

**POLICY COUNCIL**  
Meeting of October 23, 2019  
Junta del 23 de octubre del 2019



## **Delegate Agency Reports**



## Denver Great Kids Head Start

October 2019, Catholic Charities Policy Council/Committee Report

### Program Updates

- **Last Policy Committee Meeting Date:** October 15<sup>th</sup>, 2019
- **Update on last Policy Committee meeting:** Officers were elected and a training on Roberts Rules of Order was held and the committee members got in some good practice.
- **Strengths/Highlights:** Our September 28<sup>th</sup> PC Meeting was our annual PC Appreciation Event and was held at the Children's Museum.
- **Trainings:** We provided Conscious Discipline Training for all Education staff on September 20<sup>th</sup>, 2019

### Financial Updates

- **USDA Meals:** In September 2019 we served 8954 ,meals and are claiming \$19050.87 in reimbursement
- **As of, August 31st, 2019,** we have expended \$ 131,679.80 for our total Head Start grant award of \$1280571.00 which is 10% of the total grant.

The next Policy Committee Meeting is scheduled for November 19<sup>th</sup>, 2019 at 4:30 pm at the Child Development Center



October 2019, Clayton Early Learning Policy Council/Committee Report

**Program Updates**

**Last Policy Committee Meeting Date: 10/3/19**

- **Update on last Policy Committee meeting:**
  - New Policy Committee members.
  - ERSEA Report
  - Financial Update and Review
  - Federal Updates
  
- **Strengths/Highlights:**
  - Fathers Building Futures hosted the first Tutus and Top Hats dance for families on September 27. There were over 60 families who attended this event. Families were dressed up and all girls were given tutus and boys top hats. There was plenty of dancing (thanks to the DJ), healthy appetizers and photo opportunities.
  - The next event hosted by the FBF committee will be a movie night on October 18.
  - Back to school night was a huge success. Many families attended the event that was organized as a Family Engagement opportunity with many resources available. A barbecue meal was provided to all families. Culture of Wellness, the Zoo, Sewall and other agencies were present to provide information to families. Policy Committee candidates were campaigning at the event. HIPPY families joined the festivities and experienced an informal socialization with their children.
  - Count Day was celebrated with families joining their children for breakfast and fun events in the classrooms.
  - Elections were completed for Policy Committee.
  - Clayton continues to support families in partnership with Weecycle an organization that provides diapers, wipes, clothing, strollers, car seats, formula, cribs, etc.
  
- **Trainings:**
  - Management staff attended Mentoring Matters training.
  - CFE training
  - Clayton staff.
  - Interdisciplinary team continues the book study of Appreciative Leadership.



## Financial Updates

- USDA Meals: For August 2019 date we claimed \$ 7074.32 in reimbursement and served 5563 meals and/or snacks. (No) USDA/CACFP claims reduced or rejected for any reason.
- As of August 2019, we have expended \$153,633 for our total Head Start grant award of \$1,297,191 which is 100% of the total grant. Also, we have reported \$38,408 of our non-federal share total of \$329,999.

Next Policy Committee Meeting Date (November 7, 2019 @ 5:30 pm @ Clayton Educare Multipurpose Room).



Denver Great Kids Head Start  
**Denver Public Schools**  
**Parent Policy Council Report**  
October 2019

## Program Updates

### Last Parent Policy Committee Meeting Date:

- September 27, 2019

### Update on last Parent Policy Committee meeting:

- This second meeting in September is designed to encourage and clarify PPC officer and council roles.
- The meeting was well-attended by new parents, two of last year's parent officers, and DPS Head Start and ECE staff.
- The DGKHS grantee organization and delegate agencies were reviewed.
- The importance of Parent Policy Committee meetings and officer roles were shared in preparation for nominations and voting during the upcoming PPC meeting in October.
- Resources were provided to assist parents in running for PPC office and council.

### Strengths/Highlights:

- Many parents expressed interest in running for office.
- Staff encouraged leadership by the parents and supported them in preparing their speeches.

