa also shared that the Health and Mental Health Committee Advisory Meeting will take place on March 24th as well. Rosa thanked the committee members for their prompt attendance to today's meeting. Committee Chairperson, Norma, expressed her gratitude to CAPK for the health services provided to her and her son.

10. Adjournment

The meeting was adjourned at 5:54 pm.

**Acta de la reunión del Comité de Planificación del Comité de
Planificación del Consejo de Política de Desarrollo Infantil del Gobierno de
la Alianza de Acción Comunitaria de Kern Head Start/Consejo Estatal de
Políticas de Desarrollo Infantil**

10 de marzo de 2026

ID de la reunión: 249 519 942 077 70 Código de acceso: Aj6Rt7K5

1. Bienvenido

Norma Valentin dio la bienvenida a los miembros a la reunión.

2. Llamada al Orden

Norma Valentin declaró abierta la reunión a las 17:30.

3. Pase de lista y establecimiento del quórum (mitad más uno)

a. Se estableció el quórum.

b. Miembros presentes: Rebecca Castro, James Osborne, Jennifer Juárez, Zuleima García y Norma Valentin.

c. Miembros no presentes: Joanna Bautista.

4. Aprobación de la Agenda

a. Rosa Guerrero solicitó modificar el punto 8C del orden del día a un punto informativo. La moción para aprobar la agenda fechada el 10 de marzo de 2026, con los cambios solicitados, fue presentada por Rebecca Castro; James Osborne secundó. Moción aprobada.

5. Aprobación de actas

a. Rosa Guerrero tomó nota para modificar el acta que se leyera el 10 de febrero de 2026. La moción para aprobar el acta fechada el 10 de febrero de 2026, tal como corregida, fue presentada por James Osborne; Rebecca Castro secundó. Moción aprobada.

6. Introducción de los invitados

Los invitados presentes esta noche fueron Rosa Guerrero, analista administrativa; Carol Hendricks, responsable de matrícula y asistencia; Robert Espinosa, Administrador de Diseño y Gestión de Programas; Lisa Gonzales, Coordinadora de Gobernanza de Programas; y Jason Rojas, Coordinador de Desarrollo Profesional.

7. Foro Público

(El público que desee dirigirse al Comité de Planificación del Consejo de Política puede hacerlo en este momento; sin embargo, el Comité no tomará ninguna acción salvo remitir el punto al personal para su estudio y análisis.)

Ninguno

8. Puntos de Presentación/Debate

a. Informe de Personal de Matrícula – Robert Espinosa, Diseño y Administrador de Programas – **Información**

Robert presentó el Informe de Personal de Matrícula de febrero de 2026. Informó que había 649 empleados, 51 puestos vacantes y tres nuevos empleados. Robert también observó un error en las aulas cerradas que indicaba que la primera clase de Tiny Powers había sido eliminada, esta clase tenía ocho plazas. Sin embargo, hay plazas disponibles para Head Start en el Aula B de Tiny Powers.

b. Informe mensual de división/programa – Carol Hendricks, responsable de matrícula y asistencia - **Ítem de información**

Carol presentó el Informe Mensual del Programa para febrero. Early Head Start tuvo 736

inscripciones notificables con un progreso anual del 98%. En la categoría de discapacidades, el progreso anual del programa es del 33%. En la categoría de ingresos superiores al 101-130%, el programa está en el 2% y en la categoría de ingresos del 131% o más, el programa está al 7%.

En Head Start, la matrícula reportable era del 100%. En cuanto a discapacidades, Carol informó que el programa supera el objetivo, con un 13%. Para las categorías de ingresos superiores al 101-130%, el programa está al 2% y en el 131% o más, el programa está al 8%. También se informó de inscripción reportable para Head Start en el condado de San Joaquín, con inscripción reportable del 39%. El programa sigue trabajando para alcanzar la matrícula completa a medida que se abren los centros Head Start para ese programa. Para discapacidades, el progreso anual es del 1% y en ambas categorías de ingresos, del 101% al 130% y al 131% o más, el programa está en 0%. Carol también informó sobre la matrícula en Homebase, que actualmente representa el 52% del progreso anual del año del programa.

En Central Kitchen, el total de comidas entregadas fue de 55,508, y en el Programa de Alimentación para Niños y Adultos, el total de comidas entregadas fue de 76,418, lo que eleva el porcentaje total de comidas servidas al 75%. Para la determinación de la elegibilidad, los totales mensuales fueron 78, con 178 como progreso total.

