

**Approval of  
the minutes from the  
Head Start Policy  
Council meeting on  
October 26, 2021**



# MEETING MINUTES

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## HEAD START POLICY COUNCIL MEETING

October 26, 2021

6:15 P.M.

<b>Members Present</b>	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): Naomi Castellanos, Joe Betty Garcia, Melinda Pina EHS-EISD: none EHS-CCP: Heather Halton, Barbara Pircher Community Representative: none
<b>Members Absent</b>	Edgewood Independent School District (EISD): Gabriel Trevino, Janie Garcia Ramirez San Antonio Independent School District (SAISD): Janice Garcia EHS EISD: Abel Garcia EHS-CCP: none Community Representative: Tina Satpathy, Noel Cortez
<b>Alternate Members Present</b>	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): Isabel Martinez, George Ramos 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): 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 6:25 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 September 28, 2021, meeting minutes.

**Seconded (2<sup>nd</sup>):** Ms. Melinda Pina

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

### III. PUBLIC COMMENTS

Ms. Audrey Jackson, Head Start Administrator, announced that the San Antonio Independent School District (SAISD) had added a new position and introduced Ms. Colleen K. Bohrmann as the Executive Director for Early Childhood Education. Ms. Bohrmann greeted the Policy Council and stated she was excited to be in SAISD and further reported she had a lot of background in Early Childhood. She stated it was a pleasure to be here and looked forward to the partnership with the Head Start Program.

### IV. CORRESPONDENCE

None to report

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

### **a.) Approval of 2021 Community Assessment**

HSPC Chair, Ms. Naomi Castellanos introduced Mr. Roger Foster, Senior Management Coordinator, to present on the Approval of 2021 Community Assessment with minor edits. Mr. Foster introduced Dr. Po-Chun Huang, Special Research Associate from the Institute of Demographic and Socioeconomic Research (IDSER) at UTSA, to speak about the 2021 Community Assessment. Dr. Huang discussed how the Community Assessment data is used by programs to look at the demographic information of the people they serve to include but not limit to grantee profile, demographic of service area, education, health and nutrition, eligibility, and social service needs. Data that is also derived pertains to the populations of people that are served to determine languages spoken in the home, employment status, homelessness and interest of services families would like more information on.

Ms. Melinda Pina, HSPC member, asked about the purpose of the Community Assessment. Ms. Audrey Jackson, Head Start Administrator, explained that a full assessment is completed once every five (5) years and an update every year. Ms. Jackson further explained that it is done to make sure that the services that are provided are aligned with the needs of the community.

Ms. Naomi Castellanos, HSPC member, stated that because of the long waitlist for Early Head Start (EHS), this survey brings to light what is really needed. How soon would we be able to get more facilities? Ms. Audrey Jackson stated that there are two ways that it can be done. One way is to write for it like we did with the Edgewood Independent School program two years ago and we competed for it. Another way that it can be done is to convert Pre-K slots into infant/toddler slots and we would have to complete a grant application to the Office of Head Start. Ms. Jackson also commented about the ratios of student to teacher and the cost factor involved with the Pre-K and infant/toddler slots. There was no further discussion.

**Motion:** Ms. Barbara Pircher moved to approve the 2021 Community Assessment.

**Seconded (2<sup>nd</sup>):** Ms. Heather Halton

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

### **b.) Approval of Head Start 1303 Application**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Audrey Jackson, Head Start Administrator, to present the Approval of the Head Start 1303 Application with minor edits. Ms. Jackson stated that a request for major renovations with a cost of over \$250,000.00 had to be completed by utilizing a 1303 Major Renovations Application. This is a very thorough request which requires a realtor to do a cost comparison with other buildings in the area. A summary was added to include the CARES Act and the American Rescue Plan (ARPA). There was no further discussion.

