

***Approval of
Head Start Policy Council
May 25, 2021 Meeting
Minutes***





HEAD START POLICY COUNCIL MEETING

May 25, 2021

6:15 P.M.

Virtual Meeting

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

I. CALL TO ORDER

2020-2021 San Antonio Independent School District (SAISD) Naomi Castellanos called the meeting to order at 6:19 p.m.

San Antonio Independent School District (SAISD) Naomi Castellanos asked Ms. Andrea Martinez, Sr. Management Analyst to start roll call to record attendance. Ms. Martinez announced quorum was met.

II. MEETING MINUTES

Motion: Ms. Barbara Pircher moved to approve the May 4, 2021, meeting minutes.

Seconded (2nd): Ms. Joe Betty Garcia

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

III. PUBLIC COMMENTS

None to report

IV. CORRESPONDENCE

HSPC member, Ms. Naomi Castellanos asked Ms. Audrey Jackson, Head Start Administrator, to present Correspondence ACF-IM-HS-21-03 American Rescue Plan Funding Increase for Head Start Programs and ACF-PI-HS-21-04 OHS Expectations for Head Start Program in PY 21-22, Ms. Jackson stated in the packet there are two pieces of correspondence. Correspondence #1 referred to as ARPA, which is the American Rescue Plan, and this is the third time that we are coming to you to let you know that the office of head start is giving us COVID funds to help us with the pandemic. The first set of funds was called the Cares Act (March 2020) and another set of funds was called the Corona Virus Response & Relief Supplemental

Appropriation Act which is CRRSA (December 2020) and the most recent pot of money: ARPA. Both CRRSA and ARPA, we need to bring it to you next month of plan. The City of San Antonio is accepting these funds and now a plan needs to be developed on how to use it. It's not a typical grant budget but more on how we respond to the need. A request was made to put some thought on the needs around returning to school in the Fall due to the pandemic. Some suggestions that were made such as extending the outdoor playing areas. These are considered one-time funds, things like personnel will not be an option unless they are temporary positions, Ventilation, improving A/C systems, creating more space on the campuses, renovations, sanitation, recruitment of families, extending the school year, internet access, and increase services to children with disabilities. Correspondence #2, Ms. Jackson stated staff will attend a Webinar training on 6/1/21, which will go more into detail about Expectations. The Office of Head Start differentiates between virtual and remote services. We use those terms interchangeably; they give us a definition now. Virtual means when children are staying at home and receiving education through technology; remote services can be things we do on site like food distribution and COVID vaccine clinics and classes in-person in the next school year, there is not an option on virtual next school year. More information will be provided in the next meeting regarding what the Office of Head Start states. Also, there is an expectation to be fully enrolled starting in January 2022, if we are under enrolled and if that persists for several months, we will go on an improvement plan. Please get the word out to families, friends, and neighbors to apply for the upcoming school year. The third item on this Correspondence is to look at the Community Assessment, due to the pandemic, the struggles that people are having may have changed, we need to be aware of what those changes are and then we need to incorporate into our point system so that when we select families, we are selecting those families that need us the most. Ms. Jackson stated we are doing focus groups this week as part of the Community Assessment, which is conducted by the University of Texas at San Antonio (UTSA). There were no questions.

BRIEFING AND POSSIBLE ACTION (a-i)

a.) Recognition of Rising Star Teacher Award

HSPC member, Ms. Naomi Castellanos announced Head Start Teacher Ms. Stephanie Reyna of Tynan Early Childhood Education Center as the SAISD Rising Star Winners. Ms. Castellanos asked Ms. Aleida Perez, SAISD Head Start Director to present the recognition of the Rising Star Teacher and allowed Ms. Reyna to say a few words. Ms. Perez described the nomination process and described Ms. Stephanie Reyna's attributes in recognition for the Rising Star Teacher award. Ms. Perez introduced Ms. Reyna and invited her to speak. Ms. Reyna thanked everyone for their support and felt blessed to work at Tynan. Ms. Perez then introduced Mr. Gregorio Velasquez, Tynan Principal. Mr. Velasquez explained that Ms. Reyna was selected as the best ECE teacher in the district. Mr. Velasquez stated she is an amazing teacher and thanked her for the work she does with the children.

