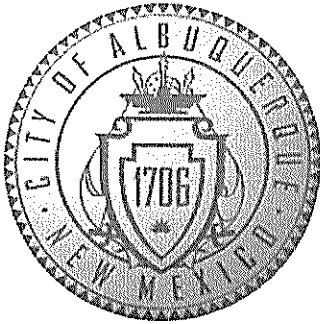


EC-21-320



Mayor Timothy M. Keller

**CITY OF ALBUQUERQUE**  
Albuquerque, New Mexico  
Office of the Mayor

**INTER-OFFICE MEMORANDUM**

April 01, 2021

**TO:** Cynthia Borrego, President, City Council

**FROM:** Timothy M. Keller, Mayor

A handwritten signature in black ink, appearing to be 'TK', is written next to the name Timothy M. Keller.

**SUBJECT: Early Head Start Quarterly Report – January, February and March 2021**


The Department of Family & Community Services was directed through Council Bill No. O-14-16 Enactment No. O-2014-016 to provide quarterly reports to the City Council regarding the Early Head Start Program information summaries.

The Early Head Start Quarterly Report covers the time period of January, February, and March 2021, and includes Program Compliance, COVID-19 Supplemental Funds Expenditures, COLA & Quality Improvement Funds & Expenditures, COVID-19 Impact on Staffing & Operations, and Governance during this reporting period.

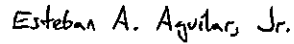
Legislation Title: Early Head Start Quarterly Report for January, February, March 2021

Approved:

Approved as to Legal Form:

  
\_\_\_\_\_  
Sarita Nair  
Chief Administrative Officer


4/9/21  
Date

DocuSigned by:  
  
\_\_\_\_\_  
Esteban A. Aguilar, Jr.  
City Attorney

4/2/2021 | 4:14 PM MDT  
Date

<sup>DS</sup>  
PP

Recommended:

DocuSigned by:  
  
\_\_\_\_\_  
Carol M. Pierce  
Director

4/2/2021 | 4:06 PM MDT  
Date

## Cover Analysis

### **1. What is it?**

The Early Head Start Quarterly Report covers the time period of January, February, and March 2021, and includes Program Compliance, COVID-19 Supplemental Funds Expenditures, COLA & Quality Improvement Funds & Expenditures, COVID-19 Impact on Staffing & Operations, and Governance during this reporting period.

### **2. What will this piece of legislation do?**

Report the status of the Early Head Start Program from January 2021 through March 2021.

### **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. Where the Department of Family and 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 legislation? If so, what level of income is projected?**

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

**Early Head Start Quarterly Report  
to City Council for  
January, February, March 2021**

**I. MAJOR EARLY HEAD START PROGRAM EVENTS:**

**January, February, March 2021 Early Head Start Program Highlights**

- Children have aged out of EHS and there continues to be a large number of families who aren't comfortable with in-person services. Now parents are saying they are waiting to receive the vaccine.
- Grantee working with the City of Albuquerque program and conducted an enrollment fair on 2/3/21 to connect children/families experiencing homelessness to EHS center-based and Home-Based services.
- EHS sites continued to operate at 75% between in-person and virtual services. Families continued to express a level of discomfort with in-person and that they would like to wait until more people receive the vaccine. The EHS program staff have begun receiving the vaccine and they continue bi-weekly COVID-19 tests.
- Effective March 15, all centers resumed 100% in-person learning with families who are currently receiving virtual services and are still uncomfortable with in-person being offered a Home Visiting slot. Home-Based services remain 100% virtual.

**ENROLLMENT UPDATE**

**January, February, March 2021**

The City's Early Head Start program is funded for a total of 128 children and is currently not meeting full enrollment in either the center-based or home-based program options for the months of January, February, and March 2021.

