

Call to Order

Meeting Minutes

1. Approval of the minutes from the Head Start Policy Council meeting on November 14, 2023.

Public Comments

Briefing and Possible Action on the following items

2. Correspondence – ACF-PI-OHS-23-04 Notice of Proposed Rulemaking (NPRM) on Supporting the Head Start Workforce and Consistent Quality Programming – Public Comment Period
3. Correspondence - HSES Enrollment - 06CH010821 - EHS Underenrollment Letter
4. Election of Head Start Policy Council Officers
5. Election of Head Start Policy Council Community Representatives
6. Election of Committee Members
7. Approval of Head Start Policy Council Meeting days and times
8. Review of Determining, Verifying, and Documenting Eligibility
9. Feedback on Head Start Parent Handbook
10. Review of Head Start, Early Head Start (EHS), and Early Head Start-Child Care Partnership (EHS-CCP) Fiscal Report
11. Review of Head Start, EHS, and EHS-CCP Monthly Program Report
12. Review of Head Start Quality Assurance Report
13. Review of EHS and EHS-CCP Quality Assurance Report

Adjournment

***Approval of
Head Start Policy Council
November 14, 2023
Meeting Minutes***



MEETING MINUTES



HEAD START POLICY COUNCIL MEETING

11/14/2023

6:15 P.M.

Members Present	Edgewood Independent School District (EISD): Brenda Salazar-Morales San Antonio Independent School District (SAISD): Josefina Macias, Ruby Marie Ortiz EHS-EISD: none EHS-EISD HB: Kanisha Thomas EHS-CCP: none Community Representative: none
Members Absent	Edgewood Independent School District (EISD): Jessica Maldonado San Antonio Independent School District (SAISD): Alexis Alfaro, Melissa Carrillo Cox EHS-EISD: Krystal Rocha EHS-EISD HB: none EHS-CCP: Naomi Castellanos, Krizia Franklin Community Representative: Richard Ramey, Jr., Jorge Borrego
Alternate Members Present	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): Keyonna Hughes EHS-EISD: none EHS-CCP: none Community Representative: David King, Maria Quezada
Alternate Members Absent	Edgewood Independent School District (EISD): Erika Flores, Annie Sandoval San Antonio Independent School District (SAISD): Brittany Lopez, April Barrera, Michelle Sepulveda EHS-EISD: Luis M. Ramirez EHS-CCP: Samantha Hurd Ogilvie, Maritza Mendoza Community Representative: none

I. CALL TO ORDER

2022-2023 San Antonio Independent School District (SAISD) HSPC Secretary, Ruby Marie Ortiz, called the meeting to order at 6:26 p.m.

II. MEETING MINUTES

Motion: Ms. Josefina Macias moved to approve the October 24, 2023, meeting minutes.

Seconded (2nd): Ms. Kanisha Thomas

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

III. PUBLIC COMMENTS

None to report

IV. BRIEFING AND POSSIBLE ACTION (a-g)

a. Approval of Budget Amendment for the 2023-2024 Head Start and Early Head Start Budget

HSPC Secretary, Ruby Marie Ortiz, introduced Mr. Stephen Gonzalez, Fiscal Manager, to present on the Approval of the Budget Amendment for the 2023-2024 Head Start and Early Head Start Budget with minor edits. Mr. Gonzalez reported that we are required to do a formal budget amendment with the Office of Head Start when we meet some key criteria. Within our Head Start Budget, we have \$30 million in Head Start funding and our grantor gives us expanded authority which allows us to move up to 10% of our funding or \$250,000.00, whichever is less. We are able to move those funds between our categories. When we move funding from one category to another category, that eats away at our \$250,000.00. Additionally, we have to do a formal budget amendment whenever we try to reallocate funding that is associated with equipment. Equipment are items that are \$5,000.00 or more per unit and for everything that is considered equipment, we have to get formal approval to buy or reallocate those funds from the Office of Head Start.

Mr. Gonzalez stated that we are asking for the Policy Council to review and approve a budget amendment that is associated with our Early Head Start grant that is moving \$233,000.00. Included in that amount, Mr. Gonzalez reported is \$33,000.00 in equipment that we will be moving to personnel and \$200,000.00 that we will be moving from contractual to personnel. Mr. Gonzalez continued to provide additional details on the reallocation of the aforementioned funds.

HSPC member, David King, inquired about SAISD's job vacancies. Mr. Gonzalez reported those vacancies included teachers and teacher's aides and the anticipation is that those positions will get filled. Mr. Gonzalez confirmed that this is the savings from those positions that have not yet been filled. Furthermore, within the figures that we have discussed with SAISD, they have tentative start dates for those positions and have projected that the positions will be filled by November or December and, Mr. Gonzalez confirmed, we have accounted for that within our projections. No further questions were asked.

Motion: Ms. Josefina Macias moved to approve the Budget Amendment for the 2023-2024 Head Start and Early Head Start Budget with minor edits.

Seconded (2nd): Ms. Maria Quezada

Vote: All in favor (unanimous)

b. Review of Head Start Beginning of the Year (BOY) Student Outcome Data

HSPC Secretary, Ruby Marie Ortiz, introduced Mr. Roger Foster, Senior Management Coordinator, to present on the Review of the Head Start Beginning of the Year (BOY) Student Outcome Data. Mr. Foster reported on how the Head Start Program Performance Standards require that we bring data and information regarding assessments to the Policy Council. The CIRCLE Progress Monitoring System (CIRCLE) is utilized by the City of San Antonio Department of Human Services (DHS) Head Start for children ages three to five. The results of CIRCLE are used to generate a detailed picture of each child's growth and development so that individualized, developmentally appropriate activities can be planned and implemented. Mr. Foster described the fifteen areas, or measures, that the CIRCLE assesses that also include direct assessment and observational checklists. The fifteen areas include rapid letter naming (RLN), book and print knowledge, speech production and sentence skills, rapid vocabulary naming, story retell and comprehension, motivation to read, phonological

awareness (PA), science, early writing, mathematics (Math), social studies, approaches to learning, letter-sound correspondence, social and emotional development, and physical health and development. Mr. Foster informed the Policy Council members that this was the third year that we are using the CIRCLE assessment. Mr. Foster also provided information on the CIRCLE's scoring system and provided a graph that detailed the percentage of children identified as proficient at the Beginning of the Year (BOY). No questions were asked.

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

HSPC Secretary, Ruby Marie Ortiz, introduced Mr. Carlos Garza, Fiscal Analyst, to present the Review of the Head Start, EHS, and EHS-CCP Fiscal Reports. Mr. Garza reported on the Head Start and Early Head Start consolidated grant for the 2023-2024 fiscal year and stated this grant period is from February 1, 2023 through January 31, 2024. As of October 31, 2023, the total budget was reported at \$30,743,236.00. The year-to-date budget is \$17,440,997.00 and the year-to-date actual is \$16,867,488.00 with a variance of \$573,509.00. Mr. Garza provided detailed information on variances related to Personnel Salaries/Fringe Benefits, Travel, Supplies, Contractual, and Other categories.

Mr. Garza 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 October 31, 2023. The budget period for this grant is from August 1, 2022 through July 31, 2023. Mr. Garza stated this grant has been formally closed out as of October 31, 2023 and reported the total budget for this grant is \$3,856,799.00. The Year-to-date budget is \$3,856,799.00 and the Year-to-date Actual amount is \$3,856,799.00 with a variance amount of \$0.00. Mr. Garza provided detailed information on variances related to Personnel Services and Fringe Benefits, Travel, Supplies, Contractual, and Other categories.

Lastly, Mr. Garza reported on the Early Head Start-Child Care Partnership (EHS-CCP) Grant. The following information was provided from the 2023-2024 Fiscal Report as of October 31, 2023. The budget period for this grant is from August 1, 2023 through July 31, 2024. Mr. Garza reported the total budget for this grant is \$4,139,106.00. The Year-to-date budget is \$776,921.00 and the Year-to-date Actual amount is \$800,095.00 with a negative variance amount of \$23,174.00. Mr. Garza provided variance explanations for Personnel Services and Fringe Benefits, Supplies, Contractual, Other, and Non Federal Share/In Kind categories.

HSPC member, Keyonna Hughes, inquired about the negative variance amount and the overages that were occurring and asked what would be done if this trend continues. Mr. Garza reported that for the 2022-2023 program year, the City of San Antonio (City) covered the overages that occurred in that program year for the EHS-CCP program. Furthermore, we are working at this time to make sure overages do not occur again. Ms. Audrey Jackson, Head Start Administrator, discussed options that included contractual and personnel cost allocations that could be utilized and adjusted.

HSPC member, David King, inquired if there was a limit as to what the City can give to the program. Ms. Jackson stated that amount would be zero. Fiscal Manager, Stephen Gonzalez, discussed grant self-sufficiency, mitigation of costs, and projections. No further questions were asked.

d. Review of Head Start, EHS, and EHS-CCP Monthly Program Report

HSPC Secretary, Ruby Marie Ortiz, introduced Ms. Audrey Jackson, Head Start Administrator, to present the Review of Head Start, EHS, and EHS-CCP Monthly Program Report. Ms. Jackson reviewed the Head Start Monthly Report for October 2023 and reported that we are at 95% for enrollment. Our turnover rate was reported at 4% which is a good percentage because it reflects that families that are selected are staying with the program. Ms. Jackson discussed the public assistance percentage which is at 43% and stated this percentage is higher due to using Supplemental Nutrition Assistance Program (SNAP) as an eligibility determinant for our program. In addition, the average daily attendance was reported at 91% and disability enrollment at 11.32%. Ms. Jackson also reviewed the percentages and benchmarks for Education Services and Family Engagement Services.

Ms. Jackson reported on the Early Head Start Program monthly report for October 2023. It was reported that enrollment is at 77% and added that Edgewood Independent School District (EISD) has had some success in hiring more teachers and, as a result, more classrooms will be opened as we progress. Ms. Jackson reported that the average daily attendance was at 82% and this was due to EISD's Intersession Week and an uptick in illness (i.e., Respiratory Syncytial Virus (RSV), Coronavirus disease (COVID-19)). The disability enrollment number was reported at nine percent. In addition, Ms. Jackson also reviewed the program's percentages for Education Services, Family Engagement Services and Health Screenings.

