



POLICY COUNCIL MEETING

**Wednesday September 26, 2018
5:45 - 7:15 p.m.**

**Clayton Educare
3751 Martin Luther King Blvd
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
Nancy Louvet
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	08/22	09/26	10/24
Community Representatives													
Vera Atilano	Mayor	CR	X	E	X	X	X	X	X	X	X		
Yvette Evans	CCoun	CR	X	X	X	X	E	X	X	X	X		
Jennifer Garcia Rosendo	Mayor	CR	E	A	E	E	E	E	A	A			
Marilyn Halpern	CCoun	CR	X	X	X	X	E	X	X	X	X		
Martina Hinojosa	Mayor	CR	E	X	E	X	E	X	E	X	E		
Tricia Hudson	Mayor	CR	X	X	X	X	X	X	X	X	E		
Sherryl Kraizer	CCoun	CR	E	A	X	X	X	E	E	E	E		
Geoff Horsfall	CCoun	CR	X	X	X	X	X	X	X	X	X		
Parent Representatives													
Katie Beckmann	CC	PR	X	X	X	X	E	X	X	X	X		
Brandon Burns	CC	PR	X	X	X	X	X	X	X	X	X		
Giovanna Clay	DPS	PR	X	A	X	X	X	E	E	X	X		
Lila Hailey	VOA	PR	X	X	X	X	X	E	X	X	X		
Kate Hotchkiss	MHEL	PR	A	X	X	X	X	E	X	X	X		
Mayra Maldonado	VOA	PR	X	X	X	X	X	E	X	X	X		
Anna McDaniel	CL	PR	X	X	X	X	X	X	X	A	A		
Nancy Louvet	CL	PR	-	-	-	-	-	-	-	-	-		
Karina Mendez	DPS	PR	-	-	X	X	X	E	X	X	X		
Jamila Tamayo	MHEL	PR	-	-	-	-	-	E	A	A	A		
Parent Alternate Representatives													
Maria Diaz	DPS	APR	E	E	X	E	X	A	A	A	X		
Elinor Dvir	VOA	APR	X	X	X	X	X	X	A	A	A		
Alejandra Garcia	CC	APR	A	A	A	A	A	A	A	A	A		
Michelle Fayne	DPS	APR	E	A	X	X	X	X	X	X	X		
Maria Moreno	CL	APR	E	A	A	A	A	A	A	A	A		
Shatoria Nelson	CL	APR	X	A	E	A	A	A	A	A	A		
Adrienne Pouengui	VOA	APR	X	E	X	X	A	X	E	X	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
 Wednesday, September 26, 2018
 5:45pm - 7:15pm
 Clayton Educare

	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 (August 22, 2018): (4 minutes)	x	x	x
V. Director's Report (5 minutes)	x	x	
VI. Financial Briefing: (5 minutes)	x	x	
VII. New Business:			
a) DGKHS By-laws (10 minutes)	x	x	x
b) Policy Council End of Term Celebration (10 Minutes)	x	x	
c) Five by Five Update (5 minutes)	x	x	
d) Delegate Agency Reports (6 minutes)	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:

- | | |
|------------|--|
| October 3 | Management Team Meeting |
| October 4 | Family Services Meeting |
| October 19 | All Cross-Content Area Meeting (Education, Disabilities/Mental Health Coordinator, Health Team and Family Service) |
| October 24 | 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
(August 22, 2018)

Moved: _____

Seconded: _____

Policy Council Minutes

August 22, 2018

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- Attendees:** *Parent Representatives:* Katie Beckmann (Catholic Charities), Brandan Burns (Catholic Charities), 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),
Parent Alternates: Maria Diaz (Denver Public Schools), Michelle Fayne (Denver Public Schools), Adrienne Pouengui (Volunteers of America),
Community Representatives: Vera Atilano, Yvette Evans, Marilyn Halpern, Geoff Horsfall
- Excused:** *Community Representative:* Sherryl Kraizer, Martina Hinojosa, Dr. Tricia Hudson,
- Absent:** *Parent Representatives:* Anna McDaniel (Clayton) Jamila Tamayo (Mile Early Learning)
Parent Alternates: Elinor Dvir (Volunteers of America), Alejandra Garcia (Catholic Charities), Maria Moreno (Clayton),
Community Representative: Jennifer Garcia-Rosendo
Guests: Allison Keough (Catholic Charities), Jose Paz (Denver Public Schools) Angela Durlin (Family Star)
- 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 (Family Services) Lori Medina (Health Director), Alicia Boyd, (Five by Five Director), Dionne Williams (OCA Deputy Director)
- Minutes:** Caridad Nevarez (Head Start Office Manager)

I. WELCOME/ROLL CALL:

At 5:45 pm. The meeting was called to order by Yvette Evans Policy Council Chair. Roll call was taken by Lila Hailey. A quorum was established.

II. SEATING OF NEW MEMBERS

III. APPROVAL OF AGENDA

A motion to approve the agenda was made by Lila Hailey and seconded by Katie Beckmann the motion carried.

IV. MINUTES FOR APPROVAL (Minutes from June 26, 2018).

A motion to approve the minutes from June 26, 2018 was made by Lila Hailey and seconded by Michelle Fayne. The motion carried.

V. FINANCIAL BREIFING

Lila Medina gave an overview of the financial report. The financial report was part of the meeting packet. Please refer to it for further details.

VI. NEW BUSINESS

A. College Invest Presentation

Mike spoke about the Matching program that is offered through CollegeInvest. Mike went over these topics:

- \$1 for \$1 matching contribution to a college invest savings account
- Yearly amount of \$2500.00
- Application, Eligibility and age requirements

Mike handed out flyers and other resources to the policy council. A brief discussion followed.

B. CCR Presentation

Adella shared with the policy council the data of the Family Outcomes survey done by CCR in May of 2018. 981 families participated. The survey was linked to TS Gold. Most surveys were completed in English and by moms. Adella shared 1 highlight from the survey that parents do feel they are lifelong educators. Moving forward DGKHS will ask delegate agencies to review the data specific to their agency and develop actions plans.

C. DGKHS Continuous Self-Assessment

Chris shared key highlights and timeline for DGKHS continuous self-assessment with the policy council. The self-assessment was part of the meeting packet. Please refer to it for further details. Yvette asked for a vote on approving DGKHS Self- Assessment.

14 Approved

0 Opposed

D. Parent Xtravaganza

Adella reminded parents of the upcoming Parent Xtravaganza that will be on Saturday, September 15, 2018 at the PPA event center. Adella encouraged all parents to attend the event where different workshops and resources will be available for all families. The invitation was part of the meeting packet.

E. Five by Five Update

Alicia shared the Five by Five survey results with the policy council. Alicia also spoke about the new opportunities that are being offered at the cultural centers and that the Five by Five program has added 2 new cultural partners (Colorado Rail Road Center and the Robert and Newman Center at DU). Cards will start being distributed to delegate agencies the end of September beginning of October. A brief discussion followed.

F. 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.

Policy Council Minutes

August 22, 2018

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VII. OTHER

A. Program Content Area Reports

Chris, Lori, 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

Yvette Evans asked parents to provide reimbursement forms to Caridad for reimbursements.

IX. MEETING ADJOURNMENT /NEXT MEETING DATE AND TIME

A motion to adjourn the meeting was made Lila Hailey. The meeting adjourned at 7:03 p.m. The next Policy Council meeting is September 26, 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. DIRECTORS REPORT

VI. FINANCIAL BRIEFING



**Director's Report
September 26, 2018**

I. Head Start COLA Funding

We have now received our award letter for the Head Start COLA funds and are in the process of amending all delegate agency Head Start contracts.

II. Continued Participation

This is a reminder that each of you parent representatives will continue to be members of the DGKHS Policy Council until November 17, 2018 when the new parents are seated and join the council for the 2018 – 2019 program year.

III. Policy Council Celebration

On October 24, 2018 we will be holding our Policy Council meeting here at Clayton and although we will hold a short business meeting, the purpose of the meeting will be to celebrate your past year of service on the council and to the families of Denver Great Kids Head Start.

IV. Head Start Review Year

We received word from the Office of Head Start that our program will receive a Focus Area One review sometime during the current year. This review will focus on our ability to manage the Head Start grant and plan and deliver program services that meet the Head Start regulations. We are reviewing the Protocol that the reviewers will follow as we begin our preparations. We do not have a review date set and can expect to receive a 60-day notice once the date is set. I will keep you informed on this important activity.

POLICY COUNCIL
Meeting of September 26, 2018
Junta del 26 de septiembre del 2018



FINANCE /PROGRAM COMMITTEE MEETING MINUTES



Head Start Finance & Program Committee Agenda & Minutes

Location: Confluence Ministries 1400 Quitman Street

Date: August 22, 2018

Time: 4:30 – 5:00 PM

Contact Information: Lila Medina - Fiscal Administrator

Email: LilaMedina@denvergov.org **Phone #:** 720-913-5202

Next Meetings will be on : 09-26-2018 4:30 PM @ Clayton Early Center in the Library beside the entrances
 10-24-2018 4:30 PM @ Clayton Early Center in the Library beside the entrances
 11-28-2018 4:30 PM @ Clayton Early Center in the Library beside the entrances

Item	Agenda Topics	Discussion
1	Review 2017-2018 and 2018-2019 Grant July 31, 2018 Financial Reports.	Discussed why vendor contracts had missing invoice amounts. Shared that the timing of receipt will drive the time frame that the accounting team needs to review and audit for allowable costs and send to Accounts Payable for payment. We normally get invoices the last week of the month. Our month end deadline is 5 business days into the following month. Shared the details of closing out the grant for 2017-2018.
2	COLA Amendment	Discussed the application and the process for submitting the COLA and the funds.
3	Policy Council feedback	Share top 3-5 expenditures with Policy Council
	Program Discussion:	

HEADSTART FINANCE COMMITTEE MEETING ACTION ITEMS

Item:	Assigned To:	Date Assigned:	Due Date:	Status:

POLICY COUNCIL
Meeting of September 26, 2018
Junta del 26 de septiembre del 2018



FINANCIAL REPORT

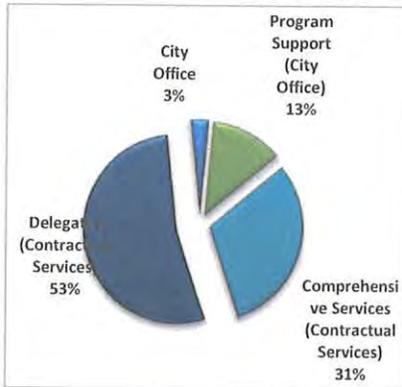


2017 - 2018 Head Start Financial Summary

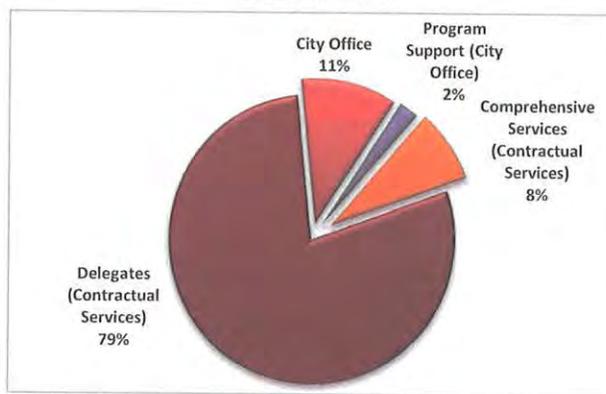
FEDERAL SHARE:

	BUDGET	MTD_FEDERAL SHARE	YTD_FEDERAL SHARE	OVER/UNDER	% BUDGET REMAINING
City Office	990,447.00	10,975.65	988,116.82	2,330.19	0.24%
Program Support (City Office)	204,085.00	44,561.44	197,075.82	7,009.18	3.43%
Comprehensive Services (Contractual)	758,076.00	110,060.16	755,018.50	3,057.50	0.40%
Delegates (Contractual Services)	7,236,040.00	189,180.32	7,236,040.00	0.00	0.00%
Total	9,188,648.00	354,777.57	9,176,251.14	12,396.87	0.13%

% MTD FEDERAL SHARE



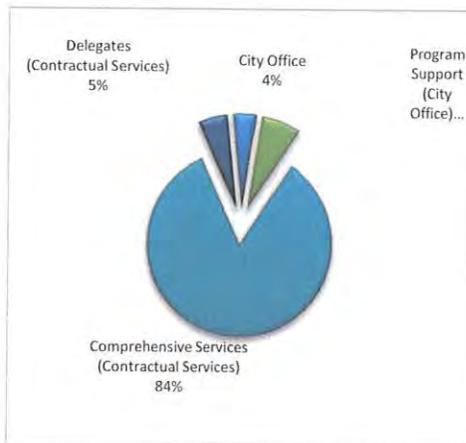
% YTD FEDERAL SHARE



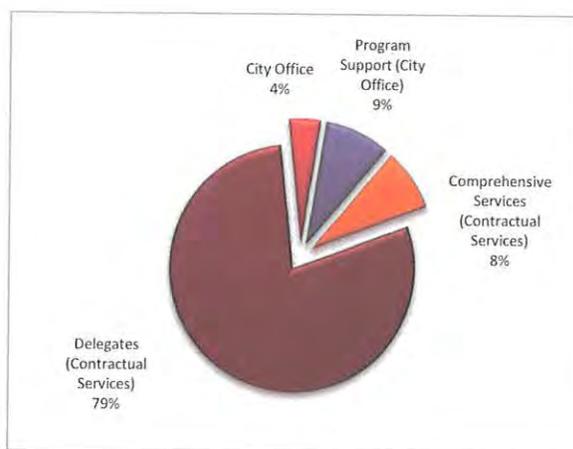
NON FEDERAL SHARE:

	BUDGET	MTD_NON FEDERAL SHARE	YTD_NON FEDERAL SHARE	OVER/UNDER	% BUDGET REMAINING
City Office	93,478.25	3,448.46	96,926.71	-3,448.46	-3.69%
Program Support (City Office)	198,888.00	5,724.51	198,784.25	103.75	0%
Comprehensive Services (Contractual)	188,944.25	69,754.63	185,599.54	3,344.71	1.77%
Delegates (Contractual Services)	1,809,010.00	4,281.95	1,809,010.00	0.00	0.00%
Total	2,290,320.50	83,209.55	2,290,320.50	(0.00)	0.00%

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 July 30, 2018 Grant Award Year - AUGUST 2018

