



**City of Albuquerque**  
**Division of Child and Family Development**  
**Early Head Start**  
**POLICY COUNCIL**  
January 20, 2021

- I. Call to Order (5:30 pm)- Chairperson
- II. Introductions/Roll Call/Establish Quorum
- III. Approval of Minutes
- IV. Administrator’s Report (Read Prior to Meeting)-Any Questions/Comments?
- V. Division Center Reports (Read Prior to Meeting)-Any Questions/Comments?
- VI. Governing Board Report- NA This Reporting Period
- VII. Directors Report:
  - 1. Enrollment
  - 2. Attendance & Meal Counts
  - 3. EHS COVID Center Update- Child Development & Education Specialist
  - 4. School Readiness- Child Development & Education Specialist
  - 5. Family Engagement- PFCE Program Specialist
  - 6. Budget (Financial Statements)
  - 7. P-Card Report
- VIII. 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 |

IX. Open Forum

X. Adjournment

Next Meeting Date: February 17, 2021

\_\_\_\_\_  
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  
 Policy Council

Wednesday, December 16th, 2020

1. Roll Call (Quorum not established): Stephanie Pickup, Catherine Seat, Karen Lucero/ Community Representative, Nicole Taylor/ City Council Rep, and COA Staff- Dawnita Blackmon-Mosley/Division Manager, Jess Martinez/ Deputy Director, Robi Ruiz/EHS Education Specialist, Daphne Dubriel/EHS Community Specialist II. Meeting was called to order @ 5:37 pm.
2. Approval of Meeting Minutes: Quorum not established.
3. Governing Board Report: No report.
4. Directors Report: Reporting Period 10/1/2020- 10/30/2020

- a.) **Enrollment**- Total funded enrollment 128. Total reportable enrollment 78; 60 center based and 18 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 (1); total new enrollment (2). Total leaving program (2),- 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 (71), children up-to-date as possible on immunizations (0), children not up to date (7).  
**Eligibility Category**- income eligible (45), TANF/SSI (6), Foster Child (3), Homeless (5). Over Income (0), Over 130% (17), Children w/IFSP's (14).

c.) Attendance-

City operated Early Head Start centers classroom attendance rates:

|                  |             |
|------------------|-------------|
| La Mesa          | 75.68%      |
| Macarthur        | 59.02%      |
| Plaza Feliz      | 50.00%      |
| School on Wheels | 71.56%      |
| Singing Arrow    | 0% (closed) |
| Trumbull         | 0% (closed) |
| Western Trail    | 72.22%      |

**Overall center-based program attendance totals- 65.65%; total number of absences 146.**

- d.) **Meal Counts**- Total number of meals for (0-3 years in age), total children served (270), breakfast (274), AM snack (0), Lunch (271), PM snack (229), Dinner (0).

- e.) **Budget-** Financial statements provided to policy council membership:  
Federal Grant-year to date (YTD) expenditures \$ 1,875,562  
Training/Technical Assistance-(T/TA)-year to date expenditures \$ 44,906  
COVID 19 Supplement- year to date expenditures- \$0  
**\* Overview provided on operating expenditures & column/underspent percentages\***

**5. Discussion-**

- Still Needing approval of hire of Dr. Dawnita Blackmon-Mosley.
- Need approval on the new Criteria Rating Scale for the EHS Eligibility Selection Criteria
- Monthly packet was reviewed including financials.
- Diapers, wipes and antibacterial soap was purchased for Plaza Feliz EHS with P-card. Also an appreciation gift from Amazon for Daphne D.
- Robi Ruiz updated on COVID closures. We have La Mesa EHS closed due to Covid and loss of Teacher position there leaving only one staff. School on Wheels is still closed but awaiting approval from licensing to reopen soon. Plaza Feliz EHS reopened Dec 16<sup>th</sup>. We still have Trumbull EHS and Singing Arrow EHS closed due to lack of enough staff.
- The open Head Teacher position for Plaza Feliz EHS has been filled by a teacher coming from CABQ preschool program. She has been with the city for 5 years and has education and experience in Early Childhood Development. She begins December 21<sup>st</sup>.
- Waiting on the quote to purchase parent curriculum. Ready Rosie uses three outcomes-based strategies to empower families and schools to work together resulting in ready families, ready children, and ready educators.
- A vacant position for EHS Program Manager was identified and interviews were conducted. A candidate has been selected and New Hire paperwork has been completed and is at the Human Resources level and waiting on approval for next steps in hiring process.
- We have vacant Teaching Assistants positions open. Interviews are in the process of being scheduled for next week.
- Annual report for 2019-2020 was not completed before new Director was hired. We had a finding on that. Dawnita Blackmon-Mosley has completed the annual report and will make sure it is posted for public access. The current annual report for 2020-2021 has been started to ensure it is completed on time.
- The Fixed Assets list was not fully completed this past year. Fixed asset tags were not visible on some EHS playground structures due to tags not being able to be tagged on the foam mats. A new process for this is being looked into to ensure compliance.
- COVID 19- Supplement and COLA grants were discussed. In the process of purchasing learning kits from Lakeshore for parents to be able to check out that are participating in online learning and to have new kits for children in center program. Home Visiting Program parents will be able to check out the kits as well. Kindles or tablets are being

looked at for possible purchase for parents with no access to technology would be able to check out.

