



**POLICY COUNCIL MEETING**

**Wednesday November 28, 2018  
5:45 - 7:15 p.m.**

**Clayton Educare  
3751 Martin Luther King Blvd  
Denver, CO 80205**

**POLICY COUNCIL PARTICIPANTS:**

**Vera Atilano  
Brandan Burns  
Jessica Cornejo  
Elinor Dvir  
Yvette Evans  
Jennifer Garcia Rosendo  
Jonathan Grisby  
Allyson Grooms  
Marilyn Halpern  
Dr. Tricia Hudson**

**Erica Jones  
Sachi Kaleikau-Takaoka  
Sherryll Kraizer  
Nancy Louvet  
Renee Marcoux  
Karina Mendez  
Donna Mendez  
Brandie O'Donnell  
Jasmine White**

**ALTERNATES:**

**Manuel Alvarado  
Mattye Crowley  
Nora Gallegos  
Pela Gambrell**

**Adam Harmon  
Janelle Jenkins  
Ana Landeros  
Dieliaha Nunn**

## **I. ROLL CALL**

## **II. SEATING OF NEW MEMBERS**



### **III. APPROVAL OF AGENDA**

**Moved:** \_\_\_\_\_

**Seconded:** \_\_\_\_\_



**Office of Children's Affairs**

201 W Colfax Ave. Dept 1101  
 Denver, CO 80202-5329  
 p: 720.913.0900  
 f: 720.913.0928

[www.denvergov.org/childrensaffairs](http://www.denvergov.org/childrensaffairs)



**Policy Council Agenda**  
 Wednesday, November 28, 2018  
 5:45pm – 7:15pm  
 Clayton Educare

	Information	Discussion	Action
I. Roll Call: (5 minutes)			
II. Seating of New Members: if applicable	x	x	x
III. Approval of Agenda: (2 minutes)	x	x	x
IV. Approval of Minutes (October 24, 2018): (4 minutes)	x	x	x
V. Directors Report (5 minutes)	x	x	
VI. Financial Briefing: (5 minutes)	x	x	
VII. New Business:			
a) Roberts Rule of Order (10 minutes)	x	x	
b) Policy Council Roles and Responsibilities (10 minutes)	x	x	
c) Overview of Policy Council Report (10 minutes)	x	x	
d) Five by Five Update (10 minutes)	x	x	
e) 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:**

- |             |  |
|-------------|--|
| December 5  | Management Team Meeting                        |
| December 6  | Family Services Meeting                        |
| December 18 | Education Coordinator Meeting                  |
| December 19 | Disabilities/Mental Health Coordinator Meeting |
| December 19 | <b>DGKHS Policy Council Meeting</b>            |

**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** **(October 24, 2018)**

**Moved:** \_\_\_\_\_

**Seconded:** \_\_\_\_\_

**Policy Council Minutes**

October 24, 2018

Page 1 of 3



- Attendees:** *Parent Representatives:* Katie Beckmann (Catholic Charities), Brandan Burns (Catholic Charities), Giovanna Clay (Denver Public Schools), Lila Hailey (Volunteers of America), Mayra Maldonado (Volunteers of America), Anna McDaniel (Clayton),  
*Parent Alternates:* Elinor Dvir (Volunteers of America), Michelle Fayne (Denver Public Schools),  
*Community Representatives:* Yvette Evans, Jennifer Garcia-Rosendo, Geoff Horsfall, Dr. Tricia Hudson,
- Excused:** *Parent Alternates:* Adrienne Pouengui (Volunteers of America)  
*Community Representative:* Vera Atilano, Sherryl Kraizer, Marilyn Halpern
- Absent:** *Parent Representatives:* Kate Hotchkiss (Mile High Early Learning), Nancy Louvet (Clayton), Karina Mendez (Denver Public Schools), Jamila Tamayo (Mile Early Learning)  
*Parent Alternates:* Maria Diaz (Denver Public Schools), Alejandra Garcia (Catholic Charities), Maria Moreno (Clayton), Shatoria Nelson (Clayton)  
**Guests:** Lori Helmstetter (Sewall),
- 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), Lori Medina (Health Director), Alicia Boyd, (Five by Five Director), Dionne Williams (OCA Deputy Director), Caridad Nevarez (Head Start Office Manager)
- Minutes:** Caridad Nevarez (Head Start Office Manager)

**I. WELCOME/ROLL CALL:**

At 5:48 pm. The meeting was called to order by Yvette Evans Policy Council Chair. Roll call was taken by Yvette Evans. A quorum was established.

**II. SEATING OF NEW MEMBERS**

**III. APPROVAL OF AGENDA**

A motion to approve the agenda was made by Anna McDaniel and seconded by Lila Hailey the motion carried.

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

A motion to approve the minutes from September 26, 2018 was made by Michelle Fayne and seconded by Dr. Tricia Hudson. The motion carried.

**V. FINANCIAL BREIFING**

Lila Medina gave an overview of the financial report. Lila went over in detail of the top 5 top expenditures of the month. The financial report was part of the meeting packet. Please refer to it for further details.

**Policy Council Minutes**

October 24, 2018

Page 2 of 3



**VI. NEW BUSINESS**

**A. Governing Body**

Dr. Martinez spoke about the most recent Governing Body meeting that was held on October 16, 2018. Dr. Martinez spoke about the upcoming Focus Area Review 1. Liane and Chris updated the Governing Body on their content area work for the last year. Yvette Evans our Policy Council Chair was also in attendance and also gave an update.

**B. Civic Engagement**

Jamie Torres spoke about about the importance in staying involved by volunteering. Jamie also spoke about her own story and why its important to her. Jamie thanked the policy council for their participation and encouraged parents to participate in other boards and continue to use their voice.

Jamie gave a brief update on Public Charge and explained that the City and County of Denver is opposing it and comments for Public Charge are being accepted by the City and County of Denver and will be sent to the Office of Home Land Security.

**C. Delegate Agency Reports**

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

**VII. OTHER**

**A. Program Content Area Reports**

Chris, Lori, 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 Michelle Fayne. The meeting adjourned at 6:41p.m. The next Policy Council meeting is November 28, 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  
November 28, 2018**

**I. Head Start Quality Teaching Grant Opportunity**

We recently received word that Head Start would be receiving city General Fund dollars to support quality teaching and health initiatives in 2019. As a result, we issued a funding opportunity to our delegate agencies to award approximately \$127,500.00 in 2019. This is the first time in its history that the city has funded Head Start.

**II. Policy Council Elections**

We will be holding elections for Policy Council Officers at our December meeting. The officers include: Chairpersons, Vice-Chairperson, Secretary, Treasurer and Parliamentarian. We will be explaining the roles of each of these positions prior to the election. However, the description is also included in the Policy Council By-laws that were provided to you at the Orientation on November 17, 2018.

