EC-25-545

CITY OF ALBUQUERQUE

Albuquerque, New Mexico

Office of the Mayor

Mayor Timothy M. Keller

INTER-OFFICE MEMORANDUM October 31, 2025

TO: Brook Bassan, President, City Council

FROM: Timothy M. Keller, Mayor

SUBJECT: EC Early Head Start Quarterly Report for April 2025 through June 2025

The Department of Youth & Family Services was directed through Council Bill No. O-14-16 Enactment No. O-2014-016 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 April 2025 through June 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.

Docusign Envelope ID: 40BBDB53-21CB-4160-A7B8-A19BC8A2B553

Legislation Title: EC Early Head Start Quarterly Report for April 2025 through June 2025

Approved:

Samantha Sengel 11/24/25

Dr. Samantha Sengel Date
Chief Administrative Officer

Approved as to Legal Form:

DocuSigned by:
Lauren Keefe
1A21D06D32C74EE...
11/10/2025 | 7:14 AM MST

Lauren Keefe, JD Date
City Attorney

Recommended:

DocuSigned by:
7326D2AB0FA94D6...
11/6/2025 | 9:22 AM MST

Jess R. Martinez, Director Date
Youth & Family Services

Cover Analysis

1. **What is it?**

   The Early Head Start Quarterly Report covers the time period of April 2025 through June 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 April 2025 through June 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
April through June 2025

I. MAJOR EARLY HEAD START PROGRAM EVENTS:

April through June 2025 Early Head Start Program Highlights

- April 2025, administration submitted year 2 grant application of the 5 year continuation grant, which was successfully awarded.
- June 2025, we received notification of reassignment to a new Office of Head Start Program Specialist which would be effective the start of FY26.
- June 2025, we received notification of reassignment to a new Office of Head Start Program Specialist which would be effective the start of FY26.
- The City Early Head Start (EHS) continues to be under-enrolled. The City is funded at 64, with 50 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 targeting the WIC offices and the Gateway Housing and Treatment Navigation Center.
- Administration is working on reestablishing the Governing Advisory Committee. Individuals have been solicited to submit applications for the following positions:
  - **Fiscal**- Tamara Bell, CPA with New Mexico Society of CPAs. This candidate's application is routing through the appointment and confirmation processes to fill the fiscal expertise vacancy.
  - **Legal**- Sheryl Lynn Saavedra, Licensed Attorney with Peaks Law Firm This candidate's application is routing through the appointment and confirmation processes to fill the Licensed Attorney vacancy.
  - **Early Childhood**- Leandra Lomosad, LPCC with Small Steps Counseling and Dr. Therese Baca-Radler have both submitted and application and are moving through the EC process.
  - **Community/Parent Rep-**Roberto Rosales EHS Policy Council Parent Rep. is considering submitting an application to fill this seat.

ENROLLMENT UPDATE

April, May, June 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

- **April, 2025:** the total reportable enrollment (actual + withdrawn/dropped in last 30 days) for Early Head Start was **46.**
  - ✓ The CABQ-operated Early Head Start Center-Based enrollment is 34 out of 40
  - ✓ Home-Based enrollment was 12 out of 24
- **May, 2025**: the total reportable enrollment (actual + withdrawn/dropped in the last 30 days) for Early Head Start was **48:**
  - ✓ The CABQ operated Early Head Start center-based enrollment was 36 out of 40
  - ✓ Home Based enrollment was 12 out of 24

- **June, 2025:** the total reportable enrollment (actual + withdrawn/dropped in last 30 days) for Early Head Start was **49**:
  - ✓ The CABQ-operated Early Head Start center-based enrollment was 39 out of 40
  - ✓ Home Based enrollment was 10 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 – April, May, June 2025