Lastly, Ms. Jackson reported on the Early Head Start-Child Care Partnership (EHS-CCP) Program. At this time, the program was reported to be at 100% for enrollment and the turnover rate at five percent. In addition, the average daily attendance was at 85% and the Disability enrollment was at 11%. Furthermore, Ms. Jackson also reviewed this program's percentages and benchmarks for Education Services and Family Engagement Services. No questions were asked.

e. Review of Head Start Quality Assurance Report

HSPC Secretary, Ruby Marie Ortiz, introduced Ms. Cassy Bentley, Senior Management Analyst, to present the Review of the Head Start Quality Assurance Report. As of October, 2023, it was reported that the monitoring projects conducted included a Disabilities Review, 45-Day Education Screening, 45-Day Health Screening, Critical Health Concerns Review, and Nutrition Review. The monitoring projects completed included Health and Safety Screenings with Classroom Safety and Transportation. In the area of Non-Compliance, Ms. Bentley reviewed the Health and Safety Screening with the Classroom Safety Review. Lastly, Ms. Bentley reviewed the areas of concern which included the Health and Safety Screenings with Classroom Safety and Transportation.

HSPC member, Brenda Salazar-Morales commented that education on safety should also be extended to the students for safety awareness. Ms. Bentley affirmed that safety is everyone's responsibility and stated this safety topic would be noted and mentioned in future conversations with the school district. There were no questions asked.

f. Review of EHS and EHS-CCP Quality Assurance Report

HSPC Secretary, Ruby Marie Ortiz, introduced Ms. Dianne Mendez, Management Analyst, to present the Review of the EHS and EHS-CCP Quality Assurance Report. Ms. Mendez reported that, as of

October, 2023, the monitoring projects conducted included a Transportation/Pedestrian Safety Review on October 2-14, 2023 and Unannounced Safe Environments Visits on October 17-19, 2023. Furthermore, Ms. Mendez discussed the non-compliances regarding the Unannounced Safe Environments Visits. Lastly, Ms. Mendez reported on the areas of concern regarding the Transportation/Pedestrian Safety Review and the Unannounced Safe Environments Visits. No questions were asked.

g. 2022-2023 Head Start Policy Council Member Recognition

HSPC Secretary, Ruby Marie Ortiz, introduced Ms. Audrey Jackson, Head Start Administrator, to present the 2022-2023 Head Start Policy Council Member Recognition. Ms. Jackson thanked the Policy Council members for their time and contribution to the Head Start Policy Council. Along with Ms. Priscilla Garcia, 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. No questions were asked.

V. GOVERNING BODY

HSPC Secretary, Ruby Marie Ortiz, asked Ms. Priscilla Garcia, Senior Management Analyst, to present items for the Governing Body and Advisory Committee. Ms. Garcia highlighted a photo of the City of San Antonio City Council as the program's Governing Board.

An updated picture of the Community Action Advisory Board (CAAB) was presented, our current advisory committee that meets monthly. Ms. Garcia reported that the next CAAB committee meeting will be held on Thursday, November 16, 2023.

VI. ADJOURNMENT

Motion: Ms. Josefina Macias moved to adjourn the meeting.

Seconded (2nd): Ms. Kanisha Thomas

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

HSPC member for Chair, Ruby Marie Ortiz, adjourned the meeting at 7:45 pm.

Chair

Date

Correspondence



ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-OHS-23-04	2. Issuance Date: 11/20/2023
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Workforce; Wages; Benefits; Mental Health; Quality Improvement	

PROGRAM INSTRUCTION

TO: All Head Start and Early Head Start Grant Recipients

SUBJECT: Notice of Proposed Rulemaking (NPRM) on Supporting the Head Start Workforce and Consistent Quality Programming – Public Comment Period

INFORMATION:

The Office of Head Start (OHS) has a Notice of Proposed Rulemaking (NPRM) in the Federal Register, [Supporting the Head Start Workforce and Consistent Quality Programming](#). The publication opens a 60-day public comment period. OHS is soliciting feedback on these proposed changes and will use comments submitted by the public in making decisions for the final rule.

This [NPRM proposes](#) new and enhanced changes to the Head Start Program Performance Standards (HSPPS) in three main areas: workforce supports, mental health, and other quality improvements. The proposed revisions would ensure OHS provides clear federal requirements for:

- Wages and benefits to support the Head Start workforce
- Better integration of mental health into all levels of Head Start programming
- Enhanced standards in other service areas to promote quality improvement and clarity of requirements

The current HSPPS remain in effect until a final rule is issued.

Workforce

This NPRM proposes standards for staff compensation that require programs to promote competitive wages for staff by August 2031. More specifically, the proposed standards would require programs to pay education staff annual salaries that are comparable to public school preschool teachers. This represents progress towards an ultimate goal of pay parity for Head Start education staff with kindergarten through third grade teachers. The NPRM also proposes to require programs to pay all staff a wage that is at least sufficient to cover basic costs of living.

Finally, it proposes to require programs to provide or facilitate access to comprehensive benefits for full-time staff, including health insurance, paid leave, and short-term behavioral health services.

The diverse Head Start workforce has long subsidized the cost of Head Start services through low wages. This NPRM supports Head Start programs in maintaining a diverse and well-qualified workforce by ensuring staff are more fairly compensated, which in turn promotes more stable, high-quality services for enrolled children and families.

Mental Health

The revisions in the NPRM would enhance existing requirements to integrate mental health more intentionally and consistently across program systems to support children, families, and staff. The proposal also includes new and updated requirements for a multidisciplinary team that is responsible for addressing mental health, reducing barriers to obtaining mental health consultation, and ensuring a proactive and preventative approach to identifying and supporting children's mental health needs.

Other Quality Improvements

The changes in the NPRM enhance and clarify requirements in other service areas to promote consistent high-quality programing and support child well-being. These proposed changes include a cap for family service worker caseloads; enhancements to promote child safety in Head Start programs; and requirements for testing and addressing the presence of lead in water and paint of Head Start facilities. The NPRM includes revisions to the community assessment process, as well as new requirements for programs to identify barriers to program attendance, such as lack of transportation.

These changes will also help address some of the inequities perpetuated among the children and families served in Head Start programs. For instance, proposed changes clarify and update the definition of income used to determine a child's eligibility for services. Families in low-income communities and communities of color have underdeveloped infrastructure and are disproportionately exposed to related health and wellness risks. New proposed requirements to test Head Start facilities for lead in water and paint would help address these types of inequities.

Submit Your NPRM Comments

Please read the full [Notice of Proposed Rulemaking](#) and submit your comments by January 19, 2024. The Office of Head Start must consider all the comments submitted before finalizing any changes to the HSPPS.

To submit comments, follow the "Submit a comment" instructions in the Federal Register. To ensure OHS can most effectively respond to your comments, clearly identify the issues on which you are commenting. Please be as specific as possible in your comments. Provide the page number, identify the column, and cite the paragraph from the Federal Register document (e.g.,

page 10999, second column, 45 CFR §1305.6(a)(1)(i)). If you wish to comment anonymously, please enter "NA" in the required fields.

If electronic submission is not possible, you may send comments via the U.S. Postal Service to the address indicated in the Federal Register. In accordance with the instructions in the Federal Register, OHS reminds all interested stakeholders to submit comments in response to the proposed changes within 60 days of the NPRM's publication date.

Thank you for your work on behalf of children and families. We look forward to receiving your comments.

Sincerely,

/ Khari M. Garvin /

Khari M. Garvin
Director
Office of Head Start

Correspondence





ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region 6 | 1301 Young Street, Room 937, Dallas TX 75202 | eclkc.ohs.acf.hhs.gov

November 30, 2023

Hon. Mayor Ron Nirenberg, Mayor of the City of San Antonio
City of San Antonio
100 W Houston St
FI 9
San Antonio, TX 78205-1414

Re: Grant No. 06CH010821

Dear Hon. Mayor Nirenberg,

This letter is to inform you that, pursuant to Section 641A(h)(3) of the Head Start Act, San Antonio, City of is required to develop a plan in collaboration with the Office of Head Start (OHS) to address its current underenrollment status. OHS recognizes the challenges that the pandemic has created for Head Start recipients and the impacts on program operations including, but not limited to, enrollment.

Full Enrollment Requirements

Section 641A(h)(3) of the Head Start Act requires OHS to determine which Head Start agencies have operated with an actual enrollment that is less than full funded enrollment for at least four consecutive months. OHS is also required to collaborate with such agencies on the development of a plan and timetable for reducing or eliminating underenrollment.

Based on the Early Head Start enrollment level reported by your agency, San Antonio, City of, will be given 12 months to achieve at least 97 percent enrollment, as described in Section 641A(h)(5) of the Head Start Act. The 12-month period goes into effect 10 days following the date of this letter. During the 12-month period, OHS would like to partner with your agency to ensure that you have a plan and the technical assistance support necessary to reach full enrollment. The 12-month period will conclude not later than December 10, 2024.

OHS requests a meeting with your agency leadership within the next 30 days to collaborate on the development of a plan for reaching at least 97% funded enrollment. OHS requests the Board Chair and/or a Governing Body Official be present during the meeting.

In preparation for the meeting, your organization should review available data and information including the community assessment as well as the factors outlined in Section 641A(h) of the Head Start Act (included as Attachment A). This review should help guide your agency in identifying the factors which may be contributing to your program's underenrollment.

The Regional Office will send an invitation for the Initial Underenrollment Meeting with the meeting details

separately.

Underenrollment Reporting Requirements

During the 12-month period, the following is required:

- **Center Level Enrollment Reporting** –Monthly enrollment **must be** reported by center and program option using the Center Level Reporting Spreadsheet. A webinar training on this requirement is available in the Head Start Enterprise System. Please watch, "Training –Center Level Reporting Spreadsheet", under the Enrollment tab of the Resources page to learn how to download, complete, and upload this spreadsheet when reporting monthly enrollment.
- **Enrollment Plan Submission** –Your organization must develop, in collaboration with the Regional Office, a plan and timetable for reducing or eliminating underenrollment. A working plan to reduce underenrollment **must be** submitted to the Regional Office within 30 days of the meeting. Please note, the Regional Office does not formally approve plans; however, the plan will be used to support and facilitate conversations during the 12-month period.

Next Steps and Potential Actions

If your agency reaches at least 97 percent enrollment at the end of the 12-month period, then OHS will continue to evaluate enrollment to ensure your program maintains at least 97 percent enrollment for the next six consecutive months. If this is achieved, a Completion Letter at the end of the six consecutive months will be issued as formal recognition of satisfactory completion of the underenrollment plan.

If your agency does not reach at least 97 percent enrollment at the end of the 12-month period, then your program may be designated “chronically underenrolled” by OHS, consistent with Section 641A(h)(5)(A)(i) of the Head Start Act, and subject to the recapture, withholding, or reduction of your base grant. Any reduction in funding would lead to an adjustment of your funded enrollment to be consistent with the historical, actual enrollment level.

