



**POLICY COUNCIL MEETING**

**Wednesday, March 27, 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  
Janelle Jenkins  
Marilyn Halpern**

**Glenn Harper  
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  
Allyson Grooms**

**Cassie Hamilton  
Adam Harmon  
Ana Landeros  
Dieliaha Nunn**

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



**Office of Children's Affairs**

201 W Colfax Ave. Dept 1101

Denver, CO 80202-5329

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www.denvergov.org/childrensaffairs



**Policy Council Agenda**

Wednesday, March 27, 2019

5:45pm - 7:15pm

Clayton Educare

3751 MLK St. Denver, CO 80205

	Information	Discussion	Action
I. Roll Call: (5 minutes)			
II. Seating of New Members: if applicable			
III. Approval of Agenda: (2 minutes)	x	x	x
IV. Approval of Minutes (February 27, 2019): (4 minutes)	x	x	x
V. Financial Briefing: (5 minutes)	x	x	
VI. New Business:			
a) School Readiness and Transitions (10 minutes)	x	x	
b) RMECC Presentation (2 minutes)	x	x	
c) Delegate Agency Reports (6 minutes)	x	x	
VII. Old Business			
a) DGKHS Grant Approval (10 minutes)	x	x	x
b) DGKHS Self-Assessment Approval (7 minutes)	x	x	x
c) PEAK Presentation (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:**

- |          |                                    |
|----------|------------------------------------|
| March 28 | DGKHS Governing Body Meeting       |
| April 3  | Management Team Meeting            |
| April 4  | Family Service Meeting             |
| April 17 | Disabilities/Mental Health Meeting |
| April 23 | Education Coordinator Meeting      |
| April 24 | DGKHS Policy Council Meeting       |

**Vision**

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



**IV. APPROVAL OF MINUTES**  
**(February 27, 2019)**

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

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

**Policy Council Minutes**

February 27, 2019

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**Attendees:** *Parent Representatives:* Jessica Cornejo (Volunteers of America), Elinor Dvir (Volunteers of America), Janelle Jenkins (Clayton) Erica Jones (Denver Public Schools), Renee Marcoux (Sewall), Donna Mendez (Mile High Early Learning), Jasmine White (Mile High Early Learning)

*Community Representatives:* Vera Atilano, Yvette Evans,  
**Excused:** *Parent Representatives:* Brandan Burns (Catholic Charities), Jonathan Grisby (Catholic Charities), Sachi Kaleikau-Takaoka (Family Star), Nancy Louvet (Clayton), Monique Fox (Sewall), Karina Mendez (Denver Public Schools)  
*Community Representative:* Marilyn Halpern, Dr,Tricia Hudson, Sherryl Kraizer

**Absent:** *Parent Alternates:* Manuel Alvarado (Volunteers of America), Nora Gallegos (Catholic Charities), Pela Gambrell (Volunteers of America), Allyson Grooms (Clayton), Adam Harmon (Clayton), Cassie Hamilton (Catholic Charities), Deliaha Nunn (Denver Public Schools)

*Community Representative:* Jennifer Garcia Rosendo  
**Guests:** Angelica Castorena (Family Star), Danielle Meir (Volunteers of America). Jose Paz (Denver Public Schools), Alberto Torres (Catholic Charities), Angelica Castorena (Clayton), Mary Grimmer (Sewall) Charles Dukes (OCA),

**Staff:** Chris Auer, (Head Start Disabilities Director), Al Martinez, Ph.D. (Head Start Executive Director), Dionne Williams (Executive Director Office of Children’s Affairs), 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 5:47pm. 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**

Glenn Harper spoke about his work and involvement in the Denver. Glenn expressed his interest in being part of Denver Great Kids Head Start policy council. Yvette (Chair) asked for a vote from policy council to seat Glenn Harper as a new member to DGKHS policy council.

- 8 in favor
- 0 opposed
- 0 abstained

**III. APPROVAL OF AGENDA**

A motion to approve the agenda with a change to add U.S. Census under new business was made by Jasmine White and seconded by Erica Jones the motion carried.

**IV. MINUTES FOR APPROVAL (Minutes from January 23, 2019).**

A motion to approve the minutes from January 23, 2019 was made by Jasmine White and seconded by Erica Jones. The motion carried.

**V. DIRECTORS REPORT**

Dr. Martinez went over his director's report with the Policy council. 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 on the top 4 top expenditures of the month. Lila has encouraged parents to attend the Finance meeting that takes place the same day as the policy council an hour before the policy council meeting to go into further detail on the financial report. The financial report was part of the meeting packet. Please refer to it for further details.

**VII. NEW BUSINESS**

**A. DGKHS Grant Objectives Overview**

Chris went into detail on Denver Great Kids Head Start grant objectives. Chris also mentioned to the policy council that in March's meeting packet policy council would have the entire grant for their review and approval. A brief discussion followed.

**B. Universal Selection Criteria**

Adella went into detail on what the proposed changes are to the universal selection criteria with the policy council. After a brief discussion, Yvette (Chair) asked policy council for a vote on the proposed changes to the universal selection criteria. The proposed changes were part of the meeting packet please refer to them for more detail.

Policy council voted:

9 in favor

0 opposed

0 abstained

**C. U.S. Census**

Dionne went over the upcoming U.S. Census that will start on April 1, 2020. Dionne spoke about how important it is that everyone participate in the census as it can determine future federal funding, grants and supports to Colorado. The U.S. census takes place every 10 years and for the first-time individuals or families can participate in the U.S. census via the internet. More information will be shared with families as they are released to the public. A discussion followed.

**D. NHSA Conference**

DGKHS received several interest statements to attend the NHSA Conference. Using DGKHS established selection criteria Brandan Burns and Jasmine White where chosen to attend the NHSA conference on April 28<sup>th</sup> – May 3<sup>rd</sup> in San Antonio, TX.

**E. PEAK Conference Debrief**

Elinor Dvir, Erica Jones and Jasmine White spoke about their takeaways from the PEAK Conference. They all enjoyed the different sessions that where being offered at the conference and will implement what they learned in their own families.

**Policy Council Minutes**

February 27, 2019

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**F. Delegate Agency Reports**

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 Jasmine White. The meeting adjourned at 7:06 p.m. The next Policy Council meeting is March 27, 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  
March 27, 2019**

**I. Head Start Focus Area 1 Review**

DGKHS received notification that the Office of Head Start will be conducting a Focus Area 1 review of our program beginning on May 6, 2019 thru May10. 2010. The review will focus on DGKHS's ability to plan and deliver comprehensive Head Start services to children and families. A planning call was held on March 8, 2019 to discuss the logistics of the review and we will have a tentative schedule developed by April 1, 2019

**II. Head Start Sub-Delegate Agreements**

We have found it necessary to provide greater guidance to those delegate agencies that intend to contract some of their DGKHS funded enrollment to community sites. We believe that greater direction from our office will improve the overall operation of our Head Start program. We hope to have this guidance available by April 1, 2019.

**III. Delegate and Vendor Agency Contracts**

We have initiated all delegate agency contracts within the City's contracting systems to have fully executed contracts by July 1, 2019, the start date for our next program year. Likewise, we are also developing scopes of work for all vendor contracts for next year and will have them entered into the system in early April 2019.

**POLICY COUNCIL**  
**Meeting of March 27, 2019**  
**Junta del 27 de marzo del 2019**



# **FINANCIAL REPORT**

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**GR00000689 Head Start - 2018-2019  
February 2019 Top Expense**

1 Sally Huss	800 books for Transitioning children at our Delegate Agencies.	\$ 7,200.00
2 National Head Start Association	Membership fees for Delegates and City. The membership provides learning opportunities at annual conferences at a discount. It also allows members to have access to weekly and monthly newsletters, exciting new partner initiatives, and many helpful resources and documents.	\$ 4,620.00
3 National Head Start Association	Registration for Cari, Lori and Liane to the National Head Start Conference.	\$ 1,527.00
4 Denver Early Childhood Council Inc	Rocky Mountain Early Learning Childhood Conference fees for Brandan Burns, Erica Jones and Nancy Louvet	\$ 800.00
5 Petty Cash	Childcare reimbursement for January's Policy Council Meeting	\$ 480.00

**SPENDING SUMMARY**

Beginning Balance:	9,447,615.00
February Adjusted Month to Date:	534,313.45
Accruals January Posted February	(567,116.29)
Year to Date:	5,329,165.87
Remaining Balance	4,118,449.13
	-

Notes: (Credit balance due to timing of posting accruals for December expenses in January and February)

**Key Terms**

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

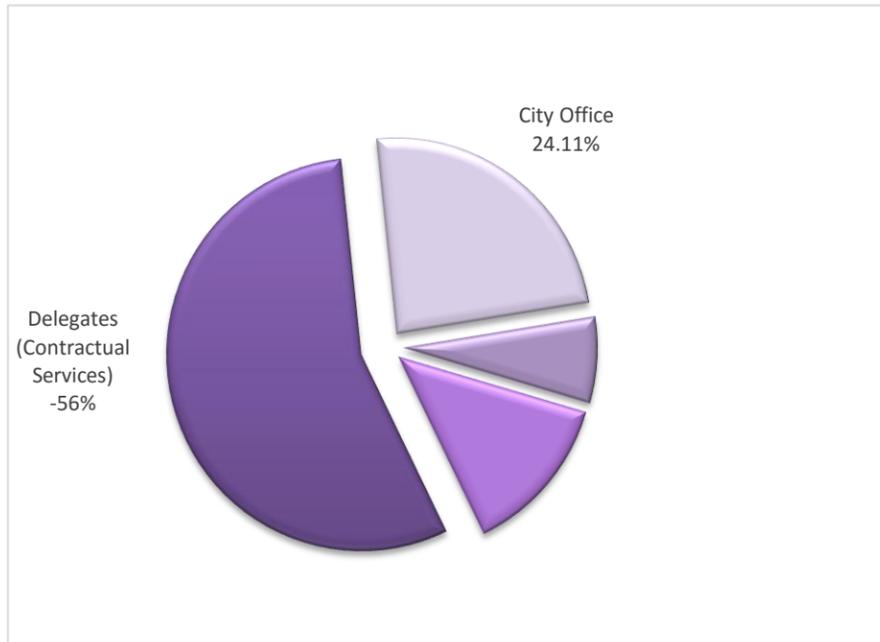


DENVER  
THE MILE HIGH CITY  
FEDERAL SHARE:

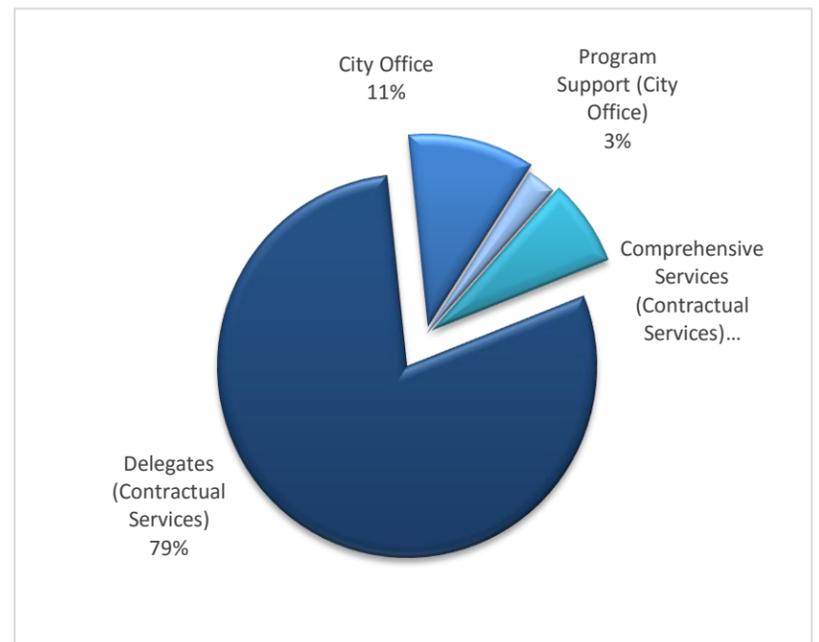
2018 - 2019 Head Start Financial Summary

BUDGET CATEGORY	BUDGET	MTD FEDERAL SHARE EXPENDED	YTD FEDERAL SHARE EXPENDED	OVER/UNDER	% BUDGET REMAINING
City Office	963,516.12	71,423.24	576,740.21	386,775.91	40.14%
Program Support (City Office)	254,043.88	21,037.66	133,291.33	120,752.55	47.53%
Comprehensive Services (Contractual Services)	785,042.00	39,279.53	391,975.87	393,066.13	50.07%
Delegates (Contractual Services)	7,445,013.00	-164,543.27	4,227,158.46	3,217,854.54	43.22%
<b>Total</b>	<b>\$ 9,447,615.00</b>	<b>\$ (32,802.84)</b>	<b>\$ 5,329,165.87</b>	<b>\$ 4,118,449.13</b>	<b>43.59%</b>

% MTD FEDERAL SHARE EXPENDED



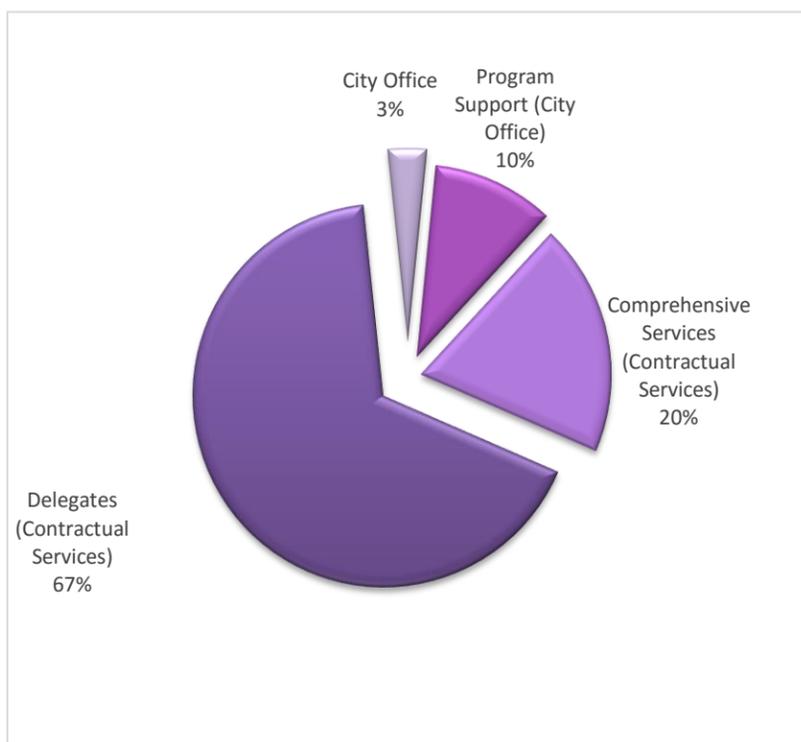
% YTD FEDERAL SHARE EXPENDED



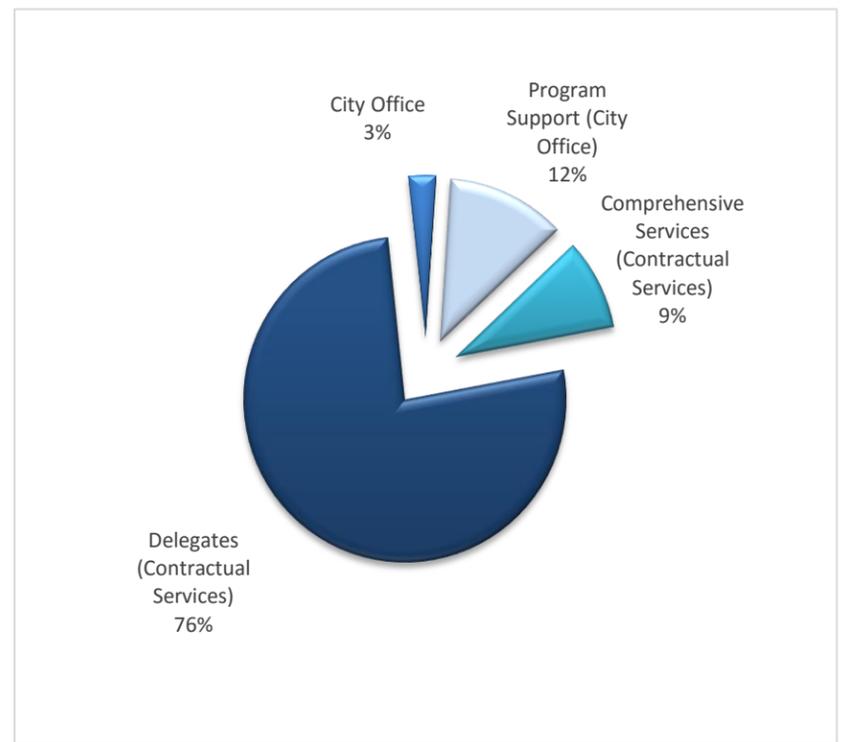
NON FEDERAL SHARE:

BUDGET CATEGORY	BUDGET	MTD_NON FEDERAL SHARE	YTD_NON FEDERAL SHARE	OVER/UNDER	% BUDGET REMAINING
City Office	51,397.50	4,456.74	33,570.55	17,826.95	34.68%
Program Support (City Office)	214,480.75	14,205.59	148,837.62	65,643.13	31%
Comprehensive Services (Contractual Services)	182,531.00	26,806.52	112,582.76	69,948.25	38.32%
Delegates (Contractual Services)	1,913,494.50	91,612.91	948,768.80	964,725.70	50.42%
<b>Total</b>	<b>\$ 2,361,903.75</b>	<b>\$ 137,081.75</b>	<b>\$ 1,243,759.72</b>	<b>\$ 1,118,144.03</b>	<b>47.34%</b>