- Discussed needing a Health, Safety & Nutrition staff member and also a Mental Health Coordinator to be hired.
- Question asked what the Health and Safety position would look like. Discussed using a health consultant to be a liaison between this person and medical providers but will need a full time staff person. They would need to make sure centers are doing monthly fire drills. Ensure 90 day exams are being done, immunizations are done in a timely matter, and monitor nutrition activity sheets being done and turned in from each center on a monthly basis, special diet needs, oversee safety committee and many other duties.
- Biweekly COVID testing for early childcare providers is in the final stages of approval. Management is working with HR and Unions to put things in place so we can be compliant. When approved staff will do testing's on Mondays that are already nonoperational to not cause more hardship to parents.
- There are 17 homeless children ranging in the ages of birth to 3 years old living in shelters that are needing services. We have been asked to reach out and try to provide center slots for these families. Homeless families are automatically qualified for the EHS program. We will also work with Cuidando Los Ninos in helping those families provide care for these children.
- Discussed new policies and procedures we are needing and creating with our T/TA Specialist. Also discussed Parent Engagement position and the new job description that was created.
- Stephanie Pickup will reach out to the parents that signed up to be on Policy Council and see what barriers they might be facing on attending the meetings so we can make quorum.
- A new Governing board will be created and meetings should begin in February.
- Question was asked: Can staff receive hazard pay with the Cost of Living fund? Dawnita Blackmon-Mosley discussed the negotiations with Union about this. Union is stating this is not allowed. A suggestion of maybe a onetime stipend could be given to staff since the COLA is intended to be used for living increases for staff. Doesn't seem fair Union approved Pre-K staff to receive a \$5000 stipend for the next 4 years but EHS can't use the COLA funds to increase staff wages as intended.

6. Adjournment @ 7:05 pm

Next Meeting Date: January 15th, 2020



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

Meeting Date: January 20, 2021

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 57 Home-Based 15

### 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:

- All classroom staff and Home Visitors completed professional development training over the Winter break.
- Education Specialist continues weekly center visits to support classroom staff.

### 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.

### C. 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 Screen with is to be administered to every child enrolled in EHS within 160 days of start date.

### D. Family and Community Partnerships:

- Parent, Family and Community Engagement Specialist continues to establish plans for division execution of the ReadyRosie Parenting Curriculum.

### E. Program Design: Management & Administration

- Division Manager continues to participate in weekly ECECD meeting with Secretary Groginsky in efforts of staying abreast of state guidelines on COVID Health & Safety Practices
- All centers are closed for Winter Break from 12/21/20 through 1/4/21.
- Division Manager submitted IT request for iPads, laptops for classroom and home-based use, as well as, Chromebooks for the Parent Sign-Out Program. The total expenditure is \$16,353.16. This purchase will be charged to the on-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 on-time COLA & Quality Improvement Funds.

## **II. New Hires as of July 1, 2020 through January 2021**

### **EHS Leadership:**

- 7/20/2020 Child & Family Development Division Manager- Dr. Dawnita Blackmon-Mosely. Over 25 years of experience providing leadership to state and federally funded program that provide high quality comprehensive services to expectant women and children birth through age five.
- 2/1/2021 Child Development & Education Program Manager- Sheena Cacy has several years of experience providing leadership to private, state and federal programs that serve expectant women and children birth through age 5. Sheena has experience providing direct service as well as serving in the role of Assistant Director. Most recent, Sheen has spent the last 5 years serving as a Subject Matter Expert over the Education Content Area for Head Start and Early Head Start programs across Sandoval County.

### **EHS Center-Based:**

- 12/21/2020 Head Teacher M13-Monavar Makvandi has (6) year of experience as a Teacher M12 with the City of Albuquerque Pre-K/EPre-K and Preschool programs. Monavar has an AA in Early Childhood Multicultural Education.

**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



**EARLY HEAD START  
Center-Based Monthly Report Form**

**Center Name: La Mesa Early Head Start**

**Reporting Period: December 2020**

**Submitted By (Name and Title): Francine Otero, Teaching Assistant**

**Classroom Activities (in-person and /or virtual):**

La Mesa Early Head Start has been closed due to COVID. The Teaching Assistant reached out to families, leaving messages for those that could not be reached.

**Parent Center Committee Meeting (Virtual Meeting):**

No Parent Center Committee meeting held during this reporting period



## **EARLY HEAD START Home-Based Report Form**

**Reporting Period:** December 2020

**Home Visitor:** Debbie Martinez

### **Monthly Home-Based Activities:**

Weekly virtual visits focused on child development with activities, child health, parenting education, parent chosen goals/progress and family health and well-being.

### **Monthly Parent/Family Socializations (Virtual):**

No Socializations held during this reporting period



## **EARLY HEAD START Center-Based Report Form**

**Center: Trumbull EHS**

**Reporting Period: December 2020**

**Submitted by: Frances Gonzales, Head Teacher**

### **Activities at Center:**

Our center is closed but we are participating in virtual visits. We continuously update our families on program changes, conduct weekly wellness checks using objectives that include: family goals, health and development, parent concerns, resources, and a weekly activity.

Weekly activities for December: Help mom cook by pouring, measuring, or stirring, Use a spoon to pick up cotton balls and place in a bowl, messy play with shaving cream, make a snowman with cotton balls.

We sent out information for public events: Roadrunner food boxes and distribution, low-income family resources and help, toys for tots, and drive-thru Christmas light displays.

