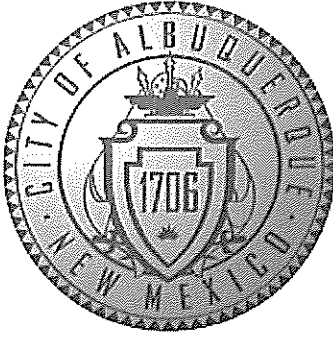




Mayor Timothy M. Keller

CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor

INTER-OFFICE MEMORANDUM

October 31, 2025

TO: Brook Bassan, President, City Council

FROM: Timothy M. Keller, Mayor

A handwritten signature in dark ink, appearing to be 'TK' or a stylized 'K', is written over the name 'Timothy M. Keller'.

SUBJECT: EC Early Head Start Quarterly Report for July, 2025 through September, 2025

The Department of Youth & Family Services was directed through Council Ordinance §§2-6-12-1 through 2-6-12-6 ROA to provide quarterly reports to the City Council regarding the Early Head Start Program information summaries.

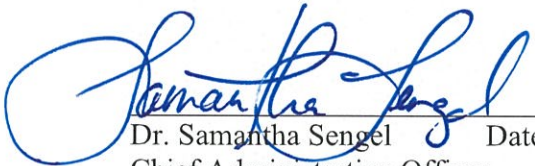
The Early Head Start Quarterly Report covers the time period of July, 2025 through September, 2025, and includes Program Compliance, Expenditures, Program Information and Updates.

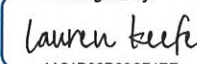
This EHS Quarterly Report was reviewed by the EHS Governance Advisory Committee in accordance Council Bill No. O-14-16 Enactment No. O-2014-016 during the first quarterly meeting held on October 23, 2025.

Legislation Title: EC Early Head Start Quarterly Report for July, 2025 through September, 2025

Approved:

Approved as to Legal Form:

 11/24/25
Dr. Samantha Sengel Date
Chief Administrative Officer

DocuSigned by:
 11/10/2025 | 7:15 AM MST
1A21D96B32C74EE...
Lauren Keefe, JD Date
City Attorney

Recommended:

DocuSigned by:
 11/6/2025 | 9:21 AM MST
7326D2A80FA94D6...
Jess Martinez, Director Date
Youth & Family Services

Cover Analysis

1. What is it?

The Early Head Start Quarterly Report covers the time period of July 2025 through September 2025, and includes Program Compliance, Expenditures, Program Information and Updates

2. What will this piece of legislation do?

This piece of legislation will serve as Executive Communication, reporting the status of the Early Head Start Program from July 2025 through September 2025.

3. Why is this project needed?

This Quarterly Report is in response to §§ 2-6-12-1 through 2-6-12-6 ROA 1994 directing the Department of Youth & Family Services to provide Early Head Start Program information summaries to the City Council.

4. How much will it cost and what is the funding source?

There are no costs associated with this legislation. The Early Head Start Program is federally funded through the United States Department of Health and Human Services, Administration for Children & Families, Office of Head Start.

5. Is there a revenue source associated with this contract? If so, what level of income is projected?

There is no revenue source associated with this legislation. This legislation is for informational purposes only.

6. What will happen if the project is not approved?

No approval is needed, this Executive Communication is for informational purposes only.

7. Is this service already provided by another entity?

No, Youth & Family Services, Division of Child & Family Development is the sole entity to provide this service on behalf of the City of Albuquerque.

