



# Parent Policy Council Minutes

Zoom Call

2-8-22

Information	Warm Welcome <b>Present:</b> myself, Rhiannon, Crystal, Jon A., Robert, Huynh, Andrea, Dora, Tiffanie, Jennifer A., Betsy F., Lauren R., Kim Richards, Sherly Paul	Chair - Huynh Pool
	Prize Wheel	Dora wins.
Action	Minutes: Review and approve minutes from December meeting (no quorum in Jan.) <b>Move to approve: Dora</b> <b>Seconded: me</b> <b>Approve: 6</b>	Secretary - Matt Blairstone <b>Notes:</b> December minutes corrected— Mariela was listed incorrectly as VC; updated to Erica
Action	Treasurer's Report Review & approve reports from last two months <b>Move to approve both: me</b> <b>Seconded: Kim</b> <b>Approve: 7</b>	<b>Notes:</b> Mariela resigned from treasurer role, so Robert delivered the reports. (Treasurer's reports have been forwarded to the committee members).
Action	Director's Reports Review and approve Director's Reports from last two months <b>Move to approve: Dora</b> <b>Seconded: me</b> <b>Approve: 6</b>	<b>December notes:</b> OPK RFI proposal was submitted, still waiting to hear back on approval. Enrollment at 60% as of Jan. 1. Attendance was a little low at 80% (supposed to be at least 85%) <b>January Notes:</b> March 8 meeting at 4:30p before regular PC meeting to begin planning for next year 62% Enrollment, but attendance down to 78% (Omicron likely an influencer) Mental Health Service requests are significantly up this year; requests both from staff & parents.
Action	Selection Criteria 2022-2023	<b>Notes:</b> Rhiannon led this action and discussed the factors that go into the selection process for admission into the HS program. (Certain factors lead to "categorical eligibility"). Concerns were raised about some of the factors being listed twice, so criteria is being streamlined to clear up technicalities.

		Discussions re: "Returning Student" category; standardizing point totals. <b>More time is needed to get a final proposal.</b> Action item removed. Switched to informational. <b>Tabled until March.</b>
Action	FY21 Federal grant carryover; need PC approval to carryover \$30,512.15. <b>Move to approve: Dora</b> <b>Seconded: me</b> <b>Approve: 6</b>	Robert presented proposal to carry over funds to continue the Site Technology Specialist position.
Info	Mariela Perez Carrasco resigned as PC Treasurer.	Robert received an email on 2.7.22; a new Treasurer will need to be elected. The hunt is on.
Info	OHSA State Meeting, Feb. 2-4	Huynh, Crystal, Rhiannon, Robert reported.
Info	Portland Children's Levy Mid-Year Report	Robert shared this previously mentioned report. It is currently meeting its goal, and on track to complete 5-7 events this year. A Staff Wellness Committee has been established to help families deal with COVID related traumas.
Info	NHSA Annual Conference, May 2-5 in Baltimore, MD; 2 parent spots; Chair and State Rep cannot attend; Can Vice Chair or other officer attend?	2 parent spots available. The call has been put out.
Info	Policy Council Recruitment Video	Crystal put out the word for volunteers to film bits for recruitment video. She will reach out individually. Rhiannon suggested sending out previous video as an example.
Info	Fundraising Update/Committee	Crystal and Kim presented on this. Still a work in progress. Pursuing avenues with McMenamins, Fred Meyer, more.
Survey	Do PC officers need devices for meetings/ conferences?	Robert threw it out to the group to reach out to him if needed.
	Prize Wheel	Betsy Freeman wins the second prize.
Information	New/Old News Adjournment	Chair- Huynh Pool
<p><b>Next Meeting</b>  <b>March 8, 2022 @ 5:30pm via Zoom or maybe hybrid</b>  <b>Reminder to officers that Program Budget Planning Committee meeting will occur just prior (4:30pm) to the main PC meeting.</b></p>		



# Parent Policy Council Agenda

Zoom Call

3-8-22

Information	Warm Welcome Agenda Overview	Chair - Huynh Pool	5 min
	Prize Wheel	Crystal Ball	2 min.
Action	Minutes: Review and approve minutes from February meeting	Secretary - Matt Blairstone	10 min
Action	Treasurer's Report	Nancy	10 min
Action	Director's Report	Robert	10 min
Action	Selection Criteria 2022-23	Rhiannon	5 minutes
Action	Nomination and Election of new Treasurer	Huynh	10 min
Info	OHSA State Meeting, May 16-18 @ Salishan	Robert	10 min
Info	Policy Council Recruitment Video	Rhiannon/Crystal	5 min.
Info	Richmond PTA Donation	Robert/Nancy	5 min
Info	Fundraising Update/Committee	Crystal Ball, Kim Richards	15 min
	Prize Wheel	Crystal Ball	2 min.
Information	New/Old News Adjournment	Chair- Huynh Pool	5 minutes
<p><b>Next Meeting</b>            April 12, 2022 @ 5:30pm via Zoom or maybe hybrid</p>			



## Portland Public Schools Head Start

March 8, 2022

### Director's Report

#### PROGRAM UPDATE:

- **Summary Financial Report/All Programs:** See Treasurer's Report.
- **Credit Card Report:** See Treasurer's Report.
  
