



**POLICY COUNCIL MEETING**

**Wednesday, December 19, 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  
Monique Fox  
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  
Jasmine White**

**ALTERNATES:**

**Manuel Alvarado  
Nora Gallegos  
Pela Gambrell  
Cassie Hamilton**

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

**POLICY COUNCIL**  
**Meeting of December 19, 2018**  
**Junta del 19 de diciembre del 2018**



## **I. ROLL CALL**

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

**POLICY COUNCIL ATTENDANCE/ASISTENCIA**  
**PROGRAM YEAR 2018-2019**

POLICY COUNCIL MEMBER	SITE	TYPE	11/28	12/19	01/23	02/27	03/27	04/24	05/22	06/26	08/28	09/25	10/23
<b>Community Representatives</b>													
Vera Altiano	Mayor	CR	X										
Yvette Evans	CCoun	CR	X										
Jennifer Garcia Rosendo	Mayor	CR	A										
Marilyn Halpern	CCoun	CR	X										
Tricia Hudson	Mayor	CR	E										
Sheryll Kraizer	CCoun	CR	X										
<b>Parent Representatives</b>													
Brandan Burns	CC	PR	X										
Jessica Comejo	VOA	PR	X										
Elinor Dvir	VOA	PR	X										
Jonathan Grisby	CC	PR	X										
Allyson Grooms	CL	PR	A										
Erica Jones	DPS	PR	X										
Sachi Kaleikau-Takaoka	FS	PR	X										
Nancy Louvet	CL	PR	X										
Renee Marcoux	SW	PR	X										
Karina Mendez	DPS	PR	X										
Donna Mendez	MHEL	PR	X										
Monique Fox	SW	PR	X										
Jasmine White	MHEL	PR	X										
<b>Parent Alternate Representatives</b>													
Manuel Alvarado	VOA	APR	A										
Cassie Hamilton	CC	APR	X										
Nora Gallegos	CC	APR	X										
Pela Gambrell	VOA	APR	A										
Adam Harmon	CL	APR	A										
Janelle Jenkins	CL	APR	X										
Ana Landeros	DPS	APR	X										
Dieliha Nunn	DPS	APR	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  
**FS:** Family Star  
**VOA:** Volunteers of America  
**DPS:** Denver Public Schools  
**MHEL:** Mile High Early Learning  
**SW:** Sewall

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, December 19, 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 (November 28, 2018): (4 minutes)	x	x	x
V. Directors Report (5 minutes)	x	x	
VI. Financial Briefing: (5 minutes)	x	x	
VII. New Business:			
a) Election of Officers (30 minutes)	x	x	x
b) Conscious Discipline Overview (10 minutes)	x	x	
c) Trauma Informed Care Update (5 minutes)	x	x	
d) Upcoming Training Opportunities (5 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 21	Health Team Meeting
December 25	City Offices Closed - Observe Christmas
January 1	City Offices Closed - Observe New Year
January 10	Family Services Meeting
January 18	All Cross-Content Area Meeting (Disabilities/Mental, Family Services, Health Team and Education)
January 22	Education Coordinator Meeting
January 23	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**  
**(November 28, 2018)**

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

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

## Policy Council Minutes

November 28, 2018

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- Attendees:** *Parent Representatives:* Brandan Burns (Catholic Charities), Jessica Cornejo (Volunteers of America), Elinor Dvir (Volunteers of America), Jonathan Grisby (Catholic Charities), Erica Jones (Denver Public Schools), Sachi Kaleikau-Takaoka (Family Star), Nancy Louvet (Clayton), Renee Marcoux (Sewall), Karina Mendez (Denver Public Schools), Donna Mendez (Mile High Early Learning), Monique Fox (Sewall), Jasmine White Mendez (Mile High Early Learning)  
*Parent Alternates:* Cassie Hamilton (Catholic Charities), Janelle Jenkins (Clayton), Ana Landeros (Denver Public Schools), Dieliaha Nunn (Denver Public Schools)  
*Community Representatives:* Vera Atilano, Yvette Evans, Marilyn Halpern, Sherryl Kraizer
- Excused:** *Parent Representatives:* Allyson Grooms (Clayton)  
*Community Representative:* Dr. Tricia Hudson
- Absent:** *Parent Alternates:* Manuel Alvarado (Volunteers of America), Nora Gallegos (Catholic Charities), Pela Gambrell (Volunteers of America), Adam Harmon (Clayton)  
*Community Representative:* Jennifer Garcia Rosendo  
**Guests:** Jose Paz (Denver Public Schools) Angela Durlin (Family Star), Lori Helmstetter (Sewall), Maricela Palomares (Clayton)
- 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)
- Minutes:** Caridad Nevarez (Head Start Office Manager)

### I. WELCOME/ROLL CALL:

At 5:46 pm. The meeting was called to order by Yvette Evans Policy Council Chair. Roll call was taken by Jasmine White. A quorum was established.

### II. SEATING OF NEW MEMBERS

### III. APPROVAL OF AGENDA

A motion to approve the agenda was made by Brendan Burns and seconded by Sherryl Krazier the motion carried.

### IV. MINUTES FOR APPROVAL (Minutes from October 24, 2018).

A motion to approve the minutes from October 24, 2018 was made by Brendan Burns and seconded by Karina Mendez. The motion carried.

### V. DIRECTORS REPORT

Dr. Martinez went over his director's report with the Policy council. Dr. Martinez spoke about the general fund dollars from City and County of Denver and how the \$127,000.00 are going to be allocated. These dollars will be granted through a mini grant process that all delegate agencies will have an opportunity to apply for. The directors report was part of the meeting packet. Please refer to it for further details.



**VI. FINANCIAL BREIFING**

Lila Medina gave an overview of the financial report. Lila went over in detail the top 5 top expenditures of the month. Lila reminded Policy Council that the Finance/Program committee meets the day of the Policy Council at 4:30pm and encouraged parents to attend so they can go more in depth of the financial report. The financial report was part of the meeting packet. Please refer to it for further details.

**VII. NEW BUSINESS**

**A. Roberts Rule of Order**

Dr. Martinez spoke about the Robert Rule of Order. Dr. Martinez mentioned that a brochure will be handed out to the policy council at the next meeting that goes more in depth on Robert Rule of Order so parents who want to be part of other councils could be more familiar with how a meeting should take place. A brief discussion followed.

**B. Policy Council Roles and Responsibilities**

Dr. Martinez encouraged parents to read over the Roles and Responsibilities that are part of the meeting packer as the election for these roles will be held on December 19, 2018. Dr. Martinez also mentioned that Parent Representatives and Community Representatives are eligible for any of the 5 roles (Chairperson, Vice Chairperson, Secretary, Treasurer and Parliamentarian). Policy Council members who are interested in running for any of these roles will need to give a brief statement on why they want to be elected. A brief discussion followed.

**C. Overview of Policy Council Reports**

Lori went over the policy council reports that will be part of the meeting packet every month or quarterly. Lori encouraged parents to go over highlights of their delegate agency reports. DGKHS staff will also go over highlights on their content area reports. The list of the policy council reports was part of the meeting packet. Please refer to it for further details. A brief discussion followed.

**D. Five by Five Update**

Alicia spoke about the upcoming *Nutcracker* performance that is being offered to Five by Five families and went over logistics on this performance. Alicia asked agencies to be patient on receiving there Five by Five cards as OCA staff is working on getting them to everyone. Alicia also mentioned that Five by Five card holders will not have admission at the *Blossom of Lights* at the Botanic Gardens. A brief discussion followed.

**E. Delegate Agency Reports**

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

**Policy Council Minutes**

November 28, 2018

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**VIII. 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.

**IX. MILEAGE AND CHILD CARE REIMBURSEMENT**

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

**X. MEETING ADJOURNMENT /NEXT MEETING DATE AND TIME**

A motion to adjourn the meeting was made Katie Beckmann. The meeting adjourned at 6:41p.m. The next Policy Council meeting is December 19, 2019 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**



**DGKHS Director's Report  
December 19, 2018**

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

We received the responses to our quality teaching funding opportunity this past Monday are currently reviewing the applications. We hope to make decisions on these applications in early January and begin processing our awards at that time. We anticipate awarding \$127,500.00 in City General Fund dollars for this purpose.

**II. Policy Council Costs**

The total costs associated with our Policy Council meetings has continued to rise and we are now averaging approximately \$1,800.00 per meeting, including on-site child care, mileage and child care reimbursement and food. We will run out of funding in these line items of our budget in March unless we curtail spending. There are no other line items that we can re-program at this time. We are working on different options and they were discussed with the DGKHS Management Team earlier this month and will be discussed tonight.

Possible solutions include discontinuing at-home child care reimbursement and only providing it on-site; encouraging only the designated delegate agency representative to attend with alternates attending only when the designated representative is unable to attend; and having a modest dinner entrée. We need to hear from you.

**POLICY COUNCIL**  
**Meeting of December 19, 2018**  
**Junta del 19 de diciembre del 2018**



# **FINANCIAL REPORT**

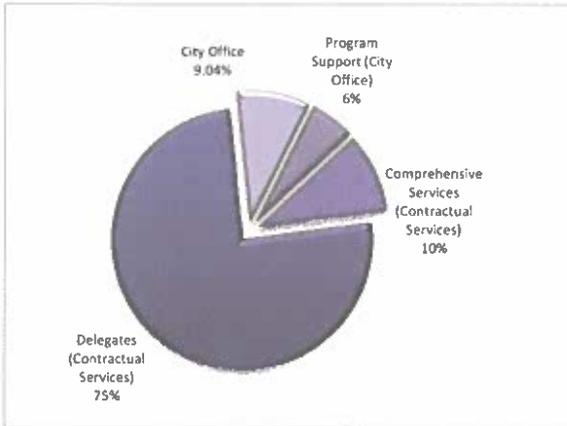


2018 - 2019 Head Start Financial Summary

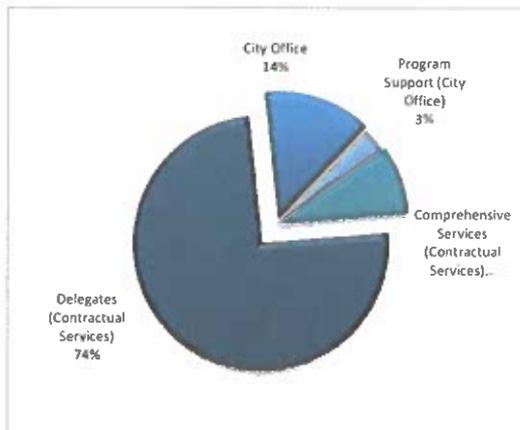
FEDERAL SHARE:

BUDGET CATEGORY	BUDGET	MTD FEDERAL SHARE EXPENDED	YTD FEDERAL SHARE EXPENDED	OVER/UNDER	% BUDGET REMAINING
City Office	963,516.12	69,162.58	357,489.26	606,026.86	62.90%
Program Support (City Office)	254,043.88	43,215.25	79,554.02	174,489.86	68.68%
Comprehensive Services (Contractual Services)	785,042.00	75,464.98	225,508.56	559,533.44	71.27%
Delegates (Contractual Services)	7,445,013.00	577,553.48	1,945,782.02	5,499,230.98	73.86%
<b>Total</b>	<b>9,447,615.00</b>	<b>765,396.29</b>	<b>2,608,333.86</b>	<b>6,839,281.14</b>	<b>72.39%</b>

