

***Approval of
Head Start Policy Council
March 26, 2024 Meeting
Minutes***



MEETING MINUTES



HEAD START POLICY COUNCIL MEETING

March 26, 2024

6:15 P.M.

Members Present	Edgewood Independent School District (EISD): Jessica Garcia, Jasmine Gomez San Antonio Independent School District (SAISD): Keyonna Hughes, Jacqueline Munoz, Lillian Dotson, Ashley Trevino EHS-EISD: none EHS-EISD HB: Erika Lara EHS-CCP: Anna Rios Community Representative: Yenter Tu
Members Absent	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): none EHS EISD: Wilmarys Vazquez EHS-EISD HB: none EHS-CCP: Krizia Franklin Community Representative: Ramiro Lopez
Alternate Members Present	Edgewood Independent School District (EISD): None San Antonio Independent School District (SAISD): None EHS-EISD: none EHS-EISD HB: none EHS-CCP: None Community Representative: John Bonillas, Lisa Rosales
Alternate Members Absent	Edgewood Independent School District (EISD): Erika Fuentes, Katherine Carvallo San Antonio Independent School District (SAISD): Monica Duran, Magaly Olguin, Alyssa Medina EHS-EISD: none EHS-EISD HB: Elena Martinez Blanco EHS-CCP: Claudia Zuniga, Kanisha Thomas Community Representative: none

I. CALL TO ORDER

2023-2024 San Antonio Independent School District (SAISD) HSPC Vice Chair, Ashley Trevino, called the meeting to order at 6:16 p.m.

II. MEETING MINUTES

Motion: Ms. Keyonna Hughes moved to approve the February 27, 2024 meeting minutes.

Seconded (2nd): Ms. Jessica Garcia

Vote: All in favor (unanimous)- The motion carried.

III. PUBLIC COMMENTS

None to report

IV. BRIEFING AND POSSIBLE ACTION (a-h)

a. Approval of 2024-2025 Early Head Start-Child Care Partnership (EHS-CCP) Baseline Grant Application

HSPC Vice Chair, Ashley Trevino, introduced Ms. Rhonda Roach, Senior Special Projects Manager, to present on the Approval of the 2024-2025 Early Head Start-Child Care Partnership (EHS-CCP) Baseline Grant Application. Ms. Roach highlighted the different components of the Baseline Grant Application that included providing information from the 2023-2024 program year operations and detailed planned services and improvements for the next five-year grant cycle. Ms. Roach also reported that the EHS-CCP program will continue providing program services in six non-profit agencies. Detailed funding information from the Baseline Grant Application was also provided.

HSPC member, John Bonillas, inquired and requested clarification about the term, non-compete, and asked if that was a good thing. Ms. Roach explained that we are awarded on a five-year project period and during those five years we go through our Federal monitoring cycle and based on the outcomes of the Federal monitoring cycle determines whether you have to compete or go through a non-compete. When it is a non-compete, that means it is a very favorable monitoring. Ms. Roach confirmed that this makes the process easier to get the grant and added that this also means that no one else can write to compete for these funds. No further questions were asked.

Motion: Ms. Jasmine Gomez moved to approve the 2024-2025 Early Head Start-Child Care Partnership (EHS-CCP) Baseline Grant Application with minor edits.

Seconded (2nd): Mr. John Bonillas

Vote: All in favor (unanimous)

b. Approval of 2022-2023 Annual Report with minor revisions

HSPC Vice Chair, Ashley Trevino, introduced Ms. Priscilla Garcia, Senior Management Analyst, to present on the Approval of the 2022-2023 Annual Report with minor revisions. Ms. Garcia highlighted several pages of the Annual Report, including our 2022-2023 Head Start Policy Council representatives and City of San Antonio Head Start staff photo. Ms. Garcia reported that all six of our Early Head Start-Child Care Partnership (EHS-CCP) program sites had received a four (4) star rating system from the Texas Rising Star Program. In addition, Ms. Garcia highlighted data on services provided that included dental evaluations, lead screenings, and mental health consultations. No questions were asked.

