



City of Albuquerque

Division of Child & Family Development

Early Head Start Program Governance Advisory Committee

Thursday, November 18th, 2021

Rescheduled to December 3rd, 2021

10:00 am to 11:00 am

Agenda

- I. Welcome and Introductions
- II. Establish Quorum
- III. Early Head Start Program Overview:
 - a. Administrator's Report (Read prior to meeting)-Any Questions/Comments?
 - b. Division Center Reports (Read prior to meeting)-Any Questions/Comments?
 - c. Enrollment
 - d. Attendance & Meal Counts
 - e. EHS Centers COVID Update- Child Development & Education Specialist
 - f. School Readiness- Child Development & Education Specialist
 - g. Budget (Financial Statements)
 - h. P-Card Report
- IV. By-Law Draft Review
- VI. Next Meeting February 17th, 2021
 - a. Quarterly Meeting Schedule
 - November 18, 2021
 - February 17th 2022
 - May 19th, 2022
 - August 18, 2022
- VII. Adjourn



City Of Albuquerque
 Department of Family and Community Services
 Division of Child and Family Development
 Policy Council
 Wednesday, October 20, 2021

1. Roll Call (Quorum was established): Karen Lucero/ Community Representative, and COA Staff- Daphne Dubriel/Interim EHS Manager/Parent, Family Engagement Coordinator, Robi Ruiz/ Ed. Specialist, Allison Schact/Data Manager, Michele Brown/Office Assistant, Monica Watrin/Program Specialist, Lanetta Harper/parent, Lauren Francia/parent, Abigail Stiles/Board Rep, Yenny Cordova/parent, and Anali Gomez/parent. Meeting was called to order @ 5:34 pm.
2. Approval of Meeting Minutes: Karen Lucero motions to approve minutes, Lanetta Harper seconds. Unanimous consent.
3. Governing Board Report: No report.
4. Directors Report: Reporting Period 9/1-30/21
 - a.) **Enrollment**- Total funded enrollment 128. Total reportable enrollment 70; 104 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 (3), children (3), pregnant moms (0), number of children born (0); total new enrollment (3). Total leaving program (2), - transitioning children (2), pregnant moms giving birth (0), children leaving before turning 3 (0), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (62), children up-to-date as possible on immunizations (0), children not up to date (6).
Eligibility Category- income eligible (39), TANF/SSI (7), Foster Child (4), Homeless (3). Over Income (14), Over 130% (2), Children w/IFSP's (16).
 - c.) Attendance-
 City operated Early Head Start centers classroom attendance rates:

La Mesa	81.44%
Macarthur	71.43%
Plaza Feliz	76.60%
School on Wheels	72.14%
Singing Arrow	0% (closed)
Trumbull	0% (closed)
Western Trail	89.64%

Overall center-based program attendance totals- 78.12%; total number of absences 247.

d.) **Meal Counts-** Total number of meals for (0-3 years in age), total children served (60), breakfast (763), AM snack (0), Lunch (802), PM snack (618), Dinner (0)

e.) **Budget-** Financial statements provided to policy council membership:
Federal Grant-year to date (YTD) expenditures \$ 328,120.35
Training/Technical Assistance-(T/TA)-year to date expenditures
\$ 9,372.15

