

***Approval of
Head Start Policy Council
June 27, 2023
Meeting Minutes***



MEETING MINUTES



HEAD START POLICY COUNCIL MEETING

June 27, 2023

6:15 P.M.

Members Present	Edgewood Independent School District (EISD): Jessica Maldonado San Antonio Independent School District (SAISD): Ruby Marie Ortiz, Melissa Carrillo Cox, Josefina Macias EHS-EISD: none EHS-EISD HB: Kanisha Thomas EHS-CCP: Krizia Franklin Community Representative: Richard Ramey
Members Absent	Edgewood Independent School District (EISD): Brenda Salazar-Morales San Antonio Independent School District (SAISD): Alexis Alfaro EHS-EISD: Krystal Rocha EHS-EISD HB: none EHS-CCP: Naomi Castellanos Community Representative: Jorge Borrego
Alternate Members Present	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): April Barrera, Brittany Lopez EHS-EISD: none EHS-CCP: none Community Representative: David King, Maria Quezada
Alternate Members Absent	Edgewood Independent School District (EISD): Erika Flores, Annie Sandoval San Antonio Independent School District (SAISD): Michelle Sepulveda, Keyonna Hughes EHS-EISD: Luis M. Ramirez EHS-CCP: Samantha Hurd Ogilvie, Maritza Mendoza Community Representative: None

I. CALL TO ORDER

2022-2023 Early Head Start-Child Care Partnership (EHS-CCP) HSPC Chair, Krizia Franklin, called the meeting to order at 6:21 p.m.

II. MEETING MINUTES

Motion: Ms. Melissa Carrillo Cox moved to approve the May 23, 2023, meeting minutes.

Seconded (2nd): Ms. Maria Quezada

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

III. PUBLIC COMMENTS

None to report

IV. BRIEFING AND POSSIBLE ACTION (a-i)

a. Correspondence

HSPC Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, to present on ACF-IM-HS-23-02 American Indian and Alaska Native Head Start Eligibility Through Tribal TANF. Ms. Jackson provided background TANF information that was provided previously by the Office of Head Start and reported that this Information Memorandum was issued to specifically address those programs that are serving American Indian and Alaska Native families. No questions were asked.

b. Approval of Early Head Start (EHS) Program Design Updates

HSPC Chair, Krizia Franklin, introduced Ms. Rhonda Roach, Senior Special Projects Manager, to present on the Approval of the Early Head Start (EHS) Program Design Updates with minor edits. Ms. Roach reviewed information on the funded enrollment numbers for the Early Head Start-Child Care Partnership (EHS-CCP) program for 2020-2021 with an emphasis on the reduction of 8 slots at Seton Home and adding them to Blessed Sacrament Academy for the 2021-2022 program year. In the 2022-2023 program year, Seton Home requested the return of 8 slots and, as a result of meetings and review of documentation, it was determined that Seton Home would be assigned an additional 4 slots which will bring the funded enrollment number to 16 in the 2023-2024 program year. Ms. Roach also informed the Policy Council members about Seton Home's recruitment strategies.

HSPC member, Krizia Franklin, inquired if there was a Waitlist at Seton Home. Ms. Roach reported there is a Waitlist and would provide the number of how many children are on the Waitlist. It was reported that the program is going through a transition at this time because applications are being completed and will go through a second verification process. Ms. Franklin commented on the community needs that Seton Home serves and stated she was not opposed to moving the 4 slots back to the agency but was opposed to having those slots go to the employees. Ms. Franklin referred to Seton Home's recruitment strategy of opening up the application process to the employees of Seton Home. Ms. Roach reported that their eligibility matrix, the points that are assigned to how families come in; our teen moms already get that leverage up. It was confirmed that the other five EHS-CCP childcare centers have staff children at their respective centers. Ms. Roach also reviewed the selection process for the program. No further questions were asked.

Motion: Ms. Ruby Marie Ortiz moved to approve the Early Head Start (EHS) Program Design Updates with minor edits.