- **Portland Children's Levy:** Mid-Year Report was completed and submitted on January 4, 2022. PCL grant manager proposed a few questions, to which we submitted answers on February 27. The report and our responses were accepted.
  
- **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.
  
- **Personnel:** Head Start continues to recruit for mealtime aides and half-time EAs. The following new hires are recommended for approval by Policy Council:  
**Community Agent (Family Service Worker, Half Time)**
  1. Josephine Arceo (Praxis)
  
- **2022/2023 Projected Budget Update: A Program Planning meeting was completed on March 8 at 4:30pm just prior to the regular Policy Council meeting.**

In the spring and early summer, we begin planning for next year. The planning process includes: collecting information regarding funding allocations from each source, budget impacts of union contracts, facilities needs as well as location of Head Start sites and program options.

  - ❖ **Federal Budget:** PPS Head Start has not yet officially received its funding allocation notification award for next year. We expect it to arrive soon.
  - ❖ **City Grant:** The City of Portland supports four Extended Day Head Start classrooms through the Portland Children's Levy grant. Currently the grant staffs classrooms at Creston Annex (Neuroed), Clarendon Early Learning Academy (Neuroed), Sitton (Spanish DLI), and Applegate (Native American). We are awaiting word if we will be awarded the grant for next school year.
  - ❖ **State Budget:** Head Start Programs in the state are currently funded every two years. We are currently in year two of the biennium. We are waiting for ELD notification of our award for next year.
  - ❖ **Title 1 Grant:** Title 1 funds are allocated to the Head Start Program from the district. This grant currently funds two Head Start teachers at Lee. Funding will continue into next year.
  
- **Program Self-Assessment:** The annual Self-Assessment is underway. The Committee members include all of Head Start Management Team, Huynh Pool (PC Chair), Kim Amezcua (Vice-Chair), and Lauren Rosenthal (Parent Rep). Most recent meeting was on Feb. 25. Future meetings will occur April 1, April 29, and May 26. Staff and family survey results are being reviewed along with DRDP student data. This information,

along with our Community Needs Assessment, will be reviewed to 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 March 1st, with 483 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 64 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 February was 78.5%, which is an increase from 78.5% in January. 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 March 1, 2022:

- 40.4% of enrolled children have missed between 10-20% of school days. This puts them at Moderate Risk for chronic absenteeism. Last month 40% of enrolled children were in this category.
- 28.5% of enrolled children have missed more than 21% of school days. This puts them at Severe Risk for chronic absenteeism. Last month 26.5% 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 18% of our total enrollment receiving special education services. There are 28 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 79 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), MECSP 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 78 mental health referrals so far this year; 45 at the request of parents and 34 at the request of teachers and staff (with parent permission). This is an unusual year, with parents requesting a lot more services as compared to previous years. We have approximately 10 children who need follow up from their social emotional screenings (ASQ-SE). Our team of mental health consultants are following up on these referrals and screenings. We offered one parent drop in support session, and will start our parent "Coffee Talk" parent series this month. Our first one is March 16th for Spanish speaking parents.
- **Health Services:** The Early Learning Division (ELD) is recommending a 5-day quarantine or isolation period for PreK students in classrooms where universal masking is the predominant practice. Universal masking means everyone in the class who is able to wear a mask, makes an effort to do so throughout the day (with the exception of naps and mealtimes). In cases where universal masking is in place, isolation/quarantine is 5 days. This change will protect more in-person instructional days for our students. This is being adopted across the PPS Early Learning Department. We'll keep everyone updated as more changes to communicable disease emerge.

**Health and Dental Exams (90 day requirement):**

**Dental Exams:** 83% of our students have completed a dental exam.

**Health Exams:** 53% of our students have been to their pediatrician for a well child check.

**Federal Focus Area 2 Review:** Our FA2 is underway this week. Policy Council members will participate in a meeting with the review panel on Wednesday, March 9 from 12:00-1:00pm.

