



# Parent Policy Council Agenda

Zoom Call

6-7-22

Info	Warm Welcome Agenda Overview In Attendance:	Chair - Huynh Pool	5 min
	Prize Wheel	Crystal Ball	2 min.
Action	Minutes: Review and approve minutes from May meeting	Secretary-Matt B.	5 min
Action	Treasurer's Report	Maricela	10 min
Action	Director's Report	Robert	10 min
Action	Creation of Head Start Staff Affinity Groups Policy	Robert	5min
Action	Application for Federal Grant Renewal; due Aug. 1	Robert	5min
Action	Approval of 2022 Self-Assessment Final Report	Rhiannon	15min
Action	Change in Health Services staffing; maintain 1.0 Nurse; shift other 1.0 FTE Nurse to a Health Coordinator (Student Success Program Supervisor)	Robert	10min
Info	Update: exploration of culturally specific classrooms as part of PPS Early Learning Department. Region X and ELD feedback obtained on May 10. Stakeholder meeting on May 26 for both Black/AA and Vietnamese DLI classrooms.	Robert/Huynh	10min
Info	Federal Performance Progress Report due June 30	Robert	5 min
Info	Fundraising Update McMenamins Kennedy School fundraiser scheduled for Oct 5th, 5-10pm. 50% of all will go to the HS policy council.	Crystal Ball, Kim Richards	15 min
Info	OHSA Conference Report Out	Huynh/Jennifer/ Crystal	10min
	Prize Wheel	Crystal Ball	2 min.
Info	New/Old News Adjournment	Chair- Huynh Pool	5 min

Next Meeting as needed during summer or in fall before the next election of Policy Council Officers.



## Portland Public Schools Head Start

June 7, 2022

### Director's Report

#### PROGRAM UPDATE:

- **Summary Financial Report/All Programs:** See Treasurer's Report.
  - **Credit Card Report:** See Treasurer's Report.
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- **OPK RFI:** Submitted on December 15, 2021. We are still waiting for official notification from the ELD on acceptance of our proposal, however, in a monthly webinar on 3.2.22 and again on June 1, Head Start Directors were told that all proposed space conversions were accepted. Robert also contacted Edina Haislip of the Early Learning Division again on Friday, April 1 to confirm. Edina provided the same information and again reported that official notification will be forthcoming. We were told on June 1 we should hear this week. We were also informed that our per slot amount will be increasing by \$2,000 per slot. We will also see a 4% increase in the COLA for 2021-2022 and 2022-2023.
  - **Federal Grant Application for 2022-2023:** Our non-competitive continuation grant application is due August 1, 2022. We need Parent Policy Council and Governing Body approval to submit that application.
  - **Federal COLA and QI Application:** Application submitted on May 31. Policy Council approved on May 10. Governing Body approval in process. Next School Board meeting is on June 14.
  - **Personnel:** Head Start continues to recruit for mealtime aides and half-time EAs.  
The following new hires are recommended for approval by Policy Council:  
**Educational Assistants, Half-Time**
    1. Fang Feng (Some College), Bilingual Chinese**Educational Assistants, Full-Time**
    1. Maria Felix-Pedro (Bachelors), Bilingual Spanish
  - **Program Self-Assessment:** The annual Self-Assessment is ongoing. The last official Committee meeting was on May 26. All data analysis will help generate year 5 of our 5-year Program Goals and our School Readiness Goals. A Self-Assessment final report with recommendations is forthcoming. Once completed, the report will be reviewed with program staff and Parent Policy Council. This report requires Parent Policy Council and School Board approval.
  - **Community Needs Assessment:** Our annual Community Needs Assessment is in process by Portland State University. Robert emailed PSU on 5.31.22 for an update on when we might receive our CNA. Once received, it will be shared with Head Start staff and Parent Policy Council. It will also be posted to our webpage and shared with the community.

- **Enrollment:** Our program is funded to serve 760 children this school year. We currently have a total 36 classrooms at 9 sites in north, northeast, and southeast Portland. We have 31 Extended Day (full-day) classrooms and five Double Session (½ day) classrooms.

The program was at 64% enrollment as of June 1st, with 484 children total enrolled. All vacancies in the program are to be filled within 30 days. The Office of Head Start is aware of current challenges due to COVID-19. The OHS will continue to monitor monthly enrollment, but has extended its delay in formally evaluating under- or fully-enrolled grantees through the year.

Head Start Performance Standards ask programs to prioritize enrollment for children in Foster Care and those who are experiencing houselessness. Currently our program is serving 11 children in Foster Care and 66 that are experiencing houselessness. 42% of the children speak a language at home other than English, 16 languages (including English) are currently represented in our program.

- **Attendance:** Attendance through the month of May was 80.4%, which is an increase from 79% in April. The program monitors attendance very carefully. If the daily average attendance for a month falls below 85%, we must analyze the causes and determine if the program needs to outline a plan to ensure minimum attendance.

**The performance standards state:** *Within the first 60 days of program operation, and on an ongoing basis thereafter, use individual child attendance data to identify children with patterns of absence that put them at risk of missing **ten percent** of program days per year and develop appropriate strategies to improve individual attendance among identified children, such as direct contact with parents or intensive case management, as necessary.*

As of June 1, 2022:

- 38.5% of enrolled children have missed between 10-20% of school days. This puts them at Moderate Risk for chronic absenteeism. Last month 39.6% of enrolled children were in this category.
- 32.4% of enrolled children have missed more than 21% of school days. This puts them at Severe Risk for chronic absenteeism. Last month 30.8% of enrolled children were in this category.
- Family Service Workers will work to create Attendance Support Plans for families whose children fall in the Moderate to Severe Risk categories and will continue to monitor and document progress monthly.

