

# MEETING MINUTES

---



## HEAD START POLICY COUNCIL MEETING

January 26, 2021

6:15 P.M.

Virtual Meeting

<b>Members Present</b>	San Antonio Independent School District (SAISD): Naomi Castellanos EHS-CCP: Heather Halton Community Representative: Noel Cortez, Tina Satpathy
<b>Members Absent</b>	Edgewood Independent School District (EISD): Gabriel Trevino, Janice Garcia Ramirez San Antonio Independent School District (SAISD): Angelique Aime, Dorothy Lara, Josefina Macias EHS: Alexis Mercado-Flores EHS-CCP: Barbara Pircher
<b>Alternate Members Present</b>	Edgewood Independent School District (EISD): Anna Macal San Antonio Independent School District (SAISD): Joe Betty Garcia, Melinda Pina
<b>Alternate Members Absent</b>	Edgewood Independent School District (EISD): Alexis Robinson San Antonio Independent School District (SAISD): Janice Garcia, George Gilbert Ramos EHS: Abel Garcia EHS-CCP: Melissa Garza, Marisela Sanchez

---

### I. CALL TO ORDER

2020-2021 Chair, Ms. Naomi Castellanos called the meeting to order at 6:17 p.m.

Chair, Ms. Naomi Castellanos asked Ms. Elvia Pace, Management Analyst to start roll call to record attendance. Ms. Pace announced quorum was met.

### II. PUBLIC COMMENTS

None to report

### III. MEETING MINUTES

**Motion:** Ms. Joe Betty Garcia moved to approve the December 26, 2020, meeting minutes.

**Seconded (2<sup>nd</sup>):** Ms. Heather Halton

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

### IV. CORRESPONDENCE

Chair, Naomi Castellanos asked Ms. Audrey Jackson, Head Start Administrator, to cover correspondence PI-HS-20-07 Interim Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies. Ms. Jackson reported that for thirty-five (35) years Head Start had a continuation grant. Now every five (5) year cycle if a program had any deficiencies they would need to compete for another grant.

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

### **a.) Recognition of the 2019-2020 Jule Sugarman Distinguished Staff Award Winners**

Chair, Naomi Castellanos reviewed the creation and process of the Jule Sugarman Award. Ms. Castellanos reviewed the award winners for the 2019-2020 year: Ana Gonzalez, a teacher from Carroll at SAISD, Alisha Freeman, a literacy coach from Cardenas ECC in EISD, Mary Valles, a teacher at Blessed Sacrament Academy from EHS-CCP, and Erika Mora, a family support worker from the City of San Antonio at Neal Elementary. Ms. Castellanos also shared the David Chavarria Award winner: Marisa Mendez Principal in SAISD.

### **b.) Approval of 2019-2020 Self-Assessment Report**

Chair, Naomi Castellanos asked Mr. Roger Foster, Senior Management Coordinator to present the 2019-2020 Self-Assessment Report. Mr. Foster reviewed that the self-assessment is a piece of our annual process where goals are set as part as our strategic plan. We have five (5) goals and we monitor and see our progress. We review our areas of improvement as well as our strengths. We review our plan throughout our grant year and we make adjustments as we move forward. There were no questions.

**Motion:** Mr. Noel Cortez moved to approve the 2019-2020 Self-Assessment Report, with minor edits.

**Seconded (2nd):** Ms. Joe Betty Garcia

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

### **c.) Approval of the 2019-2020 Annual Report**

Chair, Naomi Castellanos asked Ms. Andrea Martinez, Senior Management Analyst, to present the 2019-2020 Annual Report. Ms. Martinez reported that one of the interesting facts for the annual report was that several pictures that were used were from parents as their children worked from home. Ms. Martinez reported that the annual report is a program requirement and this report is open to the public, which covers Head Start and Early Head Start program operations. Highlights of the report include a display of both governing boards City Council, Community Action Advisory Board, and our Head Start Policy Council members were presented, the report also included a review of the annual attendance, disability and transitions numbers as well as education, family and community, health, fiscal, and monitoring services. Ms. Martinez asked the parents to begin thinking of next years' theme as she would like parent input. There were no questions.

