



City of Albuquerque

Division of Child and Family Development

Early Head Start

POLICY COUNCIL

December 21st, 2022

No Meeting in December

- I. Call to Order (5:30 pm)- Chairperson
- II. Introductions/Roll Call/Establish Quorum
- III. Approval of Minutes
- IV. Administrator's Report (Read prior to meeting)-Any Questions/Comments?
- V. Division Center Reports (Read prior to meeting)-Any Questions/Comments?
- VI. Directors Report:
 1. Budget (Financial Statements)
 2. P-Card Report
 3. Attendance & Meal Counts
 4. ERSEA- Eligibility, Recruitment, Selection, Enrollment and Attendance Specialist
 - Enrollment
 - Recruitment
 5. Family Engagement- Parent, Family & Community Engagement Specialist
 - Weekly Take Home Reading bags
 - S.M.I.L.L.E Group
 6. Mental Health & Disabilities- Child Mental Health & Disabilities Coordinator
 - Creating visual schedules for every classroom in all of the centers
 - Collaborating with teachers working through high stress transitions
 - Holding transition meetings for all kiddos who are 6mo, 3mo, and 1 month away from exiting the program
 - Working with management team to implement staff wellness activities for the program
 7. School Readiness- Child Development & Education Specialist
 8. Health, Nutrition & Safety- Health, Nutrition & Safety Program Coordinator
 - Center Health Screenings (Hearing, Heights & Weights, Hemoglobin)
 - Site Visits (45 day & 90-day deadlines)

VII. New Business:

Chair	_____	_____	_____
	Approval	Disapproval	Other Action

Vice Chair	_____	_____	_____
	Approval	Disapproval	Other Action

Secretary	_____	_____	_____
	Approval	Disapproval	Other Action

VIII. Open Forum/Discussions

IX. Adjournment

Next Meeting Date January 18th 2023

_____	_____
EHS Policy Council Chair	Date

_____	_____
EHS Policy Council Vice Chair	Date

_____	_____
EHS Policy Council Secretary	Date