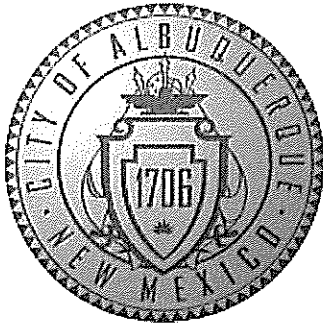


EC-25-409



Mayor Timothy M. Keller

CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor

INTER-OFFICE MEMORANDUM

April 30, 2025

TO: Brook Bassan, President, City Council

FROM: Timothy M. Keller, Mayor



SUBJECT: EC Early Head Start Quarterly Report for January 2025 through March 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 January 2025 through March 2025, and includes Program Compliance, Expenditures, Program Information and Updates.

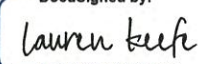
This EHS Quarterly Report has not been reviewed by the EHS Governance Advisory Committee in accordance with Ordinance §§2-6-12-1 through 2-6-12-6 ROA 1994 due the advisory committee still being established. Applicants to fill vacancies are still being recruited.

Legislation Title: EC Early Head Start Quarterly Report for January 2025 through March 2025

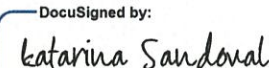
Approved:

Approved as to Legal Form:


Dr. Samantha Sengel Date
Chief Administrative Officer

DocuSigned by:
 5/13/2025 | 9:11 AM MDT
1A21D96B32C74EE...
Lauren Keefe, JD Date
City Attorney

DS Recommended:


DocuSigned by:

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Katarina Sandoval, Director 5/13/2025 | 9:10 AM MDT
Youth & Family Services Date

Cover Analysis

1. What is it?

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

2. What will this piece of legislation do?

This piece of legislation serves as an Executive Communication, reporting the status of the Early Head Start Program from January 2025 through March 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, the Department of 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
January through March 2025**

I. MAJOR EARLY HEAD START PROGRAM EVENTS:

January through March 2025 Early Head Start Program Highlights

- The Office of Head Start, Administration of Children and Families and Health and Human Services issued notification to all Head Start and Early Head Start Recipients asserting the position that Federal Grant Recipient supporting Diversity Equity and Inclusion initiatives would not be funded/refunded. A list of banned terminology has been issued with the expectation that services align with President Trump's Executive Order. Further, the Office of Head Start has directed grant recipients to scrub all policies, procedures, website, program operations and business practices of all Diversity Equity and Inclusion references and initiatives.
- There has been much inconsistency from the federal Office of Head Start, since November, 2024. Our Office of Head Start Program Specialist has been changed (5) times and standing monthly meetings have been cancelled with no notification. We have also received notification that (10) Regions have been consolidated into (5). New Mexico is part of Region VI and currently is not included in the consolidation.
- The City Early Head Start (EHS) continues to be under-enrolled. The City is funded at 64, with 48 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.
- Administration is working on reestablishing the Governing Advisory Committee. Applicants have been solicited to submit applications for the following positions:
 - Fiscal-** Tamara Bell, CPA with New Mexico Society of CPAs (application has been submitted to fill the fiscal expertise vacancy.
 - Legal-** New Mexico State Bar (Posting in the bi-weekly State Bar Bulletin)
 - Early Childhood-** experts Invited to apply-
 - 1.) Allison Gabaldon: Director of Early Childhood, APS
 - 2.) Leandra Lomosad-Anderson- Small Steps Child Counseling
 - 3.) Katie Wylie-Alta Mira Early Intervention Director
- Administration executed a Memorandum of Understanding with Central New Mexico Community College (CNM) to serve as a practicum location that provides student teaching opportunities for CNM students finalizing their degree in early childhood education. The goal is to recruit practicum students to fill teacher positions.
- This reporting period, EHS partnered with the New Mexico Department of Health to provide on-site dental clinics which focused on educating children on oral health and completing dental screens and varnish treatment on all children.
- The Division of Child & Family Development hosted a 1st Annual Family Leadership Institute. All families were invited to attend and received training on Understanding Children's Challenging Behaviors, Strengthening Parents Advocacy Skills, Father Engagement/Male Involvement, Financial Literacy and opening remarks delivered by Mayor Tim Keller.
- The federal Office of Head Start Region VI reached out to the City Early Head Start Program

requesting a meeting to learn more about the Child Nutrition Initiatives and Promising Practices implemented by the City. Region VI Leadership stated they were seeking the information to highlight the work that the City has implemented.

