

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



MEETING MINUTES



HEAD START POLICY COUNCIL MEETING

April 23, 2024

6:15 P.M.

Members Present	Edgewood Independent School District (EISD): Jasmine Gomez San Antonio Independent School District (SAISD): Keyonna Hughes, Jacqueline Munoz, Lillian Dotson, Ashley Trevino EHS-EISD: none EHS-EISD HB: none EHS-CCP: Krizia Franklin Community Representative: Yenter Tu, Ramiro Lopez
Members Absent	Edgewood Independent School District (EISD): Jessica Garcia San Antonio Independent School District (SAISD): none EHS EISD: Wilmarys Vazquez EHS-EISD HB: Erika Lara EHS-CCP: Anna Rios Community Representative: none
Alternate Members Present	Edgewood Independent School District (EISD): None San Antonio Independent School District (SAISD): Magaly Olguin EHS-EISD: none EHS-EISD HB: Elena Martinez Blanco EHS-CCP: None Community Representative: Lisa Rosales
Alternate Members Absent	Edgewood Independent School District (EISD): Erika Fuentes, Katherine Carvallo San Antonio Independent School District (SAISD): Monica Duran, Alyssa Medina EHS-EISD: none EHS-EISD HB: none EHS-CCP: Claudia Zuniga, Kanisha Thomas Community Representative: John Bonillas

I. CALL TO ORDER

2023-2024 San Antonio Independent School District (SAISD) HSPC Chair, Krizia Franklin, called the meeting to order at 6:25 p.m.

II. MEETING MINUTES

Motion: Ms. Ashley Trevino moved to approve the March 26, 2024 meeting minutes.

Seconded (2nd): Ms. Keyonna Hughes

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

III. PUBLIC COMMENTS

None to report

IV. BRIEFING AND POSSIBLE ACTION (a-f)

a. Approval of Head Start and Early Head Start (EHS) Policy Updates

HSPC Chair, Krizia Franklin, introduced Ms. Priscilla Garcia, Senior Management Analyst, to present on the Approval of the Head Start and Early Head Start (EHS) Policy Updates. Ms. Garcia highlighted the 12 edited policies and also introduced three new policies that were listed in the 2024-2025 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.

Ms. Garcia presented the 2024-2025 Early Head Start Policy Index which included 14 edited policies and two new policies. The Policy Council members were encouraged to review the policies and asked if there were any questions.

HSPC member, Lisa Rosales, inquired about the Discipline and Guidance Policy and asked about the process for training incoming teachers around these components. Ms. Mica Clark-Peterek, Special Projects Manager, reported she works with the Training and Technical Assistance team and stated that new teachers and instructional assistants are onboarded and she also provided information related to appropriate discipline and guidance for young children. In addition, it was reported that the Early Head Start program also provides the same, as well. Ms. Clark-Peterek also reported that we have on-going professional development throughout the school year provided by our school district partners for teachers and instructional assistants. No further questions were asked.

Motion: Ms. Jasmine Gomez moved to approve the Head Start and Early Head Start (EHS) Policy Updates with minor edits.

Seconded (2nd): Ms. Lisa Rosales

Vote: All in favor (unanimous)

b. Review of Head Start and Early Head Start (EHS) Program Wellness Services

HSPC Chair, Krizia Franklin, introduced Ms. Christina Fitzgerald, Special Projects Manager, and Ms. Jessica Manyseng, Head Start Wellness Coordinator, to present the Review of the Head Start and Early Head Start Program Wellness Services. Ms. Fitzgerald reported on the Early Head Start Program's Wellness Services. It was reported that their Wellness Services fell under Early Education Services which oversees education, disabilities, and wellness. 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. Jessica Manyseng, Head Start Wellness Coordinator, provided information on Head Start's Mental Wellness team and the collaboration with the Family Support Workers. Our referral system is internal so referrals can be received from anyone at Head Start who has interactions with the parent and who agrees to wellness support services, when offered. In addition, Ms. Manyseng explained the referral process and collaboration with agencies. Information on the Consultative

model was provided along with information on the Triple P Positive Parenting Program and Wellness Initiatives.

HSPC member, Krizia Franklin, inquired about mental wellness referrals from teachers, mental health recommendations made by the Policy Council, and staff bereavement. Ms. Fitzgerald stated that in reference to staff bereavement, staff would follow the center's policies. The Early Head Start program will also reach out and offer support. Ms. Rhonda Roach, Senior Special Projects Manager, added information about the centers' personnel policies and the growth of the program's wellness approach. Ms. Fitzgerald provided information on the referral process and opportunities for parent involvement with wellness. Furthermore, examples of wellness strategies were provided like cozy corners, sensory items, tactile spaces, breathing exercises, yoga and a social-emotional component in the curriculum.

