

***Approval of  
Head Start Policy Council  
July 25, 2023 Meeting  
Minutes***



# MEETING MINUTES

---



## HEAD START POLICY COUNCIL MEETING

July 25, 2023

6:15 P.M.

<b>Members Present</b>	Edgewood Independent School District (EISD): Jessica Maldonado, Brenda Salazar-Morales San Antonio Independent School District (SAISD): Ruby Marie Ortiz EHS-EISD: none EHS-EISD HB: none EHS-CCP: Krizia Franklin Community Representative: Jorge Borrego
<b>Members Absent</b>	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): Alexis Alfaro, Josefina Macias, Melissa Carrillo Cox EHS-EISD: Krystal Rocha EHS-EISD HB: Kanisha Thomas EHS-CCP: Naomi Castellanos Community Representative: Richard Ramey, Jr.
<b>Alternate Members Present</b>	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): April Barrera, Keyonna Hughes, Michelle Sepulveda EHS-EISD: none EHS-CCP: Maritza Mendoza Community Representative: David King, Maria Quezada
<b>Alternate Members Absent</b>	Edgewood Independent School District (EISD): Erika Flores, Annie Sandoval San Antonio Independent School District (SAISD): Brittany Lopez EHS-EISD: Luis M. Ramirez EHS-CCP: Samantha Hurd Ogilvie 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 6:18 p.m.

### II. MEETING MINUTES

**Motion:** Ms. Ruby Marie Ortiz moved to approve the June 27, 2023, meeting minutes.

**Seconded (2<sup>nd</sup>):** Mr. David King

**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 Fiscal Year 2024 Monitoring Process for Head Start and Early Head Start Recipients. Ms. Jackson reported that we received an information memorandum regarding the Head Start reviews. Every year, the Office of Head Start will send out an update about what the process will look like. Some important changes were shared with the Policy Council members. Ms. Jackson informed that we are in the fifth year of our grant cycle and are getting ready to send our Continuation Application that is due on November 1, 2023 and then we will be in a new five year grant cycle. Furthermore, Ms. Jackson informed that within the grant cycle, we receive, at a minimum, three reviews. One of the reviews is called Focus Area One; it is a baseline review and it is conducted virtually. The next review is a Classroom Assessment Scoring System (CLASS) review. At this time, there is a new version of CLASS and it is called CLASS 2.0. Head Start has made a decision to be trained in this new version and utilize it. Lastly, Ms. Jackson informed about Focus Area 2, which is a review in which interviews are conducted and visits are made to the program's schools and centers. Policy Council members will also be invited to participate in this process. No questions were asked.

##### **b. Correspondence**

HSPC Chair, Krizia Franklin, introduced Mr. Stephen Gonzalez, Fiscal Manager, to present on the Treatment of Rebates, Refunds, Discounts and Similar Cost Savings. Mr. Gonzalez referred the Policy Council members to the related Information Memorandum located in their parent packet and discussed that in the event that we ever receive a discount or rebate, we are encouraged to take it and when it is received, we then offset our expenditures with it. The information memorandum identifies the various kinds of negative expenditures, rebates or discounts that we could be subject to receive and how we should treat them. Mr. Gonzalez also provided information on the E-Rate Program and the assistance it provides to ensure that all eligible schools and libraries have affordable access to telecommunications and information services. No questions were asked.

##### **c. Approval of 2023-2024 Head Start Program Design**

HSPC Chair, Krizia Franklin, introduced Ms. Melissa Benavidez, Senior Management Analyst, to present on the Approval of the 2023-2024 Head Start Program Design with minor edits. Ms. Benavidez reported on Edgewood Independent School District (EISD) and its addition of a new campus, Perales Elementary, with an overall funded enrollment of 777 children for that school district. In addition, Ms. Benavidez reported on the San Antonio Independent School District (SAISD) with a total funded enrollment of 2,243 children. Furthermore, Policy Council members were informed of the addition of two new schools from SAISD that included Barkley-Ruiz and Margil Elementary Schools. No questions were asked.

**Motion:** Mr. David King moved to approve the 2023-2024 Head Start Program Design with minor edits.

**Seconded (2nd):** Ms. Ruby Marie Ortiz

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

**d. Approval of 2023-2024 Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) Program Designs**

HSPC Chair, Krizia Franklin, introduced Ms. Rachel Pearce, Senior Management Analyst, to present on the Approval of the 2023-2024 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 116 children in their center based services and a funded enrollment of 12 children in their home based services with an overall total funded enrollment of 128 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:** Mr. Jorge Borrego moved to approve the 2023-2024 Early Head Start and Early Head Start-Child Care Partnership Program Designs with minor edits.

