



**POLICY COUNCIL MEETING**

**Wednesday, January 23, 2019  
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  
Sherryl 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 January 23, 2019**  
**Junta del 23 de enero del 2019**



## **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 Atiliano	Mayor	CR	X	X									
Yvette Evans	CCoun	CR	X	X									
Jennifer Garcia Rosendo	Mayor	CR	A	A									
Marilyn Halpern	CCoun	CR	X	X									
Tricia Hudson	Mayor	CR	E	X									
Sherryl Kraizer	CCoun	CR	X	E									
<b>Parent Representatives</b>													
Brandan Burns	CC	PR	X	X									
Jessica Comejo	VOA	PR	X	A									
Elinor Dvir	VOA	PR	X	X									
Jonathan Grisby	CC	PR	X	X									
Allyson Grooms	CL	PR	A	A									
Erica Jones	DPS	PR	X	X									
Sachi Kaleikau-Takaoka	FS	PR	X	X									
Nancy Louvet	CL	PR	X	X									
Renee Marcoux	SW	PR	X	X									
Karina Mendez	DPS	PR	X	X									
Donna Mendez	MHEL	PR	X	X									
Monique Fox	SW	PR	X	X									
Jasmine White	MHEL	PR	X	X									
<b>Parent Alternate Representatives</b>													
Manuel Alvarado	VOA	APR	A	E									
Cassie Hamilton	CC	APR	X	X									
Nora Gallegos	CC	APR	X	A									
Pela Gambrell	VOA	APR	A	A									
Adam Harmon	CL	APR	A	A									
Janelle Jenkins	CL	APR	X	X									
Ana Landeros	DPS	APR	X	X									
Dielaha Nunn	DPS	APR	X	A									

**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, January 23, 2019  
 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 (December 19, 2018): (4 minutes)	x	x	x
V. Directors Report (5 minutes)	x	x	
VI. Financial Briefing: (5 minutes)	x	x	
VII. New Business:			
a) Community Assessment Presentation (30 minutes)	x	x	
b) ERSEA Eligibility (5 minutes)	x	x	
c) Policy Council Reimbursement Budget Update (10 minutes)	x	x	x
d) DGKHS Grant (10 minutes)	x	x	
e) PEAK Conference Attendees (2 minutes)	x	x	
f) 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:**

- |             |   |
|-------------|---|
| January 25  | Health Team Meeting                     |
| February 7  | Family Service / Health Team Meeting    |
| February 20 | Disabilities/Mental Health Team Meeting |
| February 22 | Health Services Advisory Meeting        |
| February 26 | Education Coordinator Meeting           |
| February 27 | 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**  
**(December 19, 2018)**

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

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

## Policy Council Minutes

December 19, 2018

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- Attendees:** *Parent Representatives:* Brandan Burns (Catholic Charities), 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 (Mile High Early Learning)  
*Parent Alternates:* Cassie Hamilton (Catholic Charities), Janelle Jenkins (Clayton), Ana Landeros (Denver Public Schools)  
*Community Representatives:* Vera Atilano, Yvette Evans, Marilyn Halpern, Dr. Tricia Hudson,
- Excused:** *Parent Representatives:* Jessica Cornejo (Volunteers of America), Allyson Grooms (Clayton)  
*Community Representative:* Sherryl Kraizer
- Absent:** *Parent Alternates:* Manuel Alvarado (Volunteers of America), Nora Gallegos (Catholic Charities), Pela Gambrell (Volunteers of America), Adam Harmon (Clayton), Dieliaha Nunn (Denver Public Schools)  
*Community Representative:* Jennifer Garcia Rosendo  
*Guests:* Angela Durlin (Family Star), Danielle Meir (Volunteers of America)
- 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), Adella Arredondo (Head Start Family Service Director), Alicia Boyd, (Five by Five Director), Caridad Nevarez (Head Start Office Manager)
- Minutes:** Caridad Nevarez (Head Start Office Manager)

### I. WELCOME/ROLL CALL:

At 5:50pm. The meeting was called to order by Yvette Evans Policy Council Chair. Roll call was taken by Janelle Jenkins. 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 Elinor Dvir the motion carried.

### IV. MINUTES FOR APPROVAL (Minutes from November 28, 2018).

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

### V. DIRECTORS REPORT

Dr. Martinez went over his director's report with the Policy council. DGKHS received 6 grant application for the City dollars and will be reviewing all applications. DGKHS has some questions and will be sending the questions back to the delegate agencies. Dr. Martinez also spoke about the monthly cost of the Policy Council meetings and how it has tripled the amount in food, childcare, and mileage reimbursement. Dr. Martinez and Adella will be discussing possible solutions with the executive committee and bringing their

## Policy Council Minutes

December 19, 2018

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proposals to the policy council in January for a vote. The directors report was part of the meeting packet. Please refer to it for further details.

### VI. FINANCIAL BRIEFING

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

### VII. NEW BUSINESS

#### A. Election of Officers

Adella facilitated the Policy Council officer elections. Adella asked Policy Council members who were interested in running for an officer position to provide the council with a one-minute statement addressing: Why they want to serve in that role, their commitment to the time and responsibilities required of the officer position and anything else they wanted to include in their one-minute statement.

The outcome of the Policy Council elections resulted in the following officers:

Chair: Yvette Evans– Community Representative (Former Head Start Parent seat)

Vice-Chair: Jonathan Grisby (Catholic Charities)

Treasurer: Brandan Burns (Catholic Charities)

Secretary: Jasmine White (Mile High Early Learning)

Parliamentarian: Janelle Jenkins (Clayton)

#### B. Conscious Discipline Overview

Liane gave an overview of the Conscious Discipline. She went over the 10 modules that staff are taking and gave a brief explanation of “Brain States”. Liane also spoke about the trainings at the delegate agencies and encouraged parents to attend any of the upcoming trainings. Liane thanked Chris for applying for grants to be able to support in the Conscious Discipline training. Caridad will be sending a link for parents to access videos on Conscious Discipline. A brief discussion followed.

#### C. Trauma Informed Care Update

Chris spoke about the Trauma Informed Care that is being offered by Resilient Futures. Chris told his own story about one of his students and how Trauma Informed really works. A flyer was part of the meeting packet. A brief discussion followed.

#### D. Upcoming Training Opportunities

Adella gave a description of each of the upcoming training opportunities with the policy council. Adella encouraged parents to sign up to attend the PEAK, Rocky Mountain Early Childhood Conference and the National Head Start Association conferences. Adella passed around a signup sheet. Caridad will follow up with parents that signed up and make sure they are still interested and will then sign the parents up to the conferences.

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**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.

**VIII. OTHER**

**A. Program Content Area Reports**

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

**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 7:15p.m. The next Policy Council meeting is January 23, 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.

**POLICY COUNCIL**  
Meeting of January 23, 2019  
Junta del 23 de enero del 2019



## **V. DIRECTORS REPORT**

## **VI. FINANCIAL BRIEFING**



**DGKHS Director's Report  
January 23, 2019**

**I. Head Start Cost of Living Increase**

On January 10, 2019, we received our intent to fund letter from the Office of Head Start. Included in the amount was \$165,232.00, which represents a cost of living adjustment of 1.77 percent which will be passed on to the delegate agencies with their base funding in July. Based on this amount funding letters were provided to each agency to include in the application for refunding.