- **January 31, 2021**, the total reportable enrollment (actual + withdrawn/dropped in last 30 days) for Early Head Start was **71**.
    - ✓ The City-operated Early Head Start Center-Based enrollment is 57 out of 104
    - ✓ Home-Based enrollment is 14 out of 24
  - **February 28, 2021**, the total reportable enrollment (actual + withdrawn/dropped in the last 30 days) for Early Head Start was **67**:
    - ✓ The City-operated Early Head Start center-based enrollment is 54 out of 104
    - ✓ Home Based enrollment is 13 out of 24
  - **March 31, 2020**, the total reportable enrollment (actual + withdrawn/dropped in last 30 days) for Early Head Start was **73**:
    - ✓ The City-operated Early Head Start center-based enrollment is 62 out of 104
    - ✓ Home Based enrollment is 13 out of 24
- 1.) **Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacant for over 30 days; Head Start Program Performance Standard (HSPPS) Enrollment 1302.15.**
  - 2.) **Recruitment efforts are underway to fill vacant slots. Many families are voicing wanting to hold off on in-person services until APS resumes in-person learning.**

**II. GOVERNANCE**

**Early Head Start Policy Council – January, February, March 2020**

- A. January Policy Council

**Early Head Start Quarterly Report  
to City Council for  
January, February, March 2021**

- January 20, 2021 Meeting – **Quorum Not Met:** The Early Head Start Policy Council reviewed the following:
  - a) **Enrollment**-Total funded enrollment of 128 slots, 104 for center-based and 24 for home based. Total reportable enrollment at 71.
  - b) **Enrollment Vacancies** - includes 47 vacant slots for the center-based program and 10 vacant slots for home-based. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated over 30 days; Head Start Program Performance Standard (HSPPS) Enrollment 1302.15.
  - c) **Enrollment Monthly Summary.**
    - New Enrollment-families (1), children (1), pregnant moms (0), number of children born (0); total new enrollment (1).
    - Total leaving program (5) - graduating 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 (22), children up to date as possible on immunizations (0), children not up to date (5).
  - d) **Eligibility Category** – income eligible (39), TANF/SSI (4), Foster Child (2), Homeless (5). Over income (1), Over 130% (16), Children w/IFSPs (14).
  - e) **Attendance** – Head Start Program Performance Standard (HSPPS) Attendance 1302.16 (b) indicates 85% attendance rate or better for center-based program.  
City operated Early Head Start centers classroom attendance rates:
    - Douglas MacArthur 63.39%
    - La Mesa 56.36%
    - Plaza Feliz 74.63%
    - School on Wheels 74%
    - Singing Arrow -Center Non-Operational/ Attendance % for Virtual N/A
    - Trumbull -Center Non-Operational/ Attendance % for Virtual N/A
    - Western Trails 74.52%

**Overall center-based program attendance totals – 70.43%; total number of absences - 165.**
  - f) **Meal Counts** –Total number of meals served (868)
    - Breakfast-(287)
    - Am Snack- N/A
    - Lunch-(323)
    - PM Snack-(285)
    - Supper- N/A
  - g) **Content Areas**
    1. **Education:**
      - All classroom staff and Home Visitors completed professional development training over Winter Break
      - Education Specialist continues weekly center visits to support classroom staff
    2. **Support Services (Mental Health and Disabilities).**
      - The Division continues to look at ways to support staff and families in their support for social-emotional well-being of the children through research-based curriculum.
    3. **Health/Nutrition:**
      - The division continues to update and/or develop policies and procedures that align with the Office of Head Start Performance Standards.

**Early Head Start Quarterly Report  
to City Council for  
January, February, March 2021**

- The Division is currently in the process of developing a Nutrition Screening & monitoring tool to be administered to every child enrolled in EHS within 160 days of start date.

**4. Family and Community Partnerships:**

- Parent, Family, and Community Engagement specialist continues to establish plans for division execution of the Ready Rosie Parenting Curriculum.

**5. Program Design and Management & Administration (including transportation, facilities, etc.)**

- Division Manager continues to participate in weekly ECECD meeting with Secretary Groginsky in efforts of staying abreast of state guidelines on COVID-19 Health & Safety Practices
- All centers are closed for Winter Break from 12/21/20 through 01/04/21.
- Division Manager submitted IT request for iPads, laptops for classroom and home-based use, as well as Chromebooks for the Parent Sign-Out Program. Total expenditure is \$16,353.16. This purchase will be charged to the one-time CARES COVID Relief Funds.
- Program Partnered with Lakeshore Learning to purchase COVID activity kits intended to increase the quality of virtual learning services. The total expenditure is \$8,489.44. This purchase will be charged to the one-time COLA & Quality Improvement Funds.

