



HEAD START POLICY COUNCIL MEETING

December 7, 2021

6:15 P.M.

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

I. CALL TO ORDER

2020-2021 San Antonio Independent School District (SAISD) HSPC Chair, Naomi Castellanos called the meeting to order at 6:26 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 November 16, 2021, meeting minutes.

Seconded (2nd): Ms. Ariana Patino

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

III. PUBLIC COMMENTS

None to report

IV. CORRESPONDENCE

Ms. Audrey Jackson, Head Start Administrator presented on the Information Memorandum, ACF-IM-HS-21-05 Supporting the Wellness of All Staff in the Head Start Workforce and stated that this Information Memorandum describes the importance of, and requirements and recommendations for, building a culture of wellness across all Head Start Programs. Some strategies already in place include staff breaks and having an adequate place to work. Ms. Jackson stated that another strategy that we are working on right now includes creating a Wellness Committee. It was further stated that we are about halfway through implementing many of the items in this Information Memorandum. No questions were asked.

Ms. Audrey Jackson also presented on 45 CFR Part 1302 – Vaccine and Mask Requirements to Mitigate the Spread of COVID-19 in Head Start Programs. Ms. Jackson reported that according to this document, Head Start Programs are mandated to wear masks in-doors wherever Head Start children or families are being served. It was published and became effective on November 30, 2021. Ms. Jackson stated she attended a Webinar for guidance and was informed that this was Federal regulation and when you have a federal regulation that does not match State regulation, one has to follow the more stringent one, and in this case, it is with the Federal regulation. Two mandates must be followed, and one is the wearing of masks; all children over the age of two and all adults, whether they are funded by Head Start or not and are serving Head Start children or family members, must wear a mask. The school districts and partners were notified and asked if they were aware of this mandate. The second mandate stated we are required to be vaccinated; all staff. We are allowed medical or religious exemptions. The Human Resources Department with the City of San Antonio will be approving the exemptions. The same is true with the school districts and the non-profit partner childcare centers that we work with. This goes into effect as of January 31, 2022. This means that to be fully vaccinated, all our staff members have to be vaccinated at least by the first week of January to meet the deadline.

HSPC member, Ms. Ariana Patino, asked if children with disabilities are required to wear masks. Ms. Jackson reported that the answer is no and that there is an exception with children with disabilities. Ms. Jackson further stated that it would probably be reflected in the child's Individual Education Plan (IEP). Ms. Patino also asked if there is a policy in place if parents do not agree with the Correspondence items and if there was a plan. Ms. Jackson reported that they were not given much time to implement the mandate to inform people. She stated that we are fortunate because Edgewood and San Antonio Independent School Districts have been requiring masks up until now. It was further commented that there are other Head Start Programs throughout Texas that were no longer wearing masks and the parents were not happy and, as a result, some parents ended up pulling their children from the program. No further questions asked.

BRIEFING AND POSSIBLE ACTION (a-j)

a. Election of Officers

HSPC Chair, Ms. Naomi Castellanos, provided information on the available positions of Head Start Policy Council Chair, Vice Chair, and Secretary and explained the nomination, voting, and election process, prior to the open voting process.

Head Start Policy Council Chair

Ms. Naomi Castellanos was the only nominee for the position of Chairperson. An open vote took place and Ms. Castellanos was selected for the position of Policy Council Chair.

Motion: Ms. Candice Stafford moved to approve Ms. Naomi Castellanos for the position of Chairperson on the 2021-2022 Head Start Policy Council.

Seconded (2nd): Ms. Ariana Patino

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

Head Start Policy Council Vice Chair

Ms. Ariana Patino was the only nominee for the position of Vice Chairperson. An open vote took place and Ms. Patino was selected for the position of Vice Chairperson.

Motion: Ms. Ruby Arizola moved to approve Ms. Ariana Patino for the position of Vice Chairperson on the 2021-2022 Head Start Policy Council.

Seconded (2nd): Ms. Maria Martinez

Vote: All in favor (unanimous)

Head Start Policy Council Secretary

Ms. Candice Stafford was the only nominee for the position of Secretary. An open vote took place and Ms. Stafford was selected for the position of Secretary.

Motion: Ms. Alexis Alfaro moved to approve Ms. Candice Stafford for the position of Secretary on the 2021-2022 Head Start Policy Council.

