



**Early Head Start Program Governance Advisory Committee
Tuesday, November 19, 2019
9:00am – 10:30am
Singing Arrow Community Center – 13001 Singing Arrow SE
Meeting Agenda**

- I. Welcome and Introductions
- II. Early Head Start Program Updates
 - a. Enrollment
 - b. Staffing
 - c. Attendance and Meal Counts
 - d. Finance
 - e. Active Supervision
- III. Review Child Health and Safety Action Plan
- IV. Approval of By-Laws
- V. Election of Officers –
 - i. Chairperson
 - ii. Vice-Chair
- VI. Next Meeting – Tuesday, February 18, 2020
- VII. Adjourn



City of Albuquerque Early Head Start Caseload/Enrollment Report 10/31/19

Enrollment

Total Funded Enrollment:	128
Total Actual Enrollment:	120
Children Withdrawn & Dropped (last 30 days):	7
Total Reportable Enrollment (actual + withdrawn/dropped):	127
Total Deficit:	1

Program Snapshot

	Home based	Centers	ALL
Funded Enrollment:	24	104	128
Enrollment:	24	103	127
Deficiency:	0	1	1

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	9	10	2	12/29, 3/20	0	12	0
Debbie	12	9	9	3	11/12, 15, 2/29	0	12	0
Total	24		19	5		1	24	0

Center Detail

Ctr Detail	Servable Capacity	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	7	1	8	1	0
MacArthur	16	14	1	15	2	1
PlazaFeliz	16	16	0	16	0	0
SOW	16	16		16	0	0
Trumbull	24	19	5	24	3	0
W. Trail	16	16	0	16	0	0
Singing Arrow	8	8	0	8	0	0
Total	104	96	7	103	0	1

**Child & Family Development Division
Staff Vacancies
(As of 11/12/19)**

Early Head Start

	Number	Sites	Program	
Head Teacher				2 Temps pending 11/12 and 11/25 3 Temps pending 1 TA pending
Teacher	2 (Anna Garcia)	Trumbull MacArthur	EHS	
Teaching Assistant	1	La Mesa	EHS	
Temps		All during program hours	EHS	
TOTAL	3			

City Of Albuquerque EHS 2301 - Average Daily Attendance

Program Term: EHS 2019 - 2020, Program Option: Standard Full Day, Attendance Date: 10/1/2019 - 10/31/2019

City Of Albuquerque EHS

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³
Douglas MacArthur	255	57	0	21.00 (avg)	12.14	16	75.89%	14.86	81.73%
La Mesa	100	31	0	21.00 (avg)	4.76	8	59.52%	6.24	76.34%
Plaza Feliz	246	77	2	21.00 (avg)	11.71	16	73.21%	15.38	76.16%
School On Wheels	232	68	0	21.00 (avg)	11.05	16	69.05%	14.29	77.33%
Singing Arrow	126	36	0	21.00 (avg)	6.00	8	75.00%	7.71	77.78%
Trumbull	330	102	0	21.00 (avg)	15.71	24	65.48%	20.58	76.39%
Western Trail	242	92	0	21.00 (avg)	11.52	16	72.02%	15.90	72.46%
City Of Albuquerque EHS	1,531	463	2	21.00 (avg)	72.89	104	70.10%	94.96	76.78%
Report Totals	1,531	463	2	21.00 (avg)	72.89	104	70.10%	94.96	76.78%

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: Absent(A), Excused(E), Unexcused(U)
7. Statuses counted as Neither: No Class (-), Not Scheduled (N)

Reason	Total Per Reason	% Of Each Reason Per Class	# Of Absences Per Class	Days Open (In Range)	Total Possible Presents	Total Absence Percentage	Total Present Percentage
Report: Absence Reasons (Grid)							
Site: Douglas MacArthur							
Classroom: Infant							
<Blank>	0	0%	39	21	147	26.53%	73.47%
Health Reasons	3	7.69%					
Parent Choice	15	38.46%					
Unknown	21	53.85%					
Subtotals for Classroom: Infant							
Total Number of Reasons:	4						
Total Absences:	39						

Classroom: Toddler							
<Blank>	6	33.33%					
Contagious Illness	2	11.11%					
Developmental Service Appointment	1	5.56%					
Health Reasons	2	11.11%	18	21	165	10.91%	89.09%
Parent Choice	4	22.22%					
Religious/Cultural	1	5.56%					
Unknown	2	11.11%					
Subtotals for Classroom: Toddler							
Total Number of Reasons:	7						
Total Absences:	18						