b.) Approval of Head Start, Early Head Start (EHS) Policy Updates

HSPC member, Ms. Naomi Castellanos introduced Ms. Audrey Jackson, Head Start Administrator, who will be presenting the Head Start and Early Head Start (EHS) Policy Updates for approval with minor edits. Ms. Jackson stated that every Spring we look at our policies and what we have experienced the previous year to see if we need to improve on any of our systems. She continued to state every year we bring some slight adaptations to our policies and reviewed a list of the minor changes. Ms. Jackson stated overall, there is one policy that has had some significant changes, the Education Policy #8 regarding portfolios that are accessible to parents. Discussion was had on where to keep them (i.e., on ChildPlus, online). Ms. Jackson stated we decided that, previously, the policy that was written was

really a procedure and not a policy and we decided to leave it up to the school district's discretion, but we wanted to make sure that we were incorporating the portfolio into what we call the child's classroom file. There were no questions.

Motion: Ms. Barbara Pircher moved to approve the Head Start and Early Head Start (EHS) Policy Updates for approval with minor edits.

Seconded (2nd): Ms. Melissa Garza

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

c.) Review of the 2020-2021 Head Start and EHS Program Mental Health

HSPC member, Ms. Naomi Castellanos asked Ms. Kathryn Franco, Mental Health Coordinator and Ms. Christina Fitzgerald, Senior Management Analyst to review the 2020-2021 Head Start and EHS Program Mental Health. Ms. Franco spoke about the COSA HS Mental Wellness Team model. Ms. Franco also discussed how she, a licensed professional counselor, works along with five Family Wellness Specialists and the location of the Centers in which they are assigned. There is one Family Wellness Specialist vacancy currently. Referrals are received in several different ways, and Self-referrals are accepted from parents as well as from our ISD staff. The Family Support Workers also provide support and when a parent is interested in additional support, they will also make referrals. Ms. Franco stated generally, we take a consultation type approach, once the referral is received, we meet with the family and different people that will have helpful information to contribute to assess what the needs are and the priorities. Support in the form of interventions like educational classes, referrals to different community providers and one-on-one interventions and support. The referral process occurs when families are interested in pursuing some kind of mental health or mental wellness support such as counseling, psychiatric assistance, or if there are some significant stressors that are impacting their overall emotional wellness and the wellness of the family (i.e., experiencing homelessness or domestic violence or an issue that is having a significant impact on the family life). Ms. Franco stated the department works with families to reach out to community resources that can bring families the most support for each individual family's needs. In addition, there are a variety of other supports for Head Start Staff and families that include social emotional development, offering courses, trainings and workshops like stress management, child abuse, managing challenging behaviors, trauma, self-regulation, and learning how to measure emotions. Courses are offered on domestic violence, positive parenting, and discipline. Ms. Franco stated the Wellness Team is being trained to provide Triple P which is a positive parenting curriculum and stated this summer, all staff will be trained in Mental Health First Aid; it teaches anyone from the community to support others who might be struggling in a mental health crisis. We also work closely with the ISD partners and Family Support Workers to ascertain the needs of individual campuses. Over the course of the 2020-2021 school year, so far, we received a total of 160 requests for assistance and has resulted in 759 consultations with staff and Head Start families. Some community resources that are utilized include Communities in Schools, Grandparents as parents and St. PJ's. Support to staff is also provided because it is also important to focus on mental wellness.

Ms. Fitzgerald stated there are some differences between the mental wellness programs. For the Early Head Start Program, wellness services are part of our Early Education Services (EES) team. This team oversees education, disabilities, and wellness. Our Early Education Team consists of 4 new members; with our Mentors going on six months and our Wellness Specialist who has been with the team for about a month and stated the mentors do a lot of work with the teachers, directors, and peer coaches. This allows them to focus on the prevention and promotion of wellness services. We have a contract with Family Service Association; a licensed mental health professional who has experience working

