



**City of Albuquerque**  
**Division of Child and Family Development**  
**Early Head Start**  
**POLICY COUNCIL**

Wednesday, September 15, 2021  
5:30pm to 7:00pm

**Agenda**

- 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. City Council Report-Abigail Stiles
- VII. Directors Report:
  - 1. Enrollment
  - 2. Attendance & Meal Counts
  - 3. EHS COVID Update- Child Development & Education Specialist
  - 4. School Readiness- Child Development & Education Specialist
  - 5. Family Engagement-Community Services Program Specialist II
  - 6. Budget (Financial Statements)
  - 7. P-Card Report
- VIII. New Business-Action Items
  - a. 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: October 20, 2021

\_\_\_\_\_  
EHS Policy Council Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
EHS Policy Council Vice Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
EHS Policy Council Secretary

\_\_\_\_\_  
Date

**City of Albuquerque**

**Early Head Start Monthly Program Manager's Report**

**Meeting Date:** September 15th 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** 62                      **Home-Based** 11

**Explanation, if needed:** City of Albuquerque Early Head Start Staff continues to actively recruit and enroll. There are families on the waiting list that are choosing to not start as of yet due to COVID cases rising. We have vacancies with Home Based program due to a Home Visitor resigning.

**I. Content Areas**

**A. Education:**

- 2021 Annual Pre-Service August 2<sup>nd</sup>-6<sup>th</sup>. Staff received education training on Creative Curriculum and Teaching Strategies.
- Data Checkpoint were identified for child outcomes and Parent/Teacher Conferences
- Initial Home-Visits were completed with all enrolled families
- EHS CDA Cohort conducted over the summer with (10) of the (13) EHS staff who did not meet the Office of Head Start minimum requirements of their position were either awarded the CDA credential, renewed their credential or obtained the Infant/Toddler Endorsement. Division Leadership continues to work with staff to gain full compliance
- Administrative staff received training for supporting classrooms staff with Curriculum from Teaching Strategies
- Division Leadership was awarded the Home Visitor Endorsement from the CDA Council of Professional Recognition and can now serve as a PD Specialist for the Preschool, Infant/Toddler and Home Visitor Endorsements.

**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
- Transition meetings for children transitioning are conducted within 6 months of child's 3<sup>rd</sup> birthday
- Each EHS center received classroom materials to support sensory integration.
- Division Leadership is working on getting a Mental Health & Disabilities Program Specialist position in place to provide direct oversight of the Mental health & Disabilities Checklist
- ADA Checklist for each EHS site are in progress
- 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.
- All staff participated in Choosy Kids Training on August 2<sup>nd</sup>. The training support physical movement and nutrition. All classroom received Choosy Kids Curriculum to include music, daily activities
- All staff participated in annual Safety Training on August 2<sup>nd</sup> and August 11th.
- All centers continue to follow CACFP guidelines
- All centers continue to complete monthly nutrition activities
- All staff received annual CACFP and Civil Rights Training
- Program has conducted Family Team Meetings to ensure we are able to meet the specialized dietary and/or health related need of children requiring accommodations.
- Administrative staff participant 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 have begun providing Monthly Center Parent Meetings
- Monthly Socializations continue for the Home-Based Program
- Centers are conducting site elections to identify a President, Vice-President and Secretary
- The Division continues to participate in Community Outreach events to recruit children and families into the program.
- Division Leadership has update MOU with CNM and is in progress of establishing an MOU with SIPI College.
- Division Leadership has agreed to partner with YDI in supporting there educators in obtaining a Child Development Associate (CDA).

### E. Program Design: Management & Administration

- Daphne Dubriel Parent Family Engagement Specialist received 90-Day Temporary Upgrade to Interim EHS Program Manager effective August 2, 2021.
- 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.
- September 10, 2021 The City CAO reallocated \$500,000.00 to Trumbull EHS renovation
- Division Leadership receiving quotes for Plaza Feliz, Singing Arrow and Trumbull EHS playground upgrades. Each site has been allocated over \$100,000.00 for the upgrades.
- (5) vacant Teaching Assistant positions were upgraded to Teacher M12 positions. Teaching Assistants in not a recognized position with EHS, so the (5) position upgrades is a start at phasing out the TA position.
- 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.