- We have sad news to report, an Early Head Start child enrolled at Plaza Feliz EHS passed away this reporting period following a sudden illness requiring hospitalization. The child was almost 2 years old.

II. ENROLLMENT UPDATE

January, through March 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 enrollment is currently not at the funded level in the home-based program option for the months of January through March.

- **January 2025:** the total reportable enrollment (actual + withdrawn/dropped in last 30 days) for Early Head Start was **55**.
 - ✓ The City-operated Early Head Start Center-Based enrollment is 38 out of 40.
 - ✓ Home-Based enrollment was 17 out of 24.
 - **February 2025:** the total reportable enrollment (actual + withdrawn/dropped in the last 30 days) for Early Head Start was **55**.
 - ✓ The City-operated Early Head Start center-based enrollment was 39 out of 40.
 - ✓ Home Based enrollment was 16 out of 24.
 - **March 2025:** the total reportable enrollment (actual + withdrawn/dropped in last 30 days) for Early Head Start was **56**.
 - ✓ The City-operated Early Head Start center-based enrollment was 40 out of 40.
 - ✓ Home Based enrollment was 16 out of 24.
- A.** 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.
- B.** 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.

III. GOVERNANCE

Early Head Start Policy Council – January through March 2025

- A.** January 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 55.

- b) **Enrollment Vacancies** - Includes 2 vacant slots for the center-based program and 7 vacant slots for home-based. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated for over 30 days.
- c) **Enrollment Monthly Summary.**
 - New Enrollment-families (7), children (0), pregnant moms (0), number of children born (0); total new enrollment (7).
 - Total leaving program (5) – children aged out (3), pregnant moms giving birth (0), children leaving before turning 3 (2), pregnant moms leaving before having baby (0).
 - Children up to date on Immunizations (48), children up to date as possible on immunizations (0), children not up to date (3).
- d) **Eligibility Category** – income eligible (13), TANF/SSI (27), Foster Child (4), Homeless (2). Over income (5), Over 130% (0), Children w/IFSPs (15).
- 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 65.2%
 - ☒ School on Wheels 71.75%
 - ☒ Trumbull 71.11%**Overall center-based program attendance totals – 69.26%; total number of absences during the reporting month was 213.**
- f) **Meal Counts** –Total number of meals served (1,156)
 - Breakfast-(394)
 - AM Snack- N/A
 - Lunch-(405)
 - PM Snack-(357)
 - Supper- N/A

g) **School Readiness Goals:**

In January, the Early Head Start (EHS) Education Specialist established a School Readiness Goals (SRG's) Committee comprised of the Child Development Mental Health & Disabilities Program Coordinator, Program Data Analyst, home visitors and head teachers. As a committee, our goal is to create a team that will take home based and classroom assessment data, which teachers and home visitors gather through observations, to create SRG's that support data driven statistics. In order to do this, we are using the School Readiness Implementation Indicators and Action Plans to guide our efforts for building a solid foundation that focuses on kindergarten preparedness and school readiness. Teachers and home visitors use the Teaching Strategies Ongoing Assessment Tool and the Parent as Teachers Curriculum Assessments in creating individualized plans for each child, which are designed to instill growth and progress in meeting the Social/Emotional, Physical, Language, Cognitive, Literacy, Mathematics, and Science & Technology Developmental Domains. Child individuation is reflected as goals and areas of focus on the classroom and home visitor weekly lesson plans.

h) **Content Areas**

1. Education:

- The División of Child & Family Development continues to utilized Creative

Curriculum to fidelity and Teaching Strategies Gold as the ongoing assessment tool.

- The EHS Education Specialist conducts weekly site visits to provide supports to education around classroom management, behavior management and instructional learning and support.
- The EHS Education Specialist receives monthly training and technical assistance support around the education content area from the federal Office of Head Start Early Childhood Program Specialist.

2. Support Services (Mental Health and Disabilities).

- The División of Child & Family Development continues to look at ways to support staff and families with social/emotional well-being of children through research-based curriculum.
- The program is contracting with Small Steps Child Counseling Services on Mental Health Consultation to support educators in managing challenging behaviors.
- The Mental Health & Disabilities Coordinator represents the program on the Metro-Area Transition Team, which is comprised of early childhood community providers, early intervention providers and APS, RRPS and BPS special education clinicians and administration. The purpose of the committee is to streamline disability services for 3-year-olds transitioning into the public school system for special education services.