**Early Head Start Quarterly Report to
City Council for
July through September 2025**

I. MAJOR EARLY HEAD START PROGRAM EVENTS:

July, August, and September 2025 Early Head Start Program Highlights

- July 2025, all Early Head Start employees participated in the annual Pre-Service Training week. Topics staff were trained on includes Child Nutrition, Managing Challenging Behaviors, Incident Reporting, Child Safety, Curriculum and Ongoing Assessments, Child Abuse & Neglect, Staff Wellness.
- August 2025, all centers hosted Parent Center Orientations as a means of introducing the enrolled children and families to their centers, classroom and educators.
- The City Early Head Start (EHS) continues to be under-enrolled. The City is funded at 64, with 51 slots filled. The enrollment challenges are specific to filling Home Visiting slots. Families are expressing the lack of need for Home-Visiting services; however, recruitment efforts continue with the EHS Enrollment Specialist continues weekly recruitment efforts to reach eligible families.
- September 2025, administration engaged the Office of Head Start on the possibility of completing a Change in Scope-Programmatic Change application. The proposed programmatic change is to convert (8) Home-Visiting slots to center-based slots. If approved, this would reduce the number of home-visiting slots and allow the program to reopen an Early Head Start classroom at Western Trail of the Westside of Albuquerque, which has been deemed an under-served community.
- September 2025, administration continues to work on reestablishing the Governing Advisory Committee. Individuals have been appointed and confirmed for the following positions:
 - Fiscal-** Tamara Bell, CPA with New Mexico Society of CPAs. Ms. Beall has been appointed and confirmed to the fiscal seat.
 - Legal-** Sheryl Lynn Saavedra, Licensed Attorney with Peaks Law Firm
Ms. Saavedra has been appointed and confirmed to the Attorney seat.
 - Early Childhood-** Dr. Therese Baca-Radler, CNM
Dr. Baca-Radler has been appointed and confirmed to the Early Childhood Expert seat.
 - Community/Parent Rep-** Leandra Lomosad, LPCC with Small Steps Counseling.
Ms. Lomosad has been appointed and confirmed as a community Representative seat.
 - Community/Parent Rep-** Brianna Perea Early Head Start Parent. Ms. Perea has been appointed and confirmed to the Parent Representative seat.

The Early Head Start Program Governance Advisory Committee is scheduled to hold the first quarterly meeting on October 23, 2025.

- September 2025, the government shutdown at this point has had minimal impact on the City of Albuquerque. Guidance from the National Head Start Association is that organization should continue business as usual, however, communication with the Office of Head Start support staff will be extremely limited during the shutdown. Grant recipient funding is said to be secure for the award period, which for the City of Albuquerque goes through June 30, 2025. The FY27 3rd year Continuation Grant Application will be due to the Office of Head Start by April 1, 2026.

ENROLLMENT UPDATE

July, August, and September 2025

The City's Early Head Start program is funded for a total of 64 children, 40 center-based and 24 home-based. Early Head Start is currently not at the funded level in the home-based program option for the months of April, May, and June

- **July, 2025:** the total reportable enrollment (actual + withdrawn/dropped in last 30 days) for Early Head Start was **48**.
 - ✓ The City-operated Early Head Start Center-Based enrollment is 38 out of 40
 - ✓ Home-Based enrollment was 10 out of 24
 - **August, 2025:** the total reportable enrollment (actual + withdrawn/dropped in the last 30 days) for Early Head Start was **49**:
 - ✓ The City-operated Early Head Start center-based enrollment was 37 out of 40
 - ✓ Home Based enrollment was 12 out of 24
 - **September, 2025:** the total reportable enrollment (actual + withdrawn/dropped in last 30 days) for Early Head Start was **52**:
 - ✓ The City-operated Early Head Start center-based enrollment was 38 out of 40
 - ✓ Home Based enrollment was 14 out of 24
- 1.) Pursuant to Head Start Program Performance Standard (HSPPS) Enrollment 1302.15, vacancies are not reported to the Office of Head Start until the enrollment slot has been vacant for over 30 days.
 - 2.) Recruitment efforts are underway to fill vacant slots. Many families are voicing the need for Center-Based services opposed to Home-Based services, which sheds light on the higher number of vacant slots associated with home visiting services. With the greater need for center-based services, the Division of Child & Family Development leadership has requested guidance from the Office of Head Start Program Specialist on the process for converting (8) home-based slots to an EHS classroom. This redesign of slots will enable the program to increase the number of center-based slots available to prospective families.

