



POLICY COUNCIL MEETING

**Tuesday, May 22, 2018
5:45 - 7:15 p.m.**

**Clayton Educare
3751 MLK St
Denver, CO 80205**

POLICY COUNCIL PARTICIPANTS:

**Vera Atilano
Katie Beckmann
Brandan Burns
Giovanna Clay
Yvette Evans
Jennifer Garcia Rosendo
Lila Hailey
Marilyn Halpern
Martina Hinojosa**

**Geoff Horsfall
Kate Hotchkiss
Dr. Tricia Hudson
Sherryll Kraizer
Mayra Maldonado
Anna McDaniel
Karina Mendez
Jamila Tamayo**

ALTERNATES:

**Maria Diaz
Elinor Dvir
Michelle Fayne
Alejandra Garcia**

**Maria Moreno
Shatoria Nelson
Adrienne Pouengui**

I. ROLL CALL

II. SEATING OF NEW MEMBERS

**POLICY COUNCIL ATTENDANCE/ASISTENCIA
PROGRAM YEAR 2017-2018**

POLICY COUNCIL MEMBER	SITE	TYPE	11/28	12/19	01/23	02/27	03/27	04/24	05/22	06/26	08/21	09/25	10/23
Community Representatives													
Vera Atilano	Mayor	CR	X	E	X	X	X	X					
Yvette Evans	CCoun	CR	X	X	X	X	X	E					
Jennifer Garcia Rosendo	Mayor	CR	E	A	E	E	E	E					
Marilyn Halpern	CCoun	CR	X	X	X	X	E	E					
Martina Hinojosa	Mayor	CR	E	X	E	X	E	X					
Tricia Hudson	Mayor	CR	X	X	X	X	X	X					
Sherryl Kraizer	CCoun	CR	E	A	X	X	X	E					
Geoff Horsfall	CCoun	CR	X	X	X	X	X	X					
Parent Representatives													
Katie Beckmann	CC	PR	X	X	X	X	E	X					
Brandon Burns	CC	PR	X	X	X	X	X	X					
Giovanna Clay	DPS	PR	X	A	X	X	X	E					
Lila Hailey	VOA	PR	X	X	X	X	X	E					
Kate Hotchkiss	MHEL	PR	A	X	X	X	X	E					
Mayra Maldonado	VOA	PR	X	X	X	X	X	E					
Anna McDaniel	CL	PR	X	X	X	X	X	X					
Karina Mendez	DPS	PR	-	-	X	X	X	E					
Jamila Tamayo	MHEL	PR	-	-	-	-	-	E					
Parent Alternate Representatives													
Maria Diaz	DPS	APR	E	E	X	E	X	A					
Elinor Dvir	VOA	APR	X	X	X	X	X	X					
Alejandra Garcia	CC	APR	A	A	A	A	A	A					
Michelle Fayne	DPS	APR	E	A	X	X	X	X					
Maria Moreno	CL	APR	E	A	A	A	A	A					
Shatoria Nelson	CL	APR	X	A	E	A	A	A					
Adrienne Pouengui	VOA	APR	X	E	X	X	A	X					

X: Present
E: Excused
A: Absent
APR: Parent Alternate Representative
NM: No Meeting
PR: Parent Representative
CR: Community Representative
CC: Catholic Charities
CL: Clayton Family Futures
VOA: Volunteers of America
DPS: Denver Public Schools
MHEL: Mile High Early Learning
FS: Family Star

Section 4 – Quorum: A quorum for voting purposes shall be at least seven (7) members, of whom at least four (4) must be parent members.

Quorum Established: Yes No

III. APPROVAL OF AGENDA

Moved: _____

Seconded: _____



Policy Council Agenda

Tuesday, May 22, 2018

5:45pm - 7:15pm

Clayton Educare

3751 MLK St. Denver, CO 80205

	Information	Discussion	Action
I. Roll Call: (5 minutes)			
II. Seating of New Members: if applicable			
III. Approval of Agenda: (2 minutes)	x	x	x
IV. Approval of Minutes (April 24, 2018): (4 minutes)	x	x	x
V. Financial Briefing: (5 minutes)	x	x	
VI. New Business:			
a) Presentation of Denver Public Library (20 minutes)	x	x	
b) Five by Five Summer updates (5 minutes)	x	x	
c) Summer Meals (5 minutes)	x	x	
d) Delegate Agency Reports (6 minutes)	x	x	
VII. Old Business			
a) NHSA Presentations (Yvette, Kate, Lila, Myra, Karina) (5 minutes each)	x	x	
b) NHSA Staff Observations (Lori, Cari, others)	x	x	
VIII. Other:			
a) Program Content Area Reports (4 minutes)	x	x	
IX. Mileage and Child Care Reimbursement: (2 minutes)	x		
X. Meeting Adjourned/New Meeting Date and Time: (2 minutes)	x		x

Upcoming events:

- | | |
|---------|--|
| May 25 | Health Team Meeting |
| June 6 | Management Team Meeting |
| June 22 | Health Team Meeting |
| June 26 | Education and Disabilities/Mental Health Coordinator Meeting |
| June 26 | DGKHS Policy Council Meeting |

Vision

To prepare Head Start children to enter kindergarten confidently with the social, physical, emotional and cognitive skills and competencies necessary for continuing school success.



**IV. APPROVAL OF MINUTES
(April 24, 2017)**

Moved: _____

Seconded: _____

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- Attendees:** *Parent Representatives:* Katie Beckmann (Catholic Charities), Brandan Burns (Catholic Charities), Anthony Chavez (Family Star), Anna McDaniel (Clayton), *Parent Alternates:* Elinor Dvir (Volunteers of America), Michelle Fayne (Denver Public Schools), Adrienne Pouengui (Volunteers of America), *Community Representatives:* Vera Atilano, Martina Hinojosa, Dr. Tricia Hudson, Geoff Horsfall
- Excused:** *Parent Representatives:* Giovanna Clay (Denver Public Schools), Lila Hailey (Volunteers of America), Kate Hotchkiss (Mile High Early Learning), Mayra Maldonado (Volunteers of America), Karina Mendez (Denver Public Schools), Jamila Tamayo (Mile Early Learning) *Community Representative:* Yvette Evans, Jennifer Garcia-Rosendo, Marilyn Halpern, Sherryl Kraizer
- Absent:** *Parent Alternates:* Maria Diaz (Denver Public Schools), Alejandra Garcia (Catholic Charities), Maria Moreno (Clayton), *Guests:* Allison Keough (Catholic Charities), Shelly Anderson (Clayton), Danielle Meir (Volunteers of America), Stephanie David (Denver Public Schools)
- Staff:** Chris Auer, (Head Start Disabilities Director), Al Martinez, Ph.D. (Head Start Executive Director), Lila Medina (Senior Financial Management Analyst) Liane Martinez (Head Start School Readiness Director), Adella Arredondo (Head Start Family Services Director), Alicia Boyd, (Five by Five Director), Dionne Williams (OCA Deputy Director)
- Minutes:** Caridad Nevarez (Head Start Office Manager)

I. WELCOME/ROLL CALL:

At 5:46 pm. The meeting was called to order by Anna McDaniel Policy Council Vice-Chair. Self-Introductions. Quorum was established.

II. SEATING OF NEW MEMBERS

III. APPROVAL OF AGENDA

A motion to approve the agenda was made by Katie Beckman and seconded by Anthony Chavez the motion carried.

IV. MINUTES FOR APPROVAL (Minutes from March 27, 2018).

A motion to approve the minutes from March 27, 2018 was made by Anthony Chavez and seconded by Geoff Horsfall. The motion carried.

