

***Approval of
Head Start Policy Council
February 28, 2023
Meeting Minutes***



MEETING MINUTES



HEAD START POLICY COUNCIL MEETING

February 28, 2023

6:15 P.M.

Members Present	Edgewood Independent School District (EISD): Brenda Salazar-Morales San Antonio Independent School District (SAISD): Ruby Marie Ortiz, Melissa Carrillo Cox EHS-EISD: Krystal Rocha EHS-EISD HB: none EHS-CCP: Krizia Franklin Community Representative: Jorge Borrego, Richard Ramey
Members Absent	Edgewood Independent School District (EISD): Yoletzi Velazquez San Antonio Independent School District (SAISD): Alexis Alfaro, Josefina Macias EHS-EISD: none EHS-EISD HB: Samantha Villarreal EHS-CCP: Naomi Castellanos Community Representative: none
Alternate Members Present	Edgewood Independent School District (EISD): None San Antonio Independent School District (SAISD): Keyonna Hughes, Liliana Martinez EHS-EISD: none EHS-CCP: none Community Representative: Maria Quezada
Alternate Members Absent	Edgewood Independent School District (EISD): Erika Flores, Annie Sandoval San Antonio Independent School District (SAISD): April Barrera, Katherine Garcia EHS-EISD: Luis M. Ramirez EHS-CCP: Samantha Hurd Ogilvie, Maritza Mendoza Community Representative: David King

I. CALL TO ORDER

2022-2023 Early Head Start-Child Care Partnership (EHS-CCP) HSPC Chair, Krizia Franklin called the meeting to order at 6:23 p.m.

II. MEETING MINUTES

Motion: Mr. Richard Ramey moved to approve the January 24, 2023, meeting minutes.

Seconded (2nd): Ms. Melissa Carrillo Cox

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

III. PUBLIC COMMENTS

None to report

IV. BRIEFING AND POSSIBLE ACTION (a-i)

a. National Children's Dental Health Month Event

Ms. Rosie Plata, Management Analyst, introduced Ms. Audrey Jackson, Head Start Administrator, and Ms. Krizia Franklin, Head Start Policy Council Chair, to present on the National Children's Dental Health Month Event. Ms. Jackson discussed the benefits of preventive oral health care and the program's partnership with Metro Health Oral Health Program. In honor of National Children's Dental Health month, Head Start students were invited to participate in an oral health calendar contest in which original pieces of artwork were submitted. Fifteen (15) winners were selected by a panel of judges and their artwork was included in the 2023-2024 Head Start Oral Health Calendar. Dr. Rebecca Davenport, Oral Health Clinical Director, also congratulated the winners and their families. Ms. Franklin announced the winners, each of whom was recognized and celebrated for their original piece of artwork and a reception followed shortly after the ceremony.

b. Correspondence

HSPC Chair, Krizia Franklin, introduced Ms. Rhonda Roach, Senior Special Projects Manager, to present ACF-PI-HS-23-02 Fiscal Year 2023 Head Start Funding Increase. Ms. Roach reported that this is a program instruction from the Office of Head Start that has two potential funding increases for quality improvement dollars. We have the opportunity to apply for these funds which will also be applied to our base funding. This Program Instruction includes funding for \$280.00 per Head Start slot and \$420.00 per Early Head Start slot. We also have the opportunity to apply for a Cost of Living Adjustment (COLA) funding that includes a 5.6% increase. We will be receiving funding and guidance letters from the Office of Head Start and when the applications are completed, they will be presented to the Policy Council for review and approval.

HSPC member, Krizia Franklin, inquired when the Policy Council could see the breakdown of the budget with the increase. Ms. Roach reported that a funding and guidance letter may be received as late as April 2023. In prior years, the COLA and quality improvement applications have been presented to Policy Council in May or June. In response to Ms. Franklin's second inquiry about salary increases, Ms. Roach described the process with the school districts, City staff and Child Care Partnership staff.

