EC-25-317



CITY OF ALBUQUERQUE Albuquerque, New Mexico Office of the Mayor

Mayor Timothy M. Keller

INTER-OFFICE MEMORANDUM

January 8, 2025

TO: Brook Bassan, President, City Council

FROM: Timothy M. Keller, Mayor

SUBJECT: Early Head Start Quarterly Board Report for July 2022 through December 2024

Former Department of Family & Community Services (DFCS) 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. In July 2023, DFCS was split into two departments: Health, Housing and Homelessness and Youth and Family Services (YFS). The Early Head Start program falls within YFS.

The Early Head Start Quarterly Report covers the time period of July 2022 through December 2024, and includes Program Compliance, Expenditures and Program Information and Updates.

Legislation Title: Early Head Start Quarterly Board Report for July 2022 through December 2024

Approved:

Approved as to Legal Form:

EdL Sengel Samantha Chief Administrative Officer

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Recommended:

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katapina Sandoval

1/14/2025 | 9:22 AM MST

Katarina Sandoval Director

Date

Cover Analysis

1. What is it?

The Early Head Start Quarterly Report covers the time period of July 2022 through December 2024, and includes Program Compliance, Expenditures, Program Information and Updates

2. What will this piece of legislation do?

Report the status of the Early Head Start Program from July 2022 through December 2024.

3. Why is this project needed?

This Report is in response to 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 Department of Youth & Family Services (formerly Department of Family & Community Services) was directed to provide quarterly reports to the City Council regarding Early Head Start.

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, August, September 2022

I. EARLY HEAD START PROGRAM INFORMATION REPORT:

- Administrators Report
- Policy Council Meeting Minutes
- Meal Service Report
- Attendance Report
- Caseload/Enrollment Report
- Program Information Report
- Center-Based and Home-Based Monthly Report
- Financial Statements
- P Card Expenses



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

Meeting Date: July 21, 2022

Program: Division of Child & Family Development

Name of Person Submitting Report: <u>Dr. Dawnita Blackmon-Mosely</u>

Funded Enrollment

Center-Based 104 Home-Based 24

Current Enrollment -

Center-Based 70

Home-Based 11

Explanation, if needed:

City of Albuquerque Early Head Start continues to actively recruit and enroll. The Office of Head Start expects grantees to be making significant strides towards reaching full enrollment, as a result, the EHS Family Support Services Staff as consistently pursuing recruitment opportunities.

I. Content Areas

A. Education:

- The Division continues monthly meeting with The Office of Head Start Training and Technical Assistance (T/TA) Program Specialist to establish School Readiness Goals and using the data to inform teaching. This is an area of non-compliance identified on the FA2 that requires corrective action measures.
- The Education Specialist has taken over weekly meetings with EHS Head Teachers to provide much needed support and to streamline systems and processes across all (7) EHS centers.
- The classroom staff continues to working with Teaching Strategies Gold system to ensure child observations are entered to support child outcomes.
- The EHS Education Specialist continues weekly site visits and getting acclimated to the Education Content Area.

B. Support Services (Mental Health and Disabilities).

- ▶ 45 Day Requirements continue with new children as they enroll.
- Attachment Healing Center continues to provide Mental Health Consultant Site visits and support.
- The MHDS Coordinator has been connected with the Metro-Area Transition team and attended her first quarterly Metro-Area Transition Meeting.
- The Child Development Mental Health & Disabilities Program Coordinator Attended the quarterly metro-Area transition Team Meeting
- The Child Development Mental Health & Disabilities Program Coordinator has been connected with the Mental Health Consultants and assigned T/TA support through the Office of Head Start.
- The Child Development Mental Health & Disabilities Program Coordinator has begun weekly site visits to support centers.
- The Child Development Mental Health & Disabilities Program Coordinator Is completing the ADA checklist for each EHS Center.

- The Child Development Mental Health & Disabilities Program Coordinator continues attending Family Team Meetings and IFSP meetings.
- The Child Development Mental Health & Disabilities Program Coordinator submitted the monthly division report with key information for the content area and also has established a child disability tracking system. The MHDS is working on defining the internal system for Transitions.
- C. Health/Nutrition/Safety:
 - > All centers are following the ECECD Safe Practices Guidelines.
 - Daily COVID screening questions are asked daily with temps being checked of all unvaccinated staff only.
 - Administrative staff continue to participate state calls with Secretary Groginsky to stay abreast of COVID safe practices and ECECD guidelines.
 - > The Centers continue to follow CACFP guidelines.
 - > Annual safety audits are being conducted by Risk Management.
 - > The Global Nutrition Dietician/Nutritionist continues site visits.

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 in Person Socializations continue for the Home-Based Program
- Families continue to use Ready Rosie Parent Curriculum. We continue to track Family Outcomes and Learning Outcomes within the program.
- ERSEA Specialist continues working in role and continues to receive T/TA support from the OHS.
- PFCE Specialist continues working in role and continues to receive T/TA support from the OHS.
- The ERSEA and PFCE Specialist work collaboratively to lead the City's recruitment efforts.

E. Program Design: Management & Administration

- Division Leadership continues to work on the Change of Scope-Conversion of Slots request to the Office of Head Start.
- Division Leadership continues to work with the C-Series and M-Series on MOU's around education requirements and compensation.
- Division Leadership continues to participate in monthly budget meeting with Accounting and Fiscal to review monthly expenses.
- Division and Department Leadership continues to meeting monthly with the Office of Head Start Program Specialist to review program updates and to discuss challenges, barriers and support needed to reach and maintain program compliance.
- > The Division received the EHS grant award for the 5th year continuation grant.
- > The Division is looking at a request of FY22 Carryforward funds.

New Hires as of July, 2022

EHS Administration: N/A This reporting period 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



City Of Albuquerque

Department of Family and Community Services

Division of Child and Family Development

Policy Council

Wednesday, June 15, 2022

- Roll Call: COA Staff- Daphne Dubriel/Parent, Family Engagement Coordinator, Allison Schact/Data Manager, Michele Brown/Office Assistant, Monica Watrin/Program Specialist, Connie Lopez/Mental Health & Disabilities Program Coord., Marie Llamas/EHS Education Specialist, Abigail Stiles/Board Rep, Anna Marie Lujan/Fiscal Manager, Lanetta Harper/Vice President Policy Council. Meeting was called to order @ 5:35 pm.
- 2. Approval of Meeting Minutes: Last months minutes were not approved and quorum was not established.
- 3. Governing Board Report: No report.
- 4. Directors Report: Reporting Period May 1 31, 2022
 - a.) **Enrollment** Total funded enrollment 128. Total reportable enrollment 70; 59 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 (5), children (6), pregnant moms (0), number of children born (0); total new enrollment (6). Total leaving program (7), transitioning children (5), pregnant moms giving birth (0), children leaving before turning 3 (2), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (58), children up-to-date as possible on immunizations (0), children not up to date (8).

Eligibility Category- income eligible (39), TANF/SSI (7), Foster Child (2), Homeless (1). Over Income (15), Over 130% (2), Children w/IFSP's (21).

c.) Attendance-

City operated Early Head Start centers classroom attendance rates:

74.47%
63.11%
78.76%
72.87%
0% (closed)
0% (closed)
65.60%

Overall center-based program attendance totals- 71.64%; total number of absences 289.

- d.) Meal Counts- Total number of meals for (0-3 years in age), total children served (730), breakfast (644), AM snack (0), Lunch (648), PM snack (515), Dinner (0).
- e.) **Budget-** Financial statements provided to policy council membership: Federal Grant-year to date (YTD) expenditures \$ 152,283.57. Training/Technical Assistance-(T/TA)-year to date expenditures \$ 17,492.41

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

5. Discussion:

- Quorum was not established.
- Anna Marie Lujan reported on our grant. Nothing to report for T/TA for the month of May. Anna did say she knows there are upcoming expenditures for staff travel for conferences but those will be for June and that will help lower the total. She reported on P-card spending, there were no concerns with purchases made. Anna also reported on grant expenditures and personnel costs. We are still underspent but expenses still are being made and once we get to the end of the fiscal year we will see a definite decline in amount of money we have underspent.
- Daphne Dubriel asked to go over new items since we had one voting member on the call so she could hear the information right away and it was important.
- Daphne Dubriel explained to those on the call about needing approval for the Carry Forward funds into the new fiscal year since we are underspent. These funds will be used for center upgrades needed and playground updates for School on Wheels and Western Trail EHS. We do not have a definite amount yet from City Fiscal since spending for the month has not been completed. Once Fiscal gives us the total we will report it to Policy Council members.
- Daphne Dubriel also provided information on needing approval to apply for a waiver to the Office of Head Start because we haven't met the required amounts for generated In-Kind for this fiscal year. The waiver will allow us to be exempt for this year's In-Kind reporting.
- Daphne Dubriel also explained needing approval for a waiver for administrative costs over spending. We overspent 15% but these costs go to the Fiscal team salaries, HR salaries and helps pay for the support or tasks we require of them for the program throughout the year.
- Daphne Dubriel let them know a telephone poll will be made at some point to get the approval for the waivers since we did not meet quorum.
- Daphne Dubriel stated she is looking into other ideas on how to get parents to volunteer in the classroom or to do the Ready Rosie. Lanetta Harper states there are lots of ideas to generate In-Kind it is just getting parents to actually help in the centers is the problem. She states at her center parents think it is daycare.
- Lanetta stated this is her last meeting as she is resigning starting in July. She will send Daphne her resignation. She stated she has another parent at her center who would like to take her place on Policy Council and Daphne Dubriel did let her know that all the center parents will have to vote her in and that can be done at the upcoming Parent Meeting.
- The meeting concluded early due to voting member having to leave the call early and our Council rep didn't have time to review packet adequately but did not have questions at

the time and felt comfortable ending the meeting since we did not meet quorum and no parents were on the call.

6. Adjournment at 6:00 pm. Next Meeting Date: July 20, 2022

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5	
9	
# of children	% of children
	87.1
1	
7	11.3
of children and egnant women	% of total number of children and pregnant women
	61.3
	9.7
	3.2
0	0.2
	21
3	4.8
# of children	% of total number of slots
	18
	0 5 0 9 # of children 54 1 7 7 0 0 0 0 38 6 2 0 0

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City Of Albuquerque EHS

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2301 - Average Daily Attendance

Program Term: EHS 2021-2022, Program Option: Standard Full Day, Attendance Date: 6/1/2022 - 6/30/2022

	Attendance Records		cords	rds Operating		Funded Enrollment		Actual Enroliment	
	Present	Absent ⁶	Neither ⁷	Days	ADA ¹	Count	% Attendance	Count ² %	Attendance
Douglas MacArthur									
Toddler - EH	17	13	0	5	3.40	8	42.50%	6.00	56.67%
Site Total	17	13	0	5.00 (avg)	3.40	8	42.50%	6.00	56.67%
.a Mesa			-						
Toddler - EH	87	45	0	18	4.83	8	60.42%	7.33	65.91%
Site Total	87	45	0	18.00 (avg)	4.83	8	60.42%	7.33	65.91%
Plaza Feliz									
Toddler - EH	85	41	0	21	4.05	8	50.60%	6.00	67.46%
Twos	92	76	0	21	4.38	8	54.76%	8.00	54.76%
Site Total	177	117	0	21.00 (avg)	8.43	16	52.68%	14.00	60.20%
School On Wheels									
Infant	39	39	0	21	1.86	8	23.21%	3.71	50.00%
Toddler	123	45	0	21	5.86	8	73.21%	8.00	73.21%
Site Total	162	84	0	21.00 (avg)	7.72	16	48.21%	11.71	65.85%
Nestern Trail									
Infant	98	55	0	21	4.67	8	58.33%	7.29	64.05%
Toddler	74	59	0	18	4.11	8	51.39%	7.39	55.64%
Site Total	172	114	0	19.50 (avg)	8.78	16	55.13%	14.68	60.14%
City Of Albuquerque EHS	615	373	0	18.25 (avg)	33.16	64	52.65%	53.72	62.25%
Report Totals	615	373	0	18.25 (avg)	33.16	64	52.65%	53.72	62.25%

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), Late Pickup(LP), Tardy and Late Pickup (TLP)

6. Statuses counted as Absent: Excused(E), Unexcused(U)

7. Statuses counted as Neither: Not Scheduled (N)

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ity Of Albuquerque EHS

City Of Albuquerque EHS

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2371 - CACFP Reimbursement Summary

Program Term: EHS 2021-2022, Program Option: Standard Full Day

Attendance Date: 6/1/2022 - 6/30/2022

with our supporting pure	Operating	CACEP	CACFP	CACFP					
	Days	Free	Reduced	Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
EHS 2021-2022								·	
Douglas MacArthur									
Foddler	5	6	0	0	17	0	16	16	0
Douglas MacArthur	5	6	0	0	17	0	16	16	0
La Mesa								· · · · ·	
oddler	18	8	0	0	86	0	85	63	0
La Mesa	18	8	0	0	86	0	85	63	0
Plaza Feliz				· · · · · · · · · · · · · · · · · · ·		·		<u> </u>	
oddler	21	6	0	0	85	0	85	77	0
wos	21	8	0	0	92	0	92	87	0
Plaza Feliz	42	14	0	0	177	0	177	164	0
School On Wheels	I			L	1	LL		1 1	
nfant	21	5	0	0	39	0	37	30	0
oddler	21	9	0	0	123	0	117	100	0
School On Wheels	42	13	0	0	162	0	154	130	0
Western Trail					·	<u> </u>		A	
nfant	21	8	0	0	40	0	41	29	0
oddler	18	10	0	0	73	0	69	51	0
Western Trail	39	18	0	0	113	0	110	80	0
City Of Albuquerque EHS	146	58	0	0	555	0	542	453	0
Report Totals	146	58	0	0	555	0	542	453	0



City of Albuquerque Early Head Start Caseload/Enrollment Report 6/30/22

Enrolin	nent
EINUM	lient

Total Funded Enrollment:	128
Total Actual Enrollment:	63
Children Withdrawn & Dropped (last 30 days):	6
Total Reportable Enrollment (actual + withdrawn/dropped):	69
Total Deficit:	59

Program Snapshot

the sector of th	Home based	Centers	ALL
Funded Enrollment:	24	104	128
Enroliment:	11	57	68
Defficiency:	13	47	58

Home Based Detail Caseload: 12 slots per home visitor

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days		Deficit
Valarie	12	9	11	0		1	12	0
Home Visitor Vacant	12	0	0	0			0	12
Total	24	9	10	0		1	11	13

Center Detail

Ctr Detail	Slots	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	8	0			0
MacArthur	16	2	3	5		11
PlazaFeliz	16	14	0	14		2
SOW	16	12	2	14		2
Trumbull	24			0		24
W. Trail	16	16	0	16		0
Singing Arrow	8					8
Total	104	52	5	57		47





Site/Center: Plaza Feliz Early Head Start Reporting Period: June 2022 Submitted by: Mona Makvandi; Head Teacher

Activities at Center:

June at Plaza Feliz brought water play outside twice a week. The children seem to love splashing in the water tables, and some love to run under the sprinkler. They all love soaking up the vitamin D from the sun, it's a good thing they are all wearing sunscreen.

Our classrooms play this month focused on exercise. We need kid's yoga, scooter boards, and crawling races to get our bodies moving. We also explored tropical fruits, such as star fruit, dragon fruit, mango and pineapple.

Parent Committee Meetings/Socializations:

Our parent meeting for this month was held on June 15 at Plaza Feliz, we had a small group of families attend and Daphne Dubriel introduced herself and her role as Child Development Parent, Family & Community Engagement Specialist. She went over what her position entails as well as some of her goals in the position to increase family engagement throughout the program. Ms. Mona reviewed In-Kind opportunities that were available to families at the center as well as things they could do at home. Then the floor was opened to families to ask questions.





EARLY HEAD START Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: Mac Arthur EHS Reporting Period: June 1-30, 2022 Submitted by: Maria Chacon- Head Teacher

Center-Based Activities:

The children worked on learning their colors. They made art using water colors. They used their fine motor skills to mold playdough. They practice counting at the table while lunch time. They practiced using writing skills by using pencils to make lines on paper. They practiced using their balancing skills on the balance beams and on the curbs around the playground. They had a nutrition experience with yogurt and fruit to make a nutritious snack. The children danced along with Choosy Kids activities. The parents were encouraged to watch the Ready Rosie videos sent each week to do at home with their children. Unfortunately, our center had to shut down due to pluming and some children went to other centers and went on home visits each week with children who did not attend a center. At the home visits, the teachers took activities to work with the children to help progress with their individual goals. The teachers took supplies from the classrooms to help with the activities planned for each week.

Parent Center Committee Meetings:

The parent center committee meeting was postponed due to the closure of the school because of the plumbing issue.





EARLY HEAD START Home-Based Report Form

Reporting Period: June 2022 Submitted by: Valarie Ramirez/ HomeVisitor

Home Based:

Visits are conducted in person 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 June was called "Dressing Teddy", this activity focused on the child's Perceptual, Motor, and Physical Development (fine motor). I brought large baby doll for activity. I sat the baby next to me on the couch and said out loud to child "Hmm.. do you think the baby is cold? The baby doesn't have any clothes, do you think we can find her some clothes?" Mom brought out some of the child's smaller clothes to put on the baby. Mom and child both worked on getting a T-shirt onto the baby. Mom encouraged child to dress the baby saying "put the shirt on her she's cold". Child asked mom for help and mom encouraged child to do it saying "you try it, you can do it". Child continued to ask mom for help and mom helped child by holding the baby upright for child while child tried to pull the t-shirt over the baby's head. Child was able to get the t-shirt over the baby's head with some help from mom. Child then laid the baby down on the couch and placed a blanket over her. I asked child if the baby was sleeping and child whispered "yes she's sleeping". Mom will work on giving child more opportunities to practice dressing themselves. Child does well putting their own shoes on and placing on the correct corresponding foot. Effort with clothing is ongoing.

Another activity done in June was called "Helping Your Child Learn to Cut", this activity was done to focus on the child's Perceptual, Motor, and Physical Development (fine motor). I brought several pairs of child scissors, thick construction paper, regular paper with printed cutting templates, and larger pattern cutting scissors for cutting activity. I handed child a pair of child scissors and mom helped child hold the scissors. Child had trouble holding and open/closing the scissors. Mom took the scissors and showed child how to hold them, then how to cut the paper. Mom handed child the scissors and child turned their hand and arm "upside down" and pushed the scissors into the paper. Mom grabbed a pair of the patterned scissors and showed child how to cut and how she was open/closing her fingers/hand. Mom showed child the pattern the scissors made on the paper. Child asked to use the pattern cutting scissors - mom said to child "These might be too big for you" but gave child the scissors. Child put their hand in the scissors correctly and on their own then began to cut the paper I was holding for them. Child then picked up a different sheet of paper and held it in their left hand while they cut the paper with their right hand. Child looked at the other pairs of patterned cutting

scissors and chose different patterns to cut on the paper. Mom cut the circle pattern out and encouraged child to cut out the triangle pattern. Child tried to cut out the triangle pattern. I left mom with extra paper for child to continue practicing their cutting.

June 2022 Socializations:

June 15th – Storytime In The Park – Domain(s): Language and Literacy. PFCE – Family Well-Being. 0 - attended.

June 28th – Water Play @ Roosevelt Park – Domain(s): Perceptual, Motor, and Physical Development. 0 - attended.

Discussed Policy Council with families.





EARLY HEAD START Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: School on Wheels EHS Reporting Period: June 2022 Submitted by: Bernice Johnson, Head Teacher

Center-Based Activities:

One of children aged out. A child from the infant classroom transitioned into the toddler classroom. A new infant was enrolled and started attending the center. June 20, we were closed for the Juneteenth holiday. The two children that did the transitions are doing good. Children are doing good, they are exploring a lot. The theme was Summer Fun and the Ocean. Children enjoyed playing with playdough. They also enjoyed the water play outside. They splashed the water and laughed. When it was time to clean up, the didn't want to, so teacher let them play a little bit longer. The infant classroom, we focused more on fine motor. Children explored with puzzles, picking up toys and putting them in a container, then their mouths.

Parent Center Committee Meetings:

Parent meeting scheduled for June 27th.

No parents stayed, they all had something that needed to be done.





Center: Singing Arrow Early Head Start **Reporting Period:** June 2022 **Submitted by:** Daphne Dubriel; Parent, Family, Community Engagement Specialist

Activities at Center: Closed to lack of staff

Parent Committee Meetings/Socializations:





EARLY HEAD START Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: Western Trail Early Head Start Reporting Period: June 1-30, 2022 Submitted by: Diane Y. Archibeque, Head Teacher/Director

Center-Based Activities:

Infant Indoor Play – The teachers worked on family faces with the infants this month, they asked the families to bring in a family photo. They sat with a infants and looked at the photos of their families. The teachers talked with the infants about the person in each photo. As the older infants began naming the people in the photos the teachers started building on their vocabulary by adding words and phrases. The teachers set up a family tree with their family photos and other various family photos at the infant's eye level. The teachers also asked the families to bring pictures of their child with different emotions for a classroom emotion board. The teachers did some rolling, rolling, rolling in a large, open area on the floor, the teachers showed the infants a ball. The teachers rolled the ball a few feet away from the infants. Then the teachers sang "Row, Row, Row Your Boat," and encouraged the infants to roll to get the ball. Some of the ReadyRosie videos that the teachers sent home for families to watch and do with their infants were "Do you see me?" for the young infants and "Nature walk and talk" for the mobile infants.

Infant Outside Play – The teachers and infants got very physical outside by crawled through a tunnel. The teachers set up the tunnel on the sand area outside where the infants could freely and safely move through and around the tunnel. The teachers Introduced the tunnel to the infants and allowed them to explore the tunnel by looking and sitting inside it and by crawling through it. The teachers encouraged the infants to move through the tunnel. The teachers played follow the leader with the infants by inviting the infants to follow their movements. The teachers demonstrated how to lead the activity by moving in a variety of ways and in different directions. This game was a hard for the infants but the older infants could follow some of the movements.

Toddler indoor Play – The teachers and toddlers used lots of fine motor skills this month. They used big beads with string to do some beading. The teachers invited the toddlers to use their hands to manipulate the beads. The teachers also modeled moving the beads on the string by using two hands to place a bead onto the string and then pull the string through. The teachers did some sticky surface with the toddlers by placing a sheet of contact paper on the table, sticky side up and used masking tape to hold the paper in place. Then the teachers invited the toddlers to explore the contact paper and stick various collage materials to it. The teachers talked with the toddlers about how the paper feels, the different materials, and what the toddlers created. The teachers used lots of language and literacy with the toddlers this month. The teachers asked the toddlers to join them as they showed them the toys. The teachers allowed the children to explore the toys. Then the teachers told the toddlers "I'm going to play a hiding game with these toys. The teachers hide one of the toys in the box. Then the teachers demonstrated how to look for the object and explain their actions. One of the Ready Rosie, videos video that the teachers sent home for families to watch and do with their toddlers were "Banana Pho Na Na.

Toddler Outside Play – The teachers worked on playground textures this month. The teachers invited the toddlers to join them for a walk outdoors. The teachers explained that they are going to explore things that you find there and talk about how they feel. The teachers and toddlers stopped at different points along their walk and pointed out an item that you would like to touch and observe. The teachers invite the toddlers to explore its texture. They talked about what it feels like and encouraged the toddlers to respond using descriptive words. The toddlers were writing in the mud by using shovels and sticks to make designs and pictures in the mud.

Parent Center Committee Meetings – Our parent center committee meeting was a success. We had 10 parents show up. Ms. Daphne our Child Development Parent, Family & Community Engagement Specialist talked to the parents about her role. Our policy council representative Lanetta Harper reported out about school closures, in-kind, and thanked parents for helping out at the center. Lanetta had to step down from her role due to her work and school schedule. We were able to vote in a new policy council representative Hilliary Lugones was nominated and all parents agreed that Hilliary will be our new policy council representative. Parent meetings are held on the 3rd Friday of each month at 3:00pm. If you need any information or resources, please reach out to the Western Trail Staff.





Center: Trumbull EHS Reporting Period: June 2022 Submitted by: Frances Gonzales/ Head Teacher

Activities at Center: Trumbull is closed at this time due to center and playground renovations.

Parent Committee Meetings/Socializations:





Center: La Mesa EHS Reporting Period: June 2022 Submitted by: Jessica Walton- Teacher

Activities at Center:

During the month of June, we had 7 children enrolled and a new student began attending the last week of the month, which put us at full enrollment. We have a practicum student, Ms. Jennie who will be with us on Mondays and Wednesdays until the end of August from 9-2.

This month we painted with water during outdoor play, using a paint brush and water. The children used hula hoops and practiced using the pedals to ride their bikes. The children worked on transitions and participating cooperatively and constructively in small and large group play.

Parent Committee Meetings/Socializations:

This was our first parent meeting held at the center, last month's meeting was postponed due to unexpected closure. We had 2 parents in attendance for this month's meeting. Ms. Connie (Mental Health and Disability Coordinator) and Daphne (Parent, Family Engagement Specialist) were also in attendance, to explain their new roles and resources they can provide to our families. We went over expectations, policy and procedures. We also had a both parents volunteer to be part of our policy council. A vote will be held by all center parents on who will represent the center as a Policy Council member.



City Of Albuquerque

Department of Family and Community Services Division of Child and Family Development Policy Council July 20th, 2022

- 1. Roll Call: No meeting was held as Dr. Dawnita Blackmon-Mosely/Division Manager was out of town for a EHS Conference. Fiscal Management was out on vacation.
- 2. Approval of Meeting Minutes: Last months minutes were not approved and quorum was not established.
- 3. Governing Board Report: No report.
- 4. Directors Report: No report.
 - a.) **Enrollment-** Total funded enrollment 128. Total reportable enrollment 69; 57 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 (4), children (5), pregnant moms (0), number of children born (0); total new enrollment (5). Total leaving program (9), transitioning children (4), pregnant moms giving birth (0), children leaving before turning 3 (5), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (54), children up-to-date as possible on immunizations (1), children not up to date (7).

Eligibility Category- income eligible (38), TANF/SSI (6), Foster Child (2), Homeless (0). Over Income (13), Over 130% (3), Children w/IFSP's (23).

c.) Attendance-

City operated Early Head Start centers classroom attendance rates:

La Mesa	65.91%
MacArthur	56.67%
Plaza Feliz	60.20%
School on Wheels	65.85%
Singing Arrow	0% (closed)
Trumbull	0% (closed)
Western Trail	60.14%

Overall center-based program attendance totals- 62.25%; total number of absences 373.

d.) Meal Counts- Total number of meals for (0-3 years in age), total children served (58), breakfast (555), AM snack (0), Lunch (542), PM snack (453), Dinner (0).

- e.) Budget- No report
- 5. Discussion: No discussion
- Next Meeting Date: September 21, 2022



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

Reporting Month: August 2022

Program: Division of Child & Family Development

Name of Person Submitting Report: <u>Dr. Dawnita Blackmon-Mosely</u>

Funded Enrollment

Center-Based 104 H

Home-Based<u>24</u>

Current Enrollment -

Center-Based 70

Home-Based 11

Explanation, if needed:

City of Albuquerque Early Head Start continues to actively recruit and enroll. The Office of Head Start expects grantees to be making significant strides towards reaching full enrollment, as a result, the EHS Family Support Services Staff as consistently pursuing recruitment opportunities.

I. Content Areas

A. Education:

- > The Division held week-long Pre-Service Annual Training
- DCFD received OHS approval to hire Teachers who don't have a CDA if they are placed on a Professional Development Plan to obtain their CDA within 6months of hire.
- Education Specialist provided training on School Readiness Goals and Developmental Milestones during the 2022 Annual Pre-Service Training week.
- Education Program Specialist completed QCIT Training in July and reported becoming certified to use the tool to assess EHS Teaching Teams quality engagement with infants and toddlers.

B. Support Services (Mental Health and Disabilities).

- 45 Day Requirements continue with new children as they enroll.
- Attachment Healing Center- Mental Health Consultants provided training on Self-Care during the 2022 Annual Pre-Service Training Week
- Mental Health & Disabilities Program Coordinator provided training on Special Education and social-emotional development during the 2022 Annual Pre-Service Training week.
- Mental Health & Disabilities Program Coordinator completed QCIT Training in July.

C. Health/Nutrition/Safety:

- Risk Management provided training on SDS Binders
- Daily COVID screening questions are asked daily with temps being checked of all unvaccinated staff only.
- Administrative staff continue to participate state calls with Secretary Groginsky to stay abreast of COVID safe practices and ECECD guidelines.
- Global Nutrition provided Nutrition training during the 2022 Annual Pre-Service Training Week

- Fire Marshall provided Fire Safety Training in School and Home Environments
- Health, Nutrition & Safety Coordinators provided training on CACFP, Medical Emergencies, Head Injuries and Head Trauma, Sick Child Guidelines and Civil Rights.
- Starting the 2022-2023 program year all centers will resume Family-Style-Dining for Breakfast, Lunch and Snack.
- Starting the 2022-2023 program year all centers will resume toothbrushing.

D. Family and Community Partnerships:

- The Division 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 the Home-Based Program
- Staff received ERSEA training and training on PFCE during the 2022Annual Pre-Service Training week.
- The ERSEA and PFCE Specialist work collaboratively to lead the City's recruitment efforts.

E. Program Design: Management & Administration

- Division Leadership continues to work with the C-Series and M-Series on MOU's around education requirements and compensation.
- Division Leadership continues to participate in monthly budget meeting with Accounting and Fiscal to review monthly expenses.
- Division and Department Leadership continues to meeting monthly with the Office of Head Start Program Specialist to review program updates and to discuss challenges, barriers and support needed to reach and maintain program compliance.
- All EHS employees received one-time stipends in the amount of \$5,500 to support retention.
- Division Leadership applied for COLA and Quality Improvement funds, with the funds being used as additional one-time financial incentives for all EHS employees to support retention.

New Hires as of July, 2022

EHS Administration: N/A This reporting period **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





City of Albuquerque Early Head Start Caseload/Enrollment Report 7/31/22

Enrollment	
Total Funded Enrollment:	128
Total Actual Enroliment:	58
Chlidren Withdrawn & Dropped (last 30 days):	9
Total Reportable Enrollment (actual + withdrawn/dropped):	67
Total Deficit:	61

Program Snapshot

	Home based	Centers	ALL
Funded Enrollment:	24	104	128
Enroliment:	12	57	69
Defficiency:	12	47	59

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	9	10	0		1	11	1
visitor Vacant	12	0	0	0			0	12
Total	24	9	10	0		1	11	13

Center Detail

Ctr Detail	Slots	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	7	1	8	T	0
MacArthur	16	5	0	5		11
PlazaFeliz	16	10	4	14		2
SOW	16	14	0	14		2
Trumbuil	24	1		0		24
W. Trail	16	12	3	15		1
Singing Arrow	8					8
Totai	104	- 48	8	57		48

Monthly Program Information Summary		
July 2022		
# new enrollments families	4	
# new enrollments children	5	······································
# new enrollments pregnant mom	0	
# children born to pregnant mom	0	
Total new enrollment	5	
# children graduating	6	
# pregnant moms giving birth	0	· · · · · · · · · · · · · · · · · · ·
# children leaving before turning 3		
# pregnant moms leaving before baby	0	
Total leaving		
	# of children	% of children
Children with up to date immunizations	55	90.2
Children up to date as possible on immunizations		
Children not up to date on immunizations	6	9.8
Eligibility Category	# of children and pregnant women	% of total number o children and pregnan womer
income eligible	39	63.9
TANF/SSI	3	4.9
Foster Child	3	4.9
Homeless	2	3.3
Over Income	2	A (
Over 130%	3	4.8
	# of children	% of total number of slots
Children with IFSPs	22	17.2

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City Of Albuquerque EHS

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2301 - Average Daily Attendance

Program Term: EHS 2021-2022, Program Option: Standard Full Day, Attendance Date: 7/1/2022 - 7/31/2022

		Atten	dance Re	cords	Operating	A Surry	Funde	Funded Enrollment		Actual Enrollment	
		Present ⁵	Absent ⁶	Neither ⁷	Days	ADA ¹	Count	% Attendance	Count ²	% Attendance	
Douglas MacArthur		2									
Toddler - EH		48	9	0	13	3.69	8	46.15%	4.38	84.21%	
	Site Total	48	9	0	13.00 (avg)	3.69	8	46.15%	4.38	84.21%	
La Mesa											
Toddler - EH		118	37	0	20	5.90	8	73.75%	7.75	76.13%	
	Site Total	118	37	0	20.00 (avg)	5.90	8	73.75%	7.75	76.13%	
Plaza Feliz											
Toddler - EH		58	32	0	20	2.90	8	36.25%	4.50	64.44%	
Twos		93	41	0	20	4.65	8	58.13%	6.70	69.40%	
	Site Total	151	73	0	20.00 (avg)	7.55	16	47.19%	11.20	67.41%	
School On Wheels											
Infant		46	46	0	17	2.71	8	33.82%	5.41	50.00%	
Toddler		83	61	0	18	4.61	8	57.64%	8.00	57.64%	
	Site Total	129	107	0	17.50 (avg)	7.32	16	46.07%	13.41	54.66%	
Western Trail											
Infant		94	46	0	20	4.70	8	58.75%	7.00	67.14%	
Toddler		81	79	0	20	4.05	8	50.63%	8.00	50.63%	
	Site Total	175	125	0	20.00 (avg)	8.75	16	54.69%	15.00	58.33%	
City Of Alt	ouquerque EHS	621	351	0	18.50 (avg)	33.21	64	52.45%	51.74	63.89%	
	Report Totals	621	351	0	18.50 (avg)	33.21	64	52.45%	51.74	63.89%	

1. ADA for each clasroom 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), Late Pickup(LP), Tardy and Late Pickup (TLP)

6. Statuses counted as Absent: Excused(E), Unexcused(U)

7. Statuses counted as Neither: Not Scheduled (N)

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City Of Albuquerque EHS

2371 - CACFP Reimbursement Summary

Program Term: EHS 2021-2022, Program Option: Standard Full Day

Attendance Date: 7/1/2022 - 7/31/2022

City Of Albuquerque EHS			Allehoance Dati						
	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
EHS 2021-2022						·			
Douglas MacArthur		-							
oddier	13	5	0	0	46	0	43	25	0
Douglas MacArthur	13	5	0	0	46	0	43	25	0
La Mesa						·		-	
oddler	20	8	0	0	117	0	116	99	0
La Mesa	20	8	0	0	117	0	116	99	0
Piaza Feliz						·		-/	
oddler	20	6	0	0	58	0	58	57	0
wos	20	10	0	0	93	0	92	82	0
Plaza Feliz	40	14	0	0	151	0	150	139	0
School On Wheels								K	
nfant	17	6	0	0	39	0	41	31	0
oddler	18	8	0	0	82	0	78	58	0
School On Wheels	35	14	0	0	121	0	119	89	0
Western Trali								· · · · · · · · · · · · · · · · · · ·	
nfant	20	7	0	0	52	0	50	42	0
oddier	20	8	0	0	80	0	78	63	0
Western Trall	40	15	0	0	132	0	128	105	0
City Of Albuquerque EHS	148	56	0	0	567	0	556	457	0
Report Totals	148	56	0	0	567	0	556	457	0

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EARLY HEAD START Home-Based Report Form

Reporting Period: July 2022 Submitted by: Valarie Ramirez/Home Visitor

Home Based:

Visits are conducted in person 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 July was called "Clips and Tongs: Pinching and Squeezing", this activity focused on the child's Perceptual, Motor, and Physical Development (fine motor). I brought a small pair of tongs, pom poms, stringing beads, small bears, and binder clips, and a clear plastic jar for activity. I dumped all the small items out of the jar onto the floor in front of me and child then used the tongs to slowly pick them up and count each item as I placed each item into the clear plastic jar. Currently, we are working with child using their words, sharing, taking turns and overall patience. After I was done picking up each one of the items I asked child "Do you want to take a turn?" child nodded and I prompted child to use their words saying "Yes please", child said "yes please", I said "I like your words!" and handed child the tongs and dumped out the objects in front of child. Child proceeded to try to pick up one of the items with the tongs. Child held the tongs towards the top end therefore not allowing them to "open/close" their hand to help them pick up the object. I readjusted the tongs in their hand showing them how to grasp then open/close their hand. Child used their other hand to pick up the object and place the object into the opening of the tongs then placed the object into the jar. Child and I took a few turns and each time child used their left hand to place the object into the opening of the tongs. Mom prompted child to "use only one hand". I again adjusted child's grasp on the tongs then showed child how to open/close. Child continued to try to use both hands. I encouraged child to use one hand and playfully held child's other hand while counting and cheering child on. Child was able to pick up the objects using only one hand on the tongs while mom and I both cheered. Each time before I took "my turn" I asked child if they would like to count with me and each time child would nod their head and say "yes" then proceed to repeat most of the numbers I counted out loud. Each time I said "se-ven" child would say "sickie". Child does not always look at a person's mouth when repeating. I prompted child to "look at my mouth" and pointed at my mouth slowly saying "se - ven", child would repeat "se - ven", then I would say "seven" and child would say "sickie". Mom will work on pointing to her mouth when saying certain words that child may not pronounce correctly without "correcting" child but rather continue to say/model the word correctly each time.

Another activity done in July was called "Basket of Balls: Controlling Actions and Matching", this activity was done to focus on the child's Perceptual, Motor, and Physical Development. I brought several balls of different types of textures and colors as well as Velcro gloves and Velcro balls. Mom and I tossed the balls to one another then mom encouraged child to put on the Velcro gloves to catch the balls. Child did not want to put the gloves on their hands and appeared to be afraid of the gloves. Mom showed child the gloves on her hand and said "look they're just gloves...see?" taking them off and putting them back on opening and closing her hand. Mom and I continued to toss the balls to one another and mom encouraged child to toss the ball to me. Child tossed the Velcro ball to me and laughed as I showed child how it stuck to the Velcro. Child excitedly threw several balls around the room and mom said "no, you have to throw them to me" and showed child how to toss the ball to me. Mom again tried to place the mitts onto child's hands which child allowed this time. Mom then helped child catch the balls as I tossed the Velcro balls to child's mitts. Child giggled each time they "caught" a ball and mom showed child how the balls were stuck onto the mitts saying "good job, you caught it!". Mom also worked with child to show child how to pull off the Velcro balls from their mitts saying "look, you have to pull hard!"

July 2022 Socializations:

July 13th – Toddler Story & Craft Time with Author Sandi Wright @ Explora – Domain(s): Language and Literacy. PFCE – Family Well-Being. 0 - attended.

July 14th – Storytime in the Park @ Alameda Spray Park – Domain(s): Perceptual, Motor, and Physical Development and Language and Literacy. 0 - attended.

Discussed Policy Council with families.





Center: La Mesa EHS Reporting Period: July 2022 Submitted by: Jessica Walton- Teacher

Activities at Center:

During the month of July, we had 8 children enrolled and one aged out at the end of the month. We have a practicum student, Ms. Jennie who finished her course the last week of July.

This month we did a lot of sensory activities. We explored with Kinetic sand and playdough shape cutters. We played with ice and water. We used water and droppers to melt the ice as our nutrition activity. We also finger painted with shaving cream.

Parent Committee Meetings/Socializations:

The parent meeting for the month of July had no parents in attendance. During home-visits that we are having the first week of August, we will discuss the information that we had planned for the parent meeting as well as encourage them to attend our center open house.





EARLY HEAD START Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: Mac Arthur EHS Reporting Period: July 1-31, 2022 Submitted by: Maria Chacon- Head Teacher

Center-Based Activities:

We opened the center back up on July 13, 2022. This month for the center theme it was under the sea. Children looked at the different kinds of sea animals and hear what the ocean and different noises the sea animals made. The children made fish to put up on the board. The children also made art using dot markers and markers. Children received reflective color buttons and balls for sensory and are learning how to stack and roll them. The color for the month was Blue.

The toddler class started water play outside on Thursdays. In the toddler class the children sang songs like baby shark, tiny turtle, and the five little ducks. The book they read was the "Blue Sea." The children used makers and pencils to make lines and circles. The children in the toddler classroom made a nutrition experience using gold fish and blue food coloring for the sea on a rice cake. This helped use their fine motor skills and count. The toddlers room made art using sea animal stickers and used their fine motor skills to practice peeling the stickers. They role played sea animals at circle time. Sea animal puzzles were put out. At the end of the month Dinosaurs were introduced for the month of August. Ready Rosie was sent to parents and they concentrated on Language for the parents and in the classroom.

Parent Center Committee Meetings:

No Parent Committees this month due to Center closure





Site/Center: Plaza Feliz Early Head Start Reporting Period: July 2022 Submitted by: Mona Makvandi; Head Teacher

Activities at Center:

July at Plaza Feliz continued water play outside twice a week. Some of the children who were reluctant initially grew to be more adventurous by going down the slide into the pool. While others preferred to explore the water with their hands.

Our classrooms play this month focused on building. We built towers with blocks, made building using straws and playdough, as well as stacking cups and extended our building play to the sand box outside making andcastles with wet sand. During our nutrition experience this month we made frozen yogurt with plain Greek yogurt and fresh strawberries, a teacher blended up the strawberries then mixed then into the yogurt and put a serving into one cup per child before freezing it overnight. The children loved this healthy snack the next day during outside play to help them cool off.

Parent Committee Meetings/Socializations:

Our parent meeting for this month was held on July 19 at Plaza Feliz, we had a small group of families attend and the Parent, Family & Community Engagement Specialist Daphne Dubriel and Mona discussed the two-week break, home visits, potty training, transitions and answered questions from parents.





Center: Singing Arrow Early Head Start **Reporting Period:** July 2022 **Submitted by:** Daphne Dubriel; Parent, Family, Community Engagement Specialist

Activities at Center: Closed to lack of staff

Parent Committee Meetings/Socializations:





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

Center: Trumbull EHS Reporting Period: July 2022 Submitted by: Marie Llamas/ Education Specialist

Activities at Center: Trumbull is closed at this time due to center renovations.

Parent Committee Meetings/Socializations:





EARLY HEAD START Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: School on Wheels EHS Reporting Period: July 2022 Submitted by: Bernice Johnson, Head Teacher

Center-Based Activities:

Two children transitioned in, into the infant classroom. Their transition was nice and easy. They both adjusted to the classroom and the teachers really well.

The children focused on containers, the beach, boxes and paper. They explored with paint and cardboard. They worked on numbers, for example: teacher counted as she put the paint brushes away. She then asked the child to count along with her. Children used rollers to paint the cardboard outside. They not only painted the cardboard, they painted part of the sidewalk, their arms, fingers and even part of their faces (which was fun leaning them up). In the infant classroom, they focused on clothes and the new ones transitioning into a new setting. Children learned to help put on their clothes by lifting their arm or leg, so they will learn and put their own clothes on later on. Transitioning from one area to another and also with new students.

Parent Center Committee Meetings:

Didn't have one this month.





EARLY HEAD START Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: Western Trail Early Head Start Reporting Period: July 1-29, 2022 Submitted by: Diane Y. Archibeque, Head Teacher

Center-Based Activities:

Infant Indoor Play – The teachers sang "Who came to school today?" The teachers encouraged the infants to participate by clapping and shouting "Hooray" when they heard their name. The teachers showed the infants how to shake their body while singing. The teachers and toddlers also stood up and danced. The teachers invited the infants to dance to a new song. The teachers told the infants to listen for their name in the song. When they hear it, it is their turn to dance in the circle. The teachers held the younger infants who are not yet mobile in their lap and supported them to move to the music. As the teachers sang the child's name, they encouraged them to stand in the circle and dance to the music. The teacher also used books with different textures and had the infants touch and explore the different textures on the book the teacher also translated the books in Spanish. The infants did some finger painting with red and blue paint on white paper they got really messy with the paints! The families Ready Rosie video for parents to watch was "Move while you sing" the video was about helping their infants to use their body muscles and different movements.

Infant Outside Play – This month the teachers and infants listened to outside noises. Then the teachers talked about the noises such as birds, airplanes, cars and music. The teachers and the infants "Build It Up, Knock It Down." The teachers set up this activity outside where the infants could easily build with blocks and move around each other. The teachers introduced the blocks to the infants and allowed the infants to touch and explore the blocks. The teachers howed the infants how to build a tower and then showed them how the tower falls down. The teachers and the infants so did "Crawling Through a Tunnel." The teachers set up the infant tunnel outside so the infants had plenty of room to freely and safely move through and around the tunnel. The teachers introduced the tunnel to the infants and allowed them to explore the tunnel by looking and sitting inside it and by crawling through it.

Toddler Indoor Play – The teachers and toddlers were creative with art this month. They did "Silly Wavy Lines." The teachers offered crayons and paper to the toddlers. The toddlers used a crayon to make different marks and lines on their paper. The teachers sang the "Silly Sammie Song" to the tune of "Jack and Jill." The teachers ensured the children saw their lips as they sang. When the toddlers were ready they sang along. The teachers repeated the song, but replaced the words silly and Sammie with one of the toddler's name and a word that starts with the same sound. One of the Ready Rosie Video's that the teachers sent out for the parents to do with their toddlers was "Counting Collection" This video will help the toddler's sense of numbers it will help them grow as they practice counting sets of objects together. The teachers did a "Mighty Minutes A Toy for Kitty." The teachers recited the rhyme Kitty then they placed two small toys in a bag, one that was furry and one that was not. They invited the child to feel the toys inside the bag. They ask, "Is there a furry toy in this bag for Kitty?

Toddler Outside Play – The teachers worked on communication outside this month they sat near the toddlers and quietly observed them has they moved and explored around the playground. The teachers noticed how the toddlers communicated with their friends. Then the teachers engaged the toddlers in some conversation by imitating the toddler's vocalizations and responding to their words. The teachers also engaged in back and forth exchange and followed the toddler's cues. The teachers and the toddlers like the infants also did "Crawling Through a Tunnel." The teachers set up the toddler's tunnel outside so the toddlers had plenty of room to freely and safely move through and around the tunnel. The teachers introduced the tunnel to the toddlers and allowed them to explore the tunnel by looking and sitting inside it and by crawling through it.

Parent Center Committee Meetings – Our parent center committee meeting was a success. Our new policy council representative Ms. Hilliary Lugones talked about closure dates, bring in family photos, getting to school on time, -Kind/ReadyRosie, medication form, no outside toys, plant donation, sunscreen, vaccinations and weather appropriate othes. Ms. Daphne our Child Development Parent, Family & Community Engagement Specialist talked to the parents about Ideas on improving parent participation and seeing what barriers are presented. Parent meetings are held on the 3rd Friday of each month at 2:30pm. If you need any information or resources, please reach out to the Western Trail Staff.



City Of Albuquerque

Department of Family and Community Services

Division of Child and Family Development

Policy Council

Wednesday, August 21st,2022

- 1. There was no Policy Council meeting held.
- 2. Approval of Meeting Minutes: Previous months minutes were not approved.
- 3. Governing Board Report: No report.
- 4. Directors Report: Reporting Period 8/1-8/31/22
 - a.) **Enroliment-** Total funded enrollment 128. Total reportable enrollment 67; 57 center based and 12 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 (4), children (5), pregnant moms (0), number of children born (0); total new enrollment (5). Total leaving program (6), transitioning children (6), pregnant moms giving birth (0), children leaving before turning 3 (0), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (55), children up-to-date as possible on immunizations (0), children not up to date (6).

Eligibility Category- income eligible (39), TANF/SSI (3), Foster Child (3), Homeless (2). Over Income (3), Over 130% (11), Children w/IFSP's (22).

c.) Attendance-

City operated Early Head Start centers classroom attendance rates:

La Mesa	76.13%
MacArthur	84.21%
Plaza Feliz	67.41%
School on Wheels	54.66%
Singing Arrow	0% (closed)
Trumbull	0% (closed)
Western Trail	58.33%

Overall center-based program attendance totals- 63.89%; total number of absences 351.

d.) Meal Counts- Total number of meals for (0-3 years in age), total children served (56), breakfast (567), AM snack (0), Lunch (556), PM snack (457), Dinner (0).

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

5. Discussion:

Next Meeting Date: September 21, 2021



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

Reporting Month: September 21, 2022

Program: Division of Child & Family Development

Name of Person Submitting Report: Dr. Dawnita Blackmon-Mosely

Funded Enrollment

Center-Based 104 H

Home-Based 24

Current Enrollment -

Center-Based 61

Home-Based_11

Explanation, if needed:

City of Albuquerque Early Head Start continues to actively recruit and enroll. The Office of Head Start expects grantees to be making significant strides towards reaching full enrollment, as a result, the EHS Family Support Services Staff as consistently pursuing recruitment opportunities.

I. Content Areas

A. Education:

- The Division held week-long Pre-Service Annual Training
- DCFD received OHS approval to hire Teachers who don't have a CDA if they are placed on a Professional Development Plan to obtain their CDA within 6months of hire.
- Education Specialist provided training on School Readiness Goals and Developmental Milestones during the 2022 Annual Pre-Service Training week.
- Education Program Specialist completed QCIT Training in July and reported becoming certified to use the tool to assess EHS Teaching Teams quality engagement with infants and toddlers.
- All teaching staff received Teaching Strategies Training on Assessing Program Data.
- Ed. Specialist administering QCIT training on al classrooms

B. Support Services (Mental Health and Disabilities).

- 45 Day Requirements continue with new children as they enroll.
- Attachment Healing Center- Mental Health Consultants provided training on Self-Care during the 2022 Annual Pre-Service Training Week
- Mental Health & Disabilities Program Coordinator provided training on Special Education and social-emotional development during the 2022 Annual Pre-Service Training week.
- Mental Health & Disabilities Program Coordinator completed QCIT Training in July. Will support Ed. Specialist in assessing classrooms.

C. Health/Nutrition/Safety:

- Risk Management provided training on SDS Binders
- Daily COVID screening questions are asked daily with temps being checked of all unvaccinated staff only.
- Administrative staff continue to participate state calls with Secretary Groginsky to stay abreast of COVID safe practices and ECECD guidelines.
- Global Nutrition provided Nutrition training during the 2022 Annual Pre-Service Training Week

- Fire Marshall provided Fire Safety Training in School and Home Environments
- Health, Nutrition & Safety Coordinators provided training on CACFP, Medical Emergencies, Head Injuries and Head Trauma, Sick Child Guidelines and Civil Rights.
- Starting the 2022-2023 program year all centers will resume Family-Style-Dining for Breakfast, Lunch and Snack.
- Starting the 2022-2023 program year all centers will resume toothbrushing.

D. Family and Community Partnerships:

- The Division 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 the Home-Based Program
- Staff received ERSEA training and training on PFCE during the 2022Annual Pre-Service Training week.
- The ERSEA and PFCE Specialist work collaboratively to lead the City's recruitment efforts.

E. Program Design: Management & Administration

- Division Leadership continues to work with the C-Series and M-Series on MOU's around education requirements and compensation.
- Division Leadership continues to participate in monthly budget meeting with Accounting and Fiscal to review monthly expenses.
- Division and Department Leadership continues to meeting monthly with the Office of Head Start Program Specialist to review program updates and to discuss challenges, barriers and support needed to reach and maintain program compliance.
- All EHS employees received one-time stipends in the amount of \$5,500 to support retention.
- Division Leadership applied for COLA and Quality Improvement funds, with the funds being used as additional one-time financial incentives for all EHS employees to support retention.

New Hires as of August, 2022

EHS Administration: N/A This reporting period 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

FAMILY AND COMMUNY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2022 EXPENDITURE REPORT FEDERAL GRANT (3164250) August 31, 2022

ACCOUNT DESCRIPTION Seleries and Wages	Budget 1,218,144.00	JULY 96,056.05	AUGUST 72,670.94	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRE	MAY	JUNE	FINAL	YTD EXPENSES 168,726.99	REMAINING BALANCE 1,049,417.01	% EXPENDED 13.85%
Fringe Benefits Total Personnel Costs	596,800.00	45,135.42	36,779.23	0.00	0.00	9.00	0.00	6.00	0.00	0.00	00.0				81,914.65	514,885.35	13.73%
	1,019,000	141,181,41	199,999,17	0.00	90.9	9.00	0.00	6.00	0.00	9.00	0.00	0.09	0.00	0.00	250,641.64	1,564,302.36	13.81%
Supplies																	
522000-Supplies	35,037.00	489.48													489.48	34.547.52	1.40%
522032-Supplies-Food	13,000.00	83.90													83.90	12,916,10	0.65%
522048-Supplies-Office	45,000.00		1,129.61												1.129.61	43,870,39	2.51%
Supplies- All others															1,180,011	-0,010,000	6.JT N
522054-Supplies-Other															0.00		0.00%
522052 - Supplies-Operating	12,000.00																
522060 - Supplies-Postage/Freight	14,000.00														0.00		0.00%
522500-Travel - Expense	5,000.00		1,041.98														
522510-Travel - Expense 522510-Travel - Local/in State															1,041.98	3,958.02	
	5,500.00	396.88	197.50												594.38	4,905.62	10.81%
523410-License Renewats															0.00		0.00%
fotal Supplies	115,537.00	970.26	2,309.09	9.00	00.0	0.00	0.00	0.00	00.0	6.00	0.00	0.00	0.00	0.00	3,339.35	112,197.65	2.89%
Other																	
521500-Littlities																	
	10,545.00														6.00	10,545.00	0.00%
523800-Repairs & Maintanance	8,476.00	540.72													540.72	7,935.28	6.38%
521000-Other service															0.00	0.00	0.00%
523000-Training	28,000.00														0.00	28,000.00	0.00%
523400-Dues and Memberships														00	0.00		0.00%
Total Others	47,021.00	540.72	00.0	0.00	0.00	0.00	00.6	00.0	0.00	0.00	90.0	0.00	0.00	0.00	540.72	46,480.28	1.15%
Contractual																	
527500-Contractual (Training)																	0.00%
527505- Svcs-Advertising	10,000.00															10,000.00	0.00%
520500-Contractual (Professional)	60,178.00															60,178.00	0.00%
527565 - Svcs-Subcontracts&Subewards																	
Total Contractual	70,178.00	00.0	0.00	0.60	0.06	0.00	0.00	0.00	0.00	9.90	9.80	0.00	00.0	0.00	0.00	70,178.00	0.00%
													1.1.1.1				
Cerryforward FY21																	
533004- Recreational Equipment			12,387.78													0.00	0.00%
522000-Supplies																0.00	0.00%
Total Contractual	90.0	0.00	12,387.78	0.00	0.00	0.00	0.00	6.00	0.00	0.00	90.0	0.00	0.00	0.00	12,387.78	0.00	0.00%
GRAND TOTAL												-					
GIORID TOTAL	2,047,680.00	142,702.45	124,207.04	0.00	0.00	0.00	0.00	00.0	0.00	0.00	0.00	0.00	0.00	0.00	265,909,49	1,783,158.29	13.03%
																Current %	10.000
LAR sugges																Should Be	13.03%
																anoulo be	17%

3.03% 17% 4%

Should Be Under spent Possible reversion \$ 74,370.51

522000-Supplies	40,000.00		
Supplies- All others	30,000.00	2,546,236.00	Original Budget
527505- Svcs-Advertising	16,000.00	55,597.00	Cola
		2,601,833.00	Total
Entitiement	1,992,083		
T&TA			
Total FY22	2,036,989.00		
Carry forward FY21			
Equipment	327,415.00		
Supplies	150,000.00		
Total budget	2,514,404.00		

(86,000.00)

522000-Supplies

Salaries and Wages



ť.

Early Head Start Monthly PCard Expenses July 2022

:



Cardholder Name	Transaction Date	Merchant Name	Ar	nount	Description
Dubriel, Daphne	7/21/2022	Fun Express	\$	199.99	Recruitment Supplies. AG
Dubriel, Daphne	7/20/2022	Fun Express	\$	89.98	Recruitment Supplies. AG
Dubriel, Daphne	7/20/2022	Fun Express	\$	549.31	Recruitment Supplies. AG
Dubriel, Daphne	7/15/2022	Amzn Mktp Us	\$ (349.80)	Refund for folding tables purchased in FY22. AG
Dubriel, Daphne	7/5/2022	Wal-Mart #5430	\$	15.92	Lactaid whole milk for La Mesa. AG
Dubriel, Daphne	7/5/2022	Walgreens #7442	\$		Special Gerber infant formula for SOW. AG
Dubliei, Daphile		Walgicelia #/442			
			\$	573.38	



Early Head Start PCard Expenses August 2022



Cardholder Name	Transaction Date	Merchant Name
Dubriel, Daphne	8/27/2022	Painting With A Twist -
Dubriel, Daphne	8/25/2022	Wm Supercenter #3385
Dubriel, Daphne	8/18/2022	Amzn Mktp Us Le90l4rd3
Dubriel, Daphne	8/17/2022	Wal-Mart #5430

Amount	Description
\$142.23	Enhancing a Childs Creativity Through Art 3 Person Training.AG
\$9.44	Allergy Almond Milk. AG
\$354.92	Charger, HDMI cords and keyboard for Surface Pro x4. AG
\$17.52	Lactaid Milk.AG
\$ 524.11	





City of Albuquerque Early Head Start Caseload/Enrollment Report 8/31/22

128
50
09
- 2
01

Program Snapshot

	Home based	Centers	ALL
Funded Enrollment:	24	104	128
Enrollment:	10	51	61
Defficiency:	14	53	67

Home Based Detail Caseload: 12 slots per home visitor

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days		Deficit
Valario	12	9	9	0		1	10	2
Home Visitor Vacant	12	0	0	0			0	12
Total	24	- 9	9	0		1 1	10	14

Center Detail

Ctr Detail	Slots	Enrolled L Children	eft in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	8		8		0
MacArthur	16	8		8		8
PlazaFeliz	16	12		12		- 4
SOW	16	9	1	10	*	6
Trumbuli	24			0		24
W. Trait	16	13		13		
Singing Arrow	8					
Total	104	50	1	51		53

Monthly Program Information Summary		
August 2022	· · · · · · · · · · · · · · · · · · ·	
# new enrollments families	8	
# new enroliments children	8	
# new enrollments pregnant mom	0	
# children born to pregnant mom	0	
Total new enroliment	8	
# children graduating	1	
# pregnant morns giving birth	0	
# children leaving before turning 3	1	
# pregnant moms leaving before baby	0	
Total leaving	2	
	# of children	% of children
Children with up to date immunizations	53	90
Children up to date as possible on immunizations		and the second se
Children not up to date on immunizations	6	10
Eligibility Category	# of children and pregnant women	% of total number of children and pregnant women
income eligible	37	63
Public Assistance	6	10
Foster Child	1	2
Homeless	0	0
Over Income	3	5
Over 130%	12	20
	# of children	% of total number of slots
Children with IFSPs	21	16.4

City Of Albuquerque EHS

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2301 - Average Daily Attendance

Program Term: EHS 2022-2023, Program Option: Standard Full Day, Attendance Date: 8/1/2022 - 8/31/2022

City Of Albuquerque EHS

		Atten	dance Re	cords	Operating		Fund	ed Enrollment	Actua	al Enrollment
		Present	Absent ⁶	Neither ⁷	Days	ADA 1	Count	% Attendance	Count ²	% Attendance
Douglas MacArthur				5						
Toddler - EH		64	37	0	13	4.92	8	61.54%	7.77	63.37%
Site	Total	64	37	0	13.00 (avg)	4.92	8	61.54%	7.77	63.37%
La Mesa										
Toddler - EH		81	18	0	13	6.23	8	77.88%	7.62	81.82%
Site	Total	81	18	0	13.00 (avg)	6.23	8	77.88%	7.62	81.82%
Plaza Feliz										
Toddler - EH		32	2	0	13	2.46	8	30.77%	2.62	94.12%
Twos		62	42	0	13	4.77	8	59.62%	8.00	59.62%
Site	Total	94	44	0	13.00 (avg)	7.23	16	45.19%	10.62	68.12%
School On Wheels		A								
Infant		25	9	0	13	1.92	8	24.04%	2.62	73.53%
Toddler		41	39	0	13	3.15	8	39.42%	6.15	51.25%
Site	Total	66	48	0	13.00 (avg)	5.07	16	31.73%	8.77	57.89%
Nestern Trail				, J ,		1				
Infant		41	19	0	13	3.15	8	39.42%	4.62	68.33%
Toddler		74	27	0	13	5.69	8	71.15%	7.77	73.27%
Site	Total	115	46	0	13.00 (avg)	8.84	16	55.29%	12.39	71.43%
City Of Albuquerque	e EHS	420	193	0	13.00 (avg)	32.29	64	50.48%	47.17	68.52%
Report *	Fotals	420	193	0	13.00 (avg)	32.29	64	50.48%	47.17	68.52%

1. ADA for each clasroom 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), Late Pickup(LP), Tardy and Late Pickup (TLP)

6. Statuses counted as Absent: Excused(E), Unexcused(U)

7. Statuses counted as Neither: Not Scheduled (N)

9/1/2022 1:59 pm E25745

City Of Albuquerque EHS

Page 1 ChildPlus

2371 - CACFP Reimbursement Summary

Program Term: EHS 2022-2023, Program Option: Standard Full Day

Attendance Date: 8/1/2022 - 8/31/2022

City	Of Albuquerque EHS	
	all sound and due of the	

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Suppe
EHS 2022-2023	=η ₁₀		1		1	1			
Douglas MacArthur			8-84-74-541-L					1994-1996-0996-0996-0996-0996-0996-0996-0996	
Toddler	13	8	0	0	64	0	60	40	0
Douglas MacArthur	13	8	0	0	64	0	60	40	0
La Mesa	u on f				1	<u></u>			
Toddler	13	8	0	0	79	0	81	67	0
La Mesa	13	8	0	0	79	0	81	67	0
Piaza Feliz			· · · · · · · · · · · · · · · · · · ·		L	1 <u></u>			
Toddier	13	4	0	0	32	0	25	24	0
Twos	13	8	0	0	62	0	57	53	0
Piaza Feliz	26	12	0	0	94	0	82	77	0
School On Wheels				- yar 6,4900 h	L		· · · · · · · · · · · · · · · · · · ·		·
Infant	13	3	0	0	17	0	17	8	0
Toddier	13	7	0	0	41	0	41	30	0
School On Wheels	26	10	0	0	58	0	58	38	0
Western Trall			<u> </u>			L		2298.	
nfant	13	5	0	0	17	0	17	17	0
Foddler	13	7	0	0	68	0	65	54	0
Western Trail	26	12	0	0	85	0	82	71	0
City Of Albuquerque EHS	104	50	0	0	380	0	363	293	0
Report Totais	104	50	0	0	380	0	363	293	0





EARLY HEAD START Home-Based Report Form

Reporting Period: August 2022 Submitted by: Valarie Ramirez

Home Based:

Visits are conducted in person 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 August was called "Paper Pull: Using small muscles and understanding cause and effect", this activity focused on the child's Perceptual, Motor, and Physical Development (fine motor). I brought an old tissue box, torn strips of paper and several colorful scarves for this activity. I started with the strips of paper and showed child how to pull one out. I pulled another partially out and both mom and I encouraged child to grab and pull. Child grabbed and pulled out the paper and proceeded to put the paper in their mouth, mom told child "no, eso no va en la boca" (no, that doesn't go in the mouth) and took the paper from child. Again, we encouraged child to pull out another paper, child pulled out another paper and again quickly put it to their mouth this time biting/tearing off a small piece of paper which mom took out of their mouth. Next, I removed all the strips of paper and stuffed the tissue box with several colored scarves. I then pulled a scarf saying "Mira que bonito es rojo!" (look at the pretty Red scarf!). I pulled the next one out slightly, then mom and I again encouraged child to pull at the scarf. Child gave the scarf a short tug then stopped, mom and I encouraged child to pull more "jala lo" until child successfully pulled out the entire scarf. We continued to encourage child to pull out the other scarves and cheered child on naming the colors, "that's a green, (blue, yellow.... etc..) scarf". Repeated activity numerous times, after several times child would quickly empty the tissue box of each scarf by giving each scarf one swift yank. Child still uses raking and more of their whole hand versus pincer grasp or using their fingers. After discussing with mom, she agreed to practice activity and give child opportunities to use pincer grasp. Mom then went to kitchen and brought back a small bowl of tiny Gerber snacks, gave one to child then encouraged child to pick them up themselves.

The month of August was also filled with ASQ-3's and ASQ-SE's for the new program year, this resulted in two referrals for Part C services.

August 2022 Socializations:

August 23rd – Bilingual Storytime @ Alamosa Library – Domain(s): Language and Literacy. PFCE – Family Well-Being. 0 - attended.

.

August 31st – LEGO Club @ Alamosa Library – Domain(s): Perceptual, Motor, and Physical Development (fine motor). 0 - attended.

Discussed Policy Council with families.





EARLY HEAD START Center-Based Monthly Report Form

Center: La Mesa EHS Reporting Period: August 1st-31st 2022 Submitted by: Jessica Walton- Teacher

Activities at Center:

The month of August at La Mesa we welcomed the children back to school. We had one child that left in July and had a new student that started on August 22nd. During the two weeks that we were closed, we were able to do home-visits and have an open-house. During the visits we were able to give parents and students fun new books to read.

This month the children have been working on colors. We have read books about colors, such as "Brown Bear, Brown Bear, What Do You See?", and "Painting Mice". We then drew pictures using, markers, crayons and paint. Throughout the day we would talk about the different colors that we would see. While talking about the colors we would encourage the children to work on their language skills. At the end of month, leaves were introduced for the month of September and the beginning of Fall. Ready Rosie was sent out weekly on Fridays and parents were encouraged to participate in the activities.

Parent Committee Meetings/Socializations:

We had an open house on Friday the 5th but only one parent was able to attend. We still had our parent meeting on August 25th at 2:15 in the center. We tried getting parents attend but they would either pick up their child before the meeting and wouldn't stay or came later. I reminded parents how important these meetings are for them to attend. We will try again in September.





EARLY HEAD START Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: Mac Arthur EHS Reporting Period: August 1-31, 2022 Submitted by: Maria Chacon- Head Teacher

Center-Based Activities:

The first two weeks of August were closed for staff training and to get classrooms ready for the new school year. Some of the parents showed up to open house and got to meet the office staff as well as see the classroom changed. The children worked on adjusting to their new environment as it was change around. We also had three new children enroll and bringing our numbers to a full classroom of 8. The children worked on the classroom routine and worked on what to do when the fire alarm went off. The children painted with water colors. They worked on using language to express themselves and to show the younger and new children where the toys went. The children enjoyed doing water play outside, washing the baby dolls and enjoyed the cooler air outside. We talked about he teachers they saw and the bigger children at the school. The children waved at airplanes, workers, teachers, and kids. The children did a nutrition experience with boiled apples. The teacher brought boiled apples to school and had the children squish it in a zip lock bag to make apple sauce.

Parent Center Committee Meetings:

A parent center meeting was done on August 25, 2022 to vote in our new center policy council president. No parents were able to stay for the meeting. Jessica Chavez nominated herself and the parents voted for her on August 26,2022.





EARLY HEAD START Center-Based/ Report Form

Site/Center: Plaza Feliz Early Head Start Reporting Period: August 2022 Submitted by: Mona Makvandi; Head Teacher

Activities at Center:

August at Plaza Feliz welcomed returning and new families to our 2022-2023 program year.

Our classroom play this month focused on exploring the classroom environment and meeting new friends. We also started an investigation into paper, such as the different textures and uses for paper. Children have been practicing cutting and ripping paper, as well as using crayons and markers to create pictures. We read books such as "The little Engine that Could", and "Jack and the Bean Stalk".

Parent Committee Meetings/Socializations:

Our parent meeting for this month was held on August 17th at Plaza Feliz. We had a small group of families attend. Mona discussed potty training, transitions and answered questions from parents. We also discussed In-Kind and how it helps the program.





EARLY HEAD START Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: School on Wheels EHS Reporting Period: August 2022 Submitted by: Bernice Johnson, Head Teacher

Center-Based Activities:

Home Visits went well. Some parents were not able to keep their scheduled times but they rescheduled and completed their home visits. Transitioning back into school was good, the children remembered what they need to do. Some morning drop offs were quick and easy, but others just need some time and now they are doing very well. One of our toddlers aged out and should be attending one of our Child Development Centers along with his siblings. It was sad to see him leave.

The infants' theme was Balls - Investigation Question: What different kinds of balls are there? How are they the same and different? The children explored different type and kinds of balls, does it bounce? Is it soft? Will the ball roll? As for the toddlers, their theme was All about me, and My Family. They got to see their collage that they made with their parents, caregiver. They did some art with paint, using crayons and markers. Also using water to paint the sidewalks when they are outside on the playground. Home work is to get a family collage together and return to the center so it can be displayed in the classrooms.

We are somewhat off to a good start. Families and teachers are adjusting to the changes and are working together to make the changes work.

Parent Center Committee Meetings:





EARLY HEAD START Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: Western Trail Early Head Start Reporting Period: August 15-31, 2022 Submitted by: Diane Y. Archibeque, Head Teacher/Director

Center-Based Activities:

Infant Indoor Play – This month, the teachers welcomed back four infants, they also welcomed one new infant and her family. The teachers helped the infants use their fine-motor skills for strength and coordination by using their fingers and hands with "Sticky Tape." From "Mighty Minutes." They gave each infant a piece of masking, tape to explore, then the teachers sang this song to the tune of "Are You Sleeping?" "Tape is sticky, tape is sticky, On our hands, on our hands. Stick it to the table. Stick it to the table. Pull it off. Pull it off." The teachers also did some investigating with paper! The teachers gave the infants some paper to color on with crayons, but the infants decided to put the crayons in their mouth and crumble the paper and so that's what they did. The teachers sent out a ReadyRosie video welcoming families back to a new ReadyRosie school year and another ReadyRosie Video: ""What hopes and dreams do you have for your child?"

Infant Outside Play –This month, the teachers helped the infants use their gross-motor skills for their large muscles in their arms, legs, and torso, by taking out some riding toys. The teachers introduced appropriately sized riding toy to the infants. The teachers invited the infants to explore the toys. Then the teachers described the toy that the infant was siting on or pushing and the teachers described what the infant was doing. The teachers offered support to the infants as needed. The teachers played "Follow the Leader." They invited the infants to join in a game of "Follow the Leader." The teachers lead the activity by moving in a variety of ways and in different directions, then they asked the infants to do the same moves.

Toddler indoor Play – This month, the teachers welcomed back seven toddlers, they also welcomed one new toddler and his family. The teachers talked about the family poster photos of each toddler and their family members brought in. The teachers sat with a toddlers and looked at the photos of their families The teachers talked with the toddlers about the person in each photo. Some of the toddlers began naming the people in the photos, The teachers read books about things we see in the sky for example airplanes, birds, clouds, hot air balloons, and insects. The teachers sent out a ReadyRosie video welcoming families back to a new ReadyRosie school year and another ReadyRosie Video: "What hopes and dreams do you have for your child?" The teachers will start talking to the toddlers about Old MacDonald's Farm, what he has on his farm, and what sounds are on the farm.

Toddler Outside Play – This month each day while outside the teachers encouraged the toddlers to take notice of what's in the sky. The children looked for hot air balloons, butterflies, insects, planes, rain, etc. The toddlers were very excited when they saw a hot air balloon in the sky. The toddlers heard many airplanes and told the teachers when they heard them but sometimes they could not see them right away. The toddlers smiled and laughed when they saw a butterfly flying around the playground, they chased after the butterfly. The teachers took out airplane and butterfly sand molds for the toddlers to make molds with the sand. The toddlers sure did enjoy making the molds in the sand!

Parent Center Committee Meetings – Our parent center committee meeting was canceled. Our parent meetings are held on the 3rd Friday of each month at 3:00pm. If you need any information or resources, please reach out to the Western Trail Staff.





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

Center: Singing Arrow Early Head Start Reporting Period: August 2022 Submitted by: Daphne Dubriel; Parent, Family, Community Engagement Specialist

Activities at Center: Closed to lack of staff

Parent Committee Meetings/Socializations:





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

Center: Trumbull EHS Reporting Period: July 2022 Submitted by: Marie Llamas/ Education Specialist

Activities at Center: Trumbull is closed at this time due to center renovations.

Parent Committee Meetings/Socializations:

Early Head Start Quarterly Report to City Council for October, November, December 2022

I. EARLY HEAD START PROGRAM INFORMATION REPORT:

- Administrators Report
- Policy Council Meeting Minutes
- Meal Service Report
- > Attendance Report
- Caseload/Enrollment Report
- Program Information Report
- Center-Based and Home-Based Monthly Report
- Financial Statements
- P Card Expenses



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

Meeting Date: November 16th, 2022

Program: Division of Child & Family Development

Name of Person Submitting Report: Dr. Dawnita Blackmon-Mosely

Funded Enrollment

Center-Based 104 Home-Based 24

Current Enrollment -

Center-Based 55 Home-Based 12

Explanation, if needed: City of Albuquerque Early Head Start continues to actively recruit and enroll. The largest barrier to full enrollment is being under-staffed. Effective September 2022, the Office of Head Start is monitoring under-enrollment.

I. Content Areas

A. Education:

- Data Checkpoint were identified for child outcomes and Parent/Teacher Conferences. Conferences were held October 7th and 8th.
- Education Specialist position is vacant, with the DCFD actively recruiting t fill the position.
- The Division Leadership met with the Region VI T/TA Specialist to review compliance with education content area.
- Division Leadership completed new contract for Practice-Based Coaching.
- > 3-year-old transition team meetings continue.

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 with IFSP's transitioning are conducted within 6 months of child's 3rd birthday
- EHS representative continues to participate in quarterly Metro-Area Transition Meetings
- Mental Health Consultation Continues
- Mental Health & Disabilities Coordinator continues weekly site visits and providing classroom support.
- EHS 5-person team participating in UCLA and Health Care Institute Trauma Training for Early Childhood caregivers concluded on October 25th. Division moving towards implementation of strategies.

C. Health/Nutrition/Safety:

- Health, Nutrition & Safety Coordinator is working on 45- and 90-Day Screens to meet the Federal deadlines.
- All centers continue to follow CACFP guidelines
- All centers continue to complete monthly nutrition activities
- Program continues to conduct Family Team Meetings to ensure we are able to meet the specialized dietary and/or health related need of children requiring accommodations.
- Monthly Health, Safety and Nutrition Compliance Visits Continue.

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
- The Division continues to participate in Community Outreach events to recruit children and families into the program.
- SMILLE Male involvement initiative is underway.
- Division looking to recruit individuals to reorganize Trumbull.

E. Program Design: Management & Administration

- The OHS has launched a "Road to 100" focus with the intention being that all grantees move swiftly towards full enrolment.
- The Division continues to implement marketing plan to recruit qualified employees and children and families.
- Trumbull EHS is ready to move back into and begin operations once staff are hired.
- Division is continuing one-time incentives to support retention.
- Division will be Special Achievement Awards to support employee morale and appreciation.

II. New Hires as of November 1, 2022

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



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

Wednesday, October 19, 2022

- Roll call/Introductions (Quorum was not established): Dr. Dawnita Blackmon-Mosely/Division Manager, Abigail Stiles/Board Representative, Michaela Gerace, Diedre Quintana/parent Plaza Feliz, Mandisa Routheny/parent La Mesa, COA staff – Daphne Dubriel/Family Engagement Specialist, Anna Marie Lujan/Fiscal Manager, Allison Schacht/Data manager, Monica Watrin/ERSEA, Connie Lopez/Mental Health & Disabilities program Coordinator, Katrina Williams/Nutrition & Safety Coordinator, Michele Brown/Office assistant.
- 2. Approval of Meeting Minutes: Quorum not met.
- 3. Governing Board Report: No report.
- 4. Directors Report: Reporting Period 9/1-9/31/22
 - a.) Financials Anna Marie Lujan
 - b.) Enrollment- Monica Watrin: Total funded enrollment 128. Total reportable enrollment 63; 52 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.
 - c.) Enrollment Monthly Summary- New Enrollment-families (5), children (5), pregnant moms (0), number of children born (0); total new enrollment (5). Total leaving program (3), - transitioning children (0), pregnant moms giving birth (0), children leaving before turning 3 (3), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (55), children up-to-date as possible on immunizations (0), children not up to date (6).

Eligibility Category- income eligible (38), TANF/SSI (8), Foster Child (2), Homeless (0). Over Income (10), Over 130% (3), Children w/IFSP's (23).

d.) Attendance-

City operated Early Head Start centers classroom attendance rates:

La Mesa	62.16%
MacArthur	76.16%
Plaza Feliz	67.50%
School on Wheels	65.84%
Singing Arrow	0% (closed)
Trumbull	0% (closed)
Western Trail	68.33%

Overall center-based program attendance totals- 68.63%; total number of absences 267.

- e.) Meal Counts- Total number of meals for (0-3 years in age), total children served (52), breakfast (529), AM snack (0), Lunch (520), PM snack (403), Dinner (0).
- f.) **Budget-** Financial statements provided to policy council membership: Federal Grant-year to date (YTD) expenditures \$362,568.66. Training/Technical Assistance-(T/TA)-year to date expenditures \$44,906.00.
- 5. Discussion Dr. Dawnita Blackmon-Mosely was asked by Mandisa about recruitment. Dr. Dawnita explained her ongoing effort to hire more teachers and teaching assistants. The main barrier is qualified applicants. We are in the process of reaching out to temp. agencies to find (10) TA's. One agency has told us they can more than likely provide those 10. Dr. Dawnita is also working on getting a new position established in our program. The position would be called Program Aid. She is hoping to hire 15 people for this position when it is approved. Finding people to hire has been challenging. Incentives for hiring include possible sign-on bonus and paying for education. The City of Albuquerque hiring process still takes too long. And we need to preserve the staff we already have. We have to provide consistent service to our families. Another priority is the Trumbull site opening. It will encompass EHS through PreK inclusively.
- 6. Abigail Stiles asked if the temp hires will be able to keep working through the hiring process if they apply for a permanent position and are approved for hire. Yes, they will be allowed to keep working until they are actually hired by the City.
- 7. Mandisa stated she thought our recruitment strategies were very good in that we recruit for new families and for new employees at the same events. She also asked about disenrollment. Do we inquire as to why the parent is taking the child out of the program? We could use that information to improve the program. We do have a disenrollment form that the parent fills out when taking their child out of the program. She also stated that extended center hours are needed for a lot of parents.

Meeting adjourned at 6:00pm

Next Meeting Date: November 16, 2022

11/1/2022 3:50 pm E25745

City Of Albuquerque EHS

Page 1 ChildPlus

2371 - CACFP Reimbursement Summary

Program Term: EHS 2022-2023, Program Option: Standard Full Day

Attendance Date: 10/1/2022 - 10/31/2022

City Of	Albuquerque	EH\$
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	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
EHS 2022-2023	· · · · · · · · · · · · · · · · · · ·	an ann ann ann an ag 15 1 2 a 2 a Bar Iair Ann			- <u> </u>	1 1			
Douglas MacArthur	1994 in 1994 an 1997 an 1997 ^{- 199} 7 ^{- 1994} in 1997 an 1997					100, 100 BV and		5-554 www.www.www.www.www.www.www.www.	
Toddler	19	9	0	0	91	0	91	66	0
Douglas MacArthur	19	8	0	0	91	0	91	66	0
Plaza Feliz			. <u>.</u>			1			
Toddler	18	6	0	0	64	0	67	61	0
Twos	18	8	0	0	104	0	109	92	0
Plaza Feliz	36	14	0	0	168	0	176	153	0
School On Wheels						<u> </u>		.ld.	10
Infant	18	5	0	0	10	0	10	6	0
Toddler	18	9	0	0	94	0	97	86	0
School On Wheels	36	13	0	0	104	0	107	92	0
Western Trail	· · · · ·		<u> </u>		L	L			
Infant	11	6	0	0	43	0	44	34	0
Toddler	15	6	0	0	60	0	62	55	0
Western Trail	26	12	0	0	103	0	106	89	0
City Of Albuquerque EHS	117	48	0	0	466	0	480	400	0
Report Totais	117	48	0	0	466	0	480	400	0

11/1/2022 3:50 PM

City Of Albuquerque EHS

Page 1 of 1 E25745

2301 - Average Daily Attendance

Program Term: EHS 2022-2023, Program Option: Standard Full Day, Attendance Date: 10/1/2022 - 10/31/2022

City Of Albuquerque EHS

		Atten	dance Re	cords	Operating	n wit	Funded Enrollment		Actual Enroliment	
		Present	Absent ⁶	Neither ⁷	Days	ADA ¹	Count	% Attendance	Count ²	% Attendance
Douglas MacArthur		_								
Toddler - EH		94	41	8	19	4.95	8	61.84%	7.11	69.63%
	Site Total	94	41	8	19.00 (avg)	4.95	8	61.84%	7.11	69.63%
Plaza Feliz										
Toddler - EH		68	28	0	18	3.78	8	47.22%	5.33	70.83%
Twos		109	35	0	18	6.06	8	75.69%	8.00	75.69%
	Site Total	177	63	0	18.00 (avg)	9.84	16	61.46%	13.33	73.75%
School On Wheels										
Infant		38	29	0	18	2.11	8	26.39%	3.72	56.72%
Toddler		100	35	0	18	5.56	8	69.44%	7.50	74.07%
	Site Total	138	64	0	18.00 (avg)	7.67	16	47.92%	11.22	68.32%
Western Trail										
Infant		44	16	0	11	4.00	8	50.00%	5.45	73.33%
Toddler		63	42	0	15	4.20	8	52.50%	7.00	60.00%
	Site Total	107	58	0	13.00 (avg)	8.20	16	51.44%	12.45	64.85%
City Of Alb	uquerque EHS	516	226	8	16.71 (avg)	30.66	56	55.13%	44.11	69.54%
	Report Totals	516	226	8	16.71 (avg)	30.66	56	55.13%	44.11	69.54%

1. ADA for each clasroom 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), Late Pickup(LP), Tardy and Late Pickup (TLP)

6. Statuses counted as Absent: Excused(E), Unexcused(U)

7. Statuses counted as Neither: Not Scheduled (N)



City of Albuquerque Early Head Start Caseload/Enrollment Report 10/31/22

Enrollment

Total Funded Enrollment: Total Actual Enrollment: Children Withdrawn & Dropped (last 30 days): Total Reportable Enrollment (actual + withdrawn/dropped): **Total Deficit:**

	128
	60
ε.,	7
	67
	61

Program Snapshot

Home based	Centers	ALL
24	104	128
11	56	67
13	48	61

Funded Enrollment: Enroliment: Defficiency:

Home Based Detail Caseload: 12 slots per home visitor

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days	Reportat e Total	Deficit
Valarie	12	11	11	0	1	C	11	1
Home Visitor Vacant	12		0	0			0	12
Total	24	N 6	10	0		1	11	13

Center Detail

Ctr Detail	Slots	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	5	2	7		1
MacArthur	16	8		8		8
PlazaFeliz	16	14		14		2
SOW	16	10	3	13		3
Trumbull	24			0		24
W. Trail	16	12	2	14		2
Singing Arrow	8			0		8
Total	104	49	7	56		48

Monthly Program Information Summary	a - a - a - a - a - a - a - a - a - a -	
October 2022		
# new enrollments families	6	
# new enrollments children	7	
# new enrollments pregnant mom	0	kan sa
# children born to pregnant mom	0	
Total new enrollment	7	
# children graduating	6	
# pregnant moms giving birth	0	
# children leaving before turning 3	2	
# pregnant moms leaving before baby	0	
Total leaving	8	
	# of children	% of children
Children with up to date immunizations	55	92%
Children up to date as possible on immunizations		
Children not up to date on immunizations	5	8%
Eligibility Category	# of children and pregnant women	% of total number of children and pregnant women
income eligible	34	57%
Public Assistance	11	18%
Foster Child	2	3%
Homeless	1	2%
Over Income	9	15%
Over 130%	3	5%
	# of children	% of total number of slots
Children with IFSPs	22	17%





EARLY HEAD START Home-Based Report Form

Reporting Period: October 2022 Submitted by: Valarie Ramirez, Home Visitor

Home Based:

Visits are conducted in person 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 October was called "Clap to the Music: Sitting, Clapping, and Singing", this activity focused on the child's Perceptual, Motor, and Physical Development. Mom, child, and I sat on the floor while mom sat behind child, I played the "Itsy Bitsy Spider" on my phone. Mom and I did the hand movements for the song and sang it out loud together as it played on the phone. Child sat and stared on as I did the movement for the house over my head, child also turned around to look at mom as she did the spider movements. Mom then got child's hands and told child "clap, clap" and moved child's hands together in a clapping motion. I continued playing music on my phone and started to clap to the music while telling child to "clap, clap". Mom also encouraged child to clap while continuing to bring child's hands together in a clapping motion. Child came close to clapping and also started to slightly sway to the music.

Another activity done in the month of October Pumpkin Sensory Play, this activity focused on the child's Fine Motor Development as well as their sensory development. Children and parents were able to clean out pumpkins and feel the slippery, slimy seeds. Mom and dad took turns offering baby handfuls of seeds to baby. Mom showed baby how to reach into pumpkin to grab seeds then tilted pumpkin for baby to reach into and grab seeds, which baby did.

October 2022 Socializations:

October 14th – Sensory Pumpkin Play – Domain(s): Perceptual, Motor, & Physical Development (fine motor). PFCE – Family Well-Being. 1 - attended.

October 27th – Music Movement & Costume Storytime @ Ernie Pyle Library – Domain(s): Language & Literacy. 0 - attended.

Discussed Policy Council and S.M.I.L.L.E with families.





EARLY HEAD START Center-Based Monthly Report Form

Center: La Mesa EHS Reporting Period: October 1st-31st 2022 Submitted by: Jessica Walton- Teacher

Activities at Center:

In the month of October had parent teacher conference. We had two children age out, and to my understanding we had children enrolled to start when we reopen. We are unfortunately are still closed until further notice.

Parent Committee Meetings/Socializations:

Because of the closure we had to cancel the parent meeting.





EARLY HEAD START Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: Mac Arthur EHS Reporting Period: October 1, 2022- October 31, 2022 Submitted by: Felicitas Gaines- Teacher

Center-Based Activities:

Our center was closed on October 7th and 11th for Parent/Teacher conferences. We asked the parents to fill out ASQ, ASQSE and nutrition forms. We also talked about their child's strengths and their goals. The toddler classroom worked on investigating questions. The questions we used were "What different kinds of balls are there? And "How many balls are there?" The children were given a variety of balls outdoors for them to play with and explore. We explored the different ways balls can move or can be moved from one place to another. We tested balls outside to see which balls bounce the highest. The children tested how balls bounce on different surfaces, e.g., rocks, sand, grass, and concrete. We sang "The Wheels on The Bus" inside and outside. We read "The Three Little Pigs." The children worked on the texture "soft and hard". This month, the children made a balloon by gluing cut out shapes. The children did a nutrition experience with a big pumpkin. They learned what's inside the pumpkin. They also painted small pumpkins. We reminded parents to do Ready Rosie, October Calendar Activity, and to attend Parent Meeting on October 13th, and Policy Council for the month.

Parent Center Committee Meetings:

The Parent Meeting was done on October 13, 2022. One parent was able to attend our meeting. We talked about importance of school readiness, In-kind, and SMILE. Additionally, we discussed about our center updates: weather appropriate clothes, Ready Rosie, and school closures.





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

Site/Center: Plaza Feliz Early Head Start Reporting Period: October 2022 Submitted by: Mona Makvandi/ Head Teacher

Activities at Center:

October at Plaza Feliz has been busy as we welcomed new families into our program.

Our classroom plays this month continued to focus on brushes. We continued talking to the children about the different types of brushes and practices for using them. Our investigation into the different uses of brushes was expanded with a mural painting using a variety of paint colors on butcher paper. We continued teeth brushing but have begun to do it one on one at the sink before morning diaper changes. The children seem to be very excited and often will ask us to brush their teeth. During outside play we explored using sidewalk chalk to make murals on the sidewalk on the playground. We received new books and now have at least three books in each interest area, and the children are really enjoying practicing their emergent reading skills, as they sit in all the areas of the classroom "reading" our new books. We are eager to see what favorites emerge in the next few weeks. So far, they love our transportation and colors books.

Parent Committee Meetings/Socializations:

Our parent meeting for this month was scheduled for October 19th but due to staffing and other scheduling conflicts with families no parents attended.





Center Name: Western Trail Early Head Start Reporting Period: October 1 – 30, 2022 Submitted by: Diane Y. Archibeque, Head Teacher

Center-Based Activities:

Infant Indoor Play - This month the teachers and the infants worked on "How does this work?" The teachers displayed a top push toy and a pull duck and giraffe toy. The teachers named the toys for the infants and showed them the different features of the toys. The teachers described what they were doing with the toy. The teachers invited the infants to explore the toy and discover how to make it work. The teachers supported the infants by asking them questions as they experimented with the toy. The infants also did a lot of singing and moving with the teachers. The teachers introduced the following song, sung to the tune of "The Farmer in the Dell." Let's do a little dance. Let's do a little dance. Here we go, here we go. Let's do a little dance. Then the infants moved to the song with the teachers

Infant Outside Play – This month the infants and the teachers went around the playground feeling the different textures. The teachers explained to the infants that they were going to explore things that they found outside and talked about how they felt. The teachers invited the infants to explore and touch the textures they brought to them. Then the teachers talked about what the different textures felt like. The teachers got the infants moving outside this month. The teachers placed some push toys outside and assisted the infants to push the toys. The teachers helped the infants control the speed of the toys as the infants walked and pushed in along. The teachers encouraged the infants to move in new ways with the push toys.

Toddier Indoor Play – This month the teachers and the toddlers learned about "Clothes - Investigation Question: What different types of clothes are there? How do we put them on and take them off?" The toddlers learned about different kinds of clothes including what clothes community workers wear. One child dressed up as a chef and boy was, he cooking up some good food. Another toddler dressed up as a construction worker and he really built up those blocks nice and tall. We had a fashionable drum player and she sure could play those drums very loud. Another toddler was a police officer and he was keeping his eye on everyone. The toddlers smiled when they were dressing up in the different clothes and learning about the different clothes community workers wear.

Toddler Outside Play – This month the toddlers had a nature hunt with the teachers. The teachers gave each of the toddlers a container when they went outside. The teachers invited the toddlers to join them on a "rock walk." The teachers invited the toddlers to collect interesting rocks in their containers. The teachers also invited the toddlers to explore the rocks, pointing out the colors, textures, and sizes. When they got back inside the teachers assisted the toddlers in sorting the rocks into the categories bumpy and smooth. The teachers helped the toddlers decide if a rock felt bumpy or smooth.

Parent Center Committee Meetings - We had a parent meeting on October 21, 2022. We voted in a new policy council person his name is Emmanuel Magallanes. We talked about bringing weather appropriate clothing now that the weather is getting colder. We also talked about suggestion and ideas parents had for in-kind and we reminded parents that Ready Rosie counts for In-kind. We asked parents if they were able to go to the PNM annual Albuquerque Community Assistance Fair and one parent did go and really enjoyed it. We asked parents if they know of anyone who is qualified to work for EHS to let us know so, that they can apply. Our next parent meeting will be on November 18, 2022.





Center Name: School on Wheels EHS Reporting Period: October 2022 Submitted by: Bernice Johnson, Head Teacher

Center-Based Activities:

The month of October was focused on balls in the Infant Classroom: What different kinds of balls are there? How are they the same and different? How do balls move? What are balls made of? How can we make our own balls? When teachers talk about balls with the children, the child smiles and grabs the balls and tosses them or puts the balls in their mouths. Teacher hands the children a ball each and then explained to them what color the ball is and how the ball feels. The children either toss the ball or try to put in their mouths.

