



## HEAD START POLICY COUNCIL MEETING

July 27, 2021

6:15 P.M.

Virtual Meeting

<b>Members Present</b>	Edgewood Independent School District (EISD): Gabriel Trevino, Janie Garcia Ramirez San Antonio Independent School District (SAISD): Naomi Castellanos, Joe Betty Garcia, Melinda Pina EHS: Abel Garcia EHS-CCP: Heather Halton Community Representative: Noel Cortez, Tina Satpathy
<b>Members Absent</b>	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): Janice Garcia EHS-CCP: Barbara Pircher
<b>Alternate Members Present</b>	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): EHS-CCP: None
<b>Alternate Members Absent</b>	Edgewood Independent School District (EISD): Anna Macal San Antonio Independent School District (SAISD): George Gilbert Ramos EHS EISD: None EHS-CCP: Marisela Sanchez, Melissa Garza

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### I. CALL TO ORDER

2020-2021 Head Start Policy Council Chair, Naomi Castellanos called the meeting to order at 6:18 p.m.

HSPC Chair, Naomi Castellanos asked Ms. Rosie Plata, Management Analyst, to start roll call to record attendance. Ms. Plata announced quorum was met.

### II. MEETING MINUTES

**Motion:** Ms. Joe Betty Garcia moved to approve the June 22, 2021 meeting minutes.

**Seconded (2<sup>nd</sup>):** Ms. Heather Halton

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

### III. PUBLIC COMMENTS

None to report

### IV. CORRESPONDENCE

None to report

## **BRIEFING AND POSSIBLE ACTION (a-m)**

### **a.) Presentation from Parent Academy for Student Education Opportunity (PASEO)**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Audrey Jackson, Head Start Administrator, to provide an introduction for a presentation from Parent Academy for Student Education Opportunity (PASEO). Ms. Jackson stated that this is a new parent academy and an opportunity for parent involvement. Ms. Jackson introduced the speakers, Ms. Adriana Pecina-Rios and Ms. Dalia Flores Contreras so that they could present information about the program.

Ms. Flores Contreras introduced herself as the coordinator for the Parent Academy for Student Education Opportunity (PASEO). Ms. Dalia Flores introduced herself and stated they were from City Education Partners and was excited to inform the Policy Council about PASEO. Ms. Flores Contreras provided some background on the program and stated that they saw that there was a need for parent engagement in our schools and wanted to bring forward a program and a curriculum that embraced the parent, community and student aspect and embrace that relationship between school, community, and home. Ms. Flores located a curriculum based in California named PIQUE. Ms. Flores Contreras stated that they have viewed it and watched it in action. It was further stated that the program had been running for 33 years in California successfully advocating and engaging parents. The agency sought to bring it to San Antonio and here we have PASEO.

Ms. Flores Contreras described the program as aiming to provide families with the knowledge and skills to partner with schools and communities to ensure their children achieve their potential. The graduates of the program are active advocates and powerful partners in helping to transform the education system. So, every child, regardless of zip code can experience high levels of educational attainment and economic mobility. There are different curriculums and the one that was discussed with the City of San Antonio partners was a curriculum that involves Early Childhood Parent Engagement Program (Ages: 0-5). This curriculum guides parents on how to provide a stimulating home environment that encourages and facilitates early success in school. This is a nine-week program with classes once per week. Parents will learn effective strategies, an understanding of brain development, how to incorporate early math literacy skills, and the importance of STEM.

An objectives table for the Early Childhood Development Program was shared which detailed the lessons for each week of the nine-week program. Ms. Flores Contreras shared that there is also a graduation at the end of the course. The next curriculum that was shared is called the Signature Parent Engagement Program (K-12). The offering of this curriculum is school site specific; if it is launched at your school site, the parents at that specific school are invited to attend. It is also a nine-week program and it aims to help parents with learning about different avenues of engagement and how to advocate for their child. Parents are introduced to information on college and admission requirements, finance, and financial aid for college admissions. Parents also learn about what to look for when their child attends middle and high school. An objectives table was shared, for the second curriculum, detailing the lessons learned during the nine-week period. Ms. Flores Contreras also shared that there is a graduation event at the end of this course.