Subtotals for Site: Douglas MacArthur							
Total Number of Reasons:	7						
Total Absences:	57						

Site: La Mesa							
Classroom: Toddler							
<Blank>	8	25.81%	31	21	141	23.66%	76.34%
Health Reasons	11	35.48%					
No Transportation	3	9.68%					
Other	1	3.23%					
Parent Choice	8	25.81%					
Subtotals for Classroom: Toddler							
Total Number of Reasons:	5						
Total Absences:	31						

Subtotals for Site: La Mesa							
Total Number of Reasons:	5						
Total Absences:	31						

Reason	Total Per Reason	% Of Each Reason Per Class	# Of Absences Per Class	Days Open (In Range)	Total Possible Presents	Total Absence Percentage	Total Present Percentage
Classroom: Toddler							
<Blank>	9	15.52%					
Family Obligation	13	22.41%					
Health Reasons	8	13.79%					
No Transportation	3	5.17%	58	21	168	36.71%	63.29%
Other	4	6.9%					
Parent Choice	6	10.34%					
Unknown	14	24.14%					
Vacation	1	1.72%					
Subtotals for Classroom: Toddler							
Total Number of Reasons:	8						
Total Absences:	58						

Classroom: Twos							
<Blank>	1	5.26%					
Family Obligation	1	5.26%					
Funeral	1	5.26%					
Health Reasons	4	21.05%	19	21	171	11.52%	88.48%
Non-Custodial Parent Visit	9	47.37%					
Other	0	0%					
Parent Choice	2	10.53%					
Unknown	1	5.26%					
Subtotals for Classroom: Twos							
Total Number of Reasons:	8						
Total Absences:	19						
Subtotals for Site: Plaza Feliz							
Total Number of Reasons:	10						
Total Absences:	77						

Site: School On Wheels							
Classroom: Infant							
<Blank>	19	70.37%					
Health Reasons	4	14.81%					
Other	1	3.7%	27	21	140	20.45%	79.55%
Parent Choice	2	7.41%					
Vacation	1	3.7%					
Subtotals for Classroom: Infant							
Total Number of Reasons:	5						
Total Absences:	27						
Classroom: Toddler							

Reason	Total Per Reason	% Of Each Reason Per Class	# Of Absences Per Class	Days Open (In Range)	Total Possible Presents	Total Absence Percentage	Total Present Percentage
<Blank>	19	46.34%					
Other	14	34.15%					
Parent Choice	7	17.07%	41	21	168	24.4%	75.6%
Unknown	1	2.44%					
Subtotals for Classroom: Toddler							
Total Number of Reasons:	4						
Total Absences:	41						
Subtotals for Site: School On Wheels							
Total Number of Reasons:	6						
Total Absences:	68						
Site: Singing Arrow							
Classroom: Twos							
<Blank>	4	11.11%					
Health Reasons	12	33.33%					
Other	1	2.78%	36	21	163	22.22%	77.78%
Parent Choice	16	44.44%					
Unknown	3	8.33%					
Subtotals for Classroom: Twos							
Total Number of Reasons:	5						
Total Absences:	36						
Subtotals for Site: Singing Arrow							
Total Number of Reasons:	5						
Total Absences:	36						
Site: Trumbull							
Classroom: Infant							
<Blank>	0	0%					
Health Reasons	18	36.73%					
No Transportation	2	4.08%	49	21	140	35%	65%
Other	4	8.16%					
Parent Choice	3	6.12%					
Unknown	22	44.9%					
Subtotals for Classroom: Infant							
Total Number of Reasons:	6						
Total Absences:	49						
Classroom: Toddler							
<Blank>	2	9.52%					
Contagious Illness	1	4.76%	21	21	144	14.69%	85.31%
Developmental Service Appointment	1	4.76%					