The toddlers were focusing on the weather, patterns and pumpkins. They played with pumpkin spice playdough that the teacher had made with them. They also painted a paper sack orange to represent a pumpkin. Children had fun with the activities (they had smiles on their faces and wanted to do more). As for the weather, at circle time teacher asks children if they need a coat when they go outside. One child," yes." Teacher asks why and he said, "cold." They went on to talk about if the sun was out shining or were there clouds. Patterns: focused on the daily schedule.

Parent-Teacher conferences were a success in completing. Children are doing well and are well on their way in accomplishing their goals.

Parent Center Committee Meetings:

Parent meeting was on October 28th, 2022. Five parents showed up. We talked about the Weekly Reading bags, S.M.I.L.E: gave families the fliers. Having appropriate clothing for the weather since it is getting colder now in the mornings. Calling the center if child wasn't going to attend. Signing in and out child on a daily basis.





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

Center: Trumbull EHS Reporting Period: October 2022 Submitted by: Daphne Dubriel/Parent, Family & Community Engagement Specialist

Activities at Center: Trumbull is closed at this time due to center renovations.

Parent Committee Meetings/Socializations:





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

Center: Singing Arrow Early Head Start Reporting Period: October 2022 Submitted by: Daphne Dubriel; Parent, Family, Community Engagement Specialist

Activities at Center: Closed to lack of staff

Parent Committee Meetings/Socializations:



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

Meeting Date: October 19th, 2022

Program: Division of Child & Family Development

Name of Person Submitting Report: Dr. Dawnita Blackmon-Mosely

Funded Enrollment

Center-Based 104 Home-Based 24

Current Enrollment -

Center-Based 55

Home-Based_11

Explanation, if needed: City of Albuquerque Early Head Start continues to actively recruit and enroll. The largest barrier to full enrollment is being under-staffed. Effective September 2022, the Office of Head Start is monitoring under-enrollment.

I. Content Areas

A. Education:

- Data Checkpoint were identified for child outcomes and Parent/Teacher Conferences. Conferences were held October 7th and 8th.
- Education Specialist position is vacant, with the DCFD actively recruiting t fill the position.
- The Division Content Specialist/Coordinators met with the Region VI T/TA Specialist.

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 3rd birthday
- EHS representative continues to participate in quarterly Metro-Area Transition Meetings
- QCIT Assessments completed
- Mental Health Consultation Continues
- Mental Health & Disabilities Coordinator continues weekly site visits and providing classroom support.
- EHS 5-person team participating in UCLA and Health Care Institute Trauma Training for Early Childhood caregivers.

C. Health/Nutrition/Safety:

- Health, Nutrition & Safety Coordinator is working on 45- and 90-Day Screens to meet the Federal deadlines.
- > All centers continue to follow CACFP guidelines
- > All centers continue to complete monthly nutrition activities
- Program continues to conduct Family Team Meetings to ensure we are able to meet the specialized dietary and/or health related need of children requiring accommodations.

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.

E. Program Design: Management & Administration

- The OHS has launched a "Road to 100" focus with the intention being that all grantees move swiftly towards full enrolment.
- The Division continues to implement marketing plan to recruit qualified employees and children and families.
- Trumbull EHS is ready to move back into and begin operations once staff are hired.
- > Division is continuing one-time incentives to support retention.
- Division will be Special Achievement Awards to support employee morale and appreciation.

II. New Hires as of October 1, 2022

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)

bito center-based. Twa this reporting period	EHS Center-Based:	N/A This reporting period
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EHS Home-Based: N/A This reporting period



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

Wednesday, September 21, 2022

- Roll call/Introductions (Quorum was not established): Dr. Dawnita Blackmon-Mosely/Division Manager, Lauren Francia/Chairperson/parent/School on Wheels, Abigail Stiles/Board Representative, Ashley Chavez/parent/MacArthur, COA staff – Daphne Dubriel/Family Engagement Coordinator, Anna Marie Lujan/Fiscal Manager, Allison Schacht/Data manager, Monica Watrin/ERSEA, Connie Lopez/Mental Health & Disabilities Program Coordinator, Katrina Williams/Nutrition & Safety Coordinator, Michele Brown/Office assistant.
- 2. Approval of Meeting Minutes: Quorum not met, unable to approve minutes.
- 3. Governing Board Report: No report.
- 4. Directors Report: Reporting Period 8/1-31/22
 - a.) Financials Anna Lujan
 - b.) Enrollment- Monica Watrin: Total funded enrollment 128. Total reportable enrollment 61; 51 center based and 10
 - c.) home based. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated over 30 days.
 - d.) Enrollment Monthly Summary- New Enrollment-families (8), children (8), pregnant moms (0), number of children born (0); total new enrollment (8). Total leaving program (2), transitioning children (1), pregnant moms giving birth (0), children leaving before turning 3 (1), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (53), children up-to-date as possible on immunizations (0), children not up to date (6).

Eligibility Category- income eligible (37), TANF/SSI (6), Foster Child (1), Homeless (0). Over Income (3), Over 130% (12), Children w/IFSP's (21).

e.) Attendance-

City operated Early Head Start centers classroom attendance rates:

La Mesa	81.82%
MacArthur	63.37%
Plaza Feliz	68.12%
School on Wheels	57.89%
Singing Arrow	0% (closed)
Trumbull	0% (closed)
Western Trail	71.43%

Overall center-based program attendance totals- 68.52%; total number of absences 193.

- f.) Meal Counts- Total number of meals for (0-3 years in age), total children served (50), breakfast (380), AM snack (0), Lunch (363), PM snack (293), Dinner (0).
- g.) Budget- Financial statements provided to policy council membership: Federal Grant-year to date (YTD) expenditures \$266,909.49. Training/Technical Assistance-(T/TA)-year to date expenditures \$44,906.00.
- 5. **Discussion** Dr. Dawnita Blackmon-Mosely reiterated that staffing issues affect attendance. We need to be fully enrolled. Office of Head Start could take action in December regarding our enrollment. They could put us on an improvement plan for a year, with the possibility of decreasing our funds. Office of Head Start expects 85% attendance.
- 6. Monica Watrin is still doing recruitment events. She went to the Mommy Market event recently and delivered brochures. This event will occur again in March and the promoters asked Monica to come back and bring more brochures. She still goes to the Rio Grande Food Project to pass out brochures and to the Wellness Shelter. On October 22nd she will go to the Community Baby Shower in the NE Heights. On October 15th she will go to the Albuquerque Assistance Fair. Monica asked for any ideas or feedback regarding recruitment.
- 7. Dr. Dawnita Blackmon-Mosely told us she is putting together a power point presentation for recruitment that will be shown to new hires at their orientation. It will be on the E-learning internal website.
- Daphne Dubriel told us about Ready Rosie users. There are currently 41 parents using the program. She hopes to have all parents fully connected very soon. Daphne is also working on an Early Head Start newsletter which will be coming shortly.
- 9. Connie Lopez has been going to all our centers to do observations. She looks to see that the children are developing age appropriately. She meets with the parent if necessary. She also checks in with the staff for their mental health / stress levels.
- 10. Dr. Dawnita Blackmon-Mosely spoke about School Readiness, goals were tweaked over the summer. The goals are individualized by child. This Fall's data will be used as the baseline. The Office of Head Start is sending a specialist/coordinator here in person Oct. 3rd to review educational content area.
- 11. Katrina Williams has been doing center visits. She checks to make sure our food provider is serving correct and nutritious food and offering special diet options when required at our centers. Dr. Dawnita had a meeting with Canteen (our food vendor). Credible foods and menus were discussed. There will now be meetings with Canteen twice a year and they will also come to our office.

Katrina told us the centers will be having fire drills every month. Also, the Safety Committee will meet monthly. She recently attended a meeting re: ALICE (Alert, Lockdown, Inform, Counter, Evacuate) which is concerned for school safety.

12. Dr. Dawnita Blackmon-Mosely will be giving a presentation to the government regarding our program. This is an annual report every fiscal year. She explains who we are, who we serve, and she will explain to them why our enrollment has dropped. Dr. Dawnita recently toured two of our centers: Singing Arrow and Trumbull. Singing

Arrow will be renovated and expanded to include a conference room, more classrooms

and a teacher's lounge. The Trumbull center is waiting on a new playground. Both of these sites will now be able to serve children birth to 5 years old.

The meeting adjourned at 6:30pm

Next Meeting Date: Wednesday, October 19, 2022



FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2022 EXPENDITURE REPORT FEDERAL GRANT (3164250) September 30, 2022

ACCOUNT DESCRIPTION	Budget	RILY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	-	YTD	REMAINING	*
Setarios and Wages	1,218,144.00	96,056.05	83.059.55	63.515.69	OUTOBER	HOVE MOCK	VEVEMBER	SARUART	FEBRUARY	HARGH	APRIL	INAT	JUNE	FINAL	EXPENSES	BALANCE	EXPENDED
Fringe Benefits	596,800.00	45,135,42		32,701.07											242,631.29	975,512.71	19.92%
Total Personnel Costa			42,100,88												119,937,37	475,862,83	20.109
Total Personal Costs	1,814,944.00	141,191.47	125,160.43	96,216.76	6.00	0.00	0.00	0.00	0.00	9.09	0.00	0.00	0.00	0.00	362,568.66	1,452,375.34	19.96%
upplies																	
522000-Supplies	35,037.00	489.48													489.48	34,547,52	1,409
522032-Supplies-Food	13,000.00	83.90													83.90	12,916,10	0.65%
522048-Supplies-Office	45,000.00		1,129.61	1.005.53											2.135.14	42.864.88	4.74%
Supplies- All others																	
522054-Supplies-Other															0.00		0.00%
522052 - Supplies-Operating	12.000.00														0.00		0.00%
522060 - Supplies-Postage/Freight															0.00		0.00%
522500-Travel - Expense	5.000.00	(15.47)	1.057.45												1,041.98	3.958.02	20.84%
522510-Travel - Local/In State	5.500.00	395,88	364.90	442,60											1,204,38	4,295,62	
523410-License Renewals	3,300.00	380.00	304.30	800.00												4,283,02	21.90%
otal Supplies	115,537.00	954.79	2,651.96	2.248.13	0.00	0.00	6.00	0.00	6.90	0.00	0.00	0.00	0.00	0.00	800.00 5.754.88	109,782.12	0.00%
	110,001,00		aquu 1 180	440.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,734.55	199,782.12	4.36%
Kher																	
521500-Utilities	10,545.00														0.00	10,545.00	0.00%
523800-Repairs & Maintenance	8,476.00	540.72		418.63											959.35	7.518.65	11.32%
521000-Other service															0.00	0.00	0.00%
521540 - Telecom-Telephone		58.26													58.26	(58.26)	
521544 - Telecom-Cellular Svc And Equip		206.00													206.00	(206.00)	0.00%
523000-Training	28,000.00			10.648.20											10,648,20	17,351,80	38.03%
523400-Dues and Memberships															0.00	11,001,000	0.00%
Total Others	47,021.00	804.95	00.0	11,055.83	0.00	0.00	0.00	0.00	9.00	0.00	0.00	0.00	0.00	0.00	11,871,81	35,149,19	25.25%
Contractual 527500-Contractual (Training)	1																
527505- Svca-Advertising	10,000,00			40.050													0.00%
	10,000.00			12,050.76												10,000.00	0.00%
520500-Contractual (Professional) 527565 - Svca-Subcontracts&Subswards	60,178.00															60,178.00	0.00%
Total Contractual	70,178.00	0.00	0.00	12,050.78	0.00	0.00	0.00	0.08	0.00	0.00	0.00	0.00	0.00	0.00	12,050.76	58,127.24	17.17%
anylorward FY21																	
533004- Recreational Equipment			12,387.78													0.00	0.00%
522000-Supplies																0.00	0.00%
Total Contractual	0.00	0.00	12,387.78	00.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,387.78	0.00	0.00%
GRAND TOTAL	2.047,680.00	142,951,24	140,100,17	121.582.48	0.00	6.00	0.00	0.00	0.06	0.00	0.00	0.00	0.00	0.00	404.633.89	1,655,433,89	19.76%

Current % Should Be

Under spent

Possible reversion \$ 107,296.11

19.76%

25%

5%

BAR sugges

Selaries and Wages (86,000.00) 522000-Supplies 40,000.00 Supplies-All others 2,546,236.00 Original Budget 30,000.00 527505- Svcs-Advertising 16,000.00 55.597.00 Cola 2,601,833.00 Total Entitlement 1,992,083 T&TA Total FY22 44,906 2,036,989.00 Carry forward FY21 Equipment 327,415.00 Supplies Total budget

522000-Supplies

Cardholder Name	Transaction Date	Merchant Name	Merchant City, State/Province		Amount	Description Disney princess 200 sticker pad. AG
Dubriel, Dapi	9/29/2022	Amzn Mktp Us 14	Amzn.Com/Bill, WA	\$	5.47	
briel, Dapl	9/27/2022	Wal-Mart #3385	Albuquerque, NM	\$	9.44	Unsweetened almond milk. AG
Dubriel, Dapl	9/17/2022	Walmart.Com Aa	800-966-6546, AR	s	139.92	Gerber Infant formula. AG
Dubriel, Dapl	9/15/2022	Wal-Mart #0831	Albuquerque, NM	\$		Off spray for kids SOW. AG
Dubriel, Dapl	9/13/2022	Wm Supercenter #	Albuquerque, NM	\$	11.83	Off spray for kids.AG
Dubriel, Dapi Dubriel, Dapi			Albuquerque, NM Amzn.Com/Bill, WA	\$ \$	(11.83) 56.00	Refund for off spray, tax was charged and no one able to make it a tax exempt purchase. AG Good night Gorilla books 8 for QCIT. AG
				\$	231.77	

Monthly Program Information Summary September 2022		
# new enrollments families	5	
# new enrollments children	5	
# new enrollments pregnant mom	0	
# children born to pregnant mom	0	
Total new enrollment	5	
# children graduating	0	
# pregnant moms giving birth	0	
# children leaving before turning 3	3	
# pregnant moms leaving before baby	0	
Total leaving	3	
	# of children	% of childrer
Children with up to date immunizations	55	90%
Children up to date as possible on immunizations		
Children not up to date on immunizations	6	10%
Eligibility Category	# of children and pregnant women	% of total number of children and pregnant women
income eligible	38	62%
Public Assistance	8	13%
Foster Child	2	3%
Homeless	0	0%
Over Income	10	16%
Over 130%	3	5%
	# of children	% of total number of slots
Children with IFSPs	23	38%

City Of Albuquerque EHS

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2301 - Average Daily Attendance

Program Term: EHS 2022-2023, Program Option: Standard Full Day, Attendance Date: 9/1/2022 - 9/30/2022

City Of Albuquerque EHS

	Atten	dance Re	cords	Operating	10 S	Funde	ed Enrollment	Actu	al Enrollment
	Present	Absent ⁶	Neither ⁷	Days	ADA 1	Count	% Attendance	Count ²	% Attendance
Douglas MacArthur									
Toddler - EH	115	36	0	20	5.75	8	71.88%	7.55	76.16%
Site Total	115	36	0	20.00 (avg)	5.75	8	71.88%	7.55	76.16%
La Mesa									
Toddler - EH	23	14	1	5	4.60	8	57.50%	7.40	62,16%
Site Total	23	14	1	5.00 (avg)	4.60	8	57.50%	7.40	62.16%
Plaza Feliz			_					-	-
Toddler - EH	49	31	0	20	2.45	8	30.63%	4.00	61.25%
Twos	113	47	0	20	5.65	8	70.63%	8.00	
Site Total	162	78	0	20.00 (avg)	8.10	16	50.63%	12.00	67.50%
School On Wheels						6			
Infant	43	24	0	18	2.39	8	29.86%	3.72	64.18%
Toddler	90	45	0	20	4.50	8	56.25%	6.75	66.67%
Site Total	133	69	0	19.00 (avg)	6.89	16	43.75%	10.47	65.84%
Western Trail		_							
Infant	53	32	0	18	2.94	8	36.81%	4.72	62.35%
Toddler	98	38	0	17	5.76	8	72.06%	8.00	72.06%
Site Total	151	70	0	17.50 (avg)	8.70	16	53.93%	12.72	68.33%
			_						40.0070
City Of Albuquerque EHS	584	267	1	17.25 (avg)	34.04	64	52.90%	50.14	68.63%
Report Totals	584	267	1	17.25 (avg)	34.04	64	52.90%	50.14	68.63%

1. ADA for each clasroom 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), Late Pickup(LP), Tardy and Late Pickup (TLP)

6. Statuses counted as Absent: Excused(E), Unexcused(U)

7. Statuses counted as Neither: Not Scheduled (N)

10/4/2022 12:09 pm E25745

City Of Albuquerque EHS

Page 1 ChildPlus

2371 - CACFP Reimbursement Summary Program Term: EHS 2022-2023, Program Option: Standard Full Day Attendance Date: 9/1/2022 - 9/30/2022

City Of Albuquerque EHS

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Suppe
EHS 2022-2023						<u> </u>			
Douglas MacArthur		173-68-66-6-6-6-90					P P 7 84 144 84	- 197 9-9 487 d % dah dan	
Toddler	20	9	0	0	109	0	111	62	0
Douglas MacArthur	20	9	0	0	109	0	111	62	0
La Mesa						<u>, </u>			
Toddler	5	8	0	0	22	0	23	20	0
La Mosa	5	8	0	0	22	0	23	20	0
Plaza Feliz			<u></u>		-k		anna ann an Anna ann an Anna an		
Toddler	20	4	0	0	48	0	44	42	0
Twos	20	8	0	0	113	0	108	92	0
Plaza Feliz	40	12	0	0	161	0	152	134	0
School On Wheels			·		1	<u>}</u> _		<u> </u>	1951
infant	18	4	0	0	18	0	17	15	0
Foddler	20	7	0	0	90	0	89	69	0
School On Wheels	38	11	0	0	108	0	106	84	0
Western Trail			1			ι			
nfant	18	5	0	0	33	0	33	30	0
Foddler	17	7	0	0	96	0	95	73	0
Western Trail	35	12	0	0	129	0	128	103	0
City Of Albuquerque EHS	138	52	0	0	529	0	520	403	0
Report Totals	138	52	0	0	529	0	520	403	0



City of Albuquerque Early Head Start Caseload/Enrollment Report 9/30/22

Enrollment	
Total Funded Enrollment:	128
Total Actual Enrollment:	61
Children Withdrawn & Dropped (last 30 days);	2
Total Reportable Enrollment (actual + withdrawn/dropped):	63
Total Deficit:	65

Program Snapshot

	Home based	Centers	ALL
Funded Enrollment:	24	104	128
Enrollment:	11	52	63
Defficiency:	13	52	65

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	(9) (9)	10	0		1	11	1
Home Visitor Vacant	12	10-1	0	0			0	12
Total	24	27	10	0		1	11	13

Center Detail

Ctr Detail	Slots	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	7	1	8		0
MacArthur	16	8		8		8
PlazaFeliz	16	12		12		4
SOW	16	11		11		5
Trumbuli	24	1		0		24
W. Trail	16	13		13		3
Singing Arrow	8					8
Total	104	51	1	52		52







EARLY HEAD START Home-Based Report Form

Reporting Period: September 2022 Submitted by: Valarie Ramirez

Home Based:

Visits are conducted in person 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 "Blanket Pull: Planning and Coordinating Movement", this activity focused on the child's Cognitive Development. Mom and I sat on the floor and mom placed a kitchen towel down on the floor and placed a toy on top of the towel then pulled it toward her and child. Mom and I both took turns showing child the toy (a colorful, textured block) and then took turns pulling the towel with the toy towards ourselves. Mom placed part of the towel on child's leg and encouraged child to pull the towel toward themselves in order to get the toy. Child attempted to reach for the toy that was about a foot away from them on top of the towel, but then leaned back into sitting position. Mom and I tried numerous times to get child to grab and pull the towel toward them. Child did not look at the towel. Child glanced at the toy a few times but did not reach for it. I next, shook my keys and replaced the block with my keys, placing my keys a distance away onto the towel encouraging child to pull the towel in order to get the keys. Child did not look at or pull at the towel but instead crawled on top of the towel and grabbed the keys - effort is ongoing.

Another activity done in the month of September was "Puzzle Box: Gaining Self-Confidence and Solving Problems", this activity focused on the child's Fine Motor Development. I brought a bucket type of shape sorter as well as a round shape sorter with me for this activity. I dumped out the shapes onto the couch and mom proceeded to show child how to push the shape into its corresponding opening. Mom handed child the square shape and child tried forcing it into the circle opening, mom said "no it doesn't go there, it goes in here" and showed child the correct opening. Child attempted to push the square into the square opening as mom told child to "turn it" showing child with her hand and wrist the turning motion. Child continued pushing the shape into it's opening, mom then helped child turn their hand in order to fit the shape into the opening. Mom continued to hand child different shapes and child continued to try to fit them through the circle hole in the center. Each time child tried to put a shape into the circle opening mom would then point to the correct opening and encourage child to turn the shape. Mom gave child time to try to do it themselves and only assisted (slightly) just before they became too frustrated. Discussed activity and ideas for creating cutouts of objects around the home that child is very familiar with such as one of his shoes, the tv remote, a small ball etc. September 2022 Socializations:

September 22nd – First Day of Fall Free Play – Domain(s): Perceptual, Motor, & Physical Development. PFCE – Family Well-Being. 0 - attended.

September 28th – Baby & Toddler Storytime @ Cherry Hills Library – Domain(s): Language & Literacy. 0 - attended.

Discussed Policy Council with families.





Center Name: Western Trail Early Head Start Reporting Period: September 1-30, 2022 Submitted by: Diane Y. Archibeque, Head Teacher

Center-Based Activities:

Infant Indoor Play – This month, the teachers and the infants explored their shoes. They looked at the different shoes each one wore to school and talked about them such as sneakers sandals, and boots. The teachers also used lights to "Light Up" the infants day! They did this by inviting the infants into a slightly darker area of the classroom and showed the infants the flashlights and how they turned on and off. Then the teachers shined the flashlight on different objects in the classroom and engaged the infants by encouraging them to follow the direction of the light. The teachers asked the infants to "Bring Me a Book" for this activity the teachers displayed a book on the bookshelf where the infants were able to see them and get them. Then the teachers invited the infants to get a book so that they could read with them. The teachers pointed out familiar objects, people, and animals to the infants.

Infant Outside Play –This month, the teachers and the infants rolled lots of balls. The teachers sat the infants on the sand area and rolled the balls to the infants, they encouraged the infants to roll the balls back to them. The teachers introduced the toddlers to the push or pull toys outside. The teachers modeled how to use them first. Then they invited the infants to use the toys, the teachers offered support as needed.

Toddler Indoor Play – This month, the teachers and the toddlers worked on their fine motor skills by using rolling paint brushes. The teachers set up papers and the toddlers chose the paints they wanted to put on the paper plates. The teachers encouraged the toddlers to roll the paintbrushes in the paint and start rolling it on the paper. During Do's and Don'ts Book activity, the teachers invited the toddlers to read the book with them. As they read, they emphasized the actions to help the toddlers improve their language and literacy skills. The teachers also modeled how to turn pages and using listening ears.

Toddler Outside Play – This month, the teachers and the toddlers gathered in small groups to do Sink or Float activity. The teachers invited the toddlers to experiment by dropping the objects into the container of water. The teachers held up, one item at the time, and talked with the toddlers about what they saw as they dropped objects into the water. The teachers encouraged the toddlers to identify a floating or sinking object and place it on the appropriate tray. During playground textures activity, the teachers provided a variety of materials for the toddlers to touch. They let the toddlers gently rub each material on their hands or feet and talked about how it feels.

Parent Center Committee Meetings - Our parent center committee meeting was canceled due to positive COVID case at the center. Our parent meetings are held on the 3rd Friday of each month at 3:00pm. If you need any information or resources, please reach out to the Western Trail Staff.





EARLY HEAD START Center-Based Monthly Report Form

Center: La Mesa EHS Reporting Period: September 1st-30th 2022 Submitted by: Jessica Walton- Teacher

Activities at Center:

For the month of September we had plan introducing fall to the children with fun activities. Unfortunately, we had to close La Mesa because of staff shortage. We are hoping to be opened the first week of October.

Parent Committee Meetings/Socializations:

Because of the closure we had to cancel the parent meeting.

Due to a schedule change we needed a new Policy Council member to represent our center and Mandisa Routheni nominated herself to replace her husband Ahdohny. A telephone poll was conducted on September 23rd, 2022 and 6 of 8 parent/families voted unanimously. We hold 8 for full enrollment, however, at the time of the telephone poll, 7 of 8 children/families were enrolled. We are so pleased to have Mandisa become the new Policy Council member for La Mesa.





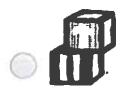
Center Name: Mac Arthur EHS Reporting Period: September 1, 2022- September 30, 2022 Submitted by: Maria Chacon- Head Teacher

Center-Based Activities:

In September the toddler classroom worked on investigating questions. One of the questions we used were How do we use lights? We used the flashlights to help guild the children to pick up the toys and put them in the correct container by the children following the light. This help them a lot. The children were given flashlight to experience with and we talked about the lights in the classroom, office, bathroom, kitchen, and on shoes. We took out the farm animals and practiced making their sounds. We sang Old Mac Donald and 5 little ducks inside and outside. We took some farm animals outside and then used them in our water play to wash them. We read "Wow, it's a Cow" and "Peedie" We worked on comparing things, big and small, and what containers are, what they are used for, putting stuff in them, closing them with lids and trying to open them. The children also filled up buckets with sand and hid the farm animals in the sand. The children worked on the color Pink. We looked outside for airplanes as they passed by. The children did a nutrition experience with fruit and pudding. We reminded parents to do Ready Rosie and to comment on how they went and to attend Policy Council for the month.

Parent Center Committee Meetings:

Was going to be though Zoom. Center had difficulties connecting and sending the invites to the meeting.





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

Site/Center: Plaza Feliz Early Head Start Reporting Period: September 2022 Submitted by: Mona Makvandi; Head Teacher

Activities at Center:

September at Plaza Feliz has been busy as we welcomed our CNM practicum students; we have one in each classroom.

Our classroom play this month focused on brushes. We talked to the children about the different types of brushes and practiced using them. We allowed the children to investigate the different types of brushes, with a variety of activities using paint brushes, such as painting with watercolors, paint, soap & water. We also introduced tooth brushing as a group at the table after morning diaper changes. During outside play we explored large Lego's, playing chase, story time, and various obstacle courses using our moveable pieces on the playground. We read books like "Miss Spider's Tea Party" and "Goodnight, Gorilla".

Parent Committee Meetings/Socializations:

Our parent meeting for this month was held on September 21st at Plaza Feliz, we had most of families attend and Mona discussed Safe meetings, & CNM practicum students. Daphne was also present, and she talked to families about getting signed up for Libros for Kids.





Center Name: School on Wheels EHS Reporting Period: September 2022 Submitted by: Bernice Johnson, Head Teacher

Center-Based Activities:

The month of September the infant classroom worked on gross motor activities. We have a couple of children that need a little more support on learning how to take the first step or to pull themselves up while holding on to a shelf or an adult. Also, another that needed some encouragement to crawl on the hands and knees. A new infant also started and got welladjusted to the classroom.

The toddlers worked on using words on expressing their feelings. Example: if another child comes and grabs the toy that they had in their hands. For the child to say, "Give it back, I wasn't done yet." While extending their hand out for the toy to be returned back to them. They also worked on rhyming and finger plays. Example: Pat-a-cake (along with the motions), the wheels on the bus.

Parent Center Committee Meetings:

Parent meeting was on September 30th, 2022. Connie and Daphne talked about what her role were. Parents were asked to check their children's cubby to make sure there were extra clothes and that they had weather appropriate clothing. Thanked parents for driving onto the campus slowly and for bringing them to school on a regular basis. Ready Rosie was also reiterated.





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

Center: Trumbull EHS Reporting Period: September 2022 Submitted by: Daphne Dubriel/Parent, Family & Community Engagement Specialist

Activities at Center: Trumbull is closed at this time due to center renovations.

Parent Committee Meetings/Socializations:





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

Center: Singing Arrow Early Head Start Reporting Period: September 2022 Submitted by: Daphne Dubriel; Parent, Family, Community Engagement Specialist

Activities at Center: Closed to lack of staff

Parent Committee Meetings/Socializations:



City Of Albuquerque

Department of Family and Community Services

Division of Child and Family Development

Policy Council

Wednesday, November 16, 2022

- 1. Roll call/Introductions (Quorum was not established)
- Dr. Dawnita Blackmon-Mosely/Division Manager, Abigail Stiles/Board Representative, Mandisa Routheny/parent La Mesa, COA staff – Anna Marie Lujan/Fiscal Manager, Monica Watrin/ERSEA, Connie Lopez/Mental Health & Disabilities program Coordinator, Katrina Williams/Nutrition & Safety Coordinator, Michele Brown/Office assistant.
- 3. Approval of Meeting Minutes: Quorum not met.
- 4. Governing Board Report: No report.
- 5. Directors Report: Reporting Period 10/1-31/22
 - a.) Financials Anna Marie Lujan
 - b.) Enrollment- Total funded enrollment 128. Total reportable enrollment 60; 56 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.
 - c.) Enrollment Monthly Summary- New Enrollment-families (6), children (7), pregnant moms (0), number of children born (0); total new enrollment (7). Total leaving program (8), transitioning children (6), pregnant moms giving birth (0), children leaving before turning 3 (2), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (55), children up-to-date as possible on immunizations (0), children not up to date (5).

Eligibility Category- income eligible (34), TANF/SSI (11), Foster Child (2), Homeless (1). Over Income (9), Over 130% (3), Children w/IFSP's (22).

d.) Attendance-

City operated Early Head Start centers classroom attendance rates:

La Mesa	
MacArthur	69.63%
Plaza Feliz	73.75%
School on Wheels	68.32%
Singing Arrow	0% (closed)
Trumbull	0% (closed)
Western Trail	64.85%

Overall center-based program attendance totals- 69.54%; total number of absences 226.

- e.) Meal Counts- Total number of meals for (0-3 years in age), total children served (48), breakfast (466), AM snack (0), Lunch (480), PM snack (400), Dinner (0).
- f.) Budget- Financial statements provided to policy council membership: Federal Grant-year to date (YTD) expenditures \$. Training/Technical Assistance-(T/TA)-year to date expenditures \$.
- 6. **Discussion** Anna Marie Lujan read financial spread sheet. We under spent by 6%. Dr. Dawnita asked me about In-Kind, has it been sent to Amy Gonzales. No, it hasn't I still need new / corrected spread sheet.

Mandisa Routheny/parent asked about plans for Trumbull Center. It has been closed for 2 years. We are hoping to open it at start of new year contingent on staffing. Daphne Dubriel, our Parent Engagement Coordinator had some volunteers from her SMILLE program come to Trumbull to help get it set up in preparation of opening. Mandisa Routheny also asked about La Mesa EHS getting reopened. Could her child go to another center until then? Dr. Dawnita explained that, yes, that is possible if there are openings at another center. Jessica Walton, head teacher at La Mesa is also available to come to your home once a week to do activities with your child. This would be only temporary services. Monica Watrin explained that currently there are no openings for 2 yr.olds.

Dr. Dawnita has an interview tomorrow for a teacher / head teacher.

She is also meeting with HR about how to get more new employees next week. We continue with active recruitment for children, families, and staff. We have 15 aid positions in queue with HR. These will be entry level positions with support for further education.

Meeting adjourned at 6:00pm

Next Meeting Date: December 16, 2022



City Of Albuquerque Department of Family and Community Services Division of Child and Family Development Policy Council Wednesday, November 16, 2022

- 1. Roll call/Introductions (Quorum was not established)
- Dr. Dawnita Blackmon-Mosely/Division Manager, Abigail Stiles/Board Representative, Mandisa Routheny/parent La Mesa, COA staff – Anna Marie Lujan/Fiscal Manager, Monica Watrin/ERSEA, Connie Lopez/Mental Health & Disabilities program Coordinator, Katrina Williams/Nutrition & Safety Coordinator, Michele Brown/Office assistant.
- 3. Approval of Meeting Minutes: Quorum not met.
- 4. Governing Board Report: No report.
- 5. Directors Report: Reporting Period 10/1-31/22
 - a.) Financials Anna Marie Lujan
 - b.) Enrollment- Total funded enrollment 128. Total reportable enrollment 60; 56 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.
 - c.) Enrollment Monthly Summary- New Enrollment-families (6), children (7), pregnant moms (0), number of children born (0); total new enrollment (7). Total leaving program (8), transitioning children (6), pregnant moms giving birth (0), children leaving before turning 3 (2), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (55), children up-to-date as possible on immunizations (0), children not up to date (5).

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\$.

6. Discussion – Anna Marie Lujan read financial spread sheet. We under spent by 6%. Dr. Dawnita asked me about In-Kind, has it been sent to Amy Gonzales Mandisa Routheny/parent asked about plans for Trumbull Center. It has been closed for 2 years. We are hoping to open it at start of new year contingent on staffing. Daphne Dubriel, our Parent Engagement Coordinator had 2 father volunteers from the SMILLE program come to Trumbull to help unpack and sort and put things together in preparation of opening.

Mandisa Routheny also asked about La Mesa EHS being reopened. She asked if her child could go to another center until then? Dr. Dawnita explained that, yes, that is possible if there are openings at another center. Jessica Walton, head teacher at La Mesa is also available to come to your home once a week to do activities with your child. This would be only temporary services. Monica Watrin explained that currently there are no openings for 2 yr.olds.

Dr. Dawnita has an interview tomorrow for a teacher / head teacher.

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Next Meeting Date: December 16, 2022

Monthly Program Information Summary November 22		
november 22 # new enrollments families	3	
# new enrollments tamilies		
	5	
# new enrollments pregnant mom	0	
# children born to pregnant mom	0	
Total new enrollment	5	
# children graduating	2	
# pregnant moms giving birth	0	
t children leaving before turning 3	2	
# pregnant moms leaving before baby	0	
Total leaving	4	
	# of children	% of children
Children with up to date immunizations		92%
Children up to date as possible on immunizations		· · · · · · · · · · · · · · · · · · ·
Children not up to date on immunizations	5	8%
Eligibility Category	# of children and pregnant women	% of total number of children and pregnant women
ncome eligible	32	50%
Public Assistance	15	25%
Foster Child	2	3%
Homeless	1	2%
Over Income		06/
Over 130%	2	3%
Over 130%	9	15%
	# of children	% of total number of slots



City of Albuquerque Early Head Start Caseload/Enrollment Report 11/30/22

Enroliment	
Total Funded Enrollment:	128
Total Actual Enrollment:	61
Children Withdrawn & Dropped (last 30 days):	4
Total Reportable Enrollment (actual + withdrawn/dropped):	65
Total Deficit:	63

Program Snapshot

	Home based	Centers	ALL
Funded Enrollment:	24	104	128
Enrollment:	11	54	65
Defficiency:	13	50	63

Home Based Detail Caseload: 12 slots per home visitor

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days		Deficit
Valarie	12	10	_11	0	.	0	11	1
Home Visitor Vacant	12	0	0	0			0	12
Total	24	9	10	0		1	11	13

Center Detail

Ctr Detail	Slots	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	4	1	5		3
MacArthur	16	8	1	8		8
PlazaFeliz	16	14	1	15		1
SOW	16	11	1	12		4
Trumbull	24			0		24
W. Trail	16	13	1	14		2
Singing Arrow	8			0		8
Total	104	50	4	54		50

12/1/2022 10:54 AM

City Of Albuquerque EHS

Page 1 of 1 E25745

2301 - Average Daily Attendance

Program Term: EHS 2022-2023, Program Option: Standard Full Day, Attendance Date: 11/1/2022 - 11/30/2022

City Of Albuquerque EHS

	Atten	Attendance Records Present ⁵ Absent ⁶ Neither ⁷		Operating		Funded Enrollment		Actual Enrollment	
	Present			Days	ADA ¹	Count	% Attendance	Count ²	% Attendance
Douglas MacArthur									
Toddler - EH	47	41	0	11	4.27	8	53.41%	8.00	53.41%
Site Total	47	41	0	11.00 (avg)	4.27	. 8	53.41%	8.00	53.41%
Plaza Feliz									
Toddler - EH	76	37	0	18	4.22	8	52.78%	6.28	67.26%
Twos	103	45	0	19	5.42	8	67.76%	7.79	69.59%
Site Total	179	82	0	18.50 (avg)	9.64	16	60.47%	14.07	68.58%
School On Wheels									
Infant	42	15	0	15	2.80	8	35.00%	3.80	73.68%
Toddler	77	52	0	18	4.28	8	53.47%	7.17	59.69%
Site Total	119	67	0	16.50 (avg)	7.08	16	45.08%	10.97	63.98%
Western Trail	T								
Infant	54	30	0	14	3.86	8	48.21%	6.00	64.29%
Toddler	63	43	0	18	3.50	8	43.75%	5.89	59.43%
Site Total	117	73	0	16.00 (avg)	7.36	16	45.70%	11.89	61.58%
City Of Albuquerque EHS	462	263	0	16.14 (avg)	28.35	56	51.11%	44.93	63.72%
Report Totals	462	263	0	16.14 (avg)	28.35	56	51.11%	44.93	63.72%

1. ADA for each clasroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.

2. Actual Enrolment 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), Late Pickup(LP), Tardy and Late Pickup (TLP)

6. Statuses counted as Absent: Excused(E), Unexcused(U)

7. Statuses counted as Neither: Not Scheduled (N)

12/1/2022 10:20 am E25745

City Of Albuquerque EHS

Page 1 ChildPlus

2371 - CACFP Reimbursement Summary

Program Term: EHS 2022-2023, Program Option: Standard Fuli Day

Attendance Date: 11/1/2022 - 11/30/2022

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
EHS 2022-2023						J			
Douglas MacArthur									
Toddler	11	8	0	0	44	0	44	30	0
Douglas MacArthur	11	8	0	0	44	0	44	30	0
Plaza Feliz				N) — — — — — — — — — — — — — — — — — — —	
Toddler	18	7	0	٥	73	0	76	67	0
Twos	19	9	0	0	100	0	103	96	0
Plaza Feliz	37	15	0	0	173	0	179	163	0
School On Wheels						· · · · · · · · · · · · · · · · · · ·			
Infant	15	4	0	0	2	0	2	1	0
Toddler	18	8	0	0	74	0	73	60	0
School On Wheels	33	12	0	0	76	0	75	61	0
Western Trail									
Infant	14	6	0	0	54	0	53	47	0
Toddler	18	7	0	0	63	0	61	50	0
Western Trall	32	13	0	0	117	0	114	97	0
City Of Albuquerque EHS	113	48	0	0	410	0	412	351	0
Report Totals	113	48	0	0	410	0	412	351	0





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

Site/Center: Plaza Feliz Early Head Start Reporting Period: November 2022 Submitted by: Tammy Martinez, Teacher

Activities at Center:

In November at Plaza Feliz EHS, we said goodbye to one child that turned three this month in the two's classroom.

The twos classroom learned about light and families. They explored light in various ways, through flashlights, light table, reading books. The one's classroom learned about fall and farm animals. They made paper plate turkeys with feathers and painted with the farm animals.

Parent Committee Meetings/Socializations:

We had a parent meeting on November 16, 2022. Three families were in attendance. The topic of discussion was the upcoming breaks, center closures. Also discussed, was bringing jackets and warmer clothes as it gets colder.





Center Name: Mac Arthur EHS Reporting Period: November 1-30, 2022 Submitted by: Felicitas Gaines, Teacher

Center-Based Activities:

Our center closed from November 3rd to 11th.

In the toddler room, the children continued to play with the containers and ball. Children used spray bottles and watered papers. The children also paled with different kinds of balls, practiced throwing, kicking and rolling them. The children learned to use a trigger to squirt water when spraying. The children made a turkey made out of paper plates and colorful feathers. The children made art using fall colors to paint. The color for the month was orange and brown. For the nutrition experience for November, children experienced using fruits and apple sauce to paint. The children in the toddler read "Fall". They sang and danced "Freeze Dance." While outside the children picked up pine cones and brought them into the classroom.

Parent Center Committee Meetings:

The center committee meeting was on November 10th on zoom. Three families were able to attend our zoom meeting. We talked about the closures, keeping their child home when sick and well-child and health checkup.





Center Name: School on Wheels EHS Reporting Period: November 2022 Submitted by: Bernice Johnson, Head Teacher

Center-Based Activities:

The month of November, in the infant classroom we focused on the Fall colors and the weather and other activities that celebrated in the month of November. Teacher make the children's handprint and with those hand prints the teacher made a turkey out of them. The toddlers focused on emotions. Teacher took pictures of the children displaying different emotions. Then teacher talk with the children during circle time. Teacher read a book on emotions. The children also put different color of tissue paper on contact paper with a turkey outline. The children said, "Look turkey." One kid smiles and said "mmmm."

Parent Center Committee Meetings:

Parent meeting was on November 30th, 2022. Five parents came to the parent meeting. We discuss Ready Rosie. The book bag and the items in the bag also the videos that are sent out on a weekly basis. For parents to check their children's cubby for extra clothes and weather appropriate clothing since it is getting colder.





Center Name: Western Trail Early Head Start Reporting Period: November 1 – 30, 2022 Submitted by: Diane Y. Archibeque, Head Teacher

Center-Based Activities:

Infant Indoor Play - This month the infants and the teachers looked for where did the toys go? The teachers gathered a few small toys and put them in a box. The teachers invited the infants to join them as they showed them the toys. The teachers allowed the infants to explore the toys. The teachers demonstrated how to look for the objects and explained their actions. The infants laughed and smiled when they picked a toy out of the box. The teachers also did a lot of drawing and writing with the infants. The teachers displayed different types of large paper and writing tools. The teachers showed the infants how excited they were to bring out the materials. Then the teachers showed the infants the purpose of the writing tools. The teachers invited the infants to scribble and draw. The teachers talked with the infants about the meaning of their drawings. The infants babbled as the teachers talked to them.

Infant Outside Play – This month the infants and the teachers worked on the same outside play experiences that did last month for repetition they went around the playground feeling the different textures. The teachers explained to the infants that they were going to explore things that they found outside and talked about how they felt. The teachers invited the infants to explore and touch the textures they brought to them. Then the teachers talked about what the different textures felt like. The teachers got the infants moving outside this month. The teachers placed some push toys outside and assisted the infants to push the toys. The teachers helped the infants control the speed of the toys as the infants walked and pushed in along. The teachers encouraged the infants to move in new ways with the push toys.

Toddler Indoor Play – This month the toddlers and the teachers learned about "Clothes - Investigation Question: What special clothes do people wear for work and play? Celebrating Clothes" The toddlers learned about different kinds of clothes including what clothes community workers wear. The toddlers smiled when they were dressing up in the different clothes and learning about the different clothes community workers wear. The toddlers wear. The teachers also showed the toddlers a variety of interesting dress-up items, such as shirts, skirts, shoes, capes, hats. The teachers selected an item and name it as they held it up for the toddlers to see. Then the teachers placed the item somewhere unexpected on their body, so they put a hat on their knee and a scarf around their ankle, then they asked the toddle where the item belongs. Most of the toddlers knew where the items belonged and they told the teachers.

Toddler Outside Play – This month the toddlers and the teachers did lots of jumping and twirling they sang to the tune "London Bridge." The teachers stood in front of the toddlers and demonstrated the movements. The teachers repeated the song and invited the toddlers to sing and move along with them. The teachers also did some transition activities to go outside. Between activities the teachers invited the toddlers to copy them as they moved like different animals. To get the toddlers outside in a fun way this really worked very nicely. The toddlers laughed and smiled when they were able to walk like elephants, hop like bunnies, and jump like kangaroos! This was a very fun activity it even continued outside on the playground.

Parent Center Committee Meetings - We had a parent meeting on November 18, 2022. We talked about bringing weather appropriate clothing now that the weather is getting colder. We also talked about the new Early Head Start Reading Log and how it will count for In-kind also Ready Rosie counts for In-kind. We encouraged the parents to participate in the new Early Head Start Reading as well as in Ready Rosie. We reminded the parents about upcoming closure dates. We let parents know that during the winter break would be the perfect opportunity for them to continue to or start to potty train their toddler. Our next parent meeting will be on December 16, 2022.





EARLY HEAD START Home-Based Report Form

Reporting Period: November 2022 Submitted by: Valarie Ramirez, Home Visitor

Home Based:

Visits are conducted in person 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 November was called "Pretend Tea Party: Sharing, Learning Manners, and Taking Turns", this activity focused on the child's Perceptual, Motor, and Physical Development. I brought child sized tea cups and a child sized pitcher for this activity. Mom and child sat at the kitchen table and mom put some water into the small pitcher for child to practice their pouring. I placed a tea cup in front of each of us then I said to child "I am soo thirsty, would you like to pour me some tea?" to which child smiled, nodded, and said "yes". I pushed my tea cup closer to child and mom and I both encouraged child to "pour slooowly" child poured some water into my tea cup and smiled. Mom said "Can I have some tea too please?" child then poured mom some water/"tea" into her tea cup then poured some into her own, spilling some water onto the table. Both mom and I encouraged child telling her child that they'd done a really good job. I then asked child if they wanted to try pouring the water back into the pitcher so that they could do it again and child smiled, nodded and said "yes". Child then used their opposite/left hand to pour each tea cup with water back into the pitcher. Child repeated this process several times, each time spilling less water.

Another activity done for the month of November was called "Paper Play: Crumpling and Filling", this activity focused on the child's Perceptual, Motor, and Physical Development (fine motor). I brought a clear plastic water bottle and a roll of tissue for this activity. I showed child how to "squeeze squeeze squeeze" (crumple) the tissue paper then push it through the top small opening of the water bottle. Then dad took a turn and did the same thing and pushed the tissue into the opening of the bottle. Next dad gave child a square of tissue and told child to crumple it/squeeze it, child closed their hand a couple times then tried to push the un-crumpled tissue into the small opening. Child was not able to get the tissue into the small opening. Dad told child "No, look you have to squeeze it papa, like this.." and dad again showed child how to squeeze the tissue into a ball. Dad gave the small tissue ball to child to push into the opening of the water bottle. Dad gave child another square of tissue to crumple up, this time child did crumple it slightly and then worked at eventually stuffing the whole piece into the small opening of the water bottle. Child partially crumpled two more tissue squares and pushed

them into the bottle. Child then turned the bottle upside down and tried to empty the bottle of the balled up tissues, eventually poking at them with their fingers to pull them out. Effort is ongoing.

November 2022 Socializations: (only one for month of November & December to fulfill requirement of 22 per year)

November 22nd – Family Storytime @ Central & Unser Library – Domain(s): Language & Literacy. 0 - attended.

Discussed Policy Council, S.M.I.L.L.E, and annual Family Survey with families.





EARLY HEAD START Center-Based Monthly Report Form

Center: La Mesa EHS Reporting Period: November 1st-30th 2022 Submitted by: Jessica Walton- Teacher

Activities at Center:

Closed due to staff shortage

Parent Committee Meetings/Socializations:

Because of the closure we had to cancel the parent meeting.





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

Center: Singing Arrow Early Head Start Reporting Period: November 2022 Submitted by: Daphne Dubriel; Parent, Family, Community Engagement Specialist

Activities at Center: Closed to lack of staff

Parent Committee Meetings/Socializations:





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

Center: Trumbull EHS Reporting Period: November 2022 Submitted by: Daphne Dubriel/Parent, Family & Community Engagement Specialist

Activities at Center: Trumbull is closed at this time due to center renovations. Center items have been brought back into the building and staff and a couple of dads helped November 10th with unpacking and putting things in rooms. We are still continuing to work on unpacking and getting read to reopen the center soon.

Parent Committee Meetings/Socializations:

Early Head Start Quarterly Report to City Council for January, February, March 2023

I. EARLY HEAD START PROGRAM INFORMATION REPORT:

- Administrators Report
- Policy Council Meeting Minutes
- Meal Service Report
- > Attendance Report
- Caseload/Enrollment Report
- Program Information Report
- Center-Based and Home-Based Monthly Report
- Financial Statements
- P Card Expenses



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

Meeting Date:_		January 1	8, 2023		_
Program:]	Division of Ch	<u>iild & Family</u>	v Development	_
Name of Person	n Submitt	ting Report:]	<u>Dr. Dawnita</u>	Blackmon-Mosely	
Funded Enroll	ment				
	C	Center-Based	104	Home-Based 24	<u>i </u>
Curren	t Enrolln	nent -			
	C	Center-Based	<u>56</u>	Home-Based 1	2
-	e S	nroll. The larg	gest barrier to	full enrollment is be	ontinues to actively recruit and ing under-staffed. Effective itoring under-enrollment.
I. Content Are	88				
А.	Educatio	n:			
	>	Education fill the posi		sition is vacant, with	the DCFD actively recruiting to
	Þ	The Divisio	on Leadership	o met with the Region pliance with education	
	\triangleright	-		g- Cycle 1 finalizing	n oomont arou.
	\triangleright			m meetings continue.	
В.	Support	Services (Me	ntal Health a	nd Disabilities).	
	\triangleright	45 Day Re	equirements	are in progress wit	h Social-Emotional and
					tered to each child within 45
		days of em	rollment	-	

- Transition meetings for children with IFSP's transitioning are conducted within 6 months of child's 3rd birthday
- EHS representative continues to participate in quarterly Metro-Area Transition Meetings
- Mental Health Consultation Continues
- Mental Health & Disabilities Coordinator continues weekly site visits and providing classroom support.

C. Health/Nutrition/Safety:

- \triangleright Health, Nutrition & Safety Coordinator is working on 90-Day Screens to meet the Federal requirements.
- >All centers continue to follow CACFP guidelines
- \geq All centers continue to complete monthly nutrition activities
- \succ Program continues to conduct Family Team Meetings to ensure we are able to meet the specialized dietary and/or health related need of children requiring accommodations.
- Monthly Health, Safety and Nutrition Compliance Visits Continue. \geq

D. Family and Community Partnerships:

- The Division continues to actively establish partnerships with \succ community service providers
- AAA All centers continue providing Monthly Center Parent Meetings
- Monthly Socializations continue for the Home-Based Program
- The Division continues to participate in Community Outreach events to recruit children/families and Teachers into the program.

E. Program Design: Management & Administration

- >The OHS has launched a "Road to 100" focus with the intention being that all grantees move swiftly towards full enrolment.
- ۶ The OHS has asked the COA to consider a reduction of slots due to being understaffed and consequently under-enrolled. This action will protect the grant
- >Due to staffing the following EHS sites remain closed: Trumbull, Singing Arrow, La Mesa. Western Trail is set for a "temporary closure" starting 1/23/2023, with the staff being temporarily reassigned to support MacArthur. Plaza Feliz and School on Wheels.
- \triangleright The Division continues to implement marketing plan to recruit qualified employees and children and families.
- ≻ Division has adopted a Reduce \rightarrow Reboot \rightarrow Rebuild strategy to address under-enrollment and understaffing
- ≻ Trumbull EHS is ready to move back into and begin operations once staff are hired.
- Division is continuing one-time incentives to support retention. ≻
- ≻ Division presented Special Achievement Awards to support employee morale and appreciation. Employees were nominated by their peers. EHS Award Recipients were:
 - Connie Lopez-Rookie of the Year
 - Felicitas "Happy" Gaines- Spirit Award
 - School on Wheels- Team Excellence
 - Valarie Ramirez- Outstanding Performance •
 - Daphne Dubriel- Star Player •
 - Bernice Johnson- Customer Service

II. New Hires as of January 1, 2023

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

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2022 EXPENDITURE REPORT CITY MATCH (3164252) December 31, 2022

ACCOUNT								国际	and the second	Sto. (2013)					YTD	REMAINING	%
DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	EXPENSES	BALANCE	EXPENDED
Salaries and Wages	149,411.00	650.03	1,411.30	405.18	156.32	753.50	192.02								3,568.35	145,842.65	2.399
Fringe Benefits	76,035.00	376.15	870.44	291.41	74.39	407.33	153.18			_					2,172.90	73,862.10	2.869
Total Personnel Costs	225,446.00	1,026.18	2,281.74	696.59	230.71	1,160.83	345.20	•	•	•	•	•	-		5,741.25	219,704.75	
Supplies	1																
522000-Supplies	20,000.00															20,000.00	0.009
522032-Supplies-Food	10,000.00															10,000.00	
522048-Supplies-Office	15,000.00															15,000.00	
522054-Supplies-Other	20,000.00														526.14	19,473.86	
522060-Supplies-Postage/Freight		10.03	15.64	5.02	17.89	6.90	7.52								1.052.28		0.00%
S22510-Travel-Local/in State			187.15	130.99		63.75	81.25										0.00%
Total Supplies	65,000.00	10.03	202,79	136.01	17.89	70.65	88.77						-		526.14	64,473,86	0.00%
Other 521000-Other Services	158,301.00																
S21500-Utilities	150,301.00														-	158,301.00	
523800-Repairs & Maintenance																50	0.009
2-Rent	10,500.00																0.009
521544 - TeleCellular Svc And Equip	10,500.00															10,500.00	
Total Others	168,801.00																0.009
Total Others	100/001.00	· · ·	-		•	-	•	· · · ·	•	•		-	•	-		168,801.00	0.009
Contractual																	
527500-Contractual (Training)																	0.00%
527505- Svca-Advertising																	0.00%
520500-Contractual (Professional)	50,000.00															50,000.00	0.00%
527565 - Svcs-Subcontracts&Subawa																	
Total Contractual	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	00.0	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00%
nternal Service																	
591265 - Transfers Out - Fund 265						1,206.28	2,076.49								3,282.77		0.009
594031 Vehicle Maintenance (523800)				230.40	590.40	-	852.77								1,673.57		0.009
594032 Vehicle Maintenance (outside)				149.39			789.75								939.14	_	0.007
594041 Vehicle Mntc-Fuels																	0.009
Total Internal Service Charges	•	. <u> </u>	-	379.79	\$90.40	1,206.28	3,719.01	•	-	•		-	-	-	5,895.48	•	0.009
GRAND TOTAL	509,247.00	1,036.21	2,484.53	1.212.39	870 00	3 433 34	4 1 5 2 0 2										
		1,030.21	2,484.53	1,212.39	639.00	2,437.76	4,152.98		-	-	-			-	12,162.87	497,084.13	2.39%

Current % 2.39% Should Be 50% Under spent 48%

Possible reversion \$ 242,460.63

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2022 EXPENDITURE REPORT FEDERAL GRANT T&TA (3164251) December 31, 2022

ACCOUNT DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	YTD EXPENSES	REMAINING BALANCE	% EXPENDED
522500 - Travel-Expen	se \$4,560.00														-	4,560.00	0.00%
Other 521000-Other service 523000-Training - Gene 522020 - Supples-Un 522032-Supples-Foo 522048- Supples-Off 523400-Dues And Me 523410-License Rene	eral iforms d ce mberships		3,002.67	3,190.00			3,150.00								9,342.67		0.00% 0.00% 0.00% 0.00% 0.00%
Total Others	\$25,440.00		3,002.67	3,190.00			3,150.00					-			9,342.67	\$16.097.33	0.00%
527500-Contractual (Train														-		14,906.00	
GRAND TOTAL	\$44,906.00	\$0.00	\$3,002.67	\$3,190.00	\$0.00	\$0.00	\$3,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,342.67	\$35,583.33	20.80%
																Current %	20.80%

Current % 20.80% Should Be 50% Under spent 29% Possible reversion \$ 13,110.33

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2022 EXPENDITURE REPORT FEDERAL GRANT (3164250) December 31, 2022

ACCOUNT	CHARLES CO.	and a second		A RECEIPTION OF	A ALL ALL AND	State Land	and states in	1.6.271.281	10000	Contraction of the		1.4.5	A Store	DESCRIPTION	TD	REMAINING	%
DESCRIPTION	Budget	JULY	AUGUST 63.059.55	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	EXPENSES	BALANCE	EXPENDED
Salaries and Wages Fringe Benefits	1,218,144.00 596,600,00	96,056.05 45,135,42	63,059.55 42,100.88	80,300.39 41,293.02	77,339,48	75,529.67 37,746.53	269,734.30 51,481.78								682,019.44 256,776.94	536,124.56	55.99%
Total Personnel Costs	1,814,944.00	141,191.47	125,160.43	121.593.41	116.376.79	<u>37,740.33</u> 113,276,20	321,461.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	256,776.94 938,796.38	340,023.06	43.039
	1,014,044,000	191,181,97	144,199,49		110,370,19	113/219/29	321,190.00	0.00	0.00	0.00	0.00	9.00	0.00	0.00	936,796.36	0/0,14/.02	51.739
Supplies																	
522000-Supplies	35,037.00	489.48	354.92	82.41	5,736.37	206.52	4,247.25								11,116.95	23,920.05	31.73
522032-Supplies-Food	13,000.00	63.90	26.96	149.35		303.53									563.75	12,436,25	4.34
522048-Supplies-Office	45,000.00		1,129.61	1,005,53	12,068.97	1,368.07	278.22								15,850.40	29,149.60	35.22
Supplies- All others																	
522054-Supplies-Other			156.56			157.42									313.98		0.00
522052 - Supplies-Operating	12,000.00					1,158,28									1.158.28		9.65
522060 - Supplies-Postage/Freight		and the second													.,		
522500-Travel - Expense	5,000.00	(15,47)	1.057.45												1.041.98	3,958,02	20.84
522510-Travel - Local/In State	5,500.00	396,68	364.90	691.36	276.26	311.88	420.63								2.461.91	3.038.09	44.76
523410-License Renewels				600.00		75.00	420,00								875.00	3,030,03	0.00
otal Supplies	115,537.00	954.79	3,090.40	2,728.66	18,081.50	3,580.70	4,946,10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.342.25	82,154.75	28.89
Dther																	
521500-Utilities	10,545.00														0.00	10,545.00	0.001
523800-Repairs & Maintenance	8,476.00	540.72		418,63	815,71	320.00									2,095.06	6,380,94	24,72
521000-Other service					225.22		8,778.00								9,003.22	(9,003.22)	0.00
521540 - Telecom-Telephone		58.26	58,26	67.76	67.23	67.23									318,74	(318.74)	0.00
521544 - Telecom-Cellular Svc And Equip		206.00	206.00	205.60	205.40	205.40									1,028.40	(1.028.40	0.00
523000-Training	28,000.00		142.23	10,648.20	6,000.00		1,550.00								18,340,43	9,659,57	65.50
523400-Dues and Memberships															0.00		0.00
Total Othera	47,021.00	804.98	406,49	11,340,19	7,313,56	592.63	10,328.00	0.00	0.00	0,00	0.00	0.00	0.00	0.00	30,785.85	16,235.15	65.47
ontractual																	
527500-Contractual (Training)					18.889.22	982.68	1,105.52										0.000
527505- Svcs-Advertising	10,000.00			12.050.76	10,000.22	9,038.07	15,575,27									10 000 00	0.001
520500-Contractual (Professional)	60,178,00			12,000.70		8,030.07	13,313,21									10,000.00	0.00
527565 - Svcs-Subcontracts&Subawards	00,170.00				10.421.53	17.532.95										60,178.00	0,001
Total Contractual	70,176.00	0,00	0.00	12,050.78	29,310.75	27,5\$3.70	16,680.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	85,596.00	(15,418,00	121.979
Carryforward FY21																	
533004- Recreational Equipment			12,387.78													0.00	0.005
522000-Supplies																0.00	0.00
Total Contractual	0.00	0.00	12,387.78	0.00	0.00	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,387,78	0.00	0.001
GRAND TOTAL	2,047,580.00	142,951.24	141,045.10	147,713.02	171,084.70	145,003.23	353,150.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,100,948.26	959,119.52	53.779
AR sugges																Current %	53.775
are and they															5	Should Be	501

50% -4% uki Be Under spent

Possible reversion \$ (77,108.26)

Salaries and Wages	(86,000.00)		
522000-Supplies	40,000.00		
Supplies- All others	30,000.00	2,546,236.00	Original Budget
527505- Svcs-Advertising	18,000.00	55,597.00	Cola
		2,601,833.00	Total
Entitlement	1,992,083		
TATA	44,906		
Total FY22	2,036,989.00		
Carry forward FY21			
Equipment	327,415.00		
Supplies	150,000.00		
Total budget	2,514,404.00		

522000-Supplies

	July	August	September	October	Nevember	December	Jeamsry	Pebruary	March	April	May	Jane	Final	Total
Available In-kind	•	•	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17		102,291.67
Cash match														
Total Match														102,291.67
datch Detail	July	Angust	September	October	November	December	January	February	March	Aart	May	Jame		Tetal
Spece Allowance		100 100	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17	10,229,17	10,229.17		102,291.67
Parent Services								10,000,000	10,007.11	1 - part - 1	10,003,117	19449117		106,691.07
Misc donations														
rofessional In-kind											-			
			10,229.17	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17		102,291.67
														125.993.75
tent	FY 2022													
lent	FY 2022		Kamara	Cast aur										23,702.08
tent Ite Name		tr Address	Square Fostare	Cost per Stature Fost	Inclusive									
lte Name		ty Address b Southeast	Square Fostage	Cost per Square Foot	Inclusive									
ite Name	Proper				Inclusive									
ite Name	Proper 1820 Randolpi	h Southeast	Feetage	Square Feet										
ite Name dmin office a Mess EHS	Proper 1820 Randolpi 7500 Copper P	h Southeast VE	Fostage	Square Feet	16,800.00									
ite Name idmin office a Mess EHS facArthur EHS	Proper 1820 Randolpi 7500 Copper P	h Southeast VE AncArthur Rd NW	Fostage	Square Feet										
ite Name amin office a Mess EHS JacArthur EHS Jacar Feiz rambull	Proper 1820 Randolpi 7500 Copper P 1100 Douglas & 517 San Pablo S 419 Pennsylva	h Southeast VE facArthur Rd NW iE nia SW	Fostage	Square Feet	16,800.00									
Its Name Admin office a Mess EHS Jaca Arthur EHS Jaca Feliz riumbull inging Arrow	Proper 1820 Randolpi 7500 Copper P 1100 Douglas Is 517 San Pablo S 419 Pennayiva 13001 Singing	h Southeast VE facArthur Rd NW iE nia SW ; Arrow SE	Footage 1,018 1,830	Square Peet 5 16.50 5 16.50	16, £00.00 29,700.00									
ite Name dmin office a Mess EHS facArthw EHS faza Feliz rumbul inging Arrow chool On Wheels	Proper 1820 Randolpi 7500 Copper P 1100 Douglas Is 517 San Pablo S 419 Penasylva 13001 Singing 129 Hartline S	h Southeast VE AncArthur Rd NW IE mia SW (Artow SE W	Feetage 1,018 1,800 2,931	Square Peet 5 16.50 5 16.50 5 17.50	16,£00.00 29,700.00 51,298.00									
ite Name dmin office a Mess EHS facArthw EHS faza Feliz rumbul inging Arrow chool On Wheels	Proper 1820 Randolpi 7500 Copper P 1100 Douglas Is 517 San Pablo S 419 Pennayiva 13001 Singing	h Southeast VE AncArthur Rd NW IE mia SW (Artow SE W	Footage 1,018 1,830	Square Peet 5 16.50 5 16.50 5 17.50 5 17.50 5 13.00	16,±00.00 29,700.00 51,290.00 24,900.03									
ite Name dmin office a Mess EHS facArthw EHS faza Feliz rombul inging Arrow chool On Wheels	Proper 1820 Randolpi 7500 Copper P 1100 Douglas Is 517 San Pablo S 419 Penasylva 13001 Singing 129 Hartline S	h Southeast VE AncArthur Rd NW IE mia SW (Artow SE W	Fottage 1,018 1,800 2,931 1,920	Square Peet 5 16.50 5 16.50 5 17.50	16,£00.00 29,700.00 51,298.00									

City of Albuquerque Early Head Start PCard Expenses December 2022

Cardholder Name	Transaction Date	Merchant Name	<u>Amount</u>	Description Full pan of both red and green enchiladas. AG
Besse, Patricia	12/19/2022	Central Grill And Coffee	\$319.80	OG training supplies. AG
Dubriel, Daphne	12/16/2022	Wal-Mart	\$11.07	Diaper pail trash can liners.AG
Dubriel, Daphne	12/16/2022	Amazon Mktp US	\$91.48	Poster board and velcro for December
Dubriel, Daphne	12/8/2022	Amazon Mktp US	\$33.49	training. AG
Dubriel, Daphne	12/7/2022	Amazon Mktp US	\$9.99	Velcro dots. AG
Dubriel, Daphne	12/5/2022	Walmart.Com	\$66.44	Dreft detergent and 2 broom and mop hangers. AG
Dubriel, Daphne	12/1/2022	Amazon.Com Amzn	\$46.94	Carbon monoxide detector. AG
Dubriel, Daphne	12/1/2022	Amzn Mktp Us	(\$6.68)	Credit from order. AG _

\$572.53

Monthly Program Information Summary		
December 22		
# new enrollments families	1	
# new enrollments children	1	
# new enrollments pregnant mom	0	
# children born to pregnant mom	0	
Total new enroliment	1	na istoria
# children graduating	2	Announ
# pregnant moms giving birth	0	
# children leaving before turning 3	6	
# pregnant moms leaving before baby	0	
Total leaving	8	
	# of children	% of childrer
Children with up to date immunizations	50	93%
Children up to date as possible on immunizations		
Children not up to date on immunizations	4	7%
Eligibility Category	# of children and pregnant women	% of total number or children and pregnan womer
income eligible	30	56%
Public Assistance	13	24%
Foster Child	1	2%
Homeless	1	2%
Over Income	_	
	7	13%
Over 130%	2	4%
	# of children	% of total number of slots
Children with IFSPs	20	16%

12/30/2022 11:34 AM

City Of Albuquerque EHS

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2301 - Average Daily Attendance

Program Term: EH5 2022-2023, Program Option: Standard Full Day, Attendance Date: 12/1/2022 - 12/31/2022

City Of Albuquerque EHS

		Atten	dance Re	cords	Operating		Fund	ed Enrollment	Actual	Enrollment
		Present	Absent ⁶	Neither ⁷	Days	ADA 1	Count	% Attendance	Count ²	Attendance
Douglas MacArthur								0.22		
Toddler - EH		56	40	0	13	4.31	8	53.85%	7.38	58.33%
	Site Total	56	40	0	13.00 (avg)	4.31	8	53.85%	7.38	58.33%
Plaza Feliz										
Toddler - EH		42	39	0	14	3.00	8	37.50%	5.79	51.85%
Twos		74	38	0	14	5.29	8	66.07%	8.00	66.07%
	Site Total	116	77	0	14.00 (avg)	8.29	16	51.79%	13.79	60.10%
School On Wheels										
Infant		15	18	0	11	1.36	8	17.05%	3.00	45.45%
Toddler		62	42	0	13	4.77	8	59.62%	8.00	59.62%
	Site Total	77	60	0	12.00 (avg)	6.13	16	40.10%	11.00	56.20%
Western Trail							-			
Infant	·	52	26	0	13	4.00	8	50.00%	6.00	66.67%
Toddler		25	41	0	11	2.27	8	28.41%	6.00	37.88%
	Site Total	77	67	0	12.00 (avg)	6.27	16	40.10%	12.00	53.47%
City Of Alb	uquerque EHS	326	244	0	12.71 (avg)	25.00	56	45.79%	44.17	57.19%
	Report Totals	326	244	0	12.71 (avg)	25.00	56	45.79%	44.17	57.19%

1. ADA for each clasroom 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), Late Pickup(LP), Tardy and Late Pickup (TLP)

6. Statuses counted as Absent: Excused(E), Unexcused(U)

7. Statuses counted as Neither: Not Scheduled (N)

12/29/2022 4:40 pm E25745

City Of Albuquerque EHS

Page 1 ChildPlus

2371 - CACFP Reimbursement Summary

Program Term: EHS 2022-2023, Program Option: Standard Full Day

Attendance Date: 12/1/2022 - 12/31/2022

City (Of Albuq	uerque	EHS
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	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
EHS 2022-2023								1	
Douglas MacArthur									
Toddler	13	9	0	0	51	0	51	35	0
Douglas MacArthur	13	9	0	0	51	0	51	35	0
Plaza Feliz		_					13		
Toddler	14	6	0	0	42	0	42	41	0
Twos	14	8	0	0	73	0	72	61	0
Plaza Feliz	28	14	0	0	115	0	114	102	0
School On Wheels									
Infant	11	3	0	0	3	0	3	0	0
Toddler	13	8	0	0	61	0	61	49	0
School On Wheels	24	11	0	0	64	0	64	49	0
Western Trali				Y					
nfant	13	6	0	0	50	0	50	44	0
Toddler	11	6	0	0	25	0	25	23	0
Western Trail	24	12	0	0	75	0	75	67	0
City Of Albuquerque EHS	89	46	0	0	305	0	304	253	0
Report Totals	89	46	0	0	305	0	304	253	0





EARLY HEAD START Home-Based Report Form

Reporting Period: December 2022 Submitted by: Valarie Ramirez, Home Visitor

Home Based:

Visits are conducted in person 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 December was called "Bowling: Rolling, Aiming, and Making Rules", this activity focused on the child's Perceptual, Motor, and Physical Development. I brought four bottles of water and a couple balls for this activity. Mom poured out some of the water in each bottle and we then lined up the bottles. I took one of the balls and rolled it into the water bottles knocking some of them down. I asked child if they would like to try next. Child laughed after seeing some of the bottles fall over and nodded yes to try next. Mom re-set the bottles and child threw the ball at the bottles, the ball missed the bottles. Mom encouraged child to roll the ball toward the bottles rather than throwing it at the bottles. Child again threw the ball into the bottles but this time was able to knock over a few of the water bottles and both mom and I cheered while child laughed. Child re-set the bottles many times trying each time to knock over all the bottles. Each time child reset the bottles child moved them closer to the couch until the bottles were too close to the couch. Mom encouraged child to move them back telling child that they would not be able to knock them over if they were too close to the couch. Mom attempted to move them back but child became upset so mom left the bottles alone. Child tried again to throw the ball into the bottles but the bottles would not fall because they were too close to the couch which frustrated child. Mom then again explained to child that they were too close to the couch to fall over and encouraged child to move them back so that they would fall. Child allowed mom to help them move the bottles back away from the couch. Child took several more tries then moved the bottles up onto the couch, lining them up and throwing the ball into the bottles. Child was able to continuously knock over some or all of the bottles each time they threw the ball into the bottles. Mom will practice activity while working on taking turns with father and sibling.

Another activity done for the month of December was called "Take Care: Imitating and Caring", this activity focused on the child's Social and Emotional Development. I brought a baby doll with me for this activity. I pulled out the baby doll from my bag and very gently held, rocked, and patted the doll as child stood and watched. I asked child if they would like to hold the baby and child held out their arms. I said "ok hold the baby be very gently ok?" child held the baby for a couple seconds then pushed the baby back to my arms. Mom and I both encouraged child to "be gentle". Child took the baby back and forth and at one point threw the baby onto the floor. I said "ouch...oh no the baby is crying" and rocked the baby saying "shh shh it's okaay". Mom then took the baby and held it showing child how to be gentle. Mom handed the baby back to child and asked if child could give the baby a hug, which child did. Two of child's siblings came into the living room and joined in. I asked both siblings "Can you help me show (sibling) how we should be very gentle with the baby that way (sibling) can learn how to be nice and gentle to their (siblings) and mom and dad?" Both siblings took turns very gently holding the baby in front of child. Child sat on the floor and tried to get sibling to hold her like the

baby. I asked child "Is the baby cold, I think the baby is cold can you get the baby a blanket?" Both siblings brought blankets and I encouraged child to cover the baby as "the baby was cold", child covered the baby. Each time child dropped the baby both mom and I encouraged child to comfort the baby. Child began walking around with the baby patting the baby on the head.

December 2022 Socializations: (only one for month of November & December to fulfill requirement of 22 per year)

December 20th – Making Ornaments and Learning our Colors @ Main Office – Domain(s): Perceptual, Motor, and Physical Development (fine motor). 0 - attended.

Discussed Policy Council and S.M.I.L.L.E with families.





EARLY HEAD START Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: Mac Arthur EHS Reporting Period: December 1-31, 2022 Submitted by: Felicitas Gaines- Teacher

Center-Based Activities:

Our center was closed on December 6^{th,} due to staff shortages. Also, our center closed on December 21st thru 22nd for Mandatory Trainings and December 23rd thru December 30th for classroom prep. At the beginning of the month, we asked the parents to fill out ASQ, ASQSE, Weekly Reading log and Activity Calendar. We started Weekly Reading for parents take home activities as part of parent involvement. Five families returned their bag and received new books to read with their child. Teachers did their lesson plans on investigating containers. The questions we used were "How do you open and close containers? And "How do you twist lid on and off?" The children were given sea animals and containers with water and soap to play with and explore. "We sang "Baby Shark". Also, the children used their senses while playing with buckets, and shovels in the sand table. Teachers read winter books at story time. We sang "Jingle Bells, Jingle Bells. "The children worked on the texture "smooth and cold" using play dough. Teachers showed children how to flash lights in the dark room. This month, the children did a nutrition experience with cookie cutters and banana bread. They learned different shapes such as "J", and bells. They also used red, green and blue Crayola tempera paints to draw. We reminded parents to do Ready Rosie, December Calendar Activity, Weekly Reading and to attend Parent Meeting on December 12th, and Policy Council for the month.

Parent Center Committee Meetings:

The Parent Meeting was done on December 12, 2022 on Zoom. One parent was able to attend our meeting. We talked about importance of school readiness, In-kind and SMILE. Additionally, we discussed about our center updates: weather appropriate clothes, Ready Rosie, Activity Calendar Book bags, school closures and snow delay.





EARLY HEAD START Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: School on Wheels EHS Reporting Period: December 2022 Submitted by: Bernice Johnson, Head Teacher

Center-Based Activities:

The children have been working on their fine motor skills. They used scissors to cut pieces of paper. They put pipe cleaners into a strainer. They played with the fine motor activity to feed the rabbit and feed the dog. They had to use a plastic tweezer to pick up either a small carrot or bone and put them in the mouth of the rabbit or dog before it falls out of the tweezers. They also got into the paint with their bare hands. They mixed colors and made lines and pictures on the aluminum foil. They stacked the big soft blocks while washing them. December was a short month but we had fun working on our fine motor.

Parent Center Committee Meetings:

Parent meeting was on December 16th. 4 parents showed up to the meeting. We discuss the protocol for inclement weather. Closures for the December and part of January In-Kind





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

Site/Center: Plaza Feliz Early Head Start Reporting Period: December 1-31st, 2022 Submitted by: Tammy Martinez, Teacher

Activities at Center:

In December in Plaza toddler classroom, we learned about the colors white, red and green. We did activities with markers and paint using those colors. We discussed colors and read books. One of the books that we read was "<u>My Many-Colored Days</u>", by Dr. Seuss. For the nutritional activity, we made cookie cutter sandwiches with meat and cheese and discussed the shapes.

In Plaza twos classroom, the children were learning about various clothing. They changed out the dress up cloths in home-living. They tried on the shirts, hats, and purses in home-living. They discussed various clothing and specifically winter clothing like coats and boots for cold weather. They learned to put on their own jacket by putting it on the floor and flipping it over their head. Also, they said goodbye to teachers Paula and Mona and discussed their departure with the class.

Parent Committee Meetings/Socializations:

Parent meeting was rescheduled to Tuesday, December 20. Mona reminded parents of winter break that class would resume on January 4, 2023. PFCE Daphne Dubriel talked about the weekly book bags and how they liked them. Parents stated they are enjoying the bags and Daphne let them know she will be getting more books to add to the bags so there is a little bit more variety. Some parents are starting to receive their first book from the Libros program sign up and let Daphne know they liked having a book sent to their child for them to open up from the mail. Mona updated the parents that the Albuquerque Police Department would bring the children's donated presents later on in the week. The presents came on Friday and each child got a coat, blanket and four toys. I called the parents the following week and let them know when we would be at the center.





EARLY HEAD START Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: Western Trail Early Head Start Reporting Period: December 1 – 30, 2022 Submitted by: Diane Y. Archibeque, Head Teacher

Center-Based Activities:

Infant Indoor Play - This month the infants practiced drinking from open cups. The teachers talked with the children's families about what types of cups the children use at home. If the families are introducing open cups, the asked what strategies they are using and used similar strategies at school. During mealtimes the teachers offered the children open cups to drink out of. The teachers started with a small amount of water. The teachers demonstrated how to pick up and drink from the cup and placed it back down on the table using two hands.

Infant Outside Play – This month the infants and the teachers worked on throwing plush balls. The teachers offered a variety of lightweight balls for the children to explore. The teachers talked with the children about how to grasp and hold a ball, and describe the children's movements. The teachers explained and model how to gently throw a ball. Then the teachers invited the children to throw the ball to them.

Toddler Indoor Play – This month the toddlers and the teachers did a lot of Language and Literacy The teachers sat with the children as they choose a book to read. The teachers engage with the children has they looked at pictures, turned the pages, or pretends to read. The teachers talked about the book with the children and notice when they engaged in reading behaviors.

Toddler Outside Play – This month the toddlers and the teachers did lots of Language and Literacy outside. The teachers invited the children to join them for a walk outdoors to touch and talk about the different playground textures. The teachers explained that they are going to explore things that you find outside and talk about how they feel. They stopped at different points along their walk and pointed out items that they would like to touch and observe The teachers invited the children to explore its texture. They talk about what it feels like and they encouraged children to respond using descriptive words.

Parent Center Committee Meetings - We had a parent meeting on December 15, 2022. Again, we talked about bringing weather appropriate clothing now that the weather is getting colder. We also talked about the new Early Head Start Reading Log and how it will count for In-kind also Ready Rosie counts for In-kind. We encouraged the parents to participate in the new Early Head Start Reading as well as in Ready Rosie. We reminded the parents about upcoming closure dates December 21, 2022 – January 3, 2022. We let parents know that during the winter break would be the perfect opportunity for them to continue to or start to potty train their toddler. The firefighter's Albuquerque Fire Rescue (AFR) Fire Marshal Office along with "Sparky" and Engine 17 visited our infants and toddlers and were able to provide each child with a gift. Our next parent meeting will be on January 20, 2023.





EARLY HEAD START Center-Based Monthly Report Form

Center: La Mesa EHS Reporting Period: December 1st-30th 2022 Submitted by: Jessica Walton- Teacher

Activities at Center:

Closed due to staff shortage

Parent Committee Meetings/Socializations:

Because of the closure we had to cancel the parent meeting.





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

Center: Singing Arrow Early Head Start **Reporting Period:** December 2022 **Submitted by:** Daphne Dubriel; Parent, Family, Community Engagement Specialist

Activities at Center: Closed to lack of staff

Parent Committee Meetings/Socializations:





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

Center: Trumbull EHS Reporting Period: December 2022 Submitted by: Daphne Dubriel/Parent, Family & Community Engagement Specialist

Activities at Center: Trumbull is closed at this time due to center renovations. Center items have been brought back into the building and staff and a couple of dads helped unpack the first round of items. The last of items were brought in and staff spent several days unpacking, organizing and designing the rooms.

Parent Committee Meetings/Socializations:



City Of Albuquerque Department of Family and Community Services Division of Child and Family Development Policy Council Wednesday, January 18, 2023

- 1. Roll call/Introductions (Quorum was not established). Call to order: 5:40pm
- Dr. Dawnita Blackmon-Mosely/Division Manager, Abigail Stiles/Board Representative, COA staff – Daphne Dubriel/Family Engagement Coordinator, Monica Watrin/ERSEA, Connie Lopez/Mental Health & Disabilities program Coordinator, Katrina Williams/Nutrition & Safety Coordinator, Michele Brown/Office assistant. Emmanuel Magallanes/Policy Council member/parent at Western Trail, Nicole Martinez/guest/parent at Western Trail. Introductions done.
- 3. Approval of Meeting Minutes: Quorum not met.
- 4. Governing Board Report: No report.
- 5. Directors Report: Reporting Period 12/1-31/2022
 - a.) Financials Dr. Dawnita Blackmon-Mosely explained the report.
 - b.) Enrollment- Monica Watrin: Total funded enrollment 128. Total reportable enrollment 68; 56 center based and 12 home based. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated over 30 days.
 - 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 (8), transitioning children (2), pregnant moms giving birth (0), children leaving before turning 3 (6), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (50), children up-to-date as possible on immunizations (0), children not up to date (4).

Eligibility Category- income eligible (30), TANF/SSI (13), Foster Child (1), Homeless (1). Over Income (7), Over 130% (2), Children w/IFSP's (20).

d.) Attendance-

City operated Early Head Start centers classroom attendance rates:

La Mesa	0%
MacArthur	58.33%
Plaza Feliz	60.10%
School on Wheels	56.20%
Singing Arrow	0%
Trumbull	0%
Western Trail	53.47%

Overall center-based program attendance totals- 57.19%; total number of absences 244.

- e.) Meal Counts- Total number of meals for (0-3 years in age), total children served (46), breakfast (305), AM snack (0), Lunch (304), PM snack (253), Dinner (0).
- f.) Budget- Financial statements provided to policy council membership: Federal Grant-year to date (YTD) expenditures \$1,100,948.26. Training/Technical Assistance-(T/TA)-year to date expenditures \$9,342.67. City Match-year to date expenditures \$12,162.87.
- 6. Dr. Dawnita Blackmon-Mosely/Division Manager is considering issuing 2 more onetime incentives to support employee retention this fiscal year. She explained In-Kind and P-card purchases. She discussed the recruitment for children & families plus educators for Early Head Start. Dr. Dawnita met with T/TA in December. One of the requirements from OHS is teacher training. Our teachers have been receiving Practice-based coaching recently. Program Design is "Road to 100" which requires EHS to meet its full funded enrollment. Trumbull and Singing Arrow have both been remodeled, refurbished, and Singing Arrow has a new playground. Western Trail will be temporarily closed starting January 23, 2023. That staff will be reassigned to MacArthur, Plaza Feliz and School on Wheels. Dr. Dawnita is still working on recruiting new staff. She is working on getting an Education Cohort to get applicants credentials in 6 months. She is also working on getting a position of Program Aide through HR as an entry level job with professional development plan to move up in the program.
- 7. Connie Lopez/Mental Health & Disabilities program Coordinator reported she is working on the 45 day requirements for newly enrolled children at each center. She also does weekly class visits. Connie is helping with transitioning children from centers that are closing to other centers. She is also the Early Head Start rep. for metro area transition meetings.
- 8. Katrina Williams/Nutrition & Safety Coordinator is working on the 45 day screenings (hearing, height and weight) for the federal requirements of EHS. As soon as we acquire a vision screening tool she will also do vision. These are all screenings we need within 90 days for compliance, including 12mos, 24mos lead and hemoglobin.
- 9. Daphne Dubriel/Family Engagement Coordinator has supplied each EHS center with reading book bags holding 4 books each for every child in the center. Every week the child receives a new bag of books after they turn in the previous bag of books. The parents are to read to their child and mark their reading time on a calendar provided. Daphne is also working on her S.M.I.L.L.E. group with limited success. She is going to plan monthly activities to see if there is interest and maybe try monthly take home activities.
- 10. Monica Watrin/ERSEA will enroll children in the vacant spots are centers that had limited enrollment due to staffing shortages. With the temporary closing of Western Trail, that staff will be sent to other centers.

Discussion – Emmanuel Magallanes/Policy council/Parent at Western Trail mentioned that Western Trail is the only center on the west side of the river. He understands reason for closure but hopes Western Trail will be able to open again shortly. Dr. Dawnita assured him that Western Trail and Trumbull are prioritized to open in August. Dr. Dawnita requested Michele Brown and Daphne Dubriel to do a telephone poll of parents regarding the extension of our grant funding through June 2024, to be able to carry forward funds and for playground upgrades.

Dr. Dawnita Blackmon-Mosely then opened the floor to a visitor/parent at Western Trail, Nicole Martinez for 2 minutes. Nicole asked that Co-Policy Council seated members move parent meeting to occur prior to Policy Council meetings so that council members have time to hear parent feedback, to share packet materials and meeting minutes, and to request a formal agenda time when necessary. To distribute information for Policy Council meetings with agendas and minutes through Tadpoles so parent can view at any time. Provide respectful space for open discussion around topics that impact staff and families. Include parents in decision making process with adequate notice and timing to participate, provide as much notice as possible when staffing changes are expected to occur. Transition to hybrid model for Policy Council meetings. I ask that Program Managers be present at Fridays Western Trail parent meeting where an open discussion around current staff shortages and efforts in reopening of the center can occur and invite parents to ongoing strategic planning.

Meeting adjourned at 6:53pm

On January 26, 2023 Michele did a telephone poll of Policy Council members regarding (2) questions:

Do you approve of the Continuation of the Grant: Emmanuel Magallanes – Yes Diedra Quintana – Yes

Do you approve of the Carrying Forward of Funds: Emmanuel Magallanes – Yes Diedra Quintana - Yes

Next Meeting Date: February 15, 2023



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

Meeting Date: February 15, 2023

Program: Division of Child & Family Development

Name of Person Submitting Report: Dr. Dawnita Blackmon-Mosely

Funded Enrollment

Center-Based 104

Home-Based 24

Current Enrollment -

Center-Based 58

Home-Based 12

Explanation, if needed:

EHS Center operating on a hybrid model of 50% in-person learning and 50% distance learning. Family are choosing to keep children home and many are not interested in participating virtual learning. Program working on making the shift to 100% in-person learning.

I. Content Areas

A. Education:

- DCFD continues to recruit a qualified candidate to fill Education Specialist vacancy.
- Practice-Based Coaching cycles continue

B. Support Services (Mental Health and Disabilities).

- The Division continues to look at ways to support staff and families in their support the social-emotional well-being of the children through a research-based curriculum.
- Division continues to meet with OHS T/TA Specialist to review social- emotional support and services.
- Attachment Healing continues MH Consultation.

C. Health/Nutrition:

- The division continues to update and/or develop policies and procedures that align with the Head Start Performance Standards.
- CACFP Audit completed with finding shared with the division for program and process improvement
- Canteen released new menus for Breakfast, lunch and snack. Global Nutrition to review for compliance with CACFP guidelines

D. Family and Community Partnerships:

- Parent, Family and Community Engagement Specialist continues to partner with center on ReadyRosie Parenting Curriculum.
- SMILLE Initiative underway
- ≻

E. Program Design: Management & Administration

- Division Manager continues to participate in weekly ECECD meeting withSecretary Groginsky in efforts of staying abreast of state guidelines on early childhood Practices.
- > EHS received notification of 12-Month Plan to reach full enrollment
- Division Leadership working on CDA Cohort plans
- Program Aide positions were finalized on 2/9/2023. Division leadership is working with Accounting to get Fiscal Impact Analysis completed so positions can be officially posted. There are (15) Program Aide positions to support the Division as a whole.

II. New Hires as of February 1, 2023

EHS Center-Based:

N/A This reporting period

EHS Home-Based:

N/A This reporting period

III. Involuntary Terminations:

EHS Center-Based:N/A This reporting periodEHS Home-Based:N/A This reporting period



City of Albuquerque Early Head Start Caseload/Enrollment Report 01/31/2023

Enrollment	
Total Funded Enrollment:	128
Total Actual Enroliment:	49
Children Withdrawn & Dropped (last 30 days):	5
Total Reportable Enrollment (actual + withdrawn/dropped):	54
Total Deficit:	65

Program Snapshot

	Home based	Centers	ALL
Funded Enrollment:	24	104	128
Enrollment:	12	42	54
Defficiency:	12	62	74

Home Based Detail Caseload: 12 slots per home visitor

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days		Deficit
Valarie	12	10	12	0		0	12	0
Home Visitor Vacant	12	0	0	0			0	12
Total	24	9	8	0		4	12	12

Center Detail

Ctr Detail	Slots	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	3	0	3		5
MacArthur	16	7	1	8	· · · · ·	8
PlazaFeliz	16	14	0	14		2
SOW	16	13	0	13		3
Trumbuli	24			0		24
W. Trail	16	0	4	4		12
Singing Arrow	8			0		8
Total	104	37	5	42		62

Monthly Program Information Summary		
January 23		
# new enrollments families	2	
# new enrollments children	3	
# new enrollments pregnant mom	0	
# children born to pregnant mom	0	
Total new enrollment	3	
# children graduating	0	
# pregnant moms giving birth	0	
# children leaving before turning 3	8	
# pregnant moms leaving before baby	0	
Total leaving	8	
	# of children	% of childre
Children with up to date immunizations	47	969
Children up to date as possible on immunizations		
Children not up to date on immunizations	2	49
	++	
Eligibility Category	# of children and pregnant women	% of total number of children and pregnar wome
income eligible	25	519
Public Assistance	13	279
Foster Child	1	29
Homeless	1	29
Over Income	7	149
Over 130%	2	49
	# of children	% of total number of slot
Children with IFSPs	19	15%

2/6/2023 1:41 PM

City Of Albuquerque EHS

Page 1 of 1 E25745

2301 - Average Daily Attendance

Program Term: EHS 2022-2023, Program Option: Standard Full Day, Attendance Date: 1/1/2023 - 1/31/2023

City Of Albuquerque EHS

	Atten	dance Re	cords	Operating		Fund	ed Enrollment	Actual Enrollment		
	Present	Absent ⁶	Neither ⁷	Days	ADA ¹	Count	% Attendance	Count ²	% Attendance	
Douglas MacArthur		2571 54 19								
Toddler - EH	77	60	0	19	4.05	8	50.66%	7.21	56.20%	
Site Total	77	60	0	19.00 (avg)	4.05	8	50.66%	7.21	56.20%	
Plaza Feliz										
Toddler - EH	85	17	0	19	4.47	8	55.92%	5.37	83.33%	
Twos	44	12	0	9	4.89	8	61.11%	6.22	78.57%	
Site Total	129	29	0	14.00 (avg)	9.36	16	57.59%	11.59	81.65%	
School On Wheels			1000 (A)		-					
Infant	48	12	0	17	2.82	8	35.29%	3.53	80.00%	
Toddler	109	43	0	19	5.74	8	71.71%	8.00	71.71%	
Site Total	157	55	0	18.00 (avg)	8.56	16	54.51%	11.53	74.06%	
Western Trail										
Infant	20	11	0	7	2.86	8	35.71%	4.43	64.52%	
Toddler	28	38	0	13	2.15	8	26.92%	5.08	42.42%	
Site Total	48	49	0	10.00 (avg)	5.01	16	30.00%	9.51	49.48%	
City Of Albuquerque EHS	411	193	O	14.71 (avg)	26.98	56	49.88%	39.84	68.05%	
Report Totals	411	193	0	14.71 (avg)	26.98	56	49.88%	39.84	68.05%	

1. ADA for each clasroom 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 Enroliment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.