Based on your most recently reported enrollment levels, your Early Head Start program is underenrolled by 29 slots. If OHS were to decrease your funded enrollment according to this figure, it would equate to recapturing \$535,953 from your Early Head Start base grant. Please note, OHS is **not** recapturing any funds from your agency at this time and the figures presented in this letter are provided to you for informational purposes only based on current data.

We look forward to working with you as you evaluate your community, plan strategically, and implement your plan to reach full enrollment. For more information about the Full Enrollment Initiative, please see [ACF-PI-HS-18-04](#).

Sincerely,

/Kenneth Gilbert/

Regional Program Manager
Office of Head Start, Region 6

ATTACHMENT A

[Sec. 641A Standards; Monitoring of Head Start Agencies and Programs](#)

...

(h) Reduction of Grants and Redistribution of Funds in Cases of Underenrollment-

(1) DEFINITIONS- In this subsection:

(A) ACTUAL ENROLLMENT- The term actual enrollment' means, with respect to the program of a Head Start agency, the actual number of children enrolled in such program and reported by the agency (as required in paragraph (2)) in a given month.

(B) BASE GRANT- The term base grant' has the meaning given the term in section 640(a)(7).

(C) FUNDED ENROLLMENT- The term funded enrollment' means, with respect to the program of a Head Start agency in a fiscal year, the number of children that the agency is funded to serve through a grant for the program during such fiscal year, as indicated in the grant agreement.

(2) ENROLLMENT REPORTING REQUIREMENT- Each entity carrying out a Head Start program shall report on a monthly basis to the Secretary and the relevant Head Start agency

(A) the actual enrollment in such program; and

(B) if such actual enrollment is less than the funded enrollment, any apparent reason for such enrollment shortfall.

(3) SECRETARIAL REVIEW AND PLAN- The Secretary shall

(A) on a semiannual basis, determine which Head Start agencies are operating with an actual enrollment that is less than the funded enrollment based on not less than 4 consecutive months of data;

(B) for each such Head Start agency operating a program with an actual enrollment that is less than its funded enrollment, as determined under subparagraph (A), develop, in collaboration with such agency, a plan and timetable for reducing or eliminating underenrollment taking into consideration--

(i) the quality and extent of the outreach, recruitment, and communitywide strategic planning and needs assessment conducted by such agency;

(ii) changing demographics, mobility of populations, and the identification of new underserved low-income populations;

(iii) facilities-related issues that may impact enrollment;

(iv) the ability to provide full-working-day programs, where needed, through funds made available under this subchapter or through collaboration with entities carrying out other early childhood education and development programs, or programs with other funding sources (where available);

(v) the availability and use by families of other early childhood education and development options in the community served; and

(vi) agency management procedures that may impact enrollment; and

(C) provide timely and ongoing technical assistance to each agency described in subparagraph (B) for the purpose of assisting the Head Start agency to implement the plan described in such subparagraph.

(4) IMPLEMENTATION- Upon receipt of the technical assistance described in paragraph (3)(C), a Head Start

agency shall immediately implement the plan described in paragraph (3)(B). The Secretary shall, where determined appropriate, continue to provide technical assistance to such agency.

(5) SECRETARIAL REVIEW AND ADJUSTMENT FOR CHRONIC UNDERENROLLMENT-

(A) IN GENERAL- If, after receiving technical assistance and developing and implementing the plan as described in paragraphs (3) and (4) for 12 months, a Head Start agency is operating a program with an actual enrollment that is less than 97 percent of its funded enrollment, the Secretary may--

- (i) designate such agency as chronically underenrolled; and
- (ii) recapture, withhold, or reduce the base grant for the program by a percentage equal to the percentage difference between funded enrollment and actual enrollment for the program for the most recent year for which the agency is determined to be underenrolled under paragraph (3)(A).

(B) WAIVER OR LIMITATION OF REDUCTIONS- The Secretary may, as appropriate, waive or reduce the percentage recapturing, withholding, or reduction otherwise required by subparagraph (A), if, after the implementation of the plan described in paragraph (3)(B), the Secretary finds that--

- (i) the causes of the enrollment shortfall, or a portion of the shortfall, are related to the agency's serving significant numbers of highly mobile children, or are other significant causes as determined by the Secretary;
- (ii) the shortfall can reasonably be expected to be temporary; or
- (iii) the number of slots allotted to the agency is small enough that underenrollment does not create a significant shortfall.

(6) REDISTRIBUTION OF FUNDS-

(A) IN GENERAL- Funds held by the Secretary as a result of recapturing, withholding, or reducing a base grant in a fiscal year shall be redistributed by the end of the following fiscal year as follows:

- (i) INDIAN HEAD START PROGRAMS- If such funds are derived from an Indian Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Indian Head Start programs.
- (ii) MIGRANT AND SEASONAL HEAD START PROGRAMS- If such funds are derived from a migrant or seasonal Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more programs of the type from which such funds are derived.
- (iii) EARLY HEAD START PROGRAMS- If such funds are derived from an Early Head Start program in a State, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Early Head Start programs in that State. If such funds are derived from an Indian Early Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Indian Early Head Start programs.
- (iv) OTHER HEAD START PROGRAMS- If such funds are derived from a Head Start program in a State (excluding programs described in clauses (i) through (iii)), then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Head Start programs (excluding

programs described in clauses (i) through (iii)) that are carried out in such State.

(B) ADJUSTMENT TO FUNDED ENROLLMENT- The Secretary shall adjust as necessary the requirements relating to funded enrollment indicated in the grant agreement of a Head Start agency receiving redistributed funds under this paragraph.

Election of Head Start Policy Council Officers



ARTICLE V

Officers

Section 1 - Officers

The officers of the HSPC shall consist of:

- a) Chair
- b) Vice-Chair
- c) Secretary

Other offices may be created as needed.

Section 2 - Electoral Process

The HSPC shall elect all officers from its membership. Only parents of currently enrolled children are eligible to hold an office.

- a) Election of officers shall be held at the first meeting of the newly-elected Policy Council of each year.
- b) Nominations for candidates will be made from the floor by voting members and shall be elected by the majority of the votes cast.
- c) No write-in votes or absentee ballots will be accepted for or by any member.

Section 3 - Term of Office

Each officer will be elected to serve a term of one (1) year as officer.

Section 4 - Duties of Officers

- a) The Chairperson shall:
 - 1) Preside at all meetings of the HSPC;
 - 2) Appoint committee members from the HSPC with the approval of the HSPC; and
 - 3) Call meetings as deemed necessary and allowable under the Texas Open Meetings Act.
- b) The Vice-Chairperson shall:
 - 1) Perform the duties of the Chair, in the absence of the Chairperson; and
 - 2) Assume the duties of the Chairperson should a vacancy occur in the office of the Chair.
- c) The Secretary, with the assistance of City staff, shall:
 - 1) Keep and maintain a current list of the names, addresses and contact information of the membership with the assistance of the City staff; and
 - 2) Perform the duties of the Chair in the absence of both the Chairperson and the Vice-Chairperson.
- d) The Officers shall coordinate to attend meetings of the Community Action Advisory Board and answers questions as needed regarding the HSPC.

Election of Head Start Policy Council Community Representatives



ARTICLE IV

Membership

Section 1- Composition

The HSPC will be comprised of elected (a) parents/legal guardians of children currently enrolled in the Program and (b) community members, (collectively, “members”), who shall submit to the City an application in accordance with established processes and are eligible according to these Bylaws and applicable law.

- a) Parents of Currently Enrolled Children: At least fifty-one percent (51%) of the members of the Policy Council shall be the parent or legal guardian (“parent”) of a child currently-enrolled in the Program. Parents must be proportionally represented, by Head Start program and service area. For example, if 30% of children in City’s entire Program are served in SAISD’s Head Start program, then 30% of HSPC parent members will be parents of those children; if 5% of children in City’s entire Program are enrolled in Home-Based Services in EISD’s Early Head Start program, then 5% of HSPC parent members will be parents of those children. Each primary parent member will have at least one alternate.
- b) Community Members: Parent members will elect two (2) members from the community served, which may include parents or guardians of formerly enrolled children. Each primary community member will have at least one alternate.
- c) Conflict of Interest: Parent and community members of the HSPC must not have a financial conflict of interest; be personally employed or have an immediate family member employed, with the Program; nor receive compensation for providing services to the Program.



Election of Committee Members



ARTICLE VII

Committees

- a) The HSPC shall have Standing and Special Committees.
- b) The size of a committee's membership shall be no less than three (3) and no more than five (5) HSPC members, with a quorum consisting of the majority of appointed members. The membership of committees shall be approved by a majority of the votes cast by the HSPC.
- c) Committee chairpersons shall be elected by the remaining members of the committee and shall keep a record of its activities and findings, and report updates to the HSPC through written or verbal reports at the next regularly-scheduled HSPC meeting. On issues requiring a vote by the HSPC, the committee chairperson shall present the recommendation of the committee and supporting rationale to the HSPC.
- d) **Standing Committees.** Standing Committees shall meet as needed to discuss issues related to their charge. Standing Committees shall be established at the first available opportunity during each term. The HSPC shall have the following Standing Committees:
 - 1) Assessment and Planning: This committee's responsibilities include but are not limited to ensuring the completion of the Community Assessment and the Self-Assessment for the Program. Additionally, this committee shall be involved in strategic planning and modifications to the Program based upon the assessments and the Program's short- and long-range goals. The committee will be informed of periodic reviews and assessments as conducted by the City's Department of Human Services and it shall provide input into that process to ensure public and community concerns are adequately represented.
 - 2) Parent Engagement: This committee's responsibilities include but are not limited to reviewing and making recommendations on how best to utilize the Parent, Family, and Community Engagement (PFCE) Framework. The committee will determine best methods to engage families using strategies that are most effective and to assist with establishing a communication system with parents, parent groups, and families at the Center and school level.
- e) **Special Committees.** The HSPC may establish Special Committees for the specific purpose of reviewing and addressing issues that arise during regular HSPC meetings but require further analysis. Special Committees shall be given a descriptive name and shall automatically dissolve upon completion of its charge. Each Special Committee shall be responsible for establishing operational procedures specific to its assigned task, and which shall be made available for review.

Approval of Head Start Policy Council Meeting Days and Times



ARTICLE VI

Meetings and Voting

Section 1- Meetings

- a) Frequency: HSPC meetings shall be scheduled on a monthly basis or as often as necessary and shall be conducted in accordance with the Texas Open Meetings Act.

