



Parent Policy Council Agenda

Zoom Call
4-12-22

Information	Warm Welcome Agenda Overview	Chair - Huynh Pool	5 min
	Prize Wheel	Crystal Ball	2 min.
Action	Minutes: Review and approve minutes from March meeting	Secretary - Matt Blairstone	5 min
Action	Treasurer's Report	Maricela/Nancy	10 min
Action	Director's Report	Robert	10 min
Action	CARES Act Carryover Request: \$46,105; see Summary Report	Robert	5min
Action	NHSA Conference Stipend Request: for Community Rep attending; has been \$150	Nancy	5min
Info	PC approved a federal budget carryover of \$30,512 last month, however, we are shifting to a late draw instead	Nancy	5min
Info	Recruitment for 2022-23-yard signs	Rhiannon	2 min.
Info	Policy Council Recruitment Video	Rhiannon/Crystal	5 min.
Info	Whitman Playground	Dora/Jason	10 min
Info	Fundraising Update/Committee action: discuss the adoption of a PC email for fundraising purposes, Amazon Smile and others -Two fundraising opportunities w/Firelight Yoga & Mcmenamins	Crystal Ball, Kim Richards	15 min
	Prize Wheel	Crystal Ball	2 min.
Information	New/Old News Adjournment	Chair- Huynh Pool	5 minutes
<p>Next Meeting May 10, 2022 @ 5:30pm via Zoom or maybe hybrid?</p>			



Parent Policy Council Minutes

Zoom Call
3-8-22

Information	<p>Warm Welcome Agenda Overview Attendees: Robert Cantwell, Huynh Pool, Kim Amez, Rhiannon Martin, Maricela Ortega, Crystal Bell, Jon Anderson, Matt Blirstone, Nancy Robles, Chloe Nguyen, Lauren A. Rose, Stephanie Van Dang, Kimberly Richards, Suong Vu (interpreter), Stephanie Li (interpreter), Fabio (interpreter), Betsy Freeman, Jennifer Albers</p>	Chair - Huynh Pool
	<p>Huynh proposed moving up electing a new Treasurer higher in the agenda. We threw caution to the wind and went with it. What a time to be alive!</p>	
Action	<p>Nomination and Election of new Treasurer Notes: Maricela Ortega nominated. No other nominees.</p>	<p>Move to approve: Kim Amez Seconded: Kim Richards Approve: 6 Maricela Ortega is the new Treasurer.</p>
	<p>Prize Wheel Kim Richards wins the prize.</p>	Crystal Ball
Action	<p>Minutes: Review and approve minutes from February meeting</p>	<p>Move to approve: Kim Seconded: Matt Approve: 6</p>
Action	<p>Treasurer's Report Nancy Robles assisted Maricela in recounting February's treasury report.</p>	<p>Move to approve: Matt Seconded: Maricela Approve: 8</p>
Action	<p>Director's Report by Robert Still awaiting notification of funding allocation, but expecting approval. 64% enrollment as of March 1 Attendance at 78.5%, a slight increase, but still below the 85% optimal. 18% total enrollment receives special education services, exceeding the 10% requirement. A federal focus team is onsite this week to do quality control meetings.</p>	<p>Move to approve: Kim Seconded: Matt Approve: 8</p>
Action	<p>Selection Criteria 2022-23 by Rhiannon</p>	<p>Move to approve: Kim Amez Seconded: Matt</p>