**POLICY COUNCIL**  
**Meeting of November 28, 2018**  
**Junta del 28 de noviembre del 2018**



## **FINANCIAL REPORT**



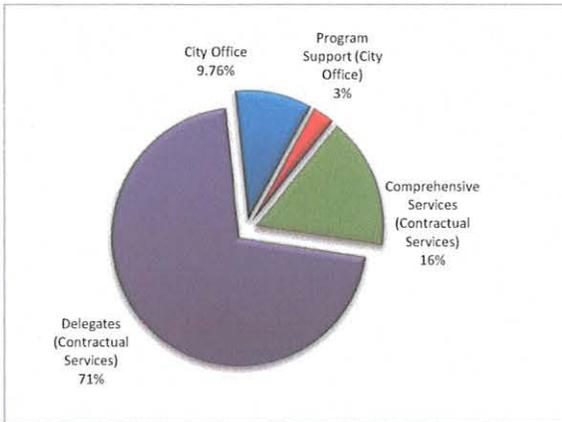
OCTOBER 2018

2018 - 2019 Head Start Financial Summary

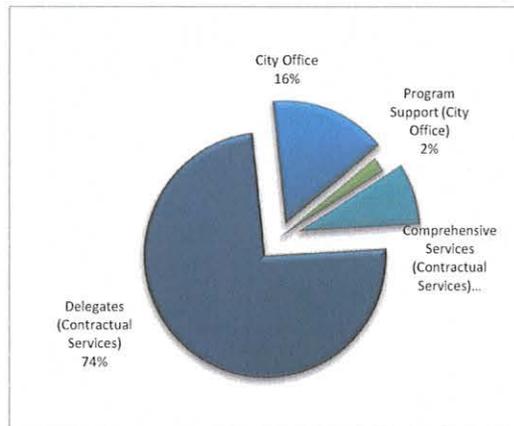
**FEDERAL SHARE:**

BUDGET CATEGORY	BUDGET	MTD FEDERAL SHARE EXPENDED	YTD FEDERAL SHARE EXPENDED	OVER/UNDER	% BUDGET REMAINING
City Office	963,516.12	66,758.95	288,326.68	675,189.44	70.08%
Program Support (City Office)	254,043.88	18,977.88	36,338.77	217,705.11	85.70%
Comprehensive Services (Contractual Services)	785,042.00	113,173.20	150,043.58	634,998.42	80.89%
Delegates (Contractual Services)	7,445,013.00	485,404.31	1,368,228.54	6,076,784.46	81.62%
<b>Total</b>	<b>9,447,615.00</b>	<b>684,314.34</b>	<b>1,842,937.57</b>	<b>7,604,677.43</b>	<b>80.49%</b>

**% MTD FEDERAL SHARE EXPENDED**



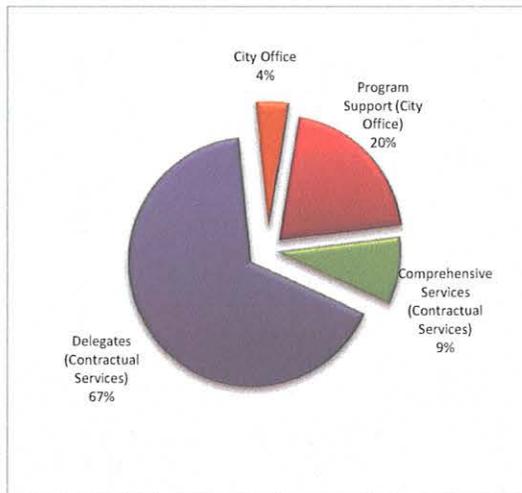
**% YTD FEDERAL SHARE EXPENDED**



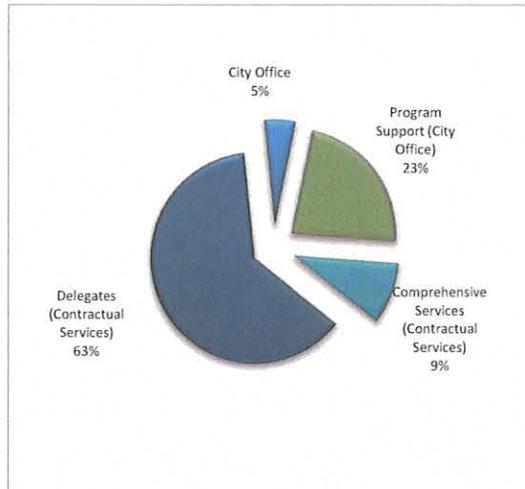
**NON FEDERAL SHARE:**

BUDGET CATEGORY	BUDGET	MTD_NON FEDERAL SHARE	YTD_NON FEDERAL SHARE	OVER/UNDER	% BUDGET REMAINING
City Office	51,397.50	4,456.74	15,743.61	35,653.89	69.37%
Program Support (City Office)	247,217.00	21,276.42	74,268.17	172,948.83	70%
Comprehensive Services (Contractual Services)	202,036.00	9,138.50	30,716.76	171,319.24	84.80%
Delegates (Contractual Services)	1,861,253.25	69,227.98	202,886.59	1,658,366.66	89.10%
<b>Total</b>	<b>2,361,903.75</b>	<b>104,099.63</b>	<b>323,615.13</b>	<b>2,038,288.62</b>	<b>86.30%</b>

**% 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 august 1, 2018 thru June 30, 2019 Grant Award Year - October 2018

