

***Approval of  
Head Start Policy Council  
December 6, 2022  
Meeting Minutes***



# MEETING MINUTES

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## HEAD START POLICY COUNCIL MEETING

December 6, 2022

6:15 P.M.

<b>Members Present</b>	Edgewood Independent School District (EISD): Yoletzi Velazquez, Brenda Salazar-Morales San Antonio Independent School District (SAISD): Ruby Marie Ortiz, Melissa Carrillo Cox, Alexis Alfaro EHS-EISD: Krystal Rocha EHS-EISD HB: none EHS-CCP: Naomi Castellanos, Krizia Franklin Community Representative: Jorge Borrego, Maria Quezada
<b>Members Absent</b>	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): Josefina Macias EHS EISD: none EHS-CCP: none EHS-EISD: none EHS-EISD HB: Samantha Villarreal Community Representative: None
<b>Alternate Members Present</b>	Edgewood Independent School District (EISD): None San Antonio Independent School District (SAISD): April Barrera, Paulette Hall, Keyonna Hughes, Katherine Garcia EHS-EISD: none EHS-CCP: none
<b>Alternate Members Absent</b>	Edgewood Independent School District (EISD): Erika Flores, Annie Sandoval San Antonio Independent School District (SAISD): none EHS-EISD: Luis M. Ramirez EHS-CCP: Maritza Mendoza, Samantha Hurd Ogilvie

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### I. CALL TO ORDER

2021-2022 San Antonio Independent School District (SAISD) HSPC Chair, Naomi Castellanos called the meeting to order at 6:27 p.m.

### II. MEETING MINUTES

**Motion:** Ms. Krizia Franklin moved to approve the November 15, 2022, meeting minutes.

**Seconded (2<sup>nd</sup>):** Ms. Melissa Carrillo Cox

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

### III. PUBLIC COMMENTS

None to report

#### IV. BRIEFING AND POSSIBLE ACTION (a-k)

##### a. Election of Officers

HSPC Chair, Naomi Castellanos, provided information on the available positions of Head Start Policy Council Chair, Vice Chair, and Secretary and explained the nomination, voting, and election process, prior to the open voting process.

##### **Head Start Policy Council Chair**

Ms. Krizia Franklin and Ms. Naomi Castellanos were the nominees for the position of Chairperson. An open vote took place and Ms. Franklin was selected for the position of Policy Council Chair.

**Motion:** Ms. Melissa Carrillo Cox moved to approve Ms. Franklin for the position of Chairperson on the 2022-2023 Head Start Policy Council.

**Seconded (2<sup>nd</sup>):** Ms. Alexis Alfaro

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

##### **Head Start Policy Council Vice Chair**

Ms. Melissa Carrillo Cox, Ms. Brenda Salazar-Morales and Ms. Naomi Castellanos were the nominees for the position of Vice Chairperson. An open vote took place and Ms. Carrillo Cox was selected for the position of Vice Chairperson.

**Motion:** Ms. Krizia Franklin moved to approve Ms. Melissa Carrillo Cox for the position of Vice Chairperson on the 2022-2023 Head Start Policy Council.

**Seconded (2<sup>nd</sup>):** Ms. Brenda Salazar-Morales

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

##### **Head Start Policy Council Secretary**

Ms. Brenda Salazar-Morales and Ms. Ruby Marie Ortiz were the nominees for the position of Secretary. An open vote took place and Ms. Ortiz was selected for the position of Secretary.

**Motion:** Ms. Alexis Alfaro moved to approve Ms. Ruby Marie Ortiz for the position of Secretary on the 2022-2023 Head Start Policy Council.

**Seconded (2<sup>nd</sup>):** Ms. Krystal Rocha

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

Ms. Krizia Franklin, newly elected for Policy Council Chairperson, continued with her duties to the 2022-2023 Policy Council.

##### b. Election of Community Representatives

HSPC Chair, Krizia Franklin, reviewed the HSPC Community Representative voting process. Two candidates were present, Mr. Jorge Borrego and Ms. Maria Quezada, and both spoke to the Policy Council for three minutes each about their qualifications and why they wanted to be elected for the Community Representative position. One e-mail message was read by Mr. Roger Foster, Senior Management Coordinator that contained information from Mr. Richard Ramey, Jr. about his

qualifications and why he wanted to be elected for the Community Representative position. Ms. Andrea Martinez, Senior Management Analyst, encouraged the Policy Council parents to review their binder on their table containing all the resumes of the ten applicants for Community Representative. An open vote was held, and Ms. Martinez recorded the votes for the four Community Representative positions. After reviewing the voting data, Ms. Martinez announced the two primary representatives elected were Mr. Jorge Borrego and Mr. Richard Ramey, Jr. Also, elected were three alternate Community Representatives: Breanna Hernandez, David King, and Maria Quezada. The Community Representatives, Mr. Borrego and Ms. Quezada, were invited to join the Policy Council meeting.