% MTD FEDERAL SHARE EXPENDED



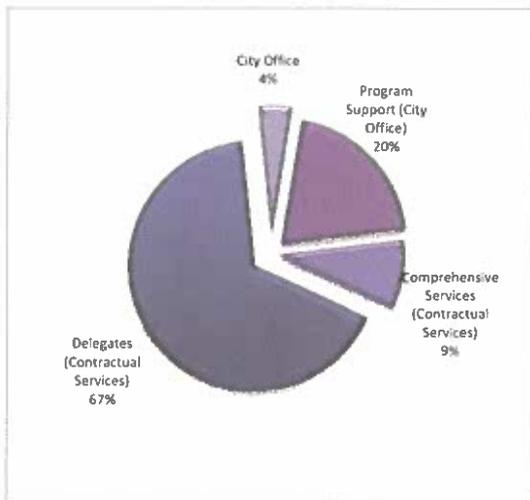
% YTD FEDERAL SHARE EXPENDED



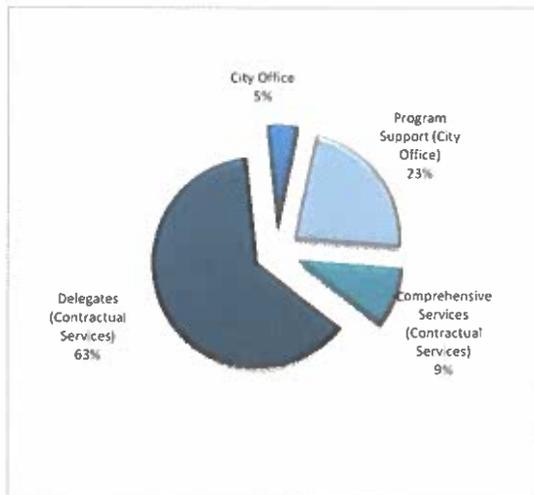
NON FEDERAL SHARE:

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 - November 2018

	2018_2019 Budget	2018_2019 COLA	Total Budget	% Grant Award	November Expenses	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed	% Variance
<b>Personnel</b>	627,341.72	8,951.12	636,292.84	6.94%	46,699.88	246,252.71	390,040.13	39.25%	33.33%	5.92%
<b>Fringe Benefits</b>	204,731.28		204,731.28	2.27%	12,137.29	75,246.84	129,484.44	36.75%	33.33%	3.42%
<b>Staff Local Travel</b>	2,000.00		2,000.00	0.02%	100.47	689.88	1,310.12	34.49%	33.33%	1.16%
<b>General Supplies</b>	9,000.00		9,000.00	0.10%	-	3,885.87	5,114.13	43.18%	33.33%	9.84%
<b>Disabilities Supplies</b>	2,000.00		2,000.00	0.02%	880.86	880.86	1,119.14	44.04%	33.33%	10.71%
<b>Other General Admin</b>	15,000.00		15,000.00	0.17%	911.68	1,484.08	13,515.92	9.89%	33.33%	-23.44%
<b>Child Care</b>	6,800.00		6,800.00	0.08%	880.00	1,680.00	5,120.00	24.71%	33.33%	-8.63%
<b>Mileage / Transportation</b>	1,900.00		1,900.00	0.02%	239.22	604.75	1,295.25	31.83%	33.33%	-1.50%
<b>Subtotal</b>	<b>868,773.00</b>	<b>8,951.12</b>	<b>877,724.12</b>	<b>9.61%</b>	<b>61,849.40</b>	<b>330,724.99</b>	<b>546,999.13</b>	<b>38.07%</b>	<b>33.33%</b>	<b>4.73%</b>
<b>Committee Support</b>										
<b>Policy Council</b>										
- Food	8,000.00		8,000.00	0.09%	2,192.50	3,073.31	4,926.69	38.42%	33.33%	5.08%
- Facilities	1,400.00		1,400.00	0.02%	-	210.00	1,190.00	15.00%	33.33%	-18.33%
<b>Health Services Advisory Committee - Food</b>	1,500.00		1,500.00	0.02%	-	-	1,500.00	0.00%	33.33%	-33.33%
<b>School Readiness - Food</b>	500.00		500.00	0.01%	-	-	500.00	0.00%	33.33%	-33.33%
<b>Health non-HSAC - Food</b>	500.00		500.00	0.01%	355.98	355.98	144.02	71.20%	33.33%	37.86%
<b>Disabilities - Food</b>	500.00		500.00	0.01%	-	-	500.00	0.00%	33.33%	-33.33%
<b>Family Services - Food</b>	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>2,548.48</b>	<b>3,680.04</b>	<b>9,219.96</b>	<b>28.53%</b>	<b>33.33%</b>	<b>-4.81%</b>
<b>Communication &amp; Community</b>										
<b>Translations &amp; Interpretation</b>	7,500.00		7,500.00	0.08%	656.68	656.68	6,843.32	8.76%	33.33%	-24.58%
<b>Head Start Annual Report</b>	2,400.00		2,400.00	0.03%	-	-	2,400.00	0.00%	33.33%	-33.33%
<b>Comprehensive Community</b>										
- 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%	1,145.06	1,145.06	13,854.94	7.63%	33.33%	-25.70%
<b>CCR Analytics (Family Outcomes)</b>	6,000.00		6,000.00	0.07%	-	-	6,000.00	0.00%	33.33%	-33.33%
<b>FDC</b>	-		-	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>1,801.74</b>	<b>1,801.74</b>	<b>30,098.26</b>	<b>5.65%</b>	<b>33.33%</b>	<b>-27.69%</b>
<b>City Office Training and Professional Development</b>										
<b>City Head Start Staff</b>	14,000.00		14,000.00	0.15%	-	5,025.08	8,974.92	35.89%	33.33%	2.56%
<b>City Controller's Office Staff</b>	6,000.00		6,000.00	0.07%	1,176.20	1,531.60	4,468.40	25.53%	33.33%	-7.81%
<b>Subtotal</b>	<b>20,000.00</b>		<b>20,000.00</b>	<b>0.22%</b>	<b>1,176.20</b>	<b>6,556.68</b>	<b>13,443.32</b>	<b>32.78%</b>	<b>33.33%</b>	<b>-0.55%</b>
<b>Content Area Training</b>										
<b>School Readiness</b>	4,500.00		4,500.00	0.05%	-	250.00	4,250.00	5.56%	33.33%	-27.78%
<b>Health</b>	4,500.00		4,500.00	0.05%	-	4,390.42	109.58	97.56%	33.33%	64.23%
<b>Disabilities</b>	4,500.00		4,500.00	0.05%	621.00	1,784.91	2,715.09	39.66%	33.33%	6.33%
<b>Family Services</b>	4,500.00		4,500.00	0.05%	-	3,356.20	1,143.80	74.58%	33.33%	41.25%
<b>Policy Council</b>	11,000.00		11,000.00	0.12%	693.81	693.81	10,306.19	6.31%	33.33%	-27.03%
<b>Parent Training</b>	12,000.00		12,000.00	0.13%	471.95	4,250.47	7,749.53	35.42%	33.33%	-2.09%
<b>Subtotal</b>	<b>41,000.00</b>		<b>41,000.00</b>	<b>0.45%</b>	<b>1,786.76</b>	<b>14,725.81</b>	<b>26,274.19</b>	<b>35.92%</b>	<b>33.33%</b>	<b>2.58%</b>
<b>Program Support</b>										
<b>S BY S Program</b>	5,000.00	11,456.88	16,456.88	0.06%	3,364.57	20,828.87	(4,371.99)	416.58%	33.33%	383.24%
<b>Transitions</b>	18,000.00		18,000.00	0.20%	-	-	18,000.00	0.00%	33.33%	-33.33%
<b>Dance &amp; Movement (CMDance)</b>	60,000.00		60,000.00	0.66%	6,890.00	10,980.00	49,020.00	18.30%	33.33%	-15.03%
<b>Health &amp; Wellness (Univ of Colo &amp; Resilient)</b>	35,585.00	29,994.00	65,579.00	0.39%	26,076.30	27,519.32	38,059.68	77.33%	33.33%	44.00%
<b>CLASS Training</b>	3,000.00		3,000.00	0.03%	-	-	3,000.00	0.00%	33.33%	-33.33%
<b>Math Enhancement (Erikson)</b>	51,000.00		51,000.00	0.56%	3,932.32	17,153.67	33,846.33	33.63%	33.33%	0.30%
<b>Financial Literacy</b>	10,000.00		10,000.00	0.11%	-	-	10,000.00	0.00%	33.33%	-33.33%
<b>Health Literacy</b>	10,000.00		10,000.00	0.11%	2,952.06	3,072.16	6,927.84	30.72%	33.33%	-2.61%



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

	2018_2019 Budget	2018_2019 COLA	Total Budget	% Grant Award	November Expenses	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed	% Variance
<b>Subtotal</b>	<b>192,585.00</b>	<b>41,450.88</b>	<b>234,035.88</b>	<b>2.13%</b>	<b>43,215.25</b>	<b>79,554.02</b>	<b>154,481.86</b>	<b>41.31%</b>	<b>33.33%</b>	<b>7.98%</b>
<b>Comprehensive Services (Contractual Services)</b>										
Disabilities (Sewall)	242,400.00	(400.00)	242,000.00	2.68%	21,008.40	72,073.55	169,926.45	29.73%	33.33%	-3.60%
Mental Health/Health/Dental (DHHA)	460,874.00		460,874.00	5.10%	42,585.59	113,055.33	347,818.67	24.53%	33.33%	-8.80%
Nutrition (Nutrition Consultants)	64,540.00		64,540.00	0.71%	7,923.49	26,792.68	37,747.32	41.51%	33.33%	8.18%
Hearing and Language (Marion Downs)	17,628.00		17,628.00	0.20%	3,947.50	13,587.00	4,041.00	77.08%	33.33%	43.74%
<b>Subtotal</b>	<b>785,442.00</b>	<b>(400.00)</b>	<b>785,042.00</b>	<b>8.69%</b>	<b>75,464.98</b>	<b>225,508.56</b>	<b>559,533.44</b>	<b>28.71%</b>	<b>33.33%</b>	<b>-4.62%</b>
<b>Delegates (Contractual Services)</b>										
Catholic Charities	1,223,789.00	34,771.00	1,258,560.00	13.54%	104,641.98	243,522.82	1,015,037.18	19.90%	33.33%	-13.43%
Clayton Early Learning	1,261,445.00	35,746.00	1,297,191.00	13.96%	51,303.65	311,062.99	986,128.01	24.66%	33.33%	-8.67%
Denver Public Schools	1,895,304.00	52,151.00	1,947,455.00	20.97%	216,279.98	584,043.89	1,363,411.11	30.82%	33.33%	-2.52%
Family Star	213,379.00	8,621.00	222,000.00	2.36%	-	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	328,758.66	16.10%	33.33%	-17.23%
Volunteers of America	502,069.00	16,092.00	518,161.00	5.56%	-	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>577,553.48</b>	<b>1,945,782.02</b>	<b>5,499,230.98</b>	<b>26.89%</b>	<b>33.33%</b>	<b>-6.44%</b>
<b>Grand Total</b>	<b>9,188,648.00</b>	<b>258,967.00</b>	<b>9,447,615.00</b>	<b>100.00%</b>	<b>765,396.29</b>	<b>2,608,333.86</b>	<b>6,839,281.14</b>	<b>28.39%</b>	<b>33.33%</b>	<b>-4.95%</b>

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	20,200.35	31,197.15	44.74%	33.33%	11.41%
Program Support (City Office)	247,217.00		247,217.00	10.76%	21,876.42	96,144.58	151,072.42	38.89%	33.33%	5.56%
5 BY 5 Program Dance & Movement (CM Dance)	211,967.00		211,967.00	9.23%	17,663.92	88,319.58	123,647.42	41.67%	33.33%	8.33%
Health & Wellness (CU-Denver)	15,000.00		15,000.00	0.65%	1,400.00	2,200.00	12,800.00	14.67%	33.33%	-18.67%
Math Enhancement (Erikson)	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	5,625.00	5,625.00	50.00%	33.33%	16.67%
<b>Comprehensive Services (Contractual Services)</b>										
Disabilities (Sewall)	60,600.00		60,600.00	2.64%	6,143.83	24,575.32	36,024.68	40.55%	33.33%	7.22%
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%		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%		4,407.00	-	100.00%	33.33%	66.67%
<b>Delegates (Contractual Services)</b>										
Catholic Charities	1,809,012.00	52,241.25	1,861,253.25	78.75%	336,301.05	539,187.64	1,269,824.36	29.81%	33.33%	-3.53%
Clayton Early Learning	305,947.25	8,692.75	314,640.00	13.32%	27,388.00	72,423.66	233,523.59	23.67%	33.33%	-9.66%
Denver Public Schools	315,361.25	8,936.50	324,297.75	13.73%	31,381.69	96,321.53	219,039.72	30.54%	33.33%	-2.79%
Family Star	473,826.00	13,037.75	486,863.75	20.63%	271,030.60	301,145.50	172,680.50	63.56%	33.33%	30.22%
Mile High Early Learning Sewall	53,344.75	2,155.25	55,500.00	2.32%	-	-	53,344.75	0.00%	33.33%	-33.33%
Mile High Early Learning Sewall	440,877.75	12,185.00	453,062.75	19.19%	6,500.76	19,502.28	421,375.47	4.42%	33.33%	-28.91%
Volunteers of America	94,137.75	3,211.00	97,348.75	4.10%		15,689.67	78,448.08	16.67%	33.33%	-16.67%
<b>Subtotal</b>	<b>125,517.25</b>	<b>4,023.00</b>	<b>129,540.25</b>	<b>5.46%</b>	<b>34,105.00</b>	<b>34,105.00</b>	<b>91,412.25</b>	<b>27.17%</b>	<b>33.33%</b>	<b>-6.16%</b>
<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>368,778.03</b>	<b>692,393.16</b>	<b>1,611,018.84</b>	<b>30.14%</b>	<b>33.33%</b>	<b>-3.19%</b>