- **Disabilities Services:** PPS Head Start must ensure at least 10% of its total funded enrollment is filled by children eligible for Early Childhood Special Education services. We currently serve 98 students who are eligible for special education services which is 20% of our total enrollment. There are 13 additional children in referral for an evaluation. Throughout this school year we have provided an inclusive preschool experience for 146 students for students with a primary disability of developmental delay, communication disorder, autism, as well as orthopedic, hearing and health impairments. We continue to partner with Multnomah Early Childhood Program (MECP) to provide services to our children and families. MECP provides service in the classroom for students and can transition to remote services in the event a child is in

quarantine. We continue to partner with district level transition teams to ensure students have a special education plan as they enter kindergarten.

- **Screenings:** Head Start mandates all children have developmental and behavioral screenings within 45 days of enrollment. From our screenings, we have formally referred 60 children to the Multnomah Early Childhood Program and Portland Public Schools Early Childhood evaluation team per our Interagency Agreements. Upon completing the evaluations and eligibility determination, the files are sent to the Multnomah Early Childhood Program for Individual Family Service Plan (IFSP) development with the child's parent(s), MECP Specialist, Head Start teacher and Inclusion Manager. Once the IFSP is developed, the children begin receiving special education services in the Head Start setting.
- **Mental Health Services:** We have received 85 mental health referrals so far this year; a little over half were at parent request. This is an unusual year, with parents requesting a lot more services as compared to previous years. Our parent “Coffee Talk” series started in March with our Spanish Speaking virtual group. Our next session is May 20th. Our English Parent Group will start later this month.
- **Health Services:** We’ve had a busy year balancing all things COVID and making sure our students are healthy and ready to learn. We’re happy to report we’ve completed all scheduled screenings despite some of the unique barriers we’ve faced this year. Here’s a glimpse at our data:
  - **30 day requirements:** 92% of students had or obtained health insurance within 30 days of enrollment.
  - **45 day requirements:** 96% of our students have completed a vision and hearing screening. Approximately 29% of our students were referred for a comprehensive vision exam. At this point, 46% of the students who were referred have completed an eye exam and most have received glasses.
  - **90 day requirements:**
    - Dental Exams:** 91% of children have completed a dental exam. 21% of the students who required further dental care received treatment within 90 days.
    - Health Exams:** 60% of children have been to their primary care doctor within the past year.

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**Next Policy Council Meeting:** No formal meetings are scheduled for summer 2022. The PPS Head Start Parent Policy Council Board is authorized and welcome to schedule any meetings they deem necessary. Meetings may occur in July, August, and September as needed in order to take action on any urgent items. Robert will reach out to PC Officers if needed for urgent issues. New PC board will be elected in October 2022.

***Policy Council understands approval of the Director’s Report is approval of the contents of the report, unless otherwise specified in the recorded minutes.***

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**PPS HEAD START PROGRAM PROCUREMENT CARD LOG 2021-22  
REPORT TO GOVERNING BODY OF PURCHASES ON CREDIT  
FOR THE MONTH OF MAY, 2022**

<b>Vendor Name</b>	<b>Comments</b>	<b>Amount</b>
MARRIOTT BALTIMORE INN	Hotel feed for Robert Catwell Baltimore NHA Conference 4/30-5/6	\$1,227.90
SALISHAN SPA & GOLF RE	Hotel expenses for Robert's conference at Salishan OHSA	\$354.58
LA BONITA NORTH	End of Year Wellness Event Staff	\$1,319.60
AMZN Mktp US 1L9J42UU1	New office chairs for workroom computer station at Sacajawea	\$121.94
PACIFIC NORTH PRESS, L	Head Start Logo tote bags for Pre-Service in the Fall for all Head Start staff and contractors	\$1,306.00
AMZN Mktp US 1R0AS8CI2	wood sticks for classroom project	\$7.99
AMZN Mktp US 1X7WD1AK1	fabric table cloths and cups for wellness training	\$111.89
UCLA ONLINE	UCLA Fellows Program Registration Fees for Robert Cantwell	\$85.25
UCLA ONLINE	UCLA Fellows Program Registration Fees for Robert Cantwell	\$3,100.00
GROCERY OUTLET OF F	End of Year Wellness Event Staff	\$56.30
WWW COSTCO COM	FSW supplies- Pull-ups for students	\$639.84
COSTCO PHOTO CENTER	Gen Budget.- Class photo for students	\$377.60
STAPLES	Gen Budget- supplies for room 102	\$14.07
GRAINGER	Gen Budget- supplies for room 102	\$29.06
OFFICE DEPOT #1078	General budget - Office/classroom supplies	\$17.49
SALISHAN SPA & GOLF RES	OHSA Spring Conference Hotel for PC rep	\$354.58
CAESARS PLACE ADV RSVN	Wifli conference 1 night stay for fiscal staff- prepayment	\$202.95
CAESARS PLACE ADV RSVN	Wifli conference 1 night stay for fiscal staff- prepayment	\$202.95
SALISHAN SPA & GOLF RES	OHSA Spring Conference Hotel for PC rep	\$354.58
SALISHAN SPA & GOLF RES	OHSA Spring Conference Hotel for PC rep	\$354.58
OFFICE DEPOT #1078	Gen Budget- Supplies for Sacajawea	\$29.38
OFFICE DEPOT #1078	Gen Budget- Supplies for Sacajawea	\$350.49
LAKESHORE LEARNING MAT	Ed budget - Classroom supply	\$284.05
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$53.94
AMZN MKTP US 139TE8PS1	General Budget - classroom supplies	\$152.44
STAPLES	General budget - Classroom/office supplies	\$125.60
LAKESHORE LEARNING MAT	General budget - Bedding supplies for new and extended day classrooms	\$2,720.65
LAKESHORE LEARNING MAT	General budget - Bedding supplies for new and extended day classrooms	\$6,850.45
AMAZON.COM 1Q8OM3GR0 A	General Budget - Vacuum for Kelly center	\$140.75
AMZN Mktp US 1Q8TD6AX0	General Budget - classroom supplies	\$23.94
LAKESHORE LEARNING MAT	General budget - Bedding supplies for new and extended day classrooms	\$3,235.70
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$12.72
AMAZON.COM 1Q24R3A30 A	General Budget - classroom suppliess	\$31.36
LAKESHORE LEARNING MAT	General budget - Bedding supplies for new and extended day classrooms	\$3,235.70
SCHOOL SPECIALTY LLC	General budget - classroom supplies	\$26.22
OFFICE DEPOT #1078	General budget - Office/classroom supplies	\$135.12
OFFICE DEPOT #1078	General budget - Office/classroom supplies	\$49.21
AMZN MKTP US 137PF7QU1	Tech supplies (Misc) - General Budget	\$35.67
SILKE COMMUNICATION	New two way radio	\$837.96
PPEKITS	Health supplies for Nurses	\$109.50
AMAZON.COM 1Q6Q67IF2 A	Tech supplies (Misc)	\$59.96
TARGET.COM	Classroom supplies	\$143.95
AMZN MKTP US 1Q5W55U50	General budget - Classroom/office supplies	\$29.99
AMZN Mktp US 135NZ39C1	Tech supplies (Misc) - General Budget	\$49.47
CLIAWAIVED INC	Health supplies for Nurses	\$655.95
OFFICE DEPOT #1078	General budget - Office/classroom supplies	\$191.21
TARGET.COM	Classroom supplies	\$11.98
RENAISSANCE BALTIMORE	Hotel Reservations for National conference	\$794.32
OFFICE DEPOT #1078	General budget - Office/classroom supplies	\$171.48
RENAISSANCE BALTIMORE	Hotel Reservations for National conference	\$794.32
OFFICE DEPOT #1078	General budget - Office/classroom supplies	\$337.12

