

***Approval of  
Head Start Policy Council  
September 28, 2021  
Meeting Minutes***





## HEAD START POLICY COUNCIL MEETING

September 28, 2021

6:15 P.M.

<b>Members Present</b>	Edgewood Independent School District (EISD): Janie Garcia Ramirez, Gabriel Trevino San Antonio Independent School District (SAISD): Naomi Castellanos, Janice Garcia, Joe Betty Garcia, Melinda Pina EHS-EISD: Abel Garcia EHS-CCP: Barbara Pircher Community Representative: Noel Cortez
<b>Members Absent</b>	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): none EHS EISD: none EHS-CCP: Heather Halton Community Representative: Tina Satpathy
<b>Alternate Members Present</b>	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): Isabel Martinez EHS-EISD: none EHS-CCP: none
<b>Alternate Members Absent</b>	Edgewood Independent School District (EISD): Anna Macal, Linda Herrera San Antonio Independent School District (SAISD): George Gilbert Ramos, Lynette De Vaughn-Baker EHS-EISD: None EHS-CCP: Maricela Sanchez, Melissa Garza

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### I. CALL TO ORDER

2020-2021 San Antonio Independent School District (SAISD) HSPC Chair, Naomi Castellanos called the meeting to order at 6:21 p.m.

San Antonio Independent School District (SAISD) HSPC Chair, Naomi Castellanos asked Ms. Rosie Plata, Management Analyst, to start roll call to record attendance. Ms. Plata announced quorum was met.

### II. MEETING MINUTES

**Motion:** Ms. Barbara Pircher moved to approve the August 24, 2021, meeting minutes.

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

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

### III. PUBLIC COMMENTS

None to report

### IV. CORRESPONDENCE

None to report

## **BRIEFING AND POSSIBLE ACTION (a-i)**

### **a.) Election of Vice Chair**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Andrea Martinez, Senior Management Analyst, to present on the Election of Vice Chair. Ms. Martinez announced that we are seeking a member to fill the vacant position of Vice Chair and informed about the duties of the Vice Chair to the Head Start Policy Council. Ms. Martinez asked for a nomination and HSPC member, Ms. Joe Betty Garcia, nominated herself. There were no further nominations. Ms. Garcia stood and explained why she wanted the position of the Vice Chairperson.

**Motion:** Ms. Barbara Pircher moved to elect Ms. Joe Betty Garcia as the Policy Council Vice Chairperson.

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

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

### **b.) Approval of 2022-2023 Head Start Grant Application**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Audrey Jackson, Head Start Administrator, to present the Approval of the 2022-2023 Head Start Grant Application with minor edits. Ms. Jackson stated this was the time of year in which the grants are presented and further stated that the Head Start grant works in five-year cycles. It was stated that we have had this grant over forty years. Ms. Jackson reported that there had been some changes in this five-year cycle regarding the delivery of services in the areas of applications and assessments in the pre-kindergarten program. The full application, Ms. Jackson stated, was in the parent packet that they received.

HSPC member, Ms. Janie Garcia, asked how the goals work. Ms. Jackson reported that the Head Start grant reported the goals that we set out to accomplish and the status of results. She further reported that Head Start, locally, has goals to meet, but there are also a lot of regulations that we must follow every year and comply. For example, we are required to assess the children every year and we are looking to see if children are growing developmentally in the areas that they are being assessed.

HSPC member, Ms. Joe Betty Garcia, asked if Head Start was losing any funding. Ms. Jackson explained that due to COVID, some positions were hard to fill but that there was also a freeze in the vacancies, so fiscally, we have not been impacted.

HSPC member, Ms. Joe Betty Garcia, asked about Senate Bill Fifteen and had heard there was not going to be any virtual learning. Ms. Jackson reported we may not be a part of that because we are federally funded. San Antonio Independent School District, Head Start Director, Ms. Aleida Perez, explained, regarding Senate Bill Fifteen, that the school district was ahead of the game and was proactive in reserving about five hundred seats for in-home learning, on a case-by-case basis for parents who submitted a request because their child may have been immunocompromised or had a specific medical condition that would not be in their best interest to be in school. Ms. Perez further explained that this service was for home-bound students. All the slots are filled but schools will be notified if additional slots will be added.