**Motion:** Mr. Noel Cortez moved to approve the 2019-2020 Annual Report, with minor edits.

**Seconded (2nd):** Ms. Heather Halton

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

### **d.) Approval of the Early Head Start Child Care Partnership (EHS-CCP) Carry Over Application**

Chair, Naomi Castellanos asked Ms. Rhonda Roach, Senior Special Projects Manager, to present the Early Head Start Child Care Partnership (EHS-CCP) Carry Over Application. Ms. Roach explained the budget year was from August 1<sup>st</sup> - January 31<sup>st</sup>. She went over the budget and highlighted that they made improvements to some of the center playgrounds. There were no questions

**Motion:** Ms. Joe Betty Garcia moved to approve the Early Head Start Child Care Partnership (EHS-CCP) Carry Over Application, with minor edits.

**Seconded (2nd):** Ms. Heather Halton

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

**e.) Training on Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Process**

Chair, Naomi Castellanos asked Ms. Dani Salas, Senior Management Analyst, to provide the training on the Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Process. Ms. Salas reviewed each of the ERSEA components. The eligibility for Head Start is three (3) to four (4) year old children, EHS is for children six (6) weeks to three (3) years. Recruitment happens before and throughout the program year to assist in building a healthy waitlist. Within the selection area applications are taken and a point system to give priority to children who are in most need. Within the first thirty (30) days we should be fully enrolled and try to maintain throughout the year. Attendance is at eighty-five (85) percent or higher. After two (2) unexplained absences and FSW's reach out to families and try and assist them with any barriers. There were no questions.

**f.) Approval of the 2021-2022 Head Start, EHS, and EHS-CCP Program ERSEA Matrices**

Chair, Naomi Castellanos asked Ms. Dani Salas, to present the 2021-2022 Head Start, EHS, and EHS-CCP Program ERSEA Matrices. The program relies heavily on the parent's assistance with advertisement. Head Start looks at the community assessment and matrix data to prioritize our program. The matrix is annually reviewed and for the 2021-2022 one additional item that was entered for all program matrices is for military families. Chair, Naomi Castellanos asked whether just the portion of the military item matrix needed approval. Ms. Salas did explain that the entire matrix needed approval but the only addition to the matrix was the military item. Ms. Castellanos asked what about the maximum income to be approved for the program. Ms. Salas was able to remind the HSPC members that the program uses the nationally federal poverty guidelines as a baseline. They use this to help address income, homelessness, and disabilities, etc. Families that have higher barriers would move higher on the list. HSPC Community Representative Mr. Noel Cortez asked about what type of documentation is required for homeless families. Ms. Salas explained that the parents can identify as homeless and there is also a third-party form that can be used. All FSW's also receive homeless training to go over McKinney Vento laws. This helps them know how to refer families to ISD transition department and resources. There were no further questions.

**Motion:** Mr. Noel Cortez moved to approve the 2021-2022 Head Start, EHS, and EHS-CCP Program ERSEA Matrices, with minor edits.

**Seconded (2nd):** Ms. Heather Halton

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

**g.) Approval of the 2021-2022 EHS Program ERSEA Policy Updates**

Naomi Castellanos asked Ms. Rachel Pearce, Management Analyst, to present 2021-2022 EHS Program Policies. Ms. Pearce explained Early Head Start is a new program and policies needed to be created. EHS mirrored the existing EHS-CCP policies. No additional questions were asked.

**Motion:** Ms. Heather Halton moved to approve the 2021-2022 EHS Program Policies, with minor edits.

**Seconded (2nd):** Mr. Noel Cortez

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

**h.) Training on Head Start Program Monitoring**

Chair, Naomi Castellanos asked Mr. Pedro Ramirez, Special Project Manager, to present the Head Start Program Monitoring. Mr. Ramirez explained that in addition to the City of San Antonio monitoring the districts also have their monitoring own process. Our program monitoring team of six (6) members main goal is to make sure our schools, children and teams are safe. They may find a fix

that can be done immediately, or they may identify a systematic fix which would take a bit longer. The purpose of monitoring is to help strengthen our program. The current process we follow is we collect data, which is done by site visits, interviews observation and even files at times. This data is then analyzed to see what was able to be corrected and what the remaining is then reviewed to develop a correction and action plan which is the next step. The teams come back and share with ISD's their findings and create an action plan and how they will move forward. The final step is the follow up to ensure all items were addressed and resolved. After the monitoring goes through their process the findings are then shared with Policy Council for their review. Monitoring sends out a calendar at the beginning of the year to list the activities they will be performing throughout the year. It does get edited to fit our needs. Annual Health and Safety Screener Calendar is sent for mayor, department director and Head Start Policy Council signatures and is usually done seventy-five (75) days from the start of school. Reports are done monthly to give monitoring status and projects that are updated. There were no questions.