3. Health, Safety and Nutrition:

- The program is contracting with Global Nutrition for support with nutrition activities, review of menus and support with child Health Action Plans.
- The Health, Nutrition & Safety Coordinator conducts center compliance visits to assess food service and delivery, meal counts at point of service compliance with family-style dining.
- Quarterly Safety Meetings were held at each center to review health and safety procedures and facility safety checks.
- The program continues to facilitate quarterly Health and Mental Health Services Advisory Committee Meetings to support compliance with the Head Start Program Performance Standards as related to the Health and Mental Health content areas.

4. Family and Community Partnerships:

- The División of Child & Family Development continues to actively seek family and community partnerships within our Early Head Start Programs.
- The División of Child & Family Development continues to participate in Community Outreach events to recruit children and families into the program.
- The EHS Parent, Family & Community Engagement Specialist continues to meet with families to identify their family goals. Strengths and Needs Assessments are conducted with each individual family.

5. Program Design and Management & Administration

- The YFS Associate Director continues to participate in monthly ECECD statewide meetings with Secretary Groginsky to stay informed of state early childhood initiatives.

- The YFS Associate Director serves on the New Mexico Head Start Association Board of Directors, which is a body comprised of Early Head Start and Head Start Leaders from across the state.

6. Construction Projects:

- No construction projects are underway.

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

- Federal Grant-year to date (YTD) expenditures \$ 695,725.66.
- Training/Technical Assistance-(T/TA)-year to date expenditures \$3,246.99.
- City Match-year to date (YTD) expenditures \$122,445.17.

ii) **P-Card Expenditures-**

Parents as Teachers	\$300.00 Home Visitor Curriculum Renewal.
CDA Council	\$462.50 CDA Credential and Competency Book.
Walmart	\$37.75 Center Nutrition Activity for the Month.
American Red Cross	\$ 280.00 EHS Staff Annual Renewal Certification.
Amazon	\$334.69 Classroom Supplies for School on Wheels.
Parents Reaching Out	\$318.25 Annual Family Leadership Conference-Tabling.
Dion's	\$133.65 Dinner for EHS Quarterly Policy Council Meeting.

Total P-Card Expenses: \$1,866.84

B. February Policy Council-No Quarterly Meeting Scheduled

- February, 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 55. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated for over 30 days.
- b) **Enrollment Vacancies** - Includes 1 vacant slot for the center-based services and 8 vacant slots for home-based. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated for over 30 days.
- c) **Enrollment Monthly Summary.**
 - New Enrollments-families (5), children (5), pregnant moms (0), number of children born (0); total new enrollment (5).
 - Total leaving program (2) – children aged out (0), pregnant moms giving birth (1), children leaving before turning 3 (0), pregnant moms leaving before having baby (0).
 - Immunizations: Children up to date on Immunizations (50), children up to date as possible on immunizations (0), children not up to date (3).
- d) **Eligibility Category** – Income eligible (13), TANF/SSI (28), Foster Child (4), Homeless (3). Over income (5), Over 130% (0), Children w/IFSPs (18).
- 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 72.62%
 - ☒ School on Wheels 74.12%
 - ☒ Trumbull 66.14%

Overall center-based program attendance totals – 71.92%; total number of absences - 178.

f) **Meal Counts** –Total number of meals served (1,240)

- Breakfast-(416)
- AM Snack- N/A
- Lunch-(434)
- PM Snack-(390)
- Supper- N/A

g) **School Readiness Goals:**

In February the EHS School Readiness Goals Committee used the School Readiness Goals Alignment, which includes; Head Start Early Learning Outcome Framework (ELOF), New Mexico Infant/Toddler Early Learning Guidelines, Teaching Strategies Creative Curriculum and Parents as Teachers Curriculum, to support teachers and home visitors with lesson planning and daily instructional learning and support activities. No changes were made to the current School Readiness Goals at this time; however, the committee is discussing modifying the goals for the 2025-2026 program year. Teachers and home visitors continue to use the Teaching Strategies and Parent as Teachers Curriculum Assessments as a guide for reflecting child individualization on weekly lesson plans. Child individualization is an essential aspect that enhances learning opportunities for children that spans beyond the group learning and instructional support opportunities that occurs daily. Individualization affords the opportunity to provide academic support to every child based on their specific needs for added support in areas of Social/Emotional, Physical, Language, Cognitive, Literacy, Mathematics, and Science & Technology Development.

h) **Content Areas**

1. Education:

- The EHS Education Specialist provided refresher training on School Readiness Goals and Developmental Milestones.
- The EHS Education Program Specialist conducts weekly site visits.
- All EHS teaching staff received Teaching Strategies Training on Assessing Program Data.
- The EHS Ed. Specialist administering CLASS assessment in all classrooms. CLASS is a research-based assessment tool that evaluates teacher/child engagement in the areas of Instructional Support, Emotional Support and Classroom Organization.

