

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



MEETING MINUTES



HEAD START POLICY COUNCIL MEETING

March 28, 2023

6:15 P.M.

Members Present	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): Ruby Marie Ortiz, Melissa Carrillo Cox, Josefina Macias EHS-EISD: none EHS-EISD HB: none EHS-CCP: Krizia Franklin, Naomi Castellanos Community Representative: Jorge Borrego
Members Absent	Edgewood Independent School District (EISD): Yoletzi Velazquez, Brenda Salazar-Morales San Antonio Independent School District (SAISD): Alexis Alfaro EHS-EISD: Krystal Rocha EHS-EISD HB: Samantha Villarreal EHS-CCP: none Community Representative: Richard Ramey
Alternate Members Present	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): Keyonna Hughes EHS-EISD: none EHS-CCP: none Community Representative: none
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, Maria Quezada

I. CALL TO ORDER

2022-2023 Early Head Start-Child Care Partnership (EHS-CCP) HSPC Chair, Krizia Franklin called the meeting to order at 6:52 p.m.

II. MEETING MINUTES

Motion: Ms. Melissa Carrillo Cox moved to approve the February 28, 2023, meeting minutes.

Seconded (2nd): Ms. Keyonna Hughes

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

III. PUBLIC COMMENTS

None to report

IV. BRIEFING AND POSSIBLE ACTION (a-h)

a. Correspondence

HSPC Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, to present on ACF-PI-HS-23-03 Hurricanes Fiona and Ian Recovery Funds. Ms. Jackson reported this was a program instruction that did not apply to our Head Start Program but the intent is to present every correspondence that is received to the Policy Council. This program instruction is for any program that has been impacted by Hurricanes Fiona and Ian and it details the assistance that the Office of Head Start will allow for those programs that have damage to their facilities. No questions were asked.

b. Approval of 2023-2024 Early Head Start-Child Care Partnership (EHS-CCP) Continuation Application

HSPC Chair, Krizia Franklin, introduced Ms. Rhonda Roach, Senior Special Projects Manager, to present the Approval of the 2023-2024 Early Head Start-Child Care Partnership Continuation Application with minor edits. Ms. Roach reported that this was the last of a five-year cycle for this application and proceeded to provide details of the application and also provided the following budget amounts: \$3,037,540.00 for program operations, \$64,800.00 for training and technical assistance, and \$775,585.00 for non-Federal match (20%). The total budget amount was reported at \$3,877,925.00.

HSPC member, Krizia Franklin, requested additional information on the fees to professional contractors for nutrition services. Ms. Roach reported that we have a contract with Nutrition Therapy Services and described the different ways their services were utilized. Ms. Franklin commented on the amount of the funding and stated that it seemed like a low amount. Ms. Roach responded that we also have a lot of other resources available to provide support and are also free.

HSPC member, Melissa Carrillo Cox, requested additional information on the budget amount of \$15,000.00 for mental health services. Ms. Roach reported that this is related to a contract that we have with Family Health Services' Early Childhood Well-Being Program that is specific from birth to three years of age. A clinician is assigned to us and works closely with our Wellness Team for visits at the centers. These visits are based on referrals and can come from parents, teachers, service managers, and directors. No further questions were asked.

Motion: Ms. Josefina Macias moved to approve the 2023-2024 Early Head Start-Child Care Partnership (EHS-CCP) Continuation Application with minor edits.

Seconded (2nd): Ms. Melissa Carrillo Cox

Vote: All in favor (unanimous)

c. Approval of Environmental Health and Safety Policy 4

HSPC Chair, Krizia Franklin, introduced Ms. Mica Clark-Peterek, Special Projects Manager, to present the Approval of Environmental Health and Safety Policy 4. Ms. Clark-Peterek discussed policy updates for Environmental Health and Safety and how we develop policies and procedures for Head Start. The changes in the policy were discussed and Ms. Clark-Peterek referred the Policy Council

members to view the red-lined document in their parent packet to view the changes. No questions were asked.

Motion: Ms. Ruby Marie Ortiz moved to approve the Environmental Health and Safety Policy 4 with minor edits.

Seconded (2nd): Ms. Josefina Macias

Vote: All in favor (unanimous)

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

HSPC Chair, Krizia Franklin introduced Ms. Mary Vazquez, Fiscal Manager, to present the Review of the Head Start, EHS, and EHS-CCP Fiscal Reports. Ms. Vazquez reported on the 2022-2023 Head Start grant as of February 28, 2023 and stated that the budget total is \$32,286,093.00. This grant, Ms. Vazquez reported, is in close-out and technically ended on January 31st, 2023. Furthermore, Year-to-date budget amount is listed at \$29,451,904.00 and the Year-to-date Actual is \$25,814,121.00. The Variance, which is the difference between the year-to-date amount and the year to date actual, is \$3,637,783.00 and the last column is expressed in percentages. Ms. Vazquez provided detailed information on the variance amounts for Travel, Supplies, Contractual and Non-Federal/In Kind categories.