**Motion:** Ms. Joe Betty Garcia moved to approve the 2022-2023 Head Start Grant Application with minor edits.

**Seconded (2<sup>nd</sup>):** Ms. Barbara Pircher

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

**c.) Approval of 2022-2023 Early Head Start Grant Application**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Audrey Jackson, Head Start Administrator, to present the Approval of 2022-2023 Early Head Start Grant Application. Ms. Jackson reported this was a new Early Head Start Grant in the Edgewood Independent School District and we are in year three of this cycle serving 128 infants and toddlers. Ms. Jackson stated that the full application could be found in the packet that was provided. She further stated that the goals for the program and our accomplishments for the year were listed. Ms. Jackson commented that there have been some challenges for the program that include the hiring of teachers due to the pandemic and having to create a classroom, face to face. Another aspect of the grant is the Home-based program which has forty-eight slots and services are provided for one and a half hours weekly. There has been difficulty filling the slots and perhaps it is due to the Pandemic, since services are provided in the home or perhaps it could be due to the home-based model and parents needing more Center-based care. We are going to explore the possibility about moving some Home-based slots to Center-base but if that is done, it will be brought to the Head Start Policy Council members for approval. This information is not in the grant but was just informing the Policy Council about the possibility.

HSPC member, Ms. Joe Betty Garcia expressed her content and satisfaction with the Head Start Program and stated that if she had known about the Early Head Start Program, she would have enrolled her child who is now 15 years old. Ms. Jackson stated that the Early Head Start Program with the City of San Antonio was only seven years old. Ms. Garcia asked if more slots were going to be added to the Early Head Start Program. Ms. Jackson stated we were going to try but that it was competitive, and we had to write the grant. She also stated that we are hearing that the Federal Government is planning on giving more money and having more slots.

HSPC member, Mr. Abel Garcia, asked what the terms, Non-Federal Share and Training and Technical Assistance, meant. Ms. Jackson explained that for every Head Start grant, we are required to have a local share for that part of the money from the non-federal share and it is twenty percent of the entire grant. She further explained that the grant is eighty percent federal and twenty percent non-federal. Ms. Jackson stated that an example, specifically for this grant, Edgewood Independent School District provides us with the facilities, so we do not pay rent for that contribution. We must put a dollar amount putting into account the market value and square footage. Examples of other items include utilities and custodial services. The Training and Technical Assistance is the amount that the government provides for professional development. No further questions were asked.

**Motion:** Mr. Abel Garcia moved to approve the 2022-2023 Early Head Start Grant Application

**Seconded (2<sup>nd</sup>):** Mr. Gabriel Trevino

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

**d.) Review of 2021-2022 Head Start Certification of Health and Safety Screener**

HSPC Chair, Ms. Naomi Castellanos introduced Mr. Pedro Ramirez, Special Projects Manager, to present the Review of 2021-2022 Head Start Certification of Health and Safety Screener. Mr. Ramirez explained that the Health and Safety Screener is a Head Start requirement that is due within the first seventy-five days of the program year. Our Head Start Compliance Team went out to every site and completed the safety screenings. The list of the sites and screening dates have been provided. We are finalizing the Health and Safety Screener so that we can get the Mayor to sign off on it. After this meeting, the certification letter will be sent to the Mayor for review and signature and then it will be submitted to the Office of Head Start.

HSPC member, Mr. Gabriel Trevino, asked what items are included in the health and safety screening at the sites. Mr. Ramirez stated that the team checked the physical environment like the classrooms and supervision of the children. Other items that were completed included school staff interviews and review of reports and data. No further questions were asked.

**e.) Review of 2021-2022 EHS Certification of Health and Safety Screener**

HSPC Chair, Ms. Naomi Castellanos introduced Mr. Pedro Ramirez, Special Projects Manager, who will be reviewing the 2021-2022 EHS Certification of Health and Safety Screener. Mr. Ramirez reported that the Early Head Start and Early Head Start-CCP programs had completed their Health and Safety Screenings. Mr. Ramirez also reported that, like Head Start, a certification letter would also be sent to the Mayor for review and signature.

HSPC member, Ms. Janice Garcia, asked if all the areas in the YWCA were included in the Health and Safety Screener. Mr. Ramirez stated that any area that the child has access to is checked for health and safety.

