

***Approval of  
Head Start Policy Council  
May 28, 2024 Meeting  
Minutes***



# MEETING MINUTES

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## HEAD START POLICY COUNCIL MEETING

May 28, 2024

6:15 P.M.

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

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### I. CALL TO ORDER

2023-2024 San Antonio Independent School District (SAISD) HSPC Chair, Krizia Franklin, called the meeting to order at 6:35 p.m.

### II. MEETING MINUTES

**Motion:** Ms. Jasmine Gomez moved to approve the May 28, 2024 meeting minutes.

**Seconded (2<sup>nd</sup>):** Mr. John Bonillas

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

### III. PUBLIC COMMENTS

None to report

#### **IV. BRIEFING AND POSSIBLE ACTION (a-j)**

##### **a. Presentation of Jule Sugarman and David Chavarria Award**

HSPC Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, to present the Jule Sugarman and David Chavarria Award. Ms. Jackson provided information on the Jule Sugarman and David Chavarria award and the nomination process. The winners were announced and presented with a certificate. A reception followed shortly thereafter for the recipients and their guests. No questions were asked.

##### **b. Correspondence I & II**

HSPC Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, to present on Correspondence I - ACF-OHS-PI-24-02 Fiscal Year 2024 Head Start Funding Increase and Correspondence II - ACF-OHS-IM-24-01 Strategies and Recommendations for Supporting Mental Health. Ms. Jackson discussed components of Correspondence I that included a Cost of Living Adjustment (COLA) with an increase of 2.35% of the Fiscal Year 2023 funding level. Furthermore, it was reported that a supplemental grant application did not have to be written to receive these funds.

Ms. Jackson also presented highlights of Correspondence II that included information on mental health services in Head Start. In addition, information on the City of San Antonio's Head Start program mental wellness services was also provided.

HSPC member, Krizia Franklin, inquired when the funding increase would take effect. Ms. Jackson reported that we are waiting for the notice of award and added that, for the Head Start and Early Head Start grant, the funding would be retroactive back to February 1, 2024. Information was also provided on Ms. Franklin's inquiry about the use of check-in charts for children. Ms. Jackson and Ms. Mica Clark-Peterek, Special Projects Manager, reported on the use of check-in charts in some of the classrooms and also the use of strategies by teachers from the Conscious Discipline and Social Emotional Curriculums. Information was also provided on the training of mental wellness with every staff member and how educational opportunities are shared at the Parent Connection Committee (PCC) meetings, through the implementation of parent surveys, and participation in the Triple P Parenting program.

HSPC member, Jessica Garcia, inquired if there were partnerships with agencies with respect to access for mental health treatment. Ms. Jackson reported we contract with Family Service Association with the Early Head Start Program and with the Head Start Program, we work with Communities in Schools. In addition, within our Head Start team, we have six people who are mental health professionals and play a consultative role in working with the parents and the teachers. No further questions were asked.

##### **c. Quick Tips for a Successful Board Meeting**

HSPC Chair, Krizia Franklin, introduced Ms. Kristine Duff, Assistant City Attorney, and Ms. Priscilla Garcia, Senior Management Analyst to present on Quick Tips for a Successful Board Meeting. Ms. Duff reviewed the basic rules for the following topics related to running a board meeting: member conduct, community comments, committees, alternates, the agenda, and specific motions. No questions were asked.

**d. Approval of 2022-2023 Head Start Program Self-Assessment Report**

HSPC Chair, Krizia Franklin, introduced Mr. Roger Foster, Senior Management Coordinator, to present on the Approval of the 2022-2023 Head Start Program Self-Assessment Report. Mr. Foster reviewed the five goals of the Self-Assessment Report which include Education, Family Support, Health, Environmental Health and Safety, and Highly Qualified Staff. Mr. Foster reported that within each of these goals, there are a set of measurable objectives that we work towards and look at every year. We rate ourselves on terms of how well we are mastering or making progress towards the objectives. Mr. Foster also reviewed the areas for improvement and the strengths within the five goal areas.

HSPC member, Krizia Franklin, inquired if the area for improvement was because there was no two way factor between parents and staff with providing well baby exams to the program. Mr. Foster provided some examples of situations that may contribute to the program not receiving a well-baby exam that affects the meeting of the goal of percentage of children that have an up to date well child/physical exam within the first 90 days of entry. Mr. Foster also provided information on the documentation of events in our ChildPlus Data system. No further questions were asked.

