

EC-21-405



Mayor Timothy M. Keller

CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor

INTER-OFFICE MEMORANDUM

July 01, 2021

TO: Cynthia Borrego, President, City Council

FROM: Timothy M. Keller, Mayor


SUBJECT: Early Head Start Quarterly Report for April, May and June 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 April, May, and June 2021, and includes Program Compliance, COVID-19 Supplemental Funds Expenditures, COLA & Quality Improvement Funds & Expenditures, COVID-19 Impact on Staffing & Operations, and OHS FY21 Funds Carryforward Request during this reporting period.

Legislation Title: Early Head Start Quarterly Report for April, May, June 2021

Approved:



Sarita Nair
Chief Administrative Officer

7/26/21

Date

Approved as to Legal Form:

DocuSigned by:
Esteban A. Aguilar, Jr. 7/14/2021 | 11:59 AM MDT

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Esteban A. Aguilar, Jr.
City Attorney

Date

DS

PP

Recommended:

DocuSigned by:
Carol M. Pierce 7/14/2021 | 11:42 AM MDT

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Carol M. Pierce
Department Director
Family & Community Services

Date

Cover Analysis

1. What is it?

The Early Head Start Quarterly Report covers the time period of April, May, and June 2021, and includes Program Compliance, COVID-19 Supplemental Funds Expenditures, COLA & Quality Improvement Funds & Expenditures, COVID-19 Impact on Staffing & Operations, and OHS FY21 Funds Carryforward Request during this reporting period.

2. What will this piece of legislation do?

Report the status of the Early Head Start Program from April 2021 through June 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
April, May, June 2021**

I. MAJOR EARLY HEAD START PROGRAM EVENTS:

April, May, June 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 worked with CNM and conducted an enrollment fair in June to connect children/families in need of center-based and Home-Based services.
- EHS Program manager, Education Specialist and Parent, Family and Community Engagement Specialist participated in a week-long quality training to become reliable for administering the QCIITT tool, which assesses the quality of the learning environment and the Teacher/Child engagement.
- Grantee worked with OHS to submit a request to carryforward unspent FY21 funds into FY22 for the specific purpose updating the Plaza Feliz, Singing Arrow and Trumbull playgrounds.

ENROLLMENT UPDATE

April, May, June 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 April, May, and June 2021.

- **April 30, 2021**, 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 60 out of 104
 - ✓ Home-Based enrollment is 13 out of 24
 - **May 31, 2021**, the total reportable enrollment (actual + withdrawn/dropped in the last 30 days) for Early Head Start was **77**:
 - ✓ The City-operated Early Head Start center-based enrollment is 66 out of 104
 - ✓ Home Based enrollment is 11 out of 24
 - **June 30, 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 – April, May, June 2021

A. April Policy Council

- April 21, 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 73.
 - b) **Enrollment Vacancies** - includes 44 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.**
 - New Enrollment-families (7), children (7), pregnant moms (0), number of children born (0); total new enrollment (7).
 - Total leaving program (4) - graduating 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) **Eligibility Category** – income eligible (40), TANF/SSI (5), Foster Child (2), Homeless (5). Over income (16), Over 130% (1), Children w/IFSPs (12).
 - 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 63.57%
 - ☒ La Mesa 40.00%
 - ☒ Plaza Feliz 69.84%
 - ☒ School on Wheels 86.42%
 - ☒ Singing Arrow -Center Non-Operational/ Attendance % for Virtual N/A
 - ☒ Trumbull -Center Non-Operational/ Attendance % for Virtual N/A
 - ☒ Western Trails 84.31%

Overall center-based program attendance totals – 70.43%; total number of absences - 147.
 - f) **Meal Counts** –Total number of meals served (868)
 - Breakfast-(72)
 - Am Snack- N/A
 - Lunch-(323)
 - PM Snack-(285)
 - Supper- N/A
 - g) **Content Areas**
 1. **Education:**
 - Teaching Strategies Creative Curriculum ® Kits & Creative Curriculum® Cloud purchased for program. Implementation of Creative Curriculum Kits will begin Fall 2021. Staff tentatively scheduled for training for the use of the kits July 12, 2021.
 - New Mexico Association for the Education of Young Children (NMAEYC) Membership cards purchased for Early Head Start Staff.

- April 14th presentation from CNM to COA, YDI and other Community Childcare Providers with all classroom/center staff. This presentation provided all employees with information on education requirements and scholarship opportunities. Information for all employees with degrees that are not in ECE, Child Development or ECME information on courses addressed to applicable staff complete for the to make their degree considered related to ECE/CD/ECME.

2. 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.
- City of Albuquerque FY 2021 Grant Application submitted; requested funding for employment of Mental Health & Disabilities Specialist.

3. Health, Safety and Nutrition:

- The division continues to update and/or develop policies and procedures that align with Head Start Performance Standards

4. Family and Community Partnerships:

- The division continues to actively seek family and community partnerships within our Early Head Start Programs.