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

5. **Discussion:**

- Quorum was established.
- Monica Watrin reported on enrollment and recruitment activities. Once a month EHS recruits at One Albuquerque Block Party events are different locations throughout the city. Weekly, Monica recruits at Rio Grande Food Pantry with flyers and brochures. She also puts out brochures at WIC offices and UNMH clinics.
- Allison Schacht reported on attendance and meal counts from reports. She also provided percentages of absence categories: Parent choice – 41.3%, Health reasons – 23.1%, Well child, dental or developmental services appointments – 5.7%, Vacation – 4 %, Family (funeral, visit by non-custodial parent, other family obligation) – 4%, No transportation – 2.4%, Other – 11.3 %, Unknown – 8.1%
- Robi Ruiz reported COVID 19 center updates. The last closure was at School on Wheels last month. The closure lasted 10 days. Per Presidential mandate all center staff are to be vaccinated by January 2022. The majority of center staff is already vaccinated. Robi also reported on School Readiness. The Tadpoles program is up and running. Videos of their child eating, playing, and doing activities are emailed to the parents daily at La Mesa EHS. Very well received, parents are enjoying this. Parent, Yenny Cordova asked when this will be available at MacArthur EHS. Robi said there will need to be a parent meeting for explanation, possibly within next 2 weeks.
- Daphne Dubriel reported on Ready Rosie. Lots of positive feedback from parents. Children enjoying the videos and sharing activities with siblings. Parent's asked for more videos (2). Daphne explained some activities that can be done for In-Kind. We are still in trial phase of In-Kind reporting. Daphne also reported on Expenditure reports and explained P-card purchases.
- Daphne Dubriel asked all in attendance if they wanted future meetings to be in person or continue on Zoom. Majority of parents would like to meet in person. Daphne discussed the possible use of Trumbull EHS center for meetings. Also, the question of wanting to meet monthly or quarterly? No parents replied to the question. Daphne told them to think about it and we will revisit the question next month. Daphne will bring this up with our Division Manager, Dr. Dawnita Blackmon-Mosely. All questions will have to be voted on.
- Dr. Dawnita Blackmon-Mosely is asking Office of Head Start to convert (12) Home based slots to (8) Center based. There is an extra room at Barelvas location which would be used as a toddler room. There would be no financial impact. We will need licensing

approval and staff to open. Karen Lucero made a motion for approval. Lauren Francia seconded the motion and remaining approvals were unanimous for the approval of the conversion.

- Karen Lucero made a motion to approve last months meeting minutes. Lanetta Harper second the motion for approval. Remaining approval from members were unanimous.
- Abigail Stiles of City Council is taking over Liaison position on EHS Policy Council for Nicole Taylor who is retiring. Abigail will be the primary

6. Adjournment at 6:22 pm. Next Meeting Date: November 17, 2021

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

Meeting Date: November 17th, 2021

Program: Division of Child & Family Development

Name of Person Submitting Report: Daphne Dubriel

Funded Enrollment

Center-Based 104 Home-Based 24

Current Enrollment -

Center-Based 59 Home-Based 11

Explanation, if needed: City of Albuquerque Early Head Start continues to actively recruit and enroll. Parents are choosing to remain on waitlist as COVID cases rise and once they go down they will enroll their children.

I. Content Areas

A. Education:

- Data Checkpoint were identified for child outcomes and Parent/Teacher Conferences. Conferences were held October 7th and 8th. Most conferences were held outside if the weather permitted or in the classrooms.
- There were lots of activities involving pumpkins and balloons this month. Majority of the children were intrigued by the insides of the pumpkin and some did not even want to attempt to touch them.
- Teachers were able to take the children outside to see the balloons that would pass by during Balloon Fiesta. The children really enjoyed the different shapes and colors that were in the sky.

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
- Division Leadership is working diligently on getting a Mental Health & Disabilities Program Specialist position in place to provide direct oversight of the Mental health & Disabilities Checklist
- EHS representative continues to participate in quarterly Metro-Area Transition Meetings

C. Health/Nutrition/Safety:

- EHS administrative support staff are faxing Release of Information consent forms to medical and dental providers for Well-Child Checks, Dental Screen and updated immunization records in efforts of receiving records in accordance with 90-day deadline.
- All centers are following the ECECD Safe Practices Guidelines. Daily COVID screening questions are asked daily with temps being checked of all children, staff and visitors.
- Administrative staff continue to participate in the weekly state calls with Secretary Groginsky to stay abreast of COVID safe practices and ECECD guidelines

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.

E. Program Design: Management & Administration

- Program currently working with OHS on corrective action measures resulting from the (2) areas of non-compliance and (1) area of concern identified in the Focus Area 2 results. We have requested a 120 day extension to allow us time to hire needed content area staff to be within compliance.
- Division Leadership continues to work with the C-Series and M-Series Unions in attempts to negotiate MOU's to meet minimum education requirements of accreditation body.
- Division Leadership is in conversation with the OHS on converting (12) EHS Home-Visiting slots to (8) EHS Center-Based slots to be located at Barelas CDC. Policy Council voted on the conversion. It was a unanimous approval. EHS Governance Advisory Committee unanimously approved the conversion.