2024
January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23 	24	25	26	27
28	29	30	31			

Review of Determining, Verifying and Documenting Eligibility



Head Start Eligibility



Age Eligible

- 6 weeks to 35 months for EHS
- 3 to 4 years old for Head Start by 9/1



Income Eligible

- At or below 130% of Federal Poverty Guidelines
- Categorically Eligible: Children Experiencing Homelessness, Receiving Public Assistance (TANF/SSI/SNAP), or in Foster/Kinship Care



Residency

- Head Start: Priority given to families living in SAISD or EISD District
- EHS-CCP: Parent/Guardian must live or work in SAISD or EISD boundaries
- EHS Center Based: Parent/Guardian must live in EISD boundaries
- EHS Home-Based: Parent/Guardian must live in EISD or SAISD boundaries.



Eligibility Duration

- 2 years, 3rd year students must reapply
- EHS Transition students must reapply

Feedback on Head Start Parent Handbook



Requirements

The Head Start Program Performance Standards (HSPPS) define the specific regulations for all programs serving infants, toddlers, preschoolers, and pregnant women. Head Start programs prepare America's most vulnerable children to succeed in school and beyond. To achieve this, Head Start programs deliver services to children and families in core areas of early learning, health, and family well-being with engaging the parents as partners every step of the way.

As described in Head Start regulation 1302.50, a program must integrate parent and family engagement strategies into all systems and program services to support family well-being and promote children's learning and development. The program also has developed an innovative two-generation approach that addresses prevalent needs of families across the program that may leverage community partnerships of other funding sources.

In addition, a program must implement a family partnership process that includes a family partnership agreement and the activities described in 1302.52 to support family well-being, including family safety, health, and economic stability, to support child learning and development. Also, to provide, if applicable, services and supports for children with disabilities, and to foster parental confidence and skills that promote the early learning and development of their children.

The City of San Antonio Department of Human Services Head Start Program provides services to children through the Head Start PreK Program serving children ages 3 and 4 and through the Early Head Start Program serving children 6 weeks to 35 months. The program utilizes the Head Start Parent Handbook as the process for introducing the program's services and partnership agreement with parents. The HSPPS is the foundation of the Head Start Parent Handbook to help parents and families become familiar with the unique and comprehensive approach of the Head Start and Early Head Start program. The goal of the program is to work with families to build strong effective partnerships that can help children and families thrive. These partnerships are grounded in positive, ongoing, and goal-oriented relationships with families. The relationships are based on mutual respect and trust.

Review of Head Start, Early Head Start (EHS), and Early Head Start-Child Care Partnership (EHS-CCP) Fiscal Report



EHS/Head Start

EHS/HS Fiscal Reports GY 23-24 as of November 30, 2023

BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Variance	Var %
PERSONNEL	\$5,536,979	\$4,749,539	\$4,601,223	\$148,316	3.1%
FRINGE	\$2,297,435	\$1,984,556	\$1,837,532	\$147,025	7.4%
TRAVEL	\$32,447	\$17,221	\$12,899	\$4,322	25.1%
SUPPLIES	\$76,694	\$58,967	\$64,447	(\$5,479)	-9.3%
EQUIPMENT	\$75,000	\$0	\$0	\$0	0.0%
CONTRACTUAL	\$22,267,095	\$13,327,495	\$12,647,182	\$680,313	5.1%
COSA	\$393,885	\$192,658	\$162,018	\$30,640	15.9%
Edgewood	\$6,837,218	\$4,093,503	\$3,943,832	\$149,672	3.7%
San Antonio ISD	\$14,762,252	\$8,873,137	\$8,368,870	\$504,267	5.7%
SAMH	\$273,740	\$168,198	\$172,463	(\$4,265)	-2.5%
FACILITIES/CONSTRUCTION	\$0	\$0	\$0	\$0	0.0%
OTHER	\$457,586	\$360,651	\$390,392	(\$29,740)	-8.2%
TOTAL FEDERAL BUDGET	\$30,743,236	\$20,498,429	\$19,553,673	\$944,756	4.6%
Non Federal/In Kind	\$7,067,383	\$4,565,247	\$3,639,833	\$925,414	20.3%
TOTAL BUDGET*	\$37,810,619	\$25,063,677	\$23,193,506	\$1,870,171	7.5%

Variance Explanations:

Personnel Salaries Fringe Benefits	Fiscal revised our personnel projection methodology, current balance reflects a surplus, but this is anticipated to reduce as a result of the FY24 Salary increases, this increase will result in a deficit to this category, but COSA is in discussions with ISD partners to reallocate cost savings to offset future expenses.
Travel	\$4,322 YTD savings are a placeholder for possible postponed Travel in succeeding months.
Supplies	(\$5.3k) Purchase of 6 printers, 10 laptops, and computer chips/equipment totaling \$11,749.32 in June.
Contractual	
COSA	30k Prior month billings for NTA/UIW above projections, to be offset in subsequent months. *UIW Previously reported under SAMH/UIW, current year PO includes this expense under COSA Contractual Misc.
EISD	\$149.6k Fiscal requested revised projections. In discussions about potential budget revision to utilize variance. *T&TA Expenses listed under COSA Contractual, tracked separately from the direct funds.
SAISD	\$504K Savings reflected YTD for SAISD. In November, SAISD submitted a revision to reallocate \$200k back to COSA. Additionally, \$450k was reallocated from Personnel to Supplies and Other to be utilized before January 31, 2024. *T&TA Expenses listed under COSA Contractual, tracked separately from the direct funds.
SAMH	(\$4.3k) SAMHD slightly overspent.
Other	(\$29.7k) Expenses more than expected. Driven primarily by Binding & Printing and Education Classes overages.
Non Federal/In Kind	Pending In-Kind for SAISD and EISD

TRACKED COSTS	TOTAL BUDGET	YTD ALLOWED	YTD ACTUAL
Administrative Cost	\$5,671,593	\$3,479,026	\$1,490,836

(may not exceed 15% of Actual Expenditure)

TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE	%
HS Training and Technical Assistance**	\$268,682	\$119,083	\$159,043	-\$39,960	-33.56%
EHS Training and Technical Assistance**	\$45,632	\$22,269	\$17,513	\$4,756	21.36%

****Earmarked Costs - \$11,193 T&TA allocated to Edgewood ISD and \$32,311 T&TA allocated to San Antonio ISD.**

Procurement Card Transaction Log

For the Period Ending: November 30, 2023

Date	IO	GL	Vendor	Purpose	Amount
Monthly Total:					\$0.00

IO	GL	Account Name	Amount
138000003502	5201025	Education - Classes	\$165.00
138000003502	5201040	Fees to Prof Contr.	\$126.00
138000003502	5201040	Fees to Prof Contr.	\$72.00
138000003502	5201040	Fees to Prof Contr.	\$36.00
138000003503	5201040	Fees to Prof Contr.	\$18.00
138000003502	5201040	Fees to Prof Contr.	\$18.00
138000003502	5202025	Fees to Prof Contr.	\$31.96
138000003502	5304010	Rusty Bucket	\$2,155.40
138000003520	5201040	FBI.gov	\$18.00
138000003502	5201040	FBI.gov	\$18.00
138000003502	5201040	FBI.gov	\$18.00
138000003502	5201040	FBI.gov	\$18.00
Year to Date Total:			\$2,694.36