5. Program Design and Management & Administration

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

- Office of Head Start Focus Area 2 Monitoring Review to be conducted week of March 29, 2021.
- 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

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 \$ 803,085.
- Training/Technical Assistance-(T/TA)-year to date expenditures \$ 5,818
- COVID 19 Supplement- year to date expenditures- \$58,400
- QI & COLA Supplement- year to date expenditures- \$19,136

i) PCard Expenditures-

Merchant Name	Amount
E3 Diagnostics, Inc	\$ 300.00
Amzn Mktp Us F38o629s3	\$ 74.45
Amzn Mktp Us Zf0y01x33	\$ 1.59
Amzn Mktp Us Xu40f2ot3	\$ 98.90
American Red Cross	\$ 128.00
Amzn Mktp Us Bu6ta6qp3	\$1,125.01
Amzn Mktp Us Yl61z2w d3	\$ 62.93
Walmart.Com	\$ (0.98)
Walmart.Com	\$ (11.35)
Walmart.Com	\$ (91.18)
Walmart.Com Ax	\$ 569.43
Walmart.Com Ax	\$ 29.99
Amazon.Com Op6pz5493	\$ 125.25
Amzn Mktp Us Dz2e25fv3	\$ 95.96
Amzn Mktp Us Bu7rb47n3	\$ 81.18
American Red Cross	\$ 128.00
American Red Cross	\$ 128.00

Total P-Card Purchases: \$2,845.18 on background check, program supplies and employee relations supplies.

B. May Policy Council

- **May 19, 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:

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:

- 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 29th. 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 1st 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 \$1,081,768
- Training/Technical Assistance (T/TA) – year to date expenditures \$6,988
- City Match – year to date expenditures \$208,412

i) PCard Expenditures-

Merchant Name	Amount
E3 Diagnostics, Inc	\$ 300.00
Amzn Mktp Us F38o629s3	\$ 74.45
Amzn Mktp Us Zf0y01x33	\$ 1.59
Amzn Mktp Us Xu40f2ot3	\$ 98.90
American Red Cross	\$ 128.00
Amzn Mktp Us Bu6ta6qp3	\$1,125.01
Amzn Mktp Us Yl61z2w d3	\$ 62.93
Walmart.Com	\$ (0.98)
Walmart.Com	\$ (11.35)
Walmart.Com	\$ (91.18)
Walmart.Com Ax	\$ 569.43
Walmart.Com Ax	\$ 29.99
Amazon.Com Op6pz5493	\$ 125.25
Amzn Mktp Us Dz2e25fv3	\$ 95.96
Amzn Mktp Us Bu7rb47n3	\$ 81.18
American Red Cross	\$ 128.00
American Red Cross	\$ 128.00

Total: \$2,845.18

C. June Policy Council–

- **June 16, 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, 104 for center-based and 24 for home based. Total reportable enrollment at 65; center-based 57 and home-based 14.
 - 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.**
 - Enrollment Monthly Summary- New Enrollment-families (5), children (5), pregnant moms (0), number of children born (0); total new enrollment (8). Total leaving

program (6), - transitioning children (0), pregnant moms giving birth (0), children leaving before turning 3 (6), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (61), children up-to-date as possible on immunizations (61), children not up to date (4).

- 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 56.67%
- ☒ La Mesa 83.53%
- ☒ Plaza Feliz 88.56%
- ☒ School on Wheels 75%
- ☒ Singing Arrow- N/A Non-Operational this reporting period
- ☒ Trumbull - N/A Non-Operational this reporting period
- ☒ Western Trails 75.63%

Overall center-based program attendance totals – 74.60%; total number of absences - 236.

- e) **Meal Counts** –Total number of meals served (1,172)

- Breakfast-(57)
- Am Snack- N/A
- Lunch-(624)
- PM Snack-(491)
- Supper- N/A

- f) **Content Areas**

A. Education:

- Home Based services had a group socialization at Albuquerque Bio Park Zoo. The theme was the “S” & “T” in STEAM with a focus on animals and nature through observation, exploration, wondering and to ask questions as well as interact and search. Included was a Treasure Hunt for Zoo Animals to verbally and visually identify 9 different animals at the zoo.
- Parent/Teacher conferences conducted at all locations.

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.

C. Health/Nutrition:

- The division continues to update and/or develop policies and procedures that align with Head Start Performance Standards.

D. Family and Community Partnerships:

- The division continues to actively seek family and community partnerships within our Early Head Start Programs.

E. Program Design/Management & Administration

- La Mesa Early Head Start & Plaza Feliz NAEYC accreditation site visit conducted May 20, 2021. 5-year NAEYC Accreditation awarded June 16, 2021.
- Tadpoles accounts for all locations created. Head teachers utilizing Tadpoles software for daily ratio logs. Implementation of Tadpoles for all staff and Parents to begin August 2021.

- Head Teachers actively seeking parents to represent their locations for Policy Council. Parents will be voted in by council as applicable.

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

- Federal Grant-year to date (YTD) expenditures \$ 1,186,913
- Training/Technical Assistance-(T/TA)-year to date expenditures \$ 6,988
- COVID 19 Supplement- year to date expenditures- \$112,487
- QI & COLA Supplement- year to date expenditures-\$92,411

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: \$1,260.57 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.