



## HEAD START POLICY COUNCIL MEETING

April 18, 2023

6:15 P.M.

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

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### I. CALL TO ORDER

2022-2023 Early Head Start-Child Care Partnership (EHS-CCP) HSPC representative, Naomi Castellanos called the meeting to order at 6:21 p.m.

### II. MEETING MINUTES

**Motion:** Ms. Keyonna Hughes moved to approve the March 28, 2023, meeting minutes.

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

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

### III. PUBLIC COMMENTS

None to report

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

##### **a. Correspondence**

HSPC representative, Naomi Castellanos, introduced Ms. Audrey Jackson, Head Start Administrator, to present on ACF-IM-HS-23-01 The Role of Head Start Programs in Addressing Lead in Water. Ms. Jackson discussed the nationwide and statewide concern of lead in water, and our participation with the Texas Commission on Environmental Quality (TCEQ) in the testing of lead in water. Ms. Jackson reported we were the first program in the state that had our staff members trained on collecting water samples and sending them to TCEQ for testing. It was also reported that the school districts are also testing their water in partnership with TCEQ. Furthermore, Ms. Jackson discussed mitigation of faucets and/or spigots at all centers that tested positive for lead and stated this was a process that commenced over a year ago. No questions were asked.

##### **b. Approval of the Head Start and Early Head Start (EHS) Cost of Living (COLA) and Quality Improvement (QI) Application**

HSPC representative, Naomi Castellanos, introduced Ms. Audrey Jackson, Head Start Administrator, to present the Approval of the Head Start and Early Head Start (EHS) Cost of Living (COLA) and Quality Improvement (QI) with minor edits. For the Head Start Program, Ms. Jackson reviewed the total funding amount of \$2,299,020.00 which includes the Cost of Living Adjustment (COLA) amount of \$1,444,298.00 and Quality Improvement (QI) amount of \$854,722.00. Ms. Jackson reported that the COLA supports a 5.6% increase for San Antonio Independent School District (SAISD) and Edgewood Independent School District (EISD) that includes increases in permanent pay and operating expenses. Ms. Jackson also reported that the Quality Improvement funds were being used for staff retention, mental wellness of staff, and the hiring of additional teaching staff to ensure safety for our children and meeting ratios.

For the Early Head Start Program, Ms. Jackson reviewed the total funding amount of \$174,684.00 which includes the Cost of Living Adjustment (COLA) amount of \$120,711.00 and Quality Improvement (QI) amount of \$53,973.00. Ms. Jackson reported that the COLA supports a 5.6% increase of the current pay scale. Information was also provided on the Quality Improvement funds that detail the dollar figure per child, and reported that for the Head Start program, it was \$280.00 per child and for the Early Head Start program, the amount was \$420.00 per child. In comparison, the Early Head Start Program received more money per child. Furthermore, Ms. Jackson added that the QI funds will include collaborating with EISD Early Head Start leadership in creating an onsite wellness space for early learning staff, as well as, adding an Early Learning staff member and wellness/health clerk.

HSPC member, Josefina Macias, inquired if recruitment flyers will still be provided. Ms. Jackson confirmed that the recruitment flyers will remain included in our recruitment budget.

HSPC member, Naomi Castellanos, inquired if the recruiters will work for both Head Start and Early Head Start programs. Ms. Jackson reported that the recruiters will be funded through the Head Start program. Furthermore, if the recruiters work on a specific Early Head Start activity, they will cost allocate their time on their timesheet. No further questions were asked.

**Motion:** Ms. Josefina Macias moved to approve the Head Start and Early Head Start Cost of Living and Quality Improvement Application with minor edits.