### **Parent Center Committee Meetings:**

**Continuous weekly virtual visits and I informed our families of our two-week closure for training. I let them know December 14<sup>th</sup> will be my last virtual visit for the year and I will return with virtual visits on January 4<sup>th</sup> 2021.**



## **EARLY HEAD START**

### **Center-Based Monthly Report Form**

**Center Name: Western Trail Early Head Start**

**Reporting Period: December, 2020**

**Submitted by: Diane Y. Archibeque, Head Teacher**

#### **Center-Based Activities:**

**Infant Indoor Play** - This month the teachers and the infants in the infant room painted trees with green and brown paint. When the trees were dry, they decorated the trees with markers and crayons. The teachers read lots of books to the infants such as "A Snowman for Little Bear" written and illustrated by Trace Moroney, "Alaska 1 2 3 Colors and Numbers" text and illustration by Shannon Cartwright, "Here Comes Winter" written by Janet Craig, illustrated by G. Brian Karas, and "Babybug" by Clara Vulliamy and many more. The teachers asked the infants "where are - ? body parts and the infants would say some of them and point to their body parts. The infants tasted many different foods like a salty cracker, some sweet tropical fruit, and some sour green apples.

**Infant Outside Play** – This month was cold but when weather permitted the infants and the teachers moved outside like trees blowing in the wind. They also ran around the playground to get warm. The babies did a lot of jumping such as jumping up and down in place, jumping off the first step of the play structure, and jumping off the side of the sand box. The teachers and the infants also did a lot of turning around such as just turning around in place while looking up at the clouds in the sky and playing "Ring-Around-The-Rosey."

**Toddler Indoor Play** – This month the teachers and the toddlers used different types of manipulatives such as links, star, and waffle builders to build houses, castles, dinosaurs, and roads. They also used connecting blocks, soft blocks, and hard blocks to build the same things they built with the manipulatives. The teachers gave the toddlers black construction paper and chalk to draw beautiful pictures. The toddlers made sensory snowflake bags and sensory snowmen bags with the help of the teachers. They put gel and art snowflakes and snowmen in the bags, they sealed the bags, then the toddlers were able to feel and squish the bags of gel, snowflakes, and snowmen. The teachers cut out mittens, punched holes on the edge of the mittens, and gave each toddler two mittens and a piece of yarn so that the toddlers could lace up the mittens using their fine motor skills. The teachers got some pine tree needles, construction paper, and paint then they assisted the toddlers in painting a picture with the pine tree needles. The teachers read many books to the toddlers and the toddlers looked at lots of books, the same books mentioned above that the infant room teachers read to the infants.

**Toddler Outside Play** – This month the toddlers jogged around the playground and sometimes it was more than a jog is was running around the playground. The toddlers dug in the sand with shovels and they put the sand in the buckets, they also built sand castles and buried toys in the sand. The toddlers threw the balls to each other and tried catching the balls. The teachers had the toddlers play follow the leader and sometimes the toddlers were the leaders. The toddlers climbed up the stairs and slid down the slide to the play structure.

**Parent Center Committee Meetings:** On December 21, 2020, we had a virtual parent center committee meeting with the help of Stephanie Pickup who lead the meeting. Some of the things we went over were school closure dates for December 2020 and January 2021. We let the parents know the protocols for returning to school after winter break. We reminded the parents that on December 22, 2020 the Albuquerque Fire Department would be providing their children with gifts so, if they could please get me (Diane Y. Archibeque) a thank you letter so that I could put a small book together to give the firefighters. The parents were gentle reminded about COVID-19 and the Holiday Season. Stephanie put together a little chart for the parents to refer to so that could see the most common symptoms for allergies, a cold, the flu, and COVID-19. Stephanie let the parents know why it is important to join policy council and she talked about the Head Start Governance and Management responsibilities. We gave the parents a safe simple "Salt Dough Ornaments" art project that they could do with their children and gave them some Holiday Light displays resources that they could attend with their children. We let the parents know if they need any resources to let us know and please stay safe and healthy during the winter break.



**EARLY HEAD START**  
**Center-Based Monthly Report Form**

**Center Name: MacArthur EHS**

**Reporting Period: December, 2020**

**Submitted By (Name and Title): Kayla Salas, Teacher**

**Classroom Activities (in-person and /or virtual):**

Children and staff are still practicing social distancing. Children are encouraged to wash their hands frequently throughout the day especially after each activity. At the beginning of the month, both classrooms changed their environments by rotating books and toys. Teachers did their lesson plans on the winter season. We painted with winter colors and glitter to make snow. Children created a piece of artwork to gift to their families. The nutrition activity in the toddler room consisted of Exploring with Ice. The children were able to practice their senses when touching and tasting the ice. Each child expressed how the ice felt and tasted. We shared this activity with our virtual families as well. Teachers read winter books at story time. The teachers of both classrooms put up the children's artwork up in their classrooms. The children were also able to go outside one classroom at a time and explore.

Virtual Home Visits were challenging because some parents do not respond. Some of our virtual learning parents keep in touch and tell us about how their child is doing and how the activities we send them are helping them at home. Resources are offered to all our parents each week.

**Parent Center Committee Meeting (Virtual Meeting):**

Due to Covid-19, we had multiple staff out sick therefore; our parent committee was unable to happen. We are currently working to set a date to hold our parent committee. It has been challenging to find an available time for all our parents to meet.