with infants and toddlers and their caregivers. She provides services in collaboration with teachers and/or parents. The contract has evolved over the years, we started out in a small scale but then expanded to meet the needs of the children, families, and staff. Referrals can be submitted by parents, directors, teachers, and Center staff and then submitted to our City Staff or directly to the clinician with Family Service Association. Ms. Fitzgerald stated we also have requests for general observations in the classrooms and stated other referrals include Early Childhood Wellness Services Referrals and Traumatic Event Notifications, as well as Safe Care which is a parenting support that is provided by Family Services Association and for child wellness, we have classroom and teacher support. Ms. Fitzgerald stated we train teachers to support social/emotional development as well as strengthening their knowledge of child development, and help them to identify triggers, as well as classroom environment and materials, and provide individual support and work with the child to see what strategies are working, individualize strategies and provide some accommodations and then work with the teacher to implement those accommodations. Ms. Fitzgerald stated we collaborate with the Family Support Workers with crisis intervention and traumatic events and have some individual wellness support through our wellness contractors for families, themselves or another child that needs services. The wellness clinician will meet with the family or the parent, talk about their needs and provide resources from the community. A follow-up visit is made to find out how the services worked out for them and if not, provide additional resources. There is also parenting support; self-care is important. We also provide parent to parent network opportunities. We call those Parent Cafés. There are also trainings available like the Ready Rosie Workshops. Regarding staff wellness, we have sessions with Family Service Association, which include individual sessions, about three to four, and provide community referrals and follow up. Ms. Fitzgerald stated we also have onsite events and activities and stated the Directors and peer coaches do a really good job of providing on site events and activities with team building, morale, and appreciation. She continued to state we do professional development and have imbedded self-care training in our ongoing professional development, and we are moving towards a trauma-informed program. It is recognizing and responding to the impact of trauma and recognizing that it affects multiple people. We are currently strengthening our knowledge and skills with our staff with training regarding the impact of trauma and types of trauma. Ms. Fitzgerald stated setting up the environment with cozy corners, safe classrooms, and welcoming Child Care Centers so that all of the children and families feel welcome. Providing Individualized intervention services, wellness services and Safe Care, and stated we are also looking at reviewing our policies and procedures. Ms. Fitzgerald stated we are moving forward with a Pyramid Model that has a tiered approach that has evidenced based practices for promoting social/emotional development for infants and toddlers, parent engagement and fostering inclusion of children with disabilities or developmental delays. There is also a collaboration with Early Head Start and Head Start. One example of collaboration is through shared families. The families' needs are assessed and then a decision is made who is the best equipped to support the family. For transitions, we meet to discuss the children who are receiving services and transitioning to Head Start. Regarding Wellness Education, there is a Summer Self Care series, as well as, tapping into our own staff to share what are their self-care strategies. Also, responding to staff needs and determining the needs of the Head Start Staff.

HSPC SAISD Representative Joe Betty Garcia asked if parents are assured of confidentiality if they seek mental health assistance. Ms. Fitzgerald stated that parents are assured that it does stay confidential which is why they are allowed to go straight to the contractor through our program. Now if there is a concern, our clinician does work with our parents to identify and talk them through if there is a concern that needs to be reported, but if there is just a need for parent support and a parent is overwhelmed, and in need of assistance, we can work through that and provide strategies without judgement. Ms. Franco also responded that we work hard to make it a parent's choice who they share with and sometimes it may involve a conversation and ask the question, "Have you considered letting

this person know because they may be able to support you?” and stated as a mental health professional we work hard to protect privacy and confidentiality.

HSPC Community Rep, Noel Cortez asked, from an organizational standpoint, where could I find out more about mental health first aid training? Ms. Franco responded that it is a day long course, typically, that prepares community members for the basics for dealing with some kind of a mental health crisis and linking people to the support that they might need to get them through the day. It's not about expecting people to become mental health experts themselves just helping them know how to talk to the person and knowing how to get them to an expert. There are a variety of different agencies in the city who provide mental health first aid training and one of the best ways to find those agencies is to visit the SAMSA web site. They have a link where you can look at the different providers in your community for mental health first aid. Ms. Franco stated she will add her email address in the Chat box, as well, if you have any difficulties, and stated she can add the links.