### Trainings:

- The second Professional Learning event for all DPS Head Start staff will take place on Monday, October 21, 2019 in collaboration with the DPS ECE Department.

### Needs/Challenges:

- There is concern from staff about sharing personal information in order to receive their Five-by-Five cards. This topic is being considered by DGKHS.
- Our new database management system (myheadstart.com) has had challenges in that response and support from the company has been intermittent and delayed.

## Miscellaneous

- The next DPS HS Parent Policy Committee is scheduled to take place on Wednesday, October 9, 2019. This meeting will focus on nominations and elections for parent officers and council reps/alternates.



## Denver Great Kids Head Start

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

#### Program Updates for September 2019

**Last Policy Council Committee Meeting Date:** 10/8/19

**Update on last policy committee meeting:** Policy Committee held its last meeting on September 10<sup>th</sup>. The new year will begin on October 8<sup>th</sup>. Orientation will take place on October 15<sup>th</sup>. There will be a mix of returning and new members. Family Star continues to be fully enrolled and has completed annual developmental, hearing, vision and dental screenings.

**Strengths:** Staff, members from the Policy Committee and from the Board of Directors have been involved in the Annual Self-Assessment process. Family Star held a Coffee and Caregivers session as part of the CARES program. It was well attended at both sites. October Family Night was a Fall Festival which included an instrument petting zoo from Swallow Hill.

**Trainings:** Family Star has kicked off the CARES program (which promotes caregiver resiliency) with a Caregiver and Coffee information session. They will hold monthly Conscious Discipline sessions for the next six months. These classes are open to members from all delegate agencies and those interested should contact [kmorgan@familystar.net](mailto:kmorgan@familystar.net) or (303)477-7827. Staff attended two days of professional development in October and all Child Family Advocates completed a week-long Parents As Teachers training.

**Needs/Challenges:** Family Star is currently searching for a full time Data Coordinator. Interested candidates can email their resume and cover letter to [hr@familystar.net](mailto:hr@familystar.net)

#### Financial Updates

USDA Meals: For 9/30/19 we claimed \$10,669.29 in reimbursement and served 6,722 meals and/or snacks. (NO or Yes) USDA/CACFP claims reduced or rejected for any reason.

Financial Status: As of 6/30/2019 we have expended \$222,000 of our total Head Start grant award of \$222,000 (including the COLA) which is 100% of the total grant (Federal Share portion). Also, we have reported \$55,500 of our non-federal share total of \$55,500 which is 100% of total non-federal share, with a grand total award of \$277,500.

**Next Policy Council/Committee Date:** 11/12/19; 5:30 pm – 7:00 pm; Northeast School



Denver Great Kids Head Start  
October 2019

**Mile High Early Learning  
Policy Committee Report**

**Program Updates**

**Last Policy Council/Committee Meeting Date:** September 2019

**Update on last Policy Council/Committee meeting:** During the Policy Committee meeting we acknowledged the 2018-2019 Policy Committee Representatives and welcomed the 2019-2020. We discussed, and they approved our Program Self-Assessment Plan 2018-2019. The Policy Committee orientation for the new parent representatives for the 2019-2020 program year is on October 19, 2019 at our Lowry Center. The orientation will include review of roles and responsibilities, community assessment, Self-Assessment and much more.

**Strengths/Highlights/Trainings:**

- MHEL settled in with the start of school-year classes, and was also able to provide the following Professional Development activities during the month of September:
- Pyramid Plus classes continued with all MHEL staff who need it in the coming year.
- The DKGHS CDA parent cohort was completed and parents are now encouraged to work their required hours to complete their certification.
- We started two new CDA cohorts.
- Weekly coaching started up again in all MHEL main centers.
- The 2019-2020 Consulting Teacher cohort started their monthly meetings.
- On Friday, 9/27, all staff from Rude Park, Sun Valley, Anna Jo Garcia Haynes, and Northeast attended a five-hour training on Trauma-Informed Care as part of our year-long intervention.

**Needs/Challenges:** We continue to support the classrooms with our internal substitutes and help from a childcare substitute agency.