Ms. Franklin inquired if we would have the 5.6% raise in COLA funding every year. Ms. Roach reported that we will provide an application and when it is approved, we will receive the 5.6% raise and furthermore, will continue to receive this raise in funds due to it being rolled into our base funding. Ms. Franklin also provided a suggestion of forming a committee to provide input about the direction of funds. Ms. Roach responded that in the past, parent surveys have been issued to the parents at the centers to allot certain pots of monies and decide where the money should go at their particular center. Ms. Roach stated she would be bringing the suggestion of forming a parent committee to provide input for direction of funds to Ms. Audrey Jackson, Head Start Administrator. No further questions were asked.

c. Approval of the 2021-2022 Head Start Program Self-Assessment Report

HSPC Chair, Krizia Franklin, introduced Mr. Roger Foster, Senior Management Coordinator, to present the Approval of 2021-2022 Head Start Program Self-Assessment Report. Mr. Foster

reviewed the five goals of the Self-Assessment Report which include Education, Family Support, Health, Environmental Health and Safety, and Highly Qualified Staff. Mr. Foster described that within each of these goals, there are a set of measurable objectives that we work towards and look at every year. We rate ourselves on terms of how well we are mastering or making progress towards the objectives. Mr. Foster reviewed the areas for improvement and strengths within the five goal areas.

HSPC member, Melissa Carrillo Cox, asked a question in regard to the Environmental Health and Safety category. Ms. Cox asked if examples could be provided of incidents that were not reported. Mr. Foster provided an example of slips and falls and stated that if a child trips in the playground and he is not hurt, this kind of incident is still supposed to be reported. Even if the child was not injured and no additional care was needed.

HSPC member, Krizia Franklin, inquired about the Objectives and the usage of data from 2017-2018, where the percentage of absenteeism, for example, was extremely high. Mr. Foster informed this is part of our Five-Year Strategic Plan and we are coming up to our fifth year and that is why we are looking at the entire span; 2017-2018 would have been the first year of the Five Year Strategic Plan.

HSPC member, Richard Ramey, inquired about the Family Support Objective and asked about the issue of being unable to track if family received emergency services within forty-eight (48) hours. Mr. Foster reported that this issue was due to a limitation of the software platform, ChildPlus, and its inability to timestamp. We are looking for ways that the system can timestamp or do something in addition to help us track that information. No further questions were asked.

Motion: Mr. Richard Ramey moved to approve the 2021-2022 Head Start Program Self-Assessment Report with minor edits.

Seconded (2nd): Ms. Ruby Marie Ortiz

Vote: All in favor (unanimous)

d. Feedback on Head Start Parent Handbook

HSPC Chair, Krizia Franklin, introduced Ms. Andrea Martinez, Special Projects Manager, to present on the Feedback on the Head Start Parent Handbook. Ms. Martinez provided a sample of the Handbook and reviewed each of its sections. The Policy Council members were invited to provide feedback or recommendations on how we can do better with this parent handbook. The Policy Council members were informed that we are getting ready to present the 2023-2024 Head Start Parent Handbook with a new home visit form and any suggestions or comments could be emailed to her by Friday, March 3, 2023.

HSPC member, Krizia Franklin, inquired about how the information was going to be collected. Ms. Martinez reported that feedback was being requested from the Policy Council members because they have the power to make changes and edits. Furthermore, our goal is to get the parent handbook printed because of re-enrollment coming up soon.