- 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
- All EHS staff received training on the EHS Policies and Procedures for an August 2021 full adoption and implementation
- The OHS has launched a “Road to 100” focus with the intention being all grantees move swiftly towards full enrolment.

## **II. New Hires as of September 1, 2021**

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

- Rachel Friday- Hired as a Teaching Assistant began employment on August 2<sup>nd</sup> 2021. Rachel has an AA degree in Child, Youth and Family Development.

**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



## EARLY HEAD START Center-Based Monthly Report Form

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

**Reporting Period:** August 16-31, 2021

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

### Center-Based Activities:

**Infant Indoor Play** – This month the teachers and infants focused on hellos and good-byes. We know that it is important that infants have a predictable routine so that they know what to expect when their families leave them for the day so the teachers talked with each infant's family about what kind of routine they would like to have each day at drop-off time and then the teachers did the routine all month long. The teachers played with lots of toys and talked to the infants about the toys that they were playing with. The teachers first observed the infants quietly as they moved and explore the classroom. The teachers noticed how the infants were communicating their needs, preferences, gestures, and vocalizations of words. Then the teachers engaged the infants in conversations by watching and listening closely to try to understand the infant's meanings and intentions. The teachers engaged in a conversation by imitating the infant's vocalizations or responding to their words. They followed the infant's cues to maintain an engaging interaction and respond to their verbal and nonverbal communication. The teachers read the book "Peek-a-Boo" by Roberta Grobel Intrater. The teachers also used scarves to play peek-a-boo with the infants.

**Infant Outside Play** – The teachers played a game called "Bumpy Blanket" they set up a blanket in a large area of the playground where infants could move freely and safely. Depending on the skill level of the infants, they choose balled-up towels and small pillows then they placed them under the blanket. The teachers introduced the game to the infants by modeling creeping, crawling, and walking across the surface. They told the infants to look at their big bumpy blanket and told them that they could crawl or roll on the blanket one at a time. The teachers placed the infants on the blanket and encourage them to maneuver across it. Then the teachers placed toys on the blanket for the children to move toward.

**Toddler Indoor Play** – This month the teachers and the toddlers focused on fine motor skills the teachers gave the toddlers rollers and cookie cutters to help them shape and mold playdough the teachers encouraged the toddlers to use their hands to squeeze and roll the playdough to help build strength in their fine motor skills. Also the teachers chose a few favorite songs of the toddlers to sing with the toddlers. The teachers invited the toddlers to copy the way they were singing. The teachers modeled singing in a whisper, a moderately loud voice, and a very loud voice. Then the teachers asked the toddlers "Can you copy my voice? Listen. I'm going to whisper when I sing." The teachers invited the toddlers to join them in singing the songs. The teachers added body movements as they changed the volume of their voices. Also the teachers invited the toddlers to look at the book of faces. The book they looked at was "American Babies" a global fund for children book. Then they looked at each page and pointed to the faces. They talked about what they saw on the pages for example "Eyes. Do you see the baby's eyes? She has two eyes."

**Toddler Outside Play** – This month the teachers and the toddler's practice taking turns riding the push bikes around the playground. The teachers encouraged the behavior they wanted the toddlers to continue. The teachers counted how many times each child went around the playground. The teachers played a playground textures game by inviting the toddlers to join them for a walk around the playground. The teachers explained that they are going to explore things that you find in the playground and talk about how they feel. The teachers told the toddlers "While we are on our walk, let's look for things that are interesting to touch. Maybe we can find things that are smooth or bumpy or fuzzy." They stopped at different points along there walk and pointed to the things the toddlers liked to touch and observe. The teachers invited the toddlers to explore its texture and talked about what it feels like and encourage children to respond using descriptive words.