Motion: Ms. Anna Rios moved to approve the 2022-2023 Annual Report with minor edits.

Seconded (2nd): Ms. Jessica Garcia

Vote: All in favor (unanimous)

c. Review of Head Start Program Governance By-laws and Impasse Procedures

HSPC Vice Chair, Ashley Trevino, introduced Ms. Priscilla Garcia, Senior Management Analyst, to present the Review of the Head Start Program Governance By-laws and Impasse Procedures. Ms. Garcia referred the Policy Council members to the parent packet to review the documents and opened the floor for discussion, questions or comments. In addition, Ms. Garcia stated no changes were being made at this time. No questions or comments were provided.

d. Review of Head Start/Early Head Start Program Disability Enrollment Data

HSPC Vice Chair, Ashley Trevino, introduced Ms. Mica Clark-Peterek, Special Projects Manager, and Ms. Christina Fitzgerald, Special Projects Manager, to present the Review of the Head Start/Early Head Start Program Disability Enrollment Data. Ms. Clark-Peterek informed that each Head Start grant must include a minimum of 10% of slots to be occupied by a child with a disability. This requirement helps ensure that programs recruit children who are identified as eligible for the Individuals with Disabilities Education Act (IDEA) services prior to entering the program. Eligibility for Special Education Services was discussed. Ms. Clark-Peterek also informed that reports are provided to the Policy Council members each month of the number of children that are identified as having a disability and are receiving services through IDEA. As of September 2023, the program, as a whole, met the 10% requirement. Furthermore, the percentages obtained are based on the program's funded enrollment. In conclusion, Head Start's goal is to receive services as early as possible, serve children and families of greatest need, and engage and empower parents to advocate for their child.

HSPC member, Yenter Tu, inquired about how families are presented with resources for disability services. Ms. Clark-Peterek informed about the partnerships with practitioners and Early Childhood Intervention (ECI) services. When a doctor identifies or suspects a child may have a disability or may need additional services, they will refer the child to ECI services. With that partnership with ECI, they know about our Early Head Start locations and will communicate with us that they have a child that would like to enroll into the program. If Head Start identifies a child with a suspected delay, parents are referred to talk with their doctor. The Early Head Start program may also make a referral to ECI and will work with them to come in and complete an evaluation.

HSPC member, Jasmine Gomez, inquired if the 10% disability enrollment was inclusive of the individuals who might have a delay or special need. Ms. Clark-Peterek reported that this percentage included children that had an Individual Service Plan (IFSP) or an Individualized Education Plan (IEP).

HSPC member, Jessica Garcia, inquired about assessments for autism and asked that if a child came in with autism, would that child have to be re-tested. Ms. Clark-Peterek informed that the child would go through an evaluation process with the school district to see if the child qualified for services. Ms. Clark-Peterek added that sometimes, a child may not qualify for services under IDEA but they may qualify for services or accommodations under Section 504. Ms. Clark-Peterek provided detailed information regarding Section 504 services. No further questions were asked.

e. Review of Head Start, EHS, and EHS-CCP Fiscal Report

HSPC Vice Chair, Ashley Trevino, introduced Mr. Stephen Gonzalez, Fiscal Manager, to present the Review of the Head Start, EHS, and EHS-CCP Fiscal Reports. Mr. Gonzalez reported on the Head Start and Early Head Start consolidated grant for the 2023-2024 fiscal year. This grant period is from February 1, 2023 through January 31, 2024 and is currently in a close-out period. As of February 29, 2024, Mr. Gonzalez reported the total budget was at \$37,810,619.00. The year-to-date budget was \$34,834,991.00 and the year-to-date actual was \$31,155,615.00 with a variance of \$3,679,376.00. Mr. Gonzalez provided detailed information on variances related to Personnel Salaries/Fringe Benefits, Travel, Supplies, Contractual, Other, and Non Federal/In Kind categories.

