



POLICY COUNCIL MEETING

**Wednesday, January 22, 2020
5:45 - 7:15 p.m.**

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

POLICY COUNCIL PARTICIPANTS:

**Vera Atilano
Stephen Barela
Brandan Burns
Vicky Casillas
Janeth Cazares
Kylie Cross
Chante Daily
Monique Fox
Allyson Grooms**

**Marilyn Halpern
Adam Harmon
Glenn Harper
Reba Jones
Sachi Kaleikau-Takaoka
Danielle LaCroix
Karla Lopez
Donna Mendez
Claudia Montes**

ALTERNATES:

**Munira Aljedaimi
Elena Chavez
Maria Diaz
Julia Pott**

**Janet Resendiz
Nakia Toliver
Shawn Torres**

I. ROLL CALL

II. SEATING OF NEW MEMBERS

POLICY COUNCIL ATTENDANCE/ASISTENCIA
PROGRAM YEAR 2019-2020

POLICY COUNCIL MEMBER	SITE	TYPE	11/20	12/18	01/22	02/26	03/25	04/22	05/27	06/24	08/26	09/23	10/28
Community Representatives													
Vera Atiliano	Mayor	CR	X	E									
Brandan Burns	CCoun	CR	X	X									
Marilyn Halpern	CCoun	CR	X	E									
Glenn Harper	CCoun	CR	E	E									
Parent Representatives													
Stephen Barela	CC	PR	X	X									
Vicky Casillas	DPS	PR	E	E									
Janeth Cazares	FS	PR	X	X									
Kylie Cross	VOA	PR	A	X									
Chante Daily	DPS	PR	E	X									
Monique Fox	SW	PR	E	A									
Allyson Grooms	CL	PR	X	A									
Adam Harmon	CL	PR	X	X									
Reba Jones	MHEL	PR	E	X									
Sachi Kaleikau-Takaoka	FS	PR	X	A									
Danielle LaCroix	SW	PR	X	X									
Karla Lopez	CC	PR	X	X									
Donna Mendez	MHEL	PR	E	E									
Claudia Montes	VOA	PR	X	X									
Parent Alternate Representatives													
Munira Aljedaimi	DPS	APR	E	E									
Elena Chavez	VOA	APR	X	E									
Maria Diaz	DPS	APR	X	E									
Julia Pott	CC	APR	X	X									
Janet Resendiz	CC	APR	E	E									
Nakia Toliver	SW	APR	A	A									
Shawn Torres	SW	APR	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: _____



Policy Council Agenda
 Wednesday, January 22, 2020
 5:45pm – 7:15pm
 Clayton Educare

	Information	Discussion	Action
I. Roll Call: (5 minutes)			
II. Seating of New Members: if applicable			
III. Approval of Agenda: (2 minutes)	x	x	x
IV. Approval of Minutes (December 18, 2019): (4 minutes)	x	x	x
V. Directors Report (5 minutes)	x	x	
VI. Financial Briefing: (5 minutes)	x	x	
VII. New Business:			
a) Community Assessment Presentation (30 minutes)	x	x	
b) Conscious Discipline Overview (10 minutes)	x	x	
c) DGKHS Grant Update (2 minutes)	x	x	
d) Delegate Agency Reports (7 minutes)	x	x	
VIII. Old Business:			
a) PEAK and RMECC Attendees (4 minutes)	x		
IX. Other:			
Program Content Area Reports (4 minutes)	x	x	
X. Mileage and Child Care Reimbursement: (2 minutes)	x		
XI Meeting Adjourned/New Meeting Date and Time: (2 minutes)	x		x

Upcoming events:

January 23 – 24	Erikson Math Training
January 24	Health Team Meeting
January 28	Education Coordinator Meeting
January 30-31	ERSEA Training for Staff
February 6	All Family Services Staff and Coordinator Meeting
February 14	Family Engagement Committee Meeting
February 10 – 24	PDM Meetings
February 17	City offices closed – Presidents Day
February 19	Disabilities/Mental Health Coordinator Meeting
February 25	Education Coordinator Meeting
February 26	DGKHS Policy Council Meeting

Vision

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



**IV. APPROVAL OF MINUTES
(December 18, 2019)**

Moved: _____

Seconded: _____

Policy Council Minutes

December 18, 2019

Page 1 of 3



- Attendees:** *Parent Representatives:* Stephen Barela (Catholic Charities), Janeth Cazares (Family Star), Kylie Cross (Volunteers of America), Chante Daily (Denver Public Schools), Adam Harmon (Clayton), Reba Jones (Mile High Early Learning), Danielle LaCroix (Sewall), Karla Lopez (Catholic Charities), Claudia Montes (Volunteers of America)
Parent Alternates: Julia Pott (Catholic Charities)
Community Representatives: Brandan Burns
- Excused:** *Parent Representative:* Vicky Casillas (Denver Public Schools), Monique Fox (Sewall), Allyson Grooms (Clayton), Sachi Kaleikau-Takaoka (Family Star), Donna Mendez (Mile High Early Learning)
Parent Alternates: Munira Aljedaimi (Denver Public Schools), Elena Chavez (Volunteers of America), Maria Diaz (Denver Public Schools), Janet Resendiz (Catholic Charities)
Community Representatives: Vera Atilano, Glenn Harper, Marilyn Halpern
- Absent:** *Parent Alternates:* Nakia Toliver (Sewall), Shawn Torres (Sewall)
Guests: Alberto Torres (Catholic Charities), Angie Durlin (Family Star), Jose Paz (Denver Public Schools), Erin Baker (Volunteers of America), Shelly Anderson (Clayton)
- Staff:** Chris Auer, (Head Start Disabilities Director), Lila Medina (Senior Accountant), Liane Martinez (Head Start School Readiness Director), Lori Medina (Head Start Health Director), Mary McNeill (Head Start Family Service Director), Caridad Nevarez (Head Start Office Manager), Amber Giauque (OCA)
- Minutes:** Caridad Nevarez (Head Start Office Manager)

I. WELCOME/ROLL CALL:

At 5:48 p.m. The meeting was called to order by Mary McNeill Family Service Director. Roll call was taken by Kylie Cross. A quorum was established.

II. SEATING OF NEW MEMBERS

III. APPROVAL OF AGENDA

A motion to approve the agenda was made by Brandan Burns and seconded by Kylie Cross the motion carried.

IV. MINUTES FOR APPROVAL (Minutes from November 20, 2019).

A motion to approve the minutes from November 20, 2019 was made by Adam Harmon and seconded by Karla Lopez. The motion carried.

V. DIRECTORS REPORT

Mary McNeill read the directors report to the policy council. Report was part of the meeting packet, please refer to it for further details.

VI. FINANCIAL BRIEFING

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

VII. NEW BUSINESS

A. Election of Officers

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

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

Chair: Adam Harmon (Clayton)

Vice-Chair: Chante Daily (Denver Public Schools)

Treasurer: Brandan Burns (Community Representative)

Secretary: Karla Lopez (Catholic Charities)

Parliamentarian: Janeth Cazares (Family Star)

B. ERSEA Eligibility Overview

Mary gave a presentation to the policy council on the Enrollment, Recruitment, Selection, Eligibility, Attendance (ERSEA). A PowerPoint with details was part of the meeting packet. Mary explained that all delegate agencies and grantee offices are required by the Office of Head Start to train the policy council/committees on ERSEA. A brief discussion followed.

C. 2020 Census Overview

Amber presented on the upcoming 2020 Census. Amber encouraged parents to take make sure fill out the census as it can help determine how federal dollars are distributed. Amber also asked parents if they wanted to be part of a census committee. Amber handed out flyers and asked parents to distribute the materials to other parents. A brief discussion followed.

D. Training opportunities

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

E. Delegate Agency Reports

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



VIII. OTHER

A. Program Content Area Reports

Chris, Lori, Mary and Liane referred to the packet for the content area report. Content area reports were included in the meeting packet. Please refer to them for more details.

IX. MILEAGE AND CHILD CARE REIMBURSEMENT

Mary 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 Brandan Burns. The meeting adjourned at 7:174 p.m. The next Policy Council meeting is January 22, 2020 at Clayton Educare

Approved by: _____ Date: _____
Policy Council Chair

Approved by: _____ Date: _____
Al Martinez, Ph.D. Head Start Director
For further clarification, minutes are recorded. Recordings are available at the City Office.

V. DIRECTORS REPORT

VI. FINANCIAL BRIEFING



**Director's Report
January 22, 2020**

I. Head Start Funding Opportunity

As was previously reported, DGKHS successfully submitted its' Head Start/Early Head Start expansion grant application to the Office of Head Start. When approved this expansion application will allow our program to serve an additional 369 children in Preschool Head Start (ages 3-5) and 74 children in Early Head Start (ages 0-3). We expect to hear some information on this application during the next couple of months. In the meantime, we are exploring revising our organizational structure and staffing plan.

II. Head Start Focus Area 2 Review Prep

DGKHS is scheduled to receive a Focus Area 2 Monitoring Review during the current program year. Typically, we would expect to receive a 60-day letter in advance of the review but have not yet received ours. What this likely means is that our review is at least 60 days out, or Mid-March. We are continuing our preparations for the review and will prepare an overview of the governance piece that the Policy Council will participate in. As more information is known we will let you know.

III. Comprehensive File Audits

DGKHS recently completed its comprehensive file audit review of each delegate agency and have shared feedback with our directors. There were minor issues identified that will need to be corrected.