Reason	Total Per Reason	% Of Each Reason Per Class	# Of Absences Per Class	Days Open (In Range)	Total Possible Presents	Total Absence Percentage	Total Present Percentage
Health Reasons	2	9.52%					
No Transportation	2	9.52%					
Other	5	23.81%	21	21	144	14.69%	85.31%
Parent Choice	1	4.76%					
Unknown	7	33.33%					
Subtotals for Classroom: Toddler							
Total Number of Reasons:	8						
Total Absences:	21						
Classroom: Twos							
<Blank>	2	6.25%					
Family Obligation	1	3.13%					
Health Reasons	3	9.38%	32	21	151	21.48%	78.52%
Other	9	28.13%					
Parent Choice	10	31.25%					
Unknown	7	21.88%					
Subtotals for Classroom: Twos							
Total Number of Reasons:	6						
Total Absences:	32						
Subtotals for Site: Trumbull							
Total Number of Reasons:	9						
Total Absences:	102						
Site: Western Trail							
Classroom: Infant							
<Blank>	0	0%					
Health Reasons	33	56.9%	58	21	167	34.73%	65.27%
Parent Choice	21	36.21%					
Unknown	1	1.72%					
Vacation	3	5.17%					
Subtotals for Classroom: Infant							
Total Number of Reasons:	5						
Total Absences:	58						
Classroom: Toddler							
<Blank>	0	0%					
Contagious Illness	12	35.29%	34	21	167	20.36%	79.64%
Developmental Service Appointment	1	2.94%					
Health Reasons	8	23.53%					
Parent Choice	12	35.29%					
Vacation	1	2.94%					

11/4/2019
12:18 PM

2309 - Absence Reasons (Grid)

5 of 5
E25745

Reason	Total Per Reason	% Of Each Reason Per Class	# Of Absences Per Class	Days Open (In Range)	Total Possible Presents	Total Absence Percentage	Total Present Percentage
Subtotals for Classroom: Toddler							
Total Number of Reasons:	6						
Total Absences:	34						
Subtotals for Site: Western Trail							
Total Number of Reasons:	7						
Total Absences:	92						
Report Totals							
Total Number of Reasons:	13						
Total Absences:	463						

City Of Albuquerque EHS
2371 - CACFP Reimbursement Summary
Program Term: EHS 2019 - 2020, Program Option: Standard Full Day
Attendance Date: 10/1/2019 - 10/31/2019

City Of Albuquerque EHS

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
EHS 2019 - 2020									
Douglas MacArthur									
Infant	21	7	0	0	86	0	87	75	0
Toddler	21	8	0	0	147	0	146	140	0
Douglas MacArthur	42	15	0	0	233	0	233	215	0
La Mesa									
Toddler	21	9	0	0	96	0	100	94	0
La Mesa	21	9	0	0	96	0	100	94	0
Plaza Feliz									
Toddler	21	8	0	0	98	0	99	79	0
Twos	21	9	0	0	135	0	143	93	0
Plaza Feliz	42	17	0	0	233	0	242	172	0
School On Wheels									
Infant	21	8	0	0	105	0	104	76	0
Toddler	21	8	0	0	127	0	124	103	0
School On Wheels	42	16	0	0	232	0	228	179	0
Singing Arrow									
Twos	21	8	0	0	126	0	125	125	0
Singing Arrow	21	8	0	0	126	0	125	125	0
Trumbull									
Infant	21	8	0	0	0	0	0	0	0
Toddler	21	10	0	0	116	0	115	92	0
Twos	21	9	0	0	111	0	117	95	0
Trumbull	63	25	0	0	227	0	232	187	0
Western Trail									
Infant	21	9	0	0	59	0	59	58	0
Toddler	21	11	0	0	133	0	131	120	0
Western Trail	42	19	0	0	192	0	190	178	0
City Of Albuquerque EHS	273	109	0	0	1,339	0	1,350	1,150	0
Report Totals	273	109	0	0	1,339	0	1,350	1,150	0

