



**City of Albuquerque**  
**Division of Child and Family Development**  
**Early Head Start**  
**POLICY COUNCIL**  
June 16, 2021

- I. Call to Order (5:30 pm)- Chairperson
- II. Introductions/Roll Call/Establish Quorum
- III. Approval of Minutes
- IV. Administrator’s Report (Read prior to meeting)-Any Questions/Comments?
- V. Division Center Reports (Read prior to meeting)-Any Questions/Comments?
- VI. Governing Board Report- N/A This reporting Period
- VII. Directors Report:
  - 1. Enrollment
  - 2. Attendance & Meal Counts
  - 3. EHS Centers COVID Update- Child Development & Education Specialist
  - 4. School Readiness- Child Development & Education Specialist
  - 5. Family Engagement-Parent, Family & Community Engagement Specialist
  - 6. Budget (Financial Statements)
  - 7. P-Card Report
- VIII. New Business-Action Items
  - 1. Approval of FY21 Carryforward Funds on the agenda
  - 2. Resuming in person meetings

|            |          |             |              |
|------------|----------|-------------|--------------|
| Chair      | _____    | _____       | _____        |
|            | Approval | Disapproval | Other Action |
| Vice Chair | _____    | _____       | _____        |
|            | Approval | Disapproval | Other Action |
| Secretary  | _____    | _____       | _____        |
|            | Approval | Disapproval | Other Action |

IX. Open Forum

X. Adjournment

Next Meeting Date: July 21, 2021

\_\_\_\_\_

EHS Policy Council Chair

\_\_\_\_\_

Date

\_\_\_\_\_

EHS Policy Council Vice Chair

\_\_\_\_\_

Date

\_\_\_\_\_

EHS Policy Council Secretary

\_\_\_\_\_

Date



**City of Albuquerque**  
**Division of Child and Family Development**  
**Early Head Start**

City Of Albuquerque  
Department of Family and Community Services  
Division of Child and Family Development  
Policy Council  
Wednesday, May 19<sup>th</sup>, 2021

1. Roll Call (Quorum established): Catherine Seat, Estela Becerra, Karen Lucero/Community Representative, Abigail Stiles City Council Rep, and COA Staff- Sheena Cacy/EHS Program Manager, Robi Ruiz/EHS Education Specialist & Daphne Dubriel/Parent, Family Engagement Coordinator. Meeting was called to order @ 5:32 pm.
2. Approval of Meeting Minutes: Karen Lucero motioned for approval and all members were in favor.
3. Governing Board Report: No report.
4. Directors Report: Reporting Period 4/1/2021- 4/30/2021
  - a.) **Enrollment**- Total funded enrollment 128. Total reportable enrollment 77; 66 center based and 11 home based. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated over 30 days.
  - b.) **Enrollment Monthly Summary**- New Enrollment-families (8), children (8), pregnant moms (0), number of children born (0); total new enrollment (8). Total leaving program (11), - transitioning children (5), pregnant moms giving birth (0), children leaving before turning 3 (6), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (61), children up-to-date as possible on immunizations (0), children not up to date (5).  
**Eligibility Category**- income eligible (37), TANF/SSI (6), Foster Child (2), Homeless (4). Over Income (17), Over 130% (0), Children w/IFSP's (11).
  - c.) Attendance-  
City operated Early Head Start centers classroom attendance rates:

|                  |                 |
|------------------|-----------------|
| La Mesa          | 68.42%          |
| Macarthur        | 62.16%          |
| Plaza Feliz      | 76.30%          |
| School on Wheels | 83.46%          |
| Singing Arrow    | 43.48% (closed) |
| Trumbull         | 0% (closed)     |
| Western Trail    | 75.0%           |
  - d.) **Meal Counts**- Total number of meals for (0-3 years in age), total children served (58), breakfast (663), AM snack (0), Lunch (656), PM snack (545), Dinner (0).
  - e.) **Budget**- Financial statements provided to policy council membership:  
Federal Grant-year to date (YTD) expenditures \$ 1,081,768  
Training/Technical Assistance-(T/TA)-year to date expenditures \$ 6,988  
COVID 19 Supplement- year to date expenditures- \$66,032  
QI & COLA Supplement- year to date expenditures-\$22,974

**\* Overview provided on operating expenditures & column/underspent percentages\***

**5. Discussion:**

- All financial, center monthly, and Food Program documents were reviewed. There were no questions.
- Karen Lucero motioned for approval for financial packet and P-card purchases. Catherine Seat seconded and remaining member agreed for approval.
- Karen Lucero made a motion for approval of April Meeting notes. Catherine Seat seconded and remaining member agreed for approval of minutes.
- Plaza EHS and La Mesa EHs had their NAYCE Accreditation visits on May 18<sup>th</sup>
- Catherine Seat asked if there was any progress on the possibility of returning operation hours to 4:30pm. Program Manager Sheena Cacy explained that we would need to find funds to pay for the extended hours and we are adding staff to current centers and would need to hire the extra staff for those extended hours as well and that staffing current hours is a priority. We are continuing to explore all options in possibly extending hours in the future.
- Program Manager Sheena Cacy explained the COA EHS Policy Council Affidavit & Standards of Conduct & Confidentiality Agreement and asked for all to review and sign documents and provide them back to Main office to be filed.
- Family Engagement Coordinator Daphne Dubriel gave update on Ready Rosie. There are three centers Macarthur, School on Wheels, and La Mesa EHS have created their classrooms and invited their parents to join the parent curriculum. We have 10 registered users within a few days of the invites going out to parents. Plan is to have all parents signed up and starting their first home activity by June 1<sup>st</sup>.

