



Policy Council Planning Committee Meeting Agenda

Microsoft Teams

Meeting ID: 249 519 942 077 70 Passcode: Aj6Rt7K5

October 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
 - a. October 13, 2026
5. Approval of Minutes
 - a. September 8, 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**
 - b. 2027-2028 Head Start/Early Head Start Training and Technical Assistance Plan – Rosa Guerrero, Administrative Analyst- **Information Item**
9. Announcements
 - a. This will be the last meeting of the 2025-2026 term.
10. Meeting Adjourned

**Community Action Partnership of Kern
Head Start/State Child Development Policy Council Planning Committee
Meeting Minutes
September 8, 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 5:34 p.m.

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 September 8, 2026; seconded by Rebecca Castro. Motion carried unanimously.

5. Approval of Minutes

- a. Motion to approve the minutes dated August 11, 2026, was made by Rebecca Castro; seconded by Zuleima Garcia. 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. August 2026 Division/Program Monthly Report – Carol Hendricks, Enrollment and Attendance Manager
- **Information Item**

Carol presented the Program's Monthly Report for August 2026. Early Head Start had a reportable funded enrollment of 92%. Head Start's reportable funded enrollment was 77%. San Joaquin's Head Start Preschool had a reportable enrollment of 56%. The Home Visiting program's monthly reportable funded enrollment was 170, and for a year-to-date of 173.

Total meals delivered under Central Kitchen were 59,291. Under CACFP, total meals and snacks were 52,851 with 62% of meals served for the month of July. Meals and snacks for Kern vendors was 40,482 with 59% of meals served. For San Joaquin County vendors, 12,369 meals were delivered with 72% of meals served. Carol explained that there had been an error in how the report was ran through the database program for the month of July. The report counted all the children that were rolled over for the new program year; as result, the reported figure of 987 should've been 57, which rolls over for August's report, which is 450 for the month with a year to date of 507. Total Eligibility Determination for the month was 450 with a year-to-date of 507.

For the over/under goal progress explanation, CAPK Head Start and Early Head Start part-year centers resumed services August 10, 2026. Carol shared that the program faces continued challenges due to increased competition from school districts offering transitional kindergarten programs as well as

various staffing challenges. To address these challenges there's ongoing and active participation in recruitment events, application clinics, and door-to-door recruitment. The program is also exploring opportunities to streamline and shorten application processes and increase public awareness of the comprehensive services provided through the Head Start program, compared to those offered by a local school district. Additionally, ongoing interviews are being conducted to onboard direct services staff.

Workforce was shared as this month's program goal. The program's Workforce goal is to enhance onboarding and recruitment of staff by implementing programs that embrace pathways, learning, professional development, succession planning, and positive culture to obtain and retain staff. Objective A is to develop a structured onboarding process that introduces new employees to the organization's cultural values and expectations, provides them with necessary tools, resources, and training to quickly get them integrated into their new roles. The action step is to provide job specific training that covers the tasks, responsibilities, and expectations associated with their position.

Activities that took place in the month of August include "Application Wednesdays" which have been taking place at the Enrollment and Attendance office. Staff also attended the Ready Set Back to School Health and Wellness Resource Fair on August 6th. and the Radio Lobo crew of the week event on August 21.

Zuleima commented that Lynette from Pete Parra left and is not sure if there was someone else that will be taking her place. Carol said she wasn't sure and that the program is constantly posting applications but is not sure if that position has been replaced. Lisa shared that a new FSW was present at new hire orientation and she will be starting at the center tomorrow.

9. Announcements

Lisa provided a reminder about the Cal Vets benefit lunch that would be taking place September 9, 2026, and encouraged everyone to attend. She also reminded everyone of the upcoming Policy Council meeting taking place on September 22nd. Rebecca shared that the next and final meeting for this term would be October 13th at 5:30 p.m.

10. Adjournment

The meeting was adjourned at 6:00 p.m.

Community Action Partnership of Kern
Comité de Planificación del Consejo de Políticas de Head Start/Desarrollo
Infantil Estatal Acta de la reunión
8 de septiembre 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 5:34 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 dio la moción para aprobar la agenda con la fecha de 8 de septiembre del 2026; secundada por Rebecca Castro. La moción fue aprobada por unanimidad.