Ms. Flores Contreras presented a program timeline which depicted a planning session at the beginning, followed by educational lessons, an information session/principal dialogue and ending with a graduation. Currently, the program is seeking schools to implement the program and facilitators. Ms. Flores Contreras stated that they have parent graduates who come back to facilitate the program and community members, as well. An invitation was extended to anyone who is interested in facilitating the program to please let her know. Ms. Dalia Flores added that there is

also training involved with the school staff to orient them about the program and the opportunities it offers parents. Ms. Flores Contreras asked if anyone had any questions. Head Start Administrator, Ms. Jackson, asked if they could share the campuses that they are looking at for the program for the next school year. Ms. Flores Contreras stated that for the Fall, they are looking at some Edgewood partners including Perales Elementary and Loma Park Elementary. The Spring semester is still being mapped but an update can be provided, as well. Ms. Jackson asked if they were also looking at San Antonio Independent School District. Ms. Flores Contreras said yes and that they are engaging with all school leaders in the City. Ms. Aguillon from San Antonio ISD asked if they had touched base with the leadership in the district? Ms. Flores confirmed that she had spoken with Ms. Tiffany Grant, who oversaw the parent community engagement and prior to her transitioning, was informed that they were implementing a lot of pieces already and were cautious about putting in any new programming. Ms. Flores stated they have been talking to some other partners who run Ogden and Storm Elementary. She further stated that they are open to connect with any school leaders. Ms. Flores stated there was a facilitator training scheduled for the first week of August and encouraged anyone who was interested to attend. Ms. Aguillon stated she had placed her contact information in the WebEx Chat so that she can provide SAISD information on entry points for partners.

HSPC member, Ms. Tina Satpathy asked how she could get involved as a facilitator with the program. Ms. Flores asked Ms. Satpathy to please provide her contact information in the WebEx Chat. HSPC member, Ms. Joe Betty Garcia asked if program information could be emailed to her. Sr. Management Analyst, Ms. Andrea Martinez, stated she would email the information to Ms. Garcia. Ms. Jackson, Head Start Administrator, asked since there were going to be at Loma Park Elementary, if they would be open to visits and some observations by parents who might be interested in attending some sessions and might be able to advocate for bringing it to SAISD? Ms. Flores Contreras responded that parents are welcomed to come in and observe. HSPC member, Mr. Noel Cortez, offered assistance with St Mary's University contact information with the PASEO program, if needed. He also expressed his interest in getting involved with the program, as well. No further questions were asked.

#### **b.) Approval of the Head Start Carry-Over Application**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Audrey Jackson, Head Start Administrator, to present the Approval of the Head Start Carry-Over Application with minor edits. Ms. Jackson explained that a carry-over application means that in the previous fiscal year, we did not expend all of our funds, and this was due to factors like COVID-19 and the effect it had on the hiring of people and having to learn to work remotely and so additional dollars were available to spend. A recap on what is being planned to spend the funds on was presented for approval. The Head Start Carry Forward Request is in the amount of \$796,471.00 that is comprised of Edgewood ISD \$369,000.00 and San Antonio ISD \$427,471.00.