2. Support Services (Mental Health and Disabilities).

- 45 Day Requirements continue with new children as they enroll.
- Small Steps- Mental Health Consultants provided training on Self-Care during the 2025 Annual In-Service Training Week.
- The Mental Health Consultant conducts monthly site visits to support educator/child engagement.
- The Mental Health & Disabilities Program Coordinator provided training on Special Education and social-emotional development to all EHS educators.
- The Mental Health & Disabilities Program Coordinator conducts weekly classroom visits to support educators with managing challenging behaviors.

3. Health/Nutrition/Safety:

- The EHS Safety Coordinator conducts monthly site safety inspections.
- Global Nutrition continues to provide Nutrition support and conducts

monthly site visits to review menus and to support classrooms with monthly Nutrition Activities.

- Classrooms engage in Family-Style dining for breakfast, lunch and snack in accordance with the guidelines as dictated by the Child and Adult Care Food Program.
- All classrooms are supporting oral health with daily toothbrushing.
- In February the Department of Health conducted onsite Dental Clinics which included oral health education, dental screen and fluoride varnish.
- The Health Coordinator shared information with families on oral health and shared resources to connect families with primary medical and dental providers.

4. Family and Community Partnerships:

- The División of Child & Family Development continues to actively establish partnerships with community service providers.
- Community outreach and recruitment efforts continue to be a priority.
- Monthly in Person Socializations continue for Home-Based Programs.
- Staff received Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) training and training on Parent Family and Community Engagement (PFCE).
- The ERSEA and PFCE Specialists work collaboratively to lead the City's recruitment and outreach efforts.
- YFS División of Child & Family Development hosted its 1st Annual Family Institute, providing parent training on Financial Literacy, Supporting Parents Understanding of Children's Challenging Behaviors, Father Involvement/Male Engagement, Enhancing Parents Advocacy Skills.

5. Program Design: Management & Administration

- YFS División of Child & Family Development and Department Leadership continue to work with C-Series and M-Series on MOUs around pay-parity and increased compensation for educators.
- YFS División of Child & Family Development Leadership continue to participate in monthly budget meetings with City Accounting and Fiscal to review monthly expenses.
- YFS División of Child & Family Development and Department Leadership continue to meeting monthly with the Office of Head Start Program Specialist to review program updates, discuss promising practices, identify barriers and determine support needed to maintain program compliance.
- YFS División of Child & Family Development Leadership meet monthly with the OHS Training and Technical Assistance Specialist to discuss strategies for workforce development.

6. Construction Projects:

- No construction projects are underway.

i) Budget – Financial statements provided to Policy Council Members.

- Federal Grant – year to date (YTD) expenditures \$ 816,265.43.
- Training/Technical Assistance (T/TA) – year to date expenditures \$3,246.99.
- City Match – year to date expenditures \$122,445.17.

ii) **P-Card Expenditures-**

Amazon \$1,285.23 Classroom Supplies and Materials.

Walmart \$72.63 Special Dietary Milks and Classroom Nutrition Activity.

American Red Cross \$280.00 Certification Cards and Booklets for Renewal Certification.

Total P-Card Purchases: \$1,637.86

C. March Policy Council–No Quarterly Meeting Scheduled.

• March, 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 56; center-based 40 and home-based 16.

b) **Enrollment Vacancies** – includes 0 vacant slots for the center-based programs and 8 vacant slots for home-based. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated for over 30 days.

c) **Enrollment Monthly Summary.**

- New Enrollments-families (4), children (4), pregnant moms (0), number of children born (0); total new enrollment (4).
- Total leaving program (10) – children aged out (2), pregnant moms giving birth (0), children leaving before turning 3 (8), pregnant moms leaving before having baby (0).
- Immunizations: Children up to date on Immunizations (46), children up to date as possible on immunizations (0), children not up to date (1).

d) **Eligibility Category** – Income eligible (11), TANF/SSI (26), Foster Child (3), Homeless (3). Over income (0), Over 130% (4), Children w/IFSPs (18).