POLICY COUNCIL
Meeting of January 22, 2020
Junta del 22 de enero del 2020



FINANCIAL REPORT



**AWD-00000793 Head Start - 2019-2020
December 2019 Top Expense**

DOMO INC	DOMO original SO service 2019	\$	45,000.00
OFFICESCAPES OF DENVER LLLP	Conference room design and furniture	\$	5,044.05
NATIONAL HEAD START ASSOCIATION	National Head Start Association - Membership Dues for DGKHS, Clayton and MHEL	\$	2,520.00
NATIONAL HEAD START ASSOCIATION	National Head Start Association - Conference registration for Liane, Caridad and Laura Doanes at Phoenix, Arizona in March 2020	\$	1,557.00
NATIONAL HEAD START ASSOCIATION	National Head Start Association - Conference registration for Mary and Lori at Phoenix, Arizona in March 2020	\$	1,038.00

SPENDING SUMMARY

Beginning Balance:	9,657,847.00
Month to Date Expenses:	613,007.41
Year to Date:	3,277,487.33
Remaining Balance	6,380,359.67

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 7-1-2019 thru 6-30-2020

MTD = Month to Date = total for the reporting month

YTD = Year to Date = total for the fiscal year

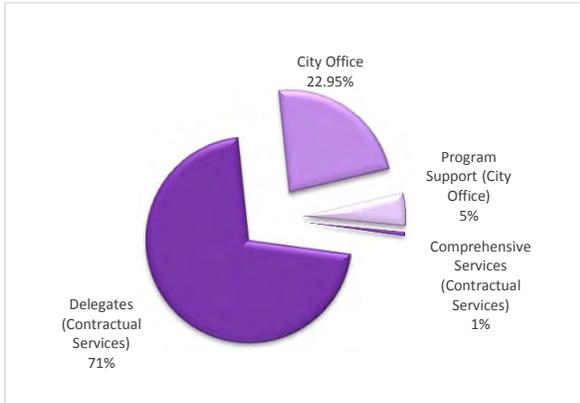


2019 - 2020 Head Start Financial Summary

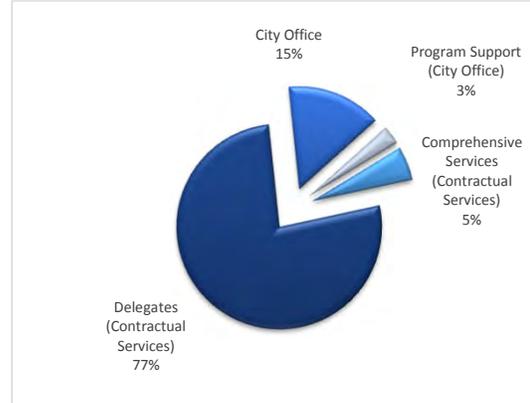
FEDERAL SHARE:

BUDGET CATEGORY	BUDGET	MTD FEDERAL SHARE EXPENDED	YTD FEDERAL SHARE EXPENDED	OVER/UNDER	% BUDGET REMAINING
City Office	1,066,786.00	140,696.16	492,510.76	574,275.24	53.83%
Program Support (City Office)	270,107.00	31,987.95	96,531.35	173,575.65	64.26%
Comprehensive Services (Contractual Services)	745,104.00	3,871.95	174,567.81	570,536.19	76.57%
Delegates (Contractual Services)	7,575,850.00	436,451.35	2,513,877.41	5,061,972.59	66.82%
Total	\$ 9,657,847.00	\$ 613,007.41	\$ 3,277,487.33	\$ 6,380,359.67	66.06%

% MTD FEDERAL SHARE EXPENDED



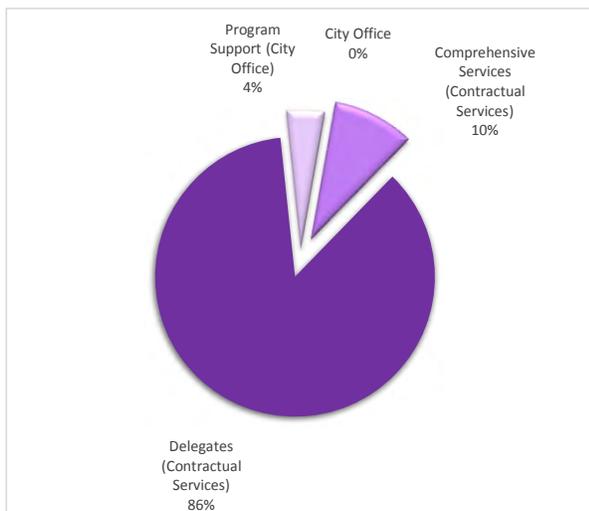
% YTD FEDERAL SHARE EXPENDED



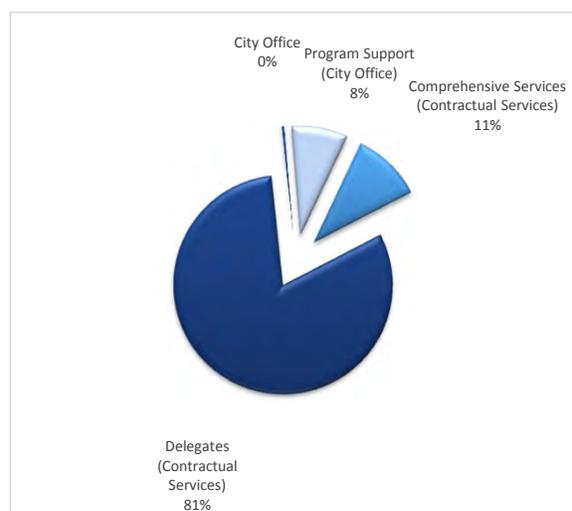
NON FEDERAL SHARE:

BUDGET CATEGORY	BUDGET	MTD FEDERAL SHARE EXPENDED	YTD FEDERAL SHARE EXPENDED	OVER/UNDER	% BUDGET REMAINING
City Office	13,591.47	0.00	4,872.36	8,719.11	64.15%
Program Support (City Office)	312,033.25	25,407.26	113,898.51	198,134.74	63%
Comprehensive Services (Contractual Services)	194,875.00	54,274.16	141,403.10	53,471.90	27.44%
Delegates (Contractual Services)	1,893,962.50	491,551.19	1,103,503.30	790,459.20	41.74%
Total	\$ 2,414,462.22	\$ 571,232.61	\$ 1,363,677.27	\$ 1,050,784.95	43.52%

% MTD NON FEDERAL SHARE



% YTD NON FEDERAL SHARE





Denver's Great Kids Head Start Financial Report July 1, 2019 thru June 30, 2020 Grant Award Year - December 2019

Federal Share	Total Budget	December Expenses	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed
Personnel	654,893	60,490.31	303,955.28	350,937.44	46.41%	50%
Fringe Benefits	212,158	19,057.53	96,673.84	115,484.44	45.57%	50%
Staff Local Travel	2,000	14.00	444.97	1,555.03	22.25%	50%
General Supplies	10,000	3,839.99	7,845.20	2,154.80	78.45%	50%
Disabilities Supplies	2,000	-	188.70	1,811.30	9.44%	50%
Other General Admin	19,000	6,611.56	10,098.98	8,901.02	53.15%	50%
Child Care	6,800	700.00	1,380.00	5,420.00	20.29%	50%
Mileage / Transportation	1,900	272.50	493.33	1,406.67	25.96%	50%
Subtotal	908,751	90,985.89	421,080.30	487,670.70	46%	50%
Committee Support						
Policy Council Food Health Services Advisory Committee - Food	8,667	759.00	4,700.21	3,966.79	54%	50%
School Readiness -Food	1,300	-	329.48	970.52	25%	50%
Health - Food	400	53.03	115.25	284.75	29%	50%
Disabilities - Food	250	-	-	250.00	0%	50%
Family Services - Food	500	189.44	189.44	310.56	38%	50%
Family Engagement	500	156.34	592.38	(92.38)	118%	50%
Subtotal	12,817	1,157.81	5,926.76	6,890.24	46%	50%
Communication & Community						
Translations & Interpretation	7,500	444.16	983.77	6,516.23	13%	50%
Head Start Annual Report	2,000	-	-	2,000.00	0%	50%
Comprehensive Community - Printing	-	-	-	-	-	50%
- Recruitment	1,000	-	-	1,000.00	0%	50%
CCR Analytics (Family Outcomes)	15,000	-	373.00	14,627.00	2%	50%
Subtotal	31,500	444.16	1,356.77	30,143.23	4%	50%
City Office Training and Professional Development						
City Head Start Staff	21,000	2,076.00	6,389.32	14,610.68	30%	50%
City Controller's Office Staff	6,000	-	2,833.60	3,166.40	47%	50%
Subtotal	27,000	2,076.00	9,222.92	17,777.08	34%	50%
Content Area Training						
School Readiness	4,500	-	654.98	3,845.02	15%	50%
Health	4,500	519.00	519.00	3,981.00	12%	50%
Disabilities	4,500	-	12.91	4,487.09	0%	50%
Family Services	4,500	-	-	4,500.00	0%	50%
Controller's Office	718	-	-	718.00	0%	50%
Policy Council	11,000	216.30	985.87	10,014.13	9%	50%
Parent Training	12,000	297.00	7,751.25	4,248.75	65%	50%
Subtotal	41,718	1,032.30	9,924.01	31,793.99	24%	50%



Denver's Great Kids Head Start Financial Report July 1, 2019 thru June 30, 2020 Grant Award Year - December 2019

