

***Approval of  
Head Start Policy Council  
September 26, 2023  
Meeting Minutes***



# MEETING MINUTES

---



## HEAD START POLICY COUNCIL MEETING

September 26, 2023

6:15 P.M.

<b>Members Present</b>	Edgewood Independent School District (EISD): Brenda Salazar-Morales 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: Jorge Borrego
<b>Members Absent</b>	Edgewood Independent School District (EISD): Jessica Maldonado San Antonio Independent School District (SAISD): Alexis Alfaro EHS-EISD: Krystal Rocha EHS-EISD HB: none 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): Keyonna Hughes EHS-EISD: none EHS-CCP: none 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): April Barrera, Brittany Lopez, Michelle Sepulveda 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 6:25 p.m.

### II. MEETING MINUTES

**Motion:** Ms. Ruby Marie Ortiz moved to approve the August 22, 2023, meeting minutes.

**Seconded (2<sup>nd</sup>):** Ms. Maria Quezada

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

### III. PUBLIC COMMENTS

None to report

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

##### **a. Review Impact of San Antonio Independent School District (SAISD) Right Sizing Proposal on the 2024-2025 Head Start Program Design**

HSPC Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, to present the Review Impact of San Antonio Independent School District (SAISD) Rightsizing Proposal on the 2024-2025 Head Start Program Design. Ms. Jackson reported that this was an important meeting because of the Five Year Grant Application that is up for approval, but before that is presented, information would be provided on the Rightsizing Proposal with SAISD because of the impact it has on our program. Ms. Jackson introduced Ms. Colleen Bohrmann, SAISD Senior Executive Director of Learning and Compliance Support Services and Ms. Aleida Perez, SAISD Director of Early Childhood Education/Head Start to provide information and answer questions from the Policy Council members regarding the Rightsizing Proposal.

Ms. Bohrmann provided clarification on the rightsizing term and explained that SAISD is not necessarily closing schools. Ms. Bohrmann elaborated that some schools are closing, some are merging, and some are getting a re-design. It was reported that over 20 years, enrollment has been declining, we have had low birth rates, and the third thing that is being experienced is gentrification. The Board met in June 2023 to look at the school buildings to see how the facilities can be utilized better and ensure that every single child is enrolled in a school that is thriving. A study was done in June 2023 and it looked at every single school. Data was pulled and criteria was looked at. Examples of criteria included, was the school thriving financially, was the school filled at capacity, and was there a school that was close by. Ms. Bohrmann provided handouts, a video and a website address where Policy Council parents could access additional information.

Ms. Bohrmann provided information on a proposal of moving the students back to their home campus, and at that home campus, offering the Head Start program in school areas where we know our families need us to be there. Ms. Bohrmann stated we are guaranteeing the 2,243 Head Start seats. We also want to make sure the facilities meet the Head Start standards. As a result, we have had staff go to where we are looking at putting the Head Start program in some of the new places and ensuring that the new building, where we move into, is code compliant.

HSPC member, David King, inquired about other locations where our Head Start children will be going since eight facilities were going to be closed. Ms. Bohrmann stated that according to the rightsizing model, students will be going to their home campus. Instead of having the 24 sites, we will have 20 Head Start sites. Three new campuses will have the Head Start program and other Head Start sites will increase in number of Head Start students. Mr. King also inquired who would pay for the cost of making the campuses Head Start compliant. Ms. Bohrmann reported that SAISD would pay for the cost. Furthermore, Ms. Bohrmann, added that conversations are still being had about the playgrounds, sheds and canopies. Ms. Bohrmann also discussed the impact that the rightsizing would have on the teachers and staff, and the support SAISD would be providing to them.

HSPC member, Krizia Franklin, inquired about the ratio of the children with the rightsizing proposal and asked if there were going to be more classrooms. Ms. Bohrmann stated that more classrooms

were going to be made at the schools. Furthermore, Ms. Franklin asked how many of the 2,243 slots were filled. Ms. Bohrmann reported we are at 92% as of today with 2,038 slots filled. Regarding future out-of-district Head Start families, Ms. Franklin inquired if there would be spots for them in SAISD. Ms. Perez reported that the priority will always be in-district SAISD families that qualify for Head Start, and if space allows, we always check in with the City of San Antonio team. Lastly, Ms. Franklin inquired about what will happen to the buildings that will be closed. Ms. Bohrmann reported that was a question that was presented to the community. The community was asked about their ideas and the West Side community suggested putting in an HEB grocery store, a senior citizen center or a professional development center.