RENAISSANCE BALTIMORE	Hotel Reservations for National conference	\$794.32
RENAISSANCE BALTIMORE	Hotel Reservations for National conference	\$794.32
OFFICE DEPOT #1078	General budget - Office/classroom supplies	\$32.74
STAPLES	General budget - Office/classroom supplies	\$33.74
WILLIAM V MACGILL & CO	General budget - classroom/office supplies	\$79.98
OFFICE DEPOT 1135	General budget - Office/classroom supplies	\$27.78
LAKESHORE LEARNING MAT	Ed budget - Tools of the Mind Curriculum supplies	\$2,053.64
AMZN Mktp US 1Q2Y30YL2	General budget - Classroom/office supplies	\$94.96
TARGET.COM	Classroom supplies	\$17.97
AMZN MKTP US 1L3LT9EK1	General budget - Classroom/office supplies	\$23.95
SCHOOL SPECIALTY LLC	General budget - classroom supplies	\$249.23
HYATT REGENCY BALTIMOR	Hotel Reservations for National conference	\$701.49
STAPLES	General budget - Office/classroom supplies	\$17.50
OFFICE DEPOT #1078	General budget - Office/classroom supplies	\$77.98
OFFICE DEPOT #1078	General budget - Office/classroom supplies	\$70.58
OFFICE DEPOT #1078	General budget - Office/classroom supplies	\$24.49
OFFICE DEPOT #1078	General budget - Office/classroom supplies	\$47.42
FS TECHSMITH	Software renewal	\$25.20
AMAZON.COM 134G15QP0 A	General budget - Classroom/office supplies	\$14.99
AMAZON.COM 136G132O2 A	General budget - Classroom/office supplies	\$129.68
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$136.25
OFFICE DEPOT #1079	General budget - Classroom/office supplies	\$39.95
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$55.19
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$8.28
FC GOOD IN THE HOOD	Recruitment event	\$157.65
SCHOOL SPECIALTY LLC	General budget - Classroom/office supplies	\$97.20
AMAZON.COM 131RZ8DB2 A	General budget - Classroom/office supplies	\$24.99
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$156.93
AMAZON.COM 1L7IK07G1 A	General budget - Classroom/office supplies	\$14.99
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$78.62
STAPLES	General budget - Classroom/office supplies	\$45.82
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$153.21
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$24.03
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$21.28
LAKESHORE LEARNING MAT	Ed budget - Trikes and bedding supplies	\$815.10
SCHOOL SPECIALTY LLC	General budget - classroom supplies	\$51.78
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$67.28
LAKESHORE LEARNING MAT	General budget - Classroom supplies	\$37.99
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$5.79
MT SCOTT FUEL COMPANY	Trees for Sacajawea field	\$380.00
AMZN MKTP US 130Y98U60	General budget - Classroom/office supplies	\$9.59
AMZN MKTP US 132HN0UK2	General budget - Classroom/office supplies	\$22.75
LAKESHORE LEARNING MAT	budget - Trikes and bedding supplies	\$949.80
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$20.99
AMZN MKTP US 1R4NI5HT1	General budget - Classroom/office supplies	\$14.99
VISTAPRINT	Recruitment materials	\$88.19
AMZN MKTP US 1L6MX4BG2	ARP funds - FSW Recruitment supplies	\$129.63
AMZN MKTP US 1L1Y36MI2	General budget - Classroom/office supplies	\$45.98
SCHOOL HEALTH CORP	General budget - Classroom/office supplies	\$144.76
AMZN MKTP US 1R67956Y1	General budget - Classroom/office supplies	\$43.37
LAKESHORE LEARNING MAT	General budget - Classroom/office supplies	\$125.36
OFFICE DEPOT #1079	General budget - Classroom/office supplies	\$26.95
IN OREGON HEAD START	OHSA Spring Conference registration	\$800.00
OFFICE DEPOT #5125	General budget - Office/classroom supplies	\$28.86
KAPLAN EARLY LEARNING	Classroom supplies	\$854.21