II. GOVERNANCE

Early Head Start Policy Council – July, August, and September 2025

- A. July Policy Council- quarterly hybrid meeting held
 - The Early Head Start Policy Council reviewed the following:
 - a) **Enrollment**-Total funded enrollment of 64 slots, 40 for center-based and 24 for home based. Total reportable enrollment at 48.
 - b) **Enrollment Vacancies** - includes 2 vacant slots for the center-based program and 14 vacant slots for home-based. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated over 30 days; Head Start Program Performance Standard (HSPPS) Enrollment 1302.15.
 - c) **Enrollment Monthly Summary.**
 - New Enrollment-families (1), children (1), pregnant moms (0), number of children born (0); total new enrollment (1).
 - Total leaving program (6) – children aged out (3), pregnant moms giving birth (0), children leaving before turning 3 (3), pregnant moms leaving

- before having baby (0).
 - Children up to date on Immunizations (38), children up to date as possible on immunizations (0), children not up to date (4).
 - d) **Eligibility Category** – income eligible (10), TANF/SSI (28), Foster Child (1), Homeless (1). Over income (2), Over 130% (0), Children w/IFSPs (14).
 - e) **Attendance** – Head Start Program Performance Standard (HSPPS) Attendance 1302.16 (b) indicates 85% attendance rate or better for center-based program.
City operated Early Head Start centers classroom attendance rates:
 - ☑ Plaza Feliz 69.69%
 - ☑ School on Wheels 62.55%
 - ☑ Trumbull 67.29%
- Overall center-based program attendance totals – 66.41%; total number of absences during the reporting month was 222.**
- f) **Meal Counts** –Total number of meals served (1223)
 - Breakfast-(400)
 - Am Snack- N/A
 - Lunch-(424)
 - PM Snack-(399)
 - Supper- N/A

g) **School Readiness Goals:**

In July, the Early Head Start Child Development & Education Program Specialist updated the School Readiness Goals (SRG) for the 2025-2026 program year using the data provided from the 2024-2025 Snapshots by Dimensions Report aggregated from the Curriculum Assessment Tool. The updated SRG's was submitted to the committee for review. Once agreed upon by the committee, the SRG document was submitted to the Early Head Start Associate Director for review and approval. The School Readiness Goals are aligned with the Early Head Start Early Learning Outcomes Framework (ELOF) and the Child Development & Education Program Specialist provided training on the framework during Pre-service. For the duration of the process the Teachers and Home Visitors will continue to use the Teaching Strategies Curriculum along with the Teaching Strategies Assessment Tool, and the Parent as Teachers Curriculum and Milestones in developing and implementing small group activities and explorations, outdoor activities, literacy, and individualized plans to foster growth in each child.

h) **Content Areas**

1. Education:

- Child Development and Education Specialist conducted weekly site visits
- Child Development and Education Specialist conducts monthly Head teacher meetings discussions based on staff and center needs
- Child Development and Education Specialist is working with Head Teachers completing 2025-2026 School Readiness Goals for review and approval.
- Child Development and Education Specialist working with home-visitors on Socializations and ideas to get families to attend.
- Child Development and Education Specialist collaborated with Preschool, Early Pre-K, and Pre-K program leadership team in planning Annual Pre-Service Training for all staff.