	Rhiannon walked us through the updated form from February. Simplifying the selection process. Process will go into effect immediately upon approval.	Approve: 7
Info	OHSA State Meeting, May 16-18 @ Salishan Notes: Huynh and Jennifer will be attending.	Robert
Info	Richmond PTA Donation Notes: Richmond immersion program raised an excess of funds and would like to donate \$3000 to PPS Head Start. We discussed ways to show our gratitude to Richmond.	Robert/Nancy
Action	Fundraising Update/Committee Crystal and Kim Richards proposed creating a policy council email for the purposes of fundraising to carry over from session to session. The motion: Do we authorize Robert to seek approval of a policy council email from the higher ups? And to move forward with the Amazon Smile program, to have money moved into from donors? (And a second email for an inquiry space from parents at large, in addition to one for the purposes of fundraising? That would be caretaken from one session of policy council to the next. This second email idea was tabled.)	Move to approve: Kim Amez Seconded: Matt Approve: 8
	Prize Wheel Maricela wins the prize.	Crystal Ball
Information	New/Old News Adjournment	Chair- Huynh Pool Move to approve: Kim Amez Seconded: Kim Richards Approve: all
ADDENDUM		
On March 31, a special email vote was taken to add "Native American" to the immersion program options. The option was approved by a vote of 7-0.		
Next Meeting April 12, 2022 @ 5:30pm via Zoom or maybe hybrid		

Financial Summary Report

Month End March 2022

CHECKING ACCOUNT ACTIVITY	PROJECT	PLUS	MINUS	BALANCE
Beginning Bank Balance	March 1, 2022			3,088.21
Deposits:				
Richmond PTA donation		3,000.00		3,000.00
Expenses:				
Community Warehouse			150.00	(150.00)
Community Warehouse			150.00	(150.00)
				-
				-
Ending Checking Account Balance as of March			300.00	5,788.21

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		\$ -	\$ 300.00	\$ 1,625.00
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	\$ -	\$ -	\$ -	\$ 3,000.00
Total	\$ 6,088.21	\$ -	\$ -	\$ 300.00	\$ 5,788.21

YTD Expenses-Month of Feb.

20-21 Fed. Carry Over Ending Oct. 31, 2021	\$2,613,017	-\$2,582,505.00
21-22 Awards		
21-22 Fed. Nov.1, 2021-Oct. 31,2022	\$5,686,462.00	-\$2,355,893.00
19-20 Covid CARES award	\$63,329.00	-\$63,329.00
20-21 Covid- CRSSA ending March, 2023	\$89,388.00	-\$40,571.00
20-21 Covid-ARP ending March, 2023	\$355,361.00	-\$23,750.28
21-22 OPK State Grant ending June 2022	\$5,799,811.00	-\$3,295,724.00
21-22 Portland Children's Levy	\$560,845.00	-\$358,316.00
21-22 Title IA funding	\$240,000.00	-\$169,301.00
Total of 20-21 Fed C/O + 21-22 Awards (Items B38-B44)		\$15,408,213.00
Total Year to Date Expenses (all red totals)		-\$8,889,389.28
FED-Carry over for July-Oct. 2022		-\$800,000.00
Remaining Available funds for 21-22 SY		\$5,718,823.72