	2018_2019 Budget	2018_2019 COLA	Total Budget	% Grant Award	October Expenses	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed	% Variance
Personnel	627,341.72	(11,056.88)	616,284.84	6.94%	46,360.28	199,552.83	416,732.01	31.81%	33.33%	-1.52%
Fringe Benefits	204,731.28		204,731.28	2.27%	15,254.08	63,109.55	141,621.73	30.83%	33.33%	-2.51%
Staff Local Travel	2,000.00		2,000.00	0.02%	144.49	589.41	1,410.59	29.47%	33.33%	-3.86%
General Supplies	9,000.00		9,000.00	0.10%	436.89	3,885.87	5,114.13	43.18%	33.33%	9.84%
Disabilities Supplies	2,000.00		2,000.00	0.02%	-	-	2,000.00	0.00%	33.33%	-33.33%
Other General Admin	15,000.00		15,000.00	0.17%	167.40	572.40	14,427.60	3.82%	33.33%	-29.52%
Child Care	6,800.00		6,800.00	0.08%	440.00	800.00	6,000.00	11.76%	33.33%	-21.57%
Mileage / Transportation	1,900.00		1,900.00	0.02%	204.24	365.53	1,534.47	19.24%	33.33%	-14.09%
<b>Subtotal</b>	<b>868,773.00</b>	<b>(11,056.88)</b>	<b>857,716.12</b>	<b>9.61%</b>	<b>63,007.38</b>	<b>268,875.59</b>	<b>588,840.53</b>	<b>30.95%</b>	<b>33.33%</b>	<b>-2.38%</b>
<b>Committee Support</b>										
Policy Council										
- Food	8,000.00		8,000.00	0.09%	-	880.81	7,119.19	11.01%	33.33%	-22.32%
- Facilities	1,400.00		1,400.00	0.02%	210.00	210.00	1,190.00	15.00%	33.33%	-18.33%
Health Services Advisory Committee - Food	1,500.00		1,500.00	0.02%	-	-	1,500.00	0.00%	33.33%	-33.33%
School Readiness -Food	500.00		500.00	0.01%	-	-	500.00	0.00%	33.33%	-33.33%
Health non-HSAC - Food	500.00		500.00	0.01%	-	-	500.00	0.00%	33.33%	-33.33%
Disabilities - Food	500.00		500.00	0.01%	-	-	500.00	0.00%	33.33%	-33.33%
Family Services - Food	500.00		500.00	0.01%	-	40.75	459.25	8.15%	33.33%	-25.18%
<b>Subtotal</b>	<b>12,900.00</b>		<b>12,900.00</b>	<b>0.14%</b>	<b>210.00</b>	<b>1,131.56</b>	<b>11,768.44</b>	<b>8.77%</b>	<b>33.33%</b>	<b>-24.56%</b>
<b>Communication &amp; Community</b>										
Translations & Interpretation	7,500.00		7,500.00	0.08%	-	-	7,500.00	0.00%	33.33%	-33.33%
Head Start Annual Report	2,400.00		2,400.00	0.03%	-	-	2,400.00	0.00%	33.33%	-33.33%
Comprehensive Community			-		-	-	-			
- Printing	1,000.00		1,000.00	0.01%	-	-	1,000.00		33.33%	-33.33%
- Recruitment	15,000.00		15,000.00	0.17%	-	-	15,000.00	0.00%	33.33%	-33.33%
CCR Analytics (Family Outcomes)	6,000.00		6,000.00	0.07%	-	-	6,000.00	0.00%	33.33%	-33.33%
FDC	-		-	0.00%	-	-	-	0.00%	33.33%	-33.33%
<b>Subtotal</b>	<b>31,900.00</b>		<b>31,900.00</b>	<b>0.35%</b>	<b>-</b>	<b>-</b>	<b>31,900.00</b>	<b>0.00%</b>	<b>33.33%</b>	<b>-33.33%</b>
<b>City Office Training and Professional Development</b>										
City Head Start Staff	14,000.00		14,000.00	0.15%	-	5,025.08	8,974.92	35.89%	33.33%	2.56%
City Controller's Office Staff	6,000.00		6,000.00	0.07%	-	355.40	5,644.60	5.92%	33.33%	-27.41%
<b>Subtotal</b>	<b>20,000.00</b>		<b>20,000.00</b>	<b>0.22%</b>	<b>-</b>	<b>5,380.48</b>	<b>14,619.52</b>	<b>26.90%</b>	<b>33.33%</b>	<b>-6.43%</b>
<b>Content Area Training</b>										
School Readiness	4,500.00		4,500.00	0.05%	250.00	250.00	4,250.00	5.56%	33.33%	-27.78%
Health	4,500.00		4,500.00	0.05%	1,092.29	4,390.42	109.58	97.56%	33.33%	64.23%
Disabilities	4,500.00		4,500.00	0.05%	-	1,163.91	3,336.09	25.86%	33.33%	-7.47%
Family Services	4,500.00		4,500.00	0.05%	1,121.78	3,356.20	1,143.80	74.58%	33.33%	41.25%
Policy Council	11,000.00		11,000.00	0.12%	-	-	11,000.00	0.00%	33.33%	-33.33%
Parent Training	12,000.00		12,000.00	0.13%	1,077.50	3,778.52	8,221.48	31.49%	33.33%	1.85%
<b>Subtotal</b>	<b>41,000.00</b>		<b>41,000.00</b>	<b>0.45%</b>	<b>3,541.57</b>	<b>12,939.05</b>	<b>28,060.95</b>	<b>31.56%</b>	<b>33.33%</b>	<b>-1.77%</b>
<b>Program Support</b>										
5 BY 5 Program	5,000.00	11,456.88	16,456.88	0.06%	134.41	17,464.30	(1,007.42)	349.29%	33.33%	315.95%
Transitions	18,000.00		18,000.00	0.20%	-	-	18,000.00	0.00%	33.33%	-33.33%
Dance & Movement (CMDance)	60,000.00		60,000.00	0.66%	4,090.00	4,090.00	55,910.00	6.82%	33.33%	-26.52%
Health & Wellness (Univ of Colo & Resilient)	35,585.00	50,002.00	85,587.00	0.39%	1,443.02	1,443.02	84,143.98	4.06%	33.33%	-29.28%
CLASS Training	3,000.00		3,000.00	0.03%	-	-	3,000.00	0.00%	33.33%	-33.33%
Math Enhancement (Erikson)	51,000.00		51,000.00	0.56%	13,190.35	13,221.35	37,778.65	25.92%	33.33%	-7.41%
Financial Literacy	10,000.00		10,000.00	0.11%	-	-	10,000.00	0.00%	33.33%	-33.33%
Health Literacy	10,000.00		10,000.00	0.11%	120.10	120.10	9,879.90	1.20%	33.33%	-32.13%
<b>Subtotal</b>	<b>192,585.00</b>	<b>61,458.88</b>	<b>254,043.88</b>	<b>2.13%</b>	<b>18,977.88</b>	<b>36,338.77</b>	<b>217,705.11</b>	<b>18.87%</b>	<b>33.33%</b>	



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

	2018_2019 Budget	2018_2019 COLA	Total Budget	% Grant Award	October Expenses	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed	% Variance
										-14.46%
<b>Comprehensive Services (Contractual Services)</b>										
Disabilities (Sewall)	242,400.00	(400.00)	242,000.00	2.68%	19,539.52	51,065.15	190,934.85	21.07%	33.33%	-12.27%
Mental Health/Health/Dental (DHHA)	460,874.00		460,874.00	5.10%	70,469.74	70,469.74	390,404.26	15.29%	33.33%	-18.04%
Nutrition (Nutrition Consultants)	64,540.00		64,540.00	0.71%	14,701.94	18,869.19	45,670.81	29.24%	33.33%	-4.10%
Hearing and Language (Marion Downs)	17,628.00	-	17,628.00	0.20%	8,462.00	9,639.50	7,988.50	54.68%	33.33%	21.35%
<b>Subtotal</b>	<b>785,442.00</b>	<b>(400.00)</b>	<b>785,042.00</b>	<b>8.69%</b>	<b>113,173.20</b>	<b>150,043.58</b>	<b>634,998.42</b>	<b>19.10%</b>	<b>33.33%</b>	<b>-14.23%</b>
<b>Delegates (Contractual Services)</b>										
Catholic Charities	1,223,789.00	34,771.00	1,258,560.00	13.54%	-	138,880.84	1,119,679.16	11.35%	33.33%	-21.98%
Clayton Early learning	1,261,445.00	35,746.00	1,297,191.00	13.96%	130,922.10	259,759.34	1,037,431.66	20.59%	33.33%	-12.74%
Denver Public Schools	1,895,304.00	52,151.00	1,947,455.00	20.97%	175,396.65	367,763.91	1,579,691.09	19.40%	33.33%	-13.93%
Family Star	213,379.00	8,621.00	222,000.00	2.36%	62,885.22	117,415.65	104,584.35	55.03%	33.33%	21.69%
Mile High Early Learning Sewall Child Development Center	376,551.00	12,844.00	389,395.00	4.17%	60,636.34	60,636.34	328,758.66	16.10%	33.33%	-17.23%
Volunteers of America	502,069.00	16,092.00	518,161.00	5.56%	55,564.00	157,543.00	360,618.00	31.38%	33.33%	-1.95%
<b>Subtotal</b>	<b>7,236,048.00</b>	<b>208,965.00</b>	<b>7,445,013.00</b>	<b>100.00%</b>	<b>485,404.31</b>	<b>1,368,228.54</b>	<b>6,076,784.46</b>	<b>18.91%</b>	<b>33.33%</b>	<b>-14.42%</b>
<b>Grand Total Federal Share</b>	<b>9,188,648.00</b>	<b>258,967.00</b>	<b>9,447,615.00</b>	<b>100.00%</b>	<b>684,314.34</b>	<b>1,842,937.57</b>	<b>7,604,677.43</b>	<b>20.06%</b>	<b>33.33%</b>	<b>-13.28%</b>



