



City of Albuquerque
Division of Child and Family Development
Early Head Start
POLICY COUNCIL
August 19, 2020

- I. Establish Quorum
- II. Approval of Minutes
- III. Governing Board Report
- IV. Director Report
 - Component Reports
 - 1. Enrollment
 - 2. Attendance & Meal Counts
 - 3. Budget (Financial Statements)
 - 4. P-Card Report
 - 5. Re-Entry Plan
- V. New Business-Action Items
 - a. EHS Criteria Weight
 - b. New Hire Approval

Chair	_____	_____	_____
	Approval	Disapproval	Other Action
Vice Chair	_____	_____	_____
	Approval	Disapproval	Other Action
Secretary	_____	_____	_____
	Approval	Disapproval	Other Action

- VI. Open Forum
- VII. Adjournment

Next Meeting Date: September 16, 2020

EHS Policy Council Chair

Date

EHS Policy Council Vice Chair

Date

EHS Policy Council Secretary

Date

**City of Albuquerque
Department of Family and Community Services
Division of Child and Family Development
Early Head Start
POLICY COUNCIL
Wednesday July 15, 2020
Meeting Minutes**

**No Meeting Minutes-
Only One Meeting Attendee at the July 15, 2020
Policy Council meeting**



City of Albuquerque Early Head Start Caseload/Enrollment Report 7/31/20

Enrollment

Total Funded Enrollment:	128
Total Actual Enrollment:	96
Children Withdrawn & Dropped (last 30 days):	20
Total Reportable Enrollment (actual + withdrawn/dropped):	116
Total Deficit:	12

Program Snapshot

	Home based	Centers	ALL
Funded Enrollment:	24	104	128
Enrollment:	20	96	116
Defficiency:	4	8	12

Home Based Detail

Caseload: 12 slots per home visitor

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days	Total	Deficit
Valarie	12	10	11	0		0	11	1
Debbie	12	7	8	1	10/9/2020	0	9	3
Total	24		19	1		0	20	4

Center Detail

Ctr Detail	Servable Capacity	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	2	4	6		2
MacArthur	16	15	0	15		1
PlazaFeliz	16	11	4	15		1
SOW	16	11	3	14		2
Trumbull	24	19	3	22		2
W. Trail	16	14	2	16		0
Singing Arrow	8	4	4	8		0
Total	104	76	20	96		8

7/31/20

Center/Home Visitor	Date Vacated	Date Filled	Actual Vacancies	Reportable Vacancies
Valarie	6/30/2020			
			1	1
Debbie	4/28/2020	7/27/2020		
	5/16/2020			
	5/20/2020			
	5/22/2020			
			4	4
La Mesa	2/17/2020			
	3/9/2020			
	7/31/2020			
	7/31/2020			
	7/31/2020			
	7/31/2020			
			6	2
MacArthur	6/27/2020			
			1	1
Plaza Feliz	2/24/2020			
	7/20/2020			
	7/24/2020			
	7/31/2020			
	7/31/2020			
			5	1
SOW	3/7/2020			
	3/14/2020			
	7/29/2020			
	7/30/2020			
	7/31/2020			
			5	2
Trumbull	3/2/2020			
	3/2/2020			
	6/28/2020			
	7/22/2020			
	7/31/2020			
	7/31/2020			
			5	2
Western Trail	7/31/2020			
	7/31/2020			
			2	0
			0	0
Singing Arrow	7/17/2020			
	7/17/2020			
	7/17/2020			
	7/17/2020			
			4	0

City Of Albuquerque EHS
2371 - CACFP Reimbursement Summary
 Program Term: EHS 2020 - 2021, Program Option: Standard Full Day
 Attendance Date: 7/1/2020 - 7/31/2020

