

***Approval of  
Head Start Policy Council  
September 24, 2024  
Meeting Minutes***



# MEETING MINUTES

---



## HEAD START POLICY COUNCIL MEETING

September 24, 2024

6:15 P.M.

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

---

### I. CALL TO ORDER

2023-2024 San Antonio Independent School District (SAISD) HSPC Chair, Krizia Franklin, called the meeting to order at 6:25 p.m.

### II. MEETING MINUTES

**Motion:** Ms. Jessica Garcia moved to approve the August 27, 2024 meeting minutes.

**Seconded (2<sup>nd</sup>):** Ms. Lisa Rosales

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

### III. PUBLIC COMMENTS

None to report

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

##### **a. Correspondence**

HSPC Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, to present on Correspondence ACF-OHS-IM-24-03 Affirming the Use of Indigenous Knowledge to Meet Curricula and Assessment Requirements in American Indian and Alaska Native Head Start Programs. Ms. Jackson highlighted how the Office of Head Start wants to honor native language and culture and how the Information Memorandum identifies how the American Indian and Alaska Native (AIAN) Head Start programs can meet the requirements of the Head Start Program Performance Standards related to curricula and assessment in ways that center Indigenous Knowledge and Tribal sovereignty. No questions were asked.

##### **b. Approval of 2025-2026 Head Start/Early Head Start (EHS) Continuation Application**

HSPC Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, to present on the Approval of the 2025-2026 Head Start/Early Head Start Continuation Grant Application with minor edits. Ms. Jackson informed that this Continuation Application was for the second year in the five-year grant cycle. Policy Council was informed that the fiscal year for this application will start on February 1<sup>st</sup>, 2025. It is due to City Council on October 17<sup>th</sup>, 2024 and to the Office of Head Start on November 1<sup>st</sup>, 2024. Ms. Jackson highlighted the funding amounts for Head Start and Early Head Start, and the program design was also reviewed. Various components of the Continuation Application were also discussed that included the Five-Year Strategic Plan and the Community Assessment. Ms. Rhonda Roach, Senior Special Projects Manager, provided additional information about the Early Head Start program services. No questions were asked.

**Motion:** Ms. Jessica Garcia moved to approve the 2025-2026 Head Start/Early Head Start (EHS) Continuation Application with minor edits.

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

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

##### **c. Approval of 2024-2025 Head Start/Early Head Start (EHS) Certification of Health and Safety Screener**

HSPC Chair, Krizia Franklin, introduced Mr. Rodolfo Rodriguez, Special Projects Manager, to present on the Approval of the 2024-2025 Head Start/Early Head Start Certification of Health and Safety Screener with minor edits. Mr. Rodriguez informed about the requirement from the Head Start Program Performance Standards that health and safety screenings be conducted within the first 75 days of the school year. The status of the screenings was presented that included the sites from Head Start and the Early Head Start program. No questions were asked.

**Motion:** Ms. Jessica Garcia moved to approve the 2024-2025 Head Start/Early Head Start (EHS) Certification of Health and Safety Screener with minor edits.

**Seconded (2nd):** Ms. Keyonna Hughes

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

**d. Approval of 2024-2025 Early Head Start-Child Care Partnership Certification of Health and Safety Screener**

HSPC Chair, Krizia Franklin, introduced Ms. Dianne Mendez, Management Analyst, to present on the Approval of the 2024-2025 Early Head Start-Child Care Partnership Certification of Health and Safety Screener with minor edits. Ms. Mendez reported that this program also follows the same requirement that health and safety screenings be conducted within the first 75 days of the school year. The status of the screenings was presented that included all six sites for the Early Head Start-Child Care Partnership program. No questions were asked.

**Motion:** Ms. Jessica Garcia moved to approve the 2024-2025 Early Head Start-Child Care Partnership Certification of Health and Safety Screener with minor edits.

**Seconded (2nd):** Mr. John Bonillas

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

**e. Review of Head Start Performance Standards Compliance Timeline**

HSPC Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, to present on the Review of the Head Start Performance Standards Compliance Timeline. Ms. Jackson provided information on various Performance Standard Summaries and compliance dates. For additional information, Policy Council members were encouraged to do further research with the updated Program Performance Standards. No questions were asked.

**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 2024-2025 fiscal year. This grant period is from February 1, 2024 through January 31, 2025. As of August 31, 2024, Ms. Aguilera reported the total budget was at \$39,143,921.00. The year-to-date budget was reported at \$17,163,338.00 and the year-to-date actual was \$16,718,855.00 with a variance of \$444,483.00. Ms. Aguilera provided detailed information on variances related to Personnel Salaries/Fringe Benefits, Travel, Supplies, Contractual, Other, and Non-Federal/In Kind categories.

