

***Approval of  
Head Start Policy Council  
November 16, 2021  
Meeting Minutes***



# MEETING MINUTES

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## HEAD START POLICY COUNCIL MEETING

November 16, 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: None 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: Abel Garcia EHS-CCP: Heather Halton Community Representative: Tina Satpathy
<b>Alternate Members Present</b>	Edgewood Independent School District (EISD): Linda Herrera 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 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 6:26 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 October 26, 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.) 2020-2021 Head Start Policy Council Members Recognition**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Audrey Jackson, Head Start Administrator to present on the 2020-2021 Head Start Policy Council Members Recognition. Ms. Jackson thanked the Policy Council members for their time and contribution to the Head Start Policy Council. Along with Ms. Andrea Martinez, Senior Management Analyst, Ms. Jackson presented each of the members with a certificate signed by the Honorable Mayor of San Antonio and a frame containing children's art in appreciation for their service.

HSPC member, Mr. Noel Cortez commented that his participation in the Head Start Policy Council had been a really great experience. HSPC members, Ms. Janie Garcia Ramirez, Ms. Barbara Pircher, Ms. Joe Betty Garcia and Ms. Naomi Castellanos expressed gratitude and appreciation for serving in the Head Start Policy Council, the friendships that were made, and the different opportunities that Head Start offered to them throughout the program year.

### **b.) Review of Head Start, Early Head Start, and Early Head Start-Child Care Partnership (EHS-CCP) Program COVID-19 Guidance**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Audrey Jackson, Head Start Administrator, to present on the Head Start, Early Head Start, and Early Head Start-Child Care Partnership (EHS-CCP) Program COVID-19 Guidance. Ms. Jackson provided updated COVID-19 program guidance information on Head Start and Early Head Start programs. For Head Start, updated information was provided in the areas of Education, PDM, Monitoring, Wellness Support, Family and Community and Health. For the Early Head Start programs, updated information was provided in the following areas: Education, PDM, Monitoring, ERSEA, Family and Community, Health, Nutrition, Dental, Home-based, and Safe Environments. No questions were asked.

### **c.) 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 for the month of October 2021, the following monitoring projects were conducted: Education Review #1 and Disabilities Review #1. He further stated that the monitoring projects that were completed included Nutrition Review #1, Critical Health Concerns Review #1, ERSEA Eligibility (EISD 7<sup>th</sup> Selection) and Pedestrian Bus Safety Review #1. There was one area of non-compliance in the Nutrition Review; a child who was identified as needing lactose-free milk was observed drinking regular milk. Mr. Ramirez reported that the issue was corrected on-site. Mr. Ramirez then listed the areas of concern which included: Nutrition Review #1, Critical Health Concern Review #1, and ERSEA Eligibility (EISD 7<sup>th</sup> Selection). It was further added that there were no findings for the Pedestrian Bus Safety Review #1. No questions were asked.

### **d.) Review of EHS and EHS-CCP Program Monitoring**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Dianne Mendez, who will be reviewing the EHS and EHS-CCP Program Monitoring. Ms. Mendez began by introducing a new monitor for the EHS and EHS-CCP Program, Ms. Cindy Garcia. Ms. Mendez presented on the Early Head Start Program and stated that the monitoring projects included Transportation/Pedestrian Safety Child File Review and Forty-five (45) day Sensory Child File Review. It was also stated that there were no non-compliances observed that showed a systemic or substantial material issue or concern in meeting performance standards or policy relating to the education services. The areas of concern included

Transportation/Pedestrian Safety Child File Review and the Forty-five (45) day Sensory Child File Review. Ms. Mendez added that there were twenty-one (21) child file reviews with data entry findings. Follow-up visits were completed, and the monitoring projects were closed.