V. FINANCIAL BRIEFING

Lila Medina gave an overview of the financial report. Lila also mentioned that the in-kind has been met for this fiscal year. The financial report was part of the meeting packet. Please refer to it for further details. A brief discussion followed.

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VI. NEW BUSINESS

A. OCA Overview

Dionne gave an overview on who the Office of Children's Affairs is and what programs and services are offered through the Office of Children's Affairs. The presentation was part of the meeting packet. Please refer to the meeting packet for further details.

B. Conscious Discipline

Chris went over the parenting classes on Conscious Discipline that are being held at Greenlee, Clayton and Catholic Charities. The classes are being offered thanks to the grant from the Buell Foundation. Chris also shared a video on Conscious Discipline with the policy council. Liane and Chris also handed out materials. A brief discussion followed.

C. Trauma Informed Care

Chris gave a presentation about what trauma informed care is. Anthony and Katie shared their experience with the Policy Council and Dr Tricia Hudson talked about integrated services. Denver Great Kids Head Start staff will participate in a 2-day training in the fall. All staff from the delegate agencies will also be trained. The presentation was part of the meeting packet. A brief discussion followed.

D. Updated Universal Selection Criteria

Adella went over the updated selection criteria with the policy council. Adella and the Universal Selection criteria committee used the community assessment as a resource to update the selection criteria. The previous and new universal selection criteria was part of the meeting packet. Adella asked the policy council for approval of the new selection criteria that would be an effect on July 1, 2018.

A motion to approve the Updated Universal Selection Criteria was made by Anthony Chavez and seconded by Katie Beckman. The motion carried.

8 Approved

0 Opposed

E. Delegate Agency Reports

Delegate agency reports were presented by representatives or staff from each agency in attendance. All the Delegate Agency reports were part of the meeting packet. Please refer to them for more details.

VII. OTHER

A. Program Content Area Reports

Chris, Adella and Liane presented their content area reports to the Policy Council. Content area reports were included in the meeting packet. Please refer to them for more details.

VIII. MILEAGE AND CHILD CARE REIMBURSEMENT

Anna McDaniel asked parents to provide reimbursement forms to Adella for reimbursements.

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IX. MEETING ADJOURNMENT /NEXT MEETING DATE AND TIME

A motion to adjourn the meeting was made Anthony Chavez and seconded by Katie Beckman. The meeting adjourned at 6:58 p.m. The next Policy Council meeting is May 22, 2018 at Clayton Educare.

Approved by: _____ Date: _____
Policy Council Chair

Approved by: _____ Date: _____
Al Martinez, Ph.D. Head Start Director

For further clarification, minutes are recorded. Recordings are available at the City Office.

V. FINANCIAL BRIEFING

POLICY COUNCIL
Meeting of April 24, 2018
Junta del 24 de abril del 2018



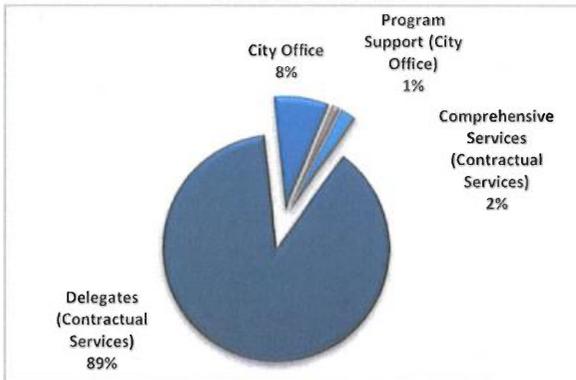
FINANCIAL REPORT

2017 - 2018 Head Start Financial Summary

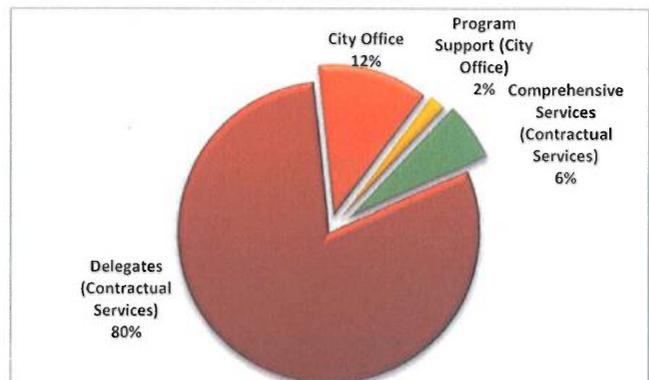
FEDERAL SHARE:

BUDGET CATEGORY	BUDGET	MTD_FEDERAL SHARE	YTD_FEDERAL SHARE	OVER/UNDER	% BUDGET REMAINING
City Office	990,032.00	71,446.05	788,814.60	201,217.40	20.32%
Program Support (City Office)	204,500.00	10,616.38	112,877.12	91,622.88	44.80%
Comprehensive Services (Contractual Services)	758,076.00	21,747.49	415,941.77	342,134.23	45.13%
Delegates (Contractual Services)	7,236,040.00	794,259.15	5,288,471.88	1,947,568.12	26.91%
Total	9,188,648.00	898,069.07	6,606,105.37	2,582,542.63	28.11%

% MTD FEDERAL SHARE



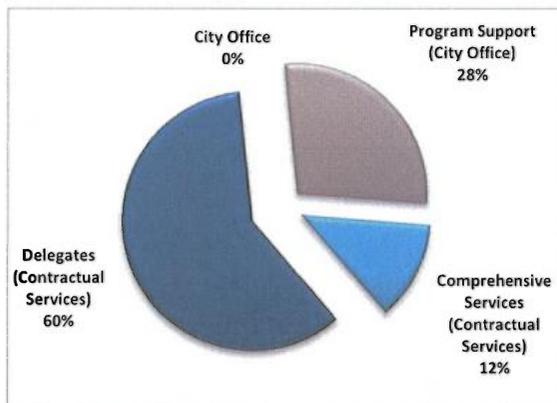
% YTD FEDERAL SHARE



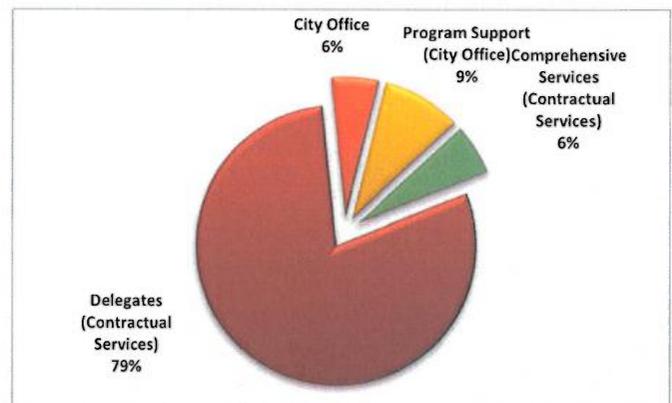
NON FEDERAL SHARE:

BUDGET CATEGORY	BUDGET	MTD_NON FEDERAL SHARE	YTD_NON FEDERAL SHARE	OVER/UNDER	% BUDGET REMAINING
City Office	93,478.25	0.00	93,478.25	0.00	0.00%
Program Support (City Office)	198,888.00	13,949.00	155,986.99	42,901.01	22%
Comprehensive Services (Contractual Services)	188,944.25	6,157.00	99,133.84	89,810.41	47.53%
Delegates (Contractual Services)	1,809,010.00	29,854.30	1,341,205.59	467,804.41	25.86%
Total	2,290,320.50	49,960.30	1,689,804.67	600,515.83	26.22%

