

***Approval of  
Head Start Policy Council  
February 27, 2024  
Meeting Minutes***



# MEETING MINUTES

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## HEAD START POLICY COUNCIL MEETING

February 27, 2024

6:15 P.M.

<b>Members Present</b>	Edgewood Independent School District (EISD): Jessica Garcia, Jasmine Gomez San Antonio Independent School District (SAISD): Keyonna Hughes, Jacqueline Munoz, Lillian Dotson EHS-EISD: none EHS-EISD HB: Erika Lara EHS-CCP: Krizia Franklin Community Representative: Ramiro Lopez, Yenter Tu
<b>Members Absent</b>	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): Ashley Trevino EHS EISD: Wilmarys Vazquez EHS-EISD HB: none EHS-CCP: Anna Rios Community Representative: None
<b>Alternate Members Present</b>	Edgewood Independent School District (EISD): None San Antonio Independent School District (SAISD): None EHS-EISD: none EHS-EISD HB: Elena Martinez Blanco EHS-CCP: None Community Representative: John Bonillas
<b>Alternate Members Absent</b>	Edgewood Independent School District (EISD): Erika Fuentes, Katherine Carvallo San Antonio Independent School District (SAISD): Monica Duran, Magaly Olguin, Alyssa Medina EHS-EISD: none EHS-EISD HB: none EHS-CCP: Claudia Zuniga, Kanisha Thomas Community Representative: Lisa Rosales

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### I. CALL TO ORDER

2023-2024 Early Head Start-Child Care Partnership (EHS-CCP) HSPC Chair, Krizia Franklin, called the meeting to order at 6:30 p.m.

### II. MEETING MINUTES

**Motion:** Ms. Jasmine Gomez moved to approve the January 23, 2024 meeting minutes.

**Seconded (2<sup>nd</sup>):** Mr. John Bonillas

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

### III. PUBLIC COMMENTS

None to report

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

##### **a. National Children's Dental Health Month Calendar Presentation**

HSPC Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, to present on the National Children's Dental Health Month Calendar Presentation. Ms. Jackson discussed the benefits of preventive oral health care and the program's partnership with Metro Health Oral Health Program. In honor of National Children's Dental Health month, Head Start students were invited to participate in an oral health calendar contest in which original pieces of artwork were submitted. Fifteen (15) winners were selected by a panel of judges and their artwork was included in the 2024-2025 Head Start Oral Health Calendar. Dr. Rebecca Davenport, Oral Health Clinical Director, was also present and congratulated the winners and their families. Ms. Jackson announced the winners, each of whom was recognized and celebrated for their original piece of artwork and a reception followed shortly after the ceremony. No questions were asked.

##### **b. Approval of Governance, Leadership and Oversight Capacity Screener**

HSPC Chair, Krizia Franklin, introduced Ms. Priscilla Garcia, Senior Management Analyst, to present on the Approval of the Governance, Leadership and Oversight Capacity Screener. Ms. Garcia referred the Policy Council Representatives to their packet to view a copy of the Governance, Leadership and Oversight Capacity Screener and reported that this screener had to be completed at every five (5) year grant cycle and we just started a new five (5) year grant cycle. Ms. Garcia stated we have 75 days to complete the screener and a meeting was held with Audrey Jackson, Head Start Administrator, Krizia Franklin, Policy Council Chair, Ruben Lizalde, Community Action Advisory Board Chair, and Ms. Garcia. All points in the screener were reviewed and discussed and it was found that all points were being met. No questions were asked.

**Motion:** Ms. Jessica Garcia moved to approve the Governance, Leadership and Oversight Capacity Screener with minor edits.

**Seconded (2nd):** Mr. Yenter Tu

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

##### **c. Review of 2023-2024 Head Start, Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) Beginning of the Year (BOY) Family Assessment Data**

HSPC Chair, Krizia Franklin, introduced Ms. Cassandra Farias-Ybarra, Special Projects Manager, to present the Review of the 2023-2024 Head Start, Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) Beginning of the Year (BOY) Family Assessment Data. Ms. Farias-Ybarra referred the Policy Council members to their packet to view information on Family Assessment. Family assessments, Ms. Farias-Ybarra reported, are conducted every year with our families; they are done at the beginning and end of the year. The assessment is based off of fifteen (15) different topics/items and also based on our Head Start Program Performance Standards (HSPPS). According to the HSPPS, we are required to engage families in a family assessment process. The main objective is to help identify strengths, needs, and provide resources. Ms. Farias-Ybarra concluded with providing BOY data from the Head Start, Early Head Start, and Early Head Start-Child Care Partnership programs.