HSPC member, Melissa Carrillo Cox, asked if there was a deadline to provide any changes or edits to the parent handbook. Ms. Martinez invited all of the members to send her an email with any

feedback on the parent handbook by the end of the day on Friday, March 3rd, 2023. No further questions were asked.

e. Review of EHS and EHS-CCP Classroom Assessment Scoring System (CLASS)

HSPC Chair, Krizia Franklin, introduced Ms. Rhonda Roach, Senior Special Projects Manager, to present the Review of EHS and EHS-CCP Classroom Assessment Scoring System (CLASS). Ms. Roach defined CLASS as a standardized tool that is based on developmental theory and research. This instrument can be utilized for program planning and evaluation. The Early Head Start program utilizes the CLASS tool for program planning. Ms. Roach reviewed the CLASS domains for Pre-Kindergarten and Toddler and each of their measurable dimensions. The dimensions are more specific ways of describing features of teachers' behavior and provides teachers, program leaders and policy-makers with more specific and actionable information for deciding how to focus professional development or understand program progress. The CLASS scoring system and data was also reviewed with the Policy Council members.

HSPC member, Krizia Franklin, asked for clarification on the age groups of the children in which the CLASS tool is utilized. Ms. Roach stated that the Office of Head Start and the Head Start Program Performance Standards refer to this being used through the formal monitoring process in the Pre-Kindergarten programs only, but we are using the CLASS infant and toddler tool by choice. Ms. Audrey Jackson, Head Start Administrator, mentioned that this is an instrument that is used as part of the system for designation renewal by the Federal government for our Pre-Kindergarten program.

Ms. Franklin also inquired if the CLASS scores were coming from the government's third party consultants or from our Head Start Program. Ms. Jackson reported that the third party consultants only handle Pre-Kindergarten and these CLASS scores were Head Start's scores for the infants and toddlers. No further questions were asked.

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

HSPC Chair, Krizia Franklin introduced Ms. Amada Aguilera, Fiscal Analyst, to present the Review of the Head Start, EHS, and EHS-CCP Fiscal Reports. Ms. Aguilera reported on the 2022-2023 Head Start grant as of January 31, 2023 and stated that the budget total is \$32,403,293.00. The Year-to-date budget amount is listed at \$27,516,648.00 and the Year-to-date Actual is \$25,568,896.00. The Variance, which is the difference between the year-to-date amount and the year to date actual, is \$1,947,752.00 and the last column is expressed in percentages. Ms. Aguilera provided detailed information on the variance amounts for Travel and Contractual categories.

Ms. Aguilera presented on the Early Head Start Grant and reported that the budget total for this grant is \$2,736,974.00. The Year-to-date budget amount is listed as \$2,191,092.00 and the Year-to-date Actual is \$1,975,470.00 which is the difference or a Variance of \$215,622.00. The last column is the Variance in percentages. Ms. Aguilera provided further details on the variance amounts for Contractual, Other and Non-Federal/In Kind categories.

Ms. Aguilera presented on the Early Head Start-Child Care Partnership Grant. The following information was provided from the 2022-2023 Fiscal Report as of January 31, 2023. The grant period begins August 1st and ends July 31st. Ms. Aguilera reported the total budget for this grant is

\$3,856,799.00. The Year-to-date budget is \$1,875,532.00 and the Year-to-date Actual amount is \$1,898,400.00 with a negative Variance amount of \$22,868.00. Ms. Aguilera also provided details on the variance amounts for Personnel Services and Fringe Benefits, Contractual, Other and Non-Federal Share/In Kind categories.

Lastly, Ms. Aguilera 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). The budget period for this grant is from April 1, 2021 through March 31, 2023 with a ninety (90) day close out period. Both grants have a combined total budget of \$5,037,486.00. The year-to-date budget is \$2,534,176.00 and what was actually spent was \$2,481,770.00 for a positive variance of \$52,405.00. Ms. Aguilera provided detailed information on the Variance amounts for Personnel Services and Fringe Benefits, Supplies, and Contractual categories.

Regarding the Head Start Fiscal Report, HSPC member, Krizia Franklin, inquired about the \$47,000.00 positive variance left at the end of the year by San Antonio Metro Health and University Of the Incarnate Word (UIW) and inquired if there was another way we could spend those funds. Ms. Audrey Jackson, Head Start Administrator, reported that, in reference to UIW and the lead testing that they do, we can only speculate how many children will be tested each year but other opportunities for use of funding have been discussed. Head Start funds may only be used for direct services to the children, and when items are purchased, it must be accompanied by an educational goal.