	Budget	COLA / Reprogrammed Budget	Total Budget	% Grant Award	August Expenses	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed	% Variance
Personnel (Salaries)	642,839.00	21,269.36	664,108.36	7.23%	5,864.87	659,624.46	4,483.90	99.32%	100.00%	-0.68%
Fringe Benefits	191,542.00	(7,300.00)	184,242.00	2.01%	1,095.02	193,058.18	(8,816.18)	104.79%	100.00%	4.79%
Staff Local Travel	2,000.00		2,000.00	0.02%	-	1,003.40	996.60	50.17%	100.00%	-49.83%
General Supplies	9,000.00		9,000.00	0.10%	-	11,930.32	(2,930.32)	132.56%	100.00%	32.56%
Disabilities Supplies	1,500.00		1,500.00	0.02%	-	1,318.67	181.33	87.91%	100.00%	-12.09%
Other General Admin	15,000.00	6,096.64	21,096.64	0.23%	279.89	19,076.64	2,020.00	90.43%	100.00%	-9.57%
Child Care	6,800.00		6,800.00	0.07%	360.00	4,989.84	1,810.16	73.38%	100.00%	-26.62%
Mileage / Transportation	1,900.00		1,900.00	0.02%	134.07	1,416.20	483.80	74.54%	100.00%	-25.46%
Subtotal	870,581.00	20,066.00	890,647.00	9.69%	7,733.85	892,417.71	(1,770.71)	100.20%	100.00%	0.20%
Committee Support										
Policy Council										
- Food	8,000.00		8,000.00	0.09%	-	10,280.35	(2,280.35)	128.50%	100.00%	28.50%
- Facilities	1,400.00		1,400.00	0.02%	-	1,040.00	360.00	74.29%	100.00%	-25.71%
Health Services Advisory Committee - Food	1,500.00		1,500.00	0.02%	-	1,131.48	368.52	75.43%	100.00%	-24.57%
School Readiness - Food	500.00		500.00	0.01%	-	193.54	306.47	38.71%	100.00%	-61.29%
Health non-HSAC - Food	500.00		500.00	0.01%	-	337.07	162.93	67.41%	100.00%	-32.59%
Disabilities - Food	500.00		500.00	0.01%	-	334.65	165.36	66.93%	100.00%	-33.07%
Family Services - Food	500.00		500.00	0.01%	-	1,002.06	(502.06)	200.41%	100.00%	100.41%
Subtotal	12,900.00	-	12,900.00	0.14%	-	14,319.14	(1,419.14)	111.00%	100.00%	11.00%
Communication & Community										
Translations & Interpretation	7,500.00		7,500.00	0.08%	-	6,282.56	1,217.44	83.77%	100.00%	-16.23%
Head Start Annual Report	2,400.00		2,400.00	0.03%	-	2,100.00	300.00	87.50%	100.00%	-12.50%
Comprehensive Community										
- Printing	1,000.00		1,000.00	0.01%	-	467.00	533.00		100.00%	-100.00%
- Recruitment	15,000.00		15,000.00	0.16%	-	16,370.61	(1,370.61)	109.14%	100.00%	9.14%
Subtotal	25,900.00	-	25,900.00	0.28%	-	25,220.17	679.83	97.38%	100.00%	-2.62%
City Office Training and Professional Development										
City Head Start Staff	14,000.00		14,000.00	0.15%	-	8,403.09	5,596.91	60.02%	100.00%	-39.98%
City Controller's Office Staff	6,000.00		6,000.00	0.07%	-	7,024.10	(1,024.10)	117.07%	100.00%	17.07%
Subtotal	20,000.00	-	20,000.00	0.22%	-	15,427.19	4,572.81	77.14%	100.00%	-22.86%
Content Area Training										
School Readiness	4,500.00		4,500.00	0.05%	-	2,697.58	1,802.42	59.95%	100.00%	-40.05%
Health	4,500.00		4,500.00	0.05%	-	1,636.50	2,863.50	36.37%	100.00%	-63.63%
Disabilities	4,500.00		4,500.00	0.05%	-	3,998.00	502.00	88.84%	100.00%	-11.16%
Family Services	4,500.00		4,500.00	0.05%	-	7,420.43	(2,920.43)	164.90%	100.00%	64.90%
Policy Council	11,000.00		11,000.00	0.12%	841.80	13,267.65	(2,267.65)	120.62%	100.00%	20.62%
Parent Training	12,000.00		12,000.00	0.13%	2,400.00	11,712.45	287.55	97.60%	100.00%	2.40%
Subtotal	41,000.00	-	41,000.00	0.45%	3,241.80	40,732.61	267.39	99.35%	100.00%	-0.65%
Program Support										
5 BY 5 Program	17,500.00		17,500.00	0.19%	9,028.41	14,086.31	3,413.69	80.49%	100.00%	-19.51%
Transitions	18,000.00		18,000.00	0.20%	14,175.91	24,571.24	(6,571.24)	136.51%	100.00%	36.51%
Dance & Movement_CM Dance	60,000.00		60,000.00	0.65%	-	45,060.00	14,940.00	75.10%	100.00%	-24.90%
Health & Wellness_UC Denver	35,585.00		35,585.00	0.39%	21,357.12	35,585.00	-	100.00%	100.00%	0.00%
CLASS Training	3,000.00		3,000.00	0.03%	-	939.23	2,060.77	31.31%	100.00%	-68.69%
Math Enhancement_Erikson	45,000.00		45,000.00	0.49%	-	64,129.11	(19,129.11)	142.51%	100.00%	42.51%
Financial Literacy	20,000.00	(5,000.00)	15,000.00	0.16%	-	4,734.44	10,265.56	31.56%	100.00%	-68.44%
Health Literacy	10,000.00		10,000.00	0.11%	-	7,970.49	2,029.51	79.70%	100.00%	-20.30%
Subtotal	209,085.00	(5,000.00)	204,085.00	2.22%	44,561.44	197,075.82	7,009.18	96.57%	100.00%	-3.43%
Comprehensive Services (Contractual Services)										
Disabilities_Sewell	242,400.00		242,400.00	2.64%	31,918.61	242,400.00	-	100.00%	100.00%	0.00%
Mental Health/Health/Dental_ Denver Health & Hospitals Authority	431,961.00	1,547.00	433,508.00	4.72%	78,141.55	430,450.85	3,057.15	99.29%	100.00%	-0.71%
Nutrition_Nutrition Consultants	62,240.00	2,300.00	64,540.00	0.70%	-	64,539.65	0.35	100.00%	100.00%	0.00%
Hearing and Language_Marion Downs	17,628.00		17,628.00	0.19%	-	17,628.00	-	100.00%	100.00%	0.00%
Subtotal	754,229.00	3,847.00	758,076.00	8.25%	110,060.16	755,018.50	3,057.50	99.60%	100.00%	-0.40%



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

	Budget	COLA / Reprogrammed Budget	Total Budget	% Grant Award	August Expenses	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed	% Variance
Delegates (Contractual Services)										
Catholic Charities	1,537,637.00	15,283.00	1,552,920.00	16.90%	-	1,552,920.00	-	100.00%	100.00%	0.00%
Clayton Early Learning	1,450,071.00	(35,008.00)	1,415,063.00	15.40%	17,127.96	1,415,063.00	-	100.00%	100.00%	0.00%
Denver Public Schools	1,752,809.00	17,405.00	1,770,214.00	19.27%	71,475.00	1,770,214.00	-	100.00%	100.00%	0.00%
Family Star	216,048.00	2,146.00	218,194.00	2.37%	-	218,194.00	-	100.00%	100.00%	0.00%
Mile High Early Learning	1,712,569.00	66,423.00	1,778,992.00	19.36%	100,577.36	1,778,992.00	-	100.00%	100.00%	0.00%
Volunteers of America	495,734.00	4,923.00	500,657.00	5.45%	-	500,657.00	-	100.00%	100.00%	0.00%
Subtotal	7,164,868.00	71,172.00	7,236,040.00	78.75%	189,180.32	7,236,040.00	-	100.00%	100.00%	0.00%
Grand Total	9,098,563.00	90,085.00	9,188,648.00	100.00%	354,777.57	9,176,251.14	12,396.87	99.87%	100.00%	-0.13%

NON FEDERAL SHARE:

	Budget	COLA / Reprogrammed Budget	Total Budget	% Grant Award	August Expenses	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed	% Variance
City Office (Private Grants- CHF, CFC, TGF)										
	100,000.00	(6,521.75)	93,478.25	4.08%	3,344.71	96,822.96	(3,344.71)	103.58%	100.00%	3.58%
Program Support (City Office)										
	198,888.00	-	198,888.00	8.68%	5,828.26	198,888.00	-	100.00%	100.00%	0.00%
5 BY 5 Program	167,388.00		167,388.00	7.31%		167,388.00	-	100.00%	100.00%	0.00%
Dance & Movement (CM Dance)	15,000.00		15,000.00	0.65%		15,000.00	-	100.00%	100.00%	0.00%
Health & Wellness (CU-Denver)	9,000.00		9,000.00	0.39%	5,828.26	9,000.00	-	100.00%	100.00%	0.00%
Math Enhancement (Erikson)	7,500.00		7,500.00	0.33%		7,500.00	-	100.00%	100.00%	0.00%
Comprehensive Services										
(Contractual Services)										
Disabilities (Sewall)	60,600.00		60,600.00	2.65%	5,187.00	60,600.00	-	100.00%	100.00%	0.00%
Mental Health/Health/Dental (Denver Health)	103,969.00	4,408.25	108,377.25	4.73%	64,567.63	105,032.54	3,344.71	96.91%	100.00%	-3.09%
Nutrition (Nutrition Consultants)	15,560.00		15,560.00	0.68%		15,560.00	-	100.00%	100.00%	0.00%
Hearing and Language (Marion Downs)	4,407.00		4,407.00	0.19%		4,407.00	-	100.00%	100.00%	0.00%
Delegates (Contractual Services)										
	1,791,217.00	17,793.00	1,809,010.00	78.99%	4,281.95	1,809,010.00	(0.00)	100.00%	100.00%	0.00%
Catholic Charities	384,409.25	3,820.75	388,230.00	16.95%		388,230.00	-	100.00%	100.00%	0.00%
Clayton Early Learning	362,517.75	(8,752.00)	353,765.75	15.45%	4,281.95	353,765.75	(0.00)	100.00%	100.00%	0.00%
Denver Public Schools	438,202.25	4,351.25	442,553.50	19.32%		442,553.50	-	100.00%	100.00%	0.00%
Family Star	54,012.00	536.50	54,548.50	2.38%		54,548.50	-	100.00%	100.00%	0.00%
Mile High Early Learning	428,142.25	16,605.75	444,748.00	19.42%		444,748.00	-	100.00%	100.00%	0.00%
Volunteers of America	123,933.50	1,230.75	125,164.25	5.46%		125,164.25	-	100.00%	100.00%	0.00%
Grand Total	2,274,641.00	15,679.50	2,290,320.50	100%	83,209.55	2,290,320.50	(0.00)	100.00%	100.00%	0.00%



AUGUST 2018 FINANCIAL TRANSACTION SUMMARY

GR00000581 Y1002 Head Start - 2017/2018

Journal Number	Ledger Account	Source	Supplier	Line Memo	Total
JE-00016684	630100:Utilities	Manual	Internal Billing	MOEAI 2nd Quarter Wireless Billing	122.29
JE-00017249	501000:Regular Compensation	Manual	Journal	Payroll Reclass Jan-Mar Shannon Dyer	6,551.68
	521000:Retirement Pension	Manual	Journal	Payroll Reclass Jan-Mar Shannon Dyer	819.56
	530800:Health Savings Account	Manual	Journal	Payroll Reclass Jan-Mar Shannon Dyer	60.00
	540100:Social Security Taxes	Manual	Journal	Payroll Reclass Jan-Mar Shannon Dyer	467.90
	541100:Employer Paid Health Insurance	Manual	Journal	Payroll Reclass Jan-Mar Shannon Dyer	1,009.35
	541200:Employer Paid Dental Insurance	Manual	Journal	Payroll Reclass Jan-Mar Shannon Dyer	39.79
	541300:Employer Paid Life Insurance	Manual	Journal	Payroll Reclass Jan-Mar Shannon Dyer	35.20
	541400:Employer Paid Disability Insurance	Manual	Journal	Payroll Reclass Jan-Mar Shannon Dyer	41.66
JE-00017807	702100:Printing Supplies	Manual	ONE TOUCH	One Touch 5x5 book	8,816.39
JE-00017886	501000:Regular Compensation	Manual	Leave Correction	Correct LPiscopo and ABoyd Leave	(1,696.16)
	521000:Retirement Pension	Manual	Leave Correction	Correct LPiscopo and ABoyd Leave	(162.18)
	540100:Social Security Taxes	Manual	Leave Correction	Correct LPiscopo and ABoyd Leave	(76.43)
	541100:Employer Paid Health Insurance	Manual	Leave Correction	Correct LPiscopo and ABoyd Leave	(115.05)
	541200:Employer Paid Dental Insurance	Manual	Leave Correction	Correct LPiscopo and ABoyd Leave	(3.30)
	541300:Employer Paid Life Insurance	Manual	Leave Correction	Correct LPiscopo and ABoyd Leave	(3.79)
	541400:Employer Paid Disability Insurance	Manual	Leave Correction	Correct LPiscopo and ABoyd Leave	(8.34)
PC-00031218	701900:Office Supplies and Fixtures	Pcard	HALO BRANDED SOLUTIONS INC	For Alicia Boyd	212.02
PC-00030987	701200:Books and Education Materials	Pcard	LOVING GUIDANCE INC	Conscious Discipline Materials for VOA	1,996.40
				Conscious Discipline training materials for Clayton	1,599.65
SI-00107011	601000:Professional Services	Supplier Invoice	MILE HIGH MONTESSORI EARLY LEARNING CENT	Mile High Montessori	100,577.36
SI-00107426	601000:Professional Services	Supplier Invoice	SEWALL CHILD DEVELOPMENT CENTER INC	SEWALL June	31,918.61
PC-00032696	702200:Recreation Equipment and Supplies	Pcard	Pcard	trophies for policy council members	841.80
				Transition materials for returning students at VOA	484.71
PC-00032698	701200:Books and Education Materials	Pcard	ORIENTAL TRADING CO INC	Materials for returning students	682.33
PC-00032700	701200:Books and Education Materials	Pcard	ORIENTAL TRADING CO INC	Transition materials for MHEL	1,835.52
PC-00032702	701200:Books and Education Materials	Pcard	ORIENTAL TRADING CO INC	Phone charger	107.60
PC-00032706	702400:Technology Supplies and Equipment	Pcard	APPLE INC	Materials for returning children at MHEL	886.16
PC-00032705	701200:Books and Education Materials	Pcard	ORIENTAL TRADING CO INC	Three year old summer learning bags for Catholic Charities	1,912.56
PC-00032704	701200:Books and Education Materials	Pcard	ORIENTAL TRADING CO INC	Reimbursement for Childcare at the Policy Council meeting for parents on 04/24/18 and 06/26/18.	360.00
SI-00109775	601000:Professional Services	Supplier Invoice	PETTY CASH-HEAD START	Reimbursement for Mileage at the Policy Council meeting for parents on 06/26/18.	98.83
PC-00033264	661000:Travel and Transportation Employee	Supplier Invoice	PETTY CASH-HEAD START	Education Materials For Clayton Home Base	648.48
SI-00109136	701200:Books and Education Materials	Pcard	DISCOUNT SCHOOL SUPPLY	DENVER PUBLIC SCHOOLS	71,475.00
PC-00033256	681300:Grant Award To Subrecipient	Supplier Invoice	DENVER PUBLIC SCHOOLS	Transitional materials for Catholic Charities	1,936.68
PC-00033263	701200:Books and Education Materials	Pcard	LAKESHORE LEARNING MATERIALS	Transition Materials For Family star Home Base	701.40
SI-00110508	601000:Professional Services	Supplier Invoice	DISCOUNT SCHOOL SUPPLY	Clayton Early Learning Final	17,127.96
SI-00110034	601000:Professional Services	Supplier Invoice	CLAYTON EARLY LEARNING TRUSTEE REGENTS OF UNIVERSITY OF COLORADO	UCD Final invoice	21,357.12
PC-00033836	681300:Grant Award To Subrecipient	Supplier Invoice	COLORADO	Deposit for room for James Nee at the Hyatt	50.00
PC-00033837	661000:Travel and Transportation Employee	Pcard	DHHA	Lyft	10.38
				Lyft Anna McDaniel to meeting	8.27
				Lyft for Katie Backman to PC meeting	8.13
				Lyft for Katie Beckman from pc meeting	8.46
PC-00034170	701200:Books and Education Materials	Pcard	NCS PEARSON INCORPORATED	Screening Kits	1,492.02
SI-00114545	601000:Professional Services	Supplier Invoice	DENVER HEALTH AND HOSPITAL AUTHORITY	Denver Health May	78,141.55
SI-00114551	683900:Training	Supplier Invoice	Early Learning Ventures	Parent Training	2,400.00
Grand Total					\$354,777.57



