

***Approval of  
Head Start Policy Council  
September 27, 2022  
Meeting Minutes***



# MEETING MINUTES

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## HEAD START POLICY COUNCIL MEETING

September 27, 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 EHS-EISD: None EHS-CCP: Krizia Franklin Community Representative: Christy Caez Claudio, David King
<b>Members Absent</b>	Edgewood Independent School District (EISD): None San Antonio Independent School District (SAISD): Melinda Pina, Alexis Alfaro EHS EISD: Sabrina Garcia EHS-CCP: Naomi Castellanos Community Representative: None
<b>Alternate Members Present</b>	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): Isabel Martinez EHS-EISD: none EHS-CCP: Lashonika Simpson, Ruby Arizola
<b>Alternate Members Absent</b>	Edgewood Independent School District (EISD): Angelica Hernandez, Edith Palao San Antonio Independent School District (SAISD): Martha Alvarez, Jessica Gomez, Sherise N. Campbell EHS-EISD: Mercedes Brinkley EHS-CCP: None

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### I. CALL TO ORDER

2021-2022 San Antonio Independent School District (SAISD) HSPC Vice Chair, Ariana Patino, called the meeting to order at 6:32 p.m.

### II. MEETING MINUTES

**Motion:** Ms. Maria C. Martinez moved to approve the August 23, 2022, meeting minutes.

**Seconded (2<sup>nd</sup>):** Ms. Krizia Franklin

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

### III. PUBLIC COMMENTS

None to report

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

### **a. Correspondence**

HSPC Vice Chair, Ariana Patino, introduced Ms. Audrey Jackson, Head Start Administrator, to present ACF-IM-HS-22-05 Office of Head Start Guidance for Use of Funds Appropriated in the American Rescue Plan Act of 2021 (ARPA) and ACF-IM-HS-22-06 Strategies to Stabilize the Head Start Workforce. Ms. Jackson reported that the first correspondence item was related to ARPA funds and was directed to all Head Start grantees encouraging them to spend the ARPA funds due to the Office of Head Start's observation that the programs are slow in spending those funds. Strategies were listed on how to spend those funds. Furthermore, Ms. Jackson stated that we have a plan on how to spend the funds and will be speaking to the Policy Council members at the end of the meeting about a budget revision and will continue to provide updates to the Policy Council members. No questions were asked.

Regarding the second correspondence item, Ms. Jackson reported that it is related to supports for our staff in compensation. There is a lot of concern in staff turnover vacancies, which we are experiencing in our Head Start teachers, teaching assistants and other Early Head Start positions as well as our Family Support Workers. This correspondence addresses strategies for Head Start grantees on how to use our funds, whether it be ARPA or regular funds to compensate staff whether it be a stipend or pay increases. Other supports were listed such as education attainment and gives us a waiver for Head Start teachers. Because we work with two school districts, our Head Start teachers are certified teachers so having a waiver is probably something we would not do. The teachers in the Early Head Start Program do not qualify for a waiver because it is not allowed based on how the law is written for Head Start regulation. Ms. Jackson also provided an update that both school districts plan on giving bonuses to all Head Start staff. Regarding the Early Head Start program, their providers are also getting some form of stipend from childcare funds.

HSPC member, Krizia Franklin, inquired about providing stipends versus permanent increases in compensation for teachers. Ms. Jackson informed that at a previous meeting, a cost of living adjustment was discussed and was provided to all staff, as well as stipends. Ms. Jackson also clarified that the ARPA funds will end on March 31, 2023 and they are not ongoing funds. With these ARPA funds, Ms. Jackson reported, we are providing the two stipends for the school districts and we are using our regular funds for the permanent increases. Ms. Franklin also asked about the eligibility status of Head Start employees for the Public Service Loan Forgiveness program. Ms. Jackson reported that the Head Start staff at this building do qualify and also thought that the staff in the school districts also qualified, as well. Ms. Jackson also informed that the Office of Head Start is doing a webinar on this topic. Ms. Franklin asked if the Policy Council members could participate in the webinar and Ms. Jackson stated she would be providing the information.