**POLICY COUNCIL**  
Meeting of January 23, 2019  
Junta del 23 de enero del 2019



# **FINANCIAL REPORT**

DECEMBER 2018

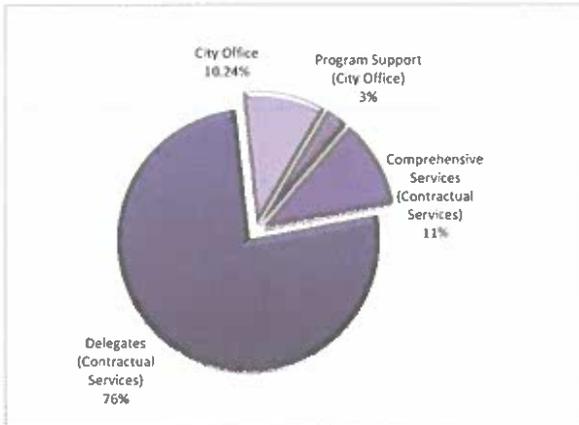


2018 - 2019 Head Start Financial Summary

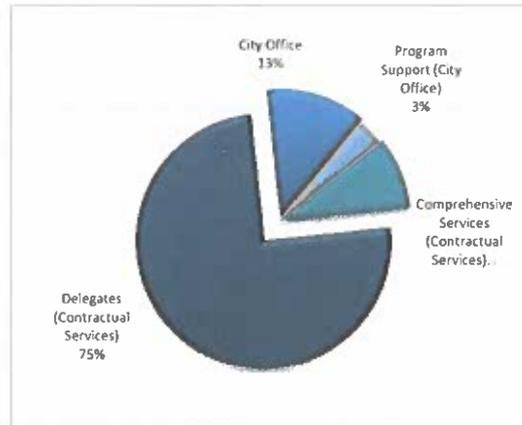
FEDERAL SHARE:

BUDGET CATEGORY	BUDGET	MTD FEDERAL SHARE EXPENDED	YTD FEDERAL SHARE EXPENDED	OVER/UNDER	% BUDGET REMAINING
City Office	963,516.12	84,959.14	440,269.37	523,246.75	54.31%
Program Support (City Office)	254,043.88	23,147.87	105,130.92	148,912.96	58.62%
Comprehensive Services (Contractual Services)	785,042.00	89,194.00	314,702.56	470,339.44	59.91%
Delegates (Contractual Services)	7,445,013.00	631,979.65	2,577,761.67	4,867,251.33	65.38%
<b>Total</b>	<b>\$ 9,447,615.00</b>	<b>\$ 829,280.66</b>	<b>\$ 3,437,864.52</b>	<b>\$ 6,009,750.48</b>	<b>63.61%</b>

% MTD FEDERAL SHARE EXPENDED



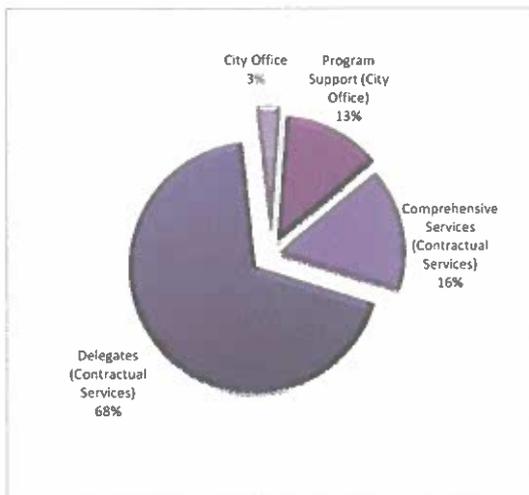
% YTD FEDERAL SHARE EXPENDED



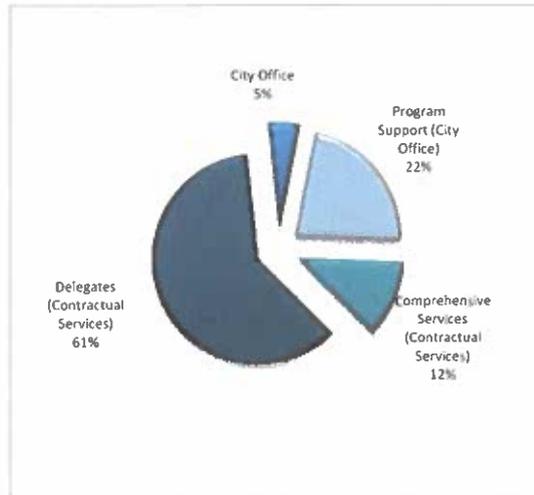
NON FEDERAL SHARE:

BUDGET CATEGORY	BUDGET	MTD NON FEDERAL SHARE	YTD NON FEDERAL SHARE	OVER/UNDER	% BUDGET REMAINING
City Office	51,397.50	4,456.74	24,657.08	26,740.42	52.03%
Program Support (City Office)	247,217.00	20,013.92	116,158.50	131,058.50	53%
Comprehensive Services (Contractual Services)	202,511.00	24,800.30	61,660.89	140,850.11	69.55%
Delegates (Contractual Services)	1,913,494.50	107,133.58	314,339.18	1,599,155.32	83.57%
<b>Total</b>	<b>\$ 2,414,620.00</b>	<b>\$ 156,404.53</b>	<b>\$ 516,815.65</b>	<b>\$ 1,897,804.35</b>	<b>78.60%</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 - December 2018