**Motion:** Ms. Barbara Pircher moved to approve the Head Start 1303 Application with minor edits.

**Seconded (2<sup>nd</sup>):** Ms. Heather Halton

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

**c.) Approval of Early Head Start (EHS) Request for Waiver and Program Design Change**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Rhonda Roach, Senior Special Projects Manager, to present the Approval of Early Head Start (EHS) Request for Waiver and Program Design Change. Ms. Roach reported that there were a couple of changes that were being proposed. The first change was for the request of a waiver under the Head Start Program Performance Standards (HSPPS) 1302.24 locally designed program option. The second request was to make a change to the current program design as approved in the 2021-2022 Early Head Start (EHS) Continuation application.

Ms. Roach reported that requesting a waiver under the locally designed program option would allow the program to increase group size and ratio for classrooms designated for children 24 months and older. Currently, the center-based program at Stafford EHS has ten (10) classrooms and maintains a group size of eight children and two teachers. With the waiver for the locally designed program option in place, Stafford EHS program would increase classrooms for children ages 24 months and older to 10 children with two teachers. Ms. Roach further reported that the DHS Early Head Start Program viewed this as an opportunity to support our oldest transitioning toddlers, which currently move from a classroom of eight to a classroom of 17 three-year-old's, in a more conducive environment to adjust to a larger group of children as many of our transitioning three-year-old's move from the EHS program to the Stafford Pre-K Head Start program.

Ms. Roach also reported that the second request was to make a change in the current program design. The EHS program is funded to serve 80 center-based slots and 48 home-based slots. With permission, DHS EHS proposed to convert 24 home-base slots to center-based slots. With this change, DHS EHS would serve 104 infants and toddlers in a center-based option increasing from 10 classrooms to 12 classrooms while still maintaining 24 slots in the home-base option.

Ms. Naomi Castellanos, HSPC member, asked if the new ratio of eight children to ten children only applied to one center. Ms. Roach responded that this would only be applicable to the Early Head Start Program-Stafford.

Ms. Heather Halton, HSPC member, asked how the staff felt about the proposed changes and if they felt like they had enough support and resources to make that possible. Ms. Roach reported that we are getting very good support from Edgewood and the teachers will continue to get the support that they have been receiving. No further questions were asked.

**Motion:** Ms. Heather Halton moved to approve the Early Head Start (EHS) Request for Waiver and Program Design Change.

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

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

**d.) Review of Early Head Start-Child Care Partnership Program (EHS-CCP) Temporary Program Design Modification**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Rhonda Roach, Senior Special Projects Manager, to present the Review of Early Head Start-Child Care Partnership Program (EHS-CCP) Temporary Program Design Modification. Ms. Roach reported on the focus on how best to reach full enrollment by January 1, 2022, the timeline established by the Office of Head Start. The Policy Council members were informed that the EHS-CCP program has worked with two EHS-CCP childcare service providers to redistribute eight slots. Redistributing the eight slots would help the EHS-CCP program meet funded enrollment. Eight slots would be moved from Seton Home and redistributed to Blessed

Sacrament Academy. Seton Home would move from 20 slots in 2020-2021 to 12 slots in 2021-2022 and Blessed Sacrament Academy would move from 36 slots in 2020-2021 to 44 slots in 2021-2022.

Ms. Melinda Pina, HSPC member, asked what would happen to the eight current occupied slots at Seton Home. Ms. Roach responded that as children transition out of the EHS-CCP program, those slots would not be filled at Seton Home. There was no further discussion.

**e.) Review of 2020-2021 Head Start, EHS, and EHS-CCP Program Information Report (PIR)**

HSPC Chair, Ms. Naomi Castellanos introduced Mr. Roger Foster, Senior Management Coordinator, to present the Review of 2020-2021 Head Start, EHS, and EHS-CCP Program Information Report (PIR). Mr. Foster stated the Department of Human Services (DHS) Head Start, Early Head Start, and Early Head Start-Child Care Partnership programs were each required to submit a Program Information Report (PIR) to the Office of Head Start and our program report was submitted in the first week of September 2021, as this is an annual requirement. Mr. Foster then highlighted certain items related to the National average such as health insurance, medical home, dental exams, completed routine screenings, and disability at the end of 2020-2021 program year. He also stated that in reference to children and families' access to services, the City of San Antonio Head Start, Early Head Start and Early Head Start-Child Care Partnership exceed the National Averages. There was no further discussion.