% MTD NON FEDERAL SHARE



% YTD NON FEDERAL SHARE





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

	Total Budget	% Grant Award	February Expenses	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed	% Variance
Personnel	644,278.84	6.94%	48,212.10	395,710.98	248,567.86	61.42%	66.67%	-5.25%
Fringe Benefits	204,731.28	2.27%	15,164.10	121,503.65	83,227.63	59.35%	66.67%	-7.32%
Staff Local Travel	2,000.00	0.02%	(13.54)	851.88	1,148.12	42.59%	66.67%	-24.07%
General Supplies	9,000.00	0.10%	-	6,318.05	2,681.95	70.20%	66.67%	3.53%
Disabilities Supplies	2,000.00	0.02%	-	498.13	1,501.87	24.91%	66.67%	-41.76%
Other General Admin	15,000.00	0.17%	5,155.98	9,329.41	5,670.59	62.20%	66.67%	-4.47%
Child Care	6,800.00	0.08%	540.00	3,040.00	3,760.00	44.71%	66.67%	-21.96%
Mileage / Transportation	1,900.00	0.02%	116.68	877.60	1,022.40	46.19%	66.67%	-20.48%
<b>Subtotal</b>	<b>885,710.12</b>	<b>9.61%</b>	<b>69,175.32</b>	<b>538,129.70</b>	<b>347,580.42</b>	<b>61.94%</b>	<b>66.67%</b>	<b>-4.73%</b>
<b>Committee Support</b>								
Policy Council				-				
- Food	8,000.00	0.09%	450.50	5,517.91	2,482.09	68.97%	66.67%	2.31%
- Facilities	1,400.00	0.02%	-	210.00	1,190.00	15.00%	66.67%	-51.67%
Health Services Advisory Committee - Food	1,500.00	0.02%	-	355.98	1,144.02	23.73%	66.67%	-42.93%
School Readiness -Food	500.00	0.01%	-	323.55	176.45	64.71%	66.67%	-1.96%
Health - Food	500.00	0.01%	38.32	266.67	233.33	53.33%	66.67%	-13.33%
Disabilities - Food	500.00	0.01%	-	459.11	40.89	91.82%	66.67%	25.16%
Family Services - Food	500.00	0.01%	119.36	523.08	(23.08)	104.62%	66.67%	37.95%
<b>Subtotal</b>	<b>12,900.00</b>	<b>0.14%</b>	<b>608.18</b>	<b>7,656.30</b>	<b>5,243.70</b>	<b>59.35%</b>	<b>66.67%</b>	<b>-7.32%</b>
<b>Communication &amp; Community</b>								
Translations & Interpretation	7,500.00	0.08%	100.77	2,583.96	4,916.04	34.45%	66.67%	-32.21%
Head Start Annual Report	2,400.00	0.03%	(1,500.00)	1,500.00	900.00	62.50%	66.67%	-4.17%
Comprehensive Community	-		-	-	-			
- Printing	1,000.00	0.01%	-	-	1,000.00	0.00%	66.67%	-66.67%
- Recruitment	15,000.00	0.17%	-	1,145.06	13,854.94	7.63%	66.67%	-59.03%
CCR Analytics (Family Outcomes)	6,000.00	0.07%	-	-	6,000.00	0.00%	66.67%	-66.67%
FDC	-	0.00%	-	-	-			0.00%
<b>Subtotal</b>	<b>31,900.00</b>	<b>0.35%</b>	<b>(1,399.23)</b>	<b>5,229.02</b>	<b>26,670.98</b>	<b>16.39%</b>	<b>66.67%</b>	<b>-50.27%</b>
<b>City Office Training and Professional Development</b>								
City Head Start Staff	14,000.00	0.15%	2,036.00	4,707.31	9,292.69	33.62%	66.67%	-33.04%
City Controller's Office Staff	6,000.00	0.07%	-	3,981.25	2,018.75	66.35%	66.67%	-0.31%
<b>Subtotal</b>	<b>20,000.00</b>	<b>0.22%</b>	<b>2,036.00</b>	<b>8,688.56</b>	<b>11,311.44</b>	<b>43.44%</b>	<b>66.67%</b>	<b>-23.22%</b>
<b>Content Area Training</b>								
School Readiness	4,500.00	0.05%	800.00	800.00	3,700.00	17.78%	66.67%	-48.89%
Health	4,500.00	0.05%	-	2,062.94	2,437.06	45.84%	66.67%	-20.82%
Disabilities	4,500.00	0.05%	-	4,160.30	339.70	92.45%	66.67%	25.78%
Family Services	4,500.00	0.05%	-	724.00	3,776.00	16.09%	66.67%	-50.58%
Policy Council	11,000.00	0.12%	-	2,111.59	8,888.41	19.20%	66.67%	-47.47%
Parent Training	12,000.00	0.13%	202.97	7,177.80	4,822.20	59.82%	66.67%	6.85%
<b>Subtotal</b>	<b>41,000.00</b>	<b>0.45%</b>	<b>1,002.97</b>	<b>17,036.63</b>	<b>23,963.37</b>	<b>41.55%</b>	<b>66.67%</b>	<b>-25.11%</b>
<b>Program Support</b>								
5 BY 5 Program	16,456.88	0.06%	-	18,596.36	(2,139.48)	113.00%	66.67%	46.33%
Transitions	18,000.00	0.20%	7,523.00	7,643.00	10,357.00	42.46%	66.67%	-24.21%
Dance & Movement (CMDance)	60,000.00	0.66%	12,130.00	34,290.00	25,710.00	57.15%	66.67%	-9.52%
Health & Wellness (Univ of Colo)	35,585.00	0.39%	945.94	15,469.57	20,115.43	43.47%	66.67%	-23.19%
Resilient Futures Passageways	22,008.00	0.00%	-	22,008.00	-	100.00%	66.67%	33.33%
CLASS Training	3,000.00	0.03%	-	250.00	2,750.00	8.33%	66.67%	-58.33%
Math Enhancement (Erikson)	51,000.00	0.56%	838.72	29,242.39	21,757.61	57.34%	66.67%	-9.33%
Financial Literacy	10,000.00	0.11%	-	-	10,000.00	0.00%	66.67%	-66.67%
Health Literacy	10,000.00	0.11%	(400.00)	5,792.01	4,207.99	57.92%	66.67%	-8.75%
<b>Subtotal</b>	<b>226,049.88</b>	<b>2.13%</b>	<b>21,037.66</b>	<b>133,291.33</b>	<b>92,758.55</b>	<b>69.21%</b>	<b>66.67%</b>	<b>2.55%</b>
<b>Comprehensive Services (Contractual Services)</b>								
Disabilities (Sewall)	242,000.00	2.68%	-	115,313.87	126,686.13	47.65%	66.67%	-19.02%



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

	Total Budget	% Grant Award	February Expenses	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed	% Variance
Mental Health/Health/Dental (DHHA)	460,874.00	5.10%	29,670.48	215,941.48	244,932.52	46.85%	66.67%	-19.81%
Nutrition (Nutrition Consultants)	64,540.00	0.71%	8,900.05	44,223.02	20,316.98	68.52%	66.67%	1.85%
Hearing and Language (Marion Downs)	17,628.00	0.20%	709.00	16,497.50	1,130.50	93.59%	66.67%	26.92%
<b>Subtotal</b>	<b>785,042.00</b>	<b>8.69%</b>	<b>39,279.53</b>	<b>391,975.87</b>	<b>393,066.13</b>	<b>49.91%</b>	<b>66.67%</b>	<b>-16.76%</b>
<b>Delegates (Contractual Services)</b>								
Catholic Charities	1,258,560.00	13.54%	100,707.47	718,886.50	539,673.50	58.74%	66.67%	-7.92%
Clayton Early learning	1,297,191.00	13.96%	(127,158.94)	706,311.27	590,879.73	55.99%	66.67%	-10.67%
Denver Public Schools	1,947,455.00	20.97%	34,001.00	1,083,784.47	863,670.53	57.18%	66.67%	-9.48%
Family Star	222,000.00	2.36%	33,844.29	151,259.94	70,740.06	70.89%	66.67%	4.22%
Mile High Early Learning	1,812,251.00	19.51%	(199,317.52)	991,146.15	821,104.85	56.20%	66.67%	-10.46%
Sewall Chid Development Center	389,395.00	4.17%	(1,369.57)	221,430.13	167,964.87	58.80%	66.67%	-7.86%
Volunteers of America	518,161.00	5.56%	(5,250.00)	354,340.00	163,821.00	70.58%	66.67%	3.91%
<b>Subtotal</b>	<b>7,445,013.00</b>	<b>100.00%</b>	<b>(164,543.27)</b>	<b>4,227,158.46</b>	<b>3,217,854.54</b>	<b>58.42%</b>	<b>66.67%</b>	<b>-8.25%</b>
<b>Grand Total</b>	<b>9,447,615.00</b>	<b>100.00%</b>	<b>(32,802.84)</b>	<b>5,329,165.87</b>	<b>4,118,449.13</b>	<b>58.00%</b>	<b>66.67%</b>	<b>-8.67%</b>

**Note:** Refer to Febuary Transaction Summary page 4 for details. January accruals in the amount of \$567,116.29 for December 2018 expenses posted in February in error. Therefore, February credit in the amount of \$(32,802.84) is incorrect.

**NON FEDERAL SHARE:**

	Total Budget	% Grant Award	February In Kind Expenses	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed	% Variance
<b>City Office (Private Grants- CHF, CFC, TGF)</b>	<b>51,397.50</b>	<b>1.96%</b>	<b>4,456.74</b>	<b>33,570.55</b>	<b>17,826.95</b>	<b>74.36%</b>	<b>66.67%</b>	<b>7.69%</b>
<b>Program Support (City Office)</b>	<b>214,480.75</b>	<b>9.28%</b>	<b>14,205.59</b>	<b>148,837.62</b>	<b>64,944.63</b>	<b>69.62%</b>	<b>66.67%</b>	<b>2.95%</b>
5 BY 5 Program	179,333.80	7.76%	11,618.09	132,163.66	46,472.34	73.98%	66.67%	7.32%
Dance & Movement (CM Dance)	15,000.00	0.65%	2,587.50	7,237.50	7,762.50	48.25%	66.67%	-18.42%
Health & Wellness (CU-Denver)	8,896.95	0.39%	-	3,811.46	5,084.79	42.84%	66.67%	-23.82%
Math Enhancement (Erikson)	11,250.00	0.49%	-	5,625.00	5,625.00	50.00%	66.67%	-16.67%
<b>Comprehensive Services (Contractual Services)</b>	<b>182,531.00</b>	<b>7.93%</b>	<b>26,806.52</b>	<b>112,582.76</b>	<b>69,948.25</b>	<b>61.68%</b>	<b>66.67%</b>	<b>-4.99%</b>
Disabilities (Sewell)	60,500.00	2.63%		36,862.98	23,637.02	60.93%	66.67%	-5.74%
Mental Health/Health/Dental (Denver Health)	92,172.00	4.00%	24,237.40	54,081.38	38,090.62	58.67%	66.67%	-7.99%
Resilient Futures (Passageway)	5,552.00	0.24%		-				
Nutrition (Nutrition Consultants)	19,900.00	0.86%	2,569.12	12,896.40	7,003.61	64.81%	66.67%	-1.86%
Hearing and Language (Marion Downs)	4,407.00	0.19%		4,407.00	-	100.00%	66.67%	33.33%
<b>Delegates (Contractual Services)</b>	<b>1,913,494.50</b>	<b>80.83%</b>	<b>91,612.91</b>	<b>948,768.80</b>	<b>912,484.45</b>	<b>50.97%</b>	<b>66.67%</b>	<b>-15.69%</b>
Catholic Charities	323,332.75	13.66%	31,126.00	202,623.66	112,016.34	64.40%	66.67%	-2.27%
Clayton Early learning	333,234.25	14.08%	31,180.99	226,314.59	97,983.16	69.79%	66.67%	3.12%
Denver Public Schools	499,901.50	21.14%		486,863.75	-	100.00%	66.67%	33.33%
Family Star	57,655.25	2.41%		27,750.00	27,750.00	50.00%	66.67%	-16.67%
Mile High Early Learning	465,247.75	19.68%	6,500.76	177,686.20	275,376.55	39.22%	66.67%	-27.45%
Sewall	100,559.75	4.23%	11,073.16	75,320.65	22,028.10	77.37%	66.67%	10.71%
Volunteers of America	133,563.25	5.63%	11,732.00	88,511.00	41,029.25	68.33%	66.67%	1.66%
<b>Grand Total</b>	<b>2,361,903.75</b>	<b>100%</b>	<b>137,081.75</b>	<b>1,243,759.72</b>	<b>1,065,204.28</b>	<b>54.01%</b>	<b>66.67%</b>	<b>-12.65%</b>



**GRO0000689 Head Start - 2018-2019**  
**February 2019 General Ledger Transaction Summary**

Ledger Account	Supplier	Transaction Number	Source	Line Memo	Total		
501000:Regular Compensation	PAYROLL	Operational Journal	Payroll Actual Accrual	Head Start Payroll PPE 2/16	23,188.41		
				Head Start Payroll PPE 2/2	20,298.04		
		JE-00025037	Manual	Inna Kuzovova Payroll 2/3-2/16	168.91		
				Lila Medina Payroll 2/3-2/16	1,729.74		
				Michael Chandler Payroll 2/3-2/16	673.09		
		JE-00025035	Manual	Inna Kuzovova Payroll 1/20-2/02	228.85		
				Lila Medina Payroll 1/20-2/02	943.49		
				Michael Chandler Payroll 1/20-2/02	588.95		
		503100:Differential Pay	PAYROLL	Operational Journal	Payroll Actual Accrual	Head Start Payroll PPE 2/16	16.01
						Head Start Payroll PPE 2/2	16.81
503400:Premium Pay	PAYROLL	Operational Journal	Payroll Actual Accrual	Head Start Payroll PPE 2/16	175.00		
				Head Start Payroll PPE 2/2	175.00		
521000:Retirement Pension	PAYROLL	Operational Journal	Payroll Actual Accrual	Head Start Payroll PPE 2/16	2,419.21		
				Head Start Payroll PPE 2/2	2,685.45		
		JE-00025037	Manual	Inna Kuzovova Benefits 2/3-2/16	20.47		
				Lila Medina Benefits 2/3-2/16	240.91		
				Michael Chandler Benefits 2/3-2/16	92.51		
		JE-00025035	Manual	Inna Kuzovova Benefits 1/20-2/02	25.42		
				Lila Medina Benefits 1/20-2/02	118.57		
				Michael Chandler Benefits 1/20-2/02	74.50		
		530800:Health Savings Account	PAYROLL	Operational Journal	Payroll Actual Accrual	Head Start Payroll PPE 2/16	620.14
						Head Start Payroll PPE 2/16	101.25
				Head Start Payroll PPE 2/2	101.25		
		JE-00025037	Manual	Lila Medina Benefits 2/3-2/16	20.63		
		JE-00025035	Manual	Lila Medina Benefits 1/20-2/02	11.25		
540100:Social Security Taxes	PAYROLL	Operational Journal	Payroll Actual Accrual	Head Start Payroll PPE 2/16	1,673.06		
				Head Start Payroll PPE 2/2	1,514.82		
		JE-00025037	Manual	Inna Kuzovova Benefits 2/3-2/16	11.88		
				Lila Medina Benefits 2/3-2/16	138.19		
				Michael Chandler Benefits 2/3-2/16	49.86		
		JE-00025035	Manual	Inna Kuzovova Benefits 1/20-2/02	14.80		
				Lila Medina Benefits 1/20-2/02	68.06		
				Michael Chandler Benefits 1/20-2/02	40.01		
		541100:Employer Paid Health Insurance	PAYROLL	Operational Journal	Payroll Actual Accrual	Head Start Payroll PPE 2/16	2,086.80
						Head Start Payroll PPE 2/2	2,050.92
		JE-00025037	Manual	Inna Kuzovova Benefits 2/3-2/16	15.57		
				Lila Medina Benefits 2/3-2/16	228.05		
		JE-00025035	Manual	Inna Kuzovova Benefits 1/20-2/02	21.09		
				Lila Medina Benefits 1/20-2/02	124.39		
541200:Employer Paid Dental Insurance	PAYROLL	Operational Journal	Payroll Actual Accrual	Head Start Payroll PPE 2/16	116.95		
				Head Start Payroll PPE 2/2	115.53		
		JE-00025037	Manual	Inna Kuzovova Benefits 2/3-2/16	0.82		
				Lila Medina Benefits 2/3-2/16	13.06		
		JE-00025035	Manual	Inna Kuzovova Benefits 1/20-2/02	1.10		
				Lila Medina Benefits 1/20-2/02	7.13		
541300:Employer Paid Life Insurance	PAYROLL	Operational Journal	Payroll Actual Accrual	Head Start Payroll PPE 2/2	148.50		
		JE-00025035	Manual	Inna Kuzovova Benefits 1/20-2/02	1.93		
				Lila Medina Benefits 1/20-2/02	6.60		
				Michael Chandler Benefits 1/20-2/02	4.81		
				Payroll Actual Accrual	Head Start Payroll PPE 2/16	0.66	
541400:Employer Paid Disability Insurance	PAYROLL	Operational Journal	Payroll Actual Accrual	Head Start Payroll PPE 2/16	161.48		
		JE-00025037	Manual	Inna Kuzovova Benefits 2/3-2/16	1.86		
				Lila Medina Benefits 2/3-2/16	6.21		
				Michael Chandler Benefits 2/3-2/16	8.40		
		Operational Journal	Payroll Actual Accrual	Head Start Payroll PPE 2/16	3.75		
544100:Allowance Pay	PAYROLL			Head Start Payroll PPE 2/2	2.25		
		JE-00025037	Manual	Inna Kuzovova Payroll 2/3-2/16	1.61		
		JE-00025035	Manual	Inna Kuzovova Payroll 1/20-2/02	2.19		
		601000:Professional Services	CMDANCE	SI-00168323	Supplier Invoice	CMDance Jan 2019 HS Inv 100446 Contract 201841185	6,740.00
				SI-00168344	Supplier Invoice	CMDance Jan 31 HS Inv100439 Contract 201841185	5,390.00
	COMMUNITY LANGUAGE	JE-00024474	Year End Accrual - Agency	SI-00151696 Community Lang	(400.00)		



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

Ledger Account	Supplier	Transaction Number	Source	Line Memo	Total
	DENVER HEALTH AND HOSPITAL AUTHORITY	SI-00167942	Supplier Invoice	DHHA Jan 2019 HS Inv GR14583 201842067 Childcare reimbursement for policy council	29,670.48
	ELIZABETH PHILLIPS	SI-00167581	Supplier Invoice	parents	60.00
	GREEN TRANSLATIONS LLC	SI-00163193	Supplier Invoice	Green Translation Interpretation	61.05
		SI-00163194	Supplier Invoice	Green Translation Interpretation	39.72
		SI-00163239	Supplier Invoice	Green Translation Interpretation	37.92
		SI-00163240	Supplier Invoice	Green Translation Interpretation	34.56
		JE-00024008	Year End Accrual	Supplier Invoice: SI-00163239 Green Translation	(37.92)
				Supplier Invoice: SI-00163240 Green Translation	(34.56)
	LANGUAGE SELECT LLC	SI-00163255	Supplier Invoice	Interpretations at Family Star	113.76
		SI-00163258	Supplier Invoice	Interpretations at Catholic Charities	31.69
		SI-00163260	Supplier Invoice	Interpretations at Family Star	78.39
		SI-00163264	Supplier Invoice	Interpretations at Sewall	28.14
		JE-00024008	Year End Accrual	Supplier Invoice: SI-00163255 Language Select	(113.76)
				Supplier Invoice: SI-00163258 Lang Select	(31.69)
				Supplier Invoice: SI-00163260 Language Select	(78.39)
				Supplier Invoice: SI-00163264 Lang Select	(28.14)
	MARION DOWNS CENTER	SI-00165618	Supplier Invoice	Marion Downs Jan 2019 HS Inv 20190027	709.00
	MICI's PIZZA	PC-00051669	Procurement Card Transaction	01/23/2019	450.50
	NUTRITION CONSULTANTS (Hold)	SI-00164072	Supplier Invoice	NutritionConsultants Jan 2019 HS Inv585	8,900.05
	PASSAGEWAYS INSTITUTE	SI-00164974	Supplier Invoice	2018 Dec Resilient Futures invoice	3,695.60
		JE-00024206	Year End Accrual	Supplier Invoice: SI-00164974 Passageways Accrual	(3,695.60)
	PETTY CASH-HEAD START	SI-00163974	Supplier Invoice	Childcare reimbursement for policy council parents on 11/28/18 and 12/19/18	480.00
	RASSMAN DESIGN	JE-00023537	Year End Accrual	Supplier Invoice: SI-00160163 Rassman Accrual	(1,500.00)
	REGENTS OF UNIVERSITY OF COLORADO	SI-00165017	Supplier Invoice	UCD Jan 2019 HS Inv GC015927 Lunch for the Family Engagement Committee Meeting on 1/11/19	945.94
	RED ROBIN	PC-00053278	Procurement Card Transaction	Taxes were charged but will be credited Lunch for the Family Engagement Committee Meeting on 1/11/19	202.97
610100:Administrative Expense	MICI's PIZZA	PC-00049671	Procurement Card Transaction	Family Services/Health Meeting	77.94
	KING SOOPERS	PC-00052368	Procurement Card Transaction	Refund of tax King Soopers PC-00052368 (AHBT-00114773 for \$3.10 & AHBT-00115425 for \$0.20, total \$3.30)	82.84
		JE-00025037	Ad Hoc Bank Transaction		(3.10)
611900:Dues, Licenses and Subscriptions	NATIONAL HEAD START ASSOCIATION	PC-00051671	Procurement Card Transaction	National Head Start Association - Membership fees for Delegate Agency Clayton	840.00
				National Head Start Association - Membership fees for Delegate Agency DPS	840.00
				National Head Start Association - Membership fees for Delegate Agency Family Star	420.00
				National Head Start Association - Membership fees for Delegate Agency MHEL	840.00
				National Head Start Association - Membership fees for Delegate Agency Sewall	420.00
				National Head Start Association - Membership fees for Delegate Agency VOA	420.00
				National Head Start Association - Membership fees for DGKHS	840.00
630100:Utilities	JOURNAL	JE-00024139	Manual	Cell phone charges	40.08
635400:Mail, Freight and Delivery	SALLY HUSS INC	SI-00168856	Supplier Invoice	800 Children's Books Transitions	323.00
640100:Leases and Rentals	LEWAN & ASSOCIATES	SI-00163243	Supplier Invoice	Lewan Copier January	371.70
		SI-00163246	Supplier Invoice	Lewan Copier December	516.04
		JE-00024008	Year End Accrual	Supplier Invoice: SI-00163246 Lewan	(516.04)
661000:Travel and Transportation Employee	DENVER EARLY CHILDHOOD COUNCIL INC	PC-00051670	Procurement Card Transaction	Denver Early Childhood Council Inc - Conference fees for Brandan Burns RMECC	200.00



