

MEETING MINUTES



HEAD START POLICY COUNCIL MEETING

March 23, 2021

6:15 P.M.

Virtual Meeting

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

I. CALL TO ORDER

2020-2021 Chair, Ms. Naomi Castellanos called the meeting to order at 6:18 p.m.

Chair, Ms. Naomi Castellanos asked Ms. Andrea Martinez, Senior Management Analyst to start roll call to record attendance. Ms. Martinez announced quorum was met.

II. PUBLIC COMMENTS

None to report

III. MEETING MINUTES

Motion: Mr. Noel Cortez moved to approve the March 2, 2021, meeting minutes.

Seconded (2nd): Ms. Heather Halton

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-21-02 Head Start Center-Based Service Duration Requirement for 45 Percent of Slots. Ms. Audrey Jackson stated anytime we receive official correspondence from the office of Head Start we want to bring it to the HSPC. Ms. Jackson stated this does not impact us because we are a program that is considered a full day. Which means we must provide 1,020 hours of class operation during at least eight-month period and means a 100% of our slots already meet this requirement. Ms. Jackson stated we are integrated within two school districts for our Head Start program, and this is specific to the Pre-K, Head Start program and not their early head start program. And that means that a 100% of our slot already meet this requirement until the duration. Ms. Jackson

stated there are many other Head Start programs who are not in that situation, and they would not have the funds perhaps. With a school district, the way we look at it is half the day is funded through a state Pre-K system and half of the day that your child is in school is funded through Head Start. Ms. Jackson stated that is how we get to a full day and how we are able to do that for all of our children.

BRIEFING AND POSSIBLE ACTION (a-g)

a.) Approval of Early Head Start-Child Care Partnership (EHS-CCP) Continuation Application

Chair, Naomi Castellanos asked Ms. Rhonda Roach Senior Projects Manager to present the early start school care partnership, continuation application for approval with minor edits. Ms. Roach stated they were first awarded the Early Head Start Childcare Partnership grant in 2015 and stated the unique mode that the office of Head Start and the office of childcare brought together the unique blend, early head start, specifically with license childcare facilities. Ms. Roach stated the purpose is really focused areas for the intent of the program and one to one of those is to increase quality infant and toddler care. Ms. Roach also stated it provided greater access the family to may not have availability of quality, infant, toddler care. Ms. Roach continued by stating it really builds a high quality and top workforce. Also, those focus areas are really the primary reason that this model was put together and a blend where we are offering comprehensive services in the childcare centers and serving 216 infants and toddlers. Ms. Roach discussed the curriculum, program design, and the budget for the continuation application and stated the allocation for funding and the proposed allocation as well discussed the slot allocation and the number served at each of the six childcare centers. Ms. Roach reviewed the amounts for program operations, training and technical assistance, and budget justification for the application. HSPC Community Representative Noel Cortez asked if there have been any changes to the actual application anything that people should know about additional questions, or questions that have been revised, or removed. Ms. Roach stated they received guidance from the Office of Head Start and a checklist which upon review, the team developed a detail plan and worked with the childcare directors on the next steps and in developing strengths to enhance the early education services to include continuation of staff for early education team and wellness. HSPC Member Melissa Garza made a comment of concern regarding Ella Austin, Ms. Roach stated she will review the concern and follow up. There was no more discussion.

Motion: Ms. Janice Garcia moved to approve the Early Head Start-Child Care Partnership continuation application, with minor edits.

Seconded (2nd): Ms. Heather Halton

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

b.) Review of the 2020-2021 Head Start Beginning of Year (BOY) Student Outcomes

Chair, Naomi Castellanos asked Ms. Mica Clark-Peterek, Special Projects Manager to review the 2020-2021 Head Start Beginning of the Year (BOY) student outcomes. Ms. Clark-Peterek explained to the HSPC members what BOY means at discusses the Head Start Program Performance Standard requirements and describes how a program must conduct standardized and structured assessments for each child and it provides as ongoing information that allows teachers to evaluate a child's developmental level and progress. Ms. Clark-Peterek stated the assessments must be usable information for teachers and parents and must be conducted with sufficiency and frequency to allow for individualization within the program year, stating the program must assess children so that it can really help guide instruction. Ms. Clark-Peterek continued by providing the HSPC members with details on the process of the assessment, tools utilized to measures the student outcome data, and