HSPC EHS-CCP Melissa Garza had a question but was unable to talk due to technical difficulties. Ms. Garza was asked by Ms. Castellanos to type her question in the Chat or email the question to her. Ms. Franco added that she had her email in the Chat and that Ms. Fitzgerald can add her email, as well. No further questions were asked.

d.) Review of 2020-2021 45-Day Screenings – Hearing and Vision

HSPC member, Ms. Naomi Castellanos asked Ms. Mica Clark-Peterek, Special Projects Manager, to review the 2020-2021 45-Day Screenings Hearing and Vision. Ms. Peterek discussed that the Office of Head Start states that a program must provide high-quality health, oral health, mental health and nutrition services that are developmentally, culturally and linguistically appropriate and that will support each child's growth and school readiness (1302.40) and within 45 calendar days after the child first attends the program or, for the home-based program option, receives a home visit, a program must either obtain or perform evidence-based vision and hearing screenings. (1302.42) Ms. Peterek also informed that after 45 days that a child attends the program, we either provide a hearing and vision screening or we obtain an evidenced based hearing and vision screening from the parent or guardian. Ms. Mica Clark-Peterek stated Head Start also says that we have to facilitate any further diagnostic testing, treatment, and follow-up and if a child is identified with a hearing or vision concern, it is the responsibility of the program to follow-up on that concern. Our program typically performs the hearing and vision screenings. For the Early Head Start Team, Rachelle Kight and Andrew Gearhart usually go out and work with parents to obtain the screenings or they conduct the screenings. For the Head Start Programs, we collaborate with the school districts to perform the hearing and vision screenings or work with the parent to obtain the information off of the well child exam. If a concern is noted, we will either re-screen or the child is referred to their medical home for further evaluation. Monthly follow-ups are conducted until the child receives the appropriate evaluation. Assistance is provided to families that need a medical home or locations that may assist with the treatment of the evaluation, and that may mean with glasses or hearing aide. Ms. Mica Clark-Peterek stated this year, because of COVID-19 restrictions, we did not meet our 45-day requirement for hearing and vision, like we usually do, and we did our best to work with families to obtain hearing and vision screenings. Ms. Mica Clark-Peterek stated we have just started to, and in small groups, conduct hearing and vision screenings and stated the data was provided for the end of April. Ms. Mica Clark-Peterek stated the Early Head Start Program just started so there will not be any data from that program. For the EHS-CCP program, as of April 30, 2021, 53% of the children received a hearing screening or we obtained an evidenced based hearing screening from their well child exam. 67% of the children had a completed vision screening. For comparison, at the end of last year, we were at 99% completed. So, to kind of

give an idea where we were and where we stand due to the COVID-19 restrictions. Ms. Mica Clark-Peterek stated we have conducted or obtained 109 hearing screenings, one child identified with a concern, and one child is pending further evaluation. This is based on cumulative enrollment. For the vision screenings, we have conducted or obtained 137 vision screenings, 21 children were identified with a concern. When a child is identified with a concern, this means that further testing and evaluation is needed. Out of the 21 children that identified with a concern, 3 of the children received further evaluation, testing or treatment and 18 are pending further evaluation. Out of the 21 children who identified with a concern, 1 child received glasses.

For the Head Start Program, we have conducted hearing and vision screenings for 87% of the children. At the end of the year, last year, we were at 100%. The difference is due to COVID-19 restrictions. For Head Start, 100 children identified with a concern with the hearing screenings, 32 of those children received further evaluation, testing or treatment, 68 children are pending further evaluation, testing or treatment. Of those 100 children who were identified with a concern, one child has withdrawn. For the vision screenings, 321 children were identified with a concern, as of the end of April 30, 2021. 133 have received further evaluation, testing or treatment and 188 children are pending further evaluation, testing or treatment. Eight of those children, with a concern, have withdrawn and 92 children have received glasses.