HSPC member, David King, inquired if both school districts were putting an emphasis on hiring and recruiting for Head Start. Ms. Jackson reported she felt that the school districts were putting the hiring and recruiting of Head Start teachers as a priority and pointed out that there is a big bump this year in teacher retention versus last school year. All of our Head Start teachers are certified and all children are co-enrolled; there is not really any differentiation on qualifications. The school districts are also committed to creating the number of classrooms that we are requiring so that we will be

fully enrolled even though the classrooms are not fully enrolled. This is a huge indicator that they are taking our program seriously. No further questions were asked.

**b. Approval of 2023-2024 Head Start Grant Application**

HSPC Vice Chair, Ariana Patino, introduced Ms. Audrey Jackson, Head Start Administrator, to present the Approval of 2023-2024 Head Start Grant Application. Ms. Jackson reported that we are in a five year grant cycle and every year we submit our application. We are going into our fifth year of the grant and so next year, we will do a brand new grant application. The application that we will be submitting is called a continuation application. Ms. Jackson reviewed the funds that will be received which include \$25,791,031.00 for program operations, \$277,322.00 for training and technical assistance and \$6,517,088.00 for non-federal share for a total of \$32,585,441.00. Furthermore, Ms. Jackson detailed the components of the continuation application. There were no questions asked.

**Motion:** Mr. David King moved to approve the 2023-2024 Head Start Grant Application with minor edits.

**Seconded (2nd):** Ms. Maritza Mendoza

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

**c. Approval of 2023-2024 Early Head Start Grant Application**

HSPC Vice Chair, Ariana Patino, introduced Ms. Rhonda Roach, Senior Special Projects Manager, to present the Approval of 2023-2024 Early Head Start Grant Application. Ms. Roach requested consideration for this continuation application which is going into its fourth year. Ms. Roach reported that we continue to ask for funding to serve 104 center base children and 24 home base children for a total of 128 Early Head Start slots. Ms. Roach reviewed the funds that will be received which include \$2,155,547.00 for program operations, \$45,632.00 for training and technical assistance and \$550,295.00 for non-federal share for a total of \$2,751,474.00. In addition, Ms. Roach detailed the components of the continuation application. No questions were asked.

**Motion:** Ms. Maritza Mendoza moved to approve the 2023-2024 Early Head Start Grant Application with minor edits.

**Seconded (2nd):** Ms. Ruby Arizola

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

**d. Review of 2022-2023 Head Start Certification of Health and Safety Screener**

HSPC Vice Chair, Ariana Patino, introduced Mr. Pedro Ramirez, Special Projects Manager, to present the Review of 2022-2023 Head Start Certification of Health and Safety Screener. Mr. Ramirez reviewed the health and safety screening process for the Head Start sites in the San Antonio Independent School District (SAISD) and Edgewood Independent School District (EISD) and how each site is looked at to see if they are in compliance according to our Head Start Program Performance Standards. Mr. Ramirez stated that the process involves our Policy Council Chair to review and sign a letter stating that we have completed the health and safety review. The letter is then forwarded to our Director and Mayor. Once the letter is signed by all parties, it will then be uploaded to the Office of Head Start. Next month, Policy Council will have the opportunity to view the data on the reviews. No questions were asked.

**e. Review of 2022-2023 Early Head Start and Early Head Start-Child Care Partnership Certification of Health and Safety Screener**

HSPC Vice Chair, Ariana Patino, introduced Ms. Cindy Garcia, Management Analyst, to present the review of 2022-2023 Early Head Start and Early Head Start-Child Care Partnership Certification of Health and Safety Screener. Ms. Garcia reported that within forty-five (45) days, we have to certify that our centers are a safe environment, including all six (6) childcare partners' centers along with our Early Head Start-Stafford center. Areas that are monitored include classrooms, facilities, medication administrations, and the outdoor areas. Once the centers are certified as safe environments, it gets presented to Policy Council for signature and then sent to our Director and Mayor's office. Once signatures are received, the document is uploaded to the Office of Head Start.