Seconded (2nd): Ms. Melissa Carrillo Cox

Vote: All in favor (unanimous)

Abstentions: Ms. Krizia Franklin

c. Review of 2023-2024 School Readiness Goals

HSPC Chair, Krizia Franklin, introduced Ms. Mica Clark-Peterek, Special Projects Manager, to present the Review of the 2023-2024 School Readiness Goals. Ms. Clark-Peterek reported on Head Start's requirement that programs establish school readiness goals that are aligned to the five central domains and state standards. It was also reported that parents are also involved in the development of these goals. Furthermore, the program must also create and implement a plan of action to

achieve the goals of which we continue to work and develop. Ms. Clark-Peterek provided additional information regarding the School Readiness Goals, how they were developed, and reported that coming into this new school year, 2023-2024, we will begin work on a new set of school readiness goals for our next five year program. The Policy Council members were presented with an English and Spanish version of the School Readiness Goals posters and were informed that they are posted on the walls of our program's schools and centers. No questions were asked.

d. Review of 2022-2023 Head Start Classroom Assessment Scoring System (CLASS) Data

HSPC Chair, Krizia Franklin, introduced Ms. Mica Clark-Peterek, Special Projects Manager, to present the Review of the 2022-2023 Head Start Classroom Assessment Scoring System (CLASS) data. 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, reported on score data, Federal Review results and Office of Head Start Thresholds. In 2022, CLASS 2nd Edition (CLASS 2.0) was released and it included enhancements with a focus on improving equity, access and impact. CLASS 2.0 also included more diverse and inclusive definitions and representation, consideration for scoring across diverse settings and guidance for reducing bias. Ms. Clark-Peterek also informed that Federal reviewers observe programs once during the five-year grant period and, furthermore, reported that low CLASS scores will cause a program to have to re-compete for grant funding. This is only for the Pre-Kindergarten program; the Office of Head Start does not utilize the CLASS tool with the infant and toddler's Early Head Start program.

HSPC member, Melissa Carrillo Cox, inquired about what the CLASS process looks like when the testers are in the classrooms. Ms. Clark-Peterek reported that certified CLASS observers conduct an observation that includes two 20 minute observations and that it serves as a snapshot of the program. It was also reported that the data can also be used to provide teachers with some specific coaching. Ms. Clark-Peterek also discussed intensive coaching that is provided to selected teachers and the benefits.

HSPC member, Krizia Franklin, inquired if a score sheet was utilized with the CLASS observations. Ms. Clark-Peterek reported that a tool is utilized and it is designed and used to observe a classroom, note and identify the behaviors, categorize them and then rate the quality of the interactions. Ms. Franklin also inquired if the observer is also doing the coaching. Ms. Clark-Peterek reported we have a team of observers from the City of San Antonio, San Antonio Independent School District (SAISD) and Edgewood Independent School District (EISD) that utilize the CLASS tool which is designed to be used by anyone that is certified, so it would be okay if a coach went and observed her own classroom. With that being said, Ms. Clark-Peterek added that we try to reduce bias by having the teams observe the other's school district classrooms.

HSPC member, Josefina Macias, inquired if the classroom teacher has an opportunity to request a second CLASS observation. Ms. Clark-Peterek stated that the teacher can ask the observer to come back and provided examples of situations that could occur in a classroom that might contribute to an observer being requested to return a second time. Ms. Macias also inquired what would happen if a teacher failed in a CLASS observation. Ms. Clark-Peterek reported that we look at CLASS scores

across the program and we break it down and look at the campus level and discuss the scores. The scores are used to identify teachers that may benefit from additional coaching and we also use the scores to take a look at our observers and their scoring. No further questions were asked.

e. Presentation of Fiscal Members

HSPC Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, to present on the City of San Antonio (COSA) Head Start Division Fiscal Members. Ms. Jackson announced that some of our Fiscal members were leaving the department and we wanted to celebrate with our Policy Council members. Ms. Jackson presented Ms. Mary Vasquez who spoke to the Policy Council about her upcoming retirement on June 30, 2023 and also introduced her replacement, Mr. Stephen Gonzalez, Fiscal Manager. Mr. Issac Espinoza and Mr. Terric Foong are also two fiscal analysts that will be leaving COSA Head Start for other future endeavors. No questions were asked.

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

HSPC Chair, Krizia Franklin, introduced Ms. Mary Vazquez, Fiscal Manager and Mr. Stephen Gonzalez, Fiscal Manager, to present the Review of the Head Start, EHS, and EHS-CCP Fiscal Reports. Ms. Vazquez reported on the 2022-2023 Head Start grant that started February 1, 2022 and ended on January 31, 2023. Furthermore, we are currently in the close-out period. As of May 31, 2023, Ms. Vazquez reported that the budget total is \$32,403,293.00. The Year-to-date budget amount is listed at \$32,403,293.00 and the Year-to-date Actual is \$32,349,746.00. The Variance, which is the difference between the year-to-date amount and the year to date actual, is \$53,547.00 and the last column is expressed in percentages. Ms. Vazquez explained the variance amounts for the Personnel/Fringe category and contractual category.

