

***Approval of  
Head Start Policy Council  
August 23, 2022  
Meeting Minutes***



# MEETING MINUTES

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## HEAD START POLICY COUNCIL MEETING

August 23, 2022

6:15 P.M.

<b>Members Present</b>	Edgewood Independent School District (EISD): Ariana Patino, Maria C. Martinez San Antonio Independent School District (SAISD): Maritza Mendoza, Melinda Pina, Alexis Alfaro EHS-EISD: None EHS-CCP: Naomi Castellanos, Krizia Franklin Community Representative: David King, Christy Caez Claudio
<b>Members Absent</b>	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): none EHS EISD: Sabrina Garcia EHS-CCP: none Community Representative: none
<b>Alternate Members Present</b>	Edgewood Independent School District (EISD): Edith Palao San Antonio Independent School District (SAISD): Isabel Martinez EHS-EISD: none EHS-CCP: Lashonika Simpson
<b>Alternate Members Absent</b>	Edgewood Independent School District (EISD): Angelica Hernandez San Antonio Independent School District (SAISD): Martha Alvarez, Jessica Gomez, Sherise N. Campbell EHS-EISD: Mercedes Brinkley EHS-CCP: Ruby Arizola

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### I. CALL TO ORDER

2021-2022 San Antonio Independent School District (SAISD) HSPC Chair, Naomi Castellanos, called the meeting to order at 6:24 p.m.

### II. MEETING MINUTES

**Motion:** Ms. Christy Caez Claudio moved to approve the August 23, 2022, meeting minutes.

**Seconded (2<sup>nd</sup>):** Ms. Maria C. Martinez

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

### III. PUBLIC COMMENTS

None to report

## **BRIEFING AND POSSIBLE ACTION (a-h)**

### **a. Review of 2021-2022 Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) End of Year (EOY) Data**

HSPC Chair, Naomi Castellanos, introduced Ms. Christina Fitzgerald, Senior Management Analyst, to present the Review of 2021-2022 Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) End of Year (EOY) Data. Ms. Fitzgerald reported on the Head Start Program Performance Standards that also require that we bring data and information regarding assessments to the Policy Council. Students are assessed three times a year; Beginning of the Year (BOY), Middle of the Year (MOY) and End of the Year (EOY). A summary of the Early Learning Accomplishment Profile (Early LAP) and the Learning Accomplishment Profile – Third Edition (LAP-3) was provided. Ms. Fitzgerald also discussed the data results from these assessments conducted with the EHS and EHS-CCP programs and the factors that affect the data which include fidelity, high teacher turnover rate, and enrollment. In utilizing this data, Ms. Fitzgerald reported, the individualization form will be revised to assist teachers, a third multi-disciplinary staffing was added to discuss child's progress, and materials called kits were purchased to provide teachers with resources and tools to support the children's development. Training and technical assistance will continue to be provided.

HSPC member, Krizia Franklin, asked about the difference between the Early LAP and the LAP-3. Ms. Fitzgerald reported that the Early LAP instrument is for children from six weeks to 35 months of age and the LAP-3 instrument is for children from 36 months to up to 72 months of age. In addition, Ms. Franklin inquired about the Ages and Stages Questionnaire. Ms. Fitzgerald clarified the utilization of the Ages and Stages Questionnaire, which is completed by the parent and also clarified that the Early LAP and the LAP-3 are educational tools that are completed by the teachers. No further questions were asked.

### **b. Review of 2021-2022 Head Start and Early Head Start End of Year (EOY) Family Assessment Data**

HSPC Chair, Naomi Castellanos, introduced Ms. Heather Cruz, Special Projects Manager, and Ms. Cassandra Farias-Ybarra, Special Projects Manager, to present the Review of 2021-2022 Head Start and Early Head Start End of Year (EOY) Family Assessment Data. For the Head Start Program, Ms. Cruz explained the purpose of the family assessment outcomes and stated it was used to identify family strengths supports and any identified needs. Family Assessments data was provided that demonstrated growth from the beginning of the year and the end of the year for Edgewood Independent School District and San Antonio Independent School District. Furthermore, Ms. Cruz presented detailed Head Start Program data that provided a detailed family outcomes analysis and stated that 91.5% of Head Start families participated in the family assessment process. No questions were asked.

Ms. Cassandra Farias-Ybarra presented the Early Head Start EOY Family Assessment Data. Ms. Farias-Ybarra informed that we work with our families to complete family assessments; one assessment at the beginning of the year (BOY) and one assessment at the end of the year (EOY). Data was

presented on Early Head Start's (EHS) center based and home based family assessment EOY outcomes which reflected 100% completion rate with their BOY and EOY. The family assessment is comprised of eleven (11) data points which include emergency crises, housing, safety, child education, parenting, education, health education, transportation, transitions, advocacy and leadership. Ms. Farias-Ybarra explained the growth in the different data points.