**Seconded (2nd):** Mr. Richard Ramey, Jr.

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

**c. Approval of Early Head Start-Child Care Partnership (EHS-CCP) Cost of Living (COLA) and Quality Improvement (QI) Application**

HSPC representative, Naomi Castellanos, introduced Ms. Rhonda Roach, Senior Special Projects Manager, to present the Approval of Early Head Start-Child Care Partnership (EHS-CCP) and Cost of Living (COLA) and Quality Improvement (QI) Application with minor edits. Ms. Roach reviewed the total funding amount of \$261,181.00 which includes the Cost of Living Adjustment (COLA) amount of \$170,102.00 and Quality Improvement (QI) amount of \$91,079.00. Ms. Roach reported that the COLA supports a 5.6% adjustment increase in pay scale for all program staff. In reference to the QI application, Ms. Roach reported the funding will be utilized for the replenishment of supplies but the main focus will be around mental wellness. Four (4) phases of wellness will be created to complement what we already have. The phases include creating an onsite wellness space at the centers, a trauma-informed program with a system for responding to early learning staff in crisis, creating an Early Head Start Learning Employee Assistance Program (ELEAP) and a peer-to-peer support/trauma-informed mentors. Ms. Roach also provided updated information on the slot allocations for Blessed Sacrament Academy and Seton Home on the COLA application. No questions were asked.

**Motion:** Ms. Josefina Macias moved to approve the Early Head Start-Child Care Partnership (EHS-CCP) Cost of Living (COLA) and Quality Improvement (QI) Application with minor edits.

**Seconded (2nd):** Mr. Richard Ramey, Jr.

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

**d. Review of Head Start and Early Head Start (EHS) Program Wellness Services**

HSPC representative, Naomi Castellanos, introduced Ms. Christina Fitzgerald, Special Projects Manager and Ms. Jessica Manyseng, Head Start Wellness Coordinator, to present the Review of Head Start and Early Head Start (EHS) Program Wellness Services. Ms. Fitzgerald presented on the Early Head Start Wellness Services which included a review of the contracted services with Family Service Association (FSA) and the City of San Antonio Wellness Services. Information was provided on wellness support services and consultation. Policy Council members were informed about the referral process, classroom observations and teacher consultations. Furthermore, Ms. Fitzgerald informed about family and staff wellness support and our work towards becoming a trauma-informed program. Ms. Fitzgerald also highlighted the collaboration between Early Head Start and Head Start with the sharing of families between programs and transition events.

Ms. Jessica Manyseng, presented on Head Start's wellness services and discussed its relation to the Parent, Family & Community Engagement Framework. Ms. Manseng detailed the services that are provided that included targeted case management, crisis intervention and prevention, and collaboration with SAISD, EISD and EHS. In reference to the consultative model, Ms. Manyseng explained family wellness support and its inclusion of the referral process and support services. Information on the Triple P Positive Parenting Program was provided along with information on our

wellness initiatives that included creating a staff wellness committee, staff wellness workshops, and working towards certification of trauma informed care level one (1). No questions were asked.

**e. Review of EHS Program Middle of the Year (MOY) Data**

HSPC representative, Naomi Castellanos, introduced Ms. Elizabeth Bellavia, Management Analyst, to present the Review of EHS Program Middle of the Year (MOY) Data. Ms. Bellavia explained how the Early Head Start Program utilizes the Early Learning Accomplishment Profile (E-LAP) and the Learning Accomplishment Profile (LAP-3). Ms. Bellavia informed that these instruments are used to observe and assess skill development in several domains: gross motor, fine motor, cognition, language, self-help, social emotional and pre-writing. The rating scales for the E-LAP and LAP-3 were presented and Ms. Bellavia discussed how the data is reviewed to evaluate if the children are on target for their chronological and developmental age. Graphs displaying the EHS and EHS-CCP middle of the year data were presented and discussed. Overall, Ms. Bellavia informed how the data is used and provided examples that included individualizing services for children and providing additional supplies, technical support, and professional development to the centers.

HSPC member, Naomi Castellanos, requested clarification on the category of pre-writing skills. Ms. Bellavia provided examples of pre-writing skills that included how to hold a pencil, drawing a line and then drawing a line that goes around and connects. Ms. Bellavia confirmed that scribbling is a form of pre-writing. No further questions were asked.