Trial Balance

Organization City and County of Denver
 Periods 2018 : Aug
 Ledger Actuals
 Accounting Worktag GR00000581 Y1002 Head Start - 2017/2018

Run 9/18/2018 19:42

Trial Balance

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
000100:Equity In Treasury Cash & Investment	(848,279.70)	2,065.25	33,386.39	(879,600.84)
001000:Cash	565,510.96	539,281.79	404,446.07	700,346.68
020600:Undeposited Payments	0.00	539,281.79	539,281.79	0.00
022000:Grants Receivable	544,480.92	0.00	539,281.79	5,199.13
023100:Unbilled Grant Receivable	(495,500.53)	830,754.35	475,976.78	(140,722.96)
110100:Vouchers Payable	(193,449.80)	404,446.07	323,456.43	(112,460.16)
110200:Unrecorded Liabilities	0.00	0.00	0.00	0.00
111000:Payroll Liabilities	0.00	0.00	0.00	0.00
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	(3,935,523.90)	475,976.78	830,754.35	(4,290,301.47)
501000:Regular Compensation	295,840.62	6,551.68	1,696.16	300,696.14
502200:Comp Time Paid	805.09	0.00	0.00	805.09
503100:Differential Pay	56.44	0.00	0.00	56.44
503400:Premium Pay	2,275.00	0.00	0.00	2,275.00
504100:Leave Payout	6.69	0.00	0.00	6.69
521000:Retirement Pension	37,460.59	819.56	162.18	38,117.97
530800:Health Savings Account	1,995.41	60.00	0.00	2,055.41
540100:Social Security Taxes	21,656.06	467.90	76.43	22,047.53
541100:Employer Paid Health Insurance	27,589.25	1,009.35	115.05	28,483.55
541200:Employer Paid Dental Insurance	1,741.94	39.79	3.30	1,778.43
541300:Employer Paid Life Insurance	1,076.29	35.20	3.79	1,107.70
541400:Employer Paid Disability Insurance	1,113.91	41.66	8.34	1,147.23
541999:Payroll Deduction Default	1.16	0.00	0.00	1.16
544100:Allowance Pay	1.13	0.00	0.00	1.13
601000:Professional Services	2,995,726.36	228,125.48	0.00	3,223,851.84
610100:Administrative Expense	2,999.36	0.00	0.00	2,999.36
611900:Dues, Licenses and Subscriptions	3,527.99	0.00	0.00	3,527.99
630100:Utilities	122.15	122.29	0.00	244.44



Trial Balance

Organization City and County of Denver
Periods 2018 : Aug
Ledger Actuals
Accounting Worktag GR00000581 Y1002 Head Start - 2017/2018

Run 9/18/2018 19:42

Trial Balance				
Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
635400:Mail, Freight and Delivery	24.70	0.00	0.00	24.70
640100:Leases and Rentals	3,712.91	0.00	0.00	3,712.91
660100:Travel Advance Account	199.88	0.00	0.00	199.88
661000:Travel and Transportation Employee	22,809.42	184.07	0.00	22,993.49
681300:Grant Award To Subrecipient	942,791.19	92,832.12	0.00	1,035,623.31
683900:Training	8,296.61	2,400.00	0.00	10,696.61
701200:Books and Education Materials	18,704.97	14,175.91	0.00	32,880.88
701400:Clothing Supplies and Materials	165.75	0.00	0.00	165.75
701600:Food Supplies	664.62	0.00	0.00	664.62
701900:Office Supplies and Fixtures	1,969.95	212.02	0.00	2,181.97
702100:Printing Supplies	0.00	8,816.39	0.00	8,816.39
702200:Recreation Equipment and Supplies	0.00	841.80	0.00	841.80
702300:Safety Supplies and Equipment	1,380.60	0.00	0.00	1,380.60
702400:Technology Supplies and Equipment	904.77	107.60	0.00	1,012.37
930400:Billings For Services	29,154.49	0.00	0.00	29,154.49
Total	0.00	3,148,648.85	3,148,648.85	0.00
Total August		356,842.82	2,065.25	354,777.57

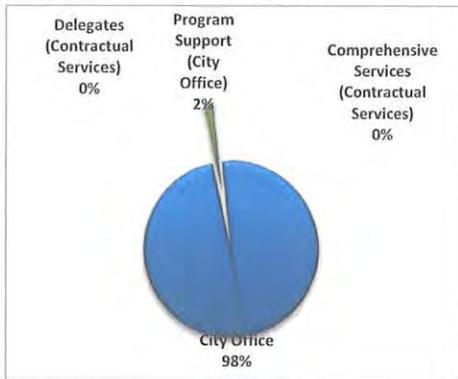


2017 - 2018 Head Start Financial Summary

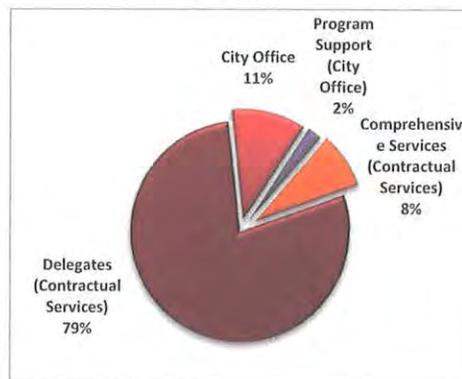
FEDERAL SHARE:

	BUDGET	MTD_FEDERAL SHARE	YTD_FEDERAL SHARE	OVER/UNDER	% BUDGET REMAINING
City Office	990,447.00	12,188.21	1,000,305.03	-9,858.03	-1.00%
Program Support (City Office)	204,085.00	208.65	197,284.47	6,800.53	3.33%
Comprehensive Services (Contract	758,076.00	0.00	755,018.50	3,057.50	0.40%
Delegates (Contractual Services)	7,236,040.00	0.00	7,236,040.00	0.00	0.00%
Total	9,188,648.00	12,396.86	9,188,648.00	0.00	0.00%

% MTD FEDERAL SHARE



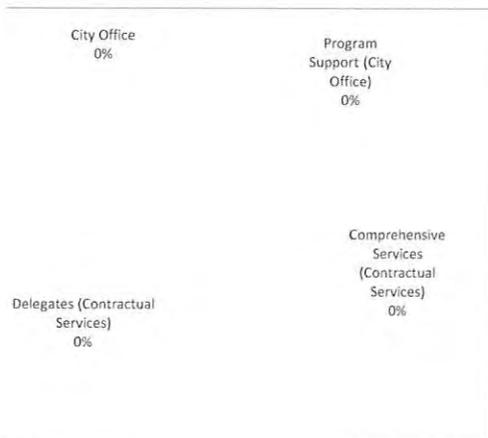
% YTD FEDERAL SHARE



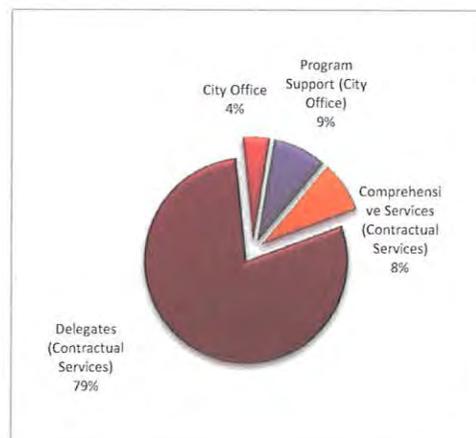
NON FEDERAL SHARE:

	BUDGET	MTD_NON FEDERAL SHARE	YTD_NON FEDERAL SHARE	OVER/UNDER	% BUDGET REMAINING
City Office	93,478.25	0.00	96,822.96	-3,344.71	-3.58%
Program Support (City Office)	198,888.00	0.00	198,888.00	0.00	0%
Comprehensive Services (Contract	188,944.25	0.00	185,599.54	3,344.71	1.77%
Delegates (Contractual Services)	1,809,010.00	0.00	1,809,010.00	0.00	0.00%
Total	2,290,320.50	0.00	2,290,320.50	(0.00)	0.00%

% 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 July 30, 2018 Grant Award Year - SEPTEMBER 2018

	Budget	COLA / Reprogrammed Budget	Total Budget	% Grant Award	September Expenses	Adj	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed	% Variance
Personnel (Salaries)	642,839.00	21,269.36	664,108.36	7.23%	8,811.53		668,435.99	(4,327.63)	100.65%	100.00%	0.65%
Fringe Benefits	191,542.00	(7,300.00)	184,242.00	2.01%	3,376.68		196,434.86	(12,192.86)	106.62%	100.00%	6.62%
Staff Local Travel	2,000.00		2,000.00	0.02%	-		1,003.40	996.60	50.17%	100.00%	-49.83%
General Supplies	9,000.00		9,000.00	0.10%	-		11,930.32	(2,930.32)	132.56%	100.00%	32.56%
Disabilities Supplies	1,500.00		1,500.00	0.02%	-		1,318.67	181.33	87.91%	100.00%	-12.09%
Other General Admin	15,000.00	6,096.64	21,096.64	0.23%	-		19,076.64	2,020.00	90.43%	100.00%	-9.57%
Child Care	6,800.00		6,800.00	0.07%	-		4,989.84	1,810.16	73.38%	100.00%	-26.62%
Mileage / Transportation	1,900.00		1,900.00	0.02%	-		1,416.20	483.80	74.54%	100.00%	-25.46%
Subtotal	870,581.00	20,066.00	890,647.00	9.69%	12,188.21		904,605.92	(13,958.92)	101.57%	100.00%	1.57%
Committee Support											
Policy Council											
- Food	8,000.00		8,000.00	0.09%	-		10,280.35	(2,280.35)	128.50%	100.00%	28.50%
- Facilities	1,400.00		1,400.00	0.02%	-		1,040.00	360.00	74.29%	100.00%	-25.71%
Health Services Advisory Committee - Food	1,500.00		1,500.00	0.02%	-		1,131.48	368.52	75.43%	100.00%	-24.57%
School Readiness - Food	500.00		500.00	0.01%	-		193.54	306.47	38.71%	100.00%	-61.29%
Health non-HSAC - Food	500.00		500.00	0.01%	-		337.07	162.93	67.41%	100.00%	-32.59%
Disabilities - Food	500.00		500.00	0.01%	-		334.65	165.36	66.93%	100.00%	-33.07%
Family Services - Food	500.00		500.00	0.01%	-		1,002.06	(502.06)	200.41%	100.00%	100.41%
Subtotal	12,900.00		12,900.00	0.14%	-		14,319.14	(1,419.14)	111.00%	100.00%	11.00%
Communication & Community											
Translations & Interpretation	7,500.00		7,500.00	0.08%	-		6,282.56	1,217.44	83.77%	100.00%	-16.23%
Head Start Annual Report	2,400.00		2,400.00	0.03%	-		2,100.00	300.00	87.50%	100.00%	-12.50%
Comprehensive Community											
- Printing	1,000.00		1,000.00	0.01%	-		467.00	533.00	100.00%	100.00%	-100.00%
- Recruitment	15,000.00		15,000.00	0.16%	-		16,370.61	(1,370.61)	109.14%	100.00%	9.14%
Subtotal	25,900.00		25,900.00	0.28%	-		25,220.17	679.83	97.38%	100.00%	-2.62%
City Office Training and Professional Development											
City Head Start Staff	14,000.00		14,000.00	0.15%	-		8,403.09	5,596.91	60.02%	100.00%	-39.98%
City Controller's Office Staff	6,000.00		6,000.00	0.07%	-		7,024.10	(1,024.10)	117.07%	100.00%	17.07%
Subtotal	20,000.00		20,000.00	0.22%	-		15,427.19	4,572.81	77.14%	100.00%	-22.86%
Content Area Training											
School Readiness	4,500.00		4,500.00	0.05%	-		2,697.58	1,802.42	59.95%	100.00%	-40.05%
Health	4,500.00		4,500.00	0.05%	-		1,636.50	2,863.50	36.37%	100.00%	-63.63%
Disabilities	4,500.00		4,500.00	0.05%	-		3,998.00	502.00	88.84%	100.00%	-11.16%
Family Services	4,500.00		4,500.00	0.05%	-		7,420.43	(2,920.43)	164.90%	100.00%	64.90%
Policy Council	11,000.00		11,000.00	0.12%	-		13,267.65	(2,267.65)	120.62%	100.00%	20.62%
Parent Training	12,000.00		12,000.00	0.13%	-		11,712.45	287.55	97.60%	100.00%	2.40%
Subtotal	41,000.00		41,000.00	0.45%	-		40,732.61	267.39	99.35%	100.00%	-0.65%
Program Support											
5 BY 5 Program	17,500.00		17,500.00	0.19%	-		14,086.31	3,413.69	80.49%	100.00%	-19.51%
Transitions	18,000.00		18,000.00	0.20%	208.65		24,779.89	(6,779.89)	137.67%	100.00%	37.67%
Dance & Movement_CM Denver	60,000.00		60,000.00	0.65%	-		45,060.00	14,940.00	75.10%	100.00%	-24.90%
Health & Wellness_UC Denver	35,585.00		35,585.00	0.39%	-		35,585.00	-	100.00%	100.00%	0.00%
CLASS Training	3,000.00		3,000.00	0.03%	-		939.23	2,060.77	31.31%	100.00%	-68.69%
Math Enhancement_Erikson	45,000.00		45,000.00	0.49%	-		64,129.11	(19,129.11)	142.51%	100.00%	42.51%
Financial Literacy	20,000.00	(5,000.00)	15,000.00	0.16%	-		4,734.44	10,265.56	31.56%	100.00%	-68.44%
Health Literacy	10,000.00		10,000.00	0.11%	-		7,970.49	2,029.51	79.70%	100.00%	-20.30%
Subtotal	209,085.00	(5,000.00)	204,085.00	2.22%	208.65		197,284.47	6,800.53	96.67%	100.00%	-3.33%
Comprehensive Services (Contractual Services)											
Disabilities_Sewell	242,400.00		242,400.00	2.64%	-		242,400.00	-	100.00%	100.00%	0.00%
Mental Health/Health/Dental_ Denver Health & Hospitals Authority	431,961.00	1,547.00	433,508.00	4.72%	-		430,450.85	3,057.15	99.29%	100.00%	-0.71%
Nutrition_Nutrition Consultants	62,240.00	2,300.00	64,540.00	0.70%	-		64,539.65	0.35	100.00%	100.00%	0.00%
Hearing and Language_Marion Downs	17,628.00		17,628.00	0.19%	-		17,628.00	-	100.00%	100.00%	0.00%
Subtotal	754,229.00	3,847.00	758,076.00	8.25%	-		755,018.50	3,057.50	99.60%	100.00%	-0.40%