Ms. Jackson also provided information on where the funds will be spent. With EISD, they are looking at creating an extended stay. Typically, that refers to after-school care but in the Head Start world, it would have to be compliant with everything that Head Start has to do during the school day. This means 2 teaching staff in the classroom and the number of children must remain at 20. Edgewood ISD is proposing to fund an extended day for parents that need a longer day to complete their workday. Another component is to purchase and replace lost or broken iPads and purchase scanners so that they can check students into the classrooms and not have to use sign-in sheets. Edgewood ISD is also looking at replacing doors with half-doors for safety and being able to see into the classrooms. Also, re-paving the front parking area and providing a protective shading cover over

the Cardenas play area. For SAISD, all of the funding is going towards outdoor playground space, and we are going to get to all of them, but we are going in order of what we see is the most in need. The list includes Knox, Arnold, JT Brack, Foster, and Graebner. If approved by the Regional Office, we have until January 31<sup>st</sup>, 2022 to complete all projects.

HSPC member, Ms. Naomi Castellanos, asked, “When the funds are approved, when are the projects going to get started?” Ms. Jackson responded that this would be submitted by Friday and get approval within 30 days, so that would be the end of August and then the work would be completed by January 31<sup>st</sup>, 2022. We would actually be allowed to complete it by March 2022.

Ms. Jackson asked if any of the HSPC members had been out on their school site and/or visited one of the schools where upgrades were completed? None of the members stated they had seen upgrades to their school sites where work had been completed.

**Motion:** Ms. Heather Halton moved to approve the Head Start Carry-Over Application with minor edits.

**Seconded (2<sup>nd</sup>):** Ms. Joe Betty Garcia

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

**c.) Approval of the Early Head Start Carry-Over Application**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Rhonda Roach, Senior Special Projects Manager, to present on the Approval of the Early Head Start Carry-Over Application with minor edits. Ms. Roach stated this application is specific to Early Head Start’s collaboration with Edgewood ISD. This is for your approval and we are asking to apply or carry over the value of \$16,500.00. This was a new grant that we were awarded back on July 1<sup>st</sup>. Variables like COVID-19, a slow start-up in building a brand-new program, a slow delay on hiring staff, as well as other line items within our budget we were not able to do because of COVID-19; all contributed to the unspent funds. Ms. Roach further explained there were still a couple of projects and they wanted to bring this application to the Head Start Policy Council members. One of the projects is to purchase a cooling system for the inner courtyard in the Early Head Start Center. The other project is the replacing of the classroom doors in the area where the Early Head Start classrooms are located on the campus. This is what is being proposed and would like approval to apply for the \$16,500.00. There were no questions asked.

**Motion:** Ms. Melinda Pina moved to approve the Early Head Start Carry-Over Application with minor edits.

**Seconded (2<sup>nd</sup>):** Ms. Joe Betty Garcia

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

**d.) Approval of the 2021-2022 Head Start Program Design**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Dani Salas, Senior Management Analyst, who will be presenting the Approval of the 2021-2022 Head Start Program Design. Ms. Salas presented the schools and their locations along with their detailed information: address, hours of operation, phone number and contact information for each campus. Information was provided for Edgewood Independent School District and San Antonio Independent School District. The total funded enrollment is 3,020. Ms. Salas respectfully asked for the Policy Council’s approval of the Head Start Program Design.

HSPC member, Ms. Naomi Castellanos asked Ms. Salas if this was a current program design because she was aware that Ms. Kwiatkowski, contact for Knox ECE, was no longer there. Ms. Salas responded that an update could definitely be made to update the information that was provided. No further questions were asked.

**Motion:** Ms. Melinda Pina moved to approve the 2021-2022 Head Start Program Design.

**Seconded (2<sup>nd</sup>):** Mr. Noel Cortez

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

**e.) Approval of the 2021-2022 Early Head Start and Early Head Start-Child Care Partnership Program Designs**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Rachel Pearce, Senior Management Analyst, who will be presenting on the 2021-2022 Early Head Start and Early Head Start-Child Care Partnership Program Designs. In reference to Early Head Start, Ms. Pearce reported that we service 128 children, and we have two program options. We have the center-based program at Stafford Early Childhood Center which services 80 infants and toddlers and we have 10 classrooms. We also have the home-based program which services 48 infants and toddlers. With this program, we have 4 home visitors with 12 families per home visitor.