**Financial Updates**

**USDA Meals:** For August 2019 we claimed \$16,687.30 in reimbursement and served 9,498 meals and/or snacks. No USDA/CACFP claims reduced or rejected for any reason.

**Financial Status:** As of August 2019, we have expended \$243,499.50 our total Head Start grant award of \$1,844,131.00 which is 13% of the total grant. Also, we have reported \$11,704 of our non-federal share total of \$461,032.75, which is 3% of the total non-federal share.

Next Policy Committee Meeting  
October 19, 2019  
8:30-1:00  
Lowry Early Learning Center, 957 Ulster Way, Denver CO, 80230

09/2019, Volunteers of America Policy Council/Committee Report

## Program Updates

**Last Policy Council Meeting Date: October 10, 2019**

**Update on last Policy Council/Committee meeting:**

- Excellent parent participation
- Culture of Wellness presented to parent group
- Parents elected their new Policy Committee and Policy Council Representatives
- **Strengths/Highlights:**
  - Volunteers of America Early Childhood Education Center began the 2019-20 school year on August 19, 2019 fully enrolled and has maintained full enrollment.
  - All teachers returned from Summer Break. Teacher retention at a high.
  - Hired a new Family Service Case Manager team. One joined in August, one to join in October, and another in November.
  - Host four RSVP volunteers
  - Host five Foster Grandparents
  - Pop Up Markets providing free shelf stable food, fresh meat and produce, toiletries, and clothing to all families on September 19th and October 17<sup>th</sup>.
  - Two Café Padre, a time for families to connect over coffee and pastries.
  - Culture of Wellness presented to families.
  - Students and families received attendance incentives in September.
  - Staff team continues with intensive and holistic trauma informed practice via support and training from Resilient Futures. Resilient Futures offers training, classroom consultation, confidential individual consultation, group support, and resources.
  - Volunteers of America has partnered with the City and County of Denver's office of Financial Empowerment with the support of DGKHS to provide an
- **Trainings:**
  - Four staff members completed CLASS training and two others have started.
  - Two Staff members completed Inclusive Practices in Early Childhood Education cohort.
  - One parent engaged in her CDA coursework and has since been hired as an Assistant Teacher.
  - Two staff members are beginning their CDA coursework.
  - All teachers participated in Erickson Math Institute.
  - All Staff completed two weeks of intensive preservice to include: Teaching Strategies Gold, Creative Curriculum, Conscious Discipline, ECERS, CLASS,

Motivational Interviewing, Trauma informed care, Head Start 101 and a deep dive with Denver Health- Health Administration Nurses, Sewall as well as Denver Health Mental Health, Early Childhood Mental health Consultants.

- **Needs/Challenges:**
  - Access to affordable housing services for families.
  - Access to free GED classes.

Next Policy Council/Committee Meeting November 14th at 321 S. Yates St. Denver CO 8029

## **VII. OTHER**

### a) Program Content Area Reports



## Policy Council Content Area Reports

October 23, 2019

<b>Disabilities and Mental Health</b> <b>By Chris Auer, Head Start Disabilities and Mental Health Services Director</b> <b>Office: 720-913-0894 Email: <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:

The focus this month has been on supporting the expansion grant for Head Start and Early Head Start. This is a great opportunity for children and families in Denver. A site visit for the Temple Hoyne Buell Foundation grant is scheduled for October 24.

Status of IEPs – Data Received October 10<sup>th</sup> for September 2019

<b>Delegate</b>	<b>Number of IEPs</b>	<b>Percentage</b>
Catholic Charities	21	21/195=11%
Clayton	15	15/201=9%
DPS	31	31/302=10%
Family Star	7	7/34=21%
Mile High	23	23/281=8%
Sewall	18	18/60=30%
VOA	7	7/80=9%
<b>Grantee Total</b>	<b>122</b>	<b>122/1153=11%</b>



<b>Family Services</b> <b>By Mary McNeill, Head Start Family Services Director</b> <b>Office: 720.913.0882 Email: <a href="mailto:mary.mcneill@denvergov.org">mary.mcneill@denvergov.org</a></b>	
<b>Last meeting date: September 25, 2019</b>	<b>Next meeting date: November 20, 2019</b>

