

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



MEETING MINUTES



HEAD START POLICY COUNCIL MEETING

April 25, 2025

6:15 P.M.

Members Present	Edgewood Independent School District (EISD): Jessica Garcia San Antonio Independent School District (SAISD): Keyonna Hughes EHS-EISD: none EHS-EISD HB: none EHS-BSA: Cristal Garza EHS-CCP: Krizia Franklin, Jennipher Salinas Community Representative: John Bonillas, Lisa Rosales
Members Absent	Edgewood Independent School District (EISD): Michael Gamez San Antonio Independent School District (SAISD): Stephanie De La Cruz, Anna Rios, Delia Silva EHS-EISD: Kenya Tenorio EHS-EISD HB: Elena Blanco EHS-BSA – none EHS-CCP: none Community Representative: none
Alternate Members Present	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): Elisa Garza EHS-EISD: none EHS-Alternate: Rina Mares 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, Genavieve Huerta, Lizeth Ramirez 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 6:25 p.m.

II. MEETING MINUTES

Motion: Ms. Keyonna Hughes moved to approve the March 25, 2025 meeting minutes.

Seconded (2nd): Mr. John Bonillas

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

III. PUBLIC COMMENTS

None to report

IV. BRIEFING AND POSSIBLE ACTION (a-k)

a. Correspondence I – Office of Head Start (OHS) Full Enrollment Initiative (FEI) March 2025

HSPC Representative for Chair, Krizia Franklin, asked Ms. Audrey Jackson, Head Start Administrator, to present on Correspondence I – Office of Head Start (OHS) Full Enrollment Initiative (FEI) March 2025. Ms. Jackson highlighted information from the Office of Head Start related to City of San Antonio's (COSA) status on the plan to reduce under enrollment and reported it was concluded on December 10, 2024 with having met at least 97% of the funded enrollment. No questions were asked.

b. Correspondence II – Focus Area 1 (FA1) Review Scheduled for April 14, 2025

HSPC Representative for Chair, Krizia Franklin, asked Ms. Audrey Jackson, Head Start Administrator, to present on Correspondence II – Focus Area 1 (FA1) Review Scheduled for April 14, 2025. Ms. Jackson highlighted information from the Office of Head Start regarding the Focus Area 1 (FA1) monitoring review of COSA Head Start Pre-K program during the week of April 14, 2025. No questions were asked.

c. Correspondence III – Federal Funding Restrictions for Diversity, Equity and Inclusion Initiatives

HSPC Representative for Chair, Krizia Franklin, asked Ms. Audrey Jackson, Head Start Administrator, to present on Correspondence III – Federal Funding Restrictions for Diversity, Equity and Inclusion Initiatives. Ms. Jackson highlighted information from the Office of Head Start regarding guidance on the use of federal funding for any training and technical assistance (TTA) or other program expenditures that promote or take part in diversity, equity and inclusion (DEI) initiatives. Ms. Jackson reported that we have been requested to review our website, policies, procedures and forms. Request for support from the City of San Antonio's attorney's office has also been requested. Ms. Jackson added that, per the Office of Head Start, we have not received any additional information other than this correspondence.

HSPC members, Krizia Franklin and Jessica Garcia, inquired and received information on working with children and families with diversity, which included the continuation of working with the Office of Head Start on the provision of continued guidance on this topic. No further questions were asked.

d. Correspondence IV – ACF-OHS-IM-25-03 Promoting Healthy Eating and Nutrition for Head Start Children and Families

HSPC Representative for Chair, Krizia Franklin, asked Ms. Audrey Jackson, Head Start Administrator, to present on Correspondence IV – ACF-OHS-IM-25-03 Promoting Healthy Eating and Nutrition for Head Start Children and Families. Ms. Jackson highlighted information from the Office of Head Start regarding the critical role Head Start programs have in ensuring children and families have access to healthy food and comprehensive nutrition services. The Information Memorandum (IM) provided tips to foster enthusiasm to use innovative strategies to promote health and nutrition and an appendix of additional resources was included to guide programs in their efforts. No questions were asked.

e. Approval of 2025-2026 Early Head Start-Child Care Partnership (EHS-CCP) Continuation Grant Application with minor edits

HSPC Representative for Chair, Krizia Franklin, introduced Ms. Rhonda Roach, Senior Special Projects Manager to present on the Approval of the 2025-2026 Early Head Start-Child Care Partnership (EHS-CCP) Continuation Grant Application with minor edits. Ms. Roach highlighted the different components of the Continuation Grant Application that included information on Program Operations, Training and Technical Assistance and Non-Federal Share. Furthermore, the EHS-CCP program will continue to partner with six childcare providers and added that Ella Austin would be merging with West Care but would still be operating under the name of Ella Austin and continue to provide childcare services. No questions were asked.

Motion: Ms. Jessica Garcia moved to approve the 2025-2026 Early Head Start-Child Care Partnership (EHS-CCP) Continuation Grant Application with minor edits.

Seconded (2nd): Ms. Lisa Rosales

Vote: All in favor (unanimous)

f. Approval of the 2023-2024 Head Start Pre-K Program Self-Assessment Report with minor edits

HSPC Representative for Chair, Krizia Franklin, introduced Mr. Roger Foster, Senior Management Coordinator to present on the Approval of the 2023-2024 Head Start Pre-K Program Self-Assessment Report with minor edits. Mr. Foster highlighted the self-assessment process including the review of data and the focus on our processes. Mr. Foster also reported on the content areas' strengths and areas for improvement.

