

ORDINANCE

2022-09-29-0753

**APPROVING THE SUBMISSION OF A HEAD START GRANT APPLICATION TO THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES AND ACCEPTANCE UPON AWARD OF UP TO \$26,068,353.00 FOR THE PERIOD FEBRUARY 1, 2023 TO JANUARY 31, 2024; AND APPROVING A TOTAL PROGRAM BUDGET OF \$32,585,441.00 WHICH INCLUDES AN IN-KIND MATCH OF \$6,517,088.00, AND A PERSONNEL COMPLEMENT OF 106 POSITIONS FOR THE DEPARTMENT OF HUMAN SERVICES; AND APPROVING UPDATES TO THE HEAD START POLICY COUNCIL BYLAWS.**

\* \* \* \* \*

**WHEREAS**, the City of San Antonio Head Start Program (“the Program”), through the Department of Human Services, operates the City’s Head Start, Early Head Start–Child Care Partnership (EHS-CCP) and Early Head Start (EHS) programs; and

**WHEREAS**, Head Start is a federally-funded early childhood education and development program administered by the U.S. Department of Health and Human Services (HHS), is governed by City Council and the elected parents of a Head Start Policy Council, and provides services to children between the ages of three to five below the federal poverty level; and

**WHEREAS**, the Program’s mission is to prepare children and engage families for school readiness and lifelong success; and

**WHEREAS**, City has served as a Head Start program grantee for over 40 years, currently serves 3,020 children and families located in the San Antonio and Edgewood Independent School Districts and, pursuant to Ordinance No. 2018-03-29-0203, contracts with the ISDs to provide education and disability services; and

**WHEREAS**, as federally required, the Head Start Policy Council approved the bylaws on July 26, 2022 and the grant application on September 27, 2022, and application is due to HHS on November 1, 2022; **NOW THEREFORE:**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** Submission of a Head Start grant application to the U.S. Department of Health and Human Services (HHS) and acceptance upon award of up to \$26,068,353.00 for the period of February 1, 2023 to January 31, 2024, is approved. A copy of the application is on file with Department of Human Services (DHS).

**SECTION 2.** The City Manager or designee, or the Director of the DHS or designee, is authorized to initiate, negotiate, and execute any and all necessary documents, including a grant

contract and contract amendments accepting, when approved by HHS: a) carryover funds; b) line item budget revisions; c) modifications to the performance measures so long as the terms of the amendment stay within the general parameters of the intent of the grant; d) no cost extensions; e) supplemental grant funds in an amount up to 20% of the total amount initially awarded; f) reimbursement increases of administrative funds for each participant served; g) one time equipment purchases or defined program services; and h) changes in regulations.

**SECTION 3.** A proposed total budget of \$32,585,441.00 which includes an in-kind matching budget of \$6,517,088.00 is attached and incorporated here for all purposes as **Attachment I** and is approved. Upon acceptance of this award, new funds and internal order numbers will be created, upon which the award amount of up to \$26,068,353.00 from HHS will be appropriated in the fund. A formal final budget which will include a department-specific fund, and Internal Order and General Ledger numbers will be submitted upon award.

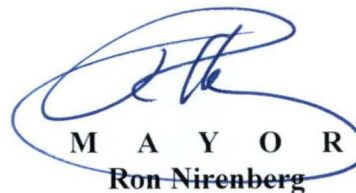
**SECTION 4.** The proposed personnel complement of one hundred (106) positions, attached and incorporated here for all purposes as **Attachment II**, is approved.

**SECTION 5.** The proposed update to the Head Start Policy Council bylaws, attached and incorporated here for all purposes as **Attachment III**, is approved.

**SECTION 6.** The financial allocations in this Ordinance are subject to approval by the Deputy Chief Financial Officer, City of San Antonio. The Deputy Chief Financial Officer may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific Cost Centers, WBS Elements, Internal Orders, General Ledger Accounts, and Fund Numbers as necessary to carry out the purpose of this Ordinance.

**SECTION 7.** This Ordinance is effective immediately upon the receipt of eight affirmative votes; otherwise, it is effective ten days after passage.


**PASSED AND APPROVED this 29th day of September, 2022.**

  
M A Y O R  
Ron Nirenberg

**ATTEST:**

  
Debbie Racca-Sittre, City Clerk

**APPROVED AS TO FORM:**

  
for Andrew Segovia, City Attorney



## City of San Antonio

### City Council Meeting September 29, 2022

38.