**Motion:** Ms. Naomi Castellanos moved to approve the 2022-2023 Head Start Policy Council Community Representatives.

**Seconded (2nd):** Ms. Brenda Salazar-Morales

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

#### **c. Election of Committee Members**

HSPC Chair, Krizia Franklin, reviewed the Policy Council Standing Committees and provided information on the Special Committees. Head Start Policy Council parents were informed that the size of each committee can have no less than three (3) and no more than five (5) Head Start Policy Council members. All members, including alternates and community representatives, can sit on a committee. A question was asked if members can sit on more than one committee. Members were informed that they could sit on more than one committee. Ms. Franklin asked for volunteers after reading the responsibilities for each committee.

Volunteers for the Assessment and Planning Committee were Jorge Borrego, Melissa Carrillo Cox, Krystal Rocha, Keyonna Hughes, and Ruby Marie Ortiz.

Volunteers for the Parent Engagement Committee were Krizia Franklin, Maria Quezada, Yoletzi Velazquez, April Barrera, and Krystal Rocha.

Volunteers for Special Committee were Melissa Carrillo Cox, Krizia Franklin, Katherine Garcia, Ruby Marie Ortiz, and Brenda Salazar-Morales.

#### **d. Approval of the Policy Council Meeting Days and Time**

HSPC Chair, Krizia Franklin, asked Ms. Andrea Martinez, Senior Management Analyst, to present the Approval of the Policy Council Meeting Days and Time. Ms. Martinez reviewed the current HSPC Meeting days and time. Currently the HSPC meets monthly, every fourth Tuesday of the month at 6:15pm. Ms. Martinez asked if the current meeting days and time worked for the group. There were no opposing votes to change the days and time.

**Motion:** Mr. Jorge Borrego moved to approve the fourth Tuesday of each month at 6:15pm as this Policy Council's meeting days and time.

**Seconded (2nd):** Ms. Krystal Rocha

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

**e. Approval of Head Start Program Five-Year Strategic Plan**

HSPC Chair, Krizia Franklin, introduced Mr. Roger Foster, Senior Management Coordinator, to present the Approval of Head Start Program Five-Year Strategic Plan. Mr. Foster reported that a meeting was held on October 28, 2022, with staff, community partners, and Policy Council parents to discuss and make revisions to the most recent Five-Year Strategic Plan. He further discussed that this was part of an on-going process where we look at our Self-Assessment, continuous improvement, numbers, goals, and objectives. The changes, revisions, and updates were discussed for the following goals: Education, Family Support, Health, Environmental Health & Safety, and Highly Qualified Staff.

HSPC member, Krizia Franklin, inquired about the goals of decreasing chronic absenteeism. Mr. Foster explained that we have had this goal for several years and stated that chronic absenteeism has been an on-going targeted area because children cannot learn if they are not in school. Mr. Foster discussed the contributing factors and stated that our goal is to have a lower number of children that are chronically absent. Lastly, Mr. Foster explained the role of the Family Support Worker in assisting the families with this issue.

HSPC member, Melissa Carrillo Cox, asked Mr. Foster to expand on Goal #5 Highly Qualified Staff, and the manageable stress level component. Mr. Foster explained that this past year was the first time we specifically addressed management stress levels of the staff. In prior years, some of the stress level questions were related to the transition of a remote or a hybrid workspace. This year, as we move to a hybrid workspace, the questions were related to identifying stress levels and doing things to address stress. Mr. Foster provided examples of opportunities that have been established to assist staff with mental wellness. The wellness referral process for our Head Start families was explained by Mr. Foster, and Ms. Rachel Pearce, Senior Management Analyst, explained the wellness referral process for the Early Head Start Program.

Ms. Cox also inquired if it would be a possibility for Head Start to implement a counseling program in the classroom for children so that they could gain an understanding of their emotions. Ms. Jessica Manyseng, Head Start Wellness Coordinator, explained that we have a partnership with San Antonio Independent School District (SAISD) Communities in Schools (CIS) and they are able to provide counseling services to children, their siblings and their parents at the schools. Edgewood currently does not provide those services but Head Start provides linkages to referrals for counseling services. Furthermore, the services are provided on a referral basis and those referrals can come from a parent, teachers, Family Support Workers, and Family Wellness Specialists. Ms. Manyseng also informed that teacher assistants in SAISD have received training to provide some support in the absence of the behavioral specialists. No further questions were asked.