5. Aprobación de las actas

a. Rebecca Castro dio la moción para la aprobar las actas del 8 de septiembre de 2026 secundada por Zuleima Garcia. La moción fue aprobada por unanimidad.

6. Introducción de los invitados

Invitados presentes esta tarde fueron 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/Programa de Agosto de 2026 – Carol Hendricks, Gerente de Inscripción y Asistencia– **Artículo de Información**

Carol presento el informe mensual del programa del mes de agosto de 2026. Early Head Start tuvo una inscripción reportable del 92%. La inscripción reportable para Head Start fue de 77%. Head Start Prescolar de San Joaquin tuvo una inscripción reportable de 56%. El Programa de Visitas al Hogar tuvo 170 inscripciones y 173 hasta la fecha.

El total de comidas entregadas por la Cocina Central fue de 59,291. Bajo CACFP, el total de comidas y refrigerios fue de 52,851, con un 62% de las comidas servidas durante el mes de julio. Las comidas y refrigerios de los proveedores de Kern fueron 40,482, con un 59% de las comidas servidas. Para los proveedores del condado de San Joaquin, se entregaron 12,369 comidas, con un 72% de las comidas servidas. Carol explicó que hubo error en la manera que se generó el informe de julio en el sistema de la base de datos. El informe contó a todos los niños que continuaron al año del programa. Como resultado, la cifra de 987 debió haber sido 57. Esta cantidad se incluyó en el informe de agosto, dando un total de 450 para el mes y acumulado hasta la fecha de 507. El total de Determinaciones de Elegibilidad para el mes fue de 450, con un acumulado hasta la fecha de 507.

En cuanto a la explicación del progreso por encima o por debajo de la meta, los centros de CAPK Head Start y Early Head Start que operan parte del año reanudaron sus servicios el 10 de agosto de

2026. Carol compartió que el programa continúa enfrentando desafíos debido al aumento de la competencia de los distritos escolares que ofrecen programas de kindergarten de transición, así como diversos desafíos relacionados con la contratación de personal. Para atender estos desafíos, se continúa participando activamente en eventos de reclutamiento, ferias de empleo, y reclutamiento de puerta a puerta. El programa también está explorando oportunidades para simplificar y reducir el proceso de solicitud y aumentar el conocimiento del público sobre los servicios integrales que ofrece el programa de Head Start, en comparación con los servicios que ofrece un distrito escolar local. Además, se continúan realizando entrevistas para contratar personal de servicios directos.

La fuerza laboral fue presentada como la meta del programa para este mes. La meta de Fuerza Laboral del programa es mejorar la incorporación y contratación de personal mediante programas que incluyan oportunidades de crecimiento, aprendizaje, desarrollo profesional, planificación de sucesión y una cultura positiva para atraer y retener al personal. El Objetivo A, es desarrollar un proceso estructurado de incorporación que presente a los nuevos empleados los valores culturales y las expectativas de la organización, y que les proporcione las herramientas, recursos y capacitación necesarias para integrarse rápidamente a sus nuevos puestos. El paso de acción es proporcionar capacitación específica para cada puesto que cubra las tareas, responsabilidades y expectativas relacionadas con su cargo.

Las actividades realizadas durante el mes de agosto incluyeron los “Miércoles de Solicitudes”, que se han llevado a cabo en la oficina de Inscripción y Asistencia. El personal también asistió a la Feria de Recursos de Salud y Bienestar Ready, Set, Back to School el 6 de agosto, y al evento Radio Lobo Crew of the Week el 21 de agosto.

Zuleima comentó que Lynette de Pete Parra se fue y no estaba segura si alguien más ocupara su lugar. Carol dijo que no estaba segura y que el programa continúa publicando vacantes, pero no sabía si el puesto ya había sido cubierto. Lisa compartió que una nueva FSW estuvo presente en la orientación para nuevos empleados y comenzaría a trabajar en el centro el día siguiente.

9. Anuncios

Lisa recordó a todos sobre el almuerzo benéfico de Cal Vets que se llevaría a cabo el 9 de septiembre de 2026 y animó a todos asistir. También recordó a todos sobre la próxima reunión del Consejo de Políticas, que se llevará a cabo el 22 de septiembre. Rebecca compartió que la próxima y última reunión de este período sería el 13 de octubre a las 5:30 p.m.