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

City operated Early Head Start center classroom attendance rates:

- ☒ Plaza Feliz- 63.9%
- ☒ School on Wheels- 61%
- ☒ Trumbull-59.35%

Overall center-based program attendance totals – 61.68%; total number of absences 251. Low attendance is attributed to parents keeping EHS children home for older children's Spring Break with APS and child illnesses.

f) **Meal Counts** –Total number of meals served (1,085)

- Breakfast-(367)
- AM Snack- N/A
- Lunch-(378)
- PM Snack-(340)
- Supper- N/A

g) **School Readiness Goals**

In March the EHS School Readiness Goals Committee reviewed the Head Start Early Learning Outcome Framework (ELOF) and determined a refresher training on the ELOF and School Readiness Goals is needed for both center-based and home-based educators.

In May, the School Readiness Goals Committee will be reviewing Child Outcomes Data as related to the current School Readiness Goals as part of the strategic plan for updating the School Readiness Goals and Objectives for the 2025-2026 program year. The YFS Early Head Start Program Data Analyst is looking at ways to collect data for our Home-Based program through their implementation of the Parent as Teachers Milestones and School Readiness Domain Assessment Tool. Teachers and home visitors continue using the Creative Curriculum, the Teaching Strategies Ongoing Assessment Tool and the Parent as Teachers Curriculum Assessments in developing and implementing individualized plans that foster growth in each child. The domains that teachers and home visitors focus on are Social/Emotional, Physical, Language, Cognitive, Literacy, Mathematics, and Science & Technology Development.

h) Content Areas

1. Education:

- The EHS Education Specialist continues weekly site visits to support educators and to ensure classrooms are operating in accordance with the Head Start Program Performance Standards.
- YFS División of Child & Family Development Leadership held a monthly 1:1 meeting with the EHS Education Specialist to review compliance over the Education Content Area.
- The EHS Education Specialist continues to participate in monthly meetings with the Office of Head Start Early Childhood Education Training and Technical Assistance Support.

2. Support Services (Mental Health and Disabilities)

- Transition meetings for children transitioning out of the EHS program are conducted within 6 months of child's 3rd birthday.
- Each EHS center received classroom materials to support sensory integration.
- The EHS Mental Health & Disabilities Coordinator continues to participate in quarterly Metro-Area Transition Meetings.
- EHS Teachers continue to receive Mental Health Consultation from a licensed therapist with Small Steps Child Counseling Services.



3. Health/Nutrition:

- EHS administrative support staff are faxing Release of Information consent forms to medical and dental providers for Well-Child Checks, Dental Screens and updated immunization records in efforts to receive records in accordance with the 90-day deadline.
- All centers continue to follow CACFP guidelines.
- All centers continue to complete monthly nutrition activities.
- The EHS Health Coordinator continues to conduct Family Team Meetings to ensure the City is able to meet the specialized dietary and/or health related needs of children requiring accommodations.

4. Family and Community Partnerships:

- The YFS Division of Child & Family Development continues to actively establish partnerships with community service providers.
- The EHS Parent, Family & Community Engagement Specialist continues to create monthly newsletters for families, highlighting program activities,

important information and promising practices.

- Teachers continue to utilize Tadpoles, an electronic platform for daily communications with parents/families. Families can receive messages from teachers and review photos and videos of the children engaging in their classroom learning environment.
- All centers continue providing Monthly Center Parent Meetings.
- Monthly Socializations continue for the Home-Based Program.
- The División of Child & Family Development continues to participate in community outreach events to recruit children and families into the program.

5. Program Design/Management & Administration

- The EHS Program continues to receive T/TA Support for all Content Areas: Education, Health, Nutrition, Safety, Enrollment and Recruitment, Parent, Family and Community Engagement and Mental Health & Disabilities.
- The Division of Child & Family Development created a Job Description for a Practice-Based Coach position to support the reflective practices of educators.

6. Construction Projects:

- No construction projects are underway.

i) Budget - Financial statements provided to policy council membership:

- Federal Grant-year to date (YTD) expenditures \$899,069.57.
- Training/Technical Assistance-(T/TA)-year to date expenditures \$3,246.99.
- City Match Funding (YTD) expenditures \$122,445.17.

ii) P-Card Expenditures-

Amazon	\$1,357.51 Diapers, Formula and Classroom Supplies.
Fun Express	\$449.95 EHS School at the Zoo Day Materials.
Walmart	\$187.32 Special Dietary Milk and Nutrition Supplies.
Aztec Supplies	\$198.57 Packing Boxes for MacArthur EHS.
CDA Council	\$125.00 Teaching Assistant Renewal CDA.

Total P-Card Purchases: \$2,318.35