HSPC member, Ms. Joe Betty Garcia asked if something was found, how long do they have to fix it or correct it. Mr. Ramirez reported that five days are usually given to turn around non-compliances. A summary of the findings is provided to them, and we work with them to get the items addressed. If a non-compliance is found, a plan, called a CAP, is set in place that allows them to say this is how the issues will be addressed. Follow-ups are also completed. Mr. Ramirez explained the meaning of non-compliances and provided examples of non-compliances and areas of concern.

HSPC member, Ms. Isabel Martinez, inquired about the ratio of teachers to a class. Mr. Ramirez responded that there are usually two teachers to a class and that age is also a factor in determining the ratio.

HSPC member, Ms. Naomi Castellanos asked how many times during the year are these health and safety screenings conducted. Mr. Ramirez reported the Health and Safety Screener is completed once per year, at the beginning of the program year within the first seventy-five days. However, we do multiple safe environment checks throughout the school year that are similar to the Health and Safety Screener. In addition, these safe environment checks do not require the signature of the Mayor. Mr. Ramirez also stated that if parents have concerns about their child's school or center, they are encouraged to talk to the school's administration first, but that they could also call Head Start, as well. No further questions were asked.

**f.) Review of Head Start Program Monitoring**

HSPC Chair, Ms. Naomi Castellanos introduced Mr. Pedro Ramirez, Special Projects Manager, who will be reviewing the Head Start Program Monitoring. Mr. Ramirez reported that during the month of August, our Head Start team went out and performed several monitoring reviews. He stated that the monitoring projects conducted included ERSEA eligibility (EISD seventh selection) and the health and safety screener reviews that involved medication administration, classroom observation, facilities, outdoors/playground, and transportation. Furthermore, the monitoring projects that were completed included the wellness support review number two and ERSEA eligibility reviews that included SAISD's third selection and EISD's fourth, fifth, and sixth selections. The areas of concern included the wellness support review number two, ERSEA eligibility review for SAISD's third selection and ERSEA eligibility reviews for EISD's fourth, fifth, and sixth selections. There was one area of non-compliance and that was in the wellness support review number two. This area was addressed by the team by providing on-going support and training.

HSPC member, Ms. Joe Betty Garcia asked if enrollment for Head Start had expanded since enrollment was low due to COVID-19. Head Start Administrator, Ms. Audrey Jackson, explained the point system and the waitlist. Furthermore, Ms. Jackson explained the income eligibility and other eligibility criteria that is utilized to qualify for Head Start services and also provided qualification status for children in Kinship and adopted status. No further questions were asked.

**g.) Review of EHS and EHS-CCP Program Monitoring**

HSPC Chair, Ms. Naomi Castellanos introduced Mr. Pedro Ramirez, Special Projects Manager, who will be reviewing the EHS and EHS-CCP Program Monitoring. Mr. Ramirez reported that the Early Head Start-Stafford program completed their health and safety screening in August 2021, and they did not have any areas of non-compliances. There were a couple of areas of concern that included some training certificates and TB screeners that were not available for review. A Corrective Action Plan (CAP) follow-up visit would be conducted on or before September 15, 2021.

HSPC member, Ms. Janice Garcia, asked if the Centers were aware when visits were going to be made by Head Start or were they unannounced. Mr. Ramirez reported that scheduled and unscheduled visits were conducted by Head Start. He further explained that these visits were not made to be punitive but were more of an opportunity to learn and strengthen the processes.

Mr. Ramirez also reported on the Early Head Start-CCP Program monitoring report for August 2021 and stated that the program had completed the Health and Safety Screening site visits for all six childcare partnerships which include Blessed Sacrament Academy, Ella Austin Child Care Center, Healy Murphy Child Development Center, Inman Christian Child Care Center, Seton Home Child Care Center and the YWCA. During those reviews, there were three areas of non-compliances in which the program was working with the providers to correct. There were a couple of areas of concern that included an electrical outlet that was not covered and a flashlight that was not available in a classroom in case of an emergency and a Corrective Action Plan was set to be completed by September 15, 2021.

HSPC member, Ms. Joe Betty Garcia, asked about the reviews and how they helped the centers. Mr. Ramirez informed that there is always continuous improvement year-round and we are always there to help and provide that improvement.

