

***Approval of
Head Start Policy Council
January 28, 2025
Meeting Minutes***



MEETING MINUTES



HEAD START POLICY COUNCIL MEETING

January 28, 2025

6:15 P.M.

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

I. CALL TO ORDER

2024-2025 San Antonio Independent School District (SAISD) HSPC for Chair, Krizia Franklin, called the meeting to order at 6:20 p.m.

II. MEETING MINUTES

Motion: Ms. Anna Rios moved to approve the December 10, 2024 meeting minutes.

Seconded (2nd): Ms. Jennipher Salinas

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

III. PUBLIC COMMENTS

None to report

IV. BRIEFING AND POSSIBLE ACTION (a-k)

a. Correspondence I – ACF-OHS-PI-25-01, ACF-OCC-CCDF-PI-25-01 Procedures for Tribal Child Care and Development Fund (CCDF) Lead Agencies and American Indian Alaska Native (AIAN) Head Start Grant Recipients to Jointly Apply to Use CCDF and Head Start Funds for Construction or Major Renovation of Early Childhood Facilities

HSPC Representative for Chair, Krizia Franklin, asked Ms. Audrey Jackson, Head Start Administrator, to present on Correspondence I – ACF-OHS-PI-25-01, ACF-OCC-CCDF-PI-25-01 Procedures for Tribal Child Care and Development Fund (CCDF) Lead Agencies and American Indian Alaska Native (AIAN) Head Start Grant Recipients to Jointly Apply to Use CCDF and Head Start Funds for Construction or Major Renovation of Early Childhood Facilities. Ms. Jackson highlighted information related to CCDF Lead Agencies and AIAN Head Start grant recipients' request to use their respective program funds for construction or major renovation of early childhood facilities. No questions were asked.

b. Correspondence II – ACF-OHS-IM-25-02 Fiscal Year 2025 Monitoring Process for Head Start Recipients

HSPC Representative for Chair, Krizia Franklin, asked Ms. Audrey Jackson, Head Start Administrator, to present on Correspondence II – ACF-OHS-IM-25-02 Fiscal Year 2025 Monitoring Process for Head Start Recipients. Ms. Jackson highlighted information related to the Office of Head Start (OHS) monitoring process for fiscal year 2025. It described the types of monitoring reviews that recipients may experience, highlighting Focus Area 1 (FA1), Focus Area 2 (FA2), Classroom Assessment Scoring System (CLASSÂ®), Risk Assessment Notification (RAN), and unannounced reviews. Information on monitoring for Tribal grant recipients that have consolidated their Head Start program into an approved P.L. 102-4 77 Plan was also included. No questions were asked.

c. Approval of 2025-2026 Head Start, Early Head Start (EHS) & Early Head Start-Child Care Partnership (EHS-CCP) Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrices

HSPC Representative for Chair, Krizia Franklin, introduced Mr. Roger Foster, Senior Management Coordinator, and Ms. Rachel Pearce, Senior Management Analyst to present on the Approval of the 2025-2026 Head Start, Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrices with minor edits. Mr. Foster introduced Ms. Monica Mojica, Management Analyst, who along with Ms. Pearce, informed that the Selection Criteria Point Matrix is updated every year to help establish eligibility for enrollment into the program. A set number of points are assigned based on a number of factors. Ms. Mojica and Ms. Pearce presented the current Matrices for Policy Council approval along with reporting on some minor changes from last year.

HSPC member, Krizia Franklin, inquired and received information from Ms. Pearce regarding matrix categories that included Head Start Staff Member, Working Parent, and assistance provided to families regarding Child Care Services (CCS). No further questions were asked.

Motion: Mr. Michael Gamez moved to approve the 2025-2026 Head Start, Early Head Start (EHS) & Early Head Start-Child Care Partnership (EHS-CCP) Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrices with minor edits.

Seconded (2nd): Ms. Elisa Garza

Vote: All in favor (unanimous)

d. Approval of the 2025-2026 Head Start and EHS Program ERSEA Policy Updates

HSPC Representative for Chair, Krizia Franklin, introduced Ms. Monica Mojica, Management Analyst, and Ms. Rachel Pearce, Senior Management Analyst to present on the Approval of the 2025-2026 Head Start and EHS Program ERSEA Policy Updates with minor edits. Ms. Mojica, along with Ms. Pearce, highlighted the changes that were made on the policies related to Eligibility, Recruitment, Selection and Attendance.

HSPC member, Krizia Franklin requested and received information on an adjustment that will be made on a family's gross income calculation that includes taking into account a family's housing costs. Ms. Pearce clarified that the housing costs would be anything related to the house like mortgage, lease, utilities, etc. No further questions were asked.

Motion: Ms. Lisa Rosales moved to approve the 2025-2026 Head Start and EHS Program ERSEA Policy Updates with minor edits.