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

NON FEDERAL SHARE:

	2018_2019 Budget	2018_2019 COLA	Total Budget	% Grant Award	October In Kind Expenses	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed	% Variance
City Office (Private Grants- CHF, CFC, TGF)	45,147.50	6,250.00	51,397.50	1.97%	4,456.74	15,743.61	35,653.89	34.87%	33.33%	1.54%
Program Support (City Office)	247,217.00		247,217.00	10.76%	21,276.42	74,268.17	172,948.83	30.04%	33.33%	-3.29%
5 BY 5 Program	211,967.00		211,967.00	9.23%	17,663.92	70,655.67	141,311.33	33.33%	33.33%	0.00%
Dance & Movement (CM Dance)	15,000.00		15,000.00	0.65%	800.00	800.00	14,200.00	5.33%	33.33%	-28.00%
Health & Wellness (CU-Denver)	9,000.00		9,000.00	0.39%	-	-	9,000.00	0.00%	33.33%	-33.33%
Math Enhancement (Erikson)	11,250.00		11,250.00	0.49%	2,812.50	2,812.50	8,437.50	25.00%	33.33%	-8.33%
<b>Comprehensive Services</b>										
(Contractual Services)	195,785.50	6,250.50	202,036.00	8.52%	9,138.50	30,716.76	165,068.74	15.69%	33.33%	-17.64%
Disabilities (Sewell)	60,600.00		60,600.00	2.64%	-	18,431.49	42,168.51	30.42%	33.33%	-2.92%
Mental Health/Health/Dental (Denver Health)	115,218.50		115,218.50	5.02%	-	-	115,218.50	0.00%	33.33%	-33.33%
Nutrition (Nutrition Consultants)	15,560.00		15,560.00	0.68%	6,566.50	7,878.27	7,681.73	50.63%	33.33%	17.30%
Hearing and Language (Marion Downs)	4,407.00		4,407.00	0.19%	2,572.00	4,407.00	-	100.00%	33.33%	66.67%
<b>Delegates (Contractual Services)</b>	<b>1,809,012.00</b>	<b>52,241.25</b>	<b>1,861,253.25</b>	<b>78.75%</b>	<b>69,227.98</b>	<b>202,886.59</b>	<b>1,606,125.41</b>	<b>11.22%</b>	<b>33.33%</b>	<b>-22.12%</b>
Catholic Charities	305,947.25	8,692.75	314,640.00	13.32%	-	45,035.66	260,911.59	14.72%	33.33%	-18.61%
Clayton Early learning	315,361.25	8,936.50	324,297.75	13.73%	32,730.52	64,939.84	250,421.41	20.59%	33.33%	-12.74%
Denver Public Schools	473,826.00	13,037.75	486,863.75	20.63%	12,270.79	30,114.90	443,711.10	6.36%	33.33%	-26.98%
Family Star	53,344.75	2,155.25	55,500.00	2.32%	-	-	53,344.75	0.00%	33.33%	-33.33%
Mile High Early Learning	440,877.75	12,185.00	453,062.75	19.19%	-	13,001.52	427,876.23	2.95%	33.33%	-30.38%
Sewall	94,137.75	3,211.00	97,348.75	4.10%	15,689.67	15,689.67	78,448.08	16.67%	33.33%	-16.67%
Volunteers of America	125,517.25	4,023.00	129,540.25	5.46%	8,537.00	34,105.00	91,412.25	27.17%	33.33%	-6.16%
<b>Grand Total</b>	<b>2,297,162.00</b>	<b>64,741.75</b>	<b>2,361,903.75</b>	<b>100%</b>	<b>104,099.63</b>	<b>323,615.13</b>	<b>1,979,796.87</b>	<b>14.09%</b>	<b>33.33%</b>	<b>-19.25%</b>



**GR0000689 Head Start - 2018-2019**  
**October 2018 General Ledger Transaction Summary**

Summary						
Ledger Account	Transaction Number	Source	Supplier as Worktag	Line Memo	Total	
501000:Regular Compensation	(blank)	Manual	(blank)	Inna Kuzovova Payroll 9/2-9/15	348.56	
				Inna Kuzovova Q1 GR 896 Leave entry	145.00	
				Lila Medina Payroll 9/2-9/15	492.82	
				Lila Medina Q1 GR 896 Leave entry	577.15	
				Michael Chandler Payroll 9/2-9/15	555.73	
				Michael Chandler Q1 GR 896 Leave entry	314.74	
				Payroll Contract Admin	2,960.06	
				Payroll Ending 10/13	20,278.67	
				Payroll Ending 10/27	20,278.68	
				503100:Differential Pay	(blank)	Payroll Actual Accrual
				Payroll Ending 10/27	31.61	
503400:Premium Pay	(blank)	Payroll Actual Accrual	(blank)	Payroll Ending 10/13	175.00	
				Payroll Ending 10/27	175.00	
521000:Retirement Pension	(blank)	Manual	(blank)	Inna Kuzovova Benefits 9/2-9/15	43.65	
				Inna Kuzovova Q1 GR 896 Leave entry	18.14	
				Lila Medina Benefits 9/2-9/15	61.75	
				Lila Medina Q1 GR 896 Leave entry	72.23	
				Michael Chandler Benefits 9/2-9/15	69.59	
				Michael Chandler Q1 GR 896 Leave entry	39.37	
				Payroll Contract Admin	370.24	
				Payroll Ending 10/13	2,559.76	
				Payroll Ending 1027	2,575.75	
				530800:Health Savings Account	(blank)	Manual
Lila Medina Q1 GR 896 Leave entry	6.34					
Payroll Actual Accrual	(blank)	Payroll Ending 10/13	152.50			
		Payroll Ending 1027	152.50			
540100:Social Security Taxes	(blank)	Manual	(blank)	Inna Kuzovova Benefits 9/2-9/15	26.19	
				Inna Kuzovova Q1 GR 896 Leave entry	10.83	
				Lila Medina Benefits 9/2-9/15	37.02	
				Lila Medina Q1 GR 896 Leave entry	43.22	
				Michael Chandler Benefits 9/2-9/15	38.89	
				Michael Chandler Q1 GR 896 Leave entry	21.95	
				Payroll Contract Admin	202.74	
				Payroll Ending 10/13	1,433.88	
				Payroll Ending 1027	1,499.11	
				541100:Employer Paid Health Insurance	(blank)	Manual
Inna Kuzovova Q1 GR 896 Leave entry	21.83					
Lila Medina Benefits 9/2-9/15	64.25					
Payroll Actual Accrual	(blank)	Lila Medina Q1 GR 896 Leave entry	75.25			
		Payroll Contract Admin	687.84			
		Payroll Ending 10/13	2,118.99			
Payroll Ending 1027	2,118.99					
541200:Employer Paid Dental Insurance	(blank)	Manual	(blank)	Inna Kuzovova Benefits 9/2-9/15	1.97	
				Inna Kuzovova Q1 GR 896 Leave entry	0.90	
				Lila Medina Benefits 9/2-9/15	3.86	
		Payroll Actual Accrual	(blank)	Lila Medina Q1 GR 896 Leave entry	4.52	
				Payroll Contract Admin	28.50	
				Payroll Ending 10/13	133.98	
Payroll Ending 1027	133.98					
541300:Employer Paid Life Insurance	(blank)	Manual	(blank)	Inna Kuzovova Benefits 9/2-9/15	3.44	
				Inna Kuzovova Q1 GR 896 Leave entry	0.70	
				Lila Medina Benefits 9/2-9/15	3.58	
		Payroll Actual Accrual	(blank)	Lila Medina Q1 GR 896 Leave entry	1.90	
				Michael Chandler Benefits 9/2-9/15	4.68	
				Michael Chandler Q1 GR 896 Leave entry	1.20	
Payroll Contract Admin	13.20					
Payroll Ending 1027	159.72					
541400:Employer Paid Disability Insurance	(blank)	Manual	(blank)	Inna Kuzovova Q1 GR 896 Leave entry	0.97	
				Lila Medina Q1 GR 896 Leave entry	1.09	
				Michael Chandler Q1 GR 896 Leave entry	2.08	
		Payroll Actual Accrual	(blank)	Payroll Contract Admin	17.96	
				Payroll Ending 10/13	160.05	
				Payroll Ending 1027	1.95	
544100:Allowance Pay	(blank)	Manual	(blank)	Inna Kuzovova Benefits 9/2-9/15	0.90	
601000:Professional Services	PC-00037972 PC-00037975 SI-00127621 SI-00128963 SI-00129822 SI-00130714 SI-00131431 SI-00131516	Procurement Card Transa		ILLEGAL PETES INCORPORATED	Food for the policy council meeting on 09/26/18	494.50
		Procurement Card Transa		FAMOUS DAVE'S	Lunch for the Erikson Math training on 09/27/18	294.15
		Supplier Invoice	MARION DOWNS CENTER	Marion Downs	8,462.00	
		Supplier Invoice	CENTER INC	Sewall - September 2018 invoice 201842003	19,539.52	
		Supplier Invoice	COLORADO	GC013697 Jul Aug Sept 2018 UCD	1,443.02	
		Supplier Invoice	NUTRITION CONSULTANTS	Invoice # 573 Nutrition Consultants - Contract 201840918Head Start FY18-19	14,701.94	
		Supplier Invoice	AUTHORITY	GR13641 DHHA July 2018 invoice 201842067-00	31,675.09	
		Supplier Invoice	AUTHORITY	Denver Health and Hospital Authority	38,794.65	