Furthermore, Ms. Pearce reported the Early Head Start-Child Care Partnership services 216 infants and toddlers. We have 6 childcare providers which include Blessed Sacrament Academy, Ella Austin, Healy Murphy, Inman Christian Center, Seton Home, and the YWCA-Olga Madrid. We have 35 classrooms and one program option: center-based. No questions were asked.

**Motion:** Ms. Heather Halton moved to approve the 2021-2022 Early Head Start and Early Head Start-Child Care Partnership Designs.

**Seconded (2<sup>nd</sup>):** Mr. Abel Garcia

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

**f.) Review of the Head Start CARES Act Funding Carry Over Application**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Audrey Jackson, Head Start Administrator, who will be reviewing the Head Start CARES Act Funding Carry Over Application. Ms. Jackson reported it was mentioned previously that we received three (3) types of COVID funding; one is called the CARES Act, which was the first set of monies that we received. The other funding is called CRSSA and the third one is called ARPA. With the CARES Act, it is COVID dollars and not Head Start funding and that is why this is for review and not for approval. This is in continuation of a project that was already started, and it is to complete an HVAC project at the Brady Building. We are replacing some of the units and re-doing the duct work. Because of the timelines, sometimes it takes a while for the City to get through big projects and we were not able to complete it in the last fiscal year. However, it was already approved and that is why this is a carry-forward request asking that we move the money into this fiscal year and finish the project. On the City side, it did go to City Council and it was approved. The HVAC units are being purchased and so we are moving forward with the project. There were no questions.

**g.) Review of the Early Head Start CARES Act Funding Carry Over Application**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Rhonda Roach, Senior Special Projects Manager, who will be reviewing the Early Head Start CARES Act Funding Carry Over Application. Ms. Roach reported that the Early Head Start Program, also, was allocated funds out of the CARES Act and we

do have a percentage that we have to help support what happens at Brady, as well. The funding that is being requested to carry over will go directly to support the big project with the units and duct work. This would be the portion that the Early Head Start grant could help support the continuation and the completion of the project. There were no questions.

**h.) Review of the 2020-2021 Head Start End of Year (EOY) Data**

HSPC Chair, Ms. Naomi Castellanos introduced Mr. Roger Foster, Senior Management Coordinator, to present the 2020-2021 Head Start End of Year (EOY) Data. Head Start procedures require that we bring this data and information regarding all our assessments to the Policy Council. This year, the City of San Antonio began using the Circle Progress Monitoring System, which we commonly refer to as the Circle. It is a standardized criterion referenced measure that relates well to established standardized tests and is sensitive to growth in children's skills over time for children in the three- to five-year-old age range. The results of this assessment are used to help generate a detailed picture of each child's growth and development so that individualized, developmentally appropriate activities can be planned and implemented in the classrooms.

Students are assessed three times a year; beginning of the year, middle of the year, and the end of the year. At the beginning of the year, there is a set period of time when all of the beginning of the year assessments are completed. If a child enrolls after that window closes, that child will not get a new assessment. They will wait until the next window occurs, and then the same thing occurs for the middle of the year and end of year assessments. Furthermore, it is entirely possible that some children may not have all three assessments throughout the course of the year. This past year, with the impact of COVID and remote learning, we faced some additional challenges in administering the assessments because it was designed to be administered in person with the classroom teacher. Some adjustments had to be made and some of the assessments were administered remotely with the child and the teacher sitting on opposite ends of the web cameras.

The Circle tool assesses children across 15 areas at different measures. Some of these measures are direct observations where the teacher observes the child engaged in a particular activity or scale. Others are observational checklists where the teacher just watches the child engaged with the parent and has a checklist that they can just mark off. The direct assessment is where the teacher provides a prompt for the child and then the child responds. The test is broken up into these two ways. This is the first year that the Head Start Program has used the Circle Assessment. COVID has had an impact and we continue to see how the program and the impacts of COVID are having on our assessments and tools. Some of our students have been continuing with remote learning throughout the course of the year while others kind of toggle back and forth and came into the classrooms later in the year.