2. Support Services (Mental Health and Disabilities):

- Mental Health and Disabilities Coordinator conducts weekly site visits

- Mental Health and Disabilities Coordinator completes monthly disabilities tracking
- Mental Health and Disabilities Coordinator collaborated with Child Development and Education Specialist and Head Teachers to work on School Readiness Team
- Mental Health and Disabilities Coordinator continues to participate in Transition Meetings
- Mental Health and Disabilities Coordinator attended quarterly Health Advisory Committee meeting with agency partners
- Mental Health and Disabilities Coordinator met with EI providers to continue to work in collaboration to best support our children and families
- Mental Health and Disabilities Coordinator represents the City of Albuquerque Division of Child and Family Development on the Metro-Area Transition with Early Intervention Providers, Community-Based Providers and LEA's (Public Schools)

3. Health/Nutrition:

- Daily Health Check Occurrence Reports are being completed
- Health, Safety, and Nutrition Coordinator led HSAC meeting with agency partners
- Health, Safety, and Nutrition Coordinator led safety meeting with center staff on DCFD Short-Term Exclusion and Communicable Diseases Policy; Sick Child Guidelines and Infection Control
- All classrooms conduct monthly Nutrition Activities in accordance with CACFP guidelines.
- Menu Records Books are being completed with proper food portions being served.

4. Family and Community Partnerships:

- Parent, Family, and Community Engagement Specialist continues to meet with families to conduct the Strength and Needs Assessment and goal setting.
- All EHS Centers continue providing Monthly Center Parent Committee
- Parent, Family, and Community Engagement Specialist continues to provide oversight to the Significant Men in Little Lives Everywhere, Male Involvement initiative which meets quarterly
- Parent, Family, and Community Engagement Specialist continues to create Monthly Family Activities Calendars to support families with engagement in the home.
- Parent, Family, and Community Engagement Specialist conducts weekly site visits
- Parent, Family, and Community trained staff on Personal and Professional Boundaries and Parent Involvement during All-Staff Pre-Service training week

5. Program design/Management (including operations, facilities, etc.) and Administration:

- Home-Visitors continues to provide weekly 90-minute Home-Visits with each Home-Based Family and (2) socializations monthly.
- La Mesa, Western Trail, and Singing Arrow centers remain closed due to being understaffed.

- Centers continue to offer monthly Parent Center meetings
- Associate Director continues to participate in monthly ECECD statewide meetings
- Associate Director continues to meet with the Office of Head Start to discuss under-enrollment and staffing efforts and progress or lack thereof. As well as the EHS Grant and contract compliance.
- EHS completed a 12-month under-enrollment plan, yet still does not meet our full funded enrollment. The consequence for chronic failure to meet full funded enrollment.

6. Construction Projects:

- No construction projects are underway.

i) **Budget - Financial Statements Provided to Policy Council Members:**

- Federal Grant-year to date (YTD) expenditures \$131,725.63
- Training/Technical Assistance-(T/TA)-year to date expenditures (5,420.00)
- City Match-year to date (YTD) expenditures \$221,479.47

P-Card Expenditures-

Walmart	\$57.92
EHB Albuquerque	\$205.40 – DCFD Admin Food Permit
Amazon	\$267.03 Supplies

Total P-Card Purchases: \$530.45

B. August Policy Council-No Quarterly Meeting Scheduled

• August, 2025 – Informational Packets sent to Policy Council Members:

- a) **Enrollment-** Total funded enrollment of 64 slots, 40 for center-based and 24 for home based. Total reportable enrollment for this reporting period was 49. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated over 30 days.
- b) **Enrollment Vacancies** – includes 3 vacant slots for the center-based services and 12 vacant slots for home-based. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated over 30 days; Head Start Program Performance Standard (HSPPS) Enrollment 1302.15.
- c) **Enrollment Monthly Summary.**
 - New Enrollments-families (6), children (7), pregnant moms (0), number of children born (0); total new enrollment (7).
 - Total leaving program (3) – children aged out (1), pregnant moms giving birth (0), children leaving before turning 3 (2), pregnant moms leaving before having baby (0).
 - Immunizations: Children up to date on Immunizations (41), children up to date as possible on immunizations (0), children not up to date (5).
- d) **Eligibility Category** – income eligible (8), TANF/SSI (28), Foster Child (2), Homeless (5). Over income (3), Over 130% (0), Children w/IFSPs (14).
- e) **Attendance** – Head Start Program Performance Standard (HSPPS) Attendance 1302.16 (b) indicates 85% attendance rate or better for center-based program.
City operated Early Head Start centers classroom attendance rates:
 - ☒ Plaza Feliz 78.85%
 - ☒ School on Wheels 83.42%