**Parent Center Committee Meetings** – We had a parent meeting on August 30, 2021. Our parent Stephanie Pickup led the meeting. We talked about important dates and information: Center closed on Monday, September 6, 2021 in observance of Labor Day! Make sure your child's extra clothes here are appropriate for season and are your child's current size, please remember to continue to wear a mask regardless of your vaccination status, remember new drop off procedures. Even if you are leaving, your cars for just a minute take your child with you! Vaccinations need to be up-to-date with the CABQ EHS offices. If you are not up-to date or well child checks and vaccinations, contact your provider or DOH. In-Kind ReadyRosie, Family Engagement Projects – Please bring them in on Monday. Volunteer time must be scheduled with staff. Policy Council is looking for people to participate in policy council! Next parent meeting will be on Wednesday, September 22, 2021 at 3:30 p.m.



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

**Center Name: Mac Arthur EHS**  
**Reporting Period: August 16-August 31, 2021**  
**Submitted by: Maria Chacon**

**Center-Based Activities: Classroom are still practicing social distancing and are washing their hands often. By the end of the month children are working on wearing their masks inside the building when not eating or sleeping. Both Classroom worked on transitions. The children were gone for 2 weeks and the teachers worked on the children getting back to their regular school routine.**

**The infant room focused on increasing language by reading books, giving the children words to use, music, singing nursery rhymes, finger plays, and talking to them while eating and diaper changes. The teacher brought in farm animal toys, pictures and farm animal books into the classroom. The older children are practicing cleaning up after themselves.**

**In the toddler room, the teachers are focusing on counting and talking while taking nature walks. They change the classroom into a Dinosaur hunting ground and had the children look for dinosaurs with their flash lights. The children also learned about shadows. The children practiced roaring like dinosaurs in the playground and digging in the sand to find the dinosaurs. The teachers brought into the classroom dinosaurs, dinosaurs puzzles, dinosaur pictures and did dinosaur foot prints for art. The children stomped like dinosaurs and took the dinosaurs on nature walks. The children enjoyed it so much, the teachers are going to continue the Dinosaur theme into the month of September**

**Parent Center Committee Meetings:**



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

Site/Center: Plaza Feliz Early Head Start

Reporting Period: August 2021

Submitted by: Mona Makvandi, Head Teacher

### **Activities at Center:**

In August we welcomed a new child and his family to our One's class. He had an easy transition into the class developing bonds with his teachers and parallel plays near his new friends.

Our classroom play this month explored self and community helpers. We had simple conversation with children about body parts, family members, emergency responders, community helpers and emergency/community helper vehicles. We read several different books about self as well as singing and dancing to "Head Shoulders Knees & Toes". The children also explored the outside play area with a variety of simple activities such as bubbles, throwing balls, and playing chase with friends and teachers.

### **Parent Committee Meetings/Socializations:**

This month we continued using Tadpoles to track transitions, meals, diaper changes, and attendance in both classrooms. We also sent out a survey to see how best to meet the needs of families as well as gauge how families are interested in contributing to In-Kind activities whether at home or through monthly volunteering on site.





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

**Center:** La Mesa EHS  
**Reporting Period:** August 2021  
**Submitted by:** Jessica Walton

**Activities at Center:**

During the month of August, La Mesa EHS had a child start at the center. We have a child that will age out the second week of September and we already have a meeting set up to enroll another child that same week.

We have been using the Tadpoles program as a trial. We have received feed back from parents and they love it. They are happy that they can receive videos and pictures from how their child's day went.

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.

The children have enjoyed playing outside, going on nature walks and searching for bugs. The children liked watching the ants walk around on the side walk as we sang "The Ant's Go Marching". When the weather was not nice for use to go outside we did active activities inside, such as dancing to music and playing on the soft play structure that we have for the classroom.

**Parent Committee Meetings/Socializations:**

Due to COVID, we have not been able to have parent meetings or socializations.