HSPC member, John Bonillas, inquired about and requested additional information on the low score for the category, Leadership and Advocacy. Ms. Farias-Ybarra provided examples of leadership opportunities for our families which require more involvement from parents. In addition, advocacy was defined as parents advocating for their children and knowing how to access services and resources for them.

Mr. Bonillas inquired if Spanish translators were used for the different events that are offered to our Spanish-speaking parents. Ms. Farias-Ybarra discussed the accommodations that Head Start has in place for parents who speak Spanish and other languages as well.

HSPC member, Jasmine Gomez, requested clarification on the meaning of the lower scale score. Ms. Farias-Ybarra reported that the score identifies a particular area that could use improvement. Furthermore, we have our Policy Council Staff, Priscilla Garcia, Senior Management Analyst and Rosie Plata, Management Analyst, who attend our Parent Connection Committee Meetings and talk about Policy Council. We also have opportunities for parents to participate in conferences, webinars and extra trainings. Furthermore, we also conduct surveys in the beginning of the school year to see what parents are interested in. Ms. Farias-Ybarra also discussed possible limitations that might hinder the participation of parents like, for example, activities that are scheduled while they are working or activities that are scheduled in the evening; parents may not have childcare. As a result, there are some barriers that we have to work through.

HSPC member, Ramiro Lopez, inquired about what happens to the data once it is received by each individual center. Ms. Farias-Ybarra reported that in the Early Head Start Program, our Family Support Workers meet weekly with the center directors and go over agenda items, one of which, is the planning of parent engagement activities. The data is reviewed and outreach is done with community agencies and they are invited to attend Parent Connection Committee meetings and other parent engagement events. No further questions were asked.

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

HSPC Chair, Krizia Franklin, introduced Ms. Amada Aguilera, Fiscal Analyst, to present the Review of the Head Start, EHS, and EHS-CCP Fiscal Reports. Ms. Aguilera 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 January 31, 2024, the total budget was reported at \$37,810,619.00. The year-to-date budget is \$32,391,137.00 and the year-to-date actual is \$30,957,963.00 with a variance of \$1,433,174.00. Ms. Aguilera provided detailed information on variances related to Personnel Salaries/Fringe Benefits, Travel, Supplies, Contractual, Other, and Non Federal/In Kind categories.

Ms. Aguilera 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 January 31, 2023. The budget period for this grant is from August 1, 2023 through July 31, 2024. Ms. Aguilera reported the total budget for this grant is \$4,139,106.00. The Year-to-date budget is \$1,764,636.00 and the Year-to-date Actual amount is \$ 1,766,350.00 with a negative variance amount of \$1,714.00. Ms. Aguilera provided variance explanations for Personnel Services and Fringe Benefits, Travel, Supplies, Contractual, Other, and Non Federal Share/In Kind categories.

HSPC member, Krizia Franklin, inquired about Edgewood Independent School District's (EISD) \$343,895.00 savings amount and how much EISD is expected to spend. Ms. Aguilera reported that so far, we have processed the November invoice. The school districts have up to 45 days to submit invoices. Up to the November invoice, it was noticed that the school district did not spend enough, so projections were requested for December 2023 and January 2024.

Ms. Franklin also inquired about EISD's leftover funding and asked if it was going to be reallocated back with EISD or somewhere else. Ms. Aguilera stated that any leftover funding that the school districts do not spend comes back to City of San Antonio Head Start and if we do not spend it, then we basically lose it because it is the end of our five (5) year grant. Ms. Audrey Jackson, Head Start Administrator, also provided further funding information.

HSPC member, Ramiro Lopez, requested clarification on which school district was doing reconstruction and if it was being done on Head Start buildings or the school district's buildings. Ms. Aguilera reported that the reconstruction was with EISD with district owned buildings where the Head Start program is implemented. No further questions were asked.