Federal Share	Total Budget	December Expenses	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed
Program Support						
Transitions	15,000	-	-	15,000.00	0%	50%
5 BY 5 Program	5,000	-	5,700.00	(700.00)	114%	50%
CLASS Training	2,500	-	-	2,500.00	0%	50%
Math Enhancement (Erikson)	69,000	11,333.34	11,333.34	57,666.66	16%	50%
Math Enhancement Class	5,000	-	2,434.67	2,565.33	49%	50%
Dance & Movement (CMDance)	60,000	12,300.00	23,750.00	36,250.00	40%	50%
Health & Wellness (Univ of Colo)	35,585	1,847.26	7,031.40	28,553.60	20%	50%
Financial Literacy	10,000	-	10.00	9,990.00	0%	50%
Health Literacy	9,000	949.47	5,341.64	3,658.36	59%	50%
Resilient Futures Passageways	34,396	5,035.88	25,279.03	9,116.97	73%	50%
First Aide Training	10,000	522.00	2,370.00	7,630.00	24%	50%
AED Head Start Training	10,626	-	12,648.77	(2,022.77)	119%	50%
Father Engagement	2,000	-	632.50	1,367.50	32%	50%
Council	2,000	-	-	2,000.00	0%	50%
Subtotal	270,107	31,987.95	96,531.35	173,575.65	36%	50%
Comprehensive Services						
(Contractual Services)						
Disabilities (Sewall)	242,400	-	65,025.61	177,374.39	27%	50%
(DHHA)	417,164	-	67,622.40	349,541.60	16%	50%
Nutrition (Nutrition Consultants)	64,540	2,159.45	26,599.80	37,940.20	41%	50%
Hearing and Language (Marion Downs)	21,000	1,712.50	15,320.00	5,680.00	73%	50%
Subtotal	745,104	3,871.95	174,567.81	570,536.19	23%	50%
Delegates (Contractual Services)						
Catholic Charities	1,280,683	99,885.14	318,909.61	961,773.39	25%	50%
Clayton Early learning	1,319,995	114,884.40	420,581.08	899,413.92	32%	50%
Denver Public Schools	1,981,717	-	620,584.66	1,361,132.34	31%	50%
Family Star	225,882	-	112,941.50	112,940.50	50%	50%
Mile High Early Learning	1,844,131	143,630.74	755,676.42	1,088,454.58	41%	50%
Sewall Chid Development Center	396,205	35,391.07	118,607.14	277,597.86	30%	50%
Volunteers of America	527,237	42,660.00	166,577.00	360,660.00	32%	50%
Subtotal	7,575,850	436,451.35	2,513,877.41	5,061,972.59	33%	50%
DOMO - Supplemental	45,000	45,000.00	45,000.00	-	100%	50%
Grand Total	9,657,847	613,007.41	3,277,487.33	6,380,359.67	34%	50%



Denver's Great Kids Head Start Financial Report July 1, 2019 thru June 30, 2020 Grant Award Year - December 2019

Non-Federal Share	Total Budget	December Expenses	YTD Expenses	Remaining Available	% Budget Spent	% Year Elapsed
City Office (Private Grants- Caring for Colorado)	13,591		4,872.36	8,719.11	0%	50%
Program Support (City Office)						
5x5	270,887	22,573.92	103,144.33	167,742.67	4%	50%
Dance & Movement (CM Dance)	15,000		5,087.50	9,912.50	0%	50%
Health & Wellness (CU-Denver)	8,896	-	-	8,896.25	0%	50%
Math Enhancement (Erikson)	17,250	2,833.34	5,666.68	11,583.32	0%	50%
Total Non Federal Share Program	312,033	25,407.26	113,898.51	198,134.74	5%	50%
Comprehensive Services (Contractual Services)						
Disabilities (Sewall)	60,600	12,287.66	30,719.15	29,880.85	1%	50%
Mental Health/Health/Dental (Denver Health)	104,291	36,297.55	72,595.10	31,695.90	3%	50%
Hearing and Language (Marion Downs)	5,250	-	14,380.00	(9,130.00)	1%	50%
Resilient Futures	8,599	3,561.70	13,926.35	(5,327.35)	1%	50%
Nutrition (Nutrition Consultants)	16,135	2,127.25	9,782.50	6,352.50	0%	50%
Total Non Federal Share Comprehensive Services	194,875	54,274.16	141,403.10	53,471.90	6%	50%
Delegates (Contractual Services)						
Catholic Charities	320,171	44,402.00	88,804.00	231,366.75	4%	50%
Clayton Early learning	329,999	-	76,424.17	253,574.58	3%	50%
Denver Public Schools	495,429	339,813.44	685,567.85	(190,138.60)	28%	50%
Family Star	56,471	20,814.00	41,628.00	14,842.50	2%	50%
Mile High Early Learning	461,033	47,979.78	102,460.32	358,572.43	4%	50%
Sewall	99,051	17,027.97	49,925.96	49,125.29	2%	50%
Volunteers of America	131,809	23,000.00	61,665.00	70,144.25	3%	50%
Total Non Federal Share Delegates	1,893,963	493,037.2	1,106,475.30	787,487.20	46%	50%
Grand Total	2,414,462	572,719	1,366,649	1,047,813	92%	33%



**AWD-0000793 Head Start - 2019-2020
December 2019 General Ledger Summary**

Ledger Account	Supplier	Line Memo	Total
501000:Regular Compensation	PAYROLL	Head Start PPE 12/7/2019	21,237.12
		Breanna Chavez 11/24 - 12/7/19 Head Start payroll allocation	415.63
		Inna Kuzovova 11/24 - 12/7/19 Head Start payroll allocation	490.38
		Lila Medina 11/24 - 12/7/19 Head Start payroll allocation	627.40
		Head start PPE 12/21/2019	21,237.11
		Inna Kuzovova 12/08 - 12/21/19 Head Start payroll allocation	1,046.15
		Breanna Chavez 12/08 - 12/21/19 Head Start payroll allocation	415.63
		Lila Medina 12/08 - 12/21/19 Head Start payroll allocation	735.58
		Head Start PPE 12/31/2019	14,026.97
		503400:Premium Pay	PAYROLL
Head start PPE 12/21/2019	75.00		
Head Start PPE 12/31/2019	52.50		
521000:Retirement Pension	FRINGE	Head Start PPE 12/7/2019	2,795.76
		Breanna Chavez 11/24 - 12/7/19 Head Start payroll allocation	54.09
		Inna Kuzovova 11/24 - 12/7/19 Head Start payroll allocation	63.85
		Lila Medina 11/24 - 12/7/19 Head Start payroll allocation	74.28
		Head start PPE 12/21/2019	2,772.59
		Inna Kuzovova 12/08 - 12/21/19 Head Start payroll allocation	136.00
		Breanna Chavez 12/08 - 12/21/19 Head Start payroll allocation	54.03
		Lila Medina 12/08 - 12/21/19 Head Start payroll allocation	95.63
		Head Start PPE 12/31/2019	2,128.05
		530800:Health Savings Account	FRINGE
Lila Medina 11/24 - 12/7/19 Head Start payroll allocation	14.77		
Head start PPE 12/21/2019	101.25		
Head Start PPE 12/31/2019	484.22		
540100:Social Security Taxes	FRINGE	Head Start PPE 12/7/2019	1,568.48
		Breanna Chavez 11/24 - 12/7/19 Head Start payroll allocation	30.92
		Inna Kuzovova 11/24 - 12/7/19 Head Start payroll allocation	37.24
		Lila Medina 11/24 - 12/7/19 Head Start payroll allocation	42.67
		Head start PPE 12/21/2019	1,522.88
		Inna Kuzovova 12/08 - 12/21/19 Head Start payroll allocation	79.02
		Breanna Chavez 12/08 - 12/21/19 Head Start payroll allocation	30.87
		Lila Medina 12/08 - 12/21/19 Head Start payroll allocation	54.89
		Head Start PPE 12/31/2019	1,019.90
		541100:Employer Paid Health Insurance	FRINGE
Breanna Chavez 11/24 - 12/7/19 Head Start payroll allocation	67.38		
Inna Kuzovova 11/24 - 12/7/19 Head Start payroll allocation	45.20		
Lila Medina 11/24 - 12/7/19 Head Start payroll allocation	75.15		
Head start PPE 12/21/2019	2,327.85		
Inna Kuzovova 12/08 - 12/21/19 Head Start payroll allocation	96.42		
Breanna Chavez 12/08 - 12/21/19 Head Start payroll allocation	67.38		
Lila Medina 12/08 - 12/21/19 Head Start payroll allocation	88.11		
541200:Employer Paid Dental Insurance	FRINGE		
		Breanna Chavez 11/24 - 12/7/19 Head Start payroll allocation	3.86
		Inna Kuzovova 11/24 - 12/7/19 Head Start payroll allocation	2.37
		Lila Medina 11/24 - 12/7/19 Head Start payroll allocation	4.30
		Head start PPE 12/21/2019	156.57
		Inna Kuzovova 12/08 - 12/21/19 Head Start payroll allocation	5.05
		Breanna Chavez 12/08 - 12/21/19 Head Start payroll allocation	3.86
541400:Employer Paid Disability Insurance	FRINGE	Head start PPE 12/21/2019	179.46
		Inna Kuzovova 12/08 - 12/21/19 Head Start payroll allocation	12.69
		Breanna Chavez 12/08 - 12/21/19 Head Start payroll allocation	5.04
		Lila Medina 12/08 - 12/21/19 Head Start payroll allocation	2.55
544100:Allowance Pay	PAYROLL	Head Start PPE 12/7/2019	3.75
		Inna Kuzovova 11/24 - 12/7/19 Head Start payroll allocation	4.69
		Head start PPE 12/21/2019	3.75
		Inna Kuzovova 12/08 - 12/21/19 Head Start payroll allocation	10.00
601000:Professional Services	AMERICAN WORKPLACE SAFETY LLC	CPR & First Aid 18 Attendees	522.00
	BLACK EYED PEA	Black Eye Pea- Dinner at the December policy council meeting.	759.00
	CMDance	CMDance November In Kind \$1,387.50	6,450.00
		CMDance Dec 2019 Inv100725	5,850.00
	COMMUNITY LANGUAGE COOPERATIVE	Community Language Cooperative Inv 4933 Spanish Interpretation at Family Star	130.00
		Spanish interpretation at Clayton	130.00
	DEBRA A SPEER	Childcare at December Policy Council meeting	40.00
	MARION DOWNS	Marion Downs Nov 2019 HS inv 20190424 In-kind \$1,460.00	1,712.50
	NUTRITION CONSULTANTS	MOEAI-201948932; November 2019 services; In-Kind \$612.25	2,159.45
	RESILIENT COMMUNITIES RESILIENT FUTUR	MOEAI-201951041; Invoice #113; Nov 2019 services; In-Kind \$1,757.50	5,035.88