Mr. Gonzalez reported on the Head Start and Early Head Start consolidated grant for the 2024-2025 fiscal year. This grant period is from February 1, 2024 through January 31, 2025. As of February 29, 2024, Mr. Gonzalez reported the total budget was at \$38,429,045.00. Mr. Gonzalez also provided additional grant information and informed that the total Federal Budget was \$30,743,236.00 and the Non Federal/In Kind amount was \$7,685,809 which was an increase from the 2023-2024 grant year. The year-to-date budget was reported at \$691,269.00 and the year-to-date actual was \$654,829.00 with a variance of \$36,440.00. Mr. Gonzalez provided detailed information on variances related to Travel, Supplies, Contractual, and Other categories.

Lastly, Mr. Gonzalez reported on the Early Head Start-Child Care Partnership (EHS-CCP) Grant. The following information was provided from the 2023-2024 Fiscal Report as of February 29, 2024. The budget period for this grant is from August 1, 2023 through July 31, 2024. Mr. Gonzalez reported the total budget for this grant was \$4,139,106.00. The Year-to-date budget is \$2,058,575.00 and the Year-to-date Actual amount is \$2,072,070.00 with a negative variance amount of \$13,496.00. Mr. Gonzalez provided variance explanations for Personnel Services and Fringe Benefits.

HSPC member, Jasmine Gomez, inquired about the delay that was mentioned in the overview of the Head Start/Early Head Start 2023-2024 Fiscal Report. Mr. Gonzalez reported that for EISD and SAISD, there was a slight delay in receiving invoices from the school districts. Mr. Gonzalez further reported that when invoices are received from our third party partners, they have to be fully approved by our internal staff and the finance staff before paying them out. Invoices were received at the end of February but they did not make the cut to include them for the month of February 2024 and so they will be recognized in March 2024.

HSPC member, John Bonillas, inquired about the reallocation of \$450,000.00 from “Personnel to Supplies and “Other” from the 2023-2024 Head Start/Early Head Start Fiscal Report. Mr. Gonzalez discussed SAISD’s teacher vacancies along with related payroll issues and the reallocation of funds to the purchase of supplies and minor building repairs. Mr. Gonzalez also provided clarification on the contractual services category and the carry forward process for left over funding. Ms. Audrey Jackson, Head Start Administrator, provided additional information on the teacher vacancies and the use of long-term substitute teachers in the classrooms. No further questions were asked.

f. Review of Head Start, EHS, and EHS-CCP Monthly Reports

HSPC Vice Chair, Ashley Trevino, introduced Ms. Audrey Jackson, Head Start Administrator, to present the Review of Head Start, EHS, and EHS-CCP Monthly Reports. Firstly, Ms. Jackson provided an introduction of Mr. Rodolfo Rodriguez, new lead staff member for quality assurance, budgets and contracts. Then, Ms. Jackson presented on the monthly program reports that covered information through the end of February 2024. Regarding the Head Start Monthly Report, Ms. Jackson reported that we were at 95% for enrollment and referred the Policy Council members to the eligibility determinations and their percentages on the Head Start monthly report. Attendance was reported at 90% and our disability enrollment was at 15.86% which exceeded our policy requirement of at least 10%. Ms. Jackson also reported on the benchmark dates for education and family engagement services, as well as the data on Mental Health Services.

Ms. Jackson reported on the Early Head Start monthly report for February 2024 and stated that this program was housed at EISD with the center based and home based programs. Ms. Jackson reported this was the program in which we have struggled with teacher vacancies and added that we were at 91% for enrollment. Information was provided about two vacant classrooms due to staff shortages and that one of those classrooms was now filled, as of February 2024. Also, Ms. Jackson informed that our Home based caseload had a funded enrollment of 12 slots and we currently have ten (10) children enrolled for the month of February, 2024 plus two children have now been added and we are now at 12 children with this program. Ms. Jackson projected that by the end of March or April, we will be 100% enrolled in the home based program. Our average daily attendance was reported at 88% and our disability enrollment was at 12%. Ms. Jackson also highlighted the data in Education services.

