

Regular Meeting
Tuesday, August 8, 2023 6:00 PM

Dr. Matthew Prophet Education Center - Board
Auditorium
501 N. Dixon St
Portland, OR 97227

Agenda

1. 6:00 pm - Opening, Monthly Recognitions, Announcements
2. 6:10 pm - Superintendent's Report
3. 6:20 pm - Student Representative's Report
4. 6:25 pm - Student Comment
5. 6:30 pm - Resolution 6739: IGA TriMet Youth Passes
Vote - Public comment accepted
6. 6:35 pm - Resolution 6743: Allocation of ESSER II / II Funds -
Helensview Vote - Public comment accepted
7. 6:45 pm - Public Comment
8. 7:00 pm - Discussion: Update to the 2023-2024 School Year Budget and State School
Fund
9. 7:05 pm - Preparing for the 2023-24 School Year
10. 7:25 pm - Board Committee and Conference Reports
11. 7:35 pm - Consent Agenda: Resolutions 6740 through 6742, 6744, 6745, and 6747
Vote- Public Comment Accepted
 - 11.(a) Resolution 6740: Approval of the Headstart Policy Council Recommendation
(Coordinated Communication Plan)
 - 11.(b) Resolution 6741: Approval of the Headstart Policy Council Recommendation
(Federal Grant Application)
 - 11.(c) Resolution 6742: Approval of the Headstart Policy Council Recommendation
(Health Policies)
 - 11.(d) Resolution 6744 - Resolution to approve a Cost of Living Adjustment for Non-
Represented Employees for Fiscal Year 2023-2024
 - 11.(e) Resolution 6745: Expenditure Contracts
 - 11.(f) Resolution 6747 - Revenue Contracts
12. 7:45 pm - Comments from Our Union Partners
13. 7:55 pm - Adjourn

RESOLUTION No. 6739

Expenditure Contracts that Exceed \$150,000 for Delegation of Authority

RECITAL

Portland Public Schools (“District”) Public Contracting Rules PPS-45-0200 (“Authority to Approve District Contracts; Delegation of Authority to Superintendent”) requires the Board of Education (“Board”) enter into contracts and approve payment for products, materials, supplies, capital outlay, equipment, and services whenever the total amount exceeds \$150,000 per contract, excepting settlement or real property agreements. Contracts meeting this criterion are listed below.

RESOLUTION

The Superintendent recommends that the Board approve these contracts. The Board accepts this recommendation and by this resolution authorizes the Deputy Clerk to enter into the following agreements.

NEW INTERGOVERNMENTAL AGREEMENTS (“IGAs”)

Contractor	Contract Term	Contract Type	Description of Services	Contract Amount	Responsible Administrator, Funding Source
Tri-Met	8/29/23 through 6/24/24	Intergovernmental Agreement IGA 93732	Purchase of the student transit pass program through Tri-Met.	\$1,987,333	D. Jung Fund 101 Dept. TBD



Date: August 8, 2023

To: Board of Education

From Lisa Merrick, Legislative Liaison
Dan Jung, Chief Operating Officer

Subject: TriMet Student Passes for the 2023-24 School Year

BACKGROUND

Since 2009, PPS has had an agreement with TriMet to provide student transit passes to the district's high school students in lieu of the traditional yellow bus service.

Historically, PPS has carried a \$2.9M contract with TriMet, of which the district has been responsible for \$1,933,333. For the 2023-24 school year, the District is responsible an amount not to exceed \$1,987,333 for its share of the Total Program Cost, which includes \$54,000, for the initial purchase of 18,000 Hop cards, apart from the 2,000 Hop cards provided by TriMet at no charge.

ANALYSIS OF SITUATION

Without this agreement, PPS would have to fund the entire \$2.9 million to run the program or make the choice to eliminate it altogether or revert to yellow bus service, which would not only be more costly for the district, but would not offer the same level of flexibility as TriMet.

RELATED POLICIES/BEST PRACTICES

The direct benefits of providing this service to students are immediate and long-term. The partnership with Tri-Met directly supports the first pillar of the PPS [Climate Crisis Response Policy](#) (CCRP): Reduce Environmental Impact and Costs. Specifically, this partnership advances Goal 1.4 to minimize greenhouse gas emissions from student and staff transportation. Further, a central goal of this policy is to promote racial equity and climate justice. Providing Tri-Met passes allows students who do not have regular access to their own vehicle or consistent transportation to have greater access to pursue educational and career opportunities that may be a barrier to access otherwise. Through supporting a culture of public transit, the PPS

community can help to reduce single occupancy vehicles on the roadways, reducing air pollution from cars that disproportionately impacts our most vulnerable communities.

FISCAL IMPACT

The total cost of the TriMet Youth Pass program is \$2.9 million annually, with PPS historically paying \$1,933,333 and TriMet “in-kinding” the additional \$966,666. PPS has a waiver with the Oregon Department of Education that allows the district to purchase transit passes rather than yellow bus services at a 70% district reimbursement.

This year, the IGA includes an additional \$45,000 to cover the cost of the initial 15,000 Hop cards, plus \$9,000 to accommodate the cost of additional cards in the case of loss or theft. The total cost to PPS is \$1,987,333.

COMMUNITY ENGAGEMENT

Because this is an annual renewal, there has been no student outreach.

TIMELINE FOR IMPLEMENTATION / EVALUATION

The transit passes are valid from August 29, 2023 through June 24, 2024.

STAFF RECOMMENDATION

Staff recommends board approval of this IGA.

ATTACHMENTS

- Intergovernmental Agreement

RESOLUTION No. 6743

Resolution Approving Capital Projects for Contracted Alternative Schools using ESSER II and ESSER III funds

RECITALS

- A. During the 2020-2021 budget year, each Contracted Alternative School received an individual ESSER II and ESSER III allocation (Existing ESSER Allocation), which they may spend on a reimbursement basis, following all requirements set forth by Portland Public Schools and the Oregon Department of Education.
- B. Contracted Alternative School leaders are able to determine how to best use these ESSER II and ESSER III funds, based on feedback from their Boards of Directors and other key stakeholders.
- C. Contracted Alternative Schools are eligible for reimbursement using ESSER II and/or ESSER III funds as long as expended funds align with allowable uses for each grant and are pre-approved by Portland Public Schools and meet ODE requirements for approval.
- D. The Oregon Department of Education requires all capital expenditures over \$25,000 to be approved by each district's school board for approval as a final step for receiving funds for projects that meet eligibility criteria for reimbursement.

RESOLUTIONS

The Board of Education for Portland Public Schools approves the following Capital Expenditure projects for Helensview School that were previously approved by the Oregon Department of Education and eligible for reimbursement, using the Existing ESSER Allocation each school previously received:

- a. 2180-11: Helensview Recovery Center



PORTLAND PUBLIC SCHOOLS
OFFICE OF Multiple Pathways to Graduation
501 North Dixon Street / Portland, OR 97227
Telephone: (503) 916-5437

To: PPS School Board

From: Korinna Wolfe, Senior Director of Schools, Multiple Pathways to Graduation
Erica Stavis, Program Administrator, Contracted Alternative Schools

Subject: Recommendation to approve ESSER Capital Improvements exceeding \$25,000

Date: July 21, 2023

BACKGROUND

PPS currently contracts with 9 Contracted Alternative Schools (CBO's). Each of these schools provide unique and innovative educational options for PPS students requiring tailored and individualized support. These organizations are seen as strategic partners with PPS and support our district's dropout prevention and educational advancement priorities and goals.