A. April 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 46.
  - b) **Enrollment Vacancies** - includes 6 vacant slots for the center-based program 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 Enrollment-families (1), children (1), pregnant moms (0), number of children born (0); total new enrollment (1).
    - Total leaving program (2) – children aged out (2), pregnant moms giving birth (0), children leaving before turning 3 (0), pregnant moms leaving before having baby (0).
    - Children up to date on Immunizations (40), children up to date as possible on immunizations (0), children not up to date (4).
  - d) **Eligibility Category** – income eligible (10), TANF/SSI (24), Foster Child (3), Homeless (3). Over income (4), 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 75.96%
    - ☑ School on Wheels 76.19%
    - ☑ Trumbull 71.43%

    Overall center-based program attendance totals – 75.05%; total number of absences during the reporting month was 134.
  - f) **Meal Counts –**Total number of meals served (949)
    - Breakfast-(298)

- Am Snack- N/A
- Lunch-(349)
- PM Snack-(302)
- Supper- N/A

g) **School Readiness Goals:**

In April, specific to School Readiness Goals, the Early Head Start Program Data Analyst shared the aggregate child outcomes data for the Winter checkpoint. The child outcomes data that was shared was pulled from the Teaching Strategies Assessment Tool, which denoted data that was specific to the percentage of Early Head Start children who were meeting or exceeding the widely held expectations for this reporting period. The Program Data Analyst also provided bar graphs reflecting a breakdown of the childrens primary languages and the percentage of children with an Individualized Family Service Plan (IFSP) in place to support their developmental delays and/or diagnosed disabilities. The data results of the children with IFSP's in place aligned with our assumptions, however, surprisingly the children whose primary language was not English scored higher than the children of families whose primary language was English. The School Readiness Committee is scheduled to review the child outcomes data in greater detail with the plan to also review the findings with the teachers and home visitors during the program annual Pre-Service training week.

h) **Content Areas**

1. **Education:**
   - Child Development and Education Specialist is observing lesson plan implementation.
   - Child Development and Education Specialist conducts weekly site visits to support teachers, center compliance, practice-based coaching and observing staff with children and offering support if needed.
   - Child Development and Education Specialist conducts weekly Head Teacher meetings discussions based on staff and center needs
   - Child Development and Education Specialist is working on Practice-Based Coaching Needs Assessment for teachers
   - Child Development and Education Specialist working with home-visitors on Socializations and ideas to getting families to attend.
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
   - All children are assessed using the ASQSE2 and ASQ3 social, emotional, and developmental tools within 45 days of their start date.
   - Mental Health and Disabilities Coordinator continues to participate in Transition Meetings.
   - Mental Health and Disabilities met with EI providers to continue to work in collaboration to best support our children and families.
   - Mental Health and Disabilities Coordinator represents 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, Safety and Nutrition:**

- Daily Health Check Occurrence Reports are being completed
- 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
   - Parents continue to participate in the Ready Rosie parent curriculum and weekly reading logs.
   - 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 to observe interactions with families and be available for families if needed.
5. **Program Design and Management & Administration**
   - Home-Visitors continues to provide weekly 90-minute Home-Visits with each Home-Based family and (2) Socializations monthly.
   - Program Data Analyst I, has graphed child outcomes from Fall Checkpoints in order to determine children by age groups 0-1 year, 1-2 years, 2-3 years who are meeting or exceeding the widely held expectations for their age.
   - 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 EDECD 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 $8,156.79.
   - Training/Technical Assistance-(T/TA)-year to date expenditures $3,246.99
   - City Match-year to date (YTD) expenditures $393,159.02

i) **P-Card Expenditures-**

Smith's	$13.56 Special Dietary Milk
Abq BioPark	$ 360.00 School at the Zoo Day
Amazon	$1,845.02 Classroom Supplies/Professional Development
	Total P-Card Expenses: $2,218.58

B. May Policy Council-No Quarterly Meeting Scheduled

- May, 2025 – Informational Packets sent to Policy Council Members:

a) **Enrollment- Enrollment**- Total funded enrollment of 64 slots, 40 for center-based and 24 for home based. Total reportable enrollment for this reporting period was 48. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated over 30 days.