6. Adjournment @ 6:22pm.      Next Meeting Date: June 16<sup>th</sup>, 2021



**City of Albuquerque  
Early Head Start Monthly Program Manager's Report**

**Meeting Date:** April 21, 2021

**Program:** Division of Child & Family Development

**Name of Person Submitting Report:** Sheena Cacy

**Funded Enrollment**

**Center-Based** 104

**Home-Based** 24

**Current Enrollment**

**Center-Based** 57

**Home-Based** 14

**Explanation, if needed:**

- Road to 100%: All COA EHS classrooms and Home-Based services are actively recruiting to achieve full enrollment projected for the first day of operations in the 2021-2022 program year. In accordance with the provision of year-round services, EHS Center-Based and Home-Based program options must maintain continued full enrollment.

**I. Content Areas**

**A. Education:**

- Home Based services had a group socialization at Albuquerque Bio Park Zoo. The theme was the "S" & "T" in STEAM with a focus on animals and nature through observation, exploration, wondering and to ask questions as well as interact and search. Included was a Treasure Hunt for Zoo Animals to verbally and visually identify 9 different animals at the zoo.
- Parent/Teacher conferences conducted at all locations.

**B. Support Services (Mental Health and Disabilities).**

- The division continues to look at ways to support staff and families with social-emotional well-being of children through research-based curriculum.

**C. Health/Nutrition:**

- The division continues to update and/or develop policies and procedures that align with Head Start Performance Standards.

**D. Family and Community Partnerships:**

- The division continues to actively seek family and community partnerships within our Early Head Start Programs.

**E. Program Design: Management & Administration**

- La Mesa Early Head Start & Plaza Feliz NAEYC accreditation site visit conducted May 20, 2021. 5 year NAEYC Accreditation awarded June 16, 2021.
- Tadpoles accounts for all locations created. Head teachers utilizing Tadpoles software for daily ratio logs. Implementation of Tadpoles for all staff and Parents to begin August 2021.
- Head Teachers actively seeking parents to represent their locations for Policy Council. Parents will be voted in by council as applicable.

**II. New Hires as of May 31, 2021**

**EHS Leadership:** N/A This reporting period

**EHS Center-Based:** N/A This reporting period

**EHS Home-Based:** N/A This reporting period

**II. Involuntary Terminations:**

**EHS Center-Based:** N/A This reporting period

**EHS Home-Based:** N/A This reporting period



**Center Name:** Western Trail Early Head Start

**Reporting Period:** May 2021

**Submitted by:** Diane Y. Archibeque, Head Teacher and Jessica Decker, Teacher

**Center-Based Activities:**

**Infant Indoor Play** - This month the teachers focused on sitting with the infants as they choose books to read. The infants gave the teachers a book and the teachers engaged with the infants as they looked at the pictures, turned the pages, and read the books. The teachers talked about the books with the infants and noticed when the infants engaged in reading behaviors. The teachers asked the infants "can you tell me what's happening in this picture?" The younger infants smiled and the older infants would point to the picture and say what they saw for example dog, cat, and ball. The teachers read the book "Creep crawl" they talked about the pictures in the book. Then teachers showed the infants how insects move, and named the colors of the insects. The next day the teachers used the magnifying glasses and had the children explore, trying to find insects. The next day the teachers and infants counted the number of insects in the books, and used the magnetic boards to draw bees and ants.

**Infant Outside Play** – This month the teachers walked around the playground collecting safe nature items. One of the teachers said, "Look at this big leaf we can use it to paint. I am going to put it in the bag so we can paint with it. The teachers encouraged the infants to explore the items under their close supervision. They found pieces of bark that was so bumpy. The teachers prepared an area outside for painting by providing materials on a low table outside. The teachers invited the children to put on their painting smocks.

**Toddler Indoor Play** – This month the teachers and the toddlers focused on growing size. The teachers introduced the stacking cups and/or nesting blocks. The teachers modeled nesting and stacking the blocks and cups to make towers. The teachers told the toddlers "look we have new blocks. Some of these blocks fit inside the other blocks. See how they fit together?" The teachers provided each child with a few blocks or cups then they let the toddler's practice stacking the blocks or cups and putting them inside each other. The teachers asked many questions "Here are three blocks can you make a tower? Can you show me how they fit together?" The toddlers were very eager to show the teachers that they could stack the blocks and they did stack them. Then the teachers put up a height chart to measure the toddlers. Marking their height on the chart and checking weekly on the height. Marking each week, they have grown. The teachers told the toddlers that at the end of the week we would plant some fruits, vegetables, and flowers to see how they grow.

**Toddler Outside Play** – This month the teachers and the toddlers started watering the dirt outside in the gardening box. They added soil to get ready to plant. The teachers let the children plant some seeds where they have been prepping the soil. The toddlers got a few seeds and buried them in the dirt/soil. The toddlers and the teachers have been watering their plants and checking on their growth. The toddlers are taking turns pouring water onto their planted areas with the teachers help.

**Parent Center Committee Meetings** – We had a parent meeting on May 25, 2021. Our parent Stephanie Pickup led the meeting. We talked about upcoming closure dates: May 31, 2021 Memorial Day. We let the parents know that we will continue to wear masks until the City of Albuquerque advises us differently, even if you received the vaccinations. We will still be practicing social distancing so please stay at your vehicle until Mrs. Diane approaches your vehicle. We will start planting this week. If you would like to donate anything, you have on hand, for example: plants, seeds, outside decorations, watering cans, chicken wire, potting or gardening soil, fertilizers, pots and planters. Bring your child in weather appropriate clothes; extra clothes for water play (splash or sprinkler) on Fridays. Remember to bring sunscreen, and water shoes, towels are not needed we will provide them. If you have a swim diaper, please bring one. Remember do not leave your child in a hot car even for a minute. Have a Joyous June!