HSPC member, Maria Quezada, inquired how soon would the transition begin after the school board votes. Ms. Bohrmann reported that the goal, for the employees, is that they are all placed by December 15, 2023, if they choose that placement. All employees will be offered a position on December 1, 2023. If the position is declined by an employee, then SAISD will hold a job fair. Our goal is to have about 85% to 90% of the staff placed by December 2023.

Ms. Jackson asked Ms. Bohrmann if she could provide information on how many campuses will be Pre-Kindergarten and how many will have the Head Start program. Ms. Bohrmann stated that we are looking at 20 Head Start campuses and 20 Pre-Kindergarten campuses. No further questions were asked.

**b. Approval of 2024-2025 Head Start/Early Head Start Baseline Five (5) Year Grant Application**

HSPC Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, to present on the Approval of the 2024-2025 Head Start/Early Head Start Baseline Five (5) Year Grant Application with minor edits. Ms. Jackson reviewed the baseline five year grant application which included the merger of Head Start with the Early Head Start program, content areas, change of scope information with the conversion of Head Start slots to Early Head Start slots, and SAISD Rightsizing Proposal information. Ms. Jackson also informed that this application would then go to the City Of San Antonio City Council.

Ms. Rhonda Roach, Senior Special Projects Manager, discussed the proposed program design for the Early Head Start program and reported we would still serve 112 children in the 14 classrooms and would serve eight homebased children for the 2024-2025 school year. Ms. Roach provided additional information on the 24 new Early Head Start slots with the creation of three classrooms with three different age groups. Ms. Roach also discussed the Proposed Implementation Plan with services proposed to begin in mid-October. Ms. Jackson added that our grant starts February 1<sup>st</sup>, 2024 and we will start a transition period with SAISD to start up the program. Meanwhile, EISD will keep these eight children through the Spring so the slots will not be given up to SAISD until the school year.

Mr. Pedro Ramirez, Special Projects Manager, reported on the budget of the Baseline Five Year Grant Application and stated that a funding guidance letter was received from the Office of Head Start that informed us what we were able to apply for. As a result of receiving this letter, we are applying for \$30,723,236.00 Federal dollars and when the non-Federal share is added, it is a total of \$38,429,025.00. Furthermore, Mr. Ramirez presented the breakdown amounts of each of the

programs and referred the Policy Council members to review the budget justifications in their packets.

HSPC member, Krizia Franklin, inquired if the Federal funding for this grant would be affected by the government shutdown. Ms. Jackson informed that programs that have a start date of October 1<sup>st</sup>, 2023 will be affected. It will not affect us because we have a February 1<sup>st</sup>, 2024 start date. Regarding the Early Head Start program design, Ms. Franklin inquired if it was more costly to serve our zero to three age group. Ms. Roach reported there was a little increase in the training and technical portion of the grant but that it comes from part of the conversion from Head Start. Ms. Roach also discussed the ratio of Head Start slots to Early Head Start slots. Furthermore, Ms. Roach informed that the funding would cover the cost of running the whole program. Ms. Jackson clarified that the funding we receive will remain the same; the only thing is that the money would be moved from the Head Start program to the Early Head Start program. Ms. Franklin also asked if there would be any stipulations to the 24 EHS slots like the ones at Seton Home or will they go through the normal Head Start process? Ms. Roach reported there would not be any stipulations and would go through the normal Head Start process.

Regarding the presentation on the budget portion of the Five Year Grant Application, Ms. Franklin inquired if any personnel would be hired for the 24 new slots with the Early Head Start Program. Mr. Ramirez reported that with the City of San Antonio, there would not be any additional personnel hired. Ms. Roach reported that there will be new teachers hired along with an instructional coach and a program coordinator.