This memo is designed to inform and request approval from the PPS Board for one capital improvement project from one of our CBO schools. **Please note, this is not a request for new funds.** These ESSER funds have already been approved and individual ESSER allotments have been awarded to each of the Contracted Alternative Schools as part of the 2021-22 budget process. CBO school leaders may determine how to best use these funds, based on feedback from their Board of Directors and other key community stakeholders, as long as it aligns with the allowable uses for each grant. Per ODE guidelines, when schools proceed in requesting ESSER funding for capital improvements, School Board approval is now required.

The Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA), was signed into law on December 27, 2020 and provides an additional \$54.3 billion for the Elementary and Secondary School Emergency Relief Fund (ESSER II Fund). It provides funding for state and local educational agencies to spend on allowable activities to respond to COVID-19. Elementary and Secondary School Emergency Relief Fund III (ESSER III or ARP ESSER) The American Rescue Plan Act, 2021 (ARP Act or ARPA) provides an additional \$122 billion for the Elementary and Secondary School Emergency Relief Fund III (ESSER III or ARP ESSER).

All capital expenditures using ESSER II or ESSER III funds must first be approved by ODE to be considered an eligible use of the grant funds. For the ESSER Grants, “capital expenditure” is defined as follows:

A construction project or individual non-consumable item that:

- 1) Has a useful life of more than one year; and
- 2) Costs greater than \$5,000

Additionally on 10/25/2021, ODE published a “ESSER Capital Expenditures and Reimbursement Update” which included a new regulation that “all capital expenditures over \$25,000 be presented to your district's school board for their approval”.

Helensview School has a Capital Project that has been approved as allowable, from PPS Grant Accounting office and a required form has already been submitted by ODE (please see chart below). ODE states that “Capital expenditure approvals may be submitted prior to obtaining school board approval”. We are now requesting Board approval for projects that exceed the \$25,000 threshold. Each of these requests align with allowable uses of ESSER II & ESSER III funds as [indicated on Oregon.gov](#), and confirmed with ODE approval.

Each of these approvals is listed on ODE’s [“ESSER II and ESSER III Capital Expenditures by District & ESD”](#)

The following project which exceed \$25,000, has already been submitted by ODE.

\$59,000
Project tag: 2180-11 Helensview School - Contract # IGA 90891 Substance use disorder recovery services
To secure/lease the space for these services and ensure it meets the physical guidelines and best practices for counseling services. Substance use disorder recovery services are a critical need for Portland area youth, especially since the pandemic. This space is intentionally separate from the Helensview campus in order to provide a safe, secure and easily accessible place for youth and their families to access substance use disorder recovery groups, recovery membership, recovery focused classes and other supports outside of school hours. It is important to provide a separate space for youth and families to access these services in a confidential manner that does not 'broadcast' to their peers they are in need of them. Helensview also anticipates using this space, and an adjacent space, to provide other recovery connected supports, including a professional learning and collaboration space for Certified Drug and Alcohol Counselors, Alternative Peer Group meetings, and a recovery high school curriculum.

RELATED POLICIES/BEST PRACTICES

- PPS has developed a fund contract with each of our CBO schools which codifies various requirements of each grant available. This contract is updated annually to ensure compliance with updated standards.
- Each school has a fund approval planner between CBO school executive leadership and PPS Multiple Pathways Leadership. This document is used to ensure the appropriate use of funds, based on the various projects they wish to undertake. Additionally, the appropriate approvals are detailed on each school's fund planner.

FISCAL IMPACT

The funding identified for the requested capital improvements at Contracted Alternative Schools is designated ESSER funding from 2021. This funding was approved in the overall ESSER allocations plan and as a part of the PPS District Budget process. There is no new funding requested. Funding identified for this project is required to be spent by September 30, 2023.

COMMUNITY ENGAGEMENT (IF APPLICABLE)

As a CBO school, Helensview administration has engaged with their leadership teams and individual organization's Board of Directors prior to submitting their capital improvement requests to the District.

TIMELINE FOR IMPLEMENTATION / EVALUATION

Following Board approval of these expenditures capital improvements will take place before each funds expiration date:

- ESSER II- 9/30/2023
- ESSER III- 9/30/2024

Evaluation of implementation will take place first by the CBO schools and vendors selected. Additional evaluation will be conducted during school site visits at CBO schools by Multiple Pathways to Graduation leaders.

BOARD OPTIONS WITH ANALYSIS

CBO school leadership has discretion in how they plan to use ESSER II & ESSER III Funds, as long as it aligns with allowable uses for each grant category and follows all state and federal grant guidelines.

Results of a yes vote: CBO schools will engage in projects as previously submitted and approved by ODE. These improvements will ensure higher levels of physical and environmental safety for PPS students.

Result of a no vote: CBO schools would not be able to proceed with much needed capital improvements as outlined and approved within the ESSER allowable uses.

CONNECTION TO BOARD GOALS

Projects seeking approval, align with two specific board goals as outlined in [“Portland Public Schools Goals for Our Students 2022-2027”](#) Mt Scott Learning Center and Helensview School operations and programming are all in direct alignment with goals for High School Graduation & Post-secondary Readiness.

STAFF RECOMMENDATION

Staff recommends that each of the Capital projects outlined above, exceeding \$25,000, be approved by the Board since they meet the ESSER eligibility criteria and clearly align with district goals and priorities.

As a member of the PPS Executive Leadership Team, I have reviewed this staff report.

_____ (Initials)



PORTLAND
Public Schools

Focused on Student Success

2023-24 Revenue Adjustments

August 8, 2023

2023-24 Revenue Adjustments

Source	Total PPS Allocation (2023-24)
State School Fund (\$9.9B→\$10.2B)	+ \$15.1 m
Early Literacy Grant (New)	+ \$3.2 m
Integrated Grant	
<i>Student Investment Account</i> (\$36.4 m → \$43.1 m)	+ \$6.6 m
<i>High School Success - M98</i> (\$13.4 m → \$12.3 m)	- \$1.1 m

Emerging Details

General Fund

Rebuild Fund Balance (\$8.5 m)
5.07% (\$43.1 m) → 6.07% (\$51.6 m)

Increase Wages (\$5.2 m)
Support wage increases, with a focus on the district's lowest wage workers.

Early Literacy Match (\$0.8 m)
The early literacy grant requires a 25% match of funding to advance literacy efforts.

Student Travel Equity Fund (\$0.2 m)
Increase student travel fund and include students grade 6 to 8.

Early Literacy Grant

PPS has been allocated \$3.2 million from the 2023-24 Early Literacy Grant. Application details will be released on October 1 and due on January 8.

Emerging investments areas:

- Additional Reading Intervention Specialists
- Expand LETRS Training and Teacher Professional Capacity
- Summer 2024 Learning Acceleration
- High Dosage Tutoring
- Supports for multilingual, emergent bilingual, and special education students

Integrated Grant

In late July, the Integrated Grant allocation estimates were updated by ODE. PPS expects to receive grant agreements and detailed guidance from ODE in September/October to amend our proposal, which is due on Oct. 31.

Emerging investments areas:

- Lessen impact of “*High School Success*” funding decrease
- School-based coordinators to address student out-of-school learning barriers (Community Schools)
- Summer programming 2024
- Comprehensive school psychologist
- Instructional specialist at new CSI-designated schools

Next Steps

- PPS staff will continue to prepare a final 2023-24 budget amendment recommendation to the school board, to be voted on at an October school board meeting.
- Staff plans to meet with the CBRC to review staff's emerging recommendations. Staff have already identified a number of CBRC Spring recommendations that are being considered with these new monies.
- Staff will continue to provide regular updates to the school board as recommendations details are finalized and more ODE guidance is provided.



Thank you.



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Back to School 2023

Getting ready for our first day of school!