## EARLY HEAD START Center-Based Monthly Report Form

Center Name: School on Wheels EHS

Reporting Period: December 2020

Submitted by: Bernice Johnson, Head Teacher

### **Center-Based Activities:**

Here at SOW, Teachers have been doing virtual home visits as they are quarantine at home or at the center. Families are updated when there is new information by phone calls done every week and by email because some of the families don't answer their phones. Throughout the weeks, we have been cleaning areas in the center, throwing items that are expired (baby food, milk, etc.), toys that are either broken or have missing parts. I have been doing purchase orders for the items that are needed at the center when the children return. Bulletin boards are changed and teachers are brainstorming on activities that they will be doing when the center opens up again. The parent surveys were done over the phone with the parents and turned in before the due date. Teachers are checking files of students and their own to make sure everything is up to date. Teachers are doing trainings from iPD and Quorum Learning. Head Teachers had meetings this month and also EHS Staff had a meeting.

### **Parent Center Committee Meetings:**

No parent meeting was scheduled this month.



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

**Center: Plaza Feliz EHS**  
**Reporting Period: December 2020**  
**Submitted by: Mona Makvandi**

**Activities at Center:**

**The center was only open for a few days this month due to COVID-19 related closure.**

**I'm the new Head Teacher at Plaza Feliz Early Head Start my name is Monavar (Mona) Makvandi. I have been learning the history of Head Start/ Early Head Start as well as the policies and procedure. I have been working with other Head Teachers, and Teaching staff in the program as well as the Education Specialist to gain more knowledge on the Head Start program and specifics to City of Albuquerque's Early Head Start program. I came to Early Head Start from the City of Albuquerque's Child Development/NM Pre-K program. I have been serving 3-5-year old's & their families in this community for the past 5 years. Prior to that I worked with a variety of private child development programs in the Albuquerque area for the past 18 years with children from 6 weeks – 12 years old. I primarily worked with children 6 weeks – 3 years old for the first 9 years of my career. I'm excited to meet the families and children at Plaza Feliz.**

**Parent Committee Meetings/Socializations:**

**In December we sent our enrolled families parent surveys.**



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

**Center: Main Office**  
**Reporting Period: 12/1/20 – 12/31/20**  
**Submitted by: Valarie Ramirez**

**Home Based:**

**Visits are done each week via FaceTime or Google Duo. With video visits we are still able to discuss families' health, child's health, upcoming vaccinations, dental, and doctor visits. Email and/or text messaging is utilized to send parent's educational handouts and child activities. Activities are done during video visit.**

**Email/text messaging is utilized to send families referrals for food boxes, school supplies, doctor info, dentist info, counseling, info for ESL classes etc...**

**Parents as Teachers curriculum is utilized for child activity and parent education. Parents as Teachers Milestones by School Readiness Domains is utilized for ongoing assessment.**

**Discussed Flu shots and ongoing COVID-19 safety measures.**

**Socializations: Socializations have resumed via Zoom and will continue with two each month.**

**December 2020 Socializations:**

**December 9<sup>th</sup>/TBD – Family Holiday Craft – supplies not received in time to hold socialization. Also, both home visitors out on PEM.**

**December 22<sup>nd</sup> – Virtual Cooking Class w/ Nutritionist Fallon Bader – canceled due to both home visitors out on PEM.**



## City of Albuquerque Early Head Start Caseload/Enrollment Report 12/31/20

### Enrollment

|  |     |
|--|-----|
| <b>Total Funded Enrollment:</b>                                    | 128 |
| <b>Total Actual Enrollment:</b>                                    | 71  |
| <b>Children Withdrawn &amp; Dropped ( last 30 days ):</b>          | 5   |
| <b>Total Reportable Enrollment ( actual + withdrawn/dropped ):</b> | 76  |
| <b>Total Deficit:</b>  | 52  |

### Program Snapshot

|                           | Home based | Centers | ALL |
|---------------------------|------------|---------|-----|
| <b>Funded Enrollment:</b> | 24         | 104     | 128 |
| <b>Enrollment:</b>        | 16         | 60      | 76  |
| <b>Defficiency:</b>       | 8          | 44      | 52  |

### 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        | 7        | 0        |          | 1                    | 8                | 4       |
| Debbie       | 12                | 8         | 7        | 0        |          | 1                    | 8                | 4       |
|              |                   |           |          |          |          |                      |                  |         |
|              |                   |           |          |          |          |                      |                  |         |
| <b>Total</b> | 24                |           | 14       | 0        |          | 1                    | 16               | 8       |

### Center Detail

| Ctr Detail    | Servable Capacity | Enrolled Children | Left in Last 30 Days | Reportable Total | Pending Placement | Current Deficit |
|---------------|-------------------|-------------------|----------------------|------------------|-------------------|-----------------|
| La Mesa       | 8                 | 5                 | 0                    | 5                |                   | 3               |
| MacArthur     | 16                | 13                | 0                    | 13               |                   | 3               |
| PlazaFeliz    | 16                | 11                | 1                    | 12               |                   | 4               |
| SOW           | 16                | 11                | 0                    | 11               |                   | 5               |
| Trumbull      | 24                | 4                 | 0                    | 4                |                   | 20              |
| W. Trail      | 16                | 12                | 2                    | 14               |                   | 2               |
| Singing Arrow | 8                 | 1                 | 0                    | 1                |                   | 7               |
| <b>Total</b>  | 104               | 57                | 3                    | 60               |                   | 44              |