**AWD-0000793 Head Start - 2019-2020
December 2019 General Ledger Summary**

Ledger Account	Supplier	Line Memo	Total	
601000:Professional Services	ELIZABETH PHILLIPS	Childcare at November Policy Council Meeting	60.00	
		Childcare at November Policy Council Orientation	120.00	
		Childcare at December Policy Council meeting	60.00	
	DEBRA SPEER	Childcare at November Policy Council Meeting	40.00	
		Childcare reimbursement for parents that attended the policy council orientation on 11/02/19 and the policy council meeting on 11/20/19	260.00	
	PETTY CASH-HEAD START	Childcare reimbursement for parents at the policy council meeting on 12/18/19	120.00	
	LANGUAGE SELECT LLC		Translation services at Family Sr - Burmese	52.14
			Translation services at Sewall - Nepali, Spanish	15.40
			Translation services at Clayton - Arabic	18.47
			Translation services at Catholic Charities - Spanish	9.66
			Translation services at VOA - Spanish	11.73
			Translation services at Catholic Charities - Spanish, Somali	49.38
			Translation services at Clayton - Spanish	6.21
			Translation services at Family Star - Spanish, Burmese, Karen	38.91
			Translation services at Family Star - Burmese	10.27
			Translation services at Sewall - Spanish	22.77
			Translation services at VOA - Urdu	16.59
			Translation services at Catholic Charities - Spanish, Chin	22.20
			Translation services at MHEL - Somali	3.95
			201950652; Oct-Dec 2019 services; In-Kind \$2,833.34	11,333.34
		ERIKSON INSTITUTE	DOMO original SO service 2019	45,000.00
	DOMO INC	Green Translations Inv CCD-121319-SP Translation into Spanish	36.48	
	GREEN TRANSLATION	Labor to install table, cart, 2 stools in the conference room	495.00	
	OFFICESCAPES OF DENVER LLLP	Design of conference room	290.00	
		Steelcase	564.51	
		Cart - Service, Meeting room	2,762.60	
		Stools for the conference room	931.94	
UCD	UCD Nov 2019 inv GC021808	1,847.26		
PANERA BREAD	Panera Bread - Lunch at the Family Services Meeting on 12/05/19	156.34		
661000:Travel and Transportation Employee	NATIONAL HEAD START ASSOCIATION	National Head Start Association - Conference registration for Mary and Lori at Phoenix, Arizona in March 2020	1,038.00	
		National Head Start Association - Conference registration for Liane, Caridad and Laura Doanes at Phoenix, Arizona in March 2020	1,557.00	
	STAFF LOCAL TRAVEL	Re-class of Inna Kuzovova's parking 11/20/19 HS Policy Council meeting	14.00	
	PETTY CASH-HEAD START	Mileage reimbursement for parents that attended the policy council orientation on 11/02/19 and the policy council meeting on 11/20/19	185.00	
		Mileage reimbursement for parents at the policy council meeting on 12/18/19	87.50	
	EVA ANAHI LUJAN FLORES	Per-diem for meals at the conference for a DPS and policy council parent. Conference dates 12/09/19 - 12/13/20. Please see attached flyer. Re-class ANBT-00179927 from GF to GR1176 Lori Medina travel advance refund	297.00	
	TRAVEL REFUND		(15.00)	
681300:Grant Award To Subrecipient	CATHOLIC CHARITIES AND COMMUNITY SERVICES	Catholic Charities Oct 2019 HS Inv HSPY201019CC In-kind \$44,402	99,885.14	
	MILE HIGH EARLY LEARNING	MHEL November 2019 HSPY231119MHM	143,630.74	
	SEWALL CHILD DEVELOPMENT CENTER INC	MOEAI201948400; October 2019 Services; In-Kind \$8,549.30	35,391.07	
	VOLUNTEERS OF AMERICA OF COLORADO	201948402; October 2019 Services; In-Kind \$10,990	42,660.00	
	201950749; Oct 2019 Services; Inv #HS102019-685703704; In-Kind \$28,721.10	114,884.40		
CLAYTON EARLY LEARNING TRUSTEE				
683900:Training	KING SOOPERS	Food for Education meeting	53.03	
503100:Differential Pay	PAYROLL	Head Start PPE 12/7/2019	18.28	
		Head start PPE 12/21/2019	15.37	
701200:Books and Education Materials	AMAZON	Amazon - Book of Roberts Rule of order for policy council parents	216.30	
701900:Office Supplies and Fixtures	AMAZON	Amazon - Clock for the conference room	59.99	
	PLAK SMACKER	Toothbrushes for Lori Medina's programming	534.47	
701600:Food Supplies	FAMILY STAR INC	Childcare and Food for Oral Healthy Family Nights 11/7 and 11/21	300.00	
610100:Administrative Expense	GOZO	GOZO - Lunch at the Mental Health and Disabilities Coordinator Meeting.	189.44	
611900:Dues, Licenses and Subscriptions	NATIONAL HEAD START ASSOCIATION	National Head Start Association - Membership Dues for Family Star	420.00	
		National Head Start Association - Membership Dues for Sewall	420.00	
		National Head Start Association - Membership Dues for DGKHS	840.00	



**AWD-00000793 Head Start - 2019-2020
December 2019 General Ledger Summary**

Ledger Account	Supplier	Line Memo	Total
611900:Dues, Licenses and Subscriptions	NATIONAL HEAD START ASSOCIATION	National Head Start Association - Membership Dues for Volunteers of America	420.00
		National Head Start Association - Membership Dues for Clayton	840.00
	COLORADO HEAD START ASSOCIATION	National Head Start Association - Membership Dues for Mile High Early Learning	840.00
		CHSA dues-Admin budget	75.00
541300:Employer Paid Life Insurance	FRINGE	Head Start PPE 12/7/2019	150.48
		Breanna Chavez 11/24 - 12/7/19 Head Start payroll allocation	3.58
		Inna Kuzovova 11/24 - 12/7/19 Head Start payroll allocation	4.13
		Lila Medina 11/24 - 12/7/19 Head Start payroll allocation	3.99
930400:Billings For Services	CELL PHONE ALLOWANCE	Cell phone allowance	70.20
		Lila Medina 11/24 - 12/7/19 Head Start payroll allocation	9.79
640100:Leases and Rentals	LEWAN & ASSOCIATES	Lewan copier October 2019	431.13
		Lewan copier November 2019	498.58
		Lewan copier December 2019	482.81
Grand Total			\$ 613,007.41



Award AWD-00000793: Head Start - 2019/2020 07/01/2019

Periods 2019 : December
Run 1/9/2020 3:20pm

Trial Balance				
Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
001000:Cash	(504,239.23)	2,220,306.90	1,917,973.03	(201,905.36)
020600:Undeposited Payments	0.00	2,202,580.26	2,202,580.26	0.00
022000:Grants Receivable	0.00	1,101,290.13	1,101,290.13	0.00
023100:Unbilled Grant Receivable	1,101,290.13	613,022.41	1,101,305.13	613,007.41
060300:Expenses Advance	15.00	0.00	0.00	15.00
110100:Vouchers Payable	(527,046.18)	728,622.50	524,962.01	(323,385.69)
112004:Expenses Payable	0.00	0.00	0.00	0.00
121100:Year End Accrued Payroll	0.00	0.00	17,711.64	(17,711.64)
121600:Accrued Vacation/Sick	(70,019.72)	0.00	0.00	(70,019.72)
340000:Intergovernmental Revenue	(2,664,679.92)	15.00	613,022.41	(3,277,687.33)
501000:Regular Compensation	241,357.33	60,231.97	0.00	301,589.30
503100:Differential Pay	81.83	33.65	0.00	115.48
503400:Premium Pay	1,037.50	202.50	0.00	1,240.00
504100:Leave Payout	894.18	0.00	0.00	894.18
521000:Retirement Pension	31,740.19	8,174.28	0.00	39,914.47
530800:Health Savings Account	1,033.53	701.49	0.00	1,735.02
540100:Social Security Taxes	17,784.87	4,386.87	0.00	22,171.74
541100:Employer Paid Health Insurance	23,934.39	5,095.34	0.00	29,029.73
541200:Employer Paid Dental Insurance	1,445.90	337.63	0.00	1,783.53
541300:Employer Paid Life Insurance	695.42	162.18	0.00	857.60
541400:Employer Paid Disability Insurance	982.01	199.74	0.00	1,181.75
544100:Allowance Pay	94.13	22.19	0.00	116.32
601000:Professional Services	241,085.34	87,143.98	0.00	328,229.32
610100:Administrative Expense	182.67	189.44	0.00	372.11
611900:Dues, Licenses and Subscriptions	89.66	3,855.00	0.00	3,944.66
630100:Utilities	75.71	0.00	0.00	75.71
635400:Mail, Freight and Delivery	43.00	0.00	0.00	43.00
640100:Leases and Rentals	2,623.59	1,412.52	0.00	4,036.11
661000:Travel and Transportation Employee	7,563.72	3,178.50	15.00	10,727.22
681300:Grant Award To Subrecipient	2,077,426.06	436,451.35	0.00	2,513,877.41
683900:Training	5,243.78	53.03	0.00	5,296.81
701200:Books and Education Materials	6,579.23	216.30	0.00	6,795.53
701400:Clothing Supplies and Materials	385.70	0.00	0.00	385.70
701600:Food Supplies	517.20	300.00	0.00	817.20
701900:Office Supplies and Fixtures	1,406.81	594.46	0.00	2,001.27
930400:Billings For Services	376.17	79.99	0.00	456.16
December expenses	\$ -	\$ 613,022.41	\$ 15.00	\$ 613,007.41

POLICY COUNCIL
Meeting of January 22, 2020
Junta del 22 de enero del 2020



FINANCE /PROGRAM COMMITTEE MEETING MINUTES



Head Start Finance & Program Committee Agenda & Minutes

Date: December 18, 2019

4:30 – 5:00PM

Meeting Attendees:

Name	Title
Inna Kurorova	Sr Accountant
Liane Martinez	DGHS School Readiness Director
A. Marling Brandon Burns	DGHS Treasurer



Head Start Finance & Program Committee Agenda & Minutes

Location: Clayton Early Center in the Library beside the entrances

Date: December 18, 2019

Time: 4:30 – 5:00 PM

Contact Information: Lila Medina - Fiscal Administrator
 Email: LilaMedina@denvergov.org Phone #720-913-5202

Next Meetings will be on : 12-18-2019 4:30 PM @ Clayton Early Center in the Library beside the entrances

Item	Agenda Topics	
1	Review 2019-2020 Grant November 2019 Financial Reports.	Reviewed the November Financial Statements
2	Open discussion on what is needed to help understand the Financials	Dr Al shared the expansion grant update

HEADSTART FINANCE COMMITTEE MEETING ACTION ITEMS

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

VII. NEW BUSINESS

- a) Community Assessment Presentation
- b) Conscious Discipline Overview
- c) DGKHS Grant Update
- d) Delegate Agency Reports



Conscious Discipline®

The Foundation of Problem-Solving

Ever felt at a loss for how to deal with power struggles, defiance, verbal attacks, bullying or physical aggression? Have you ever wondered what would help children stay on task, pay attention and finish their work?