City Of Albuquerque EHS

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
EHS 2020 - 2021									
Douglas MacArthur									
Infant	12	2	0	0	21	0	21	20	0
Toddler	12	4	0	0	36	0	36	26	0
Douglas MacArthur	24	6	0	0	57	0	57	46	0
Plaza Feliz									
Toddler	12	3	0	0	16	0	16	16	0
Twos	12	4	0	0	23	0	22	20	0
Plaza Feliz	24	7	0	0	39	0	38	36	0
School On Wheels									
Infant	12	4	0	0	19	0	19	18	0
Toddler	12	4	0	0	39	0	39	38	0
School On Wheels	24	8	0	0	58	0	58	56	0
Western Trail									
Infant	11	2	0	0	16	0	17	8	0
Toddler	11	2	0	0	19	0	19	16	0
Western Trail	22	4	0	0	35	0	36	24	0
City Of Albuquerque EHS	94	25	0	0	189	0	189	162	0
Report Totals	94	25	0	0	189	0	189	162	0

City Of Albuquerque EHS 2301 - Average Daily Attendance

Program Term: EHS 2020 - 2021, Program Option: Standard Full Day, Attendance Date: 7/1/2020 - 7/31/2020

City Of Albuquerque EHS

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment		
	Present ²	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³	
Douglas MacArthur										
Infant	21	3	0	13	1.62	8	20.19%	1.85	87.50%	
Toddler - EH	36	4	0	12	3.00	8	37.50%	3.33	90.00%	
Site Total	57	7	0	12.50 (avg)	4.62	16	28.50%	5.18	89.06%	
Plaza Feliz										
Toddler - EH	16	17	0	12	1.33	8	16.67%	2.75	48.48%	
Twos	25	11	0	12	2.08	8	26.04%	3.00	69.44%	
Site Total	41	28	0	12.00 (avg)	3.41	16	21.35%	5.75	59.42%	
School On Wheels										
Infant	29	10	0	12	2.42	8	30.21%	3.25	74.36%	
Toddler	39	8	0	13	3.00	8	37.50%	3.62	82.98%	
Site Total	68	18	0	12.50 (avg)	5.42	16	34.00%	6.87	79.07%	
Western Trail										
Infant	17	5	0	12	1.42	8	17.71%	1.83	77.27%	
Toddler	19	3	0	13	1.46	8	18.27%	1.69	86.36%	
Site Total	36	8	0	12.50 (avg)	2.88	16	18.00%	3.52	81.82%	
City Of Albuquerque EHS	202	61	0	12.38 (avg)	16.33	64	25.51%	21.32	76.81%	
Report Totals	202	61	0	12.38 (avg)	16.33	64	25.51%	21.32	76.81%	

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)

**FAMILY AND COMMUNITY SERVICES DEPARTMENT
EARLY HEADSTART PROGRAM - FY 2021 EXPENDITURE REPORT
GRANT (3163680) AND T&TA (3163681)
For the Month Ended July 31, 2020**

DESCRIPTION	BUDGET		EXPENSES YTD THRU LAST MONTH		EXPENSES CURRENT MONTH		EXPENSES TOTAL YTD		REMAINING BALANCE		YTD % EXPENSED	
	GRANT	T&TA	GRANT	T&TA	GRANT	T&TA	GRANT	T&TA	GRANT	T&TA	GRANT	T&TA
WAGES	1,131,208				79,879		79,879	0	1,051,329	0	7%	0%
FRINGE	611,648				33,702		33,702	0	577,946	0	6%	0%
TRAVEL		10,000							0	10,000	0%	0%
EQUIPMENT	25,000						0	0				
SUPPLIES	41,597						0	0				
Supplies-Uniforms							0	0				
Supplies-Food							0	0				
Supplies-Office							0	0				
Supplies-Operating							0	0				
Supplies-Postage/Freight							0	0				
Dues And Memberships							0	0				
License Renewals							0	0				
TOTAL EQUIPMENT & SUPPLIES	66,597	0	0	0	0	0	0	0	66,597	0	0%	0%
CONTRACTUAL SERVICES	88,000	25,000					0	0	88,000	25,000	0%	0%
Other Services	70,620	9,906					0	0				
Travel - Local/In State (Mileages)							0	0				
Training - General							0	0				
Repairs And Maintenance							0	0				
Svcs-Advertising							0	0				
Other Misc (Publication, Prining etc)							0	0				
Utilities							0	0				
TOTAL OTHER SERVICES	70,620	9,906	0	0	0	0	0	0	70,620	9,906	0%	0%
GRAND TOTAL	1,968,073	44,906	0	0	113,581	0	113,581	0	1,854,492	44,906	6%	0%