II. New Hires as of November 1, 2021

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 10/31/21

Enrollment

Total Funded Enrollment:	128
Total Actual Enrollment:	66
Children Withdrawn & Dropped (last 30 days):	4
Total Reportable Enrollment (actual + withdrawn/dropped):	70
Total Deficit:	58

Program Snapshot

	Home based	Centers	ALL
Funded Enrollment:	24	104	128
Enrollment:	11	59	70
Defficiency:	13	45	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	Reportable Total	Deficit
Valarie	12	10	10	1	12/19/2021	0	11	1
Home Visitor Vacant	12	0	0	0			0	12
Total	24		10	1		0	11	13

*1 additional child has been assigned but not yet visited so they can't be counted

Center Detail

Ctr Detail	Slots	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	8		8		0
MacArthur	16	10	1	11	3	5
PlazaFeliz	16	14	1	15	2	1
SOW	16	11	2	13	5	3
Trumbull	24					24
W. Trail	16	12	0	12	3	4
Singing Arrow	8					8
Total	104	55	4	59		45



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

**Center: Trumbull EHS
Reporting Period: October 2021
Submitted by: Frances Gonzales**

Activities at Center: Trumbull is still closed at this time due to staff shortage.

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: October 2021
Submitted by: Bernice Johnson, Head Teacher

Center-Based Activities:

Parent/Teacher Conferences went well. All of our families completed their first Parent/Teacher conferences for the school year. Only one needed to reschedule due to a loss in the family. Parents are doing good at bringing their children to school on time and also picking them up on time. Also calling when their child is going to be absent. Our teacher was moved to another center and we gained a new Teacher. Students are doing well adjusting to the new teacher and the teacher is doing well at the center. One of the activities that the children did this month was exploring a pumpkin. Teacher cut open a big orange pumpkin and showed the children how it looked inside the pumpkin. Teacher then asked the children if they wanted to help her take all of the insides out with her. A couple of the children helped but the other ones refused to touch what was inside the pumpkin. The look on one child's face was priceless.

Parent Center Committee Meetings:

October 28th, 2021: We had 10 parents attend our October parent meeting. I did some reminders for example:

- Signing in and out their children every day.
- Tadpoles: to start expecting their daily reports along with the daily sheets.
- Check their child's cubby for appropriate clothing for the weather.
- Ready Rosie: to keep doing the activities that are sent to them.
- Policy Council: a parent brought this up and she encouraged her fellow parents to go to the meetings.
- Thanked the parents for bringing their children to school every day and for calling to let us know if their child will be absent.

This was a good turnout.



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

Center: Singing Arrow Early Head Start
Reporting Period: October 2021
Submitted by: Yvette Ortiz Teacher

Activities at Center: Staff are currently helping at other centers. Center is currently closed due to lack of enough children on waitlist to enroll in center.

Parent Committee Meetings/Socializations:



EARLY HEAD START Home-Based Report Form

Reporting Period: October 2021

Submitted by: Valarie Ramirez / Home Visitor

Home Based:

Visits are conducted in person, indoor, or outdoor open spaces (weather permitting) 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 "Playing Catch: Tossing and Taking Turns", this activity focused on the child's Perceptual, Motor, and Physical Development. I took several balls of different size and colors and textures. Child played with the clear ball with the nubs, child showed interest and touched on the nubs of the ball. Mom and I both encouraged child to throw the ball to us. Child held all the balls but did not throw them back and forth. Mom and I threw the ball to one another to show child how to throw the ball. Next, I pulled out the balls with the Velcro frog gloves and had mom toss them to me to show child how to toss the balls. Child showed interest in the frog gloves and I placed them on their hands. Mom threw the ball to me and child and I stood behind child and showed child how to "open...now..close!" their hands. Child and I caught several balls that mom threw to us and mom would say "yay you caught it!". Child laughed harder each time we closed child's arms and hands to catch the ball and each time the ball would stick to the Velcro glove -that child could not hold themselves up. I then moved away from child and mom said "now you do it, ready...catch...open...close", child would open and close their hands and arms to try to catch the ball.