LAKESHORE LEARNING MAT	General budget - Classroom supplies	\$995.47
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$106.93
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$40.99
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$128.62
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$51.05
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$20.49
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$63.78
KAPLAN EARLY LEARNING	Classroom supplies	\$248.10
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$60.90
SCHOOL SPECIALTY LLC	General budget - classroom supplies	\$181.62
AMZN MKTP US 1R04S6W11	General budget - Classroom/office supplies	\$14.24
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$78.98
AMZN MktP US 1L4832K00	ARP funding - Wellness supplies	\$23.88
TARGET.COM	Classroom supplies	\$232.66
AMZN MKTP US 1X43P4AL1	ARP funds - Wellness supplies	\$137.81
AMAZON.COM 1R50A8FM0 A	General budget - Classroom/office supplies	\$19.95
WIPFLILLP	WIFLI conference for fiscal staff- July 11-15, 2022	\$2,225.00
DISCOUNTSCH 8006272829	Classroom supplies	\$109.22
LAKESHORE LEARNING MAT	General budget - Classroom supplies	\$549.86
WIPFLILLP	WIFLI conference for fiscal staff- July 11-15, 2022	\$2,225.00
STICKER MULE	Fall Staff Wellness Event	\$195.50
SCHOOL SPECIALTY LLC	Cabinets for Applegate	\$3,563.76
FAMILIAS EN ACCIONS 1	General budget - Classroom/office supplies	\$197.56
KAPLAN EARLY LEARNING	Classroom supplies	\$322.92
NATIONALSCRUBS.COM	Health supplies for Nurses	\$668.95
KAPLAN EARLY LEARNING	Classroom supplies	\$80.44
INTERNATIONAL TRANSACTION	fee	\$0.67
OFFICE DEPOT #1078	General budget - classroom/office supplies	\$251.73
AMZN MKTP US UF9FX9AR3	General budget - Classroom/office supplies	\$49.95
OFFICE DEPOT #1078	Safety supplies - General budget. Flashlights for site safety kits (J Roepel)	\$499.50
MENTIMETER	Health supplies for Nurses	\$83.88
SCHOOL SPECIALTY LLC	General budget - classroom supplies	\$80.58
OFFICE DEPOT #1078	General budget - classroom/office supplies	\$15.67
STAPLES	General budget - Classroom/office supplies	\$39.74
AMZN MKTP US 1R7UV9BK0	General budget - Classroom/office supplies	\$128.33
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$105.87
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$209.56
STAPLES	General budget - Classroom/office supplies	\$25.77
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$48.95
HANGSAFEHOOKS.COM	Safety secures for shelving at Kelly center	\$1,120.90
LAKESHORE LEARNING MAT	General budget - Classroom/office supplies	\$123.48
AMAZON.COM 1R6FM48P0 A	General budget - Classroom/office supplies	\$9.17
AMZN MKTP US FV2X39FK3	Tech supplies (Misc) - General Budget	\$32.68
AMZN MKTP US 1R54342M2	General budget - Classroom/office supplies	\$107.15
AMZN MKTP US 1R5W116D0	General budget - Classroom/office supplies	\$112.97
AMZN MKTP US FX9VL03N3	General budget - Classroom/office supplies	\$75.16
MOLLY HAWKINS HOUSE IN	Art supplies	\$230.57
LAKESHORE LEARNING MAT	General budget - Classroom/office supplies	\$28.49



# Financial Summary Report

Month End May 2022

CHECKING ACCOUNT ACTIVITY	PROJECT	PLUS	MINUS	BALANCE
<b>Beginning Bank Balance</b>	<b>May 1, 2022</b>			<b>5,388.21</b>
<b>Deposits:</b>				
<b>Expenses:</b>				
Community Warehouse (ck #1140- cleared)			150.00	(150.00)
PC rep - OHSA Spring Conf. (ck#1142-cleared)			177.00	(177.00)
<b>Ending Checking Account Balance as of May</b>			<b>327.00</b>	<b>5,061.21</b>

## PROJECTS SUPPORTED WITH COUNCIL FUNDRAISERS & DONATIONS

PROJECTS IN CURRENT YR	BUDGET BEGINNING BALANCE	Budget Adj	Expenditures -to-date	Current Expenditures	Ending Balance
Walk-a-Thon funds undesignated	\$ -	\$ -	\$ -	\$ -	\$ -
Children's Clothing Fund	\$ 451.11		\$ -	\$ -	\$ 451.11
Child Care Reimb., Volunteer	\$ -		\$ -	\$ -	\$ -
Community Warehouse Referrals	\$ 1,925.00		\$ 450.00	\$ 150.00	\$ 1,325.00
Dollar per Child Contribution	\$ -	\$ -	\$ -	\$ -	\$ -
Assist with Lice Control	\$ -		\$ -	\$ -	\$ -
Winter Holiday Project	\$ -		\$ -	\$ -	\$ -
Food Reservicing	\$ -		\$ -	\$ -	\$ -
Council Expenses, Misc.	\$ 412.10	\$ -	\$ -	\$ -	\$ 412.10
Attendance Incentives	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00
Travel Stipend NHSA Conference	\$ -	\$ -	\$ -	\$ -	\$ -
Teacher Appreciation Week	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00
Donations to be adjusted to other line items	\$ 3,000.00	\$ -	\$ 250.00	\$ 177.00	\$ 2,573.00
<b>Total</b>	<b>\$ 6,088.21</b>		<b>\$ 700.00</b>	<b>\$ 327.00</b>	<b>\$ 5,061.21</b>