10. Suspensión de la sesión

La reunión se levantó a las 6:00 p.m.

Month	Sep-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	September 1, 2026 - September 30, 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	705	753	753	94%		
Disabilities	178	10%	10%	27%		
Over Income 101%-130% (up to 35%)	16	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	807	936	936	86%		
Disabilities	76	10%	10%	10%		
Over Income 101%-130% (up to 35%)	16	n/a	n/a	2%		
Over Income 131% and up (up to 10%)	59	n/a	n/a	7%		
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	91	153	153	59%		
Disabilities	8	n/a	n/a	9%		
Over Income 101%-130% (up to 35%)	4	n/a	n/a	4%		
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	188	197	240 / 480	82%	80%	
Central Kitchen	Total Meals Delivered		Breakfast	Lunch	Snack	
Meals and Snacks	62,126		22,078	17,970	22,078	
Child and Adult Care Food Program (CACFP) (Note: The data represents information from August 2026)	Total Meals Delivered		Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served	
Meals and Snacks (SRV 5ii)	92,350		43,290/49,060	48,530	53%	
Meals and Snacks - Kern Vendors	59,770		33,478/26,292	37,728	63%	
Meals and Snacks - SJC Vendors	32,580		9,812/22,768	10,802	33%	
Eligibility Determination (SRV 7b)(January 2025-December 2025)	177	1921				
Total Community Services	177	1921				
Explanation (Over/Under Goal Progress)						
For the month of September 2026, we continued to face challenges in reaching full enrollment due to staffing. We are continuing to interview for the classroom positions and in many cases we are interviewing experienced staff. We are anticipating changes in staffing for the better in the near future.						

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: Job-specific training is provided at new-hire training. Through collaboration with Human Resources (HR), Program will be integrating the Learning Management System (LMS) as the division's training platform. Update: this is currently happening within the Agency during the month of September/October.
Program Description	
1. September 4, 11, 18, 25, 2026 – Application Clinics, 1300 18th Street, CAPK Office, 2nd floor. 2. September 4, 18, 2026 -Crew of the Week Event, starting at 11:00am. Supportive Services wanted to share some of their highlights for the month of September: •Two ReadyRosie Family Workshops were offered, where the team had two presentations, Relationship Matter and Families as Partners. •Health and Nutrition completed over 300 child health screens for vision and hearing to meet the 45-day requirement. •Parent and Staff training at the Rosamond Center with Dr, Kirk. Dr. Kirk explained that the right brain is associated with past experiences and the left brain with the present. Everyone was very interested and learned plenty on this subject.	

Community Action Partnership of Kern
Head Start/State Child Development
2027-2028 TRAINING and TECHNICAL ASSISTANCE PLAN

Approach/Philosophy/Priorities:

Community Action Partnership of Kern's Head Start/State Child Development is dedicated to building staff's skills, knowledge, experience, and professional competencies necessary to provide high quality, comprehensive, and linguistically appropriate family centered services for children and families assisting them on their road to success and school readiness. The program's priority is to provide training and technical assistance, so program services and systems are in compliance with Head Start Program and Early Head Start Performance Standards, the Head Start Act, State and Federal Regulations. The program offers Staff, Parents and our Governing Body opportunities and support for ongoing learning and career/professional development. The Training and Technical Assistance Plan has been developed using program data analysis (e.g. Self-Assessment, PIR Data, DRDP results, Community Assessment, CLASS scores, Parent, Family and Community Engagement Framework, etc.) to identify operational improvements, potential areas of non-compliance, means through which we will meet the new education requirements for teachers/partners, and audit findings, all of which will support the programs long term plans of accomplishing our Program Goals and Objectives.

Key Elements of Head Start/State Child Development Training and Technical Assistance Approach:

- Address Program Goals and Objectives, Head Start Performance Standards, Head Start Act, CLASS, School Readiness, and Parent, Family, & Community Engagement support for Center-based, Home-Based, and Partnership staff in the credentialing and continuing education process, integration of systems and services, professional growth, program policies/procedures, reporting, monitoring and evaluation, current and new Federal and State initiatives as well as continuous program improvements
- CAPK's HSP/EHS Kern and EHS San Joaquin will continue their partnership with PITC Partners for Quality, a project of WestEd's Center for Child and Family Studies to offer Infant and toddler related topics college courses and coaching.
- Include pre-service sessions, monthly staff development opportunities, clinics, conference attendance, use of community resources, consultants, college coursework, shadowing, mentoring/coaching, and individual professional growth plans and performance appraisals.
- Incorporate cross training during pre-service as a strategy for capacity building in the areas of child development, health, nutrition, wellness, disabilities, family services, program governance, Enrollment & Attendance