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

	Budget	COLA / Reprogrammed Budget	Total Budget	% Grant Award	September Expenses	Adj	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed	% Variance
Delegates (Contractual Services)											
Catholic Charities	1,537,637.00	15,283.00	1,552,920.00	16.90%	-		1,552,920.00	-	100.00%	100.00%	0.00%
Clayton Early learning	1,450,071.00	(35,008.00)	1,415,063.00	15.40%	-		1,415,063.00	-	100.00%	100.00%	0.00%
Denver Public Schools	1,752,809.00	17,405.00	1,770,214.00	19.27%	-		1,770,214.00	-	100.00%	100.00%	0.00%
Family Star	216,048.00	2,146.00	218,194.00	2.37%	-		218,194.00	-	100.00%	100.00%	0.00%
Mile High Early Learning	1,712,569.00	66,423.00	1,778,992.00	19.36%	-		1,778,992.00	-	100.00%	100.00%	0.00%
Volunteers of America	495,734.00	4,923.00	500,657.00	5.45%	-		500,657.00	-	100.00%	100.00%	0.00%
Subtotal	7,164,868.00	71,172.00	7,236,040.00	78.75%	-		7,236,040.00	-	100.00%	100.00%	0.00%
Grand Total	9,098,563.00	90,085.00	9,188,648.00	100.00%	12,396.86		9,188,648.00	0.00	100.00%	100.00%	0.00%

NON FEDERAL SHARE:

	Budget	COLA / Reprogrammed Budget	Total Budget	% Grant Award	September Expenses	Adj	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed	% Variance
City Office (Private Grants- CHF, CFC, TGF)											
	100,000.00	(6,521.75)	93,478.25	4.08%	-		96,822.96	(3,344.71)	103.58%	100.00%	3.58%
Program Support (City Office)											
	198,888.00	-	198,888.00	8.68%	-		198,888.00	-	100.00%	100.00%	0.00%
5 BY 5 Program											
	167,388.00		167,388.00	7.31%	-		167,388.00	-	100.00%	100.00%	0.00%
Dance & Movement (CM Dance)											
	15,000.00		15,000.00	0.65%	-		15,000.00	-	100.00%	100.00%	0.00%
Health & Wellness (CU-Denver)											
	9,000.00		9,000.00	0.39%	-		9,000.00	-	100.00%	100.00%	0.00%
Math Enhancement (Erikson)											
	7,500.00		7,500.00	0.33%	-		7,500.00	-	100.00%	100.00%	0.00%
Comprehensive Services (Contractual Services)											
	184,536.00	4,408.25	188,944.25	8.25%	-		185,599.54	3,344.71	98.23%	100.00%	-1.77%
Disabilities (Sewall)											
	60,600.00		60,600.00	2.65%	-		60,600.00	-	100.00%	100.00%	0.00%
Mental Health/Health/Dental (Denver Health)											
	103,969.00	4,408.25	108,377.25	4.73%	-		105,032.54	3,344.71	96.91%	100.00%	-3.09%
Nutrition (Nutrition Consultants)											
	15,560.00		15,560.00	0.68%	-		15,560.00	-	100.00%	100.00%	0.00%
Hearing and Language (Marion Downs)											
	4,407.00		4,407.00	0.19%	-		4,407.00	-	100.00%	100.00%	0.00%
Delegates (Contractual Services)											
	1,791,217.00	17,793.00	1,809,010.00	78.99%	-		1,809,010.00	(0.00)	100.00%	100.00%	0.00%
Catholic Charities											
	384,409.25	3,820.75	388,230.00	16.95%	-		388,230.00	-	100.00%	100.00%	0.00%
Clayton Early learning											
	362,517.75	(8,752.00)	353,765.75	15.45%	-		353,765.75	(0.00)	100.00%	100.00%	0.00%
Denver Public Schools											
	438,202.25	4,351.25	442,553.50	19.32%	-		442,553.50	-	100.00%	100.00%	0.00%
Family Star											
	54,012.00	536.50	54,548.50	2.38%	-		54,548.50	-	100.00%	100.00%	0.00%
Mile High Early Learning											
	428,142.25	16,605.75	444,748.00	19.42%	-		444,748.00	-	100.00%	100.00%	0.00%
Volunteers of America											
	123,933.50	1,230.75	125,164.25	5.46%	-		125,164.25	-	100.00%	100.00%	0.00%
Grand Total	2,274,641.00	15,679.50	2,290,320.50	100%	-		2,290,320.50	(0.00)	100.00%	100.00%	0.00%



SEPTEMBER 2018 FINANCIAL TRANSACTION SUMMARY

GR00000581 Y1002 Head Start - 2017/2018

Sum of Amount Journal Number	Source	Ledger Ac	Supplier as Worktag	Line Memo	Total
JE-00017930	Manual	501000:	(blank)	LMedina Mar to Jun Payroll	8,811.53
		521000:	(blank)	LMedina Mar to Jun Benefits	1,259.96
		530800:	(blank)	LMedina Mar to Jun Benefits	96.87
		540100:	(blank)	LMedina Mar to Jun Benefits	756.07
		541100:	(blank)	LMedina Mar to Jun Benefits	1,148.84
		541200:	(blank)	LMedina Mar to Jun Benefits	69.00
		541300:	(blank)	LMedina Mar to Jun Benefits	27.39
		541400:	(blank)	LMedina Mar to Jun Benefits	18.55
	Manual Total				12,188.21
JE-00017930 Total					12,188.21
PC-00035411	Procurement Card	701200:	LOVING GUIDANCE INC	Materials for Loving Guidance	1,599.65
				Refund for purchase	(354.00)
				Refund from purchase	(1,037.00)
	Procurement Card Transaction Verification Total				208.65
PC-00035411 Total					208.65
Grand Total					12,396.86



Trial Balance

Organization City and County of Denver
Periods 2018 : Sep
Accounting Worksta GR00000581 Y1002 Head Start - 2017/2018
Run 9/21/2018 12:22

Trial Balance

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
000100:Equity In Treasury Cash & Investment	(9,188,648.00)	0.00	0.00	(9,188,648.00)
001000:Cash	9,188,648.00	0.00	0.00	9,188,648.00
020600:Undeposited Payments	0.00	0.00	0.00	0.00
022000:Grants Receivable	0.00	0.00	0.00	0.00
023100:Unbilled Grant Receivable	0.00	9,188,648.00	9,188,648.00	0.00
110100:Vouchers Payable	(112,460.16)	112,460.16	0.00	0.00
110200:Unrecorded Liabilities	0.00	0.00	0.00	0.00
111000:Payroll Liabilities	0.00	0.00	0.00	0.00
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	(4,290,301.47)	5,455,434.77	5,467,831.63	(4,302,698.33)
501000:Regular Compensation	300,696.14	8,811.53	0.00	309,507.67
502200:Comp Time Paid	805.09	0.00	0.00	805.09
503100:Differential Pay	56.44	0.00	0.00	56.44
503400:Premium Pay	2,275.00	0.00	0.00	2,275.00
504100:Leave Payout	6.69	0.00	0.00	6.69
521000:Retirement Pension	38,117.97	1,259.96	0.00	39,377.93
530800:Health Savings Account	2,055.41	96.87	0.00	2,152.28
540100:Social Security Taxes	22,047.53	756.07	0.00	22,803.60
541100:Employer Paid Health Insurance	28,483.55	1,148.84	0.00	29,632.39
541200:Employer Paid Dental Insurance	1,778.43	69.00	0.00	1,847.43
541300:Employer Paid Life Insurance	1,107.70	27.39	0.00	1,135.09
541400:Employer Paid Disability Insurance	1,147.23	18.55	0.00	1,165.78
541999:Payroll Deduction Default	1.16	0.00	0.00	1.16
544100:Allowance Pay	1.13	0.00	0.00	1.13
601000:Professional Services	3,223,851.84	0.00	5,341,583.61	(2,117,731.77)
610100:Administrative Expense	2,999.36	0.00	0.00	2,999.36
611900:Dues, Licenses and Subscriptions	3,527.99	0.00	0.00	3,527.99
630100:Utilities	244.44	0.00	0.00	244.44



Trial Balance

Organization City and County of Denver
Periods 2018 : Sep
Accounting Worktag GR00000581 Y1002 Head Start - 2017/2018
Run 9/21/2018 12:22

Trial Balance

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
635400:Mail, Freight and Delivery	24.70	0.00	0.00	24.70
640100:Leases and Rentals	3,712.91	0.00	0.00	3,712.91
660100:Travel Advance Account	199.88	0.00	0.00	199.88
661000:Travel and Transportation Employee	22,993.49	0.00	0.00	22,993.49
681300:Grant Award To Subrecipient	1,035,623.31	5,341,583.61	0.00	6,377,206.92
683900:Training	10,696.61	0.00	0.00	10,696.61
701200:Books and Education Materials	32,880.88	1,599.65	1,391.00	33,089.53
701400:Clothing Supplies and Materials	165.75	0.00	0.00	165.75
701600:Food Supplies	664.62	0.00	0.00	664.62
701900:Office Supplies and Fixtures	2,181.97	0.00	0.00	2,181.97
702100:Printing Supplies	8,816.39	0.00	0.00	8,816.39
702200:Recreation Equipment and Supplies	841.80	0.00	0.00	841.80
702300:Safety Supplies and Equipment	1,380.60	0.00	0.00	1,380.60
702400:Technology Supplies and Equipment	1,012.37	0.00	0.00	1,012.37
930400:Billings For Services	29,154.49	0.00	0.00	29,154.49
Total	0.00	16,391,098.03	16,391,098.03	0.00
Total September Expenses		5,355,371.47	5,342,974.61	\$ 12,396.86

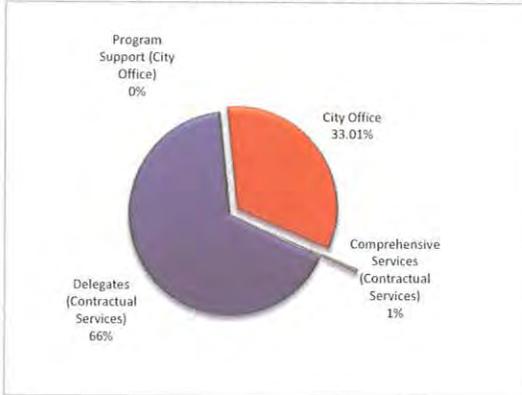


2018 - 2019 Head Start Financial Summary

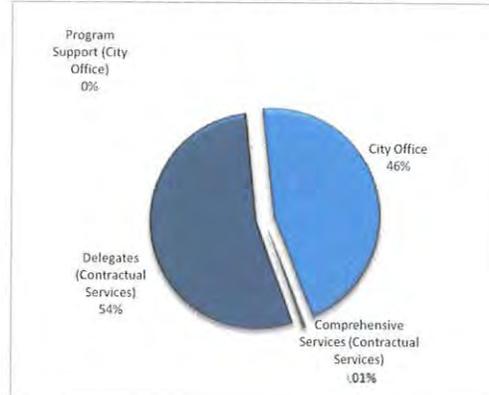
FEDERAL SHARE:

BUDGET CATEGORY	BUDGET	MTD FEDERAL SHARE EXPENDED	YTD FEDERAL SHARE EXPENDED	OVER/UNDER	% BUDGET REMAINING
City Office	978,345.00	67,596.50	114,847.19	863,497.81	88.26%
Program Support (City Office)	192,585.00	0.00	0.00	192,585.00	100.00%
Comprehensive Services (Contractual Services)	781,670.00	1,428.00	1,428.00	780,242.00	99.82%
Delegates (Contractual Services)	7,236,048.00	135,746.02	135,746.02	7,100,301.98	98.12%
Total	9,188,648.00	204,770.52	252,021.21	8,936,626.79	97.26%