: Statuses counted as Present: Present(P), Present Offsite(PO), Tardy(T), Left Early(LE), Tardy and Left Early(TLE), Late Pickup(LP), Tardy and Late Pickup (TLP) 6. Statuses counted as Absent: Excused(E), Unexcused(U)

7. Statuses counted as Neither: Not Scheduled (N)

2/6/2023 1:42 pm E25745

City Of Albuquerque EHS

Page 1 ChildPlus

2371 - CACFP Reimbursement Summary

Program Term: EHS 2022-2023, Program Option: Standard Full Day

Attendance Date: 1/1/2023 - 1/31/2023

City Of Albuquerque EHS

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
EHS 2022-2023						I i		11	
Douglas MacArthur									
Toddler	19	9	0	0	69	0	68	49	0
Douglas MacArthur	19	9	0	0	69	0	68	49	0
Plaza Feliz	·		·			L., I		11	
Toddler	19	6	0	0	82	0	79	65	0
Twos	9	8	0	0	44	0	44	39	0
Plaza Feliz	28	14	0	0	126	0	123	104	0
School On Wheels			**			l		- <u>I</u> I	
infant	17	5	0	0	18	0	12	7	0
Toddler	19	8	0	0	108	0	107	82	0
School On Wheels	36	13	0	0	126	0	119	89	0
Western Trail			· · · · ·						
nfant	6	6	0	0	20	0	20	19	0
Foddler	12	6	0	0	25	0	25	24	0
Western Trall	18	12	0	0	45	0	45	43	0
City Of Albuquerque EHS	101	44	0	0	366	0	355	285	0
Report Totals	101	44	0	0	366	0	355	285	0

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2022 EXPENDITURE REPORT FEDERAL GRANT (3164250) January 31, 2023

ACCOUNT	C. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	and the			SECTOR S	Read.			181201	10 Mar. 1	E.A.F.M				YTD	REMAINING	%
	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	EXPENSES		EXPENDED
Salaries and Wages	1,218,144.00	96,056.05	83,059.55	80,300.39	77,339.48	75,529.87	270,813.45	87,801.52							770,900.11	447,243.89	63.28
	596,800.00	45.135.42	42,100.88	41,293.02	39,039,31	37,748.53	52,126.59	34,094.83							291,536.58	305,263.42	48.85
Total Personnel Costs	1,814,944.00	141,191,47	125,160.43	121,593.41	116,378.79	113,278.20	322,940.04	121,896.35	0.00	0.00	0.00	0.00	0.00	0.00	1,062,436.69	752,507.31	58.54
lupplies																	
522000-Supplies	35,037.00	489.48	354.92	82.41	5,736.37	206.52	4,295.12								11.164.82	23,872.16	31.87
522032-Supplies-Food	13,000.00	83.90	26.96	149.36		303.53	319.80								883.55	12,116,45	5.60
522048-Supplies-Office	45,000.00		1,129.61	1,005.53	12,068.97	1,368.07	278.22	744.02							16,594,42	28,405.58	36.68
Supplies- All others																	
522054-Supplies-Other			156.56			157.42									313.98		0.00
522052 - Supplies-Operating	12,000.00					1,158,28	204.86								1,363.14		11.36
522060 - Supplies-Postage/Freight							201,00								1,303.14		11.30
522500-Travel - Expense	5.000.00	(15.47)	1.057.45												1.041.98	3.958.02	20.841
522510-Travel - Local/In State	5,500,00	396.88	364,90	691.38	276.26	311.88	738.77	25.54							2,805.59	2,694,41	20.84
523410-License Renevels				800.00		75.00	100.11	20.04							875.00	2,039.91	
otal Supplies	115,537.00	954,79	3,090.40	2,728.66	18,081,60	3,580.70	5,836.77	769.56	00.0	0.00	0.00	0.00	0.00	0.00	35,042,48	80,494.52	0.00
				2 to be defense of the first													
Other																	
521500-Utilities	10,545.00														0.00	10,545.00	0.001
523800-Repairs & Maintenance	8,476.00	540.72		418.63	815.71	320.00		29,954.50							32,049.56	(23,573.58)	376.125
521000-Other service					225.22		8,778.00								9,003.22		0.005
521540 - Telecom-Telephone		58.26	58.26	67.76	67.23	67.23	67.23								385.97		0.005
521544 - Telecom-Cellular Svc And Equip		206.00	206.00	205.60	205.40	205.40	205.00								1,233.40		0.005
523000-Thaining	28,000.00		142.23	10,648.20	6,000.00		1,550.00								18,340.43	9,659.57	65.50%
523400-Dues and Memberships		7.3 m				(i)			1021/025						0.00		0.005
Total Others	47,021.00	804.98	406.49	11,340.19	7,313.56	592.63	10,600.23	29,954.50	0.00	0.00	0.00	0.00	0.00	0.00	61,012.58	(13,991.58)	129.769
Contractual																	
527500-Contractual (Training)					18.889.22	982.68	1,105.52	921.26									0.005
527505- Svca-Advertising	10,000.00			12.050.76		9.038.07	15,575.27	18,076,14								10,000,00	0.001
520500-Contractual (Professional)	60,178.00															60,178.00	0.009
527565 - Svcs-Subcontracts&Subawards					10,421.53	17,532.95		12.054.00								ww, 170.00	0.007
Total Contractual	70,178.00	0.00	00.0	12,050.76	29,310.75	27,553.70	16,680.79	31,051.40	0.00	0.00	0.00	0.00	0.00	0.00	116,647.40	(48,469.40)	166.229
anyforward FY21														10.1		Store Wards	-0
533004- Recreational Equipment			12,387,78														
522000-Supplies			12,301.10													0.00	0.00
Total Contractual	0.00	0.00	12,387.78	0.00	0.00	0.00	0.00	0.00								0.00	0.009
	0.00	0.00	14,307.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,387.78	0.00	0.001
GRAND TOTAL	2,047,580.00	142,951.24	141,045.10	147,713.02	171,084.70	145,003.23	356,057.83	183,671.81	0.00	0.00	0.00	0.00	0.00	0,00	1,287,526.93	772,540.85	62.68
																Current %	62.88
BAR sugges																Should Be	581
																Under spent	-57
Salaries and Wages	(88.000.00)															numer sherr	-37

_

Possible reversion \$ (93,046.93)

Salaries and Wages (86,000.00) 522000-Supplies 40,000.00 2,546,236.00 Original Budget 55,597.00 Cola 2,601,833.00 Total Supplies-All others 30,000.00 527505- Svcs-Advertising 16,000.00 Entitlement 1,992,083 T&TA Total FY22 44,906 2,036,989.00 Carry forward FY21 Equipment Supplies Total budget 327,415.00 150,000.00 2,514,404.00

522000-Supplies

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2022 EXPENDITURE REPORT FEDERAL GRANT T&TA (3164251) January 31, 2023

ACCOUNT DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	YTD EXPENSES	REMAINING BALANCE	% EXPENDED
522500 - Travel-Expense	e \$4,560.00															4,560.00	0.00%
Other																	
521000-Other service	\$25,440.00																0.00%
523000-Training - Gener		Į	3,002.67	3,190.00			3,150.00								9,342.67		0.00%
522020 - Supplies-Unife															-		
522032-Supplies-Food															-		0.00%
522048- Supplies-Office															-		0.00%
523400-Dues And Merr															-		0.00%
523410-License Renew	1000		0.000.07												-		0.00%
Total Others	\$25,440.00	•	3,002.67	3,190.00	•	•	3,150.00	•	-	-	•	•	-	-	9,342.67	\$16,097.33	36.72%
527500-Contractual (Trainin	g \$14,906.00														-	14,906.00	0.00%
GRAND TOTAL	\$44,906.00	\$0.00	\$3,002.67	\$3,190.00	\$0.00	\$0.00	\$3,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,342.67	\$35,563.33	20.80%
																Current %	20.80%
																Should Re	504/

Should Be 58% Under spent 38%

Possible reversion \$ 16,852.50

0

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2022 EXPENDITURE REPORT CITY MATCH (3164252) January 31, 2023

ACCOUNT	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TANULATIN	FEDOULARY	-	1000		-	-	YTD	REMAINING	%
Salaries and Wages		6S0.03					DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	EXPENSES	BALANCE	EXPENDED
•	149,411.00	376.15	1,411.30 870.44	405.18	156.32	753.50	192.02	409.39							3,977.74	145,433.26	
Fringe Benefits Total Personnel Costs	76,035.00			291.41	74.39	407.33	182,53	195.21							2,397.46	73,637.54	3.15%
Local Personnel Costs	225,446.00	1,026.18	2,281.74	696.59	230.71	1,160.83	374.55	604.60		-	•	-	•	•	6,375.20	219,070.80	2.83%
Supplies																	
522000-Supplies	20,000.00														-	20,000.00	0.00%
522032-Supplies-Food	10,000.00														-	10,000.00	0.00%
522048-Supplies-Office	15,000.00														-	15,000.00	0.00%
522054-Supplies-Other	20,000.00														588.03	19,411.97	2.94%
S22060-Supplies-Postage/Freight		10.03	15.64	5.02	17.89	6.90	7.52	24.39							1,176.06		0.00%
S22510-Travel-Local/In State			187.15	130.99		63.75	118.75										0.00%
Total Supplies	65,000.00	10.03	202.79	136.01	17.89	70.65	126.27	24.39	-	-	-		-	-	568.03	64,411.97	0.90%
PA1														-			
Other S21000-Other Services	158,301.00																
521500-Utilities	136,301.00														•	158,301.00	
523800-Repairs & Maintenance															•	•	0.00%
7-Rent	10,500.00														•		0.00%
521544 - TeleCellular Svc And Equip	10,300.00															10,500.00	0.009
Total Others	168.801.00																0.009
Total Others	100,001.00		-				-	-	-	*	•		-	•	•	168,801.00	0.00%
Contractual																	
527500-Contractual (Training)																	0.00%
527505- Svcs-Advertising																	0.00%
520500-Contractual (Professional)	50,000.00															50,000.00	0.00%
527565 - Svcs-Subcontracts&Subawa																	
Total Contractual	50,000.00	0.00	0.00	0.00	0.00	0.00	00.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00%
stemal Service																	
591265 - Transfers Out - Fund 265							2,143.34	628.99									0.000
594031 Vehicle Maintenance (523800)				230.40	590.40		2,143.34 852.77	048.99							2,772.33		0.00%
594032 Vehicle Maintenance (outside)				149.39	350.40										1,673.57	-	0.00%
594041 Vehicle Matteriance (outside)				149,39			789.75								939.14		0.00%
Total Internal Service Charges		-		379.79	500.40												0.00%
		•		3/9./9	590.40		3,785.86	628.99	<u> </u>	-	•	-		-	5,385.04	-	0.00%
GRAND TOTAL	509,247.00	1,036.21	2,484.53	1.212.39	839.00	1.231.48	4.286.68	1,257.98							12,348.27	496,898.73	

Current % 2.42% Should Be 58% Under spent 56%

Possible reversion \$ 284,712.48

	July	August	September	October	Nevenber	December	Jagaary	February	Merch	April	May	June	Final	Total
Available In-kind Cash match	•	•	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17		102,291.67
Total Match														102,291.67
Match Detail	July	August	September	October	Nevember	December	•	P-1				•		
Space Allowance		Algen	10,229.17	10,229.17	10,229.17	10,229.17	January 10,229.17	February 10,229.17	Morch 10,229.17	April 10,229.17	May 10,229.17	June 10,229.17		Total
Parent Services			10,223.11	10,649.11	19,447.17	17,447.17	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17		102,291.67
Misc donations														
Professional In-kind														-
		-	10,229.17	10,229.17	10,229 17	10,229.17	10,229,17	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17		102,291.67
														125,993.75
Reat	FY 2822													23,702.08
			Square	Cast per										23,702.08
Site Name	Treer	y Address	Footage	Square Foot	Inclusive									
	1820 Raudolp	Southcest												
Admin office														
La Mora EHS	7500 Copper h	Œ	1,018	\$ 16.50	16,800.00									
MacArthur EHS		lscArther Rd NW	1,800		29,700.00									
Plaza Feliz	517 San Pablo S													
Tramball	419 Pennsylva													
inging Arrow School On Wheels	13001 Singing 129 Hartline S		2.931	\$ 17.50	41 205 00									
Wostons Truil	6440 Western		1,920		51,290.00 24,960.00									
Contract of the state	and a contra		1.444	Total Real	122,750.00									
			Monthly I	Rest Allowance	18,229.17									



City of Albuquerque Division of Child & Family Development Early Head Start P-Card Expenses January 2023



Cardholder Name	Transaction Date		Amount	Description
Dubriel, Daphne	1/24/2023	American Red Cross	\$108.00	CPR/First Aid Training for 3 employees. AG
Dubriel, Daphne	1/5/2023	Walmart.Com	\$273.98	Diapers and wipes for SOW. AG
				Lactaid and Almond milk SOW. AG
Dubriel, Daphne	1/5/2023	Wal-Mart #0831	\$27.68	-

\$409.66





Reporting Period: January 2023

Submitted by: Valarie Ramirez, Home Visitor

Home Based Activities:

Visits are conducted in person 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 January was called "Size Sort: Collecting and Comparing", this activity focused on the child's Cognitive Development. I brought large blocks/very small blocks, plastic spoons and forks as well as colorful plastic fruit. I placed a large block on the floor saying "this is a BIG block", then I placed a much smaller block on the floor opposite from the large block and said "this is a small block".

I then pulled out another large block and asked child "where does this block go, does it go with the BIG block or does it go with the small block?" Child looked down at the blocks and placed it next to the smaller block. Both mom and I told child the block is "BIG" and goes with the big block, child then moved the large block over next to the other large block. I then pulled out a small block and asked child where it goes (y esta? donde va esta?), child placed the small block next to the other small block. Child was able to correctly place each of the remaining blocks next to their corresponding sizes. Next, I pulled out the different plastic cutlery and separated one of each while I named each one and asked child to repeat after me. Child tried repeating the words while looking down, I then pointed to my mouth and slowly said "fork", child also pointed to their mouth and tried saying fork. I then handed child a spoon and asked them where it went, child placed the spoon next to the fork. I looked at the spoon and the fork and said "hmm no es el mismo" (they don't look the same) then spread the cutlery further apart from one another. I then pulled out another fork comparing it to each utensil saying "este aqui es el mismo" (this one here is the same as this one) while placing the fork next to the other spoon. Child was able to correctly place all the utensils next to their corresponding type of utensil as well as turn them and place them to run uniform with one another, all spoons heads up, all fork heads down.

Lastly, I pulled out the plastic fruit, I held up a red strawberry and asked child if they could find me another red fruit. Mom asked child in Spanish to find another red fruit, child did not find another red fruit. I tried several colors but child did not look for another corresponding color. I then separated the fruits by their color (orange, red, green, purple, yellow). While I was separating the fruits I slowly demonstrated looking for their corresponding colors, "this one is yellow, yellow banana, where does this yellow banana go, oh it goes here next to the yellow lemon". I then asked for an orange, mom encouraged child to give me an orange, child looked around but did not give me the orange. I asked child if I could have a yellow banana, mom also encouraged child to give me a yellow banana, child did look for and give me the yellow banana.

Another activity done for the month of January was called "Bubbles for Baby: Watching and Popping", this activity focused on the child's Perceptual, Motor, and Physical Development. I brought bubbles for this activity. While mom was breastfeeding child dad blew some bubbles over child. At first child did not notice the bubbles until one popped on child's cheek. A while later after mom was done feeding child, dad again started blowing bubbles for child and snapped his fingers in order for child to look towards him and see the bubbles. Child did start to try to hold their head up to see a few of the bubbles but did not try to swat at them. Dad laid child down in their carrier and continued blowing bubbles which child did notice and did follow some with their eyes.

January 2023 Socializations:

January 20th – Parent and Child Vision Board and Fine Motor @ Main Office – Domain(s): Perceptual, Motor, and Physical Development (fine motor). 1 family attended.

January 31st – Oral Health Presentation and Varnish Application @ Main Office – Domain(s): Perceptual, Motor, and Physical Development (fine motor). 0 families attended.

Discussed Policy Council and S.M.I.L.L.E with families.





Center Name: MacArthur EHS

Reporting Period: January 1, 2023- January 31, 2023

Submitted by: Maria Chacon- Head Teacher

Center-Based Activities:

In January the children worked on getting back into the classroom routine. They worked on putting things back where they went and about what comes next. The children also worked on investigating questions. One of the questions we used was; How do we use flash lights? We used the flashlights to help guild the children to pick up the toys and put them in the correct container by the children following the light. The children also used the flashlight to point at the toys the teacher was asking them about. The children got to spend some time outside to talk about the weather and to see if they can find birds. They also practice counting. We counted blocks, spoons, plates, cups, children and with everything we did. We looked at books and asked the children about the similarities with what was in the books to the children and teachers around them. The children worked on the color white and played "I Spy" toddler version. We are working on brushing their teeth every morning after breakfast. The children painted using different color paints and we talked about the colors we were using. We looked outside at the weather changes. The children did a nutrition experience with exercising by doing baby yoga and dancing to the freeze song. We reminded parents to do Ready Rosie and to comment on how they went and to attend Policy Council for the month. The parents were also encouraged to take a book bag home and some puzzles to work on at home as well as the monthly activity calendar.

Parent Center Committee Meetings:

Center meeting done though Zoom. Sent the invite to parents though tadpoles. The zoom meeting was on 01/12/23 at 2:30pm. Only one parent attended. We went over Importance of attendance for the children to reach their school readiness goals. We also talked about the importance of doing the Monthly calendar and reading log each week. We also went over center updates. Next month's center meeting will be at the center.





Center Name: Western Trail Early Head Start

Reporting Period: January, 2023

Submitted by: Diane Y. Archibeque, Head Teacher

Center-Based Activities:

Infant & Toddler Indoor Play - This month the infants and the teachers had so much fun with math! They sang and did movements to the nursery rhyme "This Little Piggy." The teachers displayed a few blocks, leaving the remaining blocks on the shelf. Then the teachers demonstrated for the infants how to build a structure using the blocks. The teachers counted the blocks and modeled using all of the blocks and then getting more. The teachers gave each infant a few blocks to explore and build with. The teachers encouraged the infants to ask for more as needed. The teachers did some jump counting with the infants, modeled how to jump and then they encouraged the infants to count the number of times that they jumped together. Teachers read lots of books about numbers and counting! These are the book we read "Five Little Monkeys" a Mother Goose book, "1 2 3 in my house" by May Harte, "Toddler Two" by Anastasia Suen, "Piggies" by "udrey and Don Wood, and "Mouse Count" by Ellen Stoll Walsh.

Infant & Toddler Outside Play – This month was to cold, wet, and windy to be outside so the infants and the teachers worked on a number hunt inside. The teachers placed several pieces of number cards around the room next to the same number of classroom items. For example, they placed the number card with the 1 next to one small table and the number 2 next to two pillows. The teachers had the infants walk around the room to find the number cards. When the infants found a card, the teacher said the number and counted the items.

Parent Center Committee Meetings

This reporting period, we had a parent meeting on January 20, 2023. We talked to the parents especially the fathers who were in attendance about how important it is to get involved in the SMILLE Group.

We reminded parents to continue to participate in "Ready Rosie" and they would be getting a new invite from their temporary new center staff.

We also talked to the parents about continuing to participate in the "Reading Logs." We asked parents to take items home so that they could use them at there temporary new center.

The parents had a few questions for Dr. Blackmon-Mosely about center placement and the CDA Cohort opportunity. Dr. Blackmon-Mosely obtained contact information from (2) parents interested in participating the CDA Cohort.

e parent meeting ended with the Western Trail staff telling parents "See you later this is not goodbye!"





Center: Plaza Feliz Early Head Start

Reporting Period: January 2023

Submitted by: Tammy Martinez, Teacher

Activities at Center:

In the Plaza Feliz toddler room, we continued to explore winter and cold themes. Teacher Tammy made a sensory bin with white items such as, fake snow, pool noodles, plastic snowflakes, plates and cups to explore. We also did ice painting with colored frozen ice. We used many winter words such as snow, white, cold/frio, ice, polar bear, penguin etc.

In the twos room, the classroom was closed for two weeks after two Teachers resigned over the Winter Break. The classroom reopened January 17th, and the children were welcomed with Teacher Jessica and Teacher Francine in the two's classroom. We also welcomed Head Teacher Diane in the ones room as temporary support to Plaza Feliz as Division Leadership works diligently to fill vacant Teacher positions.

When children returned from the Winter Break, Teachers and children spent the first week getting reacquainted with each other. We also learned about Winter and begun learning about shoes as a lesson from The Creative Curriculum Infants, Toddlers and Two's learning tool.

Parent Committee Meetings/Socializations:

Our parent meeting was held on Wednesday, January 25 at 2:00pm. Parent Engagement Specialist Daphne discussed the male involvement program SMILLE, reading logs, in-kind and Ready Rosie. Also new staff to the center were introduced. Discussion was had about the reading backpacks not being returned and lack of participation on weekly reading and the parent activity calendar.





Center Name: School on Wheels EHS Reporting Period: February 2023 Submitted by: Bernice Johnson, Head Teacher

Center-Based Activities:

We had a new addition to our infant classroom. We will have two more children transitioning in next week into the infant classroom. The new student is doing well adjusting to her new environment. Teachers were switch around and are also adjusting to their new students and classroom. The month of January the toddlers were focused on Clothes. How to dress themselves and what clothing is appropriate for the weather.

As for the infant classroom, they are focusing on welcoming a new student and also working on gross motor such as standing up without any support and taking steps, fine motor such as picking up a block and stack it or putting a puzzle piece into the puzzle, playing along side one another and when friends accidentally fall on to one another and not bite.

Parent Center Committee Meetings:

Parent meeting was on January 27th, 2023

6 parents came to the meeting. We discussed SMILLE activities, also encourage male figures to attend our scheduled event on the 3rd of February, Ready Rosie, In-Kind and the grey backpacks (to please return them on in a timely matter. A nomination was put in for our new Policy Council rep, Nicole Martinez. Those who did not attend the parent meeting, voting was done the week of Jan. 30 so every parent has the opportunity to vote.





Center: Singing Arrow Child Development Center

Reporting Period: February 2023

Submitted by: Daphne Dubriel, Parent, Family, Community Engagement Specialist

Activities at Center:

Singing Arrow Child Development Center remains closed due to a low number of children and staffing shortages. Division leadership is taking the opportunity to complete minor renovations both inside and outside of the center. Division leadership is also working very diligently on recruitment efforts to secure staff so the center can reopen the upcoming school year, August 2023.

Parent Committee Meetings/Socializations:

Not applicable this reporting period





Center: La Mesa EHS

Reporting Period: February 2023

Submitted by: Jessica Walton- Teacher

Activities at Center:

La Mesa Early Head Start has been temporarily closed due to staff shortage. Division leadership is working diligently on creating and entry level Program Aide position and enhancing marketing and advertising plans to recruit educators to get the center reopened by August 2023, the start of the new school year.

Parent Committee Meetings/Socializations: Not applicable this reporting period





Center: Trumbull Child Development Center

Reporting Period: February 2023

Submitted by: Daphne Dubriel, Parent, Family & Community Engagement Specialist

Activities at Center:

Trumbull remains closed at this time due to staffing. Classrooms have been set up, however, as Division Leadership works to fill positions, the Division is taking advantage of the center closure and has begun playground reconstruction. At this point, the play structures have been removed and the excavation of excess dirt and concrete is in the process of being removed to prepare for the installation of the new playground.

When the center reopens, there will be a ribbon cutting ceremony and the center will increase its capacity from serving (24) infants and toddlers to (54) children six weeks to five years of age.

Parent Committee Meetings/Socializations:

Not applicable this reporting period



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

Meeting Date: March 15, 2023

Program: Division of Child & Family Development

Name of Person Submitting Report: Dr. Dawnita Blackmon-Mosely

Funded Enrollment

Center-Based 104 Home-Based 24

Current Enrollment -

Center-Based 58 Home-Based 12

Explanation, if needed: 3/7 EHS are operating due to short staffing numbers and the federal Teacher: Child ration that must be followed. The 12 month enrollment plan is

I. Content Areas

A. Education:

- DCFD continues to recruit a qualified candidate to fill Education Specialist vacancy.
- Practice-Based Coaching cycles continue

B. Support Services (Mental Health and Disabilities).

- The Division continues to look at ways to support staff and families in their support the social-emotional well-being of the children through a research-based curriculum.
- Division continues to meet with OHS T/TA Specialist to review social- emotional support and services.
- > Attachment Healing continues MH Consultation.

C. Health/Nutrition:

- The division continues to update and/or develop policies and procedures that align with the Head Start Performance Standards.
- CACFP Audit completed with finding shared with the division for program and process improvement
- Canteen released new menus for Breakfast, lunch and snack. Global Nutrition to review for compliance with CACFP guidelines

D. Family and Community Partnerships:

- Parent, Family and Community Engagement Specialist continues to partner with center on ReadyRosie Parenting Curriculum.
- SMILLE Initiative underway

E. Program Design: Management & Administration

- Division Manager continues to participate in weekly ECECD meeting withSecretary Groginsky in efforts of staying abreast of state guidelines on early childhood Practices.
- > EHS received notification of 12-Month Plan to reach full enrollment
- Division Leadership working on CDA Cohort plans
- Program Aide positions were finalized on 2/9/2023. Division leadership is working with Accounting to get Fiscal Impact Analysis completed so positions can be officially posted. There are (15) Program Aide positions to support the Division as a whole.

F. New Hires as of March 1, 2023

EHS Center-Based: N/A This reporting period

EHS Home-Based:

N/A This reporting period

III. Involuntary Terminations:

EHS Center-Based:N/A This reporting periodEHS Home-Based:N/A This reporting period

City of Albuquerque Department of Family and Community Services Division of Child and Family Development

Program Operations – Health Program Services

<u>TITLE: Evidence-based COVID-19 Mitigation Policy</u>

Policy Number:

Effective Date:

Policy Approval Date:

Governing Board Approval Date:

PERFORMANCE STANDARD: 1302.40, 1302.47

SUBJECT: COVID-19 Mitigation

PERFORMANCE OBJECTIVE:

The City of Albuquerque (COA) Division of Child and Family Development (DCFD) will follow the Administration for Children and Families (ACF) final ruling on January 6, 2023, that removes the requirement for universal masking for all individuals ages two and older. Masking will be highly encouraged when it benefits the health of children, families and staff, particularly when communities are experiencing high levels of COVID-19. We will promote health and safety among the children and the staff in the program by providing information on how to access vaccinations, educating staff and children how and when to wear masks, implementing safe COVID-19 environmental practices, and ensuring all staff and families know the COA DCFD evidence based COVID-19 testing policy.

OPERATIONAL PROCEDURES:

The COA Division of Child and Family Development program will adhere to the following procedures for mitigating the spread of COVID-19:

- 1. Access to Vaccinations:
 - The DCFD program will promote the protection and safety of all children, families and staff by staying up to date on all vaccines that are required.
 - Children and staff are recommended to get the COVID-19 vaccinations and boosters.
 - Registration for children and adults to receive a COVID-19 vaccination is on the New Mexico Department of Health (NMDOH) website *vaccinenm.org* or children and staff can receive COVID-19 vaccinations from their primary care doctor.
 - Staff and children that exempt any required vaccinations should request a reasonable accommodation based on Federal law because of a disability, medical condition, or sincerely-held religious belief.
- 2. Masking:
 - Mask wearing will be recommended for children two years and older when local COVID-19 community levels are high.
 - Masks should be worn as soon as the individual was exposed to COVID-19.
 - Masks should not be worn by:
 - o Children who are under two years old.
 - Anyone who cannot remove their own mask.

- A child who has a special health care need and whose health care provider advises the family that their child should not wear a mask.
- People who cannot safely wear a mask because of a disability as defined by the Americans with Disabilities Act (ADA).
- o People while they are eating or drinking, brushing teeth, resting, or sleeping.
- Wear well-fitted masks effectively:
 - Cover the mouth, nose and chin.
 - Fasten around the ears or back of the head.
 - Stays in place when you talk and move.
 - o Allow easy breathing.
- Handling masks:
 - Wash your hands for 20 seconds with soap and water before and after touching your mask (such as when putting it on or taking it off to eat or drink).
 - Wash your hands before and after helping a child with their mask (such as when putting it on or taking it off to eat, drink, brush teeth, rest, or sleep).
 - Try to touch only the ear loops or ties. Avoid touching the part of the mask that touches the mouth and nose.
 - When children are eating, brushing teeth, or napping, store their masks in a paper bag or breathable container labeled with their name.
 - Whenever taking off a mask, remember which side was facing the child's mouth, and put in back on the same way.
- Reusing and caring for masks:
 - N95, KN95, or KF94 masks can be reused. Throw them away when they become wet, soiled or damaged, if the straps become loose, or the mask no longer fits snugly.
 - Medical/surgical paper masks can be used for one day. Throw them away at the end of each day, or sooner if they become wet, soiled, or damaged.
 - Cloth masks can be reused if they are not damaged, and if they fit well and are washed daily.
- Strategies to help children feel comfortable with masks:
 - Children should never be disciplined for not wanting to wear a mask.
 - Help children learn how to wear a mask consistently to be healthy and safe by showing them how to wear their mask so it fits securely over their mouth, nose, and chin.
 - Help children find a mask that is comfortable and that they can keep on all the time.
 - Give positive feedback to children for their efforts, and keep it playful!
- 3. Ventilation:
 - Centers will safely open windows and doors to maximize ventilation to move air in and out of the room.
 - o Open top windows that are not accessible to children.
 - o Install window guards if windows are accessible to children.
 - Outdoor time is encouraged to get fresh and healthy air.
 - In lieu of opening windows and doors, HVAC operations will be used in the classroom.
- 4. Testing:
 - If child or staff have symptoms, test immediately and stay home until results.
 - o Fever or chills
 - o Cough
 - Shortness of breath or difficulty breathing
 - o Fatigue
 - o Muscle or body aches

- o Headache
- New loss of taste or smell
- o Sore throat
- o Congestion or runny nose
- o Nausea or vomiting
- o Diarrhea
- If an individual tested positive (even without symptoms), Center of Disease Control (CDC) recommendations include staying home and away from others for at least five days (possibly more, depending on how the virus affects the person).
- If exposed to COVID-19 and do not have symptoms, wait at least five full days after your exposure before testing. If you test too early, you may be more likely to get an inaccurate result.

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2022 EXPENDITURE REPORT FEDERAL GRANT (3164250) February 28, 2023

ACCOUNT															TTD	REMAINING	*
DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL.	EXPENSES		EXPENDED
Salaries and Wages	1,218,144,00	96,056.05	83,059.55	80,300.39	77,339.48	75,529.67	270,813.45	95,554.05	57,326.15						835,978,79	382,165.21	68.63%
Fringe Benefits	596,800.00	45,135.42	42,100.88	41,283,02	39,039,31	37 746.53	52,126.59	38,042.79	28,298.58		10000	and do the	and the second		323,763.12	273.016.88	54,25%
Total Personnel Costs	1,814,944.00	141,191.47	125,160.43	121,593.41	118,378.79	113,276.20	322,940.04	133,596.84	85,624.73	0.00	0.00	0.00	0.00	0.00	1,159,761.91	655,182.09	63.90%
upplies																	
522000-Supplies	35,037.00	489.48	354.92	82.41	5,736.37	206.52	4.295.12		9.310.73						20.475.55	14,561,45	58.44%
522032-Supplies-Food	13,000.00	83.90	26.96	149,36		303.53	319.80	27.68							911.23	12.088.77	7.01
522048-Supplies-Office	45,000.00		1,129.61	1,005.53	12,068.97	1,368,07	278.22	1.054.59	61.77						16,966.76	28.033.24	37,709
Supplies- All others								•••									
522054-Supplies-Other	ł		156.56			157.42									313.98		0.007
522052 - Supplies-Operating	12.000.00					1,158.28	204.86	273.98							1,637,12		13.649
522060 - Supplies-Postage/Freight						.,									.,		
522500-Travel - Expense	5,000.00	(15.47)	1,057.45												1,041,98	3,958,02	20.845
522510-Travel - Local/In State	5,500.00	396.86	364.90	691,38	276.26	311.68	738.77	236.27	265.77						3,302.09	2,197.91	60.049
523410-License Renewals		1		800.00		75.00			95,00						970.00		0.00%
otal Supplies	115,537.00	954.79	3,090,40	2,728.66	18,081.60	3,580.70	5,836,77	1,592,52	9,753.27	0.00	0.00	0.00	0.00	0.00	45,618,71	69,918,29	39.489
Kher																	
52 1500-L/tilities	10,545.00														0.00	10,545.00	0.005
523800-Repairs & Maintenance	8,476.00	540.72		418.63	815.71	320.00		29,954.50							32.049.56	(23,573,56)	378,129
521000-Other service	0,470.000			410.03	225.22	320.00	8,778.00	23,334.30							9,003.22	(23,573,36)	0.009
521540 - Telecom-Telephone		58.26	58,26	67.76	67.23	67.23	67.23	67.70	67.70						521.37		0.007
521544 - Telecom-Cellular Syc And Equip	I	206.00	206.00	205.60	205.40	205.40	205.00	205.10	205.10						1.643.60		0.009
523000-Training	28,000.00	2,00.00	142.23	10.648.20	6,000,00	203.40	1.550.00	108.00	205.10						18,448,43	9,551,57	65.895
523400-Dues and Memberships			176.469	10,040.20	0,000.00		1,000.00	100.00							0.00	3,001.01	0.009
Total Others	47,021,00	804.98	406,49	11.340.19	7.313.56	592.63	10.600.23	30.335.30	272.80	0.00	0.00	0.00	0.00	0.00	61,668,18	(14,645,18)	131,157
				11,244,00			10,000.00		AT A DEC	0.00		0.04	0,00	0.00	01/000.10	[14,040.10]	131,137
Contractual	I																
527500-Contractual (Training)					18,889.22	982.68	1,105.52	921.26									0.00%
527505- Svca-Advertising	10,000.00			12,050.76		9,038.07	15,575.27	22,017.57	12,912.99							10,000.00	0.00%
520500-Contractual (Professional)	60,178.00							1.2.1.1								60, 178,00	0.00%
527565 - Svca-Subcontracts&Subawards					10,421,53	17,532.95		12,054.00						_			
Total Contractual	70,178.00	0.00	0.00	12,050.76	29,310.75	27,553.70	16,680.79	34,992.83	12,912.99	0.00	0.00	0.00	0.00	0.00	133,501.82	(83, 323, 87)	190.23%
arryforward FY21																	
533004- Recreational Equipment			12,387,78													0.00	0.009
522000-Supplies																0.00	0.009
Total Contractual	0.00	0.00	12,387.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,387.78	0.00	0.005
GRAND TOTAL	2.047.680.00	142,851,24	141.045.10	147.713.02	171.084.70	145.003.23	356,057,83	200,517,49	108,563,79	0.00	0.00	0.00	0.00		1,412,938,40	647.131.38	69.003

BAR sugges

Salaries and Weges (66,000.00) 522000-Supplies 40,000,00 2,546,236.00 Original Budget ______55,597.00 Cola ______2,601,833.00 Total Supplies-All others 30,000.00 527505- Svcs-Advertising 16,000.00 1,992,083 Entitlement T&TA Total FY22 2,036,989.00 Carry forward FY21 327,415.00 150,000.00 2,514,404.00 Equipment Supplies Total budget

522000-Supplies

Should Be 67% Under spent -2% Possible reversion \$ (47,\$15.40) .

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FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2022 EXPENDITURE REPORT FEDERAL GRANT T&TA (3164251) February 28, 2023

ACCOUNT DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	YTD EXPENSES	REMAINING BALANCE	% EXPENDED
522500 - Travel-Expense	\$4,560.00														in the tra-	4,560.00	0.00%
Other																	
	\$25,440.00																0.00%
523000-Training - General			3,002.67	3,190.00			3,150.00		4,034.00						13,376.67		0.009
522020 - Supplies-Uniform	is 🔤														-		
522032-Supplies-Food															-		0.00%
522048- Supplies-Office															-		0.00%
523400-Dues And Member 523410-License Renewats															-		0.00%
	\$25,440.00		3.002.67	3,190.00			3,150.00										0.00%
Total Oblera	420,000	•	3,002.07	3,190.00	•		3,150.00		4,034.00			*	•		13,376.67	\$12,063.33	52.587
527500-Contractual (Training	\$14,906.00														-	14,906.00	0.00%
GRAND TOTAL	\$44,906.00	\$0.00	\$3,002.67	\$3,190.00	\$0.00	\$0.00	\$3,150.00	\$0.00	\$4,034.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,376.67	\$31,529.33	29.795
															c	Current %	29.795
															5	Should Be	679
															L	Inder spent	37%

Possible reversion \$ 16,560.66

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2022 EXPENDITURE REPORT CITY MATCH (3164252) February 28, 2023

ACCOUNT DESCRIPTION	and the second					Service States	and the second second			Deca S					YTD	REMAINING	%
The second s	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	EXPENSES	BALANCE	EXPENDED
Salaries and Wages	149,411.00	650.03	1,411.30	405.18	156.32	753.50	192.02	449.50	561.49						4,579.34	144,831.66	
Fringe Benefits	76,035.00	376.15	870.44	291.41	74.39	407.33	182.53	214.35	267.46						2,684.06	73,350.94	3.53
Total Personnel Costs	225,446.00	1,026.18	2,281.74	696.59	230.71	1,160.83	374.55	663.85	828.95	•	•	-	•	-	7,263.40	218,182.60	3.225
upplies																	
522000-Supplies	20,000.00														1. H	20,000.00	0.00
522032-Supplies-Food	10,000.00														2 C	10,000.00	0.00
522048-5upplies-Office	15,000.00								750.87						750.87	14,249.13	5.01
522054-Supplies-Other	20,000.00														594.89	19,405.11	2.979
522060-Supplies-Postage/Freight		10.03	15.64	5.02	17.89	6.90	7.52	24.39	6.86						1,940.65	-2	0.005
522510-Travel-Local/In State			187.15	130.99		63.75	118.75										0.005
Total Supplies	65,000.00	10.03	202.79	136.01	17.89	70.65	126.27	24.39	757.73	-	-	-	•	-	1,345.76	63,654.24	2.071
ther																	
521000-Other Services	158,301.00															158,301.00	0.00
521500-Utilities	200,000														•	·	
523800-Repairs & Maintenance															-	Č	0.00
?-Rent	10,500.00														2.5		0.00
521544 - TeleCellular Svc And Equip	10,300.00														•	10,500.00	0.00
Total Others	168,801.00															+	0.00
Total Others	100,001.00		•	-	•	· · · · · · ·	•	•		•	•	•		•	-	168,801.00	0.005
Contractual	[
527500-Contractual (Training)																	0.009
527505- Svca-Advertising																	0.009
520500-Contractual (Professional)	50,000.00															50,000.00	0.007
527565 - Svcs-Subcontracta&Subawa																	
Total Contractual	50,000.00	0.00	0.00	0.00	0.00	90.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.005
itemal Service																	
591265 - Transfers Out - Fund 265								688.24	1.586.68						2,274.92	21	0.00
594031 Vehicle Maintenance (523800)				230.40	590.40	-	852.77		2,000,00						1,673.57		0.00
594032 Vehicle Maintenance (outside)				149.39			789.75								939.14	-	0.00
594041 Vehicle Mntc-Fuels							100110								939.14		0.00
Total Internal Service Charges				379.79	590.40	÷	1.642.52	688.24	1.586.68						4,887.63		0.00
											-			-	4001003		9,007

Current % 2.65% Should Be 67%

Under spent 64%

Possible reversion \$ 326,001.21

City of Albuquerque Division of Child & Family Development Early Head Start

Cardholder Name Dubriel, Daphne Dubriel, Daphne Dubriel, Daphne	Transaction Date 2/2/2023 2/26/2023 2/24/2023	Merchant Name Walmart.Com 8009666546 Amzn Mktp Us Hp02p0rq2 Amzn Mktp Us Hp1zv5s41	\$38.02 \$43.99	Description Formula and Gerber cereal. AG Dish soap and water filter. AG Bleach. AG Parents Reaching Out Family Leadership Conference -
Blackmon-Mosely, Dawnita	2/24/2023	Givebutter Parents Re		Exhibitor Table and Conference Fee. AG





Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

Dear Head Start Grantee:

An application for funding for the upcoming budget period must be submitted by April 1, 2022.

The following table reflects the annual funding and enrollment levels available to apply for:

Funding Type	Early Head Start
Program Operations	\$1,992,083
Training and Technical Assistance	\$44,906
Total Funding	\$2,036,989
Program	Early Head Start
Federal Funded Enrollment	128

April 20, 2022

Grant No. 06CH010672

An application for funding for COLA & QI must be submitted by April 20, 2022.

The Consolidated Appropriations Act, 2022, contains an increase for Head Start of approximately \$289 million over the Fiscal Year (FY) 2021 level. This includes a cost-of-living adjustment (COLA) of \$234 million and a \$52 million Quality Improvement investment. The COLA supports a 2.28 percent adjustment above FY 2021 funding levels to increase the pay scales of Head Start and Early Head Start staff, including vacant positions, fringe benefits, and to offset higher operating costs. Quality Improvement funds are allocated proportionately based on federal funded enrollment levels, with additional adjustments given to smaller grant recipients to allow for a meaningful investment, as permitted by the Act.

The following table reflects the COLA and Quality Improvement increases available for FY 2022.

Funding Type	Early Head Start
Cost-of-Living Adjustment (COLA)	\$45,419
Quality Improvement (QI)	\$10,178
Total Funding	\$55,597

City Of Albuquerque EHS

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2301 - Average Daily Attendance

Program Term: EHS 2022-2023, Program Option: Standard Full Day, Attendance Date: 2/1/2023 - 2/28/2023

City Of Albuquerque EHS

		Atten	dance Re	cords			Eund	ed Enrollment	Actua	Enroliment
			Absent ⁶		Operating Days	ADA 1		% Attendance		& Attendance
Douglas MacArthu	r									
Toddler - EH		82	38	0	16	5.13	8	64.06%	7.50	68.33%
	Site Total	82	38	0	16.00 (avg)	5.12	8	64.06%	7.50	68.33%
Plaza Feliz										-
Toddler - EH		67	13	0	14	4.79	8	59.82%	5.71	83.75%
Twos		72	32	0	13	5.54	8	69.23%	8.00	69.23%
12. 70	Site Total	139	45	0	13.50 (avg)	10.33	16	64.35%	13.71	75.54%
School On Wheels					1000					
Infant		73	26	0	17	4.29	8	53.68%	5.82	73.74%
Toddler		86	44	0	17	5.06	8	63.24%	7.65	66.15%
	Site Total	159	70	0	17.00 (avg)	9.35	16	58.46%	13.47	69.43%
City Of	Albuquerque EHS	380	153	0	15.40 (avg)	24.80	40	61.69%	34.68	71.29%
	Report Totals	380	153	0	15.40 (avg)	24.80	40	61.69%	34.68	71.29%

1. ADA for each clasroom 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), Late Pickup(LP), Tardy and Late Pickup (TLP)

6. Statuses counted as Absent: Excused(E), Unexcused(U)

7. Statuses counted as Neither: Not Scheduled (N)

3/1/2023 11:47 am E25745

City Of Albuquerque EHS

Page 1 ChildPlus

2371 - CACFP Reimbursement Summary

Program Term: EHS 2022-2023, Program Option: Standard Full Day

Attendance Date: 2/1/2023 - 2/28/2023

City	Of Albuq	uerque	EHS
------	----------	--------	-----

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
EHS 2022-2023					0.000				
Douglas MacArthur	110							1000	
Toddler	16	8	0	0	78	0	81	65	0
Douglas MacArthur	16	8	0	0	78	0	81	65	0
Plaza Feliz					7			1 _ 1	
Toddler	14	7	0	0	63	0	67	53	0
Twos	13	8	0	0	66	0	70	57	0
Plaza Feliz	27	15	0	0	129	0	137	110	0
School On Wheels									
infant .	17	8	0	0	37	0	33	22	0
Toddler	17	9	0	0	84	0	84	64	0
School On Wheels	34	17	0	0	121	0	117	86	0
City Of Albuquerque EHS	77	40	0	0	328	0	335	261	0
Report Totals	77	40	0	0	328	0	335	261	0





City of Albuquerque Early Head Start Caseload/Enrollment Report 02/28/2023

Enrollment	
Total Funded Enrollment:	128
Total Actual Enrollment:	48
Children Withdrawn & Dropped (last 30 days):	
Total Reportable Enrollment (actual + withdrawn/dropped):	<u> </u>
Total Deficit:	
	14

Program Snapshot

	A attended to the second	Home based	Centers	ALL
Funded Enrollment:		24	104	128
Enroliment:		12	42	54
Defficiency:	REAL CONTRACT	12	62	74

Home Based Detail Caseload: 12 slots per home visitor

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days		Deficit
Valarie	12	8	9	0		3	12	0
Home								
Visitor								
Vacant	12	0	0	0			0	12
ALL AND	1							
Total	24	9	9	0		3	12	12

Ce	enter Deta	ail		.1.		
Ctr Detail	Slots	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	1	2	3		5
MacArthur	16	8	0	8	·····	8
PlazaFeliz	16	13	2	15	••••	1
SOW	16	15	1	16		0
Trumbull	24	<u> </u>		0	· · · · · · · ·	24
W. Trail	16	0	0	0		16
Singing Arrow	8			0		8
Total	104	37	5	42		62

Monthly Program Information Summary February 23		
# new enrollments families	5	
# new enrollments children	6	
# new enrollments pregnant mom	0	
# children born to pregnant mom	0	
Total new enrollment	6	
# children graduating	3	
# pregnant moms giving birth	0	
# children leaving before turning 3	6	
# pregnant moms leaving before baby	0	
Total leaving	9	
	# of children	% of children
Children with up to date immunizations	43	93.5%
Children up to date as possible on immunizations	1.12	
Children not up to date on immunizations	3	6.5%
Eligibility Category	# of children and pregnant women	% of total number of children and pregnam women
income eligible	25	54.3%
Public Assistance	9	19.6%
Foster Child	1	2.29
Homeless	3	6.5%
Over Income	7	15.29
Over 130%	1	2.29
Children with IFSPs	# of children	% of total number of slot
	18	14%

- - -





EARLY HEAD START Home-Based Report Form

Reporting Period: February 2023 Submitted by: Valarie Ramirez, Home Visitor

Home Based:

Visits are conducted in person 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 February was called "Down The Chute: Experimenting and Coordinating Movement", this activity focused on the child's Cognitive Development. I brought two cardboard paper tubes (one long and one shorter one) and small wooden blocks for this activity. As child was sitting on the couch I placed the smaller tube in front of child and placed a block down the tube. Mom pointed to the bottom of the tube as I tried to get child to look down and see where the block went. I said, "where did it go?" then lifted the tube and showed child the block and said "there it is!". Both mom and I took turns putting blocks down the smaller tube, child collected the blocks and put them in their mouth but did not look at the bottom or anticipate the block down the much longer wrapping paper tube. The block made noise as it traveled down the longer tube and then hit the floor and mom asked child "where's the blue (yellow etc.) block?". Child listened each time a block traveled down the tube, following with their eyes and looking at the bottom of the tube each time the block landed on the floor. I lifted the tube each time to reveal the block while mom and I cheered "there it is!". Mom and I repeated this several times and each time child listened then looked to the bottom of the tube for the block.

Another activity done for the month of February was called "Pulling Up: Stooping and Cruising", this activity focused on the child's Perceptual, Motor, and Physical Development. I brought several musical instruments including cymbals, drum, bells, and maracas. I sat on the couch instead of the floor and beat on the drum with the drumstick. Child was on the floor crawling away until they heard the drum. Mom said "What's that?" "Go get it!" and encouraged child to "go see the drum!". Child crawled over to me and pulled themselves up holding onto the couch while looking at the drum. As I showed child how to beat the drum with the drumstick mom brought in a kitchen chair and a smaller ottoman, which were arranged several inches apart from the couch and larger ottoman for activity. Next, I played the cymbals, child appeared interested in the cymbals and I handed them to mom who was sitting on the other side of the small ottoman. Mom played the cymbals while encouraging child to go over to her. Child was able to turn around from the couch and reach out for the large ottoman then cruise over to

the small ottoman. Mom continued to play different instruments moving from one piece of furniture to the next while encouraging child to follow her. Furniture was then moved slightly further apart and we encouraged child to reach to next piece of furniture in order to get musical instrument. Child was able to pull up, cruise along furniture, and even reach from one piece of furniture to the next. Child stood with their back next to the couch while not holding onto anything and also stood between the couch and ottoman without holding on to anything for a couple quick seconds with a smirk on their face.

February 2023 Socializations:

February 17th – Toddler Tunes @ Juan Tabo Library – Domain(s): Language & Literacy.

1 – attended.

February 28th – Pajama Storytime @ Central & Unser Library – Domain(s): Language & Literacy.

1 - attended.

Discussed Policy Council and S.M.I.L.L.E with families.





EARLY HEAD START Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: School on Wheels EHS Reporting Period: February 2023 Submitted by: Bernice Johnson, Head Teacher

Center-Based Activities:

In the toddler classroom, they explored with different types of clothing. They got to put some clothes on such as a policeman's hat and vest, astronaut hat and coat. The teachers have been working on having the children put on their own coats before going outside. Some of the younger ones needed help and the teachers helped them. The older ones did good but also needed some assistance. The children also used their words to ask for assistance from their teachers. In the infant classroom, they were getting to know each other. When a child was sitting on the floor and another child came over, he bent down to see what the other child was doing. The child on the floor looked up and smiled, then got back up and went about her business. Another child came over and stood behind and gave her a hug but ended up falling on top of each other. Teacher helped them up.

Parent Center Committee Meetings:

Parent meeting was on February 24th, 2023. We had a great turn out. 12 parents/guardians attended our parent meeting. Our rep talked to the parents. We asked if anyone wanted to be part of the Policy Council. Vennessa talked about our new garden that the families will be putting together.





EARLY HEAD START Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: Mac Arthur EHS Reporting Period: February 1-28, 2023 Submitted by: Maria Chacon- Head Teacher

Center-Based Activities:

The children did a nutrition activity using cookie cutters and left-over banana bread from snack. Children enjoyed making the different shapes and eating their work. The children enjoyed playing with bubbles and practicing hand eye coordination when trying to pop the bubbles. They cut and pasted with red construction paper. The children also practiced using kind words and being kind to each other. The children are practicing using our tooth brushes after breakfast. We used flash lights to create shadows and used paper to block out the light. We asked the children, "Where did the light go?" The children explored with different colored tape. The put tape on the carpet, on the table, on the walls, on themselves and on toys. The used their fine motor skills to peel the tape off the surfaces. We talked about how sticky it is and the colors they each had. We counted with the children as they jumped around the classroom. The children practiced their self-help skills by pulling up their pants during diaper change or helping put on their jackets. The children sang songs like the ABCs, The wheels on the bus, and five little monkeys. We focused on reading the book "You are Special" and "I like it When, Me Gusta Cuando." The children enjoyed the new puzzles put out to work on and practiced building with new blocks. The children played with red playdough and made holes with straws on them. Children colored with tempera paint markers. Parents were encouraged to do their weekly reading logs and watch Ready Rosie videos. Teachers went to home visits and got to visit with the children at their home. The children got to experience the trusting relationship between the parent and teacher at their home.

Parent Center Committee Meetings:

Our center meeting was on February 09, 2023. We went over center updates, tooth brushing and upcoming home visits. We also encouraged parents to become a representative for our center at policy council. Daphne Dubriel conducted a SMILLE activity with the dads.





EARLY HEAD START Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: Western Trail Early Head Start Reporting Period: February 1-28, 2023 Submitted by: Diane Y. Archibeque, Head Teacher

Center-Based Activities:

One's Indoor Play - This month the in the one's room the teachers did lots of activities with hearts, the color red. We used art tissue to stick on heart shaped contact paper. Talk about shapes and the colors used. We tried drawing heart shapes but, of course the children were too little to do it so, we helped them. The teachers invited the children to join us while we put a puzzle together. We modeled how to take the pieces out of the puzzle and how to put each piece into its place. The children and the teachers lite up the room by using small flashlights. We turned off all the lights in the classroom and we gave each child a small flashlight and showed them how to turn it on and off we encouraged the children to explore the lights and different objects in the classroom.

One's Outside Play – This month in the one's we did lots pushing and pulling and not of each other but, of the bikes and push toys outside. The one's also did lots of rolling and throwing of the balls outside. The teachers and children sat down in a V shape on the playground and rolled the ball to each other. They also threw the balls to each other.

Two's Indoor Play –This month the two's did many different activities focused on colors. We made hearts using red, pink and purple colored tissue paper. The children used the fine motor skills to pick up the tissue paper and put it on the contact paper, while the teachers talked about the different colors that they saw. The children also used different colors of paint to draw pictures. We used white and red paint to mix together to make the color pink. As the children painted and learned about different colors the teachers encouraged them to use language.

Two's Outside Play – This month in the two's we rode bikes and push toys outside. The twos also did lots of rolling and throwing of the balls outside. The teachers and children sat down in a V shape on the playground and rolled the ball to each other. They also threw the balls to each other.

Parent Center Committee Meetings - We had a parent meeting on February 27, 2023. We talked about our book program for in-kind. We stressed the importance of in-kind for our program. We also nominated and voted for our Policy Council representatives.





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

Center: Trumbull EHS Reporting Period: February 2023 Submitted by: Daphne Dubriel/Parent, Family & Community Engagement Specialist

Activities at Center: Trumbull remains closed at this time due to center renovations.

Parent Committee Meetings/Socializations:





EARLY HEAD START Center-Based Monthly Report Form

Center: La Mesa EHS Reporting Period: February 1st-28th 2023 Submitted by: Jessica Walton- Teacher

Activities at Center:

Closed due to staff shortage

Parent Committee Meetings/Socializations:





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

Center: Singing Arrow Early Head Start Reporting Period: February 2023 Submitted by: Daphne Dubriel; Parent, Family, Community Engagement Specialist

Activities at Center: Closed to lack of staff

Parent Committee Meetings/Socializations:

Early Head Start Quarterly Report to City Council for April, May, June 2023

I. EARLY HEAD START PROGRAM INFORMATION REPORT:

- Administrators Report
- Policy Council Meeting Minutes
- Meal Service Report
- > Attendance Report
- Caseload/Enrollment Report
- Program Information Report
- Center-Based and Home-Based Monthly Report
- Financial Statements
- P Card Expenses



City Of Albuquerque Department of Family and Community Services Division of Child and Family Development Policy Council Wednesday, March 15, 2023

- 1. Meeting began at 5:35pm. (Quorum was not established):
- Dr. Dawnita Blackmon-Mosely-EHS Executive Director/ CEO, COA staff Daphne Dubriel/Family Engagement Coordinator, Monica Watrin/ERSEA, Connie Lopez/Mental Health & Disabilities program Coordinator, Katrina Williams/Nutrition & Safety Coordinator, Michele Brown/Office assistant, Allison Schacht/Data manager, Anna Marie Lujan/EHS Chief Financial Officer, Lanetta Harper/Policy Council member/parent at MacArthur, Nicole Martinez/Policy Council member/parent at School on Wheels.
- 3. Approval of Meeting Minutes: Quorum not met.
- 4. Governing Board Report: No report.
- 5. Directors Report: Reporting Period February 1-28-2023
 - a.) Financials
 - b.) Enrollment- Total funded enrollment 128. Total reportable enrollment 54; 42 center based and 12 home based. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated over 30 days.
 - c.) Enrollment Monthly Summary- New Enrollment-families (5), children (6), pregnant moms (0), number of children born (0); total new enrollment (6). Total leaving program (9), - transitioning children (3), pregnant moms giving birth (0), children leaving before turning 3 (6), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (43), children up-to-date as possible on immunizations (0), children not up to date (3).

Eligibility Category- income eligible (25), TANF/SSI (9), Foster Child (1), Homeless (3). Over Income (7), Over 130% (1), Children w/IFSP's (18).

d.) Attendance-

City operated Early Head Start centers classroom attendance rates:

La Mesa	0%
MacArthur	68.33%
Plaza Feliz	75.54%
School on Wheels	69.43%
Singing Arrow	0%
Trumbull	0%
Western Trail	0%

Overall center-based program attendance totals- 71.29%; total number of absences 244.

Dr. Blackmon-Mosely discussed the OHS COLA and QI funds for EHS employees of 5.6% is being considered and discussed with HR and Department Leadership. The applications for the COLA and QI funds are due by April 20th. The continuation grant application is due April 1st. Both need Policy Council approval.

Dr. Blackmon-Mosely asked Daphne and Michele to conduct a telephone poll of parents for the following: 1.) Whether or not they wanted to add any protocols to the Mitigating COVID-19 policy. 2.) How often should we have Policy Council meetings monthly, every other month or quarterly. 3.) If they had any thoughts on what would draw more parents to attend Policy Council meetings (i.e. child-care, food/dinner, in person, hybrid or Virtual).

- 7. A telephone poll was conducted of Policy Council members March 20th through 23rd for approval of **Dr. Blackmon-Mosely** to apply for the Continuation Grant and COLA/QI Funds. A call was made to each individual Policy Council member and the motion was unanimously approved. 6/6 Policy Council members approved of moving forward with the applications for the EHS Continuation Grant and the COLA/QI Funds.
- 8.

Other results from the telephone were as follow;

- a.) The motion to meet either In Person, Virtual or Hybrid. 6/6 Policy Council members voted 4 votes for Virtual and 2 for hybrid. The majority vote to remain virtual is carried.
- b.) The motion to hold Policy Council meetings monthly, bi-monthly or quarterly was posed. 6/6 Policy Council members voted with a tie of (3) PC Members voting bimonthly and (3) PC Members voting monthly
- c.) The question was posed to 6/6 PC Members inquiring what they thought would draw more PC Members to the monthly meetings. Childcare, food,
- d.) The question was posed to 6/6 PC Members inquiring about day and times that might better meet their needs for holding monthly PC meetings. (4) PC members voted for Wednesday evening (1) PC member voted for Monday-Thursday 12:00pm to 1:00pm or evenings and (1) PC member voted for meetings to be help on Monday or Tuesday.

Meeting adjourned at 6:15pm

Next Meeting Date: April 19, 2023

4/3/2023 2:56 pm E25745

City Of Albuquerque EHS

Page 1 ChildPlus

2371 - CACFP Reimbursement Summary Program Term: EHS 2022-2023, Program Option: Standard Full Day

Attendance Date: 3/1/2023 - 3/31/2023

City	Of Albuquerque	EHS
------	-----------------------	-----

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
EHS 2022-2023						1			
Douglas MacArthur									
Toddler	17	8	0	0	85	0	86	58	0
Douglas MacArthur	17	8	0	0	85	0	86	58	0
Plaza Feliz								1	
Toddler	13	5	0	0	44	0	42	28	0
Twos	15	8	0	0	100	0	100	80	0
Plaza Feliz	28	13	0	0	144	0	142	108	0
School On Wheels								<u></u>	
nfant	16	8	0	o	41	0	39	27	0
Foddler	17	9	0	0	74	0	72	50	0
School On Wheels	33	16	0	0	115	0	111	77	0
City Of Albuquergue EHS	78	37	0	0	344	0	339	243	0
Report Totals	78	37	0	0	344	0	339	243	0



City of Albuquerque Early Head Start Caseload/Enrollment Report 03/31/2023

Enrollment	
Total Funded Enrollment:	128
Total Actual Enrollment:	44
Children Withdrawn & Dropped (last 30 days):	
Total Reportable Enroliment (actual + withdrawn/dropped):	48
Total Deficit:	
	. OU .

Program Snapshot

	Home based	Centers	ALL
Funded Enrollment:	24	104	128
Enrollment:	10	38	48
Defficiency:	14	66	80

Home Based Detail

Caseload: 12 slots per home visitor

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days		Deficit
Valarie	12	8	9	0		1	10	2
Home						*		
Visitor								
Vacant	12	0	0	0			0	-12
Tedal								
Total	24	8	9	0		1	10	14

Center Detail

Ctr Detail	Slots	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	1	0	1		7
MacArthur	16	8	ō	8		8
PlazaFeliz	16	13	0	13		3
SOW	16	13	3	16		0
Trumbuli	24			0		24
W. Trail	16	0	0	0		16
Singing Arrow	8			0		8
Total	104	35	3	38		66

Monthly Program Information Summary		
March 23		
# new enrollments families	2	6
# new enrollments children	2	
# new enrollments pregnant mom	0	
# children born to pregnant morn	0	20110-10
Total new enrollment	2	
# children graduating	2	
# pregnant moms giving birth	0	
# children leaving before turning 3	2	
# pregnant moms leaving before baby	0	
Total leaving	4	
	# of children	% of children
Children with up to date immunizations	40	90.9%
Children up to date as possible on immunizations		50.07
Children not up to date on immunizations	4	9.1%
Eligibility Category	# of children and pregnant women	% of total number of children and pregnant women
income eligible	24	54.5%
Public Assistance	10	22.7%
Foster Child	1	2.3%
Homeless	2	4.5%
Over Income		
	6	13.6%
Over 130%	1	2.3%
	# of children	% of total number of slots
Children with IFSPs		12%





EARLY HEAD START Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: Mac Arthur EHS Reporting Period: March 1-31, 2023 Submitted by: Maria Chacon- Lead Teacher

Center-Based Activities:

For the month of March, the children learned and experienced with the color green. For the nutrition experience the children made shamrock drinks using milk, bananas, and green food coloring. The children weren't sure about tasting it at first but liked it. They enjoyed helping the teachers put the ingredients in the blender. The children rode their bikes outside, and looked for objects with the color green on them. They colored on the sidewalk with green chalk and made different kinds of art. They made rainbows tie-dye are using markers and a wipey. The children practice balancing on the balance beams outside. They made sand cakes for teacher and practice singing Happy Birthday to each other. The children explored with warm water and ice and watched the ice melt. In the classroom the children did finger painting with the color green. They also practice writing and drawing with pencils and the magnet pads. The children read "The Old Lady Who Swallowed a Fly", "Insects" and "Quick as a Cricket". He children practiced doing bug puzzles and looking for bugs outside. They learned about the weather and hot and cold. The parents were encouraged to do their in-kind by watching the "Ready Rosie" videos, attending parent meetings, and the monthly activity calendar.

Parent Center Committee Meetings:

Parent meeting was held on March 09, 2023 at 2:30p. Our center site Policy council representatives were announced after most of the parents voted for them. Lanetta Harper and Emmanuel Magallanes are our new center Policy Council representatives for Mac Arthur EHS. Only Lanetta showed up to the center meeting.

No one showed up for the SMILLE Activity this month.





EARLY HEAD START Home-Based Report Form

Reporting Period: March 2023 Submitted by: Valarie Ramirez, Home Visitor

Home Based:

Visits are conducted in person 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 March was called "Thinking Skills: Matching, Sorting, and Classifying", this activity focused on the child's Cognitive Development. I took four color boxes with various corresponding colored items in each box, colorful bowls, and small colorful plastic bears for this activity. I dumped out each of the boxes contents then picked up one of the objects, a blue fish while asking child where the blue fish goes. Child did not place the blue fish into the blue box. I tried several other different colored items but child was not able to identify the correct colored box. Mom tried to encourage child to place the object into its correct box saying "You know these colors". Next, I pulled out the colored bowls and colored bears. I laid out the different colored bowls onto the floor and placed a small plastic bear into the corresponding colored bowl. I asked child if they would like to try it then handed child a green bear. Child did not place the green bear into the green bowl but instead placed it into the blue bowl. Mom asked child "Is that bear blue?" then pointed out the green bowl. Child stood above the bowls and sighed as they let a bear drop into one of the bowls. Mom encouraged child to pay attention and we encouraged child to sit down while placing the bowls closer to them. I pulled out another bear and asked child where I should put it, I then slowly said "The green bear goes into the green bowl, like this!" I handed child another colored bear while mom told them to pay attention, reminding child that that they knew their colors. Child was able to correctly place the bear into its corresponding colored bowl. Child continued asking for more bears "another one please" while correctly placing all the bears into their color corresponding bowls.

March 2023 Socializations:

March 16th - Learning Our Colors & The Benefits of Vegetables - Domain(s): Language & Literacy.

0 - attended.

March 30th - Supporting Your Child's Cognitive Development - Domain(s): Cognition.

1 - attended.

Discussed Policy Council with families.





EARLY HEAD START Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: School on Wheels EHS Reporting Period: March 2023 Submitted by: Bernice Johnson, Head Teacher

Center-Based Activities:

In March, the children got to plant some squash (green and yellow) in a small planter. They scooped up the soil with a small shovel and poured the soil into the small planter. The children picked up 2 or 3 seeds and dropped them into the middle of the soil. Every morning when they went outside for outside time, they looked at their plant and the teachers talked to them about what to expect next.

Since it was warm a couple days, teacher took out bubbles and first showed how to play with bubbles and to share and take turns, then the children got a chance to play with the bubbles. The older ones made bubbles and the younger ones chase the bubbles and popped them. When the younger got the opportunity, they thought it was a good idea to put the wand in their mouths. They quickly realize that was not a good idea.

Parent Center Committee Meetings:

Parent meeting was on March 29th, 2023. Eight families showed up for the parent meeting. Updates on In-Kind such as Ready Rosie and the grey backpacks and the March calendars. Nicole talked about the Raised Garden Beds. Parents agreed on working together to build the raised garden beds. Next month have a socialization for our parent meeting.





EARLY HEAD START Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: Plaza Feliz Early Head Start Reporting Period: March 1-30, 2023 Submitted by: Diane Y. Archibeque, Head Teacher

Center-Based Activities:

One's Indoor Play - This month in the one's room the teachers and the children worked on a sticky table. The teachers introduced rolls of tape to the children. They encouraged the children to explore the tape. They reminded the children that the tape belongs only in their hands and on the table. The teachers supervised closely to prevent tape from getting into children's hair and mouths. The teachers invited the children to pick at the tape ends to pull them up. The teachers also encouraged the children to experiment using different ways to pick up the tape with their fingers. The children used their fine motor skills by using crayons to draw pictures and they also put puzzles together. The children worked together to stack up soft blocks, this was good team work by the children the tissue paper and talking about the different ways they can play with it. The teachers talk about and showed the children how to model the paper in new ways such as folding it, tearing it, crumpling it, and tossing it into the air. The teachers had the children roll a variety of balls back and forth to them. The teacher's picked balls that were appropriate for the children's ages and abilities. They sat in an area that is big enough for the children to spread out and sit with their legs in a V shape.

One's Outside Play – This month the one's rode lots of riding toys outside in the playground. The teachers introduced an appropriately sized riding toy to the children. The teachers then invited the children to explore the toy and asked the children what they see. The teachers explained to the children how to get on the riding toy and how to make it move. The teaches offered support as needed. The children used their gross motor skills by climbing up the outdoor play structure and going down the slide.

Two's Indoor Play –This month the children in the two's room did some fun activities for St. Patrick's Day. They mixed blue and yellow paint to make green and then they painted pictures with the green paint. To celebrate Dr. Suess's Birthday we read some Dr. Suess books such as, <u>Green Eggs and Ham</u> and <u>The Cat in The Hat.</u> We also made Thing 1 and Thing 2 during our S.M.I.L.L.E. event, which is from <u>The Cat in The Hat.</u> There was a lot of dancing going on in the two's room this month. The teachers invited the children to join them in a musical game. The teachers explained that they will give the children a movement to a familiar song and add a movement to the song. Then the children were invited to think of a new movement to add to the song. They really danced all around the classroom. The children counted with their teachers this month. The teachers helped the children count in English and Spanish up to ten!

Two's Outside Play – This month the two's rode bikes and played on the play structure, using their gross motor skills. Some of the children played catch with their teachers and well as their friends. The children also used different colors of chalk to draw rainbows on the side walk outside on the playground. Outside the teachers and the children threw balls. The teachers offered a variety of lightweight balls for the children to explore. The teachers talked with the children about how to grasp and hold a ball, and the teachers described the children's movements. The teachers explained and modeled how to gently throw a ball. The children also used different colors of chalk to draw rainbows on the side walk outside on the playground.

Parent Center Committee Meetings - We did have a S.M.I.L.L.E activity event on March 15, 2023. A older brother of one of our children showed up to make Thing 1 and Thing 2 during the event.





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

Center: Western Trail Early Head Start **Reporting Period:** March 2023 **Submitted by:** Daphne Dubriel; Parent, Family, Community Engagement Specialist

Activities at Center: Temporarily closed due to lack of staff

Parent Committee Meetings/Socializations:





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

Center: Trumbull EHS Reporting Period: March 2023 Submitted by: Daphne Dubriel/Parent, Family & Community Engagement Specialist

Activities at Center: Trumbull remains closed at this time due to center renovations. Classrooms have been set up. The playground was removed and unwanted dirt and concrete. Progress is being made.

Parent Committee Meetings/Socializations:

3.0





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

Center: Singing Arrow Early Head Start **Reporting Period:** March 2023 **Submitted by:** Daphne Dubriel; Parent, Family, Community Engagement Specialist

Activities at Center: Closed to lack of staff

Parent Committee Meetings/Socializations:



City Of Albuquerque Department of Family and Community Services Division of Child and Family Development Policy Council Wednesday, April 19, 2023

- 1. Meeting began at 5:35pm. (Quorum was established):
- COA staff Daphne Dubriel/Family Engagement Specialist, Monica Watrin/ERSEA Specialist, Katrina Williams/Health Nutrition & Safety Coordinator, Allison Schacht/Data Specialist, Emmanuel Magallanes/Policy Council member/parent at MacArthur, Evelia Gambino/Policy Council member/parent at Plaza Feliz, Nicole Martinez/Policy Council member/parent at School on Wheels, Mary Becker/ Community Rep & Abigail Stiles COA City Council Liaison
- 3. Approval of Meeting Minutes: Unanimous 4/4 approval of minutes
- 4. Governing Board Report: No report.
- 5. Directors Report: Reporting Period April 1-30-2023
 - a.) Financials
 - b.) Enrollment- Total funded enrollment 128. Total reportable enrollment 48; 38 center based and 10 home based. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated over 30 days.
 - c.) Enrollment Monthly Summary- New Enrollment-families (2), children (2), pregnant moms (0), number of children born (0); total new enrollment (2). Total leaving program (4), transitioning children (2), pregnant moms giving birth (0), children leaving before turning 3 (2), 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).

Eligibility Category- income eligible (24), TANF/SSI (10), Foster Child (1), Homeless (2). Over Income (6), Over 130% (1), Children w/IFSP's (15).

d.) Attendance-

City operated Early Head Start centers classroom attendance rates:

La Mesa	0%
MacArthur	63.24%
Plaza Feliz	78.92%
School on Wheels	62.18%
Singing Arrow	0%
Trumbull	0%
Western Trail	0%

Overall center-based program attendance totals- 67.98%; total number of absences 244.

- e.) Meal Counts- Total number of meals for (0-3 years in age), total children served (37), breakfast (344), AM snack (0), Lunch (339), PM snack (243), Dinner (0).
- f.) Budget- Financial statements provided to policy council membership: Federal Grant-year to date (YTD) expenditures \$.1,576,082.78

6. Discussion:

Nicole Martinez asked if there had been any new hires since the last meeting. Monica Watrin discussed that we have not had any new hires and discussed the qualifications teachers must have according to Office of Head Start but that the new Program Aid position will be open soon and hopefully we can get new hires with that position.

Nicole Martinez asked if there was a way to have more nutritional snacks instead of the Rice crispy treats and cakes. She would like to see more fruits and vegetables. Katrina Williams addressed the issue with our food vendor Canteen and the discussions that she and Dr. Blackmon-Mosley has had with them on getting healthier options for snack and that Canteen is understaffed as well and doing the best they can.

Nicole Martinez asked if the visual schedule in the centers were being implemented yet. She asked if parents could be more involved with possible new implementations and have input on things. Katrina Williams spoke on behalf of Connie Lopez stating that staff had been trained on them and that they are starting to implement them into the daily routine. Katrina stated she would let Connie Lopez know to reach out to her so they could talk further

Nicole Martinez asked if there could be some money from the budget to be used to purchase a case of water and some type of food item for School on Wheels for April 28th. She stated that the Kiwanis Club is donating \$200 and 8 volunteers to make raised garden beds at the center. **Daphne Dubriel** stated she will need to speak to Head Teacher Bernice about this first and then discuss it with Dr. Blackmon-Mosley depending on Bernice.

Daphne Dubriel discussed the positions that were needing to be filled for Chair, Vice Chair and Secretary. No parents nominated themselves so she told them to think about it and hopefully more parents will be on the next meeting so there could be nominations for those positions.

Meeting adjourned at 6:08pm

Next Meeting Date: May 17, 2023



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

Meeting Date: May 17, 2023

Program: Division of Child & Family Development

Name of Person Submitting Report: Dr. Dawnita Blackmon-Mosely

Funded Enrollment

Center-Based 104 Home-Based 24

Current Enrollment -

Center-Based 58 Home-Based 12

Explanation, if needed: 3/7 EHS are operating due to short staffing numbers and the federal Teacher: Child ration that must be followed. The 12 month enrollment plan is

Content Areas

A. Education:

- DCFD continues to recruit a qualified candidate to fill Education Specialist vacancy.
- Practice-Based Coaching cycles continue

B. Support Services (Mental Health and Disabilities).

- The Division continues to look at ways to support staff and families in their support the social-emotional well-being of the children through a research-based curriculum.
- Division continues to meet with OHS T/TA Specialist to review social- emotional support and services.
- > Attachment Healing continues MH Consultation.

C. Health/Nutrition:

- The division continues to update and/or develop policies and procedures that align with the Head Start Performance Standards.
- CACFP Audit completed with finding shared with the division for program and process improvement
- Canteen released new menus for Breakfast, lunch and snack. Global Nutrition to review for compliance with CACFP guidelines

D. Family and Community Partnerships:

- Parent, Family and Community Engagement Specialist continues to partner with center on ReadyRosie Parenting Curriculum.
- SMILLE Initiative underway

E. Program Design: Management & Administration

- Executive Director continues to participate in weekly ECECD meeting withSecretary Groginsky in efforts of staying abreast of state guidelines on early childhood Practices.
- > EHS -Month Plan to full enrollment
- Division Leadership working on CDA Cohort plans
- Program Aide positions have been posted with applications received. There are (15) Program Aide positions to support the Division as a whole, with (8) candidates being selected for interview.
- Application for Teacher and head teacher positions have been received and qualifications are currently being reviewed.
- Executive Director is waiting HR approval to schedule interviews with candidates that have applied for the EHS Director and Education Specialist positions.

F. New Hires as of May 1, 2023

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

G. Involuntary Terminations:

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

5/2/2023 10:22 AM

City Of Albuquerque EHS

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2301 - Average Daily Attendance

Program Term: EHS 2022-2023, Program Option: Standard Full Day, Attendance Date: 4/1/2023 - 4/30/2023

City Of Albuquerque EHS

	Attendance Records Operating		Operating		Funded Enrollment		Actual Enrollment		
	Present	Absent ⁶	Neither ⁷	Days	ADA ¹	Count	% Attendance	Count ²	Attendance
Douglas MacArthur									-
Toddler - EH	104	46	0	19	5.47	8	68.42%	7.89	69.33%
Site Total	104	46	0	19.00 (avg)	5.47	8	68.42%	7.89	69.33%
Plaza Feliz									
Toddler - EH	Toddler - EH 60		0	15	4.00	8	50.00%	5.80	68.97%
Twos	101	25	10	17	5.94	8	74.26%	7.41	80.16%
Site Total	161	52	10	16.00 (avg)	9.94	16	62.89%	13.21	75.59%
School On Wheels									
Infant	60	24	0	19	3.16	8	39.47%	4.42	71.43%
Toddler	97	55	0	19	5.11	8	63.82%	8.00	63.82%
Site Total	157	79	0	19.00 (avg)	8.27	16	51.64%	12.42	66.53%
City Of Albuquerque EHS	422	177	10	17.80 (avg)	23.68	40	59.27%	33.52	70.45%
Report Totals	422	177	10	17.80 (avg)	23.68	40	59.27%	33.52	70.45%

1. ADA for each clasroom 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), Late Pickup(LP), Tardy and Late Pickup (TLP)

6. Statuses counted as Absent: Excused(E), Unexcused(U)

7. Statuses counted as Neither: Not Scheduled (N)

5/2/2023 10:27 am E25745

City Of Albuquerque EHS

Page 1 ChildPlus

2371 - CACFP Reimbursement Summary

Program Term: EHS 2022-2023, Program Option: Standard Full Day

Attendance Date: 4/1/2023 - 4/30/2023

City Of Albuquerque EHS

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
EHS 2022-2023								1	
Douglas MacArthur									
Toddler	19	9	0	0	101	0	104	81	0
Douglas MacArthur	19	9	0	0	101	0	104	81	0
Piaza Feliz									
Toddler	15	6	0	0	56	0	58	41	0
Twos	17	8	0	0	101	0	100	84	0
Plaza Feliz	32	14	0	0	157	0	158	125	0
School On Wheels									
Infant	19	6	0	0	30	0	30	17	0
Toddler	19	9	0	0	96	0	94	80	0
School On Wheels	38	14	0	0	126	0	124	97	0
City Of Albuquerque EHS	89	36	0	0	384	0	386	303	0
Report Totals	89	36	0	0	384	0	386	303	0



City of Albuquerque Early Head Start Caseload/Enrollment Report 04/30/2023

Enroliment	
Total Funded Enroliment:	128
Total Actual Enrollment:	44
Children Withdrawn & Dropped (last 30 days):	2
Total Reportable Enroliment (actual + withdrawn/dropped):	46
Total Deficit:	82

Program Snapshot

	Home based	Candana	
	Intoine Dised	Centers	ALL
Funded Enroliment:	24	104	128
Enroliment:	10	36	46
Not many strategies and a strategies of the stra	10		40
Defficiency:	14	68	82

Home Based Detail Caseload: 12 slots per home visitor

37.24354

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days		Deficit
/alarie	12	9	10	0	· · · · · · · · · · · · · · · · · · ·	0	10	2
Home							·····	-
lisitor								
Vacant	12	0	0	0			0	12
Total						15		
Olai	24	6	8	0		0	10	14

Center Detail

Ctr Detail	Slots	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	1	0	1		7
MacArthur	16	8	0	8		8
PlazaFeliz	16	13	1	14		2
SOW	16	12	1	13		3
Trumbuli	24			0		24
W. Trail	16	0	0	0		16
Singing Arrow	8			0		8
Total	104	34	2	36		68

Monthly Program Information Summary		
April 23		
# new enrollments families	3	
# new enrollments children	3	
# new enrollments pregnant mom	0	
# children born to pregnant mom	0	
Total new enrollment	3	
# children graduating	3	
# pregnant moms giving birth	0	
# children leaving before turning 3	0	
# pregnant moms leaving before baby	0	
Total leaving	3	······································
	# of children	% of childre
Children with up to date immunizations	41	93.09
Children up to date as possible on immunizations	0.0000	
Children not up to date on immunizations	3	7.09
Eligibility Category	# of children and pregnant women	% of total number of children and pregnan women
income eligible	22	50.0%
Public Assistance	12	27.3%
Foster Child	1	2.3%
Homeless	2	4.5%
Over Income		
Over 130%	6	13.6%
	# of children	% of total number of slots
Children with IFSPs	15	12%





EARLY HEAD START Home-Based Report Form

Reporting Period: April 2023 Submitted by: Valarie Ramirez, Home Visitor

Home Based:

Visits are conducted in person 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 April was called "Hidden Object Game: Feeling, Noticing, and Describing", this activity focused on the child's Cognitive Development. One particular activity done in the month of April was called "Hidden Object Game: Feeling, Noticing, and Describing", this activity focused on the child's Cognitive Development. I brought a few objects such a cup, plastic spoon, plastic fork, block, plastic bear and a black bag. Mom collected several items from around the home that child might be familiar with and placed them in the bag without child seeing. Both mom and I explained to child that they would be putting their hand in the bag and tell us what was in the bag. Mom held the bag for child and guided child's arm into the bag and told child to feel the items. Child felt around the bag while mom held the rest of the bag closed. Mom asked child "What do you feel, do you know what it is, can you tell me what it is?" child says "It's a cup" then proceeded to pull the cup out of the bag while we all cheered them on. Mom encouraged child to guess at another item. Child again placed their hand and arm into the bag and dug around, this time picking out a pair of kitchen tongs, mom asked child "What do you have?" "What does it do, what do we use it for?" Mom spelled out item to me as she was unsure if child knew the name of the item. Next, child picked out another object and correctly named the item saying "It's a spatula". Each time child placed their hand in the bag, mom assisted them in thinking about the items they were touching while asking descriptive questions such as "Is it big or is it small?" Is it soft or is it hard?" Is it heavy or is it light?". Child was able to correctly guess each item that was in the bag.

April 2023 Socializations:

April 18th – A Park Above – Domain(s): Perceptual, Motor, and Physical Development.

April 27th - Dia De Los Ninos Special Storytime @ Ernie Pyle Library - Domain(s): Language & Literacy.

Discussed Policy Council with families.





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EARLY HEAD START Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: Mac Arthur EHS Reporting Period: April 1-30, 2023 Submitted by: Maria Chacon- Head Teacher

Center-Based Activities:

For the month of April, the theme was spring and weather. The children in the toddler class would guess at circle time how the weather was outside before going out. Outside they talked about what they saw. If there were clouds, clear skies, if it was raining, hot, or cold. They looked for bugs, birds, and saw how the trees changed weekly. They focused on the color orange. They read It's "Raining, It's Pouring" and a bilingual book called "Grow It". The children in both classrooms played with playdough and did free art with crayons and paint. The children played in wet sand and practiced making sand cakes. The children sang to each other Happy Birthday. The children were introduced to the emotions angry, sad, and happy using baby signs at circle time. For the nutrition experience the children did a trail mix with gold fish, graham crackers, and craisins. The children enjoy helping the teacher take down what the children did for the hour. The children made rainbow out of tissue paper. The children explored with different color tape and put it all over the classroom. The color of the month was yellow. Outside the children worked on using their balancing skills on the balance beams. They also explored their sensory with the sand outside and poured sand out of their buckets to make small mountains.

Parent Center Committee Meetings:

Center Parent Meeting was held on April 27, 2023. Six parents showed up. Reminded parents about importance of parent participation and inkind and to sign up for parent/teacher conferences coming up in May.





EARLY HEAD START Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: Plaza Feliz Early Head Start Reporting Period: April 1-28, 2023 Submitted by: Diane Y. Archibeque, Head Teacher

Center-Based Activities:

One's Indoor Play - This month in the one's room the teachers worked on lots of fine motor skills. They explored lots of different flowers in a sensory bin by putting the stems of the flowers into the holes of a strainer. Some of the children were able to put lots of flowers in the strainer and others tried really hard but, with help from the teachers, they did it too. The children had a very sticky table. The teachers gave them different pieces of colored tape. The teachers encouraged the children to explore the tape. The teachers reminded the children that tape belongs only in their hands and on the table. The teachers supervised closely to prevent tape from getting into children's hair and mouths. They placed long pieces of tape on the table and invited the children to pick at the tape ends to pull them up. The teachers encouraged the children to experiment using different ways to pick up the tape with their fingers. The teachers sang, " baby bumblebee" song and the next week they had the children make paper plate bumblebees by painting a paper plate with yellow paint and then placing black strips of construction paper on the plates. The children really enjoyed all the activities.

One's Outside Play – This month the one's used their gross motor skills outside. They did this by kicking a variety of balls. The teachers gave them the opportunity to explore the collection. The children were able to kick the balls safely and freely on one side of the playground. Outside the teachers introduced appropriately sized riding toys to the children. They invited them to explore the toy and describe what they saw. The teachers modeled as appropriate how to get on the riding toy and how to make it move. The teachers offer support to the children as needed. The teachers invited the children to join them for a walk outside on the playground. The teachers explained that they were going to explore things that they find on their walk. The teachers stopped at different points along the walk and pointed out an item what they would like to touch and observe. They invited the children to explore its texture.

Two's Indoor Play –This month the children in the two's room did lots of fun stuff. They counted how many body parts they have. They did this by pointing to and naming different parts of their body parts. The teachers encouraged the children to point to their body parts as they named them. The teachers identified a specific body part and supported them to count how many of that body part they have. The teachers also encouraged the children to name additional body parts and invited them to count each body part together. The teachers gave the children some different colors of tissue paper. The teachers introduced this activity by showing the children the tissue paper and talking about the different ways they can play with it. The teachers talked about and modeled using the tissue paper in new ways, like folding it, tearing it, crumpling it, and tossing it into the air. The teachers displayed a few blocks and then demonstrated for the children how to build a structure using the blocks. The teachers used self-talk to describe their actions. They included number words in their description. Then they gave each child a few blocks to explore and build with. They let the children choose a rhyming book to share with each other. Then they sat comfortably in the book area and talked about the books.

Two's Outside Play – This month the two's hopped around the playground. The teachers observed each child's ability. Then they choose skills for the children that will challenge them but that they can still execute safely. The teachers encouraged the children to make different movements. The teachers introduced the outside tunnel to the children. They allowed them to explore the tunnel by looking and sitting inside it and by crawling through it. The teachers encouraged them to move through the tunnel. The children also used their gross motor skills outside. They also kicked a variety of balls. The teachers gave the children the opportunity to explore the collection. The children were able to kick the balls safely and freely on one side of the playground.

Parent Center Committee Meetings – A parent meeting was held on April 26, 2023. We welcomed the parents and thanked them for attending. We reminded the parents about the upcoming Parent/Teacher Conferences to be held on May 8th & 9th. We also had a S.M.I.L.L.E activity event on April 15, 2023. We had three fathers show up to make butterflies out of large and small coffee filters and food coloring during this event. We also reminded parents that this is a once monthly event. No questions or concerns were mentioned. Our next parent will be on May 24, 2023.





EARLY HEAD START Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: School on Wheels EHS Reporting Period: April 2023 Submitted by: Bernice Johnson, Head Teacher

Center-Based Activities:

The children meeting some of their milestones. Since it is getting warmer, the children have been outside more, so they can plant some more plants. They get to see how far their plants had grown. They will be in the process of transplanting them to a bigger pot. The children worked on their fine motor skills. Teacher took out some tissue paper to cut up and have the children glue them on the sheet of paper. Teacher combined glue, glitter and paint into a squeeze bottle and the children used them to decorate their sheet of paper that teacher set before them.

Parent Center Committee Meetings:

Parent meeting was on April 14, 2023. Eleven parents showed up for the parent meeting. I talked about making sure the children are signed in and out on a daily basis. To also call the center when their child will out. We discussed sunscreen. We have sunscreen now on hand that parents can apply to their child at drop off. The male figures that attended the S.M.I.L.L.E. activity had the opportunity to share their experiences. Mr. Les from the Kiwanis Club of Albuquerque came to update on the garden beds.

