



Policy Council Planning Committee Meeting Agenda

Microsoft Teams

Meeting ID: 249 519 942 077 70 Passcode: Aj6Rt7K5

September 8, 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
 - a. September 8, 2026
5. Approval of Minutes
 - a. August 11, 2026
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
 - a. Next meeting will take place October 13, 2026.
10. Meeting Adjourned

**Community Action Partnership of Kern
Head Start/State Child Development Policy Council Planning Committee
Meeting Minutes
August 11, 2026
Meeting ID:257 218 737 566 15 Passcode: jq6nS78C**

1. Welcome

Rebecca Castro welcomed members to the meeting.

2. Call to Order

Rebecca Castro called the meeting to order at 5:33 pm.

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

- a. Quorum was established.
- b. Members Present: Rebecca Castro, Zuleima Garcia.

4. Approval of Agenda

- a. Zuleima Garcia approved the agenda dated August 11, 2026; seconded by Rebecca Castro. Motion carried unanimously.

5. Approval of Minutes

- a. Motion to approve the minutes dated June 9, 2026, was made by Zuleima Garcia; seconded by Rebecca Castro. Motion carried unanimously.

6. Introduction of Guests

Guests in attendance tonight were Rosa Guerrero, Administrative Analyst; Lisa Gonzales, Program Governance Coordinator; Carol Hendricks, Enrollment and Attendance Manager; Alejandra Colop, Program Assistant and Translator.

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. June & July 2026 Division/Program Monthly Report – Carol Hendricks, Enrollment and Attendance Manager - **Information Item**

Carol presented the Program's Monthly Report for June 2026. Early Head Start had a reportable enrollment of 96%. Head Start's reportable enrollment was 98%. San Joaquin's Head Start Preschool had a reportable enrollment of 45%. The Home Visiting program had 184 enrollments for a year-to-date of 466.

Total meals delivered under Central Kitchen were 43,218. Under CACFP, total meals and snacks were 64,396 with 81% of meals served for the month of May. Meals and snacks for Kern vendors was 54,596 with 80% of meals served. For San Joaquin County vendors, 9,900 meals were delivered with 84% of meals served. Total Eligibility Determination for the month was 48 for a total of 401 for the calendar year.

For the over/under goal progress explanation, CAPK Head Start and Early Head Start part-year centers are currently closed and will return on August 10, 2026. Additionally, a Request for Proposal (RFP) was issued to obtain additional childcare partners.

Health and Safety was shared as this month's program goal. The objective is to strengthen standards of practice for mitigating risk by extending our culture of child health and safety. The program will

expand tools and resources necessary to ensure we have a standard of practice focused on child safety, preventing and identifying child abuse before August 10, 2026. A resource shared was iLookOut for Child Abuse training, a free online training focused on protecting child safety, preventing, and identifying child abuse.

Carol shared that some of the activities for the month of June included working on meeting full enrollment by the first day of the new program year, which will commence on July 1, 2026.

"Application Wednesdays" have been taking place; this is where parents can make an appointment or walk in and staff can work on their applications at the Enrollment and Attendance office.

Carol also presented the Program's Monthly Report for July 2026. Early Head Start had a reportable enrollment of 83% and Head Start Preschool met 95% of its reportable enrollment. San Joaquin's Head Start Preschool had a reportable enrollment of 49%. The Home Visiting program had 131 enrollments for a year-to-date of 597.

Total meals delivered under Central Kitchen were 40,482. Under CACFP, total meals and snacks delivered were 55,038 with 72% of meals served. Meals and snacks for Kern vendors was 43,218 with 71% of meals served. For San Joaquin County vendors 11,820 meals and snacks were delivered with 72% of meals served. Total Eligibility Determination for the month was 987 for a total of 1,388 for the calendar year.

For the over/under goal progress explanation, CAPK Head Start and Early Head Start part-year centers resumed services on August 10, and the proposal to obtain additional family childcare partners was submitted.