FAMILY AND COMMUNITY SERVICES DEPARTMENT
 EARLY HEADSTART PROGRAM - FY2020 FEDERAL T & TA (3163451)
 GRANT EXPENDITURES

ACCOUNT DESCRIPTION	APPROP	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	FINAL	YTD EXPENSES	REMAINING BALANCE	% EXPENDED
521010 PRINTING & DUPLICATING	5,000.00	-	-	-	-	-	-	-	5,000.00	0.00%
521940 US WEST SUMMARY LINE COSTS	-	-	-	-	-	-	-	-	(673.60)	#DIV/0!
522000 SUPPLIES	-	118.94	554.66	-	-	-	-	673.60	-	#DIV/0!
522054 SUPPLIES PARENT SERVICES	-	-	-	-	-	-	-	-	-	#DIV/0!
522060 POSTAGE	-	-	-	-	-	-	-	-	-	#DIV/0!
522500 TRAVEL-EXPENSE	10,000.00	-	1,342.67	1,774.56	-	-	-	3,117.23	6,882.77	31.17%
522510 TRAVEL (LOCAL/IN STATE)	-	-	-	-	-	-	-	-	-	#DIV/0!
523000 TRAINING	4,906.00	-	175.00	-	-	-	-	175.00	4,731.00	3.57%
523400 DUES/MEMBERSHIPS	-	-	-	-	-	-	-	-	-	#DIV/0!
523800 REPAIRS/MAINT	-	-	-	-	-	-	-	-	-	#DIV/0!
527500 CONTRACTUAL SERVICES	25,000.00	-	-	-	-	-	-	-	25,000.00	0.00%
593110 IDOH OUT - FUND 110	-	-	-	-	-	-	-	-	-	#DIV/0!
52 TOTAL OPERATING EXPENDITURES	44,906.00	118.94	2,072.33	1,774.56	-	-	-	3,965.83	40,940.17	8.83%
GRAND TOTAL	44,906.00	118.94	2,072.33	1,774.56	-	-	-	3,965.83	40,940.17	8.83%

No expenditures in September

Current % 8.6%
 Should Be 33%
 Under spent 25%
 Possible reversion \$ 11,002.84

FAMILY AND COMMUNITY SERVICES DEPARTMENT
 EARLY HEADSTART PROGRAM - FY2020 FEDERAL (3163452)
 MATCH EXPENDITURES

ACCOUNT DESCRIPTION	APPROP	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	FINAL	YTD EXPENSES	REMAINING BALANCE	% EXPENDED	
500101 REGULAR WAGES	201,969.00	13,469.83	13,358.96	12,921.85	10,034.20										49,784.84	152,184.16	24.65%	
500110 LONGEVITY WAGES		475.11	489.94	443.29											1,408.34	(1,408.34)	#DIV/0!	
500115 VACATION		400.46	213.84	1,876.66	1,253.85										3,744.81	(3,744.81)	#DIV/0!	
500120 OTHER PAID ABSENCES		743.07	26.05	887.20											1,656.32	(1,656.32)	#DIV/0!	
500125 SICK AND EMERGENCY		627.27	276.61	1,535.49	526.76										2,965.13	(2,965.13)	#DIV/0!	
500130 INJURY TIME																	#DIV/0!	
500201 TEMPORARY																	#DIV/0!	
500301 OVERTIME			173.97	20.31											203.28	(203.28)	#DIV/0!	
50 TOTAL WAGES	201,969.00	15,715.74	14,538.37	17,693.80	11,814.81										59,762.72	142,206.28	28.59%	
514400 PERA	40,355.00	3,176.32	2,833.99	3,570.44	2,388.55										12,069.30	28,285.70	29.91%	
514800 FICA	15,160.00	1,146.24	1,054.61	1,291.68	860.44										4,352.97	11,007.03	28.17%	
516800 OTHER EMPLOYEE BENEFITS	40,789.00	2,713.14	2,744.24	2,822.69	2,003.34										10,383.41	30,385.59	25.47%	
516901 OES UNEMPLOYMENT/IBUS	375.00	42.40	35.93	45.15	35.72										159.20	415.80	27.69%	
516902 OES BASIC LIFE		157.67	144.51	176.46	118.48										597.06	(597.06)	#DIV/0!	
515700 FIB-RETIREE HEALTH CARE	4,039.00	314.41	287.52	359.15	238.38										1,191.46	2,847.54	29.50%	
51 TOTAL FRINGE	101,188.00	7,590.18	7,289.80	8,359.51	5,642.91										28,753.40	72,434.60	28.42%	
521000 OTHER SERVICES	58,634.00		132.00													58,634.00		#DIV/0!
521510 - UTILITIES ELECTRIC																	#DIV/0!	
521540 US WEST SUMMARY LINE COSTS																	#DIV/0!	
522000 SUPPLIES	98,326.00	288.45	1,013.27	693.05	4,892.77										6,599.09	91,726.91	6.71%	
522032 SUPPLIES FOOD		1,986.96	222.56												491.01	(491.01)	#DIV/0!	
522054 SUPPLIES PARENT SERVICES		26.35	1,304.95	1,051.52	17.55										4,323.45	(4,323.45)	#DIV/0!	
522060 POSTAGE		48.72	73.43	72.16											189.49	(189.49)	#DIV/0!	
522510 TRAVEL (LOCAL/IN STATE) (\$22500)	5,000.00		(31.12)	391.16	131.29										540.05	4,459.95	10.80%	
523000 TRAINING																	#DIV/0!	
523400 DUES/MEMBERSHIPS		132.00	140.00												272.00	(272.00)	#DIV/0!	
523800 REPAIRS/MAINT																	#DIV/0!	
527500 CONTRACTUAL SERVICES	15,000.00															15,000.00	0.00%	
52 TOTAL OPERATING EXPENDITURES	176,840.00	2,442.50	2,855.09	3,207.89	5,041.61										12,415.09	164,544.91	7.02%	
531000 BUILDING AND OTHER STRUCTURES																	#DIV/0!	
533000 MACH/EQUIP OTHER THAN AUTO																	#DIV/0!	
533500 MACH/EQUIP OTHER THAN AUTO																	#DIV/0!	
53 TOTAL CAPITAL OUTLAY																	#DIV/0!	
594031 VEHICLE MAINT-CAPITEX		239.20	1,312.65	1,740.26											1,740.26	(1,740.26)	#DIV/0!	
594032 VEHICLE OUTSIDE MAINT															1,551.85	(1,551.85)	#DIV/0!	
594041 VEHICLE MAINT-FUELS																	#DIV/0!	
59 TOTAL INTERNAL SERVICE CHARGES		239.20	1,312.65	1,740.26											3,292.11	(3,292.11)	#DIV/0!	
591265 TRANSFERS OUT - FUND 265				56,881.32	22,481.78										79,463.10	(79,463.10)	#DIV/0!	
593110 INDIRECT COSTS																	#DIV/0!	
59 INTERFUND TRANSACTIONS Total	480,117.00	25,947.62	25,906.91	58,881.32	22,481.78										104,223.32	375,893.68	21.71%	
GRAND TOTAL																		