The Circle Progress Monitoring System provides a score for each of the 15 areas. Children are described as proficient if they score at or above what we call a cut point. Children are described as not proficient if they score below that cut point or threshold in accordance with their age. This can indicate an underdeveloped understanding of the measure and there may be a need for more skill development or intensive intervention. Children can also be described out of range, where they are not within the specified age range for that measure. So, it may not be accurate to ask a younger child some of these assessment questions because they are not expected to know that kind of information yet. The meaning for the classification for out of range basically means that the child was too young for those assessment items within that subset. At the beginning of the school year, many children are identified as not proficient and out of range, especially the 3-year-old children.

We don't expect the 3-year-old children to have the same level of understanding and knowledge as our 4-year old's. So, it is not a bad thing when children are out of range.

A graph was shown that represented the percentage of children who were identified as proficient across all three assessment periods: beginning, middle and end of year for each of the 15 assessment areas. It is important to note that these children may not be the same groups of children. A reminder was provided about the assessment windows. Mr. Foster informed that there is information included in the packets that breaks the information down to the campus level. He also pointed out that the percentages differ per campus due to the number of children. No questions were asked.

**i.) Review of Head Start Health Safety Screener Calendar**

HSPC Chair, Ms. Naomi Castellanos introduced Mr. Pedro Ramirez, Special Projects Manager, to present the Review of the Head Start Health Safety Screener Calendar. Mr. Ramirez reported that the Health and Safety Screening Calendar is something that we submit every year before school starts. Basically, this calendar is just an outline of what will be performed during the first couple of months of school. The purpose of this is to successfully complete the health and safety requirements that are required by Head Start.

The project start date is August 10<sup>th</sup>, 2021 and we anticipate having a final letter ready for the office of Head Start by October 22<sup>nd</sup>, 2021. Mr. Ramirez stated that our team will start conducting a health and safety review in which the Head Start monitoring team will be doing a 100% site and classroom visit. Playgrounds, classrooms, nursing stations, the outdoors and other areas will be reviewed. Once all site visits are completed by the anticipated date of August 31<sup>st</sup>, 2021, we will give a report for each of the providers (EISD and SAISD) so that they can review any areas of concern or compliance issues that were found during the reviews. Several weeks are provided to make those corrections in which we anticipate having all corrections submitted and completed by September 27<sup>th</sup>, 2021. The report will then be shared at the September Policy Council Meeting, including a certification letter that we will have the Policy Council Chair sign, and then sent to the Mayor for his signature. Once we get it back, we will upload it to the Office of Head Start. No questions were asked.

**j.) Review of Head Start Program Monitoring**

HSPC Chair, Ms. Naomi Castellanos introduced Mr. Pedro Ramirez, Special Projects Manager, to present the Review of the Head Start Program Monitoring. Mr. Ramirez reported there was a Head Start Monitoring Report for the month of June 2021. Some of the monitoring projects that we conducted included ERSEA Eligibility (SAISD 1<sup>st</sup> Selection) as well as the Wellness Support Review #2. The monitoring projects that were completed during the month included the Nutrition Review #2, Critical Health Concerns #2, Education Review #2, ERSEA Eligibility (Edgewood's 3<sup>rd</sup> Selection Review), Pedestrian Bus Safety Review #2 and the Disabilities Review #2. Mr. Ramirez further stated there were no areas of noncompliance noted on any of those reviews. There were a couple of areas of concerns noted in the Critical Health Concerns Review, as well as our Education Review, related to documentation in ChildPlus, such as missing dates. There were no concerns noted for Nutrition Review #2, the Pedestrian Bus-Safety Review #2 and the Disabilities Review #2. For the ERSEA Eligibility Review (Edgewood 3<sup>rd</sup> Selection), there were some noted concerns regarding selection criteria points. Mr. Ramirez stated that no applicant's eligibility was affected and the team, both districts, and our family and community team were quick to correct the areas of concern. No questions were asked.