**GRO0000689 Head Start - 2018-2019  
February 2019 General Ledger Transaction Summary**

Ledger Account	Supplier	Transaction Number	Source	Line Memo	Total
				DENVER EARLY CHILDHOOD registration for Rocky Mountain Early Childhood Conference	
		JE-00025037	Procurement Card Transaction V	Erica Jones and Nancy Louvet	600.00
	LILA MEDINA	JE-00023765	Year End Accrual - Agency	Accrual ER-19000205 Lila Parking Mgmt Meeting	(14.00)
	LILA MEDINA	JE-00023765	Year End Accrual - Agency	Accrual ER-19000205 Lila DGKHS Policy Council Parking	(13.00)
	NATIONAL HEAD START ASSOCIATION	PC-00052665	Procurement Card Transaction V	National Head Start Association - Conference ticket for Caridad Nevarez	509.00
				National Head Start Association - Conference ticket for Lori, Adella, and Liane	1,527.00
	PAYROLL	Operational Journal	Payroll Actual Accrual	Head Start Payroll PPE 2/16 staff local travel	2.09
				Head Start Payroll PPE 2/2 staff local travel	11.37
				Mileage reimbursement for policy council parents on 11/28/18 and 12/19/18	116.68
681300:Grant Award To Subrecipient	PETTY CASH-HEAD START CATHOLIC CHARITIES AND COMMUNITY SERVICES OF THE ARCHDIOCESE OF DENVER	SI-00163974	Supplier Invoice	HSPY200119CC Catholic Charities Jan 2019 - 201840633	100,707.47
	CLAYTON EARLY LEARNING TRUSTEE	JE-00023765	Year End Accrual	Supplier Invoice: SI-00160608 Clayton	(127,158.94)
	DENVER PUBLIC SCHOOLS	SI-00170101	Supplier Invoice	January 2019 DPS invoice Contract 201840635	185,343.05
		JE-00023765	Year End Accrual	Supplier Invoice: SI-00160611 DPS	(151,342.05)
	FAMILY STAR INC	SI-00169245	Supplier Invoice	Family Star HS Jan 2019 HSPY22FS0119 201840637	33,844.29
	MILE HIGH MONTESSORI EARLY LEARNING CENTERS	SI-00160826	Supplier Invoice	MHEL HS Dec 2018 HSPY221218MHM Contract 201840638	199,317.52
		JE-00023537	Year End Accrual	Supplier Invoice: SI-00160826 duplicate accrual	(199,317.52)
				Supplier Invoice: SI-00160826 MHELC	(199,317.52)
				MHEL HS Dec 2018 HSPY221218MHM Contract 201840638	(199,317.52)
		JE-00024008	Supplier Invoice	Supplier Invoice: SI-00160826	199,317.52
			Year End Accrual		
	SEWALL CHILD DEVELOPMENT CENTER INC	SI-00161390	Supplier Invoice	2018 December Sewall invoice Contract 201842003	29,054.83
		SI-00169565	Supplier Invoice	Sewall January 2019 Delegate invoice Contract 201842003	32,567.69
		JE-00023537	Year End Accrual	Supplier Invoice: SI-00161390 Sewall	(29,054.83)
		JE-00025035	Year End Accrual - Agency	SI-00158339 Sewall	(33,937.26)
	VOLUNTEERS OF AMERICA OF COLORADO	SI-00169063	Supplier Invoice	VOA HS Jan 2019 HSPY22VOA0119 201840640	47,222.00
		JE-00025037	Year End Accrual	Supplier Invoice: SI-00160613 VOA	(52,472.00)
701200:Books and Education Materials	SALLY HUSS INC	SI-00168856	Supplier Invoice	Books for Transitioning children at our Delegate Agencies.	7,200.00
	Barnes and Noble	PC-00053698	Procurement Card Transaction V	BARNES & NOBLE #2554 for Erikson books	449.25
701600:Food Supplies	Erikson Math Training - Garbanzo's	PC-00053300	Procurement Card Transaction V	GARBANZO MEDITERRANEAN G food for training	378.50
				KING SOOPERS #0056	
	KING SOOPERS	PC-00053289	Procurement Card Transaction V	Water for Erikson	10.97
930400:Billings For Services	PAYROLL	(blank)	Payroll Actual Accrual	Head Start Payroll PPE 2/2	124.20
<b>February Grand Total</b>					<b>\$ (32,802.84)</b>
				January Accruals - Posted in February	
				SI-00151696 Community Lang	(400.00)
				Supplier Invoice: SI-00163239 Green Translation	(37.92)
				Supplier Invoice: SI-00163240 Green Translation	(34.56)
				Supplier Invoice: SI-00163246 Lewan	(516.04)
				Supplier Invoice: SI-00160163 Rassman Accrual	(1,500.00)
				SI-00151696 Community Lang	(400.00)
				Supplier Invoice: SI-00160608 Clayton Accrual	(127,158.94)
				Supplier Invoice: SI-00160611 DPS Accrual	(151,342.05)
				Supplier Invoice: SI-00160826 MHELC duplicate accrual	(199,317.52)
				SI-00158339 Sewall Accrual	(33,937.26)
				Supplier Invoice: SI-00160613 VOA	(52,472.00)
				<b>Total January Accrual Adj</b>	<b>\$ (567,116.29)</b>
				<b>Adjusted February Total</b>	<b>\$ 534,313.45</b>

**Trial Balance**



**Organization** City and County of Denver  
**Grant Award** AWD-0000648: Head Start - 2018/2019  
**Periods** 2019 : Feb  
**Run** 3/10/2019 11:49

**Trial Balance**

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
000100:Equity In Treasury Cash & Investment	0.00	0.00	0.00	0.00
001000:Cash	(434,054.06)	3.10	794,137.77	(1,228,188.73)
020600:Undeposited Payments	0.00	0.00	0.00	0.00
022000:Grants Receivable	0.00	0.00	0.00	0.00
023100:Unbilled Grant Receivable	1,940,188.84	1,162,674.96	1,161,113.54	1,941,750.26
060300:Expenses Advance	0.00	0.00	0.00	0.00
110100:Vouchers Payable	(820,534.71)	920,792.38	693,600.57	(593,342.90)
110200:Unrecorded Liabilities	(599,745.70)	599,745.70	0.00	0.00
112004:Expenses Payable	0.00	0.00	0.00	0.00
121100:Year End Accrued Payroll	0.00	0.00	0.00	0.00
121600:Accrued Vacation/Sick	(70,019.72)	0.00	0.00	(70,019.72)
340000:Intergovernmental Revenue	(630,522.33)	1,161,113.54	1,162,674.96	(632,083.75)
501000:Regular Compensation	30,533.04	47,819.48	0.00	78,352.52
503100:Differential Pay	6.88	32.82	0.00	39.70
503400:Premium Pay	245.00	350.00	0.00	595.00
521000:Retirement Pension	3,882.08	6,297.18	0.00	10,179.26
530800:Health Savings Account	1,986.80	234.38	0.00	2,221.18
540100:Social Security Taxes	2,147.22	3,510.68	0.00	5,657.90
541100:Employer Paid Health Insurance	4,411.56	4,526.82	0.00	8,938.38
541200:Employer Paid Dental Insurance	247.32	254.59	0.00	501.91
541300:Employer Paid Life Insurance	157.45	162.50	0.00	319.95
541400:Employer Paid Disability Insurance	160.59	177.95	0.00	338.54
544100:Allowance Pay	10.13	9.80	0.00	19.93
601000:Professional Services	5,720.00	57,669.77	5,920.06	57,469.71
610100:Administrative Expense	423.43	160.78	3.10	581.11
611900:Dues, Licenses and Subscriptions	0.00	4,620.00	0.00	4,620.00
630100:Utilities	0.00	40.08	0.00	40.08
635400:Mail, Freight and Delivery	0.00	323.00	0.00	323.00
640100:Leases and Rentals	0.00	887.74	516.04	371.70
661000:Travel and Transportation Employee	27.00	2,966.14	27.00	2,966.14
681300:Grant Award To Subrecipient	564,227.77	827,374.37	991,917.64	399,684.50
683900:Training	95.88	0.00	0.00	95.88
701200:Books and Education Materials	0.00	7,649.25	0.00	7,649.25
701300:Building and Construction Supplies and Equip	0.00	0.00	0.00	0.00
701500:Cleaning Supplies and Materials	0.00	0.00	0.00	0.00
701600:Food Supplies	190.58	389.47	0.00	580.05
701900:Office Supplies and Fixtures	90.75	0.00	0.00	90.75
702500:Tools and Other Equipment	0.00	0.00	0.00	0.00
930400:Billings For Services	124.20	124.20	0.00	248.40
<b>Total</b>	<b>0.00</b>	<b>4,809,910.68</b>	<b>4,809,910.68</b>	<b>0.00</b>
	<b>February 2019 Total</b>	<b>965,581.00</b>	<b>998,383.84</b>	<b>(32,802.84)</b>
			<b>January Accruals - Posted in February</b>	<b>(567,116.29)</b>
			<b>Adjusted February Total</b>	<b>534,313.45</b>

**POLICY COUNCIL**  
**Meeting of March 27, 2019**  
**Junta del 27 de marzo 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:** February 27, 2019

**Time:** 4:30 – 5:30 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 2018-2019 Grant January 31, 2018 Financial Reports.	Duscussed the top spend transacations and the summary of the month to date and year to date amounts. Explained the dashboard page 1 of the Financial Statements and other reports for January's spend.
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. We discussed the mileage and food for policy council.
3	Open discussion on what is needed to help understand the Financials	Adella shared some ideas on how to help explain the Financial Statements.
	<b>Program Discussion:</b>	Liane shared the content area that will be coming in February.

**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

## **VII. NEW BUSINESS**

- a) School Readiness and Transitions
- b) RMECC Presentation
- c) Delegate Agency Reports



## Kindergarten Readiness Skills

**Here are some ways to help your child at home.**

**Enthusiasm toward Learning-** Encourage exploration and follow the child’s interest. Listen for their questions and expand their knowledge and discover answers together if not sure. Find opportunities to allow your child to help around the house and learn the how’s and why’s things work.

**Solid Oral Language Skills-** Participate in back and forth exchanges of conversations. Ask them questions. EX. Why did you do it that way? Expand their knowledge by providing new words or expanding in detail.

**Ability to listen-** Provide opportunities for them to listen to stories or books and revisit the conversations or stories and ask what they recall. Songs and poems help as well. Invite them to re-tell it. If giving them directions to follow, ask them to repeat what they heard. Help them build the skills of focusing.

**Desire to be independent-** Give jobs at home to your child ex; set the table, fold towels, pick up toys. Allow them to do things independently choose their clothes or shoes, what they would like to do that day.

**Ability to play well with others-** Provide opportunities for them to engage in activities with others such as games or puzzles. Model turn taking, asking for input from others and sharing.

**Strong Fine Motor Skills-** With materials such as scissors, pencils, crayons, provide opportunities for them to use the pincher grasp and use fingers only for picking up small pieces of paper to glue, sort or cut things out.

**Content Knowledge and Critical thinking (deeper level)-** Research tells us that questioning is the key to success in the 21<sup>st</sup> century. The most effective way to foster this skill is in questioning. Ask questions like the examples below while driving, eating or anytime together.

What Is	When Is	Where Is	Which Is	Who Is	Why Is	How Is
What Did	When Did	Where Did	Which Did	Who Did	Why Did	How Did
What Can	When Can	Where Can	Which Can	Who Can	Why Can	How Can
What Would	When Would	Where Would	Which Would	Who Would	Why Would	How Would
What Will	When Will	Where Will	Which Will	Who Will	Why Will	How Will
What Might	When Might	Where Might	Which Might	Who Might	Why Might	How Might



## THE FIVE BY FIVE PROGRAM

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### 5 things to do in the summer

- Remember to use your Five by Five pass card.
- The pass card is not good for special events after 5:00 p.m. at the cultural venues.
- Read your School Readiness guide for events that is coming up to attend.
- Apply sun screen and take a water bottle.
- Write in your journal what you saw at the cultural venue.

### 5 cosas para hacer durante el verano

- Recuerde usar su tarjeta-pase Cinco Por Cinco.
- La tarjeta-pase no es válida para eventos especiales en los centros culturales después de las 5:00 p.m.
- Busque en su guía de Preparación para la Escuela los próximos eventos para que pueda asistir a ellos.
- Use protector solar y lleve una botella de agua.
- Escriba en su diario lo que vio en el evento cultural.

Office of Children's Affairs  
201 W. Colfax Ave., Dept. 1101, Denver, CO 80202, (720) 913-0900, [www.denvergov.org/childrensaffairs](http://www.denvergov.org/childrensaffairs)

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**POLICY COUNCIL**  
**Meeting of March 27, 2019**  
**Junta del 27 de marzo del 2019**



## **Delegate Agency Reports**

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## Denver Great Kids Head Start

March 2019, Clayton Early Learning Policy Council/Committee Report

### Program Updates

- **Policy Committee Meeting Date: 03/07/2019**
- **Update on Policy Committee meeting:**
  - Review and approval of Standard Operating Procedures- Attendance & Absenteeism for Children \*
  - Expense Authorization \*
  - ERSEA Report
  - Federal Updates
    - HHS Poverty Guidelines for 2019
    - Child Nutrition Programs
    - Head Start Child and Family Experiences Survey
  - Financial Update and Review
- **Strengths/Highlights:**
  - On February 21 Clayton had an all school family meeting with a guest speaker from Vroom. The theme was in line with our I Love to Read month and literacy. Families received Dialogic Reading training.
  - Dolly Parton's Imagination Library attended the all family meeting to sign up interested families.
  - Embrace Initiative will be starting in four Clayton classrooms (2 EHS and 2 HS).
  - Wednesday March 6, Culture of Wellness will offer nutrition classes every Wednesday until April 17.
  - Clayton Early Learning is continuing partnership with Children's Hospital Colorado and the Colorado Children's Campaign to host the 8th Annual Speak Up for Kids Advocacy Day at the Capitol on Tues., March 19.
  - On site tax preparation assistance continues to be offered to families and staff through end of March.
  - Clayton continues to support families in partnership with Weecycle an organization that provides diapers, wipes, clothing, strollers, car seats, formula, cribs, etc.
  - Teaching staff completed second Home Visits March 1<sup>st</sup> and 4<sup>th</sup>
- **Trainings:**
  - Preschool teachers attended the Ericson Math training on February 21 and 22.



- Mentor Coaches and CFEs attended an Educare Learning Network training in Chicago.
  - New staff on boarding training will be held on the week of March 11.
  - Clayton staff attended the 2019 Rocky Mountain Early Childhood Conference on March 1<sup>st</sup> and 2<sup>nd</sup>
- **Needs/Challenges:**
    - One vacant teacher position
    - One vacant Mentor Coach position

### Financial Updates

- USDA Meals: For January 2019 date, we claimed \$ 14,402.51 in reimbursement and served 6,327 meals and/or snacks. (No) USDA/CACFP claims reduced or rejected for any reason.
- Financial Status: We have expensed \$ 124,723.94 from Jan 1 to Jan 31st, 2019. As of January 2019, we have expensed \$ 831,035.21 for our total Head Start grant award of \$1,297,191 which is 64.06% of the total grant.
- Clayton has reported \$31,189.99 of the non-federal share total of \$324,298 which is 25% of total non-federal share for the month of Jan 2019.

Next Policy Committee

Next meeting date April 4, 2019 @ 5:30 pm @ Clayton Educare Multipurpose Room).



## Denver Great Kids Head Start

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

#### Program Updates for February 2019

**Last Policy Council Committee Meeting Date:** 3/12/19

**Update on last policy committee meeting:** The Policy Committee reviewed and discussed the Governance Screener and received an overview of the Montessori pedagogy.

**Strengths:** Family Star had several parent/caregiver volunteers set up and inventory food for the emergency pantry, which is now open and available to serve children and families. Details are still being finalized for the second part, which will be a fresh food distribution with fresh fruits, vegetables and other groceries available to pick up on a regular basis.

**Trainings:** Family Star sponsored several staff to attend the Rocky Mountain Early Childhood Conference. Some supervisors on the Head Start team received training on Reflective Supervision. Family Star continues to sponsor parents/caregivers to attend various opportunities through the local Montessori Institute. Additionally, one family was sponsored to attend a training on Childhood Sexuality.

**Needs/Challenges:** Attendance has been low for the Head Start program and multiple children are classified as chronically absent. Families experience several barriers with meeting the attendance requirements. Family Star is exploring opportunities to support and understand their needs while still encouraging better attendance at school. We are also recruiting for EHS families in our home-based program if anybody has any pregnant women or EHS families interested.

#### Financial Updates

**USDA Meals:** For 2/28/19 we claimed \$8,984.68 in reimbursement and served 6,131 meals and/or snacks. (NO or Yes) USDA/CACFP claims reduced or rejected for any reason.

**Financial Status:** As of 12/31/2018 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):** 4/9/19; 5:30 pm – 7:00 pm;  
Northwest School



Denver Great Kids Head Start  
March 2019

**Mile High Early Learning  
Policy Committee Report**

**Program Updates**

- **Last Policy Council/Committee Meeting Date:** February 20, 2019
- **Update on last Policy Council/Committee meeting:** During the February 20, 2019, the 2019-2020 Head Start Continuation Grant was approved. The training was given by Kris Weitzl the Head Start Nurse and she went over the Head Start Performance Standards for the health component. We went over the Community Assessment and talked about how many parents would be interested in taking a Parent CDA class.
- **Strengths/Highlights/Trainings:** February was busy month with a couple of different Professional Development activities. On February 18, we had a MHEL Professional Development day. Our training was the annual Mandatory Child Abuse Training and Standard Precautions. Both of these are annual trainings for all staff. The last week in February, specifically on March 1 we had many MHEL teachers attend the Rocky Mountain Early Childhood Conference. Teachers seemed to enjoy the day out of class as well as the conference activities,
- **Needs/Challenges:** Our challenge continues to be staffing. We are down several Staff Aides, Center Floaters and Teacher Aides. Our HR department is working feverishly to fill any openings. The struggle is with in the early childhood industry and continues to be challenging.

**Financial Updates**

- **USDA Meals:** For January 2019, we claimed \$26,457.35 in reimbursement and served 13,823 meals and/or snacks. No USDA/CACFP claims reduced or rejected for any reason.
- **Financial Status:** As of January 2019 we have expended \$1,168,214.38 our total Head Start grant award of \$1,812,251.00 which is 64% of the total grant. Also, we have reported \$177,686.20 of our non-federal share total of \$453,063.00, which is 39% of the total non-federal share.