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

Ledger Account	Transaction Number	Source	Supplier as Worktag	Line Memo	Total	
060300:Expenses Advance	ER-18001897	Expense Report	Inna Kuzovova	The A to Z's of Head Start Conference	(204.00)	
	ER-18001910	Expense Report	Lila Medina	The A to Z's of Head Start Conference	(204.00)	
		Cash Advance Payment	Inna Kuzovova	The A to Z's of Head Start Conference	204.00	
			Lila Medina	The A to Z's of Head Start Conference	204.00	
501000:Regular Compensation		Payroll Actual Accrual	Payroll	Head Start PPE 11/10	20,663.01	
		Payroll Actual Accrual	Payroll	Head Start PPE 11/24	22,072.27	
	JE-00019963	Manual	Payroll	Inna Kuzovova Payroll 9/30-10/13	306.73	
				Lila Medina Payroll 9/30-10/13	530.73	
				Michael Chandler Payroll 9/30-10/13	408.63	
	JE-00019965	Manual	Payroll	Inna Kuzovova Payroll 10/14-10/27	278.85	
				Lila Medina Payroll 10/14-10/27	303.28	
				Michael Chandler Payroll 10/14-10/27	457.66	
	JE-00020596	Manual	Payroll	Inna Kuzovova Payroll 10/28-11/10	418.27	
	JE-00020902	Manual	Payroll	Michael Chandler Payroll 10/28-11/10	163.45	
				Inna Kuzovova Payroll 11/11-11/24	195.19	
				Lila Medina Payroll 11/11-11/24	227.46	
				Michael Chandler Payroll 11/11-11/24	318.73	
	503400:Premium Pay		Payroll Actual Accrual	Payroll	Head Start PPE 11/10	175.00
					Head Start PPE 11/24	175.00
	521000:Retirement Pension		Payroll Actual Accrual	Payroll	Head Start PPE 11/10	2,604.75
					Head Start PPE 11/24	2,780.91
JE-00019963		Manual	Payroll	Inna Kuzovova Benefits 9/30-10/13	38.34	
				Lila Medina Benefits 9/30-10/13	66.34	
				Michael Chandler Benefits 9/30-10/13	51.08	
JE-00019965		Manual	Payroll	Inna Kuzovova Benefits 10/14-10/27	34.92	
				Lila Medina Benefits 10/14-10/27	38.00	
				Michael Chandler Benefits 10/14-10/27	57.31	
JE-00020596		Manual	Payroll	Inna Kuzovova Benefits 10/28-11/10	52.28	
JE-00020902		Manual	Payroll	Michael Chandler Benefits 10/28-11/10	20.43	
	Inna Kuzovova Benefits 11/11-11/24			24.40		
	Lila Medina Benefits 11/11-11/24			28.43		
			Michael Chandler Benefits 11/11-11/24	39.84		
530800:Health Savings Account		Payroll Actual Accrual	Payroll	Head Start PPE 11/10	152.50	
	JE-00019963	Manual	Payroll	Lila Medina Benefits 9/30-10/13	5.83	
	JE-00019965	Manual	Payroll	Lila Medina Benefits 10/14-10/27	3.33	
540100:Social Security Taxes	(blank)	Payroll Actual Accrual	Payroll	Head Start PPE 11/10	1,480.29	
				Head Start PPE 11/24	1,701.91	
	JE-00019963	Manual	Payroll	Inna Kuzovova Benefits 9/30-10/13	22.90	
				Lila Medina Benefits 9/30-10/13	39.64	
				Michael Chandler Benefits 9/30-10/13	28.43	
	JE-00019965	Manual	Payroll	Inna Kuzovova Benefits 10/14-10/27	20.96	
				Lila Medina Benefits 10/14-10/27	22.79	
				Michael Chandler Benefits 10/14-10/27	32.03	
	JE-00020596	Manual	Payroll	Inna Kuzovova Benefits 10/28-11/10	31.23	
	JE-00020902	Manual	Payroll	Michael Chandler Benefits 10/28-11/10	11.37	
Inna Kuzovova Benefits 11/11-11/24				14.93		
Lila Medina Benefits 11/11-11/24				17.40		
			Michael Chandler Benefits 11/11-11/24	24.38		
541100:Employer Paid Health Insurance		Payroll Actual Accrual	Payroll	Head Start PPE 11/10	2,118.99	
	JE-00019963	Manual	Payroll	Inna Kuzovova Benefits 9/30-10/13	41.87	
				Lila Medina Benefits 9/30-10/13	69.20	
				Inna Kuzovova Benefits 10/14-10/27	38.06	
JE-00019965	Manual	Payroll	Lila Medina Benefits 10/14-10/27	39.54		
JE-00020596	Manual	Payroll	Inna Kuzovova Benefits 10/28-11/10	57.10		
541200:Employer Paid Dental Insurance		Payroll Actual Accrual	Payroll	Head Start PPE 11/10	133.98	
	JE-00019963	Manual	Payroll	Inna Kuzovova Benefits 9/30-10/13	1.74	

Ledger Account	Transaction Number	Source	Supplier as Worktag	Line Memo	Total
541300:Employer Paid Life Insurance	JE-00019965	Manual	Payroll	Lila Medina Benefits 9/30-10/13	4.16
				Inna Kuzovova Benefits 10/14-10/27	1.58
	JE-00020596	Manual	Payroll	Lila Medina Benefits 10/14-10/27	2.38
				Inna Kuzovova Benefits 10/28-11/10	2.37
541400:Employer Paid Disability Insurance	JE-00019965	Manual	Payroll	Inna Kuzovova Benefits 10/14-10/27	2.75
				Lila Medina Benefits 10/14-10/27	2.20
				Michael Chandler Benefits 10/14-10/27	3.85
544100:Allowance Pay		Payroll Actual Accrual	Payroll	Head Start PPE 11/10	160.05
	JE-00019963	Manual	Payroll	Inna Kuzovova Benefits 9/30-10/13	3.72
601000:Professional Services				Lila Medina Benefits 9/30-10/13	1.84
	JE-00019963	Manual	Payroll	Michael Chandler Benefits 9/30-10/13	4.96
	JE-00019965	Manual	Payroll	Inna Kuzovova Benefits 9/30-10/13	1.72
	JE-00020596	Manual	Payroll	Inna Kuzovova Benefits 10/14-10/27	1.56
				Inna Kuzovova Benefits 10/28-11/10	2.34
	PC-00041492	Procurement Card Transaction	EINSTEIN BROS BAGELS CAFE	Breakfast for Erikson Math Training	259.95
	PC-00041493	Procurement Card Transaction	CORNER BAKERY	Lunch for the Grantee Parent wide	
			EINSTEIN BROS BAGELS CAFE	committe	132.89
			ILLEGAL PETES INCORPORATED	Lunch for Erikson Math training	538.49
	PC-00041494	Procurement Card Transaction	EINSTEIN BROS BAGELS CAFE	Breakfast for Erikson Math Training	322.00
	PC-00041496	Procurement Card Transaction	LARIMER CATERING	Food for working Governing Body	
				Meeting	80.23
				Food for Cross Content Area Meeting	490.00
				Food for trauma informed classes at	
				Volunteers of America	404.00
	PC-00041498	Procurement Card Transaction	BISCUITS AND BERRIES	Trauma Informed classes at Family Star	321.00
			LARIMER CATERING	Food for the HSAC meeting	355.98
				Food for the Policy Council Meeting	822.50
	PC-00041499	Procurement Card Transaction	BlackJack	Dinner for Dont Worry Be Healthy	
				Classes for MHEL - Westwood- Health	
				Literacy	141.90
	PC-00041500	Procurement Card Transaction	BlackJack	Dont Worry Be Healthy Classes for	
				MHEL - Westwood- Health Literacy	141.90
	PC-00041501	Procurement Card Transaction	CORNER BAKERY	Grantee Wide Parent Training	
				Committee	134.50
	PC-00043811	Procurement Card Transaction	EINSTEIN BROS BAGELS CAFE	Einstein, Breakfast at ERikson Math	
			ILLEGAL PETES INCORPORATED	Training	304.91
				Don't Worry Be Healthy VOA	432.00
				Qdoba, for lunch at Erikson Math	
				training	564.00
	PC-00043812	Procurement Card Transaction	ILLEGAL PETES INCORPORATED	Illegal Petes, for breakfast at Erikson	
				Math Training	307.99
	PC-00043813	Procurement Card Transaction	LARIMER CATERING	Larimer Catering, for breakfast at the	
				Policy Council Orientation	685.00
				Larimer Catering, Lunch for the Policy	
				Council Orientation	685.00
				Larimer Catering,	
				lunch for trauma informed care training	
				at	217.00
				Olive Garden, for MHEL - Don't Worry	
				Be Healthy Luncheon at Westwood for	
				parents	634.98
	PC-00043814	Procurement Card Transaction	ILLEGAL PETES INCORPORATED	Illegal Petes, breakfat for Erikson Math	
				Training	303.60
	SI-00134963	Supplier Invoice	NUTRITION CONSULTANTS	Head Start FY18-19 - Inv 578 Oct 2018	
	SI-00135670	Supplier Invoice	CMDANCE	Nutrition Consultants	7,923.49
	SI-00138394	Supplier Invoice	ELIZABETH PHILLIPS	CM Dance October 2018 Invoice 430	6,890.00
	SI-00138395	Supplier Invoice	ELIZABETH PHILLIPS	Childcare	60.00
				Childcare	60.00
	SI-00138679	Supplier Invoice	SEWALL CHILD DEVELOPMENT CEN	Sewall October 2018 invoice	
				MOEAI201842003	21,008.40
	SI-00138769	Supplier Invoice	MARION DOWNS CENTER	Marlon Downs Oct 2018 inv#20183810 -	
				201841734	3,947.50
				GR13948 DHHA september 2018	
	SI-00139316	Supplier Invoice	DENVER HEALTH AND HOSPITAL AL	invoice 201842067-00	42,585.59
				Childcare for parents at Policy Council	
	SI-00140740	Supplier Invoice	DEBRA A SPEER	Meetings for fiscal year 23.	140.00
	SI-00140741	Supplier Invoice	ELIZABETH PHILLIPS	Childcare	140.00