**Center Name: School On Wheels EHS**

**Reporting Period: May 2021**

**Submitted by: Bernice Johnson, Head Teacher**

**Center-Based Activities:**

In May, we had our Parent/Teacher Conferences, which all of them was a success in completing, even though the conference was conducted either via facetime or zoom and phone calls. Families were very informative and happy with the outcomes of the Parent/Teacher Conferences.

Children have been watering their plants outside. They are excited about the growth of their plants. We took a little walk to the little garden that our custodian has on the school grounds. Children got a chance to plant some flowers for their mother's day gift. They also painted the flower pot. The flower pots were unique and beautiful. When their mothers received their gifts, they were surprised and happy.

One of families is going on short vacations, starting Thursday and will be back next week. Another one is taking a longer vacation and I don't know if they will return or not. Families are doing well at keeping their masks on and being patient when dropping and picking up their child/children.

**Parent Center Committee Meetings:**

Scheduled a parent meeting on the 20<sup>th</sup> of May, but we had to cancel it due to short staff. I contacted my families about cancelling and they understood. We will be scheduling another one next month in June.



**Center Name: Mac Arthur EHS**  
**Reporting Period: May 2021**  
**Submitted By Maria Chacon Head Teacher**

**Classroom Activities:**

In the month of May, we are still practicing social distancing and constant handwashing. The theme this month was self-awareness for the center. The children are learning who they are and what their friends and teachers are in the toddler room. They are looking at themselves in the mirror and looking at what they see in the mirror. The children sang, "Who is Here Today" and "Head, Shoulders, Knees and Toes" at circle time, so that they are reminded of their friend's names are. The children share about their family and pets at circle time. They are naming body parts as well. They are reading "A Potty for Me" and "You are Beautiful." We let our children know that we are all friends and how to use our gentle touches with each other. The children practiced staying out of each other's personal space. The children in the toddler room did a nutrition experience with lemon, orange, apple, and milk. They learned about different taste buds. The children went outside when it was warm and played with bikes, push toys, bubbles, and counted pinecones outside. Some children from the toddler room noticed some spiders and caught some bugs to bring in the classroom. The color of the month was yellow. In the infant room, the teacher sang the same songs and read different books for the babies. The babies also looked at themselves in the mirror, played peek-a-boo with a scarf, and talked about the colors of the toys they were playing with. They also went on a walk around the playground in the stroller. New toys were brought out and rotated. All Children practiced going outside for a fire drill and waiting outside until the bells rang to go in.

**Parent Center Committee Meeting (Virtual Meeting):**

Our next meeting is schedules for June.



**Center Name:** La Mesa

**Reporting Period:** May 2021

**Submitted by:** Frances Gonzales/Jessica Walton

**Activities at Center:**

During the month of May, La Mesa EHS has been working to get fully enrolled. We have had one child start at the beginning of the month. We have also had three more enrollments. Two of those three have started at the center already. The third enrollment is siblings and they will be starting in June. Once the last two children start, we will be fully enrolled.

With Covid and new children starting, we have had to do virtual transitions instead of in person. We also had to do virtual parent teacher conferences on May 13<sup>th</sup> and 14<sup>th</sup>.

We have worked hard to get ready for our NAEYC visit, which we had on May 19<sup>th</sup>. Everything seem to have gone smoothly.

Since the weather is getting hotter, we have had to change our outside time to earlier so the children don't get too hot. Since the weather has changed, some of the children have noted the bugs that have been showing up around the playground. They have seen lady bugs, ants, and butterflies. They even chase after the butterflies to try and catch them. We have gone on a bug hunt to see what types of bugs we can find outside.

**Parent Committee Meetings/Socializations:**

Due to COVID, we have not been able to have parent meetings or socializations.



**Home-Based Report Form**

**Reporting Period: May 2021**

**Submitted by: Valarie Ramirez**

**Monthly Home-Based Activities:**

Visits are being conducted in person, in outdoor, open spaces (weather permitting) with families who are symptom free, otherwise visits are conducted virtually. Visits are done weekly focusing on Child Development utilizing the Parents as Teachers home based curriculum and Family Outcomes using the PFCE Framework.

One particular activity done in the month of May was called “Playing Catch: Tossing and Taking Turns”, this activity focused on the child’s Perceptual, Motor, and Physical Development as well as their Social and Emotional Development. We used various sized balls for this activity including balls with Velcro and that stick to Velcro mitts. Mom and I showed child how to toss the ball and catch them with the mitts. Dad joined and stood behind child after child put on mitts, and guided child’s arms to help child catch ball. Mom, dad, child and I got into a circle and took turns tossing the ball to one another. Child walked up closely to toss ball to each person. Mom would say “ok it’s my turn” or “it’s dad’s, your turn” and child would either hand ball to the correct person or toss it to them. Child also practiced tossing balls into bucket then would dump the bucket and start over. Mom asked child for the “big ball” or “can you throw me the blue, pink..ball?”, child was able to correctly identify sizes.

Another activity that occurred during the month of May was called “Paper Play: Crumpling and Filling”, this activity focused on the child’s Perceptual, Motor, and Physical Development (fine motor & hand-eye coordination) and Social and Emotional Development. Both mom and I showed child how to crumple tissue and stuff it into the empty water bottle, child first tried putting the tissue into the bottle with an open hand/palm. After several tries, and mom modeling how she did it with her fingers including stuffing the tissue into the bottle by poking it into the bottle, child was able to use more of their fingers and also began to slowly push and poke the tissue into the bottle. Mom showed child several times how to crumple, child did start to do a one-time hand motion of crumpling then continued to try to push and poke the partially folded tissue into the bottle.

**May 2021 Socializations:**

May 19<sup>th</sup> – Albuquerque Bio Park Aquarium and Botanical Gardens - (STEAM) Activity: Scavenger Hunt Domain(s): Language and Literacy, and Social and Emotional Development, Perceptual, Motor, and Physical Development – 5 attended.

