



## PORTLAND PUBLIC SCHOOLS

### HEAD START

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## STAFF REPORT

**Date:** 2/20/2024

**To:** PPS School Board

**From:** Emily Glasgow, Senior Director of PK-5 Core Academics  
Dana Stiles, Principal/Director of Head Start

**Subject:** Head Start Action and Informational Items

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### **BACKGROUND**

- A. Federal requirements call for the Governing Board of Head Starts to approve recommendations and reports for the program.**
- B. The Board of Directors for Portland Public Schools serves as the Governing Board for PPS Head Start.**

### **1. Updated PPS Head Start Policy & Procedures**

**1.A. Mealtime Policy** – PPS Head Start has revised the Mealtime Policy & Procedures to align the Head Start Performance Standard §1302.44 – Child nutrition. Revised procedures include updated rationale and procedural instructions to promote Family Style meals and appropriate meal counts for accurate fiscal and Nutrition reporting. PPS Head Start Parent Policy Council approved these revised procedures on December 12, 2024. Board approval of new policies/procedures is required. A Board Letter of Approval and Resolution are requested.

**1.B. Sick Policy** – PPS Head Start has revised the Sick Policy & Procedures to align the Head Start Program Performance § 1302.47(b)(7)(iii) – Safety Practices with Oregon Department of Education, Oregon Early Learning Division, and Multnomah County Public Health Department illness exclusion guidance. Revised procedures include updated rationale and procedural instructions promote a healthy environment for children and follow state and local communicable disease exclusion guidelines. PPS Head Start Parent Policy Council approved these revised procedures on December 12, 2024. Board approval of new policies/procedures is required. A Board Letter of Approval and Resolution are requested.

**1.C. Student Attendance Policy** – PPS Head Start has revised the Student Attendance Policy to align the Head Start Performance Standard § 1302.16 Attendance. Revised procedures include supporting all families in maintaining consistent attendance in the Head Start program. Consistent attendance is defined as present or participating for at least 85% of scheduled classroom days. Head Start staff help families in identifying barriers to consistent attendance, and initiate support as appropriate. PPS Head Start Parent Policy Council approved these revised procedures on December 12, 2024. Board

approval of new policies/procedures is required. A Board Letter of Approval and Resolution are requested.

**1.D. Field Trip Policy** – PPS Head Start has written a Field Trip Policy that aligns the Head Start Performance Standards § 1302.102(a)(4) – Achieving program goals, § 1302.47(b)(7)(iii) – Safety Practices, and § 1302.74(a) – Safety Procedures with district policy. Portland Public Schools Head Start follows the policies and protocol set by Portland Public Schools for all walking or day field trips. PPS Head Start Parent Policy Council approved these revised procedures on December 12, 2024. Board approval of new policies/procedures is required. A Board Letter of Approval and Resolution are requested.

## **2. PPS Head Start 2023 – 2024 OPK Site & Service Workbook**

PPS Head Start is required to submit a Site and Service Workbook annually as part of its Department of Early Learning and Care (DELIC), Oregon Prenatal – Kindergarten (OPK) state grant. This data assists the DELIC with report submission and facilitates any grant management systems claims PPS Head Start may have. PPS Head Start Parent Policy Council approved the Site and Service Workbook on October 21, 2023. Board approval is required. A Board Letter of Approval and Resolution are requested.

## **3. 2022 – 2023 PPS Head Start Program Annual Report**

The Head Start Program Performance Standards provide requirements and procedures for the Annual Report. The Annual Report includes yearlong information regarding Head Start program data. It is used as a community resource and contains information from the Program Information Report (PIR). Program budget information is also shared in the annual report. PPS Head Start Parent Policy Council will review the Program Annual Report at the next meeting on February 13, 2024. A Board Letter of Approval and Resolution are requested.

## **4. 2023 – 2024 PPS Head Start Program Self-Assessment Timeline**

The [annual Self-Assessment](#) is a central tenet of continuous quality improvement for Head Start programs. The goal of the Self-Assessment is to meet Head Start Program Performance Standards and move toward program excellence in serving children and families. The process provides programs the means to regularly assess their own management systems and program operations in order to continually strengthen the program and the services and supports delivered to children and families. PPS Head Start Parent Policy Council will review the Program Annual Report at the next meeting on February 13, 2024. A Board Letter of Approval and Resolution are requested.

## **RELATED POLICIES/BEST PRACTICES**

Items listed above are required to be reviewed, updated, and/or approved by the Parent Policy Council and Governing Board.

## **ANALYSIS OF SITUATION**

All items listed above support the high quality, comprehensive wraparound services provided to the children and families attending PPS Head Start.

## **FISCAL IMPACT**

The items included in this packet do not have any significant direct impacts on program or district funding. Some items are required as part of grant agreements (federal, state, and city) in order to maintain current funding.

## **COMMUNITY ENGAGEMENT**

PPS Head Start Parent Policy Council reviewed, provided input, and approved these actions/items on October 21, 2023, November 14, 2023, December 12, 2023, and January 9, 2024 as noted above and as reflected in the attached meeting minutes.

## **TIMELINE FOR IMPLEMENTATION / EVALUATION**

The timeline for implementation will be the 2023 – 2024 school year.

## **BOARD OPTIONS WITH ANALYSIS**

Board approval needed.

## **CONNECTION TO BOARD GOALS**

The goal of PPS Head Start is to prepare the city's diverse and resilient young children for successful transitions to kindergarten and beyond by leveraging each child's strengths, building their social competence, and developing school readiness skills.

In June 2022, the PPS School Board established a new set of goals. "It remains the core mission and responsibility of our school system to ensure that every student has opportunities to thrive and experience success. Unfortunately, too many students have been historically underserved, and there has not been evidence of racial equity in PPS as revealed by persistent gaps in student outcomes along the lines of race. We are dedicated to the continuous improvements necessary to drive the system shifts that will better support our students, educators, and leaders and result in improved student performance." The Board adopted the following four priorities for the 2022-2027 time period to move the school district toward the above aspirations:

- Improve Third Grade Reading achievement
- Improve Fifth Grade Mathematics achievement
- Improve Eighth Grade Readiness
- Improve High School Graduation rates

The above items support the district's and School Board's vision and priorities.

## **STAFF RECOMMENDATION**

Develop Board resolutions and obtain signatures of approval of the Board Chair of the attached documents.

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## **ATTACHMENTS**

- A. Resolution approving the Head Start Policy Council Recommendation – Annual Report
- B. 2021-2022 Program Annual Report
  
- C. Resolution approving the Head Start Policy Council Recommendation – Field Trip Policy
- D. Field Trip Policy
  
- E. Resolution approving the Head Start Policy Council Recommendation – Self-Assessment Timeline
- F. 2022-2023 Self-Assessment Timeline
  
- G. Resolution approving the Head Start Policy Council Recommendation – Student Attendance Policy
- H. Student Attendance Policy
  
- I. Resolution approving the Head Start Policy Council Recommendation – Sick Child Policy
- J. Sick Child Policy
  
- K. Resolution approving the Head Start Policy Council Recommendation – Mealtime Policy
- L. Mealtime Policy
  
- M. Resolution approving the Head Start Policy Council Recommendation – Site and Service Workbook
- N. 2022-2023 OPK Site and Service Workbook