Planning Process:

A committee comprised of Staff, Parents and community members was organized to provide input and identify goals and objectives for the program as well as strategies for this Training and Technical Assistance Plan. This committee reviewed the monitoring activities, self-assessment, program information report data, child outcome reports, Parent, Family, & Community Engagement framework, Head Start Act requirements, Head Start Performance Standards, California Licensing Requirements, Agency Policy and Procedures, Management observations, CLASS, and Staff input to develop the 2024-2029 program Goals and Objectives as well as related training goals.

Community Action Partnership of Kern
Head Start/State Child Development
2027-2028 TRAINING and TECHNICAL ASSISTANCE PLAN

PROGRAM GOALS & TRAINING GOALS

Grantee 2027-2028 Program Goals	Grantee 2027-2028 Training Goals
PROGRAM GOAL #1 ~ Workforce ~ To enhance onboarding, recruitment, and retention of staff by implementing programs that embrace pathways for learning, professional development, and succession planning to obtain and retain staff.	TRAINING GOAL 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. TRAINING GOAL B: Develop, implement, and evaluate a mentorship program for new staff onboarding to ensure comprehension, knowledge, and understanding of their position by gathering feedback from the mentors and mentees, assessing goal attainment, retention, and promotion rates, and measuring the level of engagement between the mentees and mentors in the program.
PROGRAM GOAL #2 ~ Health and Safety ~ Strengthen standards of practice for mitigating risk through expanding our culture of child health and safety.	TRAINING GOAL A: The program will expand tools and resources necessary to ensure we have a standard of practice focused on protecting child safety and preventing and identifying child abuse before August 2026. For example, iLookOut training, a free online professional development course focused on protecting child safety and preventing and identifying child abuse. TRAINING GOAL B: The program will implement a CIR (Critical Incident Review) system to establish a culture of active supervision to support ongoing health and safety improvement prior to the Year 3 funding period.

Community Action Partnership of Kern
Head Start/State Child Development
2027-2028 TRAINING and TECHNICAL ASSISTANCE PLAN

PROGRAM GOAL #3 ~ School Readiness ~ Increase families and staff capacity to support children’s school readiness and to implement a quality program by enhancing learning environments to strengthen teacher and child interactions.	TRAINING GOAL A: The program will redesign indoor/outdoor environments to reflect the children’s culture, promote curiosity and safety. TRAINING GOAL B: The program will develop a dual-language framework and will strengthen the ability of staff to work with dual-language learners. TRAINING GOAL C: The program will elevate children’s social-emotional development and strengthen teacher-child interactions.
---	---

BUDGET FOR TRAINING AND TECHNICAL ASSISTANCE ACTIVITIES	EXPECTED COST
Training and Technical Assistance for the Program Goal Completion	\$27,643
Staff Professional Development (Including degree completion, annual pre-service & mandated trainings)	\$44,877
Early Childhood Development and Health, Disabilities and Family Partnerships	\$21,119
Professional Conferences and Trainings	\$67,803
Indirect Cost	\$16,144
Total Head Start Cost	\$177,586
Training and Technical Assistance for the Program Goal Completion	\$59,355
Staff Professional Development (Including degree completion, annual pre-service & mandated trainings)	\$68,342
Early Childhood Development and Health, Disabilities and Family Partnerships	\$49,057
Professional Conferences and Trainings	\$135,924
Indirect Cost	\$31,268
Total Early Head Start Cost	\$343,946
Total Training and Technical Assistance Budget	\$521,532

Community Action Partnership of Kern
Head Start/State Child Development
2027-2028 TRAINING and TECHNICAL ASSISTANCE PLAN

PROGRAM GOALS

The program has developed various **Training Goals** to reach the 2027-2028 Program Goals. Each of the **Training Goals** below identifies the expected outcome, how T/TA resources will be used, person(s) responsible, the target audience, date, and cost for each activity. Following each will be the tool used to identify and evaluate training outcomes.

PROGRAM GOAL #1 ~ 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.