May 26<sup>th</sup> – Anderson Abruzzo Albuquerque International Balloon Museum - Stories in the Sky - Virtual Storytime with Maryse Lapierre. Domain(s): Language and Literacy, and Social and Emotional Development – 0 attended.



**Home-Based Report Form**

**Reporting Period: May 2021**

**Home Visitor: Debbie Martinez**

**Monthly Home-Based Activities:**

Weekly community visits focused on child development with activities, child health, parenting education, parent chosen goals/progress and family health and well-being.

A May activity for a child was the Parents as Teachers- Promoting Walking, Pushing and Cruising. This activity focused on Perceptual, Motor and Physical development, specifically gross motor. The child used a four wheeled riding toy school bus to push from behind as he walked. He pushed it on the sidewalk then tried to push it in the grass but had a difficult time doing so. He tried to pull the toy from behind him then lost his balance. Mom redirected him back on to the sidewalk then sat him on the riding toy and showed him how to push with his feet to move it forward. He tried as Mom pushed him from behind to help guide him. The child turned 12 months in May. He really enjoyed this outdoor activity.

Another May Parents as Teachers activity was Zip and Open-Using Fingers and Controlling Small Muscles. The child was given a clear plastic zip bag and a clear container with a lid and she picked up some rocks and small sticks from the front yard. The child put a few rocks and sticks into the zip bag. Mom used her own fingers over the child's to show her how to close it. The child experimented opening and closing the zip bag a few times then was able to open and close it all by herself. She then put several sticks into the container and filled it up. Mom helps her to close the container with her hand over the child's. The child pushes the lid hard with her palms to close the lid then when she tried to open it, had difficulty taking off the lid. Mom said that she liked this fine motor activity with her daughter and taught her words with actions such as open, close, in and out.

**Monthly Parent/Family Socializations:**

- 5/19/21 Albuquerque Bio Park Zoo. The theme was the "S" & "T" in STEAM with a focus on animals and nature through observation, exploration, wondering and to ask questions as well as interact and search. Included was a Treasure Hunt for Zoo Animals to verbally and visually identify 9 different animals at the zoo. Five families attended.
- 5/26/21 Virtual Albuquerque Balloon Museum Stories and Music in the Sky with the theme: The Moon. No attendees.



## City of Albuquerque Early Head Start Caseload/Enrollment Report 5/31/21

### Enrollment

|   |     |
|---|-----|
| Total Funded Enrollment:                                    | 128 |
| Total Actual Enrollment:                                    | 65  |
| Children Withdrawn & Dropped ( last 30 days ):              | 6   |
| Total Reportable Enrollment ( actual + withdrawn/dropped ): | 71  |
| Total Deficit:  | 57  |

### Program Snapshot

|                    | Home based | Centers | ALL |
|--------------------|------------|---------|-----|
| Funded Enrollment: | 24         | 104     | 128 |
| Enrollment:        | 14         | 57      | 71  |
| Deficiency:        | 10         | 47      | 57  |

### Home Based Detail

Caseload: 12 slots per home visitor

| FDF          | Caseload Capacity | HB Family | HB Child | Pregnant | Due date | Left in Last 30 Days | Reportable Total | Deficit |
|--------------|-------------------|-----------|----------|----------|----------|----------------------|------------------|---------|
| Valarie      | 12                | 6         | 6        | 0        |          | 2                    | 8                | 4       |
| Debbie       | 12                | 4         | 4        | 0        |          | 2                    | 6                | 6       |
|              |                   |           |          |          |          |                      |                  |         |
|              |                   |           |          |          |          |                      |                  |         |
| <b>Total</b> | 24                |           | 10       | 0        |          | 2                    | 14               | 10      |

### Center Detail

| Ctr Detail    | Servable Capacity | Enrolled Children | Left in Last 30 Days | Reportable Total | Pending Placement | Current Deficit |
|---------------|-------------------|-------------------|----------------------|------------------|-------------------|-----------------|
| La Mesa       | 8                 | 6                 |                      | 6                |                   | 2               |
| MacArthur     | 16                | 10                |                      | 10               |                   | 6               |
| PlazaFeliz    | 16                | 12                | 1                    | 13               |                   | 3               |
| SOW           | 16                | 12                |                      | 12               |                   | 4               |
| Trumbull      | 24                | 0                 |                      | 0                |                   | 24              |
| W. Trail      | 16                | 15                |                      | 15               |                   | 1               |
| Singing Arrow | 8                 | 0                 | 1                    | 1                |                   | 7               |
| <b>Total</b>  | 104               | 55                | 2                    | 57               |                   | 47              |



### 2301 - Average Daily Attendance

Program Term: EHS 2020 - 2021, Program Option: Standard Full Day, Attendance Date: 5/1/2021 - 5/31/2021

