

***Approval of  
Head Start Policy Council  
May 27, 2025 Meeting  
Minutes***



# MEETING MINUTES

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## HEAD START POLICY COUNCIL MEETING

May 27, 2025

6:15 P.M.

<b>Members Present</b>	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): Keyonna Hughes, Jacqueline Munoz EHS-EISD: none EHS-EISD HB: none EHS-BSA: Cynthia Berry EHS-CCP: Jennipher Salinas, Krizia Franklin Community Representative: Lisa Rosales, Shatonya King
<b>Members Absent</b>	Edgewood Independent School District (EISD): Michael Gamez, Magen Ibarra San Antonio Independent School District (SAISD): Destiny Barrera, Delia Silva EHS-EISD: Kenya Tenorio EHS-EISD HB: Elena Blanco EHS-BSA: none EHS-CCP: none Community Representative: none
<b>Alternate Members Present</b>	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): Genavieve Huerta EHS-EISD: none EHS-Alternate: Rina Mares EHS-CCP: none Community Representative: none
<b>Alternate Members Absent</b>	Edgewood Independent School District (EISD): Tina Espitia San Antonio Independent School District (SAISD): Lizeth Ramirez, Anna Rios, Jerenly Lisboa EHS-EISD: none EHS-Alternate: none EHS-CCP: Sandy Davila, Sabrina Hernandez Community Representative: Danielle Garcia, Dawn Worley

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### I. CALL TO ORDER

2024-2025 San Antonio Independent School District (SAISD) HSPC for Chair, Krizia Franklin, called the meeting to order at 6:31 p.m.

### II. MEETING MINUTES

**Motion:** Ms. Lisa Rosales moved to approve the April 22, 2025 meeting minutes.

**Seconded (2<sup>nd</sup>):** Ms. Jennipher Salinas

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

### III. PUBLIC COMMENTS

None to report

### IV. BRIEFING AND POSSIBLE ACTION (a-i)

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

HSPC Representative for Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, Ms. Krizia Franklin, Chair, and Ms. Keyonna Hughes, Vice Chair, 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. Presentation of Head Start Pre-K Program 60<sup>th</sup> Birthday

HSPC Representative for Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, to present on Head Start Pre-K Program's 60<sup>th</sup> Birthday. Ms. Jackson informed that May 18, 2025 was the 60<sup>th</sup> Anniversary/Birthday for the Head Start Program. A committee was formed that put together celebrations throughout the year. On May 22, 2025, there was a culminating event with special speakers and agency partners. Everyone was invited to sign the physical and/or digital birthday card. No questions were asked.

#### c. Approval of Early Head Start and Early Head Start-Child Care Partnership Program Policy Updates with minor edits

HSPC Representative for Chair, Krizia Franklin, introduced Ms. Priscilla Garcia, Senior Program Analyst to present on the Approval of the Early Head Start and Early Head Start-Child Care Partnership Program Policy Updates with minor edits. Ms. Garcia highlighted the 25 edited policies that were listed in the 2025-2026 Early Head Start Policy Index. The Policy Council members were referred to the parent packet and were provided the policies for review. Policy Council members were asked if there were any questions. No questions were asked.

**Motion:** Ms. Keyonna Hughes moved to approve the Early Head Start and Early Head Start-Child Care Partnership Program Policy Updates with minor edits.

**Seconded (2nd):** Ms. Lisa Rosales

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

#### d. Review of Head Start Pre-K and Early Head Start Program School Readiness Goals

HSPC for Chair, Krizia Franklin, introduced Ms. Mica Clark-Peterek, Special Projects Manager, to present on the Review of the Head Start Pre-K and Early Head Start Program 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 reviewed and discussed with the Policy Council members. A history of the School Readiness Goals was also presented along with this year's current goals for each domain. No questions were asked.

**e. Review of Head Start Pre-K Program Fiscal Financial Audit**

HSPC for Chair, Krizia Franklin, introduced Mr. Carlos Garza, Fiscal Analyst, to present on the Review of the Head Start Pre-K Program Fiscal Financial Audit. Mr. Garza highlighted information on the Fiscal Financial Audit and how the City of San Antonio was subject to a single audit for Fiscal Year 2024. In addition, Mr. Garza reported that these audits typically included Federal Grants in major programs, like the Head Start Program. For Fiscal Year 2024, Mr. Garza stated that the Head Start program was not selected for this audit and the results of the audit found no significant issues.

HSPC members, Krizia Franklin and Lisa Rosales, inquired if unspent grant funds are rolled over. Ms. Jackson discussed options like completing supplemental applications for the funding and also encouraged presentation of ideas from the Policy Council members on how those funds could be spent within the program. No further questions were asked.

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

HSPC Representative for Chair, Krizia Franklin, introduced Mr. Carlos Garza, Fiscal Analyst, to present the Review of the Head Start Pre-K, EHS, and EHS-CCP Fiscal Reports. Mr. Garza 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, 2025, Mr. Garza reported the total budget was at \$39,322,640.00. The year-to-date budget was reported at \$39,322,640.00 and the year-to-date actual was \$39,284,454.00 with a variance of \$38,156.00. Mr. Garza provided detailed information on variances related to Personnel Salaries/Fringe Benefits, Travel, Supplies, Contractual, Other, and Non-Federal/In Kind categories.