Lastly, Ms. Jackson reported on the February 2024 Monthly Program Report for the EHS-CCP program. Ms. Jackson reported this program serves 216 children and partners with six (6) different childcare providers. Ms. Jackson added that we are at 100% for enrollment and we have a long waiting list for this program. Our average daily attendance was at 91% for the month of February and our disability enrollment was at six percent (6%). We did hit the 10% requirement for disability enrollment in August and now the number is going down because the children are aging out of ECI services and their Individual Family Service Plan (IFSP). The children are then referred to ChildFind at the school districts if they are still in need of continued services. They will then be evaluated and then moved on to the Head Start program with or without an IEP. Furthermore, Ms. Jackson reviewed the percentages for Education, Family Engagement, and Mental Health Services.

HSPC member, Jasmine Gomez, inquired about the zero percent (0%) disability enrollment for the Home Based program. Ms. Rachel Pearce, Senior Management Analyst, reported that we do not have any children that have been identified with any type of disabilities or any concerns. It was reported that the home visitor works with the families to have conversations and address any concerns and send referrals, if needed. The funded enrollment for the homebased program is 12 slots and we continue to do recruitment for this program. Ms. Christina Fitzgerald, Special Projects Manager, reported that we continue to work with Early Childhood Intervention (ECI). We meet with their coordinators and provide our information to their case managers so that families may be informed about our home based services.

HSPC member, Ashley Trevino, requested additional information about Early Childhood Intervention (ECI). Ms. Fitzgerald reported that we partner with three agencies in San Antonio: Brighton, Easter Seals and Center for Healthcare Services and all three offer ECI services. With parent consent, if there is a concern, the parent can have their child evaluated. At a young age, it's not necessarily a diagnosis, but perhaps there may be a developmental delay and intervention services could be offered. In addition, services include speech, physical therapy, occupational therapy, and some counseling services. Services can be provided in the home or at the center. The age group for these services is three years old or younger. Furthermore, a discussion was also held about partnerships with the medical community and connections with the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) and our local libraries. No further questions were asked.

g. Review of Head Start Quality Assurance Report

HSPC Vice Chair, Ashley Trevino, introduced Ms. Samantha Villa, Management Analyst, to present the Review of the Head Start Quality Assurance Report. Ms. Villa introduced herself and explained that she would be presenting the February 2024 monthly quality assurance report. It was reported that the projects conducted included a Governance Review, Safe Environments Review #1 Facilities, and Education Review. Ms. Villa also informed about the projects that were completed, which included the Pedestrian Bus Safety Training Review, Safe Environments Review #1 Medication Administration, Safe Environments Review #1 Outdoors/Gym, and Safe Environments Review #1 Classroom Safety. Furthermore, Ms. Pizano reported there were no areas of non-compliance and discussed the areas of concern with the Pedestrian Bus Safety Training Review, Safe Environments Review #1 Medication Administration, Safe Environments Review #1 Outdoors/Gym, and Safe Environments Review #1 Classroom Safety.

HSPC member, Ashley Trevino, inquired about the time frame that is given to the school districts to resolve any areas of concern. Ms. Audrey Jackson, Head Start Administrator, reported that, typically, there is a ten day turnaround period, however, there are some things that might take longer. In addition, we have had more success with both school districts in responding to issues than in the past. If something takes a long time, it could be that the administrator has not submitted the work order yet because the maintenance crew has been extremely responsive to requests. Another component is that, because of the district's rightsizing, this may also contribute to the fact that they have other things that are being looked at facility-wise. In general, Ms. Jackson reported, we have not had any problems with non-responsiveness. Ms. Mica Clark-Peterek, Special Projects Manager, discussed items having some priority, like items with immediate safety concerns and how those items are addressed. A discussion was also held on the complaint procedure that is available to parents with concerns.