Current % 21.71%
 Should Be 33.35%
 Under spent 11.65%
 Possible reversion \$ 55,815.68

Rent
 * Volunteers
 * parent services
 * Other
 480,117.00

**City of Albuquerque Early Head Start
Action Plan – Area of Non-Compliance**

Non Compliance 1302.90 (c)(1)(v)				
1302.90 Personnel policies: (c) Standards of Conduct. (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that : (v) Ensure no child is left unsupervised by staff, consultants, contractors, or volunteers while under their care.				
Improvement Activity	Lead Person	Timeline	Evidence	Completion Date
Create action Plan	Shana	October 1, 2019		10/1/19
Update Child Health and Safety Policy	Shana	Draft 9/27/19	Approved Child Health and Safety Policy	12/18/19
		Final Draft 12/4/19		
		Policy Council Approval 12/18/19		
Update Child Abuse, Neglect, and Reporting Policy	Claire	Draft 9/27/19	Approved Child Abuse, Neglect, and Reporting Policy	1/8/20
		Final Draft 12/4/19		
		Policy Council Approval 12/18/19		
Create multi-level classroom monitoring checklists and ongoing monitoring tracking	Claire/Shana	10/16/19	Classroom monitoring checklist for head teachers Administrator monitoring checklist for management	10/16/19
Conduct ongoing training	Shana/Robi	9/20/19	Tracking frequency SOP Training agendas	1/8/20

			10/10/19 10/11/19 11/5/19 12/23/19 12/27/19 12/30/19	Sign-in sheets	
Conduct routine classroom monitoring	Claire/Shana/Robi	Ongoing		Tracking spreadsheet	1/8/20
Update orientation training	Claire/Shana/Robi	11/20/19		Monitoring checklists Orientation training overview and related materials to include Child Health and Safety policies and procedures	11/20/19
Implement dry erase boards in classrooms	Robi/ Classroom staff	10/13/19		Dry erase boards easily located and utilized in all classrooms	10/13/19
Implement name-to-face cards in classrooms	Robi/ Classroom staff	10/30/19		Name to face cards easily located and utilized in all classrooms	10/13/19
One-page health and safety overview	Shana	11/20/19			11/20/19
Update agendas to include child health and safety as standing item of discussion	Shana	9/25/19		Policy Council agendas/meeting minutes Weekly EHS meetings agendas/meeting minutes Governing Advisory Council agendas	1/8/20