The next steps for the Early Head Start CCP, Early Head Start, and Head Start Program include school districts and EHS teams conducting screenings on site. For remote students, they are working to schedule screenings with nurses and physical exams will continue to be collected to obtain the hearing and vision screenings and this Summer, and there will be Health Round-Up Clinics to provide hearing and vision screenings. Ms. Mica Clark-Peterek stated Head Start is working with Prevent Blindness to provide drive-thru vision tests, also, trainings will be provided to increase the number of staff with the use of the screening equipment. There were no questions.

e.) Review of EHS Certification of Health and Safety Screening

HSPC member, Ms. Naomi Castellanos asked Ms. Dianne Mendez, Management Analyst, to present the EHS Certification of Health and Safety Screening review. Ms. Mendez reported the completion of the Health and Safety Health Environment Screener for the EHS Stafford Early Childhood Center. Ms. Mendez stated we are waiting now for the signatures of the City of San Antonio Mayor and then it will be uploaded to the Office of Head Start Enterprise system. There were no questions.

f.) Review of Head Start Program Monitoring

HSPC member, Ms. Naomi Castellanos asked Mr. Pedro Ramirez, to present the Head Start Program Monitoring for review. Mr. Ramirez stated during the month of April 2021, several monitoring projects were conducted: Family and Community Review #1, Safe Environments #2 and Nutrition Review #2 and projects completed included the 90-day Health Review #1, Wellness Review #1 and EISD ERSEA Eligibility. Mr. Ramirez stated some of the areas of non-compliance were found in the Wellness Support Review #1 in which child files were looked at and 2 areas were in non-compliance. Mr. Ramirez stated these two areas included documentation and follow-ups in the ChildPlus database. He continued to state after bringing this up to the Content Leads' attention, a corrective action plan was submitted, and it will be monitored to ensure that the non-compliances will be addressed. Mr. Ramirez stated there were three areas of concern that include the 90 Day Health Review #1, Wellness Support Review #1 and EISD ERSEA Eligibility Review (1st Selection). With the 90 Day Health Review #1, some of the areas of concern included documentation in ChildPlus. In the Wellness Support Review #1, the concern that was found was documentation and follow-up. Mr. Ramirez stated things that we have to

look at include trainings and looking at the processes so that they may be reviewed and possibly updated. Mr. Ramirez stated the EISD ERSEA Eligibility Review (1st Selection) included the review of 100% of the first selection. Mr. Ramirez stated some of the areas of concern included bilingual testing, home language surveys that identify English and Spanish, age, and family income. Those are some of eligibility requirements that are looked at when we are doing the Eligibility Review. These reports were sent out to all Content Leads, including the districts and are already being worked on to complete and correct. Ms. Tina Satpathy, Community Rep, asked how do you get the non-compliance numbers? Mr. Ramirez responded that we take a portion of a review, say 50% of the files and there is a large number that falls under a finding that we see is related to that indicator, then, it just really depends on the number of it. Mr. Ramirez further reported that if we see Indicator one with multiple yesses, that could possibly be a non-compliance. Mr. Ramirez stated that a sample size of files is used, and what is found when reviewing the sample size, along with the number of consistent indicators that are out of compliance, leads us to determine if it is out of compliance or an area of concern. There were no further questions.

g.) Review of EHS and EHS-CCP Monitoring

HSPC member, Ms. Naomi Castellanos asked Ms. Dianne Mendez, Management Analyst to present the Early Head Start and Early Head Start-Child Care Partnership Monitoring for review. Ms. Mendez stated for the Early Head Start Monitoring, the projects completed was the 45 Day Health and Safety Environment Screener. Ms. Mendez stated there were non-compliances noted during the review and reviewed the areas of concern which included staff training certificates were not available, EHS diaper procedures was not posted and phone cords in classrooms needed to be secured. Ms. Mendez stated for the 45 Day Health and Safety Screener, we cannot move on with the process until all areas of concern are completed. Ms. Mendez stated they have been corrected and follow-up completed. We are complete and moving forward with signatures. No further questions.

