

***Approval of  
Head Start Policy Council  
June 25, 2024 Meeting  
Minutes***



# MEETING MINUTES

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## HEAD START POLICY COUNCIL MEETING

June 25, 2024

6:15 P.M.

<b>Members Present</b>	Edgewood Independent School District (EISD): Jessica Garcia San Antonio Independent School District (SAISD): Keyonna Hughes EHS-EISD: none EHS-EISD HB: Erika Lara 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): Jacqueline Munoz, Ashley Trevino, Lillian Dotson EHS EISD: Christina Gonzalez EHS-EISD HB: none 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
<b>Alternate Members Absent</b>	Edgewood Independent School District (EISD): Erika Fuentes San Antonio Independent School District (SAISD): Monica Duran, Alyssa Medina, Magaly Olguin EHS-EISD: none EHS-EISD HB: Elena Martinez Blanco EHS-CCP: Claudia Zuniga, Kanisha Thomas Community Representative: John Bonillas

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### I. CALL TO ORDER

2023-2024 San Antonio Independent School District (SAISD) HSPC Chair, Krizia Franklin, called the meeting to order at 6:31 p.m.

### II. MEETING MINUTES

**Motion:** Ms. Keyonna Hughes moved to approve the May 28, 2024 meeting minutes.

**Seconded (2<sup>nd</sup>):** Ms. Anna Rios

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

### III. PUBLIC COMMENTS

None to report

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

##### **a. Correspondence I & II**

HSPC Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, to present on two Correspondence items; ACF-OHS-PI-24-03 New Eligibility Provisions for American Indian and Alaska Native Programs and ACF-OHS-PI-24-04 New Eligibility Provisions for Migrant and Seasonal Head Start Programs. Regarding eligibility for American Indian and Alaska Native families, Ms. Jackson reported that programs will no longer consider income but will develop a selection criteria point system for the prioritization of selection of families. In addition, for the Migrant and Seasonal programs, eligibility information provided that any family member can have any job in agriculture and it does not have to be a primary source of income to qualify for the program. No questions were asked.

##### **b. Early Head Start Collaboration with University of Texas at San Antonio (UTSA) Project EARLY (Evidenced-Based Action, Research and Learning to support Young children with or at risk for autism)**

HSPC Chair, Krizia Franklin, introduced Ms. Enid Reyes, Management Analyst, to present on the Early Head Start Collaboration with University of Texas at San Antonio (UTSA) Project EARLY (Evidenced-Based Action, Research and Learning to support Young children with or at risk for autism). Ms. Reyes highlighted Project EARLY, it's goals and implementation in the Early Head Start program. Furthermore, it was reported that the next session was planned for November or December of 2024.

HSPC member, Krizia Franklin, inquired if the program's participants were graduate students. Ms. Reyes confirmed that the participants of the Project EARLY program were graduate students. No further questions were asked.

##### **c. Review of Head Start Program Fiscal Financial Audit**

HSPC Chair, Krizia Franklin, introduced Mr. Carlos Garza, Fiscal Analyst, to present on the Review of the Head Start Program Fiscal Financial Audit. Mr. Garza highlighted information on the Fiscal Financial Audit and how the City of San Antonio is subject to a single audit for Fiscal Year 2023. In addition, Mr. Garza reported that these audits typically included Federal Grants in major programs, like the Head Start Program. For Fiscal Year 2023, Mr. Garza stated that the Head Start program was not selected for this audit. A link could be made available for anyone seeking additional information on the Fiscal Financial Audit. No questions were asked.

##### **d. Review of Head Start, EHS and EHS-CCP Classroom Assessment Scoring System (CLASS)**

HSPC Chair, Krizia Franklin, introduced Ms. Mica Clark-Peterek, Special Projects Manager, to present on the Review of the Head Start, EHS and EHS-CCP Classroom Assessment Scoring System (CLASS). Ms. Clark-Peterek reported that the CLASS assessment tool is based on developmental theory and research suggesting interactions between teachers and children are the primary way of supporting children's development and it provides a common language and shared lens for teachers, observers, researchers, and administrators. Ms. Clark-Peterek explained how the CLASS instrument is utilized, the score ranges, and informed that Federal reviewers observe programs once during the five-year

grant period and low CLASS scores will cause a program to have to re-compete for grant funding. CLASS observations along with the data in the infant and Pre-K setting were also discussed.

HSPC member, Lisa Rosales, inquired about the areas in need of improvement. Ms. Clark-Peterek reported that some of the areas included language and social emotional development.

HSPC member, Krizia Franklin, inquired about the scoring of the CLASS observations. Ms. Clark-Peterek explained that the scores are entered into ChildPlus and then a report is generated. Incorrect score sheets with missing scores and notes are not counted due to observation windows closing. No further questions were asked.