Remaining fiscal year (3/12 mos.)	25%
Percent of funds remaining	37%

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

Vendor Name	Comments	Amount
INTERNATIONAL TRANSACTION	International transaction TXM00373584 from ZeroSeoi - Refund	(\$0.54)
ZEROSEI PROJECT PRODUC	REFUND - Paid twice for the same training.	(\$68.00)
IN OREGON HEAD START ASS	Approval and receipt attached for OSHA conference for Robert Cantwell on 4.13.22	\$125.00
IN OREGON HEAD START ASS	Approval and receipt attached for OSHA conference for Robert Cantwell on 5.16.22	\$200.00
WESTED	ED BUDG- DRDP PS mini measures in color resource book	\$695.25
NATIONAL ASSOCIATION F	NHSA Conference	\$150.00
AMZN MKTP US 1W5EF3Z70	General budget - Classroom/office supplies	\$16.99
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$188.65
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$86.25
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$31.84
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$37.33
OFFICE DEPOT 1135	General budget - Classroom/office supplies	\$67.26
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$43.70
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$85.19
AMAZON.COM 1I39I8912 A	General budget - Classroom/office supplies	\$4.30
LAKESHORE LEARNING MAT	Ed Budget - Classroom supplies	\$94.98
LAKESHORE LEARNING MAT	Ed Budget - Classroom supplies	\$1,511.45
KAPLAN EARLY LEARNING	General budget - Classroom/office supplies	\$126.32
AMAZON.COM 1W8S75IE0 A	General budget - office supplies	\$9.48
AMAZON.COM 1Z3J42OH0 A	General budget - office supplies	\$10.99
AMZN MKTP US 1W10B2X52	Tech supplies for program - misc	\$616.72
AMAZON.COM 1Z7674OD0 A	General budget - office supplies	\$23.39
STAPLES	General budget - Classroom/office supplies	\$14.65
AMZN MktP US 1W4RM4YD0	TECH SUPPLIES - Docking stations. Approved by IT purchasing to buy off amazon	\$769.98
AMAZON.COM 1W6Y70VM2 A	General budget - office supplies	\$20.08
AMAZON.COM 1W5P15VN2 A	General budget - office supplies	\$19.14
AMZN MKTP US 1Z4OZ5ET1	Teacher budget - E Jordan (AG) Classroom supplies	\$107.96
AMAZON.COM 1W5QF1HK2 A	General budget - office supplies	\$29.37
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$45.30
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$127.92
STAPLES	General budget - Classroom/office supplies	\$13.75
SCHOOL SPECIALTY LLC	General budget - Classroom supplies	\$104.46
ACCUCUT	General budget - Classroom/office supplies	\$841.53
OFFICE DEPOT #1170	General budget - Classroom/office supplies	\$11.47
ACCUCUT	General budget - Classroom/office supplies	\$617.63
STAPLES	General budget - Classroom/office supplies	\$121.89
NATIONAL HEAD START AS	NHSA Conference	\$2,037.00
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$113.85
LAKESHORE LEARNING MAT	Teacher budget - Classroom supplies E. Jordan (AG)	\$94.97
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$6.31
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$164.00
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$24.32
STAPLES	General budget - Classroom/office supplies	\$5.86
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$19.91
SCHOOL SPECIALTY LLC	General budget - Classroom supplies	\$155.15
NATIONAL HEAD START AS	NHSA Conference	\$799.00
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$27.49

OFFICE DEPOT #5910	General budget - Classroom/office supplies	\$44.76
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$76.32
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$7.52
AMAZON.COM 1Z9BF2U80 A	General Budget - Classroom supplies	\$18.06
AMAZON.COM 1Z1MS4IF0 A	General Budget - Classroom supplies	\$37.20
AMZN MKTP US 1Z1AP5RC0	Ed Budget - Rug for A Ardila @ Sitton	\$36.00
AMZN MKTP US 1Z05Q1H62	Ed Budget - Rug for A Ardila @ Sitton	\$22.99
AMZN MKTP US 1N61F7T31	General Budget - Classroom supplies	\$69.22
STAPLES	General budget - Classroom/office supplies	\$24.70
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$17.05
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$89.20
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$254.69
SCHOOL SPECIALTY LLC	Ed Budget - Rug for A Ardila @ Sitton	\$106.60
STAPLES	General budget - Classroom/office supplies	\$7.82
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$391.79
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$184.95
LAKESHORE LEARNING MAT	General 'budget - Classroom supplies	\$14.24
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$4.66
OFFICE DEPOT #1078	FSW supply - General Budget. For C Ball @ CL	\$40.59
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$4.66
KAPLAN EARLY LEARNING	General budget - Classroom/office supplies	\$266.44
SCHOOL SPECIALTY LLC	General budget - Classroom/office supplies	\$72.14
PLAY WITH A PURPOSE	Creston	\$3,625.83
AMAZON.COM 1636M88N0 A	General budget - Classroom/office supplies	\$18.06
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$87.89
AMZN MKTP US 164JA1ES2	General budget - Classroom/office supplies	\$26.96
AMAZON.COM 165EJ6QG0 A	General budget - Classroom/office supplies	\$10.99
STAPLES	General budget - Classroom/office supplies	\$16.68
AMZN MKTP US 165CF1SV0	General budget - Classroom/office supplies	\$66.87



Portland Public Schools Head Start

April 12, 2022

Director's Report

PROGRAM UPDATE:

- **Summary Financial Report/All Programs:** See Treasurer's Report.
- **Credit Card Report:** See Treasurer's Report.