**Seconded (2nd):** Mr. David King

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

**e. 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 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 June 30, 2023, the total budget was reported at \$35,336,915.00. The year-to-date budget is \$10,078,771.00 and the year-to-date actual is \$9,773,721.00 with a variance of \$305,050.00. Mr. Gonzalez provided detailed information on the Personnel variance and Contractual services. In addition, Mr. Gonzalez reported that SAISD and EISD will be providing projections for the rest of the year and they will be received on July 26, 2023.

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 June 30, 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 \$3,401,057.00 and the Year-to-date Actual amount is \$3,461,883.00 with a negative variance amount of \$60,826.00. Mr. Gonzalez reported that our office is anticipating we will be in a deficit given the current rate of spending for this program with an overspent amount of \$20,000.00 which will be covered by the City of San Antonio. Detailed information was also provided on the personnel variance.

Lastly, 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 \$5,037,487.00. The year-to-date budget is \$5,037,487.00 and what was actually spent was \$4,868,535.00 for a positive variance of \$168,952.00. Detailed information on the Variance amount for the Contractual line item was provided. Furthermore, Mr. Gonzalez stated this would be the last fiscal report for these two grants.

HSPC member, Jorge Borrego, inquired if there was a cost of living adjustment (COLA) for the EHS-CCP program. Mr. Gonzalez reported that the COLAs both come out around the same time for both

programs. The COLAs always come out around the Fall and because EHS-CCP's grant year falls alongside it, the COLA tends to come out at the exact same time. Whereas the EHS/Head Start program grant year starts in February, we do not receive the COLA until six months into the program.

HSPC member, Krizia Franklin, inquired about the variance explanation for personnel services and fringe benefits in the EHS-CCP Fiscal Report, which stated that \$42,000 was overspent due to EHS employees assisting in the EHS-CCP program. Ms. Franklin asked if this amount was due to the teacher shortage in the program. Mr. Gonzalez clarified that the personnel services it was referring to was City of San Antonio personnel. Furthermore, any salary services related to our childcare centers or school district partners, will always be reflected in the Contractual Services line item. Mr. Gonzalez reported that the services that EHS employees provided to the EHS-CCP program were cost allocated and so they were paid out of the EHS-CCP grant. No further questions were asked.

**f. Review of 2022-2023 Head Start End-of-Year (EOY) Data**

HSPC Chair, Krizia Franklin, introduced Ms. Mica Clark-Peterek, Special Projects Manager, to present the Review of the 2022-2023 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. The Head Start program utilizes 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 reported that our program has established assessment windows. If a child enrolls after the assessment window closes, the teacher collects ongoing assessment information from the student through observations and checklists, and the child will be assessed during the next testing window.

Furthermore, Ms. Clark-Peterek reported that the CIRCLE tool assesses children across 15 areas or measures and includes direct assessment and observational checklists during a testing window. Training is also provided to the teachers so that they can be comfortable with the assessment and use it to fidelity. Ms. Clark-Peterek provided beginning of year, middle of year and end of year data for the 2022-2023 school year. No questions were asked.

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

HSPC Chair, Krizia Franklin, introduced Ms. Chajuann Chambers and Ms. Dianne Mendez, Management Analysts, to present the Review of Head Start and Early Head Start Health Safety Screener Calendar. Ms. Chambers presented the schedule for the health and safety screenings for the Head Start Program to be completed in the month of August 2023. Ms. Chambers 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. We will be starting on August 8, 2023 with the Edgewood Independent School District (EISD) sites, and on August 15, 2023, we will start with the sites at San Antonio Independent School District (SAISD). Ms. Chambers 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 stated that our program year will start August 7, 2023 but scheduled visits will be started on August 15, 2023. 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.

HSPC member, Maritza Mendoza, asked why these screenings were not completed before the beginning of the school year. Ms. Chambers reported that we work alongside with the school districts to prepare for the Health and Safety screenings prior to the school start date but once the children arrive, some of the questions on the tool include "Are there two staff in the classroom?" and "Do they have an appropriate number of children in the classroom?" and that is why it is important, for our review, to start these screenings once school has started.