Early Head Start/Head Start GY 2023-2024

GRANT SUMMARY		TOTAL	YEAR TO DATE			
		BUDGET	Budget	Actual	Variance \$	Variance %
Description	GL	\$ 37,810,619	\$ 25,063,677	\$ 23,193,506	\$ 1,870,171	7.46%
Regular Salaries	5101010	\$ 5,534,964	\$ 4,749,338	\$ 4,590,441	\$ 158,897	3.35%
Temporary Salaries	5101015	\$ -	\$ -	\$ 3,985.28	\$ (3,985.28)	0.00%
Overtime Salaries	5101020	\$ 2,000.00	\$ 200.79	\$ 41.39	\$ 159.40	79.39%
Shift Differential	5101040	\$ 15.00	\$ -	\$ (15,649.95)	\$ 15,649.95	0.00%
Retiree Payout Sal	5101070	\$ -	\$ -	\$ 22,404.52	\$ (22,404.52)	0.00%
Personnel Services		\$ 5,536,979	\$ 4,749,539	\$ 4,601,223	\$ 148,316	3.12%
Language Skill Pay	5101050	\$ 31,560	\$ 21,315	\$ 20,450	\$ 865	4.06%
FICA & Medicare Exp	5103005	\$ 424,081	\$ 358,146	\$ 348,352	\$ 9,794	2.73%
Temp FICA & Medicare	5103007	\$ -	\$ -	\$ 315.59	\$ (315.59)	0.00%
Life Insurance	5103010	\$ 902	\$ 3,692	\$ 3,232	\$ 459	12.44%
Pers Leave Buy Back	5103035	\$ 124,508	\$ 135,203	\$ 76,122	\$ 59,081	43.70%
Retirement Exp	5105010	\$ 768,341	\$ 627,787	\$ 615,422	\$ 12,365	1.97%
Civln Actv Healthcr	5170040	\$ 948,043	\$ 838,413	\$ 773,637	\$ 150,090	17.90%
Fringe Benefits		\$ 2,297,435	\$ 1,984,556	\$ 1,837,532	\$ 147,025	7.41%
Travel-Official	5207010	\$ 32,447	\$ 17,221	\$ 12,899	\$ 4,322	25.10%
Travel-Official		\$ 32,447	\$ 17,221	\$ 12,899	\$ 4,322	25.10%
Fees to Prof Contr.	5201040	\$ 108,334.00	\$ 71,833.43	\$ 65,908.49	\$ 5,924.94	8.25%
Contractual	5202020	\$ 242,047.00	\$ 118,524.21	\$ 93,777.60	\$ 24,746.61	20.88%
Contractual - Subrecipients	5202040	\$ 21,642,974.00	\$ 12,968,939.82	\$ 12,315,001.08	\$ 653,938.74	5.04%
EISD	5202040	\$ 6,837,218.00	\$ 4,093,503.10	\$ 3,943,831.52	\$ 149,671.58	3.66%
SAISD	5202040	\$ 14,762,252.00	\$ 8,873,136.72	\$ 8,368,869.56	\$ 504,267.16	5.68%
UIW	5202020	\$ 79,480.00	\$ 38,613.21	\$ 27,294.15	\$ 11,319.06	29.31%
SAMH	6102100	\$ 273,740.00	\$ 168,197.66	\$ 172,462.56	\$ (4,264.90)	-2.54%
Direct	5202020	\$ 49,300.00	\$ 28,753.68	\$ 15,326.13	\$ 13,427.55	46.70%
TTA	5202020	\$ 113,267.00	\$ 51,157.32	\$ 51,157.32	\$ -	0.00%
TTA	5202040	\$ 43,504.00	\$ 2,300.00	\$ 2,300.00	\$ -	0.00%
Other Contract Svcs	5202025	\$ -	\$ -	\$ 31.96	\$ (31.96)	0.00%
Contractual		\$ 22,267,095.00	\$ 13,327,495.12	\$ 12,647,181.69	\$ 680,313.43	5.10%
Office Supplies	5302010	\$ 39,947	\$ 17,825	\$ 15,445	\$ 2,380	13.35%
Computer Software	5304075	\$ -	\$ -	\$ 119.99	\$ (119.99)	0.00%
Other Commodities	5304080	\$ 22,096	\$ 12,104	\$ 18,906	\$ (6,802)	-56.19%
Cap<5000 - Comp Equ.	5501000	\$ 9,651	\$ 29,033	\$ 29,969	\$ (936)	-3.22%
Cap<5000 - M&E Other	5501055	\$ 2,500	\$ 5	\$ 7	\$ (2)	-31.14%
Cap<5000 - Furn &Fix	5501065	\$ 2,500	\$ -	\$ -	\$ -	0.00%
Supplies		\$ 76,694	\$ 58,967	\$ 64,447	\$ (5,479)	-9.29%
M&E Auto(BudgetOnly)	5709090	\$ 75,000.00	\$ -	\$ -	\$ -	0.00%
Equipment		\$ 75,000.00	\$ -	\$ -	\$ -	0.00%
Education - Classes	5201025	\$ 78,633	\$ 68,608	\$ 75,631	\$ (7,023)	-10.24%
Adv and Publications	5203040	\$ 62,443	\$ 47	\$ 47	\$ 0	0.00%
Binding & Printing	5203060	\$ 31,000	\$ 61,096	\$ 73,736	\$ (12,398)	-20.29%
Subs to Publications	5203070	\$ 1,000	\$ 565	\$ 19,600	\$ (19,035)	-3369.10%
Transportation Fees	5203090	\$ 8,669	\$ 13,155	\$ 12,599	\$ 556	4.23%
Maint & Rep - Cmrl	5204020	\$ 1,067	\$ 428	\$ 230	\$ 211	49.16%
Maint - Buildings	5204050	\$ 21,898	\$ 16,187	\$ 12,654	\$ 3,359	20.75%
Cleaning Services	5204060	\$ 76,031	\$ 57,494	\$ 53,799	\$ 1,842	3.20%
Maint.- Repair Auto	5204090	\$ 1,800	\$ 928	\$ 70	\$ 858	92.45%
Mail and Parcel Post	5205010	\$ 1,500	\$ -	\$ 17	\$ (16)	0.00%
Rental Office Equip.	5205020	\$ 10,000	\$ 6,840	\$ 8,424	\$ (3,136)	-45.85%
Rental Other Equip.	5205030	\$ -	\$ -	\$ 205.88	\$ (205.88)	0.00%
Alarm and Sec. Serv.	5208530	\$ 2,080	\$ -	\$ -	\$ -	0.00%
M&R Parts Automotive	5301020	\$ 1,500	\$ 51	\$ 57	\$ (6)	-12.55%
Food	5304010	\$ 12,700	\$ 17,157	\$ 18,812	\$ (1,655)	-9.65%
Cell Phone Services	5403040	\$ 32,051	\$ 19,879	\$ 20,739	\$ (861)	-4.33%
Wireless Data Comm.	5403510	\$ 12,451	\$ 9,817	\$ 9,257	\$ 560	5.70%
Motor Fuel and Lub.	5403545	\$ 2,600	\$ 1,183	\$ 1,472	\$ (149)	-12.60%
Software Licenses	5404520	\$ 335.00	\$ 152.63	\$ 152.63	\$ -	0.00%
Gas and Electricity	5404530	\$ 30,271	\$ 21,928	\$ 17,799	\$ 6,045	27.57%
Water and Sewer	5404540	\$ 3,104	\$ 1,866	\$ 1,699	\$ 351	18.79%
DW Other	5407032	\$ 3,000	\$ 680	\$ 673	\$ 53	7.86%
Subs - Comp. Serv	5203080	\$ 58,453	\$ 59,465	\$ 59,592	\$ (127)	-0.21%
Relocation Expenses	5407060	\$ 5,000	\$ 3,126	\$ 3,126	\$ -	0.00%
Other		\$ 457,586	\$ 360,651	\$ 390,392	\$ (29,740)	-8.25%
In Kind Salaries	6501010	\$ 190,011	\$ -	\$ -	\$ -	0.00%
In Kind Social Security	6503005	\$ 14,536	\$ -	\$ -	\$ -	0.00%
In Kind Life Insurance	6503010	\$ 190	\$ -	\$ -	\$ -	0.00%
In Kind - Flex Benefit	6504030	\$ 24,353	\$ -	\$ -	\$ -	0.00%
In Kind TMRS	6505010	\$ 10,644	\$ -	\$ -	\$ -	0.00%
In Kind Other Contrc	6602025	\$ 6,827,649	\$ 4,565,247	\$ 3,639,833	\$ 1,045,746	22.91%
In Kind		\$ 7,067,383	\$ 4,565,247	\$ 3,639,833	\$ 925,414	20.27%
Total		\$ 37,810,619	\$ 25,063,677	\$ 23,193,506	\$ 1,870,171	7.46%

Edgewood Independent School District GY23-24 EHS	Federal Totals			Non-Federal Totals		
Description	Total w/ Revisions	YTD Expenses	YTD Balance	BUDGET	YTD EXPENSES	BALANCE
Total Salaries	\$ 1,325,462.00	\$ 676,018.09	\$ 649,443.91	\$ 63,688.00	\$ 25,014.29	\$ 38,673.71
FICA	\$ 18,825.00	\$ 8,662.84	\$ 10,162.16	\$ 923.00	\$ 343.15	\$ 579.85
Health Insurance	\$ 101,237.00	\$ 47,502.97	\$ 53,734.03	\$ 20,759.00	\$ 1,008.99	\$ 19,750.01
Retirement	\$ 136,518.00	\$ 64,630.79	\$ 71,887.21	\$ 7,006.00	\$ 1,088.13	\$ 5,917.87
Worker's Compensation	\$ 14,366.00	\$ 18,250.58	\$ (3,884.58)	\$ 710.00	\$ 400.18	\$ 309.82
Official Travel (out of town)	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -
Equipment >\$5,000 per unit cost, enter specific data	\$ 6,500.00	\$ -	\$ 6,500.00	\$ -	\$ -	\$ -
Classroom and Program Supplies	\$ 45,000.00	\$ 13,785.91	\$ 31,214.09	\$ -	\$ -	\$ -
Office Supplies	\$ 2,500.00	\$ 1,163.10	\$ 1,336.90	\$ -	\$ -	\$ -
Medical and Dental Supplies	\$ 3,000.00	\$ 1,782.77	\$ 1,217.23	\$ -	\$ -	\$ -
Janitorial Supplies	\$ 1,500.00	\$ 873.23	\$ 626.77	\$ -	\$ -	\$ -
Cap <5000 - Computers	\$ 2,500.00	\$ 202.55	\$ 2,297.45	\$ -	\$ -	\$ -
Cap <5000 - Furniture & Fixtures	\$ 10,000.00	\$ 4,431.37	\$ 5,568.63	\$ -	\$ -	\$ -
CPR	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -
In-Kind Facility use inclding maintenance and repair of fac	\$ -	\$ -	\$ -	\$ 299,436.00	\$ -	\$ 299,436.00
(Specify) 1	\$ -	\$ 4,650.00	\$ (4,650.00)	\$ -	\$ -	\$ -
Staff Development/Training/Seminars-Class CDA	\$ 15,000.00	\$ 65.00	\$ 14,935.00	\$ -	\$ -	\$ -
Advertising and Publications	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -
Subscriptions	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -
Binding and Printing	\$ 500.00	\$ 420.00	\$ 80.00	\$ -	\$ -	\$ -
Mail and Postage	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -
Food for Staff Training	\$ 1,500.00	\$ 802.30	\$ 697.70	\$ -	\$ -	\$ -
Transportation Fees Staff Mileage	\$ 3,000.00	\$ 575.76	\$ 2,424.24	\$ -	\$ -	\$ -
Food For Adults	\$ 16,000.00	\$ 13,056.00	\$ 2,944.00	\$ -	\$ -	\$ -
Parent Activites	\$ 3,000.00	\$ 989.17	\$ 2,010.83	\$ -	\$ -	\$ -
Misc Fee	\$ 4,000.00	\$ 456.16	\$ 3,543.84	\$ -	\$ -	\$ -
Volunteer Hours -Inkind	\$ -	\$ -	\$ -	\$ 1,600.00	\$ -	\$ 1,600.00
Donations-Inkind	\$ -	\$ -	\$ -	\$ 1,600.00	\$ -	\$ 1,600.00
Total:	\$ 1,717,408.00	\$ 858,318.59	\$ 859,089.41	\$ 395,722.00	\$ 27,854.74	\$ 367,867.26