HSPC members, Krizia Franklin and Lisa Rosales, inquired about and received information on the Safe Riders program and commented about it being a strength for Head Start because of the services it provides to families which includes safety education and car seats for children. No further questions were asked.

Motion: Ms. Jennipher Salinas moved to approve the 2023-2024 Head Start Pre-K Program Self-Assessment Report with minor edits.

Seconded (2nd): Ms. Cristal Garza

Vote: All in favor (unanimous)

g. Review of Head Start Pre-K/Early Head Start Program Disability Enrollment Data

HSPC Representative 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 Disability Enrollment Data. Ms. Clark-Peterek informed that each Head Start grant must include a minimum of 10% of slots to be occupied by a child with a disability. This requirement helps ensure that programs recruit children who are identified as eligible for the Individuals with Disabilities Education Act (IDEA) services prior to entering the program. Eligibility for Special Education Services was discussed. Ms. Clark-Peterek also informed that reports are provided to the Policy Council members each month of the number of children that are identified as having a disability and are receiving services through IDEA. As of September 2024, the program, as a whole, met the 10% requirement. Furthermore, the percentages obtained are based on the program's funded enrollment. Ms. Rhonda Roach, Senior Special Projects Manager, provided disability enrollment information for the Early Head Start

Program. In conclusion, Head Start's goal is to receive services as early as possible, serve children and families of greatest need, and engage and empower parents to advocate for their child.

HSPC member, Krizia Franklin, inquired and received information from Ms. Jackson, Ms. Clark-Peterek and Ms. Roach on her inquiries about childcare centers partnering with Pre-K 4 SA Program, the importance of Family and Community's parent engagement component, and Head Start's staffing data from the Self-Assessment Report. No further questions were asked.

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

HSPC Representative for 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 February 28, 2025, Mr. Salazar reported the total budget was at \$39,143,921.00. The year-to-date budget was reported at \$36,047,477.00 and the year-to-date actual was \$34,757,509.00 with a variance of \$1,289,968.00. Mr. Salazar provided detailed information on variances related to Personnel Salaries/Fringe Benefits, Travel, Supplies, Contractual, and Non-Federal/In Kind categories.

Secondly, Mr. Salazar reported on the Head Start 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 February 28, 2025, Mr. Salazar reported the total budget was at \$39,322,640.00. The year-to-date budget was reported at \$751,342.00 and the year-to-date actual was \$782,042.00 with a negative variance of \$30,700.00. Mr. Salazar provided detailed information on variances related to Personnel Salaries/Fringe Benefits, Travel, Supplies, Contractual, Other, and Non-Federal/In Kind categories.

Lastly, Mr. Salazar 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 February 28, 2025. The budget period for this grant is from August 1, 2024 through July 31, 2025. Mr. Salazar reported the total budget for this grant was \$4,301,301.00. The Year-to-date budget was \$2,326,733.00 and the Year-to-date Actual amount was \$2,080,154.00 with a variance of \$246,579.00. Mr. Salazar provided detailed variance information on Personnel Services/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. Samantha Villa, Management Analyst, to present the Review of the Head Start Quality Assurance Report. Ms. Villa reported that the projects completed included a Safe Environments Review #1 with Medication Administration, Outdoors, Facilities and Classroom Safety. In addition, there were two non-compliances identified with the Safe Environments Review #1 with Facilities and Classroom Safety. Lastly, Ms. Villa reported on some areas of concern related to Safe Environments Review #1 with Medication Administration, Outdoors, Facilities and Classroom Safety.

HSPC member, Elisa Garza, inquired and received information from Ms. Clark-Peterek on Head Start's monitoring procedures. No further questions were asked.

j. 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 Disability Review and Midyear Health and Safety Screener. Ms. McMillan discussed the two areas of non-compliance with both projects and one area of concern with the Midyear Health and Safety Screener Review.

HSPC members, Krizia Franklin, Jennipher Salinas, and Cristal Garza, inquired and received information on requirements for teacher interviews and center procedures on health and hygiene. No further 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 February 2025. A description of each category was presented and Ms. Jackson reported on Head Start data that included enrollment at 98%, retention rate of 88%, 90% for the average daily attendance, and 18.42% for disability enrollment. Furthermore, Ms. Jackson also highlighted data from education services, mental health services, and health screenings.

Secondly, Ms. Jackson reported on the Early Head Start monthly report for February 2025. Information on the program's funded enrollment was provided. Ms. Jackson reported this program was at 100% for enrollment with an 88% retention rate. Information was also provided on the program's average daily attendance of 85%. The disability enrollment was reported at 18%. In addition, Ms. Jackson reviewed data from education services, mental health services, education screenings and health screenings.

Lastly, Ms. Jackson reported on the February 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 84%. The program's overall daily attendance was reported at 88%. Furthermore, the disability enrollment was reported at seven percent (7%) and it was mentioned that the 10% requirement was met in August 2024. Ms. Jackson also highlighted data from education 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 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 the Early Head Start-Child Care Partnership Continuation Application and a contract for the Early Head Start program were going to be presented to City Council in April 2025.

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, March 20, 2025 and were provided with the Head Start Governance Training. In addition, the CAAB

committee also approved the Annual Report. Lastly, the Policy Council members were informed that the next Policy Council meeting was scheduled for Tuesday, April 22, 2025. No questions were asked.

VI. ADJOURNMENT

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

Seconded (2nd): Ms. Elisa Garza

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

HSPC member for Chair, Krizia Franklin, adjourned the meeting at 7:58pm.

Chair

Date