#### **h.) Review of Head Start, EHS, and EHS-CCP Monthly Reports**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Audrey Jackson, Head Start Administrator, to present the Review of Head Start, EHS, and EHS-CCP Monthly Reports. Ms. Jackson reported this was the first monthly report for the new program year. For Head Start, it was mentioned that we are 67% enrolled and we are using recruitment strategies like utilizing social media and hiring Metro Health staff in which all they did was recruitment. The monthly reports states 0% attendance and the reason for that is we were delayed getting the attendance for the month of August. We are caught up with it and will be providing those percentages at the next meeting. The disability enrollment is at 8.31% and as mentioned before, we need to be at 10% which needs to be attained by January. Ms. Jackson stated it was typical to start at this percentage for August and what happens is that children are evaluated and many will be selected to have an IEP. Ms. Jackson further stated she anticipates we will reach the 10% for disability enrollment. It was also mentioned that we are at 98% with the family meetings/home visits.

Ms. Jackson reported on the monthly report for EHS and stated that as of August 31, 2021, the funded enrollment is at 59 and reiterated that it has been a struggle with the home-base model. We are about to select children into the center-base and that model has 80 children. Ms. Jackson also informed about the discussion to transform some of the home-base slots into the center-base slots and stated that the Policy Council members would be a part of that decision.

HSPC member, Ms. Janice Garcia, asked about the selection process from the Waitlist. Ms. Jackson confirmed that the children that will be selected for enrollment will be the ones with the most points and reviewed the eligibility criteria. Ms. Jackson also informed that there are families on the Waitlist that may not even get selected, especially in the Early Head Start-CCP program, because of the high demand. Ms. Jackson further informed that the program was at 5% for disability enrollment but expected for the percentage to grow as more children get evaluated and we must be at 10% in January.

Lastly, Ms. Jackson presented the monthly report for the Early Head Start-CCP program. It was reported that we are at 177 slots filled and part of that is due to parents initially wanting their children in the centers and then changing their minds. The attendance for CCP is at 85% and children with disabilities, we are currently at 7%. Ms. Jackson also added that we are at 100% for family meetings/home visits.

HSPC member, Ms. Joe Betty Garcia, stated she knew a family that had a child enrolled in Head Start, but due to a family member passing away due to COVID, the child was not able to attend school at the beginning of the school year. Ms. Garcia asked if the child could attend school next year. Ms. Jackson stated that the child did not have to wait until next year to attend Head Start, depending on the program, the child could return to school this year. Ms. Garcia stated that the child had been enrolled for Head Start Pre-Kindergarten. Ms. Jackson stated that the child could return to school and stated they had 70 slots to fill.

HSPC member, Ms. Barbara Pircher, asked if Head Start had reached out to local morning shows for recruitment purposes to inform people, who are returning to work, about the program. Also, this recruitment strategy would limit their anxiety about the COVID protocols that are in place. Furthermore, it would also help to inform people that it would be okay to apply again. Ms. Jackson stated that it would be great to inform parents that it is okay to bring their child back to school in this current school year. Ms. Jackson stated it was a great idea.

**i.) Review of Head Start, EHS, and EHS-CCP Fiscal Reports**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Mary Vasquez, Fiscal Manager, to present the Review of the Head Start, EHS, and EHS-CCP Fiscal Reports. Ms. Vasquez introduced Ms. Amada Aguilera, a new Fiscal Analyst for the City of San Antonio. She then stated that the reports presented are for the period of August 31<sup>st</sup>, 2021. In reference to Head Start, we are in the seventh month of the grant. The budget total for this grant is \$31.2 million. Ms. Vasquez stated that this amount does not include the most recent COLA money of \$305,000.00 that we have received. Ms. Vasquez projected that the difference will be seen in September's budget. The Year-to-date budget amount is listed at \$13,094,828.00 and the Year-to-date Actual is \$11,714,392.00. The Variance, which is the difference between the year-to-date amount and the year to date actual, is \$1,380,436.00 and the last column is expressed in percentages. The Variance can be attributed to the Non-Federal category (\$1,738,334.00), and it is attributed to postings that have not been done due to short staffing. Ms. Vasquez projected that the postings would be completed at the end of this period. Regarding our Personnel variance of \$126,000.00, we had ten (10) vacancies at the end of August 2021. In the Travel category, there has been no travel. In the Supplies category, we are over by \$17,168.00 and Ms. Vasquez stated that was good because we were under last month and so we had caught up. In the Contractual category, we are over by \$463,426.00 due to San Antonio Independent School District and Edgewood Independent School District submitting their invoices. Ms. Vasquez reported that we are tied to a contract and so we cannot go over for the year but at least we are catching up. For our two contractors, San Antonio MetroHealth Services and University of Incarnate Word, their variance is about \$82,940.00. Under the Other category, we are over by \$6,819.00 but it was still good. The variance for the Total Federal Budget is over by \$357,898.00. No questions were asked.