Edgewood Independent School District GY23-24-HS	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
Personnel Salaries & Wages	\$ 4,150,083.00	\$ 2,512,842.92	\$ 1,637,240.08	\$ 1,354,388.00	\$ 667,924.64	\$ 686,463.36
FICA	\$ 58,751.00	\$ 31,806.36	\$ 26,944.64	\$ -	\$ 9,763.36	\$ (9,763.36)
Health Insurance	\$ 364,914.00	\$ 177,181.43	\$ 187,732.57	\$ -	\$ 42,184.95	\$ (42,184.95)
Retirement	\$ 349,155.00	\$ 227,147.12	\$ 122,007.88	\$ -	\$ 26,422.32	\$ (26,422.32)
Worker's Compensation	\$ 44,966.00	\$ 44,820.57	\$ 145.43	\$ -	\$ 6,892.77	\$ (6,892.77)
Classroom Supplies	\$ 23,000.00	\$ 5,567.11	\$ 17,432.89	\$ -	\$ -	\$ -
Office Supplies	\$ 4,000.00	\$ 3,422.31	\$ 577.69	\$ -	\$ -	\$ -
Medical and Dental Supplies	\$ 2,500.00	\$ 4,131.98	\$ (1,631.98)	\$ -	\$ -	\$ -
Janitorial Supplies	\$ 2,500.00	\$ 2,166.52	\$ 333.48	\$ -	\$ -	\$ -
Cap <5000 - Computers	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -
Cap <5000 - Furniture & Fixtures	\$ 6,000.00	\$ 13,373.02	\$ (7,373.02)	\$ -	\$ -	\$ -
CPR TTA	\$ 5,000.00	\$ 4,550.00	\$ 450.00	\$ -	\$ -	\$ -
Contracted services for PASEO	\$ 12,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -	\$ -
Contracted Services for Mental Wellness	\$ 38,901.00	\$ -	\$ 38,901.00	\$ -	\$ -	\$ -
Staff Development/Training/Seminars/Class-TTA	\$ 6,191.00	\$ 1,000.00	\$ 5,191.00	\$ -	\$ -	\$ -
Food and Snacks for meetings	\$ 600.00	\$ 3,407.39	\$ (2,807.39)	\$ -	\$ -	\$ -
Adverstising and Publications	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -
Binding Printing and Reproduction	\$ 500.00	\$ 883.37	\$ (383.37)	\$ -	\$ -	\$ -
Transportation Fees-Staff Mileage	\$ 1,000.00	\$ 163.39	\$ 836.61	\$ -	\$ -	\$ -
Mail and Postage	\$ 1,000.00	\$ 7,101.75	\$ (6,101.75)	\$ -	\$ -	\$ -
Food for Children(Not reimbursed by USDA)	\$ 33,875.00	\$ 17,038.25	\$ 16,836.75	\$ -	\$ -	\$ -
Gas and Electricity	\$ 25,000.00	\$ 25,209.44	\$ (209.44)	\$ -	\$ -	\$ -
Water and Sewer	\$ 3,565.00	\$ -	\$ 3,565.00	\$ -	\$ -	\$ -
Total:	\$ 5,137,001.00	\$ 3,087,812.93	\$ 2,049,188.07	\$ 1,354,388.00	\$ 753,188.04	\$ 601,199.96

San Antonio Independent School District GY23-24	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
Personnel Salaries & Wages	\$ 10,872,851.00	\$ 6,328,949.74	\$ 4,543,901.26	\$ 3,656,689.00	\$ 2,809,651.54	\$ 847,037.46
FICA	\$ 749,052.00	\$ 419,156.35	\$ 329,895.65	\$ 300,000.00	\$ 182,767.43	\$ 117,232.57
Health Insurance	\$ 1,159,372.00	\$ 745,072.46	\$ 414,299.54	\$ 550,000.00	\$ 371,878.35	\$ 178,121.65
Retirement	\$ 1,040,493.00	\$ 680,262.18	\$ 360,230.82	\$ 100,000.00	\$ 57,790.50	\$ 42,209.50
Worker's Compensation	\$ 84,760.00	\$ 24,033.16	\$ 60,726.84	\$ 33,442.00	\$ 9,948.34	\$ 23,493.66
1.Equipment >\$5,000 per unit cost, Storage Sheds	\$ 15,000.00	\$ 7,610.19	\$ 7,389.81	\$ -	\$ -	\$ -
2.Equipment >\$5,000 per unit cost, Canopies	\$ 15,016.00	\$ -	\$ 15,016.00	\$ -	\$ -	\$ -
Classroom Supplies	\$ 105,550.00	\$ -	\$ 105,550.00	\$ -	\$ -	\$ -
Office Supplies	\$ 62,578.00	\$ -	\$ 62,578.00	\$ -	\$ -	\$ -
Medical and Dental Supplies	\$ 45,380.00	\$ -	\$ 45,380.00	\$ -	\$ -	\$ -
Janitorial Supplies	\$ 15,200.00	\$ -	\$ 15,200.00	\$ -	\$ -	\$ -
Cap <5000 - Furniture & Fixtures	\$ 150,000.00	\$ -	\$ 150,000.00	\$ -	\$ -	\$ -
Consulting Services -Communities in School- PACE	\$ 300,000.00	\$ 163,785.48	\$ 136,214.52	\$ -	\$ -	\$ -
TTA	\$ 32,311.00	\$ -	\$ 32,311.00	\$ -	\$ -	\$ -
Lead Testing & Inspection & Mold Testing	\$ 127,000.00	\$ -	\$ 127,000.00	\$ -	\$ -	\$ -
Contracted Maintenance & Repairs(Patchwork, Gravel/Sp	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -
Staff Development/Training/Seminars	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance - Buildings & Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 14,794,563.00	\$ 8,368,869.56	\$ 6,425,693.44	\$ 4,640,131.00	\$ 3,432,036.16	\$ 1,208,094.84

San Antonio Metro Health GY23-24	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
Personnel Salaries & Wages	\$ 180,444.00	\$ 119,642.83	\$ 60,801.17	\$ 38,445.00	\$ 28,666.09	\$ 9,778.91
FICA & Medicare Expense	\$ 13,803.00	\$ 9,051.13	\$ 4,751.87	\$ 2,941.00	\$ 2,141.95	\$ 799.05
Life Insurance	\$ 179.00	\$ 92.55	\$ 86.45	\$ 38.00	\$ 18.63	\$ 19.37
Retirement Expense Civilian TMRS	\$ 23,602.00	\$ 15,677.95	\$ 7,924.05	\$ 5,029.00	\$ 3,400.53	\$ 1,628.47
Civilian Active Healthcare Assessment	\$ 30,548.00	\$ 19,802.78	\$ 10,745.22	\$ 7,122.00	\$ 4,901.10	\$ 2,220.90
Other Commodities	\$ 9,591.00	\$ 3,150.81	\$ 6,440.19	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ 1,228.48	\$ (1,228.48)	\$ -	\$ -	\$ -
Medical and Dental Supplies	\$ 12,573.00	\$ 3,528.98	\$ 9,044.02	\$ -	\$ -	\$ -
In Kind Fees to Professional Contractors	\$ -	\$ -	\$ -	\$ 11,933.00	\$ 2,188.40	\$ 9,744.60
Education	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -
Binding Printing and Reproduction	\$ 1,000.00	\$ 287.05	\$ 712.95	\$ -	\$ -	\$ -
Wireless Data Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In-Kind Wireless Data Communications	\$ -	\$ -	\$ -	\$ 750.00	\$ -	\$ 750.00
In-Kind Cell Phone Service	\$ -	\$ -	\$ -	\$ 1,037.00	\$ -	\$ 1,037.00
In-Kind Gas & Electricity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In-Kind Water & Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In Kind Binding, Printing & Reproduction	\$ -	\$ -	\$ -	\$ 3,942.00	\$ 2,145.00	\$ 1,797.00
In Kind Maintenance and Repair Automotive	\$ -	\$ -	\$ -	\$ 75.00	\$ 53.53	\$ 21.47
In-Kind Maintenance & Repair Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In Kind Motor Fuel and Lubricants	\$ -	\$ -	\$ -	\$ 123.00	\$ 70.10	\$ 52.90
Total:	\$ 273,740.00	\$ 172,462.56	\$ 101,277.44	\$ 71,435.00	\$ 43,585.33	\$ 27,849.67

Early Head Start-Child Care Partnership (EHS-CCP)

Early Head Start - CCP Fiscal Reports GY 23-24 as of November 30, 2023

BUDGET BY CATEGORY

	TOTAL BUDGET		YTD BUDGET		YTD ACTUAL		Var (\$)	Var (%)	
PERSONNEL	\$	829,847	\$	297,846	\$	289,712	\$	8,134	2.7%
FRINGE	\$	324,687	\$	129,348	\$	126,650	\$	2,697	2.1%
TRAVEL	\$	9,330	\$	1,500	\$	222	\$	1,278	85.2%
EQUIPMENT	\$	-	\$	-	\$	-	\$	-	0.0%
SUPPLIES	\$	126,243	\$	7,975	\$	1,655	\$	6,320	79.2%
CONTRACTUAL	\$	2,017,337	\$	651,195	\$	650,778	\$	417	0.1%
COSA	\$	78,294	\$	4,843	\$	4,426	\$	417	8.6%
Blessed Sacrament	\$	359,082	\$	119,696	\$	119,696	\$	-	0.0%
Ella Austin	\$	430,898	\$	143,632	\$	143,632	\$	-	0.0%
Healy Murphy	\$	574,531	\$	191,512	\$	191,512	\$	-	0.0%
Inman Christian	\$	251,358	\$	83,788	\$	83,788	\$	-	0.0%
Seton Home	\$	143,633	\$	47,876	\$	47,876	\$	-	0.0%
YWCA	\$	179,541	\$	59,848	\$	59,848	\$	-	0.0%
Support Services	\$	-	\$	-	\$	-	\$	-	0.0%
OTHER	\$	56,077	\$	12,564	\$	13,817	\$	(1,253)	-10.0%
TOTAL FED BUDGET	\$	3,363,521	\$	1,100,427	\$	1,082,834	\$	17,593	1.6%
NON FED SHARE/IN KIND	\$	775,585	\$	5,052	\$	15,130	\$	(10,078)	-199.5%
TOTAL BUDGET	\$	4,139,106	\$	1,105,479	\$	1,097,964	\$	7,515	0.7%

Variance Explanations: *Actuals may not include all items that will post in November 2023, earlier scheduled PC Meeting due to Winter holidays.

Personnel Services and Fringe Benefits	\$8K Salary budget adjustment completed in November based on updated projections; November cost allocation journal entry pending posting, earlier scheduled PC Meeting due to Winter holidays.
Travel	\$2.6K Less travel than expected for November, \$1.6K expenses expected in December.
Supplies	\$6K Lower expenses than expected for Office Supplies and Other Commodities. Surplus savings as a placeholder for possible salary shortage.
Contractual	\$417 Pending invoices from FSA (Oct-Nov) and Pyramid
-COSA	
Other	(\$1.2K) Expense for Kaplan Early Learning Co. LAP score Asst & Archived Licenses
Non Federal Share/In Kind	(\$10K) More NTA and Family & Community In-Kind services than expected for October.