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

**Center Name:** School on Wheels EHS  
**Reporting Period:** August 2021  
**Submitted by:** Bernice Johnson, Head Teacher

**Center-Based Activities:**

Center was closed for two weeks due Staff Trainings, Home Visits and Classroom set ups. All of our families did great at fulfilling their Home Visits appointments. Some families had asked if they could change their scheduled appointments and we accommodated them and we got ALL of the Home Visits completed on August 9<sup>th</sup> and 10<sup>th</sup>. School was back in session on the 16<sup>th</sup> of August, families were happy to drop off their child at the center. Kids were happy to return to school even though some of the cried. Therapist came to visit their client and they followed the new sets for them (Therapists). The theme for August in the toddler room was Community People and Dinosaurs. The kids liked the dinosaurs more than the Community helpers. The infant room was more on focusing on goals for example: one child to learn how to pull themselves up without being afraid, another child to have more tummy time and floor time, because they really did not like to be on the floor. The children are slowly meeting their goals.

**Parent Center Committee Meetings:**

None at this time.



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

**Reporting Period: August 2021  
Submitted by: Valarie Ramirez**

### **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 August was called “Beading: Using finger muscles and making patterns”, this activity focused on the child’s Perceptual, Motor, and Physical Development (fine motor). I took pipe cleaners, laces and various colored beads of different shapes and sizes for activity. Mom first showed child how to string one of the beads onto the lace. Mom said "can you put the blue bead on the red string?" child tried but was unable to grab the other end of the string with her other fingers. Next mom tried with the pipe cleaner, mom showed child how to hold up the pipe cleaner then slip a bead onto it. Child then held onto the pipe clean and was able to successfully place two beads onto the pipe cleaner while mom named the colors of the beads and their shapes -"blue round bead, red square bead". Effort with both pipe cleaner and string is ongoing.

Another activity in August was called “Playing Catch: Tossing and taking turns”, this activity focused on the child’s Social and Emotional development. I took several balls of different sizes and colors to the visit. Child, mom and I sat on the floor and mom and I tossed the ball the one another then mom said "It's your turn!" Child got up and walked up to me closely and extended arm back as though to toss ball at me then brought arm forward and handed it to me. Mom and I tossed ball to one another again and mom showed child how to toss it. Child walked up again and extended arm back then handed the ball to me gently. Next we used child’s large toy truck to toss the balls into. Both mom and I showed child how to toss the balls into the back of truck then child walked up and placed it into the truck. Mom held onto child’s hand and guided child’s arm to toss the ball into the truck and we both clapped as mom said "Good job!". After several tries with mom guiding child’s arm, claps and encouragement, child was able to do a slight toss ball into truck while right in front of truck rather than bending down and placing it into truck.

### **August 2021 Socializations:**

None held – Missed socializations will be made up throughout the remainder of program year.



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

**Center:** Singing Arrow Early Head Start  
**Reporting Period:** August 2021  
**Submitted by:** Yvette Ortiz

**Activities at Center:** Center closed due to staff shortage.

**Parent Committee Meetings/Socializations:**



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

**Center:** Trumbull EHS

**Reporting Period:** August 2021

**Submitted by:** Frances Gonzales

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

**Parent Committee Meetings/Socializations:**

**City Of Albuquerque EHS**  
**2371 - CACFP Reimbursement Summary**  
Program Term: EHS 2021-2022, Program Option: Standard Full Day  
Attendance Date: 8/1/2021 - 8/31/2021