#### City Of Albuquerque EHS

|                                | Attendance Records   |                     |                      | Operating Days     | ADA <sup>1</sup> | Funded Enrollment |               | Actual Enrollment  |               |  |
|--------------------------------|----------------------|---------------------|----------------------|--------------------|------------------|-------------------|---------------|--------------------|---------------|--|
|                                | Present <sup>5</sup> | Absent <sup>6</sup> | Neither <sup>7</sup> |                    |                  | Count             | % Attendance  | Count <sup>2</sup> | %             |  |
| <b>Douglas MacArthur</b>       |                      |                     |                      |                    |                  |                   |               |                    |               |  |
| Infant                         | 27                   | 9                   | 0                    | 18                 | 1.50             | 8                 | 18.75%        | 2.00               | 75.00%        |  |
| Toddler - EH                   | 75                   | 69                  | 0                    | 18                 | 4.17             | 8                 | 52.08%        | 8.00               | 52.08%        |  |
| <b>Site Total</b>              | <b>102</b>           | <b>78</b>           | <b>0</b>             | <b>18.00 (avg)</b> | <b>5.67</b>      | <b>16</b>         | <b>35.42%</b> | <b>10.00</b>       | <b>56.67%</b> |  |
| <b>La Mesa</b>                 |                      |                     |                      |                    |                  |                   |               |                    |               |  |
| Toddler - EH                   | 71                   | 14                  | 0                    | 18                 | 3.94             | 8                 | 49.31%        | 4.72               | 83.53%        |  |
| <b>Site Total</b>              | <b>71</b>            | <b>14</b>           | <b>0</b>             | <b>18.00 (avg)</b> | <b>3.94</b>      | <b>8</b>          | <b>49.31%</b> | <b>4.72</b>        | <b>83.53%</b> |  |
| <b>Plaza Feliz</b>             |                      |                     |                      |                    |                  |                   |               |                    |               |  |
| Toddler - EH                   | 100                  | 6                   | 0                    | 18                 | 5.56             | 8                 | 69.44%        | 5.89               | 94.34%        |  |
| Twos                           | 78                   | 17                  | 0                    | 18                 | 4.33             | 8                 | 54.17%        | 5.28               | 82.11%        |  |
| <b>Site Total</b>              | <b>178</b>           | <b>23</b>           | <b>0</b>             | <b>18.00 (avg)</b> | <b>9.89</b>      | <b>16</b>         | <b>61.81%</b> | <b>11.17</b>       | <b>88.56%</b> |  |
| <b>School On Wheels</b>        |                      |                     |                      |                    |                  |                   |               |                    |               |  |
| Infant                         | 49                   | 23                  | 0                    | 18                 | 2.72             | 8                 | 34.03%        | 4.00               | 68.06%        |  |
| Toddler                        | 113                  | 31                  | 0                    | 18                 | 6.28             | 8                 | 78.47%        | 8.00               | 78.47%        |  |
| <b>Site Total</b>              | <b>162</b>           | <b>54</b>           | <b>0</b>             | <b>18.00 (avg)</b> | <b>9.00</b>      | <b>16</b>         | <b>56.25%</b> | <b>12.00</b>       | <b>75.00%</b> |  |
| <b>Singing Arrow</b>           |                      |                     |                      |                    |                  |                   |               |                    |               |  |
| Twos                           | 0                    | 9                   | 0                    | 9                  | 0.00             | 8                 | 0.00%         | 1.00               | 0.00%         |  |
| <b>Site Total</b>              | <b>0</b>             | <b>9</b>            | <b>0</b>             | <b>9.00 (avg)</b>  | <b>0.00</b>      | <b>8</b>          | <b>0.00%</b>  | <b>1.00</b>        | <b>0.00%</b>  |  |
| <b>Western Trail</b>           |                      |                     |                      |                    |                  |                   |               |                    |               |  |
| Infant                         | 85                   | 41                  | 0                    | 18                 | 4.72             | 8                 | 59.03%        | 7.00               | 67.46%        |  |
| Toddler                        | 95                   | 17                  | 0                    | 14                 | 6.79             | 8                 | 84.82%        | 8.00               | 84.82%        |  |
| <b>Site Total</b>              | <b>180</b>           | <b>58</b>           | <b>0</b>             | <b>16.00 (avg)</b> | <b>11.51</b>     | <b>16</b>         | <b>70.31%</b> | <b>15.00</b>       | <b>75.63%</b> |  |
| <b>City Of Albuquerque EHS</b> | <b>693</b>           | <b>236</b>          | <b>0</b>             | <b>16.70 (avg)</b> | <b>40.01</b>     | <b>80</b>         | <b>51.87%</b> | <b>53.89</b>       | <b>74.60%</b> |  |
| <b>Report Totals</b>           | <b>693</b>           | <b>236</b>          | <b>0</b>             | <b>16.70 (avg)</b> | <b>40.01</b>     | <b>80</b>         | <b>51.87%</b> | <b>53.89</b>       | <b>74.60%</b> |  |