Ms. Mendez stated for the EHS-CCP Monitoring, the projects conducted included the 90 Day Health Child File Review and she announce that she is back on sites, so unannounced Safe Environment site visits were conducted for all six sites. Ms. Mendez stated during the site visits there were some non-compliances that were found; an EHS-CCP site had a non-working HVAC system and was pending repairs. Four classrooms were affected. At this time, three out of the four classrooms have been repaired and the children in the fourth classroom have been moved to an empty classroom that does have an air conditioning system that is working properly. Ms. Mendez stated the provider is working on the repairs of the last classroom. Ms. Mendez stated at an EHS-CCP site, rodent dropping was observed, and Pest Control has been contracted to resolve the concern and have continued to follow-up with the Provider, and they are moving quickly on resolving the concern. Ms. Mendez stated Pest Control has been on-site for three visits and has started the process on resolving this concern. Ms. Mendez stated the areas of concern include the 90 Day Health Child File and Site Review; there were some notations that were noted during that review. Basically, it was for data entry. Ms. Mendez stated those have been corrected and the 90 Day Health Child File Review has been closed out. For the unannounced Safe Environment Visit, there were areas of concern with the Classroom Daily Checklist. It is very important that teachers complete it daily to ensure the environment is safe for the children and the teachers, as well. Ms. Mendez stated the Outdoor checklist was also not completed at some sites, some technical assistance has been provided and stated it is important to complete the outdoor checklists to ensure that the playgrounds are a safe environment. There were no questions.

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

HSPC member, Ms. Naomi Castellanos asked Ms. Audrey Jackson to present the Head Start, EHS, and EHS-CCP Monthly Report for review. Ms. Jackson stated the three-monthly reports are in your packet for Head Start, Early Head Start and Early Head Start-Child Care Partnership. Ms. Jackson discussed the screening percentages, that were completed this year, and how they can be found and tracked every month and view the progress. During COVID-19, our enrollments have been low especially in Head Start. Ms. Jackson stated some people have said it has been amazing to see our Family Support Workers and the rest of the team be able to do amazing work, even virtually and stated as you can see, our numbers have been high in parent engagement, and as well with the teachers, with the parent-teacher conferences being done virtually. Ms. Jackson further stated she wanted to take the opportunity, to ask parents how they feel about having their children return in the Fall and what is on their minds about what they need. Ms. Janie Garcia Ramirez stated she feels safe with her child in Head Start right now and stated what eases her mind is that her child is tested every Wednesday and getting the results the next day. Ms. Garcia Ramirez suggested the continuation of the testing at the beginning of the school year. Ms. Garcia Ramirez also inquired about the size of the classes due to short staffing. Where are we tapping the classes at? Can parents get an estimate? Also, the virtual learning, will the same procedures be in place if there is a COVID breakout? Will there still be a virtual option? Ms. Jackson stated she noticed in the Correspondence about switching to Virtual during bad weather. How would you feel about that? Ms. Garcia Ramirez replied that it would be okay with her, but she knows it may not be okay for other parents that do not have that flexibility. Ms. Jackson thanked Ms. Garcia Ramirez for her comments. Ms. Andrea Martinez commented that there was a question in the Chat by Ms. Melissa Garza. The question was "Will they open more Centers?" Ms. Jackson commented that for Early Head Start, we only serve 216 children and 128 in another, at this time, the plan is to remain at the campuses that we have been out this school year and the previous school year. Ms. Jackson stated she has not heard of any changes for the upcoming school year. Ms. Joe Betty Garcia asked if new teachers and assistants would be hired because of all the kids coming back? Ms. Jackson stated, yes but whether or not we get the candidates is hard to say. Ms. Jackson further stated that, with the new Head Start grant that was opened, it is not fully staffed and stated there have been job postings and announcements, but people have not been applying and that has been unusual and shocking and stated Yes, the intent is to be fully staffed. Ms. Joe Betty Garcia asked if Head Start children would be starting at the same time as the regular campuses? Ms. Jackson responded by informing about the Jumpstart Program that will be implemented at the Campuses for the children entering kindergarten. Ms. Jackson stated the Program is not for every child, and Ms. Jackson recommended parents call the principal at their campus and ask about it. Ms. Perez from Early Childhood in SAISD reported that for SAISD, children that are currently transitioning from PK-3 to PK-4, it's an invitation by the campus. Parents commit for a full day. Jumpstart is helping all grades, by invitation, to attend 10 days before the first day of school, from 7/19/21 through 7/30/21 and it would be a full day. If children are at a Center, it would be 7:30am to 2:30pm. If the children are at an academy or elementary, it would be 8:00am to 3:00pm or the specific schedule for that school. It is for 10 full days and not every child is invited but as a good goal, it's about 50% of PK through 12th grade students that are being targeted. It could also mean a brand new three-year-old, who has never been in school and will be in school for the first time, could be invited, as well, to get a jumpstart on the school year. Ms. Perez stated that Ms. Jackson is correct, it would be an invitation issued by the Campus directly to the parents. This is also a part of the State of Texas required programming for bilingual students. No further questions. Ms. Andrea Martinez also added that Dr. Miller from Edgewood ISD also added some comments about their school sessions. There were no further questions.