August 8, 2023

Getting Ready For Our First Day of School!

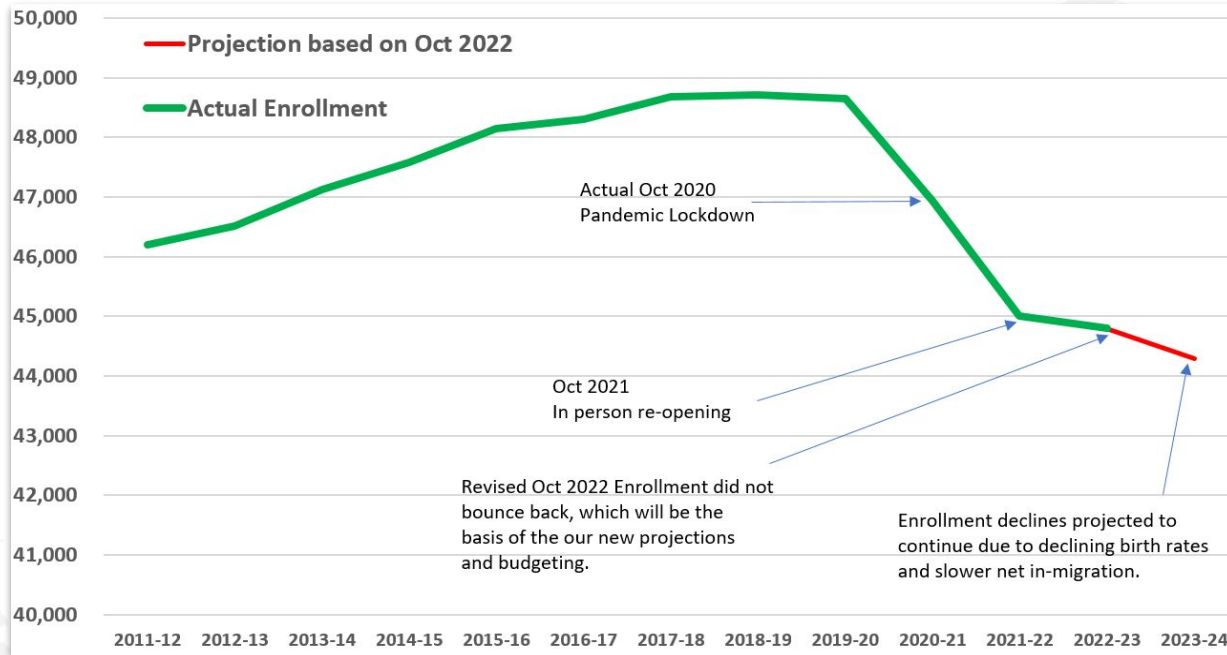
August 2023



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
		Summer School Programming (4th Week)				
6	7	8	9	10	11	12
	Principal Leadership Institute					
13	14	15	16	17	18	19
	Teacher Summer Institute			New Teacher Orientation		
		Administrative Support PD				
20	21	22	23	24	25	26
		SEGC PD Day	Teacher PD and Planning Days			
27	28	29	30	31	Kindergarten on September 5, 2023	
		First Day (1-5, 6, 9, 12 Grades)	First Day (7, 8, 10, 11 Grades)			

Enrollment Update

PPS Enrollment Trends



Projected v Preliminary Enrollment: 2023-24

Grade	Preliminary Enrollment*	Projected Enrollment	Current v. Projected
			-555
KG	2,558	3,113	20
1	3,255	3,235	133
2	3,429	3,296	33
3	3,351	3,318	71
4	3,557	3,486	75
5	3,528	3,453	103
6	3,364	3,261	31
7	3,419	3,388	44
8	3,366	3,322	184
9	3,626	3,442	32
10	3,615	3,583	-48
11	3,551	3,599	-89
12	3,703	3,792	34
Total	44,322	44,288	34

* As of July 25, 2023



Significant Decline in Portland Birth Rates

The total fertility rate in Portland (Approximation of expected total lifetime births) is less than one child per woman (Approx 0.8). In 2000, it was 1.6 children per woman.

In the past year, 2.5% of women (age 15-50) reported a birth, compared to 4.6% statewide.



Kindergarten Capture Rate

Of the total population of children age 4 and 5 in Portland, **79.3% attend PPS (2022)**. In 2018, 83%.

PPS promotes its “Connect to K” campaign, creating relationship building through “K Ramp Up,” and expanding pre-K access to three and four year olds.

(See Slide 13)



Increasing Enrollment in PPS - Pilot

For the 2023-24 school year, three PPS schools will pilot strategies that **improve student recruitment practices**, serving as potential model for other schools who are looking to **increase in enrollment**.

(See Slide 11,12)

Join Team PPS!

School-Based Direct and
Non-Classroom Vacancies

As of August 7

(For definitions, see slide 14)

Total Instructional Positions - Vacant

189

Instructional Positions in Process of
Being Filled

33%

Direct Instruction Vacancies

85

Non-Classroom,
School-Based Vacancies

104

CSI/TSI School
Instructional Vacancies

45

Paraeducator Vacancies

61

Nutrition Service Assistants

7

Custodians

4 (PT= 4)

School Leadership

Enhanced Supports for Racial Equity Centered Leaders

Leadership Standards

Created and revised the PPS Leader Profile

Revised Aspiring Leadership Program to align to profile

Next: Align all leader development to profile, socialize profile among leadership corps

High Quality Pre-Service Preparation

Working with local university partners to assess, develop and implement more rigorous, equity-centered leadership preparation

2023 PPS Aspiring Leadership Program funneled five candidates into preparation programs

Next: Develop an Educational Leadership cohort at Lewis & Clark for Fall 2024

Strategic Hiring and Placement

All schools have a principal hired before the start of school

56% (9 of 16) principals hired are leaders of color.

Five assistant/vice principals promoted to principals

Five principals promoted to central office leadership roles

Sixteen (16) schools will have new principals in 2023-24 compared to thirty-two (32) the year before.

On-The-Job Support & Evaluation

Induction Program for new leaders during first three years

1:1 Coaching support to new leaders

Monthly Leadership Institute (Solicit regular feedback)

Financially Support to Professional Conferences

Monthly Affinity and Accountability Spaces

Created Principal Handbook

Principal Supervision

Preparing new principal supervisor standards and indicators

Coaching support from The Leadership Academy

Two more principal supervisors hired this summer, increasing direct support between principals and their supervisor

Operations

Student Transportation

Ready to Go! Fully staffed and prepared to operate over 300 daily routes that get over 6,700 students to and from school.

PPS students grades 9-12 can use their school ID card as a pass for TriMet services. This Fall, we will also launch our Safe Routes to School initiative, working to create safe, easy, and fun ways for kids to journey to and from school.

Transportation operations include: 103 buses, 30 vans and sedans, 110 drivers and 30 support staff



School Modernizations and Capital Improvements

High School Modernizations

Lincoln HS Field - Ready on-time!
Benson HS, Multiple Pathways Building - On Schedule
Jefferson HS - In Design



Building Improvements

Ten school roof replacement projects underway
Nearly 2,900 new door hardware installed

Harrison Park MS

Phase One *Complete* - Improvement to the cafeteria, interior entry space and the administration offices

Phase Two *Underway* (to be completed October 2024) - Summer activity focused on ceilings, floor improvements, and structural improvements (details on slide 16)

100+ projects district wide will be completed before school starts (e.g. Ockley Green modular upgrade, new track at CHS, Bridger facility improvements, numerous floor and asphalt repairs, interior & exterior lighting upgrades)

More than 2,200 work orders across the district will be complete before school starts (e.g. grounds enhancement, drinking fixture filter replacements, boiler teardowns and repairs)

Thank you.