Regarding the Early Head Start-Child Care Partnership (EHS-CCP), Ms. Farias-Ybarra informed that we work with six (6) centers and informed that there was growth from the BOY to the EOY and stated that the growth was about 95% to 98% in completion of the family assessments.

HSPC member, Melinda Pina asked what "transitions" meant. Ms. Farias-Ybarra explained that it was about our three year old children that would be moving into our Head Start Program or another Pre-Kindergarten program. Ms. Farias-Ybarra stated that the data was low in this area because it did not relate to every age group within the program and that it mostly related to those children that were going to transition out of the program.

HSPC member, Edith Palao, inquired if a parent can be on multiple waitlists because she has a friend with an infant that applied with the program in the Edgewood Independent School District. Ms. Farias-Ybarra informed that the parent can be on multiple waitlists depending on parent's address. With the EHS-CCP program, the address must fall within the San Antonio Independent School District or Edgewood Independent School District. Ms. Farias-Ybarra offered to assist Ms. Palao in detail after the meeting and Ms. Palao agreed. No further questions were asked.

#### **c. Review of 2022-2023 Head Start Program Monitoring Calendar**

HSPC Chair, Naomi Castellanos, introduced Mr. Pedro Ramirez, Special Projects Manager, to present the Review of 2022-2023 Head Start Program Monitoring Calendar. Mr. Ramirez reported that the full calendar could be viewed in the parent packet and informed that this was an annual calendar of all the monitoring activities that the Head Start compliance team will be performing throughout the entire year. Mr. Ramirez detailed the different types of reviews that will be performed such as health, education, and eligibility. Mr. Ramirez stated these reviews are conducted to make sure our program is delivering quality services to our children and families as well as to make sure that we are in compliance with our Head Start Act and our Performance Standards.

HSPC member, Ariana Patino, asked how many of the monitoring team members attend the reviews at the school sites. Mr. Ramirez responded that one monitor is sent out per campus if they have less than seven classrooms. If there are more than seven classrooms, then two staff members will be sent out. It also depends on the actual reviews; we are in collaboration with the school districts and we want to cause minimal distraction to the students and staff regarding the events they have going on the day of the review.

HSPC member, Christy Caez Claudio, asked if the monitoring team was on schedule with their reviews. Mr. Ramirez reported that we are on schedule. This is the start of a new year and we are starting out strong. Mr. Ramirez discussed a new addition to their schedule which includes a City of

San Antonio (COSA) monitor makeup day and/or documentation day on Fridays that allows the team to complete any reviews and documentation for the week. No further questions were asked.

**d. Review of 2022-2023 EHS and EHS-CCP Monitoring Calendar**

HSPC Chair, Naomi Castellanos, introduced Ms. Cynthia Garcia, Management Analyst, to present the Review of 2022-2023 EHS and EHS-CCP Monitoring Calendar. Ms. Garcia referred the Policy Council members to the parent packet to view the full calendar and informed, that this year, the monitoring calendars for EHS and EHS-CCP were all combined into one. Examples of different monitoring activities were provided that included education, health and safety. Ms. Garcia also reported that the monitoring projects will be conducted throughout the program year until July, 2023.

HSPC member, Melinda Pina, inquired how often the certification letters need to be submitted. Ms. Garcia reported that it is done once per year. The safety screening visits are done at the beginning of the year and if there are any findings, the centers are given time to make corrections and also follow-up visits are usually done the following month. Once the findings are corrected, the report is reviewed by Policy Council and then forwarded to the mayor's office for signature. After it is signed by the mayor, it will then be sent to the Office of Head Start. No further questions were asked.

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

HSPC Chair, Naomi Castellanos, introduced Mr. Issac Espinoza, Fiscal Analyst, to present the Review of the Head Start, EHS, and EHS-CCP Fiscal Reports. Mr. Espinoza reported on Head Start's fiscal report for 2022-2023 as of July 31, 2022. It was reported that the total budget is \$31,674,698.00 and the year-to-date budget is \$10,498,180.00. What was spent was \$10,631,707.00 which left us a negative variance of \$133,527.00. Mr. Espinoza provided detailed information on the Head Start variances concerning Travel, Supplies, Contractual, Other, and Non-Federal/In Kind categories. No questions were asked.

For the Early Head Start Program, Mr. Espinoza reported on the 2022-2023 fiscal report as of July 31, 2022. It was reported we have a total budget of \$2,678,971.00 and the year-to-date budget of \$908,168.00. What was actually spent was \$718,413.00 for a positive variance of \$189,755.00. Mr. Espinoza provided detailed explanations for the variances in Supplies, Contractual, and Other categories.