Ledger Account	Transaction Number	Source	Supplier as Worktag	Line Memo	Total
	SI-00140744	Supplier Invoice	LANGUAGE SELECT LLC	Language Services July 2018	6.90
	SI-00140745	Supplier Invoice	LANGUAGE SELECT LLC	Language Services July 2018	15.18
	SI-00140977	Supplier Invoice	PETTY CASH-HEAD START	Childcare reimbursement for parents at the policy council meeting 10/24/18 and Policy council orientation on 11/17/18	480.00
	SI-00142206	Supplier Invoice	MILE HIGH MONTESSORI EARLY LEA	For snacks at the Dont Worry be Healthy classes for parents that attend.	320.30
	SI-00142274	Supplier Invoice	REGENTS OF UNIVERSITY OF COLOR	Inv GC014451 UCD Oct 2018	7,763.90
	SI-00144376	Supplier Invoice	PASSAGEWAYS INSTITUTE	Resilient Futures September 2018 invoice25	3,627.00
	SI-00144377	Supplier Invoice	PASSAGEWAYS INSTITUTE	Resilient Futures October 2018 invoice26	7,318.09
	SI-00144380	Supplier Invoice	PASSAGEWAYS INSTITUTE	Resilient Futures November 2018	7,367.31
	SI-00144432	Supplier Invoice	LANGUAGE SELECT LLC	Language Services August 2018	61.62
	SI-00144448	Supplier Invoice	GREEN TRANSLATIONS LLC	Translation of MHEL Flyer and Mpowered class list and flyers	194.16
	SI-00144455	Supplier Invoice	GREEN TRANSLATIONS LLC	Translation of Five by Five template and Health Services Health Beat	94.14
	SI-00144456	Supplier Invoice	GREEN TRANSLATIONS LLC	Translation of Health Services documents/ Childhood obesity month	36.36
	SI-00144458	Supplier Invoice	GREEN TRANSLATIONS LLC	Translation of monthly documents	108.36
	SI-00144459	Supplier Invoice	COMMUNITY LANGUAGE	Language Services Parent Extravaganza September	100.00
	SI-00144464	Supplier Invoice	GREEN TRANSLATIONS LLC	(blank)	39.96
610100:Administrative Expense	PC-00043147	Procurement Card Transaction	GARBANZO MEDITERRANEAN G	Family Services Lunch for the November Granteewide Parent Training Committee Meeting	149.00
640100:Leases and Rentals	SI-00144462	Supplier Invoice	LEWAN & ASSOCIATES	Caridad Nevarez 720-913-0883 caridad.nevarez@denvergov.org	837.40
661000:Travel and Transportation Employee	ER-18001897	Expense Report	Inna Kuzovova		596.10
	ER-18001910	Expense Report	Lila Medina	A to Z's Head Start Conference	497.10
	PC-00041501	Procurement Card Transaction	ALICIA BOYD TRAVEL AT THE NBCC LYFT	A to Z's Head Start Conference Luggage	50.00
				Alicia Boyd Travel at the NBCC	40.98
				Michelle Fayne to PC meeting	22.90
				Transportation Anna McDannel Home	17.47
				Transportation for Alicia Boyd at the NBCC conference	40.49
				Transportation for Katie Beckman to PC meeting	18.16
				Transportation for Michelle Fayne from PC meeting	23.12
			TREMONT GARAGE	Staff Parking Garage	28.00
	PC-00043288	Procurement Card Transaction	Lila Medina	MEARS Transportation AtoZ Head Start Conference Lila	33.00
	PC-00043926	Procurement Card Transaction	UNITED AIRLINES INC	United Airlines, Luggage fee from Dallas Texas for Alicia Boyd	25.00
				United Airlines, Luggage fee to Dallas Texas for Alicia Boyd	25.00
			W2007MVP DALLAS LLC	Sheraton, Lodging for Alicia Boyd at the Conference	783.76
	SI-00140977	Supplier Invoice	PETTY CASH-HEAD START	Mileage reimbursement for parents at the policy council meeting 10/24/18 and Policy council orientation on 11/17/18	117.08
681300:Grant Award To Subrecipient		Payroll Actual Accrual	KRONOS MILEAGE	Staff Travel	72.47
	SI-00139392	Supplier Invoice	MILE HIGH MONTESSORI EARLY LEA	HSPY220918MHM September 2018 201840638	205,327.87
	SI-00142801	Supplier Invoice	CATHOLIC CHARITIES AND COMMU	2018 - 201840633	104,641.98
	SI-00142982	Supplier Invoice	CLAYTON EARLY LEARNING TRUSTE	Clayton September 2018 invoice #2	51,303.65
	SI-00144374	Supplier Invoice	DENVER PUBLIC SCHOOLS	DPS October 2018	216,279.98
683900:Training	PC-00043488	Procurement Card Transaction	UNITEDARTED UNITEDARTED	United Art and Education materials for Erikson	165.84
701200:Books and Education Materials	PC-00037013	Procurement Card Transaction	BARNES & NOBLE #2554	Erikson Math books	-
				Erikson Math Materials	-
	PC-00041495	Procurement Card Transaction	AMAZONCOM INC	Materials for Erikson Math Training	72.92
	PC-00041644	Procurement Card Transaction	Institute of Healthcare Advancemer	Books for parents that attend the Don't Worry be Healthy Classes	605.00

Ledger Account	Transaction Number	Source	Supplier as Worktag	Line Memo	Total
			POSITIVE PROMOTIONS	Materials for parents that attend the Don't Worry Be Healthy Classes	675.98
	PC-00043149	Procurement Card Transaction	4IMPRINT	Recruitment materials for VOA Head Start	1,145.06
	PC-00043483	Procurement Card Transaction	BARNES & NOBLE #2554	Books for Erikson	838.60
	PC-00043492	Procurement Card Transaction	AMAZONCOM INC	Amazon materials for Erikson math	75.30
	PC-00043493	Procurement Card Transaction	AMAZONCOM INC	Erikson Math Materials	178.72
	PC-00043810	Procurement Card Transaction	AMAZONCOM INC	Amazon, supplies for parents at the Policy Council Orientation	389.71
	PC-00043813	Procurement Card Transaction	BARNES AND NOBLE	Barnes and Noble, Books for children at the Five by Five Nutcracker performance	2,495.00
701400:Clothing Supplies and Materials	PC-00043808	Procurement Card Transaction	HALO BRANDED SOLUTIONS INC	Halo, Credit for price adjustment on Vests for Volunteers of Five by Five events	(5.17)
701600:Food Supplies	PC-00042319	Procurement Card Transaction	KING SOOPERS	Kingsoopers for waters at Erikson Math Training	26.45
	PC-00043810	Procurement Card Transaction	AMAZONCOM INC	Amazon, Waters for Policy Council Orientation	49.60
701900:Office Supplies and Fixtures	ER-18001901	Expense Report	KING SOOPERS	Parent extravaganza supplies	69.86
			SHAMROCK FOOD and SUPPLIES W.	Parent extravaganza supplies	
702300:Safety Supplies and Equipment	PC-00043148	Procurement Card Transaction	POSITIVE PINS	Education/Disabilities meeting	55.56
				Pins and Lanyards for the Policy Council Orientation Training	
				JE-00019653 Reclass from Head Start	254.50
930400:Billings For Services	JE-00020542	Manual	Payroll	GR896 to GF for SD cell phone allowance	(32.40)
<b>Grand Total</b>					<b>\$ 765,396.29</b>

**Trial Balance**



**Organization** City and County of Denver  
**Periods** 2018 : Nov  
**Award** AWD-00000648: Head Start - 2018/2019  
**Run** 12/8/2018 11:20

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
000100:Equity In Treasury Cash & Investment	(224,761.40)	1,194.60	75,469.45	(299,036.25)
001000:Cash	37,931.87	684,314.34	508,502.72	213,743.49
020600:Undeposited Payments	0.00	684,314.34	684,314.34	0.00
022000:Grants Receivable	0.00	685,035.94	685,035.94	0.00
023100:Unbilled Grant Receivable	684,675.14	766,843.12	686,121.97	765,396.29
060300:Expenses Advance	256.00	408.00	408.00	256.00
110100:Vouchers Payable	(435,727.56)	506,177.50	688,796.22	(618,346.28)
112004:Expenses Payable	0.00	860.62	860.62	0.00
121600:Accrued Vacation/Sick	(62,013.25)	0.00	0.00	(62,013.25)
340000:Intergovernmental Revenue	(1,843,298.37)	1,807.63	766,843.12	(2,608,333.86)
501000:Regular Compensation	197,929.18	46,344.26	0.00	244,273.44
503100:Differential Pay	131.27	0.00	0.00	131.27
503400:Premium Pay	1,487.50	350.00	0.00	1,837.50
521000:Retirement Pension	25,077.64	5,837.03	0.00	30,914.67
530800:Health Savings Account	1,359.69	161.66	0.00	1,521.35
540100:Social Security Taxes	14,401.59	3,448.26	0.00	17,849.85
541100:Employer Paid Health Insurance	19,570.52	2,364.76	0.00	21,935.28
541200:Employer Paid Dental Insurance	1,217.45	146.21	0.00	1,363.66
541300:Employer Paid Life Insurance	779.62	8.80	0.00	788.42
541400:Employer Paid Disability Insurance	703.04	170.57	0.00	873.61
544100:Allowance Pay	4.88	5.62	0.00	10.50
601000:Professional Services	191,190.23	118,568.08	0.00	309,758.31
610100:Administrative Expense	876.44	149.00	0.00	1,025.44
640100:Leases and Rentals	2,937.50	837.40	0.00	3,774.90
661000:Travel and Transportation Employee	3,594.39	2,390.63	0.00	5,985.02
681300:Grant Award To Subrecipient	1,368,228.54	577,553.48	0.00	1,945,782.02
683900:Training	5,050.50	165.84	0.00	5,216.34
701200:Books and Education Materials	5,258.21	7,638.49	1,162.20	11,734.50
701400:Clothing Supplies and Materials	436.36	0.00	5.17	431.19
701600:Food Supplies	612.83	76.05	0.00	688.88
701900:Office Supplies and Fixtures	1,067.96	125.42	0.00	1,193.38
702300:Safety Supplies and Equipment	449.83	254.50	0.00	704.33
930400:Billings For Services	572.40	0.00	32.40	540.00
<b>Total</b>	<b>0.00</b>	<b>4,097,552.15</b>	<b>4,097,552.15</b>	<b>0.00</b>
	<b>November Total:</b>	<b>766,596.06</b>	<b>1,199.77</b>	<b>\$765,396.29</b>

**POLICY COUNCIL**  
**Meeting of December 19, 2018**  
**Junta del 19 de diciembre del 2018**



# **FINANCE /PROGRAM COMMITTEE**

## **MEETING MINUTES**



## Head Start Finance & Program Committee Agenda & Minutes

**Location:** Clayton Early Center in the Library beside the entrances

**Date:** November 24, 2018

**Time:** 4:30 – 5:00 PM

**Contact Information:** Lila Medina - Fiscal Administrator

Email: [LilaMedina@denvergov.org](mailto:LilaMedina@denvergov.org) Phone #: 720-913-5202

**Next Meetings will be on :** 12-19-2018 4:30 PM @ Clayton Early Center in the Library beside the entrances

1-23-2018 4:30 PM @ Clayton Early Center in the Library beside the entrances

Item	Agenda Topics	Discussion
1	Review 2017-2018 Grant October 31, 2018 Financial Reports.	
2	Review all transactions	
	<b>Program Discussion:</b>	

### HEADSTART FINANCE COMMITTEE MEETING ACTION ITEMS

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



**DENVER**  
THE MILE HIGH CITY

**Head Start Finance & Program Committee Agenda &  
Minutes Date: November 24, 2018  
4:30 – 5:00PM**

**Meeting Attendees:**

Name	Title
Jila Medina	Fiscal Administrator
Lynne Martinez	DGKHS
A. Marking	DGKHS

## **VII. NEW BUSINESS**

- a) Election of Officers
- b) Conscious Discipline Overview
- c) Trauma Informed Care Update
- d) Upcoming Training Opportunities
- e) Delegate Agency Reports

## **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.
- 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
  - 1. Community representatives.
  - 2. 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.
  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.