**Motion:** Ms. Naomi Castellanos moved to approve the Head Start Program Five-Year Strategic Plan with minor edits.

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

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

**f. Approval of the 2023-2024 Head Start and Early Head Start (EHS) Program Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Policy Updates**

HSPC Chair, Krizia Franklin introduced Ms. Monica Mojica, Management Analyst and Ms. Rachel Pearce, Senior Management Analyst, to present the approval of the 2023-2024 Head Start and Early Head Start (EHS) Program Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Policy Updates with minor edits. Ms. Mojica provided one edit for Head Start policy which included ERSEA 2 Eligibility. Information regarding this policy edit included removing the term “CCP” and adding some verbiage under the “Additional Allowances” section of the policy.

Ms. Rachel Pearce reported on the policy edits for the Early Head Start Program and stated that minor edits were completed on the following policies: ERSEA 2 Eligibility, ERSEA 3 Training, ERSEA 5 Selection, and ERSEA 8 Enrollment.

HSPC member, Melissa Carrillo Cox, inquired about the difference between grantee and administrator. Ms. Pearce stated that our administrator is Ms. Audrey Jackson and the ERSEA 2 Eligibility policy edit included changing the grantee’s grant recipient to Department of Human Services (DHS) Head Start Administrator. No further questions were asked.

**Motion:** Ms. Krystal Rocha moved to approve the 2023-2024 Head Start and Early Head Start (EHS) Program Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Policy Updates with minor edits.

**Seconded (2nd):** Ms. Melissa Carrillo Cox

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

**g. Approval of 2023-2024 Head Start and EHS Program ERSEA Recruitment Plan**

HSPC Chair, Krizia Franklin introduced Ms. Monica Mojica, Management Analyst and Ms. Rachel Pearce, Senior Management Analyst, to present the approval of the 2023-2024 Head Start and EHS Program ERSEA Recruitment Plan with minor edits. Ms. Mojica reviewed the Recruitment Plan’s purpose, recruitment area, methods of recruitment, recruitment period, and recruitment personnel.

**Motion:** Ms. Ruby Marie Ortiz moved to approve the 2023-2024 Head Start and EHS Program ERSEA Recruitment Plan with minor edits.

**Seconded (2nd):** Ms. Yoletzi Velazquez

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

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

HSPC Chair, Krizia Franklin introduced Mr. Terric Foong, Fiscal Analyst, to present the Review of the Head Start, EHS, and EHS-CCP Fiscal Reports. Mr. Foong reported on the 2022-2023 Head Start grant as of November 30, 2022 and stated that the budget total is \$32,403,293.00. The Year-to-date budget amount is listed at \$22,558,001.00 and the Year-to-date Actual is \$19,418,316.00. The Variance, which is the difference between the year-to-date amount and the year to date actual, is \$3,139,685.00 and the last column is expressed in percentages. Mr. Foong provided detailed information on the variance amounts for travel, Contractual and Non-Federal/In Kind categories.

Mr. Foong presented on the Early Head Start Grant and reported that the budget total for this grant is \$2,736,974.00. The Year-to-date budget amount is listed as \$1,498,344.00 and the Year-to-date Actual is \$1,375,047.00 which is the difference or a Variance of \$123,297.00. The last column is the Variance in percentages. Mr. Foong provided further details on the variance amount for the Contractual category.

Mr. Foong presented on the Early Head Start-Child Care Partnership Grant. The following information was provided from the 2022-2023 Fiscal Report as of November 30, 2022. Mr. Foong reported the total budget for this grant is \$3,772,295.00. The Year-to-date budget is \$1,142,010.00 and the Year-to-date Actual amount is \$1,012,822.00 with a Variance amount of \$129,188.00. Mr. Foong also provided details on the variance amounts for Travel, Supplies, Contractual, Other and Non-Federal/In Kind categories.

Lastly, Mr. Foong 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 is from April 1, 2021 through March 31, 2023 with a ninety (90) day close out period. Both grants have a combined total budget of \$5,037,486.00. The year-to-date budget is \$2,164,182.00 and what was actually spent was \$2,032,032.00 for a positive variance of \$132,150.00. Mr. Foong provided detailed information on the Variances, Supplies, Contractual and Other categories.