# City Of Albuquerque EHS

## 2301 - Average Daily Attendance

Program Term: EHS 2020 - 2021, Program Option: Standard Full Day, Attendance Date: 12/1/2020 - 12/31/2020

### City Of Albuquerque EHS

| Attendance Records   |                     |                      | Operating Days | ADA <sup>1</sup> | Funded Enrollment |              | Actual Enrollment  |                           |
|----------------------|---------------------|----------------------|----------------|------------------|-------------------|--------------|--------------------|---------------------------|
| Present <sup>5</sup> | Absent <sup>6</sup> | Neither <sup>7</sup> |                |                  | Count             | % Attendance | Count <sup>2</sup> | % Attendance <sup>3</sup> |

#### Douglas MacArthur

|                   |           |           |          |                    |             |           |               |             |               |
|-------------------|-----------|-----------|----------|--------------------|-------------|-----------|---------------|-------------|---------------|
| Infant            | 41        | 19        | 0        | 12                 | 3.42        | 8         | 42.71%        | 5.00        | 68.33%        |
| Toddler - EH      | 19        | 17        | 0        | 12                 | 1.58        | 8         | 19.79%        | 3.00        | 52.78%        |
| <b>Site Total</b> | <b>60</b> | <b>36</b> | <b>0</b> | <b>12.00 (avg)</b> | <b>5.00</b> | <b>16</b> | <b>31.25%</b> | <b>8.00</b> | <b>62.50%</b> |

#### Plaza Feliz

|                   |           |          |          |                   |             |           |               |             |               |
|-------------------|-----------|----------|----------|-------------------|-------------|-----------|---------------|-------------|---------------|
| Toddler - EH      | 14        | 1        | 0        | 3                 | 4.67        | 8         | 58.33%        | 5.00        | 93.33%        |
| Twos              | 5         | 7        | 0        | 3                 | 1.67        | 8         | 20.83%        | 4.00        | 41.67%        |
| <b>Site Total</b> | <b>19</b> | <b>8</b> | <b>0</b> | <b>3.00 (avg)</b> | <b>6.34</b> | <b>16</b> | <b>39.58%</b> | <b>9.00</b> | <b>70.37%</b> |

#### Western Trail

|                   |           |           |          |                   |             |           |               |              |               |
|-------------------|-----------|-----------|----------|-------------------|-------------|-----------|---------------|--------------|---------------|
| Infant            | 34        | 11        | 0        | 9                 | 3.78        | 8         | 47.22%        | 5.00         | 75.56%        |
| Toddler           | 34        | 16        | 0        | 9                 | 3.78        | 8         | 47.22%        | 5.56         | 68.00%        |
| <b>Site Total</b> | <b>68</b> | <b>27</b> | <b>0</b> | <b>9.00 (avg)</b> | <b>7.56</b> | <b>16</b> | <b>47.22%</b> | <b>10.56</b> | <b>71.58%</b> |

|                                |            |           |          |                   |              |           |               |              |               |
|--------------------------------|------------|-----------|----------|-------------------|--------------|-----------|---------------|--------------|---------------|
| <b>City Of Albuquerque EHS</b> | <b>147</b> | <b>71</b> | <b>0</b> | <b>8.00 (avg)</b> | <b>18.90</b> | <b>48</b> | <b>38.28%</b> | <b>27.56</b> | <b>67.43%</b> |
| <b>Report Totals</b>           | <b>147</b> | <b>71</b> | <b>0</b> | <b>8.00 (avg)</b> | <b>18.90</b> | <b>48</b> | <b>38.28%</b> | <b>27.56</b> | <b>67.43%</b> |

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)

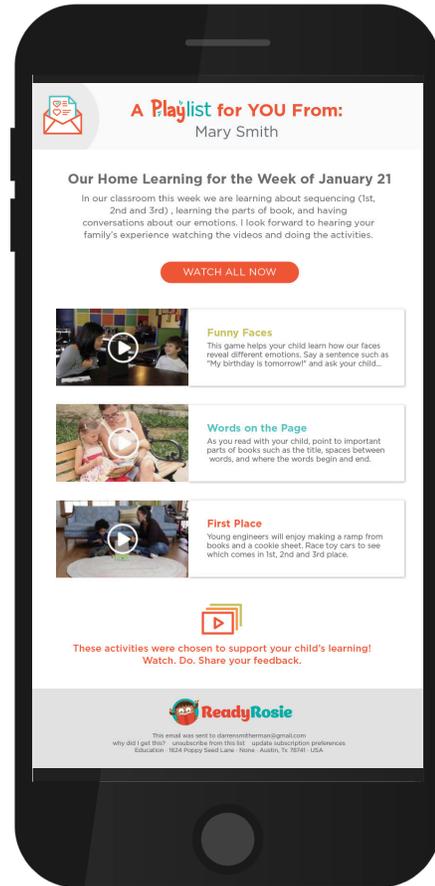
**City Of Albuquerque EHS**  
**2371 - CACFP Reimbursement Summary**  
 Program Term: EHS 2020 - 2021, Program Option: Standard Full Day  
 Attendance Date: 12/1/2020 - 12/31/2020