TRACKED COSTS		YTD ALLOWED	YTD ACTUAL		
Administrative Cost		\$164,695	\$31,771		
*may not exceed 15% of Actual Expenditure; If all Federal and Nonfederal spent the maximum allowable is \$ 564,510					
TRACKED COSTS		TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Var %
Training and Technical Assistance		\$64,800	\$11,837	\$10,251	\$1,586 13.4%
(Earmarked costs)					

Stephen Gonzalez
12/8/2023

EHS-CCP 2023-2024 Grant Summary		TOTAL BUDGET	YEAR TO DATE				
Description	GL		Budget	Actual	Variance \$	Variance %	Encumbrance
		\$ 3,363,521.00	\$ 1,100,427.15	\$ 1,082,834.24	\$ 17,592.91	1.60%	\$ 1,337,264.46
Regular Salaries	5101010	\$ 829,847.00	\$ 297,845.54	\$ 289,711.96	\$ 8,133.58	2.73%	\$ -
Temporary Salaries	5101015	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Overtime Salaries	5101020	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Retiree Payout Sal	5101070	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Personnel Services		\$ 829,847.00	\$ 297,845.54	\$ 289,711.96	\$ 8,133.58	2.73%	\$ -
Language Skill Pay	5101050	\$ 1,800.00	\$ 450.00	\$ 450.00	\$ -	0.00%	\$ -
FICA & Medicare Exp	5103005	\$ 68,639.00	\$ 23,210.00	\$ 22,554.54	\$ 655.46	2.82%	\$ -
Temp FICA & Medicare	5103007	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Life Insurance	5103010	\$ 832.00	\$ 242.61	\$ 205.30	\$ 37.31	15.38%	\$ -
Pers Leave Buy Back	5103035	\$ 8,311.00	\$ 17,144.00	\$ 17,144.15	\$ (0.15)	0.00%	\$ -
Retirement Exp	5105010	\$ 108,889.00	\$ 41,512.00	\$ 40,677.90	\$ 834.10	2.01%	\$ -
Civln Actv Healthcr	5170040	\$ 136,216.00	\$ 46,789.00	\$ 45,618.28	\$ 1,170.72	2.50%	\$ -
Fringe Benefits		\$ 324,687.00	\$ 129,347.61	\$ 126,650.17	\$ 2,697.44	2.09%	\$ -
Travel-Official	5207010	\$ 9,330.00	\$ 1,500.00	\$ 222.00	\$ 1,278.00	85.20%	\$ -
Travel-Official		\$ 9,330.00	\$ 1,500.00	\$ 222.00	\$ 1,278.00	85.20%	\$ -
Fees to Prof Contr.	5201040	\$ 30,794.00	\$ 4,343.00	\$ 3,106.52	\$ 1,236.48	28.47%	\$ 35,993.13
Contractual Services	5202020	\$ 1,986,543.00	\$ 646,852.00	\$ 647,671.06	\$ (819.06)	-0.13%	\$ 1,299,371.94
BSA	5202020	\$ 359,082.00	\$ 119,696.00	\$ 119,696.00	\$ -	0.00%	\$ -
Ella Austin	5202020	\$ 430,898.00	\$ 143,632.00	\$ 143,632.00	\$ -	0.00%	\$ -
Healy	5202020	\$ 574,531.00	\$ 191,512.00	\$ 191,512.00	\$ -	0.00%	\$ -
Inman	5202020	\$ 251,358.00	\$ 83,788.00	\$ 83,788.00	\$ -	0.00%	\$ -
Seton Home	5202020	\$ 143,633.00	\$ 47,876.00	\$ 47,876.00	\$ -	0.00%	\$ -
YWCA	5202020	\$ 179,541.00	\$ 59,848.00	\$ 59,848.00	\$ -	0.00%	\$ -
Direct	5202020	\$ 47,500.00	\$ 500.00	\$ 1,319.06	\$ (819.06)	0.00%	\$ -
Contractual		\$ 2,017,337.00	\$ 651,195.00	\$ 650,777.58	\$ 417.42	0.06%	\$ 1,335,365.07
Office Supplies	5302010	\$ 18,263.00	\$ 2,939.00	\$ 238.84	\$ 2,700.16	91.87%	\$ 110.37
Computer Software	5304075	\$ 2,160.00	\$ -	\$ -	\$ -	0.00%	\$ -
Other Commodities	5304080	\$ 85,662.00	\$ 5,036.00	\$ 1,416.61	\$ 3,619.39	71.87%	\$ 497.13
Cap<5000 - Comp Equ.	5501000	\$ 17,254.00	\$ -	\$ -	\$ -	0.00%	\$ -
Cap<5000 - Furn &Fix	5501065	\$ 2,904.00	\$ -	\$ -	\$ -	0.00%	\$ -
Supplies		\$ 126,243.00	\$ 7,975.00	\$ 1,655.45	\$ 6,319.55	79.24%	\$ 607.50
Education - Classes	5201025	\$ 11,439.00	\$ 2,799.00	\$ 3,122.00	\$ (323.00)	-11.54%	\$ -
Adv and Publications	5203040	\$ -	\$ -	\$ 3.21	\$ (3.21)	0.00%	\$ -
Binding & Printing	5203060	\$ 7,559.00	\$ 1,500.00	\$ 1,027.40	\$ 472.60	31.51%	\$ -
Subs to Publications	5203070	\$ -	\$ -	\$ 7.34	\$ (7.34)	0.00%	\$ -
Transportation Fees	5203090	\$ 2,000.00	\$ 624.00	\$ 712.01	\$ (88.01)	-14.10%	\$ -
Maint - Buildings	5204050	\$ 184.00	\$ 135.00	\$ 389.13	\$ (254.13)	-188.24%	\$ 385.31
Cleaning Services	5204060	\$ 12,063.00	\$ 3,127.00	\$ 2,780.01	\$ 346.99	11.10%	\$ -
Rental Office Equip.	5205020	\$ 1,586.00	\$ 300.00	\$ -	\$ 300.00	100.00%	\$ -
Alarm and Sec. Serv.	5208530	\$ 72.00	\$ 12.00	\$ -	\$ 12.00	100.00%	\$ -
Food	5304010	\$ 6,000.00	\$ 1,045.00	\$ 380.52	\$ 664.48	63.59%	\$ 719.08
Cell Phone Services	5403040	\$ 2,530.00	\$ 675.00	\$ 735.60	\$ (60.60)	-8.98%	\$ -
Wireless Data Comm.	5403510	\$ 1,500.00	\$ 375.00	\$ 143.78	\$ 231.22	61.66%	\$ -
Software Licenses	5404520	\$ 2,100.00	\$ -	\$ -	\$ -	0.00%	\$ -
Gas and Electricity	5404530	\$ 4,936.00	\$ 1,393.00	\$ 789.82	\$ 603.18	43.30%	\$ -
Water and Sewer	5404540	\$ 433.00	\$ 109.00	\$ 85.84	\$ 23.16	21.25%	\$ -
DW Other	5407032	\$ 1,085.00	\$ 62.00	\$ 23.58	\$ 38.42	61.97%	\$ -
Subs - Comp. Serv	5203080	\$ 2,590.00	\$ 408.00	\$ 3,602.72	\$ (3,194.72)	-783.02%	\$ 77.00
Other		\$ 56,077.00	\$ 12,564.00	\$ 13,817.08	\$ (1,253.08)	-9.97%	\$ 1,291.89
In Kind Other Contrc	6602025	\$ 775,585.00	\$ 5,052.00	\$ 15,130.00	\$ (10,078.00)	-199.49%	\$ -
In Kind		\$ 775,585.00	\$ 5,052.00	\$ 15,130.00	\$ (10,078.00)	-199.49%	\$ -
Total		\$ 4,139,106.00	\$ 1,105,479.15	\$ 1,097,964.24	\$ 7,514.91	0.68%	\$ 1,337,264.46

Procurement Card Transaction Log

YTD For the Period Ending: November 30, 2023

Date	IO	GL	Vendor	Purpose	Amount
			No P-Card Expenses in November		
Monthly Total:					\$0.00

IO	GL	GL Name	Amount
138000003522	5201040	Fees to Prof Contr.	\$ 36.00
Year to Date Total:			\$36.00

Review of Head Start, EHS, and EHS-CCP Monthly Program Report



Head Start



Head Start

Monthly Report to Policy Council

November 2023

Indicators	EISD	SAISD	Program Total
Enrollment			
Funded Enrollment	777	2,243	3,020
End of Month as reported to the Office of Head Start	688	2,154	2,842
YTD Enrollment	776	2,320	3,096
Enrollment Turnover	1.6%	1.2%	1.3%
Number of Days to Fill a Vacancy	18	18	18
Waiting List	29	85	114
Income Eligible <100%	37%	25%	28%
Over Income 101-130%	10%	8%	8%
Over Income 131% +	9%	8%	8%
Foster	1%	1%	1%
Homeless	4%	14%	11%
Public Assistance (TANF, SSI, SNAP)	40%	44%	43%
Average Daily Attendance	87%	90%	89%
Disability Enrollment			
Percent (#) of enrolled children with a disability (funded enrollment)	12.10%	10.61%	10.99%
Food Reports			
Meals Served	28,523	58,985	87,508
Snacks Served	9,733	27,664	37,397
Special Diets	52	133	185
Education Services - Complete			
1st Home Visit (Benchmark Due Date: EISD-10/6/23; SAISD-10/14/23)	97%	95%	95%
2nd Home Visit (Benchmark Due Date: 3/28/2024)	-	-	-
1st Parent Conference (Benchmark Due Date: 12/15/2023)	39%	84%	73%
2nd Parent Conference (Benchmark Due Date: 5/24/2024)	-	-	-
Family Engagement Services - Complete			
Family Assessments BOY (Benchmark Due Date: 12/15/2023)	91%	88%	89%
Family Assessments EOY (Benchmark Due Date: EISD-5/30/24; SAISD-5/30/24)	-	-	-
Family Meeting Home Visits (Benchmark Due Date: EISD-8/7/23; SAISD-8/15/23)	97%	100%	99%
Mental Health Services - Complete			
Mental health consultation was provided (by a mental health professional)	15	154	169
Mental health consultation was provided (by a licensed mental health professional)	1	5	6
Education Screenings - Complete			
ASQ - 3 Developmental (Benchmark Due Date: EISD-9/20/23; SAISD-9/28/23)	98%	90%	92%
ASQ - SE Behavioral (Benchmark Due Date: EISD-9/20/23; SAISD-9/28/23)	98%	90%	92%
Health Screenings - Complete			
Nutrition Assessment	100%	99%	99%
TB Questionnaire	100%	99%	99%
Hearing Screening	97%	96%	96%
Vision Screening	97%	96%	97%
Blood Pressure	94%	95%	94%
Growth Assessment	95%	96%	96%
Lead Test	47%	43%	44%
Physical Exams	95%	91%	92%
Dental Exams	92%	89%	90%