**Family Services Update:**

- Hello! My first month in my new position has been full of training, developing an understanding of my role, and meeting many dedicated families and staff committed to providing the most comprehensive services possible!
- The Family Service Committee meet on October 3<sup>rd</sup>. We had three speakers at the meeting: Victoria from the Department of Human Services informed on Public Charge and how to support families through the process, Michael with My Brother's Keeper spoke with the team on future fatherhood planning opportunities, and Alicia handed out Five by Five cards and emphasized the importance of making sure families are aware of additional opportunities throughout the year.
- The Family Engagement Committee met on October 11<sup>th</sup>. We discussed the parent extravaganza and how we can increase successful outcomes for families at this event for the next school year. We also planned on picking up donated coats on October 16<sup>th</sup> and distributing them to the delegates for families. We are also setting up dates for picking up coats from Dependable Cleaners, "Coats for Colorado" drive. In addition, we are beginning to plan our next Parent Volunteer celebration and are considering making it a Staff Appreciation Celebration as well.
- The Financial Navigator from Mpower will be starting two days a week at the end of October at Volunteers of America, Head Start Program. This is a pilot program to see how the navigator can make growth with families and staff on their financial goals. A welcome celebration has been planned for late October, and the Mayor has been invited to attend at the center.
- The DGKHS Team has been working on ERSEA audits at all the delegate agencies.
- CCR strengths and needs surveys are being worked on at some of the delegates that participate, which are: VOA, Sewall, Clayton, DPS



<b>Health Services</b> <b>By Lori Medina, Head Start Health Services Director</b> <b>Office:</b> 720-913-0895 <b>Email:</b> <a href="mailto:lori.medina-anderson@denvergov.org">lori.medina-anderson@denvergov.org</a>	
<b>Last meeting date: September 27, 2019</b>	<b>Next meeting date: HSAC: October 18, 2019</b>

**Health Program Updates:**

- All delegate agencies have scheduled and started their screening process – hearing, vision, dental, and developmental screens for all children. Parents will receive their results and support for follow up, if needed. This is an area where the health team has targeted strategies for improvement – dental follow up.
- Our DH Nurse Consultants have been working hard making sure that all staff have the mandatory trainings necessary to be in the classrooms. This is a very busy time of the year.
- Completed all Health and Safety site visits, DGKHS staff visited every classroom and site! Reports are being written and will be delivered to Directors within the next week for follow up.  
Toothbrushes appeared to be a consistent concern for many classrooms.  
At the next HSAC meeting on 10/18/19 the group will discuss a scheduled Replacement plan for toothbrushes for all DGKHS classrooms.
- Preparing for our Don't Worry Be Healthy classes – beginning in November. Family Star and VOA already have dates scheduled. MHEL and Clayton have also expressed interest and are beginning to plan. This will be an interactive class on What to do for Healthy Teeth. All families attending will get a backpack with some oral health care items inside! Prizes, food, and childcare are provided.



## **VIII. 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 \_\_\_\_\_

Childcare Reimbursement total: \_\_\_\_\_ \$20.00 \_\_\_\_\_

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

11002/0104101/GR00000896

Fund/Org/Project Grant/Account

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

## **IX. MEETING ADJOURNMENT**



# 2019-2020 Policy Council Meeting Schedule

Meetings are scheduled on the fourth Wednesday of each month, except in November and December when the meeting is on the 3<sup>rd</sup> Wednesday of the month.

The meeting location is:  
Clayton Educare  
3751 Martin Luther King Blvd.  
Denver, CO 80205

Dinner: 5:15 p.m. – 5:45 p.m.  
Meeting: 5:45 p.m. – 7:45 p.m.

Policy Council Meeting Dates
No Meeting in July
August 28, 2019
September 25, 2019
October 23, 2019
November 2, 2019 - Policy Council Orientation
November 20, 2019
December 18, 2019
January 22, 2020
February 26, 2020
March 25, 2020
April 22, 2020
May 27, 2020
June 24, 2020