

MEETING MINUTES



HEAD START POLICY COUNCIL MEETING

December 12, 2020

6:15 P.M.

Virtual Meeting

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

I. CALL TO ORDER

2019-2020 Chair, Ms. Naomi Castellanos called the meeting to order at 6:21 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: Mr. Abel Garcia moved to approve the November 17, 2020 meeting minutes.

Seconded (2nd): Ms. Barbara Pircher

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

IV. CORRESPONDENCE

There was no correspondence.

V. BRIEFING AND POSSIBLE ACTION (a-h)

a.) Election of Officers

Chair, Naomi Castellanos reviewed the parent officer positions for the Head Start Policy Council. The responsibilities were reviewed for Chair, Vice Chair and Secretary. Andrea Martinez was asked to read the nominations that were received for each position. Ms. Castellanos was the only nomination received for the position of Chair. Members voted unanimously for the approval for Naomi Castellanos for Policy Council Chair. Ms. Josefina Macias was the only nomination received for the position of Vice Chair. Members voted unanimously for the approval for Josefina Macias for Policy Council Vice Chair. Ms. Barbara Pircher was the only nomination received for the position of Secretary. Members voted unanimously for the approval for Barbara Pircher for Policy Council Secretary.

b.) Election of Community Representatives

Chair, Naomi Castellanos reviewed with HSPC Community Representative voting process, due to COVID restrictions the applications were processed differently this year for Community Representatives positions. She asked Ms. Andrea Martinez to read for the record the online voter names and votes for the two Community Representative positions. Ms. Martinez reviewed all the applications and the number of votes each person received. After reviewing the voting data Ms. Martinez announced the two representatives elected were Tina Satpathy and Noel Cortez.

Motion: Mr. Abel Garcia moved to approve the 2020-2021 Head Start Policy Council Community Representatives.

Seconded (2nd): Ms. Barbara Pircher

Vote: All in favor (unanimous)

c.) Approval of the Policy Council Meeting Dates and Times

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

Motion: Ms. Barbara Pircher moved to approve the Policy Council Meeting Dates and Times.

Seconded (2nd): Ms. Melissa Garza

Vote: All in favor (unanimous)

d.) Election of Committee Members

Chair, Naomi Castellanos reviewed the Standing Committees that are within the Policy Council. Standing Committees for Assessment and Planning and Parent Engagement can have no less than three (3) and no more than (5) HSPC members. All members, including alternates and community representatives can sit on a committee. Questions were asked when committees meet and whether a member can sit on both committees. Usually the committees meet during the day but they would consider to meet in the evenings if it met the needs of the members. Members are also welcome to sit on both committees. Chair asked for volunteers after reading the responsibilities for each committee. Volunteers for the Assessment and Planning Committee were Joe Betty Garcia, Naomi

Castellanos, and Barbara Pircher. Volunteers for the Parent Engagement Committee were Abel Garcia, Naomi Castellanos, Joe Betty Garcia, and Melissa Garza.

e.) Review of Head Start Monitoring Report

Chair, Naomi Castellanos asked Ms. Audrey Jackson, to present the Head Start Monitoring Report. Ms. Jackson reported that as a COSA grantee we receive funds from the federal government for SAISD, EISD, and six (6) EHS partners to review and monitor our program. There are two types of concerns. One concern is a non-compliance which indicates that there is a break in the system and is a big concern. The second type is an area of concern which is within the class only and is not program wide. Due to COVID we have had more non-compliances than usual. Reasons included items like fire extinguishers not being monitored due to concern of added people in the schools. Due to the COVID restrictions the monitoring team has thought of creative ways in TEAMS to do some of these observations. HSPC member Abel Garcia asked when do the schools conduct safety checks with the fire department. Ms. Jackson informed the group that the ISD's have a corrective action plan and the HSPC members will be given a follow up by the next meeting. She mentioned that twenty-three (23) sites are being monitored with Head Start. There were no further questions.

f.) Review of EHS and EHS-CCP Monitoring Report

Chair, Naomi Castellanos asked Ms. Audrey Jackson, to present the EHS and EHS-CCP Monitoring Reports. Ms. Jackson reported that the monitoring system works in the same way as the Head Start monitoring system and works for their six (6) EHS-CCP partners and two (2) EHS partners. Two (2) non-compliance found with the health code and the fire inspection were not up to date. Areas of concern included retraining staff at our sites. This is an area that we will follow up on and report back to the group. There were no further questions.