Next Policy Committee Meeting  
March 20, 2019  
5:30-7:30

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



February 2019  
Sewall Child Development Center Delegate Agency  
Policy Committee Report

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Program Updates for February 2019

Last Policy Committee Meeting Date: February 12, 2019

**Update on Last Policy Committee Meeting:**

Date: February 12, 2019

- Discussion about the Self-Assessment Goals
- Discussion about Legislation and policies with Naomi Amaha-Gollnick from the junior league

**Strengths/Highlights:**

- Supported families in school choice for kindergarten
- Home Visits scheduled early in March
- CLASS observations will happen in March

**Trainings:**

- CLASS Coaching
- Pyramid Plus Trainings are ongoing for new staff
- Anti Bias Curriculum Training
- Equity and Privilege Conversations

**Needs/Challenges:**

- Continued needs for ECEs and ECSEs
- Family Service worker position is open
- Continued needs to make sure we are on track with Head Start deadlines and requirements

Next Policy Committee Meeting is scheduled for March 12, 2019 from 5-6:30 at Dahlia

## Program Updates

### Last Policy Council Meeting Date: February 14, 2019

- **Update on last Policy Council/Committee meeting:**
  - Attendees discussed: Pop Up Markets, TEGNA grant, We Don't Waste, Staffing updates, and upcoming events.
- **Strengths/Highlights:**
  - CCR helped to identify needs, allowing us to tailor resources to families
  - FSW's continue recruitment efforts to maintain full enrollment
  - Reviewing and improving Recruitment plan
  - Reviewing and improving Enrollment paperwork
  - Completion of PIR
  - Completion of grant submissions
- **Trainings:**
  - Teachers and Administrators engaged in HEARTS- Trauma Informed Care consultations
  - Teachers engaged in intensive coaching sessions with coach.
- **Needs/Challenges:**
  - Additional training and daily support with significant behaviors
  - Access to supportive housing services for families. Our families are experiencing a higher than typical amount of homelessness.
  - Qualified Education and Disabilities Coordinator
  - Need for qualified and reliable substitute teachers

## **VIII. OLD BUSINESS**

- a) DGKHS Grant Approval
- b) DGKHS Self-Assessment Approval
- c) PEAK Presentation

**2019-2020**  
**Denver Great Kids Head Start 08CH010552**  
**Application for Federal Financial Assistance**  
**Submitted to the Office of Head Start Region VIII**  
**April 1, 2019**

<b>Program Goal 4: All Denver Great Kids Head Start children with disabilities will experience high quality and inclusive learning environments, and parents work to improve their skills as advocates to ensure children are ready to succeed in school.</b>					
<b>Objective(s)</b>	<b>Progress, Outcomes, and Challenges</b>				
	<b>Year 1 (baseline)</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<p>-Activities or Action Steps to Meet Objective Above:</p> <ul style="list-style-type: none"> <li>• Partner with DPS and Sewall Child Development Center for kindergarten transition IEP meetings, Partner with DPS Office of School Choice, Develop kindergarten portfolios for children with IEPs</li> </ul> <p><b>Year 2 Updates:</b> Transition timeline tailored to the needs of children with disabilities shared with staff and families. Transition meetings held for all children with IEPs to center placements.</p> <p><b>Challenges related to Goal 4 – Similar to other Head Start programs across the country, collecting and reporting results using the TS GOLD system has been a barrier.</b></p>					
<p>-Data, Tools, or Methods for Tracking Progress Above:</p> <ul style="list-style-type: none"> <li>• Transition IEP meetings, parent meeting agendas, portfolios</li> </ul>					

Program Goal 5: Denver Great Kids Head Start operations and financial administration are efficient, effective, and promote parent, family and community engagement across all levels of Head Start programming.					
Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 (baseline)	Year 2	Year 3	Year 4	Year 5
<p>1. <i>By 2023, all DGKHS financial and administrative management practices are transparent and promote high quality services.</i></p> <p>Expected Outcome: Financial and administrative practices are transparent and promote comprehensive school readiness and parent engagement for all children.</p> <p>Expected Challenge: Continuing to ensure fiscal and administrative practices are fully compliant.</p>	<p>Program and financial monitoring resulted in zero disallowed expenditures and minimal areas of non-compliance cited.</p>				
<p>-Activities or Action Steps to Meet Objective Above:</p> <ul style="list-style-type: none"> <li>• DGKHS will implement various monitoring systems and practices across all delegate and vendor agencies to ensure high quality performance and contract compliance.</li> <li>• DGKHS will develop, execute and implement effective performance contracts for Head Start services.</li> </ul> <p>-Data, Tools, or Methods for Tracking Progress Above:</p> <ul style="list-style-type: none"> <li>• Monitoring reports, expenditure audits, internal audits, report schedule for all contracts</li> </ul>					

<b>Program Goal 5: Denver Great Kids Head Start operations and financial administration are efficient, effective, and promote parent, family and community engagement across all levels of Head Start programming.</b>					
<b>Objective(s)</b>	<b>Progress, Outcomes, and Challenges</b>				
	<b>Year 1 (baseline)</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<p><b>Year 2 Update:</b></p> <p>During the past year DGKHS has added two tools to its monitoring strategy. We contracted with the firm Data Say to incorporate our monitoring template into their data base, which is aligned to the Head Start regulations and there by produce standardized monitoring reports that we have shared with our delegate agencies. We incorporated these tools into our Health and Safety reviews as well as with our integrated file audits completed at each delegate agency. We continue to see positive results from our program monitoring efforts. In addition to the program monitoring efforts that DGKHS has conducted, financial monitoring has taken place throughout the year by the Controller's Office within the City's Department of Finance. Fiscal monitoring is aligned to established Head Start and other Federal policies and practices as well as to the approved delegate or vendor agency budgets. In 2018 an External City Audit was conducted by BKD and the scope included Head Start. There were no findings or weaknesses identified in the Audit for the operation of the Head Start program.</p>					
<p><b>Year 2 Select Delegate Updates:</b></p> <p><i>Catholic Charities</i> – The ECE leadership team worked with the accounting department to provide training for the leadership team and site supervisors on the financial management system and to provide more frequent budget information to ensure accuracy in fiscal reports and tracking of the Head Start grant budget.</p> <p><i>Clayton</i> – One-hundred percent of reports to federal, state, and local authorities were completed in a timely, efficient and accurate manner.</p> <p><i>DPS</i> – One-hundred percent of justified investments have included parent representatives.</p> <p><i>Family Star</i> – Leadership and governing bodies receive frequent updates and training on various financial and operational procedures.</p> <p><i>Mile High Early Learning</i> – In September 2018, MHEL underwent an annual standard audit as well as the CFR 200 (A-133) audit. MHEL received a clean audit report with no auditor comments.</p>					

Program Goal 5: Denver Great Kids Head Start operations and financial administration are efficient, effective, and promote parent, family and community engagement across all levels of Head Start programming.					
Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 (baseline)	Year 2	Year 3	Year 4	Year 5
<p>2. <i>By 2023, all services purchased or negotiated are supportive of DGKHS grant goals, objectives and promote school readiness and parent engagement.</i></p> <p>Expected Outcome: All services are aligned and cost effective to promote school readiness and parent engagement.</p> <p>Expected Challenge: Continuing to fully support comprehensive school readiness activities with rising costs.</p>	<p>Year 1 (baseline) DGKHS invests nearly \$1 million dollars above delegate agency contract amounts to promote high quality services.</p>	<p>Year 2 In the current year DGKHS is proposing to invest \$1.26 million to provide comprehensive services to our Head Start delegate agencies and families from a combination of grant funding and an additional \$250,000.00 of City funding to support strategic initiatives such as health and wellness and quality teaching.</p>			

<b>Program Goal 5: Denver Great Kids Head Start operations and financial administration are efficient, effective, and promote parent, family and community engagement across all levels of Head Start programming.</b>					
<b>Objective(s)</b>	<b>Progress, Outcomes, and Challenges</b>				
	<b>Year 1 (baseline)</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<p>-Activities or Action Steps to Meet Objective Above:</p> <ul style="list-style-type: none"> <li>• DGKHS will use data from multiple sources to make strategic investments that promote school readiness, parent engagement and high-quality services.</li> <li>• DGKHS will use monitoring results data to shape investments to promote school readiness, parent engagement and high-quality services</li> </ul>					
<p>-Data, Tools, or Methods for Tracking Progress Above:</p> <ul style="list-style-type: none"> <li>• Contract scopes of services, monitoring results, community assessment data, self-assessment results, policy council recommendations and parent surveys.</li> </ul>					
<p><b>Year 2 Update:</b>            In the current year DGKHS is proposing to invest \$1.26 million to provide comprehensive services to our Head Start delegate agencies and families from a combination of grant funding and an additional \$250,000.00 of City funding to support strategic initiatives such as health and wellness and quality teaching.</p>					
<p><b>Challenges related to Goal 5 – As a program within the structure of the City and County of Denver, DGKHS has the benefit of significant financial controls of procedures.</b></p>					

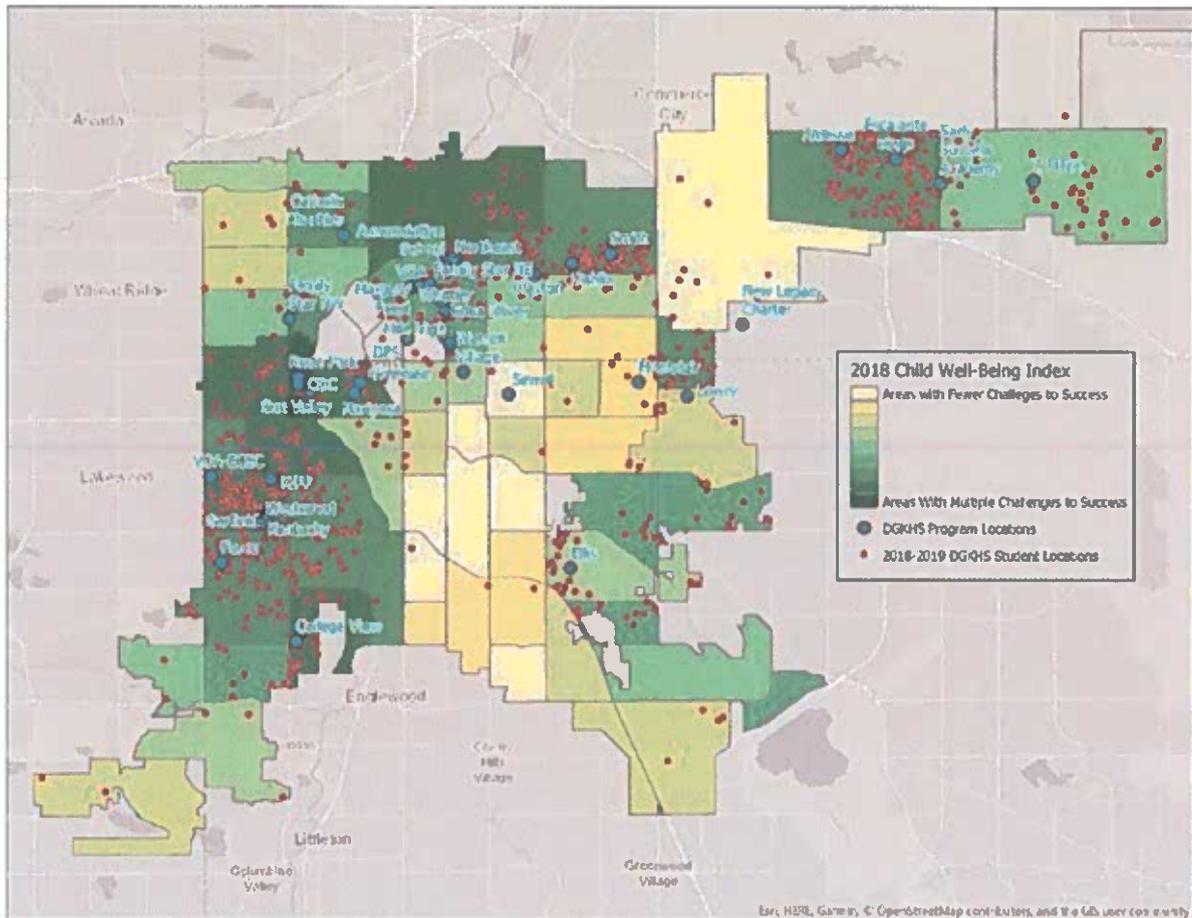
## **Subsection B: Service Delivery**

### **1. Service and Recruitment Area.**

DGKHS continues to serve the entirety of the City and County of Denver. DGKHS has initiated a Memorandum of Understanding with Rocky Mountain SER Head Start to increase coordination and collaboration between the two Head Start grantees serving the City and County of Denver.

### **2. Needs of Children and Families.**

The DGKHS 2018 Community Assessment reiterates the findings from the 2017 Comprehensive Community Assessment that was used in establishing program goals and services for the DGKHS baseline grant application. The Child Well-Being Index was developed to provide a comprehensive view of the needs of Denver’s children. This index aggregates eleven indicators that measure differences in education, health, and community opportunities. The following figure provides a geographic overlay of areas of high need as measured by the Denver Child Well-Being Index compared to DGKHS program locations and students.



DGKHS program locations continue to serve high needs areas. Collectively, during the 2017-2018 program year 1,956 children in Denver were served between Early Head Start (446 children), DGKHS (1,153 children), and RMSER (357). Collectively, these agencies only served approximately 26 percent of the eligible population.

DGKHS continues to serve a diverse population. In 2017-2018, Hispanic students made up 60 percent of the total population of children served by DGKHS. In terms of race, 27 percent of enrolled children identified as Black, followed by 10 percent of children identified as multi-racial. Fifty-seven percent of DGKHS children speak English as their primary language, followed by 36 percent speaking Spanish, and four percent speaking African Languages.

**2.C. Proposed Program Options and Funded Enrollment Slots**

<b>Delegate Agency</b>	<b>Awarded Slots</b>	<b>Year 1 Plan FD/ED/Other</b>	<b>Percentage Full Day</b>
DPS	302	302 (Full Day)	100%
MHEL	281	68 (Part Day) 148 (Full Day) 65 (Extended Day)	74%
Clayton	201	95 (Full Day) 46 (Extended Day) 60 (Home Based)	100%
Catholic Charities	195	67 (Full Day) 68 (Extended Day) 40 (Part Day) 20 (Home Based)	77%
VOA	80	48 (Full Day) 32 (Extended Day)	100%
Family Star	34	30 (Dosage) 4 (Home Based)	100%
Sewall	60	60 (Full Day)	100%
	<b>1,153</b>	<b>1,153</b>	

**4. Centers and Facilities**

Denver Public Schools Head Start will move one center location from Greenlee Elementary School, 1150 Lipan Street, Denver, 80204 to Swansea Elementary School, 4650 Columbine Street, Denver, 80216. No other changes to center locations are proposed.

## 5. Eligibility, Recruitment, Selection, Enrollment, and Attendance

Based on the results of the DGKHS self-assessment, and community assessment update, DGKHS updated the selection criteria. The revised selection criteria is copied below.

**119 points are uniform across DGKHS out of 200 points. 59.5 percent of Selection Criteria Factors are uniform, 40.5 percent of selection criteria factors are available for agencies to develop.**

<b>Head Start Eligibility Factors (select only <u>ONE</u> criteria that best describes the family circumstance)</b>	<b>50 Points Maximum</b>
Homeless	50 Points
Foster Care/Kinship Care	50 Points
Public Assistance: TANF/SSI	40 Points
Income Below 100 Percent and below of FPL	40 Points
Income Between 101 and 130 Percent of FPL	20 Points
Income Above 131 Percent of FPL and above	0 Points

<b>Other Head Start Factors</b>	
Single Parent	15 Points
Refugee/Immigrant	10 Points
Child has <b>confirmed</b> Special Needs: Medical and/or Educational, and/or Mental Health (Must Have Documentation)	12 Points
Child has <b>suspected</b> Special Needs: Medical and/or Educational, and/or Mental Health	7 Points
4-5-Year-Old or Currently Enrolled in Early Head Start (EHS)	10 Points
Teen Parent at Birth of First Child	5 Points
Caregiver does not have a GED or High School Diploma	5 Points
Primary Language is not English	5 Points

## 6. Education and Child Development

To ensure ongoing improvement of child outcomes, DGKHS has added a requirement for delegate agencies to submit pre and post CLASS scores for all classrooms in DGKHS during the

program year. These results are reviewed by the grantee School Readiness Director. DGKHS has also added a requirement for delegate agencies to submit coaching logs to ensure that coaching and training in areas needed are addressed. No other changes are proposed.

## **7. Health**

In 2017-2018, DGKHS was one of 31 programs selected out of 100 plus applicants to the UCLA Health Care Institute. This will be a three-year Health Literacy project, focusing on treatment of common childhood illnesses, oral health, and diabetes/obesity prevention. No other updates or changes have occurred in the area of health.

## **8. Family and Community Engagement**

DGKHS continues to partner with the Five By Five Program in the Office of Children's Affairs. New cultural institutions have been added, and currently 22 programs provide admission, training, and classroom resources to DGKHS children, families, and staff. The program engages parents and staff through workshops that have been aligned to PFCE outcomes. In efforts to strengthen Father Engagement, DGKHS is seeking to partner with the Office of Children's Affairs My Brother's Keeper program to support grantee-wide father engagement. DGKHS has instituted a Memorandum of Understanding with the Department of Human Services to streamline a range of services for DGKHS families, including CCAP. DGKHS has also initiated a Memorandum of Understanding with Rocky Mountain SER to increase coordination between DGKHS and Rocky Mountain SER. No other changes are proposed.

## **9. Services for Children with Disabilities**

DGKHS continues to have a Memorandum of Understanding with Denver Public Schools as the Local Education Agency related to disabilities services. DGKHS also has a Memorandum of Understanding with Rocky Mountain Human Services as the Part C provider. DGKHS will update its agreement with DPS beginning in April 2019 to more specifically address areas of responsibility and coordination related to Section 504 of the Rehabilitation Act. No other changes are proposed.

#### **10. Transition**

DGKHS continues to maintain a Memorandum of Understanding with Denver Public Schools as the Local Education Agency to ensure coordination and resource sharing related to school readiness and transition. DGKHS will update its MOU with Denver Public Schools in April, 2019 to ensure effective coordination and best practice related to transition efforts, as well as all other areas covered under this agreement. No other changes are proposed.

#### **Transportation**

DGKHS does not provide transportation for families, with the exception that Denver Public Schools Head Start provides transportation for Head Start children to two of its locations. DPS Head Start has an approved waiver for bus monitor requirements for the 2018-2019 school year and if needed, DGKHS will submit a new waiver request for the 2019-2020 school year in April or May, 2019.

#### **Sub-section C: Governance, Organization, and Management Structures**

##### **1. Governance**

Since 1997, Denver Great Kids Head Start has operated within a delegate agency model that works in partnership community providers (delegate agencies) as well as with three direct service providers that deliver direct core services in the areas of health, mental health, disabilities services and nutrition. Denver Great Kids Head Start currently has authority to serve the entirety of the City and County of Denver.

No changes are contemplated in Program Governance at this time although there will be a Mayoral election in May 2019 and our incumbent Mayor, Michael B. Hancock has declared his candidacy for re-election. With that being the case, it is possible that a new Mayor could be elected resulting in a possible change in leadership within the Office of Children's Affairs, the host agency for Denver Great Kids Head Start.

The Office of Children's Affairs serves as the responsible grantee office within Denver City government and retains fiduciary responsibility for the general operation of the Head Start grant, including program and financial functions. Ms. Dionne Williams was named executive Director of the Office of Children's Affairs in January, 2019 as serves as the Mayor's Representative in the day-to-day operations of the Head Start program.

### **Structure**

No changes are contemplated in program structure.

### **Governing Body**

No changes are contemplated in the composition or role of the Governing Body unless a new Mayor is elected.

## **Governing Body Division of Duties**

No changes are contemplated in the division of duties of the Governing Body members.

### **Mayor**

On January 4, 2019 Ms. Dionne Williams was appointed by Mayor Hancock as the Executive Director of the Office of Children's Affairs as his representative in all Head Start matters. This position serves as the early childhood education and development expert on the governing body. This person is also the subject matter expert in the Mayor's Cabinet on all issues pertaining to early childhood and regularly attends the Denver Great Kids Head Start Policy Council meetings. Any member of Policy Council can speak with the Executive Director of Children's Affairs regarding all issues related to Denver Great Kids Head Start at any time. The Executive Director of Children's Affairs meets with the Mayor on a bi-weekly basis and shares information on Head Start activities to ensure effective two-way communication. In addition, the Mayor receives summary information through these meetings which include regular updates pertaining to various aspects of Head Start that include but are not limited to monthly progress report towards goals and objectives, monthly Head Start enrollment reports, monthly financial reports, including variance reports, credit card receipts, and numbers of meals and snacks provided through the United States Department of Agriculture, and any new communications received from the Office of Head Start. The Executive Director of Children's Affairs provide these updates.

### **City Council**

The Chair (or co-chairs) of the Safety and Well Being committee serve as the City Council's representative and is appointed annually. As this is an election year there could also be changes in the composition of City Council and changes in committee assignments. No changes are contemplated in the roles and responsibilities of City Council pertaining to their Governing Body roles and responsibilities.