School Readiness was shared as July's program goal. Carol stated the school readiness goal along with Objective C to elevate children's social-emotional development and strengthen teacher-child interactions. The program added two curriculum specialist positions in the 2026-2027 program year. They will contribute to professional development opportunities by providing training in strengthening teacher-child interactions and social-emotional learning, while ensuring curriculum fidelity to drive school readiness outcomes.

Carol also recapped recruitment events in July including application clinics on Wednesdays, in Tehachapi, Oasis, California City and Taft. Teaching staff also received training on the most updated child assessments for DRDP 2025 and started a new assessment this month. Head Start staff also attended Pre-Service training where they learned about supporting children and families through wellness.

Committee member Rebecca asked if the program had any objectives that focus on teacher and parent relationships to support not just the children, but the whole family. Carol mentioned that Head Start serves the whole family structure. Rosa shared that there is an objective that is related to dual language framework and part of the action step is to partner with families on the importance of maintaining the home language. Partnerships with families are integrated throughout the goals and objectives. Although family partnerships may not always be identified as the primary focus, they are incorporated within one or more of the goals established for the five-year period.

9. Announcements

Lisa provided a reminder about the upcoming Policy Council meeting to be held on Tuesday, August 25, 2026. Rosa noted that the committee had decreased from five members to two members and reminded the committee that their attendance is appreciated.

10. Adjournment

The meeting was adjourned at 5:58 pm.

Community Action Partnership of Kern
Acta de la reunión del Comité de Planificación del Consejo de Políticas de
Head Start/Desarrollo Infantil Estatal

11 de Agosto de 2026

ID de la reunión: 257 218 737 566 15 Código de acceso: jq6nS78C

1. Bienvenida

Rebecca Castro dio la bienvenida a los miembros a la reunión.

2. Llamada al Orden

Rebecca Castro declaró abierta la reunión a las 5:33 p.m.

3. Pase de Lista y Establecimiento del Quórum (mitad más uno)

a. Se estableció el quórum.

b. Miembros presentes: Rebecca Castro, Zuleima Garcia.

4. Aprobación de la agenda

a. Zuleima Garcia aprobó la agenda con fecha del 11 de agosto de 2026; secundada por Rebecca Castro. La moción fue aprobada por unanimidad.

5. Aprobación de actas

a. Zuleima Garcia dio la moción para aprobar las actas con la fecha del 9 de junio de 2026; secundada por Rebecca Castro. La moción fue aprobada por unanimidad.

6. Introducción de los invitados

Invitados presentes Rosa Guerrero, Analista Administrativa; Lisa Gonzales, Coordinadora de Gobernanza del Programa; Carol Hendricks, Gerente de Inscripción y Asistencia; Alejandra Colop, Asistente y Traductora del Programa.

7. Foro público

(Las personas del público que deseen dirigirse con El Consejo del Comité de Planificación de Políticas pueden hacerlo en este momento; sin embargo, el Comité no tomará ninguna acción aparte de remitir el asunto al personal para su estudio y análisis.)

Ninguno.

8. Presentaciones y Temas de Discusión

a. Informe mensual de la división de junio y julio 2026 – Carol Hendricks, Gerente de Inscripción y Asistencia– **Artículo de Información**

Carol presentó el informe mensual del programa del mes de junio del 2026. Early Head Start tuvo una inscripción reportable del 96%. Head Start tuvo una inscripción reportable de 98%. Head Start Prescolar de San Joaquin tuvo una inscripción reportable de 45%. El Programa de Visitas al Hogar tuvo 184 inscripciones el mes de junio y 466 por el año actual.

El total de comidas entregadas por la Cocina Central fueron 43,218. El total de comidas y refrigerios entregados bajo CACFP por el mes de mayo fueron 64,396 con el 81% de comidas que fueron servidas. Comidas y refrigerios de los proveedores de Kern fueron 54,596 con el 80% de comidas servidas. Los proveedores del condado de San Joaquin fueron 9,900 de comidas entregadas con el 84% de comidas servidas. El total de Determinación de Elegibilidad del mes fue 48 por un total de 401 por el calendario anual.