HSPC member, David King, inquired when the program will be able to make offers on these new slots for the Early Head Start program. Ms. Roach reported that as soon as we get the notice of award and during Spring recruitment, we will take applications for the Early Head Start program and talk about the new opportunity at Tynan Early Childhood Center. Ms. Roach stated we start our selections as early as June 2024 and continue throughout the Summer up until the first week of school. As soon as those families are secured and we are on track for October 14<sup>th</sup>, 2024, we will notify the families and go through the process of enrollment. No further questions were asked.

**Motion:** Ms. Ruby Marie Ortiz moved to approve the 2024-2025 Head Start/Early Head Start Baseline Five (5) Year Grant Application with minor edits.

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

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

### **c. 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 2023-2024 Early Head Start/Head Start grant that started February 1, 2023 and will end on January 31, 2025. As of August 31, 2023, Mr. Gonzalez reported that the total Federal Budget is \$30,743,236.00 and the non-Federal match is \$7,067,383.00. The Year-to-date budget amount was listed at \$15,498,688.00 and the Year-to-date Actual was listed at \$15,670,898.00. The Variance, which is the difference between the year-to-date amount and the year to date actual, was a negative variance amount of

\$172,210.00 and the last column was expressed in percentages. Mr. Gonzalez explained the variance amounts for Travel, Supplies, Contractual and Other categories.

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 August 31, 2023. The budget period for this grant is from August 1, 2022 through July 31, 2023. We are currently in the 90 Day close-out for this cycle and it will be closed out at the end of October. Mr. Espinoza reported the total Federal budget for this grant is \$3,102,340.00 and a non-Federal match of \$754,459.00. The Year-to-date budget is \$3,102,340.00 and the Year-to-date Actual amount is \$3,125,744.00 with a negative variance amount of \$23,404.00. It was reported that we will be shifting the additional expenditures from the grant onto the City of San Antonio's General Fund. Mr. Espinoza provided details on the variance amount for Personnel Services and Fringe Benefits.

Mr. Stephen Gonzalez presented on the Early Head Start-Child Care Partnership (EHS-CCP) Grant. The following information was provided from the 2023-2024 Fiscal Report as of August 31, 2023. The budget period for this grant is from August 1, 2023 through July 31, 2024. Mr. Espinoza reported the total Federal budget for this grant is \$3,363,521.00 and a non-Federal match of \$775,585.00. The Year-to-date budget is \$259,918.00 and the Year-to-date Actual amount is \$267,185.00 with a negative variance amount of \$7,267.00. Mr. Espinoza provided details on the variance amount for Personnel Services and Fringe Benefits. No questions were asked.

**d. 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 August 2023 and reported that we are at 91% with enrollment. In addition, the percentages for public assistance and over income were presented as well as stating that our average daily attendance was at 93%. Ms. Jackson provided an update regarding disability enrollment, family home meeting visits, and health and education screenings information.

Ms. Jackson reported on the Early Head Start program monthly report for August 2023 and stated that this grant is funded to serve 128 children. This program is located at Stafford in EISD with center based and home based services. We are enrolled at 76% due to not being fully staffed in the center based program. Ms. Jackson reported the center based enrollment number was at 90 children out of 116 slots and eight home based slots filled out of twelve. The average daily attendance was reported at 86% and Disability enrollment at nine per cent (9%). Ms. Jackson also reported on the first home visits, family meeting home visits and developmental screening percentages.

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 93%. Ms. Jackson reported 43% of our children received public assistance and the disability enrollment number was at thirteen percent (13%). Furthermore, Ms. Jackson reviewed the data from family engagement services and education screenings. No questions were asked.

**e. Review of 2023-2024 Head Start/Early Head Start Certification of Health and Safety Screener**

HSPC Chair, Krizia Franklin, introduced Mr. Pedro Ramirez, Special Projects Manager, to present the Review of 2023-2024 Head Start/Early Head Start Certification of Health and Safety Screener. Mr. Ramirez reported that previously, the Health and Safety calendar had been reviewed with the Policy Council members and reported that our team completed the health and safety screening at 28 Head Start sites and our Early Head Start team had completed their review at their Stafford site. Summaries of these reports have been received and will be going out to our team for review. Furthermore, e-mails will be going out to the school districts so that they may also review the reports. Mr. Ramirez discussed the documents that need to be approved and signed by Policy Council and the Department of Human Services Director's office. Afterwards, the Mayor will review and approve the documents and then they will be uploaded to the Office of Head Start. There is a deadline of 75 days to complete this requirement and it is completed on an annual basis. No questions were asked.