% MTD FEDERAL SHARE EXPENDED



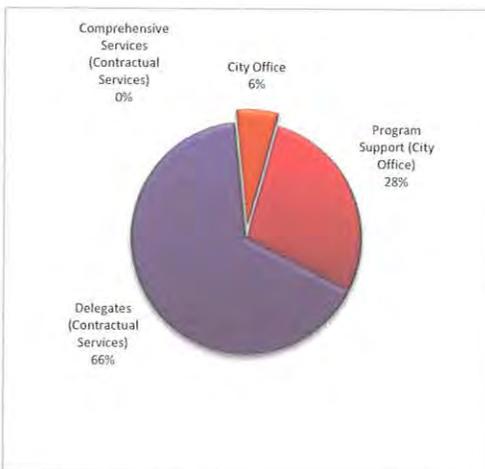
% YTD FEDERAL SHARE EXPENDED



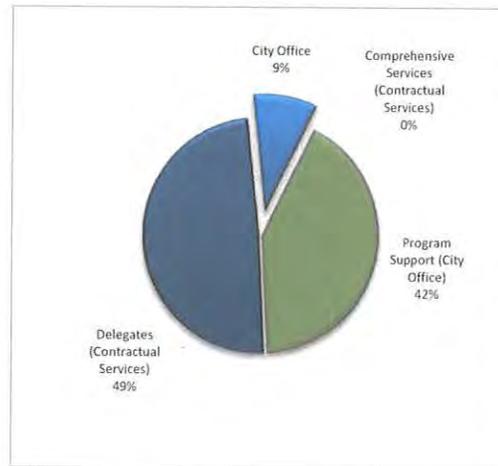
NON FEDERAL SHARE:

BUDGET CATEGORY	BUDGET	MTD_NON FEDERAL SHARE	YTD_NON FEDERAL SHARE	OVER/UNDER	% BUDGET REMAINING
City Office	45,147.50	3,762.29	7,524.58	37,622.92	83.33%
Program Support (City Office)	247,217.00	17,663.92	35,327.83	211,889.17	86%
Comprehensive Services (Contractual Services)	195,785.50	0.00	0.00	195,785.50	100.00%
Delegates (Contractual Services)	1,809,012.00	41,344.51	41,344.51	1,767,667.49	97.71%
Total	2,297,162.00	62,770.72	84,196.93	2,212,965.07	96.33%

% 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 7-1-2018 thru 6-30-2019
- 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, 2018 thru June 30, 2019 Grant Award Year - August 2018

	2018_2019 Budget	% Grant Award	August Expenses	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed	% Variance
Personnel	631,113.72	6.98%	47,482.61	83,826.50	547,287.22	13.28%	16.67%	-3.38%
Fringe Benefits	204,731.28	2.27%	15,046.62	25,885.02	178,846.26	12.64%	16.67%	-4.02%
Staff Local Travel	2,000.00	0.02%	-	14.40	1,985.60	0.72%	16.67%	-15.95%
General Supplies	9,000.00	0.10%	119.90	119.90	8,880.10	1.33%	16.67%	-15.33%
Disabilities Supplies	2,000.00	0.02%	-	-	2,000.00	0.00%	16.67%	-16.67%
Other General Admin	15,000.00	0.17%	108.00	162.00	14,838.00	1.08%	16.67%	-15.59%
Child Care	6,800.00	0.08%	360.00	360.00	6,440.00	5.29%	16.67%	-11.37%
Mileage / Transportation	1,900.00	0.02%	63.85	63.85	1,836.15	3.36%	16.67%	-13.31%
Subtotal	872,545.00	9.66%	63,180.98	110,431.67	762,113.33	12.66%	16.67%	-4.01%
Committee Support								
Policy Council								
- Food	8,000.00	0.09%	148.50	148.50	7,851.50	1.86%	16.67%	-14.81%
- Facilities	1,400.00	0.02%	-	-	1,400.00	0.00%	16.67%	-16.67%
Health Services Advisory								
Committee - Food	1,500.00	0.02%	-	-	1,500.00	0.00%	16.67%	-16.67%
School Readiness -Food	500.00	0.01%	-	-	500.00	0.00%	16.67%	-16.67%
Health non-HSAC - Food	500.00	0.01%	-	-	500.00	0.00%	16.67%	-16.67%
Disabilities - Food	500.00	0.01%	-	-	500.00	0.00%	16.67%	-16.67%
Family Services - Food	500.00	0.01%	-	-	500.00	0.00%	16.67%	-16.67%
Subtotal	12,900.00	0.14%	148.50	148.50	12,751.50	1.15%	16.67%	-15.52%
Communication & Community								
Translations & Interpretation	7,500.00	0.08%	-	-	7,500.00	0.00%	16.67%	-16.67%
Head Start Annual Report	2,400.00	0.03%	-	-	2,400.00	0.00%	16.67%	-16.67%
Comprehensive Community								
- Printing	1,000.00	0.01%	-	-	1,000.00		16.67%	-16.67%
- Recruitment	15,000.00	0.17%	-	-	15,000.00	0.00%	16.67%	-16.67%
CCR Analytics (Family Outcomes)	6,000.00	0.07%	-	-	6,000.00	0.00%	16.67%	-16.67%
FDC	-	0.00%	-	-	-	0.00%	16.67%	-16.67%
Subtotal	31,900.00	0.35%	-	-	31,900.00	0.00%	16.67%	-16.67%
City Office Training and Professional Development								
City Head Start Staff	14,000.00	0.15%	995.00	995.00	13,005.00	7.11%	16.67%	-9.56%
City Controller's Office Staff	6,000.00	0.07%	-	-	6,000.00	0.00%	16.67%	-16.67%
Subtotal	20,000.00	0.22%	995.00	995.00	19,005.00	4.98%	16.67%	-11.69%
Content Area Training								
School Readiness	4,500.00	0.05%	-	-	4,500.00	0.00%	16.67%	-16.67%
Health	4,500.00	0.05%	575.00	575.00	3,925.00	12.78%	16.67%	-3.89%
Disabilities	4,500.00	0.05%	779.00	779.00	3,721.00	17.31%	16.67%	0.64%
Family Services	4,500.00	0.05%	1,918.02	1,918.02	2,581.98	42.62%	16.67%	25.96%
Policy Council	11,000.00	0.12%	-	-	11,000.00	0.00%	16.67%	-16.67%
Parent Training	12,000.00	0.13%	-	-	12,000.00	0.00%	16.67%	16.67%
Subtotal	41,000.00	0.45%	3,272.02	3,272.02	37,727.98	7.98%	16.67%	-8.69%



Denver's Great Kids Head Start Financial Report July 1, 2018 thru June 30, 2019 Grant Award Year - August 2018

	2018_2019 Budget	% Grant Award	August Expenses	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed	% Variance
Program Support								
5 BY 5 Program	5,000.00	0.06%	-	-	5,000.00	0.00%	16.67%	-16.67%
Transitions	18,000.00	0.20%	-	-	18,000.00	0.00%	16.67%	-16.67%
Dance & Movement (CMDance)	60,000.00	0.66%	-	-	60,000.00	0.00%	16.67%	-16.67%
Health & Wellness (Univ of Colo)	35,585.00	0.39%	-	-	35,585.00	0.00%	16.67%	-16.67%
CLASS Training	3,000.00	0.03%	-	-	3,000.00	0.00%	16.67%	-16.67%
Math Enhancement (Erikson)	51,000.00	0.56%	-	-	51,000.00	0.00%	16.67%	-16.67%
Financial Literacy	10,000.00	0.11%	-	-	10,000.00	0.00%	16.67%	-16.67%
Health Literacy	10,000.00	0.11%	-	-	10,000.00	0.00%	16.67%	-16.67%
Subtotal	192,585.00	2.13%	-	-	192,585.00	0.00%	16.67%	-16.67%
Comprehensive Services (Contractual Services)								
Disabilities (Sewall)	242,000.00	2.68%	-	-	242,000.00	0.00%	16.67%	-16.67%
Mental Health/Health/Dental (DHHA)	460,874.00	5.10%	-	-	460,874.00	0.00%	16.67%	-16.67%
Nutrition (Nutrition Consultants)	64,540.00	0.71%	1,428.00	1,428.00	63,112.00	2.21%	16.67%	-14.45%
Hearing and Language (Marion Downs)	14,256.00	0.16%	-	-	14,256.00	0.00%	16.67%	-16.67%
Subtotal	781,670.00	8.65%	1,428.00	1,428.00	780,242.00	0.18%	16.67%	-16.48%



Denver's Great Kids Head Start Financial Report July 1, 2018 thru June 30, 2019 Grant Award Year - August 2018

	2018_2019 Budget	% Grant Award	August Expenses	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed	% Variance
Delegates (Contractual Services)								
Catholic Charities	1,223,789.00	13.54%	61,366.02	61,366.02	1,162,422.98	5.01%	16.67%	-11.65%
Clayton Early learning	1,261,445.00	13.96%	40,186.42	40,186.42	1,221,258.58	3.19%	16.67%	-13.48%
Denver Public Schools	1,895,304.00	20.97%	34,193.58	34,193.58	1,861,110.42	1.80%	16.67%	-14.86%
Family Star	213,379.00	2.36%	-	-	213,379.00	0.00%	16.67%	-16.67%
Mile High Early Learning	1,763,511.00	19.51%	-	-	1,763,511.00	0.00%	16.67%	-16.67%
Sewall Child Development Center	376,551.00	4.17%	-	-	376,551.00	0.00%	16.67%	-16.67%
Volunteers of America	502,069.00	5.56%	-	-	502,069.00	0.00%	16.67%	-16.67%
Subtotal	7,236,048.00	100.00%	135,746.02	135,746.02	7,100,301.98	1.88%	16.67%	-14.79%
Grand Total	9,188,648.00	100.00%	204,770.52	252,021.21	8,936,626.79	2.74%	16.67%	-13.92%

NON FEDERAL SHARE:

	2018_2019 Budget	% Grant Award	August Expenses	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed	% Variance
City Office (Private Grants- CHF, CFC, TGF)	45,147.50	1.97%	3,762.29	7,524.58	37,622.92	16.67%	16.67%	0.00%
Program Support (City Office)	247,217.00	10.76%	17,663.92	35,327.83	211,889.17	14.29%	16.67%	-2.38%
5 BY 5 Program	211,967.00	9.23%	17,663.92	35,327.83	176,639.17	16.67%	16.67%	0.00%
Dance & Movement (CM Dance)	15,000.00	0.65%	-	-	15,000.00	0.00%	16.67%	-16.67%
Health & Wellness (CU-Denver)	9,000.00	0.39%	-	-	9,000.00	0.00%	16.67%	-16.67%
Math Enhancement (Erikson)	11,250.00	0.49%	-	-	11,250.00	0.00%	16.67%	-16.67%
Comprehensive Services (Contractual Services)	195,785.50	8.52%	-	-	195,785.50	0.00%	16.67%	-16.67%
Disabilities (Sewell)	60,600.00	2.64%	-	-	60,600.00	0.00%	16.67%	-16.67%
Mental Health/Health/Dental (Denver Health)	115,218.50	5.02%	-	-	115,218.50	0.00%	16.67%	-16.67%
Nutrition (Nutrition Consultants)	15,560.00	0.68%	-	-	15,560.00	0.00%	16.67%	-16.67%
Hearing and Language (Marion Downs)	4,407.00	0.19%	-	-	4,407.00	0.00%	16.67%	-16.67%
Delegates (Contractual Services)	1,809,012.00	78.75%	41,344.51	41,344.51	1,767,667.49	2.29%	16.67%	-14.38%



Denver's Great Kids Head Start Financial Report July 1, 2018 thru June 30, 2019 Grant Award Year - August 2018

	2018_2019 Budget	% Grant Award	August Expenses	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed	% Variance
Catholic Charities	305,947.25	13.32%	24,989.66	24,989.66	280,957.59	8.17%	16.67%	-8.50%
Clayton Early learning	315,361.25	13.73%	10,046.61	10,046.61	305,314.64	3.19%	16.67%	-13.48%
Denver Public Schools	473,826.00	20.63%	6,308.24	6,308.24	467,517.76	1.33%	16.67%	-15.34%
Family Star	53,344.75	2.32%		-	53,344.75	0.00%	16.67%	-16.67%
Mile High Early Learning	440,877.75	19.19%		-	440,877.75	0.00%	16.67%	-16.67%
Sewall	94,137.75	4.10%			94,137.75	0.00%	16.67%	-16.67%
Volunteers of America	125,517.25	5.46%		-	125,517.25	0.00%	16.67%	-16.67%
Grand Total	2,297,162.00	100%	62,770.72	84,196.93	2,212,965.07	3.67%	16.67%	-13.00%



