

# MEETING MINUTES

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## HEAD START POLICY COUNCIL MEETING

January 25, 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): Candice Stafford, Melinda Pina EHS-EISD: None EHS-CCP: Naomi Castellanos Community Representative: Ernest De La Rosa
<b>Members Absent</b>	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): Maritza Mendoza, Karolina Lupercio EHS EISD: Sabrina Garcia EHS-CCP: Krizia Franklin Community Representative: Christy Caez Claudio
<b>Alternate Members Present</b>	Edgewood Independent School District (EISD): None San Antonio Independent School District (SAISD): Martha Alvarez EHS-EISD: none EHS-CCP: Lashonika Simpson
<b>Alternate Members Absent</b>	Edgewood Independent School District (EISD): Angelica Hernandez, Edith Palao San Antonio Independent School District (SAISD): Alexis Alfaro, Yolanda Rodriguez, Jessica Gomez EHS-EISD: Mercedes Brinkley EHS-CCP: Ruby Arizola

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### I. CALL TO ORDER

2021-2022 San Antonio Independent School District (SAISD) HSPC Chair, Naomi Castellanos called the meeting to order at 6:23 p.m.

San Antonio Independent School District (SAISD) HSPC Chair, Naomi Castellanos asked Ms. Rosie Plata, Management Analyst, to start roll call to record attendance. Ms. Plata announced quorum was met.

### II. MEETING MINUTES

**Motion:** Ms. Melinda Pina moved to approve the December 7, 2021, meeting minutes.

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

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

### III. PUBLIC COMMENTS

None to report

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

### **a. Correspondence**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Audrey Jackson, Head Start Administrator, to present on the Forty-five (45) Day Monitoring Review Notification Letter for Focus Area Two (2) Review. Ms. Jackson informed that the Office of Head Start will be conducting a Focus Area Two (2) monitoring review of the Head Start Program and that it is scheduled for the week of February 14, 2022. Ms. Jackson stated that a review team will be here for a full week and there is a virtual interview scheduled on Tuesday, February 15, 2022 at 10 am with the Policy Council parents. Ms. Jackson also stated that we will be reaching out to the Policy Council parents about the interview. The week's activities of the Federal Review visit were outlined to the Policy Council members. Ms. Jackson provided information about the structure of the grant and explained that within the five-year grant, there are three reviews that include a Focus Area One (1) Review, a CLASS Review, and lastly, a Focus Area Two (2) Review.

HSPC member, Ms. Martha Alvarez asked for confirmation that the Review that will be conducted next week is the second review. Ms. Jackson confirmed that this was the second review and that it is usually conducted in the fourth year of the grant. Results are usually received in about two months and Ms. Jackson reported that she will be presenting the Policy Council members with the findings when they are received. There were no further questions.

### **b. Approval of the 2022-2023 Head Start, Early Head Start (EHS), and Early Head Start-Child Care Partnership (EHS-CCP) Program Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrices**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Rachel Pearce, Senior Management Analyst, to present on the 2022-2023 Head Start, Early Head Start (EHS), and Early Head Start-Child Care Partnership (EHS-CCP) Program Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrices. Ms. Pearce reported that a review of the Community Assessment and our past point matrices were conducted with a recommendation of no changes to all matrices.

HSPC member, Ms. Ariana Patino asked if the Selection Criteria Point Matrices were used for applications. Ms. Pearce stated that when families apply, points are assigned to the applications based on the families' criteria that was provided during the interview. The families are arranged on the Waitlist based on the points the application generated.

HSPC Member, Ms. Naomi Castellanos, asked what the income range for a family was to qualify for the program. Ms. Pearce stated that we qualify everyone that applies for the program. The Federal Poverty Guidelines are followed if a family falls below 130 percent. Items that are reviewed include family income, size, and Federal Poverty Guidelines. The family's information is entered into ChildPlus which then provides us with percentages that are used on the Selection Criteria Point Matrix.

HSPC Member, Ms. Ariana Patino, asked if every family's income is reviewed every year. Ms. Pearce informed that once a family qualifies for Head Start, they remain in the program for two years. If a family needs a third year, they must re-apply. For the Early Head Start Program, once they qualify, families stay in the program until the child ages out. Families are then provided with assistance to apply for the Head Start program. There were no further questions.

**Motion:** Ms. Melinda Pina moved to approve the 2022-2023 Head Start, Early Head Start (EHS), and Early Head Start-Child Care Partnership (EHS-CCP) Program Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrices.