Seconded (2nd): Ms. Maritza Mendoza

Vote: All in favor (unanimous)

Ms. Naomi Castellanos, newly re-elected for Policy Council Chairperson, continued with her duties to the 2021-2022 Policy Council.

b. Election of Community Representatives

HSPC Chair, Naomi Castellanos reviewed the HSPC Community Representative voting process. Two candidates were present, Ms. Christy Caez Claudio and Mr. Ernest De La Rosa, and both spoke to the Policy Council for three minutes each about their qualifications and why they wanted to be elected for the Community Representative position. Two e-mail messages were read by Mr. Roger Foster, Senior Management Coordinator and Ms. Audrey Jackson, Head Start Program Administrator that contained information from Mr. Howard King and Mr. Austin Hawk about their qualifications and why they wanted to be elected for the Community Representative position. Ms. Andrea Martinez, Senior Management Analyst, encouraged the Policy Council parents to review their binder on their table containing all the resumes of the seven applicants for Community Representative. An open vote was held, and Ms. Martinez recorded the votes for the two Community Representative positions. After reviewing the voting data, Ms. Martinez announced the two representatives elected

were Mr. Ernest De La Rosa and Ms. Christy Caez Claudio. The two new Community Representatives were invited to join the Policy Council meeting.

Motion: Ms. Ruby Arizola moved to approve the 2021-2022 Head Start Policy Council Community Representatives.

Seconded (2nd): Ms. Ariana Patino

Vote: All in favor (unanimous)

c. Election of Committee Members

HSPC Chair, Naomi Castellanos reviewed the Policy Council Standing Committees and provided information on the Special Committees. Head Start Policy Council parents were informed that the size of each committee can have no less than three (3) and no more than five (5) Head Start Policy Council members. All members, including alternates and community representatives, can sit on a committee. A question was asked if members can sit on more than one committee. Members were informed that they could sit on more than one committee. Ms. Castellanos asked for volunteers after reading the responsibilities for each committee.

Volunteers for the Assessment and Planning Committee were Melinda Pina, Christy Caez Claudio, Ernest De La Rosa, Naomi Castellanos, Alexis Alfaro, Ariana Patino, and Candice Stafford.

Volunteers for the Parent Engagement Committee were Ariana Patino, Ruby Arizola, Alexis Alfaro, Maria Martinez, Candice Stafford, and Naomi Castellanos.

Volunteers for Special Committee were Maria Martinez, Ariana Patino, Candice Stafford, and Christy Caez Claudio.

d. Approval of the Policy Council Meeting Days and Time

HSPC Chair, Naomi Castellanos asked Ms. Andrea Martinez, Senior Management Analyst, to present the Approval of the Policy Council Meeting Days and Time. Ms. Martinez reviewed the current HSPC Meeting days and times. Currently the HSPC meets monthly, every fourth Tuesday of the month at 6:15pm. Ms. Martinez asked if the current meeting days and time worked for the group. There were no opposing votes to change the days and time.

Motion: Ms. Ariana Patino moved to approve the fourth Tuesday of each month at 6:15pm as this Policy Council's meeting days and time.

Seconded (2nd): Ms. Alexis Alfaro

Vote: All in favor (unanimous)

e. Approval of 2020-2021 Head Start Program Five-Year Strategic Plan

HSPC Chair, Ms. Naomi Castellanos introduced Mr. Roger Foster, Senior Management Coordinator, to present the Approval of 2020-2021 Head Start Program Five-Year Strategic Plan. Mr. Foster reported that a meeting was held on November 18, 2021, with staff, community partners, and Policy Council parents to discuss and make revisions to the most recent Five-Year Strategic Plan. He further discussed that this was part of an on-going process where we look at our Self-Assessment,

continuous improvement, numbers, goals, and objectives. The changes, revisions, and updates were discussed for the following goals: Education, Family Support, Health, Environmental Health & Safety, and Highly Qualified Staff.

HSPC member, Ms. Melinda Pina inquired about the Early Head Start Programs' minimum rating of two stars for quality level services. Mr. Foster explained that the quality level goes up to four stars and that one center has a three-star rating and the rest of the centers have a four-star rating.

HSPC member, Ms. Naomi Castellanos inquired about which center received a three-star rating. Mr. Foster responded that the center was Seton Home. Ms. Castellanos asked what it would take to receive a four-star rating. Mr. Foster deferred to Ms. Dianne Mendez, Management Analyst, to provide further information. Ms. Mendez discussed the criteria and assessment process that Child Care Services conducts for this rating system.

