

MEETING MINUTES



HEAD START POLICY COUNCIL MEETING
September 22, 2020
6:15 P.M.
Virtual Meeting

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

I. CALL TO ORDER

2019-2020 Vice Chair, Ms. Naomi Castellanos called the meeting to order at 6:25 p.m.

Vice 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. Janice Garcia moved to approve the August 25, 2020 meeting minutes.

Seconded (2nd): Mr. Jeremiah Rivera

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

IV. BRIEFING AND POSSIBLE ACTION (a-i)

a.) Approval of Head Start Continuation Application

Vice Chair, Naomi Castellanos asked Ms. Audrey Jackson, Head Start Administrator to present Head Start Continuation Application. Ms. Jackson reported the program does the continuation every November 1st even though the program starts in January. Changes in the application were made

specifically due to the COVID Pandemic. Some of the most significant changes included enrollment via virtual or in person was a parent's choice. Also, there were changes in the assessment we are using as a program. We are now using CIRCLE instead of Lap3. CIRCLE has a camera capability that allows student to be observed. Typically we would not make a change like this during our program cycle however COVID has had us look at what is best for our families and what is realistic virtually. There were no additional questions.

Motion: Ms. Janice Garcia moved to approve the Head Start Continuation Application with minor edits.

Seconded (2nd): Mr. Jeremiah Rivera

Vote: All in favor (unanimous)

b.) Approval of Early Head Start Continuation Application

Vice Chair, Naomi Castellanos asked Ms. Rhonda Roach to present the Early Head Start Continuation Application. Ms. Roach reported that although we were just awarded this grant it was prorated from July 1st thru January 31st. The grant will run as the Head Start grant will run from February 1st thru January 31st. Although the grant has not started officially with staff there is a lot of work being done building the program to get it ready to begin. There were no questions.

Motion: Ms. Janice Garcia moved to approve the Early Head Start Continuation Application with minor edits.

Seconded (2nd): Mr. Jeremiah Rivera

Vote: All in favor (unanimous)

c.) Approval of the updated Head Start Policy Council Bylaws

Vice Chair, Naomi Castellanos asked Ms. Audrey Jackson to present the updated Head Start Policy Council Bylaws. Ms. Jackson reported that the bylaws were updated to include the new EHS grant. The percentages of the parents that are assigned on the Policy Council is gathered by the percentages of the students that are enrolled in the different programs and the districts. The bylaws were increased by four (4) positions. There were no additional questions.

Motion: Ms. Nancy Joan Gallegos moved to approve the Head Start Policy Council Bylaws with minor edits.

Seconded (2nd): Mr. Jeremiah Rivera

Vote: All in favor (unanimous)

d.) Approval of the Revised 2020-2021 Head Start, EHS, and EHS-CCP Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Selection Criteria Point Matrices

Vice Chair, Naomi Castellanos asked Ms. Dani Salas, Senior Management Analyst, to review the Revised 2020-2021 Head Start, EHS, and EHS-CCP Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Selection Criteria Point Matrices. Ms. Salas reported that the Point Matrix had already been approved by Policy Council but because of the pandemic the point matrix had to be revised to capture those changes. The Office of Head Start also sent guidance and the program changed some of the points that would capture families affected by COVID specifically homeless families. There were no further questions.

Motion: Ms. Janice Garcia moved to approve the Revised 2020-2021 Head Start, EHS, and EHS-CCP Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Selection Criteria Point Matrices with minor edits.

Seconded (2nd): Mr. Jeremiah Rivera

Vote: All in favor (unanimous)

e.) Approval of EHS Program Policies

Vice Chair Naomi Castellanos asked Ms. Rhonda Roach to review the EHS Program Policies. Ms. Roach reported that they were in the building process of the new EHS grant. Part of this building was putting in place program policies. The policies of their existing EHS-CP grant served as the framework for the policies but were placed in revision so that changes can be made to fit EHS.

Motion: Ms. Janice Garcia moved to approve the EHS Program Policies with minor edits.

Seconded (2nd): Mr. Jeremiah Rivera

Vote: All in favor (unanimous)

f.) Review of EHS COVID Program Guidance

Vice Chair, Naomi Castellanos asked Ms. Rhonda Roach to present the EHS COVID Program Guidance. Ms. Roach reported this guidance was provided to assist in the ways we are providing services that will address the needs of or families during this pandemic. The guidance was provided for all content areas as well as monitoring to ensure we were thinking of flexibility. The program will offer remote learning to its 58 families that have already been accepted into the program. There were no questions.

g.) Review of Head Start Monitoring Report for 2019-2020

Vice Chair, Naomi Castellanos asked Mr. Pedro Ramirez, Special Project Manager, to present the Head Start Monitoring Report for 2019-2020. Mr. Ramirez reported that the COVID Pandemic did affect the monitoring that was administered after March. In February monitoring covered Nutrition, Education, Pedestrian Bus Safety Review and did not find any non compliances. In March the areas of Safe Environments and Disabilities were reviewed there were three (3) non compliances in Safe Environments. Some corrections were corrected however some would not be able to be corrected since they were not able to be on campus. In April, ERSEA Attendance and Ninety (90) Day Health were reviewed. In June Critical Health concerns were reviewed and there weren't any non-compliances were found. The non-compliances that were found will be items that will be looked at during this monitoring calendar period. There were no monitoring reviews were done in May, July or August. There were no questions.