### YTD Expenses-Month of May

<b>20-21 Fed. Carry Over Ending Oct. 31, 2021</b>	\$2,613,017	-\$2,603,247.00
<b>21-22 Awards</b>		
21-22 Fed. Nov.1, 2021-Oct. 31,2022	\$5,686,462.00	-\$2,930,616.00
19-20 Covid CARES award	\$63,329.00	-\$63,329.00
20-21 Covid- CRSSA ending March, 2023	\$89,388.00	-\$48,008.00
20-21 Covid-ARP ending March, 2023	\$355,361.00	-\$11,777.00
21-22 OPK State Grant ending June 2022	\$5,799,811.00	-\$3,950,287.00
21-22 Portland Children's Levy	\$560,845.00	-\$415,802.00
21-22 Title IA funding	\$240,000.00	-\$193,477.00
<b>Total of 20-21 Fed C/O + 21-22 Awards (Items B38-B44)</b>		<b>\$15,408,213.00</b>
<b>Total Year to Date Expenses (all red totals)</b>		<b>-\$10,216,543.00</b>
<b>FED-Carry over for July-Oct. 2022</b>		<b>-\$800,000.00</b>
<b>Remaining Available funds for 21-22 SY</b>	<b>\$</b>	<b>4,391,670.00</b>

Remaining fiscal year (1/12 mos.)	8%
Percent of funds remaining	29%



## 2021-2022 PPS Head Start Self-Assessment Report

### I. Introduction

Portland Public Schools Head Start is currently funded for 760 children. Our service area is PPS school district boundaries, east of the Willamette River. We have 31 extended day classrooms and 5 double session classrooms. While we worked all school year towards full enrollment, due to the continued COVID-19 pandemic, we reached an average enrollment of 480 children this year. The Office of Head Start issued guidance in December 2021 stating that no program will be monitored for full enrollment this school year.

The Self-Assessment process is an annual reflection and assessment of our PPS Head Start program goals, outcomes, and planning. A Self-Assessment is completed every year, using the data and information to re-evaluate, update, and analyze program goals and data.

This self-assessment report information will be shared with staff, parents, and Policy Council.

### II. Methodology

The results from this 2021-2022 Self-Assessment process will be used to update PPS Head Start's 5-year Program Goals for Year 5.

The following tools were used to gain data:

- DRDP
- 2021-22 Attendance and Enrollment data
- Budget Program Planning Committee minutes
- Head Start Staff Survey data
- Head Start Parent/Caregiver Survey data
- 2021 Community Needs Assessment
- Review of current 5-Year Program Goals for Year 3

The committee reviewed current 5-Year Program Goals and Objectives for Year 4, reflected on outcomes and determined whether additional strategies/activities are needed or progress is still needed on current program activities to support our Goals and Objectives.

## **Self-Assessment committee members:**

Lauren Rosenthal, Policy Council Parent  
Huynh Pool, Policy Council Parent (Chair)  
Kim Amez, Policy Council Parent  
Dr. Robert Cantwell, Director  
Amparo Garcia-Yurchenko, Education Supervisor  
Nalota Herms, Education Supervisor  
Jason Roepel, Education Supervisor  
Dr. Tami Gowdy, Education Supervisor  
Paula Zaninovich, Mental Health Manager  
Susan Fodell, Inclusion Manager  
Lisa Switalla, School Admin Assistant II  
Jean Borgerding, Health Coordinator  
Keely Moon, Health Coordinator  
Rhiannon Martin, Family Services Manager  
Katherine Arellano, Family Service Worker  
Anayancy Berumen, Family Service Worker  
Melia Todd, Teacher  
Erica Jordan, Teacher  
Julie Mainwaring, Educational Assistant  
Crystal Ball, Community & Family Outreach Coordinator  
Andrea Murphy, Data Management Coordinator  
Christina Rosado, Technology Specialist  
Donna Jones, Bookkeeper  
Nancy Robles, Business Operations Analysts I  
Nadia Sanchez Rivera, Administrative Assistant  
Leah VanWinkle, Registered Dietitian

The Self-Assessment timeline (see attached) was presented and approved at the March 2022 Parent Policy Council meeting.

### III. Data Analysis Highlights

#### A. Demographic information for all enrolled children:

IFSP	English	DLL	Asian	Black/ African	NA/AN	NH/PI	Multi-racial	Latinx/Hispanic	White
17.5%	58%	41%	17%	19%	6%	2%	27%	38%	48%

#### Demographic information for all current staff:

Multi-lingual	Asian	Black/ African	NA/AN	PI/AA	Multi-racial	Latinx/ Hispanic	White
40%	22%	8%	2%	0%	2%	18%	66%

#### B. Staff surveys

32% (57/180) of staff completed the anonymous survey listed in the staff bulletin from May 12-20, 2022.

75% of respondents work at large sites (Applegate, Clarendon, Creston, Kelly Center, Sacajawea).

Demographics of respondents:

Asian	Black	NA/AN	PI/AA	White	Latinx/Hispanic	Prefer not to Answer
22%	7%	5%	0%	58%	9%	7%

Role of respondents:

Clerical	Educational Assistant	Family Service Worker	Management	Teacher
7%	44%	6%	4%	40%

Staff opportunities to share input:

	Never	Sometimes	Often
Do you have opportunity to give input	19%	54%	28%
Do you feel respected?	19%	42%	33%

Do you see input reflected?	20%	52%	21%
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#### PPS Head Start commitment to Equity

- a. 60% of respondents are aware or very aware of program focus on Equity, 20% are somewhat aware.
- b. *When asked what would be the most authentic and helpful ways for RESJ work to happen in our program:*
  - i. 60% of respondents suggest awareness training regarding intergenerational trauma, triggers and support with related factors.
  - ii. 60% of respondents suggest collaborating with community partners.
  - iii. 42% of respondents suggest peer presentations of antiracist, equity and inclusion books, activities, frameworks and approaches at teacher meetings.
  - iv. 39% of respondents want to work with a consultant/trainer or coach.
  - v. 30% of respondents suggest including RESJ topics and goals related to every meeting and discussion of decisions.
- c. *When asked what content or topics would be most helpful in raising respondents personal skill level in moving RESJ work forward:*
  - i. 50% want to see anti-racist strategies at work in the classroom.
  - ii. 49% stated implicit bias and how to recognize it at work and in the classroom.
  - iii. 44% suggest education in racially and socially inequitable history and modern day policy.
  - iv. 29% suggest support in seeing through an intergenerational lens.
- d. 46% of respondents have witnessed or experienced being treated disrespectfully due to racism or implicit bias at work at least once.