Ms. Vazquez 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 \$2,312,397.00 and the Year-to-date Actual is \$2,001,018.00 which is the difference or a Variance of \$311,380.00. The last column is the Variance in percentages. Ms. Vazquez provided further details on the variance amounts for Supplies, Contractual, Other and Non-Federal/In Kind categories.

Ms. Vazquez presented on the Early Head Start-Child Care Partnership (EHS-CCP) Grant. The following information was provided from the 2022-2023 Fiscal Report as of February 28, 2023. The grant period begins August 1st and ends July 31st. Ms. Vazquez reported the total budget for this grant is \$3,856,799.00. The Year-to-date budget is \$2,137,693.00 and the Year-to-date Actual amount is \$2,168,104.00 with a negative Variance amount of \$30,411.00. Ms. Vazquez stated Early Head Start staff has been working heavily with the EHS-CCP program and that is why there is a negative variance in the salaries column. Ms. Vazquez provided details on the variance amounts for Personnel Services and Fringe Benefits, Supplies, Contractual, and Other categories.

Ms. Vazquez 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 \$2,667,684.00 and what was actually spent was \$2,511,210.00 for a positive variance of \$156,474.00. Ms. Vazquez provided detailed information on the Variance amounts for Personnel Services and Fringe Benefits, Supplies, Contractual and Other categories.

Lastly, Ms. Vazquez reported on our new Head Start and Early Head Start consolidated grant for the 2023-2024 fiscal year and stated this was month one for this grant. The total Federal budget was reported at \$28,272,532.00. The year-to-date budget is \$566,918.00 and the year-to-date actual is

\$568,889.00 with a negative variance of \$1,971.00. Ms. Vazquez reported this negative variance was primarily due to the City of San Antonio providing a Cost of Living Adjustment (COLA) and this was reflective of the City of San Antonio's employee salaries.

HSPC member, Krizia Franklin, inquired about the leftover funds from our contractors, MetroHealth and University of Incarnate Word (UIW) from the Head Start fiscal report and asked if there was an update about the use of those funds. Ms. Franklin provided an example of using funds to buy air purifiers. Ms. Audrey Jackson, Head Start Administrator, stated that the air purifiers were purchased for every classroom using CRSSA/ARPA funds.

Regarding the Early Head Start fiscal report, Ms. Franklin, inquired about the variance amount and asked if a school district, like Edgewood Independent School District (EISD), needed guidance on how to spend the grant money knowing that these funds were for the childcare centers. Ms. Vazquez discussed the issue of staff retention, informed that meetings regarding variances were held and discussed expenditures with the CRSSA/ARPA funds. A discussion was also held about the consolidation of the Head Start and Early Head Start grants.

Regarding the CRRA/ARPA funds, Ms. Franklin inquired about the difference in the projects from EISD's Head Start Grant and the CRSSA/ARPA funds. Ms. Vazquez reported that some of the projects were allowed to be moved between the two fundings because one project, a bathroom renovation, turned out to be bigger and the majority of funds would be used for that project. Ms. Vazquez also explained the difference between the Head Start grant and the CRSSA/ARPA funds. No further questions were asked.

e. Review of Head Start Program Middle of the Year (MOY) Data

HSPC Chair, Krizia Franklin, introduced Ms. Mica Clark-Peterek, Special Projects Manager, to present on the Review of the Head Start Program Middle of the Year (MOY) Data. Ms. Clark-Peterek informed that previously, beginning of the year (BOY) data was presented to the Policy Council and now we are presenting middle of the year (MOY) data. Ms. Clark-Peterek described the CIRCLE Progress Monitoring System (CIRCLE), a standardized, criterion-referenced measure that relates well to established standardized tests and is sensitive to growth in children's skills over time for children ages three (3) to five (5) years of age enrolled in the Head Start Pre-Kindergarten Program. Ms. Clark-Peterek added that the CIRCLE tool assesses children across fifteen (15) areas or measures and includes direct assessment and observational checklists during a testing window. CIRCLE also provides a score for each area assessed: proficient, not proficient, or out of range.

Ms. Clark-Peterek reviewed and discussed the BOY data and the MOY data for the current school year and stated that the report could be found in the Policy Council member's packet. Lastly, Ms. Clark-Peterek reported that we will continue to examine the data and fidelity to the assessment. Results of the CIRCLE tool will be shared with parents, teachers, and staff. Planning and instruction will be provided that is specific to the needs of individual children, and professional development and coaching will be provided to the teachers. End of the year data will be provided in June or July, 2023. No questions were asked.

f. 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 February 2023. It was reported that our average daily attendance is at 90% and disability enrollment at 12.88%. In addition, Ms. Jackson reviewed the data on education services, family engagement services, education screenings and health screenings.

