

MEETING MINUTES



HEAD START POLICY COUNCIL MEETING

March 02, 2021

6:15 P.M.

Virtual Meeting

Members Present	Edgewood Independent School District (EISD): Janice Garcia Ramirez San Antonio Independent School District (SAISD): Naomi Castellanos EHS-CCP: Barbara Pircher, Heather Halton Community Representative: Noel Cortez, Tina Satpathy
Members Absent	Edgewood Independent School District (EISD): Gabriel Trevino San Antonio Independent School District (SAISD): Angelique Aime, Dorothy Lara, Josefina Macias EHS: Alexis Mercado-Flores
Alternate Members Present	Edgewood Independent School District (EISD): Anna Macal San Antonio Independent School District (SAISD): Janice Garcia, Joe Betty Garcia, George Gilbert Ramos, Melinda Pina
Alternate Members Absent	Edgewood Independent School District (EISD): Alexis Robinson 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 6:21 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: Ms. Barbara Pircher moved to approve the January 23, 2021, meeting minutes.

Seconded (2nd): Mr. Noel Cortez

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

IV. CORRESPONDENCE

Chair, Naomi Castellanos asked Ms. Audrey Jackson, Head Start Administrator, to cover correspondence ACF-PI-HS-21-01 FY2021. Ms. Jackson reported that we received more funding. We are waiting on a letter for the money that was given. When we are given funding amount, we will adjust our budget and will create a proposal on how we will spend. The Cost of Living Adjustment (COLA) which includes a one-point twenty-two percent (1.22%) staff increase. Regulations will be followed on pay increases with program partners. There was additional Cares Act funding granted for COVID to assist in technology, cleaning, outdoor learning, and mental wellness services. HSPC members will be given a proposal of how the program would like to spend funds.

V. BRIEFING AND POSSIBLE ACTION (a-i)

a.) Approval of 2021-2022 Head Start Program Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Recruitment Plan

Chair, Naomi Castellanos asked Ms. Dani Salas, Senior Management Analyst, to present on the 2021-2022 Head Start Program ERSEA Recruitment Plan. Ms. Salas explained the plan was taken from the Community Assessment and compliance with federal standards. Ms. Salas asked HSPC parents how they heard about the program when they enrolled their children. Their responses ranged from word of mouth from another friend or relative and street signs. Ms. Salas reported that although parents are the best resources for recruitment the plan also includes canvassing the community, working with community agencies, community events, social media, flyers, television, and program websites. HSPC Chair reported that she found out about the program from a banner on the street and she also approach parents at stores, restaurants, etc. to talk about Head Start. There was no more discussion.

Motion: Ms. Anna Macal moved to approve the 2021-2022 Head Start Program ERSEA Recruitment Plan, with minor edits.

Seconded (2nd): Ms. Barbara Pircher

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

b.) Review of the Jule Sugarman Distinguished Staff Award Process

Chair, Naomi Castellanos asked Ms. Andrea Martinez, Senior Management Analyst to present the review of the Jule Sugarman Distinguished Staff Award Process. Ms. Martinez reviewed that the current Jule Sugarman process and reminded the HSPC members that the award was started by previous HSPC members to acknowledge staff and their contributions to the program. Ms. Martinez wanted feedback on the idea to postpone the 2020-2021 Jule Sugarman Awards to 2021-2022. Due to COVID Ms. Martinez felt that it would be hard to properly get nominations and she fears we may miss a well-deserved staff member. HSPC member Barber Pircher thinks it would be a good idea to wait until 2021-2022. HSPC member Anna Macal asked if there would be a presentation for both years in 2021-2022. Ms. Martinez clarified that there would be awards just for the 2021-2022 school year and the 2020-2021 school year awards would be postponed. Mr. Noel Cortez recommended that in lieu of Jule Sugarman awards this year would we be able to recognize all teachers this year. A discussion of a staff recognition was taken into consideration and plans to celebrate the staff working through difficult times and change since COVID is a plan well worth completing. There was no other discussion.

c.) Review and Discussion of the 2021-2022 Head Start Program Family Meetings

Chair, Naomi Castellanos asked Ms. Heather Cruz, Special projects Manager, to present the review and discussion of the 2021-2022 Head Start program Family Meetings. Ms. Cruz reported that the purpose of the family meetings is to build rapport with families which begins during the application process where we build positive relationships, obtain documents, and connect our families with services. During the family meetings we review the parent handbook, sign consent documents, and continue providing the families with services. We make the meetings with family's convenience and comfortable and consider COVID procedures that keep families safe by providing the options for virtual and phone meetings, and receiving documents by mail, pick up and drop off. There were no questions.

d.) Review of the 2020-2021 Head Start and Early Head Start (EHS) Beginning of the Year (BOY) Family Assessment Outcomes

Chair, Naomi Castellanos asked Ms. Heather Cruz to present the 2020-2021 Head Start and Early Head Start (EHS) Beginning of the Year (BOY) Family Assessment Outcomes. Ms. Cruz reviewed the data on our BOY assessments. Only two percent (2%) of families were not assessed. Ms. Cassandra Farias reviewed the EHS data and explained there is still work to do based on the data. EHS needs were in housing and emergency crisis. The data is taken and applied to the parent needs. The data for EHS-CCP was assessed at one hundred percent (100%). The assessment for both EHS and EHS-CCP is based on a three (3) point system and reports are run once data is entered. For EHS-CCP there were needs in leadership and advocacy. The data allowed for work to be done with the parents on guidance in this field in which they were interested in and how they could become more involved. The data is not just collected but it is looked at in a larger scale and how it can be used to provide services for parents. There were no questions.