	Total Budget	% Grant Award	December Expenses	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed	% Variance
Personnel	644,278.84	6.94%	60,757.92	307,010.63	337,268.21	48.94%	50.00%	-1.06%
Fringe Benefits	204,731.28	2.27%	17,877.81	93,124.65	111,606.63	45.49%	50.00%	-4.51%
Staff Local Travel	2,000.00	0.02%	132.34	822.22	1,177.78	41.11%	50.00%	-8.89%
General Supplies	9,000.00	0.10%	731.26	4,617.13	4,382.87	51.30%	50.00%	1.30%
Disabilities Supplies	2,000.00	0.02%	498.13	498.13	1,501.87	24.91%	50.00%	-25.09%
Other General Admin	15,000.00	0.17%	1,958.81	3,442.89	11,557.11	22.95%	50.00%	-27.05%
Child Care	6,800.00	0.08%	820.00	2,500.00	4,300.00	36.76%	50.00%	-13.24%
Mileage / Transportation	1,900.00	0.02%	196.66	760.92	1,139.08	40.05%	50.00%	-9.95%
<b>Subtotal</b>	<b>885,710.12</b>	<b>9.61%</b>	<b>82,972.93</b>	<b>412,776.57</b>	<b>472,933.55</b>	<b>47.51%</b>	<b>50.00%</b>	<b>-2.49%</b>
<b>Committee Support</b>								
Policy Council								
- Food	8,000.00	0.09%	1,499.60	5,067.41	2,932.59	63.34%	50.00%	13.34%
- Facilities	1,400.00	0.02%	-	210.00	1,190.00	15.00%	50.00%	-35.00%
Health Services Advisory Committee - Food	1,500.00	0.02%	-	355.98	1,144.02	23.73%	50.00%	-26.27%
School Readiness - Food	500.00	0.01%	-	122.50	377.50	24.50%	50.00%	-25.50%
Health - Food	500.00	0.01%	-	122.50	377.50	24.50%	50.00%	-25.50%
Disabilities - Food	500.00	0.01%	-	257.97	242.03	51.59%	50.00%	1.59%
Family Services - Food	500.00	0.01%	-	297.75	202.25	59.55%	50.00%	9.55%
<b>Subtotal</b>	<b>12,900.00</b>	<b>0.14%</b>	<b>1,499.60</b>	<b>6,434.11</b>	<b>6,465.89</b>	<b>49.88%</b>	<b>50.00%</b>	<b>-0.12%</b>
<b>Communication &amp; Community</b>								
Translations & Interpretation	7,500.00	0.08%	55.30	711.98	6,788.02	9.49%	50.00%	-40.51%
Head Start Annual Report	2,400.00	0.03%	-	-	2,400.00	0.00%	50.00%	-50.00%
Comprehensive Community	-	-	-	-	-	-	-	-
- Printing	1,000.00	0.01%	-	-	1,000.00	-	50.00%	-50.00%
- Recruitment	15,000.00	0.17%	-	1,145.06	13,854.94	7.63%	50.00%	-42.37%
CCR Analytics (Family Outcomes)	6,000.00	0.07%	-	-	6,000.00	0.00%	50.00%	-50.00%
FDC	-	0.00%	-	-	-	0.00%	50.00%	-50.00%
<b>Subtotal</b>	<b>31,900.00</b>	<b>0.35%</b>	<b>55.30</b>	<b>1,857.04</b>	<b>30,042.96</b>	<b>5.82%</b>	<b>50.00%</b>	<b>-44.18%</b>
<b>City Office Training and Professional Development</b>								
City Head Start Staff	14,000.00	0.15%	-	2,575.43	11,424.57	18.40%	50.00%	-31.60%
City Controller's Office Staff	6,000.00	0.07%	-	3,981.25	2,018.75	66.35%	50.00%	16.35%
<b>Subtotal</b>	<b>20,000.00</b>	<b>0.22%</b>	<b>-</b>	<b>6,556.68</b>	<b>13,443.32</b>	<b>32.78%</b>	<b>50.00%</b>	<b>-17.22%</b>
<b>Content Area Training</b>								
School Readiness	4,500.00	0.05%	-	-	4,500.00	0.00%	50.00%	-50.00%
Health	4,500.00	0.05%	431.31	2,438.69	2,061.31	54.19%	50.00%	4.19%
Disabilities	4,500.00	0.05%	-	2,040.30	2,459.70	45.34%	50.00%	-4.66%
Family Services	4,500.00	0.05%	-	724.00	3,776.00	16.09%	50.00%	-33.91%
Policy Council	11,000.00	0.12%	-	1,091.59	9,908.41	9.92%	50.00%	-40.08%
Parent Training	12,000.00	0.13%	-	6,350.39	5,649.61	52.92%	50.00%	-2.92%
<b>Subtotal</b>	<b>41,000.00</b>	<b>0.45%</b>	<b>431.31</b>	<b>12,644.97</b>	<b>28,355.03</b>	<b>30.84%</b>	<b>50.00%</b>	<b>-19.16%</b>
<b>Program Support</b>								
5 BY 5 Program	16,456.88	0.06%	(2,529.00)	18,340.36	(1,883.48)	366.81%	50.00%	316.81%
Transitions	18,000.00	0.20%	120.00	120.00	17,880.00	0.67%	50.00%	-49.33%
Dance & Movement (CMDance)	60,000.00	0.66%	11,180.00	22,160.00	37,840.00	36.93%	50.00%	-13.07%
Health & Wellness (Univ of Colo)	35,585.00	0.39%	(15,185.53)	12,333.79	23,251.21	34.66%	50.00%	-15.34%
Resilient Futures Passageways	22,000.00	0.00%	18,312.40	18,562.40	3,445.60	84%	50.00%	34.34%
CLASS Training	3,000.00	0.03%	-	250.00	2,750.00	8.33%	50.00%	-41.67%
Math Enhancement (Erikson)	51,000.00	0.56%	11,250.00	28,403.67	22,596.33	55.69%	50.00%	5.69%
Financial Literacy	10,000.00	0.11%	-	-	10,000.00	0.00%	50.00%	-50.00%
Health Literacy	10,000.00	0.11%	-	4,960.70	5,039.30	49.61%	50.00%	-0.39%
<b>Subtotal</b>	<b>226,049.88</b>	<b>2.13%</b>	<b>23,147.87</b>	<b>105,130.92</b>	<b>120,918.96</b>	<b>54.59%</b>	<b>50.00%</b>	<b>4.59%</b>
<b>Comprehensive Services (Contractual Services)</b>								
Disabilities (Sewall)	242,000.00	2.68%	65,234.01	137,307.56	104,692.44	56.65%	50.00%	6.65%
Mental Health/Health/Dental (DHHA)	460,874.00	5.10%	21,406.34	134,461.67	326,412.33	29.18%	50.00%	-20.82%



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

	Total Budget	% Grant Award	December Expenses	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed	% Variance
Nutrition (Nutrition Consultants)	64,540.00	0.71%	986.15	27,778.83	36,761.17	43.04%	50.00%	-6.96%
Hearing and Language (Marion Downs)	17,628.00	0.20%	1,567.50	15,154.50	2,473.50	85.97%	50.00%	35.97%
<b>Subtotal</b>	<b>785,042.00</b>	<b>8.69%</b>	<b>89,194.00</b>	<b>314,702.56</b>	<b>470,339.44</b>	<b>40.07%</b>	<b>50.00%</b>	<b>-9.93%</b>
<b>Delegates (Contractual Services)</b>								
Catholic Charities	1,258,560.00	13.54%	115,584.62	359,107.44	899,452.56	29.34%	50.00%	-20.66%
Clayton Early Learning	1,297,191.00	13.96%	151,216.73	462,279.72	834,911.28	36.65%	50.00%	-13.35%
Denver Public Schools	1,947,455.00	20.97%	-	584,043.89	1,363,411.11	30.82%	50.00%	-19.18%
Family Star	222,000.00	2.36%	-	117,415.65	104,584.35	55.03%	50.00%	5.03%
Mile High Early Learning	1,812,251.00	19.51%	320,271.30	791,828.63	1,020,422.37	44.90%	50.00%	-5.10%
Sewall Child Development Center	389,395.00	4.17%	-	60,636.34	328,758.66	16.10%	50.00%	-33.90%
Volunteers of America	518,161.00	5.56%	44,907.00	202,450.00	315,711.00	40.32%	50.00%	-9.68%
<b>Subtotal</b>	<b>7,445,013.00</b>	<b>100.00%</b>	<b>631,979.65</b>	<b>2,577,761.67</b>	<b>4,867,251.33</b>	<b>35.62%</b>	<b>50.00%</b>	<b>-14.38%</b>
<b>Grand Total</b>	<b>9,447,615.00</b>	<b>100.00%</b>	<b>829,280.66</b>	<b>3,437,864.52</b>	<b>6,009,750.48</b>	<b>37.41%</b>	<b>50.00%</b>	<b>-12.59%</b>

NOTES: The City and County of Denver closes the December 2018 books after the audit review. Therefore, there is a prelim close 12/27/2018. The \$829,280.66 drawdown is the prelim 1st close of December. The 2nd Close will be drawn down in March 2019.

NON FEDERAL SHARE:

	Total Budget	% Grant Award	December In Kind Expenses	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed	% Variance
City Office (Private Grants- CHF, CFC, TGF)	51,397.50	1.92%	4,456.74	24,657.08	26,740.42	54.61%	50.00%	4.61%
Program Support (City Office)	247,217.00	10.52%	20,013.92	116,158.50	131,058.50	46.99%	50.00%	-3.01%
5 BY 5 Program	211,967.00	9.02%	17,663.92	105,983.50	105,983.50	50.00%	50.00%	0.00%
Dance & Movement (CM Dance)	15,000.00	0.64%	2,350.00	4,550.00	10,450.00	30.33%	50.00%	-19.67%
Health & Wellness (CU-Denver)	9,000.00	0.38%	-	-	9,000.00	0.00%	50.00%	-50.00%
Math Enhancement (Erikson)	11,250.00	0.48%	-	5,625.00	5,625.00	50.00%	50.00%	0.00%
<b>Comprehensive Services (Contractual Services)</b>								
Disabilities (Sewell)	60,500.00	2.57%	6,143.83	30,719.15	29,780.85	50.78%	50.00%	0.78%
Mental Health/Health/Dental (Denver Health)	115,218.50	4.90%	18,365.82	18,365.82	96,852.68	15.94%	50.00%	-34.06%
Nutrition (Nutrition Consultants)	16,135.00	0.69%	290.65	8,168.92	7,966.08	50.63%	50.00%	0.63%
Hearing and Language (Marion Downs)	4,407.00	0.19%	-	4,407.00	-	100.00%	50.00%	50.00%
<b>Delegates (Contractual Services)</b>	<b>1,913,494.50</b>	<b>79.21%</b>	<b>107,133.58</b>	<b>314,339.18</b>	<b>1,546,914.07</b>	<b>16.89%</b>	<b>50.00%</b>	<b>-33.11%</b>
Catholic Charities	323,332.75	13.39%	-	72,423.66	242,216.34	23.02%	50.00%	-26.98%
Clayton Early Learning	333,234.25	13.80%	37,804.18	134,125.71	190,172.04	41.36%	50.00%	-8.64%
Denver Public Schools	499,901.50	20.72%	-	301,145.50	185,718.25	61.85%	50.00%	11.85%
Family Star	57,655.25	2.36%	27,750.00	27,750.00	27,750.00	50.00%	50.00%	0.00%
Mile High Early Learning	465,247.75	19.28%	13,001.52	32,503.80	420,558.95	7.17%	50.00%	-42.83%
Sewall	100,559.75	4.14%	17,321.88	32,011.56	65,337.19	32.88%	50.00%	-17.12%
Volunteers of America	133,563.25	5.51%	11,256.00	50,680.00	78,860.25	39.12%	50.00%	-10.88%
<b>Grand Total</b>	<b>2,414,620.00</b>	<b>100%</b>	<b>156,404.53</b>	<b>516,815.65</b>	<b>1,839,312.60</b>	<b>21.99%</b>	<b>50.00%</b>	<b>-28.01%</b>