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:

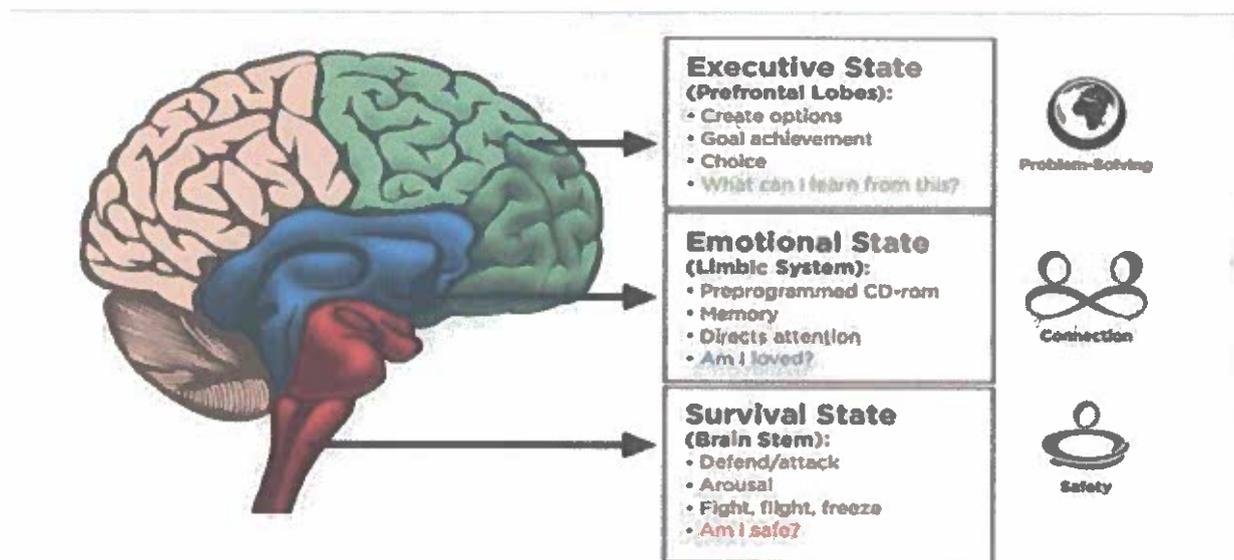
1. Shall be unbiased regarding the matters being discussed at meetings.
2. Shall be able to define the By-Laws of the Policy Council and advise the Council on these as necessary.
3. Shall be aware of the format desired by the Chairperson at meetings and assist in keeping within the format.
4. Shall be 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

# Conscious Discipline

Conscious Discipline creates a compassionate culture and facilitates an intentional shift in adult understanding of behavior via the Conscious Discipline Brain State Model.

It then provides specific brain-friendly, research-backed strategies for responding to each child's individual needs with wisdom.

This highly effective approach is proven to increase self-regulation, sense of safety, connection, empathy and intrinsic motivation in both children and adults



**The brain always functions as a whole.**

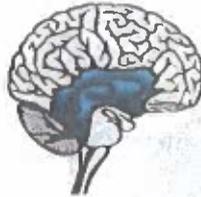
# Brain States



## Survival State

### BRAIN STEM

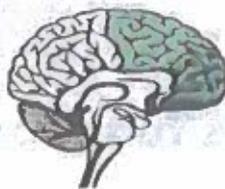
Survival State represents the base level of Brain State, and asks the question, "Am I safe?" The only way to sooth the Survival State is through the creation of *Safety*.



## Emotional State

### LIMBIC SYSTEM

This Brain State represents mid-level functionality and asks the question, "Am I loved?" The only way to sooth an upset emotional state is through *Connection*.



## Executive State

### PREFRONTAL LOBES

The Executive State represents the optimal state for problem-solving and learning. This Brain State asks the question, "What can I learn from this?"

# The Seven Powers for Conscious Adults

 <p><b>Power of Perception</b> <i>Becoming the Best You Can Be Webinar Series</i></p>	 <p><b>Power of Unity</b> <i>Becoming the Best You Can Be Webinar Series</i></p>	 <p><b>Power of Attention</b> <i>Becoming the Best You Can Be Webinar Series</i></p>	 <p><b>Power of Free Will</b> <i>Becoming the Best You Can Be Webinar Series</i></p>
<p><b>Power of Perception</b></p> <p><b>BIG IDEA:</b> No one can make you angry without your permission.</p> <p><b>GOAL:</b> To teach adults and children to take responsibility for our own upset.</p>	<p><b>Power of Unity</b></p> <p><b>BIG IDEA:</b> We are all in this together.</p> <p><b>GOAL:</b> To perceive compassionately, and offer compassion to others and to ourselves.</p>	<p><b>Power of Attention</b></p> <p><b>BIG IDEA:</b> Whatever we focus on, we get more of.</p> <p><b>GOAL:</b> To create images of expected behavior in a child's brain.</p>	<p><b>Power of Free Will</b></p> <p><b>BIG IDEA:</b> The only person you can change is you.</p> <p><b>GOAL:</b> Learning to connect and guide instead of force and coerce.</p>

 <p><b>Power of Acceptance</b> <i>Becoming the Best You Can Be Webinar Series</i></p>	 <p><b>Power of Love</b> <i>Becoming the Best You Can Be Webinar Series</i></p>	 <p><b>Power of Intention</b> <i>Becoming the Best You Can Be Webinar Series</i></p>
<p><b>Power of Acceptance</b></p> <p><b>BIG IDEA:</b> The moment is as it is.</p> <p><b>GOAL:</b> To learn to respond to what life offers instead of attempting to make the world go our way.</p>	<p><b>Power of Love</b></p> <p><b>BIG IDEA:</b> Choose to see the best in others.</p> <p><b>GOAL:</b> Seeing the best in others keeps us in the higher centers of our brain so we can consciously respond instead of unconsciously react to life events.</p>	<p><b>Power of Intention</b></p> <p><b>BIG IDEA:</b> Mistakes are opportunities to learn.</p> <p><b>GOAL:</b> To teach a new skill rather than punishing others for lacking skills we think they should possess by now.</p>

## DGKHS Trauma Informed Practices – December 19, 2018

### Current Partnership with Resilient Futures provides –

- staff and leadership team training for Volunteers of America (VOA), Family Star Montessori (Family Star), and DGKHS.
- Trauma-informed specialist provides training and consultation services on-site at VOA and Family Star.

### Shift in perspective –

Change the paradigm from one that asks,

"What is wrong with you?"

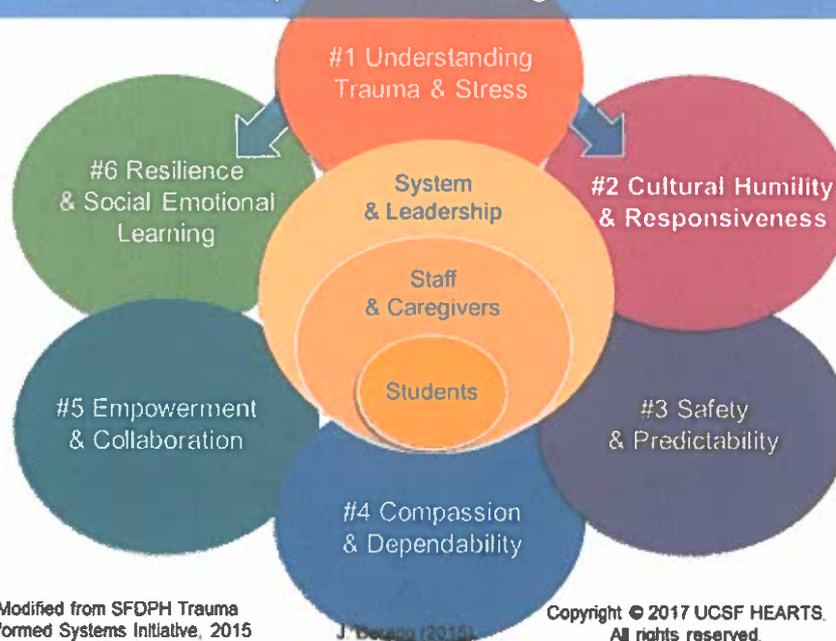
to one that asks,

"What has happened to you?"

*Provides context, fosters compassion,*

*helps us maintain optimism about the future of the students and the school...*

## Six Trauma-Informed Principles for Promoting School and Community Success



Harvard – Center for Developing Child:

### 3 Principles to Improve Outcomes for Children and Families

1. Support Responsive Relationships
2. Strengthen Core Life Skills
3. Reduce Sources of Stress

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*“Trauma is an exceptional experience in which powerful and dangerous events overwhelm a person’s capacity to cope”*

*- Rice & Groves, 2005*

*“...any event that undermines a child’s sense of physical or emotional safety or poses a threat to the safety of the child’s parents or caregivers.”*

*- Betsy Groves, 2002*

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### Impact of Trauma on Brain Development

Experiences early in life shape our brain “architecture”

- Frequent stress can be “toxic”
- Stress early in life set up our bodies to be more susceptible to later stress
- Trauma and neglect interfere with the **capacity** to engage in learning and emotion regulation

***But... stable and responsive relationships in our early years help protect us from potential harms of stressors and adverse experiences.***

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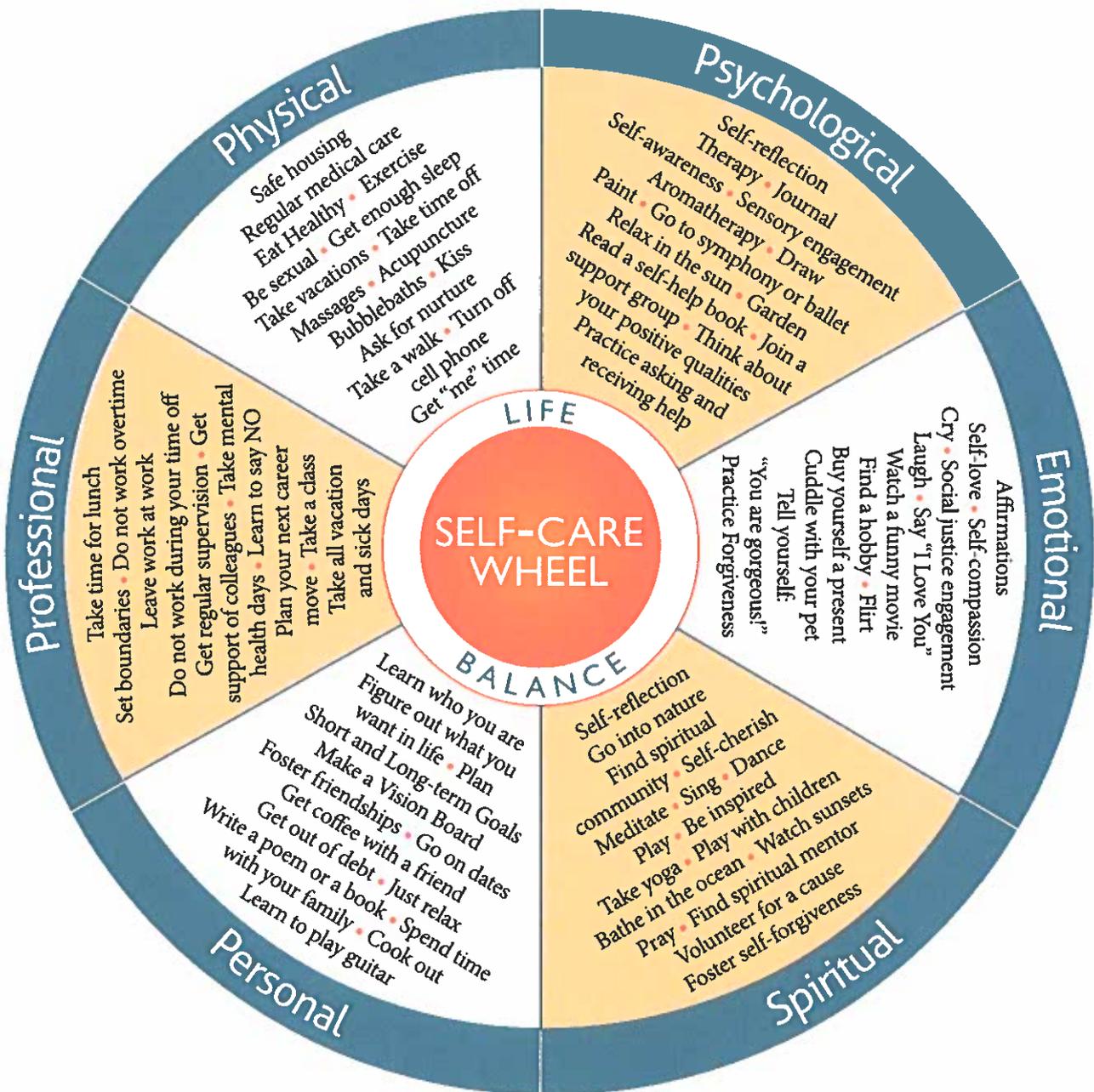
### Personal Wellness