Secondly, Mr. Garza reported on the Head Start Pre-K and Early Head Start consolidated grant for the 2025-2026 fiscal year. This grant period is from February 1, 2025 through January 31, 2026. As of April 30, 2025, Mr. Garza reported the total budget was at \$39,322,640.00. The year-to-date budget was reported at \$4,791,623.00 and the year-to-date actual was \$4,656,421.00 with a variance of \$135,202.00. Mr. Garza provided detailed information on variances related to Personnel Salaries/Fringe Benefits, Travel, Supplies, Contractual, Other, and Non-Federal/In Kind categories.

Lastly, Mr. Garza reported on the Early Head Start-Child Care Partnership (EHS-CCP) Grant. The following information was provided from the 2024-2025 Fiscal Report as of April 30, 2025. The budget period for this grant is from August 1, 2024 through July 31, 2025. Mr. Garza reported the total budget for this grant was \$4,301,301.00. The Year-to-date budget was \$2,903,488.00 and the Year-to-date Actual amount was \$3,165,618.00 with a negative variance of \$262,130.00. Mr. Garza provided detailed variance information on Personnel Services/Fringe Benefits, Travel, Supplies, Contractual, Other, and Non Federal Share/In Kind categories.

HSPC members, Krizia Franklin and Lisa Rosales, inquired about funding for additional parents to attend and participate in Head Start's National Parent Engagement Conference. Ms. Jackson provided information on Head Start funding, working for a city organization, and the number of parent participants attending conferences, as set by the City of San Antonio. No further questions were asked.

**g. Review of Head Start Pre-K Program Quality Assurance Report**

HSPC for Chair, Krizia Franklin, introduced Mr. Jesse Martinez, Compliance Analyst, to present the Review of the Head Start Pre-K Program Quality Assurance Report. Mr. Martinez reported on the projects that were completed which included the Metro Health Review, Health Review, Pedestrian Bus Safety Review, and Transportation Review #1. Mr. Martinez discussed the area of non-compliance with the Transportation Review #1 and the areas of concern with the Metro Health Review, Health Review, and Transportation Review #1. No questions were asked.

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

HSPC for Chair, Krizia Franklin, introduced Ms. Wanda McMillan, Management Analyst, to present the Review of the EHS and EHS-CCP Quality Assurance Report. Ms. McMillan reported on the projects that were completed which included the Safe Environment Classroom Safety #1, Safe Environment Facilities #2, and Safe Environment Outdoors #3. There were no areas of non-compliance found with the projects and in addition, Ms. McMillan discussed the area of concern with the Safe Environment Review #1 – Classroom Safety.

HSPC members, Krizia Franklin and Rina Mares, inquired about children with allergies, asthma action plans, and procedures to address allergy reactions. Ms. McMillan discussed the procedure of medical notification that involves the health manager meeting with Family Support Workers and center staff. Ms. Rhonda Roach, Senior Special Projects Manager, also discussed First Aid and Emergency Response training that all teachers have and would utilize in an emergency event. No further questions were asked.

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

HSPC Representative for 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 2025. In reference to the Head Start Pre-K program, Ms. Jackson reported enrollment at 2,917 children which was close to the funded enrollment number of 2,970 children. The retention rate was reported at 87% with a future goal of reaching 90% for the program. The average daily attendance was reported at 92%, and 19.95% for disability enrollment. Furthermore, Ms. Jackson also highlighted data from the food reports, education services, family engagement services, mental health services, education screenings and health screenings.

Secondly, Ms. Jackson reported on the Early Head Start monthly report for April 2025. Information was provided on the program's funded enrollment of 144 children and the actual enrollment of 143 children. The enrollment retention rate was reported at 86%, the average daily attendance at 87% and disability enrollment at 15%. Furthermore, Ms. Jackson reviewed data from the meal reports, education services, family engagement services, mental health services, education screenings and health screenings.

Lastly, Ms. Jackson reported on the April 2025 Monthly Program Report for the EHS-CCP program. Information was provided about this grant and it was reported that our funded enrollment is 216 child slots with an actual enrollment of 212 children. The enrollment retention number was at 80%,

the average daily attendance was at 91%, and disability enrollment at 8% (eight percent). Ms. Jackson also highlighted data from the food reports, education services, family engagement services, mental health services, education screenings and health screenings. No questions were asked.

#### **V. GOVERNING BODY**

HSPC for Chair, Krizia Franklin, asked Ms. Priscilla Garcia, Senior Program 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 Head Start did not have any items presented to City Council.

A picture of the Community Action Advisory Board (CAAB) was presented, our current advisory committee that meets monthly. Ms. Garcia reported that the CAAB committee met on Thursday, May 15, 2025 and reviewed and approved the Early Head Start and Early Head Start-Child Care Partnership Program Policy Updates with minor edits. In addition, Ms. Garcia informed that the CAAB committee would not be meeting in June 2025 and that the next Policy Council meeting was scheduled for Tuesday, May 27, 2025. No questions were asked.

#### **VI. ADJOURNMENT**

**Motion:** Ms. Shatonya King moved to adjourn the meeting.

**Seconded (2<sup>nd</sup>):** Ms. Jennipher Salinas

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

**HSPC member for Chair, Krizia Franklin, adjourned the meeting at 7:50pm.**

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**Chair**

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**Date**