---

**Next Policy Council Meeting:** April 12, 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.

# Financial Summary Report

Month End February 2022

CHECKING ACCOUNT ACTIVITY	PROJECT	PLUS	MINUS	BALANCE
Beginning Bank Balance	February 1, 2022			3,088.21
Deposits:				
Expenses:				
Community Warehouse			150.00	(150.00)
				-
				-
Ending Checking Account Balance as of February			150.00	2,938.21

## 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		\$ -	\$ 150.00	\$ 1,775.00
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
	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 3,088.21</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150.00</b>	<b>\$ 2,938.21</b>

### YTD Expenses-Month of Feb.

<b>20-21 Fed. Carry Over Ending Oct. 31, 2021</b>	\$2,613,017	-\$2,582,505.00
<b>21-22 Awards</b>		
21-22 Fed. Nov.1, 2021-Oct. 31,2022	\$5,686,462.00	-\$1,817,454.00
19-20 Covid CARES award	\$63,329.00	-\$63,329.00
20-21 Covid- CRSSA ending March, 2023	\$89,388.00	-\$31,856.00
20-21 Covid-ARP ending March, 2023	\$355,361.00	-\$5,745.00
21-22 OPK State Grant ending June 2022	\$5,799,811.00	-\$2,590,263.00
21-22 Portland Children's Levy	\$560,845.00	-\$302,959.00
21-22 Title IA funding	\$240,000.00	-\$145,123.00
<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>-\$7,539,234.00</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>\$7,068,979.00</b>

Remaining fiscal year (4/12 mos.)	33%
Percent of funds remaining	46%

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

Vendor Name	Comments	Amount
OFFICE DEPOT #1078	General budget - classroom/office supplies	\$44.90
OFFICE DEPOT #1079	General budget - classroom/office supplies	\$6.99
NATIONAL HEAD START ASSO	NHSA May Conference at Baltimore, MD- Approved and Paid	\$679.00
AMAZON.COM FE55K06Z3 A	General budget - Classroom/office supplies	\$78.72
DISCOUNTSCH 8006272829	General budget - Classroom/office supplies	\$100.49
AMZN MKTP US N45CJ5DZ3	General budget - Classroom/office supplies	\$67.98
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$30.98
WALMART.COM	Covid test reimbursement due to having only received 4 of the 6 ordered	(\$39.75)
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$157.66
NATIONAL PEN CO LLC	Home visits supplies	\$574.79
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$61.77
AMAZON.COM G76188TQ3 A	General budget - Classroom/office supplies	\$16.99
AMAZON.COM EF47G2463 A	General budget - Classroom/office supplies	\$78.46
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$61.65
STAPLES	General budget - Classroom/office supplies	\$25.95
IN OREGON HEAD START	OHSA State Conference (virtual) Feb 2-4	\$1,100.00
OFFICE DEPOT 1135	General budget - Classroom/office supplies	\$61.20
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$195.49
DISCOUNTSCH 8006272829	General budget - Classroom/office supplies	\$67.73
MICHAELS #9490	General budget - Classroom/office supplies	\$17.17
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$238.73
DISCOUNTSCH 8006272829	FSW home visit supplies - General budget	\$1,370.04
STAPLES	General budget - Classroom/office supplies	\$25.95
GOPHER SPORT	General budget - Classroom/office supplies	\$1,256.88
OFFICE DEPOT #1078	General budget - Classroom/office supplies	\$267.98
MICHAELS #9490	General budget - Classroom/office supplies	\$29.96
SCHOOL SPECIALTY LLC	General budget - Classroom/office supplies	\$83.04
MICHAELS #9490	General budget - Classroom/office supplies	\$3.22
IN OREGON HEAD START ASS	OHSA State Conference (virtual) Feb 2-4 for Robert Cantwell	\$275.00
WALGREENS.COM	Covid Tests for symptomatic employees	\$287.88
WALGREENS.COM	Covid Tests for symptomatic employees	\$287.88
WALGREENS.COM	Covid Tests for symptomatic employees	\$287.88
WALGREENS.COM	Covid Tests for symptomatic employees	\$287.88
AMZN MKTP US 708VL5A73	General budget - Classroom/office supplies	\$18.99
WALMART.COM AA	FS Bulk items	\$626.57
AMAZON.COM UZ8497I53 A	General budget - Classroom/office supplies	\$35.74
AMAZON.COM QM22P05M3 A	General budget - Classroom/office supplies	\$221.28
AMZN MktP US 6I7N570Z3	Tech Supplies - General budget	\$65.90
INS PRACT / NAREA	Books to support Reggio curriculum and workshop series for Robert Cantwell	\$142.85
ZEROSEI PROJECT PRODUC	Reggio series workshop fee for Robert Cantwell - approval and receipt submitted	\$68.00
INTERNATIONAL TRANSACTION	International currency exchange for Reggio Series - ZeroSei Project - no receipt needed	\$0.68
STAPLES	General office/classroom supplies	\$58.20
AMZN MKTP US ZV7JL3123	General office/classroom supplies	\$14.95
AMAZON.COM NC66H8UN3 A	General office/classroom supplies	\$12.95
OFFICE DEPOT #1078	General office/classroom supplies	\$92.64
OFFICE DEPOT #1078	General office/classroom supplies	\$69.09
AMZN MKTP US LT8IF7PC3	General office/classroom supplies	\$79.08
OFFICE DEPOT #1078	General office/classroom supplies	\$167.23
AMZN MKTP US KR8QX12M3	General office/classroom supplies	\$126.35
OFFICE DEPOT #1078	General office/classroom supplies	\$252.48
AMAZON.COM UV85L78U3 A	General office/classroom supplies	\$21.25
OFFICE DEPOT #1078	General office/classroom supplies	\$57.79
STAPLES	General office/classroom supplies	\$18.94
OFFICE DEPOT #1078	General office/classroom supplies	\$80.89
OFFICE DEPOT #1078	General office/classroom supplies	\$104.14
WALMART.COM AA	Microwave for Sarah	\$55.88
STAPLES	General office/classroom supplies	\$2.93
STAPLES	General office/classroom supplies	\$37.81
OFFICE DEPOT #1078	General office/classroom supplies	\$160.40
STAPLES	General office/classroom supplies	\$23.14
AMAZON.COM O54677R33 A	General office/classroom supplies	\$19.96
MELISSA AND DOUG B2C	General office/classroom supplies	\$61.14
NATIONAL PEN CO LLC	Home visits supplies	\$443.16
OFFICE DEPOT #1078	General office/classroom supplies	(\$2.86)
OFFICE DEPOT #1078	General office/classroom supplies	\$26.98
OFFICE DEPOT #1078	General office/classroom supplies	\$10.20
OFFICE DEPOT #1078	General office/classroom supplies	(\$10.49)



