



City of Albuquerque

Division of Child and Family Development

Early Head Start

POLICY COUNCIL

October 20, 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. Directors Report:
  - 1. Enrollment
  - 2. Attendance & Meal Counts
  - 3. EHS COVID Center Update- Child Development & Education Specialist
  - 4. School Readiness- Child Development & Education Specialist
  - 5. Family Engagement-Community Services Program Specialist II
  - 6. Budget (Financial Statements)
  - 7. P-Card Report
- VII. New Business-Action Items
  - 1. Request of Conversion of Home-Based Slots Approval
  - 2. Quarterly Meetings Discussion
  - 3. Meet in Person Discussion

Chair	_____	_____	_____
	Approval	Disapproval	Other Action

Vice Chair	_____	_____	_____
	Approval	Disapproval	Other Action

Secretary

\_\_\_\_\_

Approval

\_\_\_\_\_

Disapproval

\_\_\_\_\_

Other Action

VIII. Open Forum

IX. Adjournment

**Next Meeting Date: December 15<sup>th</sup>, 2021**

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EHS Policy Council Chair

\_\_\_\_\_

Date

\_\_\_\_\_

EHS Policy Council Vice Chair

\_\_\_\_\_

Date

\_\_\_\_\_

EHS Policy Council Secretary

\_\_\_\_\_

Date



City Of Albuquerque  
 Department of Family and Community Services  
 Division of Child and Family Development  
 Policy Council

Wednesday, September 15, 2021

1. Roll Call (Quorum established): Catherine Seat, Karen Lucero/ Community Representative, and COA Staff- Daphne Dubriel/Interim EHS Program Manager, Robi Ruiz, EHS Ed. Specialist, Allison Schacht, Data Manager, Monica Watrin, Intake Coordinator, and Michele Brown, Office Assistant. Meeting was called to order @ 5:36 pm.
  2. Approval of Meeting Minutes: Quorum not established at the time.
  3. Governing Board Report: No report.
  4. Directors Report: Reporting Period 8/1/2021- 8/31/2021
    - a.) **Enrollment**- Total funded enrollment 128. Total reportable enrollment; 62 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 (9), pregnant moms (0), number of children born (0); total new enrollment (9). Total leaving program (0), - transitioning children (0), pregnant moms giving birth (0), children leaving before turning 3 (0), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (62), children up-to-date as possible on immunizations (0), children not up to date (10).  
**Eligibility Category**- income eligible (45), TANF/SSI (7), Foster Child (3), Homeless 3). Over Income (1), Over 130% (14), Children w/IFSP's (17).
    - c.) Attendance-  
 City operated Early Head Start centers classroom attendance rates:
 

La Mesa	81.05%
MacArthur	57.93%
Plaza Feliz	69.82%
School on Wheels	90.28%
Singing Arrow	0% (closed)
Trumbull	0% (closed)
Western Trail	70.83%
- Overall center-based program attendance totals- 73.31%; total number of absences 147.**
- d.) **Meal Counts**- Total number of meals for (0-3 years in age), total children served (62), breakfast (441), AM snack (0), Lunch (435), PM snack (343), Dinner (0).

- e.) **Budget-** Financial statements provided to policy council membership:  
Federal Grant-year to date (YTD) expenditures \$ 214,062.46  
Training/Technical Assistance-(T/TA)-year to date expenditures  
\$ 9,372.15