Ms. Vasquez presented on the Early Head Start Grant and reported that, as of August 31, 2021, the budget total for this grant is \$2,647,369.00. The Year-to-date budget amount is listed as \$922,049.00 and the Year-to-date Actual is \$649,485.00 which is the difference or a Variance of \$272,563.00. The last column is the Variance in percentages. Ms. Vasquez reported that the variance of about \$33,545.00 in the Non-Federal category was due to a posting that had not been made yet. The variance in personnel costs total \$24,000.00 due to staff assisting the Child Care Partnership program. There is a \$241.00 variance in the Supplies category. Under the Contractual category, there is a variance of \$208,828.00; \$4,319.00 can be attributed to the City of San Antonio (COSA) and \$204,509.00 due to the low enrollment and staffing issues. Ms. Vasquez further reported that under the other category, the variance is \$6,134.00. Altogether, the variance for the Total Federal Budget is \$239,019.00. No questions were asked.

Ms. Vasquez presented on the Early Head Start-Child Care Partnership Grant. Ms. Vasquez stated this grant technically ended on August 31, 2021. She further explained that we are in close-out and there will be two (2) reports for Early Head Start-Child Care Partnership. The Total Budget for this grant is \$3,694,126.00. The Year-to-date budget is \$3,667,781.00 and the Year-to-date Actual amount is \$2,869,615.00. The Variance amount is \$798,166.00. The Non-Federal Share variance amount is \$580,968.00. Ms. Vasquez further stated that the variance amount of the Total Federal Budget is \$217,197.00. and that \$180,381.00 is primarily contractual. There is also a minimal variance in Personnel costs and Supplies. No questions were asked.

Ms. Vasquez presented on the Early Head Start-Child Care Partnership Grant that started on August 1, 2021. Ms. Vasquez stated this was month one (1) of the new grant. The Total Budget for this grant is \$3,763,397.00. The Year-to-date budget is \$224,183.00 and the Year-to-date Actual amount is \$220,678.00. The Variance amount is \$3,505.00. No questions were asked.



## V. GOVERNING BODY

HSPC Chair, Ms. Naomi Castellanos asked Ms. Andrea Martinez, Senior Management Analyst, to present items for the Governing Body and Advisory Committee. Ms. Martinez highlighted a picture of the City of San Antonio City Council as the program's Governing Board. Ms. Martinez provided an update and stated trainings were completed for District One (1), District Two (2), District Three (3) and District Five (5).

The Economic and Workforce Development Committee was presented with updated information that Mr. Manny Pelaez is the new Chair of this committee and they have added District Nine (9), Mr. John Courage. Ms. Martinez further reported she will be reaching out to Mr. John Courage to complete a training for him for Head Start. A new picture was highlighted of the Economic and Workforce Development Committee.

A picture of the Community Action Advisory Board was presented, our current advisory committee that meets monthly. A meeting was held about two (2) weeks ago. Due to completing Parent Connection Recruitment Meetings, Ms. Martinez was unable to attend but they did provide the approval for the Head Start 1303 Major Renovation Application, the Head Start Carryover Application. They also reviewed the Head Start Program Design, the Early Head Start Program Design and Fiscal Report information. These meetings are held monthly and once the new members from District Three (3) and District Five (5) have been seated, trainings will be provided. No questions were asked.

## VI. ADJOURNMENT

**Motion:** Ms. Janice Garcia moved to adjourn the meeting.

**Seconded (2<sup>nd</sup>):** Mr. Abel Garcia

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

**HSPC member for Chair, Naomi Castellanos, adjourned the meeting at 7:45 pm.**

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Chair

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Date