2022-09-29-0753

Ordinance approving the submission of a Head Start Grant application to the U.S. Department of Health and Human Services and acceptance upon award of up to \$26,068,353 for the period of February 1, 2023 to January 31, 2024; and authorizing total program budget of \$32,585,441 which includes an inkind match of \$6,517,088, and a personnel complement of 106 positions for the Department of Human Services; and approving updates to the Head Start Policy Council Bylaws. [Lori Houston, Assistant City Manager; Melody Woosley, Director, Department of Human Services]

Councilmember Rocha Garcia moved to Approve on the Consent Agenda. Councilmember Courage seconded the motion. The motion carried by the following vote:

<b>Aye:</b>	Nirenberg, Bravo, McKeeRodriguez, Viagran, Rocha Garcia, Cabello Havrda, Sandoval, Pelaez, Courage, Perry
<b>Absent:</b>	Castillo

# **ATTACHMENT I**

**CITY OF SAN ANTONIO HEAD START PRE-K PROGRAM**  
**FEBRUARY 1, 2023 TO JANUARY 31, 2024**

	Ord 2021-10-21-0800		Proposed	
	22-23 Head Start PK		23-24 Head Start PK	
	Program		Program	
REVENUES:				
4501000 Grants Federal - Operating	\$	25,339,758	728,595	\$ 26,068,353
Subtotal Grant	\$	25,339,758	728,595	\$ 26,068,353
6500000 In Kind Revenue	\$	6,334,940	182,148	\$ 6,517,088
Subtotal (In Kind)	\$	6,334,940	182,148	\$ 6,517,088
TOTAL REVENUES	\$	31,674,698	910,743	\$ 32,585,441
APPROPRIATIONS:				
13800000xxxx Head Start COSA				
5101010 Regular Salaries	\$	4,467,782	321,806	\$ 4,789,588
5101050 Language Skill Pay	\$	30,000	-	\$ 30,000
5103005 FICA & Medicare Expense	\$	363,187	3,216	\$ 366,403
5103010 Life Insurance	\$	4,748	42	\$ 4,790
5103035 Personal Leave Buy Back	\$	68,200	(8,200)	\$ 60,000
5103056 Transportation Allowance	\$	3,900	(3,900)	\$ -
5103105 Cell Phone Reimbursement	\$	1,200	(1,200)	\$ -
5105010 Retirement Exp	\$	586,323	7,586	\$ 593,909
5170040 Civln Actv Healthcr	\$	760,888	139,185	\$ 900,073
5201040 Fees to Prof. Contractors	\$	21,890	11,577	\$ 33,467
5202010 Temporary Services	\$	-	-	\$ -
5202020 Contractual Services - COSA	\$	44,114	(5,224)	\$ 38,890
5203040 Adv and Publications	\$	2,000	-	\$ 2,000
5203060 Binding & Printing	\$	45,000	(20,000)	\$ 25,000
5203070 Subs to Publications	\$	1,000	-	\$ 1,000
5203080 Subs to Comp Serv	\$	59,458	(2,586)	\$ 56,872
5203090 Transportation Fees	\$	9,000	(491)	\$ 8,509
5204010 Linen&Laundry	\$	-	-	\$ -
5204020 Maint & Rep-Comrcl	\$	1,000	(433)	\$ 567
5204050 Maintenance -Buildings	\$	150,001	(128,217)	\$ 21,784
5204060 Cleaning Services	\$	68,260	3,212	\$ 71,472
5204070 Rental of Field Equip	\$	1,333	(1,333)	\$ -
5204090 Maint & Rep - Automotive	\$	3,000	(1,200)	\$ 1,800
5205010 Mail and Parcel Post	\$	2,500	(1,000)	\$ 1,500
5205020 Rental of Office Equipment	\$	9,027	(27)	\$ 9,000
5205030 Rental of Other Equipment	\$	-	-	\$ -
5207010 Official Travel (out of town)	\$	-	-	\$ -
5208530 Alarm and Security Services	\$	33,650	(31,650)	\$ 2,000
5301020 M&R Parts Automotive	\$	2,000	(1,000)	\$ 1,000
5302010 Office Supplies	\$	45,000	(20,000)	\$ 25,000
5304010 Food	\$	15,000	(5,000)	\$ 10,000
5304075 Computer Software	\$	-	-	\$ -
5304080 Other Commodities	\$	15,000	(5,000)	\$ 10,000
5403040 Cellular Phone Service	\$	30,000	(1,650)	\$ 28,350
5403060 Domain Names	\$	-	-	\$ -
5403510 Wireless Data Communications	\$	13,800	(1,800)	\$ 12,000
5403545 Motor Fuel and Lubricants	\$	1,000	1,400	\$ 2,400
5404520 Software Licenses			-	\$ -