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

**5. Discussion:**

- Quorum was established.
  - Monica Watrin reported on enrollment. We need to enroll more infants. Monica and office staff have been actively recruiting at several events during the months of July, August, and September. Such events as, CABQ Cruising Back to School, Main Event Outreach, Crossroads for Women Back to School event, and at Rio Grande Food Distribution location. Monica also hands out flyers to outside community agencies such as WIC, Dr's offices, Part C agencies. Daphne also hands out flyers at Barrett House Foundation.
  - Allison Schacht reported on attendance and meal counts. Allison reported most common reasons that children are absent. The most common is parent choice.
  - Robi Ruiz reported on School Readiness / Pre-service training; All EHS centers were closed the first 2 weeks of August for Pre-service training. Such topics covered was Teaching Strategies, Creative Curriculum I-Cloud, Choosy Kids Nutrition, and Child Abuse and Neglect. We also had Fire Safety training. Parent Teacher Conferences begin September 28<sup>th</sup>.
  - Daphne Dubriel reported on Ready Rosie pilot program which started at beginning of the year at 2 centers. Now all 5 centers are using it with 52 registered users as of today. Parents have been very receptive and have positive comments. They are given 1 video a week through an app on their phone. Parent participation will be used as In-Kind.
  - Karen Lucero had a question about the P-card purchase report. She wanted to know what the CDA certification charge was for. It was for teacher memberships that are renewed once every 3 years.
  - An approval was needed for new hire Rachel Friday as a Teaching assistant. Rachel has an Associates degree in Children, Youth, & Family Development. She has 2 years' experience working at St. Marks. Catherine Seat made a motion for approval. Karen Lucero seconded the motion.
6. Adjournment @ 6:02 pm.      Next Meeting Date: October 20<sup>th</sup>, 2021

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

Meeting Date: October 20<sup>th</sup>, 2021

Program: Division of Child & Family Development

Name of Person Submitting Report: Daphne Dubriel

**Funded Enrollment**

Center-Based 104 Home-Based 24

**Current Enrollment -**

Center-Based 59 Home-Based 11

**Explanation, if needed: City of Albuquerque Early Head Start continues to actively recruit and enroll. Parents are choosing to remain on waitlist as COVID cases rise and once they go down they will enroll their children.**

**I. Content Areas**

**A. Education:**

- Data Checkpoint were identified for child outcomes and Parent/Teacher Conferences. Conferences were held October 7<sup>th</sup> and 8<sup>th</sup>.
- Home visits were conducted at centers, outside playground, or on Zoom following ECECD Safe Practices Guidelines.

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

- 45 Day Requirements are in progress with Social-Emotional and Development Assessments being administered to each child within 45 days of enrollment
- Transition meetings for children transitioning are conducted within 6 months of child's 3<sup>rd</sup> birthday
- Division Leadership is working on getting a Mental Health & Disabilities Program Specialist position in place to provide direct oversight of the Mental health & Disabilities Checklist
- ADA Checklist for each EHS site have been completed
- EHS representative continues to participate in quarterly Metro-Area Transition Meetings

**C. Health/Nutrition/Safety:**

- EHS administrative support staff are faxing Release of Information consent forms to medical and dental providers for Well-Child Checks, Dental Screen and updated immunization records in efforts of receiving records in accordance with 90-day deadline.
- All centers are following the ECECD Safe Practices Guidelines. Daily COVID screening questions are asked daily with temps being checked of all children, staff and visitors.
- All centers continue to follow CACFP guidelines
- All centers continue to complete monthly nutrition activities
- Program has conducted Family Team Meetings to ensure we are able to meet the specialized dietary and/or health related need of children requiring

accommodations.

- Administrative staff participant in the weekly state calls with Secretary Groginsky to stay abreast of COVID safe practices and ECECD guidelines

**D. Family and Community Partnerships:**

- The division continues to actively establish partnerships with community service providers
- All centers continue providing Monthly Center Parent Meetings
- Monthly Socializations continue for the Home-Based Program
- Centers conducted site elections to identify a President, Vice-President and Secretary. New appointments will attend first meeting this month.
- The Division continues to participate in Community Outreach events to recruit children and families into the program.
- Division Leadership has update MOU with CNM and is in progress of establishing an MOU with SIPI College.
- Division Leadership has agreed to partner with YDI in supporting their educators in obtaining a Child Development Associate (CDA).

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

- Program currently working with OHS on corrective action measures resulting from the (2) areas of non-compliance and (1) area of concern identified in the Focus Area 2 results.
- Division Leadership continues to work with the C-Series and M-Series Unions in attempts to negotiate MOU's to meet minimum education requirements of accreditation body.
- Division Leadership is in conversation with the OHS on converting (12) EHS Home-Visiting slots to (8) EHS Center-Based slots to be located at Barelac CDC
- The OHS has launched a "Road to 100" focus with the intention being all grantees move swiftly towards full enrolment.