**6. Construction Projects:**

- No construction projects at this time.

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

- Federal Grant-year to date (YTD) expenditures \$ 1,875,562.00
- Training/Technical Assistance-(T/TA)-year to date expenditures \$ 44,906.00
- COVID 19 Supplement- year to date expenditures- \$0

**i) PCard Expenditures-**

- L2G NM Background Check \$44.00
- Source1Prom \$1,242.28
- Amazon Market Place \$10.47
- Amazon Market Place \$14.78
- Amazon Market Place \$3.44
- Amazon Market Place \$8.85
- Amazon Market Place \$84.14
- Amazon Market Place \$152.09
- Amazon Market Place \$12.78

**Total P-Card Purchases: \$1,572.53 on background check, employee relations supplies.**

**A. February 17, 2021 Policy Council**

- **February 17, 2021 – Quorum Not Met:** The Early Head Start Policy Council reviewed the following:
  - a) **Enrollment**-Total funded enrollment of 128 slots, 104 for center-based and 24 for home based. Total reportable enrollment at 67; center-based 54 and home-based 13

**Explanation if needed:**

**Early Head Start Quarterly Report  
to City Council for  
January, February, March 2021**

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

- b) **Enrollment Vacancies** - includes 38 vacant slots for the center-based program and 4 vacant slots for home-based. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated over 30 days; Head Start Program Performance Standard (HSPPS) Enrollment 1302.15.
- c) **Enrollment Monthly Summary.**
- New Enrollment-families (1), children (1), pregnant moms (0), number of children born (0); total new enrollment (1).
  - Total leaving program (5) - graduating 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 (62), children up to date as possible on immunizations (0), children not up to date (5).
- d) **Eligibility Category** – income eligible (39), TANF/SSI (6), Foster Child (3), Homeless (7.5). Over income (1), Over 130% (16), Children w/IFSPs (14).
- e) **Attendance** – Head Start Program Performance Standard (HSPPS) Attendance 1302.16 (b) indicates 85% attendance rate or better for center-based program.  
City operated Early Head Start centers classroom attendance rates:
- Douglas MacArthur 63%
  - La Mesa 56%
  - Plaza Feliz 74.63%
  - School on Wheels 74%
  - Singing Arrow N/A
  - Trumbull N/A
  - Western Trails 74.52%

**Overall center-based program attendance totals – 70.43%; total number of absences - 40.**

- f) **Meal Counts** –Total number of meals served (1,066)
- Breakfast-(379)
  - Am Snack- N/A
  - Lunch-(378)
  - PM Snack-(339)
  - Supper- N/A
- g) **Content Areas**
- 1. Education:**
    - All classrooms have ordered education materials and supplies with one-time COVID-19 funds
    - Education Specialist continues weekly center visits to support classroom staff.
    - Program reviewing staff education qualifications and working on corrective action plan for the 11 employees who currently do not meet the minimum requirements.
  - 2. Support Services (Mental Health and Disabilities).**
    - The Division continues to look at the ways to support staff and families in their support of the social-emotional well-being of the children through a research-based curriculum
    - Division met with OHS T/TA Specialist to review possible social-emotional curriculums and quality measuring tools.
  - 3. Health/Nutrition:**

**Early Head Start Quarterly Report  
to City Council for  
January, February, March 2021**

- The Division continues to update and/or develop policies and procedures that align with the Head Start Performance Standards
- The Division is currently in the process of developing a Nutrition Screening to be administered to every child enrolled in EHS within 160 days of start date.

**4. Family and Community Partnerships:**

- Parent, Family, and Community Engagement Specialist continues to establish plans for division execution of the Ready Rosie Parenting Curriculum.
- Division collaborated with City homeless program and hosted an enrollment fair February 3.
- Division is currently working on developing a policy on the Chromebook Parent Loaner Program.