**City Of Albuquerque EHS**

|                                | Operating Days | CACFP Free | CACFP Reduced | CACFP Paid | Breakfast  | AM Snack | Lunch      | PM Snack   | Supper   |
|--------------------------------|----------------|------------|---------------|------------|------------|----------|------------|------------|----------|
| <b>EHS 2020 - 2021</b>         |                |            |               |            |            |          |            |            |          |
| <b>Douglas MacArthur</b>       |                |            |               |            |            |          |            |            |          |
| Infant                         | 12             | 5          | 0             | 0          | 41         | 0        | 41         | 39         | 0        |
| Toddler                        | 12             | 3          | 0             | 0          | 19         | 0        | 19         | 16         | 0        |
| <b>Douglas MacArthur</b>       | <b>24</b>      | <b>8</b>   | <b>0</b>      | <b>0</b>   | <b>60</b>  | <b>0</b> | <b>60</b>  | <b>55</b>  | <b>0</b> |
| <b>Plaza Feliz</b>             |                |            |               |            |            |          |            |            |          |
| Toddler                        | 3              | 5          | 0             | 0          | 13         | 0        | 14         | 13         | 0        |
| Twos                           | 3              | 4          | 0             | 0          | 5          | 0        | 5          | 5          | 0        |
| <b>Plaza Feliz</b>             | <b>6</b>       | <b>9</b>   | <b>0</b>      | <b>0</b>   | <b>18</b>  | <b>0</b> | <b>19</b>  | <b>18</b>  | <b>0</b> |
| <b>Western Trail</b>           |                |            |               |            |            |          |            |            |          |
| Infant                         | 9              | 5          | 0             | 0          | 33         | 0        | 34         | 30         | 0        |
| Toddler                        | 9              | 6          | 0             | 0          | 34         | 0        | 34         | 33         | 0        |
| <b>Western Trail</b>           | <b>18</b>      | <b>11</b>  | <b>0</b>      | <b>0</b>   | <b>67</b>  | <b>0</b> | <b>68</b>  | <b>63</b>  | <b>0</b> |
| <b>City Of Albuquerque EHS</b> | <b>48</b>      | <b>28</b>  | <b>0</b>      | <b>0</b>   | <b>145</b> | <b>0</b> | <b>147</b> | <b>136</b> | <b>0</b> |
| <b>Report Totals</b>           | <b>48</b>      | <b>28</b>  | <b>0</b>      | <b>0</b>   | <b>145</b> | <b>0</b> | <b>147</b> | <b>136</b> | <b>0</b> |

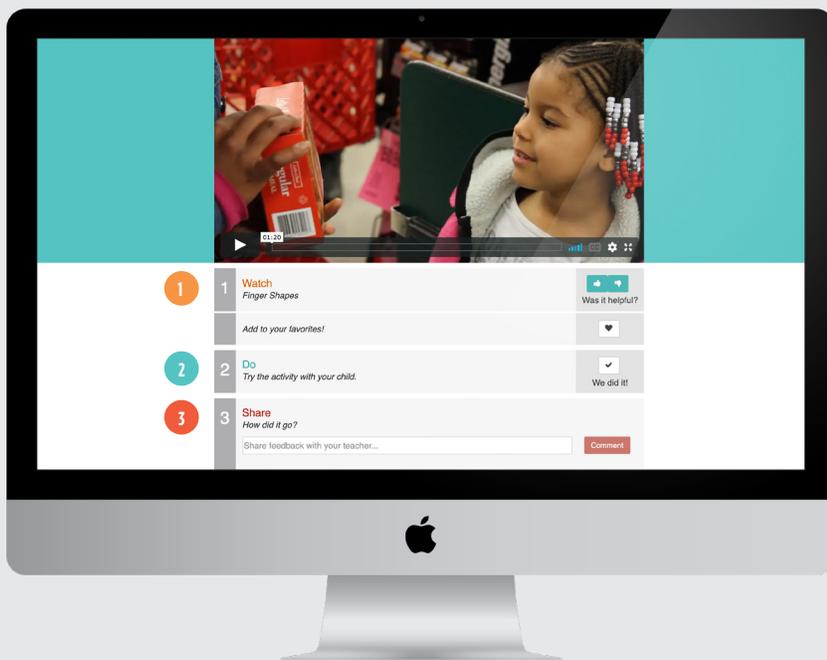
Hi Families,

This is an exciting year! We will be partnering with the educational resource ReadyRosie to share powerful games and expert videos that support you and your child in his/her learning. Through our partnership with ReadyRosie you will have free access to their learning website and tools.



ReadyRosie

How It Works



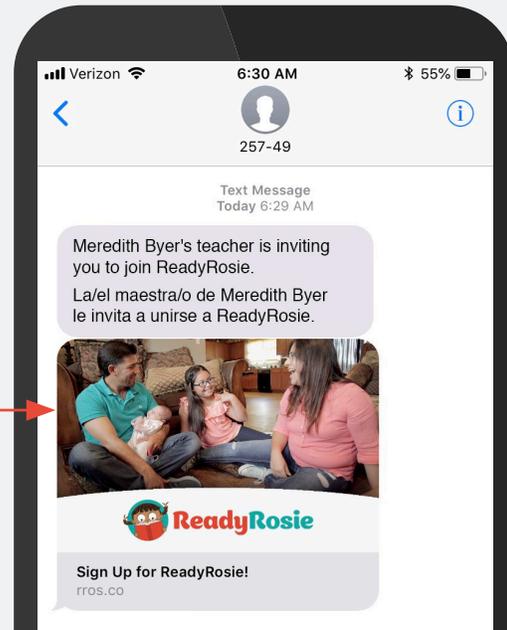
After you accept the invitation, each week you will:

- 1 **Watch** videos modeling games and conversations that support what we are learning in school.
- 2 **Do** the activities with your child and have fun learning together!
- 3 **Share** your experiences and expertise with me as I partner with you in your child's learning journey!