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

Chair, Naomi Castellanos asked Mr. Pedro Ramirez, to present the Head Start Monitoring Report. Mr. Ramirez reported that there was no monitoring report submitted in December 2020. There were areas of concern that corrections were already completed. We have worked with ISD's on any outstanding areas. The nutrition and critical health concern review have already been completed and verified and it is already closed out. There were no questions.

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

Chair, Naomi Castellanos asked Ms. Dianne Mendez, Management Analyst, to present the EHS and EHS-CCP Monitoring Reports. Ms. Mendez reported the projects that were worked on in December were unannounced safe environment visits. Twenty-nine (29) ERSEA files were reviewed as well as the attendance documentation. There was an area of noncompliance for a fire extinguisher and the COVID screener process which was addressed at the time of visit. The files reviewed had areas of concern due to missing data. Follow up activities included the forty-five (45) sensory review which the corrections were completed as well as CAP issues being addressed. There were no questions.

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

Naomi Castellanos asked Ms. Audrey Jackson to present the Head Start, EHS, and EHS-CCP Monthly Reports. Ms. Jackson reported that Head Start is at seventy-eight percent (78%) enrolled and EHS is at ninety-four percent (94%) enrolled. She explained that EHS is still filling teacher positions and are still working on having the center licensed. No questions were asked.

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

Naomi Castellanos asked Mr. Stephen Gonzalez, Fiscal Analyst to present the Head Start, EHS, and EHS-CCP Fiscal Reports. Mr. Gonzalez reported the Head Start program runs from February 1 - January 31<sup>st</sup> with a 90-day close out. This allows an opportunity to closeout expenses. Next month there will be two reports to review as our new program year is starting and one is closing out. The budget is eighty percent (80%) federal and twenty percent (20%) non-federal funding. We anticipated twenty million dollars (\$20,000,000) however we spent less than expected. As of December 31, 2020, there is an eight hundred and twelve thousand-dollar (\$812,000) variance. This was tied to personnel and fringe benefits. We had vacancies at the beginning of the grant due to the pandemic. City of San Funds have been shifted our ISD contractual partners. They invoice our program forty-five (45) days after the expense.

Mr. Gonzalez reported the EHS grant has the same budget year as Head start that runs from February 1<sup>st</sup> thru January 31<sup>st</sup>. The program started mid-year from July 1<sup>st</sup> – January 31<sup>st</sup> during this program year. The budget is eighty percent (80%) federal and twenty percent (20%) non-federal funding. They had a slow start because it is new and due to COVID. There is a thirty thousand-dollar (\$30,000) variance that are tied to vacancies in the program. There are six (6) EHS staff but Head Start and EHS-CCP staff have been working on this grant. Cost was allocated for their time.

Mr. Gonzalez reported EHS-CCP grant year runs from August 1st thru July 31st. This report shared is as of December 31, 2020. The budget is eighty percent (80%) federal and twenty percent (20%) non-federal funding. Currently there is a one hundred and forty thousand-dollar (\$140,000) variance that is tied to EHS-CCP personnel working during the start-up period for the EHS grant. Childcare partners are paid at a fixed rate per child, so we pay their monthly expenses differently than like the Head Start ISD contractual partners.

Mr. Gonzalez added that in the packet shared there are additional reports. There is a variance report that covers salaries. Provided is a monthly breakdown of any monthly overtime incurred as well as a credit card utilization report that list the PCARD log of expenses. There were no questions.

#### **VI. GOVERNING BODY**

Vice Chair, Naomi Castellanos asked Ms. Andrea Martinez, Senior Management Analyst, to present items from the Governing Body and Advisory Committees. Ms. Martinez highlighted the City of San Antonio City Council as the programs Governing Board to include the members of the Economic and Workforce Development Committee. She also advised that the Community Action Advisory Board (CAAB) which is another advisory committee meets monthly and will have their next meeting on Thursday January 28, 2021 at 3pm. Items to be reviewed at this meeting include: HSPC Officers, Community Representatives, EHS Carry Over Application, and Monthly, Monitoring and Fiscal reporting. There was no further discussion.

#### **VII. ANNOUNCEMENTS AND ITEMS FOR CONSIDERATION**

None to report.

#### **VIII. ADJOURNMENT**

**Motion:** Mr. Noel Cortez moved to adjourn the meeting.

**Seconded (2<sup>nd</sup>):** Ms. Heather Halton

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

**Vice Chair, Naomi Castellanos, adjourned the meeting at 7:52 pm.**

---

Chair

---

Date