Explicación del progreso por encima o por debajo de la meta, los centros de año parcial de CAPK Head Start y Early Head Start resumirán sus servicios el 10 de agosto de 2026. Adicionalmente, una Solicitud de Propuesta (RFP) fue emitida para obtener proveedores de Cuidado de Niños adicionales.

La Salud y Seguridad fue compartido como la meta del programa de este mes. El objetivo es

fortalecer los estándares de práctica para reducir riesgos, ampliando nuestra cultura de salud y seguridad infantil. El programa expandirá herramientas y recursos necesarios para asegurar que tengamos estándares de práctica enfocadas en la seguridad de niños, la prevención e identificación de abuso infantil antes del 10 de agosto de 2026. Un recurso compartido fue iLookOut entrenamiento de abuso infantil, una capacitación gratis en línea enfocada en la protección y seguridad infantil, prevención e identificación de abuso infantil.

Carol compartió algunas de las actividades del mes de junio que incluyeron el trabajar para lograr la inscripción completa para el primer día del año del programa que iniciará el 1 de julio de 2026. "Miércoles de Solicitudes" se han estado llevando a cabo donde los padres pueden hacer una cita o llegar a la oficina de Inscripción y Asistencia sin cita para que llenen sus solicitudes en la oficina.

Carol también presentó el informe mensual de programa del mes de julio 2026. Early Head Start tuvo una inscripción reportable de 83% y Head Start alcanzo una inscripción reportable de 95%. Head Start Preescolar del condado de San Joaquin tuvo una inscripción reportable de 49%. El Programa de Visitas al Hogar tuvo 131 inscripciones el mes de julio y 597 por el año actual

El total de comidas entregadas por la Cocina Central fueron 40,482. El total de comidas y refrigerios entregadas bajo CACFP fueron 55,038 con el 72% de comidas servidas. Comidas y refrigerios de los proveedores de Kern fue de 43,218 con el 71% de comidas servidas. De los proveedores del condado de San Joaquin, 11,820 comidas y refrigerios fueron entregadas con el 72% de comidas servidas. El total de Determinación de Elegibilidad del mes fue 987 por el total de 1,388 de calendario anual.

Para la explicación del progreso por encima o por debajo de la meta, los centros de año parcial de CAPK Head Start y Early Head Start resumieron sus servicios 10 de agosto de 2026, y la propuesta para obtener proveedores adicionales de cuidado infantil familiar fue entregada.

La Preparación Escolar fue compartida como la meta del programa para el mes de julio. Carol compartió la meta de preparación escolar junto con el Objetivo C para elevar el desarrollo de la socioemocional y fortalecer interacciones entre los maestros y niños. El programa agregó dos puestos de Especialistas en Currículo para el año programático. Contribuirán a oportunidades de desarrollo profesional al brindar capacitación para fortalecer las interacciones entre maestros y niños y aprendizaje socioemocional al mismo tiempo, se garantiza la fidelidad al currículo para impulsar los resultados de preparación escolar.

Carol también dio un resumen de los eventos de reclutamiento en julio incluyendo clínicas de solicitudes los miércoles en Tehachapi, Oasis, California City y Taft. El personal docente también recibió capacitación sobre las evaluaciones infantiles más actualizadas DRDP 2025 y comenzó a utilizar una nueva evaluación este mes. El personal de Head Start también asistió a una capacitación Previa al inicio de Servicios, donde aprendieron cómo apoyar el bienestar de los niños y familias.