Overall center-based program attendance totals – 78.29%; total number of absences - 112.

f) **Meal Counts** –Total number of meals served (1,119)

- Breakfast-(383)
- Am Snack- N/A
- Lunch-(394)
- PM Snack-(342)
- Supper- N/A

g) **School Readiness Goals:**

In August, the updated School Readiness Goal (SRG) document displays the alignment with the Early Head Start Early Learning Outcomes Framework (ELOF), Teaching Strategies Objectives and Milestones for educators to implement goals to create intentional lesson plans based on the SRG. The following objectives are:

1. 11d – Shows curiosity and motivation. (ELOF – Approaches to Learning).
2. 3a – Balance needs and rights of self and others. (ELOF – Social & Emotional)
3. 3b – Solves social problems. (ELOF – Social & Emotional)
4. 5 – Demonstrates balancing skills (ELOF – Perceptual Motor and Physical Development)
5. 9a – Uses an expanding expressive vocabulary. (ELOF – Language & Literacy)
6. 11c – Solves problems (ELOF – Cognition)
7. 15a – Notices and discriminates rhyme. (ELOF – Language & Literacy)

The Early Head Start Child Development & Education Program Specialist distributed the updated SRG for the 2025-2026 program year. Teachers and Home Visitors are required to implement the SRG on their weekly lesson plans to ensure that our program is intentional on the growth and development of the children we serve.

h) **Content Areas**

1. Education:

- Child Development and Education Specialist conducted weekly site visits
- Child Development and Education Specialist conducts monthly Head teacher and staff meetings to provide support
- Child Development and Education Specialist is working with Head Teachers completing 2025-2026 School Readiness Goals and received approval.
- Child Development and Education Specialist working with home-visitors on Socializations and ideas to get families to attend.
- Child Development and Education Specialist worked with staff on the implementation of School Readiness Goals to coincide with lesson plans.

2. Support Services (Mental Health and Disabilities):

- Mental Health and Disabilities Coordinator conducts weekly site visits
- Mental Health and Disabilities Coordinator completes monthly disabilities tracking
- Mental Health and Disabilities Coordinator participated in Parent Orientation providing families with information on referrals and development
- Mental Health and Disabilities Coordinator continues to participate in Transition Meetings

- Mental Health and Disabilities Coordinator meets monthly with Small Steps Mental Health Consultants to promote collaborative, relationship-focused approach to strengthen home based visitors' ability to promote and enhance children's social and emotional development.
- Mental Health and Disabilities Coordinator represents the City of Albuquerque Division of Child and Family Development on the Metro-Area Transition with Early Intervention Providers, Community-Based Providers and LEA's (Public Schools)

3. Health/Nutrition:

- Daily Health Check Occurrence Reports are being completed
- Health, Safety, and Nutrition Coordinator led HSAC meeting with agency partners
- Health, Safety, and Nutrition Coordinator participated in center Parent Orientation and gave information on health requirements
- Health, Safety, and Nutrition Coordinator led training of staff for pre-service on procedures regarding medication, diapering, handwashing, SIDS, and health check occurrences.
- Health, Safety, and Nutrition Coordinator ensure all classrooms conduct monthly nutrition activities in accordance with CACFP guidelines.
- Health, Safety, and Nutrition Coordinator ensures Menu Records Books are being completed with proper food portions being served.
- Health, Safety, and Nutrition Coordinator conducts weekly site visits gathering vision and hearing screenings, as well as height and weight for growth assessments.