*“a conscious, self-directed and evolving process of achieving full potential.” - The National Wellness Institute*

Self-care refers to activities and practices that can help you to *reduce your stress* and enhance your *overall well-being*

A Focus on your *Internal Environment* & your *External Environment*

# SELF-CARE WHEEL

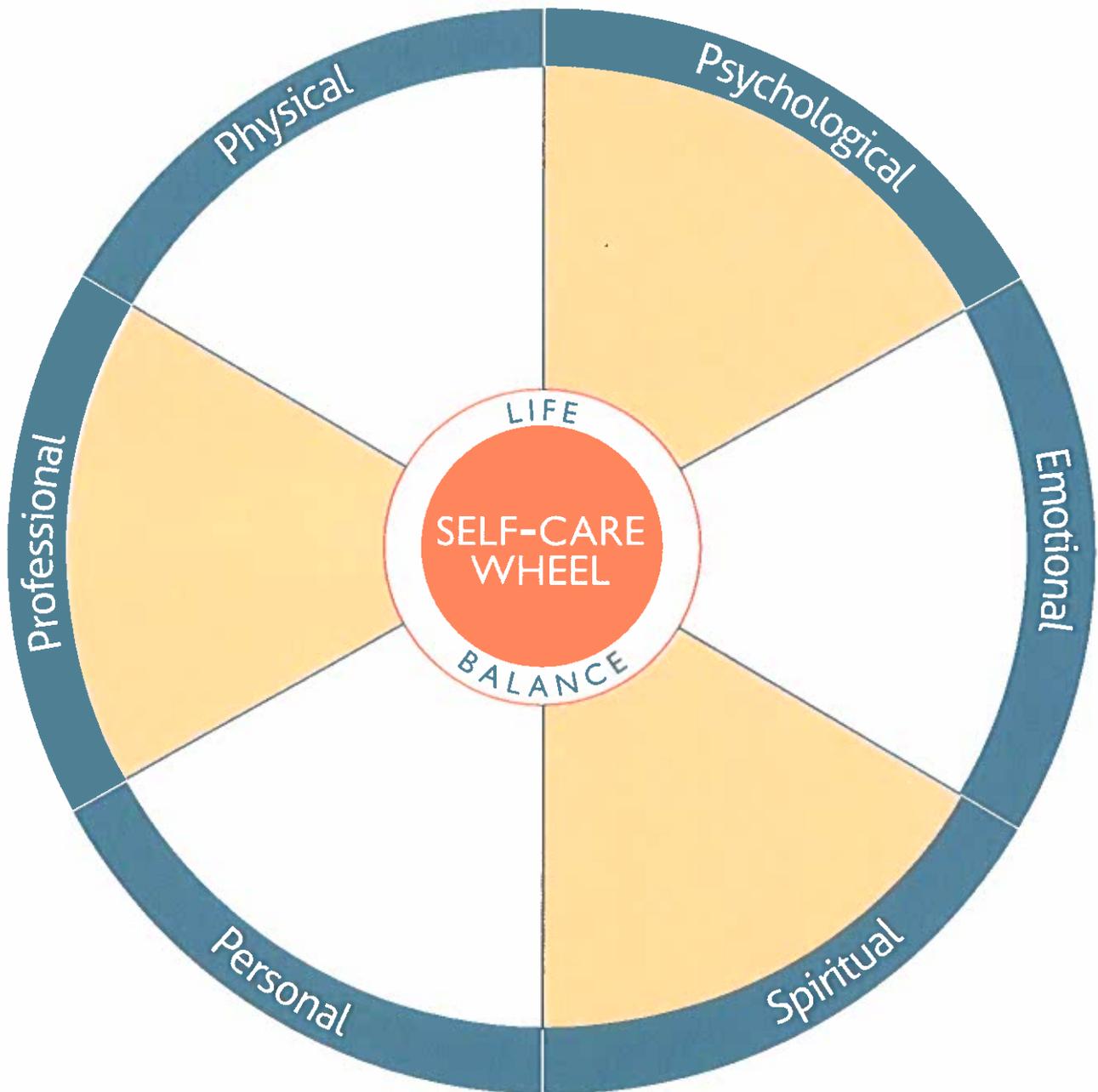


This Self-Care Wheel was inspired by and adapted from "Self-Care Assessment Worksheet" from *Transforming the Pain: A Workbook on Vicarious Traumatization* by Saakvitne, Pearlman & Staff of TSI/CAAP (Norton, 1996). Created by Olga Phoenix Project: Healing for Social Change (2013).

Dedicated to all trauma professionals worldwide.

[www.OlgaPhoenix.com](http://www.OlgaPhoenix.com)

# SELF-CARE WHEEL



Your self-care and life balance is vital for your health, productivity and happiness. Use this wheel to support you in creating a self-care plan that resonates with you. Whether your focus right now is on basic needs, deep desires or both remember that investing in your wellness is fundamental to becoming fulfilled and whole.



# 2019 ROCKY MOUNTAIN EARLY CHILDHOOD CONFERENCE

MARCH 1-2, 2019

THE SHERATON HOTEL - DENVER, CO

## There's still time! Save on Registration to RMECC 2019!

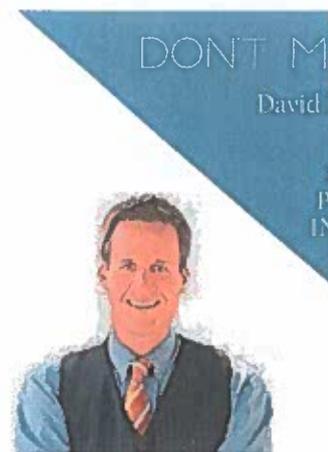
Still haven't registered for Denver's premier early childhood conference? Not to worry! There's still time to save money register early for the **2019 Rocky Mountain Early Childhood Conference (RMECC 2019)** from now through **Jan** Below is our early-bird pricing:



- Friday Only \$200
- Saturday Only \$150
- Friday and Saturday \$350
- Friday + Saturday keynote only \$250
- Saturday keynote only \$100

After January 31st, these prices increase by **\$50**, and – new this year – you can choose the workshops that appeal to you during registration! The earlier you register, the better chance you have at securing the workshops you want to attend, and with so many sessions on a variety of early childhood topics, there's something for everyone to enjoy.

We're excited to reveal new developments for a couple of our workshops! Keynote speaker, **Dr. Dana Winters** will be conducting not just one, but **two sessions on Simple Interactions!** Or, enjoy motivational speaker **David McMurtry's** session – **Become a Person of Influence** – now with a **larger seating capacity**. Come learn from these and an array of other phenomenal speakers on important topics for early childhood professionals! Check out the full list of sessions here: <https://bit.ly/2yMiZX0>.





# Within the Heart of Community, Everybody Belongs

FEB.  
14-15  
2019

2019 PEAK Parent Center  
Conference on  
**INCLUSIVE**  
EDUCATION

## Plan now to attend the 33rd Annual Conference!

February 14-15, 2019 • Denver, Colorado

- Explore practical strategies and resources
- Connect to the latest evidence-based research
- Stay current on emerging issues

## Keynote Presenters

- Paula Kluth
- Jonathan Mooney
- Rosemarie Allen
- Dale DiLeo

The ultimate experience  
for everyone  
interested in Inclusive  
Education!

This conference  
will sell out,  
**REGISTER**  
**TODAY!**

Presented by



## What is the PEAK Conference on Inclusive Education?

Inclusive education is a process of school reform that creates equity in education and increases achievement for ALL students. In inclusive schools students, families, general and special educators, administrators, support staff, and community members work together to make curriculum accessible to all learners and to differentiate instruction. This conference brings these groups together to learn, collaborate, and focus on strategies that work. The ultimate goal is participation by all students, regardless of ability, to lead rich lives of belonging in their communities.

## Who attends the PEAK Conference on Inclusive Education?

EVERY PERSON involved in the education and inclusion of diverse learners.

- Family members
- Self-Advocates
- School Administrators
- General Education Teachers
- Special Education Teachers
- College Students

## What to expect in 2019:

- Immersion into inclusive education, educational tools, and practical applications for making inclusive education work.
- Cutting edge keynote presentations.
- Engaging breakout sessions by expert presenters to dive deeper into topics related to inclusion.
- Networking with others committed to making schools work for all children and building communities where everybody belongs.

## Keynote Presenters:



**PAULA KLUTH** River Forest, IL

Paula Kluth is a consultant, author, advocate, and independent scholar who is dedicated to promoting inclusive schooling and exploring positive ways of supporting students with disabilities. She collaborates with schools to create environments, lessons, and experiences that are inclusive, respectful, and accessible for all learners. Paula has authored and co-authored more than 15 books and products. She is a former special educator who has served as a classroom teacher and inclusion facilitator.



**JONATHAN MOONEY** Santa Monica, CA

Jonathan Mooney is an award winning writer, activist, and entrepreneur who did not learn to read until he was twelve years old. His work has been widely recognized for its innovation and social impact. Jonathan is the author of "Learning Outside The Lines" and "The Short Bus: A Journey Beyond Normal." Both books are considered foundational texts in the disability rights movement, the inclusive education movement, and the learning revolution, and are used in undergraduate and graduate programs across the country.



**ROSEMARIE ALLEN** Denver, CO

Rosemarie Allen has served as a leader in early childhood education for over 35 years. Her life's work is centered on ensuring children have access to high quality early childhood programs that are developmentally and culturally appropriate. Rosemarie has served on President Obama's My Brother's Keeper (MBK) initiative, Early Childhood Task Force. In that role, she was the national expert on implicit bias and culturally responsive practices. She authored a course for MBK to be distributed nationally in efforts to reduce and ultimately eliminate preschool suspensions.



**DALE DILEO** St. Augustine, FL

Dale DiLeo is an advocate for the employment of people with disabilities. As an author and international speaker, he has worked to end the segregation of people with disabilities in the workforce. Dale has written several books that focus on the "how to" of supported employment, and will be a highlight to those families and professionals assisting youth in the transition process. He is the Past President of the Board of the Association for Persons in Supported Employment (APSE).

**Plus MANY More!** Keep up to date about additional presenters and sessions on our website:

- 2019 Presenters: [bit.ly/PEAKPresenters](http://bit.ly/PEAKPresenters)
- 2019 Sessions: [bit.ly/PEAKSessions](http://bit.ly/PEAKSessions)



## Registration

*This Conference WILL SELL OUT - Register Before It's Too Late!*

### The Registration Fee

- Gives you access to all sessions on Thursday and Friday. (Because this conference is designed as a two-day event, single day registration is not available.)
- Is Non-Refundable.
- Includes lunch on Thursday, February 14 and Friday, February 15.

### Two Easy Ways to Register

- Online with a credit card at: [bit.ly/PEAKConfRegistration](http://bit.ly/PEAKConfRegistration)
- By check or purchase order: mail a completed PDF/paper registration form with your payment/PO to PEAK. Download the PDF/paper registration form at [bit.ly/PEAKConfRegistration](http://bit.ly/PEAKConfRegistration).

### Early Registration Rates

**(Valid Through January 16, 2019)**

- Early Professional Registration: \$265
- Early Family Member, Person with a Disability, or Student Registration: \$170

### Regular Registration Rates

**(Valid January 17, 2019 until SOLD OUT)**

- Regular Professional Registration: \$320
- Regular Family Member, Person with a Disability, or Student Registration: \$210

## Youth Leadership Summit

Got Youth?

### Come Build Your Voice!

Learn about community leadership, self-advocacy, and inclusive strategies. The Youth Leadership Summit runs concurrently with the Conference on Inclusive Education, and is open to youth with varying abilities/disabilities (self-advocates) ages 16-21.