Ms. Franklin inquired about the time frame from when Head Start receives a referral to making parent contact. Ms. Manyseng reported that once we receive a referral we have 10 days to make contact. Sometimes, parent contact is made on the same day that the referral was made. Procedures are in place if there is a crisis or an urgency and direct contact can be made. Quality Assurance monitor, Jesse Martinez, reported that on the average, it takes about three to five days to make contact on a referral.

HSPC member, Ashley Trevino, inquired about the time frame for parent notification if a child-restraint method is used on a student. Ms. Trevino clarified this question was for the Head Start program. Ms. Fitzgerald reported that, for the Early Head Start program, the children are too young for restraining but we do observations and communicate and work with the parents. Ms. Jessica Manyseng, Head Start Wellness Coordinator, reported that every school is different with their communication. Ms. Manyseng affirmed the benefits of communication and invited Ms. Trevino to leave her contact information with her so that she could discuss the situation further.

HSPC member, Lisa Rosales, requested additional information on the use of child restraint in the classrooms and suggested that it may need to be addressed in the policies. Ms. Fitzgerald reported that restraints are not used in the Early Head Start classrooms. Ms. Manyseng reported that she had not heard about teachers using child restraint in the classrooms. In addition, Ms. Manyseng informed that Head Start will connect with coordinators to provide additional support to the family while the school district supports the classroom, student, and teacher. Ms. Norma Hodge, San Antonio Independent School District (SAISD) Head Start Program Coordinator, reported that restraints are discouraged and that it is the last option and used when the child is going to be a danger to themselves. Ms. Hodge confirmed that the teacher and the teacher's assistant should be trained in Crisis Prevention Institute (CPI) training.

Regarding the Triple P Program, Ms. Rosales, inquired about "Level 2: Selected Stepping Stones for parents of children living with a disability (up to 12 years old)." Ms. Manyseng provided information about our collaboration with the City of San Antonio Metropolitan Health District (Metro Health). It was explained that if we have a family that is unable to receive services from our Wellness Team, Metro Health offers online, late evening, and weekend services. Ms. Manyseng also added that Metro Health is also accredited with every single level of Triple P parenting classes.

Ms. Rosales stated that some of the issues around burnouts and not being trauma informed are baked into our systems. Ms. Rosales inquired about how we are re-assessing and moving towards wellness while taking into account the work hours, benefits, and the additional workload we may be putting on our teachers. Ms. Manyseng reported that was the intention of level one certification trauma informed care. It is to analyze and assess what is currently happening in our processes, that we have now, to be trauma informed. Ms. Manyseng reported that this was not just a Head Start project, this was a department project. Collaboration and communication between the teaching staff and Head Start is important to ensure that teachers do not feel like they are by themselves. Modeling of behavior was discussed and information on workshops offered that covered different dimensions of wellness.

HSPC member, Jasmine Gomez, referred to information provided about policies and how they relate to the support that is provided to the parent, teacher, and student. Ms. Gomez then inquired about situations regarding behaviors that continue to occur and location of the disconnect, and asked where does the implementation occur? Ms. Manyseng reported the implementation is done in the classroom with every district. The referral process for SAISD was discussed.

HSPC member, Yenter Tu, inquired if there was a card, flyer or brochure with information on teacher bereavement. Ms. Fitzgerald stated we have a brochure that speaks in general about available services and what concerns you can have to access these services. Mr. Tu requested a copy of the brochure and Ms. Fitzgerald stated she would provide him with a copy. Ms. Manyseng also reported that the point of contact for a parent with concerns will always be the school (i.e., teacher, principal, vice principal, instructional assistant). If a parent feels that they are not getting the support needed, parents are encouraged to talk to their Family Support Worker. No further questions were asked.

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

HSPC Chair, Krizia Franklin, introduced Mr. Armando Salazar, Fiscal Manager, 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 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 March 31, 2024, Mr. Salazar reported the total budget was at \$37,810,619.00. The year-to-date budget was \$37,476,183.00 and the year-to-date actual was \$34,112,024.00 with a variance of \$3,364,158.00. Mr. Salazar also provided detailed information on variances related to Personnel Salaries/Fringe Benefits, Travel, Supplies, Contractual, Other, and Non Federal/In Kind categories.

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 March 31, 2024, Mr. Salazar reported the total budget was at \$38,429,045.00. Mr. Salazar also provided additional grant information and informed that the total budget was at \$38,429,045.00 and the year-to-date budget was reported at \$1,455,853.00 and the year-to-date actual was \$1,408,310.00 with a variance of \$47,543.00. Mr. Salazar provided detailed information on variances related to Travel, Supplies, Contractual, and Other categories.

Lastly, Mr. Salazar 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 March 31, 2024. The budget period for this grant is from August 1, 2023 through July 31, 2024. Mr. Salazar reported the total budget for this grant was \$4,139,106.00. The Year-to-date budget is \$2,336,639.00 and the Year-to-date Actual amount is \$2,365,656.00 with a negative variance amount of \$29,017.00. Mr. Salazar provided detailed information on Personnel Services and Fringe Benefits, Travel, Supplies, Contractual, Other, and Non Federal Share/In Kind categories.