Ms. Mendez presented on the EHS-CCP Program and informed that the monitoring projects included Unannounced Safe Environment Visits with Blessed Sacrament Academy, Healy Murphy Child Development Center, Seton Home Child Care Center, and the YWCA Olga Madrid, a Transportation/Pedestrian Safety Child File Review, and Forty-five (45) day Sensory Child File Review. There were no non-compliances observed. Ms. Mendez also reported on the areas of concern which included Unannounced Safe Environment Visits which included some required training certificates were not available, some electrical outlets were not covered, and some bleach bottles were not locked in the cabinet. Sixty (60) child files were reviewed for Transportation/Pedestrian Safety and fifty-one (51) files were reviewed for the Forty-five (45) Day Sensory Child File Review. Follow-up activities included EHS-CCP childcare directors providing corrective action responses, evidence supporting the actions taken in the ChildPlus Data System and follow-up verification was completed. Ms. Mendez stated the monitoring projects were closed.

HSPC member, Ms. Joe Betty Garcia asked how long the Centers have to do any corrections. Ms. Mendez reported that the Centers have fifteen (15) days to complete corrections. Ms. Garcia then asked if the Centers are informed of the findings. Ms. Mendez responded that exit interviews are conducted and pictures are taken to review with them.

HSPC member, Ms. Janie Garcia Ramirez asked about the number of visits that are conducted at the Centers. Ms. Mendez replied that unannounced visits are conducted once per month. No further questions were asked.

**e.) 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 reviewed Head Start, EHS, and Early Head Start-Child Care Partnership monthly program information as of October 2021. HSPC Member Ms. Pina asked about the information on the EISD waitlist and to why it was 52, Ms. Jackson states she will ask Dani Salas to retrieve that information and will provide to the group as soon as possible. No further questions were asked.

**f.) 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 October 31, 2021. The budget total for the Head Start grant is \$31,297,102.00. The Year-to-date budget amount is listed at \$18,033,939.00 and the Year-to-date Actual is \$13,905,244.00. The Variance, which is the difference between the year-to-date amount and the year to date actual, is \$3,675,573.00 and the last column is expressed in percentages. Ms. Vasquez provided detailed information on the Variance amounts for Salaries, Fringe, Supplies, Contractual and the Other category. The Other category involved data and cell phone charges. There were no questions asked on the Head Start Grant report.

Ms. Vasquez presented on the Early Head Start Grant and reported that the budget total for this grant is \$2,647,369.00. The Year-to-date budget amount is listed as \$1,147,778.00 and the Year-to-date Actual is \$884,633.00 which is the difference or a Variance of \$263,145.00. The last column is

the Variance in percentages. Ms. Vasquez provided further details on the Variance amounts for Salaries, Fringe, Travel, Supplies, Contractual, and the other category. There were no questions asked on the Early Head Start Grant report.

Ms. Vasquez presented on the Early Head Start-Child Care Partnership Grant. The following information was provided from 2020-2021 Fiscal Reports as of October 31, 2021. 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 \$3,438,271.00. The Variance amount is \$255,855.00. There were no questions asked on this Early Head Start-Child Care Partnership Grant report.

Lastly, Ms. Vasquez presented on the Early Head Start-Child Care Partnership Grant. The following information was provided from 2021-2022 Fiscal Reports as of October 31, 2021. The Total Budget for this grant is \$3,763,847.00. The Year-to-date budget is \$694,584.00 and the Year-to-date Actual amount is \$695,414.00. The Variance amount is -(\$830.00). There were no questions asked on this Early Head Start-Child Care Partnership Grant report.

## **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 new updated photo of the City of San Antonio City Council as the program's Governing Board.

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. 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 on October 28<sup>th</sup>, 2021, and Ms. Martinez detailed the information that was provided to the Board. These meetings are held monthly and once the new members from District Three (1) and District Five (3) 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>):** Ms. Barbara Pircher

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

**HSPC member for Chair, Naomi Castellanos, adjourned the meeting at 7:37 pm.**

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**Chair**

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**Date**