In addition, 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 August 31, 2024. The budget period for this grant is from August 1, 2023 through July 31, 2024 and is currently closing. Ms. Aguilera reported the total budget for this grant was \$4,139,106.00. The Year-to-date budget was \$4,139,106.00 and the Year-to-date Actual amount was \$4,070,962.00 with a variance amount of \$68,145.00. Ms. Aguilera provided detailed information on Personnel Services and Fringe Benefits, Supplies, Contractual, Other, and Non Federal Share/In Kind categories. The close out period for this grant is from August 2024 to October 2024.

Lastly, Ms. Aguilera 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 August 31, 2024. The budget period for this grant is from August 1, 2024 through July 31, 2025. Ms. Aguilera reported the total budget for this grant was \$4,204,402.00. The Year-to-date budget was \$269,228.00 and the Year-to-date Actual amount was \$235,253.00 with a variance amount of \$33,975.00. Ms. Aguilera

provided detailed information on Personnel Services and Fringe Benefits, Supplies, Contractual, Other, and Non Federal Share/In Kind categories. No questions were asked.

**g. 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 August 2024. Ms. Jackson reported on Head Start data that included being enrolled at 86% by the end of August, 94% for attendance, and 15% for disability enrollment. Furthermore, Ms. Jackson also highlighted data from education services, family engagement services, mental health consultations and education services.

Ms. Jackson reported on the Early Head Start monthly report for August 2024. The funded enrollment slots were reviewed and it was reported that enrollment was at 95% for this program. In addition, Ms. Jackson reviewed data from disability enrollment, education services, family engagement services, mental health services, education services and health screenings.

Lastly, Ms. Jackson reported on the August 2024 Monthly Program Report for the EHS-CCP program. Ms. Jackson reported that we were fully enrolled with this program and that our disability enrollment was at 11%. Ms. Jackson highlighted data from Education Services, Family Engagement Services, mental health services and education screenings.

HSPC member, Krizia Franklin, inquired and received information on enrollment and waitlist procedures. No further questions were asked.

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

HSPC Chair, Krizia Franklin, introduced Mr. Jesse Martinez, Management Analyst, to present the Review of the Head Start Quality Assurance Report. Mr. Martinez reported that the projects conducted included Health and Safety Screenings for Classroom Safety, Facilities, Medication Administration, Outdoor/Playground and Transportation. Mr. Martinez also informed about the projects that were completed, which included the Eligibility, Recruitment, Selection, Enrollment & Attendance (ERSEA) Eligibility Review #2. In addition, there were no areas of non-compliance identified. Lastly, Mr. Martinez reviewed areas of concern with the ERSEA Eligibility Review #2. No questions were asked.

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

HSPC Chair, Krizia Franklin, introduced Ms. Dianne Mendez, Management Analyst, to present the Review of the EHS and EHS-CCP Quality Assurance Report. Ms. Mendez reported that the projects conducted included Health and Safety Screening Visits for Blessed Sacrament Academy, Ella Austin Child Care Center, Healy Murphy Child Development Center, Inman Christian Child Care Center, Seton Home Child Care Center, YWCA Olga Madrid Child Care Center, EHS Stafford Child Care Center and EHS Blessed Sacrament Academy. Ms. Mendez also informed there were areas of non-compliance and areas of concern with the Health & Safety Screening Onsite Visits. Lastly, Ms. Mendez reported on follow-up activities that included onsite visits scheduled for Ella Austin, Inman and Stafford Child Care Centers.

HSPC member, Krizia Franklin, requested and received information on the EHS Health Safety Booklet.

**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 City Council met September 19, 2024 and approved the City of San Antonio (City) budget of three percent (3%) increase in pay for City employees. Also, on October 17, 2024, the City Council will receive the Head Start/Early Head Start Continuation Application that was just approved by Policy 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 did not meet for the month of September 2024 and they will be meeting in October 2024. Policy Council members were informed that the next Policy Council meeting was scheduled for Tuesday, October 22, 2024. No questions were asked.

**VI. ADJOURNMENT**

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

**Seconded (2<sup>nd</sup>):** Ms. Keyonna Hughes

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

**HSPC member for Chair, Krizia Franklin, adjourned the meeting at 7:38pm.**

_____	_____
Chair	Date