GR0000689 Head Start - 2018-2019

Transaction Summary					
Ledger Account	Transaction Number	Source	Supplier as Worktag	Line Memo	Total
501000:Regular Compensation	JE-00016845	Manual	Controller's Office PPE 8/4	Inna Kuzovova Payroll 7/22 - 7/28 & 7/29 - 8/4	195.19
				Lila Medina Payroll 7/22 - 7/28 & 7/29 - 8/4	625.51
				Michael Chandler Payroll 7/22 - 7/28 & 7/29 - 8/4	982.88
	JE-00017455	Manual	Controller's Office PPE 8/15	Lila Medina Payroll 8/5-8/15	549.69
				Michael Chandler Payroll 8/5-8/15	618.39
	Payroll	Payroll Actual Accrual	Head Start Staff	Payroll PPE 8/21	22,072.27
				Payroll PPE 8/4	20,483.50
				Payroll PPE 8/7	1,588.77
503100:Differential Pay	Payroll	Payroll Actual Accrual	Head Start Staff	Payroll PPE 8/4	16.41
503400:Premium Pay	Payroll	Payroll Actual Accrual	Head Start Staff	Payroll PPE 8/21	175.00
				Payroll PPE 8/4	175.00
521000:Retirement Pension	JE-00016845	Manual	Controller's Office PPE 8/4	Inna Kuzovova Benefits 7/22 - 7/28 & 7/29 - 8/4	21.31
				Lila Medina Benefits 7/22 - 7/28 & 7/29 - 8/4	78.38
				Michael Chandler Benefits 7/22 - 7/28 & 7/29 - 8/4	123.08
	JE-00017455	Manual	Controller's Office PPE 8/15	Lila Medina Benefits 8/5-8/15	137.59
				Michael Chandler Benefits 8/5-8/15	154.74
	Payroll	Payroll Actual Accrual	Head Start Staff	Payroll PPE 8/18	2,780.91
				Payroll PPE 8/4	2,798.05
530800:Health Savings Account	JE-00016845	Manual	Controller's Office PPE 8/4	Lila Medina Benefits 7/22 - 7/28 & 7/29 - 8/4	6.88
	JE-00017455	Manual	Controller's Office PPE 8/15	Lila Medina Benefits 8/5-8/15	12.09
	Payroll	Payroll Actual Accrual	Head Start Staff	Payroll PPE 8/18	152.50
				Payroll PPE 8/4	152.50
540100:Social Security Taxes	JE-00016845	Manual	Controller's Office PPE 8/4	Inna Kuzovova Benefits 7/22 - 7/28 & 7/29 - 8/4	12.75
				Lila Medina Benefits 7/22 - 7/28 & 7/29 - 8/4	46.99
				Michael Chandler Benefits 7/22 - 7/28 & 7/29 - 8/4	68.79
	JE-00017455	Manual	Controller's Office PPE 8/15	Lila Medina Benefits 8/5-8/15	82.35
				Michael Chandler Benefits 8/5-8/15	86.30
	Payroll	Payroll Actual Accrual	Head Start Staff	Payroll PPE 8/18	1,569.95
				Payroll PPE 8/4	1,635.19
541100:Employer Paid Health Insurance	JE-00016845	Manual	Controller's Office PPE 8/4	Inna Kuzovova Benefits 7/22 - 7/28 & 7/29 - 8/4	26.64
				Lila Medina Benefits 7/22 - 7/28 & 7/29 - 8/4	81.55
	JE-00017455	Manual	Controller's Office PPE 8/15	Lila Medina Benefits 8/5-8/15	143.34
	Payroll	Payroll Actual Accrual	Head Start Staff	Payroll PPE 8/18	2,118.99
				Payroll PPE 8/4	2,118.99
541200:Employer Paid Dental Insurance	JE-00016845	Manual	Controller's Office PPE 8/4	Inna Kuzovova Benefits 7/22 - 7/28 & 7/29 - 8/4	1.10
				Lila Medina Benefits 7/22 - 7/28 & 7/29 - 8/4	4.90
	JE-00017455	Manual	Controller's Office PPE 8/15	Lila Medina Benefits 8/5-8/15	8.61
	Payroll	Payroll Actual Accrual	Head Start Staff	Payroll PPE 8/18	133.98
				Payroll PPE 8/4	133.98
541300:Employer Paid Life Insurance	JE-00016845	Manual	Controller's Office PPE 8/4	Inna Kuzovova Benefits 7/22 - 7/28 & 7/29 - 8/4	1.93
				Lila Medina Benefits 7/22 - 7/28 & 7/29 - 8/4	4.54
	JE-00017455	Manual	Controller's Office PPE 8/15	Michael Chandler Benefits 7/22 - 7/28 & 7/29 - 8/4	8.27
				Lila Medina Benefits 8/5-8/15	3.99
	Payroll	Payroll Actual Accrual	Head Start Staff	Michael Chandler Benefits 8/5-8/15	5.20
				Payroll PPE 8/4	159.72
541400:Employer Paid Disability Insurance	JE-00017455	Manual	Controller's Office PPE 8/15	Lila Medina Benefits 8/5-8/15	1.90
				Michael Chandler Benefits 8/5-8/15	7.50
	Payroll	Payroll Actual Accrual	Head Start Staff	Payroll PPE 8/18	160.05
544100:Allowance Pay	JE-00016845	Manual	Controller's Office PPE 8/4	Inna Kuzovova Benefits 7/22 - 7/28 & 7/29 - 8/4	1.09
601000:Professional Services	PC-00032711	Procurement Card Tran:	MICI ITALIAN PIZZ	Grantee Wide Parent Training Committee	118.75
	PC-00032713	Procurement Card Tran:	CORNER BACKERY	August Policy Council Executive Committee Meeting	148.50
	PC-00034303	Procurement Card Tran:	LECHUGAS ITALIAN REST	Lunch for the Grantee-wide Parent Training Committee meeting on 8/10,	124.33
	SI-00106930	Supplier Invoice	NUTRITION CONSULTANTS	Contract 201840918Head Start FY18-19	1,428.00
	SI-00112697	Supplier Invoice	PETTY CASH-HEAD START	Childcare reimbursement for parents at the Policy Council Meeting 08/2,	360.00
640100:Leases and Rentals	PC-00034304	Procurement Card Tran:	PPA EVENT CENTER	Rental costs for the Head Start 2018 Parent Xtravaganza on 9/15/18	1,650.00
661000:Travel and Transportation Employee	PC-00032717	Procurement Card Tran:	Controller's Office Training	AtoZ Head Start Training for Inna	995.00
	SI-00112697	Supplier Invoice	PETTY CASH-HEAD START	Mileage reimbursement for parents at the Policy Council Meeting 08/22,	63.85
	SI-00109907	Supplier Invoice	CLAYTON EARLY LEARNING TRUSTEE CATHOLIC CHARITIES AND	July Clayton Payroll	40,186.42
	SI-00114502	Supplier Invoice	COMMUNITY SERVICE	July Catholic Charities	61,366.02
	SI-00114550	Supplier Invoice	DENVER PUBLIC SCHOOLS	July Denver Public Schools	34,193.58
683900:Training	PC-00033257	Procurement Card Tran:	3WESOLUTIONS LLC	FDC Training for Lori Medina	575.00
701200:Books and Education Materials	PC-00034037	Procurement Card Tran:	AMAZON.COM INC	I Speak Spanish Pins for the 2018 Head Start Parent Xtravaganza	24.94
	PC-00034851	Procurement Card Tran:	LOVING GUIDANCE INC	Concious Discipline E course purchase	779.00
	PC-00032714	Procurement Card Tran:	STAPLES	USB Drives	119.90
930400:Billings For Services	Payroll	Payroll Actual Accrual	Head Start Staff	Cell Phone	108.00
Grand Total					\$204,770.52



Trial Balance

Organization City and County of
 Denver
Periods 2018 : Aug
Ledger Actuals
Accounting Worktag GR00000896 Head
 Start - 2018/2019
Run 9/12/2018 19:30

Trial Balance

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
000100:Equity In Treasury Cash & Investment	(47,250.69)	0.00	67,172.65	(114,423.34)
001000:Cash	0.00	47,250.69	42,038.27	5,212.42
020600:Undeposited Payments	0.00	47,250.69	47,250.69	0.00
022000:Grants Receivable	0.00	47,250.69	47,250.69	0.00
023100:Unbilled Grant Receivable	47,250.69	305,342.55	147,822.72	204,770.52
110100:Vouchers Payable	0.00	42,038.27	137,597.87	(95,559.60)
340000:Intergovernmental Revenue	(47,250.69)	100,572.03	305,342.55	(252,021.21)
501000:Regular Compensation	35,820.55	47,116.20	0.00	82,936.75
503100:Differential Pay	33.62	16.41	0.00	50.03
503400:Premium Pay	262.50	350.00	0.00	612.50
521000:Retirement Pension	4,443.68	6,094.06	0.00	10,537.74
530800:Health Savings Account	244.58	323.97	0.00	568.55
540100:Social Security Taxes	2,541.97	3,502.32	0.00	6,044.29
541100:Employer Paid Health Insurance	3,370.11	4,489.51	0.00	7,859.62
541200:Employer Paid Dental Insurance	212.41	282.57	0.00	494.98
541300:Employer Paid Life Insurance	79.86	183.65	0.00	263.51
541400:Employer Paid Disability Insurance	172.85	169.45	0.00	342.30
544100:Allowance Pay	0.16	1.09	0.00	1.25
601000:Professional Services	0.00	2,179.58	0.00	2,179.58
640100:Leases and Rentals	0.00	1,650.00	0.00	1,650.00
661000:Travel and Transportation Employee	14.40	1,058.85	0.00	1,073.25
681300:Grant Award To Subrecipient	0.00	135,746.02	0.00	135,746.02
683900:Training	0.00	575.00	0.00	575.00
701200:Books and Education Materials	0.00	803.94	0.00	803.94
701900:Office Supplies and Fixtures	0.00	119.90	0.00	119.90
930400:Billings For Services	54.00	108.00	0.00	162.00
Total	0.00	794,475.44	794,475.44	0.00
	Total August Expense	204,770.52	0.00	204,770.52

VII. NEW BUSINESS

- a) DGKHS By-Laws
- b) Policy Council End of Term Celebration
- c) Five By Five Update
- d) Delegate Agency Reports



POLICY COUNCIL BY-LAWS

ARTICLE I - NAME

The name of this organization shall be the Denver Great Kids Head Start Policy Council.

ARTICLE II - PURPOSE

The purpose of this Council shall be to participate as a part of the Denver Great Kids Head Start central administration management team and to perform the responsibilities as established in the Head Start Act at Section 642(c) (2)(D) and attached as an addendum to these By-laws.

- A. To approve or disapprove program directions, priorities, policies and budgets which affect our overall Head Start program;
- B. To periodically monitor the total Head Start program;
- C. To participate in the personnel selection/separation of Grantee Head Start staff;
- D. To establish a method for hearing and resolving community complaints about the Head Start program;
- E. To approve or disapprove Head Start personnel policies per the Revised Performance Standards,
- F. To be involved in the community and to promote understanding of the Head Start Program; and
- G. To administer the Policy Council parent activity funds.

ARTICLE III. - APPLICABLE POLICY

The DGKHS Policy Council will adhere to the regulations specified at 45 CFR Part 1301 and its pertinent sub-sections as well as the Head Start Act as amended in 2007.

ARTICLE IV. - MEETINGS

Section I - Regular Meeting:

The Council shall designate a meeting date for a regular meeting each month, or at such other times designated by the Council. If the Council later elects to alter the normal meeting time designated for any regular meeting, all Council members shall be so notified as soon as possible.



POLICY COUNCIL BY-LAWS

Section 2 - Notice:

The Chairperson and/or Secretary or a designated person on their behalf shall notify each member of the Council one week in advance of each meeting.

Section 3 - Call Meetings: Special Meetings

Special meetings may be called by the Chairperson or at least three Council members, one of which is an officer other than the Chairperson, in order to address emergency or other time critical matters. At least two days notice must be given for all special meetings. Special meetings may be held by phone at which time members present may be asked to vote on the pending issue. Information on the topic to be discussed will be provided in advance to facilitate deliberation.

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. No voting action can take place without a quorum. When one (1) or more representatives are not able to be physically present at a meeting, he or she may vote by alternate means designated in Section V - Voting. If feasible, the voter(s) will be counted towards satisfying the quorum requirement. As an alternative, lack of a quorum may be cured after adjournment of a meeting by a supplemental vote of one or more absent representative(s) or their alternate(s) taken in person or by telephone. Such actions may be necessary to approve minor matters or matters requiring immediate attention. Any such supplemental vote and related comments of the voting representatives shall be noted in the minutes prepared for the meeting in question.

Section 5 – Voting:

Policy Council members who cannot attend meetings in person may vote through alternate means. These alternate means are: E-mail, voice mail, and telephone. E-mails should be sent to: DenverHeadStart@denvergov.org with designations to the Head Start Office Manager or the Director of Head Start. The phone number for a call in vote or voice mail is: 720-913-0880. DGKHS will initiate steps to ensure that there are only two parent representative votes from each delegate agency offered.

Section 6 – Parliamentary Procedures:

Basic parliamentary procedures of the most recent Robert Rules of Order shall be used in all Council business matters.



POLICY COUNCIL BY-LAWS

ARTICLE V - MEMBERSHIP

Section 1 - Composition:

- A. The Council shall be composed of **twenty-three (23)** members.
- B. At least fifty-one percent (51%) of the Council shall be composed of parents of children currently enrolled in the Denver Great Kids Head Start program. At least **fourteen (14)** members of the Denver Great Kids Head Start policy council shall be parents of currently enrolled children (two per delegate agency and two alternates based on the **7 delegate** agencies under contract in **2018-2019**). Through the delegate agency Policy Committees parents of currently enrolled children shall elect all parent members of the Denver Great Kids Head Start policy council. The parents shall be elected by October 31st of each year.
- C. Nine (9) members of the Denver Great Kids Head Start policy council shall be community representatives and shall be selected at-large from the community. Five members shall be nominated by the Mayor and four members shall be nominated by City Council. All nominees shall be elected by the Policy Council.

Section 2 - Selection:

- A. By October 31st, each of the delegate agencies retained by the City by contract to provide Head Start services shall, through their established Policy Committees, designate two (2) parents of children currently enrolled in Head Start programs administered by the designating delegate agency to serve on the Policy Council as voting members and two (2) alternates. The delegate programs collectively shall make a concerted effort to have at least one (1) parent with a child with a disability child enrolled in a delegate program be elected as a parent representative to this City-wide Policy Council each year. If any representative will be absent from any regular Council meeting, she or he shall notify the person designated as her or his alternate, and such alternate shall then attend that meeting as a full voting member of the Council. Alternates may and are encouraged to, but are not required to, attend any other meetings as non-voting participants.
- B. The community representative members of the Denver Great Kids Head Start policy council shall be selected as follows:
 - 1. Five (5) community representatives of the Denver Great Kids Head Start policy council shall be nominated by the Mayor and referred to the Policy Council for election.



POLICY COUNCIL BY-LAWS

2. Four (4) community representatives of the Denver Great Kids Head Start policy council shall be nominated the Denver City Council by ordinance, and referred to the Policy Council for election.
- C. Each parent representative and alternate and each community representative elected to serve on the Policy Council must attend a Policy Council training, or have had attended such a training in the past, in order to serve on the Policy Council and have voting privileges. Policy Council representatives who are elected after the Policy Council training has been held will receive a simplified "Policy Council Orientation" and be seated.

Section 3 - Length of Membership:

- A. All Parent Policy Council members shall be elected to serve for a period of one year. They may be re-elected, but may not serve for more than five years.
- B. Nomination of all community representatives will be made by the appropriate appointing authority (Mayor to appoint 5 and City Council to appoint 4) according to the Head Start Ordinance
- C. No member shall serve more than five years total as a community representative and/or a parent representative.
- D. Officer membership on the committee is from date of election through date of next election.