Early Head Start



Early Head Start Monthly Report November 2023

Indicators	Center Based	Home Based	TOTAL
Enrollment			
Funded Enrollment	116	12	128
End of Month as reported to the Office of Head Start	96	8	104
YTD Enrollment	99	9	108
Enrollment Turnover	3%	11%	4%
Number of Days to fill a vacancy	0	0	0
Waiting List	56	0	56
Income Eligible <100%	35%	22%	34%
Over Income 101-130%	5%	22%	6%
Over Income 131% +	2%	0%	2%
Foster	0%	0%	0%
Homeless	20%	0%	19%
Public Assistance	37%	56%	39%
Average Daily Attendance (TANF, SSI, SNAP)	80%	N/A	80%
Disability Enrollment			
Percent (#) of enrolled children with a disability	13%	0%	12%
Food Reports			
Meals Served	2,232	0	2,232
Snacks Served	1001	0	1,001
Special Diets	10	0	10
Education Services- Complete			
1st Home Visit (Benchmark Due Date: 09/25/2023)	94%	N/A	94%
2nd Home Visit (Benchmark Due Date: 03/25/2024)	0%	0%	0%
1st Parent Conference (Benchmark Due Date: 1/5/2024)	0%	0%	0%
2nd Parent Conference (Benchmark Due Date: 05/31/2024)	0%	0%	0%
Family Engagement Services- Complete			
Family Assessments BOY (Benchmark Due Date: Center-based 11/30/23; Home-based 10/13/23)	98%	100%	97%
Family Assessments EOY (Benchmark Due Date: Center-based 5/31/24); Home-based 5/31/24	0%	0%	0%
Family Meeting Home Visit	100%	100%	100%
Mental Health Services- Complete			
Mental health Consultation (provided by licensed mental health professional)	88	0	88
Wellness Services Support (Referral/ Resource)	7	0	7
Education Screenings- Complete			
ASQ - 3 Developmental (Benchmark Due Date: Center-based 9/20/23; Home-based 8/30/23)	97%	100%	97%
ASQ - SE2 Behavioral (Benchmark Due Date: Center-based 9/20/23; Home-based 8/30/23)	97%	100%	97%
Health Screenings- Complete			
Health History	100%	100%	100%
Nutrition Assessment	100%	100%	100%
TB Questionnaire	100%	100%	100%
Hearing Screening	99%	100%	99%
Vision Screening	100%	100%	100%
Hemoglobin Test	38%	25%	26%
Lead Test	38%	37%	37%
Well-Child Exams (90-day requirement)	100%	99%	99%
Well-Child Exams	25%	54%	51%
Dental Exams	13%	95%	88%

Early Head Start-Child Care Partnership (EHS-CCP)



**Early Head Start-Child Care Partnership
Monthly Report to Policy Council
November 2023**

Indicators	BSA	Ella Austin	Healy Murphy	Inman	Seton Home	YWCA	TOTAL
Enrollment							
Funded Enrollment	40	48	64	28	16	20	216
End of Month as reported to the Office of Head Start	40	48	64	28	16	20	216
YTD Enrollment	42	50	67	32	20	21	232
Enrollment Turnover	5%	4%	4%	12%	20%	5%	7%
Number of Days to fill a vacancy	0	16	0	0	0	0	16
Waiting List	54	59	66	73	0	78	330
Income Eligible <100%	29%	26%	19%	19%	15%	19%	22%
Over Income 101-130%	7%	8%	6%	3%	0%	0%	5%
Over Income 131% +	2%	0%	4%	0%	0%	10%	3%
Foster	0%	0%	6%	0%	0%	5%	2%
Homeless	24%	14%	19%	38%	75%	24%	27%
Public Assistance (TANF, SSI, SNAP)	38%	52%	45%	41%	10%	43%	41%
Average Daily Attendance	91%	97%	83%	86%	85%	90%	89%
Disability Enrollment							
Percent (#) of enrolled children with a disability	20%	4%	9%	4%	0%	15%	9%
Food Reports							
Meals Served	1,342	1,339	1,648	959	309	666	6,263
Snacks Served	671	620	801	452	145	333	3,022
Special Diets	8	6	21	5	5	4	49
Education Services- Complete							
1st Home Visit (Benchmark Due Date: 9/25/2023)	98%	100%	100%	89%	88%	100%	97%
2nd Home Visit (Benchmark Due Date: 3/25/2024)							0%
1st Parent Conference (Benchmark Due Date: 1/5/2024)							0%
2nd Parent Conference (Benchmark Due Date: 6/21/2024)							0%
Family Engagement Services- Complete							
Family Assessments BOY (Benchmark Due Date: 11/30/2023)	100%	100%	100%	96%	100%	100%	99%
Family Assessments EOY (Benchmark Due Date: 5/31/2024)							0%
Family Meeting Home Visit	100%	100%	97%	100%	100%	100%	99%
Mental Health Services- Complete							
Mental health consultation was provided (by a mental health professional)	5	4	3	12	1	4	29
Mental health consultation was provided (by a licensed mental health professional)	36	21	21	58	18	17	171
Education Screenings- Complete							
ASQ - 3 Developmental	95%	100%	100%	89%	94%	100%	97%
ASQ - SE2 Behavioral	95%	100%	100%	89%	94%	100%	97%
Health Screenings- Complete							
Health History	100%	100%	100%	100%	100%	100%	100%
Nutrition Assessment	100%	100%	100%	100%	100%	100%	100%
TB Questionnaire	100%	100%	100%	100%	100%	100%	100%
Hearing Screening	100%	100%	100%	100%	100%	100%	100%
Vision Screening	100%	100%	100%	100%	100%	100%	100%
Hemoglobin Test	70%	35%	44%	43%	44%	55%	48%
Lead Test	95%	87%	75%	54%	75%	90%	80%
Well-Child Exams (90-day requirement)	100%	100%	100%	100%	100%	100%	100%
Well-Child Exams	75%	41%	67%	68%	81%	85%	66%
Dental Exams	100%	96%	91%	93%	100%	100%	95%

Review of Head Start Quality Assurance Report





Quality Assurance Report November 2023

Conducted (*Project is either still in progress OR has ended, but report has not yet been officially submitted to providers*):

- 45-Day Education Screening
- Governance Review
- ERSEA Attendance Review

Completed (*Project ended and report was officially submitted to providers*):

- Nutrition Review
- Critical Health Concerns
- 45-Day Health Screenings

Nutrition Review:	
Area of Non-Compliance	No Areas of Non-Compliance were identified.
Areas of Concern	<p>There were several concerns noted:</p> <ul style="list-style-type: none"> • If a Nutrition need/concern had been identified on the Child Health History, Nutrition Assessment, or Physical, etc., a Special Diet event had been created in ChildPlus according to the ChildPlus Data Entry Guide. • The program did not promote effective dental hygiene by ensuring all children were assisted by appropriate staff, or volunteers, if available, in brushing their teeth with toothpaste containing fluoride at least once daily. • If the child had an Active food allergy or special dietary need,

	the appropriate documents associated with the Nutrition need/concern were scanned into ChildPlus.
Follow-Up Activities:	
The CoSA Quality Assurance (QA) Team is currently working with the district staff to address the needed corrections. The CoSA QA and/or Content Teams are available if assistance is needed.	

Critical Health Concerns (CHC):	
Area of Non-Compliance	<p>There was one area of non-compliance identified during this review:</p> <ul style="list-style-type: none"> Documented follow-up did not occur at least once a month until appropriate documentation and/or medication was received.
Areas of Concern:	<p>There were several concerns noted:</p> <ul style="list-style-type: none"> If a CHC was no longer applicable, the status had not been changed to Terminated or For Information Only. If the CHC status was Active, there was no documentation scanned into ChildPlus and/or action notes had not been added under the CHC event.
Follow-Up Activities:	
The CoSA QA Team is currently working with the District Staff and the CoSA Family and Community Team to address the needed corrections. The CoSA QA and/or Content Teams are available if training and/or technical assistance is needed.	

45-Day Health Screenings:	
Area of Non-Compliance	No Areas of Non-Compliance were identified.
Areas of Concern	<p>There were several concerns noted:</p> <ul style="list-style-type: none"> If an abnormal vision screening result was noted, follow-up had not been documented at least once a month in ChildPlus, until the concern was resolved.

	<ul style="list-style-type: none"> • Follow-up had not been documented according to the ChildPlus Data Entry Guide. • An evidence-based vision screening was not obtained or performed within 45 calendar days after the child first attended the program year. • An annual evidence-based vision screening was not obtained or performed. • An annual evidence-based hearing screening was not obtained or performed.
Follow-Up Activities:	
<p>The CoSA QA Team will be working with the district staff and the CoSA Family and Community Team to ensure that all findings have been addressed. The CoSA QA and/or Content Teams are available if training and/or technical assistance is requested.</p>	

For more detailed information:

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Review of EHS and EHS-CCP Quality Assurance Report





Quality Assurance Report November 2023

Conducted: 45 Day Sensory Review October 16- November 3, 2023

- Child File Review

Conducted: Unannounced Safe Environments Visits November 2023

- Blessed Sacrament Academy Child Care Center
- Ella Austin Child Care Center
- Inman Christian Child Care Center

Completed: November 28, 2023

45 Day Sensory Review	
Area of non-compliance	<ul style="list-style-type: none"> • There were no non-compliances
Areas of concern	<p>File did not have:</p> <ul style="list-style-type: none"> • Evidence of follow up notes were not available for review in ChildPlus • Evidence of rescreening for Hearing and Vision attempts were not available in ChildPlus • Evidence of Hearing and Vision screening was not completed before the 45th day of enrollment as required • Evidence of the ASQ -3 and ASQ SE2 was not completed before the 45th day of enrollment as required
Follow-up Activities	
Correction due date is scheduled for December 15, 2023.	

Unannounced Safe Environments Visits	
Area of non-compliance	<ul style="list-style-type: none"> There were four non-compliances for required training certificates not available for review, fire, weather and emergency lockdown drills not current, classroom roster not current to prevent a child left unsupervised and EHS staff/child ratio not maintained.
Areas of concern	<ul style="list-style-type: none"> Hand washing procedure not followed Diaper Changing Procedure was not followed Daily Classroom Checklist not available for review Carpets needed cleaning Clean, sanitary drinking water was not readily accessible in the classroom Bleach bottle not locked in cabinet
Follow-up Activities	
Correction due date is scheduled for December 12, 2023.	

For more detailed information:

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