**Auditor**

The current Auditor, Tim O'Brien is up for re-election in May 2019 so it is possible that there could be a new Auditor elected. No changes are contemplated in the roles and responsibilities of the Auditor pertaining to their Governing Body responsibilities.

**Manager of Finance**

No changes are contemplated in this area.

**Office of Human Resources**

No changes are contemplated in is area.

**Policy Council**

No changes are contemplated in this area. Our Policy Council is seated in November of each year and their term ends the following November upon the seating of new members. Our Community Representatives are nominated by either the Mayor or City Council and elected by the Policy Council on a yearly basis with terms not to exceed five years.

**Policy Committees**

No changes are contemplated in this area.

### **Parent Committees**

No changes are contemplated in this area.

### **Conflict of Interest**

No changes are contemplated in this area.

### **Relationships**

Training is an important element of relationship building with our governing body and with our policy council. Since our governing body is comprised of publicly elected officials there is very little turnover until general election time and turnover occurs. Should there be changes in the composition of the Governing Body members, a new orientation will be planned. Otherwise the annual training on eligibility, roles and responsibilities and program goals and objectives will be conducted in Fall 2019.

A new Policy Council is seated on a yearly basis during the first week of November. Comprehensive training is provided to all incoming members and this training includes but is not limited to roles and responsibilities of policy council members, overview of the Head Start program and, in particular Denver Great Kids Head Start; its rich history, past accomplishments, goals and objectives and its overall role within the Office of Children's Affairs. On-going training is provided to the policy council at regularly scheduled meetings. The council meets in 11 of the 12 calendar months. Content area training is provided to the policy council when appropriate and as required by relevant requirements specified in Subpart A, (Eligibility, Recruitment, Selection, Enrollment and Attendance; Subpart B (Program Structure); Subpart C (Education and

Child Development Program Services); Subpart D (Health Program Services); Subpart G (Transition Services); Subpart I (Human Resources Management); and Subpart J (Program Management and Quality Improvement). No other changes are contemplated.

In December 2018 DGKHS reached out to Rocky Mountain SER, the other preschool Head Start program funded in Denver in order to set the stage for the development of a formal Memorandum of Understanding (MOU) between the two Head Start programs. DGGKHS drafted the MOU and it is currently under review. It is expected that the agreement will be implemented in July 2019.

## **2. Human Resources Management**

- a.* Structure: No changes contemplated.
- b.* Criminal Background Checks: No changes contemplated.
- c.* On-boarding staff and volunteers: No changes contemplated.
- d.* Staff Training and development: An annual training plan is developed and submitted as part of this refunding application. DGKHS will continue to invest in excess of \$194,000.00 of operational dollars (PA 22) into training along with an additional \$127,500.00 in City General Fund dollars for professional development, quality teaching and staff retention activities.

## **3. Program Management and Quality Improvement**

- a.* Program oversight systems:

The City Office is responsible for monitoring delegate and vendor agencies in accordance with Section II. E. of the Denver Great Kids Head Start Policy Manual. Monitoring consists of regularly scheduled on-site visits, interviews, meetings records and file reviews and

analysis of delegate or vendor agency generated data. Our program monitoring efforts are not limited to program-only services, but also include contractual and financial management monitoring. These monitoring functions are memorialized as contract requirements for receiving Head Start funds from the City.

In 2018 DGKHS added a supplemental monitoring and continuous improvement dimension to our existing systems. We contracted with a national Head Start data management firm, Data Say in order to provide monitoring and continuous quality improvement using data. Data Say is a monitoring and self-assessment system that allows us to implement a standardized process of monitoring. It also allows us to collect data, as well as supports the evaluation and analysis of the data. The existing Head Start Program Performance Standards are embedded within the system, allowing us to identify key areas of strength and weakness. We were allowed to customize our current checklists/monitoring tools this year and/or utilize existing Data Say monitoring templates. We have been pleased with the results and will continue to streamline the monitoring templates to meet our needs.

Data Say is one step in our overall effort to collect program data through our monitoring tools – then evaluate and analyze the information, thus making data informed decisions for the quality improvement of our program.

In the current year DGKHS partnered with a second national firm to further enhance our monitoring and continuous improvement efforts. Our program contracted with a California-based consulting firm, CCR Analytics to standardize our approach to identifying family needs and strengths and, secondly to gather family outcomes data that is linked to our child

assessment tool, Teaching Strategies Gold. Four of our delegate agencies elected to use the standardized family strengths and needs assessment and we were able to obtain 634 responses. The summary results were provided earlier in this application. All seven delegate agencies participated in our family outcomes survey and over 800 responses were received. The results were described earlier in this application.

**b. Continuous Improvement:**

As described above Denver Great Kids Head Start has developed, implemented and added additional practices and strategies that demonstrate our commitment to continuous improvement. To reiterate, these include rigorous program and fiscal management, health and safety monitoring, enrollment and attendance, disabilities services, socio-emotional development services, school readiness services, and family services outcomes.

**c. Budget and staff support:**

Budget formulation is a process that is embedded in our self-assessment and continuous improvement efforts. The Head Start grant is set up in the City's financial management system. The budget is developed by City Head Start staff, the Policy Council, the financial team, and the Mayor's designee (the Executive Director of the Office of Children's Affairs). Each member of the City Head Start team is responsible for proposing a "content area budget" for both program operations and what we refer to in our budget as program supports. These specific investments are reviewed and analyzed yearly during the self-assessment process to determine if continued investment is warranted or if an innovation should be considered. We have funded math coaching, CLASS training, dance and movement

classes, financial literacy and health literacy in the past based on our collective identification that investment was warranted.

Each City Head Start staff is responsible for his/her content area budget and proposes and tracks individual purchases to support their content area. Budgets are reconciled continuously. Overall responsibility for budget formulation, contract development and expenditure monitoring and reconciliation rests with the Head Start Executive Director, with additional support from the finance team in the City's Controllers Office.

In 2018 DGKHS requested City General Fund dollars through the Office of Children's Affairs. For the first times in its 22 year history, the City allocated \$250,000.00 in earmarked funds to support the Head Start program in the 2019 city fiscal year. These funds are being used to leverage support for quality teaching efforts along with mental health consultation and trauma informed care. It is our hope that we can generate sufficient metrics to warrant a funding increase in the city 2020 budget allocation.

### **2019 COLA Request**

Denver Great Kids Head Start is applying for \$165,232.00 in PA 22 dollars for the award of the FY 2019 Cost of Living Adjustment (COLA). Of the total amount to be awarded \$130,207.93 will be added to the seven delegate agency budgets as described in their individual grant narratives and as reflected in the City's Budget Narrative in the following section. The City will ensure that the COLA funds awarded to the delegate agencies will represent a permanent increase their salary structures.

Of the total amount of funds being requested the City Office is requesting **\$35,024.07**.

However, the City proposes to use the entirety of these funds to address higher operating costs associated with the continuation of our supplemental health and mental services to Head Start families. While not specifically referenced in ACF-PI-HS-18-06, dated November 30, 2018, the Program Instruction clearly states that COLA dollars can be used to pay for these higher operating costs.

The most recent wage comparability study was completed in September 2017 by the City's Office of Human Resources. The study was conducted exclusively for Head Start within the Denver Area and included the various professional classifications and occupation groups covered by our Head Start grant and determined that DGKHS staff salaries are already exceeding the market rate for classification of positions within these occupational groups. In addition, based upon the 2018 performance system used by the City and County of Denver, all staff received permanent salary increases of more than 3 percent.

We propose to allocate the City's portion of the COLA to cover increases we have experienced in our delivery of mental health services as we move towards a trauma informed case service delivery model. Grant funding to support the delivery of mental health consultation will end in April 2019 and without continued financial support DGKHS would need to decrease the number of mental health consultants currently deployed at our seven delegate agencies.

DGKHS has continued to respond to an overwhelming need across all delegate agencies by moving towards a trauma informed care model. In 2018 all DGKHS staff were trained in the trauma informed care model through a contract with Resilient Futures, a vendor that trains

agencies in the HEARTS model (Healthy Environments and Response to Trauma in Schools). HEARTS represents a comprehensive, equity focused school-wide systems approach to promote success and resilience for trauma-impacted children, youth and families. We are currently piloting this approach at our VOA Head Start and Family Star Montessori School sites and hope to continue to expand to other delegate agencies in 2019-2020.

The collaborative planning sessions that took place in 2018 to develop a 5-year strategic plan for mental health services, revealed unanimous interest among all delegate agencies in increasing mental health services that promote the development of systemic trauma awareness. The plan determined that in order to be successful in this important area a minimum of 6.2 FTE Clinical Licensed Social Workers were required. Without additional financial support dedicated to this staffing allocation, we could not advance our efforts to meet the additional need that we are seeing in Head Start classrooms.

Each year, delegate agencies across the Denver work with increasingly more children and families that are exposed to toxic stress, chronic/complex trauma and social emotional concerns that interfere with children's ability to learn. DGKHS seeks to respond to this growing need with additional interventions that address and respond in a way that would allow delegate agencies to become trauma informed. We received funding from the City to help expand our efforts that were begun with the award of the 2018 COLA funding. Together, the funding is inadequate to meet the rising demand.

The change that we are implementing through this approach in our mental health services and moving towards a trauma informed care model also addresses three national priorities of Head Start: family engagement, mental health, and school readiness. Additionally, it

provides the supports necessary to help our efforts to address Head Start regulation 45 CFR 1302.17 regarding suspension and expulsion. We know that adverse childhood experiences are correlated with the school to prison pipeline.

A trauma-informed education program allows our delegates to receive trauma training and wellness coaching for all teachers and staff, classroom consultations in partnership with DHHA, and support to teachers and all school staff in gaining the skills necessary to provide trauma informed interventions. By doing so we will promote the development of systemic trauma awareness in Head Start communities, while teaching resiliency and practical lifelong coping skills.

**Non-Federal Share:** The required Non-Federal share for the DGKHS grant totals \$41,308.00. All delegate agencies are required to match their award for a total of \$32,551.98. Their matching sources are described in their application submittal. The City will provide the remaining match of \$8,756.01 thru the city's contract with Denver Health and Hospitals Authority for mental health consultation services.

**Salary Compensation:** No employee paid with Head Start dollars earns a salary greater than a Level II Executive, or \$189,600.00 (2018 level).

## **Section II – Budget/Budget Narrative**

Denver Great Kids Head Start is applying for \$9,335,133.00 in PA 22 dollars, \$112,482.00 in PA 20 dollars and \$165,232.00 FY19 COLA for a total of \$9,612,847.00 to support the delivery of comprehensive Head Start services to 1,153 children and their families for the program year beginning July 1, 2019 thru June 30, 2020 in accordance with the Head Star Grant Application Instructions with Guidance – Version 3 issued by the Administration for Children and Families.

Head Start services will be delivered through seven delegate agencies according to the enrollment and funding allocations described below:

**City Head Start Operations (PA 22):**

- 1. Personnel:** The City Office consists of 8.32 staff members including the following: Head Start Executive Director, Head Start Office Manager, Health Director, Family Services Director, Disabilities and Mental Health Director, School Readiness Director, 5 By 5 Program Director (.40 FTE), Contract Administrator (.15 FTE) and Director of Research and Analysis (.30 FTE). In addition, all financial management services are provided to DGKHS and the Office of Children’s Affairs through a formal Service Level Agreement with the Controller’s Office within the Department of Finance.

**Personnel Cost: \$661,696.35**

- 2. Fringe:** The City Office covers fringe benefits including, health, dental, and life insurance. It also includes a portion of the retirement benefits for each City employee. All employer taxes required by Federal, state and local governments are also paid from the City Office budget on behalf of Head Start employees. Finally, the City Office accrues vacation and sick time for the purpose of payout at the time of employee retirement or departure.

**Fringe Cost: \$205,355.65**

- 3. Out of Town Travel**

**Cost: \$0**

- 4. Supplies:** The City Office budget includes general office supplies, specialty supplies for children with disabilities, and other operating expenses such as copying, phones, and cell phones.

- a. General Supplies: \$10,000.00
- b. Disabilities Supplies: \$2,000.00

**Supplies Cost: \$12,000.00**

5. **Contractual:** The City contracts with seven delegate agencies to provide comprehensive Head Start services. The agencies and amounts are as follows:

<u>Delegate Agency</u>	<u>PA 22 Funding</u>	<u>PA 20 Funding</u>	<u>FY19 COLA</u>	<u>Total 2019-2020 Grant Funding</u>
Catholic Charities	\$1,249,882.00	\$ 8,678.00	\$22,011.31	\$1,280,571.31
Clayton Early Learning	\$1,288,341.00	\$ 8,850.00	\$22,686.94	\$1,319,877.94
Denver Public Schools	\$1,935,715.00	\$11,740.00	\$34,059.59	\$1,981,514.59
Family Star Montessori	\$ 217,929.00	\$ 4,071.00	\$ 3,882.62	\$ 225,882.62
Mile High Early Learning	\$1,801,112.00	\$11,139.00	\$31,694.97	\$1,843,945.97
Sewell Child Development	\$ 387,828.00	\$ 4,815.00	\$ 6,810.24	\$ 399,453.24
Volunteers of America	\$ 509,525.00	\$ 5,388.00	\$ 9,062.26	\$ 523,975.26
<b>Delegate Agency Totals:</b>	<b>\$7,390,332.00</b>	<b>\$54,681.00</b>	<b>\$ 130,207.93</b>	<b>\$7,575,220.93</b>

Subtotal Delegate Contractual Cost: \$7,575,220.93 (\$7,390,332.00 PA 22, \$54,681.00 PA 20 and FY19 COLA \$130,207.93)

In addition, the City Office contracts directly with four vendors to provide specialized supplemental comprehensive services and training for Head Start children, families, and delegate agency staff. These contracts include:

*Comprehensive Services:*

<u>Contracted Service</u>	<u>Amount</u>
Disabilities Services	\$242,400.00
Speech, Language & Hearing	\$21,000.00
Nutrition	\$ 64,540.00
Health, Dental and Mental Health	\$417,164.00 (\$401,081[PA 22]; \$16,083 [PA 20])

Subtotal Comprehensive Contractual: \$745,104.00 (\$729,021.00 PA 22; \$16,083.00 - PA 20)

**Contractual Cost \$8,320,324.93 (\$8,119,353 PA22 ; \$70,764 PA20; FY19 COLA \$130,207.93)**

**6. Other:** This cost category includes several line items including the following:

**a. Staff and local travel:** The City compensates staff reimburses staff for local travel to and from official meetings. \$2,000.00

**b. General Admin:** \$19,000.00

**c. Child Care:** \$6,800.00

**d. Mileage/Transportation:** \$1,900.00

**e. Program Support:** The City Office supports activities that improve the Head Start experience for children. Included in this line item is the following

- Transition Services: \$15,000.00
- Five by Five Program: \$ 5,000.00
- CLASS training and coaching: \$ 2,500.00
- Math Enhancement: \$74,000.00
- Dance and Movement: \$60,000.00
- Health and Wellness \$35,585.00
- Financial Literacy: \$10,000.00
- Health Literacy: \$ 9,000.00
- Resilient Futures: \$35,024.07
- First Aide Training \$10,000.00
- AED's for Head Start Centers \$10,626.00
- Father Engagement \$2,000.00
- Leadership Development for PC \$2,000.00

Subtotal Program Support Cost: \$270,735.07

f. *Committee Support:* The City Office supports the on-going work of various operating committees that function as planners and decision makers within DGKHS. Among these committees are Policy Council (including Program Committee and Finance Committee) and Health Services Advisory Committee. DGKHS has budgeted funds to support the overall functioning of these groups as follows:

- Policy Council:

- 1. Food: \$8,667.00

- 2. Facilities: \$0.00

- Subtotal Policy Council: \$8,000.00

- Health Services Advisory Committee:

- Food: \$1,300.00

- School Readiness

- Food: \$ 400.00

- Health:

- Food: \$ 250.00

- Disabilities:

- Food: \$ 500.00

- Family Services:

- Food: \$ 500.00

- Family Engagement:

- Food: \$1,200.00

**Subtotal Food Committee Support: \$12,817.00**

**g. *Communication and Community Engagement:*** The City Office generates data-driven reports that inform program planning and decision-making as well as provide key metrics to the DGKHS governing body, Policy Council members, key stakeholders, and the general public. In addition, all monthly reports that are generated through the Head Start Office are translated into Spanish, the predominant language spoken by parents, in addition to English. DGKHS is very active in conducting city-wide recruitment efforts to ensure full enrollment at all delegate agencies. The following line items constitute this cost category:

- Translations: \$7,500.00
- Head Start Annual Report: \$2,000.00
- Comprehensive Community Assessment: \$1,000.00
- Head Start Recruitment: \$15,000.00
- CCR Analytics (Family Outcomes): \$6,000.00
- FDC: \$0.00

**Subtotal Communication and Community Engagement Cost: \$31,500.00**

**h. *City Office Training and professional development:*** DGKHS provides city Head Start staff with \$21,000.00 for professional development and the City Controller's Office with \$6,000.00.

**Subtotal City Office Training and Professional Development Cost: \$27,000.00**

**Other Cost: \$371,752.07 (\$336,728.00 PA22, \$35,024.07 (COLA))**

**7. Occupancy: \$0**

**8. Indirect: \$0**

**Training and Technical Assistance (PA 20):** DGKHS utilizes its full allocation of PA 20 funding to support activities that are managed directly by the City Office and funds that are allocated directly to delegate and vendor agencies and incorporated into their contracts. The City Office engaged Policy Council, and delegate, and vendor agency staff in discussions about the most effective and efficient approach to planning, delivering and investing limited PA 20 funding.

The activities include the following:

- a. Content Area Training:** City Office staff is each budgeted funds to ensure that content area training for school readiness, health and mental health, disabilities, fiscal operations and family services is provided to partner agency staff and parents. Funds are used to cover meetings costs, meeting materials, books and other related materials.

The allocation is the following:

- School Readiness: \$4,500.00
- Health: \$4,500.00
- Disabilities: \$4,500.00
- Family Services: \$4,500.00
- Controller's Office \$ 718.00

Subtotal Content Area Training Cost: \$18,718.00

- b. Policy Council Training:** The City Office supports training for the Policy Council which includes training on roles and responsibilities as well as other training as determined by Council members.

Subtotal Policy Council Training Cost: \$11,000.00

- c. **Parent Training:** The City Office collaborates with other community agencies such as Focus Points and Emily Griffith Opportunity School to plan parent training in areas such as ESL and GED but does not financially support either. We anticipate adding additional parent training such as Conscious Discipline, Motivational Interviewing, *Positive Solutions for Parenting*, and *Touchpoints*.

Subtotal Parent Training Cost: \$12,000.00

**Total City Office Training Cost: \$41,718**

- a. **Specialized Training:** The budget amounts noted above under comprehensive services incorporate specialized training in the areas of health and mental health. These are PA 20 training costs that are rolled into the scope of work for Denver Health and Hospital Authority.

Subtotal Specialized Training Cost: \$16,083.00

- b. **Delegate Agency Training:** Each delegate agency receives PA 20 funding directly as reflected in the delegate agency operations descriptions above.