Another activity in October was called "Thinking Skills: Matching, Sorting, and Classifying", this activity focused on the child's Cognition. I took four colored boxes with corresponding colored items for activity. Colors used were: red, yellow, green and blue with several random items of these same colors. I opened up each colored box and dumped out the contents, all the boxes contents and different colors were mixed up in one pile. Mom asked child "where does this go?" about a yellow banana, all the boxes were lined up against the wall. Child smiled and was about to place the banana into the green box but then placed it into the yellow box. Mom encouraged child to put all the items into the boxes "where they belong". Child took some time with some items as child would look at the item and name it like the green turtle and the blue fish. Eventually, child was able to correctly place every item into it's corresponding colored box with little to no help.

October 2021 Socializations:

October 21th – Pumpkin Play -Domain(s): Perceptual, Motor, and Physical Development (Fine Motor) & Sensory. PFCE – Family Well-Being.

2 - attended.

October 26th – Celebrating The Colors of Fall - Domain(s): Perceptual, Motor, and Physical Development (Fine Motor).

0 - attended.

Discussed Policy Council with families – have one client that is considering, will encourage client to attend November's meeting.



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

Site/Center: Plaza Feliz Early Head Start
Reporting Period: October 2021
Submitted by: Mona Makvandi; Head Teacher

Activities at Center:

In October we said good-bye to two of our staff in the one's room. We welcomed a new teacher and welcomed back another staff member. We also had one of the children from the one's class move up to the two's class and another started their transition to the two's class because we had two of our two's age out of our program.

Our classrooms play this month discussed fall in New Mexico and harvest. The children explored pumpkins by touch and painting. For our fall harvest celebration, the children decorated sugar cookies with icing and sprinkles. We read Mouse's First Fall, Autumn is Here, & Five Little Pumpkins.

Parent Committee Meetings/Socializations:

We held parent-teacher conferences on October 7th & 8th. Parents engaged in robust conversations about their children's development including the progress they've seen since their children started our program as well as discussions regarding concerns.



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

Center: La Mesa EHS
Reporting Period: October 2021
Submitted by: Jessica Walton- Teacher

Activities at Center:

During the month of October, La Mesa EHS had a child that aged out. The next week we had another child start. We are fully enrolled.

With Covid and new children starting, we have had to do virtual transitions instead of in person. Parents enjoy being able to see how their child's first day is going even with them not being able to be in the classroom.

We have been using the Tadpoles program to send daily sheets to parents. We have received feedback from parents and they love it. They are happy that they can receive videos and pictures from how their child's day went.

The children have enjoyed playing outside since the weather has been nice. While outside we looked for the balloons during the balloon fiesta week. We also made hot air balloons to hang up in the classroom. We also had a PJ party on October 29th where the children and staff all wore their PJ's and we did fun activities with the children. We made pumpkins using paint and paper plates and had the children each paint their own. We tore up orange paper and made pumpkin faces. We sang the song "five little pumpkins" and had a bean bag toss. Staff and families brought goodies that we all enjoyed.

Parent Committee Meetings/Socializations:

Our center meeting was held on October 13, 2021 at 2:00 PM outside at the center. The meeting was held by Frances Gonzales (Head Teacher). During the meeting we asked if any parents had wanted to sign up for the committee and at the time no one did.

Anali Gomez was able to join a Policy Council Meeting and was able to see what it was all about and what she would be needing to do. At our next meeting we will have a voting.



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

Center Name: Mac Arthur EHS
Reporting Period: October 1-31, 2021
Submitted by: Maria Chacon, Head Teacher

Center-Based Activities:

We are still practicing social distancing and are practicing using masks on the children. Parents were encouraged to volunteer time in the classrooms. The theme for the center was fall which included hot air balloons and Halloween. The children were sent home with a Halloween puppet activity to do with their parents. Some of the children saw the school's costume parade with their parents and the rest watched the parade from the window.

In the toddler room, the children continued to play with the dinosaurs. Children fed them and made houses for them. The children also gave them rides on the big trucks and went with the children to the playground to play. The children learned that dinosaurs roared loud but were nice dinosaurs. The children also gave their dinos names. The children made hot air balloons and the teacher took a picture of them to put the children in the balloon. The children were asked daily during the balloon fiesta if they saw the balloons outside, what color the balloon was, and looked for some when they went outside. The children made art using fall colors to paint. The color for the month was orange. The children in the toddler room made pumpkins. For the nutrition experience for October, children experienced what was in a pumpkin. The children helped the teacher take the insides of the pumpkin out, got to see what was in the pumpkin and got to smell the inside and outside of the pumpkin. The children in the toddler room read "Go Away Big Green Monster" and "Dinosaurs Roar." They sang and danced to dino stomp and 5 little pumpkins. The children in the toddler classroom did physical activities with choosy kids. While outside the children caught different types of bugs and brought them into the classroom.