Ms. Jackson reviewed the Early Head Start monthly report for February 2023 and discussed the end of month enrollment at 73% and this percentage was due to the difficulty of hiring new teachers. Ms. Jackson added that EISD has had advancements in the hiring of teachers and has hired some new teachers. As a result, we are opening up some new classrooms. Another difficulty being experienced is in the home-based program, where we are funded to serve 24 children and we currently have 9 children enrolled. Ms. Jackson reported that there have been some internal conversations about asking the Office of Head Start about shifting slots from the Home-Based program to the Center-Based program. Furthermore, Ms. Jackson reviewed the data for attendance, disability enrollment, education services, family engagement services, and education screenings.

Lastly, Ms. Jackson reviewed the Early Head Start-Child Care Partnership (EHS-CCP) monthly report for February 2023 and highlighted the average daily attendance at 86% which, Ms. Jackson stated, was most likely attributed to children's illnesses. The disabilities enrollment was reported at 7% and we did not meet our 10% for this program. However, Head Start reports a cumulative percentage across all of the programs to the Office of Head Start, and the disabilities enrollment was reported at 10%. Ms. Jackson also reviewed the data from Education Services and Family Engagement Services.

HSPC member, Melissa Carrillo Cox, inquired about Head Start's recruitment opportunities. Ms. Jackson provided information on the recruiters we have on staff, different recruitment locations and invited the Policy Council members to submit any possible recruitment ideas that they may have.

HSPC member, Ms. Keyonna Hughes, inquired about new applications and Head Start's Waitlist. Ms. Jackson explained the eligibility, recruitment, selection, enrollment and attendance (ERSEA) process.

HSPC member, Josefina Macias, inquired if more schools will be opened to facilitate the children that are on the Waitlist. Ms. Jackson reported that for the infants and toddlers, we are in communication with SAISD to see if they have an interest in serving the younger children.

HSPC member, Krizia Franklin, inquired about the over-income family categories in the monthly report. Ms. Jackson explained that the 101-130% Over Income bracket allows for 35% overage and the 131%+ Over Income category is capped at 10% for enrollment. Ms. Jackson also informed that we have an ERSEA team that calls families and we also have a priority of over-income families who have a child with an Individualized Education Plan (IEP).

HSPC member, Melissa Carrillo Cox, inquired if there was a deadline on the possible conversion of slots. Ms. Jackson stated that regarding the conversation with SAISD and adding infants and toddlers, we are planning for it in our next five-year grant cycle but the funding is different for each of the programs; the funding is less for a home based slot than a center based slot. The Office of Head

Start would need to be informed and the Head Start grant would need to be adjusted and that is not a simple process. If we are going to ask for a conversion of Head Start slots to Early Head Start slots with SAISD, then we would make that request within the grant application. No further questions were asked.

g. Review of Head Start Program Monitoring

HSPC Chair, Krizia Franklin introduced Ms. Cassy Bentley, Senior Management Analyst, to present the Review of Head Start Program Monitoring. Ms. Bentley introduced herself and explained that she would be presenting the February 2023 monthly monitoring report. It was reported that the monitoring projects conducted included a Disabilities Review, Health Review, Human Resources (HR) Review, 45-Day Education Screening, 45-Day Health Screening, and ERSEA Attendance. Ms. Bentley reported that there were no reports officially submitted to the providers during this review period and there were no findings to report at this time. Ms. Bentley further informed that findings would be reported next month. No questions were asked.

h. 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 February 2023 and those projects included a Mid-Year Health and Safety Screener, Disability Child File Review, Manager Interview, Site Visits, and Family and Community Support Child File Review. Three non-compliances were noted from the Mid-Year Health and Safety Screenings which were issued corrective action plans and training and technical assistance was also provided. Furthermore, Ms. Mendez detailed the areas of concern from an Unannounced Safe Environment Visit, Disability Review, and Family and Community Support Child File Review. Follow-up activities include corrective action responses and evidence that will be provided, follow-up verification to be completed, and follow-ups conducted on corrective action plan responses.

HSPC member, Krizia Franklin, inquired about the toothbrushing process for the children. Ms. Mendez reported that this process was implemented on January 1, 2023. Furthermore, Ms. Mendez discussed the process that teachers have to follow like wearing gloves, insuring toothbrushes are not touching, not placing the toothpaste in the toothbrush holder, and disinfecting the tables and sinks. Ms. Mendez also added that technical assistance is also being provided to the teachers.

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. Ms. Martinez informed that we will be taking the Early Head Start-Child Care Partnership Continuation Application to City Council on April 6, 2023.

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 23, 2023. The members approved the 2021-2022 Head Start Self-Assessment Report and reviewed the EHS and EHS-CCP Classroom

Assessment Scoring System (CLASS), fiscal report, monthly report, and monitoring report. The next CAAB meeting is scheduled for April 20, 2023 at Claude Black Multi Service Center at 5:30pm. Ms. Martinez announced the next Policy Council meeting scheduled for Tuesday, April 18, 2023.

VI. ADJOURNMENT

Motion: Ms. Keyonna Hughes moved to adjourn the meeting.

Seconded (2nd): Ms. Ruby Marie Ortiz

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

HSPC member for Chair, Krizia Franklin, adjourned the meeting at 8:17 pm.

Chair

Date