Subtotal Delegate Agency Cost: \$54,681

**Total training costs: \$112,482.00**

**Grant Totals: PA 22 - \$9,335,133.00**

**PA 20 - \$112,489.00**

**FY2019 COLA \$165,232.00**

**Total - \$9,612,847.00**

**Non-Federal Share:** The required Non-Federal share for the DGKHS grant totals \$2,403,211.75.

All delegates, vendor and other contract agencies are required to provide the required match

which totals \$2,123,134. The City match is derived from a combination of Non-Federal funding sources including: The General Fund 2019 Supplemental, Buelle Foundation Grant and Tony Grampas Grant. The breakdown for Non-Federal share is as follows:

<b>Delegates Agency Totals: (Refer to page 59)</b>	<b><u>\$1,893,805</u></b>
<b>General Fund</b>	<b><u>\$250,000</u></b>
Marion Downs	4,406.50
Erikson	11,250.00
CM Dance	15,000.00
Regents University of Colorado	8,896.25
Resilient Futures	8,750.00
Sewall	60,600.00
Nutrition Consultants	16,135.00
Denver Health & Hospitals Authority (CFC NFS)	104,291.00
Buelle Foundation	19,000.00
Tony Grampas Youth Services	11,077.75
<b>Total Non-Federal Share</b>	<b><u>\$2,403,211.75</u></b>

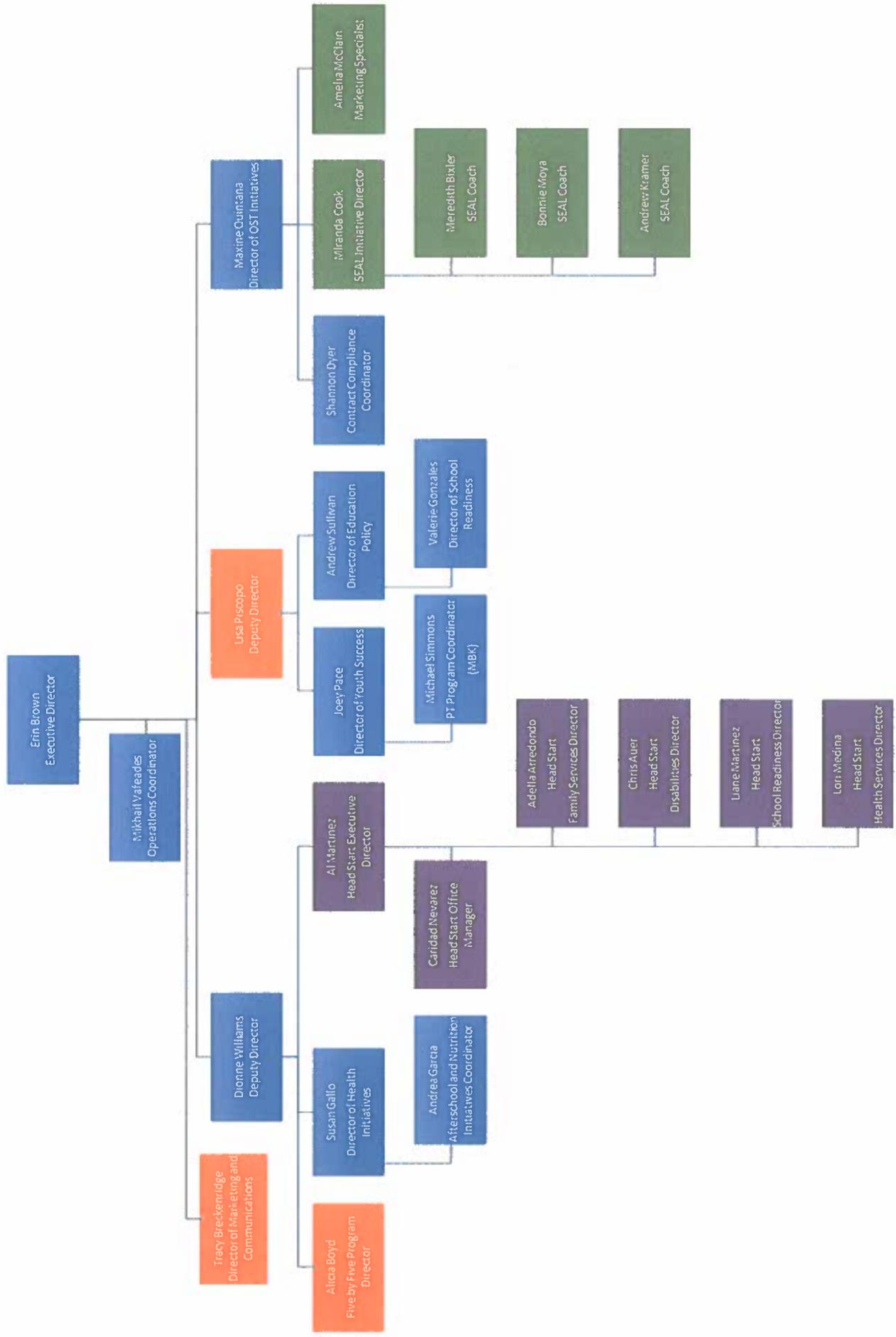
**Salary Compensation:**

No employee paid with Head Start dollars earns a salary greater than a Level II Executive, or \$189,600.00.

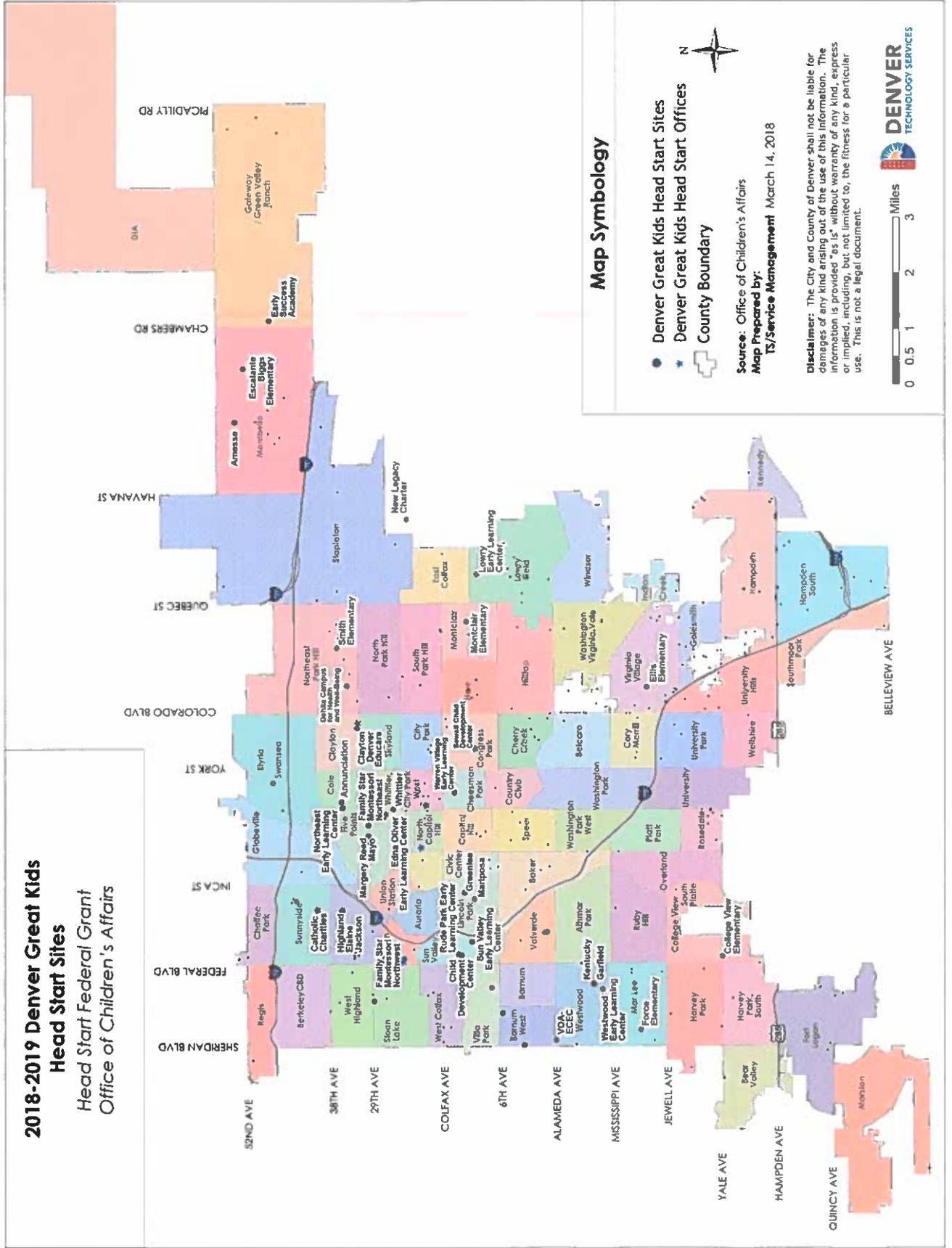
**Delegate Agency’s Budget Narrative:** Each delegate agency has prepared and submitted individual program budgets and budget narratives that reconcile to the amounts described above under the heading number 5, Contractual in the budget narrative. A description of these costs is summarized in the following table titled Delegate Agency Budget Narrative Table. Specific detail for all budget categories is included in the GABI document for each delegate agency.

**Delegate Agency Budget Narrative Table:**

	<i>Catholic Charities</i>	<i>Clayton Early Learning</i>	<i>Family Star Montessori</i>	<i>Denver Public Schools</i>	<i>Mile High Montessori</i>	<i>Volunteers of America</i>	<i>Sewall</i>
<i>Personnel</i>	\$ 794,647.00	\$ 798,930.00	\$ 177,530.00	\$1,311,091.00	\$ 1,323,934.00	\$ 377,388.00	\$ 351,575.00
<i>Fringe (SS Medicare, Health, Workers Comp, etc.)</i>	\$ 214,555.00	\$ 199,734.00	\$ 34,282.00	\$ 379,262.00	\$ 273,373.00	\$ 121,958.00	\$ 28,126.00
<i>Travel (National and local travel)</i>	\$ 2,500.00						
<i>Equipment (\$5,000 or more)</i>							
<i>Supplies (Office, content area supplies, building supplies, and miscellaneous other supplies)</i>	\$ 18,000.00	\$ 34,364.00		\$ 46,697.00		\$ 837.00	\$ 936.00
<i>Contractual (Professional Services)</i>		\$ 121,000.00		\$ 62,053.00	\$ 233,500.00	\$ 11,902.00	\$ 4,500.00
<i>Other (Rent, utilities, occupancy, indirect)</i>		\$ 165,850.00	\$ 14,071.00	\$ 47,947.00	\$ 13,139.00	\$ 15,138.00	\$ 11,068.00
<i>Indirect (DCA and State DOE letters in Appendices)</i>	\$ 200,251.00	\$ -		\$ 134,465.00			
<b>Total</b>	<b>\$ 1,280,571.00</b>	<b>\$ 1,319,878.00</b>	<b>\$ 225,883.00</b>	<b>\$1,981,515.00</b>	<b>\$ 1,843,946.00</b>	<b>\$ 527,223.00</b>	<b>\$ 396,205.00</b>
<b>Non-Federal Share</b>	<b>\$ 320,143.00</b>	<b>\$ 329,970.00</b>	<b>\$ 56,471.00</b>	<b>\$ 495,379.00</b>	<b>\$ 460,987.00</b>	<b>\$ 131,806.00</b>	<b>\$ 99,051.00</b>
<b>Total Amount</b>	<b>\$ 1,600,713.75</b>	<b>\$ 1,649,847.50</b>	<b>\$ 282,353.75</b>	<b>\$2,476,893.75</b>	<b>\$ 2,304,932.50</b>	<b>\$ 659,028.75</b>	<b>\$ 495,256.25</b>



**2018-2019 Denver Great Kids  
Head Start Sites**  
Head Start Federal Grant  
Office of Children's Affairs



## Self-Assessment Analysis 2018 - 2019 Denver Great Kids Head Start

Self-Assessment Summary			
Program Area	Strengths	Needs Improvement	Actions
<p><b>Program Governance</b></p>	<ul style="list-style-type: none"> <li>• Organization of Policy Council minutes that reflects establishment of quorum and votes cast and establishes accountability.</li> <li>• Policy Council agenda, minutes, and records are organized and translated into Spanish.</li> <li>• The program is very strong in involving parents and community partners.</li> <li>• 311 has information regarding Denver Great Kids Head Start and delegate agencies.</li> <li>• City Council is an active player in recruiting community representatives for the Policy Council.</li> <li>• Office of Children's Affairs website is operational and includes extensive information on DGKHS, including Governing Body and Policy Council members and functions.</li> <li>• Governing Body held meetings in Spring and Fall 2018, and reviewed documentation on the progress of school readiness and mental health and disabilities.</li> </ul>	<p>Regularly update Head Start content on website</p> <p>Provide Head Start monthly meeting packets in a timely manner</p>	<p>Identify plan to update website content</p> <p>Improve process for collection and dissemination</p>

**Self-Assessment Analysis 2018 - 2019  
Denver Great Kids Head Start**

Self-Assessment Summary			
Program Area	Strengths	Needs Improvement	Actions
	<ul style="list-style-type: none"> <li>• All delegate and vendor agency contracts were funded and approved by the Governing Body on time and in advance of contract start date.</li> <li>• Policy Council Finance and Program committee meets monthly and delegate agency finance directors meet regularly with the grantee and Controller's Office.</li> <li>• Annual Report posted on website in January, 2019.</li> <li>• Policy Council minutes and special reports provided to City Council oversight committee, and controller along with Mayor's designee.</li> <li>• Responsibilities of Governing Body and Policy Council are spelled out in one document and shared with Governing Body members and Policy Council.</li> <li>• Denver Great Kids Head Start staff attend every Policy Council meeting and provide content area specific updates.</li> <li>• Denver Great Kids Head Start staff attend delegate agency Policy Committee meetings.</li> </ul>		

## Self-Assessment Analysis 2018 - 2019 Denver Great Kids Head Start

Self-Assessment Summary			
Program Area	Strengths	Needs Improvement	Actions
<b>Planning</b>	<ul style="list-style-type: none"> <li>• Completed the Community Assessment (CA) Update in December 2018 and shared with delegate and vendor agencies and other key stakeholders.</li> <li>• All children enrolled in DGKHS have obtained a student ID number to assist in capturing longitudinal data on child outcomes and the lasting impact of Head Start.</li> </ul>		<p>DGKHS Policies and Procedures Manual was updated in a couple of areas and the revisions were approved by the Policy Council.</p>
<b>Record-Keeping and Reporting</b>	<ul style="list-style-type: none"> <li>• The PIR, child assessment data, CLASS observations and other information are used in program planning.</li> <li>• Documentation from bi-monthly management team meetings and Program Design and Management (PDM) meetings are maintained.</li> <li>• Monitoring reports include review of child and staff files to ensure</li> </ul>		<p>Improve process for follow-up of child and staff monitoring reports. Set aside one day per month for planning and review and follow-up of monitoring information.</p>

**Self-Assessment Analysis 2018 - 2019  
Denver Great Kids Head Start**

Self-Assessment Summary			
Program Area	Strengths	Needs Improvement	Actions
	<p>that all required information is included, and that confidentiality is maintained.</p> <ul style="list-style-type: none"> <li>• Delegate expenditures analyzed monthly.</li> <li>• Policy Council Program-Finance committee review monthly expenditures and make recommendations for greater clarity and funds transfer.</li> <li>• Timeline established, and work is being done to engage program staff on data needs, templates, and intended use of data itself.</li> <li>• The mid-year PIR continues to provide a snapshot of select Head Start metrics and used for program planning. This mid-year PIR is collected in December and March of each program year in addition to the August report.</li> </ul>		
<b>Ongoing Monitoring</b>	<ul style="list-style-type: none"> <li>• Ongoing monitoring ensures quality programming and accountability practices are in place.</li> <li>• Compliance and quality-based monitoring conducted in teams</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize DataSay to monitor in a more intentional and comprehensive manner.</li> <li>• Institute processes that ensure timely submittal of all monitoring reports and requested items.</li> </ul>	<p>Institute processes that ensure timely submittal of all monitoring reports and requested items.</p>

## Self-Assessment Analysis 2018 - 2019 Denver Great Kids Head Start

Self-Assessment Summary			
Program Area	Strengths	Needs Improvement	Actions
	<p>across all delegate and vendor agencies. Policy on program monitoring was amended and is fully operational.</p> <ul style="list-style-type: none"> <li>• DGKHS developed and continues to use a revised health and safety monitoring instrument that aligns with Caring for Our Children Best Practice Standards.</li> <li>• All safe environment issues noted in October/November 2018 and reviews were shared with delegate directors.</li> <li>• DGKHS implemented a "Standard" process for ERSEA monitoring and provided monitoring and eligibility training to all staff conducting monitoring. A 15-20 percent sampling of files for ERSEA was conducted for each classroom.</li> <li>• DGKHS implemented rigorous monitoring efforts in 2017-2018 including a review of monthly in-process and data tracking reports to ensure timeliness of referral process, and IEP implementation.</li> </ul>		

## Self-Assessment Analysis 2018 - 2019 Denver Great Kids Head Start

Self-Assessment Summary			
Program Area	Strengths	Needs Improvement	Actions
	<ul style="list-style-type: none"> <li>• Monitoring procedures were revised to align with the new 2016 Head Start regulations.</li> <li>• DGKHS utilized DataSay to have a standardized system of monitoring all comprehensive services systems.</li> </ul>		
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Grantee staff are well qualified.</li> <li>• Criminal Background Checks for all Head Start staff are completed before staff are hired.</li> <li>• Immunizations and health records are up to date per Centers for Disease Control and Prevention, ESPDT Program, Colorado Department of Public Health and Environment and the Primary Care Provider requirements.</li> <li>• Time/pay accounting.</li> <li>• Orientation manual.</li> <li>• Orientation meetings and trainings.</li> <li>• Denver Office of Human Resources handles personnel-human resources services for grantee staff.</li> </ul>	No actions noted.	
<b>Fiscal Management</b>	<ul style="list-style-type: none"> <li>• DGKHS continues to receive fiscal support through a Service Level</li> </ul>	No actions noted.	<ul style="list-style-type: none"> <li>• Continue to work with the Controller's Office to review</li> </ul>

## Self-Assessment Analysis 2018 - 2019 Denver Great Kids Head Start

Self-Assessment Summary			
Program Area	Strengths	Needs Improvement	Actions
	<p>Agreement (SLA) with the City's BMO with services being provided by Controller's Office staff.</p> <ul style="list-style-type: none"> <li>• Greater transparency achieved in financial operations and greater engagement of Policy Council in exercising financial responsibilities for Head Start operation.</li> <li>• Variance reports are prepared each month by the delegate and vendor agencies and the City Office.</li> </ul>		<p>and make improvements to fiscal monitoring.</p>
<p><b>Family &amp; Community Partnership</b></p>	<ul style="list-style-type: none"> <li>• Developed a partnership with the City's Office of Financial Empowerment to support DGKHS with funding for financial literacy education training for parents and financial case management for Head Start staff.</li> <li>• Developed a partnership with families with Financial Literacy.</li> <li>• The Head Start program works collaboratively with all participating parents to identify and continually access, either directly, or through referrals, services and resources</li> </ul>	<ul style="list-style-type: none"> <li>• Continue engaging community partners to create a richer environment full of positive and educational opportunities for children, families, and staff.</li> <li>• Create records of parent involvement activities from each delegate agency to analyze their effectiveness.</li> <li>• Better communication between CCAP and Head Start is needed to ensure continuity of care and payment.</li> <li>• Housing in Denver and immigration are ongoing struggles for Head Start families</li> </ul>	<ul style="list-style-type: none"> <li>• Provide Head Start parents with an opportunity to provide feedback regarding program operations and services.</li> <li>• In conjunction with delegate agencies identify data analysis of parent engagement/involvement opportunities.</li> <li>• Head Start has established a MOU outlining key requests for supports from Denver Human Services (DHS) which would support better collaboration with all DHS programs</li> </ul>

## Self-Assessment Analysis 2018 - 2019 Denver Great Kids Head Start

Self-Assessment Summary			
Program Area	Strengths	Needs Improvement	Actions
	<p>that are responsive to each family's interests and goals.</p> <ul style="list-style-type: none"> <li>Strong connections and collaborative work with delegate agencies ensuring that parents are provided opportunities for growth that reflect their needs, strengths, desires, and input so they become strong partners in the education of their child.</li> <li>Continuously introducing Family Services staff to community agencies and resources that support Head Start's work with parents.</li> <li>The Head Start program works in mutual partnership with all participating parents to identify and continually access, directly or through referrals, services and resources that are responsive to each family's interests and goals.</li> <li>Staff provide opportunities for continuing education and employment training and other employment services through formal and informal networks in the community.</li> </ul>	<p>more supports are needed in this area.</p> <ul style="list-style-type: none"> <li>Support agencies with role clarity around implementation of the Culture of Wellness program (i.e., key staff to support coordination and implementation efforts.</li> </ul>	<p>including Child welfare and CCAP.</p> <ul style="list-style-type: none"> <li>DGKHS is working closely with CCAP to better collaborate to ensure CCAP and Head Start are aligned.</li> <li>Continue to provide PFCE Framework training sessions and opportunities to share how the framework is being implemented in FPA's and work with the community for Family Engagement Workshops.</li> <li>After securing funding in partnership with the Disabilities and Mental Health team DGKHS will be able to offer Family Services staff reflective guidance to support their day-to-day work and interactions with families.</li> <li>Identify ways for the DGKHS grantee-office to receive data on the status of Family Partnership Agreement data from delegate agencies.</li> </ul>