% MTD NON FEDERAL SHARE



% YTD NON FEDERAL SHARE



Terms or Abbreviation

Federal Share = Funds that DGKHS receives directly from Federal Government

Non Federal = Funds that DGKHS, Vendors, and Delegate do not get reimburse by the Federal Government (examples: 5 by 5 program, voluntary hours, depreciation of buildings)

Variance = Differences between to amounts or percentages

Fiscal Year = The DGKHS grant is 7-1-2017 thru 6-30-2018

MTD = Month to Date = total for the reporting month

YTD = Year to Date = total for the fiscal year



Denver's Great Kids Head Start Financial Report July 1, 2017 thru June 30, 2018 Grant Award Year - April 2018

COLA /

	Budget	Reprogrammed Budget	Total Budget	% Grant Award	April Expenses	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed	% Variance
Personnel (Salaries)	642,839.00	21,269.36	664,108.36	7.23%	46,086.46	542,031.64	122,076.72	81.62%	66.67%	14.95%
Fringe Benefits	191,127.00	(7,300.00)	183,827.00	2.00%	14,403.39	159,092.98	24,734.02	86.54%	66.67%	19.88%
Staff Local Travel	2,000.00		2,000.00	0.02%	65.60	912.99	1,087.01	45.65%	66.67%	-21.02%
General Supplies	9,000.00		9,000.00	0.10%		9,962.81	(962.81)	110.70%	66.67%	44.03%
Disabilities Supplies	1,500.00		1,500.00	0.02%		166.92	1,333.08	11.13%	66.67%	-55.54%
Other General Admin	15,000.00	6,096.64	21,096.64	0.23%	5,265.29	13,187.46	7,909.18	62.51%	66.67%	-4.16%
Child Care	6,800.00		6,800.00	0.07%	460.00	4,200.00	2,600.00	61.76%	66.67%	-4.90%
Mileage / Transportation	1,900.00		1,900.00	0.02%		1,080.03	819.97	56.84%	66.67%	-9.82%
Subtotal	870,166.00	20,066.00	890,232.00	9.69%	66,280.74	730,634.83	159,597.17	82.07%	66.67%	15.41%
Committee Support										
Policy Council										
- Food	8,000.00		8,000.00	0.09%	891.00	8,430.45	(430.45)	105.38%	66.67%	38.71%
- Facilities	1,400.00		1,400.00	0.02%	570.00	660.00	740.00	47.14%	66.67%	-19.52%
Health Services Advisory										
Committee - Food	1,500.00		1,500.00	0.02%		785.21	714.79	52.35%	66.67%	-14.32%
School Readiness - Food	500.00		500.00	0.01%		193.54	306.47	38.71%	66.67%	-27.96%
Health non-HSAC - Food	500.00		500.00	0.01%		337.16	162.85	67.43%	66.67%	0.76%
Disabilities - Food	500.00		500.00	0.01%		183.91	316.10	36.78%	66.67%	-29.89%
Family Services - Food	500.00		500.00	0.01%		1,002.06	(502.06)	200.41%	66.67%	133.74%
Subtotal	12,900.00	-	12,900.00	0.14%	1,461.00	11,592.31	1,307.69	89.86%	66.67%	23.20%
Communication & Community										
Translations & Interpretation	7,500.00		7,500.00	0.08%	1,120.06	4,568.82	2,931.18	60.92%	66.67%	-5.75%
Head Start Annual Report Comprehensive Community	2,400.00		2,400.00	0.03%		2,100.00	300.00	87.50%	66.67%	20.83%

COLA /

	Budget	Reprogrammed Budget	Total Budget	% Grant Award	April Expenses	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed	% Variance
- Printing	1,000.00		1,000.00	0.01%		467.00	533.00		66.67%	-66.67%
- Recruitment	15,000.00		15,000.00	0.16%	450.00	6,398.79	8,601.21	42.66%	66.67%	-24.01%
Subtotal	25,900.00	-	25,900.00	0.28%	1,570.06	13,534.61	12,365.39	52.26%	66.67%	-14.41%
City Office Training and Professional Development										
City Head Start Staff	14,000.00		14,000.00	0.15%		3,475.74	10,524.26	24.83%	66.67%	-41.84%
City Controller's Office										
Staff	6,000.00		6,000.00	0.07%		5,443.85	556.15	90.73%	66.67%	24.06%
Subtotal	20,000.00	-	20,000.00	0.22%	-	8,919.59	11,080.41	44.60%	66.67%	-22.07%
Content Area Training										
School Readiness	4,500.00		4,500.00	0.05%		2,328.95	2,171.05	51.75%	66.67%	-14.91%
Health	4,500.00		4,500.00	0.05%	(697.00)	1,636.50	2,863.50	36.37%	66.67%	-30.30%
Disabilities	4,500.00		4,500.00	0.05%		4,794.00	(294.00)	106.53%	66.67%	39.87%
Family Services	4,500.00		4,500.00	0.05%		3,624.00	876.00	80.53%	66.67%	13.87%
Policy Council	11,000.00		11,000.00	0.12%	2,655.33	2,655.33	8,344.67	24.14%	66.67%	-42.53%
Parent Training	12,000.00		12,000.00	0.13%	175.92	9,094.48	2,905.52	75.79%	66.67%	-9.12%
Subtotal	41,000.00	-	41,000.00	0.45%	2,134.25	24,133.26	16,866.74	58.86%	66.67%	-7.81%
Program Support										
5 BY 5 Program	17,500.00		17,500.00	0.19%	39.99	3,350.54	14,149.46	19.15%	66.67%	-47.52%
Transitions	18,000.00		18,000.00	0.20%	3,900.70	3,900.70	14,099.30	21.67%	66.67%	-45.00%
Dance & Movement_CM										
Dance	60,000.00		60,000.00	0.65%		46,820.00	13,180.00	78.03%	66.67%	11.37%
Health & Wellness_UC										
Denver	36,000.00		36,000.00	0.39%	1,827.37	11,253.99	24,746.01	31.26%	66.67%	-35.41%
CLASS Training	3,000.00		3,000.00	0.03%	100.00	939.23	2,060.77	31.31%	66.67%	-35.36%
Enhancement_Erikson	45,000.00		45,000.00	0.49%	1,279.08	39,898.01	5,101.99	88.66%	66.67%	22.00%
Financial Literacy	20,000.00	(5,000.00)	15,000.00	0.16%	1,225.78	1,909.27	13,090.73	12.73%	66.67%	-53.94%
Health Literacy	10,000.00	-	10,000.00	0.11%	2,243.46	4,805.38	5,194.62	48.05%	66.67%	-18.61%
Subtotal	209,500.00	(5,000.00)	204,500.00	2.23%	10,616.38	112,877.12	91,622.88	55.20%	66.67%	-11.47%
Comprehensive Services (Contractual Services)										
Disabilities _Sewell Mental	242,400.00		242,400.00	2.64%	19,552.34	144,725.67	97,674.33	59.71%	66.67%	-6.96%
Health/Health/Dental_										
Denver Health & Hospitals Authority	431,961.00	1,547.00	433,508.00	4.72%		207,396.68	226,111.32	47.84%	66.67%	-18.83%