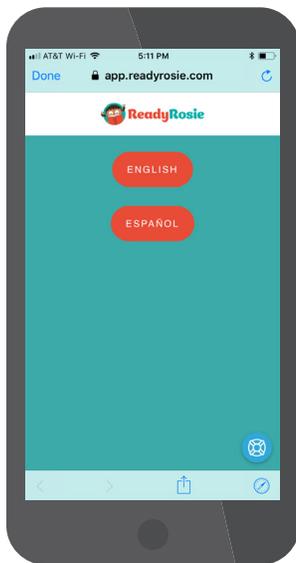
### Keep an Eye Out!

You will receive a text or email that will say “[Your Child’s] teacher is inviting you to join ReadyRosie.”

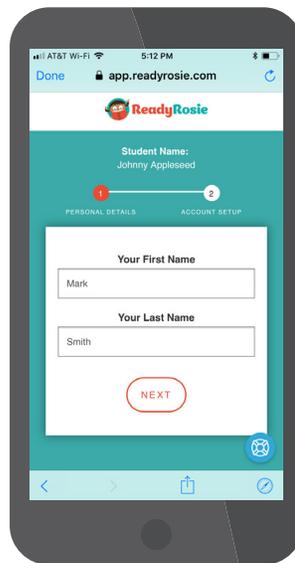
**Tap Here Twice** →



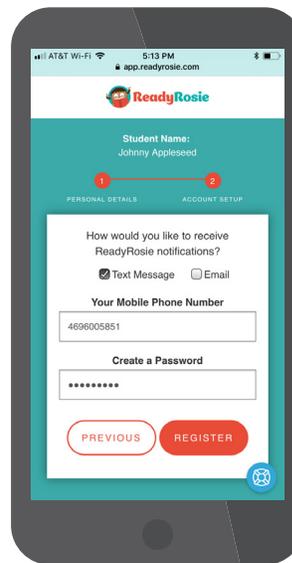
### Registration Is Easy!



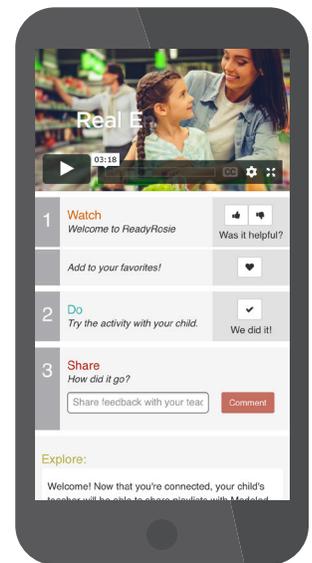
**STEP ONE:**  
Choose Preferred Language