### City Of Albuquerque EHS

City Of Albuquerque EHS

#### 2371 - CACFP Reimbursement Summary

Program Term: EHS 2020 - 2021, Program Option: Standard Full Day

Attendance Date: 05/01/21 – 05/31/21

|                                | Operating Days | CACFP Free | CACFP Reduced | CACFP Paid | Breakfast  | AM Snack | Lunch      | PM Snack   | Supper   |
|--------------------------------|----------------|------------|---------------|------------|------------|----------|------------|------------|----------|
| <b>EHS 2020 - 2021</b>         |                |            |               |            |            |          |            |            |          |
| <b>Douglas MacArthur</b>       |                |            |               |            |            |          |            |            |          |
| Infant                         | 18             | 2          | 0             | 0          | 27         | 0        | 26         | 9          | 0        |
| Toddler                        | 18             | 8          | 0             | 0          | 74         | 0        | 74         | 54         | 0        |
| <b>Douglas MacArthur</b>       | <b>36</b>      | <b>10</b>  | <b>0</b>      | <b>0</b>   | <b>101</b> | <b>0</b> | <b>100</b> | <b>63</b>  | <b>0</b> |
| <b>La Mesa</b>                 |                |            |               |            |            |          |            |            |          |
| Toddler                        | 18             | 6          | 0             | 0          | 71         | 0        | 70         | 49         | 0        |
| <b>La Mesa</b>                 | <b>18</b>      | <b>6</b>   | <b>0</b>      | <b>0</b>   | <b>71</b>  | <b>0</b> | <b>70</b>  | <b>49</b>  | <b>0</b> |
| <b>Plaza Feliz</b>             |                |            |               |            |            |          |            |            |          |
| Toddler                        | 18             | 7          | 0             | 0          | 99         | 0        | 100        | 96         | 0        |
| Twos                           | 18             | 6          | 0             | 0          | 78         | 0        | 78         | 67         | 0        |
| <b>Plaza Feliz</b>             | <b>36</b>      | <b>13</b>  | <b>0</b>      | <b>0</b>   | <b>177</b> | <b>0</b> | <b>178</b> | <b>163</b> | <b>0</b> |
| <b>School On Wheels</b>        |                |            |               |            |            |          |            |            |          |
| Infant                         | 18             | 4          | 0             | 0          | 8          | 0        | 8          | 4          | 0        |
| Toddler                        | 18             | 8          | 0             | 0          | 111        | 0        | 112        | 108        | 0        |
| <b>School On Wheels</b>        | <b>36</b>      | <b>12</b>  | <b>0</b>      | <b>0</b>   | <b>119</b> | <b>0</b> | <b>120</b> | <b>112</b> | <b>0</b> |
| <b>Singing Arrow</b>           |                |            |               |            |            |          |            |            |          |
| Twos                           | 9              | 1          | 0             | 0          | 0          | 0        | 0          | 0          | 0        |
| <b>Singing Arrow</b>           | <b>9</b>       | <b>1</b>   | <b>0</b>      | <b>0</b>   | <b>0</b>   | <b>0</b> | <b>0</b>   | <b>0</b>   | <b>0</b> |
| <b>Western Trail</b>           |                |            |               |            |            |          |            |            |          |
| Infant                         | 18             | 7          | 0             | 0          | 62         | 0        | 61         | 48         | 0        |
| Toddler                        | 14             | 8          | 0             | 0          | 94         | 0        | 95         | 56         | 0        |
| <b>Western Trail</b>           | <b>32</b>      | <b>15</b>  | <b>0</b>      | <b>0</b>   | <b>156</b> | <b>0</b> | <b>156</b> | <b>104</b> | <b>0</b> |
| <b>City Of Albuquerque EHS</b> | <b>167</b>     | <b>57</b>  | <b>0</b>      | <b>0</b>   | <b>624</b> | <b>0</b> | <b>624</b> | <b>491</b> | <b>0</b> |
| <b>Report Totals</b>           | <b>167</b>     | <b>57</b>  | <b>0</b>      | <b>0</b>   | <b>624</b> | <b>0</b> | <b>624</b> | <b>491</b> | <b>0</b> |





**FAMILY AND COMMUNITY SERVICES DEPARTMENT  
EARLY HEADSTART PROGRAM - FY 2021 EXPENDITURE REPORT**

**CITY MATCH (3163682)**

**June 15, 2021**

| DESCRIPTION                               | BUDGET         | EXPENSES YTD THRU LAST MONTH | EXPENSES CURRENT MONTH | EXPENSES TOTAL YTD | REMAINING BALANCE | YTD % EXPENSED |
|---|----------------|------------------------------|------------------------|--------------------|-------------------|----------------|
| <b>WAGES</b>                              | <b>201,969</b> | <b>127,905</b>               | <b>14,407</b>          | <b>142,311</b>     | <b>59,658</b>     | <b>70%</b>     |
| <b>FRINGE</b>                             | <b>101,188</b> | <b>66,723</b>                | <b>7,396</b>           | <b>74,119</b>      | <b>27,069</b>     | <b>73%</b>     |
| <b>522500-TRAVEL</b>                      | <b>5,000</b>   | <b>0</b>                     |                        | <b>0</b>           | <b>5,000</b>      | <b>0%</b>      |
| <b>EQUIPMENT &amp; SUPPLIES</b>           |                |                              |                        |                    |                   |                |
| 522054-EQUIPMENT                          |                | 427                          | 0                      | 427                |                   |                |
| 522000-SUPPLIES                           | 98,326         | 9,732                        | 1,757                  | 11,489             |                   |                |
| 522020-Supplies-Uniforms                  |                | 441                          |                        | 441                |                   |                |
| 522032-Supplies-Food                      |                | 0                            | 0                      | 0                  |                   |                |
| 522048-Supplies-Office(Cell Svc& Equip)   |                | 616                          |                        | 616                | 423               |                |
| 522052-Supplies-Operating                 |                | 0                            |                        | 0                  |                   |                |
| 522060-Supplies-Postage/Freight           |                | 14                           | 0                      | 14                 |                   |                |
| 523400-Dues And Memberships               |                | 120                          | 0                      | 120                |                   |                |
| 523410-License Renewals                   |                | 0                            |                        | 0                  |                   |                |
| <b>TOTAL EQUIPMENT &amp; SUPPLIES</b>     | <b>98,326</b>  | <b>11,350</b>                | <b>1,757</b>           | <b>13,107</b>      | <b>85,219</b>     | <b>13%</b>     |
| <b>527500-CONTRACTUAL/PROFESSIONAL</b>    | <b>15,000</b>  | <b>0</b>                     | <b>0</b>               | <b>0</b>           | <b>15,000</b>     | <b>0%</b>      |
| <b>OTHER SERVICES</b>                     |                |                              |                        |                    |                   |                |
| 521000-Other Services                     | 58,634         | 0                            |                        | 0                  |                   |                |
| 522510-Travel - Local/In State (Mileages) |                | 304                          | 192                    | 496                |                   |                |
| 523000-Training - General                 |                | 0                            |                        | 0                  |                   |                |
| 523800-Repairs And Maintenance            |                | 0                            |                        | 0                  |                   |                |
| 527505-Svcs-Advertising                   |                | 0                            |                        | 0                  |                   |                |
| Other Misc (Publication, Prining etc)     |                | 0                            |                        | 0                  |                   |                |
| Utilities                                 |                | 0                            |                        | 0                  |                   |                |
| 594031(2) Vehicle - Maintenance           |                | 2,130                        |                        | 2,130              |                   |                |
| <b>TOTAL OTHER SERVICES</b>               | <b>58,634</b>  | <b>2,434</b>                 | <b>192</b>             | <b>2,626</b>       | <b>56,008</b>     | <b>4%</b>      |
| <b>GRAND TOTAL</b>                        | <b>480,117</b> | <b>208,412</b>               | <b>23,752</b>          | <b>232,164</b>     | <b>247,953</b>    | <b>48%</b>     |