**CITY OF SAN ANTONIO HEAD START PRE-K PROGRAM  
FEBRUARY 1, 2023 TO JANUARY 31, 2024**

	<b>Ord 2021-10-21-0800 22-23 Head Start PK Program</b>		<b>Proposed 23-24 Head Start PK Program</b>	
5404530 Gas and Electricity	\$	24,156	4,299	\$ 28,455
5404540 Water and Sewer	\$	2,714	204	\$ 2,918
5407032 DW Other	\$	2,433	(433)	\$ 2,000
5407060 Relocation Expense	\$	12,500	(7,500)	\$ 5,000
5501000 Cap <5000 - Computer Equipment	\$	2,500	2,500	\$ 5,000
5501055 Cap <5000 - Mach & Equip Other	\$	2,000	500	\$ 2,500
5501065 Cap <5000 - Furniture & Fix	\$	2,500	-	\$ 2,500
5701060 M&E Auto	\$	-	75,000	\$ 75,000
<b>Total 13800000xxxx</b>	<b>\$</b>	<b>6,908,064</b>	<b>322,683</b>	<b>\$ 7,230,747</b>
<b>13800000xxxx Head Start COSA - T&amp;TA</b>				
5201025 Education - Classes	\$	67,625	(2,824)	\$ 64,801
5201040 Fees to Prof. Contractors	\$	42,399	1,144	\$ 43,543
5202020 Contractual Services	\$	89,048	3,832	\$ 92,880
5203060 Binding & Printing				\$ -
5207010 Official Travel (out of town)	\$	26,500	(1,053)	\$ 25,447
5302010 Office Supplies	\$	8,246	(1,099)	\$ 7,147
5304080 Other Commodities				\$ -
<b>Total 13800000xxxx</b>	<b>\$</b>	<b>233,818</b>	<b>-</b>	<b>\$ 233,818</b>
<b>13800000xxxx Edgewood ISD-Education</b>				
5202040 Contractual Services T&TA - Subrecipient	\$	11,193	-	\$ 11,193
5202040 Contractual Services - Subrecipient	\$	4,580,480	104,435	\$ 4,684,915
<b>Total 13800000xxxx</b>	<b>\$</b>	<b>4,591,673</b>	<b>104,435</b>	<b>\$ 4,696,108</b>
<b>13800000xxxx San Antonio ISD-Education</b>				
5202040 Contractual Services T&TA - Subrecipient	\$	32,311	-	\$ 32,311
5202040 Contractual Services - Subrecipient	\$	13,222,672	301,477	\$ 13,524,149
<b>Total 13800000xxxx</b>	<b>\$</b>	<b>13,254,983</b>	<b>301,477</b>	<b>\$ 13,556,460</b>
<b>13800000xxxx Head Start Support Services</b>				
5202020 Contractual Services-UIW	\$	77,480	-	\$ 77,480
6102100 Interfund Transfer Out-Metro Health	\$	273,740	-	\$ 273,740
<b>Total 13800000xxxx</b>	<b>\$</b>	<b>351,220</b>	<b>-</b>	<b>\$ 351,220</b>
<b>13800000xxxx Head Start In Kind</b>				
6501010 In Kind Salaries	\$	81,895	31,193	\$ 113,088
6503005 In Kind FICA / Social Security	\$	6,265	2,386	\$ 8,651
6503010 In Kind Life Insurance	\$	82	31	\$ 113
6504030 In Kind Civilian Active Healthcare	\$	8,100	(3,779)	\$ 4,321
6505010 In Kind TMRS	\$	10,114	3,909	\$ 14,023
6602025 In Kind Other Contractual	\$	6,228,484	148,408	\$ 6,376,892
<b>Total 13800000xxxx</b>	<b>\$</b>	<b>6,334,940</b>	<b>182,148</b>	<b>\$ 6,517,088</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$</b>	<b>31,674,698</b>	<b>910,743</b>	<b>\$ 32,585,441</b>