City of Albuquerque Early Head Start

Action Plan – Area of Non-Compliance

Non Compliance 1302.102 (d)(1)(iii)				
1302.102 Achieving program goals. (d) Reporting. (1) A program must submit: (ii) Reports as appropriate, to the responsible HHS official immediately or as soon as practicable, related to any significant incidents affecting the health and safety of program participants, circumstances affecting the financial viability of the program, breaches of personally identifiable information, or program involvement in legal proceedings, any matter for which notification or a report to state, tribal, or local authorities is required by applicable law.				
Improvement Activity	Lead Person	Timeline	Evidence	Completion Date
Create action plan	Shana	10/1/19	Action Plan	10/1/19
Update Child Health and Safety Policy	Shana	Draft 9/27/19	Approved Child Health and Safety Policy	11/1/19
		Final Draft 12/4/19		
Update Child Abuse, Neglect, and Reporting Policy	Claire	Draft 9/27/19	Approved Child Abuse, Neglect, and Reporting Policy	11/1/19
		Final Draft 12/4/19		
Develop reporting flow chart	Shana	Policy Council Approval 12/18/19	Flow Chart	11/20/19
		Draft 10/13/19		
Ongoing Training	Shana/Robi	Final 11/20/19	Training Agendas	1/8/20
		9/20/19		
		10/10/19		
		10/11/19	Sign-in Sheets	
		11/5/19		

		12/23/19 12/27/19 12/30/19		
Update orientation Training	Claire/Shana/Robi	11/20/19	Orientation training overview and related materials to include Child Abuse and Neglect reporting policies and procedures	11/20/19
Report all child health and safety incidents on quarterly Governing Council reports	Shana	Ongoing	Quarterly Reports	10/31/19



**City of Albuquerque Early Head Start
Program Governance Advisory Committee
Bylaws – November 14, 2019**

ARTICLE I

Section A: Early Head Start Program Governance Advisory Committee

The Early Head Start Program Governance Advisory Committee is established in accordance with City Council Legislation No. 0-18-4 and shall be known as the City of Albuquerque Early Head Start Program Governance Advisory Committee, (here in after known as Advisory Committee).

Section B: Early Head Start Policy Council

The Advisory Committee is aware of the Early Head Start Policy Council. The Early Head Start Policy Council was established in accordance with 45 CFR 1301.3 and Sec. 642(c)(2) of the Head Start Act and shall be known as the City of Albuquerque Early Head Start Policy Council.

Section C: Principal Office

The principal office for the transaction of business of the City of Albuquerque Early Head Start Program (Program) is located at 1820 Randolph Rd SE, Albuquerque, New Mexico 87106, or other such location as may be determined by the Governing Board.

ARTICLE II

PURPOSE & TASKS

Section A: Purpose:

This Advisory Committee shall fulfill a range of federally-mandated governance functions while the Albuquerque City Council retains general governing authority which includes legal and fiscal responsibilities in administering and overseeing the Program including the safeguarding of federal funds as required by the Head Start Act.

Section B: Tasks:

The tasks of the Advisory Committee are:

- Review the development and implementation of Program goals, objectives and policies.
- Review organizational performance and Program progress based on aggregate performance data reports provided by Program management and be familiar with major

- programs, services and initiatives.
- Be familiar with the Program strategic direction and plan that includes an organizational vision, short-term and long-term goals and operational and fiscal objectives.
 - Be familiar with procedures and criteria for recruiting, selecting, and enrolling children.
 - Be familiar with procedures for selecting Policy Council members.
 - Review applications for funding and amendments to applications for funding.
 - Review the major financial expenditures and the operating budget of the Program prior to the Program’s submittal of the budget to City Council.
 - Review all aspects of the independent financial audits of the Program, including review of the draft findings; and track any necessary programmatic actions or changes arising from the audit.
 - Participate in Program self-assessment reviews as scheduled by Program management.
 - Be familiar with the Early Head Start Program Performance Standards.
 - Review the quarterly report that Program staff provide to the Mayor and the City Council with Program information summaries, including aggregate performance data summaries showing Program progress in meeting school readiness, enrollment, attendance reports, family engagement activities, and financial information, including subsidies to the Program from other federal, state and local government sources

Section C: Training and Technical Assistance

The Advisory Committee will receive effective and ongoing training and technical assistance to assist them in the review of program materials.