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5-Year PPS Enrollment Trends

Grade	---- Historic Enrollment ----					Forecast Enrollment
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
K	3899	3874	3245	3195	3152	3113
1	3916	3930	3696	3282	3376	3235
2	4040	3861	3738	3476	3319	3296
3	4011	3972	3646	3486	3502	3318
4	4051	3961	3747	3388	3485	3486
5	4036	3963	3764	3497	3358	3453
6	3844	3797	3614	3375	3405	3261
7	3619	3811	3665	3420	3355	3388
8	3500	3524	3738	3550	3458	3322
9	3500	3463	3442	3652	3601	3442
10	3354	3472	3473	3474	3621	3583
11	3234	3299	3439	3379	3381	3599
12	3704	3726	3730	3831	3786	3792
Total	48708	48653	46937	45005	44799	44288

How do parents “shop” for a school

→ **Search for new school options**

Talk to friends, Google schools in their area, read school online reviews

→ **Learn more about the school**

Read through the school’s website

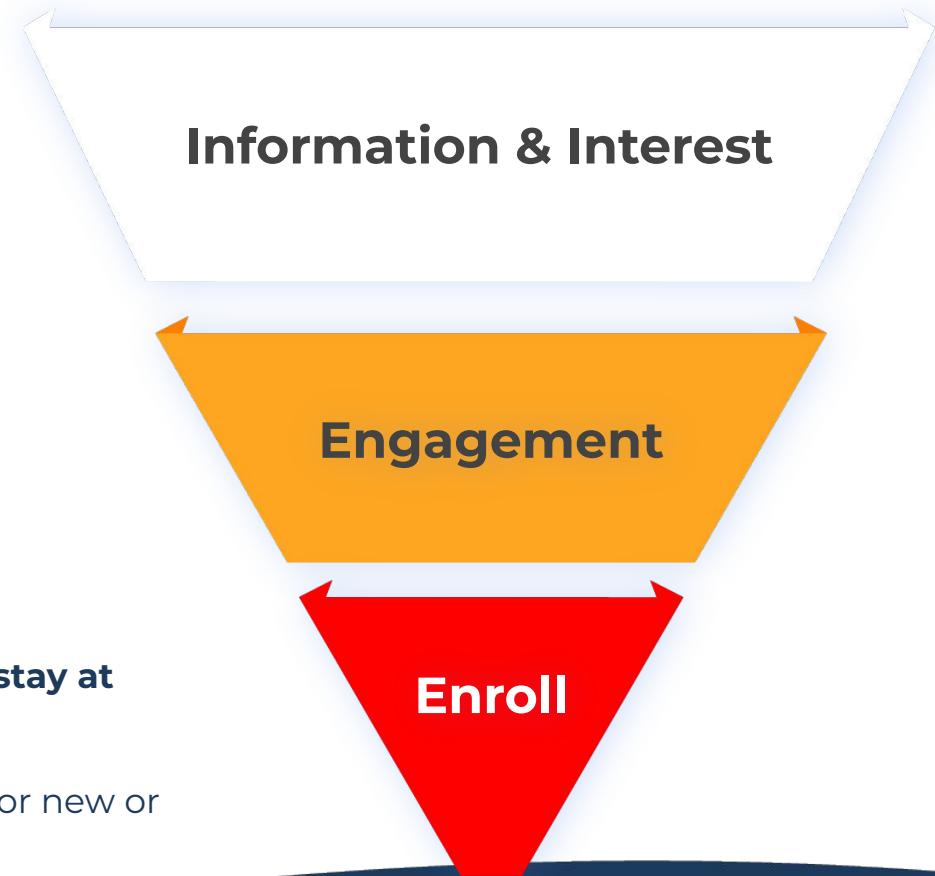
→ **“Test Drive”**

Attend open house, school tour, other enrollment events

→ **Enroll at new school, or stay at their current school**

Process can be the same for new or current families

I need to find a new school!



Our Recruitment Pilot Project

In Partnership with SchoolMint

A review of current student recruitment practices including a **Secret Shopper** of current school tour process.

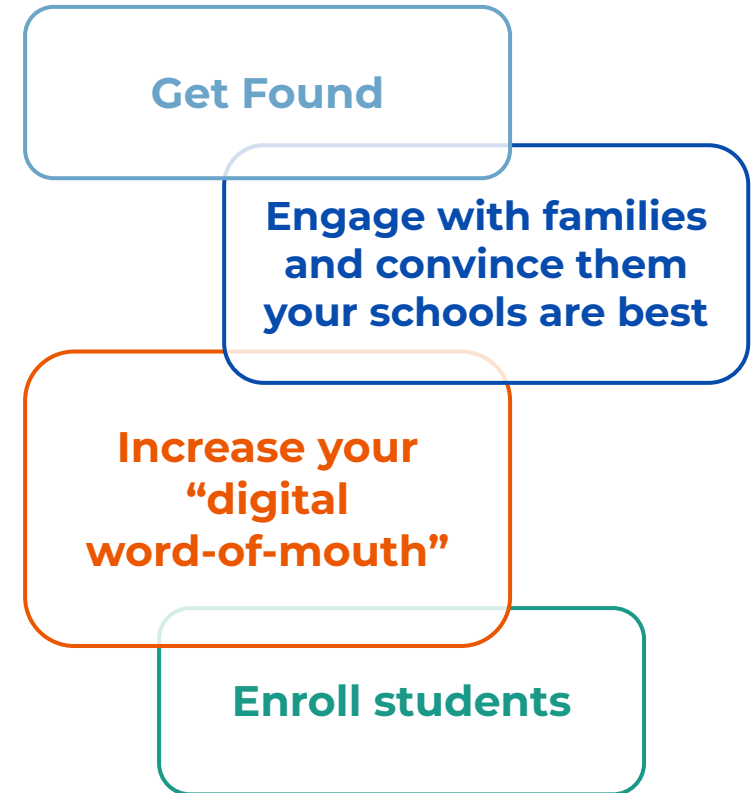
Development of a **social media advertising campaign** that highlights the strengths of our schools.

Implementation of a **student recruitment microsite** that will help convince families that our schools are the best option for their learner.

An automated **parent survey system** that will help identify families who are delighted with our school and ask them to share their message online.

A comprehensive **training program** for up to 3 school site leaders and staff.

Creative design of supporting **marketing collateral** to help share our story offline.



Boost Kindergarten Enrollment

Connect to K

- Increased promotional material, stronger social media campaign and online presence, in-person open houses, targeted community outreach events
- Every elementary school holds at least two family outreach events during Spring and at least one in summer.

Ramp Up to K

Prior to the first day of Kindergarten, all incoming K students and families receive:

- A 1:1 meeting with their teacher, focused on building a connection
- A full-day, small-group practice day for their child, focused on orienting the student to K staff, spaces, and routines.
- “On My Way To K” T-Shirt

Expanded Pre-K Access

This Fall, PPS will offer over 900 free public pre-k seats to three and four year olds

**Registration for 2023-24 PPS
Pre-K and Head Start is Open!**

Staffing Update - Definitions

Instructional Positions

School-based direct instruction and non-classroom licensed positions. Does not include classified positions.

In Process of Being Filled

Percentage of positions in process of being filled (Recommendation to Fill Received, Background Pending, Offer Accepted, Offers Made, or Onboarding).

Direct Instruction

Core content - math, science, language arts, social studies, immersion, special education classroom including learning center

Non-Classroom, School-Based

Non-core content - electives including CTE, PE, health, music, art, dance, drama, AVID, and world language, instructional specialists as well as social emotional supports including counselors, social workers, QMHPs, school psychs, speech language pathologists, climate specialists, etc.