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

Ledger Account	Journal Number	Supplier as Worktag	Line Memo	Total
060300:Expenses Advance	ER-18002530	Alicia Boyd	Professional Development Conference	(256.00)
501000:Regular Compensation	JE-00021209	Payroll Reclass July	Lila Medina Benefits 7/7	(89.87)
			Lila Medina Payroll 7/7	(265.37)
			Michael Chandler Benefits 7/7	(44.05)
			Michael Chandler Payroll 7/7	(216.30)
	JE-00021210	Payroll Reclass July	Lila Medina Payroll 7/7	265.37
			Michael Chandler Payroll 7/7	216.30
	JE-00021614	Payroll Controller PPE 12/8	Inna Kuzovova Payroll 11/25-12/08	313.70
			Lila Medina Payroll 11/25-12/08	682.37
			Michael Chandler Payroll 11/25-12/08	735.53
	JE-00021892	Payroll Controller PPE 12/22	Inna Kuzovova Payroll 12/09-12/22	202.16
			Lila Medina Payroll 12/09-12/22	739.24
			Michael Chandler Payroll 12/09-12/22	424.97
	Operation Journal	Payroll PPE 12/22	Payroll	22,072.27
	Operation Journal	Payroll PPE 12/31	Payroll	13,243.38
	Operation Journal	Payroll PPE 12/8	Payroll	22,066.56
	SI-00146198	Payroll Reclass July	Lila Medina Benefits 7/7	(2.92)
	SI-00146189	Payroll Reclass July	Lila Medina Benefits 7/7	(1.93)
503100:Differential Pay	Operation Journal	Payroll PPE 12/22	Payroll	66.02
	Operation Journal	Payroll PPE 12/31	Payroll	10.33
	Operation Journal	Payroll PPE 12/8	Payroll	29.22
503400:Premium Pay	Operation Journal	Payroll PPE 12/22	Payroll	175.00
		Payroll PPE 12/31	Payroll	105.00
		Payroll PPE 12/8	Payroll	175.00
521000:Retirement Pension	JE-00021210	Payroll Reclass July	Lila Medina Benefits 7/7	33.25
			Michael Chandler Benefits 7/7	27.09
	JE-00021614	Payroll Controller PPE 12/8	Inna Kuzovova Benefits 11/25-12/08	39.28
			Lila Medina Benefits 11/25-12/08	85.51
			Michael Chandler Benefits 11/25-12/08	92.11
	JE-00021892	Payroll Controller PPE 12/22	Inna Kuzovova Benefits 12/09-12/22	25.27
			Lila Medina Benefits 12/09-12/22	92.41
			Michael Chandler Benefits 12/09-12/22	53.12
	Operation Journal	Payroll PPE 12/22	Benefits	2,789.16
	Operation Journal	Payroll PPE 12/31	Benefits	1,752.61
	Operation Journal	Payroll PPE 12/8	Benefits	2,798.93
530800:Health Savings Account	JE-00021210	Payroll Reclass July	Lila Medina Benefits 7/7	2.92
	JE-00021614	Payroll Controller PPE 12/8	Lila Medina Benefits 11/25-12/08	7.50
	JE-00021892	Payroll Controller PPE 12/22	Lila Medina Benefits 12/09-12/22	8.13
	Operation Journal	Payroll PPE 12/22	Benefits	152.50
	Operation Journal	Payroll PPE 12/8	Benefits	152.50
540100:Social Security Taxes	JE-00021210	Payroll Reclass July	Lila Medina Benefits 7/7	19.94
			Michael Chandler Benefits 7/7	15.14
	JE-00021614	Payroll Controller PPE 12/8	Inna Kuzovova Benefits 11/25-12/08	23.57
			Lila Medina Benefits 11/25-12/08	51.27
			Michael Chandler Benefits 11/25-12/08	51.48
	JE-00021892	Payroll Controller PPE 12/22	Inna Kuzovova Benefits 12/09-12/22	15.09
			Lila Medina Benefits 12/09-12/22	55.21
			Michael Chandler Benefits 12/09-12/22	29.56
	Operation Journal	Payroll PPE 12/22	Benefits	1,587.79
	Operation Journal	Payroll PPE 12/31	Benefits	979.33
	Operation Journal	Payroll PPE 12/8	Benefits	1,629.84
541100:Employer Paid Health Insurance	JE-00021210	Payroll Reclass July	Lila Medina Benefits 7/7	34.60
	JE-00021614	Payroll Controller PPE 12/8	Inna Kuzovova Benefits 11/25-12/08	42.82
			Lila Medina Benefits 11/25-12/08	88.97
	JE-00021892	Payroll Controller PPE 12/22	Inna Kuzovova Benefits 12/09-12/22	27.60
			Lila Medina Benefits 12/09-12/22	96.38
	Operation Journal	Payroll PPE 12/22	Benefits	2,118.99
	Operation Journal	Payroll PPE 12/8	Benefits	2,118.99
541200:Employer Paid Dental Insurance	JE-00021210	Payroll Reclass July	Lila Medina Benefits 7/7	2.08
	JE-00021614	Payroll Controller PPE 12/8	Inna Kuzovova Benefits 11/25-12/08	1.77
			Lila Medina Benefits 11/25-12/08	5.34
	JE-00021892	Payroll Controller PPE 12/22	Inna Kuzovova Benefits 12/09-12/22	1.14
			Lila Medina Benefits 12/09-12/22	5.79
	Operation Journal	Payroll PPE 12/22	Benefits	133.98
	Operation Journal	Payroll PPE 12/8	Benefits	133.98
541300:Employer Paid Life Insurance	JE-00021210	Payroll Reclass July	Lila Medina Benefits 7/7	1.93