COLA /										
	Budget	Reprogrammed Budget	Total Budget	% Grant Award	April Expenses	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed	% Variance
Nutrition_Nutrition Consultants	62,240.00	2,300.00	64,540.00	0.70%	2,195.15	48,367.67	16,172.33	74.94%	66.67%	8.28%
Hearing and Language_ Marion Downs	17,628.00		17,628.00	0.19%		15,451.75	2,176.25	87.65%	66.67%	20.99%
Subtotal	754,229.00	3,847.00	758,076.00	8.25%	21,747.49	415,941.77	342,134.23	54.87%	66.67%	-11.80%
Delegates (Contractual Services)										
Catholic Charities	1,537,637.00	15,283.00	1,552,920.00	16.90%	108,466.27	975,976.74	576,943.26	62.85%	66.67%	-3.82%
Clayton Early learning	1,450,071.00	(35,008.00)	1,415,063.00	15.40%	358,945.88	1,237,497.63	177,565.37	87.45%	66.67%	20.79%
Denver Public Schools	1,752,809.00	17,405.00	1,770,214.00	19.27%	326,847.00	1,319,749.00	450,465.00	74.55%	66.67%	7.89%
Family Star	216,048.00	2,146.00	218,194.00	2.37%		141,244.42	76,949.58	64.73%	66.67%	-1.93%
Mile High Early Learning	1,712,569.00	66,423.00	1,778,992.00	19.36%		1,183,085.09	595,906.91	66.50%	66.67%	-0.16%
Volunteers of America	495,734.00	4,923.00	500,657.00	5.45%		430,919.00	69,738.00	86.07%	66.67%	19.40%
Subtotal	7,164,868.00	71,172.00	7,236,040.00	78.75%	794,259.15	5,288,471.88	1,947,568.12	73.09%	66.67%	6.42%
Grand Total	9,098,563.00	90,085.00	9,188,648.00	100.00%	898,069.07	6,606,105.37	2,582,542.63	71.89%	66.67%	5.23%

Note Adjustment:

NON FEDERAL SHARE:

City Office (Private Grants- CHF, CFC, TGF)	100,000.00	(6,521.75)	93,478.25	4.08%		93,478.25		100.00%	66.67%	33.33%
Program Support (City Office)	198,888.00		198,888.00	8.68%	13,949.00	155,986.99	42,901.01	78.43%	66.67%	11.76%

NON FEDERAL SHARE:

5 BY 5 Program	167,388.00	167,388.00	7.31%	13,949.00	139,490.00	27,898.00	83.33%	66.67%	16.67%
Dance & Movement (CM Dance)	15,000.00	15,000.00	0.65%	-	6,519.00	8,481.00	43.46%	66.67%	-23.21%
Health & Wellness (CU-Denver)	9,000.00	9,000.00	0.39%	-	3,171.74	5,828.26	35.24%	66.67%	-31.43%
Math Enhancement (Erikson)	7,500.00	7,500.00	0.33%	-	6,806.25	693.75	90.75%	66.67%	24.08%
Comprehensive Services (Contractual Services)	184,536.00	188,944.25	8.25%	6,157.00	99,133.84	89,810.41	52.47%	66.67%	-14.20%
Disabilities (Sewell) Mental	60,600.00	60,600.00	2.65%	6,157.00	49,256.00	11,344.00	81.28%	66.67%	14.61%
Health/Health/Dental (Denver Health)	103,969.00	108,377.25	4.73%	-	31,109.51	77,267.74	28.70%	66.67%	-37.96%
Nutrition (Nutrition Consultants)	15,560.00	15,560.00	0.68%	-	14,361.33	1,198.67	92.30%	66.67%	25.63%
Hearing and Language (Marion Downs)	4,407.00	4,407.00	0.19%	-	4,407.00	-	100.00%	66.67%	33.33%
Delegates (Contractual Services)	1,791,217.00	1,809,010.00	78.99%	29,854.30	1,341,205.59	467,804.41	74.14%	66.67%	7.47%
Catholic Charities	384,409.25	388,230.00	16.95%	-	273,347.86	114,882.14	70.41%	66.67%	3.74%
Clayton Early learning	362,517.75	(8,752.00)	15.45%	29,854.30	309,374.45	44,391.30	87.45%	66.67%	20.79%
Denver Public Schools	438,202.25	4,351.25	19.32%	-	442,553.50	-	100.00%	66.67%	33.33%
Family Star	54,012.00	536.50	2.38%	-	38,343.27	16,205.23	70.29%	66.67%	3.63%
Mile High Early Learning	428,142.25	16,605.75	19.42%	-	173,783.51	270,964.49	39.07%	66.67%	-27.59%
Volunteers of America	123,933.50	1,230.75	5.46%	-	103,803.00	21,361.25	82.93%	66.67%	16.27%
Grand Total	2,274,641.00	15,679.50	100%	49,960.30	1,689,804.67	600,515.83	73.78%	66.67%	7.11%

MARCH 2018 FINANCIAL TRANSACTION SUMMARY

GR0000581 Y1002 Head Start - 2017/2018

Ledger Account	Transaction & Budget line Description	Type of Transactions	Transaction Description & Vendor	Amount
Sum of Amount				
Ledger Account	Source	Transaction NurLine Memo		Total
501000:Regular Compensation	Payroll Actual Accrual	(blank)	Payroll 4/14	22,072.27
			Payroll 4/28	22,072.27
502200:Comp Time Paid	Payroll Actual Accrual	(blank)	Payroll 4/14	804.57
503100:Differential Pay	Payroll Actual Accrual	(blank)	Payroll 4/14	16.81
503400:Premium Pay	Payroll Actual Accrual	(blank)	Payroll 4/14	175.00
			Payroll 4/28	175.00
521000:Retirement Pension	Payroll Actual Accrual	(blank)	Payroll 4/14	2,883.57
			Payroll 4/28	2,796.00
530800:Health Savings Account	Payroll Actual Accrual	(blank)	Payroll 4/14	152.50
			Payroll 4/28	152.50
540100:Social Security Taxes	Payroll Actual Accrual	(blank)	Payroll 4/14	1,632.81
			Payroll 4/28	1,633.92
541100:Employer Paid Health Insu	Payroll Actual Accrual	(blank)	Payroll 4/14	2,118.99
			Payroll 4/28	2,118.99
541200:Employer Paid Dental Insu	Payroll Actual Accrual	(blank)	Payroll 4/14	133.98
			Payroll 4/28	133.98
541300:Employer Paid Life Insurar	Payroll Actual Accrual	(blank)	Payroll 4/28	159.72
541400:Employer Paid Disability li	Payroll Actual Accrual	(blank)	Payroll 4/14	181.52
601000:Professional Services	Procurement Card Transa	PC-00019929	Financial literacy class for Head Start lowry parents pre	224.00
		PC-00019931	Financial literacy class at Rude Park for Head Star Pare	183.30
		PC-00019932	Financial Literacy Class at Edna Oliver for Head Start Pz	180.50
		PC-00019933	Dinner for PC on 03/27/18	891.00
	Supplier Invoice	SI-00065815	Clayton Early Learning	161,417.54
		SI-00067553	Debra A	40.00
		SI-00067559	Elizabeth Phillip	60.00
		SI-00067751	Erikson Training	570.00
		SI-00067753	Community Lang	100.00
		SI-00067754	Community Lang	400.00
		SI-00067757	Green Translation	34.92
		SI-00067758	Green Translation	434.64
		SI-00067759	Cyacom Internati	110.60
		SI-00067763	Rassman Design	450.00
		SI-00067805	Colorado Child Care Substitues LLC	819.38
		SI-00067809	Cyacom Internati	39.90
		SI-00067971	Colorado Child Care Substitues LLC	641.95
		SI-00068134	Childcare reimbursement for parents at the Policy Cou	360.00
		SI-00068835	Catholic Charities Feb	108,466.27
		SI-00069547	Nutrition Consult	2,195.15
		SI-00069810	Clayton Early Learning	78,111.16
		SI-00069886	DPS Feb	166,857.00
		SI-00071119	Colorado Child Care Substitues LLC	808.45
		SI-00071121	Colorado Child Care Substitues LLC	846.69
		SI-00071203	SEWALL Feb	19,552.34
		SI-00071784	Colorado Child Care Substitues LLC	793.59
		SI-00072348	Pro Corp Images I	50.00
		SI-00072789	My Nanny Solution	500.00
		SI-00074667	Clayton Early Learning	119,417.18
		SI-00074669	DPS March	26,376.00
610100:Administrative Expense	Procurement Card Transa	PC-00019920	Parent training recruitment at Greenlee Reclass to Buell	87.96
		PC-00019921	Parent training recruitment at Greenlee Reclass to Buell	87.96
611900:Dues, Licenses and Subscrip	Procurement Card Transa	PC-00019911	Yearly Membership for Alicia	40.00
		PC-00019925	Individual Pro year membership (non profit)	39.99
640100:Leases and Rentals	Supplier Invoice	SI-00067755	Lewan & Associate	558.04
		SI-00067756	Lewan & Associate	483.44
660100:Travel Advance Account	Ad Hoc Payment	(blank)	Travel Advance - Anaheim, CA - 042418ADV	562.00
661000:Travel and Transportation	Ad Hoc Payment	(blank)	Anaheim, CA - 042418ACT	1,938.00
			Travel Reimbursement - Albuquerque, NM - 040318AC	165.86
	Payroll Actual Accrual	(blank)	Staff Local Travel	65.60
	Procurement Card Transa	PC-00019937	Transportation for Anna McDaniel from Meeting to hor	12.50
			Transportation for Anna McDaniel to Executive Commi	19.18
	Supplier Invoice	SI-00068134	Mileage reimbursement for parents at the Policy Coun	123.65
681300:Grant Award To subrecipi	Supplier Invoice	SI-00069537	UCD March	1,827.37
		SI-00074669	DPS March	133,614.00
683900:Training	Procurement Card Transa	PC-00019933	Lori CLASS Training	100.00
701200:Books and Education Mat	Procurement Card Transa	PC-00019911	Math Materials for Erikson Math Training	680.02
		PC-00019917	Materials for Tranistions	531.70
		PC-00019922	20 raffle items to support financial planning for 4 MHEI	137.98
		PC-00020511	Materials for Erikson Math Materials	230.43
		PC-00020516	Classroom materials for VOA.This is 1 of 2 purchases. 1	165.51
			Classroom materials for VOA.This is 2 of 2 purchases. 1	203.12
	Supplier Invoice	SI-00072348	Pro Corp Images I	3,000.00
701400:Clothing Supplies and Mat	Procurement Card Transa	PC-00019909	Shirts for Head Start Staff	165.75
701900:Office Supplies and Fixtur	Supplier Invoice	SI-00072348	Pro Corp Images I	319.00
702300:Safety Supplies and Equip	Procurement Card Transa	PC-00017688	DPS Parent Meeting - Health and SafetyFirst Alert Batte	1,380.60
930400:Billings For Services	Internal Service Delivery	ISD-00000683	Controller's Benefits	304.91
			Controller's Payroll	770.54
	Payroll Actual Accrual	(blank)	Cell Phones	108.00
Grand Total				898,069.07