**Motion:** Ms. Jessica Garcia moved to approve the 2022-2023 Head Start Program Self-Assessment Report with minor edits.

**Seconded (2nd):** Ms. Anna Rios

**Vote:** All in favor (unanimous)

**e. Approval of 2024-2025 Head Start and Early Head Start (EHS) School Readiness Goals**

HSPC Chair, Krizia Franklin, introduced Ms. Mica Clark-Peterek, Special Projects Manager, to present on the Approval of the 2024-2025 Head Start and Early Head Start (EHS) School Readiness Goals. Ms. Clark-Peterek reported on Head Start's requirement that programs establish school readiness goals. The five domains to school readiness along with the Head Start Early Learning Outcomes Framework and the Parent, Family and Community Engagement Framework were discussed with the Policy Council members. It was reported that surveys were conducted and a second School Readiness Summit was held in 2024. Members were presented with the new set of School Readiness Goals with a request for their approval.

HSPC member, Krizia Franklin, inquired who was going to develop the plan of action that will determine what the school readiness goals will look like in the classrooms. Ms. Clark-Peterek reported on the teams that will work on the plan of action that include our Education Team, Family and Community Support Team, and School District Teams.

HSPC member, Erika Lara, inquired if information on the curriculums was posted on our Head Start website. Ms. Clark-Peterek reported she could provide the information to Ms. Lara. No further questions were asked.

**Motion:** Mr. Yenter Tu moved to approve the 2024-2025 Head Start and Early Head Start (EHS) School Readiness Goals with minor edits.

**Seconded (2nd):** Ms. Erika Lara

**Vote:** All in favor (unanimous)

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

HSPC Chair, Krizia Franklin, introduced Ms. Amada Aguilera, Fiscal Analyst, to present the Review of the Head Start, EHS, and EHS-CCP Fiscal Reports. Ms. Aguilera 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 April 30, 2024, Ms. Aguilera reported the total budget was at \$37,810,619.00. The year-to-date budget was \$37,810,619.00 and the year-to-date actual was \$36,039,389.00 with a variance of \$1,771,230.00. Ms. Aguilera also provided detailed information on variances related to Personnel Salaries/Fringe Benefits, Travel, Supplies, Contractual, Other, and Non Federal/In Kind categories.

Ms. Aguilera 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 April 30, 2024, Ms. Aguilera reported the total budget was at \$38,429,045.00. The year-to-date budget was reported at \$2,200,508.00 and the year-to-date actual was \$2,118,096.00 with a variance of \$82,412.00. Ms. Aguilera provided detailed information on variances related to Travel, Contractual, and Other categories.

Lastly, Ms. Aguilera 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 April 30, 2024. The budget period for this grant is from August 1, 2023 through July 31, 2024. Ms. Aguilera reported the total budget for this grant was \$4,139,106.00. The Year-to-date budget is \$2,732,893.00 and the Year-to-date Actual amount was \$2,649,186.00 with a variance amount of \$83,707.00. Ms. Aguilera provided detailed information on Personnel Services and Fringe Benefits, Travel, Supplies, Contractual, Other, and Non Federal Share/In Kind categories. No questions were asked.

**g. Review of Head Start Recruitment Ambassador Meeting**

HSPC Chair, Krizia Franklin, introduced Ms. Priscilla Garcia, Senior Management Analyst, and Ms. Melissa Benavidez, Senior Management Analyst, to present on the Review of the Head Start Recruitment Ambassador Meeting. Ms. Benavidez reported on feedback that was received at the Head Start Recruitment Ambassador meeting held on April 30, 2024. Parent Leaders were invited and a discussion was held on the efforts of recruitment and the Head Start and Early Head Start recruitment flyer. Head Start Proud T-Shirts were provided to the programs' parents and information was also shared on future Head Start Recruitment Ambassador meetings. No questions were asked.

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

HSPC Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, to present the Review of Head Start, EHS, and EHS-CCP Monthly Reports. Ms. Jackson presented on the monthly program reports that covered information through the end of April 2024. Regarding the Head Start Monthly Report, Ms. Jackson reported that we were at 94% for enrollment and our average daily attendance at 90%. Disability enrollment was reported at 17.71%, which was a good number because, as a reminder, we are required to serve at least 10% of our enrollment for children of varying needs. Ms. Jackson also highlighted the data from Education Services, Family Engagement Services and Health Screenings.