Miembro del comité, Rebecca preguntó si el programa contaba con algún objetivo enfocado en las relaciones entre maestros y padres de familia, con el fin de apoyar no solo a los niños, sino a toda la familia. Carol mencionó que Head Start brinda apoyo a toda la estructura familiar. Rosa explicó que existe un objetivo relacionado con el marco de doble idioma y que parte del plan de acción consiste en colaborar con las familias para destacar la importancia de conservar el idioma del hogar. La colaboración con las familias está integrada en todos los objetivos y metas. Aunque la participación de las familias no siempre se identifica como el enfoque principal, está incorporada en una o más de las metas establecidas para el período de cinco años.

9. Anuncios

Lisa recordó al comité sobre la próxima reunión del Consejo de Políticas, que se llevará a cabo el martes 25 de agosto de 2026. Rosa señaló que el comité había disminuido de cinco integrantes a dos y recordó al comité que se agradece mucho su asistencia.

10. Suspensión de la sesión

La reunión se levantó a las 5:58 p.m.

Month	Aug-26	Program/Work Unit	Head Start Preschool & Early Head Start			
	Head Start/State Child Development Division/ Yolanda Gonzales	Enrollment and Attendance Manager	Carol Hendricks			
Division/Director						
Reporting Period	August 1, 2026 - August 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	696	753	753	92%		
Disabilities	19	10%	10%	19%		
Over Income 101%-130% (up to 35%)	16	n/a	n/a	2%		
Over Income 131% and up (up to 10%)	56	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	718	936	936	77%		
Disabilities	72	10%	10%	10%		
Over Income 101%-130% (up to 35%)	13	n/a	n/a	2%		
Over Income 131% and up (up to 10%)	44	n/a	n/a	6%		
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	86	153	153	56%		
Disabilities	7	n/a	n/a	8%		
Over Income 101%-130% (up to 35%)	3	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 (Reportable)	Year-To- Date (Term/Calendar)	Annual Goal (Term / Calendar)	Annual Progress (Calendar)	Annual Progress (Program Term)	
Enrollment	170	173 / 222	240 / 480	46%	72%	
Central Kitchen	Total Meals Delivered		Breakfast	Lunch	Snack	
Meals and Snacks	59,291		20,892	17,507	20,892	
Child and Adult Care Food Program (CACFP) (Note: The data represents information from July 2026)	Total Meals Delivered		Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served	
Meals and Snacks (SRV 5ii)	52,851		29,030/23,821	32,922	62%	
Meals and Snacks - Kern Vendors	40,482		21,137/19,345	24,048	59%	
Meals and Snacks - SJC Vendors	12,369		7,893/4,476	8,874	72%	
Eligibility Determination (SRV 7b)(January 2025-December 2025)	450	507				
Total Community Services	450	507				
Explanation (Over/Under Goal Progress)						
On August 10, 2026, Part-Year centers resumed services. We continue to face challenges in filling our centers due to increased competition from school districts offering Transitional Kindergarten programs, as well as various staffing challenges. To address these challenges, we are actively participating in recruitment events, application clinics, door-to-door recruitment, and exploring opportunities to streamline and shorten the application process, and increasing public awareness of the unique value and comprehensive services provided through the Head Start Program compared to those offered by local school districts. Additionally, ongoing interviewing are being conducted to onboard direct service staff.						

Goals	Progress Towards Goal
Goal I: Workforce: To enhance onboarding, recruitment, and retention of staff by implementing programs that embraces pathways for learning, professional development, succession planning, and a positive culture to obtain and retain staff.	Objective A: Develop a structured onboarding process that introduces new employees to the organization's culture, values, and expectation. Provide them with the necessary tools, resources and training to quickly integrate into their roles. Action Steps: Provide job-specific training that covers the tasks, responsibilities, and expectations associated with their position.
Program Description	
1. August 5,12,19,16, 2026 – Application Clinics, 1300 18th Street, CAPK Office, 2nd floor. 2. August 6, 2026 – Ready, Set, Back 2 School Health & Wellness Resource Fair, 9:00am to 12:00pm. 3. August 21, 2026 – Radio Lobo Crew of the Week, 9:00am to 12:00pm.	