HSPC member, Krizia Franklin, inquired about the amount in the gas and electricity category which was low and stated that it was about the same amount as her own bill. Mr. Espinoza clarified that the gas and the electricity amount was for the main Head Start office that houses staff from Head Start, EHS and EHS-CCP and that it is cost allocated across all three grants. It was also explained that since Head Start is the biggest grant, with the most staff that provide services to children, it takes a majority of the expense. Ms. Franklin also inquired about the negative amount in the data communication category. Mr. Espinoza reported that when there is a negative amount, it just means that we spent more than what was expected or budgeted at this point in time. He further explained that seeing a red negative does not always mean bad. No further questions were asked.

For the Early Head Start-Child Care Partnership Program (EHS-CCP), Mr. Espinoza reported on the 2021-2022 fiscal report as of July 31, 2022. Mr. Espinoza informed that the total budget was \$3,802,794.00 and a year-to-date budget of \$3,643,207.00. Mr. Espinoza further reported what was actually spent was \$3,645,438.00 for a negative variance of \$2,231.00. Detailed information on variances was also provided for Personnel Services, Fringe Benefits, Travel, Supplies, Contractual and Other categories. No questions were asked.

Lastly, Mr. Espinoza reported that the Department of Human Services received two grants which are called Coronavirus Response and Relief Supplemental Appropriations (CRRSA) and the American Rescue Plan Act (ARPA). Both grants have a combined total budget of \$5,037,486.00. Mr. Espinoza further reported that the budget period is from April 1, 2021, through March 31, 2023, with a ninety (90) day close out period. The year-to-date budget is \$2,719,841.00 and what was actually spent was \$1,123,892.00 for a positive variance of \$1,595,949.00. Mr. Espinoza provided detailed information on the variances for Personnel Services, Fringe Benefits, Supplies, Contractual and Other categories.

HSPC member, Krizia Franklin, stated she had reviewed the fingerprinting charges and inquired how often the background checks are completed on employees. Ms. Andrea Martinez, Senior Management Analyst, stated that our Head Start Program Performance Standards state we have to do it every five years, but follow Early Head Start and Early Head Start-Child Care Partnership, and we complete background checks every two to three years. When an employee is hired, we send them for a fingerprint check and within ninety days, we send them for an FBI background check. In addition, we also have two other background checks, which include, the sex offender Federal and local registry checks. Ms. Franklin also inquired if, after an employee is hired and something happens, is there disclosure. Ms. Martinez stated that because they are City of San Antonio employees, there is disclosure.

HSPC member, Maria C. Martinez, inquired about the variance amount category in the CRRSA and ARPA fiscal report and asked what happens to the money since these are grant funds. Mr. Espinoza replied that we have until March 31, 2023 and we will try to utilize those funds as much as possible. Furthermore, Mr. Espinoza explained that these are one-time funds that are COVID-19 related and so there are certain items in which these funds can be used. After March 31, 2023, we have a ninety day close out period and after that, funds may not be able to be carried over. We are making sure that we spend those funds now while we have them.

HSPC member, Krizia Franklin, inquired about using funds for COVID-19 testing because of classroom closures when children or staff test positive for it. Mr. Espinoza explained that discussions were held with the partners and priorities were sent on how the money would be spent. Ms. Rhonda Roach, Senior Special Projects Manager, explained that many of our partners did provide ongoing testing whether it was through our ARPA funds or the districts' funds, and now with the vaccines, we do not see it that often. Especially now, that with our Early Head Start babies, we now have vaccines. Ms. Roach validated Ms. Franklin's concern about the preventative measure and added that with the guidance of the CDC, it is now a case by case basis. Through the ARPA funding, the weekly tests were provided, especially earlier in the time period. Ms. Franklin expressed her appreciation of the HVAC improvements and use of the air filters at the schools. No further questions were asked.

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

HSPC Chair, Naomi Castellanos, introduced Ms. Andrea Martinez, Senior Management Analyst, to present the Review of Head Start, EHS, and EHS-CCP Monthly Program Report. Ms. Martinez reported that there is no monthly report for the Head Start Program since schools were not in session for the month of July.

Regarding the Early Head Start program's monthly report, Ms. Martinez reviewed the data for the educational screenings and mental health services. Ms. Martinez also reviewed the data for the Early Head Start-Child Care Partnership program's family engagement services and mental health services. It was reported that the family meeting home visits were completed at 100%.

HSPC member, Krizia Franklin, inquired about the funded enrollment numbers for the Early Head Start and Early Head Start-Child Care Partnership programs. Ms. Martinez reported that the funded enrollment number for the Early Head Start program is 128 and the funded enrollment number for the Early Head Start-Child Care Partnership program is 216. No further questions were asked.