h.) Review of Head Start Annual Monitoring Calendar

Vice Chair, Naomi Castellanos asked Mr. Pedro Ramirez to review the Head Start Annual Monitoring Calendar. Mr. Ramirez reported the dates on the monitoring calendar were pushed back to reflect the COVID pandemic and the issues that needed to be addressed such as health and safety screenings being pushed back until the children would be on campus. The safety environmental review will be reduced to fifty (50) percent for the first review and the second review will be at one hundred (100) percent. There were no questions.

i.) Review of EHS-CCP Monitoring Report for 2020

Vice Chair, Naomi Castellanos asked Ms. Dianne Mendez to present the EHS-CCP Monitoring Report for 2020. Ms. Mendez reported that the monitors conducted three (3) of their sites and there were not any non-compliances. There were findings and each of them have since been corrected. One hundred (100) percent of the classrooms and the playgrounds were monitored. There were strengths that were found such as freshly painted classrooms and positive teacher child activities. There were no questions.

j.) Review of EHS Annual Monitoring Calendar

Vice Chair, Naomi Castellanos asked Ms. Dianne Mendez to present the EHS Annual Monitoring Calendar. Ms. Mendez reported that the program identified which projects they would be reviewing for this grant. For the EHS grant they will focus on one project for the monitoring time frame. No further questions were asked.

k.) Review of EHS-CCP Annual Monitoring Calendar

Vice Chair, Naomi Castellanos asked Ms. Dianne Mendez to present the EHS-CCP Annual Monitoring Calendar. Ms. Mendez reported that the program will follow their monitoring identifiers of two projects per monitoring time frame. No further questions were asked.

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

Vice Chair, Naomi Castellanos asked Ms. Audrey Jackson to present the Head Start and EHS-CCP Monthly Report. Ms. Jackson reported that the Head Start enrollment was twenty-eight (28) percent short of our funded enrollment. She also reported that the Office of Head Start is aware of the low enrollment as it has been low for organizations nationally. The OHS also provided guidance in encouraging programs to look at their returning families. Ms. Jackson provided percentages for disabilities (11.7% and 8% for SAISD) and over income (10%) percent. Ms. Jackson shared that the EHS grant has not started however the EHS-CCP program has a high year to date enrollment of two hundred and three (203) children of the two hundred and sixteen (216) children. Two thirds (2/3) of our children has returned, one (1) percent of over income families and nine (9) percent of disabilities which this number will drop as children will age out. HSPC Vice Chair Naomi Castellanos asks if most students are still doing virtual learning. Ms. Jackson responded that SAISD and EISD is at twenty-five (25) percent of their children are doing in school learning. The children were chosen by recommendations pf the children who are most in need educationally. Ms. Castellanos also asked if it was mandatory for parents to have their children to return. Mr. Jeremiah Rivera asked if the families moved out of the district would there be a plan to work with them to keep them enrolled. Ms. Jackson responded that families have the option to continue in our program virtually. Ms. Miller also added that the district, EISD specifically, looks at the family's situation and if they are displaced for any reason all efforts would be made for them to continue receiving services. She also reported that parents can change their minds before the next six (6) weeks but their situation can be looked at during a case by case basis a COVID procedures allows for flexibility. There were no additional questions.

m.) Review of Head Start, Early Head Start, EHS, and EHS-CCP Fiscal Reports

Vice Chair, Naomi Castellanos asked Ms. Mary Vasquez to present the present the Head Start, Early Head Start, EHS, and EHS-CCP Fiscal Reports. Ms. Vasquez reported that the grant runs from February 1st thru January 31st. The grant is thirty million nine hundred seventy-eight thousand eight hundred thirty-six (30,978,836) dollars. Year to date spending is about thirteen (13) million dollars. There are variances that are tied to contractual services. Metro Health, which usually provide our dental services has been pulled away to assist with the pandemic. The variances are also tied to personnel vacancies. These monies will be moved to building maintenance.

Ms. Vasquez reported that the EHS fiscal report has been prorated and the grant is running from July 1st thru January 31st. Currently there are no positions filled and EHS-CCP team members working for this grant as they are building this grant. There were no questions over the Head Start fiscal report.

Ms. Vasquez began reporting on the EHS-CCP fiscal report for the 2019-2020 school year. The program term ended on July 31st. They are still within the ninety (90) day close out and they will still be providing a report for this grant at our next meeting. Some of the largest variances are within travel due to no travel during the pandemic. Contractual services also had monies moved to Blessed Sacrament Academy and Healy Murphy due to classrooms being moved to Ella Austin. There may be a balance left in the grant and they will determine if it will be spent or moved to the next grant year. Ms. Vasquez reported on the EHS-CCP 2020-2021 grant year. There is a variance in personnel. This cost is being absorbed in the EHS grant due work being done to get the grant ready. There are positions that are open that may be filled by the end of the fiscal year. There was a hiring freeze which prevented these positions to be filled. There were no questions over the EHS and EHS-CCP fiscal report.

V. GOVERNING BODY

Vice Chair, Naomi Castellanos asked Mrs. Andrea Martinez, Senior Management Analyst to present items from the Governing Body and Advisory Committees. Mrs. Martinez reiterated the HSPC members the Economic and Workforce Development Committee are the governing board and items will be going to the City of San Antonio City Council on October 15th. Also stated was the items presented during this meeting will be presented to the Community Action Advisory Board (CAAB) on September 24th, for review and approval. There was no further discussion.

VI. ANNOUNCEMENTS AND ITEMS FOR CONSIDERATION

None to report.

VII. ADJOURNMENT

Motion: Ms. Nancy Joan Gallegos moved to adjourn the meeting.

Seconded (2nd): Ms. Janice Garcia

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

Vice Chair, Naomi Castellanos, adjourned the meeting at 7:27 pm.

Chair

Date