## **ATTACHMENT II**

**CITY OF SAN ANTONIO HEAD START PRE-K PROGRAM**

**FEBRUARY 1, 2023 TO JANUARY 31, 2024**

**PERSONNEL COMPLEMENT**

<b>1380000XXXX HEAD START 2023-2024</b>	<b>JOB CLASS</b>	<b>CURRENT</b>	<b>ADD/DELETE</b>	<b>PROPOSED</b>
HEAD START PROGRAM ADMINISTRATOR	2187	1		1
SPECIAL PROJECTS MANAGER	0866	3		3
SENIOR MANAGEMENT COORDINATOR	0997	1		1
SENIOR MANAGEMENT ANALYST	0999	6		6
MANAGEMENT ANALYST	0046	12	1	13
FAMILY SUPPORT COORDINATOR	2290	1		1
SENIOR FAMILY SUPPORT WORKER	2461	6	(1)	5
FAMILY SUPPORT SUPERVISOR	2289	5		5
FAMILY SUPPORT WORKER	2283	50	4	54
CASE AIDE	0985	5		5
ADMINISTRATIVE ASSISTANT I	0040	2		2
ADMINISTRATIVE ASSISTANT II	0041	1		1
ADMINISTRATIVE ASSOCIATE	2063	1		1
FISCAL MANAGER	2216	1		1
FISCAL ANALYST	2218	3		3
ACCOUNTANT	2220	1		1
SENIOR ACCOUNTANT	2219	0	1	1
CLIENT SERVICES ANALYST	4014	0	1	1
DESIGN COMMUNICATIONS COORDINATOR	2142	1		1
<b>TOTAL POSITIONS FOR HEAD START PK PROGRAM</b>		<b>100</b>	<b>6</b>	<b>106</b>

## **ATTACHMENT III**

**CITY OF SAN ANTONIO  
HEAD START POLICY COUNCIL  
2022 AMENDED BYLAWS**

**ARTICLE I**

**Name**

This body shall be named the Head Start Policy Council, also referred to as “HSPC” or “Policy Council.”

**ARTICLE II**

**Purpose**

The purpose of this Policy Council shall be to participate in a formal structure of program governance with the governing body of the City of San Antonio (“City”), as the Head Start grant recipient, concerning the design and implementation of the City of San Antonio Head Start Program (“Program”), which includes the Head Start, Early Head Start (which includes Home-Based Services), and the Early Head Start - Child Care Partnership programs, and to provide the leadership necessary to exercise its authority, as outlined in the Head Start Program Performance Standards (“HSPPS”), to enhance the total development of the participating families and children in the Program areas served.

**ARTICLE III**

**Responsibilities**

The HSPC must work in partnership with the City's key management staff and the City's governing body to develop, review, and/or approve or disapprove the following:

- a) Program recruitment, selection, and enrollment priorities;
- b) All funding applications and amendments to funding applications, including administrative services, prior to the submission of such applications to the U.S. Department of Health and Human Services;
- c) Budget planning for Program expenditures, including policies for reimbursement and participation in Policy Council activities;
- d) Bylaws for the operation of the Policy Council;
- e) Program personnel policies and approval of standards of conduct for staff, contractors, and volunteers as well as the hiring, and termination of the Program Administrator and any other person in an equivalent position within the Program; and
- f) Procedures for how members of the Policy Council will be elected.

Further, the HSPC will:

- a) Use ongoing monitoring results, data on school readiness goals, and other information described in the HSPPS and the Head Start Act to conduct its responsibilities;

- b) Assist in the development and approval or disapproval of dispute resolution procedures in accordance with federal regulations;
- c) Ensure activities support the active involvement of parents in supporting program operations, including policies to ensure that the Program is responsive to community and parent needs;
- d) Have a process for communication with Parent Connection Committees;
- e) Abide by the Standards of Conduct set out and signed by each Policy Council member; and
- f) Not engage in fundraising activities.

## **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.

#### **Section 2 - Term of Membership**

- a) Term: All members, whether primary or alternate, shall serve for a term of one (1) year.
- b) Term Limits: No member shall serve on the Policy Council for more than five (5) terms, whether or not consecutive. Service of 6 months or more shall count as one (1) year of the five-year service limit, except in the case of an alternate who attends meetings but does not vote.
- c) Filling Vacancies: In the case of a primary parent member's removal or resignation, the alternate parent member serving for that school district shall succeed to the vacated parent member's position and become the primary parent member for the remainder of the term. If an alternate parent member is removed, resigns, or succeeds to a primary parent member's vacated position, the candidate receiving the next highest number of votes at the initial election for the vacant position shall be offered the opportunity to fill the open alternate position (so long as the candidate is still eligible), and so on. If the group of eligible

candidates from which to select a successor has been exhausted, another election shall be held to fill the vacant position. A similar process shall be followed to fill vacant community member position(s).