Training Goal A: Develop a structured onboarding process that introduces new employees to the organization’s culture, values, and expectations. Provide them with the necessary tools, resources, and training to quickly integrate into their roles.

Training Goal B: Develop, implement, and evaluate a mentorship program for new staff onboarding to ensure comprehension, knowledge, and understanding of their position by gathering feedback from the mentors and mentees, assessing goal attainment, retention, and promotion rates, and measuring the level of engagement between the mentees and mentors in the program.

Information Source Identifying Need for Training: Self-Assessment, Professional Growth Plans, and Head Start Performance Standards.

Objectives/Expected Outcomes	How T/TA Resources will be used	Person(s) Responsible	Audience	Timeline	Budget Costs	Evaluation, Training Outcomes, Progress
Training Goal 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.	• Trainings • Software • Supplies	• Assistant Directors • Human Resources • Professional Development Department	• All New Hires	Ongoing	HS: \$5,458.00 EHS: \$2,540.00	New Hire training presentations and materials are being updated to best illustrate department information to new hires. An overview of the organization, the department, and employees’ roles are also provided.

Community Action Partnership of Kern
Head Start/State Child Development
2027-2028 TRAINING and TECHNICAL ASSISTANCE PLAN

						Job-specific training is provided at new-hire training. Through collaboration with Human Resources (HR), Program will be using a Learning Management System (LMS) as the Divisions' training platform for new and existing hires.
Training Goal B:						
Develop, implement, and evaluate a mentorship program for new staff onboarding to ensure comprehension, knowledge, and understanding of their position by gathering feedback from the mentors and mentees, assessing goal attainment, retention, and promotion rates, and measuring the level of engagement between the mentees and mentors in the program.	• Contracts • Trainings	• Assistant Directors • Administrators • Mentors • Mentees • Professional Development Team	• All New Hires and Assigned Mentors	Ongoing	HS: \$5,200 EHS: \$9,150	Mentorship orientations are ongoing in Kern and San Joaquin County with at least 10 conducted since July 2024. More to continue through 2029. A total of 82% of new hires who attended their initial mentorship orientation returned for the follow-up mentorship meeting, four to five months following initial orientation.

Community Action Partnership of Kern
Head Start/State Child Development
2027-2028 TRAINING and TECHNICAL ASSISTANCE PLAN

PROGRAM GOAL #2 ~ Health and Safety: Strengthen standards of practice for mitigating risk through expanding our culture of child health and safety.

TRAINING GOAL A: The program will expand tools and resources necessary to ensure we have a standard of practice focused on protecting child safety and preventing and identifying child abuse before August 2026. For example, iLookOut training, a free online professional development course focused on protecting child safety and preventing and identifying child abuse.

TRAINING GOAL B: The program will implement a CIR (Critical Incident Review) system to establish a culture of active supervision to support ongoing health and safety improvement prior to the Year 3 funding period.

Information Source Identifying Need for Training: Parent & Family Engagement survey results, self-assessment and staff surveys, and CIR's.

Objectives/Expected Outcomes	How T/TA Resources will be used	Person(s) Responsible	Audience	Timeline	Budget Costs	Evaluation, Training Outcomes, Progress
Training Goal A:						
The program will expand tools and resources necessary to ensure we have a standard of practice focused on protecting child safety and preventing and identifying child abuse before August 2026. For example, iLookOut training, a free online professional development course focused on protecting child safety and preventing and identifying child abuse.	• Training • Supplies	• Center Based Administrator • Quality Assurance Department • Support Services Department	• Direct Service Staff	Through November 2026	HS: \$5,000 EHS: \$3,000	Program will continue assigning iLookOut training to the remaining one percent of staff needed to meet program training goals for health and safety. iLookOut trainings will also be required for staff involved in a CIR. Program is expected to reach training goals in this area by the end of Year 3.

Community Action Partnership of Kern
Head Start/State Child Development
2027-2028 TRAINING and TECHNICAL ASSISTANCE PLAN

Training Goal B:						
The program will implement a Critical Incident Review (CIR) system to establish a culture of active supervision to support ongoing health and safety improvement prior to the Year 3 funding period.	• Training • Supplies	• Quality Assurance Department • Support Services	• Direct Service Staff	Complete	\$0	COMPLETE The Critical Incident Review has been implemented as of October 2025 and includes program support, active supervision, and streamlined communication practices to help mitigate incident reporting.

