



Parent Policy Council Agenda

Zoom Call

5-10-22

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 April meeting	Secretary-Matt B.	5 min
Action	Treasurer's Report	Maricela	10 min
Action	Director's Report	Robert	10 min
Action	FY22 Federal COLA and QI funds application; COLA increase is \$128,209; QI award is \$15,457	Robert	5min
Info	Exploration of culturally specific classrooms as part of PPS Early Learning Department. Stakeholder input will be gathered. Region X and ELD feedback will be sought. Cheryl Proctor, Deputy Sup., is aware. Emily Glasgow is co-facilitating process.	Robert	5min
Info	Policy Council Recruitment Video Crystal seeking 2-3 more parent volunteers	Rhiannon/Crystal	5 min
Info	Fundraising Update	Crystal Ball, Kim Richards	15 min
Info	NHSA Conference Report Out	Kim Richards	10min
	Prize Wheel	Crystal Ball	2 min.
Info	New/Old News Adjournment	Chair- Huynh Pool	5 min
Next Meeting Tuesday June 14, 2022 @ 5:30pm via Zoom			



Parent Policy Council Minutes

Zoom Call

4-12-22

Info	Warm Welcome Agenda Overview In Attendance: Robert Cantwell, Huynh Pool, Rhiannon Martin, Matt Blairstone, Jon Anderson, Nancy Robles, Jeff Wisner, Donna Jones, Crystal Ball, Lucia, Jason R., Lauren Rose, Betsy Freeman, Dora Kaske, Cinthya Maldonado, Jennifer Albers, Kim Richards	Chair - Huynh Pool
	Prize Wheel Betsy is the winner.	Crystal Ball
Action	Minutes: Review and approve minutes from March meeting	Secretary-Matt B. Move to approve: Matt Seconded: Kim R. Approve: 6
Action	Treasurer's Report Nancy recounted the report in the absence of Maricela. Highlights: Donation from Richmond PTA has arrived (\$3k) 25% of year remaining with 37% of funds left, so looking good	Maricela/Nancy Move to approve: Matt Seconded: Dora Approve: 7
Action	Director's Report Robert presented. Highlights: Three new half-time educational assistants are up for hire. 64% enrollment as of April 1 (consistent with rest of year, and other Head Start programs). Attendance up to 82%. Classrooms are no longer quarantined in the event of a COVID infection.	Robert Move to approve: Matt Seconded: Dora Approve: 7
Action	CARES Act Carryover Request: \$46,105; see Summary Report	Robert Move to approve: Dora Seconded: Matt Approve: 6
Action	NHSA Conference Stipend Request: for Community Rep attending; has been \$250 Motion by Nancy—and Donna Jones—to reinstate this stipend (meals, essentials) for any parents attending	Nancy Move to approve stipend for nat'l conference: Dora Seconded: Matt Approve: 7

	away-from-home conferences, now in post-COVID travel plans.	Move to add stipend in for Oregon-based conferences, final \$ amount TBD: Dora Seconded: Matt Approve: 6
Info	PC approved a federal budget carryover of \$30,512 last month, however, we are shifting to a late draw instead. Nancy presented.	Nancy
Info	Recruitment for 2022-23-yard signs Rhiannon presented. Anyone interested in signs please contact.	Rhiannon
Info	Policy Council Recruitment Video Crystal seeking 2-3 more parent volunteers	Rhiannon/Crystal
Info	Whitman Playground Dora presented her concerns about the upkeep of Whitman (dog walkers, neighborhood houseless, etc), and proposed improvements/changes.	Dora/Jason
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 We are still in a holding pattern about being able to use the 501(c)(3) status for the proposed email accounts from last month.	Crystal Ball, Kim Richards Move to approve: tabled until more clarity can be found
	Prize Wheel Dora wins the second prize of the night.	Crystal Ball
Info	New/Old News Adjournment	Chair- Huynh Pool
<p>Next Meeting Tuesday May 10th May 10, 2022 @ 5:30pm via Zoom</p>		

Financial Summary Report

Month End April 2022

CHECKING ACCOUNT ACTIVITY	PROJECT	PLUS	MINUS	BALANCE
Beginning Bank Balance	April 1, 2022			5,788.21
Deposits:				
Expenses:				
NHSA Conference Stipend (ck#1139-cleared)			250.00	(250.00)
Community Warehouse (ck #1138- outstanding)			150.00	(150.00)
Ending Checking Account Balance as of March			400.00	5,388.21

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	\$ 150.00	\$ 1,475.00
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	\$ 2,750.00
Total	\$ 6,088.21		\$ 300.00	\$ 400.00	\$ 5,388.21