4. Family and Community Partnerships:

- Parent, Family, and Community Engagement Specialist continues to meet with families to conduct the Strength and Needs Assessment and goal setting.
- Parent, Family, and Community Engagement Specialist attended center Parent Orientation and provided information on the importance of Parent Engagement.
- All EHS Centers continue providing Monthly Center Parent Committee
- Parent, Family, and Community Engagement Specialist continues to provide oversight to the Significant Men in Little Lives Everywhere, Male Involvement initiative which meets quarterly
- Parent, Family, and Community Engagement Specialist continues to create Monthly Family Activities Calendars to support families with engagement in the home.
- Parent, Family, and Community Engagement Specialist conducts weekly site visits
- Parent, Family, and Community attended recruitment event "Cruzin into the School Year" at West Mesa Community Center.

5. Program design/ Management (including operations, facilities, etc.) and Administration:

- Home-Visitors continues to provide weekly 90-minute Home-Visits with each Home-Based Family and (2) socializations monthly.
- Centers continue to offer monthly Parent Center meetings
- Associate Director continues to participate in monthly ECECD statewide

meetings

- Associate Director continues to meet with the Office of Head Start to discuss under-enrollment and staffing efforts and progress or lack thereof. As well as the EHS Grant and contract compliance.
- Administration is considering a Change in Scope Redesign to shift (8) home visiting slots to center-based slots. Prospective families are expressing a greater need for center-based services than there is for home-based.

6. Construction Projects:

- No construction projects are underway.

i) **Budget – (Financial statements provided to Policy Council Members)**

- Federal Grant – year to date (YTD) expenditures \$119,264.08
- Training/Technical Assistance (T/TA) – year to date expenditures \$4,670.00
- City Match – year to date expenditures \$127,137.90

P-Card Expenditures-

Amazon \$1,088.23 – Supplies

Dion's \$877.95 – Family Leadership Institute Lunch

Garcia's Kitchen \$706.20 – Family Leadership Institute Breakfast

Total P-Card Purchases: \$2,672.38

B. September Policy Council–No Quarterly Meeting Scheduled

- September, 2025 – Informational Packets provided to all Policy Council Members:

a) **Enrollment-** Total funded enrollment of 64 slots, 40 for center-based and 24 for home based. Total reportable enrollment at 52; center-based 38 and home-based 14.

b) **Enrollment Vacancies** – includes 2 vacant slots for the center-based program and 10 vacant slots for home-based. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated over 30 days; Head Start Program Performance Standard (HSPPS) Enrollment 1302.15.

c) **Enrollment Monthly Summary.**

- New Enrollments- families (6), children (6), pregnant moms (0), number of children born (0); total new enrollment (6).
- Total leaving program (5) – children aged out (5), pregnant moms giving birth (0), children leaving before turning 3 (0), pregnant moms leaving before having baby (0).
- Immunizations: Children up to date on Immunizations (41), children up to date as possible on immunizations (0), children not up to date (6).

d) **Eligibility Category** – income eligible (8), TANF/SSI (27), Foster Child (2), Homeless (6). Over income (3), Over 130% (0), Children w/IFSPs (16).

e) **Attendance** – Head Start Program Performance Standard (HSPPS) Attendance 1302.16 (b) indicates 85% attendance rate or better for center-based program.

City operated Early Head Start centers classroom attendance rates:

☑ Plaza Feliz- 79.80%

☑ School on Wheels- 76.05%

☑ Trumbull- 82.48%

Overall center-based program attendance totals – 78.92%; total number of absences - 148.

f) Meal Counts –Total number of meals served (1,485)

- Breakfast-(510)
- Am Snack- N/A
- Lunch-(523)
- PM Snack-(452)
- Supper- N/A

g) School Readiness Goals

- In September, the Early Head Start Child Development & Education Program Specialist provided a follow up support meeting with center staff. The implementation and expectation of the School Readiness Goals (SRG) was reviewed with the teaching staff. The Early Head Start Child Development & Education Program Specialist is providing weekly feedback of submission for the teachers review. A follow up meeting with teaching staff and home visitors are scheduled for the following dates October 21, 28 and 31, 2025. The SRG committee's next meeting is on October 20, 2025.