**II. New Hires as of October 1, 2021**

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

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

**II. Involuntary Terminations (Closed Session Discussion):**  
(Non-Seated PC Members & Staff Excluding Division Manager are Excused when Applicable)

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

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



## **EARLY HEAD START Home-Based Report Form**

**Reporting Period: September 2021  
Submitted by: Valarie Ramirez, Home Visitor**

### **Home Based:**

**Visits are conducted in person, indoor, or outdoor open spaces (weather permitting) with families who are COVID symptom free. 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 September was called “Basket of balls: Controlling actions and matching”, this activity focused on the child’s Perceptual, Motor, and Physical Development. I took I brought several balls of different colors, textures and sizes, mom brought out tall laundry basket and we both took a turn to toss a ball into the basket. We told child it was their turn and child then tossed the ball into the basket from about 4 ft away and made it into the basket. Child took several tries to make the balls into the basket and made most balls into the laundry basket while both mom and I clapped and cheered child on. Next mom and I used green frog Velcro balls and mitts to toss balls to one another, I then placed the mitts onto child’s hands and showed child how to “open..close” their hands and arms in order to catch the ball. Child practiced several times while mom told child “ready...open...now close!” Mom asked child what colors were on the balls and child was able to correctly identify the colors.**

**Another activity in September was called “Clips and Tongs: Pinching and Squeezing”, this activity focused on the child’s Perceptual, Motor, and Physical Development (fine motor). I brought with me small easy to squeeze tongs and several different sized clips as well as different objects for child to try to pick up. Mom showed child how to use the tongs first by picking up a small blue pom pom. Mom gave child the tongs and asked child to try, child held the tongs in their hand then used other hand to try and close the tongs in order to pick up the pom pom. Mom showed child again and we encouraged child to squeeze their hand in order to close the tongs. Child placed their hand at the very bottom of the tongs and squeezed the tongs together and was able to pick up the pom pom. Mom then encouraged child to “pick up the purple then yellow pom pom”. Each time the child picked up another object the child’s hand went further up on the tongs and child was able to use them ‘properly’ and successfully able to pick up each object. Child picked up all the objects and placed them into the plastic jar then dumped them out and repeated the process several times. Mom then showed child how to squeeze the clip and clip it onto the rim of the plastic jar, child was unable to squeeze the larger clips however, was able to squeeze the small clip open and onto the rim of the plastic jar.**

**September 2021 Socializations:**

**September 15<sup>th</sup> – Oral Health Presentation with Mariela Leyba from NM Department of Health - Domain(s): Perceptual, Motor, and Physical Development (Fine Motor). PFCE – Family Well-Being. 0 - attended.**

**September 30<sup>th</sup> – A Day of Gross Motor Play - Domain(s): Perceptual, Motor, and Physical Development 0 - attended.**

**Discussed Policy Council with families – have one client that is considering, will encourage client to attend October's meeting.**



**EARLY HEAD START**  
**Center-Based/Home-Based Report Form**

**Center:** La Mesa EHS  
**Reporting Period:** September 2021  
**Submitted by:** Jessica Walton- Teacher

**Activities at Center:**

During the month of September, La Mesa EHS had a child that aged out. The next week we had another child start.

We have been using the Tadpoles program to send daily sheets to parents. We have received feed back from parents and they love it. They are happy that they can receive videos and pictures from how their child's day went.

With Covid and new children starting, we have had to do virtual transitions instead of in person. Parents enjoy being able to see how their child's first day is going even with them not being able to be in the classroom.

The children have enjoyed playing outside since the weather has not been to hot. One of the trees that hangs into the playground, has started dropping Acorns. The children have started to search for them on the ground. The children have enjoyed exploring with them.