## Self-Assessment Analysis 2018 - 2019 Denver Great Kids Head Start

Self-Assessment Summary		
Program Area	Strengths	Needs Improvement  Actions
	<ul style="list-style-type: none"> <li>• High participation by parents, families, and community agencies during Parent Committee meetings and other family engagement events.</li> <li>• Utilization of vendors for supplemental HS services for health, dental, mental health, disabilities, and nutrition as well as partnerships with screening vendors.</li> <li>• The implementation of various parent trainings such as Positive Solutions.</li> <li>• Continue to use data and track data to show visits and track outcomes for Five By Five.</li> <li>• Successful in sustaining the Culture of Wellness in Preschools program with strategic investment of health initiative funding from DGKHS.</li> <li>• Strong evidence of quality family partnerships agreements.</li> <li>• Secured multiple private grants to support parenting education.</li> <li>• Identified external partner to support the program in gathering</li> </ul>	

## Self-Assessment Analysis 2018 - 2019 Denver Great Kids Head Start

Self-Assessment Summary			
Program Area	Strengths	Needs Improvement	Actions
<b>ERSEA</b>	<p>family outcomes data in Head Start</p> <ul style="list-style-type: none"> <li>Head Start health and family services teams partnered to host combined coordinator/staff meetings to encourage and strengthen collaboration the two areas.</li> </ul>	<ul style="list-style-type: none"> <li>Submitting monthly enrollment reports in a timely and accurately manner by some delegate agencies.</li> <li>Maintaining enrollment at greater than 99 percent overall.</li> <li>Some delegate agencies need support maintaining monthly attendance above 85%.</li> <li>Continue to find more community agencies that serve children and families from low-income population to collaborate with to continue to reach children with the greatest needs for Head Start</li> </ul>	<p>Support delegate agencies to fully utilize the data provided from CCR Family Outcomes.</p> <p>Health and Family Services will continue to support collaborations among all content areas.</p> <ul style="list-style-type: none"> <li>DGKHS will continue to provide grantee-wide recruitment support.</li> <li>Continue providing consultation and support to agencies with attendance who falls below 85 percent.</li> <li>Continue providing on-going support on implementations of Head Start regulations around enrollment and attendance.</li> <li>Initiated steps to work closer with the Denver Human Services Foster care team that would lead to more foster care children being enrolled in Head Start.</li> </ul>

## Self-Assessment Analysis 2018 - 2019 Denver Great Kids Head Start

Self-Assessment Summary			
Program Area	Strengths	Needs Improvement	Actions
	<p>ensure funded enrollment is maintained.</p> <ul style="list-style-type: none"> <li>• Eligibility &amp; recruitment guidelines and policies are clearly spelled out from grantee office.</li> <li>• Overall, staff is proficient in completing the family/child eligibility forms correctly in accordance with performance standards.</li> <li>• Expanded marketing efforts at the City level to promote the Head Start program and to emphasize the importance of early childhood education. This effort has helped Denver Great Kids Head Start ensuring full enrollment and develop waitlists.</li> <li>• Implemented a grantee-wide universal selection criteria system that assigns 59.5 percent of points developed by DGKHS and are uniform across all six delegate agencies and allowing 40.5 percent of points to be developed by each individual agency.</li> </ul>	<ul style="list-style-type: none"> <li>• In collaboration with all delegate agencies identify opportunities to create more uniformity with Head Start ERSEA documents.</li> <li>• Develop a landing page on the HS website to collect information from interested website visitors.</li> <li>• Develop an internal process for managing tracking and processing HS referrals from DHS.</li> <li>• Implement a Head Start brand across all DGKHS delegate agencies and vendor agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue intensive City-wide recruitment efforts to reach children with Head Start families.</li> <li>• Continue intensive City-Wide recruitment through local community organizations, city agencies and other external partners to reach children with Head Start families.</li> </ul>

## Self-Assessment Analysis 2018 - 2019 Denver Great Kids Head Start

Self-Assessment Summary			
Program Area	Strengths	Needs Improvement	Actions
<b>Facilities</b>	<ul style="list-style-type: none"> <li>• Maintained full enrollment throughout the entire program year.</li> <li>• DGKHS re-wrote the ERSEA policies to ensure full alignment with the new Head Start performance standards</li> <li>• DGKHS utilized the Office of Children's Affairs Facebook for recruitment via social media.</li> </ul>	No actions noted.	<ul style="list-style-type: none"> <li>• Continue to coordinate follow up visits with delegate agencies to sites/classrooms where health and safety issues are identified to confirm agency follow through on recommended strategies for action, and improvements.</li> </ul>

**Self-Assessment Analysis 2018 - 2019  
Denver Great Kids Head Start**

<b>Self-Assessment Summary</b>			
<b>Program Area</b>	<b>Strengths</b>	<b>Needs Improvement</b>	<b>Actions</b>
	<ul style="list-style-type: none"> <li>Daily Health and Safety checks are implemented at delegate agency sites in addition to annual monitoring visits.</li> </ul>		

## Self-Assessment Analysis 2018 - 2019 Denver Great Kids Head Start

Self-Assessment Summary			
Program Area	Strengths	Needs Improvement	Actions
<p><b>School Readiness</b></p>	<ul style="list-style-type: none"> <li>• Child progress is monitored three times per year.</li> <li>• All 7 delegates participate in the state's computerized child outcomes system called Teaching Strategies GOLD.</li> <li>• Classroom Assessment Scoring System (CLASS) training and ongoing tools is provided for all 7 delegate agencies by City staff.</li> <li>• CLASS observations are conducted to support coaching and training efforts ongoing.</li> <li>• Identified opportunities to share resources and trainings across delegate agencies.</li> <li>• Coaching is available to increase classroom quality and staff competencies.</li> <li>• All teaching staff participates in 15 or more hours of staff development each year.</li> <li>• CLASS data is shared from all program classrooms with the School Readiness Director to identify training and coaching support.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to collaborate with data manager to ensure information is gathered in a timely manner and that it is of benefit to the continuous improvement process.</li> <li>• Provide information in a timely manner to ensure training and resources are available when data indicates change is needed.</li> <li>• Monitor teacher qualifications and support delegates to ensure quality staff.</li> <li>• Continue to provide information to staff on the CLASS.</li> <li>• Collaborate with Education Coordinators to identify teachers scoring in the high range on the CLASS in Instructional Support.</li> <li>• Continue to educate the school district about HS and the high-quality services provided.</li> <li>• Continue to promote DGKHS and its TS Gold results within the school district and let them know that DGKHS uses the Creative Curriculum same as DPS.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to work with Education Coordinators, and Data Management Coordinator to ensure timely information on child outcomes.</li> <li>• Prepare reports three times a year to present to management team on trends and patterns across programs and what the implications are for DGKHS.</li> <li>• Review delegate agency curricula for compliance with the new Head Start Performance standards.</li> <li>• Ensure information is provided to families in a timely manner and encourage families to attend orientation sessions on Choice.</li> <li>• Work with delegate agencies to support maximum use of teacher retention dollars</li> </ul>

## Self-Assessment Analysis 2018 - 2019 Denver Great Kids Head Start

Self-Assessment Summary			
Program Area	Strengths	Needs Improvement	Actions
	<ul style="list-style-type: none"> <li>• DGKHS provided supplemental funding to delegate agencies to support quality teaching and teacher retention efforts.</li> <li>• DGKHS financially supports the Five By Five program to design and implement training for Head Start teachers to enhance learning and connect the cultural venue training to classroom and home activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to support teacher recruitment and retention</li> </ul>	

## Self-Assessment Analysis 2018 - 2019 Denver Great Kids Head Start

Self-Assessment Summary			
Program Area	Strengths	Needs Improvement	Actions
<p><b>Communication</b></p>	<ul style="list-style-type: none"> <li>• Communicating with the family in their primary language. Some Family Service Coordinators are bilingual, meeting minutes, flyers, forms, etc. are translated. Use of language line occurs regularly.</li> <li>• American sign language interpretation is available to all Denver Great Kids Head Start delegate agencies at no cost to them.</li> <li>• Organized meeting schedule. E-mail and voicemail communication occurs regularly.</li> <li>• Grantee content area Directors attend each other's meetings.</li> <li>• Website is available to internal/external public.</li> <li>• Policy Council and governing body members receive meeting packets in a timely manner to review before the meeting, so they are better prepared.</li> <li>• Improved communication between grantee office, delegate, and vendor agencies through bi-monthly management team</li> </ul>	<p>No actions noted.</p>	

## Self-Assessment Analysis 2018 - 2019 Denver Great Kids Head Start

Self-Assessment Summary			
Program Area	Strengths	Needs Improvement	Actions
	<p>meetings and Program Design and Management meetings.</p> <ul style="list-style-type: none"> <li>• DGKHS is using EZ Text to send reminders to Policy Council members for upcoming meetings.</li> <li>• Ordinances for budget reach Mayor, City Council in a timely manner.</li> <li>• Contracts to Mayor, City Council Oversight Committee made timely.</li> <li>• Finance Officers Group meetings.</li> <li>• Annual Report provided to stakeholders in December 2017.</li> <li>• DGKHS conducts monthly Delegate Liaison check-in meetings to facilitate communication.</li> </ul>		
<b>Disabilities</b>	<ul style="list-style-type: none"> <li>• Memoranda of Understanding in place with Rocky Mountain Human Services and Denver Public Schools.</li> <li>• Each delegate agency is utilizing regularly occurring multi-disciplinary meetings to ensure progress of children with disabilities and at risk.</li> </ul>	<ul style="list-style-type: none"> <li>• Need to continue to collaborate with education and mental health staff to meet the needs of children with challenging behavior.</li> <li>• Need to coordinate with DGKHS Health Director, DPS, Marion Downs, DHHA and Sewall to streamline vision and hearing screenings so that children can</li> </ul>	<ul style="list-style-type: none"> <li>• DGKHS grantee staff and all staff at VOA and Family Star have received training related to Trauma Informed Care. Ongoing on-site support for staff occurring at VOA and Family Star related to Trauma Informed Care.</li> </ul>

## Self-Assessment Analysis 2018 - 2019 Denver Great Kids Head Start

Self-Assessment Summary			
Program Area	Strengths	Needs Improvement	Actions
	<ul style="list-style-type: none"> <li>Ongoing collaboration between disabilities, mental health and education staff in the provision of consultation and support services to classrooms.</li> <li>Coordination with DPS on the development and implementation of a process to ensure the provision of 504 Plans for eligible students.</li> </ul>	<p>be evaluated in a more timely manner. Update vision and hearing flowchart in DGKHS Inclusion Resource Binder.</p>	<ul style="list-style-type: none"> <li>Classroom observations conducted in partnership with School Readiness Director.</li> <li>Implementation of Conscious Discipline parent trainings at Clayton, VOA, Catholic Charities, and DPS.</li> <li>19 DGKHS staff and parents attended PEAK Parent Center Conference on Inclusion.</li> <li>Disabilities Services Plan updated and distributed to include processes related to 504 plans.</li> <li>Inclusion Resource Binder updated and distributed to include information related to 504 plans.</li> <li>DGKHS content coordinators and management team has received training related to 504 plans.</li> </ul>
<b>Health and Wellness and Social-Emotional Development</b>	<ul style="list-style-type: none"> <li>On-going health team meetings (monthly) to ensure best practice and data analysis with health vendors and delegate health team members.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to look for and secure additional funding opportunities to support social and emotional development.</li> <li>Need to continue to support the capacity of delegate agencies in</li> </ul>	<ul style="list-style-type: none"> <li>Successful grant application to the Temple Hoynes Buell Foundation in the amount of \$19,000 to support parent activities related to social/emotional development.</li> </ul>

## Self-Assessment Analysis 2018 - 2019 Denver Great Kids Head Start

Self-Assessment Summary			
Program Area	Strengths	Needs Improvement	Actions
	<ul style="list-style-type: none"> <li>• Conduct tri-annual Health Services Advisory Committee (HSAC) meetings with an emphasis on parent engagement and topics identified through data analysis.</li> <li>• Submitted application to Temple Hoyne Buell for \$19,000 to support Conscious Discipline and parenting classes.</li> <li>• Submitted applications to private grant funders to support social/emotional health activities.</li> <li>• Culture of Wellness Program (COWP) components continue to be implemented in all DGKHS agencies; the fourth year of COWP is underway. CoWP staff are attending and presenting at management meetings and content area meetings to increase understanding of program and role clarity.</li> <li>• Continued high performance of PIR indicators in the areas of screenings, and medical homes.</li> <li>• Continued partnership with Denver's safety-net hospital and</li> </ul>	<p>meeting the needs of children with challenging behavior.</p> <ul style="list-style-type: none"> <li>• Determine each delegate agency's plan to improve dental outcomes, and follow up for children.</li> <li>• Continue to engage Health Team and each Delegate agency on supports for healthy child outcomes and family engagement with relation to BMI (cardiovascular risk factors)</li> <li>• Denver Health has identified need for additional RN to support the day to day operations and ongoing training of delegate staff.</li> <li>• Marion Down's Center has transitioned to new database system. DGKHS has identified issues with timely and complete reports for delegates.</li> </ul>	<ul style="list-style-type: none"> <li>• Successful implementation of the Caring for Colorado Foundation grant in the amount of \$50,500 to support social-emotional development of children and provide reflective processing for Family Services Staff to support family needs around social-emotional development.</li> <li>• Successful implementation of the second year of TGYS grant program in the amount of \$26,500. Family Services Director attended NHSA conference through funding from TGYS.</li> <li>• Continue on-going monthly health team meetings.</li> <li>• Prioritizing list of funding opportunities provided by City grant contractor.</li> <li>• Continue parent/family satisfaction survey and/or focus groups.</li> <li>• Continue to develop marketing materials to support HSAC outreach and recruitment.</li> </ul>

## Self-Assessment Analysis 2018 - 2019 Denver Great Kids Head Start

Self-Assessment Summary		
Program Area	Strengths	Needs Improvement
	<p>community health system, Denver Health.</p> <ul style="list-style-type: none"> <li>• Head Start children can commence using the Denver Health School-based Health Centers, making access to a medical home and primary care more accessible.</li> <li>• Continue to update Health Manuals annually to provide support and guidance for delegate agencies.</li> <li>• Implemented sustainability model for components of the Culture of Wellness Program (i.e. I am Moving, I am Learning (IMIL), Integrated Nutrition Education Program (INEP), Workplace Wellness, Parent Wellness Workshop Series.</li> <li>• Continue to work with delegate agencies to support parents attending HSAC.</li> <li>• Nutrition Consultants continues to visit sites three times per year, in addition to providing ongoing guidance, training and consultation.</li> </ul>	<ul style="list-style-type: none"> <li>• Mid-year PIR to be reviewed in December and March.</li> <li>• Continue to emphasize the importance of oral health, utilizing a health literacy focus to include education and incentives for family engagement importance of oral health, utilizing a health literacy focus to include education and incentives for family engagement.</li> <li>• Accepted into UCLA Health Institute to support efforts in health outcomes. Oral health, Staff wellness, common childhood illness, mental health, eating healthy, and obesity/diabetes prevention.</li> <li>• Identified funding that could be utilized to support additional RN from Denver Health to increase availability and support to the delegate agencies.</li> <li>• DGKHS is working closely with Marion Down's on continuous communication and updates</li> </ul>

## Self-Assessment Analysis 2018 - 2019 Denver Great Kids Head Start

Self-Assessment Summary			
Program Area	Strengths	Needs Improvement	Actions
	<p>• Collaboration meetings held monthly with DGKHS, CoWP, Denver Health, and Nutrition Consultants to increase communication and clarity of roles.</p> <p>• DHHA mental health team has collected and reported more comprehensive outcome information including: DECA-C pre and post-test results for individual children, PIR data, qualitative surveys of family needs, and testimonials from families.</p> <p>Additional information includes: collaboration meeting attendance, parent attendance at trainings. DHHA can also report progress related to reflective processing for FSW staff, and classroom coaching – pre/post Pre-K CHILD</p> <p>• DGKHS submitted a request for City General Fund support and received \$250,000. Eighty-thousand dollars of this funding will be used to support mental health and trauma-informed care training, consultation and on-site services.</p>		<p>regarding the new database. Marion Down's has provided information needed to the delegates in an acceptable temporary format.</p> <p>• All DGKHS grantee, Family Star and VOA staff and leadership teams have received training on trauma-informed care. Ongoing on-site services provided to VOA and Family Star.</p>

**Self-Assessment Analysis 2018 - 2019  
Denver Great Kids Head Start**

Self-Assessment Summary			
Program Area	Strengths	Needs Improvement	Actions
	<ul style="list-style-type: none"> <li>Partnered with Resilient Futures to implement the Hearts Program- trauma informed care at various HS agencies including VOA and Family Star.</li> </ul>		

**POLICY COUNCIL**  
**Meeting of March 27, 2019**  
**Junta del 27 de marzo del 2019**



## **IX. OTHER**

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



## Policy Council Content Area Reports

March 27, 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: <a href="mailto:Christopher.Auer@denvergov.org">Christopher.Auer@denvergov.org</a></b>	
<b>Last meeting:</b>	<b>Next meeting date:</b>

### Disabilities and Mental Health Update:

A combined disabilities and mental health team meeting will be held March 26. A training on Enrich was scheduled with DPS on March 11 and March 15 for DGKHS to implement 504 plans into the DPS system. Due to a recent different interpretation from DPS legal counsel regarding our current Memorandum of Understanding with DPS, this training needed to be cancelled. The MOU will need to be reviewed between City and DPS attorneys to specifically update the document to include roles and responsibilities related to the provision of 504 supports. In the meantime, appropriate children will receive appropriate supports, and processes will continue to be updated.

Conscious Discipline Parent Training – will share updated flyers when available. Please let Chris know if interested in any upcoming trainings for further details.

Catholic Charities Margery Reed– 2/20, 2/27, 3/6, 3/13, 3/20  
 Catholic Charities CDC- 4/2, 4/9, 4/6, 4/13, 4/23, 4/30 (tentative)  
 Volunteers of America – 4/10,4/17,4/24,5/1

Status of IEPs – Data Received February 10<sup>th</sup> for January 2019 (February data will be received March 10)

Delegate	Number of IEPs	Percentage
Catholic Charities	25	25/195= 13%
Clayton	24	24/201= 12%
DPS	30	30/302=10%
Family Star	6	6/34= 18%
Mile High	17	17/281= 6%
Sewall	19	19/60= 30%
VOA	7	7/80= 9%
<b>Grantee Total</b>	<b>128</b>	<b>128/1153=11%</b>



<b>Family Services</b> <b>By Adella Arredondo, Head Start Family Services Director</b> <b>Office: 720.913.0882 Email: <a href="mailto:adella.arredondo@denvergov.org">adella.arredondo@denvergov.org</a></b>	
<b>Last meeting date:</b> January 10, 2019 from 1:00-3:30pm at Blair Caldwell Library	<b>Next meeting date:</b> March 7, 2019 From 1:00- 3:30pm at the Blair Caldwell Library

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

Our last Family Services meeting previously scheduled for 2/7/19 was canceled due to weather.

**Selection Criteria/Shared Waitlist Committee update:**

The committee of staff from all agencies met to review the current selection criteria for DGKHS and to discuss ways to share waitlists. The committee made four significant changes to the selection criteria.

DGKHS will take the revised selection criteria to the DGKHS Policy Council for approval at the February 27th Policy Council.

Once DGKHS Policy Council approves the changes to the DGKHS Universal Selection Criteria each delegate agency must update their universal selection criteria factors to align with these changes and have their selection criteria approved by your respective Policy Committees.

Each agency must provide DGKHS with their revised and approved selection criteria by July 1, 2019.

The new Universal selection criteria will become effective July 1, 2019 or sooner with any enrollments for children starting in the 2019-2020 program year.