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

Ledger Account	Journal Number	Supplier as Worktag	Line Memo	Total
			Michael Chandler Benefits 7/7	1.82
	JE-00021614	Payroll Controller PPE 12/8	Inna Kuzovova Benefits 11/25-12/08	3.09
			Lila Medina Benefits 11/25-12/08	4.95
			Michael Chandler Benefits 11/25-12/08	6.19
	Operation Journal	Payroll PPE 12/8	Benefits	159.72
541400:Employer Paid Disability Insurance	JE-00021892	Payroll Controller PPE 12/22	Inna Kuzovova Benefits 12/09-12/22	2.45
			Lila Medina Benefits 12/09-12/22	2.56
			Michael Chandler Benefits 12/09-12/22	5.16
	Operation Journal	Payroll PPE 12/22	Benefits	160.05
544100:Allowance Pay	JE-00021614	Payroll Controller PPE 12/8	Inna Kuzovova Benefits 11/25-12/08	1.76
	JE-00021892	Payroll Controller PPE 12/22	Inna Kuzovova Benefits 12/09-12/22	1.13
601000:Professional Services	SI-00144712	LANGUAGE SELECT LLC	Interpretation at Family Star	55.30
	SI-00146198	NUTRITION CONSULTANTS	Inv 581 Nutrition Consultants Nov 2018 - Contract 201840918	
	SI-00146690	ERIKSON INSTITUTE	Head Start FY18-19	986.15
	SI-00147198	DEBRA A SPEER	Inv 7255244 Erikson Q4 Oct-Dec 2018	11,250.00
	PC-00045578	BLACK EYED PEA	Childcare for parents at Policy Council Meetings for fiscal year 23. Black Eye Pea - Dinner for the policy council meeting	947.60
	SI-00147973	PETTY CASH-HEAD START	Childcare reimbursement for parents at the policy council orientation 11/17/18 and policy council meeting 11/28/18	440.00
	SI-00148349	REGENTS OF UNIVERSITY OF CO	Culture of Wellness - Regents of University of Colorado Nov 2018 inv GC014850	3,126.87
	PC-00045580	LECHUGA	Lechugas Italian Restaurant - Food for Health Literacy celebration at VOA	124.80
		TOKYO JOES	Tokyo Joes Grant - Food for Don't Worry Be Healthy at Family Star - Staff	162.88
	SI-00147201	ELIZABETH PHILLIPS	Childcare November	60.00
	SI-00149094	PETTY CASH-HEAD START	Childcare Reimbursement for parents at the Policy Council Meeting on 11/28/2018	280.00
	SI-00149410	MARION DOWNS CENTER	Marion Downs Inv 20183866 Nov 2018 HS 201841734-00	1,567.50
	SI-00149457	DENVER HEALTH AND HOSPITAL	GR14115R DHHA Oct 2018 invoice 201842067-00	21,406.34
	SI-00150182	CMDANCE	HS CMDance Dec 2018 invoice #100437 Contract_201841185	5,090.00
	SI-00150445	CMDANCE	CMDance HS Nov 2018 inv#100434	6,090.00
	PC-00047268	ILLEGAL PETES INCORPORATED	Illegal Petes Incorporated, Dinner for Policy Council	552.00
	PC-00047269	TOKYO JOES	Tokyo, Refund for the lunch at the Don't Worry Be Healthy at Family Star - Staff	(10.37)
	PC-00047267	KMC HISTORY COLORADO	KMC HISTORY COLORADO CENT, Breakfast for DGKHS Trauma Informed Care training	386.13
610100:Administrative Expense	PC-00047267	KMC HISTORY COLORADO	KMC HISTORY COLORADO CENT, lunch for DGKHS Trauma Informed Care training	112.00
611900:Dues, Licenses and Subscriptions	PC-00045292	AMAZON	Amazon prime membership fee-Alicia Amazon, prime membership Amazon, prime membership refund	13.46 13.46 (13.46)
620400:Repair and Maintenance of Buildings	SI-00144466	GONZALES CUSTOM PAINTING	Paint Office	587.30
630100:Utilities	JE-00021249	Technology Services City of Den	Cell Phone	165.40
640100:Leases and Rentals	SI-00144947	LEWAN & ASSOCIATES	September Copier	605.64
	SI-00144972	LEWAN & ASSOCIATES	August Copier	472.31
	SI-00147200	LEWAN & ASSOCIATES	Copier December	580.46
661000:Travel and Transportation Employee	Cash Deposit	ALICIA BOYD	Refund of the NBCOI Monday Night Event fee from Alicia Boyd CH#4497 Bag#53306546 PC-00035478	(75.00)
		Staff Local Travel	Local Travel	132.34
	SI-00147973	PETTY CASH-HEAD START	Mileage reimbursement for parents at the policy council orientation 11/17/18 and policy council meeting 11/28/18	131.93
	SI-00149094	PETTY CASH-HEAD START	Mileage Reimbursement for parents at the Policy Council Meeting on 11/28/2018	64.73
	ER-18002530	ALICIA BOYD	Alicia Boyd Perdiem NBCOI	297.00
681300:Grant Award To Subrecipient	SI-00144981	CATHOLIC CHARITIES AND COM	HSPY22CC1018 Catholic Charities Oct 2018 invoice 201840633	115,584.62
	SI-00146189	VOLUNTEERS OF AMERICA OF C	VOA October 2018 invoice	44,907.00
	SI-00146843	SEWALL CHILD DEVELOPMENT	(Sewall September DGKHS Contract 201842003	32,556.88
	SI-00147167	MILE HIGH MONTESSORI EARLY	MHEL Oct 2018 HSPY221018MHM Contract 201840638	159,370.60
	SI-00150180	SEWALL CHILD DEVELOPMENT	(2018 September actual invoice	32,677.13
	SI-00150400	CLAYTON EARLY LEARNING TRU	Clayton October 2018 Delegate invoice	151,216.73
	SI-00150421	MILE HIGH MONTESSORI EARLY	MHEL HS Nov 18 HSPY221118MHM Contract 201840638	160,900.70
701200:Books and Education Materials	JE-00021489	BARNES NOBLE NUTCRACKER	OCA - Re-class of Barnes & Noble HS 5XS books to GR125	(2,495.00)
	PC-00045578	Health Literacy Training	Institute for Healthcare Advancement Health Literacy - Books for the remaining Don't Worry be Healthy parent training	154.00
701600:Food Supplies	PC-00045577	Starbucks	Starbucks- for meeting with delegate directors	16.95
	PC-00042974	KING SOOPERS	King soopers Water for Erikson	24.09
701900:Office Supplies and Fixtures	Cash Deposit	DOLLAR TREE STORE INC	OCA-Cash tax refund on PC-00044530 Dollar Tree Store	(7.57)
	PC-00044530	DOLLAR TREE STORE INC	Materials for Kindergarten transition -Countdown to K	127.57



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

Ledger Account	Journal Number	Supplier as Worktag	Line Memo	Total
	PC-00047268	PAPYRUS	PAPYRUS, Holiday cards for delegate agencies, vendors.	67.83
		USPS	USPS, stamps for office	21.63
930400:Billings For Services	Operation Journal	Other G&A	Cell Phone	135.00
<b>Grand Total</b>				<b>\$829,280.66</b>

## Trial Balance



**Organization** City and County of Denver 2018 :  
**Periods** December  
**Run Date** 1/8/2019

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Month to Date	Ending Balance
000100:Equity In Treasury Cash & Investment	(299,036.25)	299,036.25	0.00	299,036.25	0.00
001000:Cash	213,743.49	768,676.87	1,381,987.51	(613,310.64)	(399,567.15)
020600:Undeposited Payments	0.00	765,396.29	765,396.29	0.00	0.00
022000:Grants Receivable	0.00	765,396.29	765,396.29	0.00	0.00
023100:Unbilled Grant Receivable	765,396.29	835,726.08	768,631.63	67,094.45	832,490.74
060300:Expenses Advance	256.00	0.00	256.00	(256.00)	0.00
110100:Vouchers Payable	(618,346.28)	997,484.13	750,048.19	247,435.94	(370,910.34)
112004:Expenses Payable	0.00	41.00	41.00	0.00	0.00
121600:Accrued Vacation/Sick	(62,013.25)	0.00	0.00	0.00	(62,013.25)
340000:Intergovernmental Revenue	(2,608,333.86)	3,235.34	835,726.08	(832,490.74)	(3,440,824.60)
501000:Regular Compensation	244,273.44	60,961.85	620.44	60,341.41	304,614.85
503100:Differential Pay	131.27	105.57	0.00	105.57	236.84
503400:Premium Pay	1,837.50	455.00	0.00	455.00	2,292.50
521000:Retirement Pension	30,914.67	7,788.74	0.00	7,788.74	38,703.41
530800:Health Savings Account	1,521.35	1,588.26	0.00	1,588.26	3,109.61
540100:Social Security Taxes	17,849.85	4,458.22	0.00	4,458.22	22,308.07
541100:Employer Paid Health Insurance	21,935.28	6,041.33	0.00	6,041.33	27,976.61
541200:Employer Paid Dental Insurance	1,363.66	364.56	0.00	364.56	1,728.22
541300:Employer Paid Life Insurance	788.42	273.61	0.00	273.61	1,062.03
541400:Employer Paid Disability Insurance	873.61	170.22	0.00	170.22	1,043.83
544100:Allowance Pay	10.50	2.89	0.00	2.89	13.39
601000:Professional Services	309,758.31	52,579.07	23.87	52,555.20	362,313.51
610100:Administrative Expense	1,025.44	112.00	0.00	112.00	1,137.44
611900:Dues, Licenses and Subscriptions	0.00	26.92	13.46	13.46	13.46
620400:Repair and Maintenance of Buildings	0.00	587.30	0.00	587.30	587.30
630100:Utilities	0.00	165.40	0.00	165.40	165.40
640100:Leases and Rentals	3,774.90	1,658.41	0.00	1,658.41	5,433.31
661000:Travel and Transportation Employee	5,985.02	626.00	75.00	551.00	6,536.02
681300:Grant Award To Subrecipient	1,945,782.02	697,213.66	0.00	697,213.66	2,642,995.68
683900:Training	5,216.34	0.00	0.00	0.00	5,216.34
701200:Books and Education Materials	11,734.50	154.00	2,495.00	(2,341.00)	9,393.50
701400:Clothing Supplies and Materials	431.19	0.00	0.00	0.00	431.19
701600:Food Supplies	688.88	41.04	0.00	41.04	729.92
701900:Office Supplies and Fixtures	1,193.38	217.03	7.57	209.46	1,402.84
702300:Safety Supplies and Equipment	704.33	0.00	0.00	0.00	704.33
930400:Billings For Services	540.00	135.00	0.00	135.00	675.00
<b>Total</b>	<b>0.00</b>	<b>5,270,718.33</b>	<b>5,270,718.33</b>	<b>0.00</b>	<b>0.00</b>