HSPC member, Krizia Franklin, inquired if the ChildPlus Data System had a two-way communication between parents and Head Start. Ms. Rhonda Roach, Senior Special Projects Manager, reported that in mass communication, it would not be a two-way communication. Ms. Franklin also inquired if Head Start participates in any Fiesta events for recruitment purposes. Ms. Roach reported that we collaborate with other organizations that host or have events and we will do recruitment at those events. Ms. Roach also confirmed that Head Start does not do any fundraising but that the centers can do fundraising for their centers but not for Head Start. No further questions were asked.

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

HSPC Chair, Krizia Franklin, introduced Ms. Rhonda Roach, Senior Special Projects Manager, to present the Review of Head Start, EHS, and EHS-CCP Monthly Reports. Ms. Roach presented on the monthly program reports that covered information through the end of March 2024. Regarding the Head Start Monthly Report, Ms. Roach reported that we were at 91% for the average daily attendance and disability enrollment at 16.72%, which was a good number because, as a reminder, we are required to serve at least 10% of our enrollment for children of varying needs. Ms. Roach also provided detailed information on Education Services and Mental Health Services.

Ms. Roach reported on the Early Head Start monthly report for March 2024 and stated that the average daily attendance was at 83% and attributed the percentage to children being sick and absences due to Spring break. The disability enrollment number was reported at 9% and Ms. Roach explained that the percentage number was related to children who had an Individualized Family Service Plan (IFSP) and were aging and transitioning as they went through our program, and so they no longer qualified. Ms. Roach also highlighted the data in Education and Mental Health Services.

Lastly, Ms. Roach reported on the March 2024 Monthly Program Report for the EHS-CCP program. Ms. Roach reported that our average daily attendance was at 87% for the month of March and our disability enrollment was at seven percent (7%). Furthermore, Ms. Roach added that this program had already previously met the 10% requirement. The data for Mental Health Services and Health Screenings was also reviewed.

HSPC member, Jasmine Gomez, requested verification of zero children on the Waiting List category from the Head Start Monthly Report. Ms. Roach confirmed the data and stated it could be for a number of reasons like focusing and recruiting for the upcoming year and it could also be a data entry error. Ms. Priscilla Garcia, Senior Management Analyst, confirmed that the data was correct.

HSPC member, Ramiro Lopez, inquired about what was being done to encourage higher numbers in dental exams with the Early Head Start Program. Ms. Roach reported we offer dental clinics two

times per year. In our collaboration with Metro Health, we bring dentists and ongoing education to our families and our teachers, who provide the support. We also have dental clinics coming up within the next couple of weeks.

HSPC member, Krizia Franklin, inquired about what exactly is tracked when the child has a high lead count. Ms. Roach informed that the Family Support Worker and the University of Incarnate Word (UIW) will work with the family. If there is a need, an immediate referral is made to Green and Healthy Homes. No further questions were asked.

e. Review of Head Start Quality Assurance Report

HSPC Chair, Krizia Franklin, introduced Mr. Jesse Martinez, Management Analyst, to present the Review of the Head Start Quality Assurance Report. Mr. Martinez introduced himself and explained that he would be presenting the March 2024 Monthly Quality Assurance Report. It was reported that the projects conducted included a Governance Review, Health Review, Metro Health Review, and Family and Community Support Review. Mr. Martinez also informed about the projects that were completed, which included the Safe Environments Review #1 Facilities and Education Review. There was one area of non-compliance which included the Safe Environments Review #1 Facilities. Lastly, Mr. Martinez discussed the areas of concern with the Safe Environments Review #1 Facilities and Education Review. No questions were asked.

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

HSPC Chair, Krizia Franklin, introduced Ms. Rhonda Roach, Senior Special Projects Manager, to present the Review of EHS and EHS-CCP Quality Assurance Report. Ms. Roach reported she was presenting information from the March 2024 Monthly Quality Assurance Report. The Policy Council members were informed that the projects conducted included an Education Child File Review and Onsite Visits and Unannounced Safe Environment Visits. There were noted areas of non-compliance with the Education Child File Review and Onsite Visits. Ms. Roach also discussed the areas of concern related to the Education Child File Review and Onsite Visits and Unannounced Safe Environment Visits. No 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 City Council approved our Early Head Start-Child Care Partnership Baseline Grant Application on April 11, 2024. Furthermore, it will now be uploaded to the Office of Head Start on April 25, 2024. After the submission, Ms. Garcia reported, we should hear a response on or about July 2024.

A picture of the Community Action Advisory Board (CAAB) was presented, our current advisory committee that meets monthly. Ms. Garcia reported that the committee did not meet quorum on April 18, 2024 and the next meeting date is pending. Policy Council members were informed that the next Policy Council meeting was scheduled for Tuesday, May 28, 2024. Also, information was provided on the Parent Recruitment Ambassador meeting scheduled for April 30, 2023. 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 8:19pm.

Chair

Date