**GR00000689 Head Start - 2018-2019**  
**October 2018 General Ledger Transaction Summary**

Summary					
Ledger Account	Transaction Number	Source	Supplier as Worktag	Line Memo	Total
601000:Professional Services	SI-00131841	Supplier Invoice	CMDANCE	CM Dance Inv 100420 Sept 2018-Dance and Movement Classes (CM Dance)	4,090.00
	SI-00132165	Supplier Invoice	PETTY CASH-HEAD START	Reimbursement to parents for Childcare on 09/26/18 and 10/24/18 at Policy Council	440.00
	SI-00132174	Supplier Invoice	ERIKSON INSTITUTE	HS Q1 Erikson Inv 7255212	11,250.00
610100:Administrative Expense	PC-00037964	Procurement Card Transa	BLACKJACK PIZZA	Food for Anna Jo Garcia Haynes - Don't Worry Be Healthy Classes	56.64
				Food for the Rude Park - Don't Worry Be Healthy Class	76.47
640100:Leases and Rentals	PC-00037972	Procurement Card Transa	CONFLUENCE MINISTRIES	Meeting Space rental for the Policy Council Meeting on 08/22/18	210.00
	PC-00038734	Procurement Card Transa	PPA EVENT CENTER	Cost of leasing the PPA Event center on 9/15/18 for the HS Parent Xtravaganza	1,077.50
661000:Travel and Transportation	PC-00038043	Procurement Card Transa	LYFT	Cancelled trip from parent to the parent xtravaganza	5.00
Employee	PC-00038044	Procurement Card Transa	LYFT	Transportation for Katie Beckmann to the policy council meeting on 09/26/18	17.84
				Transportation for Michelle Fayne from the Policy Council Meeting on 09/26/18	26.51
				Transportation for Michelle Fayne to the Policy Council Meeting on 09/26/18	25.89
	SI-00132165	Supplier Invoice	PETTY CASH-HEAD START	Reimbursement to parents for mileage on 09/26/18 and 10/24/18 at Policy Council	129.00
	(blank)	Payroll Actual Accrual	(blank)	Payroll Travel	103.72
				Staff Travel	40.77
681300:Grant Award To					
Subrecipient	SI-00122026	Supplier Invoice	FAMILY STAR INC	Contract 201840637 Adj and timing of posting	(54,530.43)
	SI-00125876	Supplier Invoice	TRUSTEE	August #2 Clayton	56,699.01
	SI-00125877	Supplier Invoice	TRUSTEE	September Payroll Invoice Clayton	74,223.09
	SI-00126710	Supplier Invoice	FAMILY STAR INC	Contract 201840637	54,169.63
	SI-00126755	Supplier Invoice	FAMILY STAR INC	Contract 201840637	34,892.67
	SI-00127205	Supplier Invoice	CENTER INC	Sewall Delegate July	25,196.95
	SI-00128941	Supplier Invoice	CENTER INC	August invoice Contract 201842003	35,439.39
	SI-00131398	Supplier Invoice	DENVER PUBLIC SCHOOLS	DPS September invoice Contract 201840635	175,396.65
	SI-00133101	Supplier Invoice	FAMILY STAR INC	Contract 201840637HSPY22FS0918 - Family Star Sept 2018 invoice	28,353.35
	SI-00133816	Supplier Invoice	COLORADO	September 2018 invoice Contract 201840640	55,564.00
683900:Training	PC-00039720	Procurement Card Transa	TEACHSTONE	CLASS re certification for Chris	125.00
				CLASS recertification for Liane	125.00
	PC-00039780	Procurement Card Transa	FELDESMAN TUCKER LEIFER	4 Online Head Start ERSEA trainings for Head Start staff across our grantee	674.00
				Additional costs for recorded webinar for HS ERSEA Training	50.00
701200:Books and Education					
Materials	PC-00037013	Procurement Card Transa	AMAZON	Erikson Math Materials	263.80
			BARNES AND NOBLE	Erikson Math books	898.40
	PC-00037958	Procurement Card Transa	WAL-MART STORES INC	Hula-hoops for session at the Parent Xtravaganza	271.32
	PC-00039720	Procurement Card Transa	AMAZON	Erikson Math books for new staff	484.00
			SUCCESSORIES	Policy council recognition materials for parents	397.78
701400:Clothing Supplies and					
Materials	PC-00038042	Procurement Card Transa	HALO BRANDED SOLUTIONS INC	Vests for volunteers for the Head Start functions	134.41
701600:Food Supplies	PC-00037952	Procurement Card Transa	KING SOOPERS	Fruit for the COWP session at the parent Xtravaganza	326.47
	(blank)	Ad Hoc Bank Transaction	(blank)	Refund of Tax for King Soopers original amount 326.47	(13.01)
701900:Office Supplies and					
Fixtures	PC-00037964	Procurement Card Transa	STAPLES	Certificates for the Parent Xtravaganza	9.99
	PC-00037976	Procurement Card Transa	AMAZON.COM INC	Envelopes for the Five by Five cards	426.90
930400:Billings For Services	(blank)	Manual	(blank)	Payroll Cell Phone	32.40
		Payroll Actual Accrual	(blank)	Payroll Cell Phone	135.00
<b>Grand Total</b>					<b>\$ 684,314.34</b>