HSPC member, Jorge Borrego inquired about the difference between supplies and equipment on the Head Start Fiscal report. Mr. Foong explained that the supplies category refers to items such as office supplies and book orders. The equipment category refers to items that have a value of more than \$5,000.00 such as air purifiers.

Mr. Borrego also inquired about the CRRSA and ARPA grants and asked if these funds had to be returned to the government at the end of the grant year. Mr. Foong confirmed that remaining funds had to be returned and that they are one-time funds. Furthermore, Mr. Foong reported, our goal is to utilize all of the funding from these grants.

HSPC member, Melissa Carrillo Cox, inquired about the purchase of classroom supplies from the Early Head Start fiscal report. Mr. Foong reported that the purchase of classroom supplies is coordinated by Early Head Start and a purchase request is then completed for approval by the fiscal team. Ms. Audrey Jackson, Head Start Administrator, explained that the Head Start funds are assigned to every campus and that there is a collaboration between the Head Start staff and school districts' staff regarding the purchase of classroom supplies.

Ms. Carrillo Cox inquired about the possibility of having after-school care for schools/centers that release the children at 2:30pm. Ms. Audrey Jackson, Head Start Administrator, reported that Head Start does allow the provision for an extended day but it must follow Head Start guidelines, for example, providing two teachers and the ratios must be the same. Another stipulation is that it could be for a subset of parents and a survey would need to be conducted regarding the need if they are working parents. Currently, Edgewood Independent School District has extended this to forty (40) children. However, San Antonio Independent School District has not used their Head Start funds in

that way and it may be because of the number of children, and not having the Head Start monies in the budget for it. Also, Head Start is really funded for half a day and the full school day is provided along with the funding from the State Pre-K.

HSPC member, Krizia Franklin, suggested if there are funds left-over at the end of the grant year for the Early Head Start program, they could perhaps be used to buy air purifiers and placed in the infant rooms at the childcare centers. Furthermore, if there is chronic absenteeism, having these air purifiers could help in improving attendance. Ms. Audrey Jackson, Head Start Administrator, reported that the grant year for the EHS-CCP program ends in July and stated that placing air purifiers at the childcare centers was a good idea.

Ms. Franklin also inquired about the disbursement of personal protective equipment (PPE) equipment from the CRRSA and ARPA grant. She reported that sometimes, her child's center runs out of PPE and asked if there is a plan to continue providing financial assistance to the centers for these supplies. Mr. Foong confirmed that there will be continued funding and stated that the Early Head Start program is good at providing the childcare centers with the needed supplies. Mr. Foong also provided a description of the PPE items that are provided to the centers. No further questions were asked.

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

HSPC Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, to present the Review of Head Start, EHS, and EHS-CCP Monthly Reports. Ms. Jackson informed the Policy Council members that they would find three different monthly reports in their packets and reviewed their components. Regarding the Head Start Monthly Report, Ms. Jackson reviewed the sections on Enrollment, Disability Enrollment, Food Reports, Education Services, Family Engagement Services, Mental Health Services, Education Screenings and Health Screenings and stated that the two remaining monthly reports for the Early Head Start and Early Head Start-Child Care Partnership Program had similar formats. In reference to the Head Start Program, Ms. Jackson reported on the data from each individual section on the monthly report beginning with the enrollment data. The program total percentage for disability enrollment was reported at 10.63%. Ms. Jackson also discussed the education and health screening percentages.

HSPC member, Krizia Franklin, inquired if there was anyone else from the Head Start program that could help complete the home visits. Ms. Jackson reported Head Start regulations state that the home visits must be completed by the teacher. Ms. Jackson added that conversations have been completed with the school districts and it was decided to push back the benchmarks so that teachers would have an opportunity to complete them in the first week of January, 2023.

Ms. Franklin asked about the lead testing percentage and asked if there was a push for parents to complete this type of testing due to concerns with lead issues in clothing and environmental factors. Ms. Jackson stated that we look at the children's physical medical reports and if the data is there, we accept those results. We also target the children that do not have lead results and that is what the lead test percentages represent.

Ms. Franklin also asked if there was a center policy on the reporting of illnesses, that occur in the classrooms, to the parents. Ms. Audrey Jackson stated that we follow Child Care Licensing guidelines and share information about communicable diseases and it is up to the centers to share information about other illnesses. Ms. Dianne Mendez, Management Analyst, informed that centers follow the Health Insurance Portability and Accountability Act (HIPAA) policy, and if the center's policy states that they will put a notice at the front door informing that they have a certain number of children with a particular illness, the center will then follow their policy.