**f. Review of Head Start Program Disability Enrollment Data**

HSPC representative, Naomi Castellanos, introduced Ms. Mica Clark-Peterek, Special Projects Manager, to present the Review of the Head Start Program Disability Enrollment Data. Ms. Clark-Peterek discussed the ten percent (10%) requirement of enrollment slots for children with disabilities and how the grantee must ensure, across its programs and grants, that all children with potential disabilities are being identified and evaluated so that early intervention, special education, or related services are being provided, as necessary. Furthermore, the criteria to determine eligibility for services under the Individuals with Disabilities Education Act (IDEA) was discussed and it was affirmed by Ms. Clark-Peterek, that as of November 2022, we met the required 10% enrollment of children with disabilities. Ms. Clark-Peterek also discussed factors related to the inclusion of children with disabilities that included having children receive services as early as possible, serving children and families of greatest need, and engaging and empowering parents. No questions were asked.

**g. Review of Head Start, EHS, and EHS-CCP Fiscal Report**

HSPC representative, Naomi Castellanos, 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 that closed as of January 31<sup>st</sup>, 2023. It was reported we are on the second month of closing, out of a total of ninety (90 days). The final month of closeout will be in April, 2023. Mr. Foong reported the budget total is \$32,286,093.00. The Year-to-date budget amount is listed at \$31,108,618.00 and the Year-to-date Actual is \$29,733,991.00. The Variance, which is the difference between the year-to-date amount and the year to date actual, is \$1,374,627.00 and the last column is expressed in percentages. Mr. Foong provided detailed information on the variance amounts for Travel, Supplies, and Contractual categories.

Mr. Foong presented on the Early Head Start Grant and reported that we are on the second month of close-out for the 2022-2023 grant year. Mr. Foong reported as of March 31, 2023, the budget total is \$2,736,974.00. The Year-to-date budget amount is listed as \$2,452,433.00 and the Year-to-date Actual is \$2,253,135.00 which is the difference or a Variance of \$199,298.00. The last column is the Variance in percentages. Mr. Foong provided detailed information on the variance amounts for Supplies, Contractual, Other and Non-Federal/In Kind categories.

Mr. Foong 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 March 31, 2023. Mr. Foong reported the total budget for this grant is \$3,856,799.00. The Year-to-date budget is \$2,457,050.00 and the Year-to-date Actual amount is \$2,465,039.00 with a negative Variance amount of \$7,990.00. Mr. Foong provided details on the variance amounts for Personnel Services and Fringe Benefits, Travel, Contractual, and Other categories.

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 \$2,858,991.00 and what was actually spent was \$2,649,521.00 for a positive variance of \$209,470.00. Mr. Foong provided detailed information on the Variance amounts for Personnel Services and Fringe Benefits, Supplies, and Contractual categories.

Lastly, Mr. Foong reported on our new Head Start and Early Head Start consolidated grant for the 2023-2024 fiscal year and stated this was month two for this grant. The total budget was reported at \$35,336,915.00. The year-to-date budget is \$1,340,322.00 and the year-to-date actual is \$1,348,623.00 with a negative variance of \$8,301.00. Mr. Foong provided detailed information on the Variance amounts for Travel, Supplies, Contractual and Other categories. No questions were asked.

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

HSPC representative, 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 the monthly reports for all three programs as of March 2023 and added that the data was similar to last month's reports. Furthermore, Ms. Jackson provided the enrollment percentages for all three programs.

HSPC member, Maria Quezada, inquired about the waiting lists for the Head Start and Early Head Start programs and asked if the children from the Early Head Start program would necessarily transition to the Head Start program. Ms. Jackson explained that Head Start serves 3,020 children and Early Head Start serves just over 300 children and if we were to transition all of the Early Head Start children, which would be about one third (1/3) of them, it would not make a big impact on the Head Start program. No further questions were asked.