#### Student Supports

- e. 46% of respondents feel children have received very good/good support for SEL, 9% feel children received little or no SEL support.

#### Sharing of Information

- f. 72% of respondents report accessing the staff bulletin weekly.
- g. 39% of respondents access the staff Google site weekly and 11% report never accessing the site.
- h. 65% of respondents are aware of Professional Development Funds.
- i. 89% respondents prefer virtual/hybrid all staff meetings.

#### Impactful/Valuable Staff Supports

- j. 81% of respondents found co-workers to be a valuable resource in their job.
- k. 53% of respondents did not access or did not find PBIS strategies helpful.
- l. 68% of respondents did not access or did not find practice based coaching helpful.
- m. 31% of respondents found MECP collaboration meetings very helpful/helpful.
- n. 35% of respondents found MECP Inclusion Specialists very helpful/helpful.
- o. 40% of respondents found Mental Health Consultant Support very helpful/helpful.
- p. 50% of respondents found their direct supervisor very helpful/helpful.

- q. 32% of respondents found the management/leadership team very helpful/helpful.

**Narrative Feedback**

- r. *When asked what has made their job more challenging respondents replied (48 individual responses):*
  - i. 38% report student behavior
  - ii. 23% report low morale
  - iii. 23% report lack of communication
- s. *When asked what can the Head Start Management team and the Director do to support you in your position (39 individual responses):*
  - i. 43% of respondents listed a desire to be heard or asked for input regarding program decisions.
  - ii. 17% of respondents listed a desire for more targeted training opportunities.
  - iii. 10% of respondents listed a need for more staff.

**C. Family surveys**

- a. Completed - 29% (141/485), all 9 sites had responses to the survey

Asian	Black/African	NA/AN	NH/PI	Latinx/Hispanic	White
24%	19%	9%	1%	34%	38%

- b. Ways our families learned about our program
  - i. 59% through word of mouth
  - ii. 13% through social media (Facebook/website)
  - iii. 10% through PPS Head Start mailing
- c. 70% of families who completed the survey are working full or part time
- d. 79% of families who completed the survey feel staff are always knowledgeable, respectful, and inclusive of their culture; 7% feel staff are usually or sometimes knowledgeable, respectful and inclusive of their culture
- e. 86% of parents feel their child is more ready for kindergarten after attending Head Start
- f. 97% of families felt they received helpful developmental information to better prepare them for their child to attend Kindergarten
- g. 58% of parents feel they have received enough communication from HS staff; 21% were not satisfied with the level of communication
- h. 21% of families who completed the survey accessed Mental Health/School Counselors
- i. 99% of families who completed the survey took their child in for a health exam in the last 12 months
- j. 27% of families who completed the survey would like help with accessing electronic health records for their child
- k. 60% of families who completed the survey feel their input is welcomed by the program; 12% do not feel their input is welcome
- l. 82% of families who completed the survey felt resources provided were very helpful; 13% somewhat helpful

- m. 79% of families who completed the survey prefer text or email communication; 46% prefer a phone call; 40 % prefer in person communication

#### IV. Key Insights

A. After reviewing the collected data, the following strengths were identified:

- 40% of staff are multilingual with high proficiency in all languages
- 81% of respondents found peer collaborations to be helpful/very helpful
- Family respondents reported feeling supported and that their children are better prepared for Kindergarten due to their time in Head Start
- Family survey respondent demographics are representative of our total enrollment
- Families report children have made friends and built social emotional skills

B. Identified areas for growth:

- Need to improve communication around systems, roles and responsibilities program wide
- Improve consistent onboarding of new staff, to include management, in order to share historical knowledge as well as engage new staff in current program culture, policies and procedures
- Due to current underutilization of the PBIS strategies, specifically the PBIS notebooks, the program needs to look at how staff are trained in PBIS, which staff are trained, and the ways PBIS strategies are being implemented or not
- Research additional support strategies to address increase in challenging behaviors and needs in the classroom

#### V. Progress of the program in meeting its goals and objectives

PPS Head Start has data to support progress toward meeting our 5-year, Year 4 goals. Data is captured in the 5-Year Program Goal Self-Assessment Team [Review Document Year 4](#). This is the [template used in the past](#).

#### IV. Recommendations for program improvement

- Ensure multiple ways for staff to be heard and provide input on program decisions and services
- Content Area Managers looking deeper at data and systems to ensure staff and children feel supported and successful
- Increase teaming opportunities between all classroom staff, creating space for consistent collaboration, and improving confidence in all classroom staff to support students; recommendation to use coaching staff to support EA's
- Now that PT EA's are more fully engaged in the school day more training is needed as well as an updated job description to better reflect their role. Some options presented were to conduct training on NCD, give staff the option to flex their time if they are not needed on NCD, as well as to start their work year prior to students starting in September.
- Ensure a more coordinated plan to support staff in order to better meet the needs of children exhibiting behavioral challenges and families with high needs earlier in the school year

- Provide professional development for all staff (including clerical, FS, DLL) on PBIS, basic NeuroEd, family engagement, etc
- Develop a plan to address concerns expressed in annual data collection (Staff and Parent Survey, Self Assessment, etc); develop communication plan to ensure follow up is shared with all stakeholders
- Acknowledge and provide support for fostering staff resiliency and work satisfaction, including opportunities for staff collaboration, participation in policy/procedure development and positive climate activities.
- Shift Self-Assessment timeline to have final report completed in August/September. Ready for Policy Council review and approval at the first meeting in October.