YTD Expenses-Month of April

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	-\$2,390,664.00
19-20 Covid CARES award	\$63,329.00	-\$63,329.00
20-21 Covid- CRSSA ending March, 2023	\$89,388.00	-\$41,154.00
20-21 Covid-ARP ending March, 2023	\$355,361.00	-\$11,529.00
21-22 OPK State Grant ending June 2022	\$5,799,811.00	-\$3,365,576.00
21-22 Portland Children's Levy	\$560,845.00	-\$360,796.00
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)		-\$8,984,854.00
FED-Carry over for July-Oct. 2022		-\$800,000.00
Remaining Available funds for 21-22 SY	\$	5,623,359.00

Remaining fiscal year (2/12 mos.)	17%
Percent of funds remaining	36%

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

Vendor Name	Comments	Amount
AMZN Mktp US 1AORS62N2	Children's Day Celebration supplies	\$776.21
STAPLES	Children's Day Celebration supplies	\$53.10
AMZN Mktp US 1O2PE77J1	Children's Day Celebration supplies	\$404.66
STAPLES	Children's Day Celebration supplies	\$13.66
STAPLES	Gen budget-Office Supplies	\$13.79
OFFICE DEPOT #1078	Gen budget-Office Supplies	\$4.59
OFFICE DEPOT #1165	Gen Budg. office supplies	\$3.89
IN OREGON HEAD START ASS	OHSA annual membership dues	\$10,692.00
NATIONAL HEAD START ASSO	NHSA annual membership dues	\$1,496.00
AMZN Mktp US 1O7BQ8MD0	Headphones for FSW work iPhones	\$118.60
PAYPAL JUNETEENTHO	FSW recruitment and advertisement event in June	\$100.00
BUSTOS MEDIA HOLDINGS	FSW- advertisement	\$1,000.00
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$174.46
GRAINGER	General budget - office/classroom supplies	\$15.52
AMZN MKTP US 1H0BE7WD1	General budget - office/classroom supplies	\$25.43
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$92.38
STAPLES	General budget - office/classroom supplies	\$14.13
SCHOOL SPECIALTY LLC	General budget - office/classroom supplies	\$13.64
STAPLES	General budget - office/classroom supplies	\$20.10
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$91.38
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$29.39
AMZN MKTP US 1H47K9302	General budget - office/classroom supplies	\$39.99
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$39.96
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$85.09
AMZN MKTP US 1H5KE7M70	General budget - office/classroom supplies	\$30.85
AMZN MKTP US 1H6IJ3NS2	General budget - office/classroom supplies	\$89.51
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$108.81
STAPLES	General budget - office/classroom supplies	\$179.88
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$70.32
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$358.62
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$110.11
STAPLES	General budget - office/classroom supplies	\$3.83
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$221.73
STAPLES	General budget - office/classroom supplies	\$51.90
AMZN Mktp US 1H62A4NF2	General budget - office/classroom supplies	\$27.68
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$8.39
OFFICE DEPOT #5910	General budget - office/classroom supplies	\$26.95
LAKESHORE LEARNING MAT	General budget - office/classroom supplies	\$37.53
HOMEDEPOT.COM	Ed budget - wagons for garden projects	\$559.96
AMZN MKTP US 1H3722DQ2	Tech (Misc) supplies - General budget	\$161.75
HOMEDEPOT.COM	Ed budget - wagons for garden projects	\$419.97
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$15.90
SCHOOL SPECIALTY LLC	General budget - office/classroom supplies	\$248.25
HOMEDEPOT.COM	Ed budget - wagons for garden projects	\$559.96
AMZN MKTP US 1H4525RS0	FSW - supplies for family cooking workshop	\$71.84
SCHOOL SPECIALTY LLC	General budget - office/classroom supplies	\$26.62
SCHOOL SPECIALTY LLC	General budget - office/classroom supplies	\$53.09
FACEBK GTWE5DXXX2	FSW EXPENSES - Advertisement for recruitment	\$25.00

