

***Approval of  
Head Start Policy Council  
July 23, 2024 Meeting  
Minutes***



# MEETING MINUTES

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## HEAD START POLICY COUNCIL MEETING

July 23, 2024

6:15 P.M.

**Members Present** Edgewood Independent School District (EISD): Jessica Garcia, Jasmine Gomez  
San Antonio Independent School District (SAISD): Keyonna Hughes, Ashley Trevino  
EHS-EISD: none  
EHS-EISD HB: none  
EHS-CCP: Krizia Franklin, Anna Rios  
Community Representative: Yenter Tu

**Members Absent** Edgewood Independent School District (EISD): none  
San Antonio Independent School District (SAISD): Jacqueline Munoz, Lillian Dotson  
EHS EISD: Christina Gonzalez  
EHS-EISD HB: Erika Lara  
EHS-CCP: none  
Community Representative: Ramiro Lopez

**Alternate Members Present** 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, John Bonillas

**Alternate Members Absent** 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: none  
EHS-CCP: Claudia Zuniga  
Community Representative: none

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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 6:24 p.m.

### II. MEETING MINUTES

**Motion:** Ms. Anna Rios moved to approve the June 25, 2024 meeting minutes.

**Seconded (2<sup>nd</sup>):** Ms. Jasmine Gomez

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

### III. PUBLIC COMMENTS

None to report

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

##### **a. Correspondence**

HSPC Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, to present on Correspondence ACF-OHS-IM-24-02 Fiscal Year 2025 Monitoring Process for Head Start and Early Head Start Recipients. Ms. Jackson discussed the Information Memorandum (IM) which outlined the OHS monitoring process for fiscal year 2025 (FY25). Furthermore, Ms. Jackson described the types of monitoring reviews that recipients may experience, highlighting Focus Area 1 (FA1), Focus Area 2 (FA2), Classroom Assessment Scoring System (CLASS®), Risk Assessment Notification (RAN), and unannounced reviews. No questions were asked.

##### **b. Approval of 2024-2025 Head Start Program Design**

HSPC Chair, Krizia Franklin, introduced Ms. Melissa Benavidez, Senior Management Analyst, to present on the Approval of the 2024-2025 Head Start Program Design with minor edits. Ms. Benavidez reported on Edgewood Independent School District (EISD) and its addition of a new campus with an overall funded enrollment of 777 children for the school district. Furthermore, Ms. Benavidez reported on the San Antonio Independent School District (SAISD) and its new addition of seven campuses with a total funded enrollment of 2,193 children. No questions were asked.

**Motion:** Ms. Jessica Garcia moved to approve the 2024-2025 Head Start Program Design with minor edits.

**Seconded (2nd):** Mr. Yenter Tu

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

##### **c. Approval of 2024-2025 Early Head Start and Early Head Start Start-Child Care Partnership Program Designs**

HSPC Chair, Krizia Franklin, introduced Ms. Rachel Pearce, Senior Management Analyst, to present on the Approval of the 2024-2025 Early Head Start and Early Head Start-Child Care Partnership Program Designs with minor edits. Ms. Pearce reported on the Early Head Start program design that included a funded enrollment of 136 children for center based services and a funded enrollment of 8 children for home based services with an overall total funded enrollment of 144 children. Ms. Pearce also reported on the Early Head Start-Child Care Partnership program design with a total funded enrollment of 216 children. No questions were asked.

**Motion:** Ms. Lisa Rosales moved to approve the 2023-2024 Early Head Start and Early Head Start-Child Care Partnership Program Designs with minor edits.

**Seconded (2nd):** Ms. Keyonna Hughes

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

##### **d. Review of 2023-2024 Head Start End of Year (EOY) Data**

HSPC Chair, Krizia Franklin, introduced Ms. Mica Clark-Peterek, Special Projects Manager, to present on the Review of the 2023-2024 Head Start End of Year (EOY) Data. Ms. Clark-Peterek reported that the Office of Head Start requires that a program must conduct standardized and structured assessments for each child that provide ongoing information to evaluate the child's developmental

level and progress in outcomes. Ms. Clark-Peterek provided information on the CIRCLE Progress Monitoring System (CIRCLE), a standardized, criterion-referenced measure, that relates well to established standardized tests and is sensitive to growth in children's skills over time for children ages 3-5 years old enrolled in the Head Start Pre-Kindergarten Program. Ms. Clark-Peterek also provided end of year data for the 2023-2024 school year.

HSPC member, Krizia Franklin, referred to the CIRCLE End of Year Data Table and asked for the meaning of "RLN" and "PA" verbiage located within the data. "RLN" was explained as rapid letter naming and "PA" was explained as phonological awareness. Ms. Clark-Peterek also provided information on the other categories of the table. No further questions were asked.

**e. Review of Head Start and Early Head Start Health Safety Screener Calendar**

HSPC Chair, Krizia Franklin, introduced Ms. Cassy Bentley, Senior Management Analyst and Ms. Dianne Mendez, Management Analyst, to present on the Review of the Head Start and Early Head Start Health Safety Screener Calendar. Ms. Bentley presented the schedule for the health and safety screenings for the Head Start Program to be completed in the month of August 2024. Ms. Bentley informed that the Office of Head Start requires that a health and safety check be conducted at all the sites within a specified amount of time, and we have to certify that all the sites are safe for the children. Ms. Bentley reviewed the key dates for the screenings and emphasized that we have 75 days to submit to the Office of Head Start (OHS) a certification that all of the health and safety reviews were completed.

