



**City of Albuquerque**

**Division of Child and Family Development**

**Early Head Start**

**POLICY COUNCIL**

**December 21<sup>st</sup>, 202~~2~~3**

**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 18<sup>th</sup>, 2023**

\_\_\_\_\_  
EHS Policy Council Chair \_\_\_\_\_  
Date

\_\_\_\_\_  
EHS Policy Council Vice Chair \_\_\_\_\_  
Date

\_\_\_\_\_  
EHS Policy Council Secretary \_\_\_\_\_  
Date