**Seconded (2nd):** Mr. Ernest De La Rosa

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

**c. Approval of the 2022-2023 Head Start and EHS Program ERSEA Policy Updates**

HSPC Chair, Naomi Castellanos asked Ms. Rachel Pearce, Senior Management Analyst, to present the 2022-2023 Head Start and EHS Program ERSEA Policy Updates. Ms. Pearce stated there were two edits for Head Start policy which included ERSEA 5 Selections and ERSEA 8 Enrollment. Regarding the edit for the ERSEA 5 Selections, information on the percentage of children with disabilities enrolled in the Head Start Program changed from fifteen percent (15%) to 10 percent (10%). Regarding the ERSEA 8 Enrollment, Ms. Pearce provided information on the reservation of slots up to three percent (3%) for children experiencing homelessness and children in foster care by the education service providers.

HSPC member, Ms. Maria Martinez inquired about the purpose of the down grade of the percentage of children with disabilities. Ms. Pearce reported that we must meet ten percent (10%) of funded enrollment with children with disabilities. Once we meet the 10% requirement for enrollment, then those applications that are submitted are still given points and ranked in order on the Waitlist for selections.

HSPC member, Ms. Martha Alvarez inquired if the percentage of children with disabilities decreased from one year to another. Ms. Pearce reported that the percentage of children with disabilities in Head Start is generally high and that it is generally about fifteen percent (15%) monthly.

For the Early Head Start Program, Ms. Pearce stated there were some minor edits and added that for ERSEA 8 Enrollment, the information added included that EHS may reserve slots for children experiencing homelessness and children in foster care when a vacancy occurs. No more than three percent (3%) of funded enrollment slots be reserved. The information that was taken out of ERSEA 8 Enrollment was that children with a documented Individual Family Service Plan (IFSP) may be enrolled in the EHS Program. Ms. Pearce stated that the information that was taken out could be found in another selections policy.

HSPC member, Ms. Candice Stafford, inquired about the five percent (5%) drop of Head Start's children with disabilities enrollment and asked how many children that would be. Ms. Pearce reported that the applications with children with disabilities do not remain long on the Waitlist; they are still coming in. Ms. Pearce also reported that we work with the district's disability coordinators and also provide referrals to the Pre-kindergarten program.

HSPC member, Ms. Maria Martinez inquired about the number of children with disabilities in the Head Start program. Ms. Pearce informed Ms. Martinez that the information could be found in the monthly report located in the parent packet. There were no further questions.

**Motion:** Mr. Ernest De La Rosa moved to approve the 2022-2023 Head Start and EHS Program ERSEA Policy Updates with minor edits.

**Seconded (2nd):** Ms. Maria Martinez

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

**d. Approval of 2022-2023 Head Start and EHS Program ERSEA Recruitment Plan**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Rachel Pearce, Senior Management Analyst, to present the 2022-2023 Head Start and EHS Program ERSEA Recruitment Plan. Ms. Pearce reviewed the Recruitment Plan's purpose, different categories of eligibility, and types of recruitment events. Ms. Pearce also discussed how the Recruitment Plan was modified to incorporate recruitment methods and strategies that follow COVID-19 Pandemic guidelines.

HSPC member, Ms. Melinda Pina, asked if Head Start has any enrollment projections for the Fall. Ms. Pearce informed that applications for the next program year have not started yet. First, there is the completion of eligibility training and then applications can be completed for next year.

HSPC member, Ms. Martha Alvarez, requested confirmation that the information about the alternate methods of recruitment were part of this approval. Ms. Pearce confirmed it and stated that the Recruitment Plan was an annual approval by the Policy Council. There were no further questions.

**Motion:** Ms. Maria Martinez moved to approve the 2022-2023 Head Start and EHS Program ERSEA Recruitment Plan.

**Seconded (2nd):** Ms. Martha Alvarez

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

**e. Approval of 2020-2021 Head Start Program Self-Assessment Report**

HSPC Chair, Ms. Naomi Castellanos introduced Mr. Roger Foster, Senior Management Coordinator, to present the 2020-2021 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, Ms. Ariana Patino, asked if there was a plan in place for the teachers to do their trainings. Mr. Foster confirmed that there was a plan that was being developed and worked on. There were no further questions.

**Motion:** Ms. Maria Martinez moved to approve the 2020-2021 Head Start Program Self-Assessment Report with minor edits.