HSPC member, Maria C. Martinez, inquired if the playground at the YWCA was also a public playground and if children outside of the facility were allowed to play on it. Ms. Martinez mentioned that she had seen some older children there. Ms. Garcia confirmed that the playground was part of the City's facilities and it is technically a shared space and had not heard from the Director if there was a problem with the playground. It was also reported that the teachers monitor the children closely when they are outside playing and if there are other children there, they play on a different section of the playground. No further questions were asked.

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

HSPC Vice Chair, Ariana Patino, introduced Mr. Terric Foong, Fiscal Analyst, to present the Review of the Head Start, EHS, and EHS-CCP Fiscal Reports. Mr. Foong reported on Head Start's fiscal report for 2022-2023 as of August 31, 2022. It was reported that the total budget is \$32,403,293.00 and the year-to-date budget is \$12,973,602.00. What was spent was \$12,651,016.00 which left us a positive variance of \$322,586.00. Mr. Foong provided detailed information on the Head Start variances concerning personnel salaries/fringe benefits, travel, supplies, contractual category concerning City of San Antonio (COSA), SAISD, EISD, San Antonio MetroHealth (SAMH), University of Incarnate Word (UIW), Other category, and non-federal/in kind category. No questions were asked.

For the Early Head Start Program, Mr. Foong reported on the 2022-2023 fiscal report as of August 31, 2022. It was reported we have a total budget of \$2,678,971.00 and the year-to-date budget of \$1,053,660.00. What was actually spent was \$978,863.00 for a positive variance of \$74,797.00. Mr. Foong provided detailed information on the Early Head Start variances concerning personnel salaries/fringe benefits, supplies, Contractual category concerning COSA, Edgewood Independent School District (EISD), Other category, and non-federal/in kind category.

HSPC member, Krizia Franklin, inquired about an amount of \$15,000.00 used for a conference and asked if it was used for the employees. Mr. Foong reported that the cost of the conference was shared between the Early Head Start Program and the Early Head Start-Child Care Partnership Program. Ms. Rhonda Roach, Senior Special Projects Manager, confirmed that the money was used for 150 employees to attend a conference from both programs. Ms. Roach commented that it was a great experience for classroom staff and teachers because they do not have the opportunity to participate in a state conference. No further questions were asked.

For the Early Head Start-Child Care Partnership Program (EHS-CCP), Mr. Foong reported on the 2021-2022 fiscal report as of August 31, 2022 and stated this grant is in a closing phase and the last day was July 31, 2022. Furthermore, this grant is in its second month of close out. Mr. Foong informed that the total budget was \$3,802,776.00 and a year-to-date budget of \$3,768,188.00. Mr. Foong further reported what was actually spent was \$3,730,277.00 for a positive variance of \$37,911.00. Detailed information on variances was also provided for Personnel Services, Fringe Benefits, Supplies, Contractual and Other categories. No questions were asked.

For the Early Head Start-Child Care Partnership Program (EHS-CCP), Mr. Foong reported on the 2022-2023 new grant year fiscal report as of August 31, 2022. Mr. Foong informed that the total budget was \$3,772,295.00 and a year-to-date budget of \$241,403.00. Mr. Foong further reported what was actually spent was \$238,267.00 for a positive variance of \$3,136.00. Detailed information on variances was also provided for Personnel Services and Fringe Benefits. No questions were asked.

Lastly, Mr. Foong 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. Foong 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 \$2,180,866.00 and what was actually spent was \$1,274,477.00 for a positive variance of \$906,389.00. Mr. Foong provided detailed information on the variances for Personnel Services, Fringe Benefits, Supplies, Contractual and Other categories. No questions were asked.