ENT 1,875,562
COLA 92,511
TA 44,906
2,012,979

	T&TA	ENTITLEMENT
Current %	6%	0%
Should Be	8%	8%
Under spent	3%	8%
Possible reversion	\$1,854,492	\$44,906

**FAMILY AND COMMUNITY SERVICES DEPARTMENT
EARLY HEADSTART PROGRAM - FY 2021 EXPENDITURE REPORT
CITY MATCH (3163682)
For the Month Ended July 31, 2020**

DESCRIPTION	BUDGET	EXPENSES YTD THRU LAST MONTH	EXPENSES CURRENT MONTH	EXPENSES TOTAL YTD	REMAINING BALANCE	YTD % EXPENSED
WAGES	201,969		11,132	11,132	190,837	6%
FRINGE	101,188		5,889	5,889	95,299	6%
TRAVEL	5,000				5,000	0%
EQUIPMENT				0		
SUPPLIES	98,326			0		
Supplies-Uniforms				0		
Supplies-Food				0		
Supplies-Office				0		
Supplies-Operating				0		
Supplies-Postage/Freight				0		
Dues And Memberships				0		
License Renewals				0		
TOTAL EQUIPMENT & SUPPLIES	98,326	0	0	0	98,326	0%
CONTRACTUAL SERVICES	15,000			0	15,000	0%
Other Services	58,634			0		
Travel - Local/In State (Mileages)				0		
Training - General				0		
Repairs And Maintenance				0		
Svcs-Advertising				0		
Other Misc (Publication, Prining etc)				0		
Utilities				0		
TOTAL OTHER SERVICES	58,634	0	0	0	58,634	0%
GRAND TOTAL	480,117	0	17,021	17,021	463,096	4%

MATCH	
Current %	4%
Should Be	8%
Under spent	5%
Possible reversion	\$463,096

**FAMILY AND COMMUNITY SERVICES DEPARTMENT
 EARLY HEADSTART PROGRAM - FY 2021 EXPENDITURE REPORT
 COVID 19 SUPPLEMENT (3163683)
 For the Month Ended July 31, 2020**

DESCRIPTION	BUDGET	EXPENSES YTD THRU LAST MONTH	EXPENSES CURRENT MONTH	EXPENSES TOTAL YTD	REMAINING BALANCE	YTD % EXPENSED
WAGES				0	0	0%
FRINGE				0	0	0%
TRAVEL					0	0%
EQUIPMENT				0		
SUPPLIES	19,687			0		
Supplies-Uniforms				0		
Supplies-Food				0		
Supplies-Office				0		
Supplies-Operating				0		
Supplies-Postage/Freight				0		
Dues And Memberships				0		
License Renewals				0		
TOTAL EQUIPMENT & SUPPLIES	19,687	0	0	0	19,687	0%
CONTRACTUAL SERVICES				0	0	0%
Other Services	92,800			0		
Travel - Local/In State (Mileages)				0		
Training - General				0		
Repairs And Maintenance				0		
Svcs-Advertising				0		
Other Misc (Publication, Prining etc)				0		
Utilities				0		
TOTAL OTHER SERVICES	92,800	0	0	0	92,800	0%
GRAND TOTAL	112,487	0	0	0	112,487	0%

	MATCH
Current %	0%
Should Be	8%
Under spent	8%
Possible reversion	\$112,487

Transaction Id Cardholder Name Transaction Date Posting Date Merchant Name

Merchant City, State/Province G/L Code

Amount Description FUND

ACCOUNT

DEPARTMENT

M804815574

M804268060

M802294266

M802294265

NO CHARGES July 2020



**Re-opening August 12, 2020
Re-Entry Plan FAQ's
Early Head Start**

Division of Child and Family Development Re-Entry Plan

The Re-Entry Plan provides teachers the guidelines needed for implementing COVID-19 safety protocols and practices.

Children will be provided in-person care and education at the CABQ Child Development Centers using a Group A and Group B system. Classroom teachers will work with families to arrange the designated groups. Group A children will receive services via in-person learning and Group B families and their children will have the opportunity to participate in distance learning through the use of phone calls, emails, text messages, zoom meetings, class dojo and many other apps. Children will receive activity packets to work on at home and families will be provided curbside service to receive needed resources to use with the activity packets.