Section 4 - Termination of Membership:

- A. Membership shall be terminated by resignation of the member.
- B. Membership shall be terminated by majority vote of the Council for violations of the standards of conduct described below in Article V. In order for this to occur a quorum must be present.
- C. Membership shall be terminated by majority vote of the Council due to a representative missing three consecutive regular meetings without good cause and/or prior notice to the Chairperson, Secretary, Head Start Director or Head Start Office Manager. After two meetings are missed, the Head Start Executive Director will notify the absent Council member and the Director of their delegate program (if applicable) of the policy on termination of membership. All efforts will be made by DGKHS to fully engage Policy Council members and to impress upon them the importance of attendance and participation in carrying out their shared governance responsibilities.



POLICY COUNCIL BY-LAWS

In the case of a parent representative, the Head Start Executive Director will also notify the appropriate Policy Committee of the delegate program which that parent represents of the Council's policy on termination of membership. After the third consecutive meeting is missed by the parent representative without cause or justification, the Head Start Executive Director will notify that Policy Committee of the termination.

- D. Membership may also be terminated by majority vote of the Council for cause expressed in writing.

Section 5 - Vacancies:

- A. In the event a parent representative's seat is vacated. The delegate agency Head Start Director shall appoint one of the alternates to become the representative and serve out the unexpired term. The Delegate agency Policy Committee or Council impacted shall then elect a new alternate to serve out the unexpired term.

B In the event a community representative seat is vacated. Upon notice from the policy council of a vacancy in the membership of the policy council, the director shall notify the appropriate appointing authority of such vacancy. The appropriate appointing authority shall then nominate a new member to serve on the Policy Council to complete the term of office of the departing member.

ARTICLE V - POLICY COUNCIL CODE OF CONDUCT

POLICY

Denver Great Kids Head Start recognizes that individuals participating in the shared governance of Denver Great Kids Head Start, through their membership on Policy Council, are leaders, role models, and representatives of the organization. All members will conduct themselves in a professional manner at all times in fulfilling their role as Policy Council members, recognizing that they represent Denver Great Kids Head Start and the City and County of Denver.

PROCEDURES

1. Acceptable standards of conduct will be established and periodically reviewed/revised by Denver Great Kids Head Start for Policy Council members.
2. All Policy Council members will be informed of the established standards of conduct.
3. The Policy Council shall vote to remove members for violation of the standards of conduct as described in Article IV, Section 4.



POLICY COUNCIL BY-LAWS

CODE of CONDUCT

Denver Great Kids Head Start Policy Council and members:

1. Will respect and promote the unique identity of each child, family, employee, Policy Council member and refrain from stereotyping on the basis of gender, race, ethnicity, sexual preference, culture, religion, or disability.
2. Will uphold the program's confidentiality guidelines stated as follows:
 - a. No information regarding children and families of children enrolled in Denver Great Kids Head Start will be discussed outside of the work setting or Policy Council meetings.
 - b. Information learned at Council meetings or while conducting Council business may only be discussed in relaying council information and decisions to Policy and Parent committees at the delegate agency levels.
3. Will support and participate in a TEAMWORK approach to decision making.
4. Will behave and interact respectfully while participating on Policy Council or representing the organization within the community, at conferences and other Head Start events.
5. Will respect Policy Council meeting venues and meeting environments.
6. Will follow all Denver Great Kids Head Start general operating procedures as appropriate.

ARTICLE VI - OFFICERS

Section I - Composition:

The Officers of the Council shall be: Chairperson, Vice-Chairperson, Secretary, Treasurer, and Parliamentarian.

Section 2 - Election of Officers:

- A. As referenced under Article IV, Section 2. A., all parent representative names from Head Start delegate agencies must be submitted by October 31st. A nomination list will be developed by the Policy Council at the November Policy Council meeting in anticipation of the election of officers as stated below. The list and information about each nominee will be mailed prior to the meeting.
- B. Voting shall be done by written ballot and nominations from the floor will be accepted.
- C. All officers shall be elected by the regular December meeting and shall be elected by a majority of those members present at the election meeting.



POLICY COUNCIL BY-LAWS

- D. Any member of the Policy Council can serve as an officer; however, a majority of officers shall be parents/guardians of children currently enrolled in Denver Great Kids Head Start program.

Section 3 - Eligibility:

The following are eligible to serve as officers:

1. Parent representatives; and
2. Community representatives.
3. Alternates are not eligible to hold Policy Council office positions,

Section 4 - Term of Office:

All officers will be elected to serve a term of one year.

Section 5 - Removal:

An officer may be removed by resignation or non-performance of duties. In the case of removal for non-performance of duties, members must be notified in writing of this action prior to the meeting at which removal will be voted on by the entire Policy Council.

Section 6 - Vacancies:

Officer vacancies shall be filled by election by the Policy Council.

Section 7 - Duties of Officers:

- A. Chairperson: The Chairperson calls and presides over meetings of the Policy Council. With prior approval from the Policy Council, the Chairperson may act as a spokesperson for the Council in events concerning the Head Start program that arise outside of Regular or Emergency/Special Meetings. The Chairperson's role is crucial to the transaction of Head Start business and therefore, the attendance provisions as stated in Article IV, section 4. A. shall be strictly adhered to. The Chairperson's duties include the following:
1. Shall preside at all Policy Council meetings.
 2. Refrain from entering into debates during the Policy Council meetings.
 3. Shall extend every courtesy possible.
 4. Shall call special meetings, when necessary.
 5. Opens and closes all Policy Council meetings.
 6. Explain each motion before it is voted upon.



POLICY COUNCIL BY-LAWS

7. May vote only to break a tie.
 8. Shall be available to Policy Council members for questions pertaining to the Head Start program.
 9. Shall form Ad-Hoc committees as needed.
 10. Shall be a member of Policy Council at least one year, if possible (No member can serve on the Policy Council for more than three years) – lifetime limit.
- B. Vice-Chairperson: The Vice Chairperson assumes the duties of the Chairperson in their absence. The Vice-Chairperson's role is crucial to the transaction of Head Start business and therefore, the attendance provisions as stated in Article IV, section 4. A. shall be strictly adhered to. The Vice-Chairperson's duties include the following:
1. Shall preside in the absence of the Chairperson or whenever the Chairperson temporarily vacates the chair.
 2. Shall be responsible for calling together and presiding over the Executive committee meetings.
 3. Shall be responsible for calling together and presiding over, when necessary, the joint Executive committee (Policy Council).
- C. Secretary: The Secretary sits on the Executive committee and assists the Executive Administrative Assistant in maintaining official records for the Policy Council. The Secretary's role is crucial to the transaction of Head Start business and therefore, the attendance provisions as stated in Article IV, section 4. A. shall be strictly adhered to. The Secretary's duties include the following:
1. Shall keep a record of members' attendance.
 2. Keep a record of all Policy Council minutes.
 3. Distribute all mail addressed to the Policy Council.
 4. Shall notify Family Services Administrator of members' absenteeism by means of written/verbal warning following second absence.
 5. Must serve as a member of the Executive committee.
- D. Treasurer: The Treasurer maintains and reports on Policy Council financial activities. The Treasurer's role is crucial to the transaction of Head Start business and therefore, the attendance provisions as stated in Article IV, section 4. A. shall be strictly adhered to. The Treasurer's duties are as follows:
1. Shall keep an accurate accounting system keeping up-to-date members' reimbursements.
 2. Shall be a member of the Policy Council Finance committee.
 3. Must serve as a member of the Executive committee, attend fiscal committee meetings, and report to fiscal committee on policy council meeting expenses and in-kind donations.



POLICY COUNCIL BY-LAWS

- E. Parliamentarian: The Parliamentarian is responsible for ensuring that the Policy Council meetings run in accordance with simplified Robert's Rules of Order and Policy Council by-laws. The Parliamentarian's role is crucial to the transaction of Head Start business and therefore, the attendance provisions as stated in Article IV, section 4. A. shall be strictly adhered to. The Parliamentarian's duties are as follows:
1. Shall be unbiased regarding the matters being discussed at meetings.
 2. Shall be able to define the By-Laws of the Policy Council and advise the Council on these as necessary.
 3. Shall be aware of the format desired by the Chairperson at meetings and assist in keeping within the format.
 4. Shall be responsible for time limitations on agenda items and holding speakers accountable to keep on time as listed on the agenda.
 5. Shall be the Chairperson of the By-laws committee.
 6. Must serve as a member of the Executive Committee

ARTICLE VII - COMMITTEES

Section 1 - Executive Committee:

The Executive Committee shall consist of the officers of the Council. The Executive Committee is empowered to serve for the Council in emergencies. A quorum for voting purposes is three. The Executive Committee shall be overseen by the Family Services Administrator. Attendance and participation at all scheduled Executive committee meetings is integral for the transaction of Head Start business. Transportation and child care will be provided to the greatest extent possible to support meeting attendance.

Section 2 – Program and Finance Committee:

The Finance and Program Committee shall include the CFO or City Office Senior Financial Management Analyst, DGKHS Program Administrator(s), as support staff, the Policy Council Treasurer, and additional Policy Council members. This committee is a combination of the Finance and Program committees and its purpose is to advise the City staff on matters relating to finance and budget concerning the operation of the DGKHS grant and to utilize that information to assist with program planning, allocation of grant resources and supporting special events, such as an annual retreat, parent leadership conference and other pertinent activities related to program activities. This combined committee shall be composed of at least one DGKHS parent and one community representative. The committee may choose a chairperson who shall be responsible for reporting to the Council. Alternates may serve on this committee. Attendance and participation at all scheduled committee meetings is integral for the transaction of Head Start business. Transportation and child care will be provided to the greatest extent possible to support meeting attendance.



POLICY COUNCIL BY-LAWS

The Program and Finance Committee shall be overseen by the CFO or City Chief Financial Management Analyst and the DGKHS School Readiness Director.

Roles and Responsibilities of the Program and Finance Committee

Purpose: The purpose of the Program and Finance Committee is to focus on the planning and financial management aspects of the Denver Great Kids Head Start grant.

The Program and Finance Committee will review monthly financial reports which are derived from accounting systems of the City, and the delegate agencies. The monthly financial reports detail budget, expenses and variances based on projections.

The Program and Finance Committee will receive a credit card report, single audits for the City and delegate agencies and federal reports submitted to the grantor.

The Program and Finance Committee will review, approve, and make recommendations for the proposed Head Start budget for the City Office for each program year; the Policy Council will make a recommendation for the Policy Council budget to cover meeting expenses and training for the upcoming program year.

The Program and Finance Committee will provide input on various expenses incurred by the grant to run the Policy Council. Those expenses include: food for meetings, space rental for meetings, child care, training and transportation.

The Program and Finance Committee members will attend monthly Program and Finance Committee and Policy Council meetings and provide the Policy Council with a summary of the discussion of the meeting.

The Program and Finance Committee shall be informed by DGKHS staff of training opportunities that might become available as early in the program year as possible and will make recommendations to the Policy Council and staff on which representatives will be selected. All efforts will be made to offer participation opportunities to as many members representing all delegate agencies as possible. In the event that multiple parents from the same delegate agency express an interest in participating, the DGKHS Director will consult with the delegate agency Head Start Executive Director for a recommendation and offer this information to the Program and Finance Committee.

Finally, the Program and Finance Committee will review recommendations made for training Policy Council parents and community representatives; review fiscal policies with CFO Senior Financial Management Analyst each year; recommend revisions if



POLICY COUNCIL BY-LAWS

appropriate; recruit other parents and community representatives for the Program and Finance Committee; suggest training opportunities for Head Start parents; participate as needed in the program's triennial review; and report, as required, to appointing official (City Council, Mayor's Office or delegate agency).

Transportation and child care will be provided to the greatest extent possible to support meeting attendance.

Attendance and participation at all scheduled Program and Finance committee meetings is vital for the successful transaction of Head Start business. Transportation and child care will be provided to the greatest extent possible to support meeting attendance.

Section 3 - Ad Hoc Committees:

Ad Hoc committees may be set up by the Policy Council as needed and shall automatically disperse when the assignment is completed. Ad Hoc committees shall be composed of at least one parent representative and/or one community representative. Alternates may serve on this committee. Attendance and participation at all scheduled Ad-hoc committee meetings is integral for the transaction of Head Start business. Transportation and child care will be provided to the greatest extent possible to support meeting attendance.

ARTICLE VIII - ADOPTION AND AMENDMENT

Section I - Adoption:

These Bylaws shall be adopted by a majority vote of Council members.

Section 2 - Amendments:

These Bylaws may be amended by a majority vote of Council members.

Section 3 - Examination:

Examination of Bylaws for possible revision must be done annually.

Addendum from the Head Start Act – Section 642 (c) (2) (D)

RESPONSIBILITIES- The policy council shall approve and submit to the governing body decisions about each of the following activities:

- i.** Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.



POLICY COUNCIL BY-LAWS

- ii. Program recruitment, selection, and enrollment priorities.
- iii. Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
- iv. Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
- v. Bylaws for the operation of the policy council.
- vi. Program personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
- vii. Developing procedures for how members of the policy council of the Head Start agency will be elected.
- viii. Recommendations on the selection of delegate agencies and the service areas for such agencies.

Policy Council End or Term Celebration

You and 1 Guest are Invited to attend!