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

HSPC 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 2023-2024 fiscal year. This grant period is from February 1, 2023 through January 31, 2024 and is currently in a close-out period. As of May 31, 2024, Mr. Garza reported the total budget was at \$37,810,619.00. The year-to-date budget was \$37,810,619.00 and the year-to-date actual was \$37,312,026.00 with a variance of \$498,593.00. Mr. Garza also provided detailed information on variances related to Personnel Salaries/Fringe Benefits, Travel, Supplies, Contractual, Other, and Non Federal/In Kind categories.

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 May 31, 2024, Mr. Garza reported the total budget was at \$38,702,785.00. The year-to-date budget was reported at \$6,590,600.00 and the year-to-date actual was \$5,310,199.00 with a variance of \$1,280,401.00. Mr. Garza provided detailed information on variances related to Personnel Salaries/Fringe Benefits, Travel, Supplies, Contractual, and Other categories.

Lastly, Mr. Garza 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 May 31, 2024. The budget period for this grant is from August 1, 2023 through July 31, 2024. Mr. Garza reported the total budget for this grant was \$4,139,106.00. The Year-to-date budget was \$3,013,342.00 and the Year-to-date Actual amount was \$2,938,857.00 with a variance amount of \$74,485.00. Mr. Garza provided detailed 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, 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 May 2024. Regarding the Head Start Monthly Report, Ms. Jackson reported that we were at 94% for enrollment and our average daily attendance was at 92%. Disability enrollment was reported at 18.92% and attributed the increased percentage to children being evaluated during the school year. Ms. Jackson also highlighted data from Education Services, Family Engagement Services and Mental Health Services.

Ms. Jackson reported on the Early Head Start monthly report for May 2024 and presented on new enrollment numbers for center based and home based programs. It was reported that enrollment was at 98%. The average daily attendance was at 83% and this percentage was attributed to children's illnesses. The disability enrollment number was reported at 13% due to successful partnerships with Early Childhood Intervention (ECI) services and other agencies. Ms. Jackson also highlighted data from Education Services and Family Engagement Services.

Lastly, Ms. Jackson reported on the May 2024 Monthly Program Report for the EHS-CCP program. Ms. Jackson reported that we have been fully enrolled for the entire school year. Our average daily attendance was at 89% for the month of May and our disability enrollment was at eight percent (8%). Ms. Jackson highlighted data from Education Services and Family Engagement Services. No questions were asked.

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

HSPC Chair, Krizia Franklin, introduced Ms. Liza Contreras-Robles, Management Analyst, to present the Review of the Head Start Quality Assurance Report. Ms. Contreras-Robles introduced herself and explained that she would be presenting the May 2024 Monthly Quality Assurance Report. It was reported that the projects conducted included a Governance Review, Wellness Review and ERSEA Eligibility Review #1. Ms. Contreras-Robles also informed about the projects that were completed, which included the Family & Community Support Review, Safe Environments Review #2-medication administration, facilities, classroom safety, and outdoors. In addition, there were some areas of non-compliance discussed from the Family & Community Support Review and Safe Environments Review #2-facilities. Lastly, Ms. Contreras-Robles reviewed some areas of concern with the Family & Community Support Review and Safe Environments Review #2-medication administration, facilities, classroom safety, and outdoors. No questions were asked.

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

HSPC Chair, Krizia Franklin, introduced Ms. Dianne Mendez, Management Analyst, to present the Review of EHS and EHS-CCP Quality Assurance Report. Ms. Mendez reported she was presenting information from the May 2024 Monthly Quality Assurance Report. The Policy Council members were informed that the projects conducted included a Curriculum Fidelity and Professional Development Plans onsite review, Home Based Child File Review, and Unannounced Safe Environment Visits. There were noted areas of non-compliance with the Unannounced Safe Environment Visits. Ms. Mendez also discussed areas of concern related to the Curriculum Fidelity and Professional Development Plans onsite review, Home Based Child File Review, and Unannounced Safe Environment Visits.

HSPC member, Jessica Garcia, inquired about the "Positive guidance support needed in one classroom"; an area of concern reported from the Unannounced Safe Environment Visits. Ms. Mendez reported that a teacher provided some inappropriate wording in a classroom and that information was passed on to the education department for additional guidance to the teacher. No further questions were asked.

**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 no items were taken to City Council for review or approval 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 had a meeting scheduled for June 20, 2024 but did not meet quorum. The meeting was rescheduled for June 27, 2024. Policy Council members were informed that the next Policy Council meeting was scheduled for Tuesday, July 23, 2024. No questions were asked.

**VI. ADJOURNMENT**

**Motion:** Ms. Jessica Garcia moved to adjourn the meeting.

**Seconded (2<sup>nd</sup>):** Ms. Erika Lara

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

**HSPC member for Chair, Krizia Franklin, adjourned the meeting at 7:50pm.**

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**Chair**

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**Date**