The Division of Child and Family Development will implement three Phases; the first will be a start date on August 12, 2020 at 50% capacity, followed by Phase II at 75% capacity and Phase III at 100% capacity. Children in Group A will attend in-person care and education in all 3 Phases. Children in Group B will participate in distance learning and transition from the B group into the in-person Group A services as families are comfortable with their children attending in-person care and education and in accordance with Phase II and III timelines as noted below.

The dates for each phase are as follows:

- Phase I at 50% capacity - August 12, 2020
 - Phase II at 75% capacity - September 8, 2020
 - Phase III at 100% capacity - September 28, 2020
-
- **Group A Children:** Children who start in-person services on 8/12/20. This is 50% of the classrooms enrollment.
 - **Group B Children:** (virtual services) - 25% of Group B starts in-person services on 9/8/20. This is 75% of the classrooms enrollment.
 - **All Remaining Group B Children:** All remaining Group B children start in-person services on 9/28/20.

Classroom Schedules

The operational days will be Tuesday-Friday with hours of operations being extended from an 8:00am-2:30pm day to an 8:00am to 4:00pm day. The year will also be extended with additional calendar days to ensure the 1,380 hours of instructional time per child is met. As COVID-19 protocols change, the program will work on modifying schedules to accommodate new changes in place.

Cleaning and Disinfecting

Centers have received a High Touch Area checklist to be completed every 2 hours throughout the day, additional spray bottles for Spray Klean sanitizer will be provided as needed.

Materials will be provided for playground sanitation and staff will continue using a bleach-water mix for routine sanitizing. During outdoor play the playground equipment will be sanitized between group use. Classrooms will be cleaned daily from 4-4:30 pm and deep cleaning will occur every Monday by the center staff and the cleaning staff. In the event of a COVID-19 case City Maintenance will deep clean and disinfect centers.

Early Head Start Eligibility Selection Criteria
This section for staff use only

- Pregnant Mom
- Eligible Child

Name: _____ Date of Birth: _____

1. Parent(s) age:

- ≤16 years (85) _____
- 17-19 years (65) _____

2. Age of Child

- ≤12 Months (150) _____
- Between 13-24 Months (100) _____
- Between 25-33 Months (75) _____

3. Parent(s) Income (FPL = Federal Poverty Level):

- TANF** (300) _____
- SSI** (300) _____
- No Income (150) _____
- Between 1%-50% FPL (125) _____
- Between 51%- 100% FPL (100) _____
- Between 101%-130% FPL (25) _____

4. Parent(s) Environmental Criteria:

- Experiencing Homelessness** (500) _____
- Domestic Violence (250) _____
- Lack of necessities * (i.e. food, clothing, etc.) (35) _____

5. Parent(s) Medical Criteria:

- Drug/Substance abuse (85) _____
- Known disability (75) _____
- No access to medical care (25) _____

5. Parent(s) Circumstantial Criteria:

- Community Agency Referral* (110) _____
- Unemployed (100) _____
- High School/GED Student (90) _____
- Less than High School Graduate Education (85) _____
- Military family/ Veteran (65) _____
- First Time parent (50) _____
- Single parent (40) _____
- No transportation (35) _____
- Isolated/ No social contact (25) _____

Family Criteria Total _____

Early Head Start Eligibility Selection Criteria
This section for staff use only

6. Pregnancy Criteria:

- No Pre-Natal Care after 26 weeks (115) _____
- Documented High Risk Pregnancy (115) _____

Pregnancy Criteria Total _____

7. Child Criteria:

- In Foster Care** (400) _____
- Documented Disability/Delay/IFSP (190) _____
- Child Protective Services Referral (150) _____
- Documented medical risk (e.g. premature/low birth weight) (145) _____
- Documented Drug/Substance exposure (85) _____
- No Health Insurance (25) _____

Child Criteria Total _____

* Comments (please provide details for items with an asterisk):

Staff Signature: _____ Date: _____ **Grand Criteria Total** _____