

MEETING MINUTES



HEAD START POLICY COUNCIL MEETING

July 28, 2020

6:15 P.M.

Virtual Meeting

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

I. CALL TO ORDER

2019-2020 Vice-Chair, Ms. Naomi Castellanos called the meeting to order at 6:18 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. BRIEFING AND POSSIBLE ACTION (a-i)

a.) Approval of Head Start and Early Head Start- Child Care Partnership (EHS-CCP) Cost of living Adjustment

Vice-Chair, Naomi Castellanos asked Ms. Audrey Jackson, Head Start Administrator and Ms. Rhonda Roach, Special Projects Manager to present Approval of Head Start and EHS-CCP Cost of Living Adjustment. Ms. Jackson reported the cost of living adjustment would be applied to Head Start and ISD's two percent (2%) increase of salaries as well as being applied to technology, furniture and building costs. Ms. Roach reported on EHS-CCP allocation of Cost of Living Adjustments. Ms. Roach reported they would use part of the funding for increase of salaries and the program would also work with eth center directors to apply monies for their centers as well as operational costs.

Vice Chair, Naomi Castellanos asked for a motion to approve the Head Start and EHS-CCP Cost of Living Adjustment with minor edits.

Motion: Ms. Janice Garcia moved to approve the approval of Head Start and EHS-CCP Cost of Living Adjustment with minor edits.

Seconded (2nd): Ms. Jessica Ruiz

Vote: All in favor (unanimous)

b.) Approval of Head Start, Early Head Start and EHS-CCP Quality Improvement Funding

Vice Chair, Naomi Castellanos asked Ms. Audrey Jackson and Ms. Rhonda Roach to present the Approval of the Head Start, Early Head Start, and EHS-CCP Quality Improvement Funding. MS. Jackson reported Head Start will increase funding for the Mental Wellness Program. The program will also add seven (7) Family Support Worker positions and instructional coaches. Specifically in Edgewood ISD they will increase teacher aides and add a social emotional counselor. Ms. Roach reported Early Head Start and EHS-CCP will have full time positions available to support the Early Head Start and increase the coaching ratio to 2-16 instead of 1-33. Funding will also be allocated for technology and furniture funding. Vice Chair, Naomi Castellanos asked for a motion to approve the Head Start, Early Head Start, and EHS-CCP Quality Improvement Funding with minor edits.

Motion: Ms. Alice Alvarez moved to approve the Head Start, Early Head Start and EHS-CCP Quality Improvement Funding with minor edits.

Seconded (2nd): Ms. Jessica Ruiz

Vote: All in favor (unanimous)

c.) Approval of Head Start and EHS-CCP COVID-19 Funding

Vice Chair, Naomi Castellanos asked Ms. Jackson to present Approval of Head Start and EHS-CCP COVID-19 Funding. Ms. Jackson reported the funds would be used to update playgrounds, HVAC system, PPE for campuses, furniture, and Plexiglas stations for staff. HSPC member Ms. Janice Garcia asked if there would be an issue with funding if parents weren't able to connect remotely for learning. Ms. Jackson responded parent participation would not affect this grant. The OHS has been flexible during this pandemic. HSPC member Jessica Ruiz asked if the grant would be carried out for the 5 years of the grant. Ms. Jackson said it would. HSPC member Jeremiah Rivera asked if the funding could be used for direct assistance to families who were not able to get technology with this grant. Ms. Jackson reported that the ISD's are purchasing IPAD's and laptops as well as improving their infrastructure for internet in communities. Ms. Jackson let the HSPC members that questions about who gets internet or technology is up to the ISD's. Vice Chair, Naomi Castellanos asked for a motion to approve the Head Start and EHS-CCP COVID-19 Funding with minor edits.

Motion: Ms. Janice Garcia moved to approve the Head Start and EHS-CCP COVID-19 Funding with minor edits.

Seconded (2nd): Ms. Yvanimarie De Jesus

Vote: All in favor (unanimous)

d.) Approval of Head Start and EHS-CCP Program Policies

Vice Chair, Naomi Castellanos asked Ms. Jackson to present the Approval of Head Start and EHS-CCP Program Policies. Ms. Jackson reported both programs changed the bulk of their policies within the Family and Community Service content area. These changes had to be made to modify the programs processes due to the COVID-19 pandemic this year. Vice Chair, Naomi Castellanos asked for a motion to approve the Head Start and EHS-CCP Program Policies with minor edits.

Motion: Ms. Janice Garcia moved to approve the Head Start and EHS-CCP Program Policies with minor edits.

Seconded (2nd): Ms. Alice Alvarez

Vote: All in favor (unanimous)

e.) Approval of the 2020-2021 Early Head Start (EHS) Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Selection Criteria Point Matrix

Vice Chair, Naomi Castellanos asked Ms. Roach to present the 2020-2021 Early Head Start (EHS) Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Selection Criteria Point Matrix. Ms. Roach reported they were recently awarded the EHS grant working with EISD. The ERSEA criteria needed to be developed for this new program and create a selection process of children. Vice Chair, Naomi Castellanos asked for a motion to approve the 2020-2021 Early Head Start (EHS) Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Selection Criteria Point Matrix with minor edits.