- d) HSPC members elected during the annual, regularly-scheduled elections shall be seated as a body and hold their first scheduled meeting the next month after the end of the previous term.

### **Section 3 - Termination of Membership**

- a) All members are encouraged to attend each meeting of the HSPC. Parent members should coordinate with alternates to ensure district representation at all meetings.
- b) A HSPC member will be sent a warning letter after three (3) consecutive absences without alerting staff from regularly-scheduled meetings as notice of potential termination of membership upon further absence(s).
- c) A member who misses four (4) regularly-scheduled consecutive meetings may be removed from the HSPC. Membership is terminated by notification from the Policy Council stating the policy herein and signed by the Policy Council Chairperson.

### **Section 4 - Resignation**

HSPC members who are unable to complete their term of office should immediately inform the Chairperson and Program staff in writing of their resignation. The vacant position shall be filled in accordance with these Bylaws and established election processes for the Program.

## **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.

### **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.
- b) Quorum: A quorum shall consist of at least fifty-one percent (51%) of Policy Council membership. For the purpose of determining a quorum, vacant positions are not counted. Alternate parents will only be considered as part of the quorum if sitting in for an absent primary parent. If a quorum of the HSPC is not in attendance, the meeting shall not continue and a subsequent meeting date will be set. Failure to achieve a quorum during two (2) consecutive meetings shall result in the immediate call for a Special Meeting at the earliest possible time. Notice of a Special Meeting shall be set in accordance with the posting requirements of the Texas Open Meeting Act.
- c) Attendance: HSPC members shall strive to attend all meetings. If a HSPC member must be absent from a regularly-scheduled meeting, the member shall notify the City's HSPC liaison and the HSPC Chairperson at least twenty-four (24) hours prior to the meeting unless an emergency prevents the member from doing so and, in the case of a primary parent member, shall also coordinate with the alternate to ensure representation of the school district at the meeting. HSPC alternates are highly encouraged to attend all meetings and participate in discussions. Alternates shall use their best efforts to remain involved in Policy Council business and be prepared to vote in the absence of the primary member or in the event the primary member is removed or resigns.

- d) Minutes / Records: City staff shall prepare and maintain minutes of HSPC meetings. Minutes shall be maintained in accordance with federal, state and local law. All records are subject to the provisions of the Texas Public Information Act.

## **Section 2 - Voting**

- a) Each member of the HSPC shall have one (1) vote in action items of the HSPC. Alternate parent members may participate in all HSPC discussions but may only cast a vote in the absence of the primary member for which they serve as an alternate.
- b) A proposed action is adopted if a majority of the votes *cast* are in favor of the action.
- c) A member may choose not to cast a vote if the member wishes to take a neutral position, or has a conflict of interest (recusal). The member's abstention shall not count in favor of or opposition to the motion, nor in tallying the total number of votes cast.
- d) Neither proxy (allowing another to vote for the member) nor absentee voting will be allowed.

## **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.

## ARTICLE VIII

### Salaries and Compensation

HSPC members shall receive no salaries or compensation for their services.

## ARTICLE IX

### Reporting

The HSPC Chair or designee, with assistance of City staff, shall, upon request, submit a written or verbal report to the City Council Committee having responsibility or oversight over the Program on a monthly basis.

## ARTICLE X

### Ethics Code

All HSPC members shall be subject to the Head Start Standards of Conduct and the requirements set forth in the City's Ethics Code, as applicable to City Officials, with the exception of the financial disclosure requirements under Section 2-73 of the Ethics Code.

## ARTICLE XI


### Amendments

These Bylaws may be amended by a majority of HSPC votes cast, and subsequent approval by City Council.

Amended and adopted by HSPC on July 26, 2022.

Approved by City Council on \_\_\_\_\_, 2022, via Ordinance No. \_\_\_\_\_.

I hereby certify that this is a true and correct copy of the amended Head Start Policy Council Bylaws as approved by the HSPC on the date indicated above.

