

# MEETING MINUTES

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**HEAD START POLICY COUNCIL MEETING**  
**August 25, 2020**  
**6:15 P.M.**  
**Virtual Meeting**

<b>Members Present</b>	San Antonio Independent School District (SAISD): Naomi Castellanos, Joe Betty Garcia EHS-CCP (East) Tanya Bocanegra Community Representative: Jeremiah Rivera, Alice Alvarez
<b>Members Absent</b>	San Antonio Independent School District (SAISD): Becky Maldonado Edgewood Independent School District (EISD): Jessica Ruiz, Yvanimarie DeJesus EHS-CCP (West) Rosalinda Huereca Pena
<b>Alternate Members Present</b>	SAISD: Nancy Gallegos
<b>Alternate Members Absent</b>	SAISD: Melinda Pina, Josefina Macias, Meeta Helms EISD: Araceli Elena Martinez, Rebeca Anguiano EHS- CCP East: Christian Charles EHS-CCP West: Janice Garcia

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### I. CALL TO ORDER

2019-2020 Chair, Ms. Tanya Bocanegra called the meeting to order at 6:17 p.m.

Chair, Ms. Tanya Bocanegra 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:** Joe Betty Garcia moved to approve the July 28, 2020 meeting minutes.

**Seconded (2<sup>nd</sup>):** Alice Alvarez

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

### IV. BRIEFING AND POSSIBLE ACTION (a-i)

**a.) Review of DHS Head Start and Early Start Child Care Partnership COVID Program Information Guidance**

Chair, Tanya Bocanegra asked Ms. Audrey Jackson, Head Start Administrator to present DHS Head Start and Early Start Child Care Partnership COVID Program Information Guidance. Ms. Jackson reported guidance was to assist with the upcoming school year during the COVID pandemic. Families

can choose to attend virtually or in person and the child's enrollment will not be affected. The program would still be required to do home visits but can be conducted over the phone. Ms. Jackson also reported in person instruction will look a little different. Examples given were family style meals will be served to the children instead of the children serving themselves, tooth brushing will have a different procedure, all children and all staff will wear masks and the number of children in the classroom will follow Metro Health Guidelines. There were no additional questions.

**b.) Review of Office of Head Start Program Federal Review- Focus Area 1 Head Start and EHS-CCP**

Chair, Tanya Bocanegra asked Ms. Audrey Jackson to present the review of the Office of Head Start Program Federal Review- Focus Area 1 for Head Start and EHS-CCP. Ms. Jackson reported the monitoring process has changed from previous times. Reviewers would come out every 3 years and now there is a different process where it is broken up in different three (3) parts. The Focus Area One (1) was completed over the phone on December 2019. This review was the baseline which discussed what systems the program had in place. We were in compliant in all areas and even received a letter congratulating our program for doing so well. Ms. Jackson was not sure when we would be having the in person Focus 2 Area review. There were no questions.

**c.) Review of Office of Head Start Program Federal Review- CLASS Head Start**

Chair, Tanya Bocanegra asked Ms. Mica Clark-Peterek to present the Review of Office of Head Start Program Federal Review- CLASS Head Start. Ms. Clark-Peterek reported that in 2010 guidance was given in 2010 reviewers were looking at the quality of services children were receiving. In 2011, the Federal government used to send down teams to programs to do a CLASS review every three (3)-five (5) years. The City of San Antonio decided to adopt the tool as an internal observation. In March 2020, we were not able to complete our CLASS program review due to COVID. We did have a Federal review in February of 2020 and reviewed fifty-five (55) classrooms and received scores in March. The last time we had a federal review was in the 2014-2015 school year. We also did receive the national scores within seventy-two (72) classrooms and our scores were lower than our previous year's one hundred and fifty four (154) classrooms.

**d.) Review of EHS-CCP Monitoring Report 2019-2020**

Chair, Tanya Bocanegra asked Ms. Dianne Mendez, Management Analyst, to review the EHS-CCP Monitoring Report 2019-2020. Ms. Mendez reported that the monitoring was conducted, and they were in compliance in all areas. There were no further questions.

