

***Approval of
Head Start Policy Council
April 22, 2025 Meeting
Minutes***



MEETING MINUTES

HEAD START POLICY COUNCIL MEETING

May 27, 2025

6:15 P.M.

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

I. CALL TO ORDER

2024-2025 San Antonio Independent School District (SAISD) HSPC for Chair, Keyonna Hughes, called the meeting to order at 6:21 p.m.

II. MEETING MINUTES

Motion: Ms. Jessica Garcia moved to approve the March 25, 2025 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-e)

a. Approval of Head Start Pre-K Program Policy Updates with minor edits

HSPC Representative for Chair, Keyonna Hughes, introduced Ms. Priscilla Garcia, Senior Program Analyst to present on the Approval of the Head Start Pre-K Program Policy Updates with minor edits. Ms. Garcia highlighted the 20 edited policies in the 2025-2026 Head Start Policy Index. The Policy Council members were referred to the parent packet which provided the aforementioned policies for review and asked if any members had questions. No questions were asked.

Motion: Ms. Genavieve Huerta moved to approve the Head Start Pre-K Program Policy Updates with minor edits.

Seconded (2nd): Ms. Shatonya King

Vote: All in favor (unanimous)

b. Review of Head Start Pre-K and Early Head Start Program Wellness Services

HSPC Representative for Chair, Keyonna Hughes, introduced Ms. Christina Fitzgerald, Special Projects Manager, and Ms. Jessica Manyseng, Head Start Mental Health Coordinator, to present on the Review of the Head Start Pre-K and Early Head Start Program Wellness Services. Ms. Fitzgerald stated that their Wellness Services fell under Early Education Services which oversees education, disabilities, and wellness. In addition, Ms. Fitzgerald provided detailed information on services provided by the program that included classroom wellness, parent and family wellness, EHS center staff wellness, trauma-informed care, and the collaboration between Early Head Start and Head Start. The collaboration included working with shared families and children transitioning to the Head Start Program.

Ms. Manyseng provided information on Head Start's Mental Wellness team and the collaboration with the Family Support Workers in providing services to children and their families. Furthermore, information on the referral process, collaboration with agencies, the Consultative Model, Triple P Positive Parenting Program, and Wellness Initiatives were also provided.

PC members, Shatonya King, Lisa Rosales, Jessica Garcia and Destiny Barrera were provided with detailed information on inquiries regarding staff engagement with wellness resources, parent outreach, and trauma informed certification.

c. Review of Head Start Pre-K, EHS, and EHS-CCP Fiscal Report

HSPC Representative for Chair, Keyonna Hughes, introduced Ms. Amada Aguilera, Fiscal Analyst, to present the Review of the Head Start Pre-K, 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 March 31, 2025, Ms. Aguilera reported the total budget was at \$39,143,921.00. The year-to-date budget was reported at \$39,131,905.00 and the year-to-date actual was \$38,686,476.00 with a variance of \$445,429.00. Ms. Aguilera provided detailed information on variances related to Personnel Salaries/Fringe Benefits, Travel, Supplies, Contractual, and Non-Federal/In Kind categories.

Secondly, Ms. Aguilera reported on the Head Start Pre-K 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 March 31, 2025, Ms. Aguilera reported the total budget was at \$39,322,640.00. The year-to-date budget was reported at \$1,576,326.00 and the year-to-date actual was \$1,497,883.00 with a variance of \$73,457.00. Ms. Aguilera provided detailed information on variances related to Personnel Salaries/Fringe Benefits, Travel, Supplies, Contractual, Other, and Non-Federal/In Kind categories.

Lastly, 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 March 31, 2025. 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 \$2,616,878.00 and the Year-to-date Actual amount was \$2,363,932.00 with a variance of \$252,945.00. Ms. Aguilera provided detailed variance information on Personnel Services/Fringe Benefits, Travel, Supplies, Contractual, Other, and Non Federal Share/In Kind categories. No questions were asked.

d. Review of EHS and EHS-CCP Quality Assurance Report

HSPC for Chair, Keyonna Hughes, 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 completed which included the Wellness Child File Support #1, Wellness Managers Interview #2, Wellness Site Visits #3, Safe Environment Classroom Safety #4, Safe Environment Facilities #5, and Safe Environment Outdoors #6. Ms. McMillan discussed the three areas of non-compliance with the Wellness Child File Support #1, Wellness Site Visits #3 and Safe Environment Facilities #5 and the three areas of concern with the Wellness Child File Support #1, Wellness Site Visits #3, and Safe Environment Classroom Safety #4. No questions were asked.

e. Review of Head Start, EHS, and EHS-CCP Monthly Reports

HSPC Representative for Chair, Keyonna Hughes, 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 March 2025. A description of each category was presented and Ms. Jackson reported on Head Start data that included enrollment at 100%, retention rate of 88%, average daily attendance at 92%, and 19% for disability enrollment. Furthermore, Ms. Jackson also highlighted data from education services, family engagement services, mental health services, education screenings and health screenings.

Secondly, Ms. Jackson reported on the Early Head Start monthly report for March 2025. Information on the program's funded enrollment was provided. Ms. Jackson reported this program was at 99% for enrollment with an 87% retention rate. Information was also provided on the program's average daily attendance of 86% and disability enrollment at 17%. Furthermore, Ms. Jackson reviewed data from education services, family engagement services, mental health services, education screenings and health screenings.

Lastly, Ms. Jackson reported on the March 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 99%

with a retention rate of 82%. The program’s overall daily attendance was reported at 87%. Furthermore, the disability enrollment was reported at nine percent (9%) 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 screenings and health screenings.

HSPC member, Lisa Rosales, inquired and received information on services provided by licensed mental health professionals along with wellness support services provided by the Early Head Start program.

V. GOVERNING BODY

HSPC for Chair, Keyonna Hughes, asked Ms. Priscilla Garcia, Senior Program 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 City Council had approved the EHS-CCP Continuation Grant Application and the Wellness Request for Proposal. The Policy Council members were informed about the Federal review that occurred last week along with the participation of some of the Policy Council representatives.

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, April 17, 2025 and reviewed the EHS-CCP Continuation Grant Application and approved the Head Start Self-Assessment Report. The Policy Council members were informed that the next Policy Council meeting was scheduled for Tuesday, May 27, 2025. No questions were asked.

VI. ADJOURNMENT

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

Seconded (2nd): Ms. Jessica Garcia

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

HSPC member for Chair, Keyonna Hughes, adjourned the meeting at 7:28pm.

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Chair	Date