Southeast Guiding Coalition - FTE Allocations

So far this year, 5.6 Full-Time Equivalent positions (FTEs) have been assigned. The chart below displays the allocation of FTEs to schools and the reasons behind them.

Each year, different decisions will be made on how to distribute these FTEs. Resolution No. 6513 outlines that these FTEs are intended to "create a bridge as programs move and boundaries change from one school to another and provide full programming for low enrollment schools that will grow over five years."

Our staff will work with schools to determine where to assign the remaining FTEs, and we are closely monitoring enrollment to make informed decisions.

School	FTE Allocation	Purpose
Clark	0.7	Increasing AP to 1.0
Marysville	0.5	Social Worker or Counselor
Lent	1	Instructional Specialist or Bilingual Interventionist or EA
Harrison Park	1	Interventionist or other teacher
Bridger Creative Science	1	A third 5th grade section
Harrison Park	1.4	Additional AP for new Middle School

Harrison Park Middle School Upgrades

Phase I - Complete

Improvements to the cafeteria, interior entry space, and administration office.

Phase 2 - Underway

Continues and complete the project of which construction started June 2023 and will be substantially complete October 31, 2024.

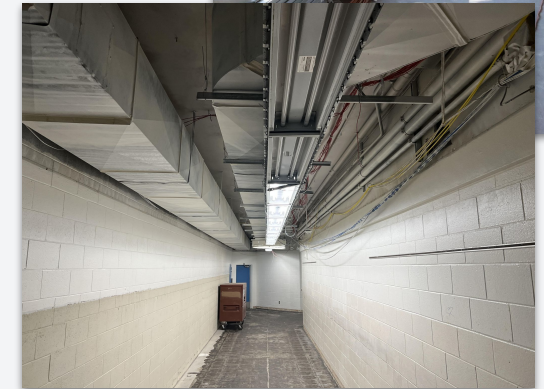
Summer 2023 Progress

Focused on demolition and abatement, in order to complete those activities before students start school. This includes:

Removal of ceilings; structural and fire improvements at ceiling level; installation of mechanical / electrical / plumbing conduits at the ceiling level. **Ceilings will be open and visible when students return.**

Removal and abatement of vinyl tile flooring; structural reinforcing of floors; new concrete pours to level uneven floors. **Floors will be unpolished concrete when students return (polishing will happen later).**

Closing off of spaces for work during school year; installation of temporary walls and re-routing of egress; beginning installation of electrical, plumbing, mechanical in walls of closed spaces; framing of new walls in closed spaces. **Temporary walls will be visible when students return.**





STAFF REPORT

Date: June 20, 2023

To: PPS School Board

From: Dr. Kimberlee Armstrong, Chief Academic Officer
Dr. Emily Glasgow, Senior Director of PK-5 Core Academics
Dr. Robert D. Cantwell, Principal/Director of Head Start

Subject: Head Start Action Items

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.

Resolution 1: 2023-2024 Federal Grant Application

Board approval is required to apply for continuation of grant funds (\$6,237,131) for Fiscal Year 2024. The Head Start Parent Policy Council approved PPS Head Start applying for these funds on June 13, 2023. Application is due August 1, 2023. A Board Letter of Approval and Resolution are requested.

Resolution 2: Updated Health Policies

Policies and procedures need to be captured in writing and approved by Policy Council and the Governing Body. Current Head Start procedures in the Health Service area are now captured in policy and serve to make the Head Start Program Performance Standards more clear and accessible. A Board Letter of Approval and Resolution are requested.

Resolution 3: Coordinated Communication Plan Policy

Policy created to ensure strong coordination between staff members when an enrolled family interacts with multiple service areas. 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

Resolution 1. 2023-2024 Federal Grant application enables the program to secure approximately half the funding it needs to operate under its current structure.

Resolution 2. Health Policies - No financial impact

Resolution 3. Coordinated Communication Plan Policy - No financial impact

COMMUNITY ENGAGEMENT (IF APPLICABLE)

PPS Head Start Parent Policy Council reviewed, provided input, and approved these actions on June 13, 2023 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.

Portland Public Schools' vision is this: Every student, every teacher, and every school succeeding. The school district's mission is that every student by name is prepared for college, career, and participation as an active community member, regardless of race, income, or zip code. The Board adopted the following four priorities for the 2018-19 school year to move the school district toward the above aspirations:

- Set a clear vision and strategic plan.
- Create equitable opportunities and outcomes for all students.
- Build management accountability systems and structures.
- Allocate budget, funding, and resources focused on improving outcomes for students.

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

STAFF RECOMMENDATION

Develop Board resolution and obtain signature approval of the Board Chair of the attached documents.

As a member of the PPS Executive Leadership Team, I have reviewed this staff report.

KA (Initials)

Dr. Kimberlee Armstrong

ATTACHMENTS

All Three Resolutions

A. 6.13.23 PC Minutes

Resolution 1: 2023-2024 Federal Grant Application

- B. Federal Grant Application Policy Council Approval Letter
- C. Federal Grant Application Board Approval Letter
- D. Federal Grant Application Board Resolution

Resolution 2: Updated Health Policies:

- E. Updated Health Policies Policy Council Approval Letter
- F. Updated Health Policies Board Approval Letter
- G. Updated Health Policies Board Resolution
- H. Dental Exams and Follow Up Policy
- I. Health Exams Policy
- J. Health History_Nutrition Screening Policy
- K. Hearing Screening Policy
- L. Hemoglobin and Lead Screening Policy
- M. Medical Emergencies Policy
- N. Sick Child Policy
- O. Vision Screening Policy

Resolution 3: Coordinated Communication Plan Policy

- P. Coordinated Communication Plan Policy Board Resolution
- Q. Coordinated Communication Plan Policy Council Approval Letter
- R. Coordinated Communication Plan Policy Board Approval Letter
- S. Coordinated Communication Plan Policy

RESOLUTION No. 6740

Approval of Head Start Policy Council Recommendation

RECITALS

- A. Federal requirements call for the Governing Board of a Head Start program to approve recommendations for the program.
- B. The Board of Directors for Portland Public Schools serves as the Governing Board for the PPS Head Start Program.
- C. Portland Public Schools Head Start Parent Policy Council recommends the approval of Head Start's Coordinated Communication Plan policy.

RESOLUTION

The Board of Directors for Portland Public Schools, School District No. 1J, Multnomah County, Oregon, approves the Head Start Policy Council recommendations as stated above.



Coordinated Communication Plan Policy and Procedure

§ 1302.50(b)(6) Family engagement.

(b) Family engagement approach. A program must:

- (6) Implement procedures for teachers, home visitors, and family support staff to share information with each other, as appropriate and consistent with the requirements in part 1303 subpart C, of this chapter; FERPA; or IDEA, to ensure coordinated family engagement strategies with children and families in the classroom, home, and community.

Procedure

While working with families Head Start staff (to include Teachers, Family Services Workers, and administrators/managers) may determine that a family has multiple high needs. As such it is important that all staff coordinate communication to ensure that all stakeholders are working together for the success of the family and child(ren). Staff also work to develop a strong communication plan in order to prevent overwhelming the family and/or possible retraumatization.