  
VC, *for* Chair, Head Start Policy Council

Ariana Patino  
Printed Name

07-26-2022  
Date

REDLINED

**CITY OF SAN ANTONIO  
HEAD START POLICY COUNCIL  
201922 AMENDED BYLAWS**

**ARTICLE I**

**Name**

This body shall be named the Head Start Policy Council, also referred to as "HSPC" or "Policy Council."

**ARTICLE II**

**Purpose**

The purpose of this Policy Council shall be to participate in a formal structure of program governance with the governing body of the City of San Antonio ("City"), as the Head Start ~~grantee~~recipient, or its representatives concerning the design and implementation of the City of San Antonio Head Start Program ("Program"), which includes the Head Start, Early Head Start (which includes Home-Based Services), and the Early Head Start - Child Care Partnership Programs, and to provide the leadership necessary to exercise its authority, as outlined in the Head Start Program Performance Standards ("HSPPS"), to enhance the total development of the participating families and children in the San Antonio, and Edgewood Independent School Districts and Child Care partnership programs~~Program areas served.~~

**ARTICLE III**

**Responsibilities**

The HSPC must work in partnership with the City's key management staff and the City's governing body to develop, review, and/or approve or disapprove the following:

- a) Program recruitment, selection, and enrollment priorities;
- b) All funding applications and amendments to funding applications, including administrative services, prior to the submission of such applications to the U.S. Department of Health and Human Services;
- c) Budget planning for Program expenditures, including policies for reimbursement and participation in Policy Council activities;
- d) Bylaws for the operation of the Policy Council;
- e) Program personnel policies and approval of standards of conduct for staff, contractors, and volunteers as well as the hiring, and termination of the Program Administrator and any other person in an equivalent position within the Program; and
- f) Procedures for how members of the Policy Council will be elected.

Further, the HSPC will:

- a) Use ongoing monitoring results, data on school readiness goals, and other information described in the HSPPS and the Head Start Act to conduct its responsibilities;

## REDLINED

- b) Assist in the development and approval or disapproval of dispute resolution procedures in accordance with federal regulations;
- c) Ensure activities support the active involvement of parents in supporting program operations, including policies to ensure that the Program is responsive to community and parent needs;
- d) Have a process for communication with Parent Connection Committees;
- e) Abide by the Standards of Conduct set out and signed by each Policy Council member; and
- f) Not engage in fundraising activities.

## **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 parents or legal guardian ("parent") of a child~~ren~~ 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 ~~45%~~ of children in City's entire ~~P~~program are ~~served-enrolled~~ in ~~EHS-CCP Centers Home-Based Services in within~~ EISD's Early Head Start program, then 45% of HSPC parent members will be parents of ~~EHS-CCP children within EISD~~those children. Each primary parent member will have at least one alternate.
- b) Community Members: ~~Parents members of children currently enrolled in the Program~~ 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: ~~Parents/legal guardians of currently enrolled children~~ and community members of the ~~community seeking a position on 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.

#### **Section 2 - Term of Membership**

- a) Term: All members, whether primary or alternate, shall serve for a term of one (1) year.
- b) Term Limits: ~~Each member may serve up to four (4) additional one (1) year terms, if re-elected to each.~~ No member shall serve on the Policy Council for more than ~~a total of three-five (35)~~ terms, ~~whether or not consecutive~~. Service of 6 months or more shall count as one (1) year of the ~~three-five~~-year service limit, except in the case of an alternate who attends meetings but does not vote.
- c) Filling Vacancies: In the case of a primary parent member's removal or resignation, the alternate parent member serving for that school district shall succeed to the vacated parent member's position and become the primary parent member for the remainder of the term. If an alternate parent member is removed, resigns, or succeeds to a primary parent member's vacated position, the candidate receiving the next

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highest number of votes at the initial election for the vacant position shall be offered the opportunity to fill the open alternate position (so long as the candidate is still eligible), and so on. If the group of eligible candidates from which to select a successor has been exhausted, another election shall be held to fill the vacant position. A similar process shall be followed to fill vacant community member position(s).

- d) HSPC members elected during the annual, regularly-scheduled elections shall be seated as a body and hold their first scheduled meeting the next month after the end of the previous term.