b) **Enrollment Vacancies** - includes 4 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 (4), children (5), pregnant moms (0), number of children born (0); total new enrollment (5).
- Total leaving program (8) – children aged out (4), pregnant moms giving birth (0), children leaving before turning 3 (4), pregnant moms leaving before having baby (0).
- Immunizations: Children up to date on Immunizations (37), children up to date as possible on immunizations (0), children not up to date (4).

d) **Eligibility Category** – income eligible (9), TANF/SSI (25), Foster Child (3), Homeless (2). 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 81.70%
- ☑ School on Wheels 70.14%
- ☑ Trumbull 54.62%

Overall center-based program attendance totals – 71.45%; total number of absences - 161.

f) **Meal Counts –**Total number of meals served (1,012)

- Breakfast-(322)
- Am Snack- N/A
- Lunch-(364)
- PM Snack-(326)
- Supper- N/A

g) **School Readiness Goals:**

In May, the Early Head Start Child Development & Education Program Specialist reviewed the widely held expectations-Child Outcomes Data with the School Readiness Goals Committee, as the committee continues collaborate on updating the School Readiness Goals for the 2025-2026 program year. During this reporting period, the Program Data Analyst established a methodology for collecting child outcomes data for children receiving home-based services. For these children, aggregate data was pulled from the Parent as Teachers Milestones and the School Readiness Domain Assessment Tool. Teachers and Home Visitors 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. The domains that teachers and home visitors continue focus on are Social-Emotional, Physical, Language & Literacy, Cognitive, Approaches to Learning, Mathematics and Science & Technology development.

h) **Content Areas**

1. **Education:**
    - Child Development and Education Specialist supported centers with coverage.
    - Child Development and Education Specialist conducts weekly site visits to support teachers, center compliance, practice-based coaching and observing staff with children and offering support if needed.
    - Child Development and Education Specialist conducts weekly Head teacher meeting discussion based on staff and center needs and held 1:1 meeting with Home-Based staff.
    - Child Development and Education Specialist is working on Practice-Based Coaching Needs Assessment for teachers.
    - Child Development and Education Specialist working with Home-Visitors on Socializations and ideas to getting families to attend.
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.
    - Attended Office of Head Start Highly Individualized Behavior Support training
    - Attended Office of Head Start Health and Mental Health Leaders Institute
    - Mental Health and Disabilities Coordinator continues to participate in Transition Meetings.
    - 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)

Health/Nutrition/Safety:

- Daily Health Check Occurrence Reports are being completed.
- All classrooms conduct monthly Nutrition Activities in accordance with CACFP guidelines.
- Menu Records Books are being completed with proper food portions being served.
- Conducting health screenings for the new enrolled

- Attended the Health and Mental Health Institute Training.

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
- Parents continue to participate in the Ready Rosie parent curriculum and weekly reading logs.
- Parent, Family, and Community Engagement Specialist continues to provide oversight to the Significant Man in Little Lives Everywhere, Male Involvement initiative which met this month. Five dads, one grandfather, and an older brother and mother participated.
- 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 to observe interactions with families and be available for families if needed.

Program Design: Management & Administration

- Home-Visitors continue to provide weekly 90-minute Home-Visits with each Home-Based family and (2) Socializations monthly.
- Program Data Analyst I has graphed child outcomes from Fall Checkpoints in order to determine children by age groups 0-1 year, 1-2 years, 2-3 years who are meeting or exceeding the widely held expectations for their age.
- La Mesa, Western Trail, and Singing Arrow centers remain closed due to being understaffed.
- Centers continue to offer monthly Parent Center meeting.
- 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.