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2022 EXPENDITURE REPORT FEDERAL GRANT (3164250) April 30, 2023

ACCOUNT	Budget	JULY	AUGUST	The Romania	10,00	Section Space	States and the	Standards	The server of				0550	CUTAG	YTD	REMAINING	
Salaries and Wages	1,218,144.00		83,059,55	SEPTEMBER 60.300.39	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRE.	HAY	JURE	FINAL	EXPENSES	BALANCE	EXPENDED
Fringe Benefits	596,800,00		42,100,88	41,293,02	77,339.48	75,529.67	270,813.45	95,554.05	65,033.07	72,314,47					1,082,212.35	135,931.65	58.54%
Total Personnel Costs	1,814,944,00		125,160,43		39,039.31	37,746.53	52,126.59	38,042.79	32,121,68	35,428.01					403,926,73	192.873.27	
	1,019,099,00	141,191,47	120,199,45	121,593.41	116,378.79	113,276,20	322,940,04	133,596.84	97,154.75	107,740.48	207,106.67	0.00	0.00	00.0	1,486,139.08	328,804.92	
Bupplies		1										- 11 10 10 m	1102245				
522000-Supplies	35.037.00	489.48	354.92	82.41	5.736.37	206.52	4,295,12		9.310.73								
522032-Supplies-Food	13,000.00	83.90	26.96	149.38	0,130.31	303.53	319.80	27.68	9,310.73	334.36	529.04				21,004,59	14,032.41	
522048-Supplies-Office	45,000.00		1,129.61	1.005.53	12.068.97	1,368.07	278.22	1.054.59	1,020.89						1,335.53	11,664.47	
Supplies- All others	•				11,000,00	1,000.01	4/0.42	1,004.08	1,020.08	218.66)				18,144.74	26,855.26	40.329
522054-Supplies-Other			156.56			157.42											
522052 - Supplies-Operating	12,000,00		100100				004.00			4,995.00					5,308.98		0.00%
522060 - Supplies-Postage/Freight	121000100	1				1,158,28	204,86	273.95	82.01	1,079,72					2,798.85		23.32%
522500-Travel - Expense	5,000,00	(15.47)	1.057.45														
522510-Travel - Local/In State	5,500,00	396.88	364.90	691.38	276.26	311.88									1,041.98	3,958.02	20.64%
523410-License Renewals	0,000.00	0.00.00	304.90	600.00	2/0.20		738.77	236.27	464.30	555,43					4,560.09	939.91	82,91%
rotal Supplies	115.537.00	954.79	3,090,40	2,728.66	18.081.60	75.00		4	95.00	75.00					1.045.00		0.009
	· · · · · · · · · · · · · · · · · · ·		3,000,000	41140.00	10,001,00	1,569.70	5,836.77	1,582.52	11,062.87	7,258.37	1,053,06	0.00	0.00	00.0	55,239.76	60,297.24	47.81%
Other																	
521500-Utilities	10.545.00																
523800-Repairs & Maintanance	8.476.00	540.72		418.63	815.71	320.00		** *** ***							0.00	10,545.00	0.00%
521000-Other service	0,110.00	010.14		910.03	225.22	320.00		29,954.50							32,049.56	(23, 573, 58)	378.12%
521540 - Telecom-Telephone		58.26	58,26	67,76	67.23	67 00	8,778.00		13,528.00	17,556,00					40,337.22		0.00%
521544 - Telecom-Cellular Svc And Equip		206.00	206.00	205.60	205,40	67.23 205.40	67.23	67.70	67.70	67.70					656,31		0.00%
523000-Training	28,000.00	200.00	142.23	10.648.20	5,000,00	205.40	205.00	205.10	205.10	205.10					2,053.65		0.00%
523400-Dues and Memberships	20,000.00		172.23	10,046.20	6,000.00		1,550.00	108.00		216.00					18,664,43	9,335,57	66.66%
Total Others	47.021.00	804.98	406.49	11,340,19	7.313.56	592.83	44 494 44								0.00		0.00%
				11,090,19	1,313.30	392.63	10,600.23	30,335.30	13,800.89	18,044.80	522.19	0.00	0.00	0.00	\$3,761.17	(48,740,17)	199.40%
Contractual																	
527500-Contractual (Training)					18,889,22	982.68	1,105.52	004.00									
527505- Svcs-Advertising	10.000.00			12.050.76	10,000.22	9.038.07	15,575,27	921.26 22,017.57	10.010.00								0.00%
520500-Contractual (Professional)	60,176,00			12,000,10		9,038.07	15,5/5.2/	22,017.57	12,912.99	5,387,61	6,849.90					10,000.00	0.00%
527565 - Svcs-Subcontracts&Subswards					10.421.53	17.532.95		47.054.00								60,178.00	0.00%
Total Contractual	70,178.00	0.00	0.00	12,050,76	29,310,75	27,553.70	16.660.79	12,054.00	12,912,99								
						A1,000,170	10,000.79	34,392.63	12,012.99	5,387.61	6,848.90	0.00	0.00	0.00	146,739.33	(75,561,33)	207.67%
Carryforward FY21																	
533004- Recreational Equipment			12.387.78														
532000 - Capti-Land Improvements											151,200.87					0.00	0.00%
Total Contractual	0.00	0.00	12,367,78	0.00	0.00	00.6	0.00	0.04			80,715.53			- 22		0.00	0.00%
			and an a state of the		4.44	9.00	0.00	0.00	0.00	0.00	231,916.20	0.90	0.00	9.00	244,303.98	0,00	0.00%
GRAND TOTAL	2,047,680.00	142,951.24	141,045.10	147,713.02	171.084.70	145.003.23	356.057.83	200,517.49	134,931,41	138,431.26	447 448 84	0.00					
	-								104,001,001	130,401.28		0.00	0.00	00.0	2,025,183.32	266,800.66	98.90%
IAR suggee															-	Current %	98.90%
															e	Choudd Re	8.994

•

Current % 98,90% Should Be 83% Under spent -18%

Possible reversion \$ (318,783.32)

Salaries and Weges	(86,000.00)		
522000-Supplies	40,000.00		
Supplies- All others	30,000.00	2,546,236.00	Original Budget
527505- Svcs-Advertising	16,000.00	55,597.00	
		2,601,833,00	Total
Entitlement	1,992,083	. ,	
ТАТА	44,906		
Total FY22	2,036,989.00		
Carry forward FY21	- •		
Equipment	327.415.00		
Supplies	150,000.00		
Total budget	2,514,404.00		

522000-Supplies

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2022 EXPENDITURE REPORT FEDERAL GRANT T&TA (3164251) April 30, 2023

ACCOUNT DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	YTD EXPENSES	REMAINING BALANCE	% EXPENDED
522500 - Travel-Expension	ie \$4,560.00															4,560.00	the second se
Other 521000-Other service	\$25,440.00																0.0075
523000-Training - Gene			3,002.67	3,190.00			3,150.00		4 004 00								0.00%
522020 - Supplies-Un			0,002.01	0,100,00			3,150.00		4,284.00						13,626.67		0.00%
522032-Supplies-Foo	1														-		
522048- Supplies-Office	æ																0.00%
523400-Dues And Me																	0.00%
523410-License Rene															-		0.00%
Total Others	\$25,440.00		3,002.67	3,190.00	-	-	3,150.00	-	4,284.00	-	-	-	-		13.626.67	\$11,813.33	
527500-Contractual (Traini	ng \$14,906.00																
GRAND TOTAL	\$44,906.00	\$0.00	\$3,002.67	\$3,190.00	\$0.00	\$0.00	\$3,150.00	\$0.00	\$4,284.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.626.67	14,906.00	
		-							A-19-04	40,00	44.00	40.00	40.00	40.00	\$13,020.07	\$31,279.33	30.34%
																Current %	30.34%

Should Be 83% Under spent 53%

Possible reversion \$ 23,795.00

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2022 EXPENDITURE REPORT CITY MATCH (3164252) April 30, 2023

ACCOUNT DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	2	10054105	(Reveal	1968	Sec.			YTD	REMAINING	Sec. 8.
Salaries and Wages	149.411.00	650.03	1.411.30	405.18	156.32	753.50	DECEMBER 192.02	JANUARY	FEBRUARY	MARCH	APRE,	MAY	JUNE	FINAL	EXPENSES	BALANCE	EXPENDED
Fringe Benefits	76.035.00	376.15	870.44	291.41	74.39	407.33	192.02	449.50	616.64	576.83	374.85				5,586.17	143,824.83	
Total Personnel Costs	225,446.00	1,026.18	2.281.74	696.59	230.71	1.160.83	374.55	214.35	327.87	295.36	178.61				3,218.44	72,816.56	
		1,000.10	4,491.79	030.33	230.71	1,100.83	3/9.33	663.83	994.51	8/2.19	553.40	•	•	-	8,804.61	216,641.39	3.91%
Supplies																	
522000-Supplies	20,000.00														54.1	20,000.00	0.00%
SZ2032-Supplies-Food	10,000.00															10,000.00	
S22048-Supplies-Office	15,000.00								750.87	359.67	\$95.37				1,705.91	13,294.09	
S22054-Supplies-Other	20,000.00														713.12	19,286.88	3.57%
522060-Supplies-Postage/Freight		10.03	15.64	5.02	17.89	6.90	7.52	24.39	6.86	21.12	S.94				3.132.15		0.00%
522510-Travel-Local/in State			187.15	130.99		63.75	118.75		61.92	29.25							0.00%
Total Supplies	65,000.00	10.03	202.79	136.01	17.69	70.65	126.27	24.39	\$19.65	410.04	601.31				2,419.03	62,580.97	3.72%
																04,000.37	
Other																	
521000-Other Services	158,301.00														-	158,301.00	0.00%
521500-Utilities																-	0.00%
523800-Repairs & Maintenance										17,615.44					17,615.44	(17,615.44)	0.00%
7-Rent	10,500.00															10,500.00	0.00%
521544 - TeleCellular Svc And Equip			_													100	0.00%
Total Others	168,801.00	•	•	-	•			-		17,615.44		-	-	•	17,615.44	151,185.56	10.44%
Contractual																	
527500-Contractual (Training)																	
527505- Svcs-Advertising																	0.00%
520500-Contractual (Professional)	50,000.00																0.00%
527565 - Svcs-Subcontracts&Subewa																50,000.00	0.00%
Total Contractual	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00%
													,				0.0074
nternal Service																	
591265 - Transfers Out - Fund 265										18,897.67	1,154.77				20,052.44		0.00%
594031 Vehicle Maintenance (523800)				230.40	\$90.40	-	852.77								1.673.57		0.00%
594032 Vehicle Maintenance (outside)				149.39			789.75								939.14		0.00%
594041 Vehicle Mntc-Fuels																	0.00%
Total Internal Service Charges		•	-	379.79	\$90.40		1,642.52		•	18,897.67	1,154.77		-		22,665.15		0.00%
																	0.007
GRAND TOTAL	509,247.00	1,036.21	2,484.53	1.212.39	839.00	1.231.48	2.143.34	688.24	1 764 16	37,795.34	3 209 54				51,504.23	457.742.77	10.11%

Current % 10.11% Should Be 83% Under spent 73% Possible reversion \$ 372,868.27



City of Albuquerque Early Head Start P-Card Expenses April 2023

Cardholder Name Dubriel, Daphne Williams, Katrina Williams, Katrina Williams, Katrina Williams, Katrina	Transaction Date 4/25/2023 4/26/2023 4/24/2023 4/19/2023 4/16/2023 4/16/2023	Merchant Name Parents As Teachers Amazon. Wal-Mart Supercenter Wal-Mart Amazon.Com Smiths Food	Amount \$300.00 \$297.28 \$9.94 \$21.96 \$44.99 \$63.98	Description PAT Curriculum Renewal. Baby Wipes and Diapers A and D Diaper Rash Cream Babyganics Kids Sunscreen Regalo Baby Gate. Gerber Good Start Soothe Pro
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\$ 738.15



City Of Albuquerque

Department of Family and Community Services

Division of Child and Family Development

Policy Council

Wednesday, May 17, 2023

- 1. Meeting began at 5:30pm. (Quorum was established):
- 2. COA Personnel- Daphne Dubriel, Child Development Parent, Family & Community Engagement Specialist, Monica Watrin, ERSEA Specialist, Katrina Williams Child Development Health, Nutrition & Safety Coordinator, Connie Lopez, Child Development Mental Health & Disabilities Program Coordinator, Allison Schacht, Program Data Analyst I
- 3. Policy Council Members: Nicole Martinez/Policy Council member/parent at School on Wheels, Emmanuel Magallanes/Policy Council member/parent at Macarthur, Lanetta Harper/Policy Council member & Parent at Macarthur, Mary Becker/ Community Rep and Abigail Stiles COA City Council Liaison
- 4. Approval of Meeting Minutes: unanimous approval
- 5. Directors Report: Reporting Period April 1-30-2023
 - a.) Financials
 - b.) Enrollment- Total funded enrollment 128. Total reportable enrollment 58; 38 center based and 12 home based. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated over 30 days.

c.) Enrollment Monthly Summary- New Enrollment-families (3), children (3),

pregnant moms (0), number of children born (0); total new enrollment (3). Total leaving program (3), - transitioning children (3), pregnant moms giving birth (0), children leaving before turning 3 (0), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (41), children up-to-date as possible on immunizations (0), children not up to date (3).

Eligibility Category- income eligible (22), TANF/SSI (12), Foster Child (1), Homeless (2). Over Income (6), Over 130% (1), Children w/IFSP's (15).

d.) Attendance- Average: 70.45%

City operated Early Head Start centers classroom attendance rates:

La Mesa	N/A- Site Non-Operational
MacArthur	69.33%
Plaza Feliz	75.59%
School on Wheels	66.53%
Singing Arrow	N/A- Site Non-Operational
Trumbull	N/A- Site Non-Operational
Western Trail	N/A- Site Non-Operational

- e.) Meal Counts- Total number of meals for (0-3 years in age), total children served (36), breakfast (384), AM snack (0), Lunch (386), PM snack (303), Dinner (0).
- f.) Budget- Financial statements provided to policy council membership: Federal Grant-year to date (YTD) expenditures \$.2,025,183.32 Training/Technical Assistance-(T/TA)-year to date expenditures \$13,626.67. City Match-year to date expenditures \$51,504.23.

6. Discussion:

Daphne Dubriel talked about needing nominations and elections for the Chairperson, Vice chairperson and secretary. Daphne explained the would be serving EHS as a whole and not just for their center. **Daphne** explained that a telephone poll would be conducted for votes so nominees don;t hear the voting results for a position they are in the running for. **Nicole Martinez** nominated Lanetta Harper for Chair. Lanetta Harper declined due to starting the Policy Academy and her time availability at the moment. **Lanetta Harper** nominated Emmanuel Magallanes and he declined the nomination. Two parents were not on the meeting to nominate at the time.

Daphne Dubriel talked about Dr. Dawnita Blackmon-Mosley waiting on HR approval to interview the open positions for Director, Education Specialist, and 8 program aides. Daphne let members know if they would like to participate in the interviews to let her know so she could let Dr. Dawnita Blackmon-Mosley know. It will be open to all parents as well if they would like to participate.

Katrina Williams discussed that diaper cream can be applied without a doctors note now. Releases were sent out for diaper cream and sunscreen. Lanetta Harper posed a question asking if chap-stick needing a doctors note. Stated her son's lips get very dry and chapped during the day. Katrina explained they will need a doctors note explaining why it needs to be applied during the day and they will be able to apply it after receiving the letter.

Mary Becker asked if there were descriptions of what the Chair, Vice chair and secretary responsibilities are for meetings. Daphne let her know she will ask and see if they can be emailed to everyone.

Meeting adjourned at 6:03pm

Next Meeting Date: June 21, 2023



City of Albuquerque Early Head Start Monthly Program Report

Meeting Date: June 21, 2023

Site/County/Program: Division of Child & Family Development

Name of Person Submitting Report: Dr. Dawnita Blackmon-Mosely

Funded Enrollment

Center-based 104

Home-based 24

Current Enrollment -

Center-based 37

Home-based 10

Explanation, if needed: Under-enrollment is largely due to staffing.

I. Content Areas

A. Education:

- > 3rd and final cycle of Practice-Based Coaching is underway.
- Recommendation to hire has been submitted to HR to fill the Child Development & Education Program Specialist vacancy

B. Support Services (Mental Health and Disabilities).

- Mental Health & Disabilities Coordinator conducts weekly site visits
- Mental Health & Disabilities Coordinator completes monthly disabilities tracking
- All children are assessed using the ASQSE2 and ASQ3, socialemotional and developmental tools within 45 days of their start date.
- Mental Health & Disabilities Coordinator continues to participate in Transition Meetings.
- Mental Health & Disabilities Coordinator represents the City of Albuquerque Division of Child & Family Development on the Metro-Area Transition with Early Intervention Providers, Community-Based Providers and LEA's (Public Schools)
- C. Health/Nutrition:
 - > Health, Nutrition & Safety Coordinator conducts weekly site visits
 - Health, Nutrition & Safety Coordinator participated in OHS Health & Wellness training
 - Health, Nutrition & Safety Coordinator participated in Annual CACFP Training- Child & Adult Care Food Program.
 - 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 conducts weekly site visits
- > All EHS Centers continue providing Monthly Center Parent Committee
- > Parents continue to participate in the ReadyRosie parent curriculum
- Parent, Family and Community Engagement Specialist continues to provide oversight to the Significant Men in Little Lives Everywhere, Male Involvement initiative.
- Parent, Family and Community Engagement Specialist continues to create Monthly Family Activities Calendars to support families with engagement in the home.
- The Monthly Program Newsletter, which typically only in distributed September through May each year has been extended through June and July of the 2022-2023 program year

E. Program Design and Management (including operations, facilities, etc.)

- Home-Visitor 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, Winter and Spring Checkpoints in order to determine children by age groups 0-1 year, 1-2 yrs. and 2-3 yrs. who are meeting or exceeding the widely held expectations for their age.
- Program Data Analyst is currently working on pulling together child outcomes data for the 2022-2023 Annual Report
- Program Data Analyst is currently working on data entry into ChildPlus data base in preparation for submitting the 2022-2023 Program Information Report (PIR) to the Office of Head Start.

F. Administration:

- 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.
- EHS is under a 12-month under-enrollment plan. Failure to meet full enrollment and/or demonstrate steady progress by January 2024, the possible outcomes may be loss of funding, reduction of funded enrollment and/or the COA having to recompete for the EHS grant.
- COA received notification of a Focus Area 1 Federal Review, which will take place during FY2023-2024.
- Associate Director has submitted (6) new hire request and Division leadership has (14) interviews with applicants who have applied for Teacher and Program Aide positions.
- Associate Director has begun partnering with the NM Workforce Solutions to connect individuals seeking employment in the early childhood field with the City employment opportunities.

G. Construction Projects

П.	New Hires as of June 1, 2023	
	EHS Center-Based:	N/A This reporting period
		N/A This reporting period

III. Involuntary Terminations: EHS Center-Based: N/A T EHS Home-Based: N/A 7

N/A This reporting period N/A This reporting period

City of Albuquerque Division of Child & Family Development Early Head Start PCard Statement May 31, 2023

Cardholder Name	Transaction Date	Merchant Name	Amount	Description
Besse, Patricia	5/5/2023	Ibt lis Fingerprint Com	59.00	Fingerprint renewal for Bernice Johnson, AG
Besse, Patricia	5/3/2023	Ibt lis Fingerprint Com	59.00	Fingerprint renewal for Daphne Dubriel, AG
Besse, Patricia	5/1/2023	bt lis Fingerprint Com	59.00	Fingerprint renewal for Valerie Ramirez, AG
Dubriel, Daphne	5/28/2023	Amzn Mktp Us Dg8ay7to3	187.80	Water nozzles, leaf blower and cordless phones for Macarthur.
Dubriel, Daphne	5/24/2023	Wal-Mart #0850	16.86	SOW SMILE activity. AG
Dubriel, Daphne	5/18/2023	Adobe Acropro Subs	258.47	Adobe subscription renewal. AG
Dubriel, Daphne	5/17/2023	The Home Depot 3502	224.25	Potting soil for SOW, AG
Dubriel, Daphne	4/29/2023	Amzn Mktp Us Hm02l7of1	21.78	Macarthur SMILE watering cans. AG
Dubriel, Daphne	4/29/2023	Amzn Mktp Us Hm6wu80k0	19.59	Macarthur SMILE planter box. AG
Dubriel, Daphne	4/29/2023	Amzn Mktp Us Hm8nm9491	8.99	Macarthur SMILE planters, AG
Dubriel, Daphne	4/28/2023	Amazon.Com Hm79h0ap0 Amzn	21.98	Macarthur SMILE planting activity soil. AG
Mosely, Dawnita	5/15/2023	Adobe Acropro Subs	258.47	Adobe Pro subscription 1 year renewal. AG
Williams, Katrina	5/3/2023	Amzn Mktp Us Ms9sr5ma3	56.67	Annova Kids Silverware, AG
Williams, Katrina	5/2/2023	Amzn Mktp Us Hm5nl55a1	182.96	Janibell 10 pack liner refills. AG
			1,434.82	-

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2022 EXPENDITURE REPORT FEDERAL GRANT (3164250) May 31, 2023

ACCOUNT	のである。	P. Daniel State		Service Service	12 192	5. S. 68	1123-2363			12-2-5	10000	128-4120	"你能能?	自主部門	TTD	REMADING	*	
Salaries and Wages	Budget 1,218,144.00	JULY 96.056.05	AUGUST 83.059.55	80,300,39	77.339.48	75.529.67	270,813,45	JANUARY 05.554.05	FEBRUARY	MARCH 72,314,47	APRIL 166.212.17	MAY	JUNE	FINAL		BALANCE	EXPENDED	
Fringe Benefits	598,800,00	45,135.42	42,100.88	41,293.02	39,039,31	37,748,53	52,126,59	38,042.79	65,033.07 32,121.68	35,426.01	40,694,50	69,537,48 33,767,95			1,151,749.83 437.694.68	66,394.17 159,105.32	94.55% 73.34%	
Total Personnel Costa	1,814,944.00	141,191.47	125,160.43	121,583.41	116,378.79	113,276,20	322,940.04	133,596.84			207,106.67		0.00	0.00	1,548,444.51	225,499.49	87.58%	
upplies																		
522000-Supplies	35,037.00	489,48	354.92	82.41	5,736.37	206.52	4,295.12		9,310.73		529.04				21,004,59	14,032,41	59.95%	
522032-Supplies-Food	13,000.00	83.90	26.96	149,38		303.53	319.80	27.68	89.94	334.36					1,335.53	11,664,47	10.27%	
522048-Supplies-Office Supplies- All others	45,000.00		1,129.61	1,005.53	12,068.97	1,368.07	278.22	1,054.59	1,020.69	218.86		3,183.88			21,328.62	23,671.38	47.40%	
522054-Supplies-Other			156.56			157.42				4,995.00					5,308.98	(5,308,98)	0.00%	
522052 - Supplies-Operating 522090 - Supplies-Gen Const Materials	12,000.00					1,158.28	204.85	273.98	82.01	1,079.72		********			2,798.85	9,201.15	23.32%	
522500-Travel - Expense	5,000.00	(15,47)	1,057.45												1,041,98	3,958.02	20.84%	
522510-Travel - Local/In State	5,500.00	396.88	364.90	691.38	276,26	311,85	738.77	236.27	464.30	555.43	524.04	99,19			4,659.28	840.72	84.71%	
523410-License Renewels				800.00		75.00			95,00	75,00					1,045,00	(1,045.00)	0.00%	
otal Supplies	115,537.00	954.79	3,090.40	2,728.66	18,081.60	3,580.70	5,836.77	1,592.52	11,062.87	7,258.37	1,053.08	38,398.25	0.00	00.0	\$3,638.01	21,398.99	81.05%	- C. O
ther																		
521500-Utilities	10,545,00														0.00	10.545.00	0.00%	
523800-Repairs & Maintenance	8,476.00	540.72		418,63	815.71	320.00		29,954,50				1,892.33			33,941.69	(25,465.89)	400.45%	
521000-Other service					225.22		8,778.00		13,528.00	17,558.00	250.00				40,337.22	(40,337.22)	0.00%	
521540 - Telecom-Telephone		58.26	58.26	67.76	67.23	67.23	67.23	67.70	67.70	67.70					656.31	(656.31)	0.00%	
521544 - Telecom-Cellular Svc And Equip		206.00	206.00	205.60	205.40	205.40	205.00	205.10	205.10	205.10	204.95				2,053.65	(2,053,65)		
523000-Training	26,000.00		142.23	10,648.20	6,000,00		1,550.00	108.00		216.00					18,664.43	9,335.57	66.66%	
523400-Dues and Memberships Total Others	47.021.00	804.90	406,49	11,340,19	7,313,58	582.63	10,000.23	30,335,30	13,600,60	18.044.60	522.18	1.892.33	0.00	0.00	0.00	0.00 (48,632,50)	0.00%	
				11,000.10	1,010,00	002.00	10,000,000	30,000,00	12,000,00	14,044.09	344.18	1,092.33	0.00	0,00	11,033,30	(46,642.00)	203.43%	
ontractual																		
527500-Contractual (Training)					18,659.22	952.65	1,105.52	921.26							21,898.68	(21,898.68)	0.00%	
527505- Svca-Advertising	10,000.00			12,050.76		9,038.07	15,575.27	22,017.57	12,912.99	5,387.61	6,849.90	1,500.00			85,332.17	(75,332.17)	853.32%	
520500-Contractual (Professional)	60,178.00														0.00	60,178.00	0.00%	
527565 - Svcs-Subcontracts&Subawards					10,421,53	17,532.95		12,054.00							40,008.48	(40,008.48)		
Total Contractual	70,178.00	0.00	0.00	12,050.76	29,310.75	27,553.70	16,630.79	34,892.83	12,912.99	5,387.61	6,648.90	1,500.00	0.00	0.00	147,239.33	(77,061.33)	209.81%	(212,10
Carryforward FY21	0																	
533004- Recreational Equipment	307,317.47		12,387,78								151,200.67					156,116,80	0.00%	
532000 - Capil-Land Improvements	80,715,53										80,715.53				122323	0.00	0.00%	
Total Contractual	386,033.00	0.00	12,387.78	0.00	0.00	0.00	0.00	0.00	0.00	6.00	231,916.20	0.00	0.00	0.00	244,393.98	0.00	62.96%	
GRAND TOTAL	2,435,713.00	142,951.24	141,045.10	147,713.02	171,084,70	145,003.23	356,057.83	200,517.49	134,931,41	138,431.26	447,448.04	145,096.01	0.00	0,00	2,170,279.33	121,704.65	89.10%	
																Current %	89,10%	
LAR sugges																Should Be	92%	
																Under spent	3%	
Salaries and Wages	(66.000.00)															orelbie muncles		

Possible reversion \$ 62,457.59

BAR sugges

Salaries and Wages	(66,000.00)		
522000-Supplies	40,000.00		
Supplies- All others	30,000.00	2,546,236.00	Original Budget
527505- Svcs-Advertising	16,000.00	55,597.00	Cola
		2,601,833.00	Total
Entitlement	1,992,083		
T&TA	44,906		
Total FY22	2,036,989.00		
COLA	55,597.00		
Carry forward FY21			
Equipment	343,127.00		
Supplies			
Total budget	2,435,713.00		

522000-Supplies

307,317.47

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2022 EXPENDITURE REPORT FEDERAL GRANT T&TA (3164251) May 31, 2023

															5	Current % Should Be Jnder spent	30.34% 92% 61%
GRAND TOTAL	\$44,906.00	\$0.00	\$3,002.67	\$3,190.00	\$0.00	\$0.00	\$3,150.00	\$0.00	\$4,284.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,626.67	\$31,279.33	30.34%
527500-Contractual (Trainin GRAND TOTAL		-													-	14,906.00	0.00%
Total Others	\$25,440.00	- •	3,002.67	3,190.00	-	•	3,150.00	-	4,284.00	•	-	-	•	-	13,626.67	\$11,813.33	
522032-Supplies-Food 522048- Supplies-Office 523400-Dues And Merr 523410-License Renew	als														-		0.00% 0.00% 0.00% 0.00%
Other 521000-Other service 523000-Training - Gener 522020 - Supplies-Unit	oms		3,002.67	3,190.00			3,150.00		4,284.00						13,626.67		<i>0.00%</i> 0.00%
DESCRIPTION 522500 - Travel-Expense	Budget \$4,560.00	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	EXPENSES -	BALANCE 4,560.00	EXPENDED 0.00%
ACCOUNT				en kerkinger	122.3	14 14 14 14									YTD	REMAINING	%

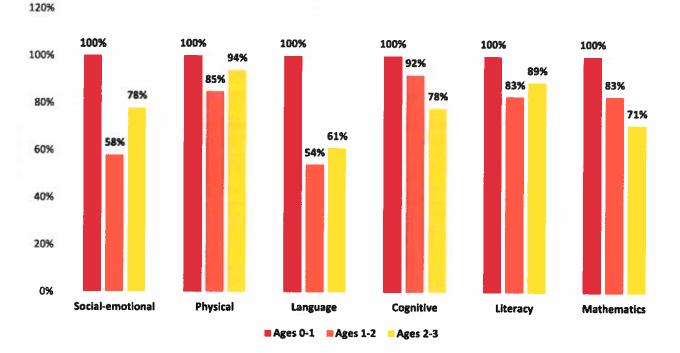
61% Possible reversion \$ 27,537.16

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2022 EXPENDITURE REPORT CITY MATCH (3164252) May 31, 2023

ACCOUNT	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVENBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRE	MAY	JUNE	FINAL	YTD EXPENSES	REMAINING BALANCE	% EXPENDED
Salaries and Wages	149,411.00	650.03	1.411.30	405.18	156.32	753.50	192.02	449.50	616.64	576.83	374.85	712.24	JUNE	FROM	6.298.41	143,112.59	
Fringe Benefits	76.035.00	376.15	870.44	291.41	74.39	407.33	182.53	214.35	327.87	295.36	178.61	339.30			3,557.74	72,477,26	4.22%
Total Personnel Costs	225,446.00	1.026.18	2,281.74	696.59	230,71	1.160.83	374.55	663.85	944.51	235.30 872.19	553.46	1.051.54			3,557.74		4.68%
			44444.174	030.33	£397.7 A	1,100.03	3/4.33	005.05	244.31	8/2.13	333.46	1,051.34			9,856.15	215,589.85	4.37%
Supplies																	
S22000-Supplies	20,000.00															20,000.00	0.00%
522032-Supplies-Food	10,000.00															10,000.00	0.00%
S22048-Supplies-Office	15,000.00								7\$0.87	359.67	595.37				1,705.91	13,294.09	11.37%
S22052-Supplies-Operating	20,000.00										438.15				1.158.53	18,842.47	5.79%
522060-Supplies-Postage/Freight		10.03	15.64	5.02	17.89	6.90	7.52	24.39	6.86	21.12	5.94	7.26			3.584.82		0.00%
S22510-Travel-Local/In State			187.15	130.99		63.75	118.75		61.92	29.25							0.00%
Total Supplies	65,000.00	10.03	202.79	136.01	17.89	70.65	126.27	24.39	\$19.65	410.04	1,039.46	7.26	-		2,864.44	62,135.56	4.41%
Dther																	
521000-Other Services	158,301.00															158,301.00	0.00%
521500-Utilities	250,502.00														-		
523800-Repairs & Maintenance										17.615.44					-		0.00%
523400 - Dues And Memberships	10,500.00									17,615.44		307.09			17,922.53	(17,922.53)	0.00%
S21544 - TeleCellular Svc And Equip	20,300.00										300.00				300.00	10,200.00	2.86%
Total Others	168.801.00												_			4	0.00%
	106,801.00			-	•		-	·	•	17,615.44	300.00	307.09	•	•	18,222.53	150,578.47	10.80%
Contractual																	
527500-Contractual (Training)																	0.00%
527505- Svcs-Advertising																	0.00%
520500-Contractual (Professional)	50,000.00															50,000.00	0.00%
527565 - Svcs-Subcontracts&Subawa																	
Total Contractual	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0,00	0.00	0.00	50,000.00	0.00%
nternal Service																	
591265 - Transfers Out - Fund 265												1,365.89			1,365.89	C.04.02	0.00%
594031 Vehicle Maintenance (523800)				230.40	590.40		852.77								1,673.57	5.0	0.00%
S94032 Vehicle Maintenance (outside)				149.39			789.75								939.14		0.00%
594041 Vehicle Mntc-Fuels															2°	1.57	0.00%
Total Internal Service Charges	•		<i>्</i> र	379.79	590.40	•	1,642.52	-				1,365.89	-		3.978.60		0.00%
GRAND TOTAL	509,247.00	1.036.21	2.484.53	1.712.39	839.00	1.231.48	2.143.34	688.24	1.764.16								
				66.23	433440	4,631,46	الدە للىم	004-64	1,794.19	18,897.67	1,892.92	2,731.78	^	•	34,921.72	474,325.28	<u>6.86%</u>

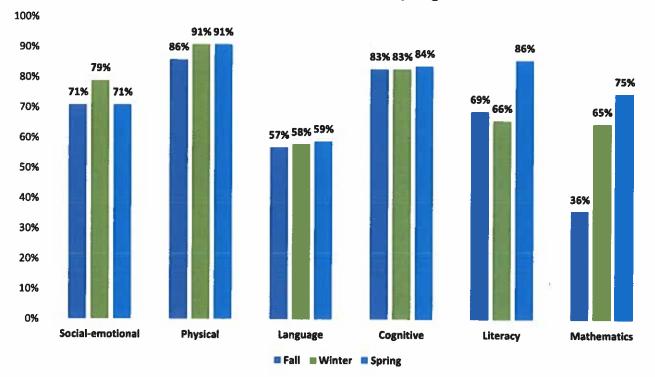
Current % Should Be 6.86X 92% Under spent

85% Possible reversion \$ 431,888.03 (212,106.38) Move from ENT 219,781.65



COA Percentage of EHS Children Meeting or Exceeding Widely Held Expectations by Age Group in Spring 2023

COA Percentage of EHS Children Meeting or Exceeding Widely Held Expectations in Fall, Winter and Spring 2022-2023



6/1/2023 8:56 AM

City Of Albuquerque EHS

Page 1 of 1 E25745

2301 - Average Daily Attendance

Program Term: EHS 2022-2023, Program Option: Standard Full Day, Attendance Date: 5/1/2023 - 5/31/2023

City Of Albuquerque EHS

	Atten	dance Re	cords	Operating		Fund	ed Enrollment	Actual Enrollment		
	Present ⁶ Absent ⁶ Neither		Neither ⁷	Days	ADA 1	Count	% Attendance	Count ²	Attendance	
Douglas MacArthur										
Toddler - EH	93	51	0	18	5.17	8	64.58%	8.00	64.58%	
Site Total	93	51	0	18.00 (avg)	5.17	8	64.58%	8.00	64.58%	
Plaza Feliz										
Toddler - EH	88	27	0	16	5.50	8	68.75%	7.19	76.52%	
Twos	74	18	0	16	4.63	8	57.81%	5.75	80.43%	
Site Total	162	45	0	16.00 (avg)	10.12	16	63.28%	12.94	78.26%	
School On Wheels										
Infant	52	21	0	17	3.06	8	38.24%	4.29	71.23%	
Toddler	93	51	0	18	5.17	8	64.58%	8.00	64.58%	
Site Total	145	72	0	17.50 (avg)	8.23	16	51.79%	12.29	66.82%	
City Of Albuquerque EHS	400	168	0	17.00 (avg)	23.52	40	58.82%	33.23	70.42%	
Report Totals	400	168	0	17.00 (avg)	23.52	40	58.82%	33.23	70.42%	

1. ADA for each clasroom 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), Late Pickup(LP), Tardy and Late Pickup (TLP)

6. Statuses counted as Absent: Excused(E), Unexcused(U)

7. Statuses counted as Neither: Not Scheduled (N)

6/1/2023 8:57 am E25745

City Of Albuquerque EHS

Page 1 ChildPlus

2371 - CACFP Reimbursement Summary

Program Term: EHS 2022-2023, Program Option: Standard Full Day

Attendance Date: 5/1/2023 - 5/31/2023

City Of Albuquerque EHS

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
EHS 2022-2023						A 115			
Douglas MacArthur				-					
Toddler	18	8	0	0	86	0	91	64	0
Douglas MacArthur	18	8	0	0	86	0	91	64	0
Plaza Feliz						1			
Toddler	16	8	0	0	83	0	88	71	0
Twos	16	6	0	0	69	0	73	50	0
Plaza Feliz	32	14	0	0	152	0	161	121	0
School On Wheels				~		tras. 1			
Infant	17	5	0	0	37	0	38	18	0
Toddler	18	8	0	0	87	0	92	68	0
School On Wheels	35	13	0	0	124	0	130	86	0
City Of Albuquerque EHS	85	35	0	0	362	0	382	271	0
Report Totals	85	35	0	0	362	0	382	271	0



City of Albuquerque Early Head Start Caseload/Enrollment Report 05/31/2023

Enrollment	
Total Funded Enrollment:	128
Total Actual Enrollment:	43
Children Withdrawn & Dropped (last 30 days):	4
Total Reportable Enroliment (actual + withdrawn/dropped):	47
Total Deficit:	82

Program Snapshot

A CONTRACTOR OF A CONTRACTOR O	Home ba	sed Centers	ALL
Funded Enrollment:	24	104	128
Enroliment:	10	37	47
Defficiency:	14	67	81

Home Based Detail

Caseload: 12 slots per home visitor

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days		Deficit
Valarie	12	8	9	0	-	1	10	2
Home Visitor								
Vacant	12	0	0	0			0	12
Total	24	8	0			+		
IVIAL	24	0	<u> </u>	0		0	10	1

Center Detail

Ctr Detail	Slots	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	1	0	1		7
MacArthur	16	8	ol	8		8
PlazaFeliz	16	12	3	15		1
SOW	16	13	0	13		3
Trumbuli	24			0		24
W. Trail	16	0	0	0		16
Singing Arrow	8			0		8
Total	104	34	3	37		67

Monthly Program Information Summary		
May 23		
# new enrollments families	3	
# new enrollments children	3	
# new enrollments pregnant mom	0	
# children born to pregnant mom	0	
Total new enrollment	3	
# children graduating	3	
# pregnant moms giving birth	0	
# children leaving before turning 3	1	
# pregnant moms leaving before baby	0	
Total leaving	4	
	# of children	% of childrer
Children with up to date immunizations	39	91.0%
Children up to date as possible on immunizations		
Children not up to date on immunizations	4	9.0%
Eligibility Category	# of children and pregnant women	% of total number of children and pregnan women
income eligible	21	49.0%
Public Assistance	14	33.0%
Foster Child	1	5.0%
Homeless	2	5.070
		· · · · · · · · · · · · · · · · · · ·
Over Income	4	9.0%
Over 130%	1	2.0%
	# of children	% of total number of slots
Children with IFSPs	+	





EARLY HEAD START Home-Based Report Form

Reporting Period: May 2023 Submitted by: Valarie Ramirez, Home Visitor

Home Based:

Visits are conducted in person 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 May was called "Dressing Teddy: Putting on Clothes and Pretending", this activity focused on the child's Fine Motor and Cognitive Development. I brought a large baby doll for this activity. I pulled out the baby doll who only has on a diaper and gently held her. Child smiled and came closer to see the baby. I said "I think the baby is cold, she needs some clothes, can you get her some clothes and some socks so that she won't be cold?" Child smiled and shook their head then proceeded to their room and tried opening their dresser drawer. Child called for mom's help and both child and mom picked out clothes and socks to put on the baby. Child placed the clothing onto the couch next to the baby and motioned for me to put them on her. I said "Can you put them on her please?" Can you sit up here and put on her clothes, she's cold", child sat on the couch and grabbed mom's hand trying to get mom to dress the baby, mom said "No, you try... try". Child got the shorts and tried to put them on the baby laying the shorts on top of the baby, pushing the shorts onto the baby. Mom said "You need to put them on her, put them on her legs first". Child was not able to get the shorts onto the baby's legs and asked mom for help, mom helped put the shorts onto the baby's legs then encouraged child to pull them up. Next mom told child to "Put her shirt on her", child pulled at mom's arms for help, mom helped to get the shirt over the baby's head and assisted child with getting the baby's arms through the sleeves showing child the hole in the sleeve and telling child to pull her arm through. Child made several attempts at getting the baby's socks on her feet while mom showed child how to stretch the opening. After several attempts' child was able to get the sock partially onto the baby's foot toward the toe area but was unable to pull it up. Dressing effort is ongoing.

May 2023 Socializations:

May 19th – Toddler Tunes – Domain(s): Language and Literacy. 1 – attended.

May 31st - LEGO Club @ Alamosa Library - Domain(s): Perceptual, Motor, and Physical Development.

0 - attended.

Discussed Policy Council with families.





EARLY HEAD START Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: Mac Arthur EHS Reporting Period: May 1-31, 2023 Submitted by: Maria Chacon- Head Teacher

Center-Based Activities:

The center activities were base on May flowers, Weather and learning about what they saw in their nature walks around the school. The toddlers read the book "Peedie, My Mom, Miss Mary Mac, Baby Beluga, and Hands Can." They practiced repeating words to increase the children vocabulary and learned about feeling and looking in the mirror to make faces to identify how they felt to help with their social- emotional skills. They practiced using their fine-motor skill with lacing shapes, molding play dough, tearing paper, and cutting paper with scissors. They made art using stamps and putting their hand prints on paper. The children made art using paint, brushes, fingers, and rollers. They practice using their gross- motor skills to practice balancing on the beams outside, pedaling on the bikes, bouncing balls and climbing on the outside structures. They sang songs like "Who is here today, Head, Shoulders, Knees and Toes, and Where is Thumpkin." The children had a nutrition experience with making popsicles using juice and freezing it overnight. Parents were encourage to watch Ready Rosie Videos weekly. Parent/Teacher conferences were held at the center. SMILLE activity was done even though male figure was not there. They planted seeds and watered the planters everyday.

Parent Center Committee Meetings:

Center Parent Committee meeting was held on May 25, 2023. No parents showed up.





EARLY HEAD START Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: Plaza Feliz Early Head Start Reporting Period: May 1 – 26, 2023 Submitted by: Diane Y. Archibeque, Head Teacher

Center-Based Activities:

Ones Indoor Play - This month the in the ones room we learned about colors and we had lots of fun. We learned about the color red and black by making ladybugs. We got paper bowls and painted them red then we got some black round dots and pasted them on the painted red bowls. We counted the black dots when we put them on the bowl. During lunch we ate red apples. We talked about the color brown, we made brown spiders by painting small paper plates then we talked about the color black and we glued on black piper cleaners to the plate for the legs. We talked about the color green by paint with green paint on paper with green leaves. We also read lots of books about colors such has "My very first book of Colors by Eric Carle" and "Brown Bear, Brown Bear, What Do You See? by Eric Carle"

Ones Outside Play – This month the children in the ones room worked on their gross motor skills by riding bikes and crawling through a tunnel. The ones also played with balls they threw them, kicked them, and bounced them, well they tried very hard. We walked around looking at the neighborhood. We pointed to interesting sites and sounds that we saw and heard.

Twos Indoor Play – This month in the children in the twos room learned that learning is fun by putting puzzles together. The teachers invited the children to join them to put puzzles together with them. The teachers modeled how to take the pieces out of the puzzle and how to move each piece to put into the matching location. The teachers and the children sang songs while they moved their bodies to the songs. The teachers took out musical instruments and described the sounds has the children made music. The children explored holding the different instruments.

Twos Outside Play – This month the teachers invited the children in the twos room to engage with them in outside talk. They had back and forth exchanges. The teachers followed the children's cues to maintain an engaging interaction and the teachers responded the children's verbal and nonverbal communication. The teachers and the children took out the magnifying glasses and take a closer look at what they found out there.

Parent Center Committee Meetings - We did not have a parent meeting this month. On May 15th we had our S.M.I.L.L.E activity. We invited our fathers, grandfathers, uncles, and brothers to join us in our bubble activity. During our SMILLE group the fathers and children made different colors of bubbles. They blew the bubbles and chased them around the playground. Then they got paper and the bubbles and blew the bubbles on the paper to make lots the colorful bubble prints.





EARLY HEAD START Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: School on Wheels EHS Reporting Period: May 2023 Submitted by: Bernice Johnson, Head Teacher

Center-Based Activities:

Parent Teacher Conferences went well. Only need one more family from toddler classroom (child had been sick). In the toddler classroom, they are working on gardening and transplanting the plants that they had planted months ago to bigger area so they can grow. The toddlers are excited (by their facial expressions and when the teachers mention plants they get happy and smile.). In the infant classroom, we got a new addition to the classroom. He smiled all morning and played as if he has always been here. The rest of the infants are doing well, working on their goals and milestones.

Parent Center Committee Meetings:

Parent meeting was on My 19th, 2023.

Reminded parents to sign in and out their child on a daily basis. Any closures. Our Policy Council Rep. Nicole updated the rest of the parents on what was discussed at Policy Council meeting this month. The families and the Kiwanis Club of Albuquerque came and put compost in the garden beds and set up the watering systems. Still need another day to finish the garden bed project. (set up the covering of the garden beds so cats in the neighborhood won't do their business in the garden beds where the children and their families had planted vegetables.

Early Head Start Quarterly Report to City Council for July, August, September 2023

I. EARLY HEAD START PROGRAM INFORMATION REPORT:

- Administrators Report
- Policy Council Meeting Minutes
- Meal Service Report
- Attendance Report
- Caseload/Enrollment Report
- Program Information Report
- Center-Based and Home-Based Monthly Report
- Financial Statements
- P Card Expenses



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

Wednesday, June 21, 2023

- 1. Meeting began at 5:35pm. (Quorum was not established):
- COA staff Dr. Dawnita Blackmon-Mosely, Associate Director of Child & Family Development, Daphne Dubriel- Parent, Family & Community Engagement Specialist, Monica Watrin/ERSEA Specialist, Connie Lopez- Mental Health & Disabilities Program Coordinator, Allison Schacht- Program Data Analyst I, Nicole Martinez/Policy Council member/parent at School on Wheels, Emmanuel

Magallanes/Policy Council member/parent at Macarthur, Mary Becker/ Community Rep 3.

- Approval of Meeting Minutes: quorum not established
- 4. Governing Body Report: No report.
- 5. Directors Report: Reporting Period June 1-30-2023
 - a.) Enrollment- Total funded enrollment 128. Total reportable enrollment 48; 37 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 (6), children (0),

pregnant moms (0), number of children born (0); total new enrollment (6). Total leaving program (3), - transitioning children (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 (42), children up-to-date as possible on immunizations (0), children not up to date (2).

Eligibility Category- income eligible (20), TANF/SSI (14), Foster Child (2), Homeless (3). Over Income (4), Over 130% (1), Children w/IFSP's (13).

c.) Attendance-

City operated Early Head Start centers classroom attendance rates:

La Mesa	0%
MacArthur	66.18%
Plaza Feliz	63.10%
School on Wheel	s 65.89%
Singing Arrow	0%
Trumbull	0%
Western Trail	
	0%

Overall center-based program attendance totals- 65.06%; total number of absences

- e.) Meal Counts- Total number of meals for (0-3 years in age), total children served (37), breakfast (308), AM snack (0), Lunch (319), PM snack (238), Dinner (0).
- f.) **Budget-** Financial statements provided to policy council members:
 - Federal Grant-year to date (YTD) expenditures \$
 - Training/Technical Assistance-(T/TA)-year to date expenditures
 - \$. City Match-year to date expenditures \$.

6. Discussion:

Dr. Dawnita Blackmon-Mosely discussed that the program year was coming to an end and that at center level new policy council members would need to be voted in and the first policy council meeting for the new program year will be in September and then a chair, vice-chair and secretary will be nominated and voted in.

Dr. Dawnita Blackmon-Mosely discussed the Policy Council Bylaws would be sent out to members for review and discussion on them will be at the meeting in September. It outlines policy council positions and what they entail as asked from previous meeting if there was description for chair, vice-chair and secretary.

Dr. Dawnita Blackmon-Mosely updated on hiring process. There are 14 people in the process of being hired. They are waiting on HR for final approval. Weekly updating calls are being made to let hires know where they are in the process and ensure they are still wanting the positions. There are 9 interviews set as well. There has been an abundance of applications coming in which has been a change from previous months of minimal applications.

Dr. Dawnita Blackmon-Mosely discussed a collaboration with CNM, SIPI College and NM Workforce Solutions to recruit students who are about to graduate or graduating for teaching staff. Also working with high schools that offer child development course program to inform them of program aid positions and help grow them within our program if they apply and are hired.

Dr. Dawnita Blackmon-Mosely informed members there will be a Federal Focus 1 review this program year. Head Start monitoring protocols are used by the Office of Head Start (OHS) to gather data and other information to assess grant recipient program operation and performance. The Office of Head Start will let Dr. Dawnita Blackmon-Mosely know within a 45 day window of when they will be arriving. Our program will do a Self Assessment and will ask for help from parents and staff to take an area of focus and evaluate using the provided Self Assessment tool that will be provided. Nicole Martinez asked if the previous Self Assessment can be shared. Dr. Dawnita Blackmon-Mosely stated she would send that out to members. Program Data Analyst I, Allison Schacht discussed Child Outcomes for the program year. Our Creative Curriculum is ongoing and assesses children for growth during scheduled program checkpoints. The areas capture social-emotional, physical, language, cognitive, literacy and mathematics.

Dr. Dawnita Blackmon-Mosely let members know there is a target date to have the 4 closed EHS centers (Macarthur Infant room, Western Trail, Singing Arrow, La Mesa and Trumbull) open August 14, 2023. It will depend on opening since we will need the required amount of staff to open these centers.

Meeting adjourned at 6:03pm



Next Meeting Date: September 20, 2023

City of Albuquerque Early Head Start Monthly Program Report

Meeting Date: July 19, 2023

Site/County/Program: Division of Child & Family Development

Name of Person Submitting Report: <u>Dr. Dawnita Blackmon-Mosely</u>

Funded Enrollment

Center-based 104 Home-based 24

Current Enrollment -

Center-based 37 Home-based 11

Explanation, if needed:

Under-enrollment is largely due to staffing.

I. Content Areas

A. Education:

- 3rd and final cycle of Practice-Based Coaching continues. This PBC cycle is being delivered in a group format.
- Recommendation to hire a candidate to fill the Child Development & Education Program Specialist vacancy has been submitted to HR. The candidate is an internal candidate with EHS experience.

B. Support Services (Mental Health and Disabilities).

- Mental Health & Disabilities Coordinator conducts weekly site visits
- Mental Health & Disabilities Coordinator completes monthly disabilities tracking
- All children are assessed using the ASQSE2 and ASQ3, socialemotional and developmental tools within 45 days of their start date.
- Mental Health & Disabilities Coordinator continues to participate in Transition Meetings.
- Mental Health & Disabilities Coordinator represents the City of Albuquerque Division of Child & Family Development on the MetroArea Transition with Early Intervention Providers, Community-Based Providers and LEA's (Public Schools)

C. Health/Nutrition:

- Health, Nutrition & Safety Coordinator conducts weekly site visits
- Health, Nutrition & Safety Coordinator participated in OHS Health & Wellness training
- Health, Nutrition & Safety Coordinator participated in Annual CACFP Training- Child & Adult Care Food Program.
- 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 conducts weekly site visits

- > All EHS Centers continue providing Monthly Center Parent Committee
- Parents continue to participate in the ReadyRosie parent curriculum
- Parent, Family and Community Engagement Specialist continues to provide oversight to the Significant Men in Little Lives Everywhere, Male Involvement initiative.
- Parent, Family and Community Engagement Specialist continues to create Monthly Family Activities Calendars to support families with engagement in the home.

DI. Program Design and Management (including operations, facilities, etc.)

- Home-Visitor 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, Winter and Spring Checkpoints in order to determine children by age groups 0-1 year, 1-2 yrs. and 2-3 yrs. who are meeting or exceeding the widely held expectations for their age.
- Program Data Analyst is currently working on pulling together child outcomes data for the 2022-2023 Annual Report
- Program Data Analyst is currently working on data entry into ChildPlus data base in preparation for submitting the 2022-2023 Program Information Report (PIR) to the Office of Head Start.

DII. Administration:

- 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 is under a 12-month under-enrollment plan. Failure to meet full enrollment and/or demonstrate steady progress by January 2024, the possible outcomes may be loss of funding, reduction of funded enrollment and/or the COA having to re-compete for the EHS grant.
- COA received notification of a Focus Area 1 Federal Review, which will take place during FY2023-2024.
- Associate Director has submitted (7) new hire request and Division leadership has (11) interviews with applicants who have applied for Teacher and Program Aide positions.
- Associate Director has begun partnering with the NM Workforce Solutions to connect individuals seeking employment in the early childhood field with the City employment opportunities.

DIII. Construction Projects

II. New Hires as of July 1, 2023

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

III. Involuntary Terminations: EHS Center-Based:

N/A This reporting period

EHS Home-Based: N/A This reporting period

7/5/2023 8:46 AM

City Of Albuquerque EHS

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2301 - Average Daily Attendance

Program Term: EHS 2022-2023, Program Option: Standard Full Day, Attendance Date: 6/1/2023 - 6/30/2023

City Of Albuquerque EHS

	Attend	Attendance Records		Operating	TW.	Funde	ed Enrollment	Actual Enrollment	
	Present ⁵	Absent ⁶	Neither ⁷	Days	ADA ¹	Count	% Attendance	Count ²	% Attendance
Douglas MacArthur									
Toddler - EH	90	46	0	19	4.74	8	59.21%	7.16	66.18%
Site Total	90	46	0	19.00 (avg)	4.74	8	59.21%	7.16	66.18%
Plaza Feliz						_			
Toddler - EH	92	60	0	19	4.84	8	60.53%	8.00	60.53%
Twos	26	9	0	6	4.33	8	54.17%	5.83	74.29%
Site Total	118	69	0	12.50 (avg)	9.17	16	59.00%	13.83	63.10%
School On Wheels									
Infant	89	19	0	18	4.94	8	61.81%	6.00	82.41%
Toddler	81	69	0	19	4.26	8	53.29%	7.89	54.00%
Site Total	170	88	0	18.50 (avg)	9.20	16	57.43%	13.89	65.89%
City Of Albuquerque EHS	378	203	0	16.20 (avg)	23.11	40	58.33%	34.88	65.06%
Report Totals ADA for each clasroom is the sum of status	378 as selected t	203	0 'Present' or	16.20 (avg)	23.11	40	58.33%	34.88	65.06%

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), Late Pickup(LP), Tardy and Late Pickup (TLP)

6. Statuses counted as Absent: Excused(E), Unexcused(U)

7. Statuses counted as Neither: Not Scheduled (N)

7/5/2023 8:46 am

E25745

City Of Albuquerque EHS

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2371 - CACFP Reimbursement Summary

Program Term: EHS 2022-2023, Program Option: Standard Full Day

Attendance Date: 6/1/2023 - 6/30/2023

City Of Albuquerque EHS

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
EHS 2022-2023					·			40 million (1997)	
Douglas MacArthur									
oddler	19	8	0	0	87	0	89	72	0
Oouglas MacArthur	19	8	0	0	87	0	89	72	0
Plaza Feliz									- 24. <u>6</u>
	T	8	0	0	85	0	92	69	0

6	6	0	0	22	O	25	16	0
25	14	0	0	107	0	117	85	0
		I						
18	6	0	0	37	0	38	22	0
19	9	0	0	77	0	75	59	0
37	15	0	0	114	0	113	81	0
81	37	0	0	308	0	319	238	0
81	37	0	0	308	0	319	238	0
	25 18 19 37 81	25 14 18 6 19 9 37 15 81 37	25 14 0 18 6 0 19 9 0 37 15 0 81 37 0	25 14 0 0 18 6 0 0 19 9 0 0 37 15 0 0 81 37 0 0	25 14 0 0 107 18 6 0 0 37 19 9 0 0 77 37 15 0 0 114 81 37 0 0 308	25 14 0 0 107 0 18 6 0 0 37 0 19 9 0 0 77 0 37 15 0 0 114 0 81 37 0 0 308 0	25 14 0 0 107 0 117 18 6 0 0 37 0 38 19 9 0 0 77 0 75 37 15 0 0 114 0 113 81 37 0 0 308 0 319	25 14 0 0 107 0 117 85 18 6 0 0 37 0 38 22 19 9 0 0 77 0 75 59 37 15 0 0 114 0 113 81 81 37 0 0 308 0 319 238

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City of Albuquerque Early Head Start Caseload/Enrollment Report 06/30/2023

Total Funded Enrollment:	128
Total Actual Enrollment:	44
Children Withdrawn & Dropped (last 30 days):	4
Total Reportable Enrollment (actual + withdrawn/dropped):	48
Total Deficit:	

Program Snapshot

	Home based	Centers	ALL
Funded Enrollment:	24	104	128
Enroliment:	11	37	48
Defficiency:	13	67	80

Home Based Detail Caseload: 12 slots per home visitor

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days		Deficit
Valarie	12	9	10	0		1	11	1
Home Visitor								
Vacant	12	0	0	0	8		0	12
Total	24	8	9	0		1	11	13

Center Detail

Ctr Detail	Slots	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	0	0	0		8
MacArthur	16	7	1	8		8
PlazaFeliz	16	13	1	14		2
SOW	16	14	1	15		1
Trumbuli	24			0		24
W. Trail	16	0	Ō	0		16
Singing Arrow	8	1		0		8
Total	104	34	3	37		67





	13	10.2%	30.0%
children with IFSPs	# of children	% of total number of slots	% actual enrollment
	1	2.0%	
Over 130%	4	9.0%	
Over Income			
	3	7.0%	
lomeless	3	5.0%	1
oster Child	2	32.0%	and the second s
Public Assistance	14	141416	1
Eligibility Category	# of children and pregnant women 20	of children and pregnant women	
		% of total number	
Children not up to date on immunizations	2	5.09	6
Children up to date as possible on immunizations			U
Children with up to date immunizations	42		
	# of childrer	% of childre	0
Total leaving			
# pregnant women leaving before baby		the second	
# children leaving before turning 3		2	
# pregnant women giving birth	the second se	3	
# children aging out			
Total new enrollment	the second se	8	
# children born to pregnant women		0	
# new enrollments pregnant women		0	
# new enroliments children		8	
# new enrollments families		6	
June 23			





EARLY HEAD START Home-Based Report Form

Reporting Period: June 2023 Submitted by: Valarie Ramirez, Home Visitor

Home Based:

Visits are conducted in person 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 June was called "People Pictures: Talking about feelings and fears", this activity focused on the child's Social and Emotional Development. I brought emotion tiles (pictures showing sad, happy, mad..people/children), magazines, and paper for this activity. I laid out the emotion tiles with each tile displaying a different person showing a different emotion. I then asked child "Can you show me who is sad, is someone crying?" child looked at the different tiles and picked up a tile showing a woman wiping her tears with a tissue and said "She's crying". I said "Oh no!" "Why is she crying?", child said "Because she's sad". Both mom and I showed child several other tiles asking child who's happy, tired, mad and sad. Child was able to correctly identify the happy tiles as well as two sad tiles. Child hugged and comforted a tile that showed a toddler child crying. I pulled out a mirror and made a "mad face" in the mirror and showed child, I asked child "Can you show me your mad face in the mirror?" child said "no" and did not show me their mad face in the mirror.

June 2023 Socializations:

June 22nd – Storytime In The Park – Domain(s): Language and Literacy.

0 – attended.

June 30th – Zoo – Domain(s): Language and Literacy.

3 - attended.

Discussed Policy Council with families.

EARLY HEAD START





Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: Mac Arthur EHS Reporting Period: June 1-30, 2023 Submitted by: Maria Chacon- Head Teacher

Center-Based Activities:

This month for the center theme it was Under the sea and Zoo. Children looked at the different kinds of sea animals and hear what the ocean and different noises the sea animals made. The children made rainbow fish to put up on the board. The children started water play outside on Wednesdays. A mat that shoots water and sea animals were used in the water play. In the children sang songs like baby shark, tiny turtle, and the five little ducks. The book they read was the "Blue Sea." The children used spray water bottles to work on their fine motor skills. The children had a nutrition experience by doing a matching game using gold fish and gold fish mats to put the gold fish on. This helped the children match the number of fishes to the mat and count. Then they ate the gold fish. The children were interested in the flash lights are used the flash lights to see in the dark classroom. They role played sea animals at circle time. Sea animal puzzles were put out. The children took a field trip to the Zoo and saw different types of animals. Ready Rosie was sent to parents and they concentrated on Language for the parents and in the classroom. Children were also given the book bags for the children. We had our SMILLE activity with dads.

Parent Center Committee Meetings:

The Center Parent meeting was on Friday June 23, 2023. Four of our parents came. We went over expectations of the zoo trip and any questions parents had. Also, the center representative went over information discussed in policy council with the parents.

EARLY HEAD START Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: Plaza Feliz Early Head Start Reporting Period: June 1 – 26, 2023





Submitted by: Diane Y. Archibeque, Head Teacher

Center-Based Activities:

Ones Indoor Play - This month in the ones room we used our fine motor skills by making a lot of art work. We made lions by putting strips of yellow paper around a paper plate for the mane. We also painted with brown paint to make a brown bear we painted the paper plate and then put black dots for the ears and googly eyes. We used balls to paint black lines on white paper to make zebra stripes. We fingerpainted with pink paint to make flamingos. We talked about which animals eat bananas then we gave the children a banana to try to peel by themselves. We also gave the children spoons to smash the bananas and then eat them. We read several books about animals. All of the activities we did got us ready to go on our zoo field trip.

Ones Outside Play – This month the children in the ones room worked on their gross motor skills by riding bikes and crawling through a tunnel. The children also played with balls they threw them, kicked them, and bounced them. The children used their sensory skills at a table full of sand with different types of animals. The children explored the sand with small shovels and spoons. The children also used their sensory skills to explored at the water play table with different types of animals, cups, and buckets.

Twos Indoor Play – This month the children in the twos room also used their fine motor skills by making a lot of art work. The children painted a paper plate and turned it into lions. The teachers gave the children bananas and let them explore. The children were able to peel the bananas and us spoons to smash them and poke them. Then the children ate the bananas! The children painted with pink paint to make flamingos! The children made penguins by using paper and cotton balls.

Twos Outside Play – This month the teachers invited the children in the twos room to **run** like the lions at the zoo. The teachers had the children jump up and down like in the book "Five little monkeys jumping on the bed." The teachers showed the children how to stand like a flamingo then had the children try to stand like a flamingo. The teachers assisted as needed. The teachers and the children did animal yoga. The children also road bikes and threw balls to each other.

Parent Center Committee Meetings - We had a parent meeting on June 29h. We talked about closure dates and getting more male participation for our S.M.I.L.L.E group. We reminded parents about our arrival and departure times and how important it is to call in for your child if they will not be attending school. We reminded the parents to put sun screen on their child before bring them to school. And we also reminded the parents to check their child's cubbies for appropriate clothes. On June 22 we had our S.M.I.L.L.E activity. We invited our fathers, grandfathers, uncles, and brothers to join us in golf ball painting. No mail figures showed up for our SMILLE group but, the teachers and Daphne did the activity. We got a piece of paper and put it on a small tray, we got different colors of paint and put dabs of it on the paper, we got golf balls and rolled them around the trays which made different colors on the paper

EARLY HEAD START Center-Based Monthly Report Form Due the 1st Friday Each Month

Center Name: School on Wheels EHS Reporting Period: June 2023 Submitted by: Bernice Johnson, Head Teacher





Center-Based Activities:

Throughout the month the toddlers have been talking about zoo animals. They have been looking at books in the library area. Looking at pictures of zoo animals during circle time or at the pictures displayed within the centers. They even watched a couple videos on the teacher's iPad. Water play on Fridays have been fun and the children liked playing in the water. They carried the water in a container from one place to another. They played in the mud (sand box and water). This was a mess but the children enjoyed making mud pies and how the mud feels when they touched the mud. Some of the children really didn't like the texture of the mud and other loved it (they kept wanting to get more mud or sometimes more water to make mud.).

Parent Center Committee Meetings:

Parent meeting was on June 16th, 2023.

I reminded parents to make sure they put sunscreen and mosquito repellent on their children before they leave the center and if they had already done so that was okay as well. I also reminded the families of the Zoo field trip at the end of the month (June 30th). Nicole talked about policy council and when the next meeting will be. She also noted that the Kiwanis had completed their project here at SOW EHS. Parents were also informed that if they wanted to help water the garden outside, they can and that they will get In-Kind for doing so.



City Of Albuquerque Department of Family and Community Services Division of Child and Family Development Policy Council Wednesday, July 19, 2023

- 1. Meeting began at 5:35pm. (Quorum was not established):
- COA staff Daphne Dubriel/Parent, Family & Community Engagement Specialist, Monica Watrin/ERSEA Specialist, Connie Lopez/Mental Health & Disabilities Program Coordinator, Katrina Williams/Health, Nutrition & Safety Program Coordinator, Allison Schacht/Data Analyst, Nicole Martinez/Policy Council member/parent at School on Wheels, Mary Becker/ Community Rep, Abigail Stiles City Council Liaison
- 3. Approval of Meeting Minutes: quorum not established
- 4. Governing Board Report: No report.
- 5. Directors Report: Reporting Period July 1-30-2023

a.) Financials

- **b.)** Enrollment- Total funded enrollment 128. Total reportable enrollment 49; 37 center based and 12 home based. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated over 30 days.
- c.) Enrollment Monthly Summary- New Enrollment-families (6), children (0), pregnant moms (0), number of children born (0); total new enrollment (6). Total leaving program (6), transitioning children (4), pregnant moms giving birth (0), children leaving before turning 3 (2), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (39), children up-to-date as possible on immunizations (0), children not up to date (6).

Eligibility Category- income eligible (17), TANF/SSI (18), Foster Child (2), Homeless (4). Over Income (3), Over 130% (1), Children w/IFSP's (13). d.) Attendance-

City operated Early Head Start centers classroom attendance rates:

La Mesa	0%
MacArthur 69	.29%
Plaza Feliz	65.09%
School on Wheels	73.08%
Singing Arrow	0%
Trumbull	0%
Western Trail	
	0.0 /

0%

Overall center-based program attendance totals- 68.96%; total number of absences

- e.) Meal Counts- Total number of meals for (0-3 years in age), total children served (37), breakfast (352), AM snack (0), Lunch (353), PM snack (247), Dinner (0).
- f.) Budget- Financial statements provided to policy council membership:
 - Federal Grant-year to date (YTD) expenditures \$
 - Training/Technical Assistance-(T/TA)-year to date expenditures
 - \$. City Match-year to date expenditures \$.

6. Discussion:

Daphne Dubriel discussed upcoming Center Open House. They will be held August 9th, 10, and 11th. Content area specialist will be in attendance to meet the families and provide information on their role for the EHS program. There will be city swag, a Lakeshore Developmental toy drawing for those that attend their center Open House. Flyers will go out in Tadpoles for reminders.

Daphne Dubriel updated on hiring process. There are 7 people in the process of being hired. They are waiting on HR for approval. There are 11 interviews scheduled for Teacher and Program Aid positions.

Nicole Martinez asked if there will be staff trainings during the two weeks in August that the centers are closed. Daphne Dubriel responded to her by letting her know we do have our mandatory topics of training we must cover. Daphne, Connie and Katrina did provide their training presentation topics that they will be covering as well.

Nicole Martinez asked if there could be a suggestion of more structured activities with the children such as sitting for certain periods of time and increasing. Connie Lopez explained the Visual Schedule she has implemented at each center and provided training to the staff. This schedule helps to bring more structured play and learning activities than a lot of free time playing.

7/28/2023

Next Meeting Date: September 20, 2023 **EHS**Page 1 of 1
E25745

Meeting adjourned at 5:51 pm

City Of Albuquerque EHS

2301 - Average Daily Attendance

12:54 PM

7/28/2023 4:16 pm

City Of Albuquerque EHS

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Program Term: EHS 2022-2023, Program Option: Standard Full Day, Attendance Date: 7/1/2023 - 7/31/2023

City Of Albuquerque EHS

		Attendance Records							
	Attend	ance Re	cords	Operating		Funded Enrollment		Actual Enrollment	
	Present ⁵	Absent ⁶	Neither ⁷	Days	ADA ¹	Count	% Attendance	Count ²	% Attendance
Douglas MacArthur					_				
Toddler - EH	88	39	0	19	4.63	8	57.89%	6.68	69.29%
Site Total	88	39	0	19.00 (avg)	4.63	8	57.89%	6.68	69.29%
Plaza Feliz	L1				-				
Toddier - EH 82		42	0	18	4.56	8	56.94%	6.89	66.13%
Twos	69	39	0	16	4.31	8	53.91%	6.75	63.89%
Site Total	151	81	0	17.00 (avg)	8.87	16	55.51%	13.64	65.09%
School On Wheels		-			1				
Infant	52	17	0	12	4.33	8	54.17%	5.75	75.36%
Toddler	100	39	0	19	5.26	8	65.79%	7.32	71.94%
Site Total	152	56	0	15.50 (avg)	9.59	16	61.29%	13.07	73.08%
City Of Albuquerque EHS	391	176	0	16.80 (avg)	23.09	40	58.18%	33.39	68.96%
Report Totals	391	176	0	16.80 (avg)	23.09	40	58.18%	33.39	68.96%

1. ADA for each clasroom 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), Late Pickup(LP), Tardy and Late Pickup (TLP)

6. Statuses counted as Absent: Excused(E), Unexcused(U)

7. Statuses counted as Neither: Not Scheduled (N)

E25745

2371 - CACFP Reimbursement Summary

Program Term: EHS 2022-2023, Program Option: Standard Full Day

Attendance Date: 7/1/2023 - 7/31/2023

City Of Albuquerque EHS

a	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
EHS 2022-2023	I					L 1			
Douglas MacArthur						<u> </u>			
oddler	19	7	0	0	84	0	88	56	0
Douglas MacArthur	19	7	0	0	84	0	88	56	0
Plaza Feliz	II				I	<u> </u>		<u> </u>	
Foddler	18	10	0	0	80	0	80	58	C

Twos	16	7	0	0	68	0	67	49	0
Plaza Feliz	34	16	0	0	148	0	147	107	0
School On Wheels			<u> </u>						
Infant	12	6	0	0	22	0	21	11	0
Toddler	19	9	0	0	98	0	97	73	0
School On Wheels	31	14	0	0	120	0	118	84	0
City Of Albuquerque EHS	84	37	0	0	352	0	353	247	0
Report Totals	84	37	0	0	352	0	353	247	0

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City of Albuquerque Early Head Start Caseload/Enrollment Report 07/31/2023

Enrollment	
Total Funded Enrollment:	128
Total Actual Enrollment:	45
Children Withdrawn & Dropped (last 30 days):	4
Total Reportable Enrollment (actual + withdrawn/dropped):	49
Total Deficit:	79

Ctr Detail	Slots	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	0	0	0		8
MacArthur	16	7	1	8		8
PlazaFeliz	16	14	1	15		1
sow	16	12	2	14		2

Trumbuli	24			0	24	Pro Sna
W. Trail	16	0	0	0	16	
Singing Arrow	8			0	8	
Total	104	33	4	37	67	





Funded Enrollment: Enrollment: Defficiency:
 Home based
 Centers
 ALL

 24
 104
 128

 12
 37
 50

 12
 67
 79

Home Based Detail Caseload: 12 slots per home visitor

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days	Creat Charlenge Links	Deficit
Valarie	12	10	12	0		0	12	0
Home Visitor Vacant	12	6	0	0			0	12
Total	24	δ	9	0		0	12	12

Center Detail

6	
	6

# new enrollments children	6		
# new enrollments pregnant women	0		
# children born to pregnant women	0		
Total new enrollment	6		
# children aging out	4		
# pregnant women giving birth	0		
# children leaving before turning 3	2		
# pregnant women leaving before baby	0		
Total leaving	6		
	# of children	% of children	
Children with up to date immunizations	39	87.0%	
Children up to date as possible on immunizations			
Children not up to date on immunizations	6	13.0%	

and the second se			
Eligibility Category	# of children and pregnant women		
income eligible	17	38.0%	
Public Assistance	18	40.0%	
Foster Child	2	4.0%	
Homeless	4	9.0%	
Over Income	3	7.0%	
Over 130%	1	2.0%	
	# of children	% of total number of slots	% actual enrollment
Children with IFSPs	13	10.0%	29.0%





family &

Early Head Start Policy Council Home-Based Monthly Report Form

Home Visitor Name: Valarie Ramirez

Reporting Period: July 2023

Submitted by: Valarie Ramirez

Home-Based Activities: I brought a tissue box, strips of paper, and scarves for this activity. First, I placed three colorful scarves into the tissue box while leaving one sticking out just slightly. Both mom and I encouraged child to pull out the white scarf. I pulled more of the white scarf out and told child - "now you pull it", child did pull at the scarf -slightly pulling more of it out. Mom and I both encouraged child, I said "good job!" while child pulled out the remainder of the white scarf. Mom encouraged child to pull out another scarf. "pull out the brown scarf', child pulled out the brown scarf. Mom encouraged child to reach into the box for the red scarf, child reached into the box but did not pull out the red scarf. Mom pulled out part of the red scarf showing it to child and encouraged child to pull it out, child did pull out the red scarf.

Next, I tore up several strips of paper including construction paper and magazine paper and stuck them into the tissue box. Both mom and I encouraged child to pull out the strips of paper which child did. Child pulled out several pieces of paper from the tissue box.

I brought beading for sibling (also in program), I asked child if they wanted to try the larger stringing beads which child has tried before or if child wanted to try the straw pieces to string which child has never tried, child chose the more difficult straw pieces to string. Child had some difficulty feeding the thinner string through the straw pieces but mom continuously encouraged child to keep trying. Child did not give up and sat guiet, focused, and continued trying. Mom and I cheered child on when they succeeded in getting a straw piece onto the string. Child continued putting pieces onto the string until child successfully filled up the entire string saying "tada!" with each piece they were able to get onto the string.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

July 21st – Ann Lincoln's Work Together Comedy, Magic, and Juggling Show Social

Domain – Social & Emotional Development – 1 attended





family & community services

July 27th – Music & Movement Social Domain – Language & Literacy – 1 attended

> Early Head Start Policy Council Center-Based Monthly Report Form

Center Name: Plaza Feliz EHS

Reporting Period: July 1-29, 2023

Submitted by: Diane Y. Archibeque

Activities at Center: The children used their physical skills by hopping. They did this activity outdoors by walking on the balance beam and then hopping and jumping off the beam. The teachers observed each child's abilities and helped them. The children road bikes and push bikes to build up their gross motor skills. They also ran around the playground chasing each other

For the social emotional and language activity. The teachers invited the children to sit near them as they sang the nursery rhyme "This Little Piggy." They incorporating their hands to dramatize the rhyme. "This little piggy went to market. This little piggy stayed home. This little piggy had roast beef. This little piggy had none. This little piggy cried, 'Wee, wee, wee!' all the way home."

The teachers gave the children crayons and paint brushes to draw on construction paper for their fine motor skills. The children made lines, circles and scribbles.

The children put together lots of puzzles to help them with their problem solving. Some of the older children could put a ten piece puzzle together and the younger needed help putting a four to six piece puzzle together.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities: Our S.M.I.L.L.E. activity this month was held on July 20, 2023. The activity was washable paint in spray bottles. The fathers helped the children spray the paint on poster board. Some of the paint got on the sidewalk, children, fathers and teachers. We had a fun time doing this activity. Three fathers attended this meeting.

The monthly parent meeting was held on July 27, 2023. Two parents attended this meeting. We had the Read to Me program come in giving free books and speaking about the importance of early literacy and how to make reading fun.

Early Head Start Policy Council





Center-Based Monthly Report Form

Center Name: Mac Arthur EHS Reporting Period: July 1- July 31, 2023

Submitted by: Maria Chacon – Head Teacher

Activities at Center:

For the month of July, the children worked on social emotional. We waved good bye to family members and people passing by. The teachers reminded the children that their parents will be back for them and we gave extra support for the children who needed that extra hug. The teachers encourage the children to use their words when they were upset or needed their space instead of crying or fighting. The teachers also gave them words to use and sign of emotion to help the children. We also waved bye to air planes and birds flying bye. We went in search of new insects. The children did water play and washed the babies in the water table. They got each other wet with spray bottles. For the nutrition experience this month the children mixed cream cheese and blue dye to make the sea for their gold fish to swim. We concentrated on the color blue. The children did water play with the tables and we added soap for their sea animals and zoo animals to bathe in. The children also got wet using the water mat. They jumped in the puddles left after water play. We read the books, "You are Special" and "Clam Down Time." We sang "If You Are Happy and You Know It" and "Baby Shark". The children build homes for their animals and cars. The worked on using their fine motor skills by using tape to tape the classroom. The children also counted the block which they made towers with.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

Our SMILLE activity for the month of July was on July 17, 2023. We did art using paint and foil. No male figures showed up, but the children still had fun.

Our center family meeting was on July 21st, 2023. The Read to Me Network came to give the center families a presentation. Three parents showed up for our center meeting this month.

Early Head Start Policy Council Center-Based Monthly Report Form

Center Name: School on Wheels EHS





Reporting Period: July 2023

Submitted by: Bernice Johnson, Head Teacher

Activities at Center:

In the infant classroom, they are working on saying goodbyes during drop off. Some of the children still have a hard time saying goodbye to their parents. Special when a child is absent a lot. Parents are encouraged to say goodbye or see you later instead of sneaking out of the classrooms. And if their child cries, it's okay and the teachers will tend to them.

In the toddler classroom, they are working on sharing and playing along each other. There is a lot of talking on behalf of the teachers. Teachers explain to the children why sharing is important. Sharing is a hard thing to do for toddlers, but some of the older toddlers are getting it (sharing with one another).

Water play on Fridays is fun. Some of the children enjoy playing in the water. Some of the infants sit in the puddle of water and splash. When the water hits their faces, they smile and do it again.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

We had 4 male figures attend our SMILLE Group activity day. The children and the male figures played with Kinetic sand. The children really enjoyed playing with grandpas, and dad.

As for our parent meeting, 8 parents showed up. We had a special guest come from Read to Me! Ms. Olivia shared with parents how to read to their children. The families got the opportunity to take some books home with them.





Early Head Start Policy Council Center-Based Monthly Report Form

Center Name: Singing Arrow EHS

Reporting Period: July 1-31 2023

Submitted by: Daphne Dubriel

Activities at Center: Closed due to center renovations





family & community services

Early Head Start Policy Council Center-Based Monthly Report Form

Center Name: Trumbull EHS Reporting Period: July 1-31 2023

Submitted by: Daphne Dubriel

Activities at Center: Closed due to center renovations





Early Head Start Policy Council Center-Based Monthly Report Form

Center Name: Western Trail EHS

Reporting Period: July 1-31 2023

Submitted by: Daphne Dubriel

Activities at Center: Closed due to center renovations





Early Head Start Policy Council Center-Based Monthly Report Form

Center Name: La Mesa EHS

Reporting Period: July 1-31 2023

Submitted by: Daphne Dubriel

Activities at Center: Closed due to staff shortage





Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:



City Of Albuquerque

Department of Family and Community Services

Division of Child and Family Development

Policy Council Minutes

Wednesday, August 16, 2023

- 1. Meeting Time: No Meeting was held
- 2. Attendance:
- 3. Approval of Meeting Minutes:
- 4. Governing Board Report: No report.
- 5. Directors Report: Reporting Period July 1-30-2023
- a.) Financials
- **b.) Enrollment-** Total funded enrollment 128. Total reportable enrollment 49; 37 center based and 12 home based. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated over 30 days.
- c.) Enrollment Monthly Summary- New Enrollment-families (6), children (0), pregnant moms (0), number of children born (0); total new enrollment (6). Total leaving program (6), transitioning children (4), pregnant moms giving birth (0), children leaving before turning 3 (2), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (39), children up-to-date as possible on immunizations (0), children not up to date (6).

Eligibility Category- income eligible (17), TANF/SSI (18), Foster Child (2), Homeless (4). Over Income (3), Over 130% (1), Children w/IFSP's (13). d.) Attendance-

City operated Early Head Start centers classroom attendance rates:

La Mesa		0%	
MacArthu	r	69.29	%
Plaza F	eliz	65.09	%
School on	Wh	eels	73.08%
Singing A	rrow	7	0%
Trumbull Western T	rail		0% 0%

Overall center-based program attendance totals- 68.96%; total number of absences

- e.) Meal Counts- Total number of meals for (0-3 years in age), total children served (37), breakfast (352), AM snack (0), Lunch (353), PM snack (247), Dinner (0).
- f.) **Budget-** Financial statements provided to policy council membership: Federal Grant-year to date (YTD) expenditures \$

9/1/2023 11:01 am

City Of Albuquerque EHS

Page 1 ChildPlus

Training/Technical Assistance-(T/TA)-year to date expenditures

\$. City Match-year to date expenditures \$.

9/1/2023 11:00 AM

City Of Albuquerque EHS

Page 1 of 1 E25745

2301 - Average Daily Attendance

Program Term: EHS 2023-2024, Program Option: Standard Full Day, Attendance Date: 8/14/2023 - 8/31/2023

City Of Albuquerque EHS

	Attend	lance Re	cords	Operating	-T.M	Funde	d Enrollment	Actua	I Enrollment
	Present ⁵	Absent ⁶	Neither ⁷	Days	ADA 1	Count	% Attendance	Count ²	% Attendance
Douglas MacArthur							2.0		
Toddler - EH	92	19	0	14	6.57	8	82.14%	7.93	82.88%
Site Total	92	19	0	14.00 (avg)	6.57	8	82.14%	7.93	82.88%
Plaza Feliz	1								100
Toddler - EH	96	8	0	13	7.38	8	92.31%	8.00	92.31%
Twos	91	11	0	14	6.50	8	81.25%	7.29	89.22%
Site Total	187	19	0	13.50 (avg)	13.88	16	86.57%	15.29	90.78%
School On Wheels									
Toddler	66	29	0	13	5.08	8	63.46%	7.31	69.47%
Site Total	66	29	0	13.00 (avg)	5.08	8	63.46%	7.31	69.47%
City Of Albuquerque EHS	345	67	0	13.50 (avg)	25.53	32	79.86%	30.53	83.74%
Report Totals . ADA for each clasroom is the sum of status	345	67	0	13.50 (avg)	25.53	32	79.86%	30.53	83.74%

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), Late Pickup(LP), Tardy and Late Pickup (TLP)

6. Statuses counted as Absent: Excused(E), Unexcused(U)

7. Statuses counted as Neither: Not Scheduled (N)

E25745

2371 - CACFP Reimbursement Summary Program Term: EHS 2023-2024, Program Option: Standard Full Day Attendance Date: 8/14/2023 - 8/31/2023

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City Of Albuquerque EHS

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
EH\$ 2023-2024	·					<u> </u>			
Douglas MacArthur									
Toddler	14	8	0	0	90	0	91	68	0
Douglas MacArthur	14	8	0	0	90	0	91	68	0
Plaza Feliz	I		1	<u> </u>		1ł		·	
Foddler	13	8	0	0	93	0	96	73	0

Twos	14	8	0	0	88	0	84	77	0
Plaza Feliz	27	16	0	0	181	0	180	150	0
School On Wheels]				<u> </u>		<u> </u>	<u> </u>	
Toddler	13	9	0	0	64	0	65	39	0
School On Wheels	13	9	0	0	64	0	65	39	0
City Of Albuquerque EHS	54	33	0	0	335	0	336	257	0
Report Totals	54	33	0	0	335	0	336	257	0

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City of Albuquerque Early Head Start Caseload/Enrollment Report 08/31/2023

Enrollment	
Total Funded Enrollment:	128
Total Actual Enrollment:	44
Chlidren Withdrawn & Dropped (last 30 days):	3
Total Reportable Enrollment (actual + withdrawn/dropped):	47
Total Deficit:	81

Ctr Detail	Slots	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	0	0	0		8
MacArthur	16	8	0	8		8
PlazaFeliz	16	16	0	16		0
sow	16	9	2	11		5

Trumbull	24			0	24	Program Snapsho
W. Trail	16	0	0	0	16	
Singing Arrow	8			0	8	1
Total	104	33	2	35	69	









104

35

69

128

47

81

24

12

12

Funded Enrollment: Enrollment: Defficiency:

Home Based Detail Caseload: 12 slots per home visitor

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days	Contraction of the contraction of the second s	Deficit
Valarie	12	10	11	0		1	12	0
Home Visitor Vacant	12	00	0	0			0	12
Total	24	8	9	0		0	12	12

Center Detail

Monthly Program Information Summary		
August 23		
# new enrollments families	3	

# new enrollments children	3		
# new enrollments pregnant women	0		
# children born to pregnant women	0		
Total new enrollment	3		-
# children aging out	1		
# pregnant women giving birth	0		
# children leaving before turning 3	3		
# pregnant women leaving before baby	0		
Total leaving	4		
	# of children	% of children	
Children with up to date immunizations	40	90.9%	
Children up to date as possible on immunizations	1	2.3%	
Children not up to date on immunizations	3	6.8%	

Eligibility Category	# of children and pregnant women	% of total number of children and pregnant women	
income eligible	15		
Public Assistance	19	43.0%	
Foster Child	2	5.0%	
Homeless	4	9.0%	
Over Income	3	7.0%	
Over 130%	1	2.0%	
	# of children	% of total number of slots	% actual enrollment
Children with IFSPs	14	10.9%	31.8%





youth & family services

Early Head Start Policy Council Home-Based Monthly Report Form

Home Visitor Name: Valarie Ramirez Reporting Period: August 2023 Submitted by: Valarie Ramirez

Home-Based Activities:

I brought emotion tiles and a baby doll for this activity. I laid out the emotion tiles and both mom and I asked child to find tiles with specific emotions, "can you show me someone who is happy?" Child was able to correctly point out most of the tiles, correctly pointing out who was "happy, sad, tired, silly, mad" while also mimicking certain emotions by folding their arms and furrowing their brows to show me "mad". Next, I pulled out the baby doll, mom encouraged child to get the baby a blanket because "the baby is cold". Child quietly left the room, going into their bedroom and brought out a blanket. I gently handed child the baby and said "be careful, hold her very gently". Child placed the baby next to them on the couch and placed the blanket on her and also placed the pacifier in her mouth. Mom encouraged child to "go and get a book so you can read to the baby". Child retrieved a book from their bedroom and opened it towards the baby laying on the couch, showing her the pictures of the vehicles and planes.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities: August 23rd – Beats & Boogie Storytime Social



Domain – Language & Literacy – 0 attended August 31st – Music & Movement Social Domain – Language & Literacy – 0 attended



Early Head Start Policy Council Center-Based Monthly Report Form

Center Name: School on Wheels EHS

Reporting Period: August 2023

Submitted by: Bernice Johnson

Activities at Center:

As the new school year started, Home visits were a success. We had our Open House and some of our families attended. The Infant classroom has been temporarily closed. One child has aged out and one infant was of age to enter the toddler classroom. One toddler was transferred to Home Base. So, as of August 30th, we have 6 toddlers. One child will be transitioning in next week and another the following week. So, hopefully we will have 8 enrolled in the toddler classroom very soon.

The topic that the toddlers are working on is lights. Our teacher showed them the light switch and what it does. The kids loved the flickering of it going on and off. She also made holes in black construction paper and shined a light through it using a flashlight. The children were intrigued with the activity. Our teachers also sent the same black construction paper home so they can do the same activity at home and have a discussion with their families.



Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

Parent meeting was held on August 24th, 2023. Head Teacher said thank you to the parents for bringing their children to school on a daily basis. She also thanked the parents for washing hands and signing their children in. Discussion was had about the new reading logs. Nicole M talked about her time on Policy Council for the year and the benefits of joining. Nicole Martinez nominated herself to continue on as SOW Policy Rep. All parents that were in attendance unanimously voted her to continue. Deici S was also interested in being the second rep since we need two. A ballot vote will happen for those that weren't present so they could vote and also adding Deici to the ballot.



jouth & iomily services

Early Head Start Policy Council Center-Based Monthly Report Form

Center Name: Plaza Feliz EHS

Reporting Period: August 1-29, 2023

Submitted by: Diane Y. Archibeque

Activities at Center:

This month the children in the younger toddler room were learning about movement of balls. The children explored by kicking, rolling, pushing or just feeling the textures of the different kinds of balls given. The children took small balls and dipped them in paint and rolled them on a tray with paper in it and watched the design the balls made with the paint.

In the 2's room children explored tissue paper. They would rip and crumble it. Some would toss it in the air and watch it come down. The children were given the opportunity to move them around while they danced around the classroom. The children also worked on where things belong. They would put items, toys, or clothes in their proper labeled areas in the classroom. They also had fun shaking the bell and listening for the sound.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:



The monthly parent meeting was held on August 27, 2023. Four parents attended this meeting. We had a discussion of the importance of Policy Council and looking for parents to join and represent the center. We talked about the importance of In-Kind and the ways families can engage in and out of the center. We also discussed turning in the weekly reading logs and Parent Activity Calendar and ensuring a start and end time are logged on the forms.



Early Head Start Policy Council Center-Based **Monthly Report Form**

Center Name: Mac Arthur EHS

Reporting Period: August 1-31, 2023

Submitted by: Maria Chacon- Head Teacher

Activities at Center:

The children and parents worked on getting back to the class routine this month as they were off for two weeks. The children worked on putting the toys back in their places and saying their good byes to their families. They also worked on using their self-helping skills like using their spoon, serving themselves, and throwing their trash away. The children also worked on transitions. They counted as we came in and went outside. We sang the clean up song to help them transition into eating, napping or going outside. The children waved at the teachers and children who came by to say hi from the elementary school. We worked on using our words to let our friends and teachers know what we want and how we feel. Children were asking about the bells that went off all day and after telling them we asked them what that bell meant. Some of the children answered and knew others guessed. Ready Rosie was sent out every week as well as bags with books for the children to read at home. We painted with rollers and the paint markers. We practice pedaling on bikes and played tag outside.



Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

Home visits were conducted on the 7th of August. We had our Center Open House on August 11th and two families showed up.. Our Center Meeting was on August 25th, 2023. Four parents were able to stay. We went over policy council center representatives needed for this 20232024 program year. Emmanuel went over with parents some of the things they do at policy council. Emmanuel nominated himself to be in policy council and the parents voted for him. We are currently looking for a second representative.