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

Naomi Castellanos asked Ms. Audrey Jackson to present the Head Start , EHS, and EHS-CCP Monthly Reports. Ms. Jackson explained that we cover on a monthly basis different sections in our report such as enrollment, disability, food reports, education services, family and engagement, mental health, education and health screenings. Ms. Jackson stated currently in Head Start we are not fully enrolled. We are at seventy-four percent (74%). This percentage is consistent across the country. The Office of Head Start knows we are not fully enrolled and are supportive due to the current pandemic. Our disability enrollment is at ten percent (10%) met with SAISD at thirteen percent (13%). We have completed ninety-five percent (95%) completion for visits for teacher home visits which have been done virtually. For EHS we have started our partnership with EISD which we began in July. Currently there are forty-three (43) children enrolled out of one hundred and twenty-eight (128) children. As soon as the center is licensed, we feel confident we will be fully enrolled with infants and toddlers. Staff is working on later benchmark dates due to the program start date. EHS-CCP program serves infants and toddlers with six (6) childcare providers BSA, Ella Austin, Healy, Inman, Seton, and the YWCA. Our numbers are down at Seton home due to the teen parents living on campus and due to COVID. We are at eight percent (8%) disability enrollment and we are confident that we will be at ten percent (10%) by next month. The program is at ninety-eight percent (98%) for their first home visit and at one hundred percent (100%) for assessments with Family and Community. HSPC Community representative Tina Satpathy had a question on the difference between Head Start screenings with forty-five (45) days with the Ages and Stages educational screening. Ms. Jackson explained forty-five (45) days include vision and hearing screenings which include using the SPOT vision machine for vision. Assessments also include social and emotional

areas. After the initial screening we work with families on their health needs to obtain physicals and medical/dental homes. No additional questions were asked.

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

Naomi Castellanos asked Ms. Mary Vasquez, Fiscal Analyst to present the Head Start, EHS, and EHS-CCP Fiscal Reports. Ms. Vasquez explained to HSPC members an overview of the budgets is provided on a monthly basis in the same order each time covering Head Start, EHS and finally EHS-CCP programs. Also provided are credit card expenditures, detailed budgets by line item and specifically for the Head Start program it includes the ISD's budget and balances with year to date numbers. Head start runs from February 1 - January 31st with a 90-day close out. This allows an opportunity to closeout expenses. The budget year to date is where we thought we would be. As of November 30, 2020, there is a two hundred and seventy-six thousand-dollar (\$276,000) variance. There is a five-point three percent (5.3%) of a variance tied to personnel. We had vacancies at the beginning of the grant due to the pandemic. City of San Antonio had a hiring freeze which has since been lifted and we are trying to fill as fast as we can. There is a variance in supplies as well due to our team not being in the office as well as a thirty thousand-dollar (\$30,000) variance for contractual services. Due to the pandemic Metro Health and UIW plus building contractors can't perform their services as they normally would. Ms. Vasquez also shared that admin costs could not exceed fifteen percent (15%) and that can be found on the bottom portion of the report.

Ms. Vasquez reported the EHS grant has the same budget year as Head start that runs from February 1st thru January 31st. The program started mid-year from July 1st – January 31st during this program year. They had a slow start because it is new and due to COVID. There is a nineteen thousand dollar (\$19,000) variance that are tied to vacancies in the program. This variance will not be there due to personnel hiring for the program. The supplies line item is over the projected amount due to supplies. EISD has not billed CoSA for expenses they have. Other variances are low but will close within the program. Startup cost had no expenditures because it was contracted to EISD.

Ms. Vasquez reported EHS-CCP grant year runs from August 1st thru July 31st. This report shared is as of November 30, 2020. There is a fixed rate for contracts for this grant that blends funds with the childcare providers. Currently there is a one hundred and twelve thousand-dollar (\$112,000) variance that is tied to EHS-CCP personnel working during the start-up period for the EHS grant. There is a small percentage allocated to the grant for occupancy at Brady. The budget for their binding and printing that went over the projected expected expense amount. There were no questions.

VI. 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 highlighted the City of San Antonio City Council as the programs Governing Board to include the members of the Economic and Workforce Development Committee with District 3 Councilwoman Rebecca Viagran as the chair. She also advised that the Community Action Advisory Board (CAAB) which is another advisory committee meets on a monthly basis and will review items presented today in January 2021. There was no further discussion.

VII. ANNOUNCEMENTS AND ITEMS FOR CONSIDERATION

None to report.

VIII. ADJOURNMENT

Motion: Ms. Joe Betty Garcia moved to adjourn the meeting.

Seconded (2nd): Mr. Abel Garcia

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

Vice Chair, Naomi Castellanos, adjourned the meeting at 7:28 pm.

Chair

Date