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

HSPC Chair, Naomi Castellanos, introduced Mr. Pedro Ramirez, Special Projects Manager, to present the Review of Head Start Program Monitoring. Mr. Ramirez reported that the monitoring projects that were completed for the month of July, 2022 included the ERSEA Eligibility Review #1 (SAISD) and the ERSEA Eligibility Review #1 (EISD). Mr. Ramirez also reported that, with these projects, there were no areas of non-compliance noted. Some areas of concern were noted typically around data entry errors, incomes not being calculated correctly, and documents not being obtained and scanned into the system. From the improvements that the ERSEA team made over the summer, there was a decrease in the number of issues that we have found during these reviews. Ongoing training continues to be provided to address these kinds of issues so that when our team goes out to complete applications, we get a better picture of eligibility. None of the families, that were noted under the area of concern, had their eligibility impacted. There were no other issues found or noted with the monitoring report.

HSPC member, Alexis Alfaro, asked if the information was collected by the Family Support Workers. Mr. Ramirez confirmed that the Family Support Workers take the initial application. Furthermore, Mr. Ramirez reported that there is a process to review the information and that is called the eligibility verification review in which we double check the information to make sure it is correct and it is also triple checked.

HSPC member, Naomi Castellanos, asked for clarification on the areas of non-compliance. Mr. Ramirez explained the difference between an area of non-compliance and an area of concern. Ms. Castellanos inquired about the pre-eligibility application that is completed on-line and referred a couple of her friends to just go ahead and call her Family Support Worker to clear up any questions they had about eligibility. Mr. Ramirez agreed that it was a good decision to refer them to her Family Support Worker that could answer any questions they may have about qualifying for the



program. Ms. Rhonda Roach, Senior Special Projects manager, discussed the waitlist, point system and application process.

HSPC member, Lashonika Simpson, inquired about her child's transition from the Early Head Start-Child Care Partnership program to the Head Start program and asked if she had to complete a Head Start application. Mr. Ramirez stated she would have to complete the Head Start application. Ms. Simpson also asked about the point system and stated her child is receiving speech therapy. Ms. Rhonda Roach, Senior Special Projects Manager, discussed the transition process and stated since her child's third birthday is in October, she would continue to stay with our program another year and then Ms. Simpson will have the choice to transition with Head Start or move her child into a pre-kindergarten program. No further questions were asked.

#### **h. Review of EHS and EHS-CCP Program Monitoring**

HSPC Chair, Naomi Castellanos, introduced Ms. Cynthia Garcia, Management Analyst, to present the Review of EHS and EHS-CCP Program Monitoring. Ms. Garcia reported that there was no monitoring for the EHS and EHS-CCP programs for the month of July, 2022. Furthermore, Ms. Garcia added that they had worked on finalizing the health and safety screener calendar, finalized the program monitoring calendar, reviewed and updated the monitoring tools, and reviewed the 2021-2022 monitoring projects that were completed and closed out. No questions were asked.

### **V. GOVERNING BODY**

HSPC Chair, Naomi Castellanos, introduced Ms. Andrea Martinez, Senior Management Analyst, to present on items for the Governing Body and Advisory Committee. Ms. Martinez highlighted a photo of the City of San Antonio City Council as the program's Governing Board and reported that two items were going to be presented to the City of San Antonio City Council on September 1, 2022 for approval and those items include the Personnel Complement and Head Start Policy Council By-Laws Updates. Ms. Martinez also reviewed some key highlights from the By-Laws Updates for the Policy Council members. In addition, Ms. Martinez reported that a Policy Council position would be opening soon and would provide more information in the September, 2022 Policy Council meeting.

A picture was highlighted of the Economic and Workforce Development Committee (EWDC). Ms. Martinez reported that this committee will have a meeting on August 31, 2022 but we will not be presenting items at that time. Head Start Policy Council items will be presented to them in October, 2022. Ms. Melody Woosley, Head Start Director, or a member from the Community Action Advisory Board (CAAB), will be presenting the items to the EWDC.

A picture of the Community Action Advisory Board (CAAB) was also presented, our current advisory committee that meets monthly. Ms. Martinez reported that the committee met quorum on August 4, 2022 and reviewed and approved items from our Head Start Policy Council. Some items included the approval of ERSEA matrices for Head Start, EHS, and EHS-CCP and our Head Start policy updates, as well as our 2022-2023 Program Designs for all three programs. No questions were asked.

**VI. ADJOURNMENT**

**Motion:** Ms. Krizia Franklin moved to adjourn the meeting.

**Seconded (2<sup>nd</sup>):** Ms. Christy Caez Claudio

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

**HSPC member for Chair, Naomi Castellanos, adjourned the meeting at 7:50 pm.**

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**Chair**

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**Date**