

***Approval of  
Head Start Policy Council  
October 24, 2023 Meeting  
Minutes***



# MEETING MINUTES

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## HEAD START POLICY COUNCIL MEETING

10/24/2023

6:15 P.M.

<b>Members Present</b>	Edgewood Independent School District (EISD): Brenda Salazar-Morales San Antonio Independent School District (SAISD): Josefina Macias, Melissa Carrillo Cox EHS-EISD: none EHS-EISD HB: Kanisha Thomas EHS-CCP: Krizia Franklin Community Representative: Jorge Borrego
<b>Members Absent</b>	Edgewood Independent School District (EISD): Jessica Maldonado San Antonio Independent School District (SAISD): Alexis Alfaro, Ruby Marie Ortiz EHS-EISD: Krystal Rocha EHS-EISD HB: none EHS-CCP: Naomi Castellanos Community Representative: Richard Ramey, Jr.
<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: none
<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: David King, Maria Quezada

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### I. CALL TO ORDER

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

### II. MEETING MINUTES

**Motion:** Ms. Keyonna Hughes moved to approve the September 26, 2023, meeting minutes.

**Seconded (2<sup>nd</sup>):** Mr. Jorge Borrego

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

### III. PUBLIC COMMENTS

None to report

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

##### **a. Approval of 2023 Community Assessment**

HSPC Chair, Krizia Franklin, introduced Mr. Roger Foster, Senior Management Coordinator, to present on the Approval of the 2023 Community Assessment with minor edits. Mr. Foster reported that Head Start programs are required to complete a community assessment every year as part of the five year grant. It is updated completely every five years with annual updates and this is an annual update year. We work with Dr. Lloyd Potter and Dr. Po-Chun Huang, Ph.D. with the University of Texas (UTSA) and the Institute for Demographic and Socioeconomic Research (IDSER) to complete our comprehensive community assessments.

Mr. Foster stated that the primary focus of the community assessment is to provide a description of the community we are serving including demographics, community resources and strengths of the community. A parent survey is usually completed every five years and because this is an annual update year, a survey was not completed. IDSER also added age-income eligibility estimates, disability-based eligibility estimates, and assessment of needs in the service area (survey and focus group interviews). Mr. Foster presented data from the Community Assessment including demographics in our service area, program capacities and age-income eligibility estimates and projections.

HSPC member, Jorge Borrego, asked if the information provided included native births. Mr. Foster reported that the report did include native births and migration. Mr. Borrego asked how many applications we would get based on population size with the data that was presented. Mr. Foster stated he did not have the information but would have to research the historical data on the number of applications. Lastly, Mr. Borrego, inquired that in terms of birth rate, could you do the average household income divided by birth rate to get a per income per child? Mr. Foster responded that theoretically, that could be done, and furthermore, we should have the two data points that would help us work that out.

HSPC member, Melissa Carrillo Cox, inquired about what Head Start is doing to prepare for these projections that are coming out of the community assessment. Mr. Foster reported that the community assessment will continue to guide us as we make program changes and it also informs us on eligibility criteria. Ms. Cox also had a question from having attended a community meeting regarding San Antonio Independent School District's (SAISD) Rightsizing Proposal and asked about a possible expansion with Head Start. Ms. Audrey Jackson, Head Start Administrator, reported that there would not be an expansion of the number of Head Start students. A reminder was provided about a conversion of Head Start slots to Early Head Start slots. Currently, with SAISD, we serve 2,243 Head Start students but after the conversion of 50 slots, we will be at 2,193 Head Start slots. Ms. Jackson presented information about the number of schools that will have the Head Start program and also discussed building relationships with the Principals and having discussions so that there could be a shared understanding of Head Start. No further questions were asked.

**Motion:** Mr. Jorge Borrego moved to approve the 2023 Community Assessment with minor edits.

**Seconded (2nd):** Ms. Josefina Macias

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

**b. Review of 2022-2023 Head Start, Early Head Start (EHS), and Early Head Start-Child Care Partnership (EHS-CCP) Program Information Report**

HSPC Chair, Krizia Franklin, introduced Mr. Roger Foster, Senior Management Coordinator, to present on the Review of the 2022-2023 Head Start, Early Head Start and Early Head Start-Child Care Partnership Program Information Report (PIR). Mr. Foster explained the purpose and the different components of the PIR report. Furthermore, Mr. Foster informed that each individual grant requires a PIR report and so there are three reports to submit. Mr. Foster confirmed that all reports were submitted by the due date. Mr. Foster also provided a few sample items of data from the PIR reports that included information on cumulative enrollment, health insurance at end of enrollment, received dental exam/up to date on oral health care, completed routine screenings, Individualized Education Program (IEP) and Individualized Family Service Plan (IFSP), families served and families receiving services.