**STEP TWO:**  
Enter Your First and Last Name



**STEP THREE:**  
Choose How You Want to Receive Notifications:  
Text / Email / Both  
  
Enter Mobile Number and Create a Password



**STEP FOUR:**  
You're In! You Will Now Receive Weekly Messages with Activity Ideas!

**FAMILY AND COMMUNITY SERVICES DEPARTMENT  
EARLY HEADSTART PROGRAM - FY 2021 EXPENDITURE REPORT  
GRANT (3163680) AND T&TA ( 3163681)  
December 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       |
| <b>WAGES</b>                              | <b>1,109,027</b> |               | <b>343,449</b>               | <b>0</b>     | <b>56,107</b>          |            | <b>399,556</b>     | <b>0</b>     | <b>709,471</b>    | <b>0</b>      | <b>36%</b>     | <b>0%</b>  |
| <b>FRINGE</b>                             | <b>600,547</b>   |               | <b>152,016</b>               | <b>0</b>     | <b>24,101</b>          |            | <b>176,117</b>     | <b>0</b>     | <b>424,430</b>    | <b>0</b>      | <b>29%</b>     | <b>0%</b>  |
| <b>522500-TRAVEL</b>                      |                  | <b>5,000</b>  |                              |              |                        |            |                    |              | <b>0</b>          | <b>5,000</b>  | <b>0%</b>      | <b>0%</b>  |
| <b>EQUIPMENT &amp; SUPPLIES</b>           |                  |               |                              |              |                        |            |                    |              |                   |               |                |            |
| 522054-EQUIPMENT                          | 25,000           |               | 212                          | 0            |                        |            | 212                | 0            |                   |               |                |            |
| 522000-SUPPLIES                           | 37,368           |               | 887                          | 0            | 329                    |            | 1,216              | 0            |                   |               |                |            |
| 522020-Supplies-Uniforms                  |                  |               | 0                            | 0            |                        |            | 0                  | 0            |                   |               |                |            |
| 522032-Supplies-Food                      |                  |               | 0                            | 0            |                        |            | 0                  | 0            |                   |               |                |            |
| 522048-Supplies-Office                    |                  |               | 0                            | 0            |                        |            | 0                  | 0            |                   |               |                |            |
| 522052-Supplies-Operating                 |                  |               | 0                            | 0            |                        |            | 0                  | 0            |                   |               |                |            |
| 522060-Supplies-Postage/Freight           |                  |               | 80                           | 0            | 5                      |            | 86                 | 0            |                   |               |                |            |
| 523400-Dues And Memberships               |                  | 5,000         | 2,100                        | 2,746        |                        |            | 2,100              | 2,746        |                   |               |                |            |
| 523410-License Renewals                   |                  |               | 0                            | 0            |                        |            | 0                  | 0            |                   |               |                |            |
| <b>TOTAL EQUIPMENT &amp; SUPPLIES</b>     | <b>62,368</b>    | <b>5,000</b>  | <b>3,280</b>                 | <b>2,746</b> | <b>334</b>             | <b>0</b>   | <b>3,613</b>       | <b>2,746</b> | <b>58,755</b>     | <b>2,254</b>  | <b>6%</b>      | <b>55%</b> |
| <b>527500-CONTRACTUAL/PROFESSIONAL</b>    | <b>33,000</b>    | <b>25,000</b> | <b>0</b>                     | <b>1,776</b> |                        | <b>336</b> | <b>0</b>           | <b>2,112</b> | <b>33,000</b>     | <b>22,888</b> | <b>0%</b>      | <b>8%</b>  |
| <b>OTHER SERVICES</b>                     |                  |               |                              |              |                        |            |                    |              |                   |               |                |            |
| 521000-Other Services                     | 70,620           | 9,906         | 2,750                        | 0            |                        |            | 2,750              | 0            |                   |               |                |            |
| 522510-Travel - Local/In State (Mileages) |                  |               | 398                          | 0            | 41                     |            | 439                | 0            |                   |               |                |            |
| 523000-Training - General                 |                  |               | 0                            | 0            |                        |            | 0                  | 0            |                   |               |                |            |
| 523800-Repairs And Maintenance            |                  |               | 4,827                        | 0            | 300                    |            | 5,127              | 0            |                   |               |                |            |
| 527505-Svcs-Advertising                   |                  |               | 0                            | 0            |                        |            | 0                  | 0            |                   |               |                |            |
| Other Misc (Publication, Prining etc)     |                  |               | 0                            | 0            |                        |            | 0                  | 0            |                   |               |                |            |
| Utilities                                 |                  |               | 0                            | 0            |                        |            | 0                  | 0            |                   |               |                |            |
| <b>TOTAL OTHER SERVICES</b>               | <b>70,620</b>    | <b>9,906</b>  | <b>7,974</b>                 | <b>0</b>     | <b>341</b>             | <b>0</b>   | <b>8,316</b>       | <b>0</b>     | <b>62,304</b>     | <b>9,906</b>  | <b>12%</b>     | <b>0%</b>  |
| <b>GRAND TOTAL</b>                        | <b>1,875,562</b> | <b>44,906</b> | <b>506,718</b>               | <b>4,522</b> | <b>80,883</b>          | <b>336</b> | <b>587,602</b>     | <b>4,858</b> | <b>1,287,960</b>  | <b>40,048</b> | <b>31%</b>     | <b>11%</b> |

ENT 1,875,562  
TA 44,906  
1,920,468

|                    | T&TA      | ENTITLEMENT |
|--------------------|-----------|-------------|
| Current %          | 31%       | 11%         |
| Should Be          | 50%       | 50%         |
| Under spent        | 19%       | 39%         |
| Possible reversion | \$350,179 | \$17,595    |

## EHS Total PCard Expenses for December 2020

| <b>Cardholder Name</b> | <b>Transaction Date</b> | <b>Merchant Name</b>              | <b>Amount</b>      |
|------------------------|-------------------------|-----------------------------------|--------------------|
|                        |                         | L2g Nm Bkgrd Check                | \$44.00            |
| Dubriel, Daphne        | 12/30/2020              | 877-9                             |                    |
| Martinez, Jess         | 12/23/2020              | Source1prom                       | \$1,242.28         |
|                        |                         | Amzn Mktp Us                      | \$10.17            |
| Ruiz, Robellia         | 12/12/2020              | Wk38n7d43 Am                      |                    |
|                        |                         | Amzn Mktp Us                      | \$14.78            |
| Ruiz, Robellia         | 12/11/2020              | 2f27v8213 Am                      |                    |
|                        |                         | Amzn Mktp Us                      | \$3.44             |
| Ruiz, Robellia         | 12/10/2020              | W95m33ho3 Am                      |                    |
|                        |                         | Amzn Mktp Us                      | \$8.85             |
| Ruiz, Robellia         | 12/9/2020               | Ng5ok22t3                         |                    |
|                        |                         | Amzn Mktp Us                      | \$84.14            |
| Ruiz, Robellia         | 12/8/2020               | 066p51ip3                         |                    |
|                        |                         | Amzn Mktp Us                      | \$152.09           |
| Ruiz, Robellia         | 12/5/2020               | 3b15d8ks3 Am                      |                    |
|                        |                         | Amzn Mktp Us                      | \$12.78            |
| Ruiz, Robellia         | 12/4/2020               | S32ra4rx3 Am                      |                    |
|                        |                         |                                   |                    |
|                        |                         | <b>Total Month's Expenditures</b> | <b>\$ 1,572.53</b> |