the monitoring system. Ms. Clark-Peterek as provided details on the scoring, progress, proficiency, indicators, the need for developmentally appropriate assessments, and the process for the outcomes. HSPC member Melinda Pina made a comment on the speech therapy area, Ms. Clark-Peterek discussed the concern related to that area of the assessment and that it does provide the baseline for the program to show a child's growth and to help us identify areas that we want to continue to work on and their strengths. HSPC member Ana Macal asked about the chart provided, Ms. Clark-Peterek stated the item provided identified proficiency and described the items on the chart. Community Representative, Tina Satpathy asked if this data could be in a breakdown by facility. Ms. Clark-Peterek stated she can provide the details by campus and will provide it to the HSPC member in the next packet. HSPC Community Representative Noel Cortez asked a question regarding proficiency or out of range and if it is directly aligned with the national standard and who determines it, Ms. Clark-Peterek explained the assessment and development of the tool, she also explained the process to assist for understanding and the criterion reference of the assessment which compares children to the standardized set of skills. Community Representative, Tina Satpathy asked about when the results are available, Ms. Clark-Peterek stated the results are aggregated and compared and results are completed relatively quickly once completed. There was no other discussion.

c.) Review of 2020-2021 Disability Data

Chair, Naomi Castellanos asked Ms. Mica Clark-Peterek, Special Projects Manager to review the 2020-2021 Disability Data. Ms. Clark-Peterek provided information on the percentage of children involved in our program with a disability and explained that information is provided monthly in the monthly packet and wanted to take this time to provide further details. Ms. Clark-Peterek continued to explain the ten percent (10%) requirement and the law that makes available a free and appropriate public education to eligible children with disabilities throughout the nation and ensure that special education related services are provided to those children IDEA governs. She also stated how states and public agencies provide early intervention, special education, and related services to those eligible and toddlers children and youth with disabilities, IDEA was passed in 1975, and the purpose really was to provide, or to ensure that children were provided a free and appropriate education. Ms. Clark-Peterek also stated it is Head Start and our Early Head Start program's goal to early identification and to really support and provide individualized instruction and complete a developmental and behavioral screening with parents. Ms. Clark-Peterek discussed the tools utilized, additional intervention, referral or evaluation, and individual instruction. She continued to state the program reviews the students' progress and abilities as well as the program conducts the home visits and parent conferences to ensure collaboration with the teachers, principal's, and family support workers are established to meet a minimum twice a year review of the student's progress. Ms. Clark-Peterek also provided details to the integral role the Family Support Worker plays in this process by beginning the process of identification, assistance with the disability application, collection of documents, attending required meetings, and work closely with the disability services and special education department. Ms. Christina Fitzgerald, Senior Management Analyst with the Early Head Start Program described the collaboration completed with the childcare centers for this process and described the different approach. She stated the EHS teamwork hand in hand and the mentors go to the centers and prepare the classrooms for children with disabilities and take a proactive approach and discuss accommodations and discuss strategies. Ms. Clark-Peterek finalized her review by explaining the update to services due to the pandemic and stated there were no face to face services causing a delay in evaluation, eventually we worked to address any child needs and evaluations, also some parents have opted out of receiving services, because in some instances, in person services are

not available, or virtual services are available and that just may not be the right fit for the family and of course, there's parent choice. HSPC member Janie Garcia Ramirez asked about the circle assessment if testing is completed throughout the day or week and asked about deadlines for completion. Ms. Clark-Peterek provided the member with the duration and process. HSPC member Joe Betty Garcia asked if there was a difference between the disability services to a child that is in special education, Ms. Clark-Peterek stated the language is used interchangeably and a child might not receive services and they may have a 504 plan, children in the Head Start program if they are receiving special education, they are receiving disability services. HSPC members Joe Betty Garcia also asked about billing and health insurance and if it pays for services. Ms. Clark-Peterek stated if a child qualifies for speech, the school district, the state of Texas provides that funding to, for that child to receive speech services, but for Early Head Start They'll work with you to process to the family's insurance and so they will take certain deductions and they'll work through, there may be a fee, or there may not be a fee just depending on the insurance and if a family does have Medicaid, there is no fee for them. There was no other discussion.