7. **Construction Projects:**
   - No construction projects are underway.

i) **Budget – (**Financial statements provided to Policy Council Members)
- Federal Grant – year to date (YTD) expenditures $1,292,707.77
- Training/Technical Assistance (T/TA) – year to date expenditures $8,156.79
- City Match – year to date expenditures $393,159.02

P-Card Expenditures-

Amazon $201.74
Smith's $6.79 Special Dietary Milk
Adobe $516.34 Software Renewal
CDA Council $220.00 CDA Professional Standards Books
American Red Cross $33.68 Certification Cards and Booklets for Renewal Certification
Total P-Card Purchases: $978.55

C. June Policy Council–No Quarterly Meeting Scheduled

- June, 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 49; center-based 39 and home-based 10.

  b) **Enrollment Vacancies** – includes 1 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 Enrollments-families (8), children (8), pregnant moms (0), number of children born (0); total new enrollment (8).
     - ➢ Total leaving program (2) – children aged out (1), pregnant moms giving birth (0), children leaving before turning 3 (1), pregnant moms leaving before having baby (0).
     - ➢ Immunizations: Children up to date on Immunizations (42), children up to date as possible on immunizations (0), children not up to date (2).

  d) **Eligibility Category** – income eligible (10), TANF/SSI (31), Foster Child (3), Homeless (1). Over income (2), 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- 74.26%
     - ☑ School on Wheels- 68.08%
     - ☑ Trumbull- 63.54%

     Overall center-based program attendance totals – 70.06%; total number of absences - 188.

  f) **Meal Counts –**Total number of meals served (1,190)
     - ➢ Breakfast-(390)
     - ➢ Am Snack- N/A
     - ➢ Lunch-(417)
     - ➢ PM Snack-(383)
     - ➢ Supper- N/A

  g) **School Readiness Goals**

     In June, the School Readiness Goals Committee reviewed the aggregate data reflecting the percentage of children meeting and exceeding the widely held expectations across the Fall, Winter, and Spring checkpoints. Interestingly, the Winter data showed a decrease from the Fall data which is believed to be attributed to the inequitable durations across the Fall and Winter the collection periods. Further, in reviewing the data, Literacy was the only domain that 85% of the children met or exceeded the widely held expectations. It is believed that child turnover resulting in a fluctuation of the sample size, along with the population of children changing from one checkpoint to the next, potentially skewed the data.

h) **Content Areas**

A. Education:

- Child Development and Education Specialist led a meeting with School Readiness Committee to discuss new program year goals and review data from previous year.
- Child Development and Education Specialist conducts weekly site visits to support teachers, center compliance, practice-based coaching and observing staff with children and offering support if needed.
- Child Development and Education Specialist conducts weekly Head Teacher meeting discussions based on staff and center needs
- Child Development and Education Specialist worked with Health Coordinator to provide staff with summer safety tips and active supervision.
- Child Development and Education Specialist working with Home-Visitors on Socializations and ideas for getting families to attend.

B. Support Services (Mental Health and Disabilities)

- Mental Health and Disabilities Coordinator conducts weekly site visits.
- Mental Health and Disabilities Coordinator completes monthly disabilities tracking
- All students are assessed using ASQSE2 and ASQ3, social-emotional and developmental tools within

C. Health/Nutrition:

- Daily Health Check Occurrence Reports are being completed
- Attended NM Prenatal Advisory Committee to discuss services for pregnant mothers and their families.
- Attended annual CACFP food program training
- All classrooms conduct monthly Nutrition Activities in accordance with CACFP guidelines.
- Menu Records Books are being completed with proper food portions being served.

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.
- All EHS Centers continue providing Monthly Center Parent Committee
- Parents continue to participate in the Ready Rosie parent curriculum and weekly reading logs
- 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 to observe interactions with families and be available for families if needed.
- Parent, Family, and Community Engagement Specialist working with

Education Specialist on 2nd annual Family Leadership Institute for families.

E. Program Design/Management & Administration

- Home-Visitors continue 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, yes still does not meet our full funded enrollment, the consequence for chronic failure to meet full funded enrollment.

F. Construction Projects

- N/A this reporting period

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

- Federal Grant-year to date (YTD) expenditures $ 1,411,137.68
- Training/Technical Assistance-(T/TA)-year to date expenditures $8,156.79
- City Match Funding (YTD) expenditures $593,675.61

H. P-Card Expenditures-

Amazon	$776.36 Diapers, Formula and Classroom Supplies
Smith's	$9.98 Special Dietary Milk

Total P-Card Purchases: $786.34