|                           | <b>MATCH</b>     |
|---------------------------|------------------|
| <b>Current %</b>          | <b>48%</b>       |
| <b>Should Be</b>          | <b>96%</b>       |
| <b>Under spent</b>        | <b>47%</b>       |
| <b>Possible reversion</b> | <b>\$227,948</b> |



**FAMILY AND COMMUNITY SERVICES DEPARTMENT  
EARLY HEADSTART PROGRAM - FY 2021 EXPENDITURE REPORT  
COVID 19 SUPPLEMENT (3163683)  
June 15, 2021**

| DESCRIPTION                           | BUDGET         | EXPENSES YTD THRU LAST MONTH | EXPENSES CURRENT MONTH | EXPENSES TOTAL YTD | REMAINING BALANCE | YTD % EXPENSED |
|---------------------------------------|----------------|------------------------------|------------------------|--------------------|-------------------|----------------|
| <b>WAGES</b>                          |                | 0                            |                        | 0                  | 0                 | 0%             |
| <b>FRINGE</b>                         |                | 0                            |                        | 0                  | 0                 | 0%             |
| <b>522500-TRAVEL</b>                  |                |                              |                        |                    | 0                 | 0%             |
| 522054-EQUIPMENT                      | 25,000         | 13,624                       |                        | 13,624             |                   |                |
| 522000-SUPPLIES                       | 19,687         | 34,691                       |                        | 34,691             |                   |                |
| 522020-Supplies-Uniforms              |                | 0                            |                        | 0                  |                   |                |
| 522032-Supplies-Food                  |                | 0                            |                        | 0                  |                   |                |
| 522048-Supplies-Office                |                | 0                            |                        | 0                  |                   |                |
| 522052-Supplies-Operating             |                | 0                            |                        | 0                  |                   |                |
| 522060-Supplies-Postage/Freight       |                | 0                            |                        | 0                  |                   |                |
| 523400-Dues And Memberships           |                | 0                            |                        | 0                  |                   |                |
| 523410-License Renewals               |                | 0                            |                        | 0                  |                   |                |
| <b>TOTAL EQUIPMENT &amp; SUPPLIES</b> | <b>44,687</b>  | <b>48,315</b>                | <b>0</b>               | <b>48,315</b>      | <b>(3,628)</b>    | <b>108%</b>    |
| <b>527500-CONTRACTUAL SERVICES</b>    |                | <b>0</b>                     |                        | <b>0</b>           | <b>0</b>          | <b>0%</b>      |
| 527500-CONTRACTUAL SERVICES           | 67,800         | 0                            |                        | 0                  |                   |                |
| 527500-CONTRACTUAL SERVICES           |                | 0                            |                        | 0                  |                   |                |
| 527500-CONTRACTUAL SERVICES           |                | 0                            |                        | 0                  |                   |                |
| 527500-CONTRACTUAL SERVICES           |                | 17,717                       | 0                      | 17,717             |                   |                |
| 527500-CONTRACTUAL SERVICES           |                | 0                            |                        | 0                  |                   |                |
| Other Misc (Publication, Prining etc) |                | 0                            |                        | 0                  |                   |                |
| Utilities                             |                | 0                            |                        | 0                  |                   |                |
| <b>TOTAL OTHER SERVICES</b>           | <b>67,800</b>  | <b>17,717</b>                | <b>0</b>               | <b>17,717</b>      | <b>50,083</b>     | <b>26%</b>     |
| <b>GRAND TOTAL</b>                    | <b>112,487</b> | <b>66,032</b>                | <b>0</b>               | <b>66,032</b>      | <b>46,455</b>     | <b>59%</b>     |

**COVID 19 SUP**

**Current % 59%**

**Should Be 96%**

**Under spent 37%**

**Possible reversion \$41,768**

**Note: Budget Ajustment:**

|                             |          |          |
|-----------------------------|----------|----------|
| 527500-CONTRACTUAL SERVICES | (25,000) | Decrease |
| 522054-EQUIPMENT            | 25,000   | Increase |



**FAMILY AND COMMUNITY SERVICES DEPARTMENT  
EARLY HEADSTART PROGRAM - FY 2021 EXPENDITURE REPORT  
QI & COLA SUPPLEMENT (3163684)**