For more information and to register go to [bit.ly/PEAKYouthLeadershipSummit](http://bit.ly/PEAKYouthLeadershipSummit)

### Youth Leadership Summit Registration

Deadline: January 18, 2019

Registration Rate: \$150

Note: Registration is handled separately from the conference registrations. Space is limited to 20 participants and because of design and space limitations, pre-registration is required. No walk-up registrations will be accepted.

## General Information

### Location

The Renaissance Denver Stapleton Hotel (3801 Quebec Street, Denver, CO 80207) is the location for all conference sessions, guestrooms, and festivities. When booked by **January 16, 2019**, or until the rooming block sells out, conference attendees are eligible for discounted room rates of \$131 per night (for single or double occupancy). Call 303-399-7500 to book your room at the discounted rate. When calling, be sure to mention the group name "PEAK Parent Center 2019 Conference."

### To learn about

Scholarships, Parking, Transportation, Continuing Education Credit, Meals, Spanish, CART, and/or Sign Language Interpretation, Preliminary Conference Schedule, and more:

- visit [bit.ly/AboutPEAKConf](http://bit.ly/AboutPEAKConf)
- email: [conference@peakparent.org](mailto:conference@peakparent.org)
- call 719.531.9400

### No Refund Policy

PEAK Parent Center has a No Refund policy and cannot refund credit cards or release purchase orders if you must cancel. However, for \$30 your registration can be transferred to a friend or colleague.

### About PEAK Parent Center

PEAK Parent Center is a nonprofit that works every day to ensure that all people with disabilities are fully included in their neighborhood schools, communities, employment, and all walks of life. A Parent Center founded in 1986, PEAK offers an array of free and low-cost services to families of children with disabilities and self-advocates across Colorado and beyond.



For updates about speakers, sessions and festivities check out:

Web: [bit.ly/AboutPEAKConf](http://bit.ly/AboutPEAKConf)

Email: [conference@peakparent.org](mailto:conference@peakparent.org)

Phone: 719.531.9400

Facebook: PEAK Parent Center

Twitter: @PEAKParent



Conference Theme inspired by **Dan Wilkins**

NHSA EVENT

# 2019 National Head Start Conference

April 28th - May 3rd, 2019

### Where?

The 2019 National Head Start Conference and Expo will be held at the San Antonio Convention Center in San Antonio, Texas.

### When?

Unless attending a pre-conference event, attendees should plan to arrive on Sunday, April 28th, and leave on Friday, May 3rd.

### Registration

Registration is not yet open. Fill out our form to be the first to know when it's available!

[Get notified](#)

## Head Start's Premiere Annual Gathering

**Head Start's can't-miss event of the year is here.** As the largest national conference devoted to all things Head Start, the 46th annual National Head Start Conference and Expo will bring everyone together for a week of sharing knowledge, networking with peers, and celebrating achievements. Whether you're a Director, Administrator, Manager, Teacher, Policy Council Member, Parent, Community Partner, Board Member, or serve Head Start in another role, this conference is for you!

**What can you expect at the national conference?** Check out last year's slate of more than [100 sessions](#) for an idea of the breadth and depth of content that you can look forward to. In addition to sessions and panels, we will offer networking opportunities, fun after-hours events, and the nation's largest exhibit hall dedicated to Head Start, complete with raffles, freebies, and souvenirs.

### Why is the National Head Start Conference such an important event?

The Head Start community is driven like none other to provide opportunities for success in the lives of our nation's most vulnerable children and families. It's important that our community gathers together every year to refresh our commitment to Head Start's vital mission, and discuss the latest developments, innovations, and obstacles in early childhood. Only by stepping away from our day-to-day work can we look at the big picture and help propel Head Start to even greater heights.

### LINKS



#### Interested in Marketing or Advertising?

To inquire about marketing or advertising opportunities, contact [Laura Henry](#) at the link above.



### Become a Member

Become part of the national community.

**POLICY COUNCIL**  
**Meeting of December 19, 2018**  
**Junta del 19 de diciembre del 2018**



## **Delegate Agency Reports**



## Denver Great Kids Head Start

December 2018, Clayton Early Learning Policy Council/Committee Report

### Program Updates

- **Last Policy Committee Meeting Date: 12/06/18**
- **Update on last Policy Committee meeting:**
  - Standard operating procedures- update on the process for revision of SOPs
  - Review, discuss, and approve self-assessment results and action plans
  - Policy Committee training
    - Review and discuss personnel/on-boarding process and policies
    - ERSEA Training
    - Health Advisory Committee role and responsibilities
  - ERSEA Report
  - Financial Update and Review
  - Federal Updates
    - Planning for the Holidays
    - Grant Application Close Date
    - FY 2019 Head Start Funding Increase
- **Strengths/Highlights:**
  - Culture Night (A taste of Clayton) was celebrated on Friday, December 7<sup>th</sup> 3:30 to 6:00 PM
  - HS classrooms attended Denver Center for Performing Art's Production of Corduroy
  - Self-Assessment including action plans were completed and presented to Policy Committee and Board of trustees
  - Families in need received resources and referrals for holiday food and toys and an opportunity to request a free bike from AME Church
  - Teaching teams, CFEs and specialists completed parent /teacher conferences
  - Clayton has applied for additional funding to support Fatherhood Leadership Committee
  - We had another successful School Readiness Fair
- **Trainings:**
  - Three school based Child Family Educators attended Family Support Core Training offered by Educare in Chicago.



- Conscious Discipline team continues to meet to ensure that CD strategies and practices are embed in the classrooms
- New staff on boarding training will be held on the week of 12/17/18.
  
- **Needs/Challenges:**
  - Finding qualifies subs to support with teacher call ins and trainings

### Financial Updates

- USDA Meals: For October 2018 date we claimed \$ 19,471.99 in reimbursement and served 8,623 meals and/or snacks. (No) USDA/CACFP claims reduced or rejected for any reason.
- USDA Meals: For November 2018 date we claimed \$ 15,563.06 in reimbursement and served 6,825 meals and/or snacks. (No) USDA/CACFP claims reduced or rejected for any reason.
- Financial Status: We have expensed \$151,216.76 from Oct 1, 2018 to Oct 31, 2018. As of Oct 31st, 2018, we have expended \$462,280 for our total Head Start grant award of \$1,297,191 which is 35.64% of the total grant.
- Also we have reported \$37,804.18 of our non-federal share total of \$324,298 which is 25% of total non-federal share for the month of October 2018. Next Policy Committee

Next meeting date February 7, 2018 @ 5:30 pm @ Clayton Educare Multipurpose Room).



Denver Great Kids Head Start  
**Denver Public Schools**  
**Parent Policy Council Report**  
December 2018

## Program Updates

### **Last Parent Policy Committee Meeting Date:**

- November 7, 2018 (We don't have PPC in December)

### **Update on last Parent Policy Committee meeting:**

- The new 2018-19 elected officers welcomed parents and facilitated the meeting.
- The new PPC meeting location at Corky Gonzales Library has been great except for a limited number of parking spots because of nearby construction workers who park their oversized vehicles in the library's parking lot.
- November's meeting was well-attended and there was much excitement and energy.
- Topics included reporting on Parent Policy Council updates, providing membership pins to all parents, developing meeting agreements, sharing the financial status, brainstorming and voting on a potential Men's Head Start group, sharing family services resources, and center reports.

### **Strengths/Highlights:**

- The PPC meeting location and time has been working great! The nearby childcare room and larger room has all the needed furniture, equipment and technology to hold a successful meeting.
- Our Parent Policy Committee meeting in September which focused on PPC Officer Elections produced a smooth transition for the new officers who started their roles in October.
- Nearly all parent surveys from CCR were returned and submitted for analysis.
- Dental, vision, and hearing screenings for all 302 children were completed by October 4<sup>th</sup> as required by Head Start.
- All teachers completed their first TSGold checkpoints by October 22 as required.
- Four of the five Parent Policy Committee Officers met during a special meeting to update the PPC's bylaws on Thursday, December 13, 2018.



### **Trainings:**

- DPS Head Start Staff had a Professional Development Morning and Lunch Training on October 22, 2018. Teachers and paras visited each other's classrooms to observe and ask questions of each other, then met during lunchtime to debrief.
- DPS Head Start Staff had a Professional Development Day Training on November 16, 2018 to meet licensing requirements and best practices.
- The director will be attending the National Head Start Association Parent Engagement Conference from December 17 to 21, 2018.
- Three of the four Parent Policy Council Members attended the special training by Denver Great Kids Head Start on Saturday, November 17, 2018.

### **Needs/Challenges:**

- Gentrification and a decrease in qualified preschoolers continue to be factors in certain regions of the city. This has caused us to consider relocating two classrooms, 34 slots, from the Center for Talent Development at Greenlee, to another DPS school.
- Based on data from the Community Assessment and DPS, Swansea was selected as a primary choice to move these slots.
- Swansea Elementary School leadership and teachers have met with DPS Head Start management. Swansea has accepted the request to move 34 slots there starting the 2019-20 School year.
- Our new database management system, myheadstart.com, has had its challenges in transferring data from our district's database for attendance and health, but it is getting better.
- Correcting specific school site Health and Safety Findings can sometimes pose a challenge because school leaders must place orders for bigger, non-classroom items such as removing unused sandboxes or replacing broken vents.
- Charges to some DPS Head Start parents had been sent for tuition, meals, and dental services, and parents reported feeling skeptical, anxious and uncertain. Some expressed consideration in leaving the program. Corrections continue to take precedence with a focus on eliminating all charges for all DPS Head Start families before the winter break.

### **Miscellaneous**

- The next DPS HS Parent Policy Committee is scheduled to take place on January 16, 2019 from 10:30 am to 1:30 pm at Corky Gonzales Library.
- There will be no classes in DPS from December 24, 2018 to January 4, 2019. Classes will resume on Monday, January 7, 2019.



## Denver Great Kids Head Start

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

#### Program Updates for November 2018

**Last Policy Council Committee Meeting Date:** 12/11/18

**Update on last policy committee meeting:** Family Star is applying for additional funds from Denver Great Kids for Quality Teaching and Retention. They will use the funds to create a Leadership Institute for teachers that will include sessions how to support children with challenging behaviors and how to improve their attitudinal behaviors as leaders. Construction for the expansion at the Northwest School is complete and the two new classrooms will open on January 7<sup>th</sup> when students return to school.

**Strengths:** The program hired a new Child Family Advocate, who was formerly a member of the EHS Policy Council. This will allow the current CFA to move into the role of the Recruitment and Enrollment Coordinator position. Family Star recently received a Delta Dental Grant to focus on Oral Health. This will include implementing an oral health curriculum in the classroom and for parent/caregiver education. All delegates are welcome to attend any of the education opportunities. More details to come.

**Trainings:** All teaching staff completed trauma-informed care training and they have begun receiving reflective consultations. Family Star staff continue to participate in discussion and training sessions on Diversity, Equity and Inclusion. Every staff member attended a lunch and learn session.

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

#### Financial Updates

**USDA Meals:** For 11/30/18 we claimed \$9,898.31 in reimbursement and served 6,948 meals and/or snacks. (NO or Yes) USDA/CACFP claims reduced or rejected for any reason.

**Financial Status:** As of 9/30/2018 we have expended \$117,415.65 of our total Head Start grant award of \$222,000 (including the COLA) which is 53% of the total grant (Federal Share portion). 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 1/8/18; 5:30 pm – 7:00 pm; Northeast School**

Denver Great Kids Head Start  
December 2018

**Mile High Early Learning  
Policy Committee Report**

**Program Updates**

- **Last Policy Council/Committee Meeting Date:** November 14, 2018
- **Update on last Policy Council/Committee meeting:** During the November 14, 2018 During the November 14, 2018 the Policy Committee received training on the A-133 audit and it was approved. They also received training on the Variance Report and the Reimbursement Policy by Jeff Groton, Director of Finance. The PC approved revisions to the Head Start Policy Committee By-laws.
- **Strengths/Highlights/Trainings:** The month of November was engaging for parents and teachers since this was the month for the first Parent Teacher Conference to happen for this school year. The Parent Teacher Conferences are the time for teachers to share the results of the first Teaching Strategies checkpoint and the results from the developmental and social emotional screening that took place within the first 45 days of when school began. We also had somewhat of a shortened month due to the Thanksgiving Holiday. During the month of November, we also continued our Race and Equity work with two days of ongoing training and planning for the next school.
- **Needs/Challenges:** Our challenges continue to be staffing. All of the Head Start lead teacher positions are filled; we continue to have openings with teacher assistant and staff aid positions. The Human Resources department continues to work on bringing new staff in as quickly as possible to fill the vacancies. We hope to have the majority of open positions filled in January.