Total December 1st Close	\$ 832,234.74	YTD Total	\$ 3,440,824.60
Benefits Accrual 2019	\$ 2,960.08		\$ 2,960.08

**POLICY COUNCIL**  
**Meeting of January 23, 2019**  
**Junta del 23 de enero del 2019**



# **FINANCE /PROGRAM COMMITTEE**

## **MEETING MINUTES**



## Head Start Finance & Program Committee Agenda & Minutes

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

**Date:** December 19, 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 :** 1-23-2018 4:30 PM @ Clayton Early Center in the Library beside the entrances

2-20-2018 4:30 PM @ Clayton Early Center in the Library beside the entrances

Item	Agenda Topics	Discussion
1	Review 2017-2018 Grant November 31, 2018 Financial Reports.	Discussed the application process and budget narrative. Explained the dashboard page 1 of the Financial Statements and the details by line item for the budget.
2	Review all transactions	We discussed the general ledger and the source documents and how the vendor and delegate lines are based on the invoices.
3	Open discussion on what is needed to help understand the Financials	Parent wants to understand the Federal funding and would like to learn more.
	<b>Program Discussion:</b>	

### HEADSTART FINANCE COMMITTEE MEETING ACTION ITEMS

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



## Head Start Finance & Program Committee Agenda & Minutes

Date: December 19, 2018

4:30 - 5:00PM

### Meeting Attendees:

Name	Title
Sarah Kaloikau-Takaka	Family Star Rep
Lila Medina	City & County of Denver DGKAS
Liana Mackinnon	DGKAS
A. Mackinnon	DGKAS

## **VII. NEW BUSINESS**

- a) Community Assessment Presentation
- b) ERSEA Eligibility Overview
- c) Policy Council Reimbursement Budget Update
- d) DGKHS Grant
- e) PEAK Conference Attendees
- f) Delegate Agency Reports

# Head Start Eligibility

## Head Start Performance Standards 1302. Subpart A: Eligibility, Recruitment, Selection, Enrollment, & Attendance (ERSEA)

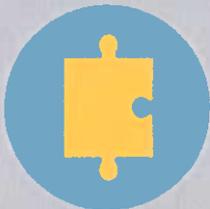
This section of the Head Start performance standards contains the requirements and procedures for the eligibility, determination, recruitment, selection, enrollment and attendance for children in the Head Start / Early Head Start programs.



## Head Start Requirements

- ✓ Service Area: Must reside in the City and County of Denver
- ✓ Age: Must be between the ages of 3-5
- ✓ Head Start Eligible

## Head Start Eligibility Categories



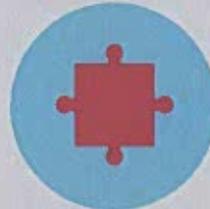
### INCOME

- Pay stubs
- W-2
- Letter from Employer
- Self-Declaration w/3rd party verification



### TANF/SSI

- SSI / TANF documentation
- Colorado Works
- Statement from department of Human Services



### HOMELESS

- Letter from shelter, motel
- Letter from third party
- Staff personal knowledge



### FOSTER CARE

- Foster care/kinship movement issued documentation

## Head Start Eligibility Training

Programs must provide training to the Governing Body, Policy Council, management and all staff who determine Head Start eligibility.



Training must:

- Include methods on how to collect complete and accurate eligibility information.
- Incorporate strategies for treating families with dignity and respect. Explain program policies and procedures that describe actions taken against staff or families who intentionally violate eligibility rules.

## Eligibility Determination Records

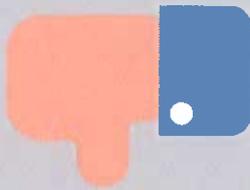
### RECORDS

Records must be kept throughout the child's enrollment and for one year after the child stops receiving services.

- Staff must create an eligibility determination record for each participant.
- Records should include:
  - Copies of documents used to verify eligibility.
  - Statement that program staff has made reasonable efforts to verify information.
  - Statement that identifies eligibility determination.

## Policies and Procedures

A program must establish policies and procedures that include actions taken against staff who intentionally enroll ineligible families.



### Suspension & Expulsion

- Head Start programs must prohibit or severely limit the use of suspension due to a child's behavior. Such suspensions may only be temporary in nature.
- A program cannot expel or unenroll a child from Head Start because of a child's behavior.



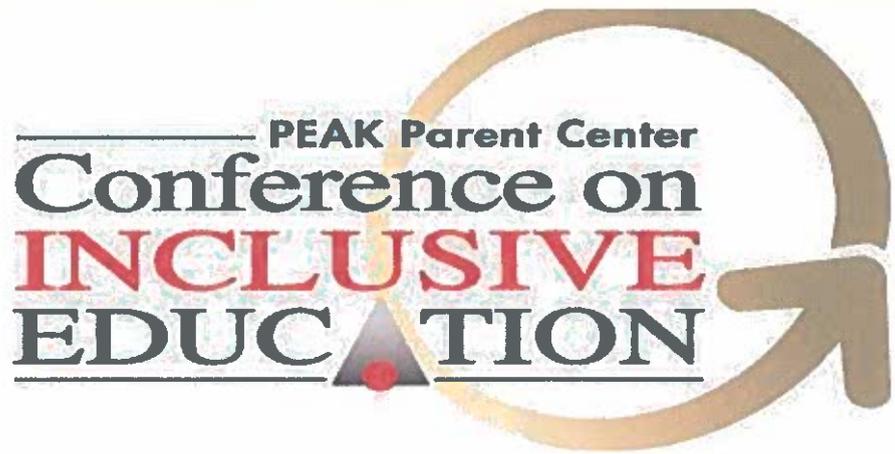
### Fee's

- A program must only accept a fee from families of enrolled children for services that are in addition to services funded by Head Start, such as child care before or after funded Head Start hours.
- A program may not condition a Head Start child's enrollment on the ability to pay a fee for additional hours.