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

HSPC Chair, Ms. Naomi Castellanos introduced Mr. Pedro Ramirez, Special Projects Manager, to present the Review of the Head Start Program Monitoring. Mr. Ramirez reported that several monitoring projects were conducted during the month of September. Those projects included ERSEA Eligibility for Edgewood Independent School District's seventh selection, Nutrition Review #1, and Critical Health Concerns Review #1. It was also further reported that the following monitoring projects were completed during the month of September: Health and Safety Screener Reviews regarding medication administration, classroom observation, facilities, outdoors/gym, and transportation. Mr. Ramirez added that the category of non-compliance included the Health and Safety Screener for classroom safety, facilities, and transportation and provided some examples. For the Areas of Concern, Mr. Ramirez reported that it included the Health and Safety Screener for medication administration, classroom safety, facilities, and outdoors/gym. He also provided some examples and further reported that they were working with the school districts in addressing the non-compliances and areas of concern. There was no further discussion.

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

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Dianne Mendez, Management Analyst, to present the review of EHS and EHS-CCP Program Monitoring. Ms. Mendez reported first on the Early Head Start Program. It was reported that for the month of September, the following monitoring projects were completed: Health and Safety Screening follow-up visit to EHS-Stafford and the ERSEA Eligibility Child File Review. Ms. Mendez reported that there were no non-compliances noted in the Health and Safety Screening site visits. Ms. Mendez stated that the areas of concern included staff files and staff trainings not completed. Ms. Mendez further reported that those staff trainings were completed and that all follow-up activities were completed on September 22, 2021.

Ms. Mendez completed her monitoring report on the Early Head Start Program and then provided a report on the Early Head Start-Child Care Partnership Program. It was reported that the monitoring

projects that were conducted included Health and Safety Screening follow-up site visits and ERSEA Eligibility Child File Reviews. There were non-compliances found in the Health and Safety Screening site visits to three Early Head Start Child Care Partnership sites and that anything that was noted had been corrected and monitoring project closed. Ms. Mendez further reported that all follow-up visits had been completed in September 2021. There was no further discussion.

**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. For Head Start, Ms. Jackson reported as of September 30, 2021, we were under-enrolled with 56% enrollment of children. Recruitment efforts were detailed to increase the enrollment numbers. Ms. Jackson further reported that Head Start is under 85% for attendance and some of the reasons included doctor appointments, transportation and keeping children at home when they were sick. It was also reported that disability enrollment is under 10% but there is anticipation that we will be at 10% by mid-January due to children's evaluations.

Ms. Jackson reported on the monthly report for EHS and stated that we are under-enrolled and a big part of that is due to the Home-based Program; we are funded for forty-eight children, and we only have eight. Ms. Jackson further stated that the program is currently enrolled at 54% for September 2021. Also, the daily average attendance is at 86%. The disability enrollment is at 5% for the Early Head Start Program and we continue to work to meet the 10% disability enrollment.

Lastly, Ms. Jackson presented the monthly report for the Early Head Start-CCP program. Ms. Jackson reported that we are at 87.5% enrolled and that the average daily attendance is at 80%. Ms. Jackson re-iterated the current issue with Seton Home and the re-distribution of eight slots to Blessed Sacrament Academy. Some of the reasons for school absences included sickness, non-covid related reasons, and staying home with parents. Ms. Jackson further reported that the disability enrollment is currently at 7%.