The Seven Skills of Discipline are the only skills we need to transform these everyday discipline issues into teaching moments. These moments are our opportunity to teach children the social-emotional and communication skills necessary to manage themselves, resolve conflict, prevent bullying and develop pro-social behaviors.

The seven skills are Composure, Encouragement, Assertiveness, Choices, Empathy, Positive Intent and Consequences.

The seven skills emerge from the foundation of the Seven Powers for Conscious Adults. As we become more conscious of our reactions to conflict, we can choose a different response. The seven skills teach you to respond to conflict in a way that helps children move from the resistant, lower centers of their brain to the more cooperative, higher centers.

The chart below shows how each of the Seven Skills of Discipline, when utilized consciously, yields critical core values and life skills.

Conscious Skill	Life/Communication Skills	Value
Composure	Anger Management	Integrity
Encouragement	Pro social skills, kindness, caring, helpfulness	Interdependence, optimism, gratitude
Assertiveness	Bully Prevention, healthy boundaries	Respect for self and others



Conscious Discipline®

Choices	Impulse control, goal achievement	Persistence
Positive Intent	Cooperation, problem solving	Compassion and generosity
Consequences	Learning from your mistakes	Responsibility

By implementing the powers and skills together, we learn to stay in control of ourselves and in charge of children in a manner that models the same skills we seek to teach. This, combined with the willingness generated by the School Family, empowers children to successfully learn and internalize lifelong skills.

Conscious Discipline's original application is in the classroom, but these methods apply seamlessly to all human interactions. Conscious Discipline has the power to affect every relationship. It now includes a program designed specifically for parents.

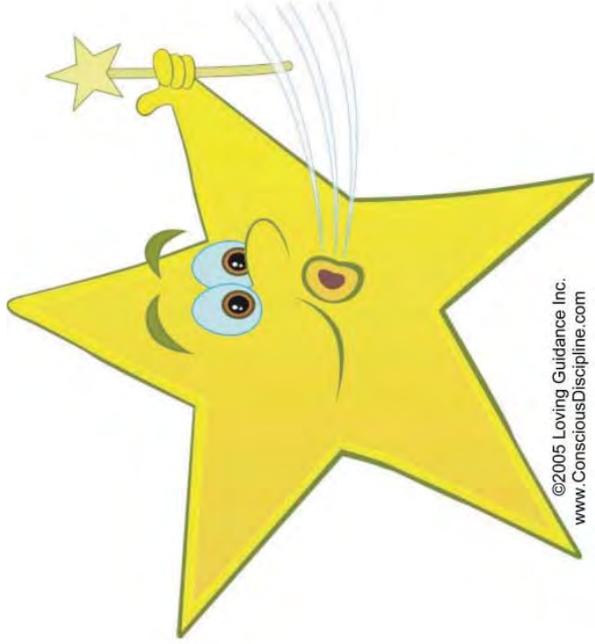


Safe Place Breathing Icons

The first step in any discipline encounter is to take a deep, calming breath. Three deep breaths shut off the fight or flight response in the body.

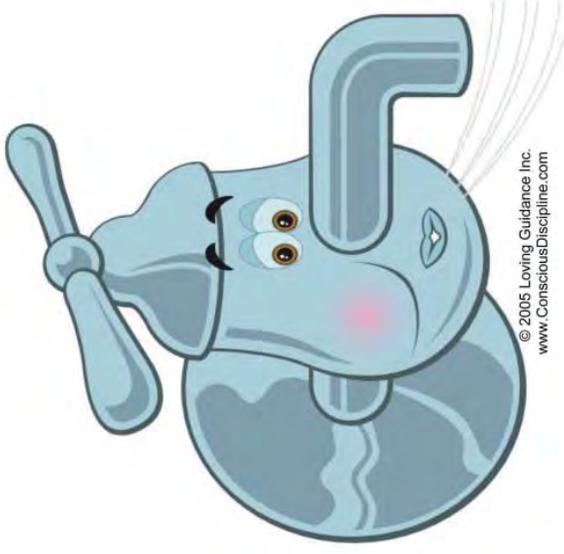
The four core active calming techniques used in Conscious Discipline are S.T.A.R., balloon, pretzel and drain.

Teach these techniques to children, post images of them in your Safe Place and find ways to incorporate them into daily activities. This PDF provides images for each breathing activity in a variety of sizes, as well as instructions for conducting them. Use these images around your classroom, school, center and home to encourage children and remind yourself to breathe when the going gets tough.



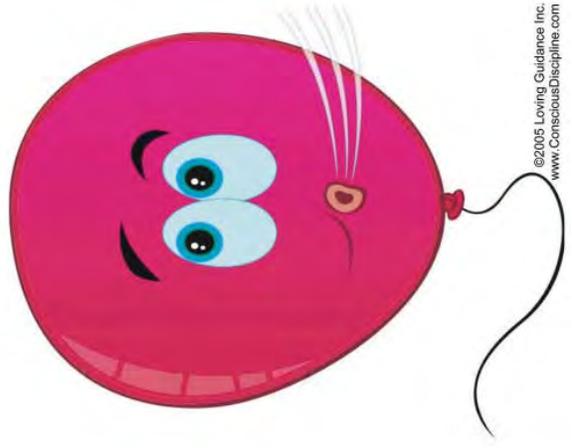
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S.T.A.R



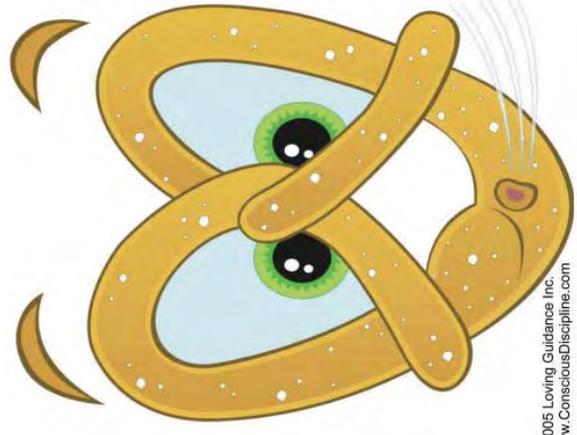
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Drain



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Balloon



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Pretzel



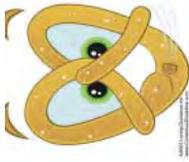
Drain

Extend arms out, pretending your arms are faucets. Tighten arm, shoulder, and face muscles. Exhale slowly making a "ssshhh" sound and release all your muscles, draining out the stress.



S.T.A.R.

Smile, Take a deep breath **And Relax.** Encourage belly breathing where the tummy goes out when the air goes in, and in when the air goes out. Also help children learn to exhale slower than they inhale.