d.) Review of Head Start Program Monitoring

Chair, Naomi Castellanos asked Ms. Audrey Jackson, Head Start Administrator, to present the Head Start Monitoring Report. Ms. Jackson reported the monitoring team recently finalized two reviews in February and neither one had any issues with non-compliances, nor did they have any areas of concern for February 2021. Ms. Jackson stated virtually all the interviews with the teachers they're included and the fact that the teaching staff was so cooperative and well organized during their reviews and want to give kudos to the school district teachers for working with us and states It's an added duty for them and being part of the Head Start program. There were no questions.

e.) 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 states she conducted a virtual space environment and completed Healy Murphy and they were done virtually on WebEx, and they did provide documents for review. Ms. Mendez states she also reviewed any new staff and ensured that they did have background checks through the childcare regulation's agency. Ms. Mendez stated there were no noncompliance nor any areas of concerns. Ms. Mendez also stated the monitoring project completed on three sites reviewed, and there were no findings notice and she did conduct follow up activities for our nutrition review to ensure that the correction that was noted for our nutrition monitoring review was corrected. There were no questions.

f.) 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 stated she would like to point out a few things regarding the Head Start involvement as mentioned we were not fully enrolled and 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 and slowly bringing in new families. Ms. Jackson stated this is not typical for our program and we are typically fully enrolled with data 3,020 children. This is however typical during COVID, it unfortunately is across the country is what we're hearing is Pre-K enrollment is down by quite a bit. Ms. Jackson also stated that our early head start program is a brand-new program and so we are slowly bringing in families and stated that we do have a license for the Early Head Start Stafford location and we're super excited about that and children will be coming into the center as of this coming Monday. Mrs. Jackson also stated EHS-CCP we have had no turnover that means children

have stayed with us since the beginning of the year for BSA and that the end of February. There was no further discussion.

g.) Review of 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 reported the Head Start program runs from February 1 - January 31, which is closed now but we have a ninety (90) day close out which allows an opportunity to finalize expenses. Ms. Vasquez reviewed five reports for this closeout period. The First report was for the grant year 2020-2021, with a variance of one million twenty-three and seven hundred and sixty-eight dollars (\$1,023,768) which is four percent (4%). 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. The second report is for grant year 2021-2022, with a variance of twenty-seven thousand sixty-one dollars (\$27,061) which is five-point seven percent (5.7%). The variance is associated with Head Start vacancies in the program earlier this year, the majority were filled through program year though some will persist into GY21-22; currently eight (8) vacant positions.

Ms. Vasquez 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 First report was for the grant year 2020-2021, with a variance of two hundred and ninety-six thousand eighteen dollars (\$296,018) which is forty-point nine percent (40.9%). This was tied to six new positions created for this grant, one remains vacant as of 1/31/2021. This program also has staff that cost allocate their time to the program from the CCP Program. Budgeted amounts based on projected time spent on EHS, actuals may vary. The second report is for grant year 2021-2022, with a variance of thirteen thousand four hundred and seventy-four dollars (\$13,474) which is five-point seven percent (5.7%) The EHS program currently has one vacant position, a large portion of personnel expenditures on EHS are cost allocated from EHS-CCP and Head Start, allocations are based on timesheets and cost savings to be reallocated to other categories within EHS.

Ms. Vasquez reported EHS-CCP grant year runs from August 1 - July 31, and stated this report is mid grant. There is a one hundred and fifty-six thousand four hundred- and thirty-dollar (\$156,430) which is nine percent (9%) variance that is tied to personnel which are two vacancies and staff allocating time to 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. There were no questions.

V. 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 25, 2021. Items to be reviewed at this meeting include: Head Start Correspondence, 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. Ms. Martinez reminded the HSPC members of the artwork and signatures requested for the teacher appreciation wellness kits. She stated the artwork will be delivered to the teaches and signatures will be digitally added to a thank you card for staff. There were no questions.

VI. ANNOUNCEMENTS AND ITEMS FOR CONSIDERATION

None to report.

VII. ADJOURNMENT

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

Seconded (2nd): Ms. Joe Betty Garcia

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

Chair, Naomi Castellanos, adjourned the meeting at 7:56 pm.

Chair

Date