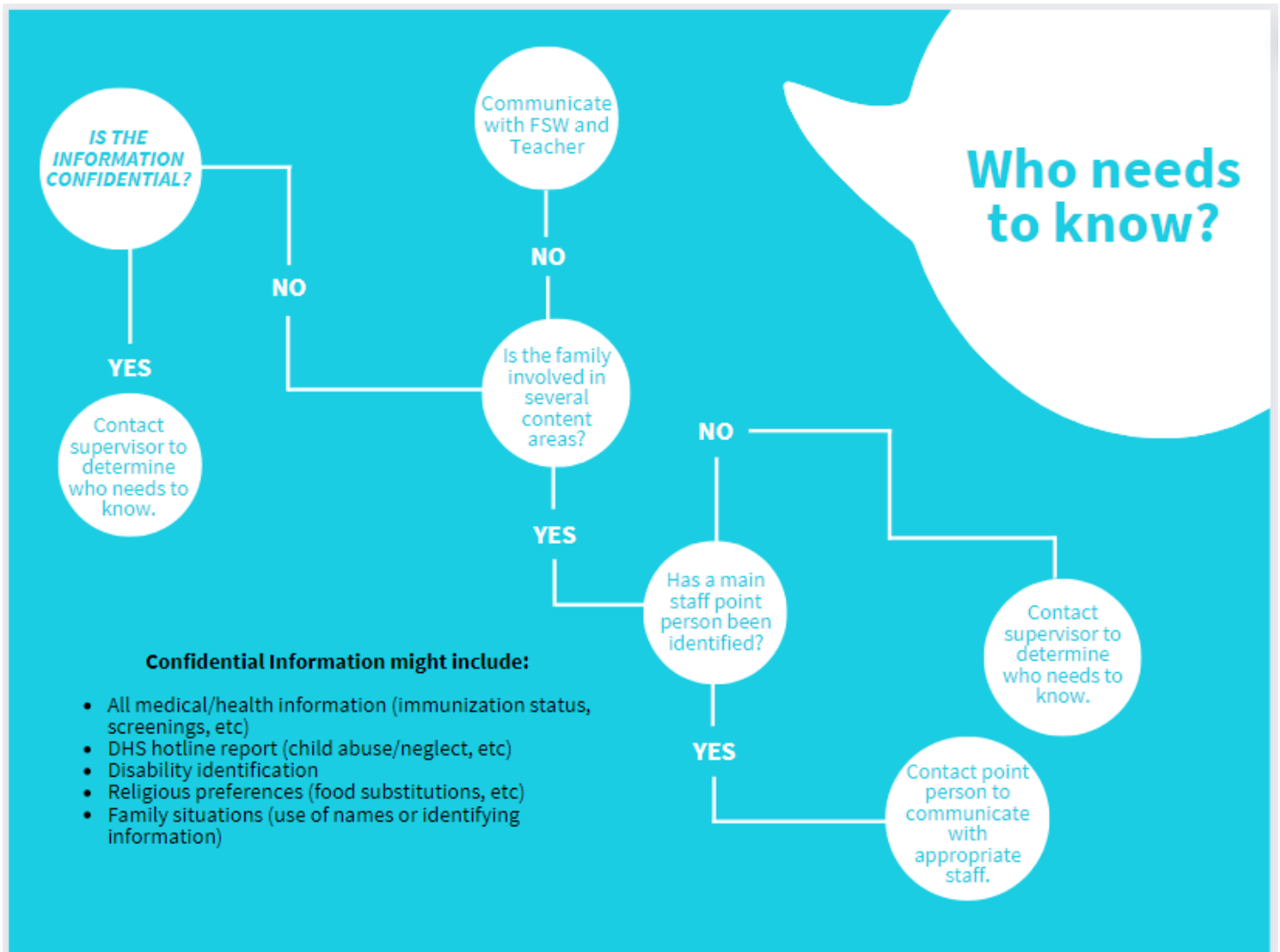
If a family is identified as having multiple high needs and/or are engaged with multiple services areas within the program, staff can request a communication planning meeting. This will be an internal meeting to include all stakeholders (ie. Teacher, FSW, Family Services Manager, Inclusion Manager, Mental Health Consultant, etc). During this meeting the team will develop a communication plan, and identify a communication point person, in order to streamline communication with the family.

A staff person can request a separate planning meeting with the team, or include development of a plan during another meeting. Coordinated communication planning can occur during any of the following:

1. **Coordinated Communication Plan meeting.** If staff feel a planning meeting is called for they can submit an IPR to their direct supervisor in order to begin the process of scheduling with all stakeholders.
2. **Family staffings.** Staffings take place once a year in January. Completion of staffings will be monitored by Family Service Manager and Education Supervisors. All information would be documented in ChildPlus in the Family Services tab under an event titled "Family Staffing".
3. **Student Intervention Team (SIT) meetings.** SIT meetings are requested in response to identified high needs, typically in the classroom or related to attendance, and are designed to bring staff and caregivers together to form a plan to help the child be successful.
4. **Kindergarten Transition Planning.** Head Start staff will engage in multiple activities to support caregivers in advocating for a positive Kindergarten transition when applicable. Some of these activities include sharing developmental information, hosting Kindergarten Transition parent workshops, completing a Child-Centered Plan to be shared with Kindergarten teachers, etc.
5. **Notification of Special Education referrals and eligibility.** Family Service Workers and Teachers will be notified of all children who are eligible and in referral for special education services. All information will be documented in ChildPlus and documentation will be kept in a locked cabinet. Community-based support and services will be sent out on a regular basis and documented in the Family Services Section.

Communication Decision Flow Chart

In an effort to support communication of potentially confidential information the following flow chart will be utilized before and/or during planning. If at any point staff are unsure if information should be shared, or who it should be shared with, they will reach out to their direct supervisor.



Confidential Information might include:

- All medical/health information (all health information is protected [under HIPAA](#)-immunization status, screenings, medications, etc)
- DHS hotline report (child abuse/neglect, etc)
- Disability identification
- Religious preferences (food substitutions, etc)
- Family situations (use of names or identifying information)

*Please see Safety Practices Policy and Procedure (1302.47) for specific procedures for reporting suspected child abuse and neglect. All staff who make a report will receive follow up support from their direct supervisor, Family Services Manager, and Mental Health Manager as needed.



Robert Colombini
Regional Program Manager
Office of Head Start

Subject: Coordinated Communication Plan policy

Dear Mr. Robert Colombini,

Portland Public Schools Head Start Governing Board has approved the program's Coordinated Communication Plan policy.

The signature below is confirmation the Head Start Governing Board has approved this request.

Thank you.

Head Start Director

Date

Governing Board Chair

Date



Robert Colombini
Regional Program Manager
Office of Head Start

Subject: Coordinated Communication Plan policy

Dear Mr. Robert Colombini,

Portland Public Schools Head Start Policy Council has approved the program's Coordinated Communication Plan policy.

The signature below is confirmation the Head Start Policy Council has approved this request.