**City Of Albuquerque EHS**

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
<b>EHS 2021-2022</b>									
<b>Douglas MacArthur</b>									
Infant	12	5	0	0	12	0	12	7	0
Toddler	12	8	0	0	68	0	72	53	0
<b>Douglas MacArthur</b>	<b>24</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>80</b>	<b>0</b>	<b>84</b>	<b>60</b>	<b>0</b>
<b>La Mesa</b>									
Toddler	12	8	0	0	77	0	76	67	0
<b>La Mesa</b>	<b>12</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>77</b>	<b>0</b>	<b>76</b>	<b>67</b>	<b>0</b>
<b>Plaza Feliz</b>									
Toddler	12	8	0	0	60	0	61	36	0
Twos	12	7	0	0	57	0	57	48	0
<b>Plaza Feliz</b>	<b>24</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>117</b>	<b>0</b>	<b>118</b>	<b>84</b>	<b>0</b>
<b>School On Wheels</b>									
Infant	11	6	0	0	11	0	9	7	0
Toddler	11	8	0	0	80	0	73	70	0
<b>School On Wheels</b>	<b>22</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>91</b>	<b>0</b>	<b>82</b>	<b>77</b>	<b>0</b>
<b>Western Trail</b>									
Infant	12	5	0	0	9	0	7	6	0
Toddler	12	7	0	0	67	0	68	49	0
<b>Western Trail</b>	<b>24</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>76</b>	<b>0</b>	<b>75</b>	<b>55</b>	<b>0</b>
<b>City Of Albuquerque EHS</b>	<b>106</b>	<b>62</b>	<b>0</b>	<b>0</b>	<b>441</b>	<b>0</b>	<b>435</b>	<b>343</b>	<b>0</b>
<b>Report Totals</b>	<b>106</b>	<b>62</b>	<b>0</b>	<b>0</b>	<b>441</b>	<b>0</b>	<b>435</b>	<b>343</b>	<b>0</b>

# City Of Albuquerque EHS

## 2301 - Average Daily Attendance

Program Term: EHS 2021-2022, Program Option: Standard Full Day, Attendance Date: 8/16/2021 - 8/31/2021

### 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>	
<b>Douglas MacArthur</b>										
Infant	12	37	0	12	1.00	8	12.50%	4.08	24.49%	
Toddler - EH	72	24	0	12	6.00	8	75.00%	8.00	75.00%	
<b>Site Total</b>	<b>84</b>	<b>61</b>	<b>0</b>	<b>12.00 (avg)</b>	<b>7.00</b>	<b>16</b>	<b>43.75%</b>	<b>12.08</b>	<b>57.93%</b>	
<b>La Mesa</b>										
Toddler - EH	77	18	0	12	6.42	8	80.21%	7.92	81.05%	
<b>Site Total</b>	<b>77</b>	<b>18</b>	<b>0</b>	<b>12.00 (avg)</b>	<b>6.42</b>	<b>8</b>	<b>80.21%</b>	<b>7.92</b>	<b>81.05%</b>	
<b>Plaza Feliz</b>										
Toddler - EH	61	24	0	12	5.08	8	63.54%	7.08	71.76%	
Twos	57	27	0	12	4.75	8	59.38%	7.00	67.86%	
<b>Site Total</b>	<b>118</b>	<b>51</b>	<b>0</b>	<b>12.00 (avg)</b>	<b>9.83</b>	<b>16</b>	<b>61.46%</b>	<b>14.08</b>	<b>69.82%</b>	
<b>School On Wheels</b>										
Infant	49	7	0	11	4.45	8	55.68%	5.09	87.50%	
Toddler	81	7	0	11	7.36	8	92.05%	8.00	92.05%	
<b>Site Total</b>	<b>130</b>	<b>14</b>	<b>0</b>	<b>11.00 (avg)</b>	<b>11.81</b>	<b>16</b>	<b>73.86%</b>	<b>13.09</b>	<b>90.28%</b>	
<b>Western Trail</b>										
Infant	33	27	0	12	2.75	8	34.38%	5.00	55.00%	
Toddler	69	15	0	12	5.75	8	71.88%	7.00	82.14%	
<b>Site Total</b>	<b>102</b>	<b>42</b>	<b>0</b>	<b>12.00 (avg)</b>	<b>8.50</b>	<b>16</b>	<b>53.13%</b>	<b>12.00</b>	<b>70.83%</b>	
<b>City Of Albuquerque EHS</b>	<b>511</b>	<b>186</b>	<b>0</b>	<b>11.78 (avg)</b>	<b>43.56</b>	<b>72</b>	<b>60.26%</b>	<b>59.17</b>	<b>73.31%</b>	
<b>Report Totals</b>	<b>511</b>	<b>186</b>	<b>0</b>	<b>11.78 (avg)</b>	<b>43.56</b>	<b>72</b>	<b>60.26%</b>	<b>59.17</b>	<b>73.31%</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)