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

Seconded (2nd): Ms. Jessica Ruiz

Vote: All in favor (unanimous)

f.) Review of the Early Head Start Program Governance Screener

Vice Chair, Naomi Castellanos asked Ms. Andrea Martinez, Senior Management Analyst to present the Early Head Start Program Governance Screener. Ms. Martinez reported we have the required compositions for our governance structure which includes but is not limited to PC meetings, Advisory Committee's, Governing body trainings, Policies and Procedures, and review of expenditures. Ms. Martinez explained the Policy Council requirements for the upcoming school year. HSPC Ms. Janice Garcia asked if parents could run for HSPC if their children did not actually attend a campus but were doing remote learning. Ms. Martinez assured her that all parents whose child was enrolled in Head Start program would be eligible for run for Policy Council. HSPC member Josefina Macias asked if her daughter's learning would be affected if she did not send her child to a campus and let her to continue remote learning. Ms. Audrey Jackson let Ms. Macias know that we could not answer that question. It was a family's choice but we could assist in having her contact the school to help her decide what would be best for her child. There were no other questions.

g.) Approval of Head Start, Early Head Start, and EHS-CCP Program Designs

Vice Chair, Naomi Castellanos asked Ms. Jackson and Ms. Roach to present the Head Start, Early Head Start, and EHS-CCP Program designs. Ms. Jackson reported we had several changes to our Head Start Program design concerning classrooms and campuses. Edgewood ISD has increased classes at Loma Park and San Antonio ISD has two classes moving to Gonzales Elementary and we will no longer have Irving but will have additional classes added to Nelson to meet family needs. Ms. Roach reported that due to the new grant for EHS ten (10) classes would be added to Stafford Head Start. HSPC member Ms. Janice Garcia asked if EHS-CCP home visits would be in person for this coming year. Ms. Roach explained as of now home visits would all be virtual. Vice Chair, Naomi Castellanos asked for a motion to approve the Head Start, Early Head Start and EHS-CCP Program Designs with minor edits.

Motion: Ms. Janice Garcia moved to approve the Head Start, Early Head Start, and EHS-CCP Program Designs with minor edits.

Seconded (2nd): Ms. Jessica Ruiz

Vote: All in favor (unanimous)

h.) Fiscal Report

Vice Chair, Naomi Castellanos asked Mr. Stephen Gonzalez, Fiscal Analyst to present the Fiscal Report. Mr. Gonzalez began with the 2019-2020 Head Start program year report. Mr. Gonzalez reported the grant ended on January 31, 2020, but closed in April 2020. Grant utilization was 99.6%. There were funds in fringe benefits that CoSA assessed was tied in health benefits. There was also a reimbursement in contractual services which caused an overage of funds. There are conversations whether these funds can be carried forward to the rest of the grant time period. Mr. Gonzalez began the 2020-2021 Head Start program year report by sharing that as of June 30, 2020, Head Start had not received the Cost of Living Adjustment funds explained earlier in the agenda. He explained that as of now there is a variance in the report tied to personal vacancies within the program. There was also funding that we had in overage due to Metro Health and Incarnate Word not being able to perform their contractual services. Also, there is funding that would have been used for mileage, utilities, building usage, etc. that we have not incurred due to the COVID-19 pandemic and staff has not been in the building or traveling. These funds will be reallocated to other expenditures. There were no questions for the Head Start fiscal report.

Mr. Gonzalez reported on the EHS-CCP 2019-2020 budget. There was a variance of funds which were tied to personnel. There were two vacancies in the program but funds had been reallocated. There was also a minor variance in contractual services which had been reallocated to supplies. The program has a ninety (90) day close out but did not expect much movement since they are on a pay as we go plan for EHS-CCP. There were no questions for the EHS-CCP fiscal report. Mr. Gonzalez ended by reminding HSPC members that ISD/partner credit card expenditures for both programs could be found in the documentation within their packets.

IV. GOVERNING BODY

Vice Chair Member, Ms. Naomi Castellanos asked Mrs. Andrea Martinez to present items from the Governing Body and Advisory Committees. Mrs. Martinez informed HSPC members that due to COVID-19 the CAAB Committee has not had the opportunity to take items to the Economic & Workforce Committee. Also, Due to COVID-19 scheduling to train District 3 has been postponed and Ms. Martinez will plan to schedule a fresher training for Districts 5, 8, and 9 when the COVID-19 restrictions are lifted. Mrs. Martinez notified HSPC members the Community Action Advisory Board (CAAB) will meet on

August 6, 2020, and all items presented during this meeting will be presented to the committee for review and approval. There was no further discussion.

V. ANNOUNCEMENTS AND ITEMS FOR CONSIDERATION

None to report.

VI. ADJOURNMENT

Motion: Ms. Janice Garcia moved to adjourn the meeting.

Seconded (2nd): Ms. Jessica Ruiz

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

Vice Chair, Naomi Castellanos, adjourned the meeting at 7:33 pm.

Chair

Date