**ARTICLE III
MEMBERSHIP**

Section A: Composition of Advisory Committee:

The Advisory Committee shall consist of five (5) members appointed by the Mayor with the advice and consent of the City Council.

One member must have fiscal/accounting background and expertise.

One member must have early childhood education and development background.

One member must be a licensed attorney.

The remaining members must reflect the community served and include parents of children who are, or were formally, enrolled in Early Head Start programs.

Section B: Voting Procedure

Election of officers will follow *Robert's Rules of Order Newly Revised*.

Section C: Term of Membership:

Advisory Committee members shall serve staggered three (3) year terms. However, of the Committee members first named upon committee formation, two members will have terms

ending July 1, 2019, two members will have terms ending July 1, 2020 and one will have a term ending July 1, 2021. Members shall not serve more than three (3) consecutive terms.

Section D: Vacancies:

Vacancies on the Advisory Committee shall ordinarily be filled by appointment of the Mayor with the advice and consent of the City Council.

Section E: Terminations:

A parent representative who no longer has a child enrolled in the program will serve only until his/her successor can be appointed. The parent will be provided the opportunity to serve as a community representative.

Any Advisory Committee member may resign from Advisory Committee by sending a letter of resignation to the Mayor.

Any Advisory Committee member who misses three (3) regular scheduled Advisory Committee meetings may be considered to have resigned from the Advisory Committee, at the discretion of the Chairperson. If the Chairperson has missed 3 regularly scheduled meetings, initiating the resignation process will be responsibility of the Vice Chairperson.

Section F: Voting Rights

Each member of the Advisory Committee shall have one vote. There shall be no proxy voting by, or for, another member. In special circumstances, a telephone poll may be conducted by the chairperson or their designee. The vote will be ratified at the next Advisory Committee meeting.

Section G: Conflict of Interest:

No person employed by the Program shall be eligible to be a voting member of the Advisory Committee. Each member shall sign a conflict of interest disclosure form.

Section H: Duties of Advisory Committee Members:

Upon appointment Advisory Committee members understand that this position bears consequential responsibility. Advisory Committee business is dependent upon member participation and the establishment of a quorum.

All members of the Advisory Committee, by their appointment to the Advisory Committee, agree to:

- Attend all regularly scheduled meetings.
- Arrive on time for all Advisory Committee and committee meetings.

- Actively participate in meetings by reading the agenda prior to the meeting, and if possible, discussing matters to be considered with other parents he/she represents.
- Keep informed of the Advisory Committee's purpose, plans and progress.
- Remember the rights of others to express their opinions.
- Consider all information and arguments before voting.
- Debate and discuss the issues, not persons or personalities.
- Accept and support any final decisions of the majority of the Advisory Committee.
- Establish and participate in committees as determined by the Chairperson.
- Promote an open line of communication.

ARTICLE IV OFFICERS

Section A: Officers

The Advisory Committee shall elect from its membership the following officers: Chairperson, Vice Chairperson, plus such other officers as the Advisory Committee deem necessary.

Section B: Terms of Office for Officers

Officers shall be selected for a one year term. No officer shall serve more than two (2) consecutive terms.

The term of membership for each member shall begin with the first Advisory Committee meeting following his/her election.

Section C: Election of Officers

After seating Advisory Committee members in the fall of each year, an election for executive officers will be held. The officers include: Chairperson, Vice Chairperson. The duties of these officers are described in Section VI (Duties of Officers) below. An officer shall serve until his/her replacement is duly elected. There will be nominations from the floor.

Section D: Vacancies

Vacancies among the officers shall be filled by election of a majority vote of the Advisory Committee and shall be for the unexpired portion of the year term of the original person elected officer.

Section E: Removal

Any officer of the Advisory Committee who fails to perform his/her duties as outlined in the by-laws can be removed by a majority vote of the Advisory Committee.