Carol también compartió que el Programa de Educación Preescolar Head Start sigue manteniendo la matrícula completa. El programa sigue cumpliendo con el criterio de matrícula establecido por la Oficina de Head Start para Early Head Start a pesar de los desafíos derivados de las limitaciones de personal y licencias. También se compartieron los avances hacia los objetivos de preparación escolar; El 75% del personal de bebés y niños pequeños ha completado formación en mejores prácticas para el doble idioma. Además, se organizaron varias clínicas de solicitud en la calle 18 para ayudar a padres y familias a completar las solicitudes de inscripción, y los centros debatieron estrategias de amistad con los niños para ayudar a hacer amigos.

c. **Evaluaciones Comunitarias 2026 de Kern y el Condado de San Joaquín – Rosa Guerrero, Analista Administrativa - Información**

Rosa presentó las evaluaciones comunitarias tanto para los condados de Kern como de San Joaquín. La actualización anual de estas evaluaciones es requerida por los Estándares de Rendimiento de Head Start y para identificar las necesidades, fortalezas y recursos de la comunidad para diseñar mejor el programa y identificar prioridades para el próximo año programa. La información presentada en estos documentos se recopila de fuentes locales, estatales, regionales y nacionales, así como del Censo de EE. UU. y de la Evaluación de Necesidades Comunitarias de CAPK. Rosa también señaló cambios en la disponibilidad y coste de la atención infantil, así como en el descenso de la población de niños de cero a cinco años. Otras categorías como salud y lengua permanecieron iguales, pero siguen siendo relevantes para la prestación de servicios del programa.

9. Anuncios

Lisa compartió que el doctor Kirk estará disponible en Stockdale Head Start el 17 de marzo para la formación de padres. Lisa también compartió que la Reunión Asesora del Comité de Salud y Salud Mental tendrá lugar el 24 de marzo. Rosa agradeció a los miembros del comité su pronta asistencia a la reunión de hoy. La presidenta del comité, Norma, expresó su agradecimiento a CAPK por los servicios de salud prestados a ella y a su hijo.

10. Suspensión de la sesión

La reunión se levantó a las 17:54.

Month	Apr-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	March 1, 2026 - March 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		737	753	753	98%	
Disabilities		256	10%	10%	37%	
Over Income 101%-130% (up to 35%)		17	n/a	n/a	2%	
Over Income 131% and up (up to 10%)		52	n/a	n/a	7%	
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		127	10%	10%	14%	
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 Office of Education - (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)		Month	Target	Annual Goal	Annual Progress	
Reportable/Funded Enrollment		61	153	153	40%	
Disabilities		9	n/a	n/a	15%	
Over Income 101%-130% (up to 35%)		5	n/a	n/a	8%	
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		223	440	308	72%	51%
Central Kitchen		Total Meals Delivered		Breakfast	Lunch	Snack
Meals and Snacks		67,173		23,944	19,285	23,944
Child and Adult Care Food Program (CACFP) (Note: The data represents information from February 2026)		Total Meals Delivered		Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served
Meals and Snacks (SRV 5ii)		68,692		(49,399/19,293)	54,577	79%
Eligibility Determination (SRV 7b) (January 2025-December 2025)		61	239			
Total Community Services		61	239			
Explanation (Over/Under Goal Progress)						
As of March 2026, the enrollment benchmark established by the Office of Head Start has been successfully met. Ongoing challenges within Early Head Start persist, primarily related to staffing and licensing requirements.						

Goals	County Super
<p>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>	<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. Progress: MOU has been written and shared with Kern County Superintendent of Schools, KCSOS, for review and approval. Approval of this MOU will strengthen special education services provided to families in partnership with SELPA within the Head Start Program.</p>
Program Description	
<ol style="list-style-type: none"> 1. Every Wednesday in March, Application Clinics were held at Enrollment and Attendance Department 2. March 14, 2026, Baskets Bunnies, & Blessings, City Serve 3. March 14, 2026, Vineland Elementary TK & Kindergarten Registration 4. March 14, 2026, Health Fair at Alicante Elementary 5. March 27, 2026, MLK Community Center's Eggstravaganza 6. March 28, 2026, Spring it On Wasco Parks. 7. The Education Team would also like to share that during the month of March we celebrated Read Across America. During this time community members and staff volunteered to read books to the children and participate in activities in the centers. 8. The Education Team also celebrated STEM week by engaging the children in activities that promoted language, literacy, and cognition supporting optimal school readiness. 	

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: February 10, 2026