

***Approval of  
Head Start Policy Council  
February 25, 2025  
Meeting Minutes***



# MEETING MINUTES

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## HEAD START POLICY COUNCIL MEETING

January 28, 2025

6:15 P.M.

<b>Members Present</b>	Edgewood Independent School District (EISD): Michael Gamez San Antonio Independent School District (SAISD): Keyonna Hughes, Delia Silva EHS-EISD: none EHS-EISD HB: Elena Blanco EHS-BSA: Cristal Garza EHS-CCP: Krizia Franklin, Jennifer Salinas Community Representative: John Bonillas, Lisa Rosales
<b>Members Absent</b>	Edgewood Independent School District (EISD): Jessica Garcia San Antonio Independent School District (SAISD): Stephanie De La Cruz, Anna Rios EHS-EISD: Kenya Tenorio EHS-EISD HB: none 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, Elisa Garza EHS-Alternate: none EHS-CCP: Sabrina Hernandez Community Representative: Shatonya King, Dawn Worley
<b>Alternate Members Absent</b>	Edgewood Independent School District (EISD): Megan Ibarra, Tina Espitia San Antonio Independent School District (SAISD): Ivan Hernandez, Lizeth Ramirez EHS-Alternate: Rina Mares EHS-CCP: Sandy Davila Community Representative: none

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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 6:21 p.m.

### II. MEETING MINUTES

**Motion:** Ms. Keyonna Hughes moved to approve the January 28, 2025 meeting minutes.

**Seconded (2<sup>nd</sup>):** Ms. Elisa Garza

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

### III. PUBLIC COMMENTS

None to report

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

##### **a. National Children's Dental Health Month Calendar Presentation**

HSPC Representative for Chair, Krizia Franklin, asked Ms. Audrey Jackson, Head Start Administrator, to present on the National Children's Dental Health Month Calendar Presentation. Ms. Jackson discussed the benefits of preventive oral health care and the program's partnership with Metro Health Oral Health Program. In honor of National Children's Dental Health month, Head Start students were invited to participate in an oral health calendar contest in which original pieces of artwork were submitted. Fifteen (15) winners were selected by a panel of judges and their artwork was included in the 2025-2026 Head Start Oral Health Calendar. Dr. Rebecca Davenport, Oral Health Clinical Director, was also present and congratulated the winners and their families. Ms. Jackson announced the winners, each of whom was recognized and celebrated for their original piece of artwork and a reception followed shortly after the ceremony. No questions were asked.

##### **b. Approval of 2023-2024 Annual Report with minor edits**

HSPC Representative for Chair, Krizia Franklin, introduced Ms. Priscilla Garcia, Senior Management Analyst, to present on the Approval of the 2023-2024 Annual Report with minor edits. Ms. Garcia highlighted several pages of the Annual Report, including our 2023-2024 Head Start Policy Council representatives and City of San Antonio Head Start staff photo. Furthermore, Ms. Garcia summarized data regarding Head Start's services and sites.

HSPC member, Elisa Garza, inquired and received information on the qualification criteria for Head Start teachers from Ms. Audrey Jackson, Head Start Administrator. No further questions were asked.

**Motion:** Ms. Lisa Rosales moved to approve the 2023-2024 Annual Report with minor edits.

**Seconded (2nd):** Mr. Michael Gamez

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

##### **c. Review of Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) Beginning of the Year (BOY) Student Outcome Data**

HSPC Representative for Chair, Krizia Franklin, introduced Mr. Roger Foster, Senior Management Coordinator, to present on the Review of Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) Beginning of the Year (BOY) Student Outcome Data. Mr. Foster provided information from the Head Start Program Performance Standards as they related to the conducting of standardized and structured assessments and the use of assessment results. In addition, Mr. Foster highlighted the categories of assessment with the Early Learning Accomplishment Profile (E-LAP) and the Learning Accomplishment Profile (LAP-3) and the scoring ranges for each of the assessments. Data was also summarized and presented to the Head Start Policy Council.

Information regarding assessments implemented at the beginning of the year, middle of the year and end of year was provided to Policy Council Representative, John Bonillas, upon inquiry about the structure of these assessments. No further questions were asked.

**d. Overview of Family Assessment and Goal Setting Process**

HSPC Representative for Chair, Krizia Franklin, introduced Ms. Andrea Martinez, Special Projects Manager, to present on the Overview of Family Assessment and Goal Setting Process. Family assessments, Ms. Martinez reported, are conducted every year with our families; they are done at the beginning and end of the year. The assessment is based off of fifteen (15) different topics/items and also based on our Head Start Program Performance Standards (HSPPS). According to the HSPPS, we are required to engage families in a family assessment process. In addition, Ms. Martinez, provided information on the goal setting process to assist the child, parent or family with an attainable goal. Ms. Martinez further explained that the main objective is to help identify strengths, needs, and provide resources.