### Trial Balance

**Organization** City and County of Denver  
**Periods** 2018 : October  
**Run** 11/15/2018

### Trial Balance

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
000100:Equity In Treasury Cash & Investment	(156,363.58)	13.01	68,410.83	(224,761.40)
001000:Cash	25,251.07	906,615.03	893,934.23	37,931.87
020600:Undeposited Payments	0.00	906,602.02	906,602.02	0.00
022000:Grants Receivable	0.00	906,602.02	906,602.02	0.00
023100:Unbilled Grant Receivable	906,602.02	742,444.98	964,371.86	684,675.14
060300:Expenses Advance	0.00	256.00	0.00	256.00
110100:Vouchers Payable	(713,476.26)	948,208.66	670,459.96	(435,727.56)
112004:Expenses Payable	0.00	0.00	0.00	0.00
121600:Accrued Vacation/Sick	(62,013.25)	0.00	0.00	(62,013.25)
340000:Intergovernmental Revenue	(1,158,623.23)	58,130.64	742,805.78	(1,843,298.37)
501000:Regular Compensation	151,977.77	45,951.41	0.00	197,929.18
503100:Differential Pay	75.25	56.02	0.00	131.27
503400:Premium Pay	1,137.50	350.00	0.00	1,487.50
521000:Retirement Pension	19,267.16	5,810.48	0.00	25,077.64
530800:Health Savings Account	1,042.93	316.76	0.00	1,359.69
540100:Social Security Taxes	11,087.76	3,313.83	0.00	14,401.59
541100:Employer Paid Health Insurance	14,435.79	5,134.73	0.00	19,570.52
541200:Employer Paid Dental Insurance	909.74	307.71	0.00	1,217.45
541300:Employer Paid Life Insurance	591.20	188.42	0.00	779.62
541400:Employer Paid Disability Insurance	520.89	182.15	0.00	703.04
544100:Allowance Pay	2.03	2.85	0.00	4.88
601000:Professional Services	60,005.36	131,184.87	0.00	191,190.23
610100:Administrative Expense	743.33	133.11	0.00	876.44
640100:Leases and Rentals	1,650.00	1,287.50	0.00	2,937.50
661000:Travel and Transportation Employee	3,245.66	348.73	0.00	3,594.39
681300:Grant Award To Subrecipient	882,824.23	539,934.74	54,530.43	1,368,228.54
683900:Training	4,076.50	974.00	0.00	5,050.50
701200:Books and Education Materials	2,942.91	2,315.30	0.00	5,258.21
701400:Clothing Supplies and Materials	301.95	134.41	0.00	436.36
701600:Food Supplies	299.37	326.47	13.01	612.83
701900:Office Supplies and Fixtures	631.07	436.89	0.00	1,067.96
702300:Safety Supplies and Equipment	449.83	0.00	0.00	449.83
930400:Billings For Services	405.00	167.40	0.00	572.40
Total Year to Date:	0.00	5,207,730.14	5,207,730.14	\$ 1,842,937.57
Total October		738,857.78	54,543.44	\$ 684,314.34

## **VII. NEW BUSINESS**

- a) Roberts Rule of Order
- b) Policy Council Roles and Responsibilities
- c) Overview of Policy Council Report
- d) Five By Five Update
- e) Delegate Agency Reports

# POLICY COUNCIL & GROUP MEETINGS

Head Start Act Section 642 ( c ) ( 2 )

(c) Program Governance- Upon receiving designation as a Head Start agency, the agency shall establish and maintain a formal structure for program governance, for the oversight of quality services for Head Start children and families and for making decisions related to program design and implementation

## Sample Agenda

1. Call to order
2. Roll Call
3. Review the agenda minutes and minutes
4. Give reports:
  - a. Director's report
  - b. Financial report
  - c. Delegate agency reports
  - d. Content area reports
5. Discuss old and unfinished business
6. Discuss new business
7. Give announcements
8. Adjourn

## How to Make a Motion

1. Get recognition from the chair
2. Make the motion
3. Second the motion
4. Clearly state the motion
5. Discuss the motion
6. Restate the motion
7. Vote on the motion
8. Announce the results

(I move that.....)

(I second the motion.....)

(It has been moved and seconded.....)

(The motion before us is.....) (Those in favor say: "aye", those opposed say "no" ....) (The motion is carried or the motion is defeated.....)



## **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](mailto: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 31<sup>st</sup> 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 31<sup>st</sup>. 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.



**Description of Reports and Information to Policy Council**

<b>Report Name/Information</b>	<b>Description</b>	<b>Purpose</b>	<b>Frequency</b>
<b>Delegate Agency Reports</b>	Information and updates from Denver Great Kids Head Start delegate agencies	To share important updates in a brief manner	Monthly
<b>Content Area Reports</b>	Updates and focus areas of each of the content area staff work	Updates and information about specific content area work	Monthly
<b>Financial Reports</b>	Financial information about program expenses	To deliver information about the programs' expenditures and status of grant spend down	Monthly
<b>Credit Card Statements</b>	Expenses charged to the programs credit card	For transparency purpose on expenses paid with the programs' credit cards	Monthly
<b>Enrollment and Attendance</b>	Information regarding the status of currently enrolled children as well as the average monthly attendance rates	Provide status of our enrollment as well as ensuring the program is meeting Head Start regulations by maintaining full enrollment and attendance above 85% every month	Monthly
<b>Financial Audit Report</b>	Results from financial audits	Inform any findings and compliance status	As financial audits are completed
<b>Office of Head Start Monitoring Report and Findings</b>	Information about any findings, areas of concern if any found during Office of Head Start (OHS) monitoring visits	Be as transparent as possible as well as to inform about the status of the program with OHS	As events are completed
<b>Self Assessment</b>	Information regarding the programs' accomplishments, strengths and weaknesses	Provide information and updates on our method for continuous quality improvement of our program	Yearly
<b>Community Assessment</b>	Information regarding an in-depth analysis of the community being served by Denver Great Kids Head Start.	Provide accurate information and data regarding the children and families and community being served and or impacted by the program.	Yearly
<b>Program Information Report</b>	Comprehensive information about the services children, families and Staff served by the program	Provide update on correlation in needs identified with trends in the community and reflection of parent needs	Yearly
<b>Office of Head Start Correspondence and or Communications</b>	Any communications or correspondence regarding Head Start in general or our program	Open communication	As communication occurs

**POLICY COUNCIL**  
**Meeting of November 28, 2018**  
**Junta del 28 de noviembre del 2018**



## **Delegate Agency Reports**



## Denver Great Kids Head Start

### November 2018 Catholic Charities Policy Council Delegate Report

#### Program Updates

- **Last Policy Committee Meeting Date: October 16, 2018**

#### **Strengths/Highlights:**

5 HS Leadership Staff attended the Child Plus Data base conference focusing on reporting and enhancing the use of the Educational component of the system.