DEPARTMENT OF YOUTH & FAMILY AND SERVICES EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT FEDERAL GRANT (3164420)

		Current %	14.65%
BAR sugges		Should Be	17%
		Under spent	2%
Salaries and Wages	(86,000.00)	Possible reversion \$	49,207.99

30.000.00 2,546,236.00 Original Budget

40,000.00

522000-Supplies

Supplies- All others

527505- Svcs-Advertising 16,000.00 55,597.00 Cola

						Aug	ust 31, 2023										
ACCOUNT	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	YTD	REMAINING	% EXPENDED
Salaries and Wages	1,218,144.00	64,397.22	210,651,71						San						275,048.93	943,095.07	22.58%
Fringe Benefits	596,800.00	32,982.58	47,238.13												80,220,71	516,579,29	13,44%
Total Personnel Costs	1,814,944.00	97,379.80	257,889.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.00	0.00	0.00	355,269.84	1,450,674.36	19.57%
pplies																	
522000-Supplies	35,037.00														0.00	35,037.00	0.00%
522032-Supplies-Food	13,000.00														0.00	13,000,00	0.00%
522048-Supplies-Office	45,000.00														0.00	45,000.00	0.00%
Supplies- All others																40,000.00	0.0010
522054-Supplies-Other															0.00	0.00	0.00%
522052 - Supplies-Operating	12,000.00	79.92	441.58													11,478,52	4,35%
522090 - Supplies-Gen Const Materials		10.02	441.00												521.48	11,478.52	4,3079
522099 - Asset - non capital																	
522500-Travel - Expense	5,000.00														0.00	5 000 00	0.004
522510-Travel - Local/In State	5,500.00		353.06												0.00	5,000.00	0.00%
523410-License Renewels	5,500.00		500.00												353.06	5,148.94	6.42%
al Supplies	115,537,00	79.92	1,394.62	0,00	0,00	0.00	0.00	0.00	0.00	0.00	0.00				600.00	(800.00	0.00%
	113,337,00	11486	1,000.04	0.00	0,00	0.00	0.08	0.00	0.00	0.00	0.00	9.00	0.00	0.00	1,474.54	114,052.46	1.28%
her .	San and																
521500-Utilities	10,545.00														0.00	10,545,00	0.00%
523800-Repairs & Maintenance	8,476.00														0.00	8,476,00	0.00%
521000-Other service	1.000														0.00	0.00	0.00%
521540 - Telecom-Telephone															0.00	0.00	0.00%
521544 - Telecom-Cellular Svc And Equip															0.00	0.00	0.00%
523000-Training	28,000,00														0.00	28.000.00	0.00%
523400-Dues and Memberships	20,000.00														0.00	20,000.00	0.00%
Total Others	47.021.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47.021.00	0.00%
					1.14	0.00	0.00	0.00	0.00	0.00	0,00	0.00	0.00	0.00	0.00	41,0421.00	0.00%
ntractual																	
527500-Contractual (Training)	I														0.00	0.00	0.00%
527505- Svcs-Advertising	10,000.00														0.00	10.000.00	0.00%
520500-Contractual (Professional)	60,178.00														0.00	60,178,00	0.00%
527565 - Syca-Subcontracts&Subawards															0.00	0.00	0.0076
Total Contractual	70,178.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70,178.00	0.00%
										01010		0.00		4,44	4.44	191110-0100	4.9076
tylorward FY21																	
533004- Recreational Equipment	307,317.47															307,317,47	0.00%
532000 - Capti-Land Improvements	80,715.53															80,715,53	0.00%
Total Contractual	388,033.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	388,033,00	0.00%
	366,033.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			386,033,00	
GRAND TOTAL	2,435,713.00	97,459,72	259.284.45	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00		356.744.18	2.078.968.82	14.65%

 Total FY22
 2,036,969.00

 COLA
 Carry forward FY21
 55,597.00

 2.601.833.00
 Total
 Equipment
 343,127.00

Entitlement

AT&T

44,906

Total budget 2,435,713.00

522000-Supplies

307,317.47

1,992,083

DEPARTMENT OF YOUTH & FAMILY AND SERVICES EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT FEDERAL GRANT T&TA (3164421)

Supplies

DeSCRIPTION S2500-Training-General JULY 54,60.00 AUGUST SEPTEMBER OCTOBER NOVEMBER DECEMBER JANUARY FEBRUARY MARCH APRIL MAY JUNE ENALADOC EXPENSE or							Aug	ust 31, 2023										
522500 - Travel-Expanse \$4,560.00 4,560.00 er	ACCOUNT															YTD	REMAINING	%
\$25200 - Travel-Expense \$4,560.00 4,560.00 or	DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	EXPENSES	BALANCE	EXPENDED
\$25000-Other service \$25,440.00 23000-Training - General 769.79 4,663.45 -	522500 - Travel-Expense	\$4,560.00															4 ,560.00	
23000-Training - General 769.79 4,663.46 522020 - Supplies-Uniforms 522032 - Supplies-Uniforms 522032 - Supplies-Coffice 523400 - Dues And Memberships 523400 - Dues And Memberships 523400 - Dues And Memberships 523410 - License Renewals 10 Others 825,440.00 769.79 4,880.12 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Other															-		
522020 - Supplies-Uniforms . 522032 - Supplies-Food . 522048 - Supplies-Office . 522048 - Supplies-Office . 522048 - Supplies-Office . 522040 - Dues And Memberships 216.66 523400 - Dues And Memberships 216.66 523410 - License Renewals . al Others \$25,440.00 769.79 4,880.12 . . 500 - Contractual (Training) \$14,906.00 \$769.79 \$4,880.12 . 50.00 \$0.00 <td>521000-Other service</td> <td>\$25,440.00</td> <td></td> <td>-</td> <td></td> <td>0.00</td>	521000-Other service	\$25,440.00														-		0.00
522032-Supplies-Food	523000-Training - General		769.79	4,663.46												-		0.0
522048- Supplies-Office - - - - - - - - 216.66 - - - 216.66 -	522020 - Supplies-Unifor	ms																
523400-Dues And Memberships 216.66 216.66 523410-License Renewals -	522032-Supplies-Food															-		0.0
523410-License Renewals 523410-License Renewals 523410-License Renewals 500-Contractual (Training) \$14,906.00 5,649.91 \$19,790.09 519,000 50,000 50,000 50,000 50,000 50,000 50,000 50,000 50,000 50,000 50,000 50,000 50,000 50,000 50,000 50,000 50,000 50,000 50,000 <t< td=""><td>522048- Supplies-Office</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>-</td><td></td><td>0.0</td></t<>	522048- Supplies-Office															-		0.0
al Others \$25,440.00 769.79 4,880.12 5,649.91 \$19,790.09 5,649.91 \$12,58% 5,649.91 \$12,58% 5,649.91 \$17% 5,649.91 \$17% 7,76 7,76 7,76 7,76 7,76 </td <td>523400-Dues And Membe</td> <td>rships</td> <td></td> <td>216.66</td> <td></td> <td>216.66</td> <td></td> <td>0.0</td>	523400-Dues And Membe	rships		216.66												216.66		0.0
500-Contractual (Training) \$14,906.00 - 14.906.00 - 14.906.00 GRAND TOTAL \$44,906.00 \$769.79 \$4,880.12 \$0.00	523410-License Renewal:	s														•		0.0
GRAND TOTAL \$44,906.00 \$768.79 \$4,880.12 \$0.00	Total Others	\$25,440.00	769.79	4,880.12		•			-		-		•			5,649.91	\$19,790.09	22.2
GRAND TOTAL \$44,906.00 \$768.79 \$4,880.12 \$0.00	527500-Contractual (Training)	\$14,906.00															14 905 00	0.0
Current % 12.58% Should Be 17%			\$769.79	\$4,880.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			12.5
Linder spent								<u></u>									Current % 12.58% Sh	
																	Under spent	

Possible reversion \$ 1,834.42

DEPARTMENT OF YOUTH & FAMILY AND SERVICES EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT CITY MATCH (3164422) August 31, 2023

ACCOUNT															YTD	REMAINING	%
DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL.	EXPENSES	BALANCE	EXPENDED
Salaries and Wages	149,411.00	132,406.30	(131,229.39)												1,176.91	148,234.09	0.79%
Fringe Benefits	76,035.00	10,332.33	(9,783.12)												549.21	7 5,485.79	0.72%
Total Personnel Costs	225,446.00	142,738.63	(141,012.51)	•	*	•	-	•		-	-	•		-	1,726.12	223,719.88	0.77%
oplies 522000-Supplies	20,000.00																-
522000-Supplies-Other	10,000.00	51.44													51.44	2 0,000.00 9,948.56	
522048-Supplies-Office	15,000.00														94	1 5,000.00	0.00%
522052-Supplies-Operating	20,000.00	105.66													105.66	19,894.34	0.53%
522060-Supplies-Postage/Freight															157.10	¥2	0.00%
522510-Travel-Local/In State																18	0.00%
tal Supplies	65,000.00	157.10	-	•		*	•	-	•	-		•	•	-	157.10	64,842.90	0.24%
er 521000-Other Services	158,301.00	249.00															
523000 - Training - General	158,301.00	190.59													249.00 190.59	158,052.00 (190.59)	0.16% 0.00%
523800-Repairs & Maintenance															53	(2°)	0.00%
523400 - Dues And Memberships	10,500.00														*	1 0,500.00	0.00%
523410 - Līcense Renewals											ŝ						0.00%
Fotal Others	168,801.00	439.59	-	•	-		•								439.59	168,361.41	0.26%

ontractual 527500-Contractual (Training) 527505- Svcs-Advertising																	0.0 0.0
520500-Contractual (Professional)	50,000.00															50,000.00	0.0
527565 - Svcs-Subcontracts&Subawa	indis																
Total Contractual	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.0
ernal Service 591265 - Transfers Out - Fund 265			.=												-	13	0.0
594031 Vehicle Maintenance (523800)															×.	1.5	0.0
594032 Vehicle Maintenance (outside)																	0
594041 Vehicle Mntc-Fuels															2	2	0
												52° 4 4				1.2	
Total Internal Service Charges	•	•	-	•		-		•	٠		-	-	•				0.
Total Internal Service Charges GRAND TOTAL	509,247.00	143,335.32	(141,012.51)	-		- 	-	•	10	-			•		2,322.81	506,924.19 ent % 0.46% Should Be	a



City of Albuquerque

Early Head Start

P-Card Expenses

August 2023

Cardholder Name	Transaction Date	Merchant Name	Amount	Description
Sallie Clover	8/8/2023	National Association For	216.66	CABQ Trumbuli 2nd annual NAEYC report. AG
Dr. Dawnita Blackmon-Mosely	8/29/2023	Event Childplus Softw	1547.72	ChildPlus Virtual Training Scramble 9/25-9/27/23 and card processing
Katrina Williams	8/12/2023	Amzn liktp Us To9v30fd1 Ar	330.25	Supplies for EHS. AG
Katrina Williams	8/12/2023	Amzn Mktp Us To4380fw1 A	41.32	Supplies for EHS. AG
Katrina Williams	8/10/2023	Amzn Hktp Us Ta7lv39q1	69.99	Supplies for EHS. AG
			2,205.94	

Early Head Start Quarterly Report to City Council for October, November, December 2023

I. EARLY HEAD START PROGRAM INFORMATION REPORT:

- Administrators Report
- Policy Council Meeting Minutes
- Meal Service Report
- > Attendance Report
- Caseload/Enrollment Report
- Program Information Report
- Center-Based and Home-Based Monthly Report
- Financial Statements
- P Card Expenses



City Of Albuquerque Department of Youth and Family Services Division of Child and Family Development Policy Council Meeting Notes Wednesday, September 20, 2023

- Roll Call (Quorum was established): Dr. Dawnita Blackmon-Mosely-EHS Executive Director/CEO, COA Staff- Daphne Dubriel/ Parent, Family Engagement Specialist, Allison Schact/Program Data Analyst I, Michelle Yazzie/Child Dev. & Education Program Specialist, Monica Watrin/ERSEA Specialist, Connie Lopez/Mental Health & Disabilities Program Coordinator, Anna Marie Lujan/EHS Chief Financial Officer, Nicole Martinez/Policy Council Member parent at School on Wheels, Mary Becker/ Community Representative/lifeROOTS, Inc.; Emmanuel Magallanes/Policy Council Representative/Parent at Macarthur EHS, Lisa Cuevas/Policy Council Member/Parent at Plaza Feliz EHS, Brittany King/Policy Council Member/Parent at Plaza Feliz
- 2. Meeting was called to order @ 5:32 pm.
- 3. Approval of Meeting Minutes: No meeting held in August
- 4. Governing Board Report:
- 5. Directors Report: Reporting Period August 1-31, 2023
 - a.) Enrollment- Total funded enrollment 128. Total reportable enrollment 47; 35 center based and 12 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 (3), children (3), pregnant moms (0), number of children born (0); total new enrollment (3). Total leaving program (4), transitioning children (1), pregnant moms giving birth (0), children leaving before turning 3 (3), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (40), children up-to-date as possible on immunizations (1), children not up to date (3).

Eligibility Category- income eligible (15), TANF/SSI (19), Foster Child (2), Homeless (4). Over Income (3), Over 130% (1), Children w/IFSP's (14).

c.) Attendance-

City operated Early Head Start centers classroom attendance rates:

La Mesa	0.% (closed)
MacArthur	82.88%
Plaza Feliz	90.78%
School on Wheels	69.47%

Singing Arrow	0% (closed)
Trumbull	0% (closed)
Western Trail	0% (closed)

Overall center-based program attendance totals- 83.74%; total number of absences 345.

- d.) Meal Counts- Total number of meals for (0-3 years in age), total children served (33), breakfast (335), AM snack (0), Lunch (336), PM snack (257), Dinner (0).
- e.) Budget- Financial statements provided to policy council membership: Federal Grant-year to date (YTD) expenditures \$ 356,744.18 Training/Technical Assistance-(T/TA)-year to date expenditures \$ 5,649.91

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

6. Discussion:

- Anna Marie Lujan reviewed financial statements.
- **Dr. Dawnita Blackmon-Mosely** discussed the reopening of Trumbull Center. Projected date should be within the next three weeks.
- **Dr. Blackmon-Mosely** discussed the needing of approval from Policy Council to submit request for Change of Scope to reduce funded enrollment slots from 128 to 64 to protect program grant. The Program needed to have full enrollment by January 1, 2024 and we have not been able to reach the goal due to lack of staff and difficulty in finding potential hires. The requested reduction would be 24 Home based slots and 40 center-based slots. A second Home visitor will be hired and interviews are underway. A few Program Aides have been hired but those positions are not able to be in the stand-alone role as a designated Teacher position. The plan to keep centers open and reopen the closed ones would be to have each current site School on Wheels and Plaza Feliz who have two classrooms reduce down and have one toddler classroom each. Macarthur, Western Trail, and Trumbull will open with one classroom each as well.
- Nicole Martinez asked the question which classrooms will be open and if it is based on • parent request and on waiting list? Dr. Dawnita Blackmon-Mosely stated it will be based on the best way to protect the grant and discussions with Monica Watrin/ERSEA Specialist are ongoing on how opening classrooms ages will be handled. Dr. Dawnita Blackmon-Mosely proceeded further and stated she will request of Office of Head Start that their will be no change in funding as to look at staff salaries, retainment, recruitment, marketing, and the training for staff and for those reasons we would need our full funding amount. This decision was not taken lightly and is needed to protect our Grant and EHS program. Dr. Dawnita Blackmon-Mosely will reach out to Policy Council members when final plan is established and Office of Head Start decision. Dr. Dawnita Blackmon-Mosely stated once this change is made we would have to stay the course even if we start doing better and hire the much-needed staff to fully open all our classrooms until the next Grant application cycle. We could get subsidies through the NMECECD to open classrooms until we can apply for a change of scope again and ask to increase our numbers.
- **Dr. Blackmon-Mosely** asked for a motion of approval to be made. Mary Becker made a motion of approval to request for Change of Scope to reduce funded enrollment to Office

of Head Start. Brittany King seconded the motion. A unanimous decision of approval was made.

- Introductions of all content area specialist were made and of all Policy council Members.
- Fluoride and varnishing applications on children's teeth have been happening at EHS sites by New Mexico Department of Oral Health.
- Introduction of Michelle Yazzie new to the Child Development & Education Program Specialist role starting in August. Michelle has been a teacher for the past 19 years within Early Head Start and Head Start program. She has a Bachelors degree in Early Childhood Multicultural Education. She is excited for this new role and getting to know and to be there to support the staff with lesson plans, school readiness goals, and licensing requirements. She is excited to get to know all the families and children and provide support where needed.
- **Connie Lopez** has been working on Transition meetings for children with IFSP. She is also working with staff on Visual schedules for the classrooms. She ensures children are progressing and make referrals services if needed.
- **Daphne Dubriel** reported that we had 15 families participate in Center Open house in August. Feedback from families was positive in getting to know Content area staff and the role they play with the children and families.
- Monica Watrin reported on enrollment and recruitment activities. Efforts are being made to laundry mats, Social Service centers, library's, Rio Grande Food Project, shelters, and we have a full-page ad in NM Kids Magazine.
- All staff have been participating in recruitment activities such as brochures at Part C agencies, school offices, WIC, youth sporting events and Community sponsored events.
- **Dr. Dawnita Blackmon-Mosely** discussed that a Chair, Vice Chair and Secretary positions were needed to be nominated for. Nicole Martinez expressed interest to be Policy Council Chair. She stated she is passionate about Early Intervention and the link between Early literacy and outcomes which can provide great success for the children. She currently is in medical school and has been in roles for nonprofit agencies in holding meetings, taking notes and knowledge of Roberts Rule of Order. She was asked to log off the call for a few minutes so a motion could be made. Mary Becker made a motion for nomination of Nicole Martinez for Policy Council Chair. Emmanuel Magallanes second the motion. A unanimous decision for approval was made. Nicole returned to meeting and was given the PC Chair role approval.
- Nicole Martinez asked for a nomination for vice-chair who would run the meetings in her absence. Emmanuel made a self-nomination. Nicole made a motion for approval. Mary Becker seconded the motion. Unanimous decision for approval was made. Nicole asked for a nomination for secretary but nobody volunteered at this time. Nicole made a motion to table this for the next meeting. A unanimous decision to revisit this for next meeting. COA staff will continue taking notes for the meetings.
- **Dr. Dawnita Blackmon-Mosely** will send Policy Council members the Bylaws for review and will discuss next meeting.

Adjournment at 6:20 pm.

Next Meeting Date: October 18, 2023

10/2/2023 10:09 AM

City Of Albuquerque EHS

Page 1 of 1 E25745

2301 - Average Daily Attendance

Program Term: EHS 2023-2024, Program Option: Standard Full Day, Attendance Date: 9/1/2023 - 9/30/2023

City Of Albuquerque EHS

	Atten	dance Re	cords	Operating		Fund	ed Enrollment	Actual Enrollment	
	Present	Absent ⁶	Neither ⁷	Days	ADA ¹	Count	% Attendance	Count ²	6 Attendance
Douglas MacArthur									
Toddler - EH	130	30	0	20	6.50	8	81.25%	8.00	81.25%
Site Tota	l 130	30	0	20.00 (avg)	6.50	8	81.25%	8.00	81.25%
Plaza Feliz									
Toddler - EH	132	7	0	18	7.33	8	91.67%	7.72	94.96%
Twos	118	34	0	19	6,21	8	77.63%	8.00	77.63%
Site Tota	250	41	0	18.50 (avg)	13.54	16	84.46%	15.72	85.91%
School On Wheels									
Infant	3	6	0	3	1.00	8	12.50%	3.00	33.33%
Toddler	94	37	0	20	4.70	8	58.75%	6.55	71.76%
Site Tota	97	43	0	11.50 (avg)	5.70	16	52.72%	9.55	69.29%
City Of Albuquerque EH	6 477	114	0	16.00 (avg)	25.74	40	74.53%	33.27	80.71%
Report Total	s 477	114	0	16.00 (avg)	25.74	40	74.53%	33.27	80.71%

1. ADA for each clasroom 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), Late Pickup(LP), Tardy and Late Pickup (TLP)

6. Statuses counted as Absent: Excused(E), Unexcused(U)

7. Statuses counted as Neither: Not Scheduled (N)

10/2/2023 10:10 am E25745

City Of Albuquerque EHS

Page 1 ChildPlus

2371 - CACFP Reimbursement Summary Program Term: EHS 2023-2024, Program Option: Standard Full Day

Attendance Date: 9/1/2023 - 9/30/2023

City Of Albuquarque EHS

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
EHS 2023-2024						· · · · · ·		· · ·	
Douglas MacArthur									
Toddler	20	8	0	0	127	0	130	102	0
Douglas MacArthur	20	8	0	0	127	0	130	102	0
Plaza Feliz									
Toddler	18	9	0	0	128	0	131	104	0
Twos	19	9	0	0	116	0	103	91	0
Plaza Feliz	37	17	0	0	244	0	234	195	0
School On Wheels									
Infant	3	3	0	0	3	0	3	3	0
Toddler	20	7	0	0	89	0	92	71	0
School On Wheels	23	10	0	0	92	0	95	74	0
City Of Albuquerque EHS	80	35	0	0	463	0	459	371	0
Report Totals	80	35	0	0	463	0	459	371	0

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City of Albuquerque Early Head Start Caseload/Enrollment Report 09/30/2023

Enrollment	
Total Funded Enrollment:	128
Total Actual Enrollment:	44
Children Withdrawn & Dropped (last 30 days):	2
Total Reportable Enrollment (actual + withdrawn/dropped):	46
Total Deficit:	82

Program Snapshot

	Home based	Centers	ALL
Funded Enrollment:	24	104	128
Enroliment:	12	34	46
Defficiency:	12	70	82

Home Based Detail Caseload: 12 slots per home visitor

FDF	Caseload Capacity	and the second s	HB Child	Pregnant	Due date	Left in Last 30 Days		Deficit
Valarie	12		11	0		1	12	0
Home Visitor Vacant	12	ö	0	0			0	12
Total	24	8	9	0		0	12	12

Center Detail

Ctr Detail	Slots	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	0	0	0		8
MacArthur	16	8	0	8		8
PlazaFeliz	16	16	0	16		0
SOW	16	9	1	10		6
Trumbull	24			0		24
W. Trail	16	0	0	0		16
Singing Arrow	8			0		8
Total	104	33	1	34		70

Monthly Program Information Summary	1		
September 23			
# new enrollments families	3		
# new enrollments children	3		
# new enrollments pregnant women	0		
# children born to pregnant women	0	and the second se	
Total new enrollment	3		-
# children aging out	0		1
# pregnant women giving birth	0		
# children leaving before turning 3	3	and the second se	
# pregnant women leaving before baby	0		
Total leaving	3	and the second se	1
	# of children	% of children	
Children with up to date immunizations	40		
Children up to date as possible on immunizations		01.070	1
Children not up to date on immunizations	4	9.0%	
	7	0.070	
	+		
			1
	-		-
Eligibility Category	# of children and pregnant women		
income eligible	14	and an operation of the property of the second seco	
Public Assistance	20	45.0%	
Foster Child	3	7.0%	
Homeless	3	7.0%	
Over Income	3	7.0%	
Over 130%	1	2.0%	
		2.0%	
	# of children	% of total number of slots	% actual enroliment
Children with IFSPs	15		





Early Head Start Policy Council Home-Based Monthly Report Form

Home Visitor Name: Valarie Ramirez

Reporting Period: September 2023

Submitted by: Valarie Ramirez

Home-Based Activities: PAT Dressing Teddy: Putting On Clothes and Pretending. Domain – Social & Emotional Development. I brought a large baby doll for this activity. I pulled out the baby doll and gently holding it stated to child "look at the baby, I think she is cold she doesn't have any clothes (baby doll has diaper), can we put some clothes on her?" Mom asked child "Do you want to help me find some clothes for the baby?" child smiled and quietly went with mom to their room to get clothes for the baby. Child tried to place some grey sweatpants on the baby. As child tried getting the waist over the baby's feet they grew frustrated. Mom asked if they would like some help to which child agreed. Mom put the sweatpants halfway up the baby doll's legs then held the baby doll still while guiding and encouraging child to pull up her pants. Child was able to partially pull up the pants with mom's assistance, as the pants would slip down from one side then the other side. Next mom said "lets put on her jacket", child helped mom put the baby's arms into the arms of the jacket as well as pulling up the baby's zipper. Child was also able to place the baby's socks on at least halfway. Child then took the baby doll to their small school table and sat the baby doll in one of their chairs. Child also attempted to feed the baby doll blueberries.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities: September 20th

- Outdoor Animal Themed Storytime Social

Domain - Language & Literacy - 0 attended

September 28th - LEGO Club Social

Domain - Perceptual, Motor, and Physical Development - 0 attended





Early Head Start Policy Council Center-Based Monthly Report Form

Center Name: Plaza Feliz EHS Reporting Period: September 1-29, 2023

Submitted by: Diane Y. Archibeque

Activities at Center:

This month in the young toddler's classroom the teachers worked on language and literacy by choosing small sturdy flashlights and then offered the flashlights to the toddlers and encouraged them to explore the lights. The teachers invited the toddlers into a slightly darker area of the classroom and showed them the light and demonstrated it by turning it off and on, making shadows, and shining the lights on different objects. The teachers reminded the toddlers that we do not shine the light at people's faces. The young toddlers also expanding their vocabulary by exploring with toy farm animals, reading books about farm animals, and singing "Old MacDonald had a farm." The young toddlers showed lots of curiosity when the teachers took out the sensory bin with hay, farm animals, pumpkins and play food.

This month in the older toddler's classroom they used their language, sharing and taking turns skills by rolling a ball across the table to their friend. They laughed and waited patiently until their friend rolled the ball to them. The teachers assisted with taking turns and said the name of the toddler that was going to get the ball next then some of the toddlers would also say the name of their friend. The older toddlers also used their fine motor and sharing skills while using watercolors to paint a picture. The pictures were very creative and colorful. The teachers asked the toddlers what colors they were using. Some of the toddlers told the teachers the colors and so the teachers said the colors in English and Spanish.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

The monthly parent meeting was held on September 26, 2023. Two parents attended this meeting. We talked about the importance of Parent meetings. We also discussed turning in the weekly reading logs and Parent Activity Calendar. We reminded parents to bring in weather appropriate ctothes. We also reminded parents about the upcoming SMILLE group and Parent/Teacher Conferences.





Early Head Start Policy Council Center-Based Monthly Report Form

Center Name: Mac Arthur EHS Reporting Period: September 1st- September 30, 2023

Submitted by: Maria Chacon- Head Teacher

Activities at Center:

In September the toddler classroom worked on investigating questions. One of the questions we used was:" How our shoes are same and different?" The children looked at how their shoes looked at each other shoes and found out the same and different colors and if they had the same kind of shoes. We practice running with our fast shoes. The children worked on putting socks on the baby dolls. We sang Old Mac Donald and 5 little ducks inside and outside. We took some farm animals outside and then used them in our water play to wash them. We read "Wow, it's a Cow" and "Peedie" We worked on comparing things, big and small, and what containers are, what they are used for, putting stuff in them, closing them with lids and trying to open them. The children also filled up buckets with sand and hid the farm animals in the sand. The children worked on the color Brown. We looked outside for airplanes, helicopters and clouds as they passed by. A hygienist came in to clean the children teeth and did a presentation. The children also did a nutrition activity that included cherry tomatoes and cucumbers sent from The American Friend Service Committee. They enjoyed eating the food and smelling it. The children did a nutrition experience with cherry tomatoes and locally grown cucumbers. We reminded parents to do Ready Rosie and to comment on how they went and to attend Policy Council for the month.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

The parent meeting was held on September 22, 2023 at 2:30p at the center. Four parents showed up. Your center rep Emmanuel did not really have anything to share from policy council, but did let us know he was voted in for Vice-chair. We encouraged parents to join and participate in the policy council meetings. I went over the importance of attendance and being on time in the morning to give the children time to eat and in the afternoon and also that there will be an explanation expected if they are late because of documentation. Parents were given the choice of staying to complete an activity or doing it at home and using it as in-kind. PFCE Daphne Dubriel talked about turning in In-kind and other ways to engage with your child that can count as In-kind as well. She discussed the importance of attending the parent meetings.





Early Head Start Policy Council Center-Based Monthly Report Form

Center Name: School on Wheels EHS

Reporting Period: September 1-30, 2023

Submitted by: Bernice Johnson

Activities at Center:

Children explored with lights. Parents/care givers came in and after signing the child in, they did a couple of activities with lights. They used a black construction paper with hole, different color tiles and shined a flashlight through them to see what happens. The child then said the color and if they need some assistance their parent or caregiver helped them out. It was nice to have family take time in the morning to do an activity with their child because usually in the morning it is rushed.

The infant classroom was reopened. We missed our infants and they are getting back to the routine of the classroom.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

Our parent meeting was on September 21st, 2023. We only had two parents show up for our meeting. Thanked them for always bringing their children to school and doing the morning activities. Informed parents that Nicole was now the Chair of Policy Council and encouraged parents to attend the policy council meetings. We had a discussion on other ways to engage with their child and get In-Kind. We talked about the weather changing and dressing children in layers.

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT FEDERAL GRANT (3164420) September 30, 2023

ACCOUNT DESCRIPTION	Dudget	JULY	AUGUST	SEPTEMBER	OCTOBER		DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	YTD EXPENSES	BALANCE	% EXPENDED
Salaries and Wages	1,218,144.00	64,397.22	210,651.71	69,508.45	OCTOBER	HOVEBOCK	DECEMBER	ananometr	PEDRUMARY	IN PROJECT	APRIL.	INAT	June	I PEAL	344,557.38	873,586.62	28.29%
Fringe Benefita	596,800.00	32,982.58	47,238,13	35,957.03											116,177,74	480.622.26	19,47%
Total Personnel Costs	1,814,944.00	\$7,379.60	257,369,34	105,465.48	0.00	0.00	00.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	460,735.12	1,354,208.68	25,39%
Supplies																	
522000-Supplies	35.037.00														0.00	35.037.00	0.005
522032-Supplies-Food	13,000.00														0.00	13,000.00	0.009
522048-Supplies-Office	45,000.00														0.00	45,000.00	0.009
Supplies- All others															0.00	40,000.00	0.007
522054-Supplies-Other	1														0.00	0.00	0.001
522052 - Supplies-Operating	12,000.00	79.92	441,56												521.48	11,478.52	4.359
522090 - Supplies-Gen Const Materials	12,000.00	10.04	441,00												327.46	11,970.02	4,357
522099 - Assel - non capital	5 000 00																
522500-Travel - Expense	5,000.00			518.31											0.00	5,000.00	0.007
522510-Travel - Local/In State	5,500.00		353.06	518.31											671.37	4,628.63	15.849
523410-License Renewals	445 505 00		600.00												600.00	(600.00)	
otal Supplies	115,537.00	79.92	1,394.82	516.31	0,06	0,00	0.00	0.00	0.00	0.00	0,00	0.00	0.00	0.00	1,992.85	113,544.15	1.729
ther	I																
521500-Utilities	10,545.00														0.00	10.545.00	0.005
523800-Repairs & Maintenance	8,475.00			984.76													
521000-Other service	0,410.00			304.70											984.76	7,491.24	11.629
521540 - Telecom-Telephone															0.00	0.00	0.009
521544 - Telecom-Cellular Svc And Equip															0.00	0,00	0,009
	28,000,00														0.00	0.00	0.009
523000-Training	28,000.00														0.00	28,000.00	0.00%
523400-Dues and Memberships	40.004.00														0.00	0.00	0.00%
Total Others	47,021.00	0.00	0,00	984.76	0.00	00.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	984.76	46,036.24	2.099
ontractual																	
S27500-Contractual (Training)															0.00	0.00	0.00%
527505- Svca-Advertising	10,000,00														0.00	10,000.00	0.00%
520500-Contractual (Professional)	60,178,00																
527565 - Svcs-Subcontracte&Subswards															0.00	60,178.00	0.00%
Total Contractual	70,178.00	0.00	00.0	0.00	0.00	0.00	0.00	0.00	0.00						0.00	0.00	
	/0,1/0.09	0.00	00.0	00.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.09	00.0	0.00	0.00	70,178.00	0.00%
arryforward FY21																	
533004- Recreational Equipment	307,317,47															307,317,47	0.00%
532000 - Capti-Land Improvements	80,715.53															80,715.53	
Total Contractual	388,033.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	388.033.00	0.00%
			0.00	0.00	9.00	0,00		0.00	0.00	0,00	0.00		0.00	3.00	0.00	388,033.09	0.00%
GRAND TOTAL	2,435,713.00	97,459.72	259,284.46	106,968.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	00.0	0.00	463,712.73	1,972,000.27	19.045
													_				
															9	Surrent %	19.04%

BAR sugges

(86,000.00) 40,000.00 Salaries and Wages 522000-Supplies 30,000.00 2,546,236.00 Original Budget Supplies- All others 55,597.00 Cola 2,601,833.00 Total 527505- Svca-Advartising 16,000.00 Entitiement T&TA Total FY22 COLA 1,992,083 44,906 2,036,989.00 55,597.00 Carry forward FY21 Equipment Supplies Total budget 343,127.00

522000-Supplies

307,317,47

2,435,713.00

Under spent 6% Possible reversion \$ 145,215.52

25%

Should Be

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT FEDERAL GRANT T&TA (3164421) September 30, 2023

ACCOUNT DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	YTD EXPENSES	REMAINING BALANCE	% EXPENDED
522500 - Travel-Expense	\$4,560.00															4,560.00	and the second s
Other																	
521000-Other service	\$25,440.00	1													•		0.00%
523000-Training - General		769.79	4,663.46												-		0.00%
522020 - Supplies-Unifor	ms														-		
522032-Supplies-Food															-		0.00%
522048- Supplies-Office															-		0.00%
523400-Dues And Memb 523410-License Renewa			216.66												216.66		0.00%
		700 70													<u> </u>		0.00%
Total Others	\$25,440.00	769.79	4,680.12	•	•	-	•	-	-		•	•	-	-	5,649.91	\$19,790.09	22.21%
527500-Contractual (Training	\$14,906.00															14,906.00	0.00%
GRAND TOTAL	\$44,906.00	\$769.79	\$4,880.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,649.91	\$39,256.09	12.58%
·															401010101	000,200,000	12.007
															c	urrent %	12.58%

Should Be25%Under spent12%Possible reversion \$5,576.59

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT CITY MATCH (3164422) September 30, 2023

ACCOUNT DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	YTD EXPENSES	REMAINING	%
Salaries and Wages	149,411.00	132,406.30	(131,229.39)	691.51	OCTOBER	HUYENDER	DECEMBER	- ANNUARY	PEDRUARI	HUNKCH	APTOL	CE NAT SE	TCHOP	FINAL		BALANCE	EXPENDED
Fringe Benefits	76,035.00	10,332.33	(131,223.33)	323.16											1,868.42	147,542.58	1.25%
Total Personnel Costs	225,446.00	142,738.63	#######################################	1,014.67	-				-						872.37	75,162.63	1.15%
Total Parsonnet Costs	22.3/190.00	146,734.03		1,014.07		· · ·	•		-	•	•	•		•	2,740.79	222,705.21	1.22%
Supplies																	
522000-Supplies	20,000.00														(e)	20,000.00	0.00%
522054-Supplies-Other	10,000.00	S1.44													51.44	9,948.55	0.51%
522048-Supplies-Office	15,000.00			4,878.48											4,878.48	10,121.52	32.52%
S220S2-Supplies-Operating	20,000.00	105.66													105.66	19,894.34	0.53%
S22060-Supplies-Postage/Freight											ni i				5,035.58	-	0.00%
S22510-Travel-Local/in State			_				_									-	0.00%
Total Supplies	65,000.00	157.10	•	4,878.48		•		-	-		-	-	•		5,035.58	59,964.42	7.75%
									-						_		
Other																43	
521000-Other Services	158,301.00	249.00													249.00	158,052.00	0.16%
523000 - Training - General		190.59													190.59	(190.59)	
523800-Repairs & Maintenance				24,066.33											24,066.33	(24,066.33)	0.00%
523400 - Dues And Memberships	10,500.00														~	10,500.00	0.00%
523410 - License Renewals																0.410	0.00%
Total Others	168,801.00	439.59	•	24,066.33	-		•	-	•			•		•	24,505.92	144,295.06	14.52%
Contractual																	
527500-Contractual (Training)																	0.00%
527505- Svcs-Advertising																	0.00%
520500-Contractual (Professional)	50,000.00															50.000.00	0.00%
527565 - Svcs-Subcontracts&Subawa																50,000.00	0.00%
Total Contractual	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000,00	0.00%
nternal Service																	
591265 - Transfers Out - Fund 265															•		0.00%
594031 Vehicle Maintenance (523800)															-	•	0.00%
594032 Vehicle Maintenance (outside)															-		0.00%
S94041 Vehicle Mntc-Fuels															100		0.00%
Total Internal Service Charges	-	-		-		<u> </u>	•		-		•	-	•	-		-	0.00%
GRAND TOTAL	509,247.00	143.335.32	*******	29,959,48													
STORE COLOR	303,647.00	43,333.52		23,333.45	•		7.4		· · · ·	-	•	•	•	•	32,282.29	476,964.71	6.34%

Current % 6.34% Should Be 25% Under spent 19% Possible reversion \$ 95,029.46



City of Albuquerque Early Head Start P-Card Expenses September 2023

Cardholder Name

Transaction Date

Merchant Name

Amount

Description

No P-Card Expenses



City Of Albuquerque Department of Youth and Family Services Division of Child and Family Development Policy Council Meeting Notes Wednesday, October 18, 2023

- Roll Call (Quorum not established): Dr. Dawnita Blackmon-Mosely-EHS Executive Director/CEO, COA Staff- Allison Schact/Data Manager, Michelle Yazzie/Child Dev. & Education Program Specialist, Monica Watrin/ERSEA, Connie Lopez/Mental Health & Disabilities Program Coordinator, Nicole Martinez/Policy Council Member parent at School on Wheels, Mary Becker/Community Representative/Inspirations; Brittany King/Policy Council Member/Parent at Plaza Feliz
- 2. Meeting was called to order @ 5:30 pm.
- 3. Approval of Meeting Minutes: Quorum not established
- 4. Governing Board Report:
- 5. Directors Report: Reporting Period September 1-31, 2023
 - a.) **Enrollment** Total funded enrollment 128. Total reportable enrollment 46; 34 center based and 12 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 (3), children (3), pregnant moms (0), number of children born (0); total new enrollment (3). Total leaving program (0), - transitioning children (0), pregnant moms giving birth (0), children leaving before turning 3 (3), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (40), children up-to-date as possible on immunizations (), children not up to date (4).

Eligibility Category- income eligible (14), TANF/SSI (20), Foster Child (3), Homeless (3). Over Income (3), Over 130% (1), Children w/IFSP's (15).

c.) Attendance-

City operated Early Head Start centers classroom attendance rates:

La Mesa	0.% (closed)
MacArthur	81.25%
Plaza Feliz	85.91%
School on Wheels	69.29%

Singing Arrow	0% (closed)
Trumbull	0% (closed)
Western Trail	0% (closed)

Overall center-based program attendance totals- 83.74%; total number of absences 345.

- d.) Meal Counts- Total number of meals for (0-3 years in age), total children served (35), breakfast (463), AM snack (0), Lunch (459), PM snack (371), Dinner (0).
- e.) Budget- Financial statements provided to policy council membership: Federal Grant-year to date (YTD) expenditures \$ 463,712.73 Training/Technical Assistance-(T/TA)-year to date expenditures \$ 5,649.91

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

- 6. Discussion:
- **Dr. Dawnita Blackmon-Mosley** reviewed financial statements due to Fiscal Manager not being available.
- Dr. Blackmon-Mosely discussed the reopening of Trumbull Child Development Center on October 16th for the toddler room. We will have a Ribbon Cutting Ceremony on October 23rd @ 2pm. Everyone is welcomed to attend.
- Abigal Stiles asked if there was a waiting list already for Trumbull.
- Dr. Blackmon-Mosely explained that we are working with the community to fill slots for Pre-K as well as participating in recruitment events.
- Program will be having First Annual Literacy week at all centers EHS, Pre-school and Pre-k, October 30th through Nov 3rd. Staff and potential special guest readers will read at centers to the children and each classroom will make a creative literacy board for photo opportunities. There will be fun activities to promote literacy and engage families as well such as a Story book parade and making butterflies after reading the Hungry Caterpillar.
- **Dr. Blackmon-Mosley** updated that the Change in Scope application was turned in with current funding amount and was submitted for 5 centers and two home visitors. The centers would be Plaza, School on Wheels, Macarthur and Western Trail each having one classroom and Trumbull having two classrooms. We would have 24 home-based slots.
- Nicole Martinez asked the question if reports on the children's milestones throughout the year could be shared. Dr. Blackmon-Mosley will have Allison S share checkpoint results quarterly to show the bigger picture of how children are progressing.
- Dr. Dawnita Blackmon-Mosley discussed having meetings moved to the 4th Wednesday of the month so Policy Council report packets could be sent out once with the financials and allows members enough time to read before the meeting. Nicole M, Mary B, and Brittany K, agreed that would be beneficial to them. A telephone poll would be done by Daphne Dubriel to all members to get approval to move the meetings. It was discussed to moving the meetings to in-person and quarterly so the council would meet in Jan, April, July, and depending on time frames food and child care could be provided. Policy members will still receive the packets for the months in between still. Daphne D will also include this to be approved with the telephone poll.
- Dr. Blackmon-Mosely stated that funds are being worked on to be able to upgrade the playgrounds at School on Wheels and Western Trail. We will need approval from Office of Head Start to allocate that money and then would be presented to Policy Council for approval.
- **Dr. Blackmon-Mosley** went over the Bylaws and a section pertaining to how many years a member can served needs to be updated from 5 years to 3 years. Also a review of the Selection Criteria is needing to be made by management and then will be presented to

- Connie Lopez continues working on transition meetings for children with IFSP. She is also working with staff on visual schedule boards to ensure they are the same in each classroom. Also working with the preschool staff to ensure a smooth transition process from our classrooms to theirs when children reach 3 and continuing with our program.
- Michelle Yazzie continues working on School Readiness Goals and ITERS. She explained ITERS is an environment rating scale she is doing for each classroom. A Zoom meeting with teaching staff will take place and she will go over their results and what changes if any are needed. She is working to ensure that sand and water play is being done in classrooms which she hasn't seen during her visits.
- Monica Watrin reported on enrollment and recruitment activities. Efforts are being made to laundry mats, Social Service centers, library's, Rio Grande Food Project, shelters, First Choices, WIC offices, UNM and First Nations.
- All staff continue participating in recruitment activities as well.
- Dr. Dawnita Blackmon Mosley discussed the programs Self-Assessment will be started between February and March. It will look at the centers and processes we have in place. The tool used is the same one Office of Head Start uses. Monica explained the criteria of selection to get into program. It's a weighted criteria which prioritizes families. The higher the criteria, the higher chance of getting in due to a higher need.
- Dr. Dawnita Blackmon-Mosley discussed that if any staff member is needing to be fired, it would be presented to PC members for approval or discussed why that individual should not be fired. If it is due to an incident on compliance, it could compromise our grant.
- On Friday, October 27th a telephone poll was made to each of the 5 Policy Council members for approval on proposed questions:
- 1. Approval to move PC meetings from the 3rd Wednesday of the month to the 4th Wednesday of the month. It was a unanimous vote to approve the change.
- 2. Approval of motion to have Policy Council quarterly meeting in Jan, April, July and October and be in-person with packet reports still being sent monthly. (4) members voted yes to the change while (1)voted No but open to changing depending on the location of the meetings. If held at Trumbull, the answer would stay No due to distance.
- Proposed times of meetings were Noon-2:30 pm with lunch provided or 5pm-7:30 with dinner and childcare provided or members could give an alternate time they think would work best. (4) thought 5pm-7 would work best and one said 5:30-7pm or noon-2 worked for them as well.

Adjournment at 6:30 pm.

Next Meeting Date: January 24th, 2024

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT FEDERAL GRANT (3164420) October 31, 2023

ACCOUNT DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL				YTD	REMAINING	%
Selaries and Wages	1,517,368.00	64,397,22	210,651,71	69,508,45	179,704,84	HOVERDER	OECCIMBER	JARUART	PEBRUARY	and a contract of the	APRIL	MAY	JUNE	FINAL	EXPENSES		EXPENDED
Fringe Benefits	450,632,00	32,982,58	47,238,13	35,957,03	34,491,74										524,262.22	993,105.78	34,55%
Total Personnel Costa	1,368,000,00	97.379.80	257,889,84	105,465,48	214,196,58	0.00	0.00	0.00	0.00						150,869,48	299,962,52	33,44%
		01,010,00		140,460,46	214,138,38	0.00	0,00	0.00	00.0	90,0	00.0	0.00	0.00	0,00	674,931.70	1,293,068,30	34,30%
Supplies																	
522000-Supplies	25,000.00														0.00	25.000.00	0.00%
522032-Supplies-Food	20,798.00														0.00	20,798,00	0.00%
522048-Supplies-Office	61,799.00				67.46										67.46	61,731,54	0.11%
Supplies- All others																	
522054-Supplies-Other	32,000.00														0.00	32,000.00	0.00%
522052 - Supplies-Operating	I	79.92	441,58												521.48	(521,48)	
522090 - Supplies-Gen Const Materials	I														021 00	(second)	0.0076
522099 - Asset - non capital																	
522500-Travel - Expense															0.00	0.00	0.00%
522520-Travel - Out Of State	5,000,00		353.06	518.31											871.37		
523410-License Renewels	-,		600.00	010.01											600,00	4,128,63 (600,00)	17,43%
otal Supplies	144,597.00	79.92	1,394,62	618.31	67,46	0,00	00.6	0.00	0.00	0.00	0,00	0.00	0.00	0.00	2,060,31	142.538.69	1.42%
										6200	0,00	4.00	0.00	0,00	2,000.01	144,038,83	1.4676
Zther																	
521500-Utilities	1,750.00														0.00	1,750,00	0.00%
523800-Repairs & Maintenance	13,976,00			964,76											984.78	12,991,24	7.05%
521000-Other service printing	10,000.00														0.00	10,000,00	0.00%
521540 - Telecom-Telephona	I														0.00	0.00	9,00%
521544 - Telecom-Cellular Svc And Equip	I														0.00	0.00	0.00%
523000-Training	I														0.00	0.00	0.00%
523400-Dues and Memberships															0.00	0.00	0.00%
Total Others	25,726,00	00,0	0,00	984.76	90.9	0,00	00.0	0,00	0.00	0.00	0.00	0.00	0,00	0.00	984.76	24,741.24	3,83%
Contraction	1																
527500-Contractual (Training)	28,000,00																
527505- Svca-Advertaing	20,000.00														0.00	28,000.00	0.00%
520500-Contractual (Professional)	50,000,00														0.00	00.6	0.00%
520500-Contractal (Professional) 527565 - Svcs-Subcontracts&Subewards	50,000,00														0.00	50,000.00	0.00%
527555 - SVCI-Subcontracted Subewards Total Contractual				* * *											0.00	0.00	
	78,000.00	00.0	6,60	00.0	0,00	60.0	0,00	00.0	0,00	00.0	00,0	0.00	0.00	0,00	0.00	78,000,00	0.00%
Carrylorward FY21																	
533004- Recreational Equipment																	
532000 - Capti-Land Improvements																0.00	0.00%
Total Contractual	0.00	0.00	0.00	0.00	9.00	00.0	6,00	0.00	0.00	0.54						0,00	0.00%
	-,	4.44		0.00	-,00	0.00	00,00	9.00	0,00	0.00	8,00	0.00	0,00	0.00	0.00	0.00	0.00%
GRAND TOTAL	2.216.323.00	97,459,72	259.284.46	106,968,55	214,254,04	0.00	0,00	0.00	0.00	0.00	0.00	0.00		0.00	677.976.77	1.638.346.23	

BAR sugges

Salaries and Wages (66,000.00) 522000-Supplies Supplies- All others 40,000.00 30,000,00 2,546,236.00 Original Budget 55,597,00 Cola 2,601,833.00 Total 527505- Svcs-Advertising 16,000,00 1,992,083 44,906 2,036,989.00 Entitlement T&TA Total FY22 COLA 55,597.00 Carry forward FY21 Equipment Supplies Total budget 343,127.00 2,435,713.00

522000-Supplies

307,317.47

Current % 30,59% Should Be 33% Under spent 3%

Possible reversion \$ \$0,797,68

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT FEDERAL GRANT T&TA (3164421) October 31, 2023

ACCOUNT DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	YTD EXPENSES	REMAINING BALANCE	% EXPENDED
522500 - Travel-Expense	\$4,560.00												10000			4,560.00	
Other															-		
521000-Other service	\$15,000.00														-		0.00%
523000-Training - General	\$10,440.00	789.79	4,663.46												-		0.00%
522020 - Supplies-Uniforms															-		
522032-Supplies-Food															-		0.00%
522048- Supplies-Office															-		0.00%
523400-Dues And Members 523410-License Renewets	ships		216,66												216.66		0.00%
Total Others	\$25,440.00	769.79	4,880.12	•	-	-			-	•	•	-		-	5,649.91	\$19,790.09	
527500-Contractual (Training)	\$14,906.00														-	14,906.00	0.00%
GRAND TOTAL	\$44,906.00	\$769,79	\$4,880.12	\$0.00	\$0,00	\$0.00	\$0,00	\$0,00	\$0.00	\$0.00	\$0,00	\$0,00	\$0.00	\$0.00	\$5,649.91	\$39,256.09	12.58%
																arrent %	12.58%
																ihould Be	12.00%
																	3376

Under spent 21% Possible reversion \$ 9,318.76

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT CITY MATCH (3164422) October 31, 2023

ACCOUNT DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBED	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	YTD	REMAINING	*
Salaries and Wages	144,309.00	132,406.30	(131,229,39)	691.51	490.93	INVIENDER	DECEMBER	JAPAGART	PEDRUMART	INFRACTION IN THE REAL PROPERTY OF THE REAL PROPERT	APROL	MAT	JUNE	HINAL,		BALANCE	EXPENDED
Fringe Benefits	239,355.00	10,332.33	(9,783.12)	323.16	229.32										2,359.35	141,949.65	
Total Personnel Costs	383,664.00	142,738.63		1.014.67	720.25										1,101.69	238,253.31	0.45%
			(144) VILLAND	4,024.07	144.4,5		·	•			-	· ·	•	-	3,461.04	380,202.96	0.90%
Supplies																	
522000-Supplies	15,000.00															15,000.00	0.00%
522054-Supplies-Other	6,500.00															6,500.00	0.00%
\$22032-Supplies-Food	5,483.00	51.44													51.44	5,431.56	0.94%
522048-Supplies-Office	7,500.00			4,878.48	338.75										5,217.23	2,282.77	69.56%
522052-Supplies-Operating	84	105.66													105.66	(105.66)	
S22060-Supplies-Postage/Freight															5,374.33	1.00.00	0.00%
522510-Travel-Local/In State															ووريد والمرد		0.00%
Total Supplies	34,483.00	157.10		4,878.48	338.75			-							5,374.33	29,108,67	15.59%
									(a)						2,319.00	23,000.07	13.3776
7ther																	
521000-Other Services	97,161.00	249.00													249.00	96,912.00	0.26%
523000 - Training - General	1	190.59													190.59	(190.59)	
523800-Repairs & Maintenance				24,066.33	2,717.53										26,783.86	(26,783.86)	
523400 - Dues And Memberships																	0.00%
SZ3410 - License Renewals																÷.	0.00%
Total Others	97,161.00	439.59	•	24,066.33	2,717.53	•				-		-			27,223.45	69.937.55	28.02%
Contractual																	
527500-Contractual (Training)																	0.00%
527505- Svcs-Advertising																	0.00%
520500-Contractual (Professional)	50,000.00															50,000.00	0.00%
527565 - Svcs-Subcontracts&Subawards																,	
Total Contractual	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00%
nternal Service																_	
591265 - Transfers Out - Fund 265																	
594031 Vehicle Maintenance (523800)															-	-	0.00%
594032 Vehicle Maintenance (outside)															-	•	0.00%
594041 Vehicle Matteriance (buisibe)															-	•	0.00%
Total Internal Service Charges															-	-	0.00%
LANSING SECTION OF THE CONTROL			14				•	-			•	-	•	-		•	0.00%
GRAND TOTAL	565,308.00	143,335.32	(141 012 511	29,959.48	3.776.53												
TO DE		7499933137	(141/415/21)	29,939.48	3,//0.53		-	•	-	•	-				36.058.82	529,249,18	6.38%

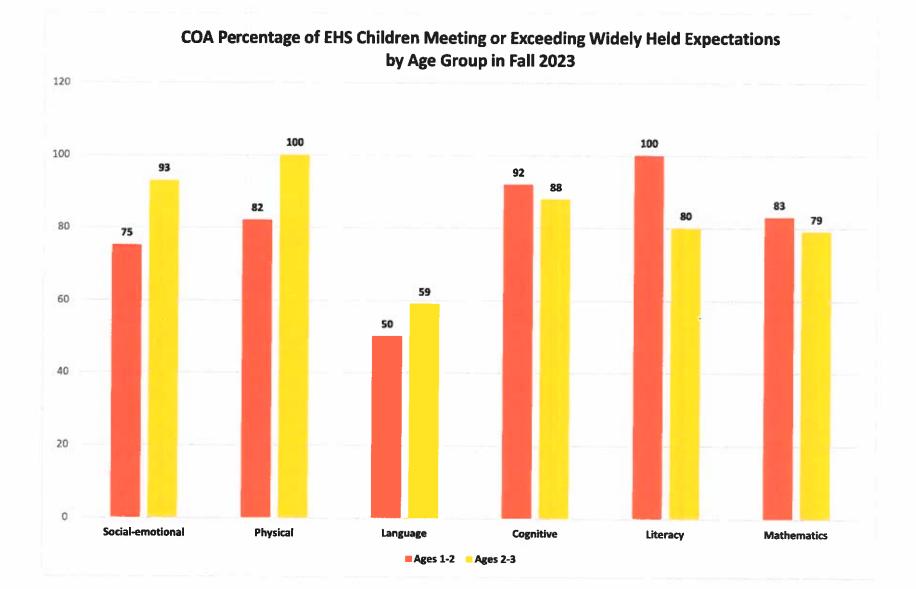
Current % 6.38% Should Be 33% Under spent 27%

Possible reversion \$ 152,377.18

	July	August	September	October	November
Available In-kind	22,316.06	19,554.33	21,813.84	20,737.71	10,229.17
Cash match					,
Total Match					
Match Detail					
	July	August	September	October	November
Space Allowance Parent Services Misc donations	6	10,229.17	10,229.17	10,229.17	10,229.17
Professional In-kind	12,086.89	9,325.16	11,584.67	10,508.54	
	22,316.06	19,554.33	21,813.84	20,737.71	10,229.17
Rent	FY 2023				
			Square	Cost per	
Site Name	Property	Address	Footage	Square Foot	Inclusive
	1820 Randolph S	Southeast			
Admin office	-				
La Mesa EHS	7500 Copper NE		1,018	\$ 16.50	16,800.00
MacArthur EHS	1100 Douglas Ma		1,800	\$ 16.50	29,700.00
Plaza Feliz	517 San Pablo SE		1,000	ψ 10.50	29,700.00
Trumbull	419 Pennsylvani	a SW			
	13001 Singing A				
	I JOOT SIUKIUK A				
Singing Arrow School On Wheels	129 Hartline SW		2,931	\$ 17.50	51 290 00
Singing Arrow			2,931 1,920	\$ 17.50 \$ 13.00	· · · · · · · · · · · · · · · · · · ·
Singing Arrow School On Wheels	129 Hartline SW		2,931 1,920	\$ 17.50 \$ 13.00 Total Rent	51,290.00 24,960.00 122,750.00

229.17 10,22	9.17 10,229.	17 10,229.17	10,229.17	10,229.17
			<u>_</u>	
uary Februa	uryMarch	April	May	June
229.17 10,229	9.17 10,229.	17 10,229.17	10,229.17	10,229.17
229.17 10,22	9.17 10,229.	17 10,229.17	10,229.17	10,229.17
	229.17 10,22	229.17 10,229.17 10,229.	229.17 10,229.17 10,229.17 10,229.17	229.17 10,229.17 10,229.17 10,229.17 10,229.17

Final	Total
	166,255.30
	-
	166,255.30
	Total
	122,750.04
	-
	-
_	43,505.26
	166,255.30
	105 000 75
	125,993.75
	(40,261.55)



11/1/2023 10:29 AM

City Of Albuquerque EHS

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2301 - Average Daily Attendance

Program Term: EHS 2023-2024, Program Option: Standard Full Day, Attendance Date: 10/1/2023 - 10/31/2023

City Of Albuquerque EHS

	Atten	dance Re	cords	Operating		Fund	ed Enrollment	Actu	al Enrollment
	Present	Absent ⁶	Neither ⁷	Days	ADA 1	Count	% Attendance	Count ²	% Attendance ³
Douglas MacArthur	106								
Toddler - EH	96	40	0	17	5.65	8	70.59%	8.00	70.59%
Site Total	96	40	0	17.00 (avg)	5.65	8	70.59%	8.00	70.59%
Plaza Feliz									
Toddler - EH	96	30	0	20	4.80	8	60.00%	6.30	76.19%
Twos	109	30	3	19	5.74	8	71.71%	7.32	78.42%
Site Total	205	60	3	19.50 (avg)	10.54	16	65.71%	13.62	77.36%
School On Wheels									
Infant	30	15	0	19	1.58	8	19.74%	2.37	66.67%
Toddler - EH	68	41	0	19	3.58	8	44.74%	5.74	62.39%
Site Total	98	56	0	19.00 (avg)	5.16	16	32.24%	8.11	63.64%
Trumbuli									
Toddler - EH	31	24	0	12	2.58	8	32.29%	4.58	56.36%
Site Total	31	24	0	12.00 (avg)	2.58	8	32.29%	4.58	56.36%
City Of Albuquerque EHS	430	180	3	17.67 (avg)	23.93	48	50.71%	34.31	70.49%
Report Totals	430	180	3	17.67 (avg)	23.93	48	50.71%	34.31	70.49%

1. ADA for each clasroom 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), Late Pickup(LP), Tardy and Late Pickup (TLP)

6. Statuses counted as Absent: Excused(E), Unexcused(U)

7. Statuses counted as Neither: Not Scheduled (N)

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11/1/2023 10:43 am E25745

City Of Albuquerque EHS

2371 - CACFP Reimbursement Summary

Page 1 ChildPlus

Program Term: EHS 2023-2024, Program Option: Standard Full Day

Attendance Date: 10/1/2023 - 10/31/2023

City Of Albuquerque EHS

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
EHS 2023-2024				<u> </u>	L			<u> </u>	
Douglas MacArthur									
Toddler	17	8	0	0	93	0	95	76	0
Douglas MacArthur	17	8	0	0	93	0	95	76	0
Plaza Feliz	'.		·			L		41	
Toddler	19	9	0	0	95	0	91	84	0
Twos	19	11	0	0	106	0	94	89	0
Plaza Feliz	38	17	0	0	201	0	185	173	0
School On Wheels						<u> </u>			
Infant	19	3	0	0	29	0	30	30	0
Foddler	19	7	0	0	65	0	62	55	0
School On Wheels	38	10	0	0	94	0	92	85	0
Trumbull			I1		L				30
foddler	12	5	0	0	31	0	28	18	0
Trumbull	12	5	0	0	31	0	28	18	0
City Of Albuquerque EHS	105	39	0	0	419	0	400	352	0
Report Totals	105	39	0	0	419	0	400	352	0

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City of Albuquerque Early Head Start Caseload/Enrollment Report 10/31/2023

	128
and the second sec	48
and a fight with the	3
Constant and the second second	51
	77

Program Snapshot

	Home based	Centers	ALL
Funded Enrollment:	24	104	128
Enrollment:	12	39	51
Defficiency:	12	65	77

Home Based Detail Caseload: 12 slots per home visitor

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days		Deficit
Valarie	12	10	11	0		1	12	0
Home	1 ·							
Visitor								
Vacant	12	Ő.	0	0			0	12
Total	24	10						
Viai	24	~0.Q20		0		1	12	12

Center Detail

Ctr Detail	Slots	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	0	0	0		8
MacArthur	16	8	0	8		8
PlazaFeliz	16	14	2	16		0
SOW	16	9	0	9		7
Trumbuli	24	6	0	6		18
W. Traif	16	0	0	Ō		16
Singing Arrow	8			0		8
Total	104	37	2	39		65





Home Visitor Name: Valarie Ramirez

Reporting Period: October 2023

Submitted by: Valarie Ramirez

Home-Based Activities: PAT Beading: Using Finger Muscles and Making Patterns. Domain – Perceptual, Motor, and Physical Development (fine motor). I brought beads, string, and a pipe cleaner for this activity. I pulled out a string and showed child how I stringed a black bead onto the red string and asked "Would you like to try?" to which child said "Yes!". Child tried to string a red bead onto the string while mom encouraged child to pull on the part of string sticking out of the bead, child did not grab onto that part of the string to pull it through. Child became slightly frustrated and tried pushing the string and bead to mom. I pulled out a brown pipe cleaner and showed child how to place a bead onto the pipe cleaner. I handed child the pipe cleaner and encouraged child to try. Child was able to string several beads onto the pipe cleaner. Mom tried to get child to try again with the string, again showing and encouraging child to pull the string through. Mom said "grab here" and "here take this" for child to grab the piece of string sticking out of the other end of the bead, which child did finally grab and pulled through as mom and I cheered them on. Child pulled the string through once, but effort is ongoing.

- October 26th Music & Movement Costume Storytime Social
- Domain Language & Literacy 0 attended
- October 30th Fall Social Play @ A Park Above
- Domain Perceptual, Motor, and Physical Development 0 attended



ALBUQUE youth & family services

Early Head Start Policy Council Center-Based Monthly Report Form

Center Name: Mac Arthur EHS Reporting Period: October 1st- October 31, 2023 Submitted by: Rachel Flores – Teaching assistant

Activities at Center:

In October the toddler classroom worked on investigating clothes. Some of the questions we used was: How do we wear certain clothes? Why do we wear jackets and sweaters in the winter and shorts during the summer? What are some clothes that doctors, police men and firemen wear and why do they wear them? The children looked at each other's clothes and we talked about the different colors and designs we have on our clothes. We practice taking off our jackets and sweaters as well as putting them on. The children worked on dressing the baby dolls. The children also picked the outfits they wanted their baby dolls to wear. We sang and danced to the freeze song, and used musical instruments while singing. The children worked on following the songs prompts, like when to "freeze" and when to "dance". We also sang five little pumpkins during free play inside and outside. We read "Mouse Count" and "Baby Shark". We worked on comparing things, big and small, and what containers are, what they are used for, putting stuff in them, closing them with lids and trying to open them. The children also filled up buckets with pine cones and we counted the pin cones in each child's bucket to see how many pine-cones each child had. We looked outside for airplanes, helicopters and clouds as they passed by. The children also did a nutrition activity that included carrots sent from The American Friend Service Committee. They enjoyed looking at, touching and smelling the carrots. We reminded parents to do Ready Rosie and to comment on what their thoughts are about the videos and we encouraged parents to attend Policy Council and our monthly parent meetings. We also had our very first Literacy Week and had visitors come out and read to the children.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

The parent meeting was held on October 20, 2023 at 2:00pm at the center. No one was able to stay and participate. We had our SMILLE (male engagement) activity on October 23rd, 2023 at 9:30 am. The children painted their pumpkins using fall colors and paintbrushes.





Center Name: Plaza Feliz EHS

Reporting Period: October 2-31, 2023

Submitted by: Diane Y. Archibeque

Activities at Center:

Durning the month of October in the young toddler's classroom the children put puzzles together. The teachers modeled how to take the pieces out of the puzzle and then showed them how to maneuver the pieces back into the matching location. This activity helped the young toddlers by using their memory, recognizing shapes, using their fine motor skills, hand-eye coordination, and problem solving. The young toddlers also made hot air balloons using contact paper and torn pieces of tissue paper. They were able to feel and the different textures of the contact paper and tissue paper. This activity helped the young toddlers by using their creativity skills, fine motor skills and hand-eye coordination.

In the older toddler's classroom the toddlers created hot air balloon art by using construction paper and glue. The toddler's ripped construction paper into small pieces and glued them onto another paper. This activity helped the toddlers with their fine motor skills and hand-eye coordination. The toddlers built it up and knocked it down. The teachers set up some blocks in a large area of the classroom where the toddlers could easily build. The teachers modeled a tower then they knocked it down. Then the teachers invited the toddlers to build and knock down towers with them. The teachers talked to the toddlers about what happens when the towers fall down. This activity helped the toddlers develop math skills, hand-eye coordination skills, problem solving skills, social emotional skills,

A parent donated small pumpkins for each child in both classrooms. The children used paint brushes to paint their mini pumpkins! The teachers encouraged the children to explore the different colors and textures of the pumpkins. The painting helped the children use writing and drawing tools, use an expanding expressive vocabulary, engage in conversations with the other children and teachers, and make connections. We also did our nutrition activity involving carrots. We read different books about where vegetables grow, such as farms and gardens. We talked about carrots in preparation of "The Great Carrot Crunch nutrition activity." We explored the carrots by looking at them and feeling them. Then we taste them! The nutrition activity helped the children in becoming aware of healthy eating, taste testing, and the different colors and textures of carrots. This month the children had lots of learning opportunities and fun!

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

October 24, 2023 – Parent Meeting - Ten parents attended - We talked about the importance of In-Kind which includes turning in the weekly reading logs and Parent Activity Calendar. We reminded parents to bring in weather appropriate clothes. We also reminded parents about upcoming closures.

October 24, 2023 – SMILLE Group – Four fathers/father figures attended - Made safe fluff paint to make wonderful pictures with their child.





Center Name: School on Wheels EHS

Reporting Period: October 2023

Submitted by: Bernice Johnson

Activities at Center:

The children and their teachers discussed carrots. Teacher hand them each a carrot with its stem and leaves still attached. One of our students was really intrigued with the carrot. He laughed when the leaves of the carrot touched his body part. While listening to the story "The Carrot Seed", the children looked at the carrot and then back at the book as it was being read from the iPad. When the reading was done, the children had the opportunity to carry the carrot around and show it to the other teachers. This was a wonderful experience for the children.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

For our SMILLE which was on October 18th, we did not have any involvement. The teachers did a nutrition activity with carrots. The children also glued different color of tissue paper to a cut out of a carrot, after gluing the tissue paper, the children used a green dabber to color the leaf of the carrot.

Our parent meeting is on October 25th, three parents showed up. Talked about the Literacy Week and what that week entitles. For parents to make sure they bring a light jacket with their children at drop off because the weather is getting cold in the mornings and also to check their child's cubbies for extra clothes. To return the reading logs by Friday and also the October activity calendar by next week on Tuesday.





Center Name: Trumbull EHS – Toddler Room

Reporting Period: October 16 - 31, 2023

Submitted by: Daphne Dubriel

Activities at Center:

Trumbull opened it's doors on October 16, 2023

The children are working on developing and engaging in positive relationships and interactions with the teachers and peers; and routines. This is done by creating a healthy and age appropriate routine for the children and providing a fun and engaging learning environment. By the end of the first week the children began to recall our routine with little or no assistance. The picture displays a child throwing away their trash after washing their hands. The teachers noticed the children kept wanting to wash their hands, so we implemented water play and they loved it. We can wait to meet new friends and to explore and learn in the months to come.





Center Name: Western Trail EHS

Reporting Period: October 1-31 2023

Submitted by: Daphne Dubriel

Activities at Center: Closed due to lack of staff





Center Name: Singing Arrow EHS

Reporting Period: October 1-31 2023

Submitted by: Daphne Dubriel

Activities at Center: Closed due to center renovations





Center Name: La Mesa EHS

Reporting Period: October 1-31 2023

Submitted by: Daphne Dubriel

Activities at Center: Closed due to staff shortage



City Of Albuquerque Department of Youth and Family Services Division of Child and Family Development Policy Council Meeting Notes December 2023

1. Roll Call

- 2. Meeting was called to order
- 3. Approval of Meeting Minutes:
- 4. Governing Board Report:
- 5. Directors Report: Reporting Period November 1-31, 2023

a.) Enrollment- Total funded enrollment 128. Total reportable enrollment 50; 41

center based and 12 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 (5), children (5),

pregnant moms (0), number of children born (0); total new enrollment (5). Total leaving program (2), - transitioning children (2), pregnant moms giving birth (0), children leaving before turning 3 (1), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (45), children up-to-date as possible on immunizations (), children not up to date (5).

Eligibility Category- income eligible (12), TANF/SSI (23), Foster Child (4), Homeless (5). Over Income (5), Over 130% (1), Children w/IFSP's (16).

c.) Attendance-

City operated Early Head Start centers classroom attendance rates:

La Mesa	0.% (closed)
MacArthur	64.6%
Plaza Feliz	83.45%
School on Wheels	62.84%
Trumbull	73.68%
Singing Arrow	0% (closed)
Western Trail	0% (closed)

Overall center-based program attendance totals- 73.04%; total number of absences 196.

- d.) Meal Counts- Total number of meals for (0-3 years in age), total children served (41), breakfast (505), AM snack (0), Lunch (505), PM snack (433), Dinner (0).
- e.) Budget- Financial statements provided to policy council membership:

Federal Grant-year to date (YTD) expenditures \$677,976.77

City Match- year to date (YTD) expenditures \$36,058.82

Training/Technical Assistance-(T/TA)-year to date expenditures \$9,318.76

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

- 6. Discussion:
- Dr. Blackmon-Mosely- we are still working with the community to fill slots for Pre-K as well as participating in recruitment events.
- Program had a First Annual Literacy week at all centers EHS, Pre-school and Pre-k, October 30th through Nov 3rd. Staff and special guest readers, read at centers to the children and each classroom made creative literacy boards for photo opportunities. There were fun activities to promote literacy and engaged families as well. Centers held a Story book parade and made beautiful and creative butterflies after reading the Hungry Caterpillar.
- Dr. Blackmon-Mosely- Change in Scope application was turned in with current funding amount and was submitted for 5 centers and two home visitors. The centers would be Plaza, School on Wheels, Macarthur and Western Trail each having one classroom and Trumbull having two classrooms. We would have 24 home-based slots.
- Dr. Blackmon-Mosely- funds are being worked on to be able to upgrade the playgrounds at School on Wheels and Western Trail. We will need approval from Office of Head Start to allocate that money and then would be presented to Policy Council for approval.
- Monica Watrin- review of the Selection Criteria was done by management and will be presented to Policy Council for the changes that need to be made and approval.
- Recruitment efforts are being made to laundry mats, Social Service centers, library's, Rio Grande Food Project, shelters, First Choices, WIC offices, UNM and First Nations and Community Events
- the programs Self-Assessment will be started between February and March. It will look at the centers and processes we have in place.
- On Friday, October 27th a telephone poll was made to each of the 5 Policy Council members for approval on proposed questions:
- 1. Approval to move PC meetings from the 3rd Wednesday of the month to the 4th Wednesday of the month. It was a unanimous vote to approve the change.
- 2. Approval of motion to have Policy Council quarterly meeting in Jan, April, July and October and be in-person with packet reports still being sent monthly. (4) members voted yes to the change while (1)voted No but open to changing depending on the location of the meetings. If held at Trumbull, the answer would stay No due to distance.

Proposed times of meetings were Noon-2:30 pm with lunch provided or 5pm-7:30 with dinner and childcare provided or members could give an alternate time they think would work best. (4) thought 5pm-7 would work best and one said 5:30-7pm or noon-2 worked for them as well.

Adjournment.

Next Meeting Date: January 24th, 2024

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT FEDERAL GRANT (3164420) November 30, 2023

ACCOUNT	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVENBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	YTD EXPENSES	REMAINING	*
Salaries and Wages	1,517,368,00	64.397.22	210,651,71	69.508.45	204,595,19	55,272,61	DECEMBER	-weinerheitett	PERMAN	INPUKGIT	APTOL	RAT	JUNE	FINAL		BALANCE	EXPENDED
Fringe Benefits	450,632.00	32,982,58	47,238,13	35,957,03	47,208,72	25,491,28									604,425.18 189,877,74	912,942.82	39.83%
Total Personnel Costs	1,968,000,00	97,379.80	257,889,84	105,465.48	251,503,91	81,763,89	00.0	9,00	0.00	0,00	0.00	0.00	0,00	0,00	794.302.92	260,754,26	42,14%
Supplies																	
522000-Supplies	25,000,00														0.00	25,000.00	
522032-Supplies-Food	20,798.00				517,41										517.41	25,000.00	0.00%
522048-Supplies-Office	61,799,00				67.48										57,46	61,731.54	2.49%
Supplies- All others	• •														07,40	01,131,34	0.1176
522054-Supplies-Other	32,000.00														0.00	32,000.00	0.00%
522052 - Supplies-Operating		79.92	441.58		284.66										806,14	(806.14)	
522090 - Supplice-Gen Const Materials					201.00										800.14	(000.14)	0.00%
522099 - Asset - non capital																	
522500-Travel - Expense																	
522520-Travel - Out Of State	5,000,00		353,06	518,31		518,35									0.00	0,00	0.00%
523410-License Renewals			600,00			55.00									1,389.72 655.00	3,610,28 (655,00)	27,79%
Total Supplies	144,597,00	79.92	1,394,82	£18,31	269.53	673.35	0.00	0,00	0.00	06.0	0.00	90,0	0.00	0.00	3,435,73	141,161.27	0,00%
								4,00		0.00	0,00	0,00	4,40	4.00	2,938,73	141,161.27	4,007;
Other																	
521500-Utilities	1,750.00														0.00	1,750.00	0.00%
523800-Repairs & Maintenance	13,978,00			984.76		192.00									1,176,76	12,799,24	8,42%
521000-Other service printing	10,000,00														0.00	10,000,00	0.00%
521540 - Telecom-Telephone															0.00	10,000,00	0.00%
521544 - Telecom-Cellular Svc And Equip															0.00	0.00	0.00%
523000-Training	1														0.00	0.00	0.00%
523400-Dues and Memberships															0.00	0,00	0.00%
Total Others	25,725,00	0.00	0.00	\$84.76	00.9	192.00	0.00	0.00	8,00	00.0	0.00	0.00	0.00	0.00	1,178,76	24,549,24	4.57%
									6.00	0,00	0.00	0,00	0,00	9.00	1,170,79	24,343,24	4.0/%
Contractual																	
527500-Contractual (Training)	28,000.00														0.00	28,000,00	0.00%
527505- Svca-Advartising															0.00		
520500-Contractual (Professional)	50,000,00														0.00	00.0	0.00%
527565 - Syca-Subcontracts&Subawards															0.00	50,000.00	0.00%
Total Contractual	78,000.00	0.00	0.00	0.00	0.00	0.00	90.0	0.06	0.00	0.00	0.00	ê.00	0.00	0.00		90.0	
			4,44		0.00	0,00	V.W	0.00	0.00	0.00	_0,00	00.9	00,0	0,00	0,00	78,000,00	0.00%
Cerryforward FY21																	
533004- Recreational Equipment																	
532000 - Capil-Land Improvements																0.00	0.00%
Total Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	00.0							0,00	0.00%
		6,00		0,00	0.00	0,00	01.0	00,0	00.00	0.00	0,00	0.00	0.00	0,00	0.00	0,00	0.00%
GRAND TOTAL	2,216,323.00	97,459,72	253,284,44	106,968,55	252,673,44	82,529,24	0.00	0.00	0,00								
				100,000,00	9.00 ¹ 01.9 ¹ 00	92,929,24	90,9	0.00	0,00	0.00	00.0	0,00	0.00	0.00	798,915,41	1,417,407,59	36,05%

Current % 36.05% Should Be 42% Under spent 6%

Possible reversion \$ 124,682.61

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT FEDERAL GRANT T&TA (3164421) November 30, 2023

ACCOUNT DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL.	MAY	JUNE	FINAL.	YTD EXPENSES	REMAINING BALANCE	% EXPENDED
522500 - Travel-Expense	\$4,560.00														-	4,560.00	0.00
2ther															-		
521000-Other service	\$15,000.00														-		
															-		0.009
523000-Training - General	\$10,440.00	769.79	4,663.46												-		0.009
522020 - Supplies-Uniforms															-		
522032-Supplies-Food															-		0.00%
522048- Supplies-Office															-		0.009
523400-Dues And Membersi 523410-License Renewals	vips		216.66												216.66		0.00%
otal Others	£25.440.00	700 70	1 000 40												-		0.009
	\$25,440.00	769.79	4,880.12	<u> </u>	-		•	-		•	-	-	•	-	5,649.91	\$19,790.09	22.219
27500-Contractual (Training)	\$14,906.00															14,906.00	0.004
GRAND TOTAL	\$44,906.00	\$769,79	\$4,880,12	\$0.00	\$0,00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0,00	\$0.00	\$0.00	\$0.00	\$5,649.91		0.009
						44444		40,00	40.00	40.00	40,00	40,00	30.00	30,00	\$0,043'21	\$39,256.09	12.589

 Current %
 12.58%

 Should Ba
 42%

 Under spent
 29%

 Possible reversion \$
 13,060,92

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT CITY MATCH (3164422) November 30, 2023

ACCOUNT DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	YTD EXPENSES	REMAINING BALANCE	% EXPENDED
Salaries and Wages	144,309.00	132,406.30	(131,229.39)	691.51	758.35	734.06	are of more of	water i	FEDRUPALI	MPPTC-F1	PP-FUL	inter 1	JUNE	FIRML	3,360.83	140.948.17	
Fringe Benefits	239,355.00	10,332.33	(9,763.12)	323.16	353.95	342.47									1,568.79		
Total Personnel Costs	383,664.00	142,738.63	(141,012.51)	1.014.67	1.112.30	1,076.53									4,929.62	237,785.21	0.667
						4				_				· ·	4,929.02	378,734.38	1.25
Supplies																	
522000-Supplies	15,000.00	1													-	15,000.00	0.00
522054-Supplies-Other	6,500.00															6,500.00	0.00
522032-Supplies-Food	5,483.00	51.44													52.44	5,431,56	
522048-Supplies-Office	7,500.00			4,878.48	338.75										5,217.23	2,282.77	69.56
522052-Supplies-Operating		105.66													105.66		
522060-Supplies-Postage/Freight																(105.66)	
522510-Travel-Local/In State															5,374.33	•	0.00
Total Supplies	34,483.00	157.10	-	4,878,48	338.75			-			-				5,374.33	29,108.67	0.00
<u> </u>															3,374.33	27,108.87	15.37
Other																	
S21000-Other Services	97,161.00	249.00													249.00	96,912.00	0.26
523000 - Training - General		190.59													190.59	(190.59)	
523800-Repairs & Maintenance				24,066.33	2,717.53										26,783.85	4 4	
523400 - Dues And Memberships															29,783.60	(26,783.86)	
523410 - License Renewals															•	-	0.00
Total Others	97,161.00	439.59		24,066.33	2,717.53				-		-				27.223.45		0.00
								-				•	<u> </u>	•	21,225.45	69,937.55	28.02
Contractual																	
527500-Contractual (Training)																	
527505- Svcs-Advertising																	0.00
520500-Contractual (Professional)	50,000.00															50 000 00	0.009
527565 - Svcs-Subcontracts&Subawards																50,000.00	0.005
Total Contractual	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000,00	0.005
											0100	0100	4.44	4.04	0.90		0.007
nternal Service																	
591265 - Transfers Out - Fund 265																	0.00
594031 Vehicle Maintenance (523800)																•	0.00
594032 Vehicle Maintenance (outside)						612.00									612.00	-	
594041 Vehicle Minto-Fuels															912.00	-	0.009
Total Internal Service Charges	12	-				612.00				-		-			612.00	· ·	0.009
									-		-			•	01200		0.009
GRAND TOTAL	\$65,308.00	143,335.32	(141,012.51)	29,959.48	4,168.58	1,688.53				-					38,139.40	527.168.60	6.759
												-		•	30,137.49	327,168.60	6.75

Current % 6.75% Should Be 42% Under spent 35%

Possible reversion \$ 197,405.60

	July	August	September 5 1 1	October	November
Available In-kind	22,316.06	19,554.33	21,813.84	20,737.71	21,990.93
Cash match					
Total Match					
Match Detail					
	July	August	September	October	November
Space Allowance Parent Services Misc donations	5	10,229.17	10,229.17	10,229.17	10,229.17
Professional In-kind	12,086.89	9,325.16	11,584.67	10,508.54	11,761.76
	22,316.06	19,554.33	21,813.84	20,737.71	21,990.93
Rent	FY 2023				
			Square	Cost per	
Site Name	Property	Address	Footage	Square Foot	Inclusive
	1820 Randolph S	Southeast			
Admin office					
La Mesa EHS	7500 Copper NE		1,018	\$ 16.50	16,800.00
MacArthur EHS	1100 Douglas Ma		1,800	\$ 16.50	29,700.00
Plaza Feliz	517 San Pablo SE				
Trumbull	419 Pennsylvani	a SW			
Singing Arrow	13001 Singing A	Arrow SE			
School On Wheels	129 Hartline SW	,	2,931	\$ 17.50	51,290.00
Western Trail	6440 Western Ti	rial NW	1,920	\$ 13.00	24,960.00
			Monthly I	Total Rent Rent Allowance	122,750.00

December	January	February	March	April	May	June
10,229.17	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17
December	January	February	March	April	May	June
10,229.17	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17	10,229.17

Final	Total
· · · ·	178,017.06
	-
	178,017.06
	Total
	122,750.04
	-
	-
·	55,267.02
	178,017.06
	125,993.75
	-
	(52,023.31)

	Merchant City. State Amount	Merchant Name	Posting Date	Transaction Date	<u>Cardholder Name</u>
32,94	w Amzn.Com/Bill, WA	Amzn Mktp Us Sa3v	11/13/2023	11/12/2023	Besse, Patricia
89.5	r Amzn.Com/Bill, WA	Amzn Mktp Us Em9	11/24/2023	11/22/2023	Dubriel, Daphne
79.4	rc Amzn.Com/Bill, WA	Amzn Mktp Us 9v3v	11/30/2023	11/29/2023	Williams, Katrina
9 98	Albuquerque, NM	Smiths Food #4443	11/28/2023	11/27/2023	Williams, Katrina
121.87	rr Seattle, WA	Amazon.Com To74r	11/27/2023	11/24/2023	Williams, Katrina
24 27	d Amzn.Com/Bill, WA	Amzn Mktp Us O390	11/27/2023	11/24/2023	Williams, Katrina
329.24	Amzn.Com/Bill, WA	Amzn Mktp Us Lg99	11/27/2023	11/24/2023	Williams, Katrina
23.85	6; Amzn.Com/Bill, WA	Amzn Mktp Us 5w66	11/22/2023	11/21/2023	Williams, Katrina
79 54	7 Amzn.Com/Bill, WA	Amzn Mktp Us Y72f	11/9/2023	11/9/2023	Williams, Katrina
36.37	k Amzn.Com/Bill, WA	Amzn Mktp Us Pc5ji	11/6/2023	11/3/2023	Williams, Katrina
826.96					

Description	Fund	Account	Project	Activity
Prize ribbons. AG	265	522052	29 EHS 24	3164422
Lead testing kits for centers AG	265	522000	29 EHS 24	3164420
Various center supplies. AG	265	522052	29 EHS 24	3164420
Lactaid whole milk. AG	265	522052	29_EHS_24	3164420
Various center supplies. AG	265	522052	29 EHS 24	3164420
Various center supplies, AG	265	522052	29 EHS 24	3164420
Various center supplies AG	265	522052	29 EHS 24	3164420
Various center supplies. AG	265	522052	29 EHS 24	3164420
Sunscreen, diaper rash cream and bug repellent. AC	265	522052	29 EHS 24	3164420
Insect spray and sunscreen. AG	265	522052	29_EHS_24	3164420

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City Of Albuquerque EHS

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2301 - Average Daily Attendance

Program Term: EHS 2023-2024, Program Option: Standard Full Day, Attendance Date: 11/1/2023 - 11/30/2023

City Of Albuquerque EHS

	Atten	dance Re	cords	Operating		Fund	ed Enrollment	Actual Enrollment	
	Present	Absent ⁶	Neither ⁷	Days	ADA ¹	Count	% Attendance	Count ²	% Attendance ³
Douglas MacArthur									
Toddler - EH	86	47	1	19	4.53	8	56.58%	7.00	64.66%
Site Total	86	47	1	19.00 (avg)	4.53	8	56.58%	7.00	64.66%
Plaza Feliz									
Toddler - EH	109	19	0	19	5.74	8	71.71%	6.74	85.16%
Twos	123	27	0	19	6.47	8	80.92%	7.89	82.00%
Site Total	232	46	0	19.00 (avg)	12.21	16	76.32%	14.63	83.45%
School On Wheels									
Infant	24	14	0	19	1.26	8	15.79%	2.00	63.16%
Toddler - EH	91	54	0	19	4.79	8	59.87%	7.63	62.76%
Site Total	115	68	0	19.00 (avg)	6.05	16	37.83%	9.63	62.84%
Trumbull									
Toddler - EH	98	35	0	19	5.16	8	64.47%	7.00	73.68%
Site Total	98	35	0	19.00 (avg)	5.16	8	64.47%	7.00	73.68%
City Of Albuquerque EHS	531	196	1	19.00 (avg)	27. 9 5	48	58.2 <mark>2%</mark>	38.26	73.04%
Report Totals	531	196	1	19.00 (avg)	27.95	48	58.22%	38.26	73.04%

1. ADA for each clasroom 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), Late Pickup(LP), Tardy and Late Pickup (TLP)

6. Statuses counted as Absent: Excused(E), Unexcused(U)

7. Statuses counted as Neither: Not Scheduled (N)

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City Of Albuquerque EHS

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2371 - CACFP Reimbursement Summary

Program Term: EHS 2023-2024, Program Option: Standard Full Day

Attendance Date: 11/1/2023 - 11/30/2023

City Of Albuquerque EHS

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
EHS 2023-2024		-				·		·	
Douglas MacArthur									
Toddler	19	8	0	0	85	0	86	69	0
Douglas MacArthur	19	8	0	0	85	0	86	69	0
Plaza Feliz					·			I <u></u> I	
Toddler	19	7	0	0	103	0	104	85	0
Twos	19	8	0	0	121	0	108	99	0
Plaza Feliz	38	15	0	0	224	0	212	184	0
School On Wheels			•			·		<u> </u>	
Infant	19	2	0	0	19	0	24	23	0
Toddler	19	8	0	0	85	0	90	76	0
School On Wheels	38	10	0	0	104	0	114	99	0
Trumbull								1 I	
Toddler	19	8	0	0	92	0	93	81	0
Trumbuli	19	8	0	0	92	0	93	81	0
City Of Albuquerque EHS	114	41	0	0	505	0	505	433	0
Report Totals	114	41	0	0	505	0	505	433	0

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City of Albuquerque Early Head Start Caseload/Enrollment Report 11/30/2023

Enrollment		
Total Funded Enrollment:	128	
Total Actual Enrollment:	50	
Children Withdrawn & Dropped (last 30 days):		
Total Reportable Enrollment (actual + withdrawn/dropped):	53	
Total Deficit:	75	

Program Snapshot

	Home base	Centers	ALL
Funded Enrollment:	24	104	128
Enrollment:	12	41	53
Defficiency:	12	63	75

Home Based Detail Caseload: 12 slots per home visitor

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days	The second secon	Deficit
Valarie	12	11	12	0		0	12	0
Home Visitor Vacant	10		_					
vacant	12	0	<u> </u>	0			0	12
Total	24	8		0		<u> </u>	12	12

Center Detail

Ctr Detail	Slots	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	0	0	0		8
MacArthur	16	7	1	8		8
PlazaFeliz	16	14	1	15	1	1
SOW	16	9	1	10	1	6
Trumbull	24	8	0	8		16
W. Trail	16	0	0	0		16
Singing Arrow	8			0		8
Total	104	38	3	41		63

Monthly Program Information Summary November 23		
# new enrollments families	5	
# new enrollments children	5	
# new enrollments pregnant women	0	
# children born to pregnant women	0	
Total new enrollment	5	
# children aging out	2	
# pregnant women giving birth	0	
# children leaving before turning 3	1	
# pregnant women leaving before baby	0	
Total leaving		
	# of children	% of childre
Children with up to date immunizations	45	90.09
Children up to date as possible on immunizations		
Children not up to date on immunizations	5	10.04
Eligibility Category	# of children and pregnant women	% of total number of children and pregnant women
income eligible	12	
Public Assistance	23	46.0
Foster Child	4	8.04
Homeless	5	10.04
Over Income	5	10.0
Over 130%	1	2.0
	# of children	% of total number
Children with IFSPs	16	12.59





Home Visitor Name: Valarie Ramirez

Reporting Period: November 2023

Submitted by: Valarie Ramirez/Home Visitor

Home-Based Activities: PAT Hidden Objects Game: Feeling, Noticing, and Describing. Domain – Cognitive Development. I brought a black bag for this activity. Mom collected a plastic, white ball, a smaller hard yellow ball, a small book and a small toy car and placed all the objects into the bag. Next, mom encouraged child to stick their arm into the bag and close their eyes then asked child to guess what they grabbed before pulling it out of the bag. Child was able to correctly guess every item including the two balls and which one was the "white" ball (larger) and which was "yellow" ball (smaller). Next, mom collected two/a pair of several items: a pair of child's shoes, two spoons, two super hero lids, two small books, two wooden puzzle pieces, and two toy cars. Mom put one of each of the items into the bag and kept the others on the table. Mom asked child to find the other shoe in the bag, child put their arm into the bag while mom reminded them saying "close your eyes". Child fished around the bag and found the other shoe. Mom went through each item, again reminding child to close their eyes while finding the next item. Child was able to correctly identify each item by feeling it in the bag.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

No Socialization for the month of November.





Center Name: Plaza Feliz EHS Reporting Period: November 1-22, 2023

Submitted by: Diane Y. Archibeque/ Head Teacher

Activities at Center:

Durning the month of November in the young toddler's classroom the children sat at the table to explore different color and shape boxes. The teachers talked to the children about the different colors and shapes that were in the boxes. Some children said the colors and shapes of different things in the boxes. This helped the children to define and organize much of the world they see around them. The toddlers used leaf shaped paper and glued some different colors of feathers on the paper. With the help of teachers the children said the colors of the feathers and counted the feathers and glued them into the paper. To make a classroom turkey. This art project helps the children to develop hand-eye coordination, fine motor skills, cognitive skills, and adds to their sense of numbers. For the nutrition activity "Sweet Potato Snack" the young toddlers explored the sweet potatoes come from then the children tasted the sweet potatoes. Some of the children about where the sweet potatoes come from then the children tasted the sweet potatoes. Some of the children liked the taste and others did not like the taste. This nutrition activity helped the children to develop their fine motor skills and helped them learn about different kinds of food.

In the older toddler's classroom the teachers provided large beads and string for the children to lace the beads onto the string. The teachers talked to the children about the many different colors and shapes of the beads. They counted the beads they laced on the string. The older toddlers talked to each other about the beads. This project helped the older toddlers to work on their fine motor skills, visual perception skills, cognitive skills, math skills, and social skills. For the nutrition activity "Sweet Potato Snack" the older toddlers explored the sweet potatoes texture and colors of the sweet potatoes. The teachers talked to the children about where the sweet potatoes come from and where they can grow like on the farm, or in a garden. The teachers also talked about how the sweet potato can be hard or soft, sweet, or bitter, and what colors they might see? After the activity the children tasted the sweet potato but most of them did not like the taste of it. Then the older toddlers painted with the sweet potato by using colors that they saw during the activity. The older toddlers used a blue star and glued red, white, and blue pieces of construction paper onto the star to honor the Veterans. This art project helper the children with their hand-eye coordination and fine motor skills.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

November 2023 – Parent Meeting - Ten parents attended – Our Health, Nutrition and Safety Coordinator Katrina gave a presentation on "Preventing Choking in Young Children." We talked about the importance of In-Kind which includes turning in the weekly reading logs and Parent Activity Calendar. We reminded parents to bring in weather appropriate clothes. We also reminded parents about upcoming closures.





Center Name: MacArthur EHS

Reporting Period: November 1st- November 30, 2023

Submitted by: Rachel Flores/Teaching Assistant

Activities at Center:

In November the toddler classroom worked on investigating questions involving light. One of the questions we used was: How do we use light?" Each child used a flashlight, some were different colored flash lights. One question we explored was "what kind of things can light shine through"? We used the flashlights and placed them against different objects in the classroom to see if the light shined through. We sang Baa baa black sheep and 5 little ducks inside and outside. We practiced using the pedals on the tricycles outside and practiced balancing on the small beams. We read "Mouse Count" and "Chicka Chicka 1,2,3" We worked on comparing things, big and small, shapes and colors. The children also used chalk to trace hands and the whole body. We talked about how all the leaves are falling from the trees and how it is starting to get cold outside. We looked outside for airplanes, helicopters and clouds as they passed by. The children also did a nutrition activity that included sweet potatoes sent from The American Friend Service Committee. They enjoyed smelling, touching and tasting it, most of the kids liked rolling the sweet potatoes on the table. We reminded parents to do Ready Rosie and to comment on the Ready Rosie videos and to attend Policy Council for the month.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

The parent meeting was held on November 17th, 2023 at 2:00pm at the center. Two parents showed up. Katrina was our guest presenter and talked with the parents about choking hazards and ways to prevent choking. The parents were given an informational paper on choking and hazards/things to avoid. We encouraged parents to join and participate in the policy council meetings. PFCE Daphne Dubriel talked about turning in In-kind and other ways to engage with your child that can count as In-kind as well. She discussed the importance of attending the parent meetings.





Center Name: School on Wheels EHS Reporting Period: November 2023

Submitted by: Bernice Johnson/Head Teacher

Activities at Center:

The children did a nutrition activity with sweet potatoes. They got to feel the sweet potato and how it looked like. We got three different colors of sweet potatoes: yellow, orange and purple. The teacher broke the raw sweet potato in half so the children would see the inside. When it came to tasting the sweet potato, some did not like the taste which a couple ate it all. The children also played restaurant in housekeeping. Teachers provided markers and sheet of paper to write down their orders and the children pretended to cook and serve their food.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

Our parent meeting was on the 16th of November. Our special speaker was Ms. Katrina Williams our own child development health, nutrition & safety program coordinator. Herself and Parent, Family & Community Engagement Specialist talked to the parents about reducing the risk of choking in young children. She handed out a pamphlet on preparing foods so they are easy to chew and avoiding choking as well as teaching good eating habits. Each parent was given a small choking tube tester to take home so they can use to check if the object (toys or food) is a choking hazard or not. We had 5 parents attend our meeting.





Center Name: Trumbull EHS – Toddler Room

Reporting Period: November 1 - 30, 2023

Submitted by: Michelle Yazzie, Head Teacher

Activities at Center:

Routine and Shoes

The children are getting the routine in the classroom, and building trusting relationships with their peers and teachers. One of our school readiness goals is, *Children will develop and engage in positive relationships and interactions with adults*. Every day that the children come in we follow the same routine, this allows the children to transition, build a sense of trust and security. We start our day with morning table toys offered and/or free choice play. Next we move into breakfast and sit together to practice family style dining. Then the children again move into free play while the teacher prepares table tooth brushing. We never force a child to brush teeth but try to be very encouraging. After this the children play and a small group activity is introduced for the day. Children again are encouraged to join but never forced. Potty time (diaper changes) happens during this timeframe and then we clean up and prepare to go outside. When we come in we read books together and sing songs while we prepare for lunch. After lunch we prepare for nap by having potty time then off to take a much needed nap time. After nap we wake up and have potty time and get ready for snack. This concludes our day as we prepare to go home. This month we have been studying shoes. At the art easel a picture of shoes was posted and the children were encouraged to draw shoes.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

On November 1st we had an open house. The families were able to meet our team.

On November 15th we had our first safety meeting on, Reducing Choking in young Children. Learned how to prepare foods, avoiding choking hazards, and good eating habits was shared with the families. The families took home a friendly user guide and choking tube tester to help with identifying choking hazards for their children.