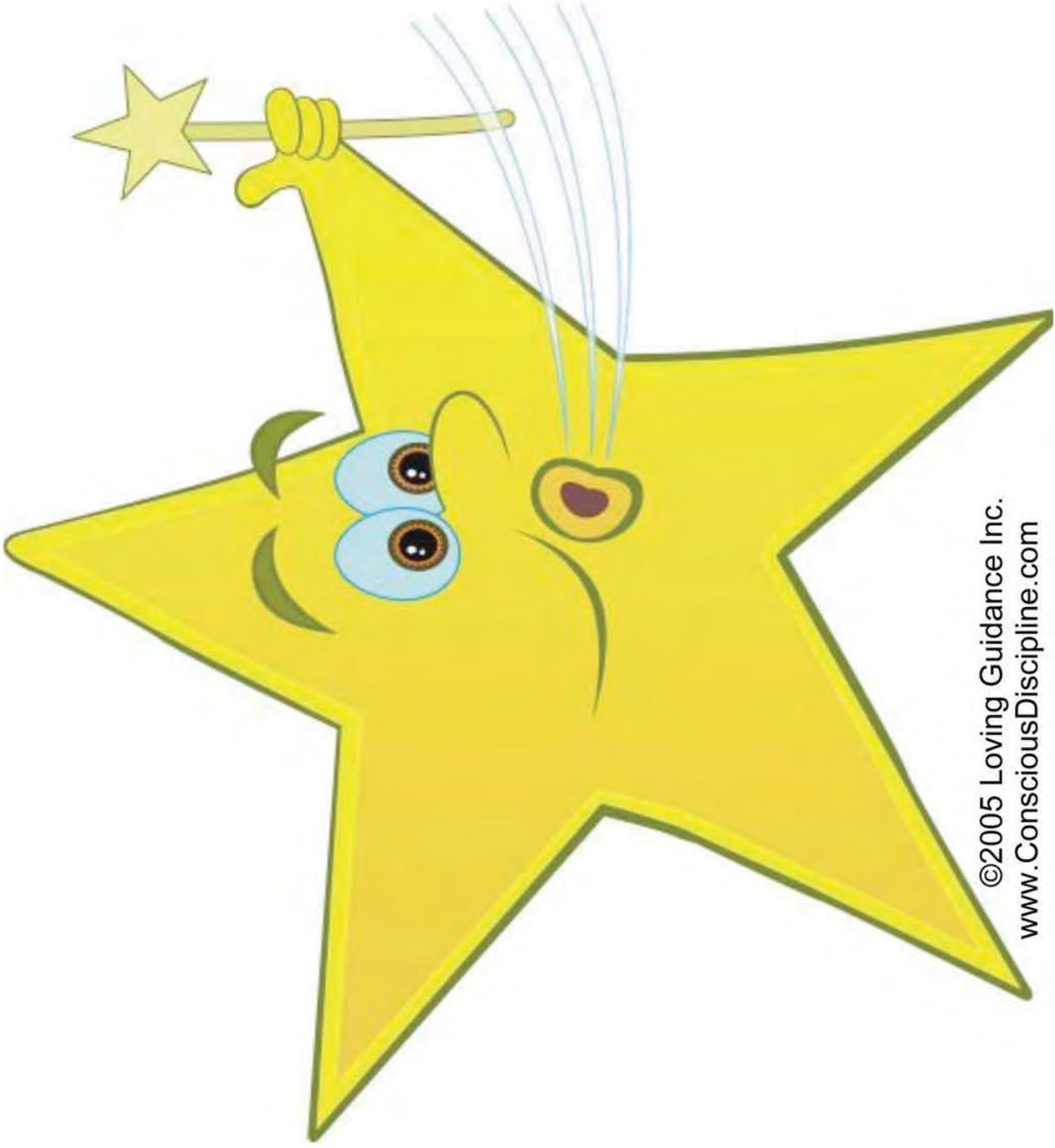
Pretzel

Standing up, cross your ankles. Now cross your right wrist over left, turn your hands so your thumbs are facing the floor, put palms together and interlace fingers. Bend your elbows out and gently turn your hands down and toward your body until they rest on the center of your chest. Put your tongue on the roof of your mouth. Relax and breathe.



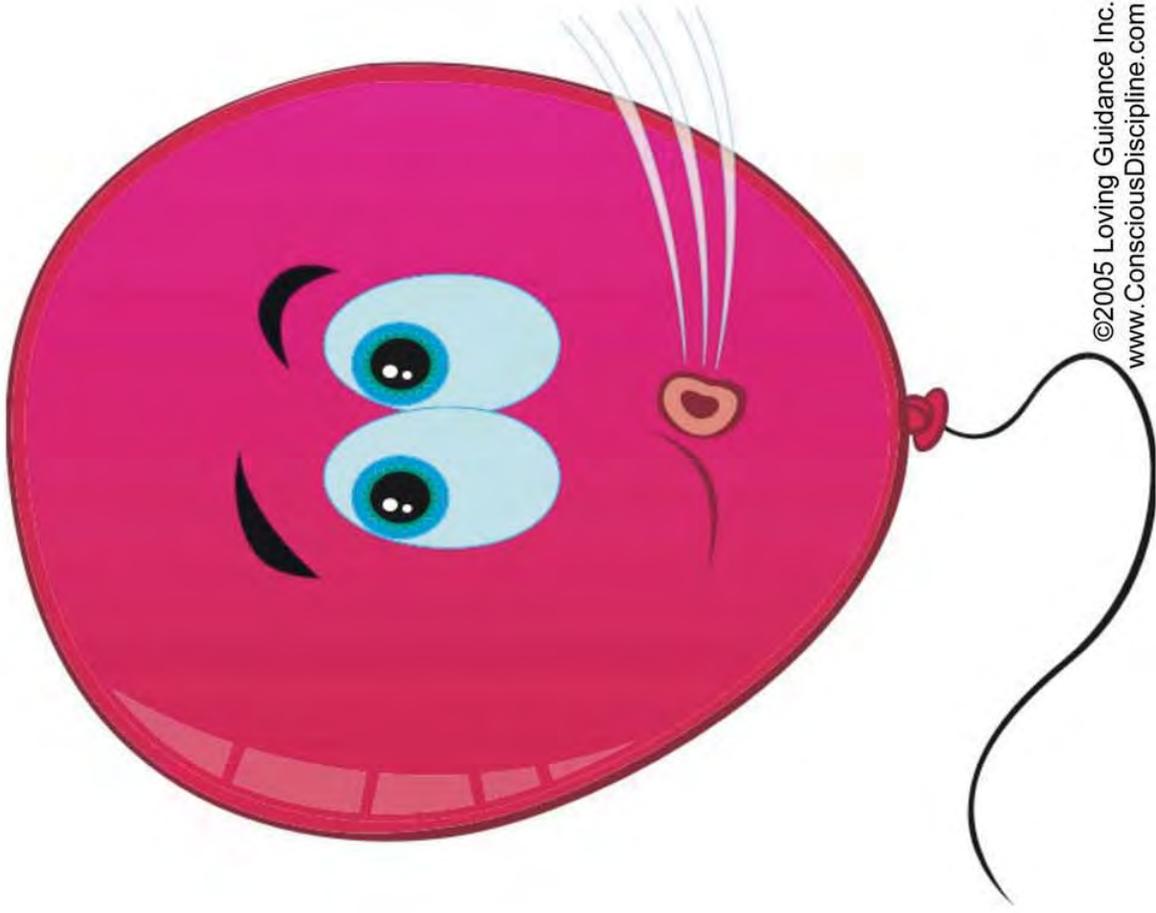
Balloon

Place your hands on top of your head and interlace your fingers. Breathe in through your nose as you raise your arms, inflating an imaginary balloon. Release the air in the balloon by pursing your lips, exhaling slowly, lowering your arms and making a "pbppppbb" sound.



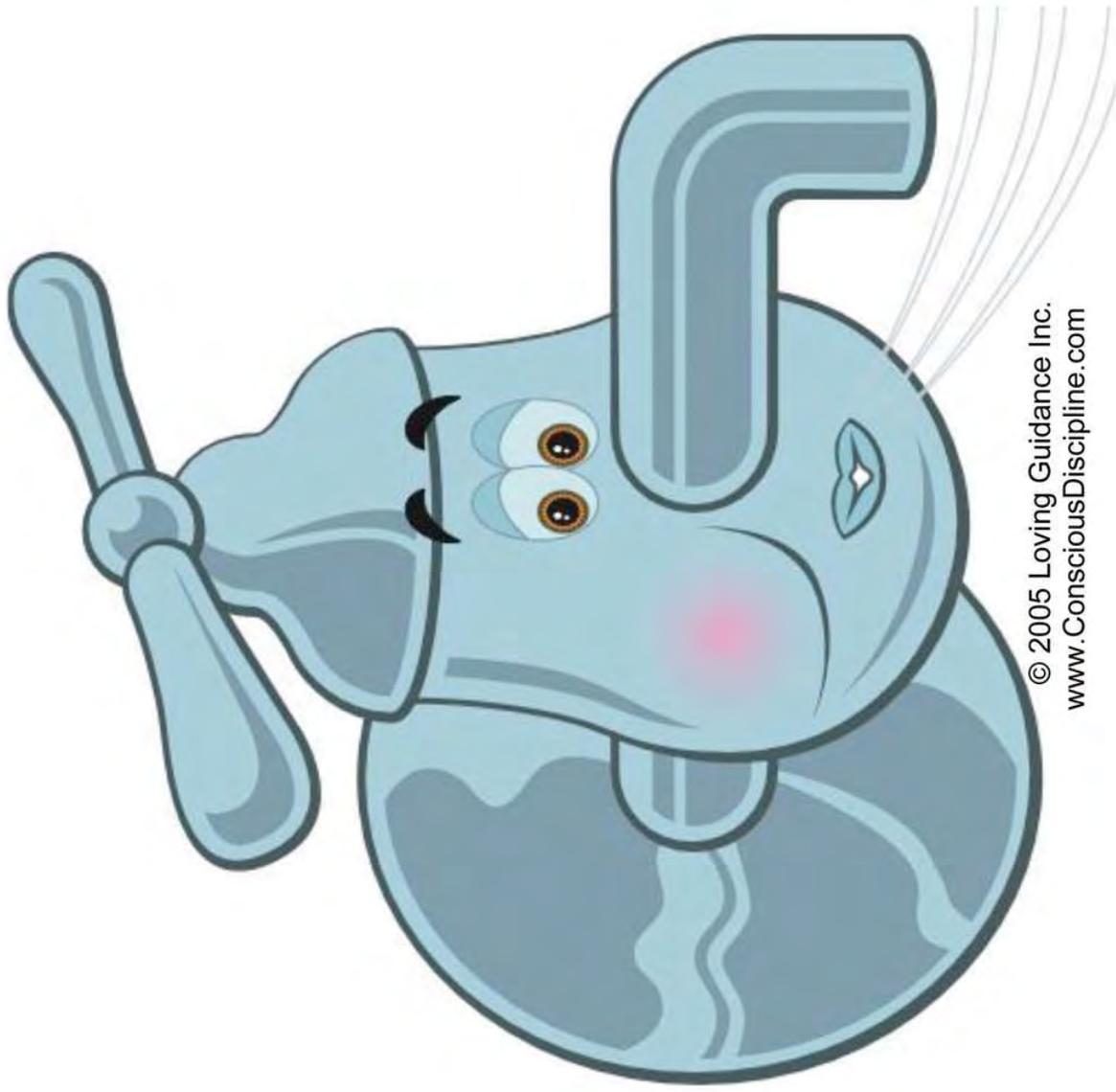
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S.T.A.R