Alison Keough attended the National Head Start Leadership Conference in Washington DC.

Staff training was provided at each site on Active Supervision for teaching staff.

Seated the new Policy Council and Committee for the program year.

#### **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 October we served 10,123 meals and are claiming \$20,837.02 in reimbursement.

As of September 30 2018 date we expended \$243,522 our total Head Start grant award of \$1,258,560 for the 2018-19 program year, this is 19% . We have reported 72,715 of our Non-Federal Share which is 23% of our required match of \$314,640.

- Next Policy Committee Meeting is scheduled for November 13, 2018 from 4:30-6:00pm



## Denver Great Kids Head Start

November 2018, Clayton Early Learning Policy Council/Committee Report

### Program Updates

- **Last Policy Committee Meeting Date: 11/1/18**
- **Update on last Policy Committee meeting:**
  - Seating of new Policy Committee members
  - ERSEA Report
  - Financial Update and Review
  - Federal Updates
- **Strengths/Highlights:**
  - Working on Self- Assessment.
  - Received donation of over 200 Thanksgiving boxes for families.
  - “French Toast with the guys we love the most!” Fatherhood breakfast held Friday, November 16
  - Celebration of Culture- December 7th 4:3-6:30--- is a day that brings families together to celebrate each other.
  - Off for fall break from 11/19/18 to 11/23/18.
  - Parent/Teachers conferences will be on November 19 & 20
  - School Readiness fair will be held on 11/29.
- **Trainings:**
  - New staff on boarding trainings.
  - Family Engagement teams trainings are held the 4<sup>th</sup> Friday of every month.
- **Needs/Challenges:**
  - We continue to seek supports for recruitment of children.

### Financial Updates

Following is the financial summary (September 2018) for DGKHS.

Financial Status: We have expensed \$125,526.74 from Sep 1, 2018 to Sep 30, 2018. As of Sep 30, 2018 , we have expended \$ 311,063 for our total Head Start grant award of \$1,297,191 which is 23.98% of the total grant.

Also we have reported \$31,381.69 of our non-federal share total of \$324,298 which is 25% of total non-federal share for the month of Sep.2018.



Next Policy Committee Meeting Date (December 6, 2018 @ 5:30 pm @ Clayton Educare Multipurpose Room).



## Denver Great Kids Head Start

### November 2018 Family Star Inc. Delegate Agency Policy Council Committee Report

#### Program Updates for October 2018

**Last Policy Council Committee Meeting Date: 11/13/18**

**Update on last policy committee meeting:** Family Star held an orientation for the Policy Committee in October. In the first two meetings of the year, they have reviewed, discussed and approved two policies/procedures: Home Visits and Transitions. Several members from the Policy Council and Policy Committee participated in the Annual Self-Assessment process. A summary report of strengths and areas for improvement were provided at the last meeting. Construction for the expansion of classrooms at the Northwest School is underway, with anticipated completion in January.

**Strengths:** The Policy Committee has multiple, engaged members that are participating in several activities at Family Star (Parent Committee, task forces, interviews, and the Self-Assessment). November's Family Night at each site was a School Readiness Fair that was co-presented by teachers and partners from area schools.

**Trainings:** Family Star staff completed the October 22<sup>nd</sup> professional day which included the first of many sessions on Diversity, Equity, and Inclusion as well as Family Engagement and ERSEA. All leadership and program staff completed training on Trauma Informed Care. All teaching staff will complete trauma-informed care training in November and December. They will also receive Reflective Consultation through the HEARTS program.

**Needs/Challenges:** Family Star is currently searching for a qualified Center Director.

#### Financial Updates

**USDA Meals:** For 10/31/18 we claimed \$11,097.88 in reimbursement and served 7,690 meals and/or snacks. (NO or Yes) USDA/CACFP claims reduced or rejected for any reason.

**Financial Status:** As of 8/31/2018 we have expended \$89,463.59 of our total Head Start grant award of \$222,000 (including the COLA) which is 40% of the total grant. Also, we have reported \$0 of our non-federal share total of \$55,500 which is 0% of total non-federal share, with a grand total award of \$277,500.

**Next Policy Council/Committee Date 12/11/18; 5:30 pm – 7:00 pm; Northwest School**

Denver Great Kids Head Start  
November 2018

**Mile High Early Learning  
Policy Committee Report**

**Program Updates**

- **Last Policy Council/Committee Meeting Date:** October 20, 2018
- **Update on last Policy Council/Committee meeting:** During the October 20, 2018 meeting, we provided in-depth training and review of roles and responsibilities, self-assessment plan, shared governance, Robert's Rules of Order, strategic plan, and community assessment. By-laws were approved as well as representatives were voted in.
- **Strengths/Highlights/Trainings:** In the month of October we did have a professional development day on Friday, October 19. In the morning all staff learned about the benefits offered by Mile High Early Learning; open enrollment starts in November. In the afternoon all staff participated in the annual CACFP training which was presented by Paula Pierce, the Denver Great Kids Head Start Nutrition Consultant. From 2:00 to 4:00 we broke up in our Community of Learning groups to continue our ongoing work around Race and Equity.
- **Needs/Challenges:** Challenges continues to be staffing. We have 5 Staff Aide openings across the program along with several Center teachers' openings. We are using our own internal subs and subs from a local sub company to fill the openings. The good news we filled our last Lead Teacher opening at Northeast this month. We are seeing an influx with more applicants this month so we are looking forward to filling some of the open positions in November.

**Financial Updates**

- **USDA Meals:** For September 2018 we claimed \$28,112.25 in reimbursement and served 14,788 meals and/or snacks. No USDA/CACFP claims reduced or rejected for any reason.
- **Financial Status:** As of September 2018 we have expended \$471,557.33 our total Head Start grant award of \$1,812,251.00 which is 26% of the total grant. Also, we have reported \$19,502.28 of our non-federal share total of \$453,063.00, which is 4% of the total non-federal share.

Next Policy Committee Meeting  
November 14, 2018  
5:30-7:30

Anna Jo Garcia Haynes Early Learning Center, 2851 Tremont Place, Denver CO, 80205

## **VIII. OTHER**

### a) Program Content Area Reports



## Policy Council Content Area Reports

November 28, 2018

<b>Disabilities and Mental Health</b> <b>By Chris Auer, Head Start Disabilities and Mental Health Services Director</b> <b>Office: 720-913-0894 Email: <a href="mailto:Christopher.Auer@denvergov.org">Christopher.Auer@denvergov.org</a></b>	
<b>Last meeting:</b>	<b>Next meeting date:</b>

### Disabilities and Mental Health Update:

#### Trauma-Informed Care -

- Resilient Futures – Provides leadership training, training and consultation for staff, and trauma informed integration of systems at Volunteers of America and Family Star. Initial trainings have occurred at both Family Star and VOA. Direct services are being initiated. A leadership training will be scheduled for DGKHS admin on November 30<sup>th</sup>. Discussions are ongoing to expand services with City general fund support.