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

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Audrey Jackson, Head Start Administrator, to present the Review of the Head Start, EHS, and EHS-CCP Monthly Reports. Ms. Jackson stated that the three reports were included in the Policy Council's packet and that there was not going to be a report of it this evening, because in June, we were open very few days and it is basically identical to the May report. Ms. Jackson further stated that this is a monthly report and one can look at the information from month to month.

HSPC member, Ms. Melinda Pina asked Ms. Jackson if we have a projection for Fall enrollment due to past low enrollment we have had? Also, will Head Start have representation at SAISD's Fair this Saturday? Ms. Jackson responded yes to that question and asked Ms. Dani Salas, Senior Management Analyst, if she could please take the question. Ms. Salas stated that we are far behind on our applicants applying for Head Start. Due to coming off a cusp of the Pandemic and with the delta variant, it is very difficult to explain the safety measures that we have in place at our schools, so we are definitely working on that. The CDC guidelines are shifting and sometimes some of our parents may feel that there are some mixed messages. Where we are at this year, last year we were further behind. However, the year before that, we were right on track. So, the Pandemic is definitely impacting the number of applications we have. Knowing that we have this issue, I do want to tell you about some of the solutions and what we are doing to help recruit.

We currently have five promoters that are solely dedicated to infiltrating our neighborhoods and they are collaborating with businesses and other organizations. We have multiple application events that are in session, as of this week. We have a huge project coming along with a media group that will assist us with some exclusive advertising with SA Current, Express News and Connexion. It will be a multi-language campaign. We are working very hard and working with both of our districts. We have collaborated with our Parks & Recreation Department and the Waste Management Department. Ms. Salas added there is nothing like you sharing your experiences with another parent or another potential applicant.

We are trying and working very hard to meet the funded enrollment goals. Edgewood is a little bit farther along. They are doing better, but their numbers are relatively smaller. SAISD still has a lot of work to do, and we are working very hard. Ms. Mary Miller Baker from EISD stated that currently, Stafford is at 70% capacity, 61% capacity at Loma Park and 43% capacity at Cardenas. Ms. Miller-Baker stated that it has started to pick up and that Stafford always fills up first and for them to be at 70% right now, she was feeling pretty good about that. Ms. Salas stated as the first day of school approaches, we will have late applicants, so the numbers may have a significant uptick over the next few weeks. We do not expect to be fully enrolled on the first day of school, but we do have our goals to obtain, and we will continue to promote our program by going out in the community and doing the best job that we can do. Ms. Jackson confirmed that Head Start will be participating in the SAISD Fair and the Expo.

HSPC member, Ms. Joe Betty Garcia asked if Head Start was going to keep up with the COVID safety protocols. Ms. Jackson, Head Start Administrator, stated that we are not allowed to request or require that students or staff wear masks, per the State of Texas. Ms. Jackson shared that she was informed by Ms. Aleida Perez, SAISD Head Start Director, that during the Summer program, most of the children wore their masks. Ms. Jackson further stated that because children are not able to get vaccinated, that all protocols and safety measures will be kept in place. Dr. Miller, EISD Director, stated that safety protocols are followed in that district, as well. Ms. Aleida Perez, SAISD Head Start



Director, stated all staff with SAISD will continue to report positive cases and exposures to Human Resources and will continue to have vaccine clinics, with parent consent. Ms. Perez further stated they are following CDC guidelines regarding the use of masks, hand washing, cleaning, disinfecting, and social distancing.