In the infant class, the children made pumpkins and finger painted with the color orange. They sponge painted with fall colors. They are learning to clean up after themselves and are practicing using regular cups. The children in the infant room continued to play with farm animals and made animal sounds. The infant room worked on naming their body parts. The children in the infant room read "Good night Moon" and "Colores." They sang Old Mac Donald, Itsy Bitsy Spider, and did choosy kids activities. They went on a nature walk around the school.

Parent Center Committee Meetings:

The center committee meeting was postponed until November so our Policy Council Parent will have more information to share with families this meeting. Parents did a parent teacher conference with the teachers in their class. The new site president attended the first policy council meeting for the 2021/2021 program year.

City Of Albuquerque EHS

2301 - Average Daily Attendance

Program Term: EHS 2021-2022, Program Option: Standard Full Day, Attendance Date: 10/1/2021 - 10/31/2021

City Of Albuquerque EHS

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment		
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³	
Douglas MacArthur										
Infant	38	15	0	18	2.11	8	26.39%	2.94	71.70%	
Toddler - EH	86	57	0	18	4.78	8	59.72%	7.94	60.14%	
Site Total	124	72	0	18.00 (avg)	6.89	16	43.06%	10.88	63.27%	
La Mesa										
Toddler - EH	109	23	0	17	6.41	8	80.15%	7.76	82.58%	
Site Total	109	23	0	17.00 (avg)	6.41	8	80.15%	7.76	82.58%	
Plaza Feliz										
Toddler - EH	118	16	0	18	6.56	8	81.94%	7.44	88.06%	
Twos	116	27	0	18	6.44	8	80.56%	7.94	81.12%	
Site Total	234	43	0	18.00 (avg)	13.00	16	81.25%	15.38	84.48%	
School On Wheels										
Infant	63	27	0	18	3.50	8	43.75%	5.00	70.00%	
Toddler	101	29	0	18	5.61	8	70.14%	7.22	77.69%	
Site Total	164	56	0	18.00 (avg)	9.11	16	56.94%	12.22	74.55%	
Western Trail										
Infant	61	6	0	18	3.39	8	42.36%	3.72	91.04%	
Toddler	111	33	0	18	6.17	8	77.08%	8.00	77.08%	
Site Total	172	39	0	18.00 (avg)	9.56	16	59.72%	11.72	81.52%	
City Of Albuquerque EHS	803	233	0	17.89 (avg)	44.97	72	62.34%	57.96	77.51%	
Report Totals	803	233	0	17.89 (avg)	44.97	72	62.34%	57.96	77.51%	

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)
6. Statuses counted as Absent: Excused(E), Unexcused(U)
7. Statuses counted as Neither: Not Scheduled (N)

City Of Albuquerque EHS
2371 - CACFP Reimbursement Summary
 Program Term: EHS 2021-2022, Program Option: Standard Full Day
 Attendance Date: 10/1/2021 - 10/31/2021

City Of Albuquerque EHS

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
EHS 2021-2022									
Douglas MacArthur									
Infant	18	3	0	0	38	0	38	24	0
Toddler	18	8	0	0	86	0	85	67	0
Douglas MacArthur	36	11	0	0	124	0	123	91	0
La Mesa									
Toddler	17	9	0	0	108	0	104	94	0
La Mesa	17	9	0	0	108	0	104	94	0
Plaza Feliz									
Toddler	18	8	0	0	118	0	117	80	0
Twos	18	9	0	0	105	0	108	91	0
Plaza Feliz	36	16	0	0	223	0	225	171	0
School On Wheels									
Infant	18	5	0	0	29	0	29	19	0
Toddler	18	8	0	0	99	0	99	88	0
School On Wheels	36	13	0	0	128	0	128	107	0
Western Trail									
Infant	18	4	0	0	30	0	30	21	0
Toddler	18	8	0	0	106	0	110	79	0
Western Trail	36	12	0	0	136	0	140	100	0
City Of Albuquerque EHS	161	61	0	0	719	0	720	563	0
Report Totals	161	61	0	0	719	0	720	563	0