#### Conscious Discipline Parent Training –

- The first of a series of trainings was held at Clayton on October 22. Buell funding supported food, childcare, interpretation, and materials. Families seemed to enjoy and presenters did a wonderful job. VOA and Catholic Charities will be having trainings in the new year.

#### Annual Report –

- Draft complete and will be sent to designer for return early December

#### 504 Plans –

- Training scheduled with DPS 504 plan coordinator on November 27<sup>th</sup> for education, disabilities, and mental health staff.

#### Status of IEPs – Data Received October 10<sup>th</sup> for November, 2018

Delegate	Number of IEPs	Percentage
Catholic Charities	18	18/195= 9%
Clayton	19	19/201= 9%
DPS	24*	24/302=8%
Family Star	5	5/34= 15%
Mile High	14	14/281= 5%
Sewall	22	22/60= 36%
VOA	5	5/80= 6%
<b>Grantee Total</b>	<b>96</b>	<b>107/1153=9%</b>



<b>Family Services</b> <b>By Lori Medina, Head Start Health Services Director</b>	
<b>Last meeting: October 4, 2018</b> <b>November 1, 2018</b>	<b>Next meeting date: December 6, 2018</b>

**Family Services Updates:**

DHS Partnership and referral process continues to be discussed with the Family Services Team. Most agencies are already tracking how families learn about their services. A process will be discussed for all referrals to the DGKHS office and out to delegates.

DHS has opened Navigator Training for DGKHS staff.

Financial Health Institute classes are opening for DGKHS staff in December and January.

Continue to discuss Focus Area Review questions.

Grantee Wide Parent Training Committee will begin planning the next steps for a city-wide event. This group has also discussed parent trainings, staff trainings and focused efforts on more collaboration between the delegate agencies.

DH continues to work with individual staff on Reflective Processing. Initial feedback is very positive, and staff are enjoying their discussions.

Policy Council Orientation will be held on November 17, 2018

- All new PC Reps and Community Members should plan on attending.
- Breakfast, Lunch, and childcare to be provided.
- This learning opportunity will be a fun experience for all!!!



### Health Services

By Lori Medina, Head Start Health Services Director

Office: 720-913-0895 Email: [lori.medina-anderson@denvergov.org](mailto:lori.medina-anderson@denvergov.org)

Last meeting: October 26, 2018

Next meeting date: November 18, 2018

#### Health Program Updates:

- **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!

- **October 2018 – Health Services Advisory Committee Meeting**

Health Metrics reviewed from Program Information Report, CCR Analytics, and discussed Head Start Story Map.

Data from 16-17 and 17-18 Program Years are compared:

Dental exams received increased from 76% to 89%, an increase of 13%

Discussed additional screening Marion Downs will be using for vision, and how to best handle the referrals with families.

- Don't Worry Be Healthy Classes – 124 families trained

- All Healthy and Safety Checklists completed for each classroom – reports sent to Delegate Directors for follow up, if needed.

- **HealthBeat Newsletter:**

Getting Smart about Money

If you struggle with money, you are not alone. Sometimes our income does not go far enough, or we have unexpected expenses. Getting smart about money can help.

Which of these common spending challenges apply to you?

- I don't track or budget my income and spending because it's a hassle.
- I have tried to use a budget, but it is too complicated or takes too much time.
- I struggle to pay my bills because I have too little or irregular income.
- When I overspend I think I can spend less later to make up for it, but I find it's hard to do.
- I don't think about the money I spend when using my debit or credit card to make purchases. I like to treat myself and others occasionally even if I can't afford it.
- My financial situation is discouraging, so I avoid thinking about it.



**School Readiness**

**By Liane Martinez, Head Start School Readiness Director**

**Office: 720-913-0884 Email: [liane.martinez@denvergov.org](mailto:liane.martinez@denvergov.org)**

**Last meeting: October 28, 2018**

**Next meeting date: November 27, 2018**

**Education Updates:**

We had our second round of Erikson training on Nov. 8<sup>th</sup> and 9<sup>th</sup>. The focus was on number operations and Sets and sorting.

**Some Activities to Try & Words to Use When Talking to Children About Operations**

“Are there more \_\_\_\_\_ here or over her? Why is that?”

“If we collect more of \_\_\_\_\_ what will happen to the number of items?”

How many plates do we need to put at the table?

Sing or chant, counting up and counting down finger-plays. Model using fingers.

Find or create rhymes that go up or down by more than one at a time.

Ask children to show you a number up to 10 on their fingers. Then ask them to show you the same number a different way.

“I see you have 4 fingers up. 1 and 3 is 4, and 2 and 2 is 4, too!”

The dinner table provides many opportunities to talk about operations naturally.

“I notice your pile of crackers (or vegetables etc.) is getting smaller. What’s happening?”

“Does everybody have a fair share of the grapes (slices of pizza etc.)? How can we tell?”

Our teachers continually report back that they are implementing more math lessons and enjoy the trainings. This month we provided the books Quack and Count, Mouse Count, Anno’s Counting Book and Ten Black Dots. When we are engaged with our children and have that quality time, their attention to what we present to them is there. It is a time we can help them to learn concepts. You are their first and most important teacher.

I have met with UNC and Teach for America this month to find ways to collaborate and bring more teachers into our program. If there are any interested parents who might like to volunteer or learn more about working in our schools, please do not hesitate to reach out to me. If you love to play and explore while learning it may be a job for you!

**POLICY COUNCIL**  
**Meeting of November 28, 2018**  
**Junta del 28 de noviembre del 2018**



## **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

<b>Are you requesting reimbursement for mileage?</b> <i>Only one driver per vehicle will be reimbursed</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Are you requesting reimbursement for childcare?</b>	<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: _____  <b>TOTAL REIMBURSMENT AMOUNT:</b> _____  11002/0104101/GR00000896  Fund/Org/Project Grant/Account (s) Mileage: 661000, Childcare: 680400  Reimbursed by: _____ Date: _____
---



## Forma de reembolso

Fecha: \_\_\_\_\_ Tipo de evento: \_\_\_\_\_

Dirección del evento: \_\_\_\_\_

### Información del solicitante

Nombre:	Agencia delegada:
Su dirección:	Número telefónico:

### Información de Reembolso

Responda cada pregunta

¿Está solicitando reembolso por el millaje? Sólo un conductor por vehículo será reembolsado	<input type="checkbox"/> Si	<input type="checkbox"/> No
¿Está solicitando reembolso de cuidado de niños?	<input type="checkbox"/> Si	<input type="checkbox"/> No

Firma del solicitante: \_\_\_\_\_ Fecha: \_\_\_\_\_

### INTERNAL USE ONLY

Total miles round trip: \_\_\_\_\_

Total amount of mileage reimbursement (total miles x0.535) = \_\_\_\_\_

Childcare Reimbursement total: \_\_\_\_\_

**TOTAL REIMBURSMENT AMOUNT:** \_\_\_\_\_

11002/0104101/Y10012016\_2017

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

Reimbursed by: \_\_\_\_\_ Date: \_\_\_\_\_

**POLICY COUNCIL**  
**Meeting of November 28, 2018**  
**Junta del 28 de noviembre del 2018**



## **X. MEETING ADJOURNMENT**