Thank you,

Head Start Director

Date

6/20/2023

Policy Council Chair

Date

6/21/2023



Parent Policy Council Minutes

6-13-23

Info	Warm Welcome Agenda Overview In Attendance: Loni Blankers, Huynh Pool, McKenna Lebens, Stephanie Hardy, Vanessa Byrd, Kim Richards, Guille Cruz Battista, Adam Pool, Mariana Parra	Chair - Loni	5 min
Action	Minutes: Review and approve minutes from May meeting Note: The Teacher Appreciation item was not completed. Motion: Huynh Second: Kim Votes: 7 approved	Secretary - Vanessa/ Jessica	5 min
Action	Treasurer's Report - Everything looks in order and will be reconciled at the end of the year. Corrections on the treasurer's report: Change April to May. Motion: Huyhn Second: Kim Votes: 7 approved	Treasurer - McKenna	5 min
Action	Director's Report - Robert shared a summary of the report. - Program self-assessment is still ongoing and will pick up again in September - review data to find areas of strength and growth. Work will develop our next five-year program goals. - Program was at 85% enrollment as of June 5, 2023.	Robert	10 min

	<p>- We have 105 children referred for Mental Health Services, most from the request of families. No formal Policy Council Meetings scheduled in the summer. Dana Stiles will come on board in July.</p> <p>Motion: Guille Second: Kim Votes: 7 approved</p>		
Action	<p>Federal grant application; due August 1; need PC approval to apply</p> <p>Motion: Kim Second: Vanessa Votes: 7 approved</p>	Robert	5 min
Action	<p>Health Policies - Performance Standards were made more clear and accessible. No major changes to the standards were made, except that health screenings are made through the family workers rather than a google survey to avoid errors.</p> <p>A parent asked for a summary of the policy of each performance standard to help with readability at the top of each policy (for parents). Include more gender neutral language.</p> <p>Motion: Huynh Second: Kim Votes: 7 approved</p>	Keely and Nikki	20 min
Action	<p>Coordinated Communication Plan Policy - This is a new policy and procedure to make it clear on how medical/health is communicated to keep student and family information confidential.</p> <p>Parent recommendations: Add "confidential" in the title of the policy to make it clear the intent of the policy. Should there be a NO connected to "Is the family involved in several content areas"?</p> <p>Important to make sure it's clear how staff and teachers will be supported when they need to communicate difficult information (i.e., mental health follow up).</p>	Keely	5 min

	<p>Include a statement about HIPPA.</p> <p>Include a definition of "content area" for clarity.</p> <p>Motion tabled until recommendations are incorporated</p> <p>Motion: Kim Second: Huynh Votes: 7 approved</p>		
Info	<p>Parent Engagement (Policy Council and at sites)</p> <p>Previously, Family workers would station outside of the classroom and that was really helpful. Offer more raffle prizes to motivate and spark interest of parents to come. Family workers would come to PC meetings and help create comfort and trust for families. Include community building, food, cultural sharing with the group. Translation services. Offer meetings during pick up and drop off at different sites so all schools feel included in the council. Meet in a classroom with AV ability so we can see who is online (maybe live streaming?). Have the meetings hosted at different sites with a high level agenda for the parents, more accessible to parents. Relationships centered in the meetings. Create forms to survey how parents want to engage.</p>	Guille/all	15 min
Info	<p>PK-12 - SELECT FAMILY ADVISORY COUNCIL ON EDUCATION MEMBERS BY 6/16</p> <p>In the fall of 2023, we are launching a Family Advisory Council on Education (FACE). This new council is a great opportunity for family members, parents, and caregivers to participate in conversations about PPS' educational program. The Council is a space to provide input to proposed, new, and/or ongoing academic and instructional initiatives and engage in conversations with Chief Academic Officer Kimberlee Armstrong.</p> <p>By June 16th, each PPS school has the opportunity to select one family member to represent their community through this form.</p> <p>We recommend that this person is selected from your School Site Council, but they can also be a</p>	Robert	5 min

	<p>family member from the broader school community. Participation is a one year commitment and we will revisit composition and structure of the group each year. Please see this Flier and the embedded Charter link for more information. Thank you!</p> <p>Kimberlee Armstrong, CAO, karmstrong@pps.net</p> <p>Mariana and Kim asked for more information.</p>		
Info	Teacher/Staff Appreciation	McKenna	10 min
Info	<p>Art Enrichment Funds - The early learning department had to drop 2.5 FTE enrichment teachers due to budget issues. Head Start picked up 2.0 FTE with own funds. Unable to restore .5 FTE due to competing demands, including aligning to district rollout of school-based coaches. Made a decision to meet multiple needs. Looking to create an "Artist in Residency" option to help supplement the .5 FTE, with the hope there will be increased funding from the State legislature in the future.</p> <p>Is there extra grant funding to bring back the .5 FTE that the parents can help look for? Robert will look into it.</p>	McKenna	10 min
Info	New Business: none	Chair - Loni	5 min
	Adjournment	Chair - Loni	1 min
<p>Next Meeting: the next meeting will be held over the summer if there are urgent items for the Parent Policy Council to address. Rhiannon and the new Director will remain connected with current Policy Council members until a new Board of officers is elected in October.</p>			

RESOLUTION No. 6741

Approval of Head Start Policy Council Recommendation

RECITALS

- A. Federal requirements call for the Governing Board of a Head Start program to approve recommendations for the program.
- B. The Board of Directors for Portland Public Schools serves as the Governing Board for the PPS Head Start Program.
- C. Portland Public Schools Head Start Parent Policy Council recommends the approval for PPS Head Start to apply for Fiscal Year 2024 Federal Grant funds.

RESOLUTION

The Board of Directors for Portland Public Schools, School District No. 1J, Multnomah County, Oregon, approves the Head Start Policy Council recommendations as stated above.



STAFF REPORT

Date: June 20, 2023

To: PPS School Board

From: Dr. Kimberlee Armstrong, Chief Academic Officer
Dr. Emily Glasgow, Senior Director of PK-5 Core Academics
Dr. Robert D. Cantwell, Principal/Director of Head Start

Subject: Head Start Action Items

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.

Resolution 1: 2023-2024 Federal Grant Application

Board approval is required to apply for continuation of grant funds (\$6,237,131) for Fiscal Year 2024. The Head Start Parent Policy Council approved PPS Head Start applying for these funds on June 13, 2023. Application is due August 1, 2023. A Board Letter of Approval and Resolution are requested.

Resolution 2: Updated Health Policies

Policies and procedures need to be captured in writing and approved by Policy Council and the Governing Body. Current Head Start procedures in the Health Service area are now captured in policy and serve to make the Head Start Program Performance Standards more clear and accessible. A Board Letter of Approval and Resolution are requested.

Resolution 3: Coordinated Communication Plan Policy

Policy created to ensure strong coordination between staff members when an enrolled family interacts with multiple service areas. 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

Resolution 1. 2023-2024 Federal Grant application enables the program to secure approximately half the funding it needs to operate under its current structure.

Resolution 2. Health Policies - No financial impact

Resolution 3. Coordinated Communication Plan Policy - No financial impact

COMMUNITY ENGAGEMENT (IF APPLICABLE)

PPS Head Start Parent Policy Council reviewed, provided input, and approved these actions on June 13, 2023 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.

Portland Public Schools' vision is this: Every student, every teacher, and every school succeeding. The school district's mission is that every student by name is prepared for college, career, and participation as an active community member, regardless of race, income, or zip code. The Board adopted the following four priorities for the 2018-19 school year to move the school district toward the above aspirations:

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STAFF RECOMMENDATION

Develop Board resolution and obtain signature approval of the Board Chair of the attached documents.

As a member of the PPS Executive Leadership Team, I have reviewed this staff report.

KA (Initials)

Dr. Kimberlee Armstrong

ATTACHMENTS

All Three Resolutions

A. 6.13.23 PC Minutes

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Resolution 3: Coordinated Communication Plan Policy

- P. Coordinated Communication Plan Policy Board Resolution
- Q. Coordinated Communication Plan Policy Council Approval Letter
- R. Coordinated Communication Plan Policy Board Approval Letter
- S. Coordinated Communication Plan Policy



PORTLAND PUBLIC SCHOOLS

Head Start Program

4800 NE 74th Avenue Portland, OR
97218

503-916-5724 • Fax: 503-916-2670

Robert Colombini
Regional Program Manager
Office of Head Start

Subject: Application for Federal Grant Renewal FY2024

Dear Mr. Robert Colombini,

Portland Public Schools Head Start Governing Board has approved the program's application for the Fiscal Year 2024 Federal Grant renewal.

The signature below is confirmation the Head Start Governing Board has approved this request.

Thank you.