HSPC members, Elisa Garza, John Bonillas and Michael Gamez inquired about the length of time that families have in the goal setting process, family life practice goals and the provision of a goal to every family. Ms. Martinez provided additional information on the goal setting process and assistance provided to families to help achieve their goals. No further questions were asked.

**e. Review of Head Start, 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, 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 January 31, 2025, Mr. Garza reported the total budget was at \$39,143,921.00. The year-to-date budget was reported at \$33,305,312.00 and the year-to-date actual was \$34,039,037.00 with a negative variance of \$733,725.00. Mr. Garza provided detailed information on variances related to Personnel Salaries/Fringe Benefits, Travel, Contractual, and Non-Federal/In Kind categories.

In addition, 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 January 31, 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 \$1,855,962.00 and the Year-to-date Actual amount was \$1,833,661.00 with a variance of \$22,301.00. Mr. Garza provided detailed variance information on Personnel Services and Fringe Benefits, Travel, Supplies, Contractual, Other, and Non Federal Share/In Kind categories. No questions were asked.

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

HSPC for Chair, Krizia Franklin, introduced Ms. Liza Contreras-Robles, Management Analyst, to present the Review of the Head Start Quality Assurance Report. Ms. Contreras-Robles reported that the projects conducted and completed included the 45 Day Education Screening, 45 Day Health Screening, and Enrollment, Recruitment, Selection and Attendance (ERSEA) Attendance Review. One non-compliance was identified with the ERSEA Attendance Review and there was discussion on some areas of concern related to the 45 Day Education Screening, 45 Day Health Screening and ERSEA Attendance Review.

HSPC member, Krizia Franklin, inquired and received information on action plans and data on absences from Ms. Andrea Martinez, Special Projects Manager.

HSPC member, Shatonya King, inquired and received information about attendance data entry from Ms. Martinez. No further questions were asked.

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

HSPC for 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 on the projects that were conducted and completed which included the Health Child File Review and Unannounced Safe Environment Onsite Visit. Ms. Mendez also discussed the area of non-compliance with the Unannounced Safe Environment Review and areas of concern related to the Health Child File Review and Unannounced Safe Environment Review. No questions were asked.

**h. 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 January 2025. A description of each category was presented and Ms. Jackson reported on Head Start data that included actual enrollment, average daily attendance at 89%, and disability enrollment at 17.01%. Furthermore, Ms. Jackson also highlighted benchmark dates and data from education services, family engagement services, mental health services, education screenings and health screenings.

Ms. Jackson reported on the Early Head Start monthly report for January 2025. Information on the program's funded enrollment was provided. Ms. Jackson reported this program was at 100% for enrollment with a 90% retention rate. Information was also provided on the program's average daily attendance and disability enrollment. In addition, Ms. Jackson reviewed data from education services, family engagement services, mental health services, education screenings and health screenings.

Lastly, Ms. Jackson reported on the January 2025 Monthly Program Report for the EHS-CCP program. Information was provided about this grant and it was reported that we were fully enrolled at 100% with a retention rate of 88%. The program's overall daily attendance was at 88%. Furthermore, the disability enrollment was reported at five percent (5%) and it was mentioned that the 10% requirement was met in August 2024. Ms. Jackson also highlighted data from education services, family engagement services, mental health services, education and health screenings.

HSPC member, Lisa Rosales, inquired and received information on enrollment retention and disability enrollment from Ms. Dianne Mendez, Management Analyst and Ms. Audrey Jackson, Head Start Administrator.

HSPC member, Krizia Franklin, inquired and received information on the transition process for children and the time frame from Ms. Cynthia Garcia, Edgewood Independent School District (EISD) Mental Wellness and Disability Coordinator and Ms. Sandra Brown, San Antonio Independent School District (SAISD) Disability Coordinator. No further questions were asked.

**V. GOVERNING BODY**

HSPC for 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 there are no items being presented to City Council 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 CAAB committee met on Thursday, February 20, 2025 and there were no items presented from Policy Council at that time. Policy Council members were informed that the next Policy Council meeting was scheduled for Tuesday, March 20, 2025. No questions were asked.

**VI. ADJOURNMENT**

**Motion:** Ms. Lisa Rosales moved to adjourn the meeting.

**Seconded (2<sup>nd</sup>):** Ms. Elisa Garza

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

**HSPC member for Chair, Krizia Franklin, adjourned the meeting at 8:20pm.**

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**Chair**

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**Date**