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

HSPC Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, to present the Review of Head Start, EHS, and EHS-CCP Monthly Reports. Ms. Jackson informed the Policy Council members that these monthly reports are presented every month and the reports that will be presented today would cover information through the end of January 2024. The three separate reports include the Head Start Pre-K program, the Early Head Start Program with EISD and the EHS-CCP Program. Regarding the Head Start Monthly Report, Ms. Jackson reported that we were at 93% for enrollment and referred the Policy Council members to the eligibility determinations and their percentages on the Head Start monthly report. Attendance was discussed as lower than normal perhaps due to traveling in January and illnesses. In addition, our disability enrollment was at 14.57% which exceeded our policy requirement of at least 10%. Ms. Jackson also reported on the benchmark dates for education and family engagement services as well as the data on Mental Health Services and Health Screenings.

Ms. Jackson reported on the Early Head Start monthly report for January 2024 and stated that this program was housed at EISD with the center based and home based programs. Ms. Jackson stated this was the program in which we have struggled to retain teachers and, as a result, not all of the classrooms are open. Cassandra Farias-Ybarra, Special Projects Manager, verified that the EHS program has 13 out of the 14 classrooms opened. Ms. Jackson informed that, at the end of January, we were at 83% for enrollment and the average daily attendance was at 80%. In addition, Ms. Jackson reported the Disability enrollment at 11%. Ms. Jackson also highlighted the data in Education, Family Engagement, Mental Health Services, and Health Screenings sections of the report.

Lastly, Ms. Jackson reported on the January 2024 Monthly Program Report for the EHS-CCP program. Ms. Jackson stated this program serves 216 children and partners with six (6) different childcare providers. Ms. Jackson reported on the grant cycle and stated that the children who receive a childcare subsidy can also be co-enrolled in this program. Ms. Jackson informed that the purpose of

this funding is to help achieve higher quality childcare. In addition, we are fully enrolled with 216 children with attendance at 85%. Our disability enrollment was reported at seven percent (7%) due to children starting to age out at three years of age and then having to be re-evaluated with the school district. Furthermore, Ms. Jackson reviewed the percentages for Education, Family Engagement, Mental Health Services, and Health Screenings.

HSPC member, Krizia Franklin, inquired about how Seton Home can have a low daily attendance since the family lives on campus. Cassandra Farias-Ybarra, Special Projects Manager, explained that because Seton Home has such a low enrollment number, the percentages seem high. Children have also been affected heavily by Respiratory Syncytial Virus (RSV), in addition to the Flu and Coronavirus disease (COVID-19). Ms. Jackson also informed about how the absences are managed with the Early Head Start Program, Head Start Program, and the school districts.

Ms. Franklin also discussed ideas for parents concerning mental wellness that could be used to provide assistance and provided examples, such as parent stressor surveys, parenting classes and mental health check-ins. Ms. Jackson reported that she meets with the school districts' partners every other Wednesday and will have the opportunity to present ideas from the Policy Council members and have conversations about those ideas.

HSPC member, John Bonillas, inquired if there were physical education assessments in the Head Start Program. Ms. Jackson reported that because the children are co-enrolled in the State Pre-K program, they do have coaches and what we call "specials." Ms. Farias reported that, with the Early Head Start Program, we have in the schedule, gross motor and outdoor time and it is spent with the teacher. In addition, the children are assessed with motor development. Jeanette Rodriguez, ERSEA/Compliance Specialist with EISD, confirmed that children spend time with the Physical Education coaches every single day and it is in their schedule. Priscilla Garcia, Senior Management Analyst, also provided information about the Week of the Young Child and how Head Start will be providing yoga items for parent and child to complete a yoga activity together accompanied by an interactive yoga video.

HSPC member, Jessica Garcia, inquired about Head Start's mental health services and what they encapsulate. Ms. Jackson reported that we have two different systems; In Head Start, we have a team of six (6) mental wellness professionals of which some are licensed and some are in the process of obtaining their license. One of the mental wellness professionals is a supervisor and is licensed. The remaining five (5) mental wellness specialists work with our five (5) family support teams (each of the Wellness Support Specialists works with a team, which means they are assigned certain campuses). Referrals are provided by the Family Support Workers and the Wellness Specialist meets with the parent. Consent has to be provided by the parent in order for the staff member to make the referral. Ms. Jackson also provided information on additional services provided by Head Start's mental wellness team.

Ms. Farias-Ybarra provided information about Early Head Start's mental wellness team. Among other duties, we have a person who manages mental wellness and a management analyst underneath her, who is dedicated to mental wellness. We contract with Family Service Association who provides the certified counselors and their services. Ms. Farias-Ybarra provided information on the referral

process and also provided, in detail, the services that are provided by Family Service Association and the Early Head Start mental wellness team.