Ms. Dianne Mendez presented the schedule for the health and safety screenings for the Early Head Start Program and reported on the programs' start dates. Ms. Mendez provided detailed information about the procedures and process that are utilized when the center visits are conducted. Furthermore, Ms. Mendez provided a timeline for when the results would be provided to Policy Council, obtaining Policy Council Chair signature on the Certification of the Health and Safety Screener, and the obtaining of the Mayor's signature before uploading it to the Office of Head Start Enterprise System. No questions were asked.

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

HSPC Chair, Krizia Franklin, introduced Mr. Stephen Gonzalez, Fiscal Manager, to present the Review of the Head Start, EHS, and EHS-CCP Fiscal Reports. Mr. Gonzalez 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 June 30, 2024, Mr. Gonzalez reported the total budget was at \$38,702,785.00. The year-to-date budget was reported at \$11,145,558.00 and the year-to-date actual was \$8,903,240.00 with a variance of \$2,242,317.00. Mr. Gonzalez provided detailed information on variances related to Personnel Salaries/Fringe Benefits, Supplies, Contractual, Other, and Non-Federal/In Kind categories.

In addition, Mr. Gonzalez 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 June 30, 2024. The budget period for this grant is from August 1, 2023 through July 31, 2024. Mr. Gonzalez reported the total budget for this grant was \$4,139,106.00. The Year-to-date budget was \$3,291,280.00 and the Year-to-date Actual amount was \$3,207,221.00 with a variance amount of \$84,059.00. Mr. Gonzalez

provided detailed information on Personnel Services and Fringe Benefits, Travel, Supplies, Contractual, Other, and Non Federal Share/In Kind categories.

HSPC member, Lisa Rosales, inquired about the Non Federal/In Kind category. Mr. Gonzalez provided clarification on the In Kind and matching requirements provided by the education providers. No further questions were asked.

**g. 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 June 2024. Regarding the Head Start Monthly Report, Ms. Jackson reported that there were no classroom services through the month of June, but there were continued services to families, like family assessments and mental health services, that were being provided during the summer. Ms. Jackson also highlighted data from the Health Screenings category.

Ms. Jackson reported on the Early Head Start monthly report for June 2024. The Policy Council was informed that this program continues to run in the month of June and provided data on funded enrollment and average daily attendance. The disability enrollment number was reported at 13%. Ms. Jackson also highlighted data from Education Services, Family Engagement Services, and Education Screenings.

Lastly, Ms. Jackson reported on the June 2024 Monthly Program Report for the EHS-CCP program. Ms. Jackson reported that we were at 100% for enrollment with this program and that we have been fully enrolled for the entire school year. Our average daily attendance was at 84% for the month of June and our disability enrollment was at 10%. Ms. Jackson highlighted data from Education Services and Family Engagement Services.

HSPC member, Krizia Franklin, inquired about the services that are provided to the children in the Early Head Start program by Family Service Association and asked about what happens when they age out of the program. Ms. Jackson reported that the services are grant specific. Children in the Early Head Start Program are provided services by Family Service Association and as soon as the children enter the Head Start program, they receive services from our City of San Antonio Wellness Program. Ms. Mica Clark-Peterek, Special Projects Manager, and Ms. Rachel Pearce, Senior Management Analyst, also discussed the transition of services between programs. No further questions were asked.

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

HSPC Chair, Krizia Franklin, introduced Ms. Samantha Villa, Management Analyst, to present the Review of the Head Start Quality Assurance Report. Ms. Villa introduced herself and explained that she would be presenting the June 2024 Monthly Quality Assurance Report. It was reported that the projects conducted included a Governance Review. Ms. Villa also informed about the projects that were completed, which included the Wellness Support Review, Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Eligibility Review #1. In addition, there were no areas of non-

compliance and lastly, Ms. Villa reviewed some areas of concern with the Wellness Support Review and ERSEA Eligibility Review #1.

HSPC member, Jasmine Gomez, inquired about how information is input into the system regarding Wellness Support. Ms. Villa provided procedural information on the data entry provided by the Family Support Worker (FSW) including the creation of events and the entry of demographical information, notification sent to the Wellness Team, and family contact. 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 we will be taking the Early Head Start Blessed Sacrament contract to City Council but it is pending approval from the Department of Human Services before submitting it on August 15, 2024.

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 did not have a meeting in July 2024 and their next meeting is scheduled for August 15, 2024. An announcement was provided to celebrate HSPC member’s, Lillian Dotson, new employment with the San Antonio Independent School District and although Ms. Dotson is ineligible to continue as a representative, we celebrate her accomplishment. Policy Council members were informed that the next Policy Council meeting was scheduled for Tuesday, August 27, 2024. No questions were asked.

**VI. ADJOURNMENT**

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

**Seconded (2<sup>nd</sup>):** Ms. Jessica Garcia

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

**HSPC member for Chair, Krizia Franklin, adjourned the meeting at 7:27pm.**

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**Chair**

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**Date**