Ms. Vazquez presented on the Early Head Start Grant and stated that this grant started February 1, 2022 and ended January 31, 2023 and we are currently in the close-out period. Ms. Vazquez reported that, as of May 31, 2023, the budget total is \$2,736,974.00. The Year-to-date budget amount is listed as \$2,736,974.00 and the Year-to-date Actual is \$2,465,349.00 which is the difference or a Variance of \$271,625.00. The last column is the Variance in percentages. Ms. Vazquez reviewed the contractual line item and stated this is the end of the grant and we cannot ask for a carry-forward because it was absorbed by Head Start.

Mr. Stephen Gonzalez presented on the Early Head Start-Child Care Partnership (EHS-CCP) Grant. The following information was provided from the 2022-2023 Fiscal Report as of May 31, 2023. The budget period for this grant is from August 1, 2022 through July 31, 2023. Mr. Espinoza reported the total budget for this grant is \$3,856,799.00. The Year-to-date budget is \$3,147,873.00 and the Year-to-date Actual amount is \$3,180,548.00 with a negative variance amount of \$32,675.00. Mr. Espinoza provided details on the variance amount for Personnel Services and Fringe Benefits.

Mr. Gonzalez reported that the Department of Human Services received two grants which are called Coronavirus Response and Relief Supplemental Appropriations (CRRSA) and the American Rescue Plan Act (ARPA). The budget period for this grant was from April 1, 2021 through March 31, 2023 with a ninety (90) day close out period. Both grants had a combined total budget of \$5,037,486.00. The year-to-date budget is \$4,930,841.00 and what was actually spent was \$4,815,466.00 for a

positive variance of \$115,374.00. Mr. Espinoza provided detailed information on the Variance amount for the Contractual line item.

Lastly, Mr. Gonzalez reported on our new Head Start and Early Head Start consolidated grant for the 2023-2024 fiscal year and stated this grant period is from February 1, 2023 through January 31, 2024. As of May 31, 2023, the total budget was reported at \$35,336,915.00. The year-to-date budget is \$7,166,405.00 and the year-to-date actual is \$5,491,621.00 with a variance of \$1,674,783.00. Mr. Espinoza provided detailed information on the Variance amounts for the Contractual, Personnel and Fringe line items.

HSPC member, Ms. Krizia Franklin asked about the meaning of the word “absorbed” regarding the remaining balance of the Early Head Start 2022-2023 funds and asked if the money would go to Head Start. Ms. Vazquez stated that basically every award comes with its own project number and the Early Head Start grant had its own distinct project number. So, basically, the Early Head Start award is closed and the unspent amount goes back into the pot of money at the Head Start Regional Office.

Ms. Franklin also inquired how we can learn from the event of having to return unspent Early Head Start funds. Ms. Vazquez discussed issues with getting information in real time and staffing issues. Also, working more closely with the Head Start Division and getting plans into a timeline. Ms. Vazquez also added that we now have two new fiscal managers that come with their own set of strengths and contributions.

HSPC member, David King inquired about the amount of unspent funds from EISD’s 2022-2023 Early Head Start grant. Ms. Vazquez discussed Edgewood Independent School District and San Antonio Independent School District’s working efforts, support, and challenges that they have had in working with the grant.

HSPC member, Josefina Macias inquired about what happens to the unspent funds when they are returned. Ms. Vazquez reported that Congress appropriates money every year and the Regional Office first awards the money that was returned (“old money”) before it awards the “new” money. Ms. Macias also asked if Head Start is affected when money has to be returned and then money is received the following year in a grant renewal. Ms. Vazquez informed that Head Start is not affected by the amount of money it receives if grant money had to be returned the prior year.

HSPC member, Richard Ramey, asked if there was anything Head Start can do to support EISD. Ms. Vazquez informed that the school district has its own systems and stated we have offered training but that there were time constraints. Ms. Vasquez stated it was the district’s choice. No further questions were asked.

g. Review of Head Start, EHS, and EHS-CCP Monthly Program Report

HSPC Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, to present the Review of Head Start, EHS, and EHS-CCP Monthly Program Report. Ms. Jackson reviewed the Head Start Monthly Report for May 2023 and presented information on enrollment, average daily attendance and disability enrollment. Ms. Jackson provided an update regarding the End-of-Year

Family Assessments' percentage, which was formally at 90%, but we are now at 98%. The Health screenings were reported to be above 90% with the exclusion of the lead testing due to this being a parent's choice to complete if a child has not been tested for lead and those results are not in the child's medical record. No questions were asked.