**Parent Committee Meetings/Socializations:**

Our center meeting was held on September 21, 2021 at 2:00 PM outside at the center. The meeting was held by Frances Gonzales (Head Teacher). During the meeting we handed out sign up sheets for anyone who wanted to nominate themselves to be a part of the policy council representation. At that time, no parents had volunteered. We did have two parents that were interested but wanted to attend a policy council meeting before they volunteered. Once they decide if they would like to join or not we will then hold a voting. We talked about the Parent Conferences coming up. We will schedule to have another meeting in October.



**EARLY HEAD START**  
**Center-Based Monthly Report Form**  
Due the 1<sup>st</sup> Friday Each Month

**Center Name: Mac Arthur EHS**  
**Reporting Period: September 1-30, 2021**  
**Submitted by: Maria Chacon- Head Teacher**

**Center-Based Activities:**

This month the children got to play with the new playground equipment. We are still practicing social distancing and are practicing using masks on the children. Parents were encouraged to volunteer time in the classrooms and at our playground clean up day which took place on September 17, 2021.

In the toddler room, the theme continued to be about dinosaurs. The children took the dinosaurs outside and buried them in the sand. They built homes for the dinosaurs with blocks and legos. They children sang and danced to "Dinosaur Stomp" and read the book "Dinosaurs Roar." The children also cooked for their dinosaurs and used green playdough to make dinosaur food. The toddler room worked on improving their fine motor skills by cutting with scissors, playing with playdough, beading, stacking up small blocks, and using their spoons. Ready Rosie videos were sent home for the parents to view and practice with their children to help them improve their fine motor skills at home.

The infant room's theme was farm animals. The children in the infant room played with farm animals and made farm animal noises. They sang "Old Mac Donald" and read "The Big Red Barn." The children used the farm animals to paint foot prints on paper. Farm animal puzzles were put out in the infant room. Teachers worked on improving the children's social-emotional skills. The children's feelings were labeled by the teacher and when they cried the teacher reminded them they were ok. The teacher also spoke to the children during meal times and at diaper changing time to build their relationship. Ready Rosie videos were sent home for parents to work on improving their child's social-emotional skills as well.

Both classrooms incorporated the Choosy Kids curriculum enhancement into their lesson plans that helps the children keep active by dancing and moving around. A take home project called family collage was sent home for the children to do with their parents.

**Parent Center Committee Meetings:**

Our parent center committee meeting was held on September 10, 2021 at 2pm at the center. The meeting was given by Catherine Seat, site President. She spoke to the parents about joining the policy council, the benefits of attending and joining the policy council meetings, and when, where, and times the meetings were each month. Parents at the meeting agreed for Maria to ask the parents who did not attend the meeting, if they wanted to nominate anyone to become site president. Yenny C. and Jolene G. nominated themselves for the next site president. A ballot was created with both names and parents voted. Nine out of ten parents vote. Yenny C. is the new site President with five votes and Jolene G. is site Vice President with four votes.



**EARLY HEAD START**  
**Center-Based/Home-Based Report Form**

Site/Center: Plaza Feliz Early Head Start

Reporting Period: September 2021

Submitted by: Mona Makvandi; Head Teacher

**Activities at Center:**

In September we welcomed a new family to our One's class.

Our classrooms play this month explored farm life and fall. The children explored different art media and teachers introduced farm animals and their sounds. Children we read a variety of books such as "Mouse's First Fall" and "Leaf Man". We also sang "Five Little Leaves" and "Old Mac Donald". The children explored our new outdoor equipment which includes a bridge, tunnel, balance beam, and steps.

**Parent Committee Meetings/Socializations:**

We held a parent meeting on September 28<sup>th</sup> at 2pm. Diedra was nominated herself and Ernestina approved and Isela seconded it. All parents were informed of the nominations that did not attend the meeting and no other parents were interested in participating.



**EARLY HEAD START  
Center-Based/Home-Based Report Form**

**Center:** Singing Arrow Early Head Start  
**Reporting Period:** September 2021  
**Submitted by:** Yvette Ortiz Teacher

**Activities at Center:** Staff are currently helping at other centers. Center is currently closed due to lack of enough children on waitlist to enroll in center.