HSPC member, Jasmine Gomez, inquired about the frequency of follow-ups on concerns. Ms. Villa reported we have a quality assurance calendar and different areas are reviewed throughout the year. After visits are completed, reports are submitted to Head Start and the school districts. Items receive continuous follow-ups until they are addressed and corrected. Ms. Clark-Peterek reported both of our school district partners have a compliance team and photos are submitted to them. So, as Head Start's compliance team makes their school visits, the reports are submitted to the school district's compliance team and they go out and fix the items. The school district's compliance team submits evidence that items have been completed and our compliance team ensures that information is valid and that the correction is accepted. No further questions were asked.

h. Review of EHS and EHS-CCP Quality Assurance Report

HSPC Vice Chair, Ashley Trevino, introduced Ms. Dianne Mendez, Management Analyst, to present the Review of EHS and EHS-CCP Quality Assurance Report. Ms. Mendez reported that she was presenting information from the February 2024 monthly quality assurance report. The Policy Council members were informed that the projects conducted included a Disabilities Child File Review and Onsite Visits, Family and Community Support Child File Review, and Mid-Year Health and Safety Screening Visits. There were noted areas of non-compliance with the Mid-Year Health and Safety Screening Visit and, in addition, Ms. Mendez also discussed the areas of concern related to the

Disability Review, Family and Community Support Review and Mid-Year Health and Safety Screening Visit.

HSPC member, Lisa Rosales, inquired about possible automation of systems to eliminate any possible human error in the uploading of forms from managers. Ms. Mendez provided information on the process of doing a Human Resources (HR) file review and a desk review which involves the Head Start system.

HSPC member, Jasmine Gomez, stated that Ms. Rosales was possibly alluding to eliminating the need for a hard copy, in general, and allowing the parent to submit information electronically to avoid the gap in scanning the documents. Ms. Clark-Peterek provided information on a direct link that parents can use to upload documents into the ChildPlus data system and explained that there were other documents like WIC and the Supplemental Nutrition Program (SNAP) forms that have to be received from the parent. Ms. Clark-Peterek also reported that our ChildPlus data system does not communicate with other systems. Ms. Cassandra Farias-Ybarra, Special Projects Manager, reported on the ChildPlus module system and information was also provided on confidentiality and the Health Insurance Portability and Accountability Act (HIPPA).

V. GOVERNING BODY

HSPC Vice Chair, Ashley Trevino, asked Ms. Priscilla Garcia, Senior Management Analyst, to present items for the Governing Body and Advisory Committee. Ms. Garcia highlighted a photo of the City of San Antonio City Council (City Council) as the program's Governing Board. Ms. Garcia reported that City Council will not meet on Thursday, March 28, 2024 and added that the EHS-CCP Baseline Grant Application will be taken to City Council on April 11, 2024.

A picture of the Community Action Advisory Board (CAAB) was presented, our current advisory committee that meets monthly. Ms. Garcia reported that the committee met on March 21, 2024 and was provided with our program governance training. An announcement was also provided about a recruitment meeting in April for Policy Council parents and Parent Leaders from Head Start. Policy Council Community Representatives were encouraged to email any recruitment ideas. Policy Council members were informed that the next Policy Council meeting was scheduled for Tuesday, April 23, 2024. No questions were asked.

VI. ADJOURNMENT

Motion: Mr. John Bonillas moved to adjourn the meeting.

Seconded (2nd): Ms. Jasmine Gomez

Vote: All in favor (unanimous) – The motion carried.

HSPC member for Vice Chair, Ashley Trevino, adjourned the meeting at 7:59 pm.

Chair

Date