### **Section 3 - Termination of Membership**

- a) All members are encouraged to attend each meeting of the HSPC. Parent members should coordinate with alternates to ensure district representation at all meetings.
- b) A HSPC member will be sent a warning letter after ~~a minimum of three~~ ~~five (5)~~ three (3) consecutive absences without alerting staff from regularly-scheduled meetings as notice of potential termination of membership upon further absence(s).
- c) ~~After a warning letter is sent, a~~ member who misses ~~another four (4)~~ regularly-scheduled consecutive meetings will may be removed from the HSPC. Membership ~~will be~~ is terminated by notification from the Policy Council stating the policy herein and signed by the Policy Council Chairperson.

### **Section 4 - Resignation**

HSPC members who are unable to complete their term of office should immediately inform the Chairperson and Program staff in writing of their resignation. The vacant position shall be filled in accordance with these Bylaws and established election processes for the Program.

## **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.

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### 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) Maintain a record of voting results at meetings; and~~
  - ~~3) 2) Perform the duties of the Chair in the absence of both the Chairperson and the Vice-Chairperson.~~
- d) The Officers shall coordinate ~~so that an officer to~~ attends meetings of the Community Action Advisory Board and answers questions as needed regarding the HSPC.

## 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.
- b) Quorum: A quorum shall consist of at least fifty-one percent (51%) of Policy Council membership. For the purpose of determining a quorum, vacant positions are not counted. Alternate parents will only be considered as part of the quorum if sitting in for an absent primary parent. If a quorum of the HSPC is not in attendance, the meeting shall not continue and a subsequent meeting date will be set. Failure to achieve a quorum during two (2) consecutive meetings shall result in the immediate call for a Special Meeting at the earliest possible time. Notice of a Special Meeting shall be set in accordance with the posting requirements of the Texas Open Meeting Act.
- c) Attendance: HSPC members shall strive to attend all meetings. If a HSPC member must be absent from a regularly-scheduled meeting, ~~(s)he~~ the member shall notify the City's HSPC liaison and the HSPC Chairperson at least twenty-four (24) hours prior to the meeting unless an emergency prevents the member from doing so and, in the case of a primary parent member, shall also coordinate with the alternate to ensure representation of the school district at the meeting. HSPC alternates are highly encouraged to attend all meetings and participate in discussions. Alternates shall use their best efforts to remain involved in Policy Council business and be prepared ~~to to represent the school district~~ vote in the absence of the primary ~~parent member and primary community member~~ or in the event the primary member is removed or resigns.

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- d) Minutes / Records: City staff shall prepare and maintain minutes of HSPC meetings. Minutes shall be maintained in accordance with federal, state and local law. All records are subject to the provisions of the Texas Public Information Act.

### **Section 2 - Voting**

- a) Each member of the HSPC shall have one (1) vote in action items of the HSPC. Alternate parent members may participate in all HSPC discussions but may only cast a vote in the absence of the primary member for which they serve as an alternate.
- b) A proposed action is adopted if a majority of the votes *cast* are in favor of the action.
- c) A member may choose not to cast a vote if ~~he or she~~the member wishes to take a neutral position, or has a conflict of interest (recusal). ~~His or her~~The member's abstention shall not count in favor of or opposition to the motion, nor in tallying the total number of votes cast.
- d) Neither proxy (allowing another to vote for the member) nor absentee voting will be allowed.

## **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~~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.

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- 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.

**ARTICLE VIII**

**Salaries and Compensation**

HSPC members shall receive no salaries or compensation for their services.

**ARTICLE IX**

**Reporting**

The HSPC Chair or designee, with assistance of City staff, shall, upon request, submit a written or verbal report to the City Council Committee having responsibility or oversight over the Program on a monthly basis.

**ARTICLE X**

**Ethics Code**

All HSPC members shall be subject to the Head Start Standards of Conduct and the requirements set forth in the City's Ethics Code, as applicable to City Officials, with the exception of the financial disclosure requirements under Section 2-73 of the Ethics Code.

**ARTICLE XI**

**Amendments**

These Bylaws may be amended by a majority of HSPC votes cast, and subsequent approval by City Council.

Amended and adopted by HSPC on \_\_\_\_\_, 2019~~22~~.

Approved by City Council on \_\_\_\_\_, 2022, via Ordinance  
No. \_\_\_\_\_.

I hereby certify that this is a true and correct copy of the amended Head Start Policy Council Bylaws as approved by the HSPC on the date indicated above.

\_\_\_\_\_  
Chair, Head Start Policy Council

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Head Start Policy Council

\_\_\_\_\_  
DatePrinted Name

\_\_\_\_\_  
Date