**Parent Committee Meetings/Socializations:**



**EARLY HEAD START**  
**Center-Based Monthly Report Form**  
Due the 1<sup>st</sup> Friday Each Month

**Center Name: School on Wheels EHS**  
**Reporting Period: September 2021**  
**Submitted by: Bernice Johnson, Head Teacher**

**Center-Based Activities:**

Kids returned on September 10<sup>th</sup>, after being quarantine for 10 days after a positive case. Children and staff are doing fine and the center is back in session.

One of the toddlers aged out and we said our goodbyes. Then a child from the infant room started in the toddler room. It was an easy transition. A child in the infant room started and she did a really good job. Children are doing well at meeting some of their goals. They are more communication going on amongst the toddlers. It is a pleasure to listen to their conversations.

Our infants are doing well, they are meeting their milestones. A child that understood the Dine' (Navajo) language started and it is a pleasure that I can talk to her in Dine' (Navajo) Language. Mom was very pleased to hear that her child would be exposed to her Native language at school.

**Parent Center Committee Meetings:**

September 9<sup>th</sup>, 2021

The discussion was on Ready Rosie. Parents were presented with a power point on how work with Ready Rosie and how important the feed backs are to the teachers.

Discussed Policy Council and parent Lauren F nominated herself. All parents that weren't at the meeting were told of Laurens nomination and were asked for their approval or denial of her nomination. 8 parents voted for approval for Lauren F to represent SOW EHS. Two parents were in on the meeting and voted yes for approval and that they are fine with Lauren F. representing SOW EHS on the Policy Council Board.



## **EARLY HEAD START**

### **Center-Based Monthly Report Form**

### **Due the 1<sup>st</sup> Friday Each Month**

**Center Name: Western Trail Early Head Start**  
**Reporting Period: September 1-30, 2021**  
**Submitted by: Diane Y. Archibeque, Head Teacher**

#### **Center-Based Activities:**

**Infant Indoor Play** – This month the teachers and infants did a lot of dancing. The teachers and infants focused on Choosy Hears Track 3. The teachers used the Choosy Music CD to play the song “Choosy Hears” they participate with the infants emphasizing the movements and vocabulary in the song. The teachers and the infants also sang and danced to “Baby Shark” the teachers showed the infants the dance moves to the song. The teachers also Read-Aloud my first body. The teachers introduced the face parts of the body by touching each part of the face and telling the infants which part of the face it was. Then the teachers used a doll to show the face parts of the doll. The teachers sang “Head, Shoulders, Knee, and Toes.

**Infant Outside Play** – The teachers got physical by playing “Squeezing Sponges” they prepared a tray with many sizes of sponges that were easy for the infants to handle and a small amount of water for the infants. The teachers invited the infants to the water tray and showed them how to use the sponges to soak up the water and squeeze it out. The teachers observed the infants as they played with the sponges at the water tray and talked with them about what they were doing. The infants soaked up the water and put the sponges in their mouth most of the time.

**Toddler Indoor Play** – This month the teachers and the toddlers focused on language and literacy. They did the “Family Picture Walk” the teachers had the families bring in family pictures and then the teachers hung up the pictures on our family tree. The teachers sat with the toddlers at the display of the family tree and engaged the toddlers in conversation. They did this by pointing to the toddler’s family picture and asking them questions about the photos like who was in the family photo. Throughout the day the teachers referred to the photos especially in the morning when the toddler was feeling anxious about being away from his/her family. The teachers connected with music and movement with the toddlers by using “Sing & Move. The teachers introduced the children to the song “My Thumbs Go Up, Up, Up” they sang the song several times to the toddlers. Then the teachers showed the toddlers the movements to the song while they sang the song together. The teachers sang the song in a normal voice, then in a whisper, then with no sound just the movements. The toddlers laughed and some of them could not do it with no voice.