h) Content Areas

A. Education:

- Child Development and Education Specialist conducted weekly site visits providing support for all centers
- Child Development and Education Specialist continues to ensure compliance with updated implementation of School Readiness Goals
- Child Development and Education Specialist attended transition meetings for children aging out within three months
- Child Development and Education Specialist worked with Home Visitors and provided a presentation on Movement and Music for September socialization
- Child Development and Education Specialist focused on observation of all classrooms for curriculum checks and provided feedback to staff

B. Support Services (Mental Health and Disabilities)

- Mental Health and Disabilities Coordinator attended the Western Regional Early Intervention Conference focused on supporting professionals working with families of children birth to three years old who are deaf/hard of hearing, blind/visually impaired, or deaf-blind
- Mental Health and Disabilities Coordinator completes weekly site visits
- Mental Health and Disabilities Coordinator continues to participate in Transition Meetings
- Mental Health and Disabilities Coordinator attended the METRO Transition Meeting at University of New Mexico Center for Development and Disability and collaborated with Part C and B entities
- Mental Health and Disabilities Coordinator enrolled and attended in Trauma Responsive Care for Infants and Toddlers in Early Child Care from New Mexico Association for Infant Mental Health via online

C. Health/Nutrition:

- Daily Health Check Occurrence Reports are being completed

- Health, Safety, and Nutrition Coordinator attended enrollment appointments to get health screenings completed for each child
- Health, Safety, and Nutrition Coordinator observed meal monitoring at all centers
- Health, Safety, and Nutrition Coordinator attended 2nd annual Family Leadership Institute
- Health, Safety, and Nutrition Coordinator ensure all classrooms conduct monthly nutrition activities in accordance with CACFP guidelines.
- Health, Safety, and Nutrition Coordinator ensures Menu Records Books are being completed with proper food portions being served.
- Health, Safety, and Nutrition Coordinator coordinated for dietician from Global Nutrition to present at center parent meetings on infant and toddler nutrition.

D. Family and Community Partnerships:

- Parent, Family, and Community Engagement Specialist continues to meet with families to conduct the Strength and Needs Assessment and goal setting.
- Parent, Family, and Community Engagement Specialist ensures EHS Center continue providing Monthly Center Parent Meetings
- Parent, Family, and Community Engagement Specialist continues to provide oversight to the Significant Men in Little Lives Everywhere, Male Involvement initiative which meets quarterly
- Parent, Family, and Community Engagement Specialist continues to create Monthly Family Activities Calendars to support families with engagement in the home.
- Parent, Family, and Community Engagement Specialist continues sending out weekly Teaching Strategies learning activities to families.
- Parent, Family, and Community attended 2nd Annual Family Leadership Institute.

E. Program Design/Management & Administration

- Home-Visitors continues to provide weekly 90-minute Home-Visits with each Home-Based Family and (2) socializations monthly.
- La Mesa, Western Trail, and Singing Arrow centers remain closed due to being understaffed
- Centers continue to offer monthly Parent Center meetings
- Associate Director continues to participate in monthly ECECD statewide meetings
- Associate Director continues to meet with the Office of Head Start to discuss under-enrollment and staffing efforts and progress or lack thereof. As well as the EHS Grant and contract compliance.

F. Construction Projects

- N/A this reporting period

G. Budget - Financial statements provided to policy council membership:

- Federal Grant-year to date (YTD) expenditures \$115,596.02
- Training/Technical Assistance-(T/TA)-year to date expenditures \$0
- City Match Funding (YTD) expenditures \$114,765.33

P-Card Expenditures-

Amazon \$756.76 Supplies

Fun Express \$782.53 Recruitment Supplies

Smiths \$9.98 Supplies

Total P-Card Purchases: \$1,544.27