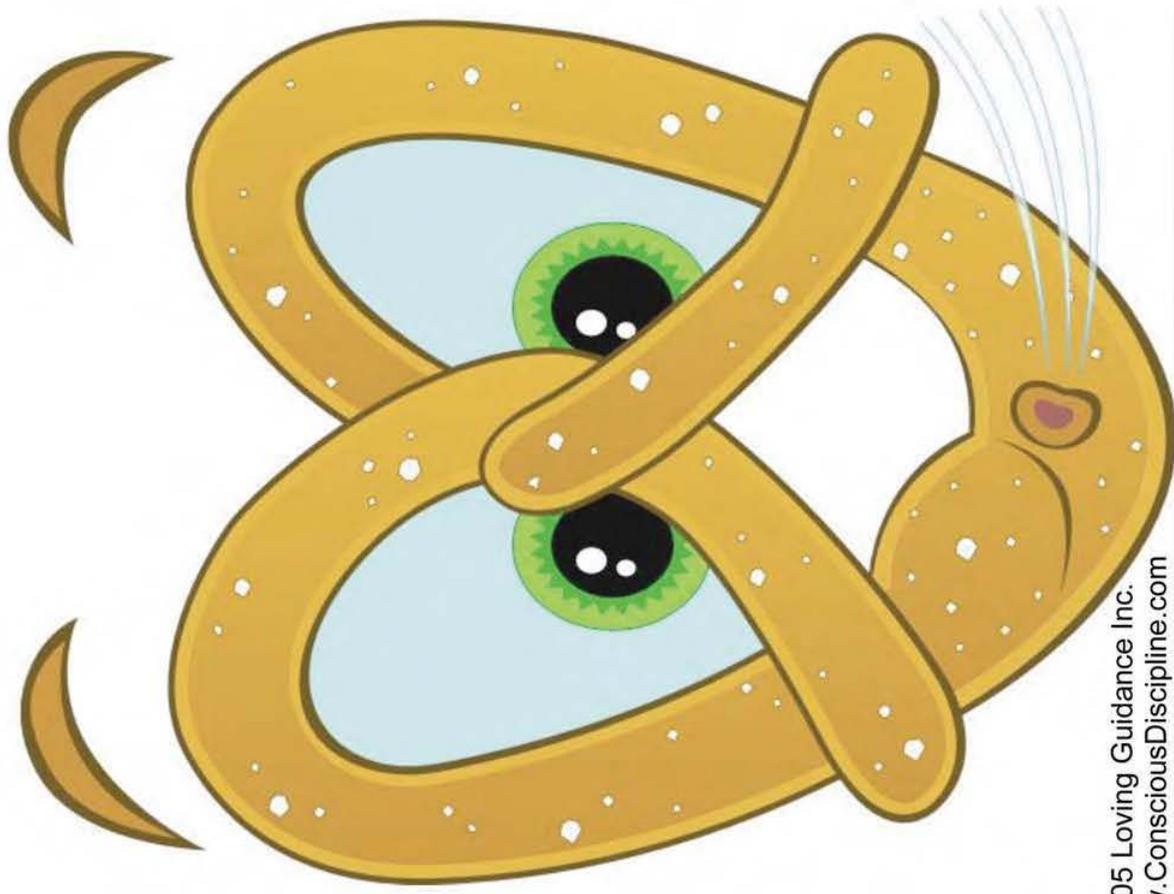
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Balloon



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S.T.A.R



Balloon



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Drain



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Pretzel



Delegate Agency Reports



Denver Great Kids Head Start

January 2020, Catholic Charities Policy Council/Committee Report

Program Updates

- **Last Policy Committee Meeting Date:** November 19th, 2019
- **Update on last Policy Committee meeting:** The Self Assessment Plan was approved
- **Strengths/Highlights:** An Executive Director has been Chosen to lead the ECE Department, upon approval, Richard Bieker will be moving into the position. Rick was formerly one of the ECE Program Directors so he knows our program well.
- **Trainings:** No trainings due to the holiday

Financial Updates

- **USDA Meals:** In December 2019 we served 6966 meals and are claiming \$14383.66 in reimbursement
- **As of, October 31st 2019,** we have expended \$ 271,059.24 of our total Head Start grant award of \$1280571.00 which is 21% of the total grant.
- **The next Policy Committee Meeting** is scheduled for January 21, 2020 at 4:30 pm at the Child Development Center



January 2020, Clayton Early Learning Policy Council/Committee Report

Program Updates

- **Last Policy Committee Meeting Date: 12/5/19**
- **Update on last Policy Committee meeting:**
 - Personnel committee
 - Review and approval of self-assessment
 - ERSEA Report
 - Financial Update and Review
 - Federal Updates
- **Strengths/Highlights:**
 - Culture Night was celebrated on December 13.
 - Clayton hired a new Admissions Specialist.
 - Some families participated in the Mile High United way holiday party.
 - Clayton partnered with the local King Soopers and Public Education Colorado Coalition to provide holiday gifts, food and clothes for some families in need.
 - Clayton continues to support families in partnership with Weecycle an organization that provides diapers, wipes, clothing, strollers, car seats, formula, cribs, etc.
- **Trainings:**
 - Leadership book Study as an Interdisciplinary Team with Mentoring Matters.
 - CFE training
 - Intensive Family Engagement training for all Family Engagement staff was provided on December 5 & 6.
 - January 6 was Clayton Connects day, all Clayton Professional development.
 - January 6 Standard Precautions training was provided for all staff.
 - Some CFEs attended the Educare Family Support Core Training Series in Chicago.

Financial Updates

- **USDA Meals:** During the month of November 2019 there were 16 educational days. 6,399 meals were created in accordance with the roster for enrolled children. Total CACFP reimbursement for October was \$15,122.51
- As of Nov, 2019, we have expended \$534,384 for our total Head Start grant award of \$1,319,995 which is 40% of the total grant. Also, we have reported YTD \$133,596 of our non-federal share total of \$329,999.



Next Policy Committee Meeting Date (February 6, 2020 @ 5:30 pm @ Clayton Educare Multipurpose Room).

Denver Great Kids Head Start
Denver Public Schools
Parent Policy Council Report
January 2020

Program Updates

Last Parent Policy Committee Meeting Date:

- November 13, 2019

Update on last Parent Policy Committee meeting:

- Meeting agreements developed.
- Self-Assessment process was shared and approved. Each component (coordinator) shared a summary of its services to the program and recruited parents.
- Father-figure group planning was discussed.
- Family service resources were shared by a Family Liaison.
- School site center reports were shared by parents.

Strengths/Highlights:

- The new officers and council members elected to send one parent rep to December's NHSA Conference.
 - The intent is to attend a conference and bring info back to share with other parents during PPC, earlier in the school year than March 2020.
- The new officers and council members are excited and motivated about their roles!
- Parents signed up for Self-Assessment groups.
- There is much energy behind continuing the work last year's parent officers started with our Father-Figure Group initiative.

Trainings:

- The third Professional Learning event for all DPS Head Start teaching staff will take place on Friday, February 14, 2020 in collaboration with the DPS ECE Department.

Needs/Challenges:

- 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, January 15, 2020.



Denver Great Kids Head Start

December 2019 Family Star Inc. Delegate Agency Policy Council Committee Report

Program Updates for December 2019

Last Policy Council Committee Meeting Date: 12/10/19

Update on last policy committee meeting: Members of the Policy Committee presented information to the Policy Council about the DGKHS expansion opportunity as there may be EHS slots.

Strengths: Family Star continues to be fully enrolled and fully staffed. Families have attended two of five sessions on Conscious Discipline. The December family engagement event was a winter fest and had several interactive opportunities for families.

Trainings: Family Star has kicked off their Conscious Discipline education series for caregivers through the CARES program (which promotes caregiver resiliency). The next session is scheduled for February 12th from 8:30am-10:30am. These classes are free to caregivers. Food and childcare is provided. These classes are open to members from all delegate agencies and those interested should contact kmorgan@familystar.net or (303)477-7827.

Needs/Challenges: Weather and transportation continue to be barriers for families to get to school. Family Star is recruiting for a new HR Manager. Candidates being interviewed have experience in non-profit, Head Start, and Montessori.

Financial Updates

USDA Meals: For 12/31/19 we claimed \$8,405.85 in reimbursement and served 5,517 meals and/or snacks. (NO or Yes) USDA/CACFP claims reduced or rejected for any reason.

Financial Status: As of 9/30/2019 we have expended \$112,941.50 of our total Head Start grant award of \$225,883 which is 50% of the total grant (Federal Share portion). Also, we have reported \$21,179 of our non-federal share total of \$56,470 which is 38% of total non-federal share, with a grand total award of \$282,354.

Next Policy Council/Committee Date: 1/14/20; 5:30 pm – 7:00 pm; Northwest School

12/2019 Volunteers of America Policy Council/Committee Report

Program Updates

Last Policy Council Meeting Date: December 12, 2019

- **Update on last Policy Council/Committee meeting:**
 - Attendees discussed : Changes to bylaws, planning for center events, and upcoming events and how to engage families.
- **Strengths/Highlights:**
 - Volunteers of America Early Childhood Education Center is engaged in Self Study for Continuation Grant as well as National Association of Education Young Children National Accreditation.
 - Volunteers of America Early Childhood Education Center is preparing for Head Start Program Focus Area 2 Review.
 - Volunteers of America Head Start Program has finished and submitted the PIR Report.
 - Attendance has continued to improve in the center
 - New partnerships were made between Volunteers of America Head Start Program and Denver Parks and Recreation as well as, Denver Outdoor Programs.
 - All Head Start families who have requested, were paired with a donor in the community and received Christmas gifts for the whole family.
 - All Head start families who have requested received a December Turkey basket.
 - The Financial Empowerment Coach has been meeting with families and clients from the community.