**Seconded (2nd):** Ms. Lashonika Simpson

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

**f. Approval of 2022-2023 Head Start, EHS, and EHS-CCP Program Design and Management and Environmental Health and Safety Policy Updates**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Audrey Jackson, Head Start Administrator, to present the 2022-2023 Head Start, EHS, and EHS-CCP Program Design and Management and Environmental Health and Safety Policy Updates. Ms. Jackson discussed a regulation from the office of Head Start regarding the face mask wearing mandate and vaccine. Ms. Jackson informed that twenty-three states, including Texas, has an injunction against those regulations and we are waiting to see if the Federal Government will appeal the Court's decision to pause it. What is being brought forth to the Policy Council for approval is an update on the policies. The wording "currently under injunction" was added to the policies. The policies were looked at to see when the wording could be inserted and it included Health and Safety Practices and Staff Health Requirements.

HSPC member, Ms. Maria Martinez, asked if there were people against receiving the vaccinations. Ms. Jackson reported that out of the Head Start Division of one hundred-ten (110) employees, there are about eight people. It was also added that employees can ask for medical or religious exemptions. Edgewood Independent School District's (EISD) vaccination rate is at ninety percent (90%) and San Antonio Independent School District's (SAISD) vaccination rate is at eighty percent (80%). Ms. Martinez also asked if Head Start can enforce the wearing of masks. Ms. Jackson informed that we can since both school districts are enforcing masks.

HSPC member, Ms. Naomi Castellanos, asked if the individuals that did not want to get vaccinated are teachers or administration. Ms. Jackson informed that the eight individuals previously mentioned are with the City of San Antonio and not in the classroom. Ms. Jackson reiterated the percentages of vaccinations for EISD and SAISD and added that the school districts also offer weekly COVID-19 testing. Ms. Castellanos also inquired of parents' awareness of the status of other individuals in the classroom. She also mentioned HIPPA consideration. Ms. Jackson stated that she would not be able to provide names of individuals but stated that we are dependent on everyone having to do their part. It was also mentioned that the City of San Antonio provides vaccinated employees an incentive of eighty (80) hours of sick leave if they get COVID.

HSPC member, Ms. Melinda Pina, asked if there was a parent group that could, for a lack of a better word, pressure teachers to acknowledge if they are vaccinated or not. Ms. Jackson acknowledged that we have a strong teacher's alliance but does not know their stance on this matter. Ms. Castellanos voiced her concern for the children's vulnerability of contracting COVID-19 in the classroom. Ms. Jackson discussed the measures that Head Start is taking to protect all of the children in the classrooms.

HSPC member, Ms. Candice Stafford, asked if all teachers in the program were taking weekly COVID tests. Ms. Jackson stated that the school districts offer teachers weekly COVID testing but are not mandated. Ms. Jackson also stated that according to Head Start, if employees have an exemption, they are required to go through weekly COVID testing. There were no further questions.

**Motion:** Mr. Ernest De La Rosa moved to approve the 2022-2023 Head Start, EHS, and EHS-CCP Program Design and Management and Environmental Health and Safety Policy Updates with minor edits.

**Seconded (2nd):** Ms. Lashonika Simpson

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

**g. Review of EHS and EHS-CCP Beginning of the Year (BOY) Student Outcome Data**

HSPC Chair, Ms. Naomi Castellanos introduced Mr. Roger Foster, Senior Management Coordinator, to present the Review of EHS and EHS-CCP Beginning of the Year (BOY) Student Outcome Data. Mr. Foster discussed two Head Start Program Performance Standards relating to student outcome data that informed about conducting standardized and structured assessments and regularly using assessment results, along with informal teacher observations and additional information from family and staff, to determine a child's strengths and needs. Mr. Foster informed the Policy Council members about the Early Learning Accomplishment Profile (E-LAP) and the Learning Accomplishment Profile (LAP-3) and the age levels in which the children are assessed and determined if they are at, above or below for their age level. Mr. Foster explained the percentages results from the E-LAP between programs as well as the LAP-3 between programs.

HSPC member, Ms. Maria Martinez, asked about the Language category. Mr. Foster explained that the category included the skills that are related to language. He provided some examples that included the turning of a child's head when spoken to and baby babble. Ms. Martinez asked about the language level a child should be at three years of age and above. Mr. Foster responded that some of the items that are looked at include language production, how many words do they use, and how many things can they name. There were no further questions.