HSPC member, Jasmine Gomez, asked Ms. Farias-Ybarra if she was only referencing the child for wellness services or the family. Ms. Farias-Ybarra stated she was referencing the child but that assistance can also be provided to the families and added that they can also utilize the services from Family Service Association. Furthermore, the teachers are also able to utilize the wellness support services.

HSPC member, Jessica Garcia, inquired if partnerships can be formed with job recruiters. Because of the employment numbers and related stress, Ms. Garcia asked if there was a way to bridge gaps and give parents opportunities to attend job fairs. Ms. Andrea Martinez, Special Projects Manager, stated that we have been trying to do job fairs with the City of San Antonio (City) and informed that we have many resources to connect to, especially the SA Ready to Work program. This project will need time and collaboration but we want to be able to have a job fair for parents. It was projected that this project could come to fruition in the Fall 2024. Ms. Jeanette Rodriguez, ERSEA/Compliance Specialist for EISD, reported that there is a Resource Fair scheduled on March 26, 2024 that not only will include community agencies, but also other agencies that can provide opportunities for jobs. No further questions were asked.

**f. Review of Head Start Quality Assurance Report**

HSPC Chair, Krizia Franklin introduced Ms. Irasema Pizano, Management Analyst, to present the Review of the Head Start Quality Assurance Report. Ms. Pizano introduced herself and explained that she would be presenting the January 2024 monthly quality assurance report. It was reported that the projects conducted included a Governance Review and Safe Environments Review #1. Ms. Pizano also informed about the projects that were completed, which included the 45 Day Education Screenings Review and Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Attendance Review. Furthermore, Ms. Pizano reported on two areas of non-compliance with the ERSEA Attendance Review and also discussed areas of concern with the 45 Day Education Screenings Review and ERSEA Attendance Review.

HSPC member, Krizia Franklin, asked if this report was done on the school districts or the Early Head Start Program. Ms. Pizano clarified that this report was based on the Head Start Program classrooms in the school districts. Ms. Franklin also inquired about their attendance policy. Ms. Pizano stated that per HSPPS, when the child is not in the classroom, parent contact is required to make sure that the child is well and also inquire about the school absence. Ms. Franklin asked if this was Head Start policy or school district policy. Ms. Audrey Jackson, Head Start Administrator, explained that our policies oversee the whole program. In addition, Ms. Jackson informed about SAISD and EISD attendance procedures. No further questions were asked.

**g. Review of EHS and EHS-CCP Quality Assurance Report**

HSPC Chair, Krizia Franklin, introduced Ms. Wanda McMillan, Management Analyst, to present the Review of EHS and EHS-CCP Quality Assurance Report. Ms. McMillan reported that she was presenting information from the January 2024 monthly quality assurance report. The Policy Council members were informed that the projects conducted included a Health Child File Review, ERSEA



Attendance Child File Review, and Technical Assistance Visit. There were no non-compliances reported and, in addition, Ms. McMillan also discussed the areas of concern related to the Health Review, ERSEA Attendance Review and Technical Assistance Visit. No questions were asked.

**V. GOVERNING BODY**

HSPC Chair, Krizia Franklin 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 (City Council) as the program’s Governing Board. Ms. Garcia reported that City Council will not meet on the fourth Thursday of this month but will meet on March 7, 2024. The Head Start Program did provide a presentation on February 27, 2024 to the Economic and Workforce Development Committee (EWDC). The presentation was provided by Audrey Jackson, Head Start Administrator, and Rebecca Flores, City of San Antonio Education Programs Administrator. A brief overview of Head Start’s past five years of service was provided along with a projection of the next five years of service.

A picture of the Community Action Advisory Board (CAAB) was presented, our current advisory committee that meets monthly. Ms. Garcia reported that the committee did not meet quorum at their meeting on February 15, 2024 and it was rescheduled for February 29, 2024. Ms. Garcia also reported that items that were reviewed and approved by Policy Council on January 2024 would be presented at the next CAAB meeting. Policy Council members were informed that the next Policy Council meeting was scheduled for Tuesday, March 26, 2024. No questions were asked.

**VI. ADJOURNMENT**

**Motion:** Mr. Ramiro Lopez moved to adjourn the meeting.

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

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

**HSPC member for Chair, Krizia Franklin, adjourned the meeting at 8:05 pm.**

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Chair	Date