## PPS Head Start Self-Assessment Process/Timeline 2021-2022 Year 4

### November 2021

- Policy Council Approval of Self-Assessment Timeline and Process
- Formation of Self-Assessment Committee

### December 2021 - May 2022

- Managers and Self-Assessment Committee review Performance Standards regarding achieving program goals
- Review Year 4 of 5-year goals and objectives
- Review program data to assess achievement toward goals (through end of year)
- Continue service area data gathering (through end of year)
- Analyze collected service area/program data (through end of year)
- Quarterly summary of ongoing monitoring results

### April - May 2022

- Staff and Parent Interviews (parent drop-ins, surveys)
- Update Community Needs Assessment
- Create Year 5 of 5-Year Program Goals and Objectives based on Self-Assessment and Community Needs Assessment findings
- Review and update Program Management, Planning, and Oversight Systems document (formerly known as Program Systems and Planning Document)

### June 2022

- Complete Self-Assessment Report and recommendations
- Policy Council review and approve program planning documents



## Staff health and wellness

### Performance Standard

#### § 1302.93(b) Staff health and wellness

- (b) A program must make mental health and wellness information available to staff regarding health issues that may affect their job performance, and must provide regularly scheduled opportunities to learn about mental health, wellness, and health education.
- 

### Policy

Supervisory supports that include reflective supervision practices. The program will ensure that adequate staff time, monetary support, and professional development opportunities are in place to maintain this program.

### Procedure

- (b) The program will support staff health and wellness through:
1. Trauma and resilience informed training
  2. Program-wide and site-based wellness activities
  3. Access to Employee Assistance Programs
  4. Access to program Mental Health Consultants
  5. Supervisory supports that include reflective supervision practices.

(1302.93. Updated 5/12/2022)



## Staff Health and Wellness Affinity Groups

### Performance Standard

#### § 1302.93(b) Staff health and wellness

- (b) A program must make mental health and wellness information available to staff regarding health issues that may affect their job performance, and must provide regularly scheduled opportunities to learn about mental health, wellness, and health education.
- 

### Procedure

The program will ensure that adequate staff time, monetary support, and professional development opportunities are in place to maintain this program.

### Affinity Groups

1. Purpose of Affinity Groups within PPS Head Start: Employee Affinity Groups are voluntary associations of employees who share common interests. The affinity group members will get together to empower each other in a safe space that allows them to freely express themselves. These groups can play an important role in articulating, promoting, and supporting their collective concerns, as well as engaging colleagues throughout PPS Head Start in advancing your mission and strategic priorities. The primary focus of Employee Affinity Groups is to help advance inclusive excellence throughout the program by fostering an inclusive workplace community that values the rich diversity of identities, backgrounds, experiences, and perspectives of our employees. The groups can assist PPS Head Start with the recruitment, retention, and personal and professional development of employees, as well as provide support for students and families. By empowering its members, Employee Affinity Groups can also help increase morale, provide insights, and enhance organizational community engagement efforts.
2. Approval: For any Employee Affinity Group to be officially recognized by PPS Head Start, it must request and gain approval from the director, management team, policy council and governing body. Approval will allow official name recognition and usage of facilities. In order to be approved, the founding documents of an Employee Affinity Group must contain specific comprehensible language that states the group adheres to all policies of the PPS Head Start. The approving entities reserve the right to reject any groups that violate PPS Head Start policies and regulations and procedures that are not aligned with the mission and values of the organization.
3. Membership: Groups must refrain from discrimination as defined by PPS Head Start policies and procedures. Group membership must be inclusive and open to all persons who support the Affinity Group's mission. The Affinity Group cannot admit an individual to membership who is not a current employee of Head Start which includes all staff. Non-employees may participate in group events at the discretion of the Employee Affinity Group.
4. Affinity Group structure: The successful formation of an Employee Affinity Group typically requires the identification and commitment of a small group of dedicated and interested employees. It takes commitment from these individuals to ensure the group organizes itself in such a way as to guarantee

continuity. The following are the recommended procedures for establishing an Employee Affinity Group:

- A. Employees identify at least two employees to serve as the organizers of the Employee Affinity Group. Organizers are responsible for:
  - i. Confirming employee interest in establishing the Employee Affinity Group
  - ii. Submitting the Employee Affinity Group application and founding documents to the approving entity(ies), to include the director, management team, policy council, and governing body. Organizing the initial meetings and activities of the Employee Affinity Group.
  - iii. Budgets for Affinity Groups will be equivalent to annual classroom budgets, and can request additional funding as needed
- B. Coordinating the development Employee Affinity Group foundational document:
  - i. The foundational document describes the mission, purpose, and objectives of the Employee Affinity Group. The founding documents also communicate procedural information regarding membership, leadership roles and selection process, meeting and event notices, and the primary activities of the group.
  - ii. Foundational documentation must demonstrate adherence to the guidelines identified in this policy.
- C. Submit application for new Employee Affinity Groups, and policy and procedure, through the PPS Head Start approval process (to include the director, management team, and Equity Leadership Team). Each group will review the application and foundational documents and provide determination of approval within 30 days of submission.
- D. Upon approval, organizers must attend an Employee Affinity Group Organization meeting sponsored by the Equity Leadership Team. Among the topics that will be discussed in the meeting include:
  - i. Group goals, activities, and resources.
  - ii. Best practice strategies on building and sustaining momentum.
  - iii. Protocols if the need for dissolution of the Employee Affinity Group arises.
- E. Organize and promote the first membership meeting.
  - i. Groups are responsible for all meeting logistics, including securing the meeting location, desired refreshments, technology needs, speakers, and any other resources needed to achieve the goals of the meeting.
  - ii. The first meeting should include a presentation of the group's approved foundational documents including all information identified in items B(i) and B(ii) of this Section 4 of this policy.
- F. This policy will be reviewed at least annually for revisions and updates to meet the needs of the Affinity groups.