**Financial Updates**

- **USDA Meals:** For October 2018, we claimed \$35,004.22 in reimbursement and served 18,238 meals and/or snacks. No USDA/CACFP claims reduced or rejected for any reason.
- **Financial Status:** As of September 2018 we have expended \$630,927.93 our total Head Start grant award of \$1,812,251.00 which is 35% of the total grant. Also, we have reported \$26,003.04 of our non-federal share total of \$453,063.00, which is 17% of the total non-federal share.

Next Policy Committee Meeting  
December 19, 2018  
5:30-7:30

Rude Park Early Learning Center, 1275 Decatur St., Denver CO, 80204



November 2018

Sewall Child Development Center Delegate Agency  
Policy Committee Report

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Program Updates for November 2018

Last Policy Committee Meeting Date: November 27, 2018

**Update on Last Policy Committee Meeting:**

On October 30, there was a meeting with community partners at Dahlia Health and Wellness Campus and the Junior League of Denver. There were no parents present at that meeting. We discussed ways to recruit and involve parents. There were good suggestions made.

On November 27, 2018 we met with 12 people, including 7 parents. 2 parents, Renee Marcoux and Monique Fox were nominated and accepted positions as delegates to the Policy Council. Other parents wanted to check with family and consider positions as alternates.

- ERSEA trainings for December 11 unless they require additional time, in which case we'll need to schedule separately
- Winter Festival was discussed and a January Date will be discussed

**Strengths/Highlights:**

- Ongoing affiliation with the Junior League's Kids Connect program
- Both sites had successful Fall festivals
- Dental screenings were completed
- A Third Grade Classroom with the Denver Expeditionary School made 2 visits to read and interact with the Children, they also plan to do a fundraiser for our school
- Staffing has improved with hires made in the ECE positions
- CLASS observations are being completed
- Food program is approved for both sites
- TS Gold Completed on time for both sites

**Trainings:**

- Reggio trainings and practice is ongoing during staff development and team meetings
- New staff was able to complete online trainings for required certifications
- Culture of Wellness
- Next formal professional development day is January 4, 2019

**Needs/Challenges:**

- Continued needs for ECEs and ECSEs
- Continued needs to make sure we are on track with Head Start deadlines and requirements
- High number of children with significant needs

Next Policy Committee Meeting is scheduled for December 11, 2018 from 5-6:30 at ZPlace.

## Program Updates

### Last Policy Council Meeting Date: November 26, 2018

- **Update on last Policy Council/Committee meeting:**
  - Attendees discussed the creation and roll out of the 2018-2019 Parent Policy Council Committee at Volunteers of America Early Childhood Education Center. Group discussed promotion of meeting to increase attendance, the role and commitment of new representatives, the need to update current job descriptions and bylaws.
- **Strengths/Highlights:**
  - August 20, 2018 Literacy kick off and ice cream social
  - Volunteers of America Early Childhood Education Center partnered with the Denver Public Library for a Parent Play and Learn.
  - September- October Culture of Wellness Series
  - October- November Cooking Matters Series
  - November 13<sup>th</sup>, Don't Worry Be Healthy
  - November 19<sup>th</sup> Turkey Basket Distribution via Volunteers of America Turkey basket program
  - Completed two full Pop up Markets with clothing and food for families
  - Completed three We Don't Waste days for families
  - All families adopted for Holidays via Volunteers of America "Adopt A Family Program", distributions in mid-December
  - December 17<sup>th</sup> Turkey Basket Distribution via Volunteers of America Turkey basket Program
  - Started small on site food pantry
  - Started small on site clothing closet
  - Families have been made aware of Volunteers of America Camp POSTCARD program for eligible 5<sup>th</sup> and 6<sup>th</sup> graders in the family.
  - Three coffee and cookies events for parents celebrating excellent attendance.
  - Implementing the HEARTS program at Volunteers of America Early Childhood Education Center.
  - Positively impacted and moved 3 families out of homelessness via Volunteers of America support.
- **Trainings:**
  - Two Family Service workers completed their Family Development Credential and passed the exam.
  - One of the Assistant teachers completed her CDA.

**COLORADO BRANCH**

- Two teachers continue to work towards their Associates Degrees, two towards their Bachelor's Degrees, one teacher and one Family Service Worker continue to work towards their Master's degree.
- All teachers completed two weeks of intensive preservice to include: Teaching Strategies Gold, Creative Curriculum, Conscious Discipline, Motivational Interviewing Trauma informed care, Head Start 101 and a deep dive with Denver Health- Health Administration Nurses, Sewall as well as Denver Health Mental Health, Early Childhood Mental Health Consultants.
- Teachers continue with Conscious Discipline modules.
- Entire staff team and administrators completed HEARTS training and are working with Resilient Futures for full implementation.
- All strength needs assessments and Family Partnership Agreements have been completed.
- New Policy Council representatives completed training and were seated.
- Working on our Self Study and prep for Grant.
- Working to identify best course of action for new mini grant available through City and County of Denver.
- Families are using their 5X5 passes for cultural sites and events.
- Staff members are using their 5x5 passes for cultural events.
- Planning for onsite Conscious Discipline training for families.
- **Needs/Challenges:**
  - Access to supportive housing services for families. Our families are experiencing a higher than typical amount of homelessness.
  - Increase Parent engagement in Policy Committee.
  - Resources for student fidgets and sensory toys.
  - Resources for parent prizes to support continued engagement
  - Qualified Head Start Teachers- 2 Lead teachers and an Associate have resigned
  - Need for qualified substitute teachers

## **VIII. OTHER**

### **a) Program Content Area Reports**



## Policy Council Content Area Reports

December 19, 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](mailto:Christopher.Auer@denvergov.org)

Last meeting:

Next meeting date:

#### Disabilities and Mental Health Update:

##### Coordinator meeting –

The next education, disabilities and mental health coordinator meeting will be December 18, 2019. Agenda will include a debrief of training presented on 504 plans and continuing to determine next steps for implementation.

##### Conscious Discipline Parent Training –

Volunteers of America – January 16, 23, 30; February 6<sup>th</sup> – from 8:30 – 10:30 – breakfast will be served.

##### Trauma Informed Care –

DGKHS staff participated in leadership training on November 30. Staff also spent time planning for the implementation of trauma informed care during 2019.

##### 504 Plans –

An overview was presented to management team on December 5. Parent-Student rights in English and Spanish, and all training materials currently received have been distributed to management team, and disabilities, mental health, education coordinators. An introductory training will be provided at the cross-content area meeting to all coordinators on January 18. Following this training, a date will be set to train staff on Enrich, the DPS system used to develop and store that actual 504 plan.

Annual Report – currently in process at designer.

##### Comprehensive File Audits –

DGKHS have been out to delegate agency sites to complete cross-content file audits. As of December 10, Family Star and VOA have been completed. Clayton and Mile High are scheduled the week of December 10<sup>th</sup>.

Status of IEPs – Data Received November 10<sup>th</sup> for October 2018 (December's data will be received 12/10/18)



<b>Delegate</b>	<b>Number of IEPs</b>	<b>Percentage</b>
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>



**Family Services**

**By Lori Medina, Head Start Health Services Director**

**Last meeting date: November 1, 2018**

**Next meeting date: January 10, 2019**

**Family Services Updates:**

**Complete Child File Audits:**

During the month of December our Head Start team has been conducting complete child file audits. These file audit consists of reviewing eligibility, health, education, disabilities and mental health components and services provided to Head Start children. The purpose of these audits is to identify strengths and opportunities for growth or gaps in services simply to enhance the quality of our program and ensure compliance with Head Start performance standards.

**Financial Literacy:**

Starting in January DGKHS delegate agencies will have the opportunity to host financial literacy education classes at their Head Start programs. In the next few weeks our office will be working with the city's office of Financial Empowerment to discuss our partnership. This conversation will include what supports and services will be provided for Head Start as well as other innovative strategies to elevate the Head Start community.

**Enrollment and Attendance:**

We are happy to report that for the months of October and November we reported full enrollment at 1153 kids enrolled in our Head Start program.



**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 date: November 16, 2018**

**Next meeting date: January 18, 2018**

**Health Program Updates:**

- Marion Downs Center proposed a revision to the vision protocol for the Head Start children being screened in our centers. This revision will update that Marion Downs is utilizing the ABC Checklist. If there are concerns, a referral to the Delegate Health team will be made immediately so that families will get same day follow up discussion and support. The Health team discussed and agreed to the update.
  
- Dental screening discussion continues to focus on how to make this process more efficient for all involved: children, families, staff, and Dentists.
  
- UCLA Health Care Institute contacted the DGKHS team to discuss the success of the Don't Worry Be Healthy Classes. The number of participants for these classes exceeded any other delegate in the Cohort. We completed the classes with over 200 people, and 172 families. This exceeded the goal set by 72 families! The Health Institute called to ask for permission to share our results and work plan with the Office of Head Start in Washington D.C.
  
- **Health Beat Newsletter:**  
Injuries are the #1 killer of children in the United States!  
**Many childhood injuries are predictable and preventable. You can protect your family by taking action to prevent injuries at home:**
  - **Falling is part of learning** – Use safety gates and create a fall-safe environment.
  - **Poisoning** – Young children want to touch, taste, and smell things around them. Keep chemicals and medication out of the reach of children. Watch for Christmas ornaments, plants, and alcohol beverages.
  - **Drowning** – Young children love water. The best way to keep them safe is to watch them always. No standing water accessible to them, ever. Use toilet seat locks.
  - **Motor Vehicle** – Always use child safety seats. Don't drive after drinking alcohol.
  - **Fire/Burn** – there are many places at home where children can get burned. Keep them away from hot stoves and ovens.
  - **Suffocation** – Many things can cause a child to stop breathing. Learn about safe sleeping and choking hazards.



**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: November 27, 2018**

**Next meeting date: January 18, 2019**

**Education Updates:**

In the last Education/Disabilities meeting we discussed 504 plans. There will be continuous conversations at all content area meetings.

It was discussed how DGKHS can support the programs when classrooms are challenged.

**DGKHS can offer the following** –We can purchase classroom materials – books, tapes, sensory materials, and anything else that would help the child and teaching team be successful.

1. Liane can work in partnership with coach to further support the teaching team, as well as observe in the classroom and provide suggestions on additional strategies and materials.
2. Chris can help strategize with you, assist with observations, and work with you to support the teaching team in tracking behaviors and help with coordination.
3. We can meet regularly with the child/family's team to provide ongoing assistance as needed (teacher, family service worker, coach, you, therapist, etc.)
4. If there are any needs that become apparent as the therapist and family services worker provide support to the family, we can also look to bridge those needs in partnership with you in the future.

Programs were reminded that CLASS scores are due in December. I have received some. When all the scores are in I can present on our aggregate data.

Here are some activities to try with your children over their break.

**A winter walk:** Go for a walk around the neighborhood. Talk about the changes they see in nature.

**Snowman snack:** Place two English muffin halves on a plate, one above the other, like a snowman spread plain cream cheese add blueberries for eyes a small carrot slice for nose and black olives chopped for mouth and buttons.

**Count and graph:** Cut out the winter items, have your child count them (together) and place or glue them in the numbered box that matches the quantity. See attached sheet.

# COUNT, AND GRAPH

1

2

3

4

5

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**POLICY COUNCIL**  
**Meeting of December 19, 2018**  
**Junta del 19 de diciembre 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 x 0.535) = \_\_\_\_\_

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

**TOTAL REIMBURSEMENT AMOUNT:** \_\_\_\_\_

11002/0104101/GR00000896

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

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

**POLICY COUNCIL**  
**Meeting of December 19, 2018**  
**Junta del 19 de diciembre del 2018**



## **X. MEETING ADJOURNMENT**