Early Head Start Quarterly Report to City Council for January, February, March 2024

I. EARLY HEAD START PROGRAM INFORMATION REPORT:

- Administrators Report
- Policy Council Meeting Minutes
- Meal Service Report
- > Attendance Report
- Caseload/Enrollment Report
- Program Information Report
- Center-Based and Home-Based Monthly Report
- Financial Statements
- P Card Expenses



City Of Albuquerque Department of Youth and Family Services Division of Child and Family Development Policy Council Meeting Wednesday, January 24, 2024

- Roll Call (Quorum was established): Dr. Dawnita Blackmon-Mosely-EHS Executive Director/CEO, COA Staff- Daphne Dubriel/ Parent, Family & Community Engagement Specialist; Allison Schact/Program Data Analyst I, Michelle Yazzie/Child Dev. & Education Program Specialist: Monica Watrin/Child Development ERSEA Specialist; Connie Lopez/Mental Health & Disabilities Program Coordinator; Nicole Martinez/Policy Council President-parent at School on Wheels; Mary Becker/Community Representative/ lifeRoots, Inc.; Emmanuel Magallanes/Policy Council Vice Chair-parent at Macarthur EHS, Brittany King/Policy Council Member-Parent at Plaza Feliz EHS, Christian Gott/Policy Council Member/Parent at Trumbull EHS
- 2. Meeting was called to order @ 5:32 pm.
- 3. Approval of Meeting Minutes: Nicole Martinez made a motion for approval of previous month minutes. Emmanuel Magallanes seconded the motion. All members approved.
- 4. Governing Board Report:
- 5. Directors Report: Reporting Period: No report
 - a.) Enrollment- Total funded enrollment 128. Total reportable enrollment 56; 42 center based and 14 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 (5), children (6), pregnant moms (0), number of children born (0); total new enrollment (6). Total leaving program (4), transitioning children (4), 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 (), children not up to date (3).

Eligibility Category- income eligible (12), TANF/SSI (25), Foster Child (4), Homeless (5). Over Income (4), Over 130% (1), Children w/IFSP's (15).

- c.) Attendance-
- City operated Early Head Start centers classroom attendance rates:

La Mesa	0.% (closed)
MacArthur	58.06%
Plaza Feliz	78.13%

School on Wheels	70.59%
Trumbull	64.71% (closed)
Singing Arrow	0% (closed)
Western Trail	0% (closed)

Overall center-based program attendance totals- 70.53%; total number of absences 193.

- d.) Meal Counts- Total number of meals for (0-3 years in age), total children served (42), breakfast (437), AM snack (0), Lunch (440), PM snack (374), Dinner (0).
- e.) **Budget-** Financial statements provided to policy council membership: Federal Grant-year to date (YTD) expenditures \$911,146.76

Training/Technical Assistance-(T/TA)-year to date expenditures \$ 5,649.91

City Match-year to date (YTD) expenditures \$40,107.98

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

- 6. Discussion:
- Dr. Dawnita Blackmon-Mosely reviewed financial statements. Dr. Blackmon-Mosely discussed the spending down of the T/TA funds which could be used for staff trainings in the spring or staff education. Emmanuel Magallanes made a motion for approval of P-card expenditures. Brittany King seconded the motion. All members approved. Nicole Martinez provided information for a Team Building and Leadership training she recently completed with UNM School of Medicine. It was taken down and provided to Dr. Blackmon-Mosely.
- **Dr. Dawnita Blackmon-Mosely** discussed the visit made by Office of Head Start Federal Specialist January 22-24th. All centers were visited and observed for interactions and overall safety of centers. The Specialist met with Content Management Team for insight of scope of their job duties and feedback on any struggles they might have. He discussed with Dr. Dawnita Blackmon-Mosley that Office of Head Start is encouraging recipients to have surveillance cameras in centers for safety reasons. Dr. Blackmon-Mosley did have this discussion when she first started with City Leadership and it was declined. Dr. Dawnita Blackmon-Mosley will approach the conversation again with the recommendation from Office of Head Start and how that can be accomplished with Union Bargaining and City Policy. It would be used in a case of an incident that Management would be able to go back and review footage to see what occurred. There would be staff and parent focus groups set up in the future if it approved in the future. Specialist also recommended the same privacy fencing at Trumbull for the playground areas at School on Wheels and Plaza Feliz.
- **Dr. Blackmon-Mosely** discussed the Change of Scope was still under review with the Office of Head Start. The requested reduction would be 24 Home based slots and 40 center-based slots. A second Home Visitor has been hired. A few Program Aides have been hired but those positions are not able to be in the stand-alone role as a designated Teacher position. The plan to keep centers open and reopen the closed ones would be to have each current site School on Wheels and Plaza Feliz who have two classrooms reduce down and have one toddler classroom each. Macarthur, Western Trail, and

Trumbull will open with one classroom each as well. Our challenge is still short staffing and no qualified applicants applying.

- Dr. Blackmon-Mosely discussed the education requirements for staff. Teachers must hold a bachelor's degree or higher in early childhood, be licensed in early childhood or be pursuing a bachelor's degree or alternative licensure in early childhood, or be pursuing a bachelor's degree or alternative licensure in early childhood, or be pursuing a bachelor's degree or alternative licensure in early childhood and completing a minimum of 6 credit hours per semester (Fall and Spring). Eastern New Mexico University will host an 8-week Early Childhood Bootcamp for staff needing the NM Child Development Certificate. DCFD will compensate educators in an eligible degree program upon successful completion of courses with a "C" or higher.
- **Dr. Blackmon-Mosely** discussed that the program was coming up to the end of its 5-year Grant cycle June 30, 2024. It was explained to renew the grant an application for a 5-year Continuation needed to be submitted by Dr. Blackmon-Mosely by April 1st, 2024. The application will be based on the Change of Scope plan that was proposed. Dr. Dawnita Blackmon-Mosely did discuss that some of the closed centers could reopen with potentially one classroom where there are two when staffed to reopen. Dr. Dawnita Blackmon-Mosely asked for a motion for approval to apply for the 5-year Continuation Grant to be made. Nicole Martinez made a motion for approval of the application for the 5-year Continuation Grant. Mary Becker seconded the motion for approval. A unanimous decision of approval was made. Nicole Martinez will receive letter stating the approval for the application to be submitted for review and signature.
- Monica Watrin reviewed the proposed changes to the Selection Criteria for enrollment which was discussed with management team in December. There was an increase to the points for the income poverty guidelines for those with no income to go from 150 to 200; 1-50 % from 125 to 150;51-100% from 100 to 125; and 101-130% from 25 to 75. There was a suggestion to change "Receiving Mental Health" services to "Receiving Health Services". Changed "No health access" to state "No Health Insurance". Raised points for Substance Abuse. The higher accumulative points a child has gives priority to the most child in need. Emmanuel Magallanes made a motion for the changes to the Selection Criteria to be approved. Brittany King seconded the motion. Unanimous approval.
- **Michelle Yazzie** discussed having completed the ITTERS for each center. The ITTERS is an Infant and Toddler Environment Rating scale. She is working on purchasing items to ensure all areas have what is needed. She is meeting with staff weekly to review lesson plans and school readiness goals.
- **Connie Lopez** has been working on Transition meetings for children with IFSP. She provides staff with disability resources or staff morale topics. She ensures children are progressing and make referrals services if needed.
- **Daphne Dubriel** discussed the Community Connections Resource Fair that happened December 13th, 2023. There were 15 community agencies sharing resources and lots of freebies. Albertson's Pharmacy provided 42 COVVID-19 and Flu shots to participants who came and needed one. The Read to Me program provide over 350 new and gently used books from toddler to high school range and they were all rehomed. The weekly reading bags now have 7 books in each for those families who need them each week for a variety in reading to their children. Nicole Martinez and Brittany expressed that they did get much needed books from the fair.

• **Dr. Dawnita** did ask about the next meeting being in person but could provide Zoom hybrid for those who could not come in person. It was discussed that dinner and childcare would be provided. Policy council members did like the idea of meeting in person and having the choice to be on Zoom as well. It was not decided on location but main office at Lomas and Broadway was a potential location.

Adjournment at 6:45 pm.

Next Meeting Date: April 24, 2024



City of Albuquerque Early Head Start Monthly Administrator's Report

Program: Division of Child & Family Development

Name of Person Submitting Report: Dr. Dawnita Blackmon-Mosely

Funded Enrollment

Center-based 104 Home-based 24

Current Enrollment -

Center-based 42 Home-based 12

Explanation, if needed:

Under-enrollment is largely due to staffing.

I.

Content Areas

A. Education:

- Child Development & Education Specialist working on School Readiness goals to be reflected in lesson plans.
- Child Development & Education Specialist conducts weekly site visits to support teachers, center compliance, practice-based coaching & observing staff with children and offering support if needed.
- Child Development & Education Specialist conducts weekly Head Teacher meetings discussions based on staff & center needs
- Child Development & Education Specialist participated and facilitated Winter Training for staff January 3-5, 2024.
- Child Development & Education Specialist working with home-visitors on Socializations and ideas to getting families to attend.

B. Support Services (Mental Health and Disabilities).

- > Mental Health & Disabilities Coordinator conducts weekly site visits
- Mental Health & 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 & Disabilities Coordinator continues to participate in Transition Meetings. Mental Health & Disabilities met with EI providers to continue to work in
- Mental Health & Disabilities met with El providers to continue to work in collaboration to best support our children and families
- Mental Health & Disabilities Coordinator represents the City of
 Albuquerque Division of Child & Family Development on the Metro-Area Transition with Early Intervention Providers, Community-Based Providers and LEA's (Public Schools)

C. Health/Nutrition:

- > All centers are in the process of receiving Annual Fire Inspection
- > 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.

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.

E. Program Design and Management (including operations, facilities, etc.)

- 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 yrs. and 2-3 yrs. 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.
- February 12th & 13th were Parent/Teacher Conferences
- > Centers continue to offer monthly Parent Center meetingd

F. Administration:

- 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, has still does meet our full funded enrollment. The consequence for chronic failure to meet full funded enrollment
- COA received notification of a Focus Area 1 Federal Review, which will take place during FY2023-2024. The review will occur the week of 4/1/2024.
- Associate Director conducted presentations to Northern New Mexico College in efforts of recruiting students enrolled in the schools early childhood education degree program to come work for the City's early childhood services.

G. Construction Projects: N/A This Reporting Period

II. New Hires as of January 31, 2024: N/A This Reporting Period

III. Involuntary Terminations:

N/A This reporting period





Center Name: MacArthur EHS Reporting Period: January 1, 2024- January 31, 2024 Submitted by: Maria Chacon- Head Teacher

Activities at Center:

In January the children worked on getting back into the classroom routine. They worked on putting things back where they went and about what comes next. The children also worked on investigating questions with containers. One of the questions we used was; How do we use the containers? We used the containers to help put toys away by the children looking at the picture on the container. The children also used the containers with the lids to practice opening and closing them using their fine motor skills. They put toys that fit in it and dump them out. The children got to spend some time outside to talk about the weather and to see if they can find birds. They also practice counting the pine cones they found. We counted blocks, spoons, plates, cups, children and with everything we did. We looked at books and asked the children about the similarities with what was in the books to the children and teachers around them. The children worked on the color white and played "I Spy" toddler version. We are working on brushing their teeth every morning after breakfast. The children painted using different color paints and we talked about the colors we were using. We looked outside at the weather changes. The children did a nutrition experience with exercising by doing baby yoga and dancing to the freeze song. We reminded parents to do Ready Rosie and to comment on how they went and to attend Policy Council for the month. The parents were also encouraged to take a book bag home and some puzzles to work on at home as well as the monthly activity calendar.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

We had our Parent Meeting January 23, 2024. A discussion about the importance of attendance and review of Policy on Late pick ups and drops were discussed. We did have two parents read to their child before they left. We had our S.M.I.L.L.E activity. Unfortunately no males were able to join us but our Parent, Family & Community Engagement Specialist Daphne Dubriel was here and the kids had fun painting with her and showing off their creations. They used regular everyday items such as toilet paper rolls to see what type of shapes they created and funny stamps.





Center Name: Plaza Feliz EHS

Reporting Period: January 1, 2024 - January 31, 2024

Submitted by: Diane Archibeque- Head Teacher

Activities at Center:

This month the teachers introduced containers to the children. The teachers in the young toddler's classroom showed the children different containers from around the classroom. They told the children that the containers are used for different things, such as trash cans, a bowl, wipes and, a tissue container. Most of the children knew what these containers are used for. After breakfast and lunch, the teachers assisted the children in throwing their plates and cups into the trash can. As the children did this the teachers explained what the container is used for. This continued throughout the day with the bowls, wipes, and tissue containers. The teachers showed the children how to open and close some small containers. Then the teachers gave the children the containers and asked them if they could open and close them. Some of the children could do it but others needed assistance. The teachers gave each child some small soft fuzzy art balls the teachers showed the children how to put the balls in and out of the containers. The children put the classroom toys in the containers and opening and closing them. The teachers also had the children put the classroom toys in the containers that they belonged in. The teachers encouraged the children to look for containers on the playground, such as buckets, crates, and boxes.

The teachers in the older toddler's classroom showed the children containers of all different sizes. They let the children explore the containers and they asked the children about the containers as they explored them. The teachers got some blocks and containers then they counted how many blocks they could put in each container. The teachers explained to the children that big containers can hold more things than small containers. The teachers gathered some of the toys that belong in containers around the classroom, such as manipulative's, art supplies, and toy cars. They put them all of them in a basket and then they asked the children to help them clean up by putting the toys back in the container they belonged in. Some of the children could clean up others need encouragement to clean up. The teachers talked to the children about spray bottles and told them that they are a different kind of container. They had the children that boxes are containers. They lined up the boxes and got the balls and showed the children how to roll the ball to knock down. The children ran and laughed when they did this activity.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

Our parent meeting this month was held on 1-9-2024. Our Eligibility, Recruitment, Selection, and Attendance Specialist, Monica Watrin was our guest speaker and she talked to parents about "The Importance of Attendance and Review of the Late Drop off/ Pickup Policy". Our S.M.I.L.L.E group activity was held on 1-11- 2024. Our fathers and grandfather's participated in learning how to make cinnamon play-dough and create different things with their child and the other children. The fathers laughed and made some messes while making the play-dough. All of the children were able to take the recipe and some play-dough home. Our Parent, Family Engagement Specialist Daphne Dubriel talked about the importance and fun that this group activity has on the children. Asked for suggestions on what other activities the gentleman might like to do. The afternoon time was a good time for them.





Center Name: School on Wheels EHS

Reporting Period: January 2024

Submitted by: Bernice Johnson-Head Teacher

Activities at Center:

The toddler classroom has been working on containers. How to open and close containers, and the different types of containers. The children like to climb into the baskets and sit in there for a moment or two. While others fill up the container and carry it around for a while before dumping it all out.

The infant classroom is working on brushes. The different types of brushes that are out there and here are a couple: hair brush, paint brush, etc. The different type of brushes for example like hair brush for mom or dad use, the brush that is used on horses and other animals. There are big brushes like the street sweepers.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

SMILLE was on the 10th of January, we had a dad, grandpa and a grandma attend. They made a snowman using a paper plate, cotton balls, googly eyes and black construction paper. The children had fun making snowmen. Our Parent, Family & Community Engagement Specialist Daphne Dubriel talked to the group about what other activities they would like to do or if trying different times would work better for them. Our parent meeting was on the 18th of January, we had a good turnout. Our Eligibility, Recruitment, Selection, Enrollment and Attendance Specialist Monica Watrin talked about " The importance of attendance" and reviewed the Policy on Late pickups and drop offs. Our Parent, Family & Community Engagement Specialist Daphne Dubriel talked about the reading logs and the the participation on the monthly parent activity calendars.





Center Name: Trumbull EHS Reporting Period: January 1, 2024- January 31, 2024 Submitted by: Felicitas Gaines- Head Teacher

Activities at Center:

Our center was closed on January 1st for New Year's Day and January 15th for Martin Luther King Jr. Also, our center closed on January 2nd thru 5th for Classroom Preparations. At the beginning of the month, we asked the parents to fill out Weekly Reading logs, morning moments and In-kind forms as well as the Activity Calendar for them to do the activities with their child. Teachers did their lesson plans on investigating containers. The questions we used were "How do you open and close containers? And "How do you twist lid on and off?" The children were given boxes to open and close then small containers with lids to try to twist and open the lids. Children were also given containers with baby dolls to play with and explore. "We sang "Baby Shark". Also, the children used their senses while playing with real snow in the water table. Teachers read winter books at story time. The children worked on the texture "smooth and cold" using snow and lids. Teachers gave each child crayons and dot paints to practice drawing and stamping on papers. This month, the children did a nutrition experience with bananas. They learned how to smash bananas using their hands. They also used red, green and blue Crayola tempera paints. We reminded parents to do Ready Rosie, Activity Calendar, and Weekly Reading Logs and to attend Parent Meeting and SMILLE on January 17th, 2024.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

We had our first SMILLE activity for the significant males in your child's life. Three dads joined us and made "Fake Snow" with the children. Our parent meeting had a great turn out we worked on making Family Collages and then our Eligibility, Recruitment, Selection, Enrollment Specialist Monica Watrin talked to parents about the importance of Attendance and reviewed the Policy on Late drop off and Pickup. Our Parent, Family & Community Engagement Specialist Daphne Dubriel spoke about Policy Council and how parents can join. We had Christian G express interest. Parents nominated and voted for her to represent Trumbull for Policy Council Rep. Ballots would be made so we written approval to turn in.





Home Visitor Name: Valarie Ramirez

Reporting Period: January 2024

Submitted by: Valarie Ramirez

Home-Based Activities: PAT Paper Play: Crumpling and Filling. Domain - Perceptual, Motor, and Physical Development (fine motor). I brought an empty plastic water bottle and a roll of tissue with me for this activity. I tore off small squares of tissue for the three of us to use. I crumpled a piece of tissue saying "crumple crumple crumple" while showing child how to crumple the tissue then I pushed it into the water bottle saying "push push push". I handed the bottle to child who was sitting on the floor. Child squeezed the tissue in their hand once then tried pushing and poking it into the bottle while smiling. I handed mom a small stack of tissue squares and mom showed child how to crumple, explaining to child "mira, asi, haga lo asi" as she made noises while squishing and crumpling the tissue. Child would open and close their hand to crumple the tissue once or twice but then would push and poke the not fully crumpled tissue into the bottle. Both mom and I continued to encourage child to crumple the tissue before pushing it into the bottle although child continued to only squeeze once or twice then pushed and guided the tissue into the bottle. Child focused on their little fingers, and patiently continued pushing tissues into the bottle until the bottle was almost full. Child then turned over the bottle and tried to shake some of the tissue back out then stuck their finger in the bottle, fished out a tissue, smiled and then pushed it back into the bottle. Effort is ongoing.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

January 18th – Baby & Toddler Storytime @ Cherry Hills Library – Domain(s): Language and Literacy.

0 - attended.

January 31st – Music & Movement @ Rudolfo Anaya Library – Domain(s): Language and Literacy.

0 - attended.

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT FEDERAL GRANT (3184420) January 31, 2024

Salarias and Wages 1 Fringe Banafäs Total Personnel Costs 1 gepfies 622000-Supplies-Food 522048-Supplies-Office 8upplies-All others 522048-Supplies-Other 522048-Supplies-Other 522052 - Supplies-Other 522052 - Supplies-Other 522052 - Supplies-Other 522053 - Supplies-Other 522054 - Asset - non capital 522057 - Travil - Lot Of Sate 522300 - Travil - Lot Of Sate 522300 - Utilities 522300-Repeirs & Maintenance 521600 - Utilities 522300-Repeirs & Maintenance 521540 - Telecom-Telephone	Budget 1,517,368,00 450,832,00 1,968,000,00 25,000,00 20,788,00 61,798,00 32,000,00 32,000,00 5,000,00 144,597,00	ULY 64,307.22 32,962.58 67,378,85	AUGUST 210,651.71 47,238.13 257,588.84 441.56	68:57 TEMBER 69,508,45 36,567,03 105,463,48	OCTOBER 204,586.19 47,208.72 251,803.91 517.41 67.49	NOVEMBER 55,272.61 26,491.28 61,763.89	DECEMBER 79,660.63 34,575.70 114,238.63	JANUARY 79,860.72 37,272,85 117,133.57	PEBRUARY 0.00	MARCH 0.30	APRIL 0.00	MAY 0.00	JUNE 0.00	FINAL 0.00	763,945.83 261,726.29	BALANCE 753,421.17 188,905.71 942,328.88 25,000.00	EXPENDED 50.35% 58.08% 52.12%
Fringe Banatis Total Personnel Costs 1 Total Personnel Costs 1 S22005-Supplies S22045-Supplies-Food S22045-Supplies-Other S22055-Supplies-Other S22055-Supplies-	450,832.00 1,968,000,00 25,000,00 20,788.00 61,796.00 32,000.00 5,000.00	32,982,58 97,379,60	47,238,13 257,888,84	36,957.03	47,208.72 251,803.91 517.41	25,491.25	34,575,70 114,238,63	37,272.85	0.00	0.50	0.00	0.00	0.00	0.00	261,726.29 1,025,673.12	188,905.71 942,528.88	58.08% 52.12%
Total Personnel Costs 1 spiles 622000-Supplies 6 522032-Supplies-Food 522034-Supplies-Office 8 8upplies-All othere 522054-Supplies-Office 8 522054-Supplies-Office 8 9 8 522054-Supplies-Office 8 9 8 9 8 522060 - Supplies-Operating 522000 - Supplies-Operating 522000 - Travil - Los Office 8 9 8 8 9 8 8 9 8 8 9 8 8 9 8 9 8 9 8 9 8 9 9 8 9 9 8 9 9 9 8 9 9 8 9 9 8 9 <t< th=""><th>1,988,000.00 25,000.00 20,789.00 61,799.00 32,000.00 5,000.00</th><th>67,379,60</th><th>257,838.84</th><th></th><th>251,803.91 517,41</th><th></th><th>114,234.63</th><th></th><th>0.00</th><th>0.50</th><th>0.00</th><th>6.00</th><th>0.00</th><th>0.00</th><th>1,025,873.12</th><th>942,528.85</th><th>52.12%</th></t<>	1,988,000.00 25,000.00 20,789.00 61,799.00 32,000.00 5,000.00	67,379,60	257,838.84		251,803.91 517,41		114,234.63		0.00	0.50	0.00	6.00	0.00	0.00	1,025,873.12	942,528.85	52.12%
ppiles 622000-Supples 52203-Supples 52045-Supples 60 522045-Supples 60 52205-Supples 60 52205-Supples 60 522050 520	25,000.00 20,798.00 61,799.00 32,000.00 5,000.00			103/103/08	517.41	01,743369		117,100.07						0.00			
d22000-Supplies 522043-Supplies-Food 522043-Supplies-Office \$upplies-All others 522045-Supplies-Oher 522052 - Supplies-Operating 522090 - Supplies-Operating 522090 - Supplies-Operating 522090 - Asset - non capital 522009 - Asset - non capital 522500 - Travel - Out Of State 522500 - Utilities 522600 - Repeirs & Maintenance 521600 - Utilities 521600 - Telecom-Telephone	20,798.00 61,799.00 32,000.00 5,000.00	79.92	441.58												0.00	25 000 00	
52203-Supplies-Cloc 522045-Supplies-Other 522054-Supplies-Other 522054-Supplies-Other 522054-Supplies-Other 522050 - Supplies-Other 522050 - Supplies-Other const 522050 - Supplies-Gen Const Materials 522050 - Supplies-Gen Const Materials 522050 - Supplies-Gen Const Materials 522050 - Supplies-Other 522500 - Travel - Out Of State 523500 - Utilities 523500 - Repeirs & Maintenance 521540 - Telecom-Telephone	20,798.00 61,799.00 32,000.00 5,000.00	79.92	441.58												0.00	25 000 00	
522043-Supplies-Office Supplies-All others 522052-Supplee-Other 522052-Supplee-Operating 522000 - Supplee-Operating 522000 - Supplee-Gen Const Materials 522200-Trevel - Lot Of Sate 522300-Trevel - Lot Of Sate 522410-License Renewels trail Supplies her 521500-Utities 523600-Repairs & Maintenance 521540 - Hactorn-Telephone	61,799.00 32,000.00 5,000.00	79.92	441.58														0.00%
Supplies-All others S22054-Supplies-Oher S22054-Supplies-Oher S22069 - Supplies-Gen Const Materials S22069 - Supplies-Gen Const Materials S22069 - Asset - non capital S22500-Travel - Out Of Sate S22510-License Renewals Call Supplies her S21500-Utilities S23800-Repeirs & Maintenance S21600-Other service printing S21540 - Telecom-Telephone	32,000.00 5,000.00	79.92	441.58		67.48										517.41	20,280.59	2.49%
522054-Supplee-Other 522052 - Supplee-Operating 522060 - Supplee-Operating 522060 - Supplee-Operating 522500-Travel - Expense 522500-Travel - Cut Of State 52250-Travel - Out Of State 522410-License Renewals frail Supplies her 521500-Telecom-Telephone 521500 - Telecom-Telephone	5,000.00	79.92	441.58				487.84								555.30	61,243.70	0.90%
522052 - Supplies-Operating 522060 - Supplies-Gen Const Materials 522069 - Supplies-Gen Const Materials 522500-Travel - Loci Of State 522520-Travel - Oct Of State 522500-Travel - Oct Of State 522500-Travel - State 521500-Utilities 522600-Repeirs & Maintenance 521560 - Telecom-Telephone	5,000.00	79.92	441.58														
522000 - Supplies-Gen Const Materiele 522007 - Asset - non capital 322300 - Travel - Expense 52250-Travel - Coult Of State 523410-License Renewels 523410-License Renewels 521500-Utitites 521500-Utitites 521500 - Telecom-Telephone	1227	79.92	441.68												0.00	32,000.00	0.00%
522000 - Supplies-Gen Const Materiele 522007 - Asset - non capital 322300 - Travel - Expense 52250-Travel - Coult Of State 523410-License Renewels 523410-License Renewels 521500-Utitites 521500-Utitites 521500 - Telecom-Telephone	1227				264.66		322.03								1,126.17	(1.128.17)	0.00%
S22099 - Asset - non capital S22500-Travel - Expense S22500-Travel - Out Of State S225410-Loanse Renewals Atal Buppilles her S21500-Utities S21500-Repairs & Maintenance S21540 - Hecom-Telephone	1227														112		
322300-Traval - Out Of State 522520-Traval - Out Of State 523410-Licence Renewals fail Bupplies her 521500-Utilities 523500-Repairs & Maintenance 521500-Other service printing 521540 - Telecom-Telephone	1227																
522520-Travel - Out Of State 523410-Lonnee Renewels tel Bupplies her 521500-Utilities 523800-Repairs & Meintenance 521000-Other service printing 521540 - Telecom-Telephone	1227														0.00	0.00	0.00%
523410-License Ranewals tal Supplies her 521500-Utilities 523800-Repairs & Maintenance 521600-Other service prinking 521540 - Telecom-Telephone	1227		353.05	518.31		618.35	22.70								1,412.42	3,687.58	28.25%
rtal Buppiles her 521500-Utilities 521500-Repeire & Maintenance 521000-Other service prinsing 521540 - Telecom-Telephone	444 800 80		600.00	010.31		65.00	22.10	25.00							680.00	(680.00)	
her 521500-Utilities 523800-Repairs & Meintenance 521000-Other service printing 521540 - Telecom-Telepinna		79.92	1.394.42	618.31	144.5	573.35	592.7	25.00	0.00	0.00	0.00	0.00	0.00	0.00	4.293.30	140.303.70	2.97%
521500-Utilities 523800-Repeirs & Maintenance 521000-Other service printing 521540 - Telecom-Telephone	144,007,00	20.01	1,000.004	010-01	000.33	373,33	697.91	23.00	0.00	0.00	0.00	0.00	000	4.00		Proposali	2.077 74
523000-Repairs & Maintenance 521000-Other service printing 521540 - Telecom-Telephone																	
521000-Other service printing 521540 - Telecom-Telephone	1,750.00														0.00	1,750.00	
521540 - Telecom-Telephone	13,976.00			984.76		192.00									1,178.76	12,799.24	8.42%
	10,000.00														0.00	10,000.00	0.00%
															0.00	0.00	0.00%
521544 - Telecom-Cellular Svc And Eculo	1														0.00	0.00	0.00%
523000-Thaining															0.00	0.00	0.00%
523400-Dues and Memberships															0.00	0.00	0.00%
Total Others	25,726.00	0.00	0.00	964.76	0.00	192.00	0.00	0.00	0.00	00.0	0.00	0.00	0.00	0.00	1,176.76	24,548,24	4.57%
intractual																28.000.00	0.00%
527500-Contractual (Training)	28,000.00														0.00		
527505- Svca-Advertising	- 1														0.00	0.00	0.00%
520500-Contractual (Professional)	50,000.00														0.00	50,000.00	0.00%
527565 - Svcs-Subcontracts&Subewards	I														0.00	0.00	
Total Contractual	78,000.00	0.00	0.00	0,00	0.00	0.00	0.00	0.00	0.00	0.00	6.00	6.00	0.00	0.00	0.00	78,000.00	0.00%
myforward FY21																	
533004- Recreational Equipment	[0.00	0.00%
532000 - Capti-Land Improvements																0.00	
Total Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00	6.00	200.0
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GRAND TOTAL 2,	2.216.323.00	97,459.72	259,284.48	106,968.55	252,673.44	\$2,529.24	115,069.20	117,158.87	0.00	0.00	0.00	0.00	0.00	0.00	1,031,143.18	1,185,179,82	46.62%

46.52% 58% 12% Current % Should Be Under spent 12% Possible reversion \$ 261,711.90

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT FEDERAL GRANT T&TA (3184421) January 31, 2024

ACCOUNT DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	YTD EXPENSES	REMAINING BALANCE	% EXPENDED
522500 - Travel-Expense	\$4,560.00															4,560.00	0.009
Other															•		
521000-Other service	\$15,000.00														•		0.009
523000-Training - General	\$10,440.00	769.79	4,663,46				750.00								-		0.009
522020 - Supplies-Uniforms															-		
522032-Supples-Food															•		0.00%
522048- Supplies-Office															-		0.00%
523400-Dues And Membersh 523410-License Renewals	ips		216.66												216.68		0.009
fotal Others	\$25,440.00	769.79	4,880.12				750.00	*		*	•	-	-	-	6,399.91	\$19,040.09	25.16
27500-Contractual (Training)	\$14,906.00															14,906.00	0.009
GRAND TOTAL	\$44,906.00	\$769.79	\$4,880.12	\$0.00	\$0.00	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,399.91	\$38,506.09	14.25%

Should Be 58% 44%

Under spent 44% Possible reversion \$ 19,795.26

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT CITY MATCH (3164422) January 31, 2024

ACCOUNT DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	YTD EXPENSES	REMAINING	% EXPENDED
Salaries and Wages	144,309.00	132,405.30	(131,229.39)	691.51	758.35	734.06	634.42	675.62							4,670.87	139,638.13	3.24%
Fringe Benefits	239,355.00	10.332.33	(9,783.12)	323.16	353.95	342.47	296.09	315.67							2,180.55	237,174.45	0.91%
Total Personnel Costs	383,664.00	142,738.63	(141,012.51)	1,014.67	1,112.30	1,076.53	990.51	991.29	•		•		•	•	6,851.42	376,812.58	1.79%
Scapalles																	
522000-Supplies	15,000.00															15.000.00	0.009
522054-Supplies-Other	6,500.00						39.99								39.99	6,460.01	0.629
S22032-Supplies-Food	5,483.00	51,44													51.44	5,431.56	0.949
522048-Supplies-Office	7,500.00			4,878.48	338.75			3,661.07							8,878.30	(1,378.30)	118.389
522052-Supplies-Operating		105.66													105.66	(105.66	
522050-Supplies-Postage/Freight		10													9.073.39		0.00%
522510-Travel-Local/In State																	0.009
Total Supplies	34,483.00	157.10	-	4,878.48	\$38.75		39.99	3,651.07		•		•		•	9,075.39	25,407.61	26.323
Other																	
S21000-Other Services	97,161.00	249.00													249.00	96,912.00	
523000 - Training - General		190.59													190.59	(190.59)	
523800-Repairs & Maintenance				24,066.33	2,717.53										26,783.86	(25,783.86)	
523400 - Dues And Memberships															-	54	0.009
523410 - License Renewals																	0.009
Total Others	\$7,161.00	439.59	•	24,066.33	2,717.58	-	•	-	•		-	-	-	-	27,223.45	69,9\$7.55	22.029
Contractual																	
527500-Contractual (Training)																	0.00%
527505-Svcs-Advertising																	0.00%
520500-Contractual (Professional)	50.000.00															50,000.00	0.00%
527565 - Svca-Subcontracts5Subawards	50,000.00															30,000.00	0.007
Total Contractual	50,000.00	0.00	0.00	00.0	0.00	0.00	0.00	00.0	00.0	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00%
nternal Service																	
591265 - Transfers Out - Fund 265																70	0.009
594031 Vehicle Maintenance (523800)																	0.009
594032 Vehicle Maintenance (outside)						612.00	1,038.07								1,650.07	•	0.009
594041 Vehicle Minto-Fuels															•		0.00%
Total Internal Service Charges	•	•	•	1.5	1.00	612.00	1,038.07	•	•		•	•	•	•	1,650.07	•	0.00%
GRAND TOTAL	565.308.00	143,335.32	(141,012.51)	29,959,44	4,168,58	1.688.53	2.008.57	4.652.36	-	-			-	-	44,800,33	520,507.67	7.92%
QUARTE I QUAR			(active and a g		- OCANALA	aperorand d	approvided?	-1940 - 1940					,				1.00

Current % 7.92% Should Be 58% Under spent 50%

Possible revension \$ 284,962.67

WELLS FARGO

Statement Summary

City Of Albuquerque

Approved

US Dollar

Company

Currency

Reporting Period : 12/30/2023 - 1/31/2024

Charge Codes
FUND: 265 GL ACCOUNT: 523000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164421

81.54

Amount

190.00

Receipt

1

 \checkmark

Almond milk	, baby wipes	hand soap an	id water filter f	or MacArthur.
-------------	--------------	--------------	-------------------	---------------

Amzn.Com/Bill, WA

2 1/17/2024 1/18/2024 Amzn Mktp Us

FUND: 265 GL ACCOUNT: 522052 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164420

3 1/20/2024	1/22/2024	Amazon.Com*r02an0n40 Amzn.Com/Bill, WA	
Diapers, wij	oes, pull-ups a	and no-spill cups for Plaza Feliz	

FUND: 265 GL ACCOUNT: 522052 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164420 426.64

Trans Date Post Date	Merchant Name	Charge Codes		Approved	Receipt	Amount
4 1/30/2024 1/31/2024	Walmart.Com 800-966-6546, AR				1	80.52
Baby food for SOW.		FUND: 265 GL ACCOUNT: 522052 PC BUSINESS UNIT: PC PC PROJECT: 29_EHS PC ACTIVITY: 3164420	_24			
						iction Count: 4
Employee Signature		Date	Authorized Approver Signature			Date

Account Page No 2



City of Albuquerque Early Head Start Caseload/Enrollment Report 01/31/24

Enrollment	
Total Funded Enrollment:	128
Total Actual Enrollment:	51
Children Withdrawn & Dropped (last 30 days):	5
Total Reportable Enroliment (actual + withdrawn/dropped):	56
Total Deficit:	72

Program Snapshot

	Home based	Centers	ALL
Funded Enrollment:	24	104	128
Enrollment:	14	42	56
Defficiency:	10	62	72

Home Based Detail

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days		Deficit
Valarie	12	- 10	11	0	1	1	12	0
Tamara	12	- 1	2	0			2	10
						s0		
Total	24	8	13	0		1	14	10

Center Detail

Ctr Detail	Slots	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	0	0	0		8
MacArthur	16	5	3	8		8
PlazaFeliz	16	15	1	16		0
SOW	16	10	0	10		6
Trumbull	24	8	0	8		16
W. Trail	16	0	0	0		16
Singing						
Arrow	8			0		8
Total	104	38	4	42		62

City Of Albuquerque EHS

Page 1 of 1

2/1/2024 9:15 AM

2301 - Average Daily Attendance

E25745

Program Term: EHS 2023-2024, Program Option: Standard Full Day, Attendance Date: 1/1/2024 - 1/31/2024

City Of Albuquerque EHS

		Attendance Records		cords	Operating		Funded Enrollment		Actual Enrollment	
		Present	Absent ⁶	Neither	Days	ADA ¹	Count	% Attendance	Count ²	6 Attendance
Douglas MacArthur										
Toddler - EH		54	39	0	15	3.60	8	45.00%	6.20	58.06%
	Site Total	54	39	0	15.00 (avg)	3.60	8	45.00%	6.20	58.06%
Plaza Feliz										
Toddler - EH		102	33	0	18	5.67	8	70.83%	7.50	75.56%
Twos		98	23	0	17	5.76	8	72.06%	7.12	80.99%
	Site Total	200	56	0	17.50 (avg)	11.43	16	71.43%	14.62	78.13%
School On Wheels										
Infant		17	17	0	17	1.00	8	12.50%	2.00	50.00%
Toddler - EH		103	33	0	17	6.06	8	75.74%	8.00	75.74%
	Site Total	120	50	0	17.00 (avg)	7.06	16	44.12%	10.00	70.59%
Trumbull										
Toddler - EH		88	48	0	17	5.18	8	64.71%	8.00	64.71%
	Site Total	88	48	0	17.00 (avg)	5.18	8	64.71%	8.00	64.71%
City Of Albu	uquerque EHS	462	193	0	16.83 (avg)	27.27	48	57.18%	38.82	70.53%
	Report Totals	462	193	0	16.83 (avg)	27.27	48	57.18%	38.82	70.53%

1. ADA for each clasroom 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), Late Pickup(LP), Tardy and Late Pickup (TLP)

6. Statuses counted as Absent: Excused(E), Unexcused(U)

7. Statuses counted as Neither: Not Scheduled (N)

© ChildPlus

Monthly Program Information Summary		
January 24		
# new enrollments families	5	
# new enrollments children	6	
# new enrollments pregnant women	0	
# children born to pregnant women	0	
Total new enroliment	6	
# children aging out	4	
# pregnant women giving birth	0	
# children leaving before turning 3	2	
# pregnant women leaving before baby	0	
Total leaving	6	
	# of children	% of childrer
Children with up to date immunizations	48	94.0%
Children up to date as possible on immunizations		
Children not up to date on immunizations	3	6.0%
Eligibility Category	# of children and pregnant women	% of total number of children and pregnant women
income eligible	12	23.5%
Public Assistance	25	49.0%
Foster Child	4	7.8%
Homeless	5	9.8%
Over Income	4	7.8%
Over 130%	4	2.0%
		2.0%
	# of children	
Children with IFSPs	15	11.7%

Next Meeting Date: April 24 2024



City Of Albuquerque Department of Youth and Family Services Division of Child and Family Development Policy Council Meeting Wednesday, January 24, 2024

- Roll Call (Quorum was established): Dr. Dawnita Blackmon-Mosely-EHS Executive Director/CEO, COA Staff- Daphne Dubriel/ Parent, Family & Community Engagement Specialist; Allison Schact/Program Data Analyst I, Michelle Yazzie/Child Dev. & Education Program Specialist: Monica Watrin/Child Development ERSEA Specialist; Connie Lopez/Mental Health & Disabilities Program Coordinator; Nicole Martinez/Policy Council President-parent at School on Wheels; Mary Becker/Community Representative/ lifeRoots, Inc.; Emmanuel Magallanes/Policy Council Vice Chair-parent at Macarthur EHS, Brittany King/Policy Council Member-Parent at Plaza Feliz EHS, Christian Gott/Policy Council Member/Parent at Trumbull EHS
- 2. Meeting was called to order @ 5:32 pm.
- 3. Approval of Meeting Minutes: Nicole Martinez made a motion for approval of previous month minutes. Emmanuel Magallanes seconded the motion. All members approved.
- 4. Governing Board Report:
- 5. Directors Report: Reporting Period: No report
 - a.) **Enrollment-** Total funded enrollment 128. Total reportable enrollment 56; 42 center based and 14 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 (5), children (6), pregnant moms (0), number of children born (0); total new enrollment (6). Total leaving program (4), transitioning children (4), 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 (), children not up to date (3).

Eligibility Category- income eligible (12), TANF/SSI (25), Foster Child (4), Homeless (5). Over Income (4), Over 130% (1), Children w/IFSP's (15). c.) Attendance-

City operated Early Head Start centers classroom attendance rates:

La Mesa	0.%
	(closed)
MacArthur	58.06%
Plaza Feliz	78.13%
School on Wheels	70.59%

Trumbull	64.71%
	(closed)
Singing Arrow	0% (closed)
Western Trail	0% (closed)

Overall center-based program attendance totals- 70.53%; total number of absences 193.

- d.) Meal Counts- Total number of meals for (0-3 years in age), total children served (42), breakfast (437), AM snack (0), Lunch (440), PM snack (374), Dinner (0).
- e.) **Budget-** Financial statements provided to policy council membership: Federal Grant-year to date (YTD) expenditures \$911,146.76

Training/Technical Assistance-(T/TA)-year to date expenditures \$ 5,649.91

City Match-year to date (YTD) expenditures \$40,107.98

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

- 6. Discussion:
- Dr. Dawnita Blackmon-Mosely reviewed financial statements. Dr. Blackmon-Mosely discussed the spending down of the T/TA funds which could be used for staff trainings in the spring or staff education. Emmanuel Magallanes made a motion for approval of P-card expenditures. Brittany King seconded the motion. All members approved. Nicole Martinez provided information for a Team Building and Leadership training she recently completed with UNM School of Medicine. It was taken down and provided to Dr. Blackmon-Mosely.
- Dr. Dawnita Blackmon-Mosely discussed the visit made by Office of Head Start Federal Specialist January 22-24th. All centers were visited and observed for interactions and overall safety of centers. The Specialist met with Content Management Team for insight of scope of their job duties and feedback on any struggles they might have. He discussed with Dr. Dawnita Blackmon-Mosley that Office of Head Start is encouraging recipients to have surveillance cameras in centers for safety reasons. Dr. BlackmonMosley did have this discussion when she first started with City Leadership and it was declined. Dr. Dawnita Blackmon-Mosley will approach the conversation again with the recommendation from Office of Head Start and how that can be accomplished with Union Bargaining and City Policy. It would be used in a case of an incident that Management would be able to go back and review footage to see what occurred. There would be staff and parent focus groups set up in the future if it approved in the future. Specialist also recommended the same privacy fencing at Trumbull for the playground areas at School on Wheels and Plaza Feliz.
- **Dr. Blackmon-Mosely** discussed the Change of Scope was still under review with the Office of Head Start. The requested reduction would be 24 Home based slots and 40 center-based slots. A second Home Visitor has been hired. A few Program Aides have been hired but those positions are not able to be in the stand-alone role as a designated Teacher position. The plan to keep centers open and reopen the closed ones would be to have each current site School on Wheels and Plaza Feliz who have two classrooms reduce down and have one toddler classroom each. Macarthur, Western Trail, and Trumbull will open with one classroom each as well. Our challenge is still short staffing and no qualified applicants applying.

- Dr. Blackmon-Mosely discussed the education requirements for staff. Teachers must hold a bachelor's degree or higher in early childhood, be licensed in early childhood or be pursuing a bachelor's degree or alternative licensure in early childhood. Educational Assistants must hold an Associate degree in early childhood, or be pursuing a bachelor's degree or alternative licensure in early childhood and completing a minimum of 6 credit hours per semester (Fall and Spring). Eastern New Mexico University will host an 8week Early Childhood Bootcamp for staff needing the NM Child Development Certificate. DCFD will compensate educators in an eligible degree program upon successful completion of courses with a "C" or higher.
- **Dr. Blackmon-Mosely** discussed that the program was coming up to the end of its 5-year

Grant cycle June 30, 2024. It was explained to renew the grant an application for a 5year Continuation needed to be submitted by Dr. Blackmon-Mosely by April 1st, 2024. The application will be based on the Change of Scope plan that was proposed. Dr. Dawnita Blackmon-Mosely did discuss that some of the closed centers could reopen with potentially one classroom where there are two when staffed to reopen. Dr. Dawnita Blackmon-Mosely asked for a motion for approval to apply for the 5-year Continuation Grant to be made. Nicole Martinez made a motion for approval of the application for the 5-year Continuation Grant. Mary Becker seconded the motion for approval. A unanimous decision of approval was made. Nicole Martinez will receive letter stating the approval for the application to be submitted for review and signature.

- Monica Watrin reviewed the proposed changes to the Selection Criteria for enrollment which was discussed with management team in December. There was an increase to the points for the income poverty guidelines for those with no income to go from 150 to 200; 1-50 % from 125 to 150;51-100% from 100 to 125; and 101-130% from 25 to 75. There was a suggestion to change "Receiving Mental Health" services to "Receiving Health Services". Changed "No health access" to state "No Health Insurance". Raised points for Substance Abuse. The higher accumulative points a child has gives priority to the most child in need. Emmanuel Magallanes made a motion for the changes to the Selection Criteria to be approved. Brittany King seconded the motion. Unanimous approval.
- **Michelle Yazzie** discussed having completed the ITTERS for each center. The ITTERS is an Infant and Toddler Environment Rating scale. She is working on purchasing items to ensure all areas have what is needed. She is meeting with staff weekly to review lesson plans and school readiness goals.
- **Connie Lopez** has been working on Transition meetings for children with IFSP. She provides staff with disability resources or staff morale topics. She ensures children are progressing and make referrals services if needed.
- **Daphne Dubriel** discussed the Community Connections Resource Fair that happened December 13th, 2023. There were 15 community agencies sharing resources and lots of freebies. Albertson's Pharmacy provided 42 COVVID-19 and Flu shots to participants who came and needed one. The Read to Me program provide over 350 new and gently used books from toddler to high school range and they were all rehomed. The weekly reading bags now have 7 books in each for those families who need them each week for a variety in reading to their children. Nicole Martinez and Brittany expressed that they did get much needed books from the fair.
- **Dr. Dawnita** did ask about the next meeting being in person but could provide Zoom hybrid for those who could not come in person. It was discussed that dinner and childcare would be provided. Policy council members did like the idea of meeting in

person and having the choice to be on Zoom as well. It was not decided on location but main office at Lomas and Broadway was a potential location.

Adjournment at 6:45 pm.

Next Meeting Date: April 24, 2024



City of Albuquerque Early Head Start Monthly Administrator's Report

Program: Division of Child & Family Development

Name of Person Submitting Report: Dr. Dawnita Blackmon-Mosely

Funded Enrollment

Center-based 104 Home-based 24

Current Enrollment -

42 Home-based ¹²

Center-based

Explanation, if needed:

Under-enrollment is largely due to staffing.

I.

Content Areas

A. Education:

- Child Development & Education Specialist working on School Readiness goals to be reflected in lesson plans.
- Child Development & Education Specialist conducts weekly site visits to support teachers, center compliance, practice-based coaching & observing staff with children and offering support if needed.
- Child Development & Education Specialist conducts weekly Head Teacher meetings discussions based on staff & center needs
- Child Development & Education Specialist participated and facilitated Winter Training for staff January 3-5, 2024.
- Child Development & Education Specialist working with home-visitors on Socializations and ideas to getting families to attend. B. Support Services (Mental Health and Disabilities).
- > Mental Health & Disabilities Coordinator conducts weekly site visits
- Mental Health & 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 & Disabilities Coordinator continues to participate in Transition Meetings.
 - Mental Health & Disabilities met with El providers to continue to work in
- collaboration to best support our children and families Mental Health & Disabilities Coordinator represents the City of
- Albuquerque Division of Child & Family Development on the Metro-Area Transition with Early Intervention Providers, Community-Based Providers and LEA's (Public Schools)

C. Health/Nutrition:

- > All centers are in the process of receiving Annual Fire Inspection
- > 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.

D. Family and Community Partnerships:

- Parent, Family and Community Engagement Specialist continues to meet withfamilies 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 andweekly reading logs.
- Parent, Family and Community Engagement Specialist continues to provideoversight to the Significant Men in Little Lives Everywhere, Male Involvement initiative which meets quarterly.
- Parent, Family and Community Engagement Specialist continues to createMonthly Family Activities Calendars to support families with engagement in the home.
- Parent, Family and Community Engagement Specialist conducts weekly sitevisits to observe interactions with families and be available for families.

E. Program Design and Management (including operations, facilities, etc.)

- 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 yrs. and 2-3 yrs. 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.
- February 12th & 13th were Parent/Teacher Conferences
- > Centers continue to offer monthly Parent Center meetingd

F. Administration:

- 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, has still does meet our full funded enrollment. The consequence for chronic failure to meet full funded enrollment
- COA received notification of a Focus Area 1 Federal Review, which will take place during FY2023-2024. The review will occur the week of 4/1/2024.
- Associate Director conducted presentations to Northern New Mexico College in efforts of recruiting students enrolled in the schools early childhood education degree program to come work for the City's early childhood services.

G. Construction Projects: N/A This Reporting Period

- II. New Hires as of January 31, 2024: N/A This Reporting Period
- III. Involuntary Terminations: N/A

This reporting period

Early Head Start





Policy Council Center-Based Monthly Report Form

Center Name: MacArthur EHS Reporting Period: January 1, 2024- January 31, 2024 Submitted by: Maria Chacon- Head Teacher

Activities at Center:

In January the children worked on getting back into the classroom routine. They worked on putting things back where they went and about what comes next. The children also worked on investigating questions with containers. One of the questions we used was; How do we use the containers? We used the containers to help put toys away by the children looking at the picture on the container. The children also used the containers with the lids to practice opening and closing them using their fine motor skills. They put toys that fit in it and dump them out. The children got to spend some time outside to talk about the weather and to see if they can find birds. They also practice counting the pine cones they found. We counted blocks, spoons, plates, cups, children and with everything we did. We looked at books and asked the children about the similarities with what was in the books to the children and teachers around them. The children worked on the color white and played "I Spy" toddler version. We are working on brushing their teeth every morning after breakfast. The children painted using different color paints and we talked about the colors we were using. We looked outside at the weather changes. The children did a nutrition experience with exercising by doing baby yoga and dancing to the freeze song. We reminded parents to do Ready Rosie and to comment on how they went and to attend Policy Council for the month. The parents were also encouraged to take a book bag home and some puzzles to work on at home as well as the monthly activity calendar.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

We had our Parent Meeting January 23, 2024. A discussion about the importance of attendance and review of Policy on Late pick ups and drops were discussed. We did have two parents read to their child before they left. We had our S.M.I.L.L.E activity. Unfortunately no males were able to join us but our Parent, Family & Community Engagement Specialist Daphne Dubriel was here and the kids had fun painting with her and showing off their creations. They used regular everyday items such as toilet paper rolls to see what type of shapes they created and funny stamps.



Early Head Start



youth & family services

Early Head Start Policy Council Center-Based Monthly Report Form

Center Name: Plaza Feliz EHS Reporting Period: January 1, 2024 – January 31, 2024 Submitted by: Diane Archibeque- Head Teacher

Activities at Center:

This month the teachers introduced containers to the children. The teachers in the young toddler's classroom showed the children different containers from around the classroom. They told the children that the containers are used for different things, such as trash cans, a bowl, wipes and, a tissue container. Most of the children knew what these containers are used for. After breakfast and lunch, the teachers assisted the children in throwing their plates and cups into the trash can. As the children did this the teachers explained what the container is used for. This continued throughout the day with the bowls, wipes, and tissue containers. The teachers showed the children how to open and close some small containers. Then the teachers gave the children the containers and asked them if they could open and close them. Some of the children could do it but others needed assistance. The teachers gave each child some small soft fuzzy art balls the teachers showed the children how to put the balls in and out of the containers. The children worked very hard putting the balls into the containers and opening and closing them. The teachers also had the children put the classroom toys in the containers that they belonged in. The teachers encouraged the children to look for containers on the playground, such as buckets, crates, and boxes.

The teachers in the older toddler's classroom showed the children containers of all different sizes. They let the children explore the containers and they asked the children about the containers as they explored them. The teachers got some blocks and containers then they counted how many blocks they could put in each container. The teachers explained to the children that big containers can hold more things than small containers. The teachers gathered some of the toys that belong in containers around the classroom, such as manipulative's, art supplies, and toy cars. They put them all of them in a basket and then they asked the children to help them clean up by putting the toys back in the container they belonged in. Some of the children could clean up others need encouragement to clean up. The teachers talked to the children about spray bottles and told them that they are a different kind of container. They had the children explore with the spray bottles. The teachers took out some balls and boxes to the playground. They told the children that boxes are containers. They lined up the boxes and got the balls and showed the children how to roll the ball to knock down. The children ran and laughed when they did this activity.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

Our parent meeting this month was held on 1-9-2024. Our Eligibility, Recruitment, Selection, and Attendance Specialist, Monica Watrin was our guest speaker and she talked to parents about "The Importance of Attendance and Review of the Late Drop off/ Pickup Policy". Our S.M.I.L.L.E group activity was held on 1-11- 2024. Our fathers and grandfather's participated in learning how to make cinnamon play-dough and create different things with their child and the other children. The fathers laughed and made some messes while making the play-dough. All of the children were able to take the recipe and some play-dough home. Our Parent, Family Engagement Specialist Daphne Dubriel talked about the importance and fun that this group activity has on the children. Asked for suggestions on what other activities the gentleman might like to do. The afternoon time was a good time for them.





Policy Council Center-Based Monthly Report Form

Center Name: School on Wheels EHS

Reporting Period: January 2024

Submitted by: Bernice Johnson- Head Teacher

Activities at Center:

The toddler classroom has been working on containers. How to open and close containers, and the different types of containers. The children like to climb into the baskets and sit in there for a moment or two. While others fill up the container and carry it around for a while before dumping it all out.

The infant classroom is working on brushes. The different types of brushes that are out there and here are a couple: hair brush, paint brush, etc. The different type of brushes for example like hair brush for mom or dad use, the brush that is used on horses and other animals. There are big brushes like the street sweepers.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

SMILLE was on the 10th of January, we had a dad, grandpa and a grandma attend. They made a snowman using a paper plate, cotton balls, googly eyes and black construction paper. The children had fun making snowmen. Our Parent, Family & Community Engagement Specialist Daphne Dubriel talked to the group about what other activities they would like to do or if trying different times would work better for them. Our parent meeting was on the 18th of January, we had a good turnout. Our Eligibility, Recruitment, Selection, Enrollment and Attendance Specialist Monica Watrin talked about "The importance of attendance" and reviewed the Policy on Late pickups and drop offs. Our Parent, Family & Community Engagement Specialist Daphne Dubriel talked about the reading logs and the the participation on the monthly parent activity calendars.



Early Head Start



Policy Council Center-Based Monthly Report Form

Center Name: Trumbull EHS Reporting Period: January 1, 2024- January 31, 2024 Submitted by: Felicitas Gaines- Head Teacher

Activities at Center:

Our center was closed on January 1st for New Year's Day and January 15th for Martin Luther King Jr. Also, our center closed on January 2nd thru 5th for Classroom Preparations. At the beginning of the month, we asked the parents to fill out Weekly Reading logs, morning moments and In-kind forms as well as the Activity Calendar for them to do the activities with their child. Teachers did their lesson plans on investigating containers. The questions we used were "How do you open and close containers? And "How do you twist lid on and off?" The children were given boxes to open and close then small containers with lids to try to twist and open the lids. Children were also given containers with baby dolls to play with and explore. "We sang "Baby Shark". Also, the children used their senses while playing with real snow in the water table. Teachers read winter books at story time. The children worked on the texture "smooth and cold" using snow and lids. Teachers gave each child crayons and dot paints to practice drawing and stamping on papers. This month, the children did a nutrition experience with bananas. They learned how to smash bananas using their hands. They also used red, green and blue Crayola tempera paints. We reminded parents to do Ready Rosie, Activity Calendar, and Weekly Reading Logs and to attend Parent Meeting and SMILLE on January 17th, 2024.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

We had our first SMILLE activity for the significant males in your child's life. Three dads joined us and made "Fake Snow" with the children. Our parent meeting had a great turn out we worked on making Family Collages and then our Eligibility, Recruitment, Selection, Enrollment Specialist Monica Watrin talked to parents about the importance of Attendance and reviewed the Policy on Late drop off and Pickup. Our Parent, Family & Community Engagement Specialist Daphne Dubriel spoke about Policy Council and how parents can join. We had Christian G express interest. Parents nominated and voted for her to represent Trumbull for Policy Council Rep. Ballots would be made so we written approval to turn in.

Early Head Start





Policy Council Home-Based Monthly Report Form

Home Visitor Name: Valarie Ramirez

Reporting Period: January 2024

Submitted by: Valarie Ramirez

Home-Based Activities: PAT Paper Play: Crumpling and Filling. Domain – Perceptual, Motor, and Physical Development (fine motor). I brought an empty plastic water bottle and a roll of tissue with me for this activity. I tore off small squares of tissue for the three of us to use. I crumpled a piece of tissue saying "crumple crumple crumple" while showing child how to crumple the tissue then I pushed it into the water bottle saying "push push push". I handed the bottle to child who was sitting on the floor. Child squeezed the tissue in their hand once then tried pushing and poking it into the bottle while smiling. I handed mom a small stack of tissue squares and mom showed child how to crumple, explaining to child "mira, asi, haga lo asi" as she made noises while squishing and crumpling the tissue. Child would open and close their hand to crumple the tissue once or twice but then would push and poke the not fully crumpled tissue into the bottle. Both mom and I continued to encourage child to crumple the tissue before pushing it into the bottle although child continued to only squeeze once or twice then pushed and guided the tissue into the bottle. Child focused on their little fingers, and patiently continued pushing tissues into the bottle until the bottle was almost full. Child then turned over the bottle and tried to shake some of the tissue back out then stuck their finger in the bottle, fished out a tissue, smiled and then pushed it back into the bottle. Effort is ongoing.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

January 18th – Baby & Toddler Storytime @ Cherry Hills Library – Domain(s): Language and Literacy.

0 - attended.

January 31st – Music & Movement @ Rudolfo Anaya Library – Domain(s): Language and Literacy.

0 - attended.

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT FEDERAL GRANT (3164420) January 31, 2024

ACCOUNT		1													and the second se	The state of the second		
DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL		-	-	OTY	REMAINING	%	
Salaries and Weges	1,517,368.00	64,397.22	210,651 71	69.508.45		55.272.61	79.000.93	79,860,72	PEDRUMAT	Interaction of the second	APTOL	MAY	JUNE	FINAL	EXPENSES 763,948.83	BALANCE 753,421.17	EUPENDED 50.35%	
Fringe Benefits	450,632.00		47,238.13	35,957.03	47,208.72	26,491.28	34,575.70	37,272.85							261,726.29	188,905,71	58.08%	
Total Personnel Costs	1,968,000.00	97,379.80	257,889.84	105,465,48	251,803.91	81,763.89	114,236.63	117,133.57	0.00	0.00	0.00	5.00	0.00	0.00		942,326.88	52.12%	
pplies																		
522000-Supplies	25,000.00	L													0.00	25,000.00	0.00%	
522032-Supplies-Food	20,798.00	1			517.41										517.41	20,280.59	2.49%	
522048-Supplies-Office	61,799.00	1			67.46		487.84								555.30	61,243.70	0.90%	
Supplies- All others		1														-		
522054-Supplee-Other	32,000.00	f													0.00	32,000.00	0.00%	
522052 - Supplies-Operating		79.92	441.56		284.66		322.03								1,128,17	(1,128.17)	0.00%	
522090 - Supplies-Gen Const Materia 522099 - Asset - non capital	als	(
522500-Travel - Expense		1																
522520-Travel - Out Of State	5,000.00	1	353.06	518.31		518.35	22.70								0.00	0.00	0.00%	
523410-License Renewals	0,000.00	-	600.00	310.31		55.00	22.70	25.00							1,412.42	3.587.58	28.25%	
tal Supplies	144,507.00	79.82	1,394.62	518.31	669.53	573.35	832.57	25.00	0.00	0.00	0.00	0.00	0.00	6.60	680.00	(680.00) 140,303.70	0.00%	-
		(1) a s						1.1			1.1.1				2000			1
521500-Utilities	1,750.00	1																
523800-Repairs & Maintenance	13,976.00	1		964.76		192.00									0.00	1,750.00	0.00%	
521000-Other service printing	10,000.00	l.		004.10		182.00									1,176.76	12,799.24	8.42%	
521540 - Telecom-Telephone		(0.00	10,000.00 0.00	0.00%	
521544 - Telecom-Cellular Svc And Equi	ip i	1													0.00	0.00	0.00%	
523000-Training		(0.00	0.00	0.00%	
523400-Dues and Memberships															0.00	0.00	0.00%	
Total Others	25,726.00	0.00	0.00	954.76	6.00	192.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,178.76	24,549.24	4.57%	
ntractual								Section -										
527500-Contractual (Training)	28,000.00	p																
527505- Svcs-Advertising	20,000.00														0.00	26,000.00	0,00%	
520500-Contractual (Professional)	50,000.00														0.00	0.00	0,00%	
527585 - Svca-Subcontracts&Subewards		·													0.00	50,000.00 0.00	0.00%	
Total Contractual	78,000.00	0.00	0.00	0.00	0.00	6.00	0.00	8.00	0.00	0.00	0.00	0.00	6.00	0.00	6.00	78,800.80	0.00%	
arryforward FY21 533004- Recreational Equipment 532000 - Capit-Land Improvements																0.00	0.00%	
Total Contractual	0.00	0.00	0.00	6.05	9.69	0.00	6.60	0.50	0.00	0.00	0.00	0.00	0.00			0.00	0.00%	
								0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.06	0.00%	
GRAND TOTAL	2,216,323.00	97,459.72	259,284.46	106,968.55	252,673,44	82,529.24	\$15,069.20	117,158.57	0.00	0.00	0.00	0.00	0.00	0.00	1,031,143.18	1,185,179.82	46.52%	
																urrent %	46.52%	
															3	hould Be	58%	
															3 U	hould Be nder spent	58% 12%	
									MENT						3 U	hould Be	58% 12%	
															3 U	hould Be nder spent	58% 12%	
				EARLY	HEADSTAR	T PROGRA	M - FY 2024	EXPENDIT		r					3 U	hould Be nder spent	58% 12%	
				EARLY	HEADSTAR	EDERAL GR	M - FY 2024 ANT T&TA (EXPENDITL 3164421)		r					3 U	hould Be nder spent	58% 12%	
				EARLY	HEADSTAR	EDERAL GR	M - FY 2024	EXPENDITL 3164421)		r					3 U	hould Be nder spent	58% 12%	
ACCOUNT				EARLY	HEADSTAR	EDERAL GR	M - FY 2024 ANT T&TA (EXPENDITL 3164421)						Shines.	3 U Po	hould Be nder spent ssible reversion \$	58% 12% 261,711.90	94
ACCOUNT	Budget	JULY	AUGUST SE		HEADSTAI	RT PROGRA EDERAL GR Janu	M - FY 2024 ANT T&TA (Jary 31, 2024	EXPENDITI, 3164421) ,	IRE REPORT		PRIL MAY	JUNE FINAL	FYPEN	ies	3 U	hould Be nder spent ssible reversion \$ REMAININ	58% 12% 261,711.90	%
DESCRIPTION	Allocation and the second second	JULY /	AUGUST SE		HEADSTAR	EDERAL GR	M - FY 2024 ANT T&TA (Jary 31, 2024	EXPENDITI, 3164421) ,	IRE REPORT	Y MARCH A	PRIL MAY	JUNE FINAL	. EXPENS	SES	3 U Po	hould Be nder spent ssible reversion \$ REMAINI BALANC	58% 12% 261,711.90 NG 26 EXPE	
DESCRIPTION	Budget \$4,560.00	JULY /	AUGUST SE		HEADSTAI	RT PROGRA EDERAL GR Janu	M - FY 2024 ANT T&TA (Jary 31, 2024	EXPENDITI, 3164421) ,	IRE REPORT		PRIL MAY	JUNE FINAL	. EXPENS	SES	3 U Po	hould Be nder spent ssible reversion \$ REMAINI BALANC	58% 12% 261,711.90	NDED
DESCRIPTION	Allocation and the second second	JULY A	AUGUST SE		HEADSTAI	RT PROGRA EDERAL GR Janu	M - FY 2024 ANT T&TA (Jary 31, 2024	EXPENDITI, 3164421) ,	IRE REPORT		PRIL MAY	JUNE FINAL	. EXPENS	SES	3 U Po	hould Be nder spent ssible reversion \$ REMAINI BALANC	58% 12% 261,711.90 NG E EXPE	NDED
DESCRIPTION 522500 - Travel-Expense Other	\$4,560.00	JULY /	AUGUST SE		HEADSTAI	RT PROGRA EDERAL GR Janu	M - FY 2024 ANT T&TA (Jary 31, 2024	EXPENDITI, 3164421) ,	IRE REPORT		PRIL MAY	JUNE FINAL	. EXPENS	SES	3 U Po	hould Be nder spent ssible reversion \$ REMAINI BALANC	58% 12% 261,711.90 NG E EXPE	NDED 0.0
DESCRIPTION 522500 - Travel-Expense Other 521000-Other service	\$4,560.00 \$15,000.00	JULY	AUGUST SE		HEADSTAI	RT PROGRA EDERAL GRA Janu	M - FY 2024 ANT T&TA (Jary 31, 2024	EXPENDITI, 3164421) ,	IRE REPORT		PRIL MAY	JUNE FINAL	. EXPENS	ies	3 U Po	hould Be nder spent ssible reversion \$ REMAINI BALANC	58% 12% 261,711.90 NG E EXPE	NDED 0.0
DESCRIPTION 522500 - Travel-Expense Other 521000-Other service 523000-Training - General	\$4,560.00	JULY /	AUGUST SE		HEADSTAI	RT PROGRA EDERAL GRA Janu	М - FY 2024 ANT T&TA (Jary 31, 2024 DECEMB	EXPENDITI 3164421) ER JANUAR	IRE REPORT		PRIL MAY	JUNE FINAL	. EXPENS	ies	3 U Po	hould Be nder spent ssible reversion \$ REMAINI BALANC	58% 12% 261,711.90 NG E EXPE	NDED 0.0
DESCRIPTION 522500 - Travel-Expense Other 521000-Other service 523000-Training - General 522020 - Supplies-Uniforms	\$4,560.00 \$15,000.00		AUGUST SE		HEADSTAI	RT PROGRA EDERAL GRA Janu	М - FY 2024 ANT T&TA (Jary 31, 2024 DECEMB	EXPENDITI, 3164421) ,	IRE REPORT		PRIL MAY	JUNE FINAL	. EXPENS	ies	3 U Po	hould Be nder spent ssible reversion \$ REMAINI BALANC	58% 12% 261,711.90 NG E EXPE	NDED 0.0 0.0
DESCRIPTION 522500 - Travel-Expense Other 521000-Other service 523000-Training - General 522020 - Supplies-Uniforms 522032-Supplies-Food	\$4,560.00 \$15,000.00		AUGUST SE		HEADSTAI	RT PROGRA EDERAL GRA Janu	М - FY 2024 ANT T&TA (Jary 31, 2024 DECEMB	EXPENDITI 3164421) ER JANUAR	IRE REPORT		PRIL MAY	JUNE FINAL	. EXPENS	ies	3 U Po	hould Be nder spent ssible reversion \$ REMAINI BALANC	58% 12% 261,711.90 NG E EXPE	NDED 0.0 0.0 0.0
DESCRIPTION 522500 - Travel-Expense Other 521000-Other service 523000-Training - General 522020 - Supplies-Uniforms 522023-Supplies-Food 522048- Supplies-Office	\$4,560.00 \$15,000.00 \$10,440.00		AUGUST SE		HEADSTAI	RT PROGRA EDERAL GRA Janu	М - FY 2024 ANT T&TA (Jary 31, 2024 DECEMB	EXPENDITI 3164421) ER JANUAR	IRE REPORT		PRIL MAY	JUNE FINAL	. EXPENS	SES	3 U Po	hould Be nder spent ssible reversion \$ REMAINI BALANC	58% 12% 261,711.90 NG E EXPE	NDED 0.0 0.0 0.0 0.0
DESCRIPTION 522500 - Travel-Expense Other 521000-Other service 523000-Training - General 522020 - Supplies-Uniforms 522032-Supplies-Food 522048- Supplies-Office 523400-Dues And Membership:	\$4,560.00 \$15,000.00 \$10,440.00		AUGUST SE		HEADSTAI	RT PROGRA EDERAL GR Janu	М - FY 2024 ANT T&TA (Jary 31, 2024 DECEMB	EXPENDITI 3164421) ER JANUAR	IRE REPORT		PRIL MAY	JUNE FINAL	. EXPENS	SES	3 UU Po YTD - - - - - - - - - - - - - - - - - - -	hould Be nder spent ssible reversion \$ REMAINI BALANC	58% 12% 261,711.90 NG E EXPE	NDED 0.00 0.00 0.00 0.00 0.00
DESCRIPTION 522500 - Travel-Expense Other 521000-Other service 523000-Training - General 522020 - Supplies-Uniforms 522023-Supplies-Food 522048- Supplies-Office	\$4,560.00 \$15,000.00 \$10,440.00				HEADSTAI	RT PROGRA EDERAL GR Janu	М - FY 2024 ANT T&TA (Jary 31, 2024 DECEMB	EXPENDITI 3164421) ER JANUAR	IRE REPORT		PRIL MAY	JUNE FINAI	. EXPENS	ies	3 U Po	hould Be nder spent ssible reversion \$ REMAINI BALANC	58% 12% 261,711.90 NG E EXPE	NDED 0.0 0.0 0.0 0.0 0.0 0.0
DESCRIPTION 522500 - Travel-Expense Other 521000-Other service 523000-Training - General 522020 - Supplies-Uniforms 522032-Supplies-Food 522048-Supplies-Office 523400-Dues And Membership:	\$4,560.00 \$15,000.00 \$10,440.00		4,663.46		HEADSTAI	RT PROGRA EDERAL GR Janu	M - FY 2024 ANT T&TA (Jary 31, 2024 DECEMB 75	EXPENDITI 3164421) ER JANUAR	IRE REPORT		PRIL MAY	JUNE FINAI	EXPENS	SES	3 UU Po YTD - - - - - - - - - - - - - - - - - - -	hould Be nder spent ssible reversion \$ REMAINI BALANC 4,	58% 12% 261,711.90 NG E EXPE	NDED 0.0 0.0 0.0 0.0

GRAND TOTAL \$44,908.00 \$769.79 \$4,880.12 \$0.00	500-Contractual (Training)	\$14,906.00															14,906.00	0.00
	GRAND TOTAL	<u>\$44,908.00</u>	\$769.79	\$4,880.12	\$0.00	\$0.00	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,399.91	Current % Should Be Under spent	14.25 14.25 58 44 19,795.3

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT CITY MATCH (3164422) January 31, 2024

ACCOUNT	See State	15.1.20													TTD	REMAINING	
	122.0	1.500															
DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	EXPENSES	BALANCE	EXPENDED
Salaries and Wages	144,309.00																
		132,406.30	(131,229.39)	691 51	758.35	734.06	634.42	675.62						332-91	4,670.87	139,638.13	3.24%
Fringe Benefits	239,355.00	10,332.33	(9,783.12)														
Total Personnel Costs	383,664.00	142,738.63	(141,012.51)	323.16 1,014.67	353.95 1,112.30	342.47 1,076.53	296.09 930.51	315.67 991.29		1.20		<u>_</u>		÷.	2,180.55 6,851.42	237,174.45 376,812.58	0.91%
	15,000.00			2,024.07	4,141.00	2,070.00	750.5X	332.23				-		- 67	6,634.44	370,011.30	1./ 3/0
ppiles	6,500.00																
522000-Supplies	5,483.00															15,000.00	0.00%
522054-Supplies-Other	7,500.00						39.99								39.99	5,460.01	0.62%
522032-Supplies Food															51.44	5,431.56	0.94%
522048-Supplies-Office				4,878.48	338.7S			3,661.07							8,878.30	(1,378.30)	118.38%
\$22052-Supplies-Operating		51.44													105.66	(105.66)	0.00%
522060-Supplies-Postage/Freight															9,075.39	-19	0.00%
S22510 Travel-Local/In State		105.66															0.00%
tal Supplies	34,483.00	157.10		4,878.48	338.75	9	39.99	3,661.07		7601	104		-	-	9,075.39	25,407.61	26.32%
	97,161.00	249.00															
her		190.59															
521000-Other Services															249.00	96,912.00	0.26%
523000 - Training - General	- 1														190.59	(190.59)	0.00%
523800-Repairs & Maintenance				24,066.33	2,717.53										26,783.86	(26,783.86)	0.00%
523400 - Dues And Memberships																211 A	0.00%
523410 - License Renewals																52	0.00%
Total Others	97,161.00	439.59	•	24,066.33	2,717.53		*	•		•	2.0	-		<u> </u>	27,223.45	69,937.55	28.02%
ntractual																	
527500-Contractual (Training)																	
527505- Svcs-Advertising																	0.00%
520500-Contractual (Professional)																	0.00%
527565 - Svcs-Subcontracts&Subawards	50,000.00															50,000.00	0.00%
Total Contractual	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00%
ernal Service																	
591265 - Transfers Out - Fund 265															- C	54	0.00%
594031 Vehicle Maintenance (523800)															5. C	1.5	0.00%
594032 Vehicle Maintenance (outside)						612.00	1,038.07										0.000
savest vende maritenance (000000)						912.00	1,038.07								1,650.07	÷	0.00%
594041 Vehicle Mntc-Fuels															2.1	37	0.00%
Total Internal Service Charges	202		V20	-		612.00	1,038.07	•	•		•		2.5		1,650.07		0.00%
GRAND TOTAL	565,308.00	143 335 23	(141,012.51)	29,959.48	4,168.58	1,688.53	2,008.57	4,652.36			- 23			- 0	44 800 33	\$20,507.67	7.834
			()		7,200.30	2,000.00	2,900.37	4,032.30					*		44,800.33	520,507-67 Jirrent % 7.92% Shouk	7,92% 16e 589
															CI	107207 % 7.92% Should	

내 전문 방송 그가 여긴 않네?

WELLS FARGO

Reporting Period 12/30/2023 - 1/31/2024

Statement Summary

lame	Dap	hne Dubriel		Company	City Of Albuquerque		
ccount #	XXX	X-XXX-XXX-7869		Currency	US Dollar		
eporting Period	12/3	0/2023 - 1/31/2024					
Trans Date	Post Date	Merchant Name	Charge Codes	医乳头 医动脉 法规则 有	Approved	Receipt	Amour
1 1/10/2024 1	1/11/2024	American Red Cross 800-733-2767, DC			Sili in an ann an Arain	√	190.0
CPR training fo	or 5 staff.		FUND: 265 GL ACCOUNT: 523000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164421				
2 1/17/2024 1	1/18/2024	Amzn Mktp Us Amzn.Com/Bill, WA					81.5
Almond milk, b	oaby wipes	hand soap and water filter for MacArthur.	FUND: 265 GL ACCOUNT: 522052 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164420				
3 1/20/2024 1	1/22/2024	Amazon.Com*r02an0n40 Amzn.Com/Bill, WA					426.6
Diapers, wipes	s, puli-ups a	nd no-spill cups for Plaza Feliz	FUND: 265 GL ACCOUNT: 522052 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164420				
							2
			-				

						GENO 2
Trans Date Post Dat	e Merchant Name	Charge Codes	的现在分词 经现金目的 机合金	Approved I	Receipt	Amount
4 1/30/2024 1/31/2024	4 Walmart.Com 800-966-6546, AR				9	80.52
Baby food for SOW.		FUND: 265 GL ACCOUNT: 522052 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164420			8	
					Transaction Tota i	n Count: 4 I: 778.70
Employee Signature		Date	Authorized Approver Signature		Date	5 I.



City of Albuquerque Early Head Start Caseload/Enrollment Report 01/31/24

Enrollment	
Total Funded Enrollment:	128
Total Actual Enrollment:	51
	5
	56
Children Withdrawn & Dropped (last 30 days):	
Total Reportable Enrollment (actual + withdrawn/dropped):	
Total Deficit:	72

Program Snapshot

Home based

24

14

10

Centers

104

42

62

ALL

128

56

72

Funded Enrollment: Enrollment: Defficiency:

Home Based Detail Caseload: 12 slots per home visitor

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days	Reportabl e Total	Deficit
Valarie	12	16	11	0		1	12	0
REAL								
Tamara	12	۹î.	2	0			2	10
Total	24	8	13	0		1	14	10

Center Detail

Ctr Detail	Slots	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	0	0	0		8
MacArthur	16	5	3	8		8
PlazaFeliz	16	15	1	16		0
sow	16	10	0	10		6
Trumbull	24	8	0	8		16
W. Trail	16	0	0	0		16

Singing								1			
Arrow	8				o		8				
Total	104	38	4		42		62	1			
2/1/2024	L I.	Cit	tv Of /	Albug	uerqu	e FHS		1	Page 1 of 1		
9:15 AM			•	-	aily Atten				E25745		
	Prog			-	•	d Full Day, Attend	ance Date	1			
04.06 4.4.		2024 - 1/31/2024				CL 107 194					
City Of Albu	lquerque	EHS	Atten	dance Re	onde	Operating		Eupd	ed Enroliment	Actu	al Enrollment
			5		7	Days			and the second sec		and the second second second second
			Present	Absent	Neither		ADA 1	Count	% Attendance	Count	% Attendance ³
Douglas Mac	Arthur									•	
Toddler - EH			54	39	0	15	3.60	8	45.00%	6.20	58.06%
		Site Total	54	39	0	15.00 (avg)	3.60	8	45.00%	6.20	58.06%
Plaza Feliz											
Toddler - EH			102	33	0	18	5.67	8	70.83%	7.50	75.56%
Twos			98	23	0	17	5.76	8	72.06%	7.12	80.99%
		Site Total	200	56	0	17.50 (avg)	1 1.43	16	71.43%	14.62	78.13%
School On W	heels										1 Nel 121 - 44 - 1
Infant		dala -	17	17	0	17	1.00	8	12.50%	2.00	50.00%
Toddler - EH			103	33	0	17	6.06	8	75.74%	8.00	75.74%
2		Site Total	120	50	0	17.00 (avg)	7.06	16	44.12%	10.00	70.59%
Trumbuli											
Toddler - EH			88	48	0	17	5.18	8	64.71%	8.00	64.71%
		Site Total	88	48	0	17.00 (avg)	5.18	8	64.71%	8.00	64.71%
c	ity Of Albu	querque EHS	462	193	0	16.83 (avg)	27.27	48	57.18%	38.82	70.53%
		Report Totals	462	193	0	16.83 (avg)	27.27	48	57.18%	38.82	70.53%
						n the setup screer			perating Days for	that class	room.
						sent columns divid	led by the	Operatir	ng Days		
		Present count div									
						e the sum of that of					
 Statuses coun (TLP) 	ted as Prese	ent: Present(P), P	resent Offsi	ite(PO), Ta	rdy(T), Left	Early(LE), Tardy a	ind Left Ea	arly(TLE)	, Late Pickup(LP)), Tardy ar	id Late Pickup

6. Statuses counted as Absent: Excused(E), Unexcused(U)

2/1/2024 9:16 am City Of Albuquerque EHS

Page 1 ChildPlus

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7. Statuses counted as Neither: Not Scheduled (N)

E25745

2371 - CACFP Reimbursement Summary

Program Term: EHS 2023-2024, Program Option: Standard Full Day Attendance Date: 1/1/2024 - 1/31/2024

City Of Albuquerque EHS

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
EHS 2023-2024	· · ·					<u>. </u>			
Douglas MacArthur									
Foddler	15	8	0	0	51	0	49	34	0
Douglas MacArthur	15	8	0	0	51	0	49	34	0
Plaza Feliz	1								
foddler	18	8	0	0	100	0	96	73	0
rwos	17	8	0	0	96	0	92	80	0
Plaza Feliz	35	16	0	0	196	0	188	153	0
School On Wheels					1				
nfant	17	2	0	0	15	0	17	16	0
Foddler	17	8	0	0	91	0	101	98	0
School On Wheels	34	10	0	0	106	0	118	114	0
Trumbuli					1				
Foddler	17	8	0	0	84	0	85	73	0
Trumbuli	17	8	0	0	84	0	85	73	0
City Of Albuquerque EHS	101	42	0	0	437	0	440	374	0
Report Totals	101	42	0	0	437	0	440	374	0
	1		1		at Convright @1				

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Monthly Program Information Summary	х.	
January 24		
# new enrollments families	5	
# new enrollments children	6	
# new enrollments pregnant women	0	
# children born to pregnant women	0	
Total new enrollment	6	
# children aging out	4	×
# pregnant women giving birth	0	
# children leaving before turning 3	2	

# pregnant women leaving before baby	0	
Total leaving	6	
	# of children	% of childre
Children with up to date immunizations	48	94.0%
Children up to date as possible on immunizations		
Children not up to date on immunizations	3	6.09
Eligibility Category	# of children and pregnant women	
income eligible	12	23.5%
Public Assistance	25	49.0%
Foster Child	4	7.89
Homeless	5	9.89
Over Income		7.00
Over Income Over 130%	4	7.89
		2.09
	# of children	% of total numbe of slots
Children with IFSPs	15	11.7%

Next Meeting Date: April 24 2024



City of Albuquerque Early Head Start Monthly Administrator's Report

Program: Division of Child & Family Development

Name of Person Submitting Report: Dr. Dawnita Blackmon-Mosely

Funded Enrollment

	Center-based	104	Home-based 24
Current Enrollment	-		
		42	Home-based ¹⁷
	Center-based		

Explanation, if needed:

Under-enrollment is largely due to staffing.

I.

Content Areas

A. Education:

- Child Development & Education Specialist is observing lesson plan implementatiin
- Child Development & Education Specialist conducts weekly site visits to support teachers,center compliance, practice-based coaching & observing staff with children and offering support if needed.
- Child Development & Education Specialist conducts weekly Head Teacher meetings discussions based on staff & center needs
- Child Development & Education Specialist is working on Practice Based Coaching-Needs Assessment for teachers
- Child Development & Education Specialist working with home-visitors on Socializations and ideas to getting families to attend. B. Support Services (Mental Health and Disabilities).
- Mental Health & Disabilities Coordinator conducts weekly site visits
- Mental Health & 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 & Disabilities Coordinator continues to participate in Transition Meetings.
 - Mental Health & Disabilities met with EI providers to continue to work in
- collaboration to best support our children and families Mental Health & Disabilities Coordinator represents the City of
- Albuquerque Division of Child & Family Development on the Metro-Area Transition with Early Intervention Providers, Community-Based Providers and LEA's (Public Schools)

C. Health/Nutrition:

- > All centers are in the process of receiving Annual Fire Inspection
- 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.

D. Family and Community Partnerships:

- Parent, Family and Community Engagement Specialist continues to meet withfamilies 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 createMonthly Family Activities Calendars to support families with engagement in the home.
- Parent, Family and Community Engagement Specialist conducts weekly sitevisits to observe interactions with families and be available for families if needed.

DI. Program Design and Management (including operations, facilities, etc.)

- 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 yrs. and 2-3 yrs. 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.
- February 12th & 13th were Parent/Teacher Conferences
- Centers continue to offer monthly Parent Center meeting

DII. Administration:

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, has still does meet our full funded enrollment. The consequence for chronic failure to meet full funded enrollment
- COA received notification of a Focus Area 1 Federal Review, which will take place during FY2023-2024. The review will occur the week of 4/1/2024.
- Associate Director conducted presentations to Northern New Mexico College in efforts of recruiting students enrolled in the schools early childhood education degree program to come work for the City's early childhood services.

DIII. Construction Projects: N/A This Reporting Period

II. New Hires as of January 31, 2024: N/A This Reporting Period

III. Involuntary Terminations: N/A

This reporting period





Early Head Start Policy Council Home-Based Monthly Report Form

Home Visitor Name: Tamara Owen

Reporting Period: February 1-29, 2024

Submitted by: Tamara Owen, Home Visitor

Home-Based Activities: Home-based Activity: Labeling Game. Domain: Language and Literacy. I bought sticky notes to this activity. I gave mom four sticky notes to label baby (toy doll), (1), Kitchen item (1), Car (1), and shoe (1) lining each item on a small couch on the other side of the living room. Mom gave Joseph the label baby instructing him to find and put label on the baby. Joseph placed the label on his baby brother. Mom and I encouraged Joseph that's a baby, good job. Joseph picked up the label placing on the other baby on couch. Mom gave Joseph label (car) put label on car, he begins to play with the car. Mom asked, "What color is the car" he said, "blue". Joseph was given another label (cup), Mom gave instruction to Daniel to find and place label, he stopped listening played with his car. Mom put the car away and Joseph cried, mom encouraged him you're doing a great job let's continue labeling and finding the cup and shoe. Will continue to Introduce New words.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

February 16th – Animal Tales with the Bio Park @ San Pedro Library – Domain(s): Language and Literacy.

1 - attended.

February 22nd – Play Time @ Patrick J. Baca Library – Domain(s): Perceptual Motor and Physical 0

- attended.

Early Head Start





Policy Council Home-Based Monthly Report Form

Home Visitor Name: Valarie Ramirez

Reporting Period: February 1-29, 2024

Submitted by: Valarie Ramirez, Home Visitor

Home-Based Activities: PAT Pretend Tea Party: Sharing, Learning Manners, and Taking Turns. Domain – Perceptual, Motor, and Physical Development (fine motor). I brought a baby doll and several small play dishes. I sat the baby next to me on the couch and said to child "I think the baby's hungry" and handed the plates to child asking "Can we all have a plate?" Child passed out the plates, placing a plate in front of the me, the baby, mom and one for themselves. I then handed child utensils, cups, a pan and some pretend foods. Child passed out the utensils and the cups to each of us then took the pan and foods to his play kitchen in the living room. Child pretended to cook a carrot in the pan then brought it over in the pan and "served" it to the baby on their plate. Child repeated this with several of the food items, eventually serving each of us an item of food (eggplant, lettuce). Mom filled the play pitcher with water and child practiced pouring each of us some water and even offered "chai tea" as mom and I laughed and said "yes please". Child also fed the baby the carrot and gave the baby some tea.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

February 16th – Animal Tales with The Bio Park @ San Pedro Library – Domain(s): Language and Literacy.

1 – attended.

February 22nd – Play Time At The Library @ Patrick J. Baca Library – Domain(s): Perceptual, Motor, and Physical Development.

0 - attended.

Early Head Start Policy Council Center-Based





Monthly Report Form

Center Name: Mac Arthur EHS

Reporting Period: February 1st- February 29, 2024

Submitted by: Maria Chacon- Head Teacher

Activities at Center:

The children worked on learning the color red for the month. They finger painted with red paint. They also did sensory activities with red playdough. The children learn about the importance of sharing and making friends. They read the books "You are Friendly", "Ears, Eyes and Nose", and "Let's go Visiting". The teachers also made hand prints with the children using the different stamp pads. The children worked on their fine motor skills. Our lesson plan focused on different types of brushes. Paint brushes, hair brushes, groom brushes, etc. The children brushed their teeth and talked about what the tooth brush did to their teeth and what it felt like. The children played in the sand when it was warm with buckets and shovels. They also painted on the side walk using brushes and water. They practice pedaling the bicycles and went on a nature walk around the school. The children also go to feel the snow when it was falling and talked about the weather outside. The teachers brought snow in trays and let the children play with the snow inside the classroom that was in the playground from the weekend. The children counted while they were jumping outside and worked on naming their body parts. The children worked on their large motor skills and kicked balls and used their hand eye coordination to try to bounce the balls. The nutrition experience for this month was Food Bingo. The teacher showed them a picture of a food and if the child had it in their basket they would say "Bingo".

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

The Parent Meeting for this month was on February 14, 2024. Mental Health & Disability Program Coordinator Connie was our guest speaker and talked about "Navigating School on Parental Rights". We had four parents able to attend the meeting.

Early Head Start Policy Council Center-Based Monthly Report Form





Center Name: Plaza Feliz

Reporting Period: February 1st- February 29, 2024 Submitted by: Diane Y. Archibeque - Head Teacher

Activities at Center: During the month of February the children at Plaza Feliz explored and investigated clothes. The teachers showed the children several common items of clothing from the housekeeping area. The teachers explained that there are different types of clothes. Then the teachers invited the children to explore the clothes. The teachers helped the children put on the cloths and take them off. The teachers asked the children what happens when their clothes get dirty. Some of the children said "Mommy washes them." The teachers put the clothes in a laundry basket and asked the children to help them fold the clothes and put them away. The children played with the baby dolls in the housekeeping area and dressed the baby dolls up in different clothes. The teachers showed the children the community and different culture dolls and explained to the children that there are special clothes people wear for work. The teachers asked the children to tell them what they are wearing and then they talked about how their clothes help them stay comfortable in different weather. The children said the colors of their shirt, pants, and shoes. When the children sat at the table to paint the teachers put a smock on them and told them that the smocks help keep clothes clean when they paint.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities: Our parent meeting this month was held on 2-16-2024. I read the parents a children's book to show them how to make reading fun for them and their child. Mental Health & Disability Program Coordinator Connie Lopez was our guest speaker and she talked to parents about "Navigating School & Your Parental Rights". The parents were given center updates: Plaza Feliz will be closed on February 19th for President's Day Holiday. I also informed the parents of my retirement day with last day of work being March 8th

Early Head Start Policy Council Center-Based Monthly Report Form

Center Name: School on Wheels EHS





Reporting Period: February 1-29 2024

Submitted by: Bernice Johnson, Head Teacher

Activities at Center:

The children have been working on their Language skills: Using thier words for example: "More milk, please. Give it back. Mine. Stop. I don't like that. I'm not done. They also have been working on Fine and Gross motor skills. For example they are making lines and circles, trying to hold a crayon (big one or small ones), making little circles or big circles, little line or big lines. For their social and emotional skills they are coloring a sheet of paper while standing next to another classmate and being okay with that person being near their space and sharing it.

We have a new child that started in the infant classroom. He is doing well and always has a bright smile on his face.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

Our parent meeting was on the 15th of February, we had a good turnout, we had 7 parents/guardians attending the meeting. Our Mental Health & Disability Program Coordinator Connie Lopez was the presenter and she talked about "Navigating School and Your Parental Rights". We also made little animals (cat, elephant, butterfly and dog) out of hearts. The families had fun making an animal using hearts with their child.

Early Head Start Policy Council Center-Based Monthly Report Form

Center Name: Trumbull EHS

Reporting Period: February 1st- February 29, 2024

Submitted by: Felicitas Gaines- Head Teacher

Activities at Center:

Our Center was closed on January 12th and 13th for Education Home visits. This month, we investigated into exploring light. The teachers asked questions "Which objects makes light?"





"How do you turn on and off flashlights?" and "What objects can light pass through?" Additionally, the children used crayons, paints and toys for drawing. In small group activity, the children learned how to take care of babies by giving pretend baths. For our nutrition activity, we counted circles using mini pancakes. Children learned the shape "circle" and practiced counting 1-10. Our color theme for this month is red. The teachers used the flashlight to look for red objects in the classroom. We reminded families to check out our weekly Ready Rosie videos, and participate in the morning moments. We also encouraged families to join our parent meeting.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

The Parent Meeting was held on February 20th 2024. Five families were able to attend. They made their child's hand molds out of playdoh and decorated them with different colors of paint. We talked about center updates, in-kind, Ready Rosie and school closures. Additionally, our Mental Health & Disability Program Coordinator Ms. Connie talked about "Navigating School and your Parental Rights" (starting from Early Head Start to 3 years old). She was able to answer parents questions.