Motion: Ms. Maria Martinez moved to approve the 2020-2021 Head Start Program Five-Year Strategic Plan.

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

Vote: All in favor (unanimous)

f. Approval of 2020-2021 Head Start Program Annual Report

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Andrea Martinez, Senior Management Analyst, to present the 2020-2021 Head Start Program Annual Report. Ms. Martinez stated that an annual report is submitted every year for approval and encouraged the Policy Council members to review the edits. It was further added that after completion of the edits, the Head Start Program Annual Report would then be sent to the Community Action Advisory Board. The annual report would then be printed and provided to the public and placed on the Head Start website. Ms. Martinez explained in detail the different components of the annual report which included the Head Start Program model, approach to school readiness, child outcomes, health and wellness, and family and community support.

HSPC member, Ms. Ariana Patino, asked about the governing body, like the Quality-of-Life Committee. Ms. Martinez explained that we have had various committees and provided information about Head Start's two advisory committees: The Economic Workforce and Development Committee and the Community Action Advisory Board.

Motion: Mr. Ernest De La Rosa moved to approve the 2020-2021 Head Start Program Annual Report.

Seconded (2nd): Ms. Maritza Mendoza

Vote: All in favor (unanimous)

g. 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 introduced himself and

explained that the monitoring report is completed monthly and presented to the Policy Council members. It was reported that today's report was completed for November 2021. The monitoring projects that were conducted included ERSEA eligibility review #4 (SAISD), 45 Day Education Screenings Review #1-, and 45-Day Health Screenings Review #1. Mr. Ramirez stated these reviews were not completed in November but will be in next month's monitoring report. There were two monitoring projects completed in the month of November: Education Review #1 and Disabilities Review #1. There were no areas of non-compliance noted during this reporting period. Areas of concern included Education Review #1 and Disabilities Review #1 and it mostly concerned the area of documentation in ChildPlus. A summary of the findings was completed and shared with both providers and the City of San Antonio team so that corrections could be made. Mr. Ramirez further indicated that a deadline was provided and after corrections are made, the monitoring team will go back into the system and, if requirements are met and we are satisfied with the corrections, then the review will be closed.

HSPC Community Representative, Mr. Ernest De La Rosa, asked if the findings were found on one teacher or multiple teachers. Mr. Ramirez indicated that it was found with multiple teachers. He also stated that most of the findings were found with the documentation into ChildPlus as well as our implementation of Ready Rosie. He stated that there are multiple teachers that are still being trained by our staff on implementing Ready Rosie. Mr. De La Rosa also asked if there was a window of time to enter information into the system. Mr. Ramirez stated that it depends on the type of service that is provided and indicated that there is a benchmark guide that we follow to assist us with time frames.

HSPC member, Ms. Ariana Patino, asked if the Ready Rosie curriculum was used in the classroom or at home. Mr. Ramirez reported that Ready Rosie is a parenting curriculum implemented by the City of San Antonio Head Start Program. It offers a combined approach of inter-active workshops and on-going mobile support in communication. Ready Rosie provides structured and sequenced learning activities that families can utilize. Our education service providers, Edgewood Independent School District and San Antonio Independent School District, collaborate with our Family & Community team to implement the Ready Rosie curriculum.

HSPC member, Ms. Naomi Castellanos asked if we rely on the teachers or the parents to promote Ready Rosie. Mr. Ramirez responded that it would be for both teachers and parents.

h. Review of EHS and EHS-CCP Program Monitoring

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Dianne Mendez, Management Analyst, to present the Review of EHS and EHS-CCP Program Monitoring. Ms. Mendez introduced Ms. Cindy Garcia, her co-monitor. Ms. Garcia is new to this position and was formerly a Family Support Worker with Edgewood ISD's Head Start Program.

For the Early Head Start-Child Care Partnership (EHS-CCP) Program, Ms. Mendez reported that there were three unannounced safe environment visits made to Ella Austin Child Care Center, Inman Christian Center, and the YWCA Olga Madrid Center. These unannounced visits are sometimes made in the morning or in the afternoon so that we are seeing the whole program of the activities that are

being provided. Other monitoring projects conducted included a nutrition child file review, a nutrition manager interview and nutrition site visits.