FAMILY AND COMMUNITY SERVICES DEPARTMENT  
 EARLY HEADSTART PROGRAM - FY 2022 EXPENDITURE REPORT  
 FEDERAL GRANT ( 3164020 )  
 July 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	67,883.05												146,079.13	1,122,073.87	11.52%
Fringe Benefits	600,954.00	33,797.05	27,005.90												60,802.95	540,151.05	10.12%
<b>Total Personnel Costs</b>	<b>1,869,107.00</b>	<b>111,993.13</b>	<b>94,888.95</b>	-	-	-	-	-	-	-	-	-	-	-	<b>206,882.08</b>	<b>1,662,224.92</b>	<b>11.07%</b>
<b>Supplies</b>																	
522000-Supplies	27,500.00	363.18													363.18	27,136.82	1.32%
522032-Supplies-Food	10,000.00														-	10,000.00	0.00%
522048-Supplies-Office	17,000.00		812.90												812.90	16,187.10	4.78%
<b>522054-Supplies-Other</b>	<b>10,000.00</b>	<b>533.72</b>													<b>1,531.92</b>	<b>8,468.08</b>	<b>15.32%</b>
522510-Travel - Local/In State			198.20														0.00%
523410-License Renewals			800.00														0.00%
<b>Total Supplies</b>	<b>64,500.00</b>	<b>896.90</b>	<b>1,811.10</b>	-	-	-	-	-	-	-	-	-	-	-	<b>2,708.00</b>	<b>61,792.00</b>	<b>4.20%</b>
<b>Other</b>																	
521500-Utilities	3,500.00														-	3,500.00	0.00%
523800-Repairs & Mainten	8,476.00	370.58	371.21												741.79	7,734.21	8.75%
521000-Other service	15,500.00														-	15,500.00	0.00%
<b>Total Others</b>	<b>27,476.00</b>	<b>370.58</b>	<b>371.21</b>	-	-	-	-	-	-	-	-	-	-	-	<b>741.79</b>	<b>26,734.21</b>	<b>2.70%</b>
<b>Contractual</b>																	
527500-Contractual (Traini	28,000.00		3,730.59												3,730.59	24,269.41	13.32%
520500-Contractual (Profe	3,000.00														-	3,000.00	0.00%
<b>Total Contractual</b>	<b>31,000.00</b>	<b>-</b>	<b>3,730.59</b>	-	-	-	-	-	-	-	-	-	-	-	<b>3,730.59</b>	<b>27,269.41</b>	<b>12.03%</b>
<b>GRAND TOTAL</b>	<b>1,992,083.00</b>	<b>113,260.61</b>	<b>#####</b>	-	-	-	-	-	-	-	-	-	-	-	<b>214,062.46</b>	<b>1,778,020.54</b>	<b>10.75%</b>

Current %                    10.75%  
 Should Be                    17%  
 Under spent                    6%  
 Possible reversion \$ 117,951.37



**FAMILY AND COMMUNITY SERVICES DEPARTMENT**  
**EARLY HEADSTART PROGRAM - FY 2022 EXPENDITURE REPORT**  
**FEDERAL GRANT T&TA ( 3164021)**  
 July 31, 2021

ACCOUNT DESCRIPTION	Budget	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	YTD EXPENSES	REMAINING BALANCE	% EXPENDED
522520- Travel - Out Of State	\$5,000.00														-	5,000.00	0.00%
<b>Other</b>																	
523000-Training - General	\$10,000.00		9,064.17												9,064.17	935.83	90.64%
<b>521000-Other service</b>	<b>\$15,000.00</b>														<b>307.98</b>	<b>14,692.02</b>	<b>2.05%</b>
522032-Supplies-Food		199.98														-	0.00%
523400-Dues And Memberships		44.00														-	0.00%
523410-License Renewals		64.00														-	0.00%
<b>Total Others</b>	<b>\$25,000.00</b>	<b>307.98</b>	<b>9,064.17</b>	-	-	-	-	-	-	-	-	-	-	-	<b>9,372.15</b>	<b>15,627.85</b>	<b>37.49%</b>
527500-Contractual (Training	\$14,906.00														-	14,906.00	0.00%
<b>GRAND TOTAL</b>	<b>\$44,906.00</b>	<b>\$307.98</b>	<b>\$9,064.17</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,372.15</b>	<b>\$35,533.85</b>	<b>20.87%</b>