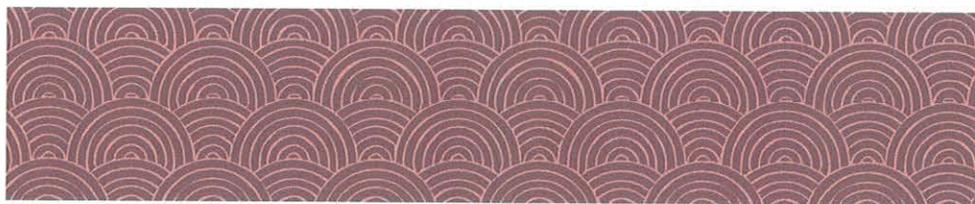
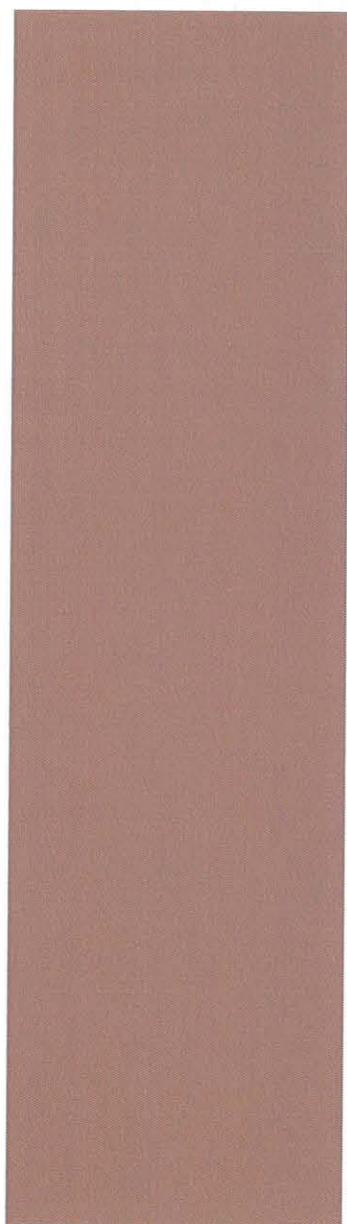
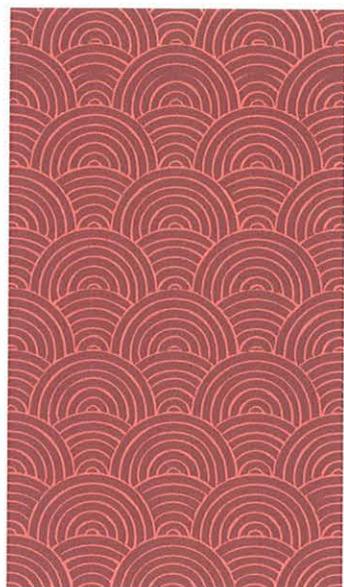
Date: Wednesday October 24, 2018

Time: 5:45pm

Clayton Educare

3751 Martin Luther King

Denver, CO 80205



POLICY COUNCIL
Meeting of September 26, 2018
Junta del 26 de septiembre del 2018



Delegate Agency Reports



Denver Great Kids Head Start

September 2018 Catholic Charities Policy Council Delegate Report

Program Updates

- **Last Policy Committee Meeting Date: August 21, 2018**

Strengths/Highlights:

- Successful Pre-Service Week with all ECE staff. Training was provided on Trauma Informed Care, Math in ECE, Ages and Stages, Health and Nutrition, Teaching Strategies Gold, Technology in ECE, Mental Health and other topic areas. Staff recognition, team building activities and a focus on a positive work environment were implemented throughout the week.
- CACFP Food program went well through the remodel of the Samaritan House kitchens. They have passed the inspections and are back in the new space.
- Dr Bergeron the National Head Start Director visited our Mariposa and Child Development Center.

Needs/Challenges:

- Recruitment and Hiring for qualified Head Start teachers continues to be a challenge and focus for our program. This is a critical issue for our programs.

Financial Updates

USDA Meals:

- In August we served 6017 meals and are claiming \$11,295.60 in reimbursement.
- As of July 31 2018 we expended \$61,366 (5%) our total Head Start grant award of \$1,258,560 for the 2018-2019 program year. We billed the \$24,990 of our \$314,640 required Non Federal Share Match.
- Next Policy Committee Meeting is scheduled for September 22, 2018 from 4:30-6:00pm



Denver Great Kids Head Start

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

Program Updates for September 2018

Last Policy Council Committee Meeting Date: 8/10/18

Update on last policy committee meeting: Due to several absences of members at the August Policy Committee meeting, a quorum was not met. Any items needing approval will happen at the September meeting. September is the first meeting of the new year for Policy Committee so the group has been actively recruiting new members. All members will be voted on at the September meeting. Family Star is working on several projects including the EHS grant application, the Family Engagement Plan, the Transition process and forms, and preparation for new enrollments. However, the main focus continues to be the construction of two, new, permanent Primary classrooms at the Northwest site.

Strengths: Several children successfully transitioned to Kindergarten while two children/families chose to remain in the program for their 5th year, which is imperative in a Montessori environment. Family Star will work with families to find alternative funding sources for these families to remain enrolled in the program. Construction on the permanent Primary expansion classrooms will begin in September, with an anticipated completion of January 2019.

Trainings: Family Star completed the Professional Week – Aug. 13th – 17th, which will include several sessions and time to prepare/clean classrooms. Several members of the Head Start team completed a two day training on Perinatal Mood Disorders.

Needs/Challenges: Family Star is currently searching for a qualified Center Director, a Parent Educator and a Child Family Advocate.

Financial Updates

USDA Meals: For 8/31/18 we claimed \$6,393.39 in reimbursement and served 4,373 meals and/or snacks. (NO or Yes) USDA/CACFP claims reduced or rejected for any reason.

Financial Status: As of 6/30/2018 we have expended \$218,194 of our total Head Start grant award of \$218,194.00 which is 100% of the total grant. Also we have reported \$54,548 of our non-federal share total of \$54,548 which is 100% of total non-federal share, with a grand total award of \$272,742.50.

Next Policy Council/Committee Date 9/11/18; 5:30 pm – 7:00 pm; Northwest Center

Denver Great Kids Head Start
September 2018

Mile High Early Learning
Policy Committee Report

Program Updates

- **Last Policy Council/Committee Meeting Date:** August 15, 2018
- **Update on last Policy Council/Committee meeting:** During the August 15, 2018 the Policy Committee provided input on the program Self-Assessment Plan. The Policy Committee orientation for the new parent representatives for the 2018-2019 program year is on October 20, 2018 at our Lowry Center. The orientation will include review of roles and responsibilities, community assessment, Self-Assessment and much more.
- All centers were recruiting, enrolling, conducting home visits and setting up classroom environments this month and teachers have started on the initial 45 day screenings.
- **Strengths/Highlights/Trainings:** The month of August was busy as we started a new school year and children returned to the classroom. The great news is that we have six new lead teachers for our Head Start classrooms. These are the Teach For America applicants that we interviewed in May. We have 2 teachers at Anna Jo Garcia Haynes, two teachers at Lowry and 2 teachers at Rude Park. All six teachers are in preschool classrooms. In August we had two days for Professional Development. On Thursday, August 16 staff remained on site and worked in their classrooms to prepare for the start of new school year. On Friday, we had a wonderful training around conflict resolution leading to a new Peer Mediation program we will be implementing this year. We had lots of positive feedback about this fun and invigorating training. There will be more to come about the new Peer Mediation Program throughout the year. Finally, on Friday afternoon after the morning training we had our annual staff picnic where we good food, fun games and time to visit and catch up with each other. All in all it has been a good start to the year.
- **Needs/Challenges:** Our challenge continues to be staffing. We have 15 openings between Teacher Assistants, Staff Aides, Center Floaters and Cooks.

Financial Updates

- **USDA Meals:** For July 2018 we claimed \$14,323.24 in reimbursement and served 8,360 meals and/or snacks. No USDA/CACFP claims reduced or rejected for any reason.
- **Financial Status:** As of July 2018 we have expended \$1,812,251.00 our total Head Start grant award of \$131,967.54 which is 7% of the total grant. Also, we have reported \$453,063.00 of our non-federal share total of \$6,500.76, which is 1% of the total non-federal share.

Next Policy Committee Meeting
October 20, 2018
8:30-1:00

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

VIII. OTHER

a) Program Content Area Reports



Policy Council Content Area Reports

September 26, 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: September 25, 2018	Next meeting date: October 17, 2018

Disabilities and Mental Health Update:

A combined education, disabilities, and mental health meeting was held on September 25, 2018. Agenda items included: conscious discipline parent trainings, 504 plans, federal review preparation, staff retention/wellness, and updates. A Head Start 101 presentation will be shared with the DPS special education staff assigned to Head Start on September 26.

On September 17, an overview of the conscious discipline parent trainings was shared with interested staff and stakeholders across DGKHS. Flash drives with a complete four-session training were distributed. Next steps include translating the PowerPoint into Spanish, opening a session at Clayton up for staff observation, and explore a follow-up two-hour training session for hands-on practice. A survey - was distributed to agencies so that they could indicate interest in hosting a parent training class. DGKHS will support agencies with food, childcare, materials, interpretation, and assist with recruitment.

A contract with Resilient Futures has been completed to support the implementation of Trauma Informed Care at Volunteers of America and Family Star Montessori. Agencies will be scheduling staff and leadership trainings, and ongoing direct consultation will be implemented.

Status of IEPs – Data Received September 10th for August 2018

Delegate	Number of IEPs	Percentage
Catholic Charities	22	22/195= 11%
Clayton	17	17/201= 8%
DPS	*	*/302
Family Star	6	6/34= 18%
Mile High	10	10/281= 4%
Sewall	29	29/60= 48%
VOA	2	2/80= 3%
Grantee Total	*86	*86 (10% of data received)



Family Services By Adella Arredondo, Head Start Family Services Director Office: 720.913.0882 Email: adella.arredondo@denvergov.org	
Last meeting: September 6, 2018 2:00-3:30pm Combined meeting with Health team at the Blair Caldwell Library	Next meeting date: October 4, 2018 at the Blair Caldwell Library

Highlights from the Family Services Meeting:

Updates were provided to all staff present regarding the upcoming

Focus area 1 review. An overview of what would be looked at during this visit was discussed as well as next steps for the grantee's plan for preparing for this review.

Another update is that financial

Literacy education classes will be postponed until January 2019. In the meantime, staff are encouraged to take part in financial health institute classes and works with families to help identify their interests and needs around financial literacy. A survey will be created to begin capturing financial literacy class requests in advance.

"Don't worry be healthy" workshop was presented for staff by Lori and Liane. They did an exceptional mock presentation of what parents would experience during a workshop. They also gave participants the opportunity to provide input or tailor to specific parent needs or concerns. All participants were very engaged and excited about the workshop. All agencies have been encouraged to follow up with Lori to schedule workshops.

Denver Human Services MOU

An MOU between Office of Children's Affairs- DGKHS has been officially signed. This will allow us to formalize our collaboration to better support Head Start families and enhance services. There is a lot to figure out still including next steps for working with individual agencies at Denver Human services and determining a Head Start referral process. More Information will come as progress continues.



Health Services

By Lori Medina, Head Start Health Services Director

Office: 720-913-0895 **Email:** lori.medina-anderson@denvergov.org

**Last meeting: August 24, 2018 and
September 6, 2018 with Family Services**

**Next meeting date: October 26, 2018
Health Services Advisory Committee**

Health Program Updates:

- **August 2018**

This was the first meeting of this program year. All healthy components provided an update for the upcoming year: new site information, mealtimes, dental updates, and schedules.

There will be a spin-off committee designed to discuss, "Helping the Overweight Child." Representatives include: Denver Health, Nutrition Consultants, Catholic Charities, and DGKHS. Parents and community members are welcome.

DGKHS and Nutrition Consultants visited each delegate agency to review site visits and paperwork. No concerns noted, all positive feedback from delegates.

- **September 2018**

This was the first joint meeting held with the Family Services and Health Teams. Brief updates were given to include Parent Xtravaganza reminders, Health and Safety visits, and Focus Area One Review.

After each team met on their own, they joined together for a MOCK Training for Don't Worry Be Healthy!

The training was received well, and staff appeared to be excited about the parent and staff incentives. To date the following Delegates have confirmed parent trainings:

Mile High Early Learning – 4 sites

Family Star – 2 sites

VOA – 1 site

Clayton – 1 site, date to be determined

Parent Xtravaganza – This event was held on 9/15/18 at the PPA Event Center. It was a great success with approximately 200 families and over 50 staff and community volunteers. The Culture of Wellness in Preschools and Denver Public Library facilitated family friendly workshops that were a huge hit!

- **HealthBeat**

September is National Childhood Obesity Awareness Month



School Readiness

By Liane Martinez, Head Start School Readiness Director

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

Last meeting: September 25, 2019

Next meeting date: August 28, 2018

Education Updates:

This summer and the beginning of the school year we spent time as a team conducting Head Start 101 trainings, Conducting Health and Safety Monitoring visits, holding "Don't Worry be Healthy" trainings for staff and families at various sites. It was productive and enjoyable to be out at our sites conducting all these things.

We had our BIG Parent Extravaganza, providing materials and giveaways for each family. It was a pleasure to see all who attended. Books were provided so I hope that you spend some time reading or engaging in conversations with your child about those books.

Erikson Instructors will be here this week for our first trainings of the year. They will be at Clayton on 9/26 and 9/27 from 8-4pm. We have 30 returning staff and 26 new teachers joining us this year. Books and materials have been purchased and all are anticipating this year's training.

On the next page you will find some fall fingerplays that incorporate math concepts. By spending just a few minutes a day with your child and these activities you will help to build them to build these skills.

GOAL P-Social Emotional 1. Child engages in and maintains positive relationships and interactions with adults.

GOAL P-Social Emotional 2. Child engages in prosocial and cooperative behavior with adults.

GOAL P-Language and Communication 1. Child attends to communication and language from others.

GOAL P-Language and Communication 2. Child understands and responds to increasingly complex communication and language from others.

GOAL P-MATH 1. Child knows number names and the count sequence.

GOAL P-MATH 2. Child recognizes the number of objects in a small set.

GOAL P-MATH 3. Child understands the relationship between numbers and quantities.

GOAL P-MATH 4. Child compares numbers.



- FALL FINGERPLAYS -

FIVE LITTLE PUMPKINS SITTING BY THE DOOR

5 little pumpkins sitting by the door, 1 rolled away and then there were 4.
4 little pumpkins sitting near a tree, 1 rolled away and then there were 3.
3 little pumpkins with nothing to do, 1 rolled away and then there were 2.
2 little pumpkins out in the sun, 1 rolled away and then there was 1.
1 little pumpkin better run away! For soon it will be Halloween Day!

FIVE LITTLE PUMPKINS SITTING ON A GATE

5 little pumpkins sitting on a gate.
The 1st one said, "Oh my, it's getting late."
The 2nd one said, "There are bats in the air."
The 3rd one said, "But we don't care."
The 4th one said, "Let's run run run."
The 5th one said, "I'm ready for some fun."
Whewwwww went the wind (move hands to make wind)
and out went the lights (snap fingers),
And the 5 little pumpkins (show 5 fingers)
rolled out of sight (roll arms and end with arms apart).

FIVE RED LEAVES

Five red leaves, five and no more (hold up 5 fingers)
The caterpillar ate one, now there are four (fold thumb in)
Four red leaves, that's easy to see.
Along came a rainstorm, now there are three (index finger down)
Three red leaves, nothing much to do.
A big wind blew, now there are two! (middle finger down)
Two red leaves, that's not much fun.
I glue one on my paper (ring down)
Now there is one. (hold up pinky)
Hang on, pretty red leaf, your branches won't break.
You're one less leaf for me to rake!

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 REIMBURSMENT AMOUNT: _____

11002/0104101/Y10022017_2018

Fund/Org/Project Grant/Account (s) Mileage: 661000, Childcare: 680400

Reimbursed by: _____ Date: _____



X. MEETING ADJOURNMENT