OFFICE DEPOT #1078	General office/classroom supplies	\$5.01
AMZN MKTP US T672G3MP3	General office/classroom supplies	\$212.96
KAPLAN EARLY LEARNING	General office/classroom supplies	\$337.80
AMZN MKTP US DR0J57N63 AM	General office/classroom supplies	\$30.94
AMZN MKTP US NJ17Z8JU3	General office/classroom supplies	\$9.98
SCHOOL SPECIALTY LLC	General office/classroom supplies	\$206.02
NATIONAL HEAD START AS	NHSA May Conference at Baltimore, MD- Approved and Paid	\$969.00
WALMART.COM AA	Microwave for Matthew	\$55.88
AMZN MKTP US 6V5W52FT3	General office/classroom supplies	\$21.37
OFFICE DEPOT #1078	General office/classroom supplies	(\$13.84)
AMAZON.COM XC44H9PD3 A	General office/classroom supplies	\$13.19
OFFICE DEPOT #1078	General office/classroom supplies	\$28.62
SILKE COMMUNICATION	two way radios for program	\$813.96
AMZN MKTP US 2C5WH3NE3	General office/classroom supplies	\$29.57
OFFICE DEPOT #1078	General office/classroom supplies	\$224.31
STAPLES	General office/classroom supplies	\$14.73
DISCOUNTSCH 8006272829	General office/classroom supplies	\$299.99
FAIRMONT SAN FRANCISCO	Hotel expenses 416.21 to be covered with PAPSA funds. The rest 775 will be reimbursed through an award received last y	\$416.21
SCHOOL SPECIALTY LLC	General office/classroom supplies	\$29.20
SCHOOL SPECIALTY LLC	General office/classroom supplies	\$6.49
SCHOOL SPECIALTY LLC	General office/classroom supplies	\$54.57
OFFICE DEPOT #1078	General office/classroom supplies	\$82.28
OFFICE DEPOT #1078	General office/classroom supplies	\$31.68
STAPLES	General office/classroom supplies	\$41.65
OFFICE DEPOT #1078	General office/classroom supplies	\$5.59
ZEROSEI PROJECT PRODUC	Reggio Emilia webinar series	\$68.00
INTERNATIONAL TRANSACTION	transaction fee for Reggio Emila webinar	\$0.54
PAYPAL STJOHNSSWAP	Recruitment event	\$50.00
AMAZON.COM AMZN.COM/BI	General office/classroom supplies	(\$78.72)



Portland Public Schools Head Start

**SELECTION CRITERIA 2022-23**

AREA	DESCRIPTION	POINTS
<b>Disability</b>		(Entered by disability staff)
Diagnosed Condition	MECP	10
No Disability	None	00
<b>Income</b>		
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
<b>Other Factors</b>		
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 status)	Need	10 pts per issue
<b>Age</b>		
Four by September 1st	Four	100
Four by December 1 <sup>st</sup>	3 ½	50
Three	Three	00