Ms. Mendoza also inquired about what areas of the school campus are covered with the Health and Safety Screener. Ms. Mendez reported that we look at the premises inside and around the facility. The area that is not covered is the zoning area of the facility. Ms. Mendoza referenced a prior shooting incident in the neighborhood of her child's school. Ms. Mendez responded that we work with our seven childcare providers which also includes having an Emergency Preparedness Plan. The centers also have lock down procedures. They receive training through the Child Care Regulations Guidelines and they are required to practice lock downs quarterly.

HSPC member, Jessica Maldonado, inquired about the safety procedures for when an area of the playground is deemed unsafe. Ms. Chambers reported that if anything is found while the monitoring team is there and it can be corrected while they are there, they will wait until it is corrected. If the safety issue cannot be corrected right away, another measure will be taken so that all of the children can remain safe at all times.

HSPC member, Jorge Borrego, asked if there were procedures in place for campuses with chronic incidents. Ms. Chambers confirmed that there are procedures in place with both Head Start and the school districts. If it's a chronic issue, perhaps further training is needed or perhaps it needs to be escalated higher up where they would have to submit a Corrective Action Plan. A Corrective Action Plan will require the school district to inform Head Start about the steps they are taking so that the situation does not re-occur.

HSPC member, Brenda Salazar-Morales, inquired about safety regarding the classroom doors. Ms. Salazar-Morales expressed concern about having the doors open and a toddler walking out of the classroom while a teacher is occupied. Ms. Mendez informed, if we saw a child walking out of a door then that would be a concern under supervision. Ms. Mendez reported that Child Care Regulations does require that you have a door, but if the door is open because the teacher is receiving children or releasing in the afternoons, and you feel concerned, Ms. Salazar-Morales was advised to have a conversation with the center director. Ms. Salazar-Morales confirmed that the only time she has seen the door open was during greeting time and releasing time. No further questions were asked.

#### **h. 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 June 2023 and provided corrected end of month data information for SAISD which included being at 87% for the June end of month report. The average daily attendance was reported at 94% for SAISD and 88% for Edgewood Independent School District (EISD). Ms. Jackson also reported 16% for Disability Enrollment and stated that this percentage was due to children being evaluated and having established an Individualized Education Program (IEP). Information on Education Services and Family Engagement Services was also provided. Ms. Jackson also announced to the Policy Council that all of the Head Start and Early Head Start programs had all Family Support Worker positions filled.

Ms. Jackson reported on the Early Head Start Program monthly report for June 2023 and stated that services were provided through June 23, 2023. Enrollment at this time was at 91% and we were able to open up all of the classrooms. Disability enrollment was reported at 10% and average daily attendance at 74%. Furthermore, data entry is still being completed for the family assessments and end of year data.

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 85%. Ms. Jackson informed that attendance tends to be lower in Summertime. Disability enrollment was reported at 10% which was higher than previously recorded and the completion rates are also doing better for the rest of the categories.

HSPC member, David King, asked Ms. Jackson if she was being included in SAISD's meetings about campus closures and if there were any concerns. Ms. Jackson informed that she is part of the Children's Cabinet and has been able to give her input on that topic. She also reported she has heard some information, in a global way, about the process but has not heard anything specific to pre-kindergarten. No further questions were asked.

#### **i. Review of Head Start Quality Assurance Report**

HSPC Chair, Krizia Franklin, introduced Ms. Chajuann Chambers, Management Analyst, to present the Review of the Head Start Quality Assurance Report. As of June, 2023, It was reported that the monitoring projects conducted included an HR Review and Governance Review. The monitoring projects completed included a Metro Health Review and Wellness Support Review. In addition, there was one area of non-compliance with the Wellness Support Review. Lastly, Ms. Chambers reviewed the areas of concern which included the Metro Health Review and Wellness Support Review. 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 new Council members in Districts 1, 7 and 10 that got seated on June 21, 2023, we have 90 days from the day of

their seating to provide them with governance training with a deadline of September 19, 2023. Ms. Martinez also reported that an updated photo of the City Council will be provided soon.

A picture of the new Community Action Advisory Board (CAAB) was presented, our current advisory committee that meets monthly. Ms. Martinez reported that the CAAB committee did not meet in July so the items from June and July will be presented to them for approval in August. Ms. Martinez announced the next Policy Council meeting is scheduled for Tuesday, August 22, 2023.

**VI. ADJOURNMENT**

**Motion:** Ms. Brenda Salazar-Morales moved to adjourn the meeting.

**Seconded (2<sup>nd</sup>):** Ms. Ruby Marie Ortiz

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

**HSPC member for Chair, Krizia Franklin, adjourned the meeting at 7:24 pm.**

---

**Chair**

---

**Date**