Periods
Accounting Worktag

2018 : Apr
GR00000581 Y1002 Head Start - 2017/2018

Trial Balance

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
000100:Equity In Treasury Cash & Investment	(600,293.38)	0.00	66,024.95	(666,318.33)
001000:Cash	(1,939,544.00)	0.00	840,742.48	(2,780,286.48)
020600:Undeposited Payments	0.00	0.00	0.00	0.00
022000:Grants Receivable	2,373,697.82	0.00	0.00	2,373,697.82
023100:Unbilled Grant Receivable	1,060,688.57	1,334,697.10	126,378.02	2,269,007.65
110100:Vouchers Payable	(374,526.30)	838,076.62	829,378.26	(365,827.94)
110200:Unrecorded Liabilities	0.00	0.00	0.00	0.00
111000:Payroll Liabilities	149.00	0.00	0.00	149.00
121100:Year End Accrued Payroll	0.00	0.00	0.00	0.00
121600:Accrued Vacation/Sick	(62,013.25)	0.00	0.00	(62,013.25)
150100:Interfund Payable	0.00	0.00	0.00	0.00
290100:Fund Balance	0.00	0.00	0.00	0.00
340000:Intergovernmental Revenue	(1,768,446.49)	126,378.02	1,334,697.10	(2,976,765.57)
501000:Regular Compensation	143,110.46	44,144.54	0.00	187,255.00
502200:Comp Time Paid	0.00	804.57	0.00	804.57
503100:Differential Pay	27.22	16.81	0.00	44.03
503400:Premium Pay	1,137.50	350.00	0.00	1,487.50
521000:Retirement Pension	18,087.16	5,679.57	0.00	23,766.73
530800:Health Savings Account	1,067.50	305.00	0.00	1,372.50
540100:Social Security Taxes	10,407.11	3,266.73	0.00	13,673.84
541100:Employer Paid Health Insurance	14,832.93	4,237.98	0.00	19,070.91
541200:Employer Paid Dental Insurance	937.86	267.96	0.00	1,205.82
541300:Employer Paid Life Insurance	638.22	159.72	0.00	797.94
541400:Employer Paid Disability Insurance	544.56	181.52	0.00	726.08
601000:Professional Services	880,875.21	690,931.56	0.00	1,571,806.77
610100:Administrative Expense	2,553.66	175.92	0.00	2,729.58
611900:Dues, Licenses and Subscriptions	3,200.00	79.99	0.00	3,279.99
640100:Leases and Rentals	1,299.41	1,041.48	0.00	2,340.89
660100:Travel Advance Account	361.12	562.00	0.00	923.12
661000:Travel and Transportation Employee	3,417.25	2,324.79	0.00	5,742.04
681300:Grant Award To subrecipient	190,383.35	135,441.37	0.00	325,824.72
683900:Training	9,320.23	100.00	0.00	9,420.23
701200:Books and Education Materials	2,744.49	4,948.76	0.00	7,693.25
701400:Clothing Supplies and Materials	0.00	165.75	0.00	165.75
701600:Food Supplies	482.54	0.00	0.00	482.54
701900:Office Supplies and Fixtures	234.68	319.00	0.00	553.68
702300:Safety Supplies and Equipment	0.00	1,380.60	0.00	1,380.60
930400:Billings For Services	24,625.57	1,183.45	0.00	25,809.02
Total	0.00	3,197,220.81	3,197,220.81	0.00
April Total		898,069.07	0.00	2,208,357.10

VI. NEW BUSINESS

- a) Presentation of Denver Public Library
- b) Five by Five Summer Updates
- c) Summer Meals
- d) Delegate Agency Reports

POLICY COUNCIL
Meeting of April 24, 2018
Junta del 24 de abril del 2018



Delegate Agency Reports



Denver Great Kids Head Start

May 2018 Family Star Inc. Delegate Agency Policy Council Committee Report

Program Updates for May 2018

Last Policy Council Committee Meeting Date: 5/8/18

- **Update on last policy committee meeting:** The Training and Technical Assistance Specialist from OHS came to the meeting to present on the roles and responsibilities of governance. The new Board Chair was also present to introduce herself and provide an update on the search for a new Executive Director. After unanimous approval, Family Star is excited to announce their new Executive Director – Amy Downs. Amy is fluent in English and Spanish and has a master's degree in Public Policy. She has worked for the US Congressional Budget Office and spent 5 years working for the Colorado Governor's Office of State Planning and Budgeting. For the past 13 years she has been working for the Colorado Health Institute (CHI), with her latest position being Vice President. In her role with CHI, she leads and manages the policy analysis portfolio and staff. Areas of expertise include care for underserved populations, health inequities, early childhood services, health care financing, community health, and the integration of behavioral and physical health. Since 2004, she has led volunteer surgical teams to provide surgeries to low income children in Latin America with a program called Healing the Children. It is anticipated she will begin in the middle of June
- **Strengths:** Several projects and tasks are in the process of being completed in preparation for the end of this program year and the start of next year. A childcare resource packet will be provided to families who are in need of supplemental childcare during school closures.
- **Trainings:** The EHS/HS Director attended the NHSA conference, the Home Based team attended the Parent Visitation Conference, the Health and Nutrition Coordinator attended the Colorado Health Symposium, the Child Family Advocates attended their Family Development Credential and the Data Coordinator is receiving training on advanced Excel skills.
- **Needs/Challenges:** Family attendance at after-hours events such as Parent Committee and Family Nights has dropped. At the request of parents, the organization combined some events in an effort to increase attendance. As they plan next year's plan, they will continue to review strategies to increase attendance.