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

HSPC representative, Naomi Castellanos, introduced Ms. Liza Contreras-Robles, Management Analyst, to present the Review of Head Start Program Monitoring. Ms. Contreras-Robles introduced herself and explained that she would be presenting the March 2023 monthly monitoring report. It was reported that the monitoring projects conducted included Family and Community Support, Human Resources Review, ERSEA Attendance and 45 Day Health Screening. The monitoring projects completed included a Disabilities Review, Health Review and 45 Day Education Screening. Ms. Contreras-Robles elaborated on the difference between a non-compliance and an area of concern and proceeded to list non-compliances that were noted in the Health Review. In addition, Ms. Contreras-Robles also discussed the areas of concern that were noted in the Disabilities Review, Health Review and 45 Day Education Screening.

HSPC member, Brenda Salazar-Morales, inquired if a child is screened as overweight, was there something that could be done at the school, like providing a special diet, since a good portion of their time is spent there. Ms. Contreras-Robles reported that we contract with a nutritionist and the parent is offered the opportunity to meet with her to offer tips on nutrition for the child.

HSPC member, David King, inquired if the non-compliance in the Health Review was only found at specific campuses or area campuses. Ms. Contreras-Robles informed that the non-compliance was reported across the board and the findings were numerous enough to generate this non-compliance. Mr. King also asked if this was due to a training issue or were things just not getting done. Ms. Contreras-Robles stated that it could be any factor like training issues, parents did not get their respective packet, or a packet was provided to the parent but it was not documented in the ChildPlus data system.

HSPC member, Josefina Macias, inquired about the procedure if a child is found to be diabetic. Ms. Contreras-Robles informed that after a nutrition review and a health review is conducted and a child is found to be diabetic, the school nurse and the kitchen managers collaborate and a special diet plan is prepared. Ms. Contreras-Robles added that a nutrition monitoring is conducted to verify that children on special diets are receiving that service.

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

HSPC representative, Naomi Castellanos, introduced Ms. Rhonda Roach, Senior Special Projects Manager, to present the Review of EHS and EHS-CCP Program Monitoring. Ms. Roach reported she would be presenting on the monitoring projects that were conducted for the month of March 2023. Those projects included a Mid-Year Health and Safety Screener, Unannounced Safe Environment Visits, Education Child File Review, Manager Interview and Site Visits, and Family and Community Parent Connection Committee (PCC) Meetings, Activities and Events. There were no non-compliances noted but there were some areas of concern with the Unannounced Safe Environment Visit, Education Review, and Family and Community PCC Meetings, Activities and Events. Ms. Roach provided details on the findings for the related areas of concern.

**V. GOVERNING BODY**

HSPC representative, Naomi Castellanos, asked Ms. Andrea Martinez, Special Projects Manager, to present items for the Governing Body and Advisory Committee. Ms. Martinez announced to the

Policy Council that this would be her last Policy Council meeting and introduced the new Senior Management Analyst, Ms. Priscilla Garcia. Ms. Martinez then highlighted a photo of the City of San Antonio City Council as the program's Governing Board and reported that it will be updated since there is a new City Council District 7 member. Furthermore, Ms. Martinez informed that we have ninety (90) days to provide new City Council members with the Head Start Program governance training.

A picture of the new Community Action Advisory Board (CAAB) was presented, our current advisory committee that meets monthly. Ms. Martinez reported that a meeting was scheduled for Thursday, April 20<sup>th</sup>, 2023 at the Claude Black Multi Service Center at 5:30pm. The items that will be presented to the CAAB committee include the Approval of Environmental Health and Safety Policy 4, Review of the 2023-2024 EHS-CCP Continuation Application, Review of the Head Start, EHS, and EHS-CCP Fiscal Report, Review of the Head Start Middle of the Year (MOY) Data, Review of Head Start, EHS and EHS-CCP Monthly Program Report, Review of Head Start, EHS and EHS-CCP Program Monitoring, and Correspondence item ACF-PI-HS-23-03 Hurricanes Fiona and Ian Recovery Funds. Ms. Martinez announced the next Policy Council meeting is scheduled for Tuesday, May 23, 2023.

#### **VI. ADJOURNMENT**

**Motion:** Ms. Keyonna Hughes 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, Naomi Castellanos, adjourned the meeting at 8:28 pm.**

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**Chair**

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**Date**