Community Action Partnership of Kern
Head Start/State Child Development
2027-2028 TRAINING and TECHNICAL ASSISTANCE PLAN

PROGRAM GOAL #3 ~ 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.

TRAINING GOAL A: The program will redesign indoor/outdoor environments to reflect the children’s culture, promote curiosity, and safety.

TRAINING GOAL B: The program will develop a dual-language framework and will strengthen the ability of staff to work with dual-language learners.

TRAINING GOAL C: The program will elevate children’s social-emotional development and strengthen teacher-child interactions.

Information Source Identifying Need for Training: Community Assessment, Self-Assessment, PIR, and ADP source of applicant trends will be reviewed to determine need.

Objectives/Expected Outcomes	How T/TA Resources will be used	Person(s) Responsible	Audience	Timeline	Budget Costs	Evaluation, Training Outcomes, Progress
Training Goal A:						
The program will redesign indoor/outdoor environments to reflect the children’s culture, promote curiosity, and safety.	• Training • Supplies • Venues	• Professional Development Department • Education Department	• Center-based staff	Complete	HS: \$0 EHS: \$0	COMPLETE Program has successfully piloted 15% of its centers with the Loose Parts/STEM curriculum. Approximately 93% of staff have been trained in Loose Parts/STEM, exceeding training goals in this area. The CLASS Environmental Tool has also been implemented across the majority of Preschool classrooms to sustain indoor/outdoor environments.

Community Action Partnership of Kern
Head Start/State Child Development
2027-2028 TRAINING and TECHNICAL ASSISTANCE PLAN

Training Goal B						
The program will develop a dual-language framework and will strengthen the ability of staff to work with dual-language learners.	- Supplies - Training	Education Department	All Direct Service Positions	Complete	HS: \$0 EHS: \$0	COMPLETE Training goals for dual language have been met, exceeding the 15% threshold of staff trained for a total of 70% of staff trained. Training and professional development opportunities will continue to be available as needed.
Training Goal C						
The program will elevate children's social-emotional development and strengthen teacher-child interactions.	- Supplies - Venues - Training	- Professional Development Department - Support Services Department - Education Department	All Direct Service Positions	Ongoing	HS: \$5,600 EHS: \$6,245	Program is successfully reaching benchmarks in Pyramid Model training as well as completing CLASS and DRDP certifications. Additional certifications in Pyramid Model and Trauma Informed Care are needed to continue social-emotional development and teacher-child interactions for existing employees and new-hires.

Community Action Partnership of Kern
Head Start/State Child Development
2027-2028 TRAINING and TECHNICAL ASSISTANCE PLAN

Travel Related to Meeting Training and Technical Assistance Goals	How T/TA Resources will be used	Estimated HS Costs	Estimated EHS Costs	Total Estimated Budget Costs for Travel within this Training Goal
Head Start California Annual Training Conference ~ 4 staff	Travel, Housing, & Misc. Expenses	\$3,160	\$2,629	\$5,789
Head Start California Health Institute ~ 4 staff	Travel, Housing, & Misc. Expenses	\$2,934	\$5,216	\$8,150
National Head Start Association (NHSA) Annual Conference ~ 8 Staff	Travel, Housing, & Misc. Expenses	\$10,691	\$3,563	\$18,892
NHSA Parent Conference ~ 2 staff	Travel, Housing, & Misc. Expenses	\$2,599	\$868	\$3,467
National Head Start Association Managers and Directors Academy ~ 6 Staff	Travel, Housing, & Misc. Expenses	\$8,907	\$8,236	\$17,143
Zero to Three Conference ~ 4 staff	Travel, Housing, & Misc. Expenses	\$0	\$18,152	\$18,152
Child & Adult Care Food Program Roundtable ~ 4 staff	Travel, Housing, & Misc. Expenses	\$3,250	\$1,085	\$4,335
WestEd Training ~ 2 staff	Travel, Housing, & Misc. Expenses	\$0	\$1,768	\$1,768
Child & Adult Care Food and Nutrition Conference Expo ~ 2 staff	Travel, Housing, & Misc. Expenses	\$3,104	\$1,035	\$4,139
Total Training Goal		\$30,756	\$49,868	\$80,624

Community Action Partnership of Kern
Head Start/State Child Development
2027-2028 TRAINING and TECHNICAL ASSISTANCE PLAN

Mandated Trainings

The following training/activities will be provided in various formats including in-house training and follow-up to ensure all requirements are met. Each area will have effects on the T&TA Budget detailed under the categories of Supplies, Contractual, and Other identified in the budget detail under the pre-service and professional growth line items following a 36% HS and 64% EHS allocation.