Financial Updates

USDA Meals: For 4/30/18 we claimed \$10,125 in reimbursement and served 7,059 meals and/or snacks. (NO or Yes) USDA/CACFP claims reduced or rejected for any reason.



Financial Status: As of 1/31/2018 we have expended \$141,244.42 of our total Head Start grant award of \$218,194.00 which is 65% of the total grant. Also we have reported \$27,274.25 of our non-federal share total of \$54,548 which is 50% of total non-federal share, with a grand total award of \$272,742.50.

**Next Policy Council/Committee Date (Date, Time, Location): 6/12/18; 5:30 pm – 7:00 pm;
Northwest Center**

Denver Great Kids Head Start
May 2018

**Mile High Early Learning
Policy Committee Report**

Program Updates

- **Last Policy Council/Committee Meeting Date:** April 18, 2018
- **Update on last Policy Council/Committee meeting:** The Policy Committee had a training from Dodie Price, Food Program Coordinator. She provided handouts about mealtime conversations with preschoolers on how to best encourage good eating habits at an early age. She let the parents know that we participate in the Federal Food Program, which allows us to provide balanced meals for all the children enrolled in our centers. She reminded parents that meals are served family style, allowing children to serve themselves independently to encourage social interaction so children can learn from each other and the teachers.
- **Strengths/Highlights/Trainings:** The month of April has gone by quickly. We had a professional development day on April 28 in the morning until around 10:30 for teachers only. The purpose of the training was for staff to complete a Mile High Early Learning (MHEL) Survey about teacher job satisfaction. This is a research project that MHEL teaching staff will participate in for the next 2 to 3 years. During this meeting the CEO also announced that the teacher pay scale has been revamped and almost all MHEL teachers received a pay increase. After this meeting the teachers returned to their sites to work on TSG, lesson plans, teaming time and staff meetings. MHEL has also gone through some organizational restructuring and there are now going to be two Directors of Center Operations. One Director of Center Operations for the centers located in East Denver and Kathy Baker the current Program Director for Westwood will be taking the position for the centers located in West Denver.
- **Needs/Challenges:** Our challenge continues to be staffing. We have open teacher positions across the organization as well as 2 Program Director positions. The good news, a new Program Director is starting in May at Rude Park. We have also interviewed for the Westwood Program Director position and there may be good news on the horizon soon.

Financial Updates

- **USDA Meals:** For March 2018 we claimed \$26,194.05 in reimbursement and served 13,742 meals and/or snacks. No USDA/CACFP claims reduced or rejected for any reason.
- **Financial Status:** As of March 2018 we have expended \$1,328,006.96 our total Head Start grant award of \$1,778,991.00, which is 75% of the total grant. Also, we have reported \$340,061.40 of our non-federal share total of \$428,142.00, which is 79% of the total non-federal share.



Next Policy Committee Meeting

June 20, 2018

5:30-7:30

Lowry Early Learning Center, 957 Ulster Way, Denver CO, 80230

Program Updates

Last Policy Committee Meeting Date: 5/3/18 (Rescheduled from April 26, 2018)

- **Update on last Policy Committee meeting:**
 - Parent Presentation from Denver Public Library for Summer programs
 - Staffing updates
 - Celebration of Learning Updates
 - Discussion/planning of Teacher Appreciation Week
 - Discussion of Celebration of Learning 5/31/18
 - Summer childcare announcements
 - Planning 2018-2019 School year
- **Strengths/Highlights:**
 - Organized 1st monthly We Don't Waste Food Distribution
 - Financial Literacy class completed
 - Families completed Cooking Matters class
 - Gloria Jimenez, Family Service Worker nominated for National Volunteers of America conference award in area of Case Management
 - 2 Parents nominated for Head Start Parent of the Year, Lila Hailey for her dedication and support of quality programming and parent engagement, and Ashlie Mason for persevering against all odds with the hope of a better future for her three daughters.
- **Trainings:**
 - Teaching team attended Erickson Math Institute
 - Teaching team attended Incredible Years TCM
 - Family Service workers continue with Family Development Credential
 - Conscious Discipline introduced to Teaching Team for future training
- **Needs/Challenges:**
 - One open Associate Teacher position
 - One open Lead Teacher position
 - Increased need in 1:1 supports
 - Building in protected time for teaching teams for planning and strategizing challenges in classroom

Financial Updates

- USDA Meals: For 08/17 date we claimed \$1,238.73 in reimbursement and served 639 meals and/or snacks. (No) USDA/CACFP claims reduced or rejected for any reason.
- USDA Meals: For 09/17 date we claimed \$6,016.57 in reimbursement and served 2,996 meals and/or snacks. (No) USDA/CACFP claims reduced or rejected for any reason.
- USDA Meals: For 10/17 date we claimed \$7,198.91 in reimbursement and served 3,601 meals and/or snacks. (No) USDA/CACFP claims reduced or rejected for any reason.
- USDA Meals: For 11/17 date we claimed \$6,957.37 in reimbursement and served 3,469 meals and/or snacks. (No) USDA/CACFP claims reduced or rejected for any reason.
- USDA Meals: For 12/17 date we claimed \$4,916.68 in reimbursement and served 851 meals and/or snacks. (No) USDA/CACFP claims reduced or rejected for any reason.
- USDA Meals: For 01/18 date we claimed \$5,795.74 in reimbursement and served 1020 meals and/or snacks. (No) USDA/CACFP claims reduced or rejected for any reason.
- USDA Meals: For 02/18 date we claimed \$6,142.82 in reimbursement and served 1089 meals and/or snacks. (No) USDA/CACFP claims reduced or rejected for any reason.
- USDA Meals: For 03/18 date we claimed \$4,268.33 in reimbursement and served 2959 meals and/or snacks. (No) USDA/CACFP claims reduced or rejected for any reason.
- Financial Status: As of 3/31/18 date we have expended \$491,485.00 our total Head Start grant award of \$500,657.00 which is 98% of the total grant. Also we have reported \$122,617.00 of our non-federal share total of \$125,165.00 which is 98% of total non-federal share.

Next Parent Policy and Engagement Committee Meeting May 24, 2018 10:00am – 12:00pm at the Early Childhood Education Center in the Teacher Work Room.

VII. OLD BUSINESS

- a) NHSA Presentations
- b) NHSA Staff Observations

Conference Attendance Report

Name: Lila Hailey	Role/Position: Parent/ VOA President Policy Council
Dates of Conference: April 24-27	Conference Location: Anaheim, Ca
Conference Title:	National Head Start Conference

Top 5 Sessions Attended: Please provide workshop title and write a brief description:

- Promoting Healthy Meals for Children and their Families: Perspectives from the USDA - This session provided several different serving charts for meals for children ages 1-5yrs old. The instructors gave information and healthy recipes to keep kids busy during the summer with their families. The session also showed you how to order all the free materials online. Encourage kids to continue to try new and different foods, this spring/summer they introduced a sticker kids would enjoy. 'I TRIED IT'; sticker - for every time a child tries a new fruit or vegetable.