Ms. Jackson reported on the Early Head Start Program monthly report for May 2023 and stated that this grant is funded to serve 128 children and the end-of-month enrollment number was reported at 120 children. Ms. Jackson added that we are now fully staffed with our center base program and it is also fully enrolled. The home-base program, Ms. Jackson reported, still lacks some slots; there are 24 slots in the home-base program and we currently have 16 children enrolled. The attendance and disability enrollment percentages were also shared with the Policy Council members.

Lastly, Ms. Jackson reported on the Early Head Start-Child Care Partnership (EHS-CCP) Program. At this time, the program was reported to be fully enrolled and our attendance was at 91%. The disability enrollment numbers were reviewed as well as information on the end-of-year family assessments.

In reference to the low disability enrollment percentage for the EHS-CCP program, HSPC member, Ms. Krizia Franklin, provided a suggestion that a message be sent out to the parents to notify the program if their child is receiving Early Childhood Intervention Services (ECI).

HSPC member, Melissa Carrillo Cox, inquired if perhaps the program has looked into partnering with pediatricians regarding ECI referrals. Ms. Jackson confirmed that our Head Start team works on developing relationships with pediatricians and we also have a Health Advisory Committee in which people are invited to attend. No further questions were asked.

h. Review of Head Start Program Monitoring

HSPC Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, to present the Review of Head Start Program Monitoring. Ms. Jackson reported that the terminology for this report has been changed to Quality Assurance Report and this new terminology would be used moving forward. As of May, 2023, it was reported that the monitoring projects conducted included an HR Review, Metro Health Review and Wellness Support Review. The monitoring projects completed included Safe Environments Review #2 (25%) for Classroom Safety, Medication Administration, Facilities and Outdoors/Gym. In addition, the Areas of Non-Compliance included the Safe Environments Review #2 in Classroom Safety and Facilities. Lastly, Ms. Jackson reviewed the Areas of Concern which included the Safe Environments Review #2 with Classroom Safety, Facilities and Outdoors. No questions were asked.

i. Review of EHS and EHS-CCP Program Monitoring

HSPC Chair, Krizia Franklin, introduced Ms. Dianne Mendez and Ms. Wanda McMillan, Management Analysts, to present the Review of EHS and EHS-CCP Program Monitoring. Ms. McMillan reported she would be presenting on the monitoring projects that were conducted for the month of May 2023. Those projects included Unannounced Safe Environment visits, EHS Home Based Child File Review, and Curriculum Fidelity and Professional Development Review. Ms. McMillan stated there were no non-compliances but there were some areas of concern with the Unannounced Safe

Environment Visit, Home Based Child Review and Curriculum Fidelity Review. Lastly, Ms. McMillan reported on the Follow-Up Activities which included corrective action responses to be provided in the ChildPlus Data System, follow-up verifications will be completed once Corrective Action Plan (CAP) responses are entered, and monitors will follow-up on CAP responses. No questions were asked.

V. GOVERNING BODY

HSPC Chair, Krizia Franklin, asked Ms. Andrea Martinez, Special Projects Manager, to present items for the Governing Body and Advisory Committee. Ms. Martinez highlighted a photo of the City of San Antonio City Council as the program’s Governing Board and added that since we have had our May 6, 2023 elections and runoff elections in Districts one and seven, this photograph will be updated with the new City Council members and Head Start governance training will be provided to them as well.

A picture of the new Community Action Advisory Board (CAAB) was presented, our current advisory committee that meets monthly. Ms. Martinez reported that a meeting was held on June 15, 2023 but did not meet quorum and so the items that were to be presented to the CAAB committee were not able to be reviewed. Ms. Martinez announced the next Policy Council meeting is scheduled for Tuesday, July 25, 2023.

VI. ADJOURNMENT

Motion: Mr. Richard Ramey, Jr. moved to adjourn the meeting.

Seconded (2nd): Ms. Josefina Macias

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

HSPC member for Chair, Krizia Franklin, adjourned the meeting at 8:02 pm.

Chair

Date