HSPC member, Maria Quezada, inquired about the number of home visits and parent conferences that are conducted. Ms. Jackson reported that two home visits are made at the home unless the parent prefers for it to be at another location. One of the visits is conducted in the Fall and the other, in the Spring. The other two parent teacher conferences are conducted at the school and we are also allowing them to be virtual, as well. Ms. Jackson confirmed that there is a total of four (4) meetings per student.

Ms. Quezada also inquired if parents, who are overqualified with income, be eligible to pay tuition for their children. Ms. Audrey Jackson reported that the Head Start program does not offer that feature but the San Antonio Independent School District (SAISD) accepts all children. Furthermore, there are other school districts that offer a tuition based paying program.

HSPC member, Jorge Borrego, inquired about the number of children on the Waitlist. Ms. Audrey Jackson explained that location and over-income are factors and explained that there is a cap of 10% with children who are over-income with a disability. Ms. Jackson stated that even though a child is on the Head Start waitlist, it does not mean they are not in Pre-K classes because they qualify to attend. No further questions were asked.

**j. Review of Head Start Program Monitoring**

HSPC Chair, Krizia Franklin introduced Ms. Melissa Benavidez, Management Analyst, to present the Review of Head Start Program Monitoring. Ms. Benavidez introduced herself and explained that she would be presenting the November 2022 monthly monitoring report. It was reported that the monitoring projects that were conducted included an education review, human resources review and safe environments review #1. The monitoring project completed was the pedestrian bus safety training review of which no areas of non-compliance were noted and the providers were 100% in compliance. No questions were asked.

**k. Review of EHS and EHS-CCP Program Monitoring**

HSPC Chair, Krizia Franklin, introduced Ms. Dianne Mendez, Management Analyst, to present the Review of EHS and EHS-CCP Program Monitoring. Ms. Mendez introduced herself and Ms. Cynthia Garcia as co-monitors for the Early Head Start Program and stated that Ms. Garcia and herself would be alternating in presenting to the Policy Council and CAAB committee every other month. Ms. Mendez reported that the monitoring project conducted for the month of November 2022 was the unannounced safe environment visit made to Ella Austin, Inman Christian Center and Seton Home. It was stated that we not only monitor our childcare facilities, but we also do internal monitoring. A critical health concern child file review was completed and it was up for review with our Supervisor, Rhonda Roach. Ms. Mendez reported that Ms. Roach reviews all monitoring summaries. A nutrition

child file review and site visits were also conducted, as well as a health manager interview. These have also been completed and are up for review. Two non-compliances were noted because documentation was not provided for fire drills. A corrective action plan was issued and was returned to Early Head Start. Furthermore, Ms. Mendez stated, we are completing our follow-up activities for the month of November 2022. When we submit our monitoring projects to the providers, we give them fifteen (15) days to correct the findings that were noted, then we go back to follow-up and ensure that they were completed. We are pending their responses at this time. When we receive them, we will follow-up and then close the project.

HSPC member, Melissa Carrillo Cox, inquired about the length of time the providers are given with the corrective action plans. Ms. Mendez explained that there is a fifteen (15) day turnaround for the centers to return them to the Early Head Start Program then a follow-up is conducted to ensure the finding was corrected and completed. Afterwards, the corrective action plan is closed. Ms. Carrillo Cox also inquired if gun safety drills are conducted. Ms. Mendez reported that the centers have a lockdown procedure that is required quarterly according to Child Care Regulation. No further questions were asked.

**V. GOVERNING BODY**

HSPC Chair, Krizia Franklin asked Ms. Andrea Martinez, Senior Management Analyst, 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. Ms. Martinez reported that governance training would be provided to the new Community Representatives, Jorge Borrego, Richard Ramy, Jr., Howard David King, Maria Quezada and Breanna Hernandez.

A picture of the Community Action Advisory Board was presented, our current advisory committee that meets monthly. A meeting will be held on Thursday, December 15, 2022. Items that were presented for review and approval at this Policy Council meeting will be presented to the Community Action Advisory Board as well as the list of names of the Policy Council officers and community representatives. Ms. Martinez also provided some announcements that included the introduction of the Mental Wellness Team, Dental Health Calendar Contest and an update on the Yoga Mats Parent Engagement Activity. No questions were asked.

**VI. ADJOURNMENT**

**Motion:** Ms. Melissa Carrillo Cox moved to adjourn the meeting.

**Seconded (2<sup>nd</sup>):** Ms. Krystal Rocha

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

**HSPC member for Chair, Krizia Franklin, adjourned the meeting at 8:44 pm.**

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**Chair**

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**Date**