Materials can be ordered at www.fns.usda.gov

- When Parents Lead In & Beyond Head Start: Taking it to the next level - This session was about being able to encourage and inspire other Head Start parents to advocate for their children. That there is nothing better than hearing it from another parent. The session also talked about ways to tell your Head Start story, who you are as a person will help other parents get involved and stand up.

Further information is available at www.parentswholead.org

•Music, Movement, and Learning: Developing School Readiness Skills - This session was about getting young children more interested in reading by applying song and dance to the story. If you applied this to your instruction you would notice that the children become more excited about reading and using new words.

The complete curriculum is available free at www.Drmike.info

•Singing & Signing: Developing Dual Language and Having Fun! - This session was about getting young children into reading by signing the letters and words, using song and dance. This helps the children to learn sign language without any pressure of learning a second language.

The curriculum can be found at www.drmike.info

•Modeling Techniques for Positive Parent - Child Relationships and Interactions- This session was informative, it provided several different examples for parents or Family Service Workers to use with families that are experiencing boundary or bonding issues with their children. The examples provided were very useful.

•Role Playing- if your child is acting out stop and reverse roles so each of you know how the other is feeling.

•Always honor your word - if you tell your child you are going to do something do it, if you can't do it acknowledge that and let them know 'I know I said we were going to do this - but right now I can't.' Don't ever promise something and just ignore it.

•Write an apology letter to your child for all the things you promised but didn't hold up to. •Never allow a child to know about a situation that is an Adult situation. Have Boundaries.

•Take your child on a date sometimes.

•Man in the Mirror- Say something Positive to each other everyday in the mirror.

- Figure out what your child would have to do or say to make you feel dishonored by your child. Once you figure this out you learn how to manage your reaction as a parent.
 - A child must have structure.
- For conferences or sessions - www.superfunshow.com

Please describe your greatest insights or takeaways:

My greatest insights from this year's conference was from the session I took with Sheryl Brown from the; 'Modeling Techniques for Positive Parent - Child Relationships and Interactions;' session. This session was very informative and provided me many various activities to do with my daughters as they get older to build a stronger parent/child relationship with each.

Examples :

- Write an apology letter to your child for all the things you promised but didn't hold up to.
- Man in the Mirror - Every Morning say something Positive to each other.
- Have Parent/Child Boundaries.

What information can you teach or pass on to others who did not attend?

"Parents it's OK to Admit that you are Wrong sometimes and you will make mistakes."

CONFERENCE ATTENDANCE REPORT



Name: Yvette Evans	Role/Position: Chair
Dates of Conference: April 24 - 27 2018	Conference Location: Anaheim
Conference Title: Meet The Feeling Friends	

Top 5 Sessions Attended: Please provide workshop title and write a brief description:

1. Engaging Fathers
2. Dollar Per Child
3. Sesame Street in Communities
4. Singing and Signing
5. Ready Set Read

Please describe your greatest insights or takeaways:

My Greatest insights from this session was talking and helping children with stuffed characters about expressing emotions. One of the most important phrases that came out of the class by the Facilitator Karen Cuthrell was that "I am the boss of my feelings, can't you see. I manage my feelings, they don't manage me. It's All About Love!!!! She created feeling friends for her daughter at the time was under 5 years old. Who was sad and depressed due to a divorce and also inner feelings we carry during pregnancy. The daughter is now 21yrs old and is successful due to the feeling friends.

What information can you teach or pass on to others who did not attend?

The information that can be passed on to others that did not attend the conference was that it was a no judge zone. They had characters like Wally the Worry Worm, Angie the Angry Tiger, Billy the Bully Goat, Donell the Disgusting Dingo, Gordon the Guilty Gorilla, and so many more. You can use these characters in the classroom and also in the home to teach children and yourself to be in control of your own feelings and emotions. You can also look up all the characters and more information on the website @thefeelingfriends.com

Please use this form to gather your thoughts and ideas and help you prepare your presentation and report out to the rest of the Policy Council. Upon return please submit your completed conference attendance report with your travel reconciliation.

VIII. OTHER

a) Program Content Area Reports



Policy Council Content Area Reports

May 22, 2018

Disabilities and Mental Health By Chris Auer, Head Start Disabilities and Mental Health Services Director Office: 720-913-0894 Email: Christopher.Auer@denvergov.org	
Last meeting: May 17, 2018	Next meeting date: June 26, 2018

Disabilities and Mental Health Update:

Positive parenting classes have concluded for the 2017-2018 program year. Over 100 parents attended classes across DGKHS. The group discussed implementation of Conscious Discipline classes for the upcoming year, and a grant application for support funding is pending with the Buell Foundation. Materials related to Conscious Discipline were distributed to agencies at the meeting. Chris shared some details regarding a proposal to implement a system of trauma informed care for the upcoming year. Funding for this initiative was included in the grant proposal to Buell Foundation. More information regarding this initiative will be shared with the management team on June 6. Cristina, with Sewall Child Development Center shared updates regarding summer testing schedule, progress note distribution, and transition meetings. Rachel with DHHA shared updates regarding mental health services. Each participant shared one accomplishment that they were proud of for the current program year.

Family Services By Adella Arredondo, Head Start Family Services Director Office: 720.913.0882 Email: adella.arredondo@denvergov.org	
Last meeting: May 3, 2018 from 1:00-2:00pm Family Services meeting From 2:00-3:30pm Combined meeting with Health team at Carla Madison Recreation Center	Next meeting date: June 7th, 2018 from 1:00-3:30pm at the Blair Caldwell Library

Highlights from the Family Services Meeting:

A portion of our last family services meeting was combined with the Health Services team. The meeting focused on identifying opportunities to improve health metrics by improving health and family services collaborations at delegate agencies. During this meeting we reviewed Health metrics data (dental screenings/follow up and health screenings/health follow up), opportunities for improvement and collaborations that are currently working well amongst health and family services staff at delegate agencies. The next steps will be to ask delegate agencies to develop



actionable plans to implement in the next program year that would result in stronger health and family services collaborations and improved health data metrics.

Reflective Processing:

Our office recently received confirmation we received grant funding from Caring for Colorado. Part of the funding will go to consultation in classrooms and teachers. Another part of the funding will go to supporting family services staff with reflective processing. This will provide family services staff with building skills and capacity with relationship-based competencies which includes skills, strategies and actions for staff in these roles. Relationship-based competencies were established by the Office of Head Start intended to build capacity for family services staff and their supervisors.

Head Start Recruitment

Recruitment for the next program year has begun. Head Start programs will be recruiting throughout the summer to make sure all Head Start slots are full by the start of the next program year. DGKHS is updating the recruitment plan - which outlines grantee-wide recruitment support DGKHS does to the support delegate agencies with enrollment and recruitment. More information on this updated recruitment plan will be shared with the Policy Council.

Health Services By Lori Medina, Head Start Health Services Director Office: 720-913-0895 Email: lori.medina-anderson@denvergov.org	
Last meeting: April 27, 2018	Next meeting date: May 25, 2018

Health Services Advisory Committee – April 27, 2018:

Presentation by Mercedes Marinich, Dental Expert Parent Workshop Coordinator
Mercedes works with Children’s Hospital Department of Pediatric Dentistry. She is wanting to provide dental education to our parents, prefers small groups, and will travel to any site. Our dental outcomes need to be improved and part of that focus will be parent education regarding the purpose behind visiting the dentist.