Ms. Mendez reported that there were two areas of non-compliances that included rodent droppings in two classroom closets and a cabinet at one site. Ms. Mendez stated that we are working with the provider so that we can ensure that pest control conducts an assessment and Ms. Mendez did confirm that documentation was received, and the provider will move forward to ensure that this is corrected. The provider will be providing a corrective action plan detailing the steps to ensure that this will not occur in the future. Ms. Mendez reported that the second non-compliance concerned a teacher that was observed using inappropriate verbal guidance while talking with a child. The teacher will receive training in developmentally appropriate practices and on-going support provided for positive teacher/child interactions.

HSPC Community Representative, Christy Caez Claudio asked for the name of the center with the issue of rodent droppings. Ms. Mendez stated it was Ella Austin Child Care Center.

Ms. Mendez continued with the monitoring report for the EHS-CCP program and reported that the areas of concern included unannounced safe environment visits and the findings included clutter in the classrooms, cracked tile at a center, sinks and toilets that needed cleaning, diaper changing procedure that needed to be posted, and a required daily checklist not completed. Other areas of concern that were reviewed with the Policy Council members included nutrition child file review, nutrition manager interview review and nutrition site visit.

HSPC member, Ms. Naomi Castellanos asked if an incident report had been completed regarding the teacher that had provided inappropriate guidance to a child. Ms. Castellanos inquired if the parent had been notified or was it just directed at the teacher. Ms. Mendez stated that it was directed at the teacher along with Director and Education team notifications. Ms. Rhonda Roach, Senior Special Projects Manager was also notified to begin training with the teacher. Ms. Mendez could not attest if the parent was notified but will be meeting with the Director and will bring back the findings next month.

Regarding the Early Head Start Program, Ms. Mendez reported that the monitoring project conducted was a nutrition child file review and we did not have any non-compliances. Ms. Mendez further reported that for the nutrition child file review, twenty-one files were reviewed with one finding noted. The Center has fifteen days to respond in ChildPlus for the finding that was noted.

HSPC member, Ms. Maria Martinez, asked if parents have an input with their child's nutritional menus at school. Ms. Martinez further stated that her child is a picky eater and does not eat sometimes at school. Ms. Mendez responded that parents do have an input and asked Ms. Martinez to contact Ms. Jessica Zertuche, Stafford Site Director and have a discussion with her about her child's nutrition.

i. 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 informed the

Policy Council members that they would find three different monthly reports in their packets and reviewed the components of the monthly reports so that the Policy Council members could compare the numbers month to month. Ms. Jackson reviewed the section on Enrollment, Disability Enrollment, Food Reports, Education Services, Family Engagement Services, Mental Health Services, Education Screenings and Health Screenings for the Head Start, Early Head Start, and Early Head Start-Child Care Partnership Program. In reference to the Head Start Program, Ms. Jackson reported about the difference between the funded enrollment number of three thousand twenty (3,020) and enrollment as of November 30, 2021, of two thousand one hundred twenty (2,120). Ms. Jackson also reported that the average daily attendance was at 90% and it was due to fewer classrooms quarantined. The Disability Enrollment had been met at 10% and the Family Meeting Benchmark had been met in August 2021 at 100%.

In reference to the Early Head Start Program, Ms. Jackson informed the Policy Council members that this grant involved center-based and home-based services. Ms. Jackson reported on the enrollment number for the home-based services and the difficulty in meeting the enrollment number. It was reported that a request was made to the office of Head Start to serve more children under the center-based program and add two more center-based classrooms. The status of the disability enrollment with this program is at two percent (2%) and Ms. Jackson stated we should be at ten percent (10%) for January. Ms. Jackson also stated she believes that when Head Start looks at our number, they will combine our program and look at us as one number; with Head Start being so big, we will be together at ten percent (10%). Ms. Jackson reported she will keep the Policy Council members updated.

In reference to the Early Head Start-CCP Program, the report outlines and provides information for each of the six centers. Ms. Jackson pointed out that Seton Home is a bit different from the other centers. It is a residential center where moms come with their children. Ms. Jackson discussed the enrollment number turnover at thirty-three percent (33%) for Seton Home. The percentage is high because we do not have control when they come in and then decide to move on to living outside of the residential home. The disability percentage is at eight percent (8%) and perhaps we can meet the ten percent (10%) by January. Ms. Jackson encouraged the Policy Council members to review the rest of the items on the report such as the food reports, education services, and family engagement services.