**Toddler Outside Play** – This month the teachers and the toddler’s practice using their gross and fine motor skills by painting. Some of the toddlers used spray bottles to spray onto a large piece of paper that was hanging up on the fence. They used colored water that was in spray bottles. Other toddlers used paint with water and a paintbrush to make their picture. The teachers use the new balance beams to balance on. The teachers were outside and put a big red dot on the far end of the beam, and then the teachers demonstrated how to step onto the beam and walk slowly while controlling their body. The teacher’s invited the children to walk across the beam toward the dot at the end. The teachers offered support to the toddlers that needed the help.

**Parent Center Committee Meetings** – Our parent center committee meeting was held on September 27, 2021 at 3:30pm virtual. The meeting held was held by Stephanie Pickup, site president. She spoke to the parents about joining policy council, the benefits of attending policy council meetings, and when, where, and the times of the meetings each month. A ballot was created by head teacher/director Diane Y. Archibeque with both names of parents that are interested in becoming site president and parents voted. Eleven out of eleven parents vote but one vote was not counted due to no signature. Lanetta H is the new site president with seven votes and Hilliary L is site vice president with three votes.



## City of Albuquerque Early Head Start Caseload/Enrollment Report 9/30/21

### Enrollment

<b>Total Funded Enrollment:</b>	128
<b>Total Actual Enrollment:</b>	<b>69</b>
<b>Children Withdrawn &amp; Dropped ( last 30 days ):</b>	1
<b>Total Reportable Enrollment ( actual + withdrawn/dropped ):</b>	70
<b>Total Deficit:</b>	<b>58</b>

### Program Snapshot

	Home based	Centers	ALL
<b>Funded Enrollment:</b>	24	104	128
<b>Enrollment:</b>	11	59	70
<b>Defficiency:</b>	<b>13</b>	<b>45</b>	<b>58</b>

### 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	10	10	1	12/19/2021	0	11	<b>1</b>
Home Visitor Vacant	12	0	0	0			0	<b>12</b>
<b>Total</b>	<b>24</b>		<b>10</b>	<b>1</b>		<b>0</b>	<b>11</b>	<b>13</b>

\*1 additional child has been assigned but not yet visited so they can't be counted

### Center Detail

Ctr Detail	Slots	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	8	0	8		<b>0</b>
MacArthur	16	10	0	10		<b>6</b>
PlazaFeliz	16	16	0	16		<b>0</b>
SOW	16	13	1	14		<b>2</b>
Trumbull	24	0	0	0		<b>24</b>
W. Trail	16	11	0	11		<b>5</b>
Singing Arrow	8	0	0	0		<b>8</b>
<b>Total</b>	<b>104</b>	<b>58</b>	<b>1</b>	<b>59</b>		<b>45</b>

**City Of Albuquerque EHS**  
**2371 - CACFP Reimbursement Summary**  
 Program Term: EHS 2021-2022, Program Option: Standard Full Day  
 Attendance Date: 9/1/2021 - 9/30/2021

**City Of Albuquerque EHS**

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
<b>EHS 2021-2022</b>									
<b>Douglas MacArthur</b>									
Infant	21	2	0	0	33	0	33	29	0
Toddler	21	8	0	0	104	0	117	88	0
<b>Douglas MacArthur</b>	<b>42</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>137</b>	<b>0</b>	<b>150</b>	<b>117</b>	<b>0</b>
<b>La Mesa</b>									
Toddler	21	9	0	0	135	0	135	117	0
<b>La Mesa</b>	<b>21</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>135</b>	<b>0</b>	<b>135</b>	<b>117</b>	<b>0</b>
<b>Plaza Feliz</b>									
Toddler	21	9	0	0	119	0	123	73	0
Twos	21	8	0	0	108	0	127	103	0
<b>Plaza Feliz</b>	<b>42</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>227</b>	<b>0</b>	<b>250</b>	<b>176</b>	<b>0</b>
<b>School On Wheels</b>									
Infant	15	6	0	0	17	0	17	12	0
Toddler	15	9	0	0	95	0	94	88	0
<b>School On Wheels</b>	<b>30</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>112</b>	<b>0</b>	<b>111</b>	<b>100</b>	<b>0</b>
<b>Western Trail</b>									
Infant	21	3	0	0	12	0	12	7	0
Toddler	21	8	0	0	140	0	144	101	0
<b>Western Trail</b>	<b>42</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>152</b>	<b>0</b>	<b>156</b>	<b>108</b>	<b>0</b>
<b>City Of Albuquerque EHS</b>	<b>177</b>	<b>60</b>	<b>0</b>	<b>0</b>	<b>763</b>	<b>0</b>	<b>802</b>	<b>618</b>	<b>0</b>
<b>Report Totals</b>	<b>177</b>	<b>60</b>	<b>0</b>	<b>0</b>	<b>763</b>	<b>0</b>	<b>802</b>	<b>618</b>	<b>0</b>