# Parent Policy Council Minutes

Zoom Call

5-10-22

Info	<p><b>Warm Welcome</b>  <b>Agenda Overview</b>  <b>In Attendance:</b> Matt Blairstone, Rhiannon Martin, Robert Cantwell, Huynh Pool, Sherly Paul, Thong Nguyen (interpreter), Luis Aguilera (interpreter), Lauren Rosenthal, Betsy Freeman, Elvy He (interpreter), Maricela Ortega, Jennifer Albers</p>	Chair - Huynh Pool
	<p><b>Prize Wheel</b>  Rhiannon covered for Crystal. Maricela wins the prize.</p>	Rhiannon
Action	<p><b>Minutes: Review and approve minutes from April</b></p>	<p>Matt  <b>Move to approve: Matt</b>  <b>Seconded: Jennifer</b>  <b>Approve: 6</b></p>
Action	<p><b>Treasurer's Report</b>  New expense for NHSA Conference stipend (discussed last month).</p>	<p>Maricela  <b>Move to approve: Matt</b>  <b>Seconded: Maricela</b>  <b>Approve: 6</b></p>
Action	<p><b>Director's Report</b>  Robert reviewed, with Rhiannon assisting.  Hiring one Education Supervisor, 1 Ed. Asst ½ time and 2 limited term assts.  April attendance down 3% from March, to 79%.</p>	<p>Robert  <b>Move to approve: Lauren</b>  <b>Seconded: Maricela</b>  <b>Approve: 6</b></p>
Action	<p><b>FY22 Federal COLA &amp; QI funds application</b>  Cost of Living Allowance. Robert requests approval to apply for these funds (to offset staff compensation)</p>	<p>Robert  <b>Move to approve: Sherly</b>  <b>Seconded: Matt</b>  <b>Approve: 6</b></p>
Action	<p><b>Stipend allocation for attendees to state and national conferences</b>  Resumption of discussion from last month.  Two items to discuss: Will there be a stipend for OR conferences? If so, what amt. will that be?  One note: this can be tweaked next year *for* next year as well; we just need to get it sorted for this upcoming conference.  **Lots of people had a lot of very strong thoughts about all of this.</p>	<p><b>Move to approve \$59.00 stipend/day to match the per diem for upcoming conference: Sherly</b>  <b>Seconded: Matt</b>  <b>Approve: 6</b>  <b>Move to retroactively allocate \$ to match per diem to the previous conference travel: Sherly</b>  <b>Seconded: Matt</b>  <b>Approve: 6</b></p>

<p>Info</p>	<p><b><u>Exploration of culturally specific classrooms as part of Early Learning Dept.</u></b>          Currently 3 Spanish language DLI classrooms; the District has other DLI classrooms as well. Program looking into creating a Vietnamese DLI classroom, having conversations and asking questions, getting feedback from stakeholders, continuing to investigate and moving forward with a feasibility plan.          In addition to that, program investigating a culturally-specific classroom for our Black/African American students and families. Conversations with stakeholders (Enrollment and Transfer, PPS District leadership, Region X, partners, etc). Moving to survey families in Head Start related to these classroom ideas. Both ideas are in the exploration stage, looking at feasibility for both.          Comments: make sure if classrooms are approved that staff have ample time to prepare, look about curriculum, implement in a meaningful and mindful way, do not rush the process, other organizations are doing some of this work (Healthy Birth Initiative, SEI, Black Parent Initiative), it is important to find others that share your culture/race/ethnicity, it is important to see others who look like you in school settings, question asked about Critical Race Theory (is that what the classroom is teaching-have people asked that?), important to focus on seeing yourself represented, good idea to have ways to respond to questions or concerns, the ability of Head Start to offer these opportunities to children is so important, use resources/partners in the community to ensure appropriate implementation and design</p>	<p><b>***Matt exited meeting here. Robert assumed taking of minutes (thank you Robert.)</b></p>
<p>Info</p>	<p><b><u>Policy Council Recruitment Video</u></b>          Received 3 videos from Kim, Huynh, and Dora. Rhiannon and Crystal will be working with Terry Proctor to turn videos into a recruitment video for Policy Council next year.</p>	<p>Rhiannon</p>
<p>Info</p>	<p><b><u>Fundraising Update</u></b>          Kim reported that Crystal has been working with someone. Fundraiser at Kennedy School with proceeds coming to PPS Head Start. Date is to be determined. Should bring in a lot of funds.          Robert reported that Region X and the ELD has suggested that a private Gmail email be created to engage in Amazon Smile as a fundraising tool. Discuss</p>	<p>Kim</p>

	next month. Hopefully, Nancy will be present to help with process.	
Info	<p><b><u>NHSA Conference Report out</u></b></p> <p>Kim reported on her learning at the conference. Learned so much. Themes of trauma, reset and rejuvenate, mindfulness, effects of the pandemic, TickTock (Trauma Informed Conversations), dysregulated behaviors in children. Great team experience. Recommends anyone should go. Check in with Kim if you have questions. Robert echoed Kim's sentiments. He attended a great session on fathers/male figures. Rhiannon attended a great virtual session.</p>	Kim
Info	<p><b><u>OHSA State Meeting, May 16-18</u></b></p> <p>Huynh, Jennifer, Robert, Crystal, and Courtney will attend the meeting next week.</p>	
	<p><b><u>Prize Wheel</u></b></p> <p>Sherly Paul wins the 2nd round!</p>	Rhiannon
Info	<p>New/Old News</p> <p>Adjournment</p>	<p>Chair- Huynh Pool</p> <p><b>Move to approve:</b></p> <p><b>Seconded:</b></p> <p><b>Approve: all</b></p>
<p>Next Meeting: June 7, 2022 @ 5:30</p>		