

***Approval of
Head Start Policy Council
August 27, 2024
Meeting Minutes***



MEETING MINUTES



HEAD START POLICY COUNCIL MEETING

August 27, 2024

6:15 P.M.

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

I. CALL TO ORDER

2023-2024 San Antonio Independent School District (SAISD) HSPC Chair, Krizia Franklin, called the meeting to order at 6:28 p.m.

II. MEETING MINUTES

Motion: Ms. Jessica Garcia moved to approve the July 23, 2024 meeting minutes.

Seconded (2nd): Ms. Anna Rios

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

III. PUBLIC COMMENTS

None to report

IV. BRIEFING AND POSSIBLE ACTION (a-g)

a. Correspondence

HSPC Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, to present on Correspondence ACF-OHS-PI-24-05 Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming. Ms. Jackson discussed the changes that were being made to the new Program Performance Standards and also discussed the proposal of a new document with a timeline regarding when the changes were going to be made. Ms. Jackson reported that this proposal would be presented to Policy Council at the next meeting.

HSPC member, Krizia Franklin, inquired about the staff wages and the deadline for this change in the year 2031. Ms. Jackson discussed the process and how we will work with leadership and the school districts on how to move forward. Ms. Franklin also inquired about the caseload for the Family Support Workers and case aide responsibilities. Ms. Jackson discussed the caseload numbers and provided information on the case aide worker role with Head Start.

HSPC member, Lisa Rosales, inquired if there will be an impact to the number of students we are serving. Ms. Jackson reported that conversations will begin as we start to move forward and in addition, conversion of slots was discussed. No further questions were asked.

b. Review of 2023-2024 Early Head Start Program End of Year (EOY) Data

HSPC Chair, Krizia Franklin, introduced Mr. Roger Foster, Senior Management Coordinator, to present on the Review of the 2023-2024 Early Head Start Program End of Year (EOY) Data. Mr. Foster reviewed the Head Start Program Performance Standards as they related to the conducting of standardized and structured assessments. Furthermore, Mr. Foster reviewed the Early Learning Accomplishments Profile (E-LAP) and the Learning Accomplishments Profile-3rd Edition (LAP-3) which are assessments utilized by the Early Head Start Program. The domains and target areas for each assessment was discussed and assessment data was presented for the beginning of year (BOY), middle of year (MOY) and end of year (EOY) for the program. No questions were asked.

c. Review of 2023-2024 Head Start and Early Head Start (EHS) End of Year (EOY) Family Assessment and Goal Setting Data

HSPC Chair, Krizia Franklin, introduced Ms. Cassandra Farias-Ybarra, Special Projects Manager, to present on the Review of the 2023-2024 Head Start and Early Head Start End of Year Family Assessment and Goal Setting Data. Ms. Farias-Ybarra reviewed the Head Start Program Performance Standards for Family Partnership Services which informed about family assessments and the Family Partnership Agreement Process. In addition, Ms. Farias-Ybarra presented the beginning of year (BOY) and end of year (EOY) family assessments data and goal setting data for the Early Head Start Program, Early Head Start-Child Care Partnership Program and the Head Start Program.

HSPC member, Jessica Garcia, inquired if the family goals incorporated mental health wellness. Ms. Farias-Ybarra confirmed that there is a mental health section which is utilized to help provide assistance to families. No further questions were asked.

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

HSPC Chair, Krizia Franklin, introduced Mr. Armando Salazar, Fiscal Analyst, to present the Review of the Head Start, EHS, and EHS-CCP Fiscal Reports. Mr. Salazar 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 July 31, 2024, Mr. Salazar reported the total budget was at \$38,702,785.00. The year-to-date budget was reported at \$14,585,597.00 and the year-to-date actual was \$13,589,710.00 with a variance of \$995,887.00. Mr. Salazar provided detailed information on variances related to Personnel Salaries/Fringe Benefits, Contractual, Other, and Non-Federal/In Kind categories.

In addition, Mr. Salazar 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 July 31, 2024. The budget period for this grant is from August 1, 2023 through July 31, 2024. Mr. Salazar reported the total budget for this grant was \$4,139,106.00. The Year-to-date budget was \$4,113,804.00 and the Year-to-date Actual amount was \$3,707,511.00 with a variance amount of \$406,293.00. Mr. Salazar provided detailed information on Personnel Services and Fringe Benefits, Supplies, Contractual, Other, and Non Federal Share/In Kind categories.

HSPC member, Krizia Franklin, requested clarification on the category entitled “Food for Children (Not Reimbursed by USDA).” Ms. Jackson reported that the category was in reference to the afternoon snacks that are not covered through the school district and do not get reimbursed but are required through the Head Start program. No further questions were asked.

e. Review of 2024-2025 Head Start Quality Assurance Calendar

HSPC Chair, Krizia Franklin, introduced Mr. Rodolfo Rodriguez, Special Projects Manager, to present the Review of the 2024-2025 Head Start Quality Assurance Calendar. Mr. Rodriguez discussed how the calendar is a schedule for review and monitoring of activities for the year and it is provided annually to the school districts. In addition, benchmarks and timelines are used for each content area. It was reported that the calendar events are subject to change depending on bad weather and other criteria. No questions were asked.

f. Review of 2024-2025 Early Head Start Quality Assurance Calendar

HSPC Chair, Krizia Franklin, introduced Ms. Wanda McMillan, Management Analyst, to present the Review of the 2024-2025 Early Head Start Quality Assurance Calendar. Ms. McMillan discussed how each month in the calendar has a quality assurance monitoring project that will take place for that month. It was also reported that their monitoring projects started August 20th, 2024 and will end on May 30th, 2025. In addition, Ms. McMillan reported that this Quality Assurance Calendar is also subject to change. 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 July 2024. Ms. Jackson reported that there was no monthly report for Head Start due to no services being provided for the month of July.

Ms. Jackson reported on the Early Head Start monthly report for July 2024. It was reported that homebased services were still being provided and that the disability enrollment number was reported at 13% at the end of the school year. Ms. Jackson also highlighted data from Education Services, Family Engagement Services, and Mental Health Services.

Lastly, Ms. Jackson reported on the July 2024 Monthly Program Report for the EHS-CCP program. Ms. Jackson reported that we were fully enrolled with this program and that we have been fully enrolled for the entire school year. Our average daily attendance was at 85% for the month of July and attributed this percentage to the younger children being kept at home due to the school-age siblings staying home during school break. Ms. Jackson highlighted data from Disability Enrollment, Education Services and Family Engagement Services.

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 we will be going to City Council on August 28th, 2024 to present the Early Head Start Blessed Sacrament agreement for the twenty (20) Early Head Start slots.

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 last week on August 22nd, 2024 and the Program Design was approved. An announcement was provided that the CAAB meetings will be held at the Head Start main offices from now on. A copy of the Head Start Annual Report was also provided to each representative. Policy Council members were informed that the next Policy Council meeting was scheduled for Tuesday, September 24, 2024. No questions were asked.

VI. ADJOURNMENT

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

Seconded (2nd): Ms. Lisa Rosales

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

HSPC member for Chair, Krizia Franklin, adjourned the meeting at 7:21pm.

Chair

Date