Health Program Updates:

- Provided December and March PIR data to reinforce what areas the delegate agencies need to focus on for the remainder of the program year: Referrals completed based on health screenings, Dental exams, Follow up on dental exams
- Met with Family Services/Health Teams together to promote communication and collaboration to improve Health Metrics. Great attendance, participation, and feedback! Will be providing this feedback to the Directors at the next Management Team Meeting in June. Plan to meet as a group ongoing into the next program year.

Health File Audit:

All delegates received a report that highlighted both strengths and areas for improvement.



DGKHS Overall –
Strengths:

- Identification of medical and dental homes.
- Health Care Plans
- Health Screening Documentation
- Most sites had consistent area/tab for the health documents
- Most sites had proper immunization documentation

Areas for Improvement:

- Health Screenings in home based programs
- Dental exams
- Acceptable documentation of immunizations per licensing
- Consistency of filing the health paperwork, where it is easy to find and organized
- Tracking of height and weight is inconsistent
- Proper follow up documentation on weight – how are we working with families on this concern?
- Documentation of EPSDT standards – lead and TB must have risk assessment in the very least, very little documentation on hematocrit.
- Documenting follow up needed and completed on health issues not clear in many files.

School Readiness

By Liane Martinez, Head Start School Readiness Director

Office: 720-913-0884 Email: liane.martinez@denvergov.org

Last meeting: May 22, 2018

Next meeting date: June 26, 2018

Education Updates:

Erikson and Cm Dance contracts have been renewed for next year. There will be some changes to Erikson. The additional afternoon for Education coordinators and leadership will be included as part of the two days of training. We are looking for different spaces to conduct the trainings.

Reflections from teachers this year regarding the Erikson trainings,

- Many of the teachers are beginning to see the importance of focusing on small quantities and providing children with math experiences that allow them to think and problem solve.
- Many of the teachers mentioned the importance of math language and the need to be precise.
- Many shared that they will be digging into the Big Ideas book, and hopefully that will remind them of the things they have learned as well as expose them to new learning.
- Many expressed the value of the of multiple years of exposure to these new ideas and understand how math language can take root.



All kindergarten bound students will receive a backpack of helpful transition materials and all materials have been delivered to our delegate agencies. I am currently exploring materials for all our returning children to continue summer learning.

CDA class to be held this summer at Florence Crittenton

Parent teacher conferences have been scheduled or are taking place.

Third round of GOLD data complete.

Other highlights covered at last education and disabilities meeting included:

Trauma informed care training.

Conscious Discipline parent trainings and training

IX. MILEAGE AND CHILD CARE REIMBURSEMENT



Reimbursement Form

Date: _____ Event Type: _____

Event Address: _____

Requestor Information

Name:	Delegate Agency:
Home Address:	Phone Number:

Reimbursement Information

Check one for each question

Are you requesting reimbursement for mileage? <i>Only one driver per vehicle will be reimbursed</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you requesting reimbursement for childcare?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Requestor signature: _____ Date: _____

INTERNAL USE ONLY

Total miles round trip: _____
Total amount of mileage reimbursement (total miles x0.535) = _____
Childcare Reimbursement total: _____
TOTAL REIMBURSEMENT AMOUNT: _____
11002/0104101/Y10022017_2018
Fund/Org/Project Grant/Account (s) Mileage: 661000, Childcare: 680400
Reimbursed by: _____ Date: _____

X. MEETING ADJOURNMENT

2017-2018 Policy Council Schedule

DGKHS Policy Council meetings are scheduled on the 4th Tuesday of the month from 5:45pm-7:15pm. The standing meeting location is Clayton Educare 3751 Martin Luther King Blvd. Denver, CO 80205



August '17

Wk	Su	M	Tu	W	Th	F	Sa
1			1	2	3	4	5
2	6	7	8	9	10	11	12
3	13	14	15	16	17	18	19
4	20	21	22	23	24	25	26
	27	28	29	30	31		

September '17

Wk	Su	M	Tu	W	Th	F	Sa
4						1	2
5	3	4	5	6	7	8	9
6	10	11	12	13	14	15	16
7	17	18	19	20	21	22	23
8	24	25	26	27	28	29	30
9	31						

October '17

Wk	Su	M	Tu	W	Th	F	Sa
10	1	2	3	4	5	6	7
11	8	9	10	11	12	13	14
12	15	16	17	18	19	20	21
13	22	23	24	25	26	27	28
14	29	30	31				

November '17

Wk	Su	M	Tu	W	Th	F	Sa
14				1	2	3	4
15	5	6	7	8	9	10	11
16	12	13	14	15	16	17	18
17	19	20	21	22	23	24	25
18	26	27	28	29	30	31	

December '17

Wk	Su	M	Tu	W	Th	F	Sa
18						1	2
19	3	4	5	6	7	8	9
20	10	11	12	13	14	15	16
21	17	18	19	20	21	22	23
22	24	25	26	27	28	29	30
23	31						

January '18

Wk	Su	M	Tu	W	Th	F	Sa
23		1	2	3	4	5	6
24	7	8	9	10	11	12	13
25	14	15	16	17	18	19	20
26	21	22	23	24	25	26	27
27	28	29	30	31			

February '18

Wk	Su	M	Tu	W	Th	F	Sa
27					1	2	3
28	4	5	6	7	8	9	10
29	11	12	13	14	15	16	17
30	18	19	20	21	22	23	24
31	25	26	27	28	29	30	31

March '18

Wk	Su	M	Tu	W	Th	F	Sa
31					1	2	3
32	4	5	6	7	8	9	10
33	11	12	13	14	15	16	17
34	18	19	20	21	22	23	24
35	25	26	27	28	29	30	31

April '18

Wk	Su	M	Tu	W	Th	F	Sa
36	1	2	3	4	5	6	7
37	8	9	10	11	12	13	14
38	15	16	17	18	19	20	21
39	22	23	24	25	26	27	28
40	29	30	31				

May '18

Wk	Su	M	Tu	W	Th	F	Sa
40			1	2	3	4	5
41	6	7	8	9	10	11	12
42	13	14	15	16	17	18	19
43	20	21	22	23	24	25	26
44	27	28	29	30	31		

June '18

Wk	Su	M	Tu	W	Th	F	Sa
44						1	2
45	3	4	5	6	7	8	9
46	10	11	12	13	14	15	16
47	17	18	19	20	21	22	23
48	24	25	26	27	28	29	30
49	31						

July '18

Wk	Su	M	Tu	W	Th	F	Sa
50	1	2	3	4	5	6	7
51	8	9	10	11	12	13	14
52	15	16	17	18	19	20	21
53	22	23	24	25	26	27	28
54	29	30	31				

Policy Council Meetings	
August 22, 2017	DGKHS Policy Council Meeting
September 26, 2017	DGKHS Policy Council Meeting
October 24, 2017	DGKHS Policy Council Meeting
November 28, 2017	DGKHS Policy Council Meeting
December 19, 2017	DGKHS Policy Council Meeting
January 23, 2018	DGKHS Policy Council Meeting
February 27, 2018	DGKHS Policy Council Meeting
March 27, 2018	DGKHS Policy Council Meeting
April 24, 2018	DGKHS Policy Council Meeting
May 22, 2018	DGKHS Policy Council Meeting
June 26, 2018	DGKHS Policy Council Meeting

Other Important Dates

November 11, 2017	DGKHS Orientation @ Clayton
March 16 & 17, 2018	Rocky Mountain Early Childhood Conference
April 23-27	National Head Start Conference