**h. Review of Head Start Beginning of the Year (BOY) Student Outcome Data**

HSPC Chair, Ms. Naomi Castellanos introduced Mr. Roger Foster, Senior Management Coordinator, to present the Review of Head Start Beginning of the Year (BOY) Student Outcome Data. Mr. Foster reported on how the Head Start Program Performance Standards require that we bring data and information regarding assessments to the Policy Council. The CIRCLE Progress Monitoring System (CIRCLE) is utilized by the City of San Antonio Department of Human Services (DHS) Head Start for children ages three to five. The results of CIRCLE are used to generate a detailed picture of each child's growth and development so that individualized, developmentally appropriate activities can be planned and implemented. Mr. Foster described the fifteen areas, or measures, that the CIRCLE assesses that also include direct assessment and observational checklists. The fifteen areas include rapid letter naming (RLN), book and print knowledge, speech production and sentence skills, rapid vocabulary naming, story retell and comprehension, motivation to read, phonological awareness (PA), science, early writing, mathematics (Math), social studies, approaches to learning, letter-sound correspondence, social and emotional development, and physical health and development. Mr. Foster informed the Policy Council members that this was the second year that we are using the CIRCLE assessment and indicated that last year we were not able to do the assessments in person as it was designed to do. Mr. Foster also provided information on the CIRCLE's scoring system and provided a graph that detailed the percentage of children identified as proficient at the Beginning of the Year (BOY). The importance of receiving feedback from the Policy Council parents was expressed so that we can continue to improve how we share information with parents.

HSPC member, Ms. Melinda Pina, described the difficulty and challenges on implementing the CIRCLE assessment virtually in 2020. Ms. Pina asked if we had heard from the teachers about this year and last year's implementation of the CIRCLE assessment. Mr. Foster indicated that we have not received this information, but it was something that he could investigate. The Policy Council members were informed that this assessment is designed to be given on a one-to-one basis but because of restrictions we had last year, it was done virtually. This year, most of the assessment was done in-person. Mr. Foster indicated that he would start soliciting feedback from the teachers.

HSPC member, Ms. Lashonika Simpson, asked if there were interventions for children that tested as non-proficient on the assessment. Mr. Foster stated that if a child is found to have some areas of need, the teacher's responsibility is to provide individualized instruction. Mr. Foster also stated that the CIRCLE assessment does provide information on what the teacher can do in the classroom for improvement in learning skills.

Mr. Foster concluded that our next steps will be to continue the data, look at small groups, middle-of-year and end-of-year data. Results will be shared with parents, teachers, and staff. Instruction will be planned and provided that is specific to the needs of individuals. Targeted professional development and coaching will be provided including how to give the assessment to ensure children gain the necessary skills to be successful. There were no further questions.

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

HSPC Chair, Ms. Naomi Castellanos introduced Mr. Pedro Ramirez, Special Projects Manager, to present the Review of Head Start Program Monitoring. Mr. Ramirez reported that today's report was completed for December 2021. The monitoring projects that were conducted included the 45 Day Education Screenings Review #1, 45-Day Health Screenings Review #1, ERSEA Attendance Review #1, Wellness Support Coordinator Interview Review #1, Family and Community Support #1 and ERSEA Eligibility Review #8 (EISD). Mr. Ramirez reported that the ERSEA Eligibility Review #4 for SAISD was completed. Non-compliances were not found during this review but a couple of areas of concern were found that related to documentation in ChildPlus. We were able to work with the Family and Community team and staff responsible for this review to get the items corrected. None of the findings impacted any of the families' eligibility into our program. No questions were asked.

**j. Review of EHS and EHS-CCP Program Monitoring**

HSPC Chair, Ms. Naomi Castellanos introduced Mr. Pedro Ramirez, Special Projects Manager, to present the Review of EHS and EHS-CCP Program Monitoring. Mr. Ramirez reported on the Early Head Start program and stated that the monitoring projects included ERSEA attendance child file review and an unannounced safe environment visit. There were no areas of non-compliances found during those reviews. There were some areas of concern with the unannounced safe environment that included a changing procedure not posted and an expired fire inspection. During the ERSEA attendance child file review, twenty-one files were reviewed, and two findings noted. Mr. Ramirez stated he was informed that those findings were corrected. No questions were asked.

For the Early Head Start-Child Care Partnership (EHS-CCP) Program, Mr. Ramirez reported that there were two monitoring projects that were conducted in December 2021 that included unannounced

safe environment visits for Blessed Sacrament, Healy Murphy, and Seton Home and an ERSEA attendance file review. During the safe environment review, there was one non-compliance noted. As the monitoring team did their walk-through, they found three classrooms that were out of ratio. The center was required to submit a corrective action plan. Mr. Ramirez stated he received a follow-up that the non-compliances were addressed, and staff had been hired to address that issue. There were also some areas of concern involving the unannounced safe environment visits and the ERSEA attendance child file review. Mr. Ramirez reported that out of sixty child file reviews, there were eleven findings that were due to documentation, and all have been corrected. No questions were asked.