HSPC member, Ms. Melinda Pina, stated that the City of San Antonio Head Start Website does not have information about the COVID safety protocols and recommended that information be placed on the website and, also further suggested placing small testimonials about how parents feel sending their children to school and wearing masks during the Pandemic. Ms. Jackson thanked Ms. Pina and will be working with Ms. Dani Salas, Senior Management Analyst with the suggestions that were provided.

HSPC member, Ms. Naomi Castellanos, asked if there was going to be an option for withdrawing your child from school due to the Pandemic and not lose your spot within the Head Start Program. Ms. Dani Salas responded that she had not seen any guidance from the Office of Head Start in relation to that option. Ms. Salas further commented that the guidance that they have received from the Office of Head Start is that they want children in-person and enrolled in school. At this time, we are not allowed to have remote classrooms and there is no further guidance on this matter. No further questions were asked.

#### **I.) Review of Head Start , EHS, and EHS-CCP Fiscal Reports**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Mary Vasquez, Fiscal Manager, to present the Review of the Head Start, EHS, and EHS-CCP Fiscal Reports. Ms. Vasquez stated that the reports presented are for the period of June 30<sup>th</sup>, 2021. In reference to Head Start, we are in the fifth month of the grant. The budget total for this grant is \$31,297,102.00. The Year-to-date budget amount is listed at \$8,464,808.00 and the Year-to-date Actual is \$6,929,635.00. The Variance, which is the difference between the year-to-date amount and the year to date actual, is \$1,535,173.00 and the last column is expressed in percentages. Ms. Vasquez provided detailed information on the Variance amounts for Salaries, Fringe, Supplies, Contractual and the Other category. The Other category involved data and cell phone charges. There were no questions asked on the Head Start Grant report.

Ms. Vasquez presented on the Early Head Start Grant and reported we are also on the fifth month of the grant. The budget total for this grant is \$2,647,368.99. The Year-to-date budget amount is listed as \$784,909.91 and the Year-to-date Actual is \$398,283.85 which is the difference or a Variance of \$386,626.06. The last column is the Variance in percentages. Ms. Vasquez provided further details on the Variance amounts for Salaries, Fringe, Travel, Supplies, Contractual, and the Other category. There were no questions asked on the Early Head Start Grant report.

Lastly, Ms. Vasquez presented on the Early Head Start-Child Care Partnership Grant. Ms. Vasquez stated that we are in the 11<sup>th</sup> month of this grant and we basically have one more month to obligate the funds and three additional months to start receiving invoices and paying the amounts. The Total Budget for this grant is \$3,694,126.00. The Year-to-date budget is \$2,755,009.62 and the Year-to-date Actual amount is \$2,597,098.36. The Variance amount is \$157,911.26 . Much of the Variance is in the Contractual category. In the Salaries and Fringe categories, you will see over-spent amounts because there is EHS staff helping in the Early Head Start-Child Care Partnership program due to vacancies. Ms. Vasquez stated that the variance in Salaries and Fringe is not that great and it can be

made up by anything where there are under-spent funds. There were no questions asked on the Early Head Start-Child Care Partnership Grant report.

**m.) Discuss Open Meetings Act with HSPC Members**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Audrey Jackson, Head Start Administrator, to discuss the Open Meetings Act with HSPC members. Ms. Jackson informed the Policy Council members that the City of San Antonio has informed, that as of September, we are required to come back and have in-person meetings and wanted to talk about it with the Policy Council members. Ms. Jackson stated that she inquired if we could do a hybrid; have some people in the building and some at home and that the answer was no. Ms. Jackson further stated that she was told we could allow some people to call in, but only after we have a quorum in person at the building. Ms. Jackson confirmed with Ms. Andrea Martinez, Senior Management Analyst, the start of full, in-person, meetings starting in September. Ms. Jackson stated that dinner will be provided, but that it would be more of a to-go type meal. We also have a very large room, so we will be able to spread out and be able to create a safe environment for us to share.