**f. Review of 2023-2024 Early Head Start-Child Care Partnership (EHS-CCP) Certification of Health and Safety Screener**

HSPC Chair, Krizia Franklin, introduced Ms. Dianne Mendez, Management Analyst, to present the Review of 2023-2024 Early Head Start-Child Care Partnership (EHS-CCP) Certification of Health and Safety Screener. Ms. Mendez reported on EHS-CCP's process for the Certification of Health and Safety Screener and stated that visits were made and completed to all six childcare centers. Ms. Mendez also reported that we are now moving forward to request signatures from the Policy Council for approval and then move on to the next process which is obtaining the approval and signature from the Department of Human Resources and then on to the Mayor for his signature. Ms. Mendez stated that now that the visits have been completed, we are certifying it as a safe environment for our children, staff and families. No questions were asked.

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

HSPC Chair, Krizia Franklin, introduced Mr. Pedro Ramirez, Special Projects Manager, to present the Review of Head Start Program Monitoring. As of August, 2023, Mr. Ramirez reported that the monitoring projects conducted included a Governance Review and Health and Safety Screenings for classroom safety, facilities, outdoors and medication administration. The monitoring projects that were completed included a Human Resources Review and ERSEA Eligibility Review. Areas of Non-Compliance and Areas of Concern were also found in the aforementioned two items and were presented and discussed with the Policy Council representatives.

HSPC member, Krizia Franklin, inquired about the time frame for a corrective action plan. Mr. Ramirez reported that the time frame for the school districts who received a corrective action plan, is to return them to us now so that we can determine whether or not that corrective action plan will meet the requirements of addressing a non-compliance. Ms. Franklin also asked if we are working with the school districts to make sure that the selection criteria point system is done correctly. Mr. Ramirez stated our findings did not impact anybody's eligibility. In response to the selection criteria point system, our team is responsible for providing the overall view and monitoring to make sure that we are implementing it correctly. Lastly, Ms. Franklin inquired about the registration events and its correlation with the selection criteria point system. Mr. Ramirez reported on the trainings and collaborations with the Family Support Workers and the school districts on an annual basis on the



processes before applications are taken for the new year. Mr. Roger Foster, Senior Management Coordinator, discussed the application events, point matrix system, selections and enrollment. Ms. Jackson also discussed the second verification process. No further questions were asked.

**h. Review of EHS and EHS-CCP Quality Assurance Report**

HSPC Chair, Krizia Franklin, introduced Ms. Wanda McMillan, Management Analyst, 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 August 2023. Those projects included the Health and Safety Screening visits which took place August 15-25, 2023. The Health and Safety Screening visits were conducted for the classrooms, playgrounds, facilities and Human Resources staff files. The visits were completed August 25, 2023. Ms. McMillan reported on some areas of non-compliances that were found during the Health and Safety Screening visits. Also, Ms. McMillan reported on some areas of concern that were found with classroom and playground observations. Lastly, Ms. McMillan reported that the Health and Safety Screening follow-up visits were scheduled for September 6, 2023 through September 14, 2023 to ensure corrections and completion. As of today, all areas of non-compliance have been corrected and completed as well as all areas of concerns. No questions were asked.

**V. GOVERNING BODY**

HSPC Chair, Krizia Franklin, introduced 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 as the program's Governing Board and added that an updated picture has been requested so that it may be provided to the Policy Council.

A picture of the Community Action Advisory Board (CAAB) was presented, our current advisory committee that meets monthly. Ms. Garcia reported that a meeting was held on September 21, 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. The next CAAB committee meeting is scheduled for October 19, 2023. In addition, Ms. Garcia announced that the next Policy Council meeting is scheduled for Tuesday, October 24, 2023.

**VI. ADJOURNMENT**

**Motion:** Ms. Ruby Marie Ortiz moved to adjourn the meeting.

**Seconded (2<sup>nd</sup>):** Ms. Josefina Macias

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

**HSPC member for Chair, Krizia Franklin, adjourned the meeting at 8:19 pm.**

---

**Chair**

---

**Date**