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

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Audrey Jackson, Head Start Administrator, to present the Review of Head Start, EHS, and EHS-CCP Monthly Reports. Ms. Jackson reported that information on disability numbers is in the monthly report. Regarding the Head Start program, we have exceeded the ten percent (10%), which we are required to do. The policy that was reviewed earlier in the meeting read at fifteen percent (15%) for disability enrollment and have met that number for the past several years but recently with COVID-19, we have not been able to meet it and have put ourselves out of compliance with our own decision to make it more stringent. Ms. Jackson reported we strive to meet the fifteen percent (15%) but with COVID-19, it has been difficult.

Regarding the Early Head Start Program, Ms. Jackson reported that the disability enrollment is at five percent (5%) and noted that for the home-based program, it is at zero percent (0%). Ms. Jackson also added that for the Early Head Start-CCP program, our disability enrollment number is at ten percent (10%). Furthermore, the disability enrollment numbers will probably go down within the next couple of months because those children working with the ECI program up until the age of three will then probably work with evaluations with the school district and there may be a transition period where they will not have an IFSP or IEP on file, so the percentage number will drop. Per Head Start regulations, our midpoint, which is in February, we must have hit our ten percent (10%) and for Head Start and the Head Start-CCP program, we have met that percentage. Ms. Jackson informed the Policy Council members that the monthly report is in their parent packet for further review. No questions were asked.

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

HSPC Chair, Ms. Naomi Castellanos 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 Head Start Program and stated that the year-to-date budget is at \$22,197,824.00 and the year-to-date actual is \$21,123,589.00. Ms. Aguilera reviewed the travel variance and noted that it was not used due to COVID and the department is working with the Division to transfer the funds to Education so that the funds can be used. It was also noted that there is a positive variance with San Antonio Independent School District (SAISD) and Edgewood Independent School District (EISD) due to the invoicing. The school districts invoiced within forty-five days after the month, so we are not considering October, November, and December. Regarding the remaining balance at the end of the grant year, the department is working with the school districts so they can come up with ways of spending the money.

For the Early Head Start Program, the year-to-date budget is \$1,480,179.00 and the year-to-date actual is \$1,084,275.00. There is a \$20,000.00 variance in personnel salaries due to Early Head Start staff working with the Early Head Start-CCP program. For contractual, we have a positive variance, as well and the variance is due to the limited use of the services and a \$10,000.00 encumbrance for different services such as nutrition service, Teachstone and UIW. We also have a positive variance for EISD due to invoicing 45 days after the month and \$3,400.00 variance due to limited expenses in education classes and food.

For the Early Head Start-CCP program, the year-to-date budget is \$1,161,393.00 and the year-to-date actual is \$1,187,944.00. Ms. Aguilera reported on a variance in the supply category of \$1,600.00 pending receipt of items or goods for office supplies. The variance in the contractual category is \$4,000.00 with \$3,000.00 in Teachstone, which is for training and nutritional services. Lastly, Ms. Aguilera reported on the Other category, and stated there is a negative variance for binding and printing with a purchase of bus passes and education classes. No questions were asked.

**V. GOVERNING BODY**

HSPC Chair, Ms. Naomi Castellanos 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.

A picture was highlighted of the Economic and Workforce Development Committee (EWDC). Ms. Martinez reported that this committee will be meeting on February 22, 2022, and our Community Action Advisory Board (CAAB) will be presenting Head Start Policy Council items. An overview presentation will be given from CAAB to the EWDC. Ms. Martinez also reported on the training status of all the City Council members in the EWDC.

A picture of the Community Action Advisory Board was presented, our current advisory committee that meets monthly. Ms. Martinez reported that their next meeting is scheduled for February 3, 2022, and all of the items that were approved this evening would be provided to the Board. Ms. Martinez also reported that during this meeting, we will be asking for a representative to present to the EWDC on February 22, 2022. Ms. Martinez also provided Federal Review information to the Policy Council members. No questions were asked.

**VI. ADJOURNMENT**

**Motion:** Ms. Maria Martinez moved to adjourn the meeting.

**Seconded (2<sup>nd</sup>):** Ms. Lashonika Simpson

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

**HSPC member for Chair, Naomi Castellanos, adjourned the meeting at 7:57 pm.**

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**Chair**

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**Date**