Regarding the Early Head Start Fiscal Report, Ms. Franklin inquired about an update on the expansion of the Early Head Start program in the San Antonio Independent School District (SAISD) or the Edgewood Independent School District (EISD). Ms. Aleida Perez, SAISD Director of Early Childhood Education, mentioned that perhaps Ms. Franklin was inquiring about SAISD's Five-Year Strategic Plan which mentions supporting infants and toddlers. Ms. Audrey Jackson, Head Start Administrator, clarified that Ms. Franklin was probably referring to the conversion of Head Start slots to Early Head Start slots that was discussed at a prior Policy Council meeting.

HSPC member, Melissa Carrillo Cox, inquired about translation services. Ms. Aguilera stated that one of the vendors that we use is Solis Translation Services and they are used when a parent needs translation services. No further questions were asked.

g. Review of Head Start, EHS, and EHS-CCP Monthly Reports

HSPC Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, to present the Review of Head Start, EHS, and EHS-CCP Monthly Reports. Ms. Jackson reviewed the Head Start monthly report for January 2023. Information on the funded enrollment data was provided and Ms. Jackson reported that we are currently at 87% for enrollment. The Public Assistance percentage was discussed as this number has risen because of the change in eligibility made by the Office of Head Start to include the Supplemental Nutrition Assistance Program (SNAP). Furthermore, Ms. Jackson reviewed the data on Disability Enrollment, Food Reports, Education Services, Family Engagement Services, Education Screenings and Health Screenings. No questions were asked.

Ms. Jackson reviewed the Early Head Start monthly report for January 2023 and discussed the funded enrollment which included the conversion of twenty-four (24) home based slots to center based slots. Ms. Jackson highlighted the average daily attendance at 90% and Disability Enrollment at 9%. Furthermore, Ms. Jackson reviewed the data for the Food Reports, Education Services, Family Engagement Services, Mental Health Services, Education and Health Screenings.

Lastly, Ms. Jackson reviewed the Early Head Start-Child Care Partnership (EHS-CCP) monthly report for January 2023 and highlighted the average daily attendance at 90% which was a good percentage to be at for the month of January. The disabilities enrollment was reported at 7% and stated that we do look at numbers across all three programs and we report to the Office of Head Start whether or not we hit the 10%. Furthermore, we are always striving to hit the 10% for disability enrollment. Ms. Jackson also reviewed the data from Education Services, Family Engagement Services, Mental Health Services, Education and Health Screenings.

HSPC member, Krizia Franklin, inquired about the zero (0) percentage of mental health consultations for the Early Head Start home-based families. Ms. Jackson reported that our home visitors conduct weekly visits for one and a half hours (1 ½) for education and social services. As a result, these families' visits are more intensive due to the frequent interactions with the parents. Ms. Franklin also inquired about what constitutes a mental health consultation. Ms. Rhonda Roach, Senior Special Projects Manager, reported that during a visit with the parent, if a parent requests mental health services, the home visitor follows a process, completes a referral, and communicates with the mental wellness team. No further questions were asked.

h. Review of Head Start Program Monitoring

HSPC Chair, Krizia Franklin introduced Ms. Chajuann Chambers, Management Analyst, to present the Review of Head Start Program Monitoring. Ms. Chambers introduced herself and explained that she would be presenting the January 2023 monthly monitoring report. It was reported that the monitoring projects conducted included the human resources review, health review and disabilities review. The following monitoring projects were completed and the reports submitted: education review, safe environments review #1 (50%) for medication administration, facilities, outdoor/gym, and classroom safety. There were two non-compliances that were noted during this review which included safe environments review #1 (50%) with facilities and classroom safety. Ms. Chambers also reported that there were some areas of concern with the education review which included documentation errors. Other areas of concern that were presented included the safe environments review #1 (50%) with medication administration, facilities, outdoor/gym, and classroom safety.