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

HSPC Vice Chair, Ariana Patino, introduced Ms. Audrey Jackson, Head Start Administrator, to present the Review of Head Start, EHS, and EHS-CCP Monthly Reports. The Policy Council members were informed that the monthly reports could be found in their parent packets and that these reports were for August which would be a brand new school year for all three of our programs. Ms. Jackson reported on the Head Start monthly report and stated that at the end of August, we were enrolled at 76% and stated that this number is better than where we were at in the last school year in August 2021. Furthermore, Ms. Jackson stated that the number will be higher in September. Ms. Jackson reviewed data from enrollment, disability enrollment, education services, family engagement services, mental health services, education screenings and health screenings.

HSPC member, David King, inquired about the challenges to enrollment. Ms. Jackson stated that because of COVID-19, parents may be hesitant to enroll their child at a center. Also, some barriers include the length of time it takes for the process of enrollment into our Federal program and not having afterschool care funding. HSPC member, Krizia Franklin, mentioned that transportation was also a factor. An idea was offered by Ms. Franklin that perhaps the Policy Council parents could be informed about the location of vacancies in the schools so that parents can help out with recruitment. Ms. Jackson discussed the new Supplemental Nutrition Assistance Program (SNAP) eligibility and the addition of three new schools to the Head Start Program. No further questions were asked.

Regarding the Early Head Start Program's monthly report, Ms. Jackson reported that this is our newest grant and we are funded for 128 children. Ms. Jackson reviewed data from enrollment, disability enrollment, meal reports, education services, family engagement services, mental health services, education and health screenings. No questions were asked.

Lastly, Ms. Roach reviewed the monthly report for the EHS-CCP program and stated we were enrolled at 98%; 211 slots have been filled out of 216 slots. The average daily attendance was at 88%. Ms. Jackson also reviewed data from disability enrollment, meal reports, education services, family engagement services, mental health services, education and health screenings. No questions were asked.

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

HSPC Vice Chair, Ariana Patino, introduced Ms. Cindy Garcia, Management Analyst, to present the Review of EHS and EHS-CCP Program Monitoring. Ms. Garcia informed that the EHS and EHS-CCP Programs have combined summaries. For the month of August, Ms. Garcia reported, we conducted our health and safety screeners at all of our six childcare centers and Stafford. During the monitoring, we did not have any non-compliances. However, there were some areas of concern that included missing training certificates in some of the staff files, classroom rosters were not current, diaper changing procedures were not followed, a couple of classrooms did not have working flashlights, some of the classrooms had teachers that did not wear gloves during nose cleaning nor washed their hands after nose cleaning. Follow-up visits were conducted two weeks later to ensure all of the areas of concern were addressed to make sure all of our centers were certified as a safe environment for our children. No questions were asked.

#### **V. GOVERNING BODY**

HSPC Vice Chair, Ariana Patino, asked Ms. Andrea Martinez, Senior Management Analyst, to present 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. Ms. Martinez announced that the By-Laws that were approved by Policy Council were going to be taken to City Council on September 29, 2022, as well as other items that had been previously reviewed and approved by Policy Council.

A picture was highlighted of the Economic and Workforce Development Committee (EWDC). Ms. Martinez reported that this is an advisory committee of the City Council. We will be presenting several items to this committee in October 2022 that have been reviewed by Policy Council.

A picture of the Community Action Advisory Board (CAAB) was also presented, our current advisory committee that meets monthly. Ms. Martinez reported that the CAAB committee did not meet quorum on September 22, 2022 and their next meeting has been set for 10/6/22. Ms. Martinez stated we will be presenting the approved Policy Council By-Laws as well as other items that were reviewed and approved by the Policy Council. A description of the items was highlighted to the Policy Council members. Ms. Martinez announced that there will be a special call meeting next week regarding ARPA funding and budget revisions for the Head Start and Early Head Start programs. A show of hands was requested from Policy Council members that would be attending the meeting. No questions were asked.



**VI. ADJOURNMENT**

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

**Seconded (2<sup>nd</sup>):** Ms. Ruby Arizola

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

**HSPC member for Vice Chair, Ariana Patino, adjourned the meeting at 7:47 pm.**

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**Chair**

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**Date**