FAMILY AND COMMUNITY SERVICES DEPARTMENT
 EARLY HEADSTART PROGRAM - FY 2022 EXPENDITURE REPORT
 FEDERAL GRANT (3164020)
 October 31, 2021

ACCOUNT DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	YTD EXPENSES	REMAINING BALANCE	% EXPENDED	
Salaries and Wages	1,268,153.00	78,196.08	75,869.05	69,854.98	53,336.48										277,256.59	990,896.41	21.86%	
Fringe Benefits	600,954.00	33,797.05	30,487.30	30,649.82	23,509.62										118,443.79	482,510.21	19.71%	
Total Personnel Costs	1,869,107.00	111,993.13	106,356.35	100,504.80	76,846.10	-	-	-	-	-	-	-	-	-	395,700.38	1,473,406.62	21.17%	
Supplies																		
522000-Supplies	27,500.00	363.18													363.18	27,136.82	1.32%	
522032-Supplies-Food	10,000.00		508.43												508.43	9,491.57	5.08%	
522048-Supplies-Office	17,000.00		812.90	994.93											1,807.83	15,192.17	10.63%	
522054-Supplies-Other	10,000.00	533.72			268.56										9,864.76	135.24	98.65%	
522510-Travel - Local/In State			63.80	43.68													0.00%	
523410-License Renewals			800.00		8,155.00												0.00%	
Total Supplies	64,500.00	896.90	2,185.13	1,038.61	8,423.56	-	-	-	-	-	-	-	-	-	12,544.20	51,955.80	19.45%	
Other																		
521500-Utilities	3,500.00														-	3,500.00	0.00%	
523800-Repairs & Mainten	8,476.00	370.58	371.21	413.65											1,155.44	7,320.56	13.63%	
521000-Other service	15,500.00														-	15,500.00	0.00%	
523000-Training			125.00												125.00	(125.00)	0.00%	
Total Others	27,476.00	370.58	496.21	413.65	-	-	-	-	-	-	-	-	-	-	1,280.44	26,195.56	4.66%	
Contractual																		
527500-Contractual (Traini	28,000.00		3,730.59		1,075.20										4,805.79	23,194.21	17.16%	
520500-Contractual (Profe	3,000.00														-	3,000.00	0.00%	
Total Contractual	31,000.00	-	3,730.59	-	1,075.20	-	-	-	-	-	-	-	-	-	4,805.79	26,194.21	15.50%	
GRAND TOTAL	1,992,083.00	113,260.61	112,768.28	101,957.06	86,344.86	-	-	-	-	-	-	-	-	-	414,330.81	1,577,752.19	20.80%	
	2,012,979.00																Current %	20.80%
	20,896.00																Should Be	33%
																	Under spent	13%
																	Possible reversion	\$ 249,696.86

Cardholder Name	Transaction Date	Merchant Name	Amount	Description
Dubriel, Daphne	10/24/2021	Amazon.Com	\$ 474.60	Size 7 diapers and stage 2 food for Western Trail. JS
Dubriel, Daphne	10/24/2021	Amazon.Com	\$ 203.50	Size 7 diapers and stage 2 baby food for Plaza Feliz Early
Dubriel, Daphne	10/19/2021	Walmart.Com Aa	\$ 23.98	Western Trail location supplies: Diapers size 3, 4, 7, wipes,
Dubriel, Daphne	10/17/2021	Amzn Mktp	\$ 6.99	Fall leaves 300pcs for socialization. JS
Dubriel, Daphne	10/15/2021	Walmart.Com Aa	\$ 565.84	Western Trail location supplies: outlet covers. Stage 1 and 2 baby food, infant powder formula non gmo, reduct reflux
Dubriel, Daphne	10/14/2021	Wm Supercenter #831	\$ 39.80	Carving Pumpkins Socialization. JS
Dubriel, Daphne	10/14/2021	American Red Cross	\$ 64.00	2- First Aid CPR certifications. JS
Ruiz, Robellia	10/9/2021	Walmart.Com Aa	\$ (143.92)	Refund is from September items returned to store Enfamil