Ms. Jackson reported on the Early Head Start monthly report for May 2024 in which we service 128 children. It was reported that, as of the end of April, we were fully enrolled in our center based and home based programs. Our average daily attendance was reported at 84% and attributed the percentage to children's illnesses. The disability enrollment number was reported at 13% and it was reported that it was due to the opening of two additional classrooms and the prioritization of children with disabilities. Ms. Jackson also highlighted the data in Education Services, Family Engagement Services and Health Screenings.

Lastly, Ms. Jackson reported on the April 2024 Monthly Program Report for the EHS-CCP program. Ms. Jackson reported that we have been fully enrolled for the entire school year. Our average daily attendance was at 90% for the month of April and our disability enrollment was at eight percent (8%). Ms. Jackson highlighted the data in Education Services, Family Engagement Services, and Health Screenings.

HSPC member, Krizia Franklin, inquired about the data in the Mental Health Services section of the Head Start monthly program report; the data reflected zeros for the number of mental health consultations provided by a licensed mental health professional. Ms. Jackson provided clarification on the two rows in that section which reflected percentages of services provided by a mental health professional and by a licensed mental health professional. It was reported that monthly and cumulative numbers will be provided for the Mental Health Services section. No further questions were asked.

**i. Review of Head Start Quality Assurance Report**

HSPC Chair, Krizia Franklin, introduced Ms. Liza Contreras, Management Analyst, to present the Review of the Head Start Quality Assurance Report. Ms. Contreras introduced herself and explained that she would be presenting the April 2024 Monthly Quality Assurance Report. It was reported that the projects conducted included a Governance Review, Family and Community Support Review, and Safe Environments Review #2 with Medication Administration, Facilities, Classroom Safety, and Outdoors. Ms. Contreras also informed about the projects that were completed, which included the Health Review and Metro Health Review. In addition, there were no areas of non-compliance noted during this review. Lastly, Ms. Contreras discussed the areas of concern with the Health Review and Metro Health Review.

HSPC member, Krizia Franklin, inquired about parents signing a dental consent form and the challenges of getting the children seen by the dentist. Ms. Clark-Peterek reported that the report was based on a small sample of children (about 10%) and the percentage of children that are uncooperative was very low. Ms. Clark-Peterek also discussed services provided to uncooperative and uninsured children.

HSPC member, Jessica Gomez, inquired about a possible disconnect with obtaining information from the families and entering it into the database. Ms. Clark-Peterek described different factors that can affect children receiving services, documentation, and uploading of the documents. No further questions were asked.

**j. Review of EHS and EHS-CCP Quality Assurance Report**

HSPC Chair, Krizia Franklin, introduced Ms. Wanda McMillan, Management Analyst, to present the Review of EHS and EHS-CCP Quality Assurance Report. Ms. McMillan reported she was presenting information from the April 2024 Monthly Quality Assurance Report. The Policy Council members were informed that the projects conducted included an Education Child File Review and Onsite Visits, Family and Community Connection Committee (PCC), Wellness Support, and Unannounced Safe Environment Visits. There were noted areas of non-compliance with the Education Child File Review and Onsite Visits and Unannounced Safe Environment Visits. Ms. McMillan also discussed the areas of concern related to the Education Child File Review and Onsite Visits and Unannounced Safe Environment Visits. No questions were asked.

**V. GOVERNING BODY**

HSPC Chair, Krizia Franklin, 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 no items were taken to City Council for review or approval at this time.

A picture of the Community Action Advisory Board (CAAB) was presented, our current advisory committee that meets monthly. Ms. Garcia reported that the policies for Head Start and Early Head Start were presented to the CAAB committee and were approved on May 16, 2024. Policy Council members were informed that the next Policy Council meeting was scheduled for Tuesday, June 25, 2024. No questions were asked.

**VI. ADJOURNMENT**

**Motion:** Ms. Keyonna Hughes moved to adjourn the meeting.

**Seconded (2<sup>nd</sup>):** Ms. Jessica Garcia

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

**HSPC member for Chair, Krizia Franklin, adjourned the meeting at 8:22pm.**

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Chair	Date