Adella Arredondo, Family Services Director - Adella.Arredondo@denvergov.org - 720.913.0882

Created on 3/26/18



PEAK Parent Center  
Conference on  
**INCLUSIVE**  
EDUCATION

Parents Attending Conference:

Jasmine White

Brandan Burns

Sachi Takaoka

Erica Jones

Jonathan Grisby

Elinor Dvir

**POLICY COUNCIL**  
**Meeting of January 23, 2019**  
**Junta del 23 de enero del 2019**



## **Delegate Agency Reports**



## Denver Great Kids Head Start

### January 2019 Family Star Inc. Delegate Agency Policy Council Committee Report

#### Program Updates for December 2018

**Last Policy Council Committee Meeting Date:** 1/8/19

**Update on last policy committee meeting:** The Policy Committee reviewed and approved the Continuation Grant goals/objectives and budget. January's Family Night was focused on Dialogic Reading which included a presentation from the Denver Public Library. Now that the NE school has a new Child Family Advocate (CFA), the former CFA will move into her new role of Recruitment and Enrollment Coordinator.

**Strengths:** After a year of planning and construction, the Northwest School opened the two, new classrooms on January 7<sup>th</sup>. This was a huge accomplishment and includes several Head Start eligible children who will be placed in alternative slots due to limited HS slots. EHS children will continue to slowly transition into these classrooms. Family Star applied for and was granted funds to focus on Quality Teaching in 2019. The main initiative is a Leadership Institute that will include sessions on supporting challenging behaviors. Family Star also applied for and received a grant to focus on Oral Health for children and education for families. This will result in the hiring of a temporary Oral Health Coordinator position.

**Trainings:** Due to the holiday break in December, staff did not receive any specific trainings. The team continues to receive Reflective Consultation through Resilient Futures. The Parent Committee continues to explore education opportunities for families.

**Needs/Challenges:** Highlighted vacancies for Family Star include Administrative Assistant, Oral Health Coordinator, and a Montessori trained Lead Teacher.

#### Financial Updates

**USDA Meals:** For 12/31/18 we claimed \$7,831.59 in reimbursement and served 5,351 meals and/or snacks. (NO or Yes) USDA/CACFP claims reduced or rejected for any reason.

**Financial Status:** As of 10/31/2018 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 \$27,750 of our non-federal share total of \$55,500 which is 50% of total non-federal share, with a grand total award of \$277,500.

**Next Policy Council/Committee Date (Date, Time, Location):** 2/12/19; 5:30 pm – 7:00 pm;  
Northwest School



Denver Great Kids Head Start  
January 2019

**Mile High Early Learning  
Policy Committee Report**

**Program Updates**

- **Last Policy Council/Committee Meeting Date:** December 19, 2018
- **Update on last Policy Council/Committee meeting:** During the December 19, 2018 meeting the Policy Committee training was given by the Disabilities & Mental Health Coordinator on E-DECA, IEP and the request for observation process (RFO). The Community Concern Process was approved.
- **Strengths/Highlights/Trainings:** The month of December was a short month with the Winter Break starting on December 24, 2018. We did not have any Professional Development days, however, each one of the MHEL centers had a family engagement activity either during the day or in the evening. All the activities were well attended and everyone had fun!
- **Needs/Challenges:** Our challenge continues to be staffing. However, we do have some new teachers starting when we return from the Winter Break, which means we have fewer teacher openings across the program.

**Financial Updates**

- **USDA Meals:** For November 2018 we claimed \$29,160.14 in reimbursement and served 15,338 meals and/or snacks. No USDA/CACFP claims reduced or rejected for any reason.
- **Financial Status:** As of September 2018 we have expended \$791,828.63 our total Head Start grant award of \$1,812,251.00 which is 44% of the total grant. Also, we have reported \$32,503.80 of our non-federal share total of \$453,063.00, which is 7% of the total non-federal share.

Next Policy Committee Meeting  
January 16, 2019  
5:30-7:30

Westwood Early Learning Center, 980 S. Lowell Blvd., Denver CO, 80219



December 2018

Sewall Child Development Center Delegate Agency

Policy Committee Report

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Program Updates for December 2018

Last Policy Committee Meeting Date: December 11, 2018

**Update on Last Policy Committee Meeting:**

On December 11, 2018 The Policy Committee met with 7 people, including 4 parents. We did not have enough parents to hold elections.

- ERSEA trainings were postponed due to length of time needed until the January Meeting
- Winter Festival was scheduled for January 25, 2019 from 3:30-6pm in the Gym at the Dahlia Campus, parents provided many ideas for including each room having a 5 minute craft, catering, decorations and providing examples of the cultures represented in the classrooms

**Strengths/Highlights:**

- Ongoing affiliation with the Junior League's Kids Connect program
- Ongoing affiliation with Music Together program
- Ongoing Library reading done in each classroom
- Beginning to complete TS Gold Winter checkpoint
- Grief support was offered to parents and staff as well as locations for donations for Keyvonne's husband and baby

**Trainings:**

- Reggio trainings and practice is ongoing during staff development and team meetings
- 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 January 8, 2019 from 5-6:30 at Dahlia

## **VIII. OTHER**

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



## Policy Council Content Area Reports

January 23, 2019

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

### Disabilities and Mental Health Update:

#### Coordinator meeting –

A combined disabilities, mental health, and education meeting was held on December 18. Attendees received materials and information related to self-care and there was also discussion on 504 plan implementation. A comprehensive training will be held on Friday, January 18 at the cross-content area meeting presented by the DPS 504 coordinator.

Conscious Discipline Parent Training – will share updated flyers when available.

Volunteers of America – 2/27, 3/6, 3/13, 3/20;

Catholic Charities Margery Reed– 2/19, 2/26, 3/5, 3/12, 3/19

Catholic Charities CDC- 4/2, 4/9, 4/6, 4/13, 4/23, 4/30 (tentative)

Annual Report – complete and will be posted to the DGKHS website. Copies are in the process of printing. Electronic copies are currently available.

Currently also working on DGKHS self-assessment, DGKHS grant, TGYS mid-year report, scope of work for Resilient Futures - 2019 general fund, mini-grant reporting, PEAK parent center registrations.

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

Delegate	Number of IEPs	Percentage
Catholic Charities	22	22/195= 11%
Clayton	23	23/201= 11%
DPS	30	30/302=10%
Family Star	6	6/34= 17%
Mile High	16	16/281= 6%
Sewall	18	18/60= 30%
VOA	6	6/80= 8%
<b>Grantee Total</b>	<b>121</b>	<b>121/1153=10%</b>



**Family Services**

**By Adella Arredondo, Head Start Family Services Director**  
**Office: 720.913.0882 Email: [adella.arredondo@denvergov.org](mailto:adella.arredondo@denvergov.org)**

**Last meeting date:** January 10, 2019 from  
1:00-3:30pm at Blair Caldwell Library

**Next meeting date:** February 7, 2019  
From 1:00- 2:00pm at the Blair Caldwell  
Library  
2:00-3:30pm Combined Health and Family  
Services Meeting

**Highlights from the last Family Services Meeting:**

At our last meeting, we discussed the Turning Over a New Leaf Program: Is a program that allows individuals with a low-level marijuana offense committed in Denver to have that conviction removed from their record. Past convictions may be impacting anyone who wants to work in Colorado's marijuana industry, who may be completing a job application, or who is interested in a career in law enforcement. Wiping these offenses out will benefit those individuals. Interested applications should apply online – application available online in English and Spanish. The program has upcoming clinics with help in English and Spanish available to support interested individuals with the application process. More information and applications available on the website: <https://www.denvergov.org/content/denvergov/en/denver-marijuana-information/DenverMarijuanaEquityandSocialJustice/TurnOverANewLeafProgram.html>  
Questions can be emailed to [NewLeaf@denvergov.org](mailto:NewLeaf@denvergov.org)

A committee of staff from all agencies was formed to help review the current selection criteria for DGKHS and also to discuss intentional ways to share waitlists. A meeting with this groups will be established and any revisions to the selection criteria will be provided to the policy council for their review and approval.

**Enrollment and Attendance:**

We are happy to report that for the months of December we reported full enrollment at 1153 kids enrolled in our Head Start program. Our attendance for the month of December was impacted by illness and extended vacations days as reported by our delegate agencies.