**Family Engagement Committee Update:**

The committee previously known as the Grantee-wide Parent Training Committee is now the Family Engagement Committee. The work of this committee is:

- Planning a Community College of Denver Tour for Head Start parents
- Event planning and coat distributions for Head Start Children
- 2018-2019 Parent Recognitions
- Bear Necessities Campaign- underwear and sock drive for Head Start Children

**Enrollment and Attendance:**

We are happy to report that for the month of January 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: February 22, 2019**  
**HSAC**

**Next meeting date: March 22, 2019**

**Health and Safety Visit Summary – All Delegates – Fall 2018**

- Posting Child Abuse and Neglect Phone Numbers
- Posting Poison Control Phone Numbers
- Playground issues – equipment, thistle needing to be picked
- Sign In/Out sheet for visitors
- Fire Extinguishers needing to be serviced
- Standing water in water tables
- Hanging cords, or cords in reach of children
- Sandbox covers – usage?
- Children wearing helmets while riding bikes
- Frayed toothbrushes
- Handwashing signs posted

**Don't Worry Be Healthy Participation Numbers – VOA, Family Star, MHEL**

- 3 Delegates participated: MHEL, VOA, and Family Star
- MHEL – 82 families
- VOA – 37 families
- Family Star – 48 families
- Staff incentives – trophies, lunch, community games/puzzles, t-shirts, High-five pins/awesome pins
- Parent incentives – back pack with health goodies, book

**Comprehensive Child File Audit – All Delegates**

Delegate 1: Health file – inconsistent evidence that health team had reviewed the files. Results for lead, TB, hematocrit, and BMI were inconsistent.

Delegate 2: Evidence that health team had reviewed files consistently. Detailed notes that health team had follow up conversations with parents, great health files.

Delegate 3: Individual health plans were in file – documented that health team reviewed files. Good work on obtaining dental exams – DH did not date some dental exams.

Delegate 4: Lead, TB, and hematocrit were inconsistent, Files between sites are different,



Individual health plans missing from file, no documented review from health team, Health section was inconsistent, missing information and dental exams needing improvement

Delegate 5: Dental information and screens were consistent, Missing hearing and vision screens

Delegate 6: Compliance with ERSEA and Health overall.

Delegate 7: Unclear as to the tracking and review of health documents – by whom/how?

### **Mid-Year PIR Data Concerns:**

Missing the 45 day and 90 day deadlines for screening children – hearing, vision, and developmental

### **Health Services Advisory Committee:**

- Discussed the above data – standardized data discussion, need for improvement and consistency.
- Denver Youth Dentistry and Vision presented – always accepting new clients, speaks Spanish, evening and Saturday appointments, will work with families without insurance
- Dental improvement discussion and brainstorm with Denver Health
- Gardening with the children and families – kidsgardening.org - \$5000 grants

### **Health Beat**

Helping children to be good eaters starts with making mealtimes fun and relaxed.

- Serve easy to like foods with new foods. The goal is for children to see and try lots of different foods throughout their childhood.
- Offer foods you want your child to eat. Limit sweets, soft drinks and fast food to the number of times a week you have decided is best for your family.
- Allow children to pick the foods they want to eat from the healthy foods you offer. If a child refuses a food, don't fuss over it. You can offer that food another day.
- Encourage your child to decide when they have had enough. Allow your child's appetite to guide how much healthy food they eat. This may change from day to day.
- Avoid bribes and battles over eating foods. Bribes and battles over food just make the food you want your child to eat seem worse and the other food even better.
- Plan and prepare foods with your children. Ask children to choose the vegetable or main dish and have them help with simple jobs in the kitchen.



### School Readiness

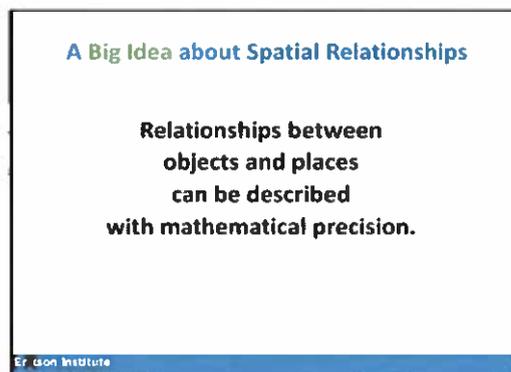
By Liane Martinez, Head Start School Readiness Director  
Office: 720-913-0884 Email: [liane.martinez@denvergov.org](mailto:liane.martinez@denvergov.org)

Last meeting: February 26, 2019

Next meeting date: March 26, 2019

#### Education Updates:

- Our Erikson Math Training math training was held on February 21st, and 22<sup>nd</sup> and there were 18 staff members in attendance on Thursday and on Friday there were 24. Spatial Relationships was the topic for Thursday and Patterns the topic for Friday.



- Some examples are playing a game in which you set up an obstacle course and you mention over the rug, on the washcloth, behind the couch, around the table etc... Helping children understand the relationships between objects and places encourages them to think about the mathematical precision in every situation. Materials like tangrams, puzzles and blocks can help develop these skills along with the conversations that you will have with your child.
- We sent eight teachers to the Rocky Mountain Early Childhood conference and I attended on Friday. Some highlights from my workshop Caregiver Trauma vs. Compassion Fatigue, it is important to examine ourselves and our backgrounds. Are there trauma experiences that we bring, and have we sought our own supports to be healthy?
- Caregivers must be willing to seek support or help as to prevent burnout. PTSD post-traumatic stress disorder can come from secondary stress. When there is a stressful situation one experiences a physical response. Paying attention to your own cues is critical such as lack of sleep, shortness in temper, unhealthy eating etc... Taking care of yourself is necessary before caring for others. Example a flight attend speech.
- Children see and hear everything we need to model for them because what we say to them is what we also need to practice, they are emotional thermometers. Remember a child needs at least one healthy adult in their lives.



- As a caregiver, myself I am always thinking about ways to encourage or help staff take care of themselves, so another workshop was “How personal values can create classroom confidence and increase sustainability.” Know your own values and recognize how you bring them into your work. If you value an extended family perhaps you pay more attention to those who are more like you and less to others you think you can not relate too. Understand the values of the families and children in your classroom. You will find something in common and by recognizing that you can optimize those values to create opportunities. All relationships, interactions and perceptions are filtered by your favored values. There are over 400 hundred values. Take the time to know yours. In the end you are only responsible for your own values however you can learn from what others value.
- This will increase connections and relationships.

## How to respond to common questions

Adapted from: *Gender Inclusive School Toolkit* [www.genderspectrum.org](http://www.genderspectrum.org)

### **Isn't my child too young to be learning about LGBTQ+ headed families?**

-We aren't really talking about sexuality, we're talking about family structures. Kids are already talking about their families and noticing that all families have things that are the same and different from each other. When we talk about, for example, that some families have two moms the conversation usually starts and stops with: "some families have two moms, other families have a mom and a dad, and some have just a dad. Families look lots of different ways."

-Young kids often don't know about sex and aren't asking about sexuality. Further questions can you usually be answered with, "their moms love each other and wanted to have a family together." This often makes sense instantly to kids and they tend not to ask any further questions.

-We want all of our children and families to be treated with respect and kindness. We believe that *everyone* deserves respect and kindness, whether we think similarly or differently from them, and we want to instill that in children.

### **Isn't my child too young to be learning about gender?**

-Children are already learning about it. Messages about gender are everywhere, and children receive very clear messages about the "rules" for boys and girls, as well as the consequences for a greater range of interests, ideas, and activities. For all children, the pressure of "doing gender correctly," is greatly reduced, creating more space for them to discover new talents and ideas.

-Whether in or out of school, children will encounter other children exhibiting wide ranges of gender expression. This is normal and, with a little reflection, we can all recognize it as something we encountered during our own childhoods. Tomboys or shy, sensitive boys were commonly recognized as children who buck societal expectations of gender expression. These children, and all children, deserve a safe, supportive learning environment in which they can thrive and empower themselves.

### **If you are talking about gender, aren't you discussing reproduction and sexuality?**

-The simple answer is "no." When we discuss gender, we talk about what people like to wear, the activities they engage in, and how they feel about themselves. This is not sexuality. Sexuality involves physical intimacy and attraction. Gender is about self-identity. Gender identity is a person's internal sense of where they fit on the gender spectrum. This includes all kids "typically" gendered or not.

## How to respond to common questions

Adapted from: *Gender Inclusive School Toolkit* [www.genderspectrum.org](http://www.genderspectrum.org)

-If responding to questions that arise around physical sex, the discussion uses phrases such as “private parts” and even if anatomical terms come up, nothing specific to human reproduction or sexuality is taught. For the most part, children are simply not raising these questions. While as adults, we struggle to separate the ideas of gender and sexuality (primarily because many were taught that they are one and the same), children have an ability to grasp the complexity of gender diversity because sexuality doesn’t factor in to complicate their understanding.

**Ideas about gender diversity & people who identify as LGBTQ+ go against my values/the values that we are instilling in my child at home. Are you trying to teach my child to reject these values?**

-Absolutely not. Our children encounter people with different beliefs when they join any community. While one aim for learning about diversity is to become more accepting of those around us, not everyone is going to be best friends. That does not mean that they can’t get along and learn together. The purpose of learning about gender diversity is to demonstrate that children are unique and that there is no single way to be a boy or a girl. If a child does not agree with or understand another student’s gender identity or expression or family structure, they do not have to change how they feel inside about it. However, they also do not get to make fun of, harass, or harm other students whose gender identity or family they don’t understand or support. Diversity education is about teaching students to live and work with others. It comes down to the simple agreement that all children must be treated with kindness and respect.

**Won’t discussing people who identify as LGBTQ+ encourage my child identify as LGBTQ+?**

-Being LGBTQ+ is not something that a person chooses. Studies show that although parents cannot make their child gay or transgender, they can deeply influence how their children feel about themselves. Parental pressure to enforce gender conformity can damage a child’s self-esteem and is a higher predictor of negative health outcomes and risk-taking behaviors for youth. Transgender youth currently have an extremely high attempted suicide rate: some estimate it being as high as 50 percent. Discussing gender will have the effect of removing much of the pressure students face to fit into narrowly defined expectation that few if any can actually meet.

**Books about families:**

*Everywhere Babies* by Susan Meyers

*One Family* by George Shannon

*The Family Book* by Todd Parr

*ABC: A Family Alphabet Book* by Bobbie Combs

*And Tango Makes Three* by Justin Richardson and Peter Parnell

*Stella Brings the Family* by Miriam B. Schiffer

*Mommy, Mama, and Me* by Lesléa Newman

*Daddy, Papa, and Me* by Lesléa Newman

*Emma and Meesha My Boy* by Kaitlyn Considine

*Donovan's Big Day* by Lesléa Newman

**Adoption themed:**

*A Mother for Choco* by Keiko Kasza

*We Belong Together* by Todd Parr

*Tell Me Again About the Night I Was Born* by Jamie Lee Curtis

*Molly's Family* by Nancy Garden (two moms but also talks about one being "birth mom" and one adopting)

**Books that challenge Gender limits:**

*The Paperbag Princess* by Robert Munsch

*Amazing Grace* by Mary Hoffman

*Sparkle Boy* by Lesléa Newman

*Henry Holton Takes the Ice* by Sandra Bradley

*My Princess Boy* by Cheryl Kilodavis

*Worm loves Worm* by J.J. Austrian

*I am Jazz* by Jessica Herthel and Jazz Jennings

## Resources:

### **Human Rights Campaign's Welcoming Schools**

[www.welcomingschools.org](http://www.welcomingschools.org)

### **Rainbow Alley/ The Center for Advancing LGBT Colorado**

<https://gltcolorado.org/>

### **Gender Spectrum**

<https://www.genderspectrum.org/>

### **PFLAG (Parents, Family, & Friends of Lesbians and Gays) Denver:**

PFLAG Denver offers specialized support for persons striving to understand a loved one's sexual orientation or gender expression and associated issues that is held once a month in Jefferson County. They also have a similar once a month Transgender Community Circle in Denver.

<https://www.pflagdenver.org/>

### **COLAGE (Children of Lesbians and Gays Everywhere):**

<https://www.colage.org/resources/>

### **Our Family Coalition**

A San Francisco Bay Area organization for LGBTQ+ families but have some universally helpful resources on their website.

[www.ourfamily.org](http://www.ourfamily.org)

"Recognizing the Impact of Bias" training on PDIS: [www.ecpd.costartstrong.org](http://www.ecpd.costartstrong.org)

Project Implicit: [www.implicit.harvard.edu](http://www.implicit.harvard.edu)

# Sexual Orientation definitions

**Asexual** | The lack of a sexual attraction or desire for other people.

**Bisexual** | A person emotionally, romantically or sexually attracted to more than one sex, gender or gender identity though not necessarily simultaneously, in the same way or to the same degree.

**Heterosexual** | A person who is emotionally, romantically or sexually attracted to members of the opposite gender.

**Gay** | A person who is emotionally, romantically or sexually attracted to members of the same gender.

**Intersex** | An umbrella term used to describe a wide range of natural bodily variations. In some cases, these traits are visible at birth, and in others, they are not apparent until puberty. Some chromosomal variations of this type may not be physically apparent at all.

**Lesbian** | A woman who is emotionally, romantically or sexually attracted to other women.

**Pansexual** | Describes someone who has the potential for emotional, romantic or sexual attraction to people of any gender though not necessarily simultaneously, in the same way or to the same degree.

**Queer** | A term people often use to express fluid identities and orientations. Often used interchangeably with "LGBTQ."

**Questioning** | A term used to describe people who are in the process of exploring their sexual orientation or gender identity.

# Gender Diversity: Terms defined

## **Assigned Gender**

The gender a baby is given upon birth, usually based on the child's birth sex.

## **Gender Identity**

How we feel about our gender in our hearts and minds.

## **Gender Expression/Gender Presentation**

How we show our gender to the world through external choices (e.g. dress, behavior, hairstyle).

## **Cisgender**

Describes a person whose birth sex and gender identity align.

## **Birth Sex/Biological Sex**

A specific set of genetic, chemical and anatomical characteristics that we are either born with or that develop as we mature.

## **Binary Gender**

The faulty concept that there are only two genders: male and female.

## **Genderqueer**

A broad descriptor many people use to indicate a person does not identify as either male or female.

## **Transgender**

An umbrella term for people whose gender identity and/or gender is different from cultural expectations based on the sex they were assigned at birth. Being transgender does not imply any specific sexual orientation. Therefore, transgender people may identify as straight, gay, lesbian, bisexual, etc.

## **Preferred Personal Pronouns**

In addition to the traditional pronouns (he/him, she/her, they), some people prefer to use gender-neutral pronouns, such as ne, ve, ze/zie and xe. If you don't know a student/caregiver's preferred personal pronoun, it's always best to ask.

# THE GENDER TREE

## GENDER EXPRESSION (WHAT THE TREE BEARS)

A person's outward presentation of gender, through a combination of dress, demeanor, social behavior, speech patterns, mannerisms, interactions, and other factors. Gender expression can vary for an individual from day to day or in different situations, and most people have a range of expression that makes them feel most comfortable and/or safe.

## OUR FLUIDITY AND HISTORY (THE RINGS OF THE TRUNK)

All aspects of our holistic identity (gender expression, gender identity, sexual orientation, relationship orientation, and all other identities) can change over time and in different situations.

## GENDER IDENTITY (THE TRUNK)

An individual's deeply-felt sense of gender that may include man, woman, genderqueer, agender, and other endless possibilities and combinations. A person's gender identity(ies) may or may not align with others' perceptions of their gender. The only way to know a person's gender identity is to ask them.

## ASSIGNMENT AT BIRTH (THE ROOTS)

What the doctor "labels" a baby when they are born (generally labeled male or female).

## SEXUAL ORIENTATION/IDENTITY (OUR ENVIRONMENTAL ATTRactions)

A person's self-identity related to who they are attracted to sexually, romantically, and/or emotionally. Such identities may include: lesbian, gay, bisexual, pansexual, queer, questioning, heterosexual, straight, asexual, unlabeled, etc.

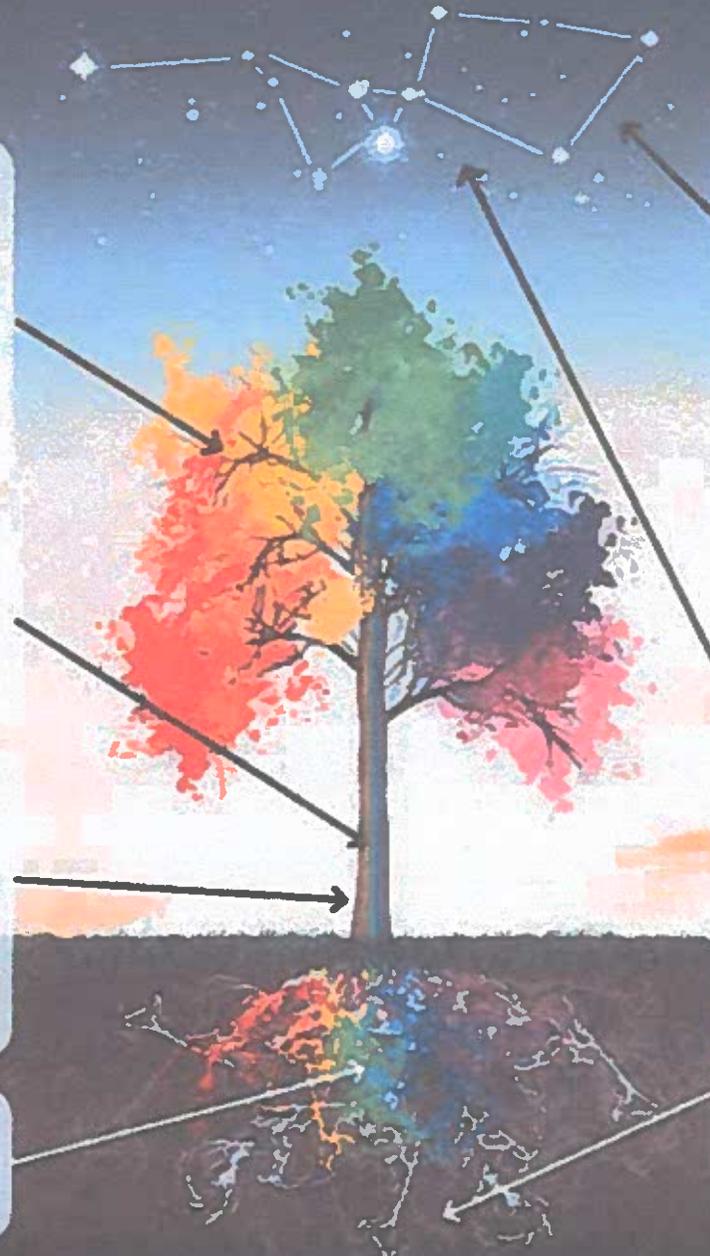
## RELATIONSHIP ORIENTATION OR STRUCTURE (HOW WE ENGAGE IN MEANINGFUL RELATIONSHIPS WITH OTHERS)

An individual's deeply-felt sense of intimate connection with others through a relationship structure(s) with individuals, couples, or networks. Can include polyamory, monogamy, friends-with-benefits, sexual relationships, non-sexual relationships and many more.

Relationship orientation may be different from relationship behavior because it refers to feelings and self-concept. Persons may or may not express their relationship orientation in their behaviors.

## SOCIETAL INFLUENCE (THE SOIL)

We are surrounded by social, cultural, and institutional influences. As we learn and grow as a gendered individual, we are constantly given different messages and feedback about ranges of accepted practices, appearances, and behaviors.



DEVELOPED BY: Boulder County, Allies for Inclusion (BACFI) Training Sub-Committee

133 Baker (530) Shelter (632) Grain Valley, Sara Cornell (Our Boulder), Jane Dobson (Safehouse Progressive Alliance for Non-Binary), and Jeff Spindler (Our Boulder)

**POLICY COUNCIL**  
**Meeting of March 27, 2019**  
**Junta del 27 de marzo del 2019**



## **X. 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 REIMBURSMENT AMOUNT:** \_\_\_\_\_

11002/0104101/GR00000896

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

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

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## **XI. MEETING ADJOURNMENT**