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

Ms. Naomi Castellanos asked Mr. Issac Espinoza, Fiscal Analyst to present the Head Start, EHS and EHS-CCP Fiscal Report for review. Mr. Espinoza introduced himself and stated he works primarily with the Head Start, Early Head Start and Early Head Start-CCP Program. Mr. Espinoza stated the first report is the Head Start grant year 20-21 and his report is as of 4/30/21. Mr. Espinoza stated the Head Start grant year 20-21 began on 2/1/20 and ended 1/31/21 and stated we did have a 90 day close out which ended 4/30/21. This will be the last time you will see this report. Mr. Espinoza stated for the Head Start grant year 20-21, we had a total budget of \$30, 978,836. What we actually spent was \$28,538,071, for a total variance of \$2,440,765. Mr. Espinoza stated one of our biggest variances came from Personnel and Fringes, as you can see, we had \$138,946, variance for Personnel and an additional \$79,633, for Fringes and stated this is due to several vacancies we had throughout the program year. Mr. Espinoza stated we were able to fill a majority of them, however, as the year progressed, we had some vacancies that went into grant year 21-22, and our other biggest variance came from the Contractual line items; with our school partners, San Antonio ISD and Edgewood ISD. For San Antonio ISD, they left \$427,471. For Edgewood ISD, they left \$1,239,168. and that is due to the situation with COVID. Both Independent School Districts experienced decreased enrollment due to COVID-19 and just like COSA, they experienced several vacancies that persisted throughout the year as well as providing services through virtual learning that opened several savings in different categories for the ISDs. Also, for our support services, San Antonio Metro Health, and the University of Incarnate Word, they left \$201,438. That is due to them being unable to provide direct services to our Head Start kids due to COVID-19. There were no questions.

Mr. Espinoza went on to discuss the Head Start 21-22 program grant year as of 4/30/21. As a reminder, this grant began on 2/1/21 and will end 1/31/22 and stated we are just beginning this grant. Mr. Espinoza stated Head Start grant year 21-22 has a total budget of \$31,307,10, as of April 30, 2021, we expected to spend \$3,097,556. Mr. Espinoza stated what we actually spent was \$2,487,378 for a total variance of \$610,179, just like Head Start grant year 20-21, one of our biggest variances was Personnel and Fringes and stated as of the beginning of April, there were seven vacancies and stated thankfully, we were able to fill 2 positions in April. Mr. Espinoza stated currently there are five vacancies. Mr. Espinoza stated another big variance came from the Contractual line items, we have a total variance of \$519,447. Mr. Espinoza stated just as a reminder for our big school districts partners, they have 45 days after their period closes to invoice us. For SAISD, as of this report, their February invoice is reflected. Mr. Espinoza stated there was a slight delay with Edgewood ISD and so, their February invoice is not reflected on this report. However, you should see that invoice in the next report for May. There were no questions.

Mr. Espinoza stated this Fiscal Report is for Early Head Start grant year 20-21 and stated this was a brand-new grant that began 7/1/20 and ended 1/31/21, just like our Head Start grant year 20-21, there was a 90-day close out that ended 4/30/21. Mr. Espinoza stated this will also be the last time you see this report, and for the grant year 20-21, we had a total budget of \$1,685,420. Mr. Espinoza stated what we actually spent was \$1,107,710, for a total variance of \$577,710, one of our biggest variances also took place in the Personnel and Fringes. Mr. Espinoza stated for Personnel, we had \$89,279. For our Fringes, it was \$37,827.00. Mr. Espinoza stated this grant created six new positions, however not all positions started July 1st, 2021, and as the program year went along, we started hiring more and more of these positions and that is why we had this variance in Personnel and Fringes. Mr. Espinoza stated as of 1/31/21, we have one remaining vacant position. Our other biggest variance was in the Contractual Line items. Mr. Espinoza stated for Edgewood ISD, there was a variance of \$321,876 and that is due to a delay in the start of services due to COVID-19 and when services were able to

begin, there was under-enrollment as well as several vacancies for Edgewood ISD, just like COSA, they were hiring new staff and it did take some time to fill the vacancies. There were no questions.