- **2022-2023 Projected Budget Update:** Policy Council Officers and Head Start leadership met on Tuesday, March 8 just prior to the last Policy Council meeting to review funding sources and identify program priorities. See [minutes](#) from that meeting for more information.

- **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, 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. She did not know an exact date.

- **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. Yesenia Althaus, Associates (Bilingual)
 2. Asmita Gurung, Bachelors
 3. Ana So, Associates

- **Program Self-Assessment:** The annual Self-Assessment is ongoing. Our most recent meeting was on April 1. Future meetings will occur April 29 and May 26. 2021 Staff and family survey results have been reviewed. Desired Results Developmental Profile (DRDP) student data and staff feedback will be reviewed at the next meeting. All data analysis will help generate year 5 of our 5-year Program Goals and our School Readiness Goals.

- **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 April 1st, with 482 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 68 that are experiencing houselessness. 36%

of the children speak a language at home other than English, 14 languages are currently represented in our program.

- **Attendance:** Attendance through the month of March was 82%, which is an increase from 78.5% in February. 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 April 1, 2022:

- 39.8% of enrolled children have missed between 10-20% of school days. This puts them at Moderate Risk for chronic absenteeism. Last month 40.4% of enrolled children were in this category.
 - 26.9% of enrolled children have missed more than 21% of school days. This puts them at Severe Risk for chronic absenteeism. Last month 28.5% 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 have 19% of our total enrollment receiving special education services. There are 38 additional children in referral for an evaluation. 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 88 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 April 20th. Our English Parent Group will start later this month.
 - **Health Services**

State Immunization Exclusion Day is Wednesday, April 20th. We have 20 children who currently are on the exclusion list. Family Service Workers have been supporting families to help children receive required immunizations so that they can continue to stay healthy and remain in school.

Communicable Disease update: In late March, guidance for communicable disease / COVID prevention was updated. Currently, for Head Start, we continue to wear masks, do handwashing, routine cleaning, remain in classroom cohorts and other preventative steps. If a student is diagnosed with Covid, that child isolates for 5 days. The parents in that classroom are notified of a positive case and reminded to monitor their children for symptoms, but the classroom is not quarantined. Our rates of infection are way down, reflecting the general public. One thing that has been true this year is that things change, so we will continue to receive updates from the Early Learning Division and the MESD/ MCHD Communicable Disease team

Health and Dental Exams (90 day requirement):

Dental Exams: 81% of children have completed a dental exam.

Health Exams: 51% of children have been to their primary care doctor within the past year.

Federal Focus Area 2 Review: Our FA2 was completed the week of March 7. We are awaiting the final report which could take 6-8 weeks.

Next Policy Council Meeting: May 10, 2022 at 5:30pm, virtual via Zoom, but we are exploring in-person and hybrid options.

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

In accordance with Federal law and US Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.



Portland Public Schools Head Start

SELECTION CRITERIA 2022-23

AREA	DESCRIPTION	POINTS
Disability		(Entered by disability staff)
Diagnosed Condition	MECP	10
No Disability	None	00
Income		
Eligible	Elig	200
Public Assistance	TANF/SSI	200
Foster Child	Foster	200
Verified Homeless	Homeless	200
130% of Poverty	130%	100
Over 130% of poverty	Over	00
Other Factors		
Transfer from other Head Start Program or EHS	Tran or EHS	75
Referral from agency: DHS, CRN, Morrison Center	Ref	50
Sibling in program within last 5 years	Sib	25
Other environmental issues (parent incarcerated-formerly or currently, divorce, drug/alcohol abuse, domestic violence, child abuse/neglect, death or serious illness in household, parent in military and/or deployed, English Language Learners, Black/African/Refugee or Native American status)	Need	10 pts per issue
Age		
Four by September 1st	Four	100
Four by December 1 st	3 ½	50
Three	Three	00