HSPC member, Ms. Ariana Patino asked about Head Start meeting their enrollment numbers considering efforts conducted with recruitment and staff shortages. Ms. Jackson stated that the Early Head Start-CCP program is in a situation where they are having a hard time being fully staffed and the same issue is occurring with the school districts, as well. Along with this concern, the school districts are also having a hard time getting children into the program. Ms. Patino expressed an interest in having another head start center at an Edgewood school but stated she realized the challenges we are having right now with staff shortages and enrollment numbers. Ms. Jackson further stated that we are not allowed to serve more than what our funding allows but that it could be done if we had the funding for it. No further questions were asked.

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

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Mary Vasquez, Fiscal Manager, to present the Review of the Head Start, EHS, and EHS-CCP Fiscal Reports. Ms. Vasquez stated that there should be fiscal reports for three programs in the Policy Council members' packets. It was stated that this report is as of November 30, 2021. Ms. Vasquez explained that the city does not close its budget or its period until about eight or nine days into the following month. Since we needed to have the reports ready for this Policy Council meeting, what we are getting is a report as of the last day of the month and the period has not been closed yet. Ms. Vasquez reported the budget total for the Head Start grant is \$31,599,178.00. The Year-to-date budget amount is listed at \$19,806,818.00 and the Year-to-date Actual is \$20,091,333.00. Ms. Vasquez explained that the reason we went over is because the City accrues salaries and since the period is not closed, they have not backed it up and so it looks like we have spent more but we actually have not. The Variance, which is the difference between the year-to-date amount and the year to date actual, is \$(284,515.00) and the last column is expressed in percentages. Ms. Vasquez provided detailed information on the Variance amounts for Salaries, Fringe, Supplies, Contractual and the Other category.

HSPC member, Ms. Ariana Patino, asked about the Equipment category and why there were no amounts listed in that column. Ms. Vasquez explained that there was nothing there right now but, with the approval of the budget revision, it was going to be updated. Ms. Vasquez further explained the Equipment category is anything with a value of \$5,000.00 per unit cost and with a life expectancy of a year or more, for example, a car.

Ms. Vasquez presented on the Early Head Start Grant and reported that the budget total for this grant is \$2,672,651.00. The Year-to-date budget amount is listed as \$1,238,793.00 and the Year-to-date Actual is \$1,025,076.00 which is the difference or a Variance of \$213,717.00. The last column is the Variance in percentages. Ms. Vasquez provided further details on the Variance amounts for Salaries, Fringe, Travel, Supplies, Contractual, and the other category. There were no questions asked on the Early Head Start Grant report.

Lastly, Ms. Vasquez presented on the Early Head Start-Child Care Partnership Grant. The following information was provided from 2021-2022 Fiscal Reports as of November 30, 2021. Ms. Vasquez reported the Total Budget for this grant is \$3,763,397.00. The Year-to-date budget is \$923,371.00 and the Year-to-date Actual amount is \$912,915.00. The Variance amount is \$10,456.00. Ms. Vasquez provided further details on the Variance amounts for Salaries and Fringe. There were no questions asked on this Early Head Start-Child Care Partnership Grant report.

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 an updated photo of the City of San Antonio City Council as the program's Governing Board. Ms. Martinez also reported that governance training would be provided to the new Community Representatives, Mr. Ernest De La Rosa and Ms. Christy Caez Claudio.

A picture was highlighted of the Economic and Workforce Development Committee. Ms. Martinez reported that they will be having a meeting on February 22, 2022, in which the Community Action Advisory Committee will be presenting Head Start Policy Council items.

A picture of the Community Action Advisory Board was presented, our current advisory committee that meets monthly. A meeting was to be held on Thursday, December 2, 2021, but they did not meet quorum and so the meeting was rescheduled for December 16, 2021. The items that will be presented to the Community Action Advisory Board include the Annual Report, the Five-Year Strategic Plan and all the items that were reviewed. Ms. Martinez also made two announcements on the upcoming Congress of Children event and a request that was received from the Office of Head Start for Policy Council approval for a budget revision. Ms. Martinez stated that this information would be sent to the Policy Council members by e-mail for approval and that a reply would be needed by Friday, December 10, 2021. No questions were asked.

VI. ADJOURNMENT

Motion: Mr. Ernest De La Rosa moved to adjourn the meeting.

Seconded (2nd): Ms. Candice Stafford

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

HSPC member for Chair, Naomi Castellanos, adjourned the meeting at 8:32 pm.

Chair

Date