**5. Program Design and Management (including transportation, facilities, etc.)**

- Division Manager continues to participate in weekly ECECD meetings with Secretary Groginsky in efforts of staying abreast of the state guidelines on COVID Health & Safety Practices
- Program administration is scheduling Program Manager, Education Specialist, and Parent, Family & community Engagement Program Specialist to a 4-day virtual training on the Q-CIIT Infant Toddler Tool. The tool assesses the quality of the teacher-child engagement
- New Program Manager visited all 7 EHS sites her first week in the position to meet the front-line employees and to observe the centers.
- The EHS Policies & Procedures Manual is in its final draft and will be presented for Policy Council Approval Soon

**6. Administration:**

- EHS received notification of OHS Focus Area 2 Monitoring Review Scheduled for the week of March 29<sup>th</sup>. The FA 2 Monitoring Review will be conducted virtually.
- Division Leadership will meet with OHS on 02/16/21 to discuss a plan of action for the number of EHS classroom staff who currently do not meet the federal requirements of their position. This is a huge problem that has a high probability of resulting in a deficiency during the March Federal Review. Department Leadership & HR are in conversations with the Unions about the federally mandated requirement
- Program currently working on plans for March 1<sup>st</sup> resuming of operations Monday-Friday with hours going back to 8:00AM – 2:20 PM. Enrolment Specialist is working on compiling a list of daycares that provide extended hours for families who may be in need of child care after EHS.

**7. Construction Projects:**

- No construction projects are underway at this time

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

- Federal Grant – year to date (YTD) expenditures \$691,958.00
- Training/Technical Assistance (T/TA) – year to date expenditures \$544.00
- City Match – year to date expenditures \$126,741.00

**i) PCard Expenditures-**

Walmart.com	\$304.92
Amazon.com	\$277.01
Walmart.com	\$235.70



**Early Head Start Quarterly Report  
to City Council for  
January, February, March 2021**

Amazon Marketplace	\$22.99
Walmart.com	\$74.24
Walmart.com	\$461.74
Wal-Mart #2451	\$35.64
Amazon Marketplace	\$19.35
Amazon Marketplace	\$14.94
Amazon Marketplace	\$35.98
Amazon Marketplace	\$149.28
Wal-Mart # 2451	\$99.96
American Red Cross	\$96.00
<b>Total: \$1,705.97</b>	

B. March 2021 Meeting –

- **March 17, 2021 – Quorum Not Met:** The Early Head Start Policy Council members and community representatives received the following program information for this reporting period:

- a) **Enrollment**-Total funded enrollment of 128 slots, 62 for center-based and 13 for home based. Total reportable enrollment at 73; center-based 62 and home-based 13.
- b) **Enrollment Vacancies** – includes 42 vacant slots for the center-based program and 11 vacant slots for home-based. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated over 30 days; Head Start Program Performance Standard (HSPPS) Enrollment 1302.15.
- c) **Enrollment Monthly Summary.**
  - Enrollment- Total funded enrollment 128. Total reportable enrollment 73; 60 center based and 13 home based. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated over 30 days.
  - Enrollment Monthly Summary- New Enrollment-families (7), children (7), pregnant moms (0), number of children born (0); total new enrollment (7). Total leaving program (4), - transitioning children (3), pregnant moms giving birth (0), children leaving before turning 3 (1), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (65), children up-to-date as possible on immunizations (0), children not up to date (5).
- d) **Attendance** – Head Start Program Performance Standard (HSPPS) Attendance 1302.16 (b) indicates 85% attendance rate or better for center-based program.  
City operated Early Head Start centers classroom attendance rates:
  - Douglas MacArthur 66.67%
  - La Mesa 40%
  - Plaza Feliz 68.84%
  - School on Wheels 86.42%
  - Singing Arrow- N/A Non-Operational this reporting period
  - Trumbull N/A Non-Operational this reporting period
  - Western Trails 84.31%

**Overall center-based program attendance totals – 76.29%; total number of absences - 106.**

- e) **Meal Counts** –Total number of meals served (3195)
  - Breakfast-(2587)
  - Am Snack- N/A
  - Lunch-(323)
  - PM Snack-(285)

**Early Head Start Quarterly Report  
to City Council for  
January, February, March 2021**

- Supper- N/A

**f) Content Areas**

**A. Education:**

- Review of staff education requirements needing Council of Professional Recognition certificate materials purchased and delivered to staff. Cohort schedule established by Education Specialist to oversee the progression of the CDA Portfolios for completion. Completion of all staff to receive CDA Certificate due date set for July 31, 2021.
- Teachers and Home Visitors offered opportunity to participate in NMAEYC Conference Friday, March 5 & Saturday, March 6
- Education Specialist continues weekly Quality Assurance visits to support and observe classroom staff.