Current % **20.87%**  
 Should Be **17%**  
 Under spent **-4%**  
 Possible reversion \$ **(1,887.82)**

FAMILY AND COMMUNITY SERVICES DEPARTMENT  
 EARLY HEADSTART PROGRAM - FY 2022 EXPENDITURE REPORT  
 CITY MATCH (3164022)  
 July 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	290,000.00	11,476.72	9,857.84												21,334.56	268,665.44	7.36%
Fringe Benefits	130,495.00	6,056.99	4,812.36												10,869.35	119,625.65	8.33%
<b>Total Personnel Costs</b>	<b>420,495.00</b>	<b>17,533.71</b>	<b>14,670.20</b>	-	-	-	-	-	-	-	-	-	-	-	<b>32,203.91</b>	<b>388,291.09</b>	<b>7.66%</b>
<b>Supplies</b>																	
522000-Supplies	24,000.00														-	24,000.00	0.00%
522032-Supplies-Food	13,000.00														-	13,000.00	0.00%
522048-Supplies-Office	24,750.00														-	24,750.00	0.00%
<b>522054-Supplies-Other</b>	<b>12,000.00</b>														<b>390.47</b>	<b>11,609.53</b>	<b>3.25%</b>
522060-Supplies-Postage/Freight		42.15														-	0.00%
522510-Travel-Local/In State		1.22	347.10													-	0.00%
<b>Total Supplies</b>	<b>73,750.00</b>	<b>43.37</b>	<b>347.10</b>	-	-	-	-	-	-	-	-	-	-	-	<b>390.47</b>	<b>73,359.53</b>	<b>0.53%</b>
<b>Other</b>																	
521500-Utilities	1,000.00														-	1,000.00	0.00%
523800-Repairs & Maintenant	8,000.00														-	8,000.00	0.00%
<b>Total Others</b>	<b>9,000.00</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<b>9,000.00</b>	<b>0.00%</b>
<b>Internal Service</b>																	
594031 Vehicle Maintenance															-	-	0.00%
594041 Vehicle Mntc-Fuels															-	-	0.00%
<b>Total Internal Service Charges</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<b>0.00%</b>
<b>GRAND TOTAL</b>	<b>503,245.00</b>	<b>17,577.08</b>	<b>15,017.30</b>	-	-	-	-	-	-	-	-	-	-	-	<b>32,594.38</b>	<b>470,650.62</b>	<b>6.48%</b>

503,245.00  
44,906.00

Current % 6.48%  
 Should Be 17%  
 Under spent 10%  
 Possible reversion \$ 51,279.79

**City of Albuquerque- Early Head Start  
PCard Expenses (August 2021)**

<b>Cardholder Name</b>	<b>Transaction Date</b>	<b>Merchant Name</b>	<b>Amount</b>	<b>Description</b>
Dubriel, Daphne	8/10/2021	Walmart.Com As	\$ 130.26	School on Wheels EHS. Parents Choice wipes and luvs size 6 diapers
Dubriel, Daphne	8/3/2021	Walmart.Com Av	\$ 503.57	Supplies for School on Wheels, diapers, formula, and baby food
Dubriel, Daphne	8/3/2021	Walmart.Com Av	(125.40)	Refund on 3-Parents Choice fragrance free baby wipes 3@18.48, and Parents Choice Dry and Gentle baby diapers 3@23.32. Refund is from 503.57 Walmart purchase
Ruiz, Robellia	8/9/2021	The Council For Profe	\$ 125.00	Renewal membership for CDA Council for Child Family Development

**\$633.43**