### **School Choice Round 1 Enrollment**

If you want to enroll in a DPS school other than your neighborhood school for the 2019-20 school year, you may take part in Round 1 of SchoolChoice.

#### **Please note:**

- Incoming preschool and kindergarten students **must** participate in SchoolChoice on a yearly basis; due to space limitations, enrollment in a preschool program is not guaranteed.
- If your student is currently in kindergarten through 11th grade and will be staying at his or her current school for 2019-20, you do not have to fill out a SchoolChoice application. \*

To participate in SchoolChoice for the 2019-20 school year, families submit one SchoolChoice application per student, on which they rank their top schools in order of preference, up to a limit of 12. DPS then uses a computer algorithm that matches students to schools based on those preferences, as well as school admission priorities and available space.

**The SchoolChoice Round 1 window is Jan. 15 to Feb. 15, 2019.**

#### **Questions:**

720-423-3493

Hotline hours: Monday through Friday 8:30 a.m. to 4:30 p.m.

Email: [SchoolChoice@dpsk12.org](mailto:SchoolChoice@dpsk12.org)



**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, 2019**

**Health Program Updates:**

- No meeting in December, next meeting will be a Cross Content Area with all areas: Education, Family Services, Disabilities/Mental Health, and Health teams. 504 plans will be discussed
- Mid-Year PIR data due to DGKHS office on January 15 – DGKHS team will be reviewing and providing feedback.
- DGKHS team has been accepted into the National Center for Early Childhood Health and Wellness learning cohort for Region VIII. This is a peer learning community supported by the National Center to support wellness for staff, children, and families in the EHS/HS programs. We are one of 12 grantees selected for participation.
- **Health Beat Newsletter:**  
Do you feel like stress and anxiety are keeping you from enjoying the good things in your life? You are not alone. 70 Million of us say stress is keeping us from sleeping well and enjoying life.

Sometimes positive things can cause us stress. Taking care of a busy family, planning for a move or a wedding can be welcome changes and be stressful. Other life changes are not so positive. Money problems, stress at work and health issues can all contribute to everyday stress.

We sometimes think that pushing ourselves to do more will fix things. Sometimes we are so tired that we can't get ourselves to do anything.

**Managing Stress:**

Knowing what you can do for yourself and knowing when to ask for help can make a difference.

If the tips listed here do not help... it is time to ask for help.

Talk to a Mental Health or Health Care Provider to refer you to someone who can help.



### **Tips to Reduce Stress:**

Know what causes you stress.

Having too much to do...

Wanting to satisfy everyone...

Expecting everything to be perfect...

Plan to keep stress in check.

Make a schedule. Write it down so you don't plan too much and don't put things off.

Learn to say no when you are doing too much.

Walk or participate in regular exercise and set time to sleep- even when you think you don't have time!

Eat well and avoid too much caffeine. Skipping meals and caffeine might feel good at first but the crash makes stress worse.

Learn what can calm you. Practice these things regularly to train your body to relax.

Say positive things to yourself.

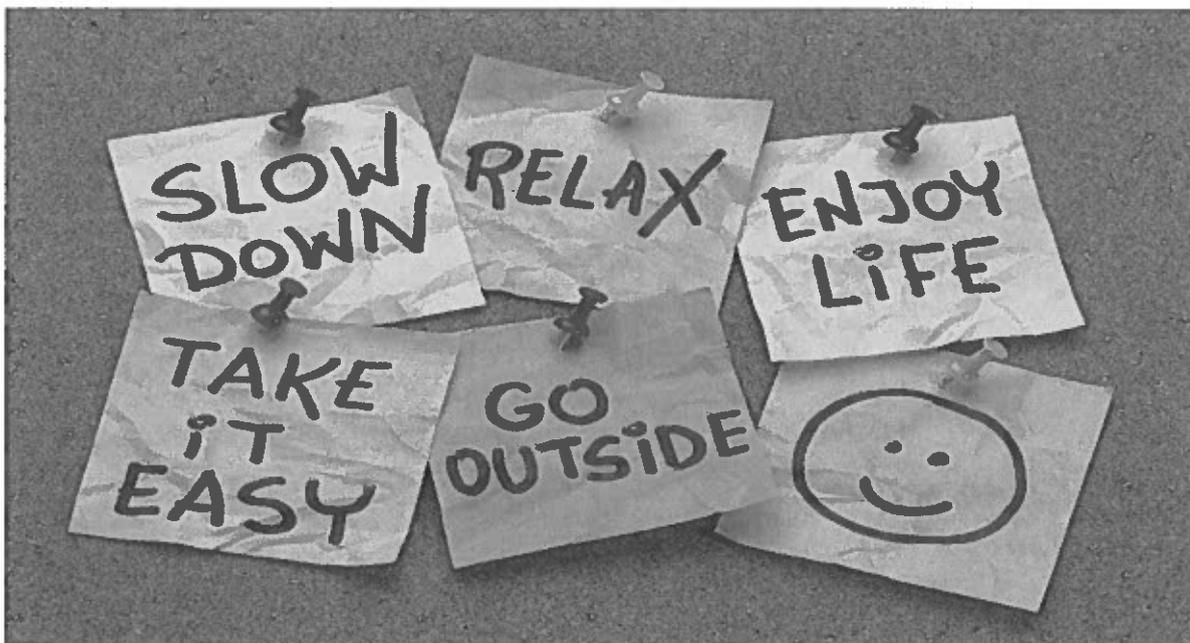
Hug your family.

Practicing calm, deep breathing.

Listen to calm music.

Use calming scents in the house (infused oils and sprays).

Make time to do things with friends and family.



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**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: January 23, 2019**

**Next meeting date: February 26, 2019**

**Education Updates:**

- We have been conducting complete file audits to ensure all children have had initial developmental screenings, home visits and first parent teacher conference.
- CLASS data has been collected for the fall 2018 scores have been compiled. I have created a DGKHS aggregate report and I am happy to say that we exceed the OHS mean in Emotional Support and Classroom Organization. In Instructional Support, we have room to grow. We have asked for the plans from each delegate agency and we will be meeting with them to see how we can support training, PD etc.
- I am in the initial stage of ordering materials for Kindergarten transition materials. We will purchase materials and backpacks for every transitioning student.
- Our next Erikson Math Training will be held on February 21st, and 22<sup>nd</sup>.

**POLICY COUNCIL**  
**Meeting of January 23, 2019**  
**Junta del 23 de enero del 2019**



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## **IX. MILEAGE AND CHILD CARE REIMBURSEMENT**

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## Reimbursement Form

Date: \_\_\_\_\_ Event Type: \_\_\_\_\_

Event Address: \_\_\_\_\_

### Requestor Information

Name:	Delegate Agency:
Home Address:	Phone Number:

### Reimbursement Information

Check one for each question

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

Requestor signature: \_\_\_\_\_ Date: \_\_\_\_\_

### INTERNAL USE ONLY

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

Total amount of mileage reimbursement (total miles x0.58) = \_\_\_\_\_

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

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

11002/0104101/GR00000896

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

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

**POLICY COUNCIL**  
**Meeting of January 23, 2019**  
**Junta del 23 de enero del 2019**



## **X. MEETING ADJOURNMENT**

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# POLICY COUNCIL MEETING PLANNER 2018-2019

DENVER GREAT KIDS HEAD START  
POLICY COUNCIL MEETING SCHEDULE

Clayton Early Learning  
3751 Martin Luther King Blvd,  
Denver, CO 80205

AUGUST 22, 2018	FEBRUARY 27, 2019
SEPTEMBER 26, 2018	MARCH 27, 2019
OCTOBER 24, 2018	APRIL 24, 2019
NOVEMBER 28, 2018	MAY 22, 2019
DECEMBER 19, 2018	JUNE 26, 2019
JANUARY 23, 2019	

OTHER IMPORTANT DATES:	
POLICY COUNCIL END OF THE YEAR CELEBRATION	OCTOBER 24, 2017
POLICY COUNCIL ORIENTATION	NOVEMBER 17, 2017

AUGUST		SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							JANUARY																		
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