HSPC member, Ms. Melinda Pina, inquired about a resource event that was scheduled for Saturday, October 30, 2021, that Head Start could attend for recruitment purposes. Ms. Dani Salas, Senior Management Analyst, confirmed that Head Start had a recruitment event scheduled for Saturday, October 30, 2021, at the Congressman Castro Housing & Utility Assistance Fair. There was no further discussion.

**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 stated that the reports presented are for the period of September 30, 2021. In reference to Head Start, we are in the eighth month of the grant. The budget total for this grant is \$31,297,102.00. The Year-to-date budget amount is listed at \$15,495,742.00 and the Year-to-date Actual is \$13,260,187.00. The Variance, which is the difference between the year-to-date amount and the year to date actual, is \$2,235,555.00 and the last column is expressed in percentages. The Variance can be attributed to Personnel and Fringe in the amount of about \$196,000.00 and we have 7 vacancies in this program as of September 2021. The variance in Travel is \$2,833.00 and it has not been spent due to no travel due to COVID-19. The variance for Supplies is \$4,268.00 and that is because a lot of supplies have been ordered, but invoices have not been received nor have we received the supplies yet. The

variance under the Contractual category is \$288,613.00 and explained that the variances for COSA, Edgewood ISD, San Antonio ISD and SAMHD/UIW all total in the amount of \$288,613.00 (Contractual Category amount). The non-Federal variance amount is \$1,738,334.00 but there are invoices that have not been posted in that category. No questions were asked.

Ms. Vasquez presented on the Early Head Start Grant and reported that, as of September 30, 2021, the budget total for this grant is \$2,647,369.00. The Year-to-date budget amount is listed as \$1,036,681.00 and the Year-to-date Actual is \$748,913.00 which is the difference or a Variance of \$287,768.00. The last column is the Variance in percentages. Ms. Vasquez reported that the variance amount of \$2,592.00 under the Supplies category is due to supplies being ordered but not invoiced or received. Under the Contractual category, COSA has a variance amount of \$ 4,593.00, and Edgewood has a variance amount of \$225,998.00 due to low enrollment. Under the Other category, we have \$7,796.00 due to some transactions that are pending to be posted. This variance will significantly decrease in November 2021. The non-Federal variance amount is \$42,732.00 and transactions will be posted that we have received up to date. 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 \$3,694,126.00 and the Year-to-date Actual amount is \$2,936,409.00. The Variance amount is \$757,717.00. The Non-Federal Share variance amount is \$580,968.00. Ms. Vasquez further stated that the variance amount of the Total Federal Budget is \$176,748.00. and that about \$107,000.00 is primarily attributed to the HVAC project that is occurring at the Brady building. The Public Works Department could not fulfill everything ordered on the purchase order. No questions were asked.

Ms. Vasquez presented on the Early Head Start-Child Care Partnership Grant that started on August 1, 2021. Ms. Vasquez reported that the Total Budget for this grant is \$3,763,397.00. The Year-to-date budget is \$457,441.00 and the Year-to-date Actual amount is \$458,118.00. We are about less than \$1,000.00 over but the grant looks good at this time and there are also no significant variances. 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.

The Economic and Workforce Development Committee was presented along with a picture of the committee. Ms. Martinez informed the Policy Council that this is one of our two advisory committees. The second committee is our Community Action Advisory Board.

A picture of the Community Action Advisory Board was presented, our current advisory committee that meets monthly. Ms. Martinez reported that the next meeting will be held on Thursday, October 28, 2021, and the governance structure will be re-iterated. Ms. Martinez also reported that there will be eleven items presented to the committee and reviewed them with the Policy Council.

HSPC member, Ms. Barbara Pircher, discussed a YouTube video that was made for recruitment. Ms. Martinez stated that it would be forwarded to Ms. Audrey Jackson, Head Start Administrator, for review. There was no further discussion.

**VI. ADJOURNMENT**

**Motion:** Ms. Barbara Pircher moved to adjourn the meeting.

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

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

**HSPC member for Chair, Naomi Castellanos, adjourned the meeting at 7:54pm.**

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**Chair**

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**Date**