City of Albuquerque Early Head Start Caseload/Enrollment Report 02/29/24

128
55
4
59
69

Ctr Detail	Slots	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	0	0	0		8
MacArthur	16	7	0	7		9
PlazaFeliz	16	16	0	16		0
SOW	16	11	0	11		5

Trumbull	24	8	0	8	16	Program Snapshot
W. Trail	16	0	0	0	16	
Singing Arrow	8			0	 8	
Total	104	42	0	42	62	







24

17

7

104

42

62

128

59

69

Funded Enrollment: Enrollment: Defficiency:

Home Based Detail Caseload: 12 slots per home visitor

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days	CONTRACTOR STREET	Deficit
Valarie	12	8	8	0		4	12	0
Tamara	12	4	5	0			5	7
Total	24	50.	12				47	7
Total	24	31	13	0		4	17	

Center Detail

Monthly Program Information Summary		
February 24		
# new enrollments families	8	

# new enrollments children	8	
# new enrollments pregnant women	0	
# children born to pregnant women	0	
Total new enroliment	8	
# children aging out	1	
# pregnant women giving birth	0	
# children leaving before turning 3	3	
# pregnant women leaving before baby	0	_
Total leaving	4	
	# of children	% of children
Children with up to date immunizations	51	93.0%
Children up to date as possible on immunizations		·
Children not up to date on immunizations	4	7.0%

Eligibility Category	# of children and pregnant women	% of total number of children and pregnant women
income eligible	13	24.0%
Public Assistance	25	45.0%
Foster Child	3	5.0%
Homeless	8	15.0%
Over Income	1	2.0%
Over 130%	5	9.0%
	# of children	% of total number of slots
Children with IFSPs	16	12.5%

3/1/2024 10:17 AM

City Of Albuquerque EHS

Page 1 of 1 E25745

2301 - Average Daily Attendance

Program Term: EHS 2023-2024, Program Option: Standard Full Day, Attendance Date: 2/1/2024 - 2/29/2024

City Of Albuquerque EHS

	Attend	dance Red	cords	Operating		Funde	ed Enrollment	Actua	al Enrollment
	Present ⁵	Absent ⁶	Neither ⁷	Days	ADA ¹	Count	% Attendance	Count ²	% Attendance
Douglas MacArthur					-				
Toddler - EH	91	23	0	18	5.06	8	63.19%	6.33	79.82%
Site Total	91	23	0	18.00 (avg)	5.06	8	63.19%	6.33	79.82%
Plaza Feliz									
Toddler - EH	107	37	0	18	5.94	8	74.31%	8.00	74.31%
Twos	121	21	0	18	6.72	8	84.03%	7.89	85.21%
Site Total	228	58	0	18.00 (avg)	12.66	16	79.17%	15.89	79.72%
School On Wheels								12/22 0	
Infant	37	15	0	18	2.06	8	25.69%	2.89	71.15%
Toddler - EH	127	17	0	18	7.06	8	88.19%	8.00	88.19%
Site Total	164	32	0	18.00 (avg)	9.12	16	56.94%	10.89	83.67%
Frumbull	L I	I							
Toddler - EH	88	50	1	18	4.89	8	61.11%	7.67	63.77%
Site Total	88	50	1	18.00 (avg)	4.89	8	61.11%	7.67	63.77%
City Of Albuquerque EHS	571	163	1	18.00 (avg)	31.73	48	66.09%	40.78	77.79%
Report Totals	571	163	1	18.00 (avg)	31.73	48	66.09%	40.78	77.79%

 Report Totals
 571
 163
 1
 18.00 (avg)
 31.73
 48
 66.09%
 40.78
 77.79%

 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.
 31.73
 48
 66.09%
 40.78
 77.79%

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), Late Pickup(LP). Tardy and Late Pickup (TLP)

6. Statuses counted as Absent: Excused(E), Unexcused(U)

7. Statuses counted as Neither: Not Scheduled (N)

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assroom									
	Operating Days	CALL STREET, ST	and the second second second second	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
eport: CACI	FP Reimburseme	ent Summary	(Grid)						
gency: Cit	ty Of Albuquerqu	ue EHS							
Program [*]	Term: EHS 2023-	2024				1963			
Site: Dou	uglas MacArthur								
Toddler	A REAL AND A REAL AND A	7	0	0	83	0	91	72	0
Subtotals	for Site: Douglas MacA	thur		Concession in		-marine and			
	18	7	0	(83	(91	72	e .
Site: Plaz	za Feliz								
Toddler	18	9	0	0	104	0	104	90	0
Twos	18	8	0	0	119	0	120	103	0
Subtotals	for Site: Plaza Feliz		AND IN CARE ON			81418 2			
Sugar	36	17	0	C	223	(224	193	
Site: Sch	ool On Wheels								
Infant	18	3	0	0	24	0	25	25	0
Toddler	18	8	0	0	112	0	127	124	0
Subtotals t	for Site: School On Whe	eels						There is the	
	36	11	0	C	136	C	152	149	
Site: Trui	mbull								
Toddler	18	9	0	0	86	0	84	80	0
Subtotals (for Site: Trumbull		State of the second	and the second		157 C	1231	160215	
	18		0	0	86	0	84	80	
Subtotals for	r Program Term: EHS 20		0						
Subtotals for A	Agency: City Of Albuque	here and the second second	0	0	528	0	551	494	
	108		0	0	528	0	551	494	
eport Totals	108	44	0	0	528	0		494	

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Early Head Start Quarterly Report to City Council for April, May, June 2024

I. EARLY HEAD START PROGRAM INFORMATION REPORT:

- Administrators Report
- Policy Council Meeting Minutes
- Meal Service Report
- > Attendance Report
- Caseload/Enrollment Report
- Program Information Report
- Center-Based and Home-Based Monthly Report
- Financial Statements
- P Card Expenses



City of Albuquerque Early Head Start Monthly Administrator's Report

Program: Division of Child & Family Development

Name of Person Submitting Report: Dr. Dawnita Blackmon-Mosely

Center-based

Funded Enrollment

Center-based 104

Home-based 24

Current Enrollment -

43

43 Home-based 17

Explanation, if needed:

Under-enrollment is largely due to staffing.

I.

Content Areas

A. Education:

- Child Development & Education Specialist conducts weekly site visits to support teachers, center compliance, practice-based coaching & observing staff with children and offering support if needed.
- Child Development & Education Specialist conducts weekly Head Teacher meetings discussions based on staff & center needs
- Child Development & Education Specialist is working on Practice Based Coaching-Needs Assessment for teachers. Encouraged staff to reflect on their plan and provide feedback.
- Child Development & Education Specialist supporting families and staff with Transition Meetings and potty training action plans. B. Support Services (Mental Health and Disabilities).
- > Mental Health & Disabilities Coordinator conducts weekly site visits
- Mental Health & 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 & Disabilities Coordinator continues to participate in Transition Meetings.

- Mental Health & Disabilities met with El providers to continue to work in collaboration to best support our children and families
- Mental Health & Disabilities Coordinator represents the City of Albuquerque Division of Child & Family Development on the Metro-Area Transition with Early Intervention Providers, Community-Based Providers

and LEA's (Public Schools) C. Health/Nutrition:

- All centers are in the process of receiving Annual Fire Inspection
- > 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.

D. Family and Community Partnerships:

- Parent, Family and Community Engagement Specialist continues to meet withfamilies 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 weeklyreading logs.
- Parent, Family and Community Engagement Specialist continues to provideoversight to the Significant Men in Little Lives Everywhere, Male Involvement initiative which meets quarterly.
- Parent, Family and Community Engagement Specialist continues to createMonthly 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.

E. Program Design and Management (including operations, facilities, etc.)

- 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.
- MacArthur center to close temporarily on April 12th due to staffing.
- Centers continue to offer monthly Parent Center meeting

F. Administration:

- 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. We still do not meet our full funded enrollment. The consequence for chronic failure to meet full funded enrollment
- ➢ COA received Focus Area 1 Federal Review, the week of 4/1/2024.
- Associate Director participating in Mayor's Roadshow College Career Fair tours to all New Mexico Colleges and Universities in efforts of recruiting students enrolled in the schools early childhood education degree programs to work for the City's early childhood services.
- EHS Baseline Grant Application was submitted on 4/1/2024

- EHS is being assigned a new Training and Technical Assistance Support Specialist by the Office of Head Start.
- G. Construction Projects: N/A This Reporting Period
- II. New Hires as of January 31, 2024: N/A This Reporting Period

III. Involuntary Terminations:

N/A This reporting period

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT FEDERAL GRANT (3164420) March 31, 2024

						March	31, 2024										
ACCOUNT				and the second s	1120		Contraction of the local division of the loc		2						YTD	REMAINING	×
DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	EXPENSES	BALANCE	EXPENDED
Salaries and Wages	1,517,368.00	64,397,22	210.651.71	69,508.45	204,595,19	55,272.61	79,660.93	79,860,72	75,965.29	159.084.12					999.017.24	518,350.76	65.84%
Fringe Benefits	450,632.00	32,982,58	47.238.13	35,957.03	47,208.72	26,491,28	34,575.70	37,272,85	35,769.96	40,490.25					337,986,40	112,645,60	75.00%
Total Personnel Costa	1,968,008.00	97,379.80	257,889.84	105,465.48	251,803.91	81,763.89	114,236.63	117,133.57	111,756.15	199,574.37	0.00	0.00	0.00	0.00	1,337.003.64	630,996.36	67.94%
Supplies																	
522000-Supplies	25,000.00														0.00	25,000.00	0.00%
522032-Supplies-Food	20,798,00				517,41				1,905.13						2,422.54	18,375.46	11.65%
522048-Supplies-Office	61,799.00				67.48		487.84		276.16	785.06					1,616.52	60,182.48	2.62%
Supplies- All others	01,100.00				1				210.10	105.00					1,010.32	90,102.40	2.027
522054-Supplies-Other	32,000,00														0.00	32,000.00	0.00%
522052 - Supplies-Operating		79.92	441.56		284.66		322.03	588,70	359.98						2.076.85	(2,076.85)	
522090 - Supplies-Gen Const Materials					E04.00		VLL.VV	000.10	00.00						2,070.03	14.010.00)	0.00%
522099 - Asset - non capital																	
522500-Travel - Expense															6 86		
522520-Travel - Out Of State	5,000.00		353.06	518.31		518.35	22.70		6,738.61	6,760.57					0.00	0.00	0.00%
523410-License Renewals	0,000.00		600.00	310.31		55.00	22.10	25.00	0,730.01	75.00					14,911.80	(9,911.80)	
Total Supplies	144,597.00	79.92	1,394.62	518.31	869.53	573.35	832.57	613.70	9,280.08	7.620.63	0.00	0.00	0.00	0.00	755.00	(755.00) 122,814.29	0.00%
		TOTOL	10000	010.01	000.00	010200	Dial Contra	010.10	0,200.00	1,020.03	0.00	0.00	0.00	0.00	21,/02./1	122,010.20	10.00%
Other																	
521500-Utilities	1.750.00														0.00	1,750.00	0.00%
523800-Repairs & Maintenance	13,976.00			964.76		192.00			3,366,70	2.013.87					6,557,33	7,418.67	46.92%
521000-Other service printing	10,000.00			0000.10		194.00			3,300.70	2,013.07					0,007.33		40.82% 0.00%
521540 - Telecom-Telephone	10,000,000								405.65						405.65	10,000.00 (405.85)	
521544 - Telecom-Cellular Svc And Equip									1,081.45						1.081.45	(1.081.45)	
523000-Training	- 1								1,001.40						0.00	0.00	0.00%
523400-Dues and Memberships	0163332														0.00	0.00	0.00%
Total Others	25,726.00	0.00	0.00	984.76	0.00	192.00	0.00	0.00	4,853.80	2,013.87	0.00	0.00	0.00	0.00	8.044.43	17,681,57	31.27%
						102.100	0.00	0.04	41000.00	21012.00	0.00	0.00	0.00	0.00	0,000,003	11,001.31	31.2176
Contractual	2.1																
527500-Contractual (Training)	28,000.00														0.00	28,000.00	0.00%
527505- Svcs-Advertising															0.00	0.00	0.00%
520500-Contractual (Professional)	50,000.00														0.00	50,000.00	0.00%
527565 - Svcs-Subcontracts&Subawards															0.00		0.00%
Total Contractual	78,000,00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		0.00	0.00	0.00	0.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0,00	18,000.00	0.00%
Carryforward FY21																	
533004- Recreational Equipment																0.00	0.000
532000 - Capti-Land Improvements	- 00 - 00															0.00	0.00%
Total Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
			0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00%
GRAND TOTAL	2,216,323.00	97,459.72	259,284.46	106,968.55	252,673.44	82,529.24	115,069,20	117,747.27	125,890.03	209,208.87	0.00	0.00	0.00	0.00	1,365,830.78	649,492.22	61.67%

Current % 61,67% Should Be 75% Under spent 13% Possible reversion \$ 295,411.47

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT FEDERAL GRANT T&TA (3164421) March 31, 2024

	institution and share a	Bernahe month				613464 G											
ACCOUNT	Service States														YTD	REMAINING	%
DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	EXPENSES	BALANCE	EXPENDE
522500 - Travel-Expense	\$4,560.00														:	4,560.00	0.
Other																	
521000-Other service	\$15,000.00														-		0.0
523000-Training - General	\$10,440.00	769.79	4,663.46				750.00	190.00	1,222.00	3,210.00					e.		0.
522020 - Supplies-Uniforms															-		
522032-Supplies-Food																	0.
522048- Supplies-Office																	0.
523400-Dues And Membership	s		216.66												216.66		0.
523410-License Renewals																	0.
Total Others	\$25,440.00	769.79	4,880.12	•	<u> </u>	•	750.00	190.00	1,222.00	3,210.00	-	<u> </u>		-	11,021.91	\$14,418.09	43
527500-Contractual (Training)	\$14,906.00															14,906.00	0
GRAND TOTAL		\$769.79	\$4,880.12	\$0.00	\$0.00	\$0.00	\$750.00	\$190.00	\$1,222.00	\$3,210.00	\$0.00	\$0.00		\$0.00	\$11,021,91	\$33,884.09	24.

Current % 24.54%

Should Be	75%
Under spent	50%
Possible reversion \$	22,657.59

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT CITY MATCH (3164422) March 31, 2024

						Man	ch 31, 2024										
ACCOUNT		- 0.000							_	and a state of the					YTD	REMAINING	%
DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	EXPENSES	BALANCE	EXPENDED
Salaries and Wages	144,309.00	132,406.30	(131,229.39)	691.51	758.35	734.06	634.42	675.62	611.59	699.78			1.1.5	-	5,982.24	138,326.76	
Fringe Benefits	239,355.00	10,332.33	(9,783.12)	323.16	353.95	342.47	296.09	315.67	285.42	326.98					2,792.95	236,562.05	1.17%
Total Personnei Costs	383,664.00	142,738.63	{141,012.51}	L/014.67	1,112.30	1,076.53	930.51	991.29	897.01	1,026.76	-				8,775.19	374,888.81	2,29%
plies																	
S22000-Supplies	15,000.00								4,865.67	3,699.30					8,564.97	6,435.03	57.10%
\$22054-Supplies-Other	6,500.00						39.99		835.16						875.15	5,624.85	13.46%
522032-Supplies-Food	5,483.00	51.44													51.44	5,431.56	0.94%
522048-Supplies-Office	7,500.00			4,878.48	338.75			3,661.07	1,482.09	2,475.88					12,836.27	(5,336.27)	
522052-Supplies-Operating	· ·	105.66						-,	231.73							(2)222121]	0.00%
522060-Supplies-Postage/Freight									Lead of d						22,665.22		0.00%
522510-Travel-Local/in State															~~,003.22	1	0.00%
otal Supplies	34,483.00	157.10		4,878.48	338.75		39.99	3,661.07	7,414.65	6,175,18					22.665.22	11,817.78	65.73%
		· · · · · · · · · · · · · · · · · · ·													an order	approxime.	03.1376
ther																	
521000-Other Services	97,161.00	249.00													249.00	96,912.00	0.26%
523000 - Training - General		190.59													190.59	(190.59)	
523800-Repairs & Maintenance	1	1		24,066.33	2,717.53				10,170.64						36,954.50	(36,954.50)	
\$23400 - Dues And Memberships																(0.00%
523410 - License Renewals																	0.00%
Total Others	97,161.00	439.59		24,066.33	2,717.53	+			10,170.64						37,394.09	59,766.91	38,49%
ontractual																	
527500-Contractual (Training)																	0.00%
527505- Svcs-Advertising																	0.00%
520500-Contractual (Professional)	50,000,00															50,000.00	0.00%
527565 - Svcs-Subcontracts&Subawards		8		6.57	10 M												0.00 %
Total Contractual	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000,00	0.00%
		6 - 6	1010	(10000)	1996 - 107 97 32 74				1000			100 million -					
ternal Service																	
591265 - Transfers Out - Fund 265																20	0.00%
594031 Vehicle Maintenance (523800)															-		0.00%
594032 Vehicle Maintenance (outside)						612.00	1,038.07								1,650.07		0.00%
594041 Vehicle Mntc-Fuels		17-1-26			1992			3									0.00%
Total Internal Service Charges	1.1					612.00	1,038.07						200 Jah		1,650.07		0.00%
- C	Collegend	BREEDER	Sugar Star	2001-000-000	0.82	125		1. C.	1649000	100	1000						
GRAND TOTAL	565,308.00	143,335.32	(141,012.51)	29,959.48	4,168.58	1,688.53	2,008.57	4,652.36	18,482.30	7,201.94		10		10.000	70,484.57	494,823.43	12.47%

Current % 12.47%

Should Be	75%
Under spent	63%
Possible reversion	\$ 353,496.43

VELLS FAF			Reporting Period : 3/1/2	(024 - 3/29/2024			
atement Sumi	nary						
me	Dap	hne Dubriel		Company	City Of Albuquerque		
count #	XXX	X-XXXX-XXXX-7869		Currency	US Dollar		
orting Period		2024 - 3/29/2024					
Trans Date	Post Date	Merchant Name	Charge Codes		Approved	Receipt	Ато
1 3/1/2024	3/4/2024	Amazon.Com*rz9du75p2 Seattle, WA				ž	8
Diapers, wip	es and laund	ry soap for SOW. AG GL ACCOUNT: 522052 DEPARTMENT I	FUND: 265 D: 2933400 PC BUSINESS UNIT: PCFCS PC F	PROJECT: 29_EHS_24 PC ACTIVITY: 31	54420		
2 3/2/2024	3/4/2024	Amazon.Com*m9ul61u0 Seattle, WA				· · · · · · · · · · · · · · · · · · ·	400
Diapers, wipe	es and laund	ry soap for SOW. AG GL ACCOUNT: 522052 DEPARTMENT I	FUND: 265 D: 2933400 PC BUSINESS UNIT: PCFCS PC F	PROJECT: 29_EHS_24 PC ACTIVITY: 316	34420		
3 3/5/2024	3/6/2024	Amzn Mktp Us Amzn Com/Bill, WA				4	139
Length of Ser	rvice gift for I	Diane A. AG GL ACCOUNT: 522052 DEPARTMENT II	FUND: 265 D: 2933400 PC BUSINESS UNIT: PCFCS PC F	PROJECT: 29_EHS_24 PC ACTIVITY: 316	54420		
							ENGE!

Refreshments for length of service gathering, AG FUND: 265 GL ACCOUNT: 522052 DEPARTMENT ID: 2933400 PC BUSINESS UNIT: PCFCS PC PROJECT: 29 EHS 24 PC ACTIVITY: 3164420 5 3/7/2024 3/8/2024 Amazon.Com -27.66 Seattle, WA Item was lost in transit a refund was issued. FUND: 110 GL ACCOUNT: 522000 DEPARTMENT ID: 2933400 6 3/7/2024 3/11/2024 Fun Express 449.41 800-2280122, NE Recruitment Supplies. AG FUND: 265 GL ACCOUNT: 522052 DEPARTMENT ID: 2933400 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164420 7 3/15/2024 3/18/2024 Amazon.Com -24.99 Seattle, WA Items lost in transit a refund was issued. FUND: 110 GL ACCOUNT: 522000 DEPARTMENT ID: 2933400 Transaction Count: 7 Total: 1,072.64 **Employee Signature** Date **Authorized Approver Signature** Date WELLS FARGO Reporting Period | 3/1/2024 - 3/29/2024 Statement Summary

11.00 M ACT 0 #11.02.024

lame	Kat	rina Williams		Company	City Of Albuquerque		
ccount #	XX	X-XXXX-XXXX-4942		Currency	US Doilar		
eporting Perio	d 3/1/	2024 - 3/29/2024					
Trans Date	Post Date	Merchant Name	Charge Codes		Approved	Receipt	Amount
1 3/9/2024	3/11/2024	Amazon.Com*m6fu2jz1 Amzn.Com/Bill, WA				2	173.60
Wipes, laund	iry soap, pan	npers pull-ups, diapers and Kleenex for GL ACCOUNT: 522052 DEPARTMEN	SOW. AG FUND: 265 IT ID: 2933400 PC BUSINESS UNIT: PCFCS PC PRO	DJECT: 29_EHS_24 PC ACTIVITY: 316	4420		-
2 3/11/2024	3/12/2024	Amzn Mktp Us Amzn.Com/Bill, WA				✓	36.99
Cuties 3t/4t p SOW. AG	potty training	pants for boys and girts, Hypoallergenic DEPARTMENT ID: 293	w/skin 92 ct for FUND: 265 GL ACCOUNT: 522052 3400 PC BUSINESS UNIT: PCFCS PC PROJECT: 29	9_EHS_24 PC ACTIVITY: 3164420			
3 3/12/2024	3/13/2024	Amzn Mktp Us Amzn Com/Bill, WA			at an exercise and an exercise	4	8.95
AC power co	ord cable com	patible for HP OfficeJet Pro. AG GL ACCOUNT: 522052 DEPARTMEN	FUND: 265 T ID: 2933400 PC BUSINESS UNIT: PCFCS PC PRC	DJECT: 29_EHS_24 PC ACTIVITY: 3164	4420	49 00 00 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	emin
	All, All Software, and a second se					an a rannon a managamata ana ang ang ang ang ang ang ang ang an	
			Annaly Constant				
Trans Date	Post Date	Merchant Name	Charge Codes		Approved	Receipt	Amount
4 3/15/2024	3/18/2024	Amazon.Com*r676c1421 Amzn.Com/Bill, WA				2	71.96
2-Similac adv	vance baby fo	ormula with iron baby formula powder 30).8oz can. AG FUND: 265		4.5.4		-

5,20,320,00,00,00,026

GL ACCOUNT: 522052 DEPARTMENT ID: 2933400 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164420

5 3/20/2024 3/21/202	4 Amzn Mktp Us Amzn.Com/Bill, WA			93.02
Pampers, potty training	g set and kid proof cabinet latches. AG GL ACCOUNT: 522052 DEPARTMENT ID: 2	FUND: 265 933400 PC BUSINESS UNIT:	PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164420	
6 3/24/2024 3/25/202	4 Amzn Mktp Us Amzn.Com/Bill, WA			249.97
Printer and ink cartridg		FUND: 265 933400 PC BUSINESS UNIT:	PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164420	
				Transaction Count: 6
				Total: 634.55
Employee Signature		Date	Authorized Approver Signature	Date

4/1/2024 12:08 PM

City Of Albuquerque EHS

Page 1 of 1

2301 - Average Daily Attendance

Program Term: EHS 2023-2024, Program Option: Standard Full Day, Attendance Date: 3/1/2024 - 3/31/2024

City Of Albuquerque EHS

	Atten	dance Re	cords			Funde	ed Enrollment	Actu	al Enrollment
	5 Present		7 Neither	Operating Days	ADA 1	Count	% Attendance	2 Count	% Attendance
Douglas MacArthur		24 H =							
Toddler - EH	86	36	0	18	4.78	8	59.72%	6.78	70.49%
Site Total	86	36	0	18.00 (avg)	4.78	8	59.72%	6.78	70.49%
Plaza Feliz								1	
Toddler - EH	113	38	1	21	5.38	8	67.26%	7.19	74.83%
Twos	129	31	0	20	6.45	8	80.63%	8.00	80.63%
Site Total	242	69	1	20.50 (avg)	11.83	16	73.78%	15.19	77.81%
School On Wheels									
Infant	27	28	0	17	1.59	8	19.85%	3.24	49.09%
Toddler - EH	118	50	0	21	5.62	8	70.24%	8.00	70.24%
Site Total	145	78	0	19.00 (avg)	7.21	16	47.70%	11.24	65.02%
rumbuli									
Toddler - EH	93	44	0	21	4.43	8	55.36%	6.52	67.88%
Site Total	93	44	0	21.00 (avg)	4.43	8	55.36%	6.52	67.88%
City Of Albuquerque EHS	566	227	1	19.67 (avg)	28.25	48	59.96%	39.73	71.37%
Report Totals	566	227	1	19.67 (avg)	28.25	48	59,96%	39.73	71.37%

28.25 39.73 48 59.96% 1. ADA for each clasroom 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), Late Pickup(LP), Tardy and Late Pickup (TLP) 6. Statuses counted as Absent: Excused(E), Unexcused(U)

7. Statuses counted as Neither: Not Scheduled (N)

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assroom	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
eport: CAC	FP Reimburseme	nt Summary	(Grid)	12	1				
Agency: Ci	ty Of Albuquerqu	ue EHS							
Program	Term: EHS 2023-	2024							
Site: Do	uglas MacArthur								
Toddler	and the second second second second	8	0	0	80	0	83	71	0
Subtotais	for Site: Douglas MacAr	thur						1000 I 1000 P	COLUMN LINE
	18	٤	C	(80		83	71	
Site: Pla	za Feliz					No.			
Toddler	21	8	0	0	110	0	111	99	0
Twos	20	8	0	0	127	0	127	107	0
Subtotals	for Site: Plaza Feliz								
	41	16	C	C	237	(238	206	
Site: Sch	ool On Wheels								
Infant	17	4	0	0	18	0	18	15	0
Toddler	21	8	0	0	113	0	117	108	0
Subtotals	for Site: School On Whe	els					No.	The second second	
	38	12	C	C	131	C	135	123	
Site: Tru	mbull								
Toddler	21	8	0	0	92	0	91	82	0
Subtotals	for Site: Trumbuli	La provincia de la composición de la composicinde la composición de la composición de la composición d							
	21	8	C	C	92	C	91	82	
Subtotals for	r Program Term: EHS 20								
Subtotals for A	118 Igency: City Of Albuquer	44 TOLIE EHS	C	C	540	C	547	482	
	118	44	c	c	540	C	547	482	
eport Totals	118	44	C	c		C		482	

Program Term: EHS 2023-2024, Program Option: Standard Full Day

1 of 1 E25745

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City of Albuquerque Early Head Start Caseload/Enrollment Report 03/31/24

Enrollment	
Total Funded Enroliment:	128
Total Actual Enrollment:	55
	5
Children Withdrawn & Dropped (last 30 days):	60
Total Reportable Enrollment (actual + withdrawn/dropped):	
Total Deficit:	68

Program Snapshot

	Home b	ased Centers	ALL
Inded Enrollment:	24	104	128
nrollment:	17	43	60
efficiency:	7	61	68

Home Based Detail Caseload: 12 slots per home visitor

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days	Collection and a second second second	Deficit
Valarie	12	8	7	0		1	8	4
Tamara	12	Ŕ	9	0			9	3
Total	24	8	16	0		1	17	7

Center Detail

Ctr Detail	Slots	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	0	0	0		8

MacArthur	16	6	2	8	8
PlazaFeliz	16	15	1	16	0
sow	16	12	0	12	4
Trumbull	24	6	1	7	17
W. Trail	16	0	0	0	16
Singing Arrow	8			0	8
Total	104	39	4	43	61

Monthly Program Information Summary			
March 2024			
# new enrollments families	4		
# new enrollments children	4		
# new enrollments pregnant women	1	-	
# children born to pregnant women	0		
Total new enrollment	5		
# children aging out	1		
# pregnant women giving birth	0		
# children leaving before turning 3	4		
# pregnant women leaving before baby	0		
Total leaving	5		
	# of children	% of (children
Children with up to date immunizations	53		88.3%
Children up to date as possible on immunizations			
Children not up to date on immunizations	7		11.7%
		% of	total
	# of children and	number	of
Eligibility Category	pregnant women	children pregnant v	and vomen
income eligible	10		18.0%



Public Assistance	29	53.0%
Foster Child	3	5.0%
Homeless	7	13.0%
Over Income	5	9.0%
Over 130%	1	2.0%
	# of children	% of total number of slots
Children with IFSPs	16	12.5%



Home Visitor Name: Tamara Owen

Reporting Period: March 1-31, 2024

Submitted by: Tamara Owen

Home-based Activities: Chips in a can: Problem solving and practicing eye-hand coordination. Domain-Perceptual Motor and Physical Development and Cognition.

I brought to this activity an empty Pringles chip can with slot cut in the lid and flat plastic food items. I took the can with the slotted lid showing child the plastic waffle goes in this opening saying, "push, push". I handed the chip can and food items to the child who was sitting on the floor. He put the waffle in the slot trying once or twice pushing down waffle into the can clapping his hands, smiling and jumping with excitement. He continued to put food items with and without the lid. I handed mom the chip can and she showed him how to dump the food items out of the can explaining "shake, shake till the can is empty". Both mom and I continued to encourage him to put lid on top of the can. Child focused on lid patiently using both hands pushing once or



twice pressing on the lid. He continued to play over and over again inserting the plastic food items and taking off can lid.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

March 6th – Beats and Boogie Storytime @ International District Library – Domain(s): Perceptual Motor and Physical

0 – attended.

March 13th - Toddler Storytime @ Los Griegos Library - Domain(s): Language and Literacy.

0 - attended.



Early Head Start Policy Council Home-Based Monthly Report Form

Home Visitor Name: Valarie Ramirez Reporting Period: March 1-31, 2024 Submitted by: Valarie Ramirez

Home-Based Activities:

PAT Clips and Tongs: Pinching and Squeezing. Domain – Perceptual, Motor, and Physical Development (fine motor). I brought large/adult sized and small/child sized tongs, and several small objects to pick up for this activity. I laid out several small blocks onto the chair where the child was sitting and demonstrated how I picked up each block with the tongs then placed them one by one into a small green bowl while counting each block. I gave the small tongs to child and encouraged child in Spanish saying it was their turn. Child tried to pick up the blocks but had some difficulty as the tongs were new and were not yet flexible or opening wide enough. I laid out several small pom poms and child continued trying to pick up any object with the small tongs, finally picking up some of the pom poms and placing them into the small green bowl. I switched to the larger tongs, demonstrating how to use them while counting objects into the bowl then handed them to mom to take a turn. Mom also picked up several items demonstrating to child how to use the larger tongs. Mom handed the large tongs to child and encouraged them to try. Child tried several times and had some difficulty as the tongs are much larger and appeared difficult for child to grasp and maneuver. Child did not give up, trying several times to pick up the blocks all while adjusting their grip on



the tongs. After several tries, child got the hang of it and was able to pick up all the blocks and place them into the bowl. Child had a little difficulty with the pom poms but did not give up and also got the hang of how to pick these up.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

March 6th – Beats and Boogie Storytime @ International District Library – Domain(s): Perceptual, Motor, and Physical Development.

1 – attended.

March 13th – Toddler Storytime At Los Griego's Library – Domain(s): Language and Literacy.

0 - attended.

Early Head Start **Policy Council** Center-Based **Monthly Report Form**

Center Name: MacArthur EHS – Toddler Room

Reporting Period: March 1-31, 2024

Submitted by: Michelle Yazzie, Child Development & Education Program Specialist

Activities at Center: Paper Study

This month the children finished up their study on Brushes and started a study on paper. The questions asked were; What are the different kinds of paper? and What can we do with paper? The children explored different types of paper like; tissue, notebook, card stock, construction, post its. They painted on tissue paper and construction paper, used glue sticks to glue tissue paper onto a construction paper. The children did very well building new relationships with their teachers.



family services

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

March 25th – Parent Meeting: Our Parent, Family & Community Engagement Specialist Daphne Dubriel had a Café Discussion on how parents are carving out "me" time to rejuvenate themselves and ideas on how to do that if they aren't, a Self-Care handout was given to the families. One family showed up for the event and had great ways they ensure they are getting the time they need.





Center Name: Trumbull EHS

Reporting Period: March 1st- March 31st, 2024

Submitted by: Felicitas Gaines- Head Teacher

Activities at Center:

March was an exciting month filled with exploration and discovery as we dig into the world of paper. The children had fun learning about different kinds of paper like tissue paper, paper bags, and construction paper. The teachers asked questions "What can we do with paper?" and "How do we use paper?" Through hands-on activities, the children explored with paper like tearing it into small pieces, coloring it, making shapes and decorating paper bags. The children tested painting on card stock and tissue paper to see which one was harder to paint on. One of the highlights was our investigation into how paper reacts to water. The children observed the changes and displayed interest. Families and children made colorful butterflies using coffee filters. We used the butterflies they made to decorate our spring classroom board. For movements, the children used scarves to pretend to be animals, which was a lot of fun. We also used peg boards to practice their fine motor skills. Lastly, we made our own books, which was really cool. For our food nutrition activity, the children explored colors, flavors and textures while creating their own tropical fruit salads.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:





The Parent Meeting was done on March 14, 2024 at 1:30 pm. Our Parent, Family & Community Engagement Specialist Ms. Daphne had a Parent Cafe discussion with the parent that attended about the importance of carving out "me" time to ensure parents are rejuvenating themselves. There were a lot of ideas given and a great discussion was had. Ms. Daphne and Teacher Happy talked about importance of school readiness, In-kind, S.M.I.L.L.E., Ready Rosie, Policy council, and upcoming school closures.

Early Head Start Policy Council Center-Based Monthly Report Form

Center Name: Plaza Feliz EHS Reporting Period: March 1-31, 2024 Submitted by: Tammy Martinez, Teacher

Activities at Center:

During the month of March in Plaza One's classroom we did lessons on brushes and bags. We explored different types of brushes paint brushes, hairbrushes, toothbrushes etc. We also did water color pictures and read books about taking care of ourselves. For the nutrition activity we explored extra apples and oranges that we saved from previous snacks. We opened each and showed the children the inside of the apple and orange. We discussed the colors and the taste. In the older toddler's classroom, the lessons were about shoes and brushes. They looked at books about different shoes and added some to home living. For brushes, the two's classroom also discussed various brushes, hairbrushes, toothbrushes and paint brushes. The dental people who came to give some of the children fluoride treatments discussed toothbrushing with the children and the children brushed their teeth. The nutritionThe nutrition project was the same as the ones project, apple and orange exploring. The teachers discussed the project

differences between apple and orange; color, taste, shape etc. The children tried a slice of each fruit.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities: Our March parent meeting was on the 28th. We discussed different ways to participate with In-kind and our upcoming





S.M.I.L.L.E. activity for April. Our Parent, Family & Community Engagement Specialist, Daphne Dubriel had a Café Discussion with the two families that attended on "How they are carving out "Me" time to rejuvenate themselves and ways to get "me" time to replenish their cups. A self-care handout was given. We also discussed Center Updates- Weather appropriate clothes, Ready Rosie, Closures for April.

Early Head Start

Policy Council Center-Based Monthly Report Form

Center Name: School on Wheels

EHS Reporting Period: March 1-31,2024

Submitted by: Bernice Johnson, Head

Teacher Activities at Center:

Shaving cream fun. The children explored with shaving cream. At first some of the children didn't want to touch the shaving cream then after a while, as they watched their classmates having fun. They decided to join in the fun. Some of them put the shaving cream on their faces and some put it on the toys. This was a good sensory activity that the children did on a day that we couldn't go outside due to the gusty wind. Also a fun tip shaving cream gets paint and marker off the table and leaves it shiny. Floors too!

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

Our parent meeting was on the 14th of March. We had 7 parents/grandparents show up. The parents/ grandparents did a spring basket with their child. After that, our Parent, Family & Community Engagement Specialist Daphne Dubriel did a parent café discussion on seeing how parents are carving out "me" time to rejuvenate themselves and if not ideas on how to get that time. This really went well. The parents/ grandparents talked about what they do when they aren't with their children/grandchildren or how to take



time no matter how much to rejuvenate themselves and focus on themselves. The parent café discussion was really good and everyone participated.



City of Albuquerque Early Head Start Monthly Administrator's Report

Program: Division of Child & Family Development

Name of Person Submitting Report: Dr. Dawnita Blackmon-Mosely

Funded Enrollment

Center-based 104 Home-based 24

Current Enrollment -

Center-based _____ Home-based 20

Explanation, if needed:

Under-enrollment is largely due to staffing.

I.

Content Areas

A. Education:

- Child Development & Education Specialist is observing lesson plan implementatiin
- Child Development & Education Specialist conducts weekly site visits to support teachers, center compliance, practice-based coaching & observing staff with children and offering support if needed.
- Child Development & Education Specialist conducts weekly Head Teacher meetings discussions based on staff & center needs
- Child Development & Education Specialist is working on Practice Based Coaching-Needs Assessment for teachers
- Child Development & Education Specialist working with home-visitors on Socializations and ideas to getting families to attend.

B. Support Services (Mental Health and Disabilities).

- > Mental Health & Disabilities Coordinator conducts weekly site visits
- Mental Health & 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 & Disabilities Coordinator continues to participate in Transition Meetings.
- Mental Health & Disabilities met with EI providers to continue to work in Collaboration to best support our children and families
- Mental Health & Disabilities Coordinator represents the City of
 Albuquerque Division of Child & Family Development on the Metro-Area Transition with Early Intervention Providers, Community-Based Providers and LEA's (Public Schools)

C. Health/Nutrition:

- > All centers are in the process of receiving Annual Fire Inspection
- 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.

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.

DI. Program Design and Management (including operations, facilities, etc.)

- Home-Visitors continues to provide weekly 90-minute Home-Visits with each Home-Based family and (2) Socializations monthly.
- La Mesa, Western Trail, MacArthur and Singing Arrow centers remain closed due to being understaffed.
- > Centers continue to offer monthly Parent Center meeting

DII. Administration:

- 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, has still does meet our full funded enrollment. The City has been extended 6 additional months to reach compliance.
- COA received results from Focus Area 1 Federal Review, which took place the week of 4/1/2024. Areas of non-compliance were determined in Health Services and Parent, Family & Community Engagement. the City has 120 days to submit a Correction Plan. Both the Review results and the Correction Plan will be reviewed with the Policy Council in a special session to be scheduled in June.
- Associate Director is working on establishing an Grow Our Own Educators-Professional Pathway Apprentice Program.

11 (1)

DIII. Construction Projects: Trumbull EHS infant playground is being upgraded.

II. – New Hires as of January 31, 2024: N/A This Reporting Period

III. Involuntary Terminations:

N/A This reporting period



City Of Albuquerque Department of Youth and Family Services Division of Child and Family Development Policy Council Meeting Notes Wednesday, April 24, 2024

- Roll Call (Quorum established): (Attended In-person) Dr. Dawnita Blackmon-Mosely-EHS Executive Director/CEO, COA Staff- Michelle Yazzie/Child Development & Education Program Specialist, Monica Watrin/Child Development ERSEA Specialist, Connie Lopez/Mental Health & Disabilities Program Coordinator, Daphne Dubriel/ Parent, Family & Community Engagement Specialist, Katrina Williams/Health, Nutrition & Safety Program Coordinator, Nicole Martinez/Policy Council President & parent at School on Wheels, Lisa Cuevas/Policy Council Member & parent at Plaza Feliz, (Attended on Zoom) Mary Becker/Community Representative/lifeRoots, Inc; Brittany King/Policy Council Member & parent at Plaza Feliz, Abigail Stiles/COA City Council Liaison, Anna Lujan/EHS Chief Financial Officer
- 2. Meeting was called to order @ 5:39 pm.
- 3. Approval of Meeting Minutes: Approved January 24, 2024 minutes
- 4. Directors Report: Reporting Period March 1-31, 2024
 - a.) Enrollment- Total funded enrollment 128 Total reportable enrollment 60; 43 center based and 17 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 (4), children (4), pregnant moms (1), number of children born (0); total new enrollment (5). Total leaving program (0), transitioning children (1), pregnant moms giving birth (0), children leaving before turning 3 (4), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (53), children up-to-date as possible on immunizations (), children not up to date (7).

Eligibility Category- income eligible (10), TANF/SSI (29), Foster Child (3), Homeless (7). Over Income (5), Over 130% (1), Children w/IFSP's (16).

c.) Attendance-

City operated Early Head Start centers classroom attendance rates:

La Mesa	0.% (closed)
MacArthur	70.49%
Plaza Feliz	77.81%
School on Wheels	65.02%

Trumbull	67.88	% (closed)
Singing Arrow Western Trail	0%	(closed)
western fran	0%	(closed)

ONE OUE :

Overall center-based program attendance totals- 71.37%; total number of absences 227.

- d.) Meal Counts- Total number of meals for (0-3 years in age), total children served (44), breakfast (540), AM snack (0), Lunch (547), PM snack (482), Dinner (0).
- e.) Budget- Financial statements provided to policy council membership:

Federal Grant-year to date (YTD) expenditures \$ 1,366,830.78 Training/Technical Assistance-(T/TA) (YTD) expenditures \$11,021.91 City Match (YTD) expenditures \$70,484.57

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

- 6. Discussion:
- Anna Lujan, Fiscal Manager reviewed financial statements. Grant fund is under spent and looking into ways to spend down instead of reverting money back. T& TA is under spent but a Fiscal employee will be attending upcoming training in effort to spend down. Nicole Martinez made a motion for approval of financial report. Lisa Cuevas seconded the motion. Unanimous approval was made. Anna Lujan reviewed the P-card statements from Katrina Williams and Daphne Dubriels purchases for center operations. Nicole Martinez made a motion for approval of P-card statements. Mary Becker seconded the motion. Unanimous decision for approval.
- Dr. Blackmon-Mosely went over attendance report. Office of Head Start requires 80% attendance each month. We are under that requirement. Nicole Martinez asked the question, if the program tracked the reasons children are out to see if there were any patterns we see. Dr. Blackmon-Mosely answered the question with explaining we do track the reasons such as Dr. appointments, religious, illness and others, in our data base program Child Plus each day. Nicole asked if in the monthly report it could be listed of the reasons families reported. Dr. Blackmon-Mosely will have have Allison add that to her report.
- Monica Watrin discussed recruitment efforts on a monthly basis. Monica goes to Work Force Connections to leave brochures and talk with case workers for those looking for jobs in childcare. She goes to Rio Grande Food Project and hands out program brochures to each car weekly. Our program attended the Community Baby Shower in efforts to recruit pregnant and new mothers and children for the program. We also attended the Spring into Summer Event at Barelas Community program.
- **Daphne Dubriel** discussed the decline of participation with Ready Rosie parent curriculum. She explained that weekly a video is sent that last no more than a minute and a half to families in email or by text and parents watch and learn how to engage in a learning activity with their children or when to keep a child home when sick or other informative issues families might deal with and how to get help. She also is working with new families to complete their Strength and Needs Assessment and goal setting. for program 90 day requirement when they enter program. She continues to conduct weekly center site visits to observe interactions with staff and families and make her self available to families if needed and engage with them when she is there.
 - **Connie Lopez** discussed continuing working on Transition Meetings for children with IFSP's. She did a training with staff on Parental Rights that was more in depth than the one she provided to families at a parent meeting earlier in the year. She continues to attend monthly Metro Transition meetings.

- Michelle Yazzie discussed having a training with families on Toilet Training vs. Toilet Learning during this months center Parent meetings. She is still looking at data to see where we might be lacking in School Readiness Goals and will plan on having families and staff
- Katrina Williams discussed returning from maternity leave. She is the only one trained to do vision screening on children so she is catching up on those 45 day requirements and height and weight tracking. She will be reaching out to families to see about getting a Dental Care provider if they haven't yet. She is getting back to weekly site visits and ensuring meals are being served family style and checking safety binders. This month she will hold the first Health Services Advisory Committee (HSAC) meeting with content specialist. This committee is created to advise on how to deliver health services that meet the needs of enrolled children and families. It is a Head Start Program Performance Standard requirement. Nicole Martinez asked the question of who will serve on this committee and Katrina answered the HSAC will be made up of family members, managers, staff, health professionals and other community partners. Nicole Martinez asked if the information from the meetings will be shared with families and Katrina let her know it will be and could go out in the Policy Council packets since the committee meetings are quarterly as well.
- Nicole Martinez asked if families turn in In-kind efforts after the due date can they be turned in late. Dr. Blackmon-Mosely answered that yes they have that whole program year to turn things in. Daphne Dubriel will email staff to ensure they do accept late in-kind for the program year and will update fiscal of amounts if things come in at a later date. She will also let families know during parent meetings.
- **Dr. Dawnita Blackmon Mosely** discussed that the Grant Application was submitted with reduction of slots. She is awaiting on Office of Head Start to respond with approval. Policy Council members will be updated when the answer come in.
- Dr. Dawnita Blackmon-Mosely discussed the April 1st- April 5th was the programs Focus Area 1 Federal Review. They ensure each content area is in compliance including fiscal. Dr. Blackmon-Mosely indicted an area of concern she feels would be the Health, Safety and Nutrition content area. If there is any finding, the program would have 120 day correction and she has already implemented this plan ahead of any findings for health area. Due to Health Coordinator being out for an extended amount of time some of the work was dispersed to other staff but some things were not being done per requirements. To slide someone to do Health, Nutrition and Safety Program Coordinator job during her absence, they would need to be qualified in that area and that was not a viable option for us. If there is any finding, Policy Council will be informed and can participate in helping with 120 day correction plan if they would like to participate.
- Dr. Blackmon-Mosely discussed the needing of approval for hiring the EHS Program • Manager position. Interviews were conducted and Monique Carrillo-Fuller was selected as a great candidate for this position. She has 11 years of Early Head Start experience with children birth to 5 years old. She has a Bachelors and Masters Degree in Business Administration. Nicole Martinez asked what her role in the program would be. Dr. Blackmon-Mosely answered that she would oversee and maintain the EHS Grant. She would oversee the content specialist. She would oversee the Policy Council meetings and fiscal management of the grant. Dr. Blackmon-Mosely stated that Office of Head Start has to formally approve her after the approval of Policy Council. Nicole Martinez asked if Monique seemed capable of this role. Dr. Blackmon-Mosely stated she felt very confident of her experience and credentials. This position has been vacant for over 3 years and she does not hire if she isn't absolutely sure. She will ensure they are provided the training to be grounded in their position. She also has a 6 month probation period and if things are not working out and they are not a good fit they can part ways for either party. Mary Becker made a motion for approval to hire Monique Carrillo-Fuller. Lisa Cueva made a second in motion. Unanimous decision of approval.

Adjournment at 6:30 pm.





Early Head Start Policy Council Content Specialist Monthly Report Form

Reporting Period: April 1-30, 2024

Submitted by: Michelle Yazzie, Child Development & Eduction Program Specialist

Child Development & Education:

This month we had two training days on the 3^{rd} and 4^{th} . All the teachers also attended the New Mexico Association for the Education of Young Children (NMAEYC) conference on the 5^{th} . I supported MacArthur the week of 4/8-4/12 in the classroom. I partnered with the Family Engagement Specialist to conduct a parent meeting focused on potty learning, with attendance at each site. The last week I conducted a CLASS observation to begin to work with teachers on teacher – child interactions.





Early Head Start

Policy Council Content Specialist Monthly Report Form

Reporting Period: April 1-30, 2024

Submitted by: Monica Watrin, Child Development ERSEA Specialist

Eligibility, Recruitment, Selection, Enrollment and Attendance:

The City of Albuquerque's Early Head Start had a busy month in dealing with recruitment. We had our second Recruitment Committee meeting and divided up a list of places to distribute brochures. We attended a couple of Workforce Connection hiring events as a resource for their clients as well as promoting our staff vacancies. We made a presentation at an orientation for the Family Housing Navigation center as well as being present there on the second Tuesday of the month to complete applications and Home-based Option enrollments. We attended the Community Baby Shower at the Central/Unser Public Library to reach out to pregnant moms. We also participated in the "Spring into Summer" event held at the Barelas Community Center.

Attendance monitoring and enrollment are ongoing.



Early Head Start

Policy Council Content Specialist Monthly Report Form

Reporting Period: April 1-30, 2024

Submitted by: Daphne Dubriel- Parent, Family & Community Engagement Specialist

Parent, Family & Community Engagement:

For the month of April, I participated in Focus Area 1 Federal Review. I have been meeting with new families to complete their Strength and Needs Assessments and goal setting. I have been doing weekly site visits and observing greetings between staff and families to ensure they are happening in the morning and afternoons and ensure staff are providing a welcoming environment. I have been talking with families and checking on their goal progress. I enter all weekly reading logs into Child Plus Data system and parent participation in monthly center meetings. I have been working on June's Parent & Family Activity Calendar and working on bringing more community agencies to present for upcoming parent meetings. I participated at a recruitment event, Spring into Summer at Barelas Community Center April 27th to help recruit for potential staff and families.





Early Head Start Policy Council Content Specialist Monthly Report Form

Reporting Period: April 1-30, 2024

Submitted by: Connie Lopez, Mental Health & Disabilities Program Coordinator

Mental Health & Disabilities:

Participated in Federal Review

Conducted weekly site visits

Presented and trained EHS staff during spring training, presentation named "IFSPs and Legal Rights"

Attended online trauma training through All Faiths Children's Advocacy Center

Attended online training called The Wonderous Developing Child: Infant and Toddler Teacher Session through ECECD

Attended in-person NMAEYC conference

Held and conducted transition meetings

Participated in quarterly Policy Council meeting

Confirmed with ECECD that we will be working with the SEED program to have mental health consultants provide services in our classrooms

Volunteered at outreach event: Community Baby Shower

Represented EHS at the in-person Metro Transition meeting with EI agencies and LEAs





Early Head Start Policy Council Content Specialist Monthly Report Form

Reporting Period: April 1-30, 2024

Submitted by: Katrina Williams, Health, Nutrition & Safety Program Coordinator

Health, Nutrition & Safety:

For my weekly site visits this month, I did a snack observation for the CACFP Center Monitoring. The monitoring form is used to make sure we stay compliant with CACFP guidelines. I purchased multiple items for the centers like baby formula, diapers, diaper rash cream and toddler pitchers so the children can learn how to pour their own milk in a cup. Ran our first HSAC (Health Services Advisory Committee) meeting to share information on supporting children's healthy development. Collected safety binder materials from the teachers for monthly & quarterly deadlines.



Home Visitor Name: Valarie Ramirez

Reporting Period: April 1-30, 2024

Submitted by: Valarie Ramirez

Home-Based Activities:

PAT Dressing Teddy: Putting On Clothes and Pretending. Domain – Perceptual, Motor, and Physical Development. I brought a large baby doll for this activity. I pulled out the baby doll that only had a diaper on and said to child "Oh no, the baby is cold, she doesn't have any clothes!" Child stared at the baby and I asked "Can we get her some clothes for you to put on her please, she's soo cold". Mom got up and went with child to child's room to search for some small clothes to put on the baby doll. Mom and child returned with a t-shirt and a pair of shorts to put on the doll. I asked child "Can you put these on the baby?" Child tried handing the clothes to mom but mom said "No you put them on her" and encouraged child to put them on the baby. Child laid the shorts on top of the baby rather than trying to put her legs through them. Child pushed and pushed down on the shorts then looked to mom. Mom put the shorts partially onto the baby then encouraged child to pull them up – which child did. Next mom encouraged child to put the t-shirt on the baby. Child was unable to put the t-shirt onto the baby without mom's help. I said to child "Her feet are cold", child went into their bedroom and brought back a pair of socks. Mom

encouraged child to put the socks onto the baby's feet. After fussing for a while mom took one of the socks and demonstrated to child how to "open" the sock wide then put it onto the baby's foot. Child was then able to open up the second sock and get it at lease halfway up the baby's foot.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

April 10th – Family Storytime @ South Broadway Library – Domain(s): Language and Literacy Development.

0 – attended.

April 29th – Bilingual Storytime and Craft Alamosa Library – Domain(s): Language and Literacy.

0 - attended.



Home Visitor Name: Tamara Owen

Reporting Period: April 1-30, 2024

Submitted by: Tamara Owen

Home-Based Activities: Tummy Time Cloth: Exercising and Seeing. Domain-Perceptual Motor and Physical Development. I brought to this activity a colored cloth blanket. I explained to dad while he layed down baby on the cloth blanket tummy time, helps baby develop help with building the neck, back, and stomach muscles to become stronger.

Baby on his tummy moves and lifts head and his neck side to side, dad saying, " Hi son, turn your head toward dad's voice". I explained to dad, "He recognized your voice see how he is looking for you, lifting and turning head sideways to see you". I encouraged dad to talk to

him about what he sees and what you see him doing as he lifts his head. Dad saying, " His neck has gotten stronger". I continued to encourage dad to notice cues when baby is done looking, he will turn away and rest. The baby continued to lift head and rest. Effort will be ongoing.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

April 10th - Family Storytime - Domain(s): Perceptual Motor and Physical Development.

0 - attended.

April 29th – Día Los Nino's Bilingual Storytime and Craft @ Alamosa Library – Domain(s): Language and Literacy.

0 - attended.





Center Name: School on Wheels EHS

Reporting Period: April 2024

Submitted by: Bernice Johnson, Head Teacher

Activities at Center:

Some of the toddlers have been working on saying good bye in the mornings when they get dropped off. After a week off, some of the toddlers got used to staying home and it has been hard for their parent/care giver to leave. Teachers have been using different distractions activities to help the child and also just saying. "Bye, see you later." Is helping. Others are working on jumping and counting. Children are counting, "One, two, five, nine, three." Teachers have been supporting the children by telling them good job counting and then they count with the child. The children are also working on wiping their own noses and sneezing or coughing in their arm or shirt, then washing their hands afterwards. This is especially important because of the season changing and allergy season is here. We also had a child age out and a child from the infant classroom enter into the toddler classroom.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

Our parent meeting was on April 16th. We had parents/grandparents/caregiver attend our parent meeting. Michelle Yazzie (our Child Development & Education Program Specialist) was our presenter and she talked about Toilet Training vs. Toilet Learning. Our Parent, Family Engagement Specialist Daphne Dubriel discussed our upcoming SMILLE activity and In-Kind efforts. Asked families if they had anything they would like to discuss. We also discussed center updates and closures.

This month was our S.M.I.L.L.E. Group Activity on April 17th. We had 3 dads and a mom attend. The children and their fathers planted some vegetables and flowers into little paper pots which will be transported into our garden boxes outside.

These two events were fun and the families got a chance to carry a conversation amongst one another. Our PFCE Daphne asked the dads what was one thing they have learned so far that they could share with each other and it was beneficial to a young dad with an infant. It was a great discussion and they offered to answer questions if he had any later when they see him at pick up or drop offs.



Center Name: Plaza Feliz EHS Reporting Period: April 1-30, 2024 Submitted by: Tammy Martinez-Teacher

Activities at Center:

In Plaza One's classroom, we started a lesson on shoes. We discussed shoes, feet, running, dancing etc. We discussed body parts and sang "head, shoulders, knees and toes." We explored clothes in housekeeping area. For the nutrition activity, we created healthy smoothies with yogurt and fruit. We did an activity with the dads and father figures for our SMILLE activity where they created handprint potholders for moms.

In the older toddler's classroom, We continued brushes and painted with water. We also explored light and used flashlights. The parents also participated in the parent meeting and also did water dropper art with their children. They also begun a discussion on seeds and gardening. The two's also did fruit smoothies for the nutrition project for the month. For the SMILLE activity day, the father's were invited but no one was able to attend.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

Parent meeting held on April 18, 2024 Our Education Specialist Michelle Yazzie discussed Toilet Learning vs. Toilet Training with the parents that attended the meeting. Our Parent, Family & Community Engagement Specialist talked about In-kind efforts and Ready Rosie and we did center updates. We had the SMILLE activity April 25, and the dads and grandparent helped their child put their hand print with paint on potholders. It was a little messy but everyone had fun.



OUF

Center Name: Trumbull EHS

Reporting Period: April 1st- April 31st, 2024

Submitted by: Felicitas Gaines- Head Teacher

Activities at Center:

Our center was closed for staff professional development from April 1st to 5th. During the month, we explored into the topic of "Shoes." In the first week, the children explored the features of their own shoes. We focused on the process of taking off and putting on shoes demonstrated by the teachers in week two. While in the third week, the children learned the similarities and differences between various types of shoes. As part of our activities throughout the month, the children had the opportunity to express their creativity by coloring on their own shoes using crayons. Lastly, in the final week, the teachers explained the importance of wearing shoes. Throughout the month, we engaged in activities such as dancing without shoes, matching pairs of shoes, finding their own shoes and walking in the playground without shoes to use our senses. The children sang the song "Pete the Cat: I love my white Shoes." Additionally, as part of our gross motor skills development, the children learned to roll over, crawling like spiders and jump on both feet. For our nutrition activity, we focused on tasting sweet and sour foods like oranges and apples. During this activity, the children enjoyed making sour faces while tasting oranges.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

The Parent Meeting was done on April 17, 2024 at 1:30 pm. Three families were able to attend our parent meeting. Parents and children planted sunflower seeds together. Ms. Michelle our Education Specialist, talked about Toilet Training vs Toilet Learning. Parents were able to ask great questions. Then, on April 24, 2024, three dads joined in painting rocks with the children as our SMILLE activity. The dads had great conversation and it was fun.

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT CITY MATCH (3164422) April 30, 2024

ACCOUNT	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER								YTD	REMAINING	%
Salaries and Wages	144,309.00	132,406.30	(131,229.39)	SEP 1 EMBER	758.35	734.06	634.42	JANUARY 675.62	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	EXPENSES	BALANCE	EXPENDED
Fringe Benefits	239.355.00	10,332.33	(9,783.12)	323.16	353.95				611.59	699.78	740,79				6,723.03	137,585.97	4.669
Total Personnel Costs	383.664.00		(141.012.51)	1.014.67	1.112.30	342.47	296.09	315.67	285.42	326.98	345.76				3,138.71	236,216.29	1.319
Total Personnel Costs	363,004.00	142,738.03	(141,012.51)	1,014.67	1,112.30	1,0/6.53	\$30.51	991.29	897.01	1,026.76	1,086.55	*			9,861.74	373,802.26	2.579
upplies		.u															
522000-Supplies	15,000.00	10 32							4,865.67	3,699.30					8,564.97	6,435.03	57.105
522054-Supplies-Other	6,500.00	1.1					39.99		835.16						875.15	5,624.85	13,469
522032-Supplies-Food	5,483.00	51.44													51.44	5,431.56	0.949
S22048-Supplies-Office	7,500.00			4,878.48	338.75			3,661.07	1,482.09	2,475.88	8,486.85				21,323.12	(13,823.12)	
522052-Supplies-Operating		205.66							231.73							2 C C C C C C C C C C C C C C C C C C C	0.00%
522060-Supplies-Postage/Freight															31,152.07	1000	0.009
S22510-Travel-Local/In State																100	0.003
Total Supplies	34,483.00	157.10	-	4,878.48	338.75		39.99	3,661.07	7,414.65	6.175.18	8.486.85	+			31.152.07	3,330.93	90.34%
Kher													-				00.01
521000-Other Services	97,161.00	249.00													249.00	96,912.00	0.265
521544 - Telecom-Cellular Svc And Equip											180.30				180.30		0.009
523000 - Training - General		190.59													190.59		0.00%
523800-Repairs & Maintenance				24,066.33	2,717.53				10,170.64						36,954.50		0.009
523400 - Dues And Memberships																	0.005
523410 - License Renewals		- A.														1927	0.009
Total Others	97,161.00	439.59	-	24,066.33	2,717.53		-		10.170.64		180.30			-	37,574,39	59,586,61	38.67%
Contractual 527500-Contractual (Training) 527505-Svcs-Advertising 520500-Contractual (Professional)	50,000.00	1							·							50,000.00	0.00%
527565 - Svcs-Subcontracts&Subawards																30,000.00	0.009
Total Contractual	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000,00	0.00%
nternal Service 591265 - Transfers Out - Fund 265																	
																	0.009
594031 Vehicle Maintenance (523800)															1.1	-	0.00%
S94032 Vehicle Maintenance (outside)						612.00	1,038.07								1,650.07		0.009
594041 Vehicle Mntc-Fuels															14	5.4	0.00%
Total Internal Service Charges	·		•	-	•	612.00	1,038.07	•	•	-	•	-	-	•	1,650.07	•	0.00%
GRAND TOTAL	565,308.00	143,335.32	(141.012.51)	29,959.48	4,168.58	1.688.53	2,008.57	4.652.36	18,482.30	7,201.94					80,238.27		

Current % 14.19% Should Be 83% Under spent 69%

Possible reversion \$ 390,851.73

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT FEDERAL GRANT T&TA (3164421) April 30, 2024

ACCOUNT	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRE.	MAY	JUNE	FINAL	YTD EXPENSES	REMAINING BALANCE	% EXPENDED
522500 - Travel-Expense	\$4,560.00	1.14.0.0281													-	4,560.00	0.00%
Other															-		
521000-Other service	\$15,000.00														•		0.00%
523000-Training - General	\$10,440.00	769.79	4,663.46				750.00	190.00	1,222.00	3,210.00					-		0.00%
522020 - Supplies-Uniforms															-		
522032-Supplies-Food	10														-		0.00%
522048- Supplies-Office	1011														-		0.00%
523400-Dues And Membersh 523410-License Renewals	lps		216.66								1,400.00				1,616.66		0.00%
Total Others	\$25,440.00	769.79	4,880.12	-	-	-	750.00	190.00	1,222.00	3,210.00	1,400.00	-	•	-	12,421.91	\$13,018.09	
527500-Contractual (Training)	\$14,906.00														-	14,906.00	0.00%
GRAND TOTAL	\$44,906.00	\$769.79	\$4,680.12	\$0.00	\$0.00	\$0.00	\$750.00	\$190.00	\$1,222.00	\$3,210.00	\$1,400.00	\$0.00	\$0.00	\$0.00	\$12,421.91	\$32,484.09	27.66%
																Current %	27.66%

Should Be 83% Under spent 56%

Possible reversion \$ 24,999.76

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT FEDERAL GRANT (3164420) April 30, 2024

ACCOUNT	NEW PROPERTY	- Contracts	Page 1	Contraction of	EW B MELE	2.1.1.1	CAL MARK	-	The second	- 1. Styles	2012	10 200	1	S	YTD	REMAINING	*
DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	EDPENSES	BALANCE	EXPENDED
Salaries and Wages	1,517,368.00	64,397.22	210,651.71	69,508.45	204,595,19	55,272.61	79,660.93	79,860.72	75,986.29	159,064,12	62,407.19				1,061,424.43	455,943.57	69.959
Fringa Benefita	450,632.00	32,982,58	47,238.13	35,957.03	47,208.72	26,491,28	34,575.70	37,272.65	35,769.86	40,490.25	29,690.16				367,676.56	82,955.44	61.595
Total Personnel Costs	1,958,000.00	97,379.80	257,889.84	105,465.48	251,803.91	81,763.89	114,238.63	117,133.57	111,756.15	199,574.37	\$2,097.35	0.00	0.00	0.00	1,429,100.99	538,899,01	72.629
lupplies																	
522000-Supplies	25,000.00														0.00	25.000.00	0.00%
522032-Supplies-Food	20,798.00				517.41				1,905.13						2.422.54	18,375.46	11.659
522048-Supplies-Office	61,799.00				67.46		487.84		276,16	785.06	933.00				2,549.52	59,249,48	4.139
Supplies- All others																	
522054-Supplies-Other	32,000.00														0.00	32,000.00	9,907
522052 - Supplies-Operating		79.92	441,56		284.66		322.03	588.70	359,98	1,759.84					3,836.69	(3,636,69	
522090 - Supplies-Gen Const Materials																100 100	
522099 - Asset - non capital																	
522500-Travel - Expense															0.00	0.00	0.009
522520-Travel - Out Of State	5,000.00		353,06	518.31		518,35	22.70		6,738,61	6,760.57	663.97				15,575,77	(10,575.77	
523410-License Renewels			600.00			55.00		25.00		75.00	20.00				775.00	(775.00)	0.00%
otal Supplies	144,697.00	79.92	1,394.62	518.31	869.53	573,35	\$32.57	613.70	9,280.06	9,380.47	1,616.97	0.00	0,00	0.00	25,159.52	119,437,48	17.409
ther																	
521500-Utilities	1,750.00														0.00	1,750.00	0.007
523800-Repairs & Maintenance	13,976,00			964.76		192.00			3,366.70	2.013.87	424.42				6,981.75	6,994,25	
521000-Other service printing	10,000,00					102.00			3,300.10	2,013.07	424.42				0.00	10,000,00	49,96%
521540 - Telecom-Telephone									405.65						405.65	(405.65)	
521544 - Telecom-Cellular Svc And Equip									1.081.45						1,081.45	(1.081,45)	
523000-Training									1,001,40						0.00	0.00	0.00%
523400-Dues and Memberships															0.00	0.00	0.009
Total Others	25,728.00	0.00	0.00	984.76	0.00	192,00	0.00	0.00	4,853,80	2,013.87	424.42	0.00	0.00	0.00	8,468,85	17.257.15	32.929
ordeneotical							_										
527500-Contractual (Training)	28,000.00																
527505- Svca-Advertising	20,000.00														0.00	28,000.00	0.009
520500-Contractual (Professional)	50,000,00														0.00	0.05	0.00%
527565 - Svca-Subcontracta&Subewards	30,000,00														0,00	50,000,00	0.00%
Total Contractual	78.000.00	0.00	0.00	0.00	0.00	0.00									0.00	0.00	
Total Contractat	78,000,00	0.00	0.00	0,00	0.00	0.00	0,00	0.00	0,00	0.00	0.00	0.00	0.00	0.00	0.00	78,000,00	0.009
myforward FY21																	
533004- Recreational Equipment																0.00	0.009
532000 - Capti-Land Improvements	[0.00	0.00%
Total Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	00.0	0.00	0.00	0,00	0.00%
GRAND TOTAL	2,216,323.00	97,459,72	259,284,46	106,968.55	252,673,44	82,529.24	115,069.20	117,747,27	125,890.03	210,968.71	94,138,74	0.00	0.00	0.00	1,462,729,36	753.533.64	66,007

66.00% 83% 17% Current % Should Be

Under spent Possible reversion \$ 384,206.47

WELLS FARGO	Reporting Period : 3/30/2024 - 4/30/2024	
ame Dawnita Mosely ccount # XXXX-XXXX-7287 eporting Period 3/30/2024 - 4/30/2024	CompanyCity Of AlbuquerqueCurrencyUS Dollar	
Trans Date Post Date Merchant Name 1 4/12/2024 4/15/2024 Unm Career Services 505-2770953, NM Lobo sponsor booth, parking and additional representative fees for UNM Career Fair. AG	Charge Codes Approved FUND: 265 GL ACCOUNT: 521000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164420 PC ACTIVITY: 3164420	Receipt Amount 520.00
		Transaction Count: 1 Total: 520.00
nployee Signature D	ate Authorized Approver Signature	Date
	Account Page No 1	

Trans Date Post Date Merchant Name	Charge Codes		Approved Receipt Amount
4 4/16/2024 4/16/2024 Amzn Mktp Us Amzn.Com/Bill, WA			112.42
SOW playdoh and cups. AG	FUND: 265 GL ACCOUNT: 523000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164420		
5 4/24/2024 4/25/2024 Sq *unm Saggios Albuquerque, NM			335.89
Dinner for In-person Policy Council	FUND: 265 GL ACCOUNT: 522032 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422		
6 4/26/2024 4/29/2024 Parents As Teachers 314-432-4330, MO			300.00
Renewal for Home Base cirriculum V. Ramirez. AG	FUND: 265 GL ACCOUNT: 523000		
	PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164421		
			Transaction Count: 6 Total: 1,063.55
ployee Signature	Date	Authorized Approver Signature	Date
	Account Page No	2	

WELLS FARGO	Reporting Period : 3/30/202	4 - 4/30/2024			PAGE NO 1
Statement Summary					
IameKatrina WilliamsAccount #XXXX-XXXX-4942Reporting Period3/30/2024 - 4/30/2024		Company Currency	City Of Albuquerque US Dollar		am is
Trans Date Post Date Merchant Name	Charge Codes		Approved	Receipt	Amount
1 4/18/2024 4/19/2024 Amzn Mktp Us Amzn.Com/Bill, WA				× .	41.53
Purchase Amzn Mktp Us	FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422				
2 4/20/2024 4/22/2024 Amzn Mktp Us Amzn.Com/Bill, WA					91.24
Mocaru sublimation kids sippy cup. AG	FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422				
3 4/20/2024 4/22/2024 Amazon.Com*jl6647hp3 Amzn.Com/Bill, WA					91.96
Pamper swaddlers diapers size 5. AG	FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422				
					<u>allenen</u> På
	Account Page No 1				

Trans Date Post Date Merchant Name	Charge Codes	a vi and and	Approved Receip	t Amount
4 4/22/2024 4/23/2024 Kidpower Therapy Assoc Albuquerque, NM			· · · · · · · · · · · · · · · · · · ·	128.00
Sensory Integration in the Schools. AG	FUND: 265 GL ACCOUNT: 523000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164421		v	
5 4/23/2024 4/24/2024 Amazon.Com*r31st2qk3 Seattle, WA				111.32
Similac Soy Isomil Infant formula for SOW. AG	FUND: 265 GL ACCOUNT: 522032 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422			
6 4/25/2024 4/26/2024 Amzn Mktp Us Amzn.Com/Bill, WA			~	78.45
Diaper rash cream. AG	FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422			
			ir	ansaction Count: Total: 542.5
ployee Signature	Date	Authorized Approver Signature		Date



City of Albuquerque Early Head Start Caseload/Enrollment Report 04/30/24

Enrollment	
Total Funded Enrollment:	128
Total Actual Enrollment:	56
Children Withdrawn & Dropped (last 30 days):	6
Total Reportable Enrollment (actual + withdrawn/dropped):	62
Total Deficit:	66

Program Snapshot

	Home based	Centers	ALL
Funded Enrollment:	24	104	128
Enrollment:	20	42	62
Defficiency:	4	62	66

Home Based Detail

Caseload: 12 slots per home visitor

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days	The second se	Deficit
Valarie	12	10	10	0		0	10	2
Tamara	12	7	8	1	7/29/2024	1	10	2
Total	24	8	18	1		1	20	4

1.14

Center Detail

Ctr Detail	Slots	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	0	0	0	I	8
MacArthur	16	0	3	3		13
PlazaFeliz	16	16	0	16		0
SOW	16	14	1	15		1
Trumbull	24	7	1	8		16
W. Trail	16	0	0	0		16
Singing Arrow	8			0		8
Total	104	37	5	42		62

Monthly Program Information Summary		
April 2024		
# new enrollments families	7	
# new enrollments children	7	
# new enrollments pregnant women	0	1
# children born to pregnant women	0	
Total new enrollment	7	
# children aging out	1	
# pregnant women giving birth	0	
# children leaving before turning 3	5	
# pregnant women leaving before baby	0	
Total leaving	6	
Reasons for leaving before turning 3		·
Center closed and no other center slot available	3	
Hours didn't work for family	1	
Mother too busy/overwhelmed for home visits	1	
	# of children	% of childrer
Children with up to date immunizations	50	+ ·
Children up to date as possible on immunizations		
Children not up to date on immunizations	5	9.0%
		% of total number
	# of children and	of children and
Eligibility Category	pregnant women	pregnant women
income eligible	9	16.0%
Public Assistance	31	55.0%
Foster Child	2	4.0%
Homeless	7	12.0%
Over Income	7	12.0%
Over 130%	0	0.0%
	# of children	% of total number of slots
Children with IFSPs	17	13.4%
Absence Reasons	# of absences	% of absences
Health Reasons	43	30.10%
Parent Choice	32	22.40%
Out of Town/Vacation	17	11.90%
No Transportation	8	5.50%
Other Family-related Reason	4	
Other Other	23	2.80%
Unknown		
	16	11.109

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5/1/2024 11:59 AM

City Of Albuquerque EHS

2301 - Average Daily Attendance

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Program Term: EHS 2023-2024, Program Option: Standard Full Day, Attendance Date: 4/1/2024 - 4/30/2024

City Of Albuquerque EHS

		Atten	dance Re	cords	Operating		Fund	ed Enrollment	Actua	I Enrollment
		Present	Absent ⁶	Neither ⁷	Days	ADA 1	Count	% Attendance	Count ²	% Attendance
Douglas MacArthur			100	1.1				104		
Toddler - EH		25	5	0	6	4.17	8	52.08%	5.00	83.33%
	Site Total	25	5	0	6.00 (avg)	4.17	8	52.08%	5.00	83.33%
Plaza Feliz										
Toddler - EH		115	21	0	17	6.76	8	84.56%	8.00	84.56%
Twos		113	23	0	17	6.65	8	83.09%	8.00	83.09%
	Site Total	228	44	0	17.00 (avg)	13.41	16	83.82%	16.00	83.82%
School On Wheels										
Infant		53	23	0	16	3.31	8	41.41%	4.75	69.74%
Toddler - EH		105	31	0	17	6.18	8	77.21%	8.00	77.21%
	Site Total	158	54	0	16.50 (avg)	9.49	16	59.85%	12.75	74.53%
Trumbull										
Toddler - EH		85	40	0	17	5.00	8	62.50%	7.35	68.00%
	Site Total	85	40	0	17.00 (avg)	5.00	8	62.50%	7.35	68.00%
City Of Albu	querque EHS	496	143	0	15.00 (avg)	32.07	48	68.89%	41.10	77.62%
F	Report Totals	496	143	0	15.00 (avg)	32.07	48	68.89%	41.10	77.62%

1. ADA for each clasroom 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), Late Pickup(LP), Tardy and Late Pickup (TLP)

6. Statuses counted as Absent: Excused(E), Unexcused(U)

7. Statuses counted as Neither: Not Scheduled (N)

1/2024 :25 AM			2371 - C. Program Term: EHS	ACFP Reimburse S 2023-2024, Pro	•		,		
lassroom	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
eport: CACI	FP Reimburseme	ent Summary	(Grid)						
Agency: Cit	y Of Albuquerq	IE FHS							
Program	Ferm: EHS 2023-	2024							
Site: Dou	iglas MacArthur								
Toddler	5	6	0	0	22	0	25	22	0
Subtotals	for Site: Douglas MacA	rthur	TRANSFE TRANSFE				The state		
	5	5 6	5 0)	0 22) 25	22	(
Site: Plaz	a Feliz								
Toddler	17	7	0	0	113	0	113	98	0
Twos	17	8	0	0	111	0	111	84	0
Subtotals	for Site: Plaza Feliz					in the second	and a faith a		1.00
	34	15	; 0		224		224	182	C
Site: Sch	ool On Wheels								
Infant	16	7	0	0	29	0	34	25	0
Toddler	17	9	0	0	101	0	100	88	0
Subtotals	for Site: School On Whe	eels					A CONTRACTOR		
	33	16	0	() 130	C	134	113	0
Site: Trui	mbull								
Toddler	17	8	0	0	80	0	77	71	0
Subtotals (for Site: Trumbull	A SECTION AND A			ISTRATION	and the second			
	17	8	0	C) 80	0	77	71	0
Subtotals for	Program Term: EHS 2	And the second sec							
0.1.1.1.6	89	for all a second as a second second	0	() 456	0	460	388	0
Subtotals for A	gency: City Of Albuque	and the second of the second sec							4
BUT DE COMPETITION DE COMPETITION	89	45	0	()	456	0	460	388	0

© ChildPlus

1 of 1 E25745



City of Albuquerque Early Head Start Monthly Administrator's Report

Program: Division of Child & Family Development

Name of Person Submitting Report: <u>Dr. Dawnita Blackmon-Mosely</u>

Funded Enrollment

Center-based 104 Home-based 24

Current Enrollment -

Center-based 37

Home-based 22

Explanation, if needed:

Under-enrollment is largely due to staffing.

I.

Content Areas

A. Education:

- Child Development & Education Specialist is observing lesson plan implementatiin
- Child Development & Education Specialist conducts weekly site visits to support teachers,center compliance, practice-based coaching & observing staff with children and offering support if needed.
- Child Development & Education Specialist conducts weekly Head Teacher meetings discussions based on staff & center needs
- Child Development & Education Specialist is working on Practice Based Coaching-Needs Assessment for teachers
- Child Development & Education Specialist working with home-visitors on Socializations and ideas to getting families to attend. B. Support Services (Mental Health and Disabilities).
- Mental Health & Disabilities Coordinator conducts weekly site visits
- Mental Health & 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 & Disabilities Coordinator continues to participate in Transition Meetings.

Mental Health & Disabilities met with EI providers to continue to work in

- collaboration to best support our children and families Mental Health & Disabilities Coordinator represents the City of
- Albuquerque Division of Child & Family Development on the Metro-Area Transition with Early Intervention Providers, Community-Based Providers and LEA's (Public Schools)

C. Health/Nutrition:

- > All centers are in the process of receiving Annual Fire Inspection
- > 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.

D. Family and Community Partnerships:

- Parent, Family and Community Engagement Specialist continues to meet withfamilies 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 createMonthly 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.

DI. Program Design and Management (including operations, facilities, etc.)

- Home-Visitors continues to provide weekly 90-minute Home-Visits with each Home-Based family and (2) Socializations monthly.
- La Mesa, Western Trail, MacArthur and Singing Arrow centers remain closed due to being understaffed.
- > Centers continue to offer monthly Parent Center meeting

DII. Administration:

- 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, has still does meet our full funded enrollment. The City has been extended 6 additional months to reach compliance.
- COA received results from Focus Area 1 Federal Review, which took place the week of 4/1/2024. Areas of non-compliance were determined in Health Services and Parent, Family & Community Engagement. the City has 120 days to submit

a Correction Plan. Both the Review results and the Correction Plan will be reviewed with the Policy Council in a special session to be scheduled in June.

Associate Director is working on establishing an Grow Our Own EducatorsProfessional Pathway Apprentice Program.

DIII. Construction Projects: Trumbull EHS infant playground is being upgraded.

- II. New Hires as of January 31, 2024: N/A This Reporting Period
- III. Involuntary Terminations: N/A

This reporting period



Reporting Period: May 1-31,2024

Submitted by: Monica Watrin- Eligibility, Recruitment, Selection, Enrollment and Attendance

Specialist Eligibility, Recruitment, Selection, Enrollment and Attendance:

The City of Albuquerque's Early Head Start is continuing to focus on recruitment. We are present at the Family Housing Navigation Center on the second Tuesday of the month to complete applications and Home-based Option enrollments. We attended the Multi-cultural Arts Festival at the Singing Arrow Community Center, so that we could hopefully attract people for our Singing Arrow EHS slated to open in the fall. We set up a table in the waiting area at the Rio Grande Food Project during food distribution. We also continue to distribute flyers to various places around the city.

Attendance monitoring and enrollment are ongoing.





Reporting Period: May 1-31, 2024

Submitted by: Michelle Yazzie-Child Development & Education Program Specialist

Child Development & Education:

This month I attended the Monthly Center Safety meeting with our Health, Safety and Nutrition Program Coordinator Katrina W. to share a bit of research on summer heat and the effects on child development with staff. Encouraged the teachers to work on a new summer routine for the children to start going outside at the start of the day. I had a head teacher meeting to discuss some promising practices and concerns with the centers. Trumbull shared a promising practice regarding their observations. The head teacher shared that following the curriculum, helped the teachers gather the necessary observations for their checkpoints and the teachers were able to complete on time. Strategies were shared with the teachers at Trumbull regarding some behavior of hitting and crying; teacher were encouraged to track the time of behaviors and to pay attention to what is happening before and after a behavior.



Early Head Start

Policy Council Content Specialist Monthly Report Form

Reporting Period: May 1-31, 2024 Submitted by: Daphne Dubriel- Parent, Family & Community Engagement Specialist

Parent, Family & Community Engagement:

For the month of May, I have been meeting with new families to complete their Strength and Needs Assessments and goal setting. I have been doing weekly site visits and observing greetings between staff and families to ensure staff are providing a welcoming environment. I have been talking with families and checking in on their goal progress. I created certificates for the End of Year Celebrations for total of minutes read for the program year. Our highest total was 10,455 minutes. I also made ones for Volunteers and Years of Participation in the program. We had a lot of participation at each center for the celebrations. I asked our Health, Safety and Nutrition Coordinator to present at parent meetings on Summer Safety tips for families and share what staff are doing to keep children hydrated even more that summer is here and water play safety. I have been working on July's Parent & Family Activity Calendar. I am planning dates with teachers for the July S.M.I.L.L.E activity. I am working on the 2nd Annual School at the Zoo day for June.





Reporting Period: May 2024

Submitted by: Connie Lopez- Mental Health & Disabilities Program Coordinator

Mental Health & Disabilities:

- Introduced and welcomed Teresa Puia, the ECECD SEED consultant, to Trumbull and Plaza Feliz sites
- Conducted weekly site visits
- Attended ECECD retreat "Leading the Nation- Building the Future Together" focusing on the strategy and planning of the future of early childhood education
- Conducted and completed transition meetings for children with IFSPs
- Collaborated with El agencies to provided best practices for children with IFSPs
- Attended two trauma focused trainings provided by ECECD



Early Head Start

Policy Council Content Specialist Monthly Report Form



Reporting Period: May 1-31,2024

Submitted by: Katrina Williams-Health, Nutrition & Safety Program Coordinator

Health, Nutrition & Safety:

For my weekly site visits this month, I lead a safety meeting with Michelle and we went over Summer Safety Tips with the teachers for the centers. During parent meetings this month, I presented Summer Safety Tips to the parents and presented to them of water play fun that their kids will be having this summer. I purchased a bulk of items for the centers so they can have during water play like swimming diapers, cooling clothes and new water tables. I attended a virtual webinar conference called Be Healthy, Be Safe, Be Well for Health and Mental Health Leaders from May 21st – May 23rd. They went over multiple topics for example, understanding and effectively addressing child incidents and strategies to prevent injuries in early childhood programs.



Early Head Start Policy Council Home-Based Monthly Report Form

Home Visitor Name: Valarie Ramirez

Reporting Period: May 2024

Submitted by: Valarie Ramirez, Home Visitor

Home-Based Activities:

PAT Clips and Tongs: Pinching and Squeezing. Domain – Perceptual, Motor, and Physical Development. I brought out the small tongs and dumped various small objects onto the floor. I

demonstrated to child how to pick up beads and pom poms with the small tongs. Mom also used a pair of small tongs to pick up small objects, placing them into a clear plastic jar. Child was able to hold the small tongs correctly on his very first attempt and slowly picked up a stringing bead then placed it into the clear jar. Child tried to pick up pom poms but they kept falling out of his grasp. Mom showed child how to "squeeze harder" and encouraged him saying "that's ok try again try again!". Next I switched to the large, adult sized tongs showing child how to use them. Again, child was able to hold and use them correctly. When grandpa came home for lunch child motioned for him to sit down then proceeded to show grandpa how he picked up all the small items and placed them into the plastic jar, dumping and repeating several times.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

May 17th – Social Play @ A Park Above – Domain(s): Perceptual, Motor, and Physical Development.

0 – attended.

May 30th – Music and Movement Storytime @ Ernie Pyle Library – Domain(s): Language and Literacy.

0 - attended.







Early Head Start Policy Council Home-Based Monthly Report Form

Home Visitor Name: Tamara Owen

Reporting Period: May 1-31,2024

Submitted by: Tamara Owen, Home Visitor

Home Based Activities:

Crazy Cups: Stacking and Unstacking. Domain-Social and Emotional Development. I brought to this activity 5 colored cups of different sizes. I took the 5 cups lining them in a row while showing him saying, " stacking one cup, two cup, three cup, four cup, and five cup. I will unstack". I handed him the cups he put one cup inside another cup, flipped the cups over stacking one on top of another building a tower. Mom took the 5 cups asking him to help her stack and unstack saying, "you put one cup and I will put another cup, it's your turn". He giggled and laughed when the tower of cups fell. Mom saying, "tower went timber". Mom and I continued to encourage him to fit the cups together. The child focused using trial and error if one cup didn't fit, he continued patiently switching the cups from small to large or small to medium with a smile as he fitted every cup together.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

May 7th – Spring Social Play @ Park Above – Domain(s): Social and Emotional.

0 - attended.

May 30th - Music & Movement @ Ernie Pyle Library - Domain(s): Perceptual, Motor, Physical.

0 - attended.

Early Head Start Policy Council Center-Based Monthly Report Form



Center Name: School on Wheels EHS

Reporting Period: May 1-31,2024

Submitted by: Bernice Johnson, Head Teacher

Activities at Center:

In the toddler classroom, the children worked on what they saw. For example: reading/ looking at a book. What was in the picture? This was fun because the children got to learn new words and they asked a lot of questions. At the end of the month, we received a new water table and the children enjoyed playing in the water in the water table. They scooped up water and poured it out into an opening and they saw numerous streams of water and they tried to take hold of the stream. When it was time to go back into the classroom for lunch they didn't want to. The infants colored with ice that were colored with food coloring and frozen. At first, they were unsure, but the oldest child picked up the ice and rolled it across a long white sheet of paper and the others followed his action. They repeated this process for a couple more times. This was a fun experience for them. They wanted to keep playing but it was time for lunch.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

Our parent meeting was on May 17th, our Health, Nutrition and Safety Program Coordinator Katrina Williams talked about Summer Safety. How to stay hydrated and to always have water with you. Water safety when the center starts their water plays days which will start in June and other summer safety tips such as be aware of your children in the vehicle with you. 7 parents attending our parent meeting. Our Parent, Family & Community Engagement Specialist Daphne Dubriel talked about great turn ins for activity calendars and reading logs. Asked parents how they felt about Ready Rosie since participation is down. The families shared they forget about it but that they are helpful.

On May 24th, we had our end of the year celebrations. We had 9 parents/guardians attend. We had an ice cream social and certificates were handed out and the children came up and got their certificates. We had a great turn out.



Early Head Start Policy Council Center-Based Monthly Report Form





Center Name: Plaza Feliz EHS Reporting Period: May 1-31, 2024 Submitted by: Tammy Martinez-Teacher

Activities at Center:

In Plaza One's classroom, we are currently learning about light and light sources. We have been using flashlights to shine in the dark and learn to switch them on and off. We have been discussing shadows and how they are made. We made lanterns and have them hanging up in the classroom. We are learning words like light, light bulb, sun, shadow, dark, on and off. We did the lesson in the teaching strategies for the nutrition activity, it was making lemonade. The children got to see the ingredients that go into lemonade. We used real lemons, water and sugar. The children squeezed the juice out of the lemon using a juicer and then we mixed the water and sugar together.

In the older toddler's classroom, we finished the Aprils theme- brushes. Then, we also learned about lights and light sources. We used flashlights and looked for shadows. We discussed light sources like light bulbs, sunshine, flashlights. We also discussed dark and light and night and day. We also observed insects and sorted various items in containers. For the nutrition activity, We also made lemonade like the other classroom. The children really enjoyed squeezing the lemons. They were very curious about the ingredients and tasting the lemons.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

Parent meeting held on May 22, 2024. Our Parent, Family & Community Engagement Specialist Daphne Dubriel talked about summer safety tips and not leaving children in cars unattended even for a minute. Discussed other safety hazards that come with summer and parents gave examples as well. Daphne reminded the parents of in-kind sources; reading logs due every Friday and Ready Rosie feedback, and parent activity calendars. Parents let her know they liked everything and found it helpful and didn't see anything to change.

I discussed center updates. I reminded parents to check children's cubbies and put in weather appropriate clothing in the cubbies. I also reminded about limiting cell-phone use when at the center. I reminded parents to wash their child's hands when arriving to school. Lastly, parents need to remember to call if the child will not be attending for the day. We gave them the center number again as well. I reminded the parents of the upcoming closures. May 27-31 and also June closure dates; June 13-14 parent conferences and Juneteenth holiday June 19.

After the meeting, the families joined the Pre-k/Preschool families for our end of year celebration. Each classroom/programs sang songs and the families got to socialize with each other. Certificates were handed out to families

Early Head Start

Policy Council Center-Based Monthly Report Form

Center Name: Trumbull EHS

Reporting Period: May 1st- May 31st, 2024



Submitted by: Felicitas Gaines- Head Teacher

This month, we explored on an exciting investigation into the world of "rocks". Our activities were centered on the questions, "What do rocks look like?" and "What can we do with rocks?" Here's an overview of what we did: <u>Rock Exploration Activities:</u>

- Collecting Rocks: The children and teachers went outside the playground to collect different types of rocks.
- Washing and Painting: After collecting the rocks, they washed and painted them, bringing out their creativity.
- Learning Textures: The teachers introduced the concepts of "soft" and "hard" to describe the texture of different rocks.
- Counting Exercise: The children practiced counting the rocks from 1-10.

Fine Motor Skills Development:

• Tape Activity: The children used tape to enhance their fine motor skills. The teachers encouraged them to pull, cut and stick the tape onto papers to develop their eye-hand coordination.

Gross Motor Skills:

- Tunnel Play: The children used their whole bodies to crawl in and out of a tunnel in the playground.
- Obstacle course: During our End of Year celebration, the teachers set up an obstacle course. The children crawled and cruised up and down steps.

Nutrition Activity:

For our nutrition activity, each child got a sliced orange to squeeze and make juice. They enjoyed the activity and the fresh taste of the orange juice. <u>Family Involvement:</u>

- · The children had fun making butterflies with their families.
- · Families participated in our morning moments.
- Our foster grandma Maria, joined us to provide a loving relationship with the children and assist them in learning social emotional skills.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

The Parent Meeting took place on May 15th 2024 at 1:45 pm. Three families were able to attend. We played a game where families passed a ball while music played. When the music stopped, the person holding a ball picked a question from the mystery box and shared their answer. Our Parent, Family & Community Engagement Specialist Daphne and I talked about center updates, in-kind, Ready Rosie and school closures. Ms. Katrina our Health, Safety and Nutrition Program Coordinator presented on "Summer safety Tips" and center water play and how we were keeping children safe.