# City Of Albuquerque EHS

## 2301 - Average Daily Attendance

Program Term: EHS 2021-2022, Program Option: Standard Full Day, Attendance Date: 9/1/2021 - 9/30/2021

### 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>	% Attendance <sup>3</sup>

#### Douglas MacArthur

Infant	33	9	0	21	1.57	8	19.64%	2.00	78.57%
Toddler - EH	117	51	0	21	5.57	8	69.64%	8.00	69.64%
<b>Site Total</b>	<b>150</b>	<b>60</b>	<b>0</b>	<b>21.00 (avg)</b>	<b>7.14</b>	<b>16</b>	<b>44.64%</b>	<b>10.00</b>	<b>71.43%</b>

#### La Mesa

Toddler - EH	136	31	0	21	6.48	8	80.95%	7.95	81.44%
<b>Site Total</b>	<b>136</b>	<b>31</b>	<b>0</b>	<b>21.00 (avg)</b>	<b>6.48</b>	<b>8</b>	<b>80.95%</b>	<b>7.95</b>	<b>81.44%</b>

#### Plaza Feliz

Toddler - EH	125	39	0	21	5.95	8	74.40%	7.81	76.22%
Twos	127	38	0	21	6.05	8	75.60%	7.86	76.97%
<b>Site Total</b>	<b>252</b>	<b>77</b>	<b>0</b>	<b>21.00 (avg)</b>	<b>12.00</b>	<b>16</b>	<b>75.00%</b>	<b>15.67</b>	<b>76.60%</b>

#### School On Wheels

Infant	49	32	0	15	3.27	8	40.83%	5.40	60.49%
Toddler	96	24	0	15	6.40	8	80.00%	8.00	80.00%
<b>Site Total</b>	<b>145</b>	<b>56</b>	<b>0</b>	<b>15.00 (avg)</b>	<b>9.67</b>	<b>16</b>	<b>60.42%</b>	<b>13.40</b>	<b>72.14%</b>

#### Western Trail

Infant	55	8	0	21	2.62	8	32.74%	3.00	87.30%
Toddler	144	15	0	21	6.86	8	85.71%	7.57	90.57%
<b>Site Total</b>	<b>199</b>	<b>23</b>	<b>0</b>	<b>21.00 (avg)</b>	<b>9.48</b>	<b>16</b>	<b>59.23%</b>	<b>10.57</b>	<b>89.64%</b>

**City Of Albuquerque EHS**      **882**    **247**    **0**    **19.67 (avg)**    **44.77**    **72**    **62.29%**    **57.59**    **78.12%**

**Report Totals**      **882**    **247**    **0**    **19.67 (avg)**    **44.77**    **72**    **62.29%**    **57.59**    **78.12%**

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Present Offsite(PO), Tardy(T), Left Early(LE), Tardy and Left Early(TLE)
6. Statuses counted as Absent: Excused(E), Unexcused(U)
7. Statuses counted as Neither: Not Scheduled (N)

**FAMILY AND COMMUNITY SERVICES DEPARTMENT  
EARLY HEADSTART PROGRAM - FY 2022 EXPENDITURE REPORT  
FEDERAL GRANT ( 3164020 )  
September 30, 2021**