e.) Review of the 2020-2021 Head Start program Goal Setting Outcomes

Chair, Naomi Castellanos asked Ms. Heather Cruz, to provide the 2020-2021 Head Start program Goal Setting Outcomes. Ms. Cruz reviewed the goal process. Once the assessment is completed, we work with families on setting goals that align with the PFCE framework which includes: Families Well Being- families are safe and healthy and they are able to succeed in schools, Positive Parent Child Relationships- helps parents feel capable as a parent, Families as Life Long Educators- families are the child's most important teachers, Families as Learners- reach in lives of staff, families and children, provides job training and education opportunities, Family Engagement in Transition- empowering families to advocate for their child during transition, Family Connections to Peers and Community- encourage peer connections and access community resources, Families as Advocates and Leaders- growing families as leaders. Some families set multiple goals and one hundred and twenty-one (121) families did not set any goals but did complete the assessment.

f.) Review of Head Start Program Monitoring

Chair, Naomi Castellanos asked Mr. Pedro Ramirez, to present the Head Start Monitoring Report. Mr. Ramirez reported the monitoring team recently finalized the forty-five (45) day Health and Education. Projects that are completed include Education Review #1, Pedestrian/Bus Safety Training Review #1, and Health and Safety Screener- Transportation. Due to COVID some of these are delayed. There were no areas of non-compliance. There were areas of concern in data entry and documentation in Education and Pedestrian and Bus Safety. Follow up activities include review of ISD's responses and Health and Safety screeners in classroom safety, facilities and outdoor and gym. There were no questions.

g.) 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 Critical Health Child File Review, Nutrition Child/Teacher Interview and Safe Environment Reviews at Blessed Sacrament, Ella Austin, and Inman. There were non-compliances in Safe Environments and Fire Inspection. There were some areas of concern with missing data in nutrition forms in forty (40) files that were reviewed. The follow up activities in fire inspection was conducted and is now current. There were no questions.

h.) 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-three percent (73%) enrolled, EHS-CCP is at ninety-three percent (93%) enrolled and we are just growing our EHS program. Mrs. Jackson also stated EHS is still hiring staff. Assessments are at ninety-eight percent (98%) completed as well as teacher visits. This shows the commitments of parents to continue with school responsibilities among the pandemic. It has been difficult for parents to get to their medical and dental providers. HSPC member Joe Betty Garcia commented on the governors lift of the COVID mandate and how this going to affect the students and families. Ms. Audrey shared that she had the same questions. There are lots of questions and concerns, but she does not think the Office of Head Start will be demanding in person instruction, but she is not sure with the state and ISD's. HSPC Chair Naomi Castellanos asked if we fall under TEA and Ms. Audrey explained that we are the grantee but the ISD's do fall under TEA however most schools are listening to Metro Health for guidance. HSPC Community Representative Noel Cortez responded that most ISD's have already spoken about the lifted mandate. Ms. Jackson stated children ten (10) and older would still wear a mask as well as teachers. Most ISD's are making their decisions during spring break as to what it would look like. HSPC member Anna Macal wanted to know how kids would be affected. Ms. Audrey said she would be contacting the ISD's tomorrow and would report back to HSPC members. Ms. Rebecca Flores advised parents to call their school boards to raise concerns and Ms. Heather Cruz added that President Biden announced that states were prioritizing teachers to receive the vaccine. There was no further discussion.

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

Naomi Castellanos asked Mr. Issac Espinoza, Fiscal Analyst to present the Head Start, EHS, and EHS-CCP Fiscal Reports. Mr. Espinoza reported the Head Start program runs from February 1 - January 31, which is closed now but we have a ninety (90) day close out. This allows an opportunity to finalize expenses. The budget has a seven hundred and sixty-two thousand-dollar (\$762,000) variance which is about three-point three percent (3.3%). This was tied to personnel and fringe benefits. We had vacancies at the beginning of the grant due to the pandemic and will continue into the next grant year. The ISD's contractual partners have forty-five (45) days to invoice and their expenses are always reflected within their fiscal report.

Mr. Espinoza reported the EHS grant has the same budget year as Head start that runs from February 1 thru January 31. The program started mid-year from July 1 – January 31, during this program year. This program will also have a ninety (90) day close out. The budget has a thirty thousand-dollar (\$30,000) variance which is seventy-five percent (75%) of the budget. The biggest variance comes from contractual services with EISD that was recently executed so they couldn't do this until recently.

Mr. Espinoza reported EHS-CCP grant year runs from August 1 thru July 31, and stated this report is mid grant. There is a one hundred and sixty-one thousand-dollar (\$161,000) 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. Espinoza added that within the packet shared there are additional reports for all three (3) grants. Provided is a monthly breakdown of procurement card report that shows purchases made with cards, a monthly breakdown and how they are spending month to month, a detailed report

that are categorized by line item as well as a monthly breakdown budget for the ISD's and how they are spending. 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 from districts three (3), four (4), five (5), six (6), and eight (8). She also advised that the Community Action Advisory Board (CAAB) which is another advisory committee meets monthly however this month the meeting was delayed due to the recent winter storm. The committee would meet on March 4, 2021. Items to be reviewed at this meeting include: Jule Sugarman recipients, 2019-2020 Self-Assessment Report, 2019-2020 Annual Report, ERSEA Training, ERSEA Matrices, 2020-2021 EHS Policies, Monitoring Training, Monitoring and Fiscal reporting. There were no questions.

VII. ANNOUNCEMENTS AND ITEMS FOR CONSIDERATION

None to report.

VIII. ADJOURNMENT

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

Seconded (2nd): Ms. Heather Halton

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

Chair, Naomi Castellanos, adjourned the meeting at 7:45 pm.

Chair

Date