Mr. Espinoza stated this fiscal report is for Early Head Start grant year 21-22, as of 4/30/21. This grant began on 2/1/21 and will go through 1/31/22, for Early Head Start grant year 21-22, we have a total budget of \$2,647,369. Mr. Espinoza stated as of 4/30/21, we expected to spend \$279,484, what we actually spent was \$116,108. for a variance of \$163,376. As of 4/30/21, there are currently no vacant positions. Mr. Espinoza stated we have minimal variances in the Personnel and Fringes and the biggest variance came through our Contractual line items \$129,330, with a majority of that coming from Edgewood. Mr. Espinoza stated there was a slight delay in billing for Edgewood ISD, so as of right now, no expenses have been recognized for Edgewood grant year 21-22. However, expenses can be seen in the next report for May. There were no questions.

Mr. Espinoza stated for the Early Head Start-CCP grant year 20-21, this grant runs from 8/1/20 through 7/31/21 and for EHS-CCP grant year 20-21, we have a total budget of \$3,694,126. Mr. Espinoza stated as of 4/30/21, we expected to spend \$2,216,317, what we actually spent is \$2,122,678. for a total variance of \$93,639. Mr. Espinoza stated our biggest variance in the Contractual line item due to some of our service providers, University of Incarnate Word, they are unable to perform services due to COVID-19 and then the other big variance, the \$90,721. listed under COSA. Mr. Espinoza stated what we did was shift funds from the savings from the Personnel and Fringes category and we moved it into the Contractual Line item in anticipation for the Brady Facility repairs which were approved by City Council in May and stated those expenses are expected to hit in the next couple of months. Mr. Espinoza stated our EHS-CCP is a little bit different between our Head Start and Early Head Start. Where our Head Start and Early Head Start, for our big service providers, the ISDs, those are based on the reimbursement model, whereas our EHS-CCP, our childcare providers are based on enrollment. Mr. Espinoza stated as long as they are providing services to our kids, we are paying them out and we pay them at the beginning of the month and that is why you can see the year-to-date budget matches the year to date actual because we are paying them every month, almost 12 equal monthly payments and that is why you can see there are zero dollars variance for all the child care partners. There were no questions.

V. GOVERNING BODY

HSPC member, Ms. 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 program's Governing Board and as mentioned last month, stated that Council district five (5), three (3), two (2) and nine (9) that are doing run offs in June. Ms. Martinez also stated that once we receive the final Policy Council members, she will have 90 days, once they are seated, to provide them with the Governance training. Ms. Martinez will be providing that information to Policy Council in June for the new Council members. The Economic and Workforce Development Committee was presented, currently these are the seated members, but as mentioned, in June, we will be getting new District 3 and District 5 members, as well. Once those members are seated, they will be receiving the same training as the other new members. Ms. Martinez stated the Community Action Advisory Board was presented, our current advisory committee that meets monthly and the next meeting will be held on Thursday, May 27, 2021, at 3:30pm. Ms. Martinez reported some of the same items that were taken during this meeting will be taken to the Community Action Advisory Board which include the approval of Head Start and EHS policy updates, and the review of the mental health component. Also, the Correspondence, monitoring information, monthly reports and the fiscal items will be provided. There were no questions.

VI. ANNOUNCEMENTS AND ITEMS FOR CONSIDERATION

Ms. Martinez reminded the HSPC members on a few announcements to include the Head Start COVID-19 Clinics and provided days and times for participation, the SA Regional Education Forum Series, and Summer Learning Series events. There were no questions.

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.

HSPC member for Chair, Naomi Castellanos, adjourned the meeting at 8:14 pm.

Chair

Date