ACCOUNT DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	YTD EXPENSES	REMAINING BALANCE	% EXPENDED
Salaries and Wages	1,268,153.00	78,196.08	75,869.05	69,854.98											223,920.11	1,044,232.89	17.66%
Fringe Benefits	600,954.00	33,797.05	30,487.30	30,649.82											94,934.17	506,019.83	15.80%
<b>Total Personnel Costs</b>	<b>1,869,107.00</b>	<b>111,993.13</b>	<b>106,356.35</b>	<b>100,504.80</b>	-	-	-	-	-	-	-	-	-	-	<b>318,854.28</b>	<b>1,550,252.72</b>	<b>17.06%</b>
<b>Supplies</b>																	
522000-Supplies	27,500.00	363.18													363.18	27,136.82	1.32%
522032-Supplies-Food	10,000.00		508.43												508.43	9,491.57	5.08%
522048-Supplies-Office	17,000.00		812.90	994.93											1,807.83	15,192.17	10.63%
<b>522054-Supplies-Other</b>	<b>10,000.00</b>	<b>533.72</b>													<b>1,575.60</b>	<b>8,424.40</b>	<b>15.76%</b>
522510-Travel - Local/In State			198.20	43.68													0.00%
523410-License Renewals			800.00														0.00%
<b>Total Supplies</b>	<b>64,500.00</b>	<b>896.90</b>	<b>2,319.53</b>	<b>1,038.61</b>	-	-	-	-	-	-	-	-	-	-	<b>4,255.04</b>	<b>60,244.96</b>	<b>6.60%</b>
<b>Other</b>																	
521500-Utilities	3,500.00														-	3,500.00	0.00%
523800-Repairs & Mainten.	8,476.00	370.58	371.21	413.65											1,155.44	7,320.56	13.63%
521000-Other service	15,500.00														-	15,500.00	0.00%
523000-Training			125.00												125.00	(125.00)	0.00%
<b>Total Others</b>	<b>27,476.00</b>	<b>370.58</b>	<b>496.21</b>	<b>413.65</b>	-	-	-	-	-	-	-	-	-	-	<b>1,280.44</b>	<b>26,195.56</b>	<b>4.66%</b>
<b>Contractual</b>																	
527500-Contractual (Traini	28,000.00		3,730.59												3,730.59	24,269.41	13.32%
520500-Contractual (Profes	3,000.00														-	3,000.00	0.00%
<b>Total Contractual</b>	<b>31,000.00</b>	<b>-</b>	<b>3,730.59</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,730.59</b>	<b>27,269.41</b>	<b>12.03%</b>
<b>GRAND TOTAL</b>	<b>1,992,083.00</b>	<b>113,260.61</b>	<b>112,902.68</b>	<b>101,957.06</b>	<b>-</b>	<b>328,120.35</b>	<b>1,663,962.65</b>	<b>16.47%</b>									

2,012,979.00  
20,896.00

Current % **16.47%**  
Should Be **25%**  
Under spent **9%**  
Possible reversion \$ **169,900.40**

**City of Albuquerque  
Early Head Start  
P-Card Expense Report for Policy Council  
September 2021**

<b>Cardholder Name</b>	<b>Transaction Date</b>	<b>Merchant Name</b>	<b>Amount</b>	<b>Description</b>
Dubriel, Daphne	9/28/2021	Walmart.Com	\$56.28	Socialization 10.6 Goop and playdo supplies
Dubriel, Daphne	9/24/2021	L2g Nm Bkgrd Check 877-9	\$44.00	Fingerprint and Background for Robellia Ruiz
Dubriel, Daphne	9/22/2021	Amzn Mktp Us	\$165.89	9/21 Gross Motor items for HB Socialization
Dubriel, Daphne	9/22/2021	Amzn Mktp Us	\$27.79	Balance mat for HB Socialization on 9.30.21
Ruiz, Robellia	9/24/2021	Walmart.Com	\$163.12	Special formula/quantity not available at store
Ruiz, Robellia	9/24/2021	Wm Supercenter #831	\$277.84	Special formula lactaid milk