STAFF:	Performance Standards	Date
Respectful Language Training & Dual Language Training	HS Act Section 640(a)(3)(B)(ii)	Annually
Child Protective Services Training	N-30-354-1-30(B)(ii)	Pre-Service
Universal Precautions & Blood Borne Pathogens	45 CFR 1302.(a) – (d)	New Hire Orientation
Transitions for Children / School Readiness	45 CFR 1302.(a) – (d)	Annually
New Hire Orientation	45 CFR 1302.(a) – (d)	Weekly
Pre-Service & In-Service training opportunities	45 CFR 1302.(a) – (d)	Annually
HS Goals and Objective Training	45 CFR 1302.(a) – (d)	Annually
Vehicle Safety Training	45 CFR 1302.(a) – (d)	New Hire Orientation by Human Resources
First Aid and CPR Training	45 CFR 1302.(a) – (d)	Monthly
Health and Safety Training	45 CFR 1302.(a) – (d)	Monthly
Classroom Assessment Scoring System (CLASS)	45 CFR 1302.(a) – (d)	Ongoing
Intervention Services and Pyramid Model	45 CFR 1302.92 (b)	Annually
PARENTS:		
Parents as Primary Teachers	45 CFR 1302.5	Annually
Parent orientation on the Prevention of Child Abuse	45 CFR 1302.5	Parent Orientation Meetings
Parent Rights (Licensing Form upon Enrollment)	45 CFR 1302.15	Early Childhood Educators, Family Advocates and Family Service Workers
Pedestrian Training	45 CFR 1302.47	Parent Committee Meetings
Family Assistance with Nutrition	45 CFR 1302.44	Nutrition Assessment, first 45 days
Parent Education of Mental Health Issues	45 CFR 1302.46	Annually and as needed
Parenting Skills Training	45 CFR 1302.43	Parent Committee Meetings

Community Action Partnership of Kern
Head Start/State Child Development
2027-2028 TRAINING and TECHNICAL ASSISTANCE PLAN

ADDITIONAL TRAININGS

The following training/activities will be supported by local community partnerships, Head Start West and internal staff trainings at little* to no cost to the program. (*some minor cost for supplies may be needed, and would be identified under the category of Supplies in the budget detail)

PARENT EDUCATION	Date
Policy Council New Member Training	November 2027
Parent Committee Training	November 2027
EARLY CHILDHOOD DEVELOPMENT / PROGRAM	
ITERS & ECERS Identified Trainings	October 2027
Challenging Behaviors/Behavioral Strategies (ASQ)	January 2028
DRDP Identified Trainings	April 2027
Creative Curriculum	April 2027
Teacher Talk (SELPA)	August 2027
Monitoring Audit	December 2027
CLASS	August 2027
Mentor Coaching Training	August 2027
Case Management for Family Engagement	Monthly Series
ADMINISTRATION	
Pre-Service 2026	July/August 2027
Health and Safety Training	Monthly
Performance Evaluation Training	Annually
Student/Volunteer Accident Training	As needed
BOD Training ~ Roles and Responsibilities	November 2027
FISCAL	
Budget Development	Quarterly

Community Action Partnership of Kern
Head Start/State Child Development
2027-2028 TRAINING and TECHNICAL ASSISTANCE PLAN

ADDITIONAL CONFERENCES

The following trainings have been selected to improve staff skills in completing daily tasks. The various topics will assist in providing the training(s) needed that are not readily available within our community or by one of our own employees. Additional conferences may be considered, and staff may be selected to attend based on their role and duties in relation to the conference category.

Head Start California trainings and BOD Meetings
Child and Adult Care Food & Nutrition Conference Expo
ChildPlus Trainings
Every Child California
Policy Leadership (NHSA)
Pyramid Model Annual National Conference
Early Start National Home Visiting Summit
Head Start West Conference
Community Action Partnership Conferences