SCHOOLSIN	Ed Budget - classroom supplies	\$69.90
DISCOUNTSCH 8006272829	General budget - office/classroom supplies	\$423.81
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$108.12
STAPLES	General budget - office/classroom supplies	\$70.84
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$19.54
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$51.60
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$161.07
STAPLES	General budget - office/classroom supplies	\$11.61
OFFICE DEPOT #5125	General budget - office/classroom supplies	\$74.36
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$50.38
OFFICE DEPOT 1135	General budget - office/classroom supplies	\$16.38
OFFICE DEPOT 1135	General budget - office/classroom supplies	\$32.24
AMAZON.COM 1048M1LM1 A	General budget - office/classroom supplies	\$44.87
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$284.32
FACEBK CE3BVCTYX2	FSW EXPENSES - Advertisement for recruitment	\$24.99
AMZN MKTP US 1A4N63IG2	General budget - office/classroom supplies	\$31.49
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$13.56
AMZN MKTP US 1O2MH5RH1	General budget - office/classroom supplies	\$9.98
AMAZON.COM 1A8386I92 A	General budget - office/classroom supplies	\$157.69
AMZN MKTP US 1A23M3YZ0	General budget - office/classroom supplies	\$78.86
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$53.80
STAPLES	General budget - office/classroom supplies	\$14.18
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$11.98
AMZN MKTP US 1O25H2F30	Tech Supplies - General budget	\$135.92
STAPLES	General budget - office/classroom supplies	\$59.54
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$152.33
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$36.98
AMZN MktP US 1A3JI6YG2	General budget - office/classroom supplies	\$55.98
AMAZON.COM 1A9UP1RC2 A	Tech Supplies - General budget	\$44.96
SCHOOL SPECIALTY LLC	General budget - office/classroom supplies	\$60.71
SCHOOL SPECIALTY LLC	General budget - office/classroom supplies	\$53.75
SCHOOL SPECIALTY LLC	General budget - office/classroom supplies	\$56.20
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$133.99
AMZN MKTP US 1Q64B1AW1	General budget - office/classroom supplies	\$14.94
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$18.12
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$2.86
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$159.61
OFFICE DEPOT #1078	General budget - office/classroom supplies	\$115.95
SCHOOL SPECIALTY LLC	General budget - office/classroom supplies	\$6.58



Portland Public Schools Head Start

May 10, 2022

Director's Report

PROGRAM UPDATE:

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

- **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.

- **Federal Grant Award Notification:** On April 27, 2022, we received notification from the Office of Head Start that we have been awarded our federal grant for the second year of the biennium. The amount of the award for this year of the biennium is \$2,843,230. This is 50% of our total federal grant of \$5,686,462. The award notes: "This action awards the balance of funds for Head Start operations and Head Start training and technical assistance for the 11/01/2021-10/31/2022 budget period."

- **Personnel:** Head Start continues to recruit for mealtime aides and half-time EAs. The following new hires are recommended for approval by Policy Council:
 - Education Supervisor**
 1. Mary Pearson (Masters)
 - Educational Assistants, Half-Time**
 1. Larae Ellenwood (Associates)
 - Limited Term Assistants**
 1. Christina Murff (Some college), LT EA
 2. Juliana Chay (High School), LT MTA

- **Program Self-Assessment:** The annual Self-Assessment is ongoing. Our most recent meeting was on April 29. The last scheduled meeting for this year will occur May 26. Staff and family survey results, as well as Desired Results Developmental Profile (DRDP) student data have been reviewed. 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.

- **EA Compensation Increase:** Due to the Multnomah County Preschool For All initiative to set a minimum hourly wage for preschool EAs, PPS Head Start may be experiencing an impact to its budget in the approximate amount of \$316,054 to fund these increases. Due to its strong financial position, PPS Head Start is able to absorb this cost without making other budgetary cuts or adjustments.

- **Title I Funds:** PPS leadership has informed PPS Head Start that Title I will no longer be able to fund two Head Start teachers. The total cost is approximately \$240,000. Due to its strong financial position, PPS Head Start is able to absorb this cost without making other budgetary cuts or adjustments.
- **Reclassification of Secretary positions:** PPS completed a reclassification of the district's secretarial positions. This resulted in the reclassification of 6 PPS Head Start secretaries into the School Administrative Assistant II position. This resulted in an increase in compensation for these positions. The total cost is \$11,180 not including fringe benefits for the 2021-2022 school year.
- **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 May 1st, with 487 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 homelessness. Currently our program is serving 11 children in Foster Care and 68 that are experiencing homelessness. 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 April was 79%, which is a decrease from 82% in March. 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 May 1, 2022:

- 39.6% of enrolled children have missed between 10-20% of school days. This puts them at Moderate Risk for chronic absenteeism. Last month 39.8% of enrolled children were in this category.
- 30.8% of enrolled children have missed more than 21% of school days. This puts them at Severe Risk for chronic absenteeism. Last month 26.9% 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 99 students who are eligible for special education services which is 20% of our total enrollment. There are 20 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 58 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**

State Immunization Exclusion Day was Wednesday, April 20th. We had 11 students excluded from school on exclusion day and 3 students remain excluded as of 5/3/22.

Enrollment and Screening Event: We’re hosting an enrollment and health screening event in August. This gives us an opportunity to discuss results and next steps in real time. Dental3 will screen students and siblings up to 14 years of age. Casey Eye Institute will be present and available for vision screening and our team will support hearing screenings.

Head Start Health Requirements (90 days):

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

Health Exams: 58% 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 received the final report and are pleased to share that no deficiencies or concerns were noted.

Next Policy Council Meeting: June 7, 2022 at 5:30pm, virtual via Zoom.

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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