Ms. Andrea Martinez shared that we are in the process of purchasing enclosed shields that will be 32 inches in height and 36 inches in width and it will enclose each member. Ms. Martinez stated that the meetings would be in the Galaxy Room, which is a pretty large training room, and we will more than likely, occupy the whole room. Each member will have a separate table with their enclosure. Furthermore, microphones will be ordered so that we can hear over the shields and the air conditioning, as it is quite loud when it turns on. Ms. Martinez also stated that we will follow safety protocols. In reference to the childcare room, we are looking at purchasing hat shields like the ones that Edgewood ISD purchased for their children. Masks will also be purchased, as well. We will also make sure that we have a limited number of children in the babysitting room and the older children will be going to the Explorer Room. We will have the number of staff for the childcare. Ms. Martinez further stated that we have a few more meetings to complete and purchase orders to review. The goal is to provide updated information by mid-August before the September meeting.

HSPC member, Ms. Naomi Castellanos, asked if there was a surge in COVID, can we go back to virtual? Ms. Martinez stated that if we get information stating that we are not allowed to meet come September 1<sup>st</sup>, 2021, the Policy Council members will be notified immediately. We will still have everything that was purchased for use in the future, but we will have to go with whatever the City tells us. Ms. Jackson confirmed that the Policy Council members will be informed if there is a change. Ms. Jackson asked Ms. Martinez about the use of the iPads. Ms. Martinez stated that when we return to in-person meetings at Brady, the iPads will be returned but, if for some reason we continue with virtual meetings, we will still utilize the iPads until the end of Policy Council members' term and then she will pick them up.

HSPC member, Mr. Abel Garcia, asked about the date that the Policy Council meetings will start in-person. Ms. Martinez responded that the meeting will be on the fourth (4<sup>th</sup>) Tuesday in September and it will be our first face-to-face meeting, if things do not change from now until then.

HSPC member, Ms. Tina Satpathy, asked to confirm the location of the Head Start offices. Ms. Martinez provided the address as 1227 Brady Blvd, off the access road of Highway 90. HSPC member, Mr. Abel Garcia, requested confirmation that the office location was off Highway 90; off of the Cupples Road exit. Ms. Martinez confirmed the location.

## V. GOVERNING BODY

HSPC Chair, Ms. Naomi Castellanos asked Ms. Andrea Martinez, Senior Management Analyst, to present items for the Governing Body and Advisory Committee. Ms. Martinez highlighted a new picture of the City of San Antonio City Council as the program's Governing Board. Ms. Martinez provided an update and stated that she has 90 days after their seating, as of June 15, 2021, to provide them with governance training, similar to the governance training that the Policy Council members received. District One (1), Mario Bravo, is scheduled for September 1<sup>st</sup>, 2021, District Two (2), Jalen McKee-Rodriguez, is scheduled for August 2<sup>nd</sup>, 2021, District Three (3), Phyllis Viagran is currently pending a scheduled time and District Five (5), Ms. Terri Castillo, is scheduled for August 23<sup>rd</sup>, 2021. Ms. Martinez further stated that with three trainings scheduled, she is more than 75% ready to go and meet her 100% for the 90-day training due by September 13<sup>th</sup>, 2021.

The Economic and Workforce Development Committee was presented with updated information with the new District Three (3) and District Five (5) members. Once those members are seated, they will be receiving the same training as the other members. A picture of the Community Action Advisory Board was presented, our current advisory committee that meets monthly. The meeting that was scheduled for July has been postponed and so the next meeting will be held on Thursday, August 19th, 2021 at 3:30pm. Ms. Martinez reported the majority of the information that we have presented in June and July will be provided to CAAB for approval. No questions were asked.

## VI. ADJOURNMENT

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

**Seconded (2<sup>nd</sup>):** Mr. Noel Cortez

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

**HSPC member for Chair, Naomi Castellanos, adjourned the meeting at 7:18 pm.**

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Chair

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Date