

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



# MEETING MINUTES

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## HEAD START POLICY COUNCIL MEETING

11/14/2023

6:15 P.M.

<b>Members Present</b>	Edgewood Independent School District (EISD): Brenda Salazar-Morales San Antonio Independent School District (SAISD): Josefina Macias, Ruby Marie Ortiz EHS-EISD: none EHS-EISD HB: Kanisha Thomas EHS-CCP: none Community Representative: none
<b>Members Absent</b>	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
<b>Alternate Members Present</b>	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
<b>Alternate Members Absent</b>	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

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### 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 (2<sup>nd</sup>):** 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 (2<sup>nd</sup>):** 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.**

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**Chair**

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**Date**