HSPC member, Melissa Carrillo Cox, inquired about the stained ceiling tile and strong odor of sewage. Ms. Chambers clarified that the issue of the stained ceiling tile and the strong odor of sewage were two separate items and not connected with one another. The strong odor of sewage was connected with a leak that was corrected and then it re-occurred. No further questions were asked.

i. Review of EHS and EHS-CCP Program Monitoring

HSPC Chair, Krizia Franklin, introduced Ms. Dianne Mendez, Management Analyst, to present the Review of EHS and EHS-CCP Program Monitoring. Ms. Mendez stated she would be presenting on

the monitoring projects that were conducted for the month of January 2023. Ms. Mendez reported that two monitoring projects were conducted that included an unannounced safe environment visit to Ella Austin, Inman Christian Center and Seton Home and a ninety (90) day health file review. Two non-compliances were noted from the unannounced safe environment visits and the ninety (90) day health file review. Furthermore, Ms. Mendez detailed that the areas of concern during the unannounced visits included findings of bleach bottles that were observed in unlocked cabinets, diaper changing procedures were not followed, and classroom daily checklists were not completed accurately. The ninety (90) day file review was completed of which 152 child files were reviewed and findings were noted regarding data entry. A follow-up was completed in the ChildPlus data system to ensure that any noted findings had responses and evidence attached to the data system.

HSPC member, Krizia Franklin, asked if the Family Support Workers were the employees entering the data into the ChildPlus data system. Ms. Mendez confirmed that the Family Support Workers enter data into the ChildPlus data system. In reference to the finding that was noted regarding data entry, Ms. Franklin asked if a corrective action plan was implemented. Ms. Mendez informed that any finding that is escalated to a non-compliance gets attached with a corrective action plan. A corrective action plan was completed by the service managers that provides a time frame and what action steps they are going to take.

HSPC member, Maria Quezada, inquired about how the program is informed if the family is not connected with a medical professional. Ms. Mendez reported that if she finds that there is a medical or dental home missing in the child file reviews, she will review the action notes to see what the Family Support Worker is doing to help the family. The file will not be marked with a finding because the Family Support Worker has documented what they are doing to assist the family. No further questions were asked.

V. GOVERNING BODY

HSPC Chair, Krizia Franklin asked Ms. Andrea Martinez, Special Projects Manager, 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 new elections were going to be held for City Council District 7 and we will have ninety days to train the new district council member.

A picture of the new Community Action Advisory Board (CAAB) was presented, our current advisory committee that meets monthly. A meeting was held on February 16, 2023. The members approved the annual report, and the Head Start and Early Head Start Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) matrices. The next CAAB meeting is scheduled for March 23, 2023 at our Brady location at 5:30pm. Ms. Martinez provided some announcements that included the scheduling of the meeting for the Assessment and Planning Committee on March 9th, 2023 at 2pm, voting for the Jule Sugarman and David Chavarria Award will be closing today, February 28, 2023 at midnight, Head Start Day at the Santikos Micronaut Center will be held on Saturday, March 4, 2023 at San Antonio College, and Ms. Martinez also reported on several Policy Council opportunities to assist with the application events that will be held at Edgewood Independent School District (EISD) and the San Antonio Independent School District (SAISD) school district. Ms. Aleida Perez, SAISD Director of Early Childhood Education, announced a public viewing of new

curriculum materials on March 3-7 at Nelson Elementary School and a meeting of the Textbook Instructional Committee on Thursday, March 2nd, 2023 from 4-8:30pm.

VI. ADJOURNMENT

Motion: Mr. Richard Ramey moved to adjourn the meeting.

Seconded (2nd): Ms. Keyonna Hughes

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

HSPC member for Chair, Krizia Franklin, adjourned the meeting at 8:50 pm.

Chair

Date