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

- The division continues to look at ways to support staff and families with social-emotional well-being of children through research-based curriculum.
- Upcoming NMAEYC Virtual Workshop, "The Meaning behind Stressed Behavior in Young Children" opportunity presented for staff to participate March 24, 2021.

**C. Health/Nutrition:**

- The division continues to update and/or develop policies and procedures that align with Head Start Performance Standards
- MSR West scheduled to calibrate EHS hearing testing equipment on 04/13/21 at 9:00 AM

**D. Family and Community Partnerships:**

- Ready Rosie families have been added to the system. Pilot of Ready Rosie will begin mid-April/May. All centers will begin using Ready Rosie in August.
- Western Trails Early Head Start held virtual parent meeting to discuss normal operating hours returning March 15, 2021.
- Home Visiting held virtual socialization events for the month of February. Virtual Storytime with Maryse Lapiere: Lullabies and Bedtime Stories. Virtual Friends and Family Art Activity, introducing the concept of STEAM in Early Childhood domains of language and Literacy, Social and Emotional Development, Perceptual, Motor, and Physical Development.

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

- Focus Area 2 Review Schedule completed and sent to participants selected for FA2 discussions with OHS
- Office of Head Start Focus Area 2 socially distanced meeting conducted March 10 with Randolph Administrative staff in regards to review questions
- Zoom Meetings conducted with teachers to answer any questions they may have about the review. Asked questions pertaining to questions they may be asked during their FA2 Meeting with OHS.
- Early Head Start Centers 100% in person learning, operating Monday-Friday
- Monthly meeting with OHS to provide updates of program and operations
- Office of Head Start Focus Area 2 Monitoring Review to be conducted week

**F. Budget - Financial statements provided to policy council membership:**

- Federal Grant-year to date (YTD) expenditures \$ 803,085
- Training/Technical Assistance-(T/TA)-year to date expenditures \$ 5,818

**Early Head Start Quarterly Report  
to City Council for  
January, February, March 2021**

- COVID 19 Supplement- year to date expenditures- \$58,400
- QI & COLA Supplement- year to date expenditures-\$19,136

**G. PCard Expenditures-**

AMAZON.COM OZ80217C3	\$155.61
THE COUNCIL FOR PROFESSI	\$644.00
AMZN MKTP US JJ9313AX3	\$30.98
SAFER NEW MEXICO NOW	\$50.00
AMZN MKTP US 2W0X38QQ3	\$291.98
L2G NM BKGRD CHECK 877-9	\$44.00
L2G NM BKGRD CHECK 877-9	\$44.00

**Total PCard Purchases: \$1,206.57 Purchases include CDA Certification booklets, Safer New Mexico, Background Check, & Miscellaneous supplies for EHS.**

- D) Ongoing efforts to encourage parent participation in Policy Council meetings Monthly parent meetings at each City-operated center include Policy Council updates, parent recruitment for Policy Council, and information on the next meeting date.

**Advisory Governing Body – January, February, March 2021**

- City Council March 1st, 2021 meeting confirmed the appointment of Mrs. Jennifer Brown to the Early Head Start Program Governance Advisory Committee. Mrs. Brown will serve as the Early Childhood Education representative on the Committee and her term will expire July 1st, 2023. Ms. Jennifer Brown will be sent an invitation link for our next Policy Council Meeting, April 14, 2021.

\*\* The plan is to revive the quarterly Governing Body Meetings the start of the 2021 year. The focus under the new Division of Child & Family Development leadership has been re-establishing the Policy Council prior to moving forward with the Governing Body. An important note regarding Policy Council and the Governing Body and seated Members and Community Representatives is that per the Office of Head Start Performance Standards:

CONFLICT OF INTEREST- Members of the governing body shall--

- (i) not have a financial conflict of interest with the Head Start agency (including any delegate agency);
- (ii) not receive compensation for serving on the governing body or for providing services to the Head Start agency;
- (iii) not be employed, nor shall members of their immediate family be employed, by the Head Start agency (including any delegate agency); and
- (iv) operate as an entity independent of staff employed by the Head Start agency.