**e.) Review of EHS-CCP Monitoring Calendar 2020-2021**

Ms. Diane Mendez reviewed the EHS-CCP Monitoring calendar during the same time she reviewed the Monitoring Report in the above agenda item. Ms. Mendez reviewed the screener calendar for the 2020-2021 school year indicating which dates screeners will be on campus with childcare providers.

**f.) Review of Head Start and EHS-CCP Monthly Report**

Chair, Tanya Bocanegra asked Ms. Audrey Jackson to present the review of the Head Start and EHS-CCP Monthly Report. Ms. Jackson reviewed April-June numbers that shifted during the COVID Pandemic. FSW's percentages were very high for their attainment of documents. They were able to complete this virtually with families. Ms. Jackson also went over ERSEA and the number of children that were not enrolled during the last months of the 2019-2020 school year after COVID Pandemic forced all schools to remove children from campuses. We serviced three thousand four hundred and nine (3,409) children and we retained eighty-nine (89) percent of children during the pandemic.

For the EHS-CCP program we were able to retain eighty one percent (81%) of our children when the pandemic hit. For this program well exams are needed every three (3) months. During March through May children were unable to go to their primary doctors for their well exam's checks. During their ninety (90) days they met their one hundred (100) percent. EHS-CCP was at seven (7) percent instead of the ten (10) percent. A rational for this was they probably aged out or no longer needed services.

**g.) Review of Head Start, Early Head Start, EHS-CCP Fiscal Reports**

Chair, Tanya Bocanegra asked Mr. Issac Espinoza, Fiscal Analyst to present the Fiscal Report. Mr. Espinoza began with the Head Start program report. Mr. Espinoza reported the grant runs from February 1, 2020 and ends on January 31, 2021. He stated that we are halfway through the program year and the total budget has increased 1.3 million due to the cost of living adjustment and quality funding. There was a variance of six hundred thousand (600) dollars due to personnel costs for positions that could not be filled due to COVID. These savings would be moved to contractual services. Service providers also had outstanding invoices that they had forty-five (45) days to address before they close. Mr. Espinoza also reported that there was an additional variance of twenty-two (22) percent that was due to Metro Health and University of Incarnate Word not being able to provide services due to COVID during the spring semester. There were no questions over the Head Start fiscal report.

Mr. Espinoza began the 2020-2021 Early Head Start program year, sharing that this is a new grant which began July 1, 2020 and will end on January 31, 2021. Next year this grant will run from February 1, 2021 thru January 31, 2022. This new grant created seven (7) new positions that should be filled by October 2020. Seventy-six-point seven (76.7) percent of cost incurred were for Administrative costs to get the setup of the new grant although the program has not begun yet. Mr. Espinoza reported that the grant received one hundred and seven (107) thousand thru eighty-three (83) thousand startup funds that are being used for Edgewood Independent School district for the new grant. There were no questions for the EHS fiscal report.

The final fiscal report covered was for the 2019-2020 EHS-CCP grant which runs from August 1, 2019 thru July 31, 2020. Mr. Espinoza reported they are in their ninety (90) day close out period. HSPC member Nancy Gallegos asked if the money that listed as a variance in personnel could be used for COVID funding needed. Ms. Jackson responded that our program received COVID funding through the CARES Act that is already being used for more custodial for cleaning. Mr. Espinoza added that all COVID funding needed to be tracked and accounted for. There were no questions for the EHS-CCP fiscal report.

**V. GOVERNING BODY**

Chair, Tanya Bocanegra asked Mrs. Andrea Martinez to present items from the Governing Body and Advisory Committees. Mrs. Martinez informed HSPC members she was going to provide a training refresher for Districts 3,8 and 9. Mrs. Martinez also reported the Community Action Advisory Board (CAAB) will meet on September 10, 2020, and all items presented during this meeting will be presented to the committee for review and approval. There was no further discussion.

**VI. ANNOUNCEMENTS AND ITEMS FOR CONSIDERATION**

None to report.

## **VII. ADJOURNMENT**

**Motion:** Ms. Naomi Castellanos moved to adjourn the meeting.

**Seconded (2<sup>nd</sup>):** Mr. Jeremiah Rivera

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

**Chair, Tanya Bocanegra, adjourned the meeting at 7:05 pm.**

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Chair

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Date