June 15, 2021

| DESCRIPTION                               | BUDGET        | EXPENSES YTD THRU<br>LAST MONTH | EXPENSES<br>CURRENT MONTH | EXPENSES<br>TOTAL YTD | REMAINING<br>BALANCE | YTD %<br>EXPENSED |
|---|---------------|---------------------------------|---------------------------|-----------------------|----------------------|-------------------|
| <b>WAGES</b>                              | <b>22,181</b> | <b>0</b>                        |                           | <b>0</b>              | <b>22,181</b>        | <b>0%</b>         |
| <b>FRINGE</b>                             | <b>11,101</b> | <b>0</b>                        |                           | <b>0</b>              | <b>11,101</b>        | <b>0%</b>         |
| <b>522500-TRAVEL</b>                      |               |                                 |                           |                       |                      | <b>0%</b>         |
| <b>EQUIPMENT &amp; SUPPLIES</b>           |               |                                 |                           |                       |                      |                   |
| 522054-EQUIPMENT                          |               | 0                               |                           | 0                     |                      |                   |
| 522000-SUPPLIES                           | 4,229         | 1,745                           | 749                       | 2,494                 |                      |                   |
| 522020-Supplies-Uniforms                  |               | 0                               |                           | 0                     |                      |                   |
| 522032-Supplies-Food                      |               | 0                               |                           | 0                     |                      |                   |
| 522048-Supplies-Office                    |               | 0                               | 189                       | 189                   |                      |                   |
| 522052-Supplies-Operating                 |               | 0                               |                           | 0                     |                      |                   |
| 522060-Supplies-Postage/Freight           |               | 0                               |                           | 0                     |                      |                   |
| 523400-Dues And Memberships               |               | 1,932                           |                           | 1,932                 |                      |                   |
| 523410-License Renewals                   |               | 0                               |                           | 0                     |                      |                   |
| <b>TOTAL EQUIPMENT &amp; SUPPLIES</b>     | <b>6,229</b>  | <b>3,677</b>                    | <b>938</b>                | <b>4,615</b>          | <b>1,614</b>         | <b>74%</b>        |
| <b>527500-CONTRACTUAL/PROFESSIONAL</b>    | <b>53,000</b> | <b>12,287</b>                   | <b>7,401</b>              | <b>19,688</b>         | <b>33,313</b>        | <b>37%</b>        |
| <b>OTHER SERVICES</b>                     |               |                                 |                           |                       |                      |                   |
| 521000-Other Services                     |               | 6,300                           |                           | 6,300                 |                      |                   |
| 522510-Travel - Local/In State (Mileages) |               | 0                               |                           | 0                     |                      |                   |
| 523000-Training - General                 |               | 710                             |                           | 710                   |                      |                   |
| 523800-Repairs And Maintenance            |               | 0                               |                           | 0                     |                      |                   |
| 527505-Svcs-Advertising                   |               | 0                               |                           | 0                     |                      |                   |
| Other Misc (Publication, Prining etc)     |               | 0                               |                           | 0                     |                      |                   |
| Utilities                                 |               | 0                               |                           | 0                     |                      |                   |
| <b>TOTAL OTHER &amp; CONTRACTUAL</b>      | <b>53,000</b> | <b>19,297</b>                   | <b>7,401</b>              | <b>26,698</b>         | <b>26,303</b>        | <b>50%</b>        |
| <b>GRAND TOTAL</b>                        | <b>92,511</b> | <b>22,974</b>                   | <b>8,339</b>              | <b>31,312</b>         | <b>61,199</b>        | <b>34%</b>        |

**QI & COLA SUP**

|                  |                |                 |  |  |                           |                 |
|------------------|----------------|-----------------|--|--|---------------------------|-----------------|
|                  |                |                 |  |  | <b>Current %</b>          | <b>34%</b>      |
|                  |                |                 |  |  | <b>Should Be</b>          | <b>96%</b>      |
|                  |                |                 |  |  | <b>Under spent</b>        | <b>62%</b>      |
|                  |                |                 |  |  | <b>Possible reversion</b> | <b>\$57,344</b> |
| <i>Other</i>     | <i>(2,000)</i> | <i>Decrease</i> |  |  |                           |                 |
| <i>EQUIPMENT</i> | <i>2,000</i>   | <i>Increase</i> |  |  |                           |                 |



City of Albuquerque Early Head Start  
Purchase Card Transactions  
May 2021

| Cardholder Name  | Transaction Date | Posting Date | Amount   | Description   |
|------------------|------------------|--------------|----------|---|
| Dubriel, Daphne  | 5/20/2021        | 5/21/2021    | 999.24   | EHS classroom supplies -formula, baby food, diapers, baby wipes etc |
| Dubriel, Daphne  | 5/19/2021        | 5/20/2021    | 182.47   | food for a socialization event at Bio Park                          |
| Dubriel, Daphne  | 5/19/2021        | 5/19/2021    | 105.00   | Admission to Bio park- food   |
| Dubriel, Daphne  | 5/17/2021        | 5/18/2021    | 50.70    | EHS classroom supplies -formula, baby food, diapers, baby wipes etc |
| Dubriel, Daphne  | 5/15/2021        | 5/17/2021    | 102.20   | EHS classroom supplies -formula, baby food, diapers, baby wipes etc |
| Dubriel, Daphne  | 5/15/2021        | 5/17/2021    | 680.13   | EHS classroom supplies -formula, baby food, diapers, baby wipes etc |
| Dubriel, Daphne  | 5/15/2021        | 5/17/2021    | 17.96    | EHS classroom supplies -formula, baby food, diapers, baby wipes etc |
| Dubriel, Daphne  | 5/15/2021        | 5/17/2021    | 494.68   | EHS classroom supplies -formula, baby food, diapers, baby wipes etc |
| Dubriel, Daphne  | 5/14/2021        | 5/17/2021    | 42.92    | baby formula  |
| Dubriel, Daphne  | 5/14/2021        | 5/17/2021    | 153.00   | baby formula  |
| Dubriel, Daphne  | 5/12/2021        | 5/13/2021    | 279.00   | EHS classroom supplies -formula, baby food, diapers, baby wipes etc |
| Dubriel, Daphne  | 5/10/2021        | 5/11/2021    | (250.22) | Refund Plaza Feliz order  |
| Mosely, Daw nita | 5/20/2021        | 5/20/2021    | 20.00    | Admission to Bio Park   |
| Mosely, Daw nita | 5/15/2021        | 5/17/2021    | 189.10   | Adobe Acrobat software  |
|                  |                  |              |          |   |



**ONE**  
**ALBUQUE**  
**RQUE** family &  
community  
services