Seconded (2nd): Ms. Jennipher Salinas

Vote: All in favor (unanimous)

e. Approval of the 2025-2026 Head Start and EHS Program ERSEA Recruitment Plan

HSPC Representative for Chair, Krizia Franklin, introduced Ms. Monica Mojica, Management Analyst, and Ms. Rachel Pearce, Senior Management Analyst to present on the Approval of the 2025-2026 Head Start and EHS Program ERSEA Recruitment Plan with minor edits. Ms. Mojica, along with Ms. Pearce, highlighted the edits to the Recruitment Plan for the programs and addressed the minor changes of the plan. No questions were asked.

Motion: Ms. Genavieve Huerta moved to approve the 2025-2026 Head Start and EHS Program ERSEA Recruitment Plan with minor edits.

Seconded (2nd): Mr. Michael Gamez

Vote: All in favor (unanimous)

f. Approval of Head Start Program Five-Year 2025-2029 Strategic Plan

HSPC Representative for Chair, Krizia Franklin, introduced Mr. Roger Foster, Senior Management Coordinator, to present on the Approval of the Head Start Program Five-Year 2025-2029 Strategic Plan with minor edits. Mr. Foster highlighted the efforts made by our partners, parents and Policy Council members to revise and re-vamp our Strategic Plan for the following five (5) years. Mr. Foster discussed changes that were made in the goals and objectives and referred Policy Council members to their packet of documents for further review.

HSPC member, Lisa Rosales, inquired about the Strategic Plan in relation to the new funding for Head Start. Mr. Foster highlighted the area related to Highly Qualified Staff and Comparable Pay information. No further questions were asked.

Motion: Ms. Lisa Rosales moved to approve the Head Start Program's Five-Year 2025-2029 Strategic Plan with minor edits.

Seconded (2nd): Ms. Keyonna Hughes

Vote: All in favor (unanimous)

g. Review and Discuss Jule Sugarman Process

HSPC Representative for Chair, Krizia Franklin, introduced Ms. Priscilla Garcia, to present on the Review and Discussion of the Jule Sugarman Process. Ms. Garcia provided information on the criteria, nomination, selections, and awards process for the Outstanding Staff Member Award and the John Chavarria Award. Ms. Garcia reported that nominations would be accepted from February 3rd, 2024 to February 14th, 2025 and all Head Start parents would be notified online and will receive a flyer. In addition, Ms. Garcia reported that posters will be posted in the schools/centers. Policy Council members were asked if they wanted to volunteer for the scoring of the nomination forms. Policy Council members were informed that the scoring of the nomination forms would not prohibit them from submitting their votes.

HSPC member, Elisa Garza, inquired and received information on the dissemination of information to parents regarding the Jule Sugarman Award and John Chavarria Award voting opportunities. No further questions were asked.

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

HSPC Representative for 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 December 31, 2024, Ms. Aguilera reported the total budget was at \$39,143,921.00. The year-to-date budget was reported at \$29,866,805.00 and the year-to-date actual was \$28,460,744.00 with a variance of \$1,406,061.00. Ms. Aguilera provided detailed information on variances related to Personnel Salaries/Fringe Benefits, Travel, Supplies, Contractual, 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 2024-2025 Fiscal Report as of December 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 \$4,301,301.00. The Year-to-date budget was \$1,580,753.00 and the Year-to-date Actual amount was \$1,534,892.00 with a variance of \$45,861.00. Ms. Aguilera 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.

i. Review of Head Start Quality Assurance Report

HSPC for Chair, Krizia Franklin, introduced Ms. Chajuann Chambers, Management Analyst, to present the Review of the Head Start Quality Assurance Report. Ms. Chambers reported that the project

conducted and completed included a Disabilities Review. There were no non-compliances identified and there was a discussion on some areas of concern.

HSPC member, Krizia Franklin, inquired and received information on the role and responsibility of the Disability Coordinator position. Information regarding disabilities and the provision of resources to parents was also provided by Elva Calvario, Senior Management Analyst. No further questions were asked.

j. 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 ERSEA Attendance Child File Review and an Unannounced Safe Environment Onsite Visit. Ms. Mendez also discussed the two areas of non-compliance and one area of concern. No questions were asked.

k. 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 December 2024. A description of each category was presented and Ms. Jackson reported on Head Start data that included actual enrollment at 97% at the end of December, 92% for the average daily attendance, and 16% for disability enrollment. 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 December 2024. Information on the program's funded enrollment was provided. Ms. Jackson reported this program was at 100% for enrollment with a 92% retention rate. Information was also provided on the program's average daily attendance due to a lower than 85% rating. The disability enrollment was reported at 13%. 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 December 2024 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 90%. The program's overall daily attendance was at 90%. Furthermore, the disability enrollment was reported at six percent (6%) 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 if there was an increase of mental health services regarding the recent concerns with deportations. Ms. Jackson stated there was one request for assistance that the Wellness Team received for immigration needs.

HSPC member, Krizia Franklin, inquired and discussed with Ms. Jackson and Ms. Pearce, the Early Head Start program's disability enrollment percentage of zero (0) at Blessed Sacrament Academy.

Regarding, the EHS-CCP program, Ms. Franklin also inquired about the low percentage rate for the well child exams. Ms. Pearce and Ms. Jackson discussed the issues with the delays in receiving the well child exams from the parents. 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, January 16, 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, February 25, 2025. 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 7:20pm.

Chair

Date