Events:

- 12/5 Family Services Staff participated in a Trauma Informed Care training.
- 12/9-12/12 Volunteers of America to have a Spirit Week with each day a different theme and different community partner visitor. 12/9 PJ Day and an event by Culture of Wellness, 12/10 Crazy Hair Day, 12/11 Sports Day with a Fatherhood Engagement Event hosted by Denver Parks and Recreation, 12/12 Crazy Sock Day with a Family Movie Night Event.
- 12/17 The Parent Policy Committee and Family Services Staff hosted a Café Padre event with coffee and treats to appreciate parents and facilitate community.
- 12/17 Kindergarten Night with visitors from Denver Public Schools.
- 12/19 Volunteers of America Early Childhood Education Center will provide a Pop Up Market in partnership with Volunteers of America City Harvest, Mission, We Don't Waste and TEGNA Foundation to all families

- 12/19 Turkey Basket Distribution
- **Staff Trainings:**
 - 12/03 Conscious Discipline Staff Training
 - 12/05 Trauma Informed Care Training for Family Services Staff
 - 12/06 Culture of Wellness Physical Activity in Transitions Training with Teachers
 - 12/12 Volunteers of America Early Childhood Education Center Parent Policy Committee Meeting
 - 12/13 Child Focus
 - 12/13 The Teacher Learning Community with Cathy Cikot
 - 12/20 Resilient Futures for all staff
- **Parent Trainings:**
 - 12/9 Culture of Wellness Food Art Activity
 - 12/17 Kindergarten Night with Denver Public Schools
 - 12/18 Volunteers of America Early Childhood Education Center Parent Policy Committee representatives attended and completed the Denver Great Kids Parent Policy Council Meeting and did an ERSEA training.
- **Needs/Challenges:**
 - Increase student attendance
 - Still looking for a Center Director
 - Access to supportive housing services for families.
 - Increase Parent engagement onsite training and educational opportunities
 - Increase Parent and staff engagement in Financial Empowerment Center
 - Limited parking lot space
- **Upcoming Events:**
 - 1/09 Parent Policy Committee Meeting
 - 1/14, 1/21 Dumping Debt Classes offered in English and Spanish by the Financial Empowerment Center
 - 1/16 Pop Up Market
 - 1/16 Flavors of Our Family School Potluck
 - 1/22 Café Padre
 - 1/28 Culture of Wellness Parent Wellness Workshop
 - 1/29 Denver Parks and Rec and Denver Outdoor Programs to hold a parent child activity
- **Upcoming Staff Trainings:**
 - 1/10 The Learning Community with Cathy Cikot
 - 1/10 Child Focus
 - 1/17 Zumba
 - 1/17 Resilient Futures



COLORADO BRANCH

- 1/23-1/24 Erickson Institute
- 1/31 Zumba



VIII. OLD BUSINESS

a) PEAK and RMECC Attendees

IX. OTHER

a) Program Content Area Reports



Family Services

By Mary McNeill, Head Start Family Services Director

Office: 720.913.0882 **Email:** mary.mcneill@denvergov.org

Last meeting date: December 18, 2019

Next meeting date: February 26, 2020

Family Services Update:

- The Family Service Committee met on January 9th. Dr. Lisa Piscopo spoke about the community assessment and supported staff on how they can utilize the report to identify needs in the communities they serve. We also discussed
- The Head Start Team completed monitoring delegate locations for a complete file audit. Reports have been written to send out to individual delegates regarding area of strengths, needs, and percentages relating to compliance.
- CCR data: All delegates that complete CCR strengths and needs assessments have been sent into to CCR analytics. Delegates that do not participant in the reports will show data on the PIR reports. Family Partnership Agreement data was also collected.
- Our Family Engagement Committee met on January 17th. We started planning of the Parent and Staff Appreciation breakfast for April.
- I continue working with Tracy Breckenridge, Marketing and Communications Director, as well as, Leyla Sarper, Marketing and Communications Professional from the Office of Children's Affairs to develop enrollment strategies. We are currently working on some changes to the website as it relates to supporting families in receiving follow up calls from website inquires.
- ERSEA training will be at the Region 8 office on January 30th and 31st.
- We are working on registering families for the Rocky Mountain Early Childhood Conference.
- We are still in need of Parent Census Ambassadors! Please let me know of your interest!

Attendance percentages for December 2019 were as follows:

- Clayton-83%
- Family Star-86%
- Catholic Charities-81%
- MHEL-91%
- Volunteers of America-88%
- Sewall-79%
- DPS-89



Health Services By Lori Medina, Head Start Health Services Director Office: 720-913-0895 Email: lori.medina-anderson@denvergov.org	
Last meeting date: November 22, 2019	Next meeting date: January 24, 2020 Health Services Advisory Committee: February 28, 2020

Health Program Updates:

No meeting in December. Next meeting will focus on Comprehensive File Audit results.

Initial results for health component:

- All Delegates need to have an IHP that matches DGKHS expectations.
- Immunizations and Physicals continue to be consistent.
- Dental is improving. All but two delegates over 85%.
- Continue to need work on lead, TB, hematocrit, and BMI.
- Health Screenings – need improvement at a few delegate sites, hearing and vision.

DGKHS Updates:

Preparing for the Focus Area 2 Review: Will be asking the delegate staff for input and specifics from their delegate agencies.

Need parent support at the next Health Services Advisory Committee

Clayton – February 28, 2020

9-10:30 am

Breakfast provided

Childcare and mileage stipend available. (reimbursement)

Agenda:

Denver Health Mental Health Presentation on Grief

Health Data Review – Health and Safety, PIR, file audits



Getting Organized

Have you ever forgotten about an appointment, gotten there late or missed asking an important question? You are not alone! Managing a busy family means handling a lot of things at once.

Start with a calendar

Here are some tips from one busy family to another.

Keep a family calendar

Choose a calendar that works for you!

- Electronic Calendar on your phone or computer
- Paper Calendar for pocket or purse
- Space to write and add “to do” lists
- Easy to share with family

Keep it handy. Write down appointments and tasks as soon as you learn of them.

- Review your calendar daily to see what is coming up.
- Use your calendar to plan ahead.
- Schedule time for yourself.
- Use your calendar to plan time to cook and be active as a family.

Remember... your calendar is to make your life easier!

Appointments that work for you!



Take the stress out of appointment with a little planning.

Before making an appointment:

- Check the address of the appointment and how long it will take you to get there.
- Decide if you need an appointment as soon as possible or could you wait for a convenient time?
- Call for the appointment. Ask if they have evening or weekend appointments. Ask when the next available appointment is and if that is not convenient, ask for the next one after that.
- Check to see if your practice has “electronic communication” where you can make appointments, get updates and ask simple questions.
- Record the appointment in your calendar when you make it. Add a note of when you would need to leave for the appointment to make it on time.
- Write down questions you want to ask. A little planning will make the most of the time you have at the appointment.
 - Check out these resources:
<https://www.wellvisitplanner.org/>



Cómo organizarse

¿Alguna vez se ha olvidado de una cita, ha llegado tarde o se le olvidó preguntar algo importante? ¡No está solo! Administrar una familia ocupada significa manejar muchas cosas a la vez.

Empiece con un calendario

A continuación, le damos algunos consejos de una familia ocupada a otra.

Tenga un calendario familiar
¡Elija el calendario que mejor funcione para usted!

- Un calendario electrónico en su teléfono o computadora
- Un calendario de papel para bolsillo o cartera
- Con espacio para escribir y agregar listas de "tareas pendientes"
- Fácil de compartir con la familia

Téngalo a mano. Anote las citas y tareas tan pronto tenga conocimiento de estas.

- Revise su calendario a diario para ver las actividades.
- Utilice su calendario para planificar con anticipación.
- Programe tiempo para usted.
- Utilice su calendario para planificar tiempo para cocinar y tener actividades en familia.

Recuerde... ¡el calendario es para hacer su vida más fácil!

¡Citas más convenientes!



Olvídese del estrés en sus citas con un poco de planificación.

Antes de programar una cita:

- Verifique la dirección de la cita y cuánto tiempo le tomará llegar allí.
- Determine si necesita una cita lo antes posible o si puede esperar a una fecha más conveniente.
- Llame para programar la cita. Pregunte si tienen citas por la noche o en los fines de semana. Pregunte cuándo es la próxima cita disponible y, si no le conviene, pregunte cuál es la siguiente.
- Revise si el consultorio cuenta con "comunicación electrónica" donde pueda programar citas, recibir novedades y hacer preguntas sencillas.
- Anote la cita en su calendario tan pronto la programe. Haga una nota que indique a qué hora tendría que salir para llegar a tiempo.
- Escriba las preguntas que quiera hacer. Un poco de planificación le ayudará a aprovechar al máximo el tiempo que dure la cita.
 - Revise estos recursos:
<https://www.wellvisitplanner.org/>



School Readiness By Liane Martinez, Head Start School Readiness Director Office: 720-913-0884 Email: liane.martinez@denvergov.org	
Last meeting: December 17, 2019	Next meeting date: January 28, 2020

Education Updates:

We have had several dialogues about the Focus Area 2 review approaching. All education Directors have met and discussed their delegate agencies answers and practices which was very helpful.

All classrooms have completed their fall CLASS observations. DGKHS has compiled the results. What is the Classroom assessment scoring system (CLASS®)?

It is an observation instrument that assess the quality of teacher-child interactions in center-based preschool classrooms. Our classrooms have two assessments completed in the fall and in the spring.

The results are then used to coach the classrooms on practices that will provide more support for their classroom and children. Notice that are classrooms are doing very well we have met the mean in the hardest area and have exceeded the national average in the other two areas. We will also have a Spring assessment done to do comparisons. Congratulations to all the delegate agencies!

OHS CLASS® Descriptive Statistics, 2018
National Grantee-Level Scores by Dimension and DGKHS comparison

Domain	Dimension	Mean	Lowest 10%	DGKHS FALL 2019 Scores
Emotional Support	PC, NC, TS, RFSP	6.04	5.7	6.38
Classroom Organization	BM, P, ILF	5.8	5.3	5.82
Instructional Support	CD, QF, LM	2.96	2.4	2.96

- PC-Positive Climate
- NC-Negative Climate
- TS-Teacher Sensitivity
- RFSP-Regard for Student Perspective
- BM-Behavior Management
- P-Productivity
- ILM-Instructional Learning Formats
- CD-Concept Development
- QF-Quality Feedback
- LM- Language Modeling



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

Are you requesting reimbursement for mileage? <i>Only one driver per vehicle will be reimbursed</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you requesting reimbursement for childcare?	<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/GR0001176

Fund/Org/Project Grant/Account

Reimbursed by: _____ Date: _____



XI. 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 3rd 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
November 20, 2019
December 18, 2019
January 22, 2020
February 26, 2020
March 25, 2020
April 22, 2020
May 27, 2020
June 24, 2020
No Meeting in July
August 26, 2020
September 23, 2020
October 28, 2020