HSPC member, Krizia Franklin, inquired about which agencies are in charge of creating an IFSP. Mr. Foster reported that they are done by the Early Childhood Intervention Services (ECI) providers, like Easter Seals and Brighton Centers. Ms. Franklin also inquired about the assistance that Head Start provides during a child's transition if a child is out-of-district and attending a Head Start program. Mr. Foster reported that the ECI providers are required to conduct transition activities and the Family Support Workers (FSWs) can help facilitate and support the parents. Ms. Priscilla Garcia, Senior Management Analyst, reported that transitional meetings are held in March or April and the principals are invited to the Parent Connection Committee (PCC) meetings along with the families that will be transitioning to hear information about the transition process. For children that have an IFSP and are moving towards an IEP, there is a process to follow along with an Admission, Review and Dismissal (ARD) meeting so that the child may have a smooth transition. Ms. Franklin also suggested that ECI be invited to also speak with parents about the transition period. A short video about ECI's services was also suggested and Ms. Garcia stated she will collaborate with Ms. Andrea Martinez from Family and Community services and inquire about ECI possibly providing a video of their services. No further questions were asked.

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

HSPC Chair, Krizia Franklin, introduced Ms. Amada Aguilera, Fiscal Manager, 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 September 30, 2023, the total budget was reported at \$37,810,619.00. The year-to-date budget is \$18,039,674.00 and the year-to-date actual is \$17,822,399.00 with a variance of \$217,275.00. Ms. Aguilera provided detailed information on variances related to Personnel Salaries/Fringe Benefits, Travel, Contractual, and Other categories.

Ms. Aguilera 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 September 30, 2023. The budget period for this grant is from August 1, 2022 through July 31, 2023. Ms. Aguilera 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 \$3,756,081.00 with a variance amount of \$100,718.00. Ms. Aguilera reported that we are in close-out for this grant and provided variance explanations for Personnel

Services and Fringe Benefits, Travel, Supplies, Contractual, Other, and Non Federal Share/In Kind categories.

Lastly, 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 September 30, 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 \$525,284.00 and the Year-to-date Actual amount is \$533,157.00 with a negative variance amount of \$7,873.00. Ms. Aguilera provided variance explanations for Personnel Services and Fringe Benefits, Supplies, Contractual, Other, and Non Federal Share/In Kind categories. No questions were asked.

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

HSPC Chair, Krizia Franklin, 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 September 2023 and reported that at the end of the month, we were 94% enrolled and compared to last year, at this time, our enrollment was at 78%. Our program specialist called and stated we were doing a great job and asked us to meet with other programs that were not having as much success. The average daily attendance was at 91% and disability enrollment is over the 10% requirement, and is currently at 10.66%. Ms. Jackson also reviewed the benchmarks and health screenings.

Ms. Jackson reported on the Early Head Start Program monthly report for September 2023. It was reported that Enrollment is at 77% and it was due to a shortage of teachers and not being able to open up all of the classrooms. The classrooms are slowly being opened and the anticipation is that there will be an improvement in this area. Attendance was at 83% and the Disability enrollment number was at 10%. In addition, Ms. Jackson reviewed this program's benchmarks.

Lastly, Ms. Jackson reported on the Early Head Start-Child Care Partnership (EHS-CCP) Program. At this time, the program was reported to be fully enrolled, our attendance was at 88% and the Disability enrollment was at 12%. In addition, Ms. Jackson also reviewed this program's benchmarks.

HSPC member, Melissa Carrillo Cox, reported that, at the SAISD Community Meeting she attended, she was informed that funding for mental health services would only be provided for three or four more years and inquired if Head Start would be impacted. Ms. Jackson reported that Head Start provided us with quality improvement dollars and that the preference was to invest the funds into mental wellness and with that, positions were added, and SAISD was asked to contract with Communities In Schools (CIS) to ensure those services. No further questions were asked.

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

HSPC Chair, Krizia Franklin, introduced Ms. Cassy Bentley, Senior Management Analyst, to present the Review of the Head Start Quality Assurance Report. As of September, 2023, it was reported that the monitoring projects conducted included a Critical Health Concerns Review, Nutrition Review, and Health and Safety Screenings with Classroom Safety and Transportation. The monitoring projects completed included Health and Safety Screenings with Facilities, Outdoors, and Medication Administration. Lastly, Ms. Bentley reviewed the areas of concern which included the Health and

Safety Screening with the Outdoors Review and Medication Administration. No questions were asked.

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

HSPC Chair, Krizia Franklin, introduced Ms. Dianne Mendez, Management Analyst, to present the Review of the EHS and EHS-CCP Quality Assurance Report. As of September, 2023, the monitoring project conducted included an Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Eligibility Review September 14-28, 2023 which included a Child File Review for Selection and Application Process. The monitoring project ended and this project is now closed. Lastly, Ms. Mendez reviewed the area of concern which included the ERSEA Eligibility Child File and there were no areas of non-compliance. 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 as the program's Governing Board and reported that our Five Year Grant was approved on October 19, 2023 and it will now be forwarded to the Office of Head Start with a due date of November 1, 2023.

An updated picture of the Community Action Advisory Board (CAAB) was presented, our current advisory committee that meets monthly. Ms. Garcia reported that the CAAB committee met on October 19, 2023 and the September agenda items were presented to them. Ms. Garcia announced the next Policy Council meeting is scheduled for Tuesday, November 14, 2023.

**VI. ADJOURNMENT**

**Motion:** Ms. Melissa Carrillo Cox 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, Krizia Franklin, adjourned the meeting at 7:28 pm.**

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**Chair**

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**Date**