City of Albuquerque Early Head Start Caseload/Enrollment Report 05/31/24

Enrollment	
Total Funded Enrollment:	128
Total Actual Enrollment:	58
Children Withdrawn & Dropped (last 30 days):	1
Total Reportable Enrollment (actual + withdrawn/dropped):	59
Total Deficit:	69

Ctr Detail	Slots	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	0	0	0		8
MacArthur	16	0	0	0		16
PlazaFeliz	16	16	0	16		0
sow	16	14	0	14		2

Trumbull	24	7	0	7	1	17 Progran Snapsho
W. Trail	16	0	0	0		16
Singing Arrow	8			0		8
Total	104	37	0	37	1	67





Funded Enrollment:
Enroliment:
Defficiency:

Home based	Centers	ALL		
24	104	128		
22	37	59		
2	67	69		

Home Based Detail Caseload: 12 slots per home visitor

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days	A Sector Version and Automatical Sector	Deficit
Valarie	12	10	10	0		1	11	1
Tamara	12	9	10	1	7/29/2024	0	11	1
Total	24	19	20	1		1	22	2

Center Detail

3	
	3

# new enrollments children	3	
# new enrollments pregnant women	0	
# children born to pregnant women	0	
Total new enrollment		
# children aging out	0	
# pregnant women giving birth	0	
# children leaving before turning 3	1	
# pregnant women leaving before baby	0	
Total leaving	1	
Reasons for leaving before turning 3 Family no longer wants home based - wants center	1	
	# of children	% of childre
Children with up to date immunizations	52	91.2
Children up to date as possible on immunizations		
Children not up to date on immunizations	5	8.8
Eligibility Category	# of children and pregnant women	
ncome eligible	9	16.0
Public Assistance	32	55.0

Foster Child	3	5.0%
Homeless	7	12.0%
Over Income	7	12.0%
Over 130%	0	0.0%
	# of children	% of total number of slots
Children with IFSPs	21	16.4%
Absence Reasons	# of absences	% of absences
Health Reasons	27	17.00%
Parent Choice/Spend Together	55	35.00%
Out of Town/Vacation	16	10.00%
No Transportation	8	5.00%
Other Family-related Reason	16	10.00%
Other	19	12.00%
Unknown	17	11.00%

6/3/2024 10:43 AM

City Of Albuquerque EHS

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2301 - Average Daily Attendance

Program Term: EHS 2023-2024, Program Option: Standard Full Day, Attendance Date: 5/1/2024 - 5/31/2024

City Of Albuquerque EHS

	Attend	lance Re	cords	Operating		Funded Enroliment		Actual Enrollment	
	Present ⁵	Absent ⁶	Neither ⁷	Days	ADA ¹	Count	% Attendance	Count ²	% Attendance
Plaza Feliz		-							-
Toddler	121	23	0	18	6.72	8	84.03%	8.00	84.03%
Twos	100	36	0	19	5.26	8	65.79%	7.16	73,53%
Site Total	221	59	0	18.50 (avg)	11.98	16	74.66%	15.16	78.93%
School On Wheels						-		2000	
Infant	62	34	0	16	3.88	8	48.44%	6.00	64.58%
Toddler - EH	103	41	0	19	5.42	8	67.76%	7.58	71.53%
Site Total	165	75	0	17.50 (avg)	9.30	16	58.93%	13.58	68.75%
Frumbull			N						
Toddler - EH	99	24	0	18	5.50	8	68.75%	6.83	80.49%
Site Total	99	24	0	18.00 (avg)	5.50	8	68.75%	6.83	80.49%
City Of Albuquerque EHS	485	158	0	18.00 (avg)	26.78	40	67.36%	35.57	75.43%
Report Totals	485	158	0	18.00 (avg)	26.78	40	67.36%	35.57	75.43%

1. ADA for each clasroom 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), Late Pickup(LP), Tardy and Late Pickup (TLP)

6. Statuses counted as Absent: Excused(E), Unexcused(U)

7. Statuses counted as Neither: Not Scheduled (N)

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port: CAC	ED D .:		CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
	FP Keimburseme	ent Summary	(Grid)						
aency: Cit	ty Of Albuquerqu	ue EHS							
	Che State State								
Program	Term: EHS 2023-	2024							
Site: Plaz	za Feliz								
Toddler	18	7	0	0	113	0	119	111	0
Twos	19	8	0	0	95	0	97	84	0
Subtotals	for Site: Plaza Feliz								inera a
	37	15	0) 0	208	0	216	195	;
Site: Sch	ool On Wheels								
Infant	16	6	0	0	44	0	48	33	0
Toddler	19	8	0	0	96	0	98	87	0
Subtotals	for Site: School On Whe	eels		1					
A . M. Conto	35	i 14	0	0 0	140	0	146	120	
Site: Tru	mbull								
Toddler	18	8	0	0	87	0	92	88	0
Subtotals	for Site: Trumbull			Contract E					
	18	8	0	0 0	87	0	92	88	
Subtotals for	r Program Term: EHS 20								
1	90	And the second s	0	0	435	0	454	403	
Subtotals for A	Agency: City Of Albuque								
	90	37	0	0	435	0	454	403	

Program Term: EHS 2023-2024, Program Option: Standard Full Day

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ChildPlus

Early Head Start Quarterly Report to City Council for July, August, September 2024

I. EARLY HEAD START PROGRAM INFORMATION REPORT:

- Administrators Report
- Policy Council Meeting Minutes
- Meal Service Report
- > Attendance Report
- Caseload/Enrollment Report
- Program Information Report
- Center-Based and Home-Based Monthly Report
- Financial Statements
- P Card Expenses



City of Albuquerque Early Head Start Monthly Administrator's Report

Program: Division of Child & Family Development

Name of Person Submitting Report: <u>Dr. Dawnita Blackmon-Mosely</u>

Funded Enrollment

Center-based 128 Home-based 24

Current Enrollment -

Center-based <u>40</u> Home-based <u>22</u>

Explanation, if needed:

Under-enrollment is largely due to staffing.

I.

Content Areas

A. Education:

- Child Development & Education Specialist is observing lesson plans to ensure they are carried out effectively and link to School readiness goals.
- Child Development & Education Specialist conducts weekly site visits to support teachers, center compliance, practice-based coaching & observing staff with children and offering support if needed.
- Child Development & Education Specialist conducts weekly Head Teacher meetings discussions based on staff & center needs
- Child Development & Education Specialist meeting with home-visitors on a monthly basis to discuss barriers and strengths.

B. Support Services (Mental Health and Disabilities).

- > Mental Health & Disabilities Coordinator conducts weekly site visits
- Mental Health & Disabilities Coordinator completes monthly disabilities tracking
- Mental Health & Disabilities Coordinator continues to participate in Transition Meetings.
- Mental Health & Disabilities met with parents and staff for June Parent Meetings and discussed NM ECECD SEED Program. ECECD will be conducting site visits with staff to support social and emotional development
- Mental Health & Disabilities Coordinator represents the City of Albuquerque Division of Child & Family Development on the Metro-Area Transition with Early Intervention Providers, Community-Based Providers and LEA's (Public Schools)

C. Health/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.
- > All classrooms have conducted monthly fire drills.

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 Monthly Parent & Family Activity Calendars 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 planned and conducted the 2nd Annual "School at the Zoo " Day for all Early Head Start Families.

DI. Program Design and Management (including operations, facilities, etc.)

- 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 Spring Checkpoint in order to determine children by age groups 0-1 year,
 1-2 yrs. and 2-3 yrs. who are meeting or exceeding the widely held expectations for their age.
- La Mesa, Western Trail, MacArthur and Singing Arrow centers remain closed due to being understaffed.
- > Centers continue to offer monthly Parent Center meeting
- Associate Director working on a plan to incorporate Mental Health Consultation into Home-Based services. This is an area of non-compliance

DII. Administration:

- 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 maintaining non-compliance OHS granted a 6-month extension with T/TA support.
- Outcome of Focus Area 1 Federal Review resulted in (3) areas of noncompliance. DCFD is working on Correction Plan, which must be submitted in September 2024.
- All staff annual Pre-Service training Week is scheduled July 29th through August 2nd.
- Initial Center Home Visits, Center Parent Orientations to be held the week of August 5th through August 9th.
- > Associate Director invited to Governor Lujan Grisham's Early Childhood Summit

DIII. Construction Projects: N/A This Reporting Period

II. New Hires as of June 30, 2024:

N/A This Reporting Period

III. Involuntary Terminations:

N/A This reporting period





Early Head Start

Policy Council Content Specialist Monthly Report Form

Reporting Period: June 1-31, 2024 Submitted by: Monica Watrin- ERSEA Specialist

Eligibility, Recruitment, Selection, Enrollment and Attendance:

The City of Albuquerque's Early Head Start is continuing to focus on recruitment. We are present at the Family Housing Navigation Center on the second Tuesday of the month to complete applications and Home-based Option enrollments. We attended the "Touch a Truck" event at Franklin Plaza, so that we could hopefully attract people for our Singing Arrow EHS slated to open in the fall. We attended a hiring event at the Workforce Connections Center. We also continue to distribute flyers to various places around the city.

Attendance monitoring and enrollment are ongoing.





Reporting Period: June 2024

Submitted by: Michelle Yazzie, Child Development & Education Program Specialist

Child Development & Education:

This month I handed out an article on Expressive Environments: Supportive communication From Inside Out, to encourage teachers with their children and teachers. A follow up visit will be in July. This month I also worked with the several educators with a lesson plan training to allow them to practice creating lessons through the summer. The goal is to help the educators grow in their role. I had followed up visit with some concerns regarding some children at Trumbull and received positive feedback from teachers. Trumbull's class is well-organized and the teachers communicate well. Our School Readiness Goals meeting is scheduled for July 1, 2024 with several teachers and our Mental Health & Disabilities Program Coordinator.





Reporting Period: June 1-30, 2024 Submitted by: Daphne Dubriel- Parent, Family & Community Engagement Specialist

Parent, Family & Community Engagement:

For the month of June, I have been meeting with new families to complete their Strength and Needs Assessments and goal setting. I have been doing weekly site visits and observing greetings between staff and families to ensure staff are providing a welcoming environment. I have been checking in with families on their goal progress. I enter all weekly reading logs into Child Plus Data system and parent participation in monthly center meetings. I have been working on July's Parent & Family activity calendar and working on bringing more community agencies to present for upcoming parent meetings. I put together our 2nd Annual School at the Zoo day for all families. We had 81 parents attend and all center and home base staff attended. The animal bags and scavenger hunt was a big hit. A child at Plaza Feliz sent in the most pictures with him and many animals throughout the Zoo and won a Zebra tent, bubbles, Go Fish game, popsicles and several animal books. We had a 2nd and 3rd place winners at Trumbull and they won animal books, each a educational toy and Go fish cards.





Reporting Period: June 1-30, 2024

Submitted by: Katrina Williams- Health, Nutrition & Safety Program Coordinator

Health, Nutrition & Safety:

For the first week of June I went to all centers and led a safety meeting with staff for the month. We discussed about the safety binder, recruitment of committee members, infection control, and health check occurrence reports. For my weekly site visits this month, I reviewed the centers safety binder and CACFP binder to make sure they were up to date. I also did some vision screenings for new enrolled kids that needed to be screened for their 45-day deadline. I attended the annual CACFP training that I will later train staff during pre-service at the end of July. CACFP stands for the Child and Adult Care Food Program and it is the program we use for Early Head Start.





Reporting Period: June 1-30, 2024

Submitted by: Connie Lopez- Mental Health and Disabilities Program Coordinator

Mental Health & Disabilities:

- Conducted weekly site visits
- Conducted and completed transition meetings for children with IFSPs
- Collaborated with EI agencies to provide best practices for children with IFSPs
- Met with Kayla Lopez from UNM CDD and confirmed training for Division of Child & Family Development Pre-Service
- Attended in-person Sensory Integration Training with EHS education specialist
- Attended parent/teacher conferences to collaborate with teachers to ensure parents have resources/information that they need
- Met and collaborated with Teresa, ECED Mental Health consultant, to prepare for the monthly parent meeting at EHS sites
- Presented at EHS site parent meetings





Early Head Start

Policy Council Home-Based Monthly Report Form

Home Visitor Name: Tamara Owen

Reporting Period: June 1-30, 2024

Submitted by: Tamara Owen

Home-Based Activities: Home-based Activities: Finger painting: Using Small Muscles and Experimenting. Domain-Language and Literacy Development. I brought to this activity five

colors of finger paints and a large white piece of paper. I took the red finger paint while showing him saying, "I will write a letter T for my name". I showed him the finger paints saying, "what color would you like". He pointed to the finger paints saying, "I want orange". He touched the orange paint spreading across the paper. He chose another color blue, mom showed him how to squeeze the paint onto the paper. He was encouraged to use both hands pressing down on the paint mom saying, "press your hand down, like this, lift up your hand,

look you made a hand print". He chose green and yellow paint colors on the paper. He focused on dipping his fingers in the paint spreading and swirling across, up and down across the paper. Mom encouraged him to draw the letter J in his name. He continued to press down on paint spreading on his arms smiling as he squeezed more paint. Mom and I continued to encourage him to experiment and explore to draw, or mash the paint blob with his fingers or hands. Effort will be ongoing.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

June 17th – A Magic and Juggling Adventure @ Alamosa Library – Domain(s): Language and Literacy.

0 – attended.

June 21st – 2nd Annual School at The Zoo Day @ ZOO – Domain(s): Language and Literacy and Perceptual Motor and Physical Development.

1 - attended.





Early Head Start Policy Council Home-Based Monthly Report Form

Home Visitor Name: Valarie Ramirez Reporting Period: June 1-30, 2024 Submitted by: Valarie Ramirez, Home Visitor

Home-Based Activities: PAT Blowing In The Wind: Developing Small Muscles and Experimenting. Domain – Perceptual, Motor, and Physical Development. Mom brought in plastic tub with a few inches of water for activity. I handed mom and child straws then dropped some confetti into the tub of water. I demonstrated to child how I used the straw to blow and move the confetti around the tub of water then mom did the same showing child how to move the confetti using her straw. I encouraged child to blow through the straw at the confetti, child put her straw into the tub of water and drank some of the water. Mom said "no, don't drink the water, you got to blow through the straw". Child put their straw into the water and blew causing bubbles then laughed. Child blew several times while straw was under water, creating bubbles and splashing. Mom and I demonstrated to child again how to blow through the straw to move the confetti. I removed the straw from my mouth and demonstrated to child how to move the confetti around by blowing it around with my mouth and no straw. Mom picked out a specific confetti and demonstrated to child how she was able to move it around the tub. Mom encouraged child to do the same saying "Can you move this piece?" "Blow it around like this...", while continuously demonstrating how to blow around the confetti. Child asked for more confetti after all the confetti had sunk to the bottom of the tub and I sprinkled in more confetti. Child took interest in a single piece of pink confetti and followed it around with her fingers, eventually taking it out of the tub of water. Child did blow around some of the confetti and also pushed down several pieces with her hand, sinking them to the bottom of the tub.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

June 17th – A Magic & Juggling Adventure @ Alamosa Library – Domain(s): Language and Literacy. 0 – attended.

June 21st – 2nd Annual School at The Zoo Day @ Albuquerque Zoo – Domain(s): Language and Literacy. 4 - attended.





Early Head Start Policy Council Center-Based Monthly Report Form

Center Name: Plaza Feliz EHS Reporting Period: June 1-31, 2024 Submitted by: Tammy Martinez-Teacher

Activities at Center:

In Plaza One's classroom, we begun a lesson on Zoo Animals since we were planning a Zoo Trip on June 21. We discussed animals and made paper plate flamingos, Polar Bears, Lions, and snakes. We washed zoo animals on water play day. We also continued to play with dramatic play clothes since they really enjoy that activity. For our nutrition project, we did Animal Yoga poses.

In the older toddler's classroom, We also did a lesson on Zoo animals, the children learned about flamingos, zebra stripes, and Lions. The children also washed zoo animals on water play. Children created a zoo with blocks for the animals. We read many books about zoo animals to prepare for the zoo trip. Also, for the nutrition project, we did zoo animal yoga poses.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

Families were able to attend our 2nd Annual School at the Zoo Day family day on June 21,2024.

Parent meeting, Wednesday, June 26, 2024. Our guest speaker was our Mental Health and Disability Program coordinator, Connie Lopez spoke about the NMECECD SEED program and what that entailed for our center. Our PFCE Daphne Dubriel talked about In-kind being due soon, how families liked the Zoo trip and reminded parents to send in pictures for the raffle. Families were able to make a lion mask activity afterwards. We had 14 families attend.





Early Head Start Policy Council Center-Based Monthly Report Form

Center Name: School on Wheels EHS Reporting Period: June 2024 Submitted by: Bernice Johnson, Head Teacher

Activities at Center:

We had our annual Zoo field trip on Friday, June 21st and the children made faces of animals using a paper plate, paint, googly eyes and various colors of construction paper and tissue paper. They made a monkey's face, a lion's face, a black bear's face. They looked at various animal books such as Polar Bear Polar Bear, The elephant: Peaceful Giant, That's not my lion. The last week of the month, teacher had a conversation about what the children saw at the zoo. They were also encouraged to draw a picture of what they saw at the zoo with their families.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

Our parent meeting was on June 27, 2024. We had 8 parents attend our parent meeting. As the children were waking up, they saw their parents and we very happy to see them. At the beginning of the parent meeting, the families made a cupcake liner flower collage.

The children and their parents enjoyed this activity. Then our Mental Health and Disabilities Program Coordinator, Ms. Connie talked on "Social and Emotional Early Developments (SEEDS) and What does it mean." Parents were reminded to check their children's cubbies and to make sure they sign in and out their children daily. Wednesdays will be water days. In-Kind activity calendars were due on Friday, June 28, 2024 and weekly reading logs were due every Friday. Our PFCE Mrs. Daphne brought appreciation key chain for all the parents and handed them out. She talked about the Zoo trip and asked for feedback. All families loved it.





Early Head Start Policy Council Center-Based Monthly Report Form

Center Name: Trumbull EHS

Reporting Period: June 1st- June 30th, 2024

Submitted by: Felicitas Gaines- Head Teacher

Activities at Center:

This month, we focused on two exciting themes: different kinds of brushes and zoo animals. Our activities were centered on the questions, "What different types of brushes are there?" and "How do we use brushes?" and "What animals do you see at the zoo?" Here's an overview of what we did:

Art and Craft Activities:

• The children made monkey masks and bears out of paper plates and brown construction pape**r**s. The children used their fine motors skills and creativity.

Fine and Gross Motor Skills Development:

Painting the Table

• A large sheet of butcher paper was spread over the table and the children used different brushes to paint on it with blue paint.

Outdoor Sidewalk Painting

• The children took their brushes and water outside to paint on the sidewalk. This activity is a way for children to explore painting without the mess of paint, and they enjoyed seeing their creations appear and disappear.

Nutrition Activity "Popsicles"

For our nutrition activity, the teachers gave each child a frozen go-gurt tube and cut open the top. They assisted the children to insert a Popsicle stick into the open end of the tube. This activity taught them about science skills by creating, observing and tasting. Also, the children learned about opposites "hot vs cold".

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

- The Parent Meeting took place on June 28^{th,} 2024 at 1:30 pm. We played "Go fishing" with families and children.
- We held our Parent Teacher Conferences June 13th and 14th.
- On June 21st, all families had fun doing scavenger hunt with their children at the zoo.
- We talked about center updates, in-kind, water play schedule, Ready Rosie and school closures.
- Mental Health and Disabilities Coordinator, Ms. Connie discussed about "Social & Emotional Early Developments (SEEDS) and what does it mean and how it will help the children staff and center as a whole."



City of Albuquerque Early Head Start Caseload/Enrollment Report 06/30/24

Enrollment	
Total Funded Enrollment:	128
Total Actual Enrollment:	58
Children Withdrawn & Dropped (last 30 days):	4
Total Reportable Enrollment (actual + withdrawn/dropped):	62
Total Deficit:	66

Program Snapshot

	Home based	Centers	ALL
Funded Enrollment:	24	104	128
Enrollment:	22	40	62
Defficiency:	2	64	66

Home Based Detail Caseload: 12 slots per home visitor

	Caseload					Left in Last	Reportabl	
FDF	Capacity	HB Family	HB Child	Pregnant	Due date	30 Days	e Total	Deficit
Valarie	12	11	11	0		0	11	1
Tamara	12	7	7	1	7/29/2024	3	11	1
Total	24	19	18	1		3	22	2

Center Detail

	01-1-	Enrolled	Left in Last	Reportable	Pending	Current
Ctr Detail	Slots	Children	30 Days	Total	Placement	Deficit
La Mesa	8	0	0	0		8
MacArthur	16	0	0	0		16
PlazaFeliz	16	15	1	16		0
SOW	16	16	0	16		0
Trumbull	24	8	0	8		16
W. Trail	16	0	0	0		16
Singing						
Arrow	8			0		8
Total	104	39	0	40		64

Monthly Program Information Summary		
June 2024		
# new enrollments families	4	
# new enrollments children	4	
# new enrollments pregnant women	0	
# children born to pregnant women	0	
Total new enrollment	4	
# children aging out	1	
# pregnant women giving birth	0	
# children leaving before turning 3	3	
# pregnant women leaving before baby	0	
Total leaving	4	
Reasons for leaving before turning 3		
Family moved	1	
Home-based, available hours did not work for family	2	
	# of children	% of children
Children with up to date immunizations	50	88.0%
Children up to date as possible on immunizations		
Children not up to date on immunizations	7	12.0%
		% of total number
	# of children and	of children and
Eligibility Category	pregnant women	pregnant women
income eligible	10	
Public Assistance	30	52.0%
Foster Child	4	7.0%
Homeless	7	12.0%
Over Income	7	12.0%
Over 130%	0	0.0%
		% of total number
	# of children	of slots
Children with IFSPs	20	15.6%
Absence Reasons	# of absences	% of absences
Health Reasons	31	21.50%
Parent Choice/Spend Together	38	
Out of Town/Vacation	7	4.90%
No Transportation	3	
Other Family-related Reason	27	18.80%
Other	30	
Unknown	8	

7/1/2024 3:12 PM

City Of Albuquerque EHS

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2301 - Average Daily Attendance

Program Term: EHS 2023-2024, Program Option: Standard Full Day, Attendance Date: 6/1/2024 - 6/30/2024

City Of Albuquerque EHS

	Atton	dance Re	corde			Fund	ed Enrollment	Actuo	l Enrollment
	A		7	Operating	1	Fund			
	Present	Absent ⁶	Neither'	Days	ADA '	Count	% Attendance	Count ²	% Attendance ³
Plaza Feliz									
Toddler	105	22	0	17	6.18	8	77.21%	7.47	82.68%
Twos	103	33	0	17	6.06	8	75.74%	8.00	75.74%
Site Total	208	55	0	17.00 (avg)	12.24	16	76.47%	15.47	79.09%
School On Wheels									
Infant	84	38	0	17	4.94	8	61.76%	7.18	68.85%
Toddler - EH	105	31	0	17	6.18	8	77.21%	8.00	77.21%
Site Total	189	69	0	17.00 (avg)	11.12	16	69.49%	15.18	73.26%
Trumbull									
Toddler - EH	107	20	0	16	6.69	8	83.59%	7.94	84.25%
Site Total	107	20	0	16.00 (avg)	6.69	8	83.59%	7.94	84.25%
City Of Albuquerque EHS	504	144	0	16.80 (avg)	30.05	40	75.00%	38.59	77.78%
Report Totals	504	144	0	16.80 (avg)	30.05	40	75.00%	38.59	77.78%

1. ADA for each clasroom 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), Late Pickup(LP), Tardy and Late Pickup

(TLP)

6. Statuses counted as Absent: Excused(E), Unexcused(U)

7. Statuses counted as Neither: Not Scheduled (N)

Program Term: EHS 2023-2024, Program Option: Standard Full Day

assroom	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
eport: CACI	FP Reimburseme	nt Summary	(Grid)						
Agency: Cit	y Of Albuquerqu	ie EHS							
	7 Term: EHS 2023-1								
U		2024							
Site: Plaz	za Feliz								
Toddler	17	7	0	0	98	0	104	83	0
Twos	17	9	0	0	87	0	101	84	0
Subtotals	for Site: Plaza Feliz								
	34	16	0	0	185	0	205	167	0
Site: Sch	ool On Wheels								
Infant	17	8	0	0	51	0	59	46	0
Toddler	17	8	0	0	73	0	104	86	0
Subtotals	for Site: School On Whe	eels							
	34	16	0	0	124	0	163	132	0
Site: Tru	mbull								
Toddler	16	8	0	0	92	0	105	76	0
Subtotals	for Site: Trumbull								
	16	8	0	0	92	0	105	76	0
Subtotals fo	r Program Term: EHS 20								
	84		0	0	401	0	473	375	0
Subtotals for A	Agency: City Of Albuque 84		0	0	401	0	473	375	0
Report Totals	84					0			0
	01			Ŭ	101	v	.,,,	0/0	•

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT FEDERAL GRANT (3164420) May 31, 2024

ACCOUNT															YTD	REMAINING	%
DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	EXPENSES	BALANCE	EXPENDED
Salaries and Wages	1,517,368.00	64,397.22	210,651.71	69,508.45	204,595.19	55,272.61	79,660.93	79,860.72	75,986.29	159,084.12	62,407.19	65,182.63			1,126,607.06	390,760.94	74.25%
Fringe Benefits	450,632.00	32,982.58	47,238.13	35,957.03	47,208.72	26,491.28	34,575.70	37,272.85	35,769.86	40,490.25	29,690.16	30,924.50			398,601.06	52,030.94	88.45
Total Personnel Costs	1,968,000.00	97,379.80	257,889.84	105,465.48	251,803.91	81,763.89	114,236.63	117,133.57	111,756.15	199,574.37	92,097.35	96,107.13	0.00	0.00	1,525,208.12	442,791.88	77.50
Supplies																	
522000-Supplies	25,000.00														0.00	25,000.00	0.00
522032-Supplies-Food	20,798.00				517.41				1,905.13		19.94				2,442.48	18,355.52	11.74
522048-Supplies-Office	61,799.00				67.46		487.84		276.16	785.06	933.00				2,549.52	59,249.48	4.13
Supplies- All others																	
522054-Supplies-Other	32,000.00														0.00	32,000.00	0.00
522052 - Supplies-Operating		79.92	441.56		284.66		322.03	588.70	359.98	1.759.84	295.30				4.131.99	(4,131.99)	0.00
522090 - Supplies-Gen Const Materials																	
522099 - Asset - non capital																	
522500-Travel - Expense															0.00	0.00	0.00
522520-Travel - Out Of State	5.000.00		353.06	518.31		518.35	22.70		6.738.81	6.760.57	663.97	765.81			16,341.58	(11,341.58)	
523410-License Renewals	0,000.00		600.00	010.01		55.00	22.70	25.00	0,700.01	75.00	20.00	700.01			775.00	(775.00)	
Total Supplies	144.597.00	79.92	1.394.62	518.31	869.53	573.35	832.57	613.70	9.280.08	9.380.47	1.932.21	765.81	0.00	0.00	26.240.57	118.356.43	18.15
			1								1.						
Other																	
521500-Utilities	1,750.00														0.00	1,750.00	0.00
523800-Repairs & Maintenance	13,976.00			984.76		192.00			3,366.70	2.013.87	424.42	449.62			7.431.37	6.544.63	53.17
521000-Other service printing	10.000.00										520.00				520.00	9,480.00	5.20
521540 - Telecom-Telephone									405.65						405.65	(405.65)	0.00
521544 - Telecom-Cellular Svc And Equip									1.081.45						1.081.45	(1,081.45)	0.00
523000-Training											112.42				112.42	(112.42)	
523400-Dues and Memberships															0.00	0.00	
Total Others	25,726.00	0.00	0.00	984.76	0.00	192.00	0.00	0.00	4,853.80	2,013.87	1,056.84	449.62	0.00	0.00	9,550.89	16,175.11	37.13
Contractual																	
527500-Contractual (Training)	28,000.00														0.00	28,000.00	0.00
527505- Svcs-Advertising															0.00	0.00	0.00
520500-Contractual (Professional)	50,000.00														0.00	50,000.00	0.00
527565 - Svcs-Subcontracts&Subawards															0.00	0.00	
Total Contractual	78,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78,000.00	0.00
Carryforward FY21																	
533004- Recreational Equipment																0.00	
532000 - Captl-Land Improvements																0.00	
Total Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.040.000.00	07 450 75		100 000					105 000 00	040 000 - -					4 500 000		
GRAND TOTAL	2,216,323.00	97,459.72	259,284.46	106,968.55	252,673.44	82,529.24	115,069.20	117,747.27	125,890.03	210,968.71	95,086.40	97,322.56	0.00	0.00	1,560,999.58	655,323.42	70.43

70.43% Current % Should Be 92%

Under spent 21% Possible reversion \$ 470,629.84

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT CITY MATCH (3164422) May 31, 2024

ACCOUNT															YTD	REMAINING	%
DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER		NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	EXPENSES	BALANCE	EXPENDED
Salaries and Wages	144,309.00	132,406.30	(131,229.39)	691.51	758.35	734.06	634.42	675.62	611.59	699.78	740.79	700.24			7,423.27	136,885.73	
Fringe Benefits	239,355.00	10,332.33	(9,783.12)	323.16	353.95	342.47	296.09	315.67	285.42	326.98	345.76	426.54			3,565.25	235,789.75	
Total Personnel Costs	383,664.00	142,738.63	(141,012.51)	1,014.67	1,112.30	1,076.53	930.51	991.29	897.01	1,026.76	1,086.55	1,126.78	-	-	10,988.52	372,675.48	2.869
Supplies																	
522000-Supplies	15,000.00								4,865.67	3,699.30	303.18	2,835.21			11,703.36	3,296.64	78.029
522054-Supplies-Other	6,500.00						39.99		835.16						875.15	5,624.85	13.469
522032-Supplies-Food	5,483.00	51.44									447.21	118.59			617.24	4,865.76	11.269
522048-Supplies-Office	7,500.00			4,878.48	338.75			3,661.07	1,482.09	2,475.88	8,486.85	683.85			22,006.97	(14,506.97)	293.43
522052-Supplies-Operating		105.66							231.73						-	-	0.009
522060-Supplies-Postage/Freight															36,044.11	-	0.00
522510-Travel-Local/In State												252.00				-	0.009
Total Supplies	34,483.00	157.10	-	4,878.48	338.75	-	39.99	3,661.07	7,414.65	6,175.18	9,237.24	3,889.65	-	-	35,792.11	(1,309.11)	103.809
Other 521000-Other Services	97,161.00	249.00													249.00	96,912.00	0.26%
521000-Other Services 521544 - Telecom-Cellular Svc And Equip	97,101.00	249.00													249.00	90,912.00	0.20
523000 - Training - General		190.59									541.10	180.30			- 911.99		0.00
523000 - Training - General 523800-Repairs & Maintenance		190.59		24,066.33	2,717.53				10,170.64		541.10	180.30			36,954.50		0.00
523800-Repairs & Maintenance 523400 - Dues And Memberships				24,066.33	2,/1/.53				10,170.64			258.17			258.17	(250.17	
												258.17			258.17	(258.17)	
523410 - License Renewals	97,161.00	439.59		24,066.33	2,717.53				10,170.64			696.64			38,631.83	58,529.17	0.00
Total Others	97,161.00	439.59	-	24,066.33	2,/1/.53	-		-	10,170.64	-	541.10	696.64	-	-	38,631.83	58,529.17	39.765
Contractual																	
527500-Contractual (Training)																	0.009
527505- Svcs-Advertising																	0.00
520500-Contractual (Professional)	50,000.00															50,000.00	0.009
527565 - Svcs-Subcontracts&Subawards																	
Total Contractual	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00%
Internal Service																	
591265 - Transfers Out - Fund 265															-	-	0.005
594031 Vehicle Maintenance (523800)															-		0.00
594032 Vehicle Maintenance (outside)						612.00	1,038.07								1,650.07	-	0.00
594041 Vehicle Mntc-Fuels						012.00	1,000.07								_,	-	0.00
Total Internal Service Charges	-	-	-			612.00	1,038.07	-			-				1.650.07		0.00
Total internal service charges		-		-		012.00	1,038.07	-	-	-	-	-	-	-	1,030.07		5.00
GRAND TOTAL	565,308.00	143,335.32	(141,012.51)	29,959.48	4,168.58	1,688.53	2,008.57	4,652.36	18,482.30	7,201.94	10,864.89	5,713.07	-	-	87,062.53	478,245.47	15.40
																urrent %	15.40
															5	hould Be	92%

Under spent 76%

Possible reversion \$ 431,136.47

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT FEDERAL GRANT T&TA (3164421) May 31, 2024

ACCOUNT DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	YTD EXPENSES	REMAINING BALANCE	% EXPENDED
522500 - Travel-Expense	\$4,560.00														-	4,560.00	0.00%
Other															-		
521000-Other service	\$15,000.00	700 70					750.00	100.00	1 000 00	0.040.00	400.00	1 500 00			-		0.00%
523000-Training - General 522020 - Supplies-Uniform	\$10,440.00 s	769.79	4,663.46				750.00	190.00	1,222.00	3,210.00	428.00	1,589.00			-		0.00%
522032-Supplies-Food															-		0.00%
522048- Supplies-Office															-		0.00%
523400-Dues And Member 523410-License Renewals			216.66								1,400.00				1,616.66 -		0.00%
Total Others	\$25,440.00	769.79	4,880.12	-	-	-	750.00	190.00	1,222.00	3,210.00	1,828.00	1,589.00	-	-	14,438.91	\$11,001.09	56.76%
527500-Contractual (Training)	\$14,906.00														-	14,906.00	0.00%
GRAND TOTAL	\$44,906.00	\$769.79	\$4,880.12	\$0.00	\$0.00	\$0.00	\$750.00	\$190.00	\$1,222.00	\$3,210.00	\$1,828.00	\$1,589.00	\$0.00	\$0.00	\$14,438.91	\$30,467.09	32.15%

Current %32.15%Should Be92%Under spent60%

Possible reversion \$ 26,724.92

Reporting Period : 5/1/2024 - 5/31/2024

Statement Summary

	phne Dubriel XX-XXXX-XXXX-7869		Company Currency	City Of Albuquerque US Dollar		
	/2024 - 5/31/2024					
Trans Date Post Date		Charge Codes		Approved	Receipt	Amount
1 5/18/2024 5/20/2024	Adobe *adobe 408-536-6000, CA				~	258.17
1 year license renewal fo	or Daphne. AG	FUND: 265 GL ACCOUNT: 523410 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422				-
2 5/19/2024 5/20/2024	Amzn Mktp Us Amzn.Com/Bill, WA				√	55.30
Toner replacement for P	laza Feliz. AG	FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422				
3 5/20/2024 5/21/2024	Amzn Mktp Us					32.79
Supplies for staff apprec	Amzn.Com/Bill, WA iation.AG	FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422				-

PAGE NO 1

PAGE NO 2

Trans Date	Post Date	Merchant Name	Charge Codes		Approved	Receipt	Amount
4 5/20/2024	5/21/2024	Amzn Mktp Us Amzn.Com/Bill, WA				1	27.80
Supplies for	staff apprecia	ation. AG	FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422				
5 5/20/2024	5/22/2024	Walmart.Com 8009256278 800-966-6546, AR				4	46.63
Ice cream fo	or end of year	celebration SOW.	FUND: 265 GL ACCOUNT: 522032 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422				-
6 5/21/2024	5/22/2024	Wm Supercenter #3385 Albuquerque, NM					22.24
lce cream fo	r end of year	celebration. AG	FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422				-
							ction Count:
						т	otal: 442.9
ployee Sign			Date	Authorized Approver Signature			Date

WELLS FARGO

Reporting Period : 5/1/2024 - 5/31/2024

Statement Summary

ame ccount #		ina Williams (X-XXXX-XXX-4942		Company Currency	City Of Albuquerque US Dollar		
eporting Perio	od 5/1/2	2024 - 5/31/2024					
Trans Date	Post Date	Merchant Name	Charge Codes		Approved	Receipt	Amoun
1 5/5/2024	5/6/2024	Amazon Ret* 113-238507 Www.Amazon.Co, WA				~	71.96
Similac sens	sitive infant fo	rmula. AG	FUND: 265 GL ACCOUNT: 522032 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422				
2 5/9/2024	5/10/2024	Amzn Mktp Us Amzn.Com/Bill, WA				√	29.98
Baby bibs. A	ΑG		FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422				
3 5/9/2024	5/10/2024	Amzn Mktp Us Amzn.Com/Bill, WA				√	215.04
Babyganics	SPF 50 suns	creen 8 bottles. AG	FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422				•

PAGE NO 2

Trans Date Post I	Date Merchant Name	Charge Codes	Approved	Receipt	Amount
4 5/11/2024 5/13/2	024 Amzn Mktp Us Amzn.Com/Bill, WA			~	202.15
Pamper splashers a	and towels. AG	FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422			
5 5/13/2024 5/14/2	024 American Red Cross 800-733-2767, DC				114.00
First aid renewal tra	ining for employees. AG	FUND: 265 GL ACCOUNT: 523000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164421			
6 5/13/2024 5/14/2	024 Amzn Mktp Us Amzn.Com/Bill, WA				78.72
Pampers splashers.	,	FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422			
7 5/13/2024 5/14/2	024 Amzn Mktp Us Amzn.Com/Bill, WA			√	239.97
Step 2 toddler splas	sh pond water table. AG	FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422			

PAGE NO 3

Trans Date Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amoun
8 5/19/2024 5/20/2024	Amazon.Com*iy9xf1y93 Amzn.Com/Bill, WA			~	26.5
CloroxPro pack of 3. AG		FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422			
9 5/19/2024 5/20/2024	Amzn Mktp Us Amzn.Com/Bill, WA				142.8
Diapers, pull-up and bike	helmets. AG	FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422			
0 5/21/2024 5/22/2024	Amazon.Com*7x5dr06y3 Amzn.Com/Bill, WA				81.47
Kleenex and dreft baby s		FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422			
11 5/21/2024 5/22/2024	Amzn Mktp Us Amzn.Com/Bill, WA			~	87.37
Spray bottles, boys and g	jirls swimming pool shoes. AG	FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422			

RUN D	ATE	7/1	6/2024	
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PAGE NO 4

Trans Date Post Date	Merchant Name	Charge Codes		Approved	Receipt	Amount
12 5/26/2024 5/27/2024	Amazon Ret* 113-850372 Www.Amazon.Co, WA				\checkmark	132.32
Babyganics Insect Spray	AG	FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422				
					Transac	tion Count: 12
					Tot	tal: 1,422.39
		D	Authorization Constant			N -4-
Employee Signature		Date	Authorized Approver Signature		[Date

WELLS FARGO

Reporting Period : 5/1/2024 - 5/31/2024

Statement Summary

ame count #		nita Mosely X-XXXX-XXX-7287		Company Currency	City Of Albuquerque US Dollar		
eporting Period		2024 - 5/31/2024		ouriency	00 Donar		
Trans Date F	Post Date	Merchant Name	Charge Codes	-	Approved	Receipt	Amoun
1 4/30/2024 5	5/2/2024	Wipfli Llp Madison, WI				1	1,475.00
Conference fee	es for A.Go	nzales.	FUND: 265 GL ACCOUNT: 523000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164421				
2 5/14/2024 5	5/15/2024	Adobe *adobe 408-536-6000, CA				~	258.17
Adobe Pro sub	oscription. A	G	FUND: 265 GL ACCOUNT: 523400 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422				-
3 5/17/2024 5	5/20/2024	Positive Promotions 800-6352666, NY					1,460.65
Teacher and s	taff appreci	ations supplies. AG	FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422				-

PAGE NO 2

Transaction Count: 3 Total: 3,193.82

Employee Signature

Date

Authorized Approver Signature

Date

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT FEDERAL GRANT (3164420) May 31, 2024

ACCOUNT															YTD	REMAINING	%
DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	EXPENSES	BALANCE	EXPENDED
Salaries and Wages	1,517,368.00	64,397.22	210,651.71	69,508.45	204,595.19	55,272.61	79,660.93	79,860.72	75,986.29	159,084.12	62,407.19	65,182.63			1,126,607.06	390,760.94	74.25%
Fringe Benefits	450,632.00	32,982.58	47,238.13	35,957.03	47,208.72	26,491.28	34,575.70	37,272.85	35,769.86	40,490.25	29,690.16	30,924.50			398,601.06	52,030.94	88.45
Total Personnel Costs	1,968,000.00	97,379.80	257,889.84	105,465.48	251,803.91	81,763.89	114,236.63	117,133.57	111,756.15	199,574.37	92,097.35	96,107.13	0.00	0.00	1,525,208.12	442,791.88	77.50
Supplies																	
522000-Supplies	25,000.00														0.00	25,000.00	0.00
522032-Supplies-Food	20,798.00				517.41				1,905.13		19.94				2,442.48	18,355.52	11.74
522048-Supplies-Office	61,799.00				67.46		487.84		276.16	785.06	933.00				2,549.52	59,249.48	4.13
Supplies- All others																	
522054-Supplies-Other	32,000.00														0.00	32,000.00	0.00
522052 - Supplies-Operating		79.92	441.56		284.66		322.03	588.70	359.98	1.759.84	295.30				4.131.99	(4,131.99)	0.00
522090 - Supplies-Gen Const Materials																	
522099 - Asset - non capital																	
522500-Travel - Expense															0.00	0.00	0.00
522520-Travel - Out Of State	5.000.00		353.06	518.31		518.35	22.70		6.738.81	6.760.57	663.97	765.81			16,341.58	(11,341.58)	
523410-License Renewals	0,000.00		600.00	010.01		55.00	22.70	25.00	0,700.01	75.00	20.00	100.01			775.00	(775.00)	
Total Supplies	144.597.00	79.92	1.394.62	518.31	869.53	573.35	832.57	613.70	9.280.08	9.380.47	1.932.21	765.81	0.00	0.00	26.240.57	118.356.43	18.15
	1		1								1.						
Other																	
521500-Utilities	1,750.00														0.00	1,750.00	0.00
523800-Repairs & Maintenance	13,976.00			984.76		192.00			3,366.70	2.013.87	424.42	449.62			7.431.37	6.544.63	53.17
521000-Other service printing	10.000.00										520.00				520.00	9,480.00	5.20
521540 - Telecom-Telephone									405.65						405.65	(405.65)	0.00
521544 - Telecom-Cellular Svc And Equip									1.081.45						1.081.45	(1,081.45)	0.00
523000-Training											112.42				112.42	(112.42)	
523400-Dues and Memberships															0.00	0.00	
Total Others	25,726.00	0.00	0.00	984.76	0.00	192.00	0.00	0.00	4,853.80	2,013.87	1,056.84	449.62	0.00	0.00	9,550.89	16,175.11	37.13
Contractual																	
527500-Contractual (Training)	28,000.00														0.00	28,000.00	0.00
527505- Svcs-Advertising															0.00	0.00	0.00
520500-Contractual (Professional)	50,000.00														0.00	50,000.00	0.00
527565 - Svcs-Subcontracts&Subawards															0.00	0.00	
Total Contractual	78,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78,000.00	0.00
Carryforward FY21																	
533004- Recreational Equipment																0.00	
532000 - Captl-Land Improvements																0.00	
Total Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0 040 000	07 450 75		100 000					105 000 00	040 000 - -					4 500 000		
GRAND TOTAL	2,216,323.00	97,459.72	259,284.46	106,968.55	252,673.44	82,529.24	115,069.20	117,747.27	125,890.03	210,968.71	95,086.40	97,322.56	0.00	0.00	1,560,999.58	655,323.42	70.43

70.43% Current % Should Be 92%

Under spent 21% Possible reversion \$ 470,629.84

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT CITY MATCH (3164422) May 31, 2024

ACCOUNT															YTD	REMAINING	%
DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER		NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	EXPENSES	BALANCE	EXPENDED
Salaries and Wages	144,309.00	132,406.30	(131,229.39)	691.51	758.35	734.06	634.42	675.62	611.59	699.78	740.79	700.24			7,423.27	136,885.73	
Fringe Benefits	239,355.00	10,332.33	(9,783.12)	323.16	353.95	342.47	296.09	315.67	285.42	326.98	345.76	426.54			3,565.25	235,789.75	
Total Personnel Costs	383,664.00	142,738.63	(141,012.51)	1,014.67	1,112.30	1,076.53	930.51	991.29	897.01	1,026.76	1,086.55	1,126.78	-	-	10,988.52	372,675.48	2.869
Supplies																	
522000-Supplies	15,000.00								4,865.67	3,699.30	303.18	2,835.21			11,703.36	3,296.64	78.029
522054-Supplies-Other	6,500.00						39.99		835.16						875.15	5,624.85	13.469
522032-Supplies-Food	5,483.00	51.44									447.21	118.59			617.24	4,865.76	11.269
522048-Supplies-Office	7,500.00			4,878.48	338.75			3,661.07	1,482.09	2,475.88	8,486.85	683.85			22,006.97	(14,506.97)	293.43
522052-Supplies-Operating		105.66							231.73						-	-	0.009
522060-Supplies-Postage/Freight															36,044.11	-	0.00
522510-Travel-Local/In State												252.00				-	0.009
Total Supplies	34,483.00	157.10	-	4,878.48	338.75	-	39.99	3,661.07	7,414.65	6,175.18	9,237.24	3,889.65	-	-	35,792.11	(1,309.11)	103.809
Other 521000-Other Services	97,161.00	249.00													249.00	96,912.00	0.26%
521000-Other Services 521544 - Telecom-Cellular Svc And Equip	97,101.00	249.00													249.00	90,912.00	0.20
523000 - Training - General		190.59									541.10	180.30			- 911.99		0.00
523000 - Training - General 523800-Repairs & Maintenance		190.59		24,066.33	2,717.53				10,170.64		541.10	180.30			36,954.50		0.00
523800-Repairs & Maintenance 523400 - Dues And Memberships				24,066.33	2,/1/.53				10,170.64			258.17			258.17	(250.17	
												258.17			258.17	(258.17)	
523410 - License Renewals	97,161.00	439.59		24,066.33	2,717.53				10,170.64			696.64			38,631.83	58,529.17	0.00
Total Others	97,161.00	439.59	-	24,066.33	2,/1/.53	-		-	10,170.64	-	541.10	696.64	-	-	38,631.83	58,529.17	39.765
Contractual																	
527500-Contractual (Training)																	0.009
527505- Svcs-Advertising																	0.00
520500-Contractual (Professional)	50,000.00															50,000.00	0.009
527565 - Svcs-Subcontracts&Subawards																	
Total Contractual	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00%
Internal Service																	
591265 - Transfers Out - Fund 265															-	-	0.005
594031 Vehicle Maintenance (523800)															-		0.00
594032 Vehicle Maintenance (outside)						612.00	1,038.07								1,650.07	-	0.00
594041 Vehicle Mntc-Fuels						012.00	1,000.07								_,	-	0.00
Total Internal Service Charges	-	-	-			612.00	1,038.07	-							1.650.07		0.00
Total internal service charges		-		-		012.00	1,038.07	-	-	-	-	-	-	-	1,030.07		5.00
GRAND TOTAL	565,308.00	143,335.32	(141,012.51)	29,959.48	4,168.58	1,688.53	2,008.57	4,652.36	18,482.30	7,201.94	10,864.89	5,713.07	-	-	87,062.53	478,245.47	15.40
																urrent %	15.40
															5	hould Be	92%

Under spent 76%

Possible reversion \$ 431,136.47

FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY 2024 EXPENDITURE REPORT FEDERAL GRANT T&TA (3164421) May 31, 2024

ACCOUNT DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	YTD EXPENSES	REMAINING BALANCE	% EXPENDED
522500 - Travel-Expense	\$4,560.00														-	4,560.00	0.00%
Other															-		
521000-Other service	\$15,000.00	700 70					750.00	100.00	1 000 00	0.040.00	400.00	1 500 00			-		0.00%
523000-Training - General 522020 - Supplies-Uniform	\$10,440.00 s	769.79	4,663.46				750.00	190.00	1,222.00	3,210.00	428.00	1,589.00			-		0.00%
522032-Supplies-Food															-		0.00%
522048- Supplies-Office															-		0.00%
523400-Dues And Member 523410-License Renewals			216.66								1,400.00				1,616.66 -		0.00%
Total Others	\$25,440.00	769.79	4,880.12	-	-	-	750.00	190.00	1,222.00	3,210.00	1,828.00	1,589.00	-	-	14,438.91	\$11,001.09	56.76%
527500-Contractual (Training)	\$14,906.00														-	14,906.00	0.00%
GRAND TOTAL	\$44,906.00	\$769.79	\$4,880.12	\$0.00	\$0.00	\$0.00	\$750.00	\$190.00	\$1,222.00	\$3,210.00	\$1,828.00	\$1,589.00	\$0.00	\$0.00	\$14,438.91	\$30,467.09	32.15%

Current %32.15%Should Be92%Under spent60%

Possible reversion \$ 26,724.92

WELLS FARGO

Reporting Period : 6/1/2024 - 6/28/2024

Statement	Summary
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ame .ccount #		rina Williams (X-XXXX-XXX-4942		Company Currency	City Of Albuquerque US Dollar		
eporting Peric	od 6/1/2	2024 - 6/28/2024					
Trans Date	Post Date	Merchant Name	Charge Codes		Approved	Receipt	Amount
1 5/31/2024	6/3/2024	Amazon.Com*5x5os7gn3 Amzn.Com/Bill, WA				~	17.73
Baby wipes.	AG		FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422				
2 6/3/2024	6/4/2024	Wal-Mart #0850 Albuquerque, NM				√	18.65
Nutrition act	ivity supplies.		FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422				
3 6/4/2024	6/4/2024	Amzn Mktp Us Amzn.Com/Bill, WA				~	29.99
6 pack hood	ed beach tow	rel.	FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422				•

Account Page No 1

PAGE NO 1

PAGE NO 2

Trans Date Post Dat	e Merchant Name	Charge Codes	Approved	Receipt	Amoun
4 6/4/2024 6/5/2024 Kleenex.	Amzn Mktp Us Amzn.Com/Bill, WA	FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422		~	17.19
5 6/4/2024 6/5/2024 Hooded beach towels.	Amzn Mktp Us Amzn.Com/Bill, WA	FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422		√	212.67
6 6/21/2024 6/24/202 Similac for SOW.	4 Walmart.Com Aa Bentonville, AR	FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422		√	104.88
7 6/27/2024 6/28/202 Unscented wipes.	4 Amazon.Com*rc5r733b2 Seattle, WA	FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422		✓	177.30

PAGE NO 3

Transaction Count: 7 Total: 578.41

Employee Signature

Date

Authorized Approver Signature

Date

WELLS FARGO

Reporting Period : 6/1/2024 - 6/28/2024

Statement Summary

ame		hne Dubriel		Company	City Of Albuquerque		
count #		X-XXXX-XXX-7869		Currency	US Dollar		
Reporting Period		2024 - 6/28/2024					
Trans Date	Post Date	Merchant Name	Charge Codes		Approved	Receipt	Amount
1 6/5/2024	6/6/2024	Fsp*council For Professio 800-424-4310, DC				~	125.00
CDA renewa	Il for home vi	sitor Valerie R.	FUND: 265 GL ACCOUNT: 523410 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422				
2 6/7/2024	6/10/2024	Amzn Mktp Us Amzn.Com/Bill, WA				~	250.92
Supplies for	school at the	zoo day.	FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422				-
3 6/7/2024	6/10/2024	Amazon.Com*r46ux8mr3 Amzn.Com/Bill, WA				√	27.21
Supplies for	school at the	zoo day.	FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422				•

PAGE NO 2

Trans Date	Post Date	Merchant Name	Charge Codes		Approved	Receipt	Amount
4 6/7/2024	6/10/2024	Fun Express 800-2280122, NE				~	89.95
Bags for sch	ool at the zoo	o day.	FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422				-
5 6/12/2024	6/13/2024	Fsp*council For Professio 800-424-4310, DC				1	125.00
CDA renewa	I for V.Chave	z	FUND: 265 GL ACCOUNT: 523410 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164421				-
6 6/21/2024	6/24/2024	City Of Albuquerque Albuquerque, NM					285.00
Family and staff admission for school at the zoo day.			FUND: 265 GL ACCOUNT: 522000 PC BUSINESS UNIT: PCFCS PC PROJECT: 29_EHS_24 PC ACTIVITY: 3164422				-
							ction Count: 6
ployee Signa	aturo		Date	Authorized Approver Signature		r	Date



City of Albuquerque Early Head Start Monthly Administrator's Report

Program: Division of Child & Family Development

Name of Person Submitting Report: <u>Dr. Dawnita Blackmon-Mosely</u>

Funded Enrollment

Center-based 128 Home-based 24

Current Enrollment -

Center-based <u>40</u> Home-based 22

Explanation, if needed:

Under-enrollment is largely due to staffing.

I.

Content Areas

A. Education:

- Child Development & Education Specialist conducted weekly site visits with the focus on preparing for Annual State Licensing visit.
- Child Development & Education Specialist conducts weekly Head Teacher meetings discussions based on staff & center needs
- Child Development & Education Specialist is working with Head Teachers to implement School Readiness Team. Meetings will be monthly.
- Child Development & Education Specialist working with home-visitors on Socializations.
- Child Development & Education Specialist collaborated with Preschool, Early Pre-K and Pre-K program leadership team in planning Annual Preservice training for all staff.

B. Support Services (Mental Health and Disabilities).

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

DI. Program Design and Management (including operations, facilities, etc.)

- 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 yrs. and 2-3 yrs. 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.
- ➢ February 12th & 13th were Parent/Teacher Conferences
- > Centers continue to offer monthly Parent Center meeting

DII. Administration:

- 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, has still does meet our full funded enrollment. The consequence for chronic failure to meet full funded enrollment
- COA received notification of a Focus Area 1 Federal Review, which will take place during FY2023-2024. The review will occur the week of 4/1/2024.
- Associate Director conducted presentations to Northern New Mexico College in efforts of recruiting students enrolled in the schools early childhood education degree program to come work for the City's early childhood services.

DIII. Construction Projects: N/A This Reporting Period

II. New Hires as of January 31, 2024:

N/A This Reporting Period

III. Involuntary Terminations:

N/A This reporting period



City Of Albuquerque Department of Youth and Family Services Division of Child and Family Development Policy Council Meeting Notes Wednesday, July 24, 2024

 Roll Call (Quorum established): (Attended In-person) COA Staff- Michelle Yazzie/Child Development & Education Program Specialist, Monica Watrin/Child Development ERSEA Specialist, Daphne Dubriel/Parent, Family & Community Engagement Specialist, Allison Schacht/ Data Analyst, Nicole Martinez/Policy Council President & parent at School on Wheels,

(Attended on Zoom) Mary Becker/Community Representative/lifeRoots, Inc; Nayda Kajani/ Home Based parent

- 2. Meeting was called to order @ 5:43 pm.
- 3. Approval of Meeting Minutes: Approved April 24, 2024 minutes
- 4. Directors Report: Reporting Period June 1-31, 2024
 - a.) **Enrollment** Total funded enrollment 128 Total reportable enrollment 62; 40 center based and 22 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 (4), children (4), pregnant moms (0), number of children born (0); total new enrollment (4). Total leaving program (0), transitioning children (1), pregnant moms giving birth (0), children leaving before turning 3 (3), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (50), children up-to-date as possible on immunizations (), children not up to date (7).

Eligibility Category- income eligible (10), TANF/SSI (30), Foster Child (4), Homeless (7). Over Income (7), Over 130% (0), Children w/IFSP's (20).

c.) Attendance-

City operated Early Head Start centers classroom attendance rates:

La Mesa	0.% (closed)
MacArthur	0% (closed)%
Plaza Feliz	79.09%
School on Wheels	73.26%

Trumbull	84.25%
Singing Arrow	0% (closed)
Western Trail	0% (closed)

Overall center-based program attendance totals- 77.78%; total number of absences 144.

- d.) **Meal Counts-** Total number of meals for (0-3 years in age), total children served (40), breakfast (401), AM snack (0), Lunch (473), PM snack (375), Dinner (0).
- e.) **Budget** Financial statements provided to policy council membership: Federal Grant-year to date (YTD) expenditures \$ Training/Technical Assistance-(T/TA) (YTD) expenditures \$ City Match (YTD) expenditures \$

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

6. Discussion:

- A review of financial statements and P-card expendutires were done by Nicole Martinez/ Chair Person. Nicole asked if there was going to be any revision of funds. Monica Watrin stated that these were probably not reflecting all the amounts that have been possibly paid out and funds that might be for upgrades. This would need to be asked of Dr. Dawnita Blackmon-Mosely.
- Nicole Martinez explained to the new member, Nayda Kajani how motions for approval are made and what they mean and the process.
- Nicole Martinez made a motion for approval of monthly expenditures and p-card statements. Nayda Kijini seconded the motion. Unanimous approval was made.
- Moncia Watrin went over recruitment efforts at Rio Grande Food Project handing out program flyer's monthly. She also goes to Hawthorne Navigation Center for those families facing homelessness and getting referrals. Monica stated she did a presentation at the St. Joseph's Home Visiting program for first time moms. We are able to get their referrals for those mom's who are not first time mothers and are interested in our Home Based program. We attended the 3rd annual Touch a Truck event and handed out program flyer's and we will have two tables at the Cruzin into the School Year City event August 3rd since they split it into two locations this year.
- **Daphne Dubriel** talked about how successful the 2nd Annual "School at the Zoo" day was. We had 71 adults attend and 40 children. Parents sent in pictures of their children with different animals and the most submission won a prize of a Giraffe tent, bubbles, a few Zoo animal reading books, Popsicles and animal stickers. A child from Plaza Feliz won with a submission of 22 photos. Two children from Trumbull won a book set and a educational game. Daphne stated that this month the S.M.I.L.L.E (male initiative) activities were happening. School on Wheels was making tye-dye shirts and had 5 participants and another center was going to paint flower pots and plant seeds. Trumbull was doing sensory play with shaving cream.
- **Michelle Yazzie** stated she has implemented a School Readiness group which is made of Head teachers and herself. They will meet regularly throughout the school year and create an action plan from the data they collect in Teaching Strategies on where children are scoring low on. She has been working on a training for staff on Language and Observation

- Capturing for pre-service next week.
- Nicole Martinez asked how many children were meeting goals or not? Allison Schacht provided graph results of the data for the program year checkpoints. These documents were brought up on the screen and Allison explained that not all the same children were in all three check points since children age out and new children come in throughout the year. They look at the program as a whole and not just by center and child. The information provided showed areas where things were lacking, meeting and succeeding. Language was an area where scores were low but the children with intervention services in the program majority of them are for language services so they can understand the decline in language from last year and from the beginning of the program year.
- Nicole Martinez that April Minutes needed to be approved. Nadya Kajani made a motion for April minutes to be approved. Mary Becker seconded the motion. A unanimous approval.
- Nicole Martinez asked if there were any questions or concerns. There were none. Meeting was adjourned at 6:20pm



Early Head Start Policy Council Content Specialist Monthly Report Form



Reporting Period: July 1-31, 2024

Submitted by: Monica Watrin- ERSEA Specialist

Eligibility, Recruitment, Selection, Enrollment and Attendance:

The City of Albuquerque's Early Head Start is continuing to focus on recruitment. We are present at the Family Housing Navigation Center on the second Tuesday of the month to complete applications and Home-based Option enrollments. We also attend the food distribution at the Rio Grande Food Project and a hiring event at the Workforce Connections Center, once a month. We gave a presentation to St. Joseph CHI home visitation staff on July 22nd. We also continue to distribute flyers to various places around the city.

We are in the process of updating enrollment paperwork to keep information in the children's files current. We are doing that through parent meetings.

Attendance monitoring and enrollment are ongoing.



Early Head Start

Policy Council Content Specialist Monthly Report Form



Reporting Period: July 1-31, 2024

Submitted by: Katrina Williams- Health, Safety and Nutrition Program Coordinator

Health, Nutrition & Safety:

For the first week of July I went to all centers and led a safety meeting with staff for the month. We discussed and went over the DCFD Short Term Exclusion and Communicable Diseases Policy: Sick Child Guidelines, infection control, and updates from last months meeting. The quarterly HSAC meeting was held this month and we welcomed some partners that can help us stay in compliance with the Office of Head Start. For my weekly site visits this month, I shadowed the teachers to make sure they are incorporating tooth brushing during the day. I also created power-points for pre-service training that is happening at the end of the month. I will be training the staff on diapering, infection control, CACFP, medication policy and health check occurrence reports.



Early Head Start Policy Council Content Specialist Monthly Report Form



Reporting Period: July1-31,2024

Submitted by: Connie Lopez- Mental Health & Disabilities Program Coordinator

Mental Health & Disabilities:

- Conducted weekly site visits
- Conducted and completed transition meetings for children with IFSPs
- Collaborated with El agencies to provide best practices for children with IFSPs
- Attended and collaborated with EHS education specialist and head teachers to revisit and work on site's school readiness goals
- Attended health advisory committee meeting with agency partners
- Met and collaborated with Teresa, ECED Mental Health consultant



Early Head Start

Policy Council Content Specialist Monthly Report Form



Reporting Period: July 1-31, 2024 Submitted by: Michelle Yazzie- Child Development & Education Specialist

Child Development & Education:

This month I conducted weekly site visits with all three centers, with the focus on preparing for an annual State Licensing visits for one of the sites. Three transition meeting were done with one child completing their 35-month transition. A School Readiness Team was formed, the team began with completing a needs assessment and will use this as a basis to create a plan. The team will plan to meet monthly. I worked with the head teachers to get an on-going monthly date for meetings, as well as with all center-based staff. A date was also scheduled for our program year Parent Orientation for all three sites, which will be August 7th and 8th. I collaborated in partnership with our Preschool, Early PreK, and Pre-k leadership team in planning for our preservice for 2024.





Early Head Start Policy Council Content Specialist Monthly Report Form

Reporting Period: July 1-30, 2024 Submitted by: Daphne Dubriel- Parent, Family & Community Engagement Specialist

Parent, Family & Community Engagement:

For the month of July, I have been meeting with new families to complete their Strength and Needs Assessments and goal setting. I have been doing weekly site visits. I have been talking with families and checking in on their goal progress. I enter all weekly reading logs into Child Plus Data system and parent participation in monthly center meetings. This month families were able to update necessary paperwork with ERSEA Specialist Monica Watrin for the upcoming new school year during for our parent meeting and getting center updates about upcoming closures. We had our S.M.I.L.L.E. activities at each center. At Plaza Feliz children and their dads made tye dye t-shirts with shaving cream and fabric dye. At School on Wheels they decorated and painted flower pots and were able to plant seeds in them. At Trumbull they did sensory play with shaving cream and liquid coloring in Ziplock bags and watching how colors changed and some played just with the shaving cream.



Early Head Start

Policy Council Home-Based Monthly Report Form



Home Visitor Name: Tamara Owen

Reporting Period: July 1-31, 2024

Submitted by: Tamara Owen

Home-Based Activities: Home based activities: Sensory Box: Filling, Sharing, Pouring, and Exploring. Domain- Language and Literacy Development. I brought to this activity plastic storage container, birdseed, oatmeal, funnel, spoon, bowl and small toys. Mom brought out a small empty kiddle pool placing it in the middle of the floor. I took the container opened the lid, pouring birdseed into the clear container, saying " scooping the birdseed with my hand, filling the funnel with seed". I handed him a bowl while showing him to use the bowl as a shovel to scoop the birdseed, he put both hands into the container scooping birdseed into the bowl and out of the bowl with a tossing motion inside the kiddle pool. He focused on exploring the birdseed with his hands letting the seeds fall onto the bottom of the kiddie pool, mom saying, "He likes the sound the seeds make as they drop". Mom took a spoon while showing him to use the spoon to scoop and fill the bowl. He took the spoon tossing it aside and grabbed two small toys putting them into the bowl mom saying, "pour some birdseed on the toys". I took the birdseed out of the plastic container replacing with oatmeal. Theodore ran his hands through the oatmeal, mom saying, "how does it feel". He focused on the bag of birdseed, I took out the oatmeal and poured birdseed back in. Mom filled the bowl with seed. He put one foot into the bowl scooping out the birdseed, mom encouraged him to bury his toys". He dumped all the birdseed in front of him, began swinging both legs side to side smiling as he spread the seed using his feet, as he explored the texture. Mom and I continued to encourage him to pour, sift, fill and bury his toys. Effort will be ongoing.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

July 25th – Music and Movement @ Ernie Pyle Library – Domain(s): Perceptual, Motor, Physical.

0 – attended.

July 26th – Oral Health @ City of Albuquerque EHS Office – Domain(s): Perceptual, Motor, Physical.

1 - attended.



Early Head Start

Policy Council Home-Based Monthly Report Form



Home Visitor Name: Valarie Ramirez Reporting Period: July 2024 Submitted by: Valarie Ramirez, Home Visitor

Home-Based Activities: PAT Playing Catch: Tossing and Taking Turns. Domain – Language and Literacy Development. I brought different sized and textured balls as well as five colorful bean bags for this activity. Mom brought in an empty laundry basket. From a distance, I tossed a colorful orange rubber ball into the laundry basket then cheered. I asked child "Would you like a turn?". Child responded with a nod and a grunt, both mom and I encouraged child to "Use your words". Mom said "Say yes please", child tried and repeated with "Yes!" followed with a loud screech-y "Eeee" (child's version of please). Child tossed the ball into the basket. Next, I brought out the various colored bean bags then tossed one into the laundry basket. Again, I asked child if they would like a turn, child nodded and again mom and I encouraged child to use their words. Child said please ("Eeeee!"). Child tossed the bean bag into the laundry basket. Mom, child, and I all took turns tossing the bean bags into the laundry basket with mom challenging child by moving the basket back each time child came "too close" to the laundry basket. Each time child wanted another bean bag mom encouraged child to use their words and each time child said "Mo eeeeee!". Child repeated several rounds of this, each time asking for another bean bag by saying "Mo eeeeee!".

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

July 25th – Music & Movement @ Ernie Pyle Library – Domain(s): Language and Literacy.

1 - attended.

July 26th – Oral Health Presentation & Varnish Application w/NM Dept of Health – Domain(s): Perceptual, Motor, and Physical Development.

0 - attended.





Center Name: Plaza Feliz EHS Reporting Period: July 1-31, 2024 Submitted by: Tammy Martinez-Teacher

Activities at Center:

In Plaza One's classroom, We did a lesson on paper according preplanned lesson in Creative curriculum. We tore tissue paper. We also explored coffee filters. We drew on them with markers while the paper was wet. We stuck sticky tape to paper and the table. Outside we drew on the sidewalk with chalk. We also explored the sensory table by playing with water toys on water play days. For our nutritional project this month, we mashed up two kinds of veggies: potatoes and carrots and tried each one.

In the older toddler's classroom, We also did lessons on paper simular to the one's classroom. We did the nutrition project with the one's class. We mashed vegetables, potatoes and carrots and tried each one. We also explored various paper. We made greeting cards for the children's families. We cut paper with our hands as well as used scissors. We explored the sensory table outside with water and ice. We discussed the ice and how cold it was and how it took a long time for the ice to melt to water. There were toys frozen in the ice that the children needed to problem solve to get them out.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

Parent meeting held on July 24, 2024 with our ERSEA Specialist Monica Watrin, who had the parents fill out current paperwork for the upcoming program year that was needed. We also updated the parents on center updates, training week off and upcoming home visits, etc. Our Parent, Family, and Community Engagement Specialist talked about the upcoming changes to the activity calendar and stated she would get feed back in September to see how families liked it or not with the change. Our SMILLE activity was also July 24, 2024. We did the activity in the morning with the dads that were able to attend. The dads and children made tye dye shirts with shaving cream and fabric dye. All the children and dads had fun and were surprised how easy and fun it was. They all participated and the shirts came out looking very colorful.





Center Name: Trumbull EHS

Reporting Period: July 1st- July 31th, 2024

Submitted by: Felicitas Gaines- Head Teacher

Center Updates:

Our center was closed from July 11th to July 23rd due to plumbing issues. We reopened on July 24^{th.}

Activities at Center:

This month, we explored on an exciting theme: different types of clothes. Our activities were centered on the questions, "How do we put them on and take them off?" and "What happens when clothes get dirty?" Here's an overview of what we did:

Fine and Gross Motor Skills Development:

Painting the Table

• A large sheet of butcher paper was spread over the table and the children used different paints on it with blue, red and white.

Outdoor Sidewalk Painting

• The children had fun during water play. They engaged with different toys and got soaked while playing in the splash pad.

Nutrition Activity "Popsicles"

For our nutrition activity, the children had a fun food nutrition. We froze leftover fruits, then teachers cut them into pieces and enjoyed eating them together.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

- We had an exciting SMILLE activity with dads making sensory bags. We filled the bags with shaving cream, paints, and fun items like googly eyes, alphabet letters, and pompoms. It was a wonderful bonding experience filled with creativity and laughter.
- The Parent Meeting took place on July 26^{th,} 2024 at 1:30 pm.
- During the closure, we visited the families to provide updates and engage in activities. Additionally, we conducted Zoom meetings to stay in touch with all our families.
- For our parent meeting we talked about center updates, in-kind, water play schedule, Ready Rosie and school closures.
- Ms. Monica our ERSEA Specialist, provided updates and reviewed enrollment paperwork that families had to update for the new program year.



Early Head Start Policy Council Center-Based Monthly Report Form



Center Name: School on Wheels EHS Reporting Period: July 1-31, 2024 Submitted by: Bernice Johnson, Head Teacher

Activities at Center:

Children explored with balls and different sizes and types of containers. The children threw the balls into a basketball hoop. They rolled the balls to one another and some threw the ball this way and that. As for the containers, they filled and emptied containers and tossed balls around and even put balls in containers. Infants explored with lights. They used flashlights in their classroom and shut off the lights. The children picked up the flashlights and explored with them.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

Our S.M.I.L.L.E activity was on July 25th at 9:15 am. We had six parents/grandparents show up to paint a flower pot with their child. It was a messy activity, but both children and parents/grandparents enjoyed themselves, the children had a smile on their faces. They got to take the end product home.

Our parent meeting was on July 25th, 2024. We had seven parents/grandparent show up. Head teacher reminded families of the two-week closure for staff in-service and other up coming activities. Also, the new school year starts on August 12th, 2024. Our ERSEA Specialist Monica W. meet with families to review and update their child's files and required signatures for upcoming program year.



City of Albuquerque Early Head Start Caseload/Enrollment Report 06/30/24

Enrollment	
Total Funded Enrollment:	128
Total Actual Enrollment:	58
Children Withdrawn & Dropped (last 30 days):	4
Total Reportable Enrollment (actual + withdrawn/dropped):	62
Total Deficit:	66

Program Snapshot

	Home based	Centers	ALL
Funded Enrollment:	24	104	128
Enrollment:	22	40	62
Defficiency:	2	64	66

Home Based Detail Caseload: 12 slots per home visitor

	Caseload					Left in Last	Reportabl	
FDF	Capacity	HB Family	HB Child	Pregnant	Due date	30 Days	e Total	Deficit
Valarie	12	11	11	0		0	11	1
Tamara	12	7	7	1	7/29/2024	3	11	1
Total	24	19	18	1		3	22	2

Center Detail

	01-1-	Enrolled	Left in Last	Reportable	Pending	Current
Ctr Detail	Slots	Children	30 Days	Total	Placement	Deficit
La Mesa	8	0	0	0		8
MacArthur	16	0	0	0		16
PlazaFeliz	16	15	1	16		0
SOW	16	16	0	16		0
Trumbull	24	8	0	8		16
W. Trail	16	0	0	0		16
Singing						
Arrow	8			0		8
Total	104	39	0	40		64

Monthly Program Information Summary		
June 2024		
# new enrollments families	4	
# new enrollments children	4	
# new enrollments pregnant women	0	
# children born to pregnant women	0	
Total new enrollment	4	
# children aging out	1	
# pregnant women giving birth	0	
# children leaving before turning 3	3	
# pregnant women leaving before baby	0	
Total leaving	4	
Reasons for leaving before turning 3		
Family moved	1	
Home-based, available hours did not work for family	2	
	# of children	% of children
Children with up to date immunizations	50	88.0%
Children up to date as possible on immunizations		
Children not up to date on immunizations	7	12.0%
		% of total number
	# of children and	of children and
Eligibility Category	pregnant women	pregnant women
income eligible	10	
Public Assistance	30	52.0%
Foster Child	4	7.0%
Homeless	7	12.0%
Over Income	7	12.0%
Over 130%	0	0.0%
		% of total number
	# of children	of slots
Children with IFSPs	20	15.6%
Absence Reasons	# of absences	% of absences
Health Reasons	31	21.50%
Parent Choice/Spend Together	38	
Out of Town/Vacation	7	4.90%
No Transportation	3	
Other Family-related Reason	27	18.80%
Other	30	
Unknown	8	

7/1/2024 3:12 PM

City Of Albuquerque EHS

Page 1 of 1 E25745

2301 - Average Daily Attendance

Program Term: EHS 2023-2024, Program Option: Standard Full Day, Attendance Date: 6/1/2024 - 6/30/2024

City Of Albuquerque EHS

	Attendance Records				Funded Enrollment		Actual Enrollment		
	A			Operating	1				
	Present	Absent ⁶	Neither'	Days	ADA '	Count	% Attendance	Count ²	% Attendance ³
Plaza Feliz									
Toddler	105	22	0	17	6.18	8	77.21%	7.47	82.68%
Twos	103	33	0	17	6.06	8	75.74%	8.00	75.74%
Site Total	208	55	0	17.00 (avg)	12.24	16	76.47%	15.47	79.09%
School On Wheels									
Infant	84	38	0	17	4.94	8	61.76%	7.18	68.85%
Toddler - EH	105	31	0	17	6.18	8	77.21%	8.00	77.21%
Site Total	189	69	0	17.00 (avg)	11.12	16	69.49%	15.18	73.26%
Trumbull									
Toddler - EH	107	20	0	16	6.69	8	83.59%	7.94	84.25%
Site Total	107	20	0	16.00 (avg)	6.69	8	83.59%	7.94	84.25%
City Of Albuquerque EHS	504	144	0	16.80 (avg)	30.05	40	75.00%	38.59	77.78%
Report Totals	504	144	0	16.80 (avg)	30.05	40	75.00%	38.59	77.78%

1. ADA for each clasroom 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), Late Pickup(LP), Tardy and Late Pickup

(TLP)

6. Statuses counted as Absent: Excused(E), Unexcused(U)

7. Statuses counted as Neither: Not Scheduled (N)

Program Term: EHS 2023-2024, Program Option: Standard Full Day

assroom	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
eport: CACI	FP Reimburseme	nt Summary	(Grid)						
Agency: Cit	y Of Albuquerqu	ie EHS							
	7 Term: EHS 2023-1								
U		2024							
Site: Plaz	za Feliz								
Toddler	17	7	0	0	98	0	104	83	0
Twos	17	9	0	0	87	0	101	84	0
Subtotals	for Site: Plaza Feliz								
	34	16	0	0	185	0	205	167	0
Site: Sch	ool On Wheels								
Infant	17	8	0	0	51	0	59	46	0
Toddler	17	8	0	0	73	0	104	86	0
Subtotals	for Site: School On Whe	eels							
	34	16	0	0	124	0	163	132	0
Site: Tru	mbull								
Toddler	16	8	0	0	92	0	105	76	0
Subtotals	for Site: Trumbull								
	16	8	0	0	92	0	105	76	0
Subtotals fo	r Program Term: EHS 20								
	84		0	0	401	0	473	375	0
Subtotals for A	Agency: City Of Albuque 84		0	0	401	0	473	375	0
Report Totals	84					0			0
	01			Ŭ	101	v	.,,,	0/0	•



City of Albuquerque Early Head Start Monthly Administrator's Report

Program: Division of Child & Family Development

Name of Person Submitting Report: <u>Dr. Dawnita Blackmon-Mosely</u>

Funded Enrollment

Center-based 104 Home-based 24

Current Enrollment -

Center-based <u>40</u> Home-based 21

Explanation, if needed:

Under-enrollment is largely due to staffing.

I.

Content Areas

A. Education:

- Child Development & Education Specialist conducted weekly site visits with the focus on preparing for licensing checks and curriculum assessments.
- Child Development & Education Specialist conducts weekly Head Teacher meetings discussions based on staff & center needs.
- Child Development & Education Specialist is focusing on language needs assessment and implementing an action plan for practiced based coaching with staff.
- Child Development & Education Specialist working with home-visitors on Socializations.
- Child Development & 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 & Disabilities Coordinator conducts weekly site visits
- Mental Health & Disabilities Coordinator completes monthly disabilities tracking
- MentalHealth&Disabilities met and collaborated with NM ECECD Mental health consultant to discuss ongoing services to center.
- Mental Health & Disabilities Coordinator continues to participate in Transition Meetings.
- Mental Health & Disabilities met with EI providers to continue to work in collaboration to best practices for our children and families
- Mental Health & Disabilities Coordinator represents the City of Albuquerque Division of Child & Family Development on the Metro-Area Transition with Early Intervention Providers, Community-Based Providers and LEA's (Public Schools)

C. Health/Nutrition:

- > Daily Health Check Occurrence Reports are being completed
- Health,Safety and Nutrition Coordinator completed enrolled children's Vision, heights and weights screening within 45 day deadline. Working with home base to get those children's screenings completed.

- Health, Safety and Nutrition Coordinator safety meeting with center staff will be changed to meeting quarterly.
- 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
- Parent, Family and Community Engagement Specialist attended required preservice training July 29- August 2, 2024.
- 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 implemented sending out weekly Teaching Strategies learning activities to families.
- Parent, Family and Community Engagement Specialist conducts weekly site visits.
- Parent, Family and Community Engagement Specialist and content specialist held Parent Orientations at centers August 7-8th, 2024.

DI. Program Design and Management (including operations, facilities, etc.)

- 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 yrs. and 2-3 yrs. 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.
- ➤ February 12th & 13th were Parent/Teacher Conferences
- Centers continue to offer monthly Parent Center meeting

DII. Administration:

- 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, has still does meet our full funded enrollment. The consequence for chronic failure to meet full funded enrollment
- COA received notification of a Focus Area 1 Federal Review, which will take place during FY2023-2024. The review will occur the week of 4/1/2024.
- Associate Director conducted presentations to Northern New Mexico College in efforts of recruiting students enrolled in the schools early childhood education degree program to come work for the City's early childhood services.

DIII. Construction Projects: N/A This Reporting Period

II. New Hires as of January 31, 2024:

N/A This Reporting Period

III. Involuntary Terminations:

N/A This reporting period





Early Head Start

Policy Council Content Specialist Monthly Report Form

Reporting Period: August 2024

Submitted by: Monica Watrin

Eligibility, Recruitment, Selection, Enrollment and Attendance:

The City of Albuquerque's Early Head Start is continuing to focus on recruitment. We are present at the Family Housing Navigation Center on the second Tuesday of the month to complete applications and Home-based Option enrollments. We also attend the food distribution at the Rio Grande Food Project and a hiring event at the Workforce Connections Center, once a month. We gave a presentation to UNM's Young Children's Health Center's home visitation staff on August 29th. We also continue to distribute flyers to various places around the city.

We are in the process of monitoring the files of the children in the center based option.

Attendance monitoring and enrollment are ongoing.





Early Head Start Policy Council Content Specialist Monthly Report Form

Reporting Period: August 2024

Submitted by: Michelle Yazzie, Child Development & Education Program Specialist

Child Development & Education:

This month we finished up Pre-Service training for the new program year. All centers conducted home visits with their families and a parent orientation was held at each site. The program year began on 8-12-24. For the start of the month my site visits focused on licensing checks, practice based coaching and curriculum assessments. For practice based coaching we focused on a language needs assessment and set up an action plan. For curriculum I my first visit focused on observation of the classroom. This month we started our first monthly center meeting with a focus on our observation documentation status. A report was shared with each center. I am also working closely with one head teacher and meeting bi-weekly to provide support in the area of management. I am also providing support by working along side the Family Development Specialist and having 1:1 meetings.



Early Head Start Policy Council Content Specialist Monthly Report Form



Reporting Period: August 1-30, 2024

Submitted by: Daphne Dubriel, Parent, Family & Community Engagement Specialist

Parent, Family & Community Engagement

This month

- attended Pre-service training from July 29th-August 2nd
- Trained staff on Personal & Professional Boundaries and Parent Engagement
- Held Parent Orientation at centers on the 7th & 8th of August
- Working on Strength and Needs Assessment for new program year before 90 day deadline.
- Collaborating with families in goal setting for new and returning families.
- Completed Policy and Procedure for 120-day Corrective Action Plan.
- Implemented new home activities to go out weekly from Teaching Strategies for more family involvement and In-Kind





Reporting Period: August 1-31, 2024

Submitted by: Connie Lopez Child Development Mental Health & Disabilities Program Coordinator

Mental Health & Disabilities:

- Conducted weekly site visits
- Conducted and completed transition meetings for children with IFSPs
- Collaborated with EI agencies to provide best practices for children with IFSPs
- Participated in parent orientation at all sites to welcome families back for the school year
- Met and collaborated with Teresa, ECED Mental Health consultant





Early Head Start Policy Council Content Specialist Monthly Report Form

Reporting Period: August 1-30, 2024

Submitted by: Katrina Williams Child Development Health, Nutrition & Safety Program Coordinator

Health, Nutrition & Safety:

For the first week of August, all the content specialists and coordinators had parent orientation at each center. It was an introduction of our role for the Early Head Start program. The following weeks I did weekly site visits and completed all enrolled children vision, heights and weights screening for the 45-Day deadline. I will be working with the home visitors next month to get health screenings done before the 45-Day deadline. I also updated policies and procedures that follows our correction plan for compliance purposes.





Early Head Start Policy Council Home-Based Monthly Report Form

Home Visitor Name: Tamara Owen

Reporting Period: August 1-31, 2024

Submitted by: Tamara Owen

Home-Based Activities: Turn-Taking Tub: Giving and Playing.

Domain-Language and Literacy Development. I brought to this activity an empty storage container, a small plastic blue ball, plastic bushel basket and, plastic fruit and vegetables. I took an orange and a strawberry while showing him saying "will put the fruit in the water, wash, wash". He took a carrot and purple eggplant put them in the water. He put his hand into the tub grabbing one fruit and one vegetable at a time into the basket, he continued till the tub was empty. I took a wet orange and a paper towel saying, "drying the fruit". I handed him a paper towel to dry the green grapes he pulled out, he squished the paper towel, putting it aside. He continued to take the fruits and vegetables in and out of the water and tossing the blue ball. Mom asked him, "can you please give me a banana, thank you". He grabbed a strawberry handing it to mom. Mom encouraged him to bring a carrot or a grapes and put in the basket. He took a lemon to mom, mom saying, "yellow for lemon, it's sour". He focused on dropping the fruit into the water giggling and smiling has the fruits made a splash. Mom continued to describe the colors, taste (sweet, or sour) and shape of fruits or vegetables. Mom took a bell pepper placing in the basket moving pepper up and down, he took the basket and a carrot imitating the motion of up and down giggling as he did it. Mom and I continued to encourage him to take turns and count the number of fruits and vegetables. Effort will be ongoing.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

September 4th – Animal Tales with the BioPark @ South Valley Library – Domain(s): Language and Literacy Development.

0 – attended.

September 18th – Changing Colors @ South Broadway Library – Domain(s): Language and Literacy Development.

0 - attended.



ONE ALBUQUE youth & family services

Center-Based Monthly Report Form

Center Name: Trumbull EHS

Reporting Period: August 1st- August 31th, 2024

Submitted by: Felicitas Gaines- Head Teacher

Center Updates: Our center was closed on August 1st and 2nd for Mandatory Staff In-Service, August 5th and 6th for Home visits, August 7th for Parent Orientation and August 8th and 9th for Classroom Preparation Days.

Activities at Center:

This month, we explored various objects that produce light such as flash lights, the Sun, light table, toys, and sky light in the classroom. The children participated in hands-on activities to learn how to control light by turning it on and off using switches.

Fine and Gross Motor Skills Development:

Playing mini golf

• The children practiced motor skills like eye-hand coordination and gentle swinging as they attempt to guide a ball into the hole.

Sensory activity using shaving cream

• The children had fun exploring shaving cream in their hands and used their senses to smell and feel it.

Marking on Papers using crayons and markers

• Each child has given a crayon or marker to make marks on the paper. They learned to use their grip to hold it.

Outdoor Sidewalk Chalk

• The children practiced walking and balancing on a balance beam. They learned how to place one foot in front of the other and focusing straight ahead. Nutrition Activity "Peeling a String Cheese"

For our nutrition activity, the children used fine motor skills and eye-hand coordination. Also, they used their senses to feel the texture and taste it and learn how a string cheese comes apart.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

- During home visits on August 5th & 6th, we had a fun and engaging time singing "Slippery Fish' and "The wheels on the bus" together.
- There were five families who attended our Parent Orientation. During our orientation, families had the opportunity to meet our team; Daphne, Connie, Monica, Karina and Michelle and learned about the services we provide at our center. We had a raffle draw and Misael was the lucky winner. Congratulations Misael!



Early Head Start Policy Council Center-Based Monthly Report Form



Center Name: Plaza Feliz EHS Reporting Period: August 1-30, 2024 Submitted by: Tammy Martinez-Teacher

Activities at Center:

In Plaza One's classroom, we came back from the two weeks off. We slowly got back into the classroom routine. We started a new lesson on Rocks. We washed rocks, painted them and explored rocks in our classroom and playground. We did small walks around the apartment complex to look for rocks. We also painted with water and created houses with Lego blocks. For the nutritional activity, we created trail mix snack with extra crackers from snack that we had left over.

In the older toddler's classroom, We also started a new lesson on Rocks. The older toddlers painted their own pet rocks. They washed rocks outside with the younger toddlers. They went on small walks around the apartment complex to look for rocks in the immediate area. We also drew pictures of the rocks that we saw and painted rocks too. For the nutrition activity this month, the children created their own crunchy trail mix with crackers that we had from snacks.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

We held a parent orientation on August 7, 2024. No families were able to attend.





Early Head Start Policy Council Center-Based Monthly Report Form

Center Name: School on Wheels EHS

Reporting Period: August 2024

Submitted by: Bernice Johnson, Head Teacher

Activities at Center:

Home visits went very well. All families completed their home visits. Children did really well returning to school on August 12th after a two week break. The infants figured out what they can fit into a bag depending on the size of the bag. As for the toddlers, they worked with containers. What they can fit into certain containers. Children also learned how to make lemonade. They enjoyed drinking the lemonade after playing outside in the hot weather. An older infant transitioned into the toddler classroom and two toddlers aged out.

Parent Committee Meetings/Socializations/Family Engagement/SMILLE Activities:

August 8th was our Parent Orientation. We had a couple parents/guardians show up. They got a chance to talk to the coordinators about any issues they had or for the coordinators to reintroduce themselves to the families.



City of Albuquerque Early Head Start Caseload/Enrollment Report 08/31/24

Enrollment	
Total Funded Enrollment:	128
Total Actual Enrollment:	56
Children Withdrawn & Dropped (last 30 days):	5
Total Reportable Enrollment (actual + withdrawn/dropped):	61
Total Deficit:	67

Program Snapshot

	Home based	Centers	ALL
Funded Enrollment:	24	104	128
Enrollment:	21	40	61
Defficiency:	3	64	67

Home Based Detail Caseload: 12 slots per home visitor

	Caseload					Left in Last	Reportabl	
FDF	Capacity	HB Family	HB Child	Pregnant	Due date	30 Days	e Total	Deficit
Valarie	12	7	7	1	8/22/2024	2	10	2
Tamara	12	9	11	0		0	11	1
Tumuru	12	0				0		•
Total	24	19	18	1		2	21	3

Center Detail

		Enrolled	Left in Last	Reportable	Pending	Current
Ctr Detail	Slots	Children	30 Days	Total	Placement	Deficit
La Mesa	8	0	0	0		8
MacArthur	16	0	0	0		16
PlazaFeliz	16	16	0	16		0
SOW	16	14	2	16		0
Trumbull	24	7	1	8		16
W. Trail	16	0	0	0		16
Singing						
Arrow	8			0		8
Total	104	37	3	40		64

Monthly Program Information Summary		
August 2024		
# new enrollments families	4	
# new enrollments children	5	
# new enrollments pregnant women	1	
# children born to pregnant women	0	
Total new enrollment	6	
# children aging out	1	
# pregnant women giving birth	0	
# children leaving before turning 3	4	
# pregnant women leaving before baby	0	
Total leaving	5	
Reasons for leaving before turning 3		
Chose not to stay when home visitor left	2	
Started at her new preschool 1 month early	1	
Moved and has no transportation	1	
· ·		
	# of children	% of children
Children with up to date immunizations	44	80.0%
Children up to date as possible on immunizations		
Children not up to date on immunizations	11	20.0%
· · ·		
		% of total number
	# of children and	of children and
Eligibility Category	pregnant women	pregnant women
income eligible	11	20.0%
Public Assistance	27	48.0%
Foster Child	4	7.0%
Homeless	8	14.0%
Over Income	6	11.0%
Over 130%		
		0/ of total assaches
		% of total number
	# of children	
Children with IFSPs	19	15.0%
Absence Reasons	# of absences	% of absences
Health Reasons		
	24	26.00%
Parent Choice/Spend Together Out of Town/Vacation	10	31.00%
		11.00%
No Transportation	8	8.00%
Other Family-related Reason	2	2.00%
Other	4	4.00%
Unknown	17	18.00%

2301 - Average Daily Attendance

Program Term: EHS 2024-2025 | All | Report Dates: 8/01/2024 - 8/31/2024 | Enrollment Status: All | Flag/Group: Not Filtered | Program Option: All | Responsible Staff: All | Custom Filter: Not Filtered | Report Type: Detail

		Attendance Records			Operating		Funded Enrollment		Actual Enrollment	
		Present ⁵	Absent ⁶	Neither ⁷	Days	ADA ¹	Count	% Attendance	Count ²	% Attendance ³
Plaza Feliz										
Toddler	88		16	0	13	6.77	8	84.62%	8.00	84.62%
Twos		117		0	15	7.80	8	97.50%	8.00	97.50%
Tanan ang ang ang ang ang ang ang ang ang	Site Total	205	19	0	14.00 (avg)	14.57	16	91.52%	16.00	91.52%
School On Wheels										
Infant		89	21	0	15	5.93	8	74.17%	7.33	80.91%
Toddler - EH		76	33	0	15	5.07	8	63.33%	7.27	69.72%
	Site Total	165	54	0	15.00 (avg)	11.00	16	68.75%	14.60	75.34%
Trumbull										
Toddler - EH		94	21	1	15	6.27	8	78.33%	7.67	81.74%
	Site Total	94	21	1	15.00 (avg)	6.27	8	78.33%	7.67	81.74%
	Report Totals	464	94	1	14.60 (avg)	31.84	40	79.45%	38.27	83.15%

1. ADA for each clasroom 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), Best Interest Day(B), Present Offsite(PO), Tardy(T), Left Early(LE), Tardy and Left Early(TLE), Virtual(V), Late Pickup

(LP), Tardy and Late Pickup(TLP)

6. Statuses counted as Absent: Absent(A), Excused(E), Unexcused(U)

^{7.} Statuses counted as Neither: No Class (-), Not Scheduled (N), ()

2371 - CACFP Reimbursement Summary (Grid)

Attendance Date: 8/01/24 - 8/30/24

	Classroom	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper		
Agency: City Of Albuquerque EHS												
Pr	ogram Term	EHS 2024-	2025									
Site: Plaza Feliz												
	Twos	15	8			117		117	113			
	Toddler	13	7			87		87	78			
	Subtotals for: Plaza Feliz											
		28	15	0	0	204	0	204	191	0		
	Site: School On Wheels											
	Toddler	15	9			69		76	71			
	Infant	15	8			37		38	34			
	Subtotals for: School On Wheels											
		30	17	0	0	106	0	114	105	0		
	Site: Trumbull											
	Toddler	15	8			87		89	85			
	Subtotals for: Trumbull											
		15	8	0	0	87	0	89	85	0		
Subtotals for: EHS 2024-2025												
		73	40	0	0	397	0	407	381	0		
Subtotals for: City If Albuquerque EHS												
		73	40	0	0	397	0	407	381	0		