Section F: Duties of Officers

The Chairperson shall:

- Preside at all meetings.
- Talk no more than necessary when presiding.
- Have an understanding of the by-laws of the Advisory Committee.
- Have an understanding of basic parliamentary procedures.
- Extend every courtesy in the discussion of motions.
- Call the meetings to order and formally close them.
- Maintain an orderly meeting where all receive an opportunity to be heard but no one dominates the meeting or discussions.
- Note whether a quorum is present and declare the same.
- Review the agenda with the Early Head Start Director or assigned Early Head Start staff prior to each meeting and see that it is shared with each member.
 - At the request of the Early Head Start Director or assigned Early Head Start staff, call special meetings as needed and see that appropriate notices are sent to Advisory Committee.
- Appoint the Vice Chairperson to committee where he/she is not specifically appointed in these by-laws.
- Appoint members to committees on an as-needed basis.
- Vote in case of a tie.
- Serve as an ex-officio member of all committees.

The Vice Chairperson shall:

- Perform all duties of the Chairperson when the Chairperson is unable to perform any or all of these duties.
- Preside in the absence of the Chairperson or whenever the chairperson temporarily vacates the chair.
- Assume the office of chairperson in the event of the resignation, termination, or ineligibility of the Chairperson. He/she shall serve until the Advisory Committee elects a permanent Chairperson.

Agency Responsibilities:

The City of Albuquerque is the Program Grantee, which has legal and fiscal responsibility for the Early Head Start Program. A representative from the City of Albuquerque Early Head Start program shall:

- Provide reports to the City Council on a quarterly basis.
- Meet with the Family & Community Services Department's Fiscal Manager to review the monthly fiscal report, and provide a copy of the report to Advisory Committee at regularly scheduled meetings.
- Ensure that all component reports are submitted to Advisory Committee at regularly

scheduled meetings.

- Ensure that copies of all Advisory Committee minutes are distributed on a regular basis.
- Distribute reports to City Council and Advisory Committee members via e-mail, inter office mail, or regular mail if meetings are not held.
- Ensure that the Community Needs Assessment and the Annual Self-Assessment are reflective of Advisory Committee participation.
- Share the annual Program Information Report (PIR) and Early Head Start Annual Report.
- Provide monthly financial statements, including credit card expenditures.
- Share Program enrollment data, including attendance;
- Provide a monthly report of meals and snacks provided through programs of the Department of Agriculture. (CACFP)

ARTICLE V MEETINGS

Section A: Regular Meetings

Advisory Committee shall meet a minimum of four (4) times per year. Advisory Committee and the Governing body will receive meeting schedules once the Advisory Committee sets the meeting dates.

All meetings shall be open to the public and insofar as possible shall be held at a facility owned either by the City of Albuquerque or Bernalillo County.

Section B: Place of Meeting

The regular meeting place of the City of Albuquerque Early Head Start Program Governance Advisory Committee is one of the Early Head Start child development centers or the Child and Family Development administrative offices.

Section C: Special Meetings

Special Meetings may be called by the Chairperson, as the need arises.

Section D: Written Notices

Regular meeting notices shall be e-mailed to each member of the Advisory Committee and the City Council appointed liaison at least five (5) days prior to the date of each regular meeting.

Notices of special meetings shall be e-mailed to each Advisory Committee members at least three (3) days in advance of the meeting along with an explanation for calling the meeting. If necessary, phone calls may be substituted for written notices of special meetings.

Reasonable notice shall be given to the public prior to any meeting of the Advisory Committee. At least once a year, the Committee shall determine what is reasonable notice to the public of

its meetings; provided that in no event shall notice be less than the notice required for Advisory Committee meetings.

Section E: Quorum

A majority of the members of the Advisory Committee shall constitute a quorum for the transaction of business. A motion shall carry upon the vote of the majority of the members present at any meeting.

Section F: Minutes

Minutes shall be kept of each meeting. Meeting minutes will be posted on the City of Albuquerque website.

Section G: Amendments

These by-laws may be amended or repealed at any meeting of the Advisory Committee by a 2/3 vote of the members present at any regular or special meeting of the Early Head Start Program Governance Advisory Committee. Items required by Program Regulations or Federal and State laws may not be amended or repealed.

**ARTICLE VII
EFFECTIVE DATE**

These revised By-laws will become effective upon approval by Advisory Committee, having been adopted by the Advisory Committee on **Thursday, September 12, 2019**.

Advisory Committee Chairperson Date

These revised By-Laws will become effective upon approval of the City of Albuquerque, Early Head Start Governing Body.

City Council President Date