Head Start Director

6/15/2023
Date

Governing Board Chair

Date



Robert Colombini
Regional Program Manager
Office of Head Start

Subject: Application for Federal Grant Renewal FY2024

Dear Mr. Robert Colombini,

Portland Public Schools Head Start Policy Council has approved the program's application for the Fiscal Year 2024 Federal Grant renewal.

The signature below is confirmation the Head Start Policy Council has approved this request.

Thank you,

Head Start Director

6/15/2023
Date

Policy Council Chair

6/21/2023
Date



Parent Policy Council Minutes

6-13-23

Info	<p>Warm Welcome Agenda Overview In Attendance: Loni Blankers, Huynh Pool, McKenna Lebens, Stephanie Hardy, Vanessa Byrd, Kim Richards, Guille Cruz Battista, Adam Pool, Mariana Parra</p>	Chair - Loni	5 min
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Info	New Business: none	Chair - Loni	5 min
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<p>Next Meeting: the next meeting will be held over the summer if there are urgent items for the Parent Policy Council to address. Rhiannon and the new Director will remain connected with current Policy Council members until a new Board of officers is elected in October.</p>			

RESOLUTION No. 6742

Approval of Head Start Policy Council Recommendation

RECITALS

- A. Federal requirements call for the Governing Board of a Head Start program to approve recommendations for the program.
- B. The Board of Directors for Portland Public Schools serves as the Governing Board for the PPS Head Start Program.
- C. Portland Public Schools Head Start Parent Policy Council recommends the approval of Head Start's updated health policies.

RESOLUTION

The Board of Directors for Portland Public Schools, School District No. 1J, Multnomah County, Oregon, approves the Head Start Policy Council recommendations as stated above.



STAFF REPORT

Date: June 20, 2023

To: PPS School Board

From: Dr. Kimberlee Armstrong, Chief Academic Officer
Dr. Emily Glasgow, Senior Director of PK-5 Core Academics
Dr. Robert D. Cantwell, Principal/Director of Head Start

Subject: Head Start Action Items

BACKGROUND

- A. Federal requirements call for the Governing Board of Head Starts to approve recommendations and reports for the program.
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Resolution 1: 2023-2024 Federal Grant Application

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Resolution 2: Updated Health Policies

Policies and procedures need to be captured in writing and approved by Policy Council and the Governing Body. Current Head Start procedures in the Health Service area are now captured in policy and serve to make the Head Start Program Performance Standards more clear and accessible. A Board Letter of Approval and Resolution are requested.

Resolution 3: Coordinated Communication Plan Policy

Policy created to ensure strong coordination between staff members when an enrolled family interacts with multiple service areas. 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

Resolution 1. 2023-2024 Federal Grant application enables the program to secure approximately half the funding it needs to operate under its current structure.

Resolution 2. Health Policies - No financial impact

Resolution 3. Coordinated Communication Plan Policy - No financial impact

COMMUNITY ENGAGEMENT (IF APPLICABLE)

PPS Head Start Parent Policy Council reviewed, provided input, and approved these actions on June 13, 2023 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.

Portland Public Schools' vision is this: Every student, every teacher, and every school succeeding. The school district's mission is that every student by name is prepared for college, career, and participation as an active community member, regardless of race, income, or zip code. The Board adopted the following four priorities for the 2018-19 school year to move the school district toward the above aspirations:

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- Build management accountability systems and structures.
- Allocate budget, funding, and resources focused on improving outcomes for students.

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

STAFF RECOMMENDATION

Develop Board resolution and obtain signature approval of the Board Chair of the attached documents.

As a member of the PPS Executive Leadership Team, I have reviewed this staff report.

KA (Initials)

Dr. Kimberlee Armstrong

ATTACHMENTS

All Three Resolutions

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Resolution 3: Coordinated Communication Plan Policy

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- S. Coordinated Communication Plan Policy



Dental Exams and Follow Up

Performance Standard

1302.42

(c) Ongoing care.

(3) A program must facilitate and monitor necessary oral health preventive care, treatment and follow-up, including topical fluoride treatments. In communities where there is a lack of adequate fluoride available through the water supply and for every child with moderate to severe tooth decay, a program must also facilitate fluoride supplements, and other necessary preventive measures, and further oral health treatment as recommended by the oral health professional.

(d) Extended follow-up care.

(2) A program must develop a system to track referrals and services provided and monitor the implementation of a follow-up plan to meet any treatment needs associated with a health, oral health, social and emotional, or developmental problem.

Procedure

Multnomah County does not have fluoride in the public water, which increases the risk of tooth decay (cavities) in the community. Fluoride varnish is a safe, effective, and easy method to prevent tooth decay. Cavities can cause pain and infection, and can lead to a child possibly having problems with eating, speaking, and learning. Children with poor oral health are three times more likely to miss school as a result of dental needs (Jackson et al, 2011).

PPS Head Start will support families in the process of navigating the healthcare system to access follow up treatment of dental needs as soon as possible. Staff will assist families in identifying a dental home in the community for their child, and to apply for insurance if needed. Documentation of a dental screening or exam is needed within 90 days of a child's enrollment.

PPS Head Start partners with Dental3 (D3)/All Smiles, a non-profit organization that provides dental screenings and fluoride varnish applications by a licensed hygienist on site in classrooms for children with a consent form on file. If children are absent for screening or do not have consent, Family Service Workers (FSW) will work with families to obtain documentation from the child's dental home regarding the most recent exam.

Enrollment

- At enrollment, FSW will explain All Smiles (AS) services offered and provide the link to online consent form for parent/guardian to complete.
- Health Coordinator will receive consent forms online once parents complete them, and will attach into ChildPlus.

Dental Screening at Sites

- Teachers will be sent a sign-up form with time choices ahead of visit day.
- The AS staff will be accompanied by a Health Team staff with the consent forms for each class.
- Ideally, screenings are completed in the classroom in a small area with a chair and table if available.
- Classroom staff are asked to identify each child and send them to the screening area.
- Results forms will be left at the site for families on the same day.

Dental Follow Up

For children who are rated a “2” urgent dental need:

- Health Team will notify the FSW of screening results the same day.
 - FSW will make a same day phone call or face-to-face contact with parent/guardian alerting them of the need to make an urgent care dental appointment and assist parent/guardian in making dental appointment.
 - If a child does not have a dental home, the FSW will support the family to identify one as soon as possible. FSW can reach out to the Health Team if assistance is needed to find one in their dental plan.
 - If screening was done by an AS hygienist, AS will also contact family to facilitate follow up with a dental provider.
 - FSW will follow-up within two weeks to confirm appointment and/or treatment received.
 - FSW will document all communication with family as ‘actions’ in Dental Exam ChildPlus event.
 - FSW will note pertinent information such as date(s) of appointments, treatment(s) received and/or planned, how many more appts may be needed, support or resources given, etc.
- 5) FSW Manager and Health Team will monitor monthly.

For children who are rated a “1” dental need:

- 1) FSW will make a phone call or face-to-face contact with parent/guardian within 30 days to encourage and assist parent/guardians in making a dental appointment. If a child does not have a dental home, the FSW will support family to identify one as soon as possible.
- 2) FSW will follow-up monthly until treatment is received.
- 3) FSW will document all communication with family as ‘actions’ in Dental Exam ChildPlus event.
 - a. FSW will note pertinent information such as date(s) of appointments, treatment(s) received and/or planned, how many more appts may be needed, support or resources given, etc.
- 4) FSW Manager and Health Team will monitor monthly.

For children who need a dental screening or exam on file:

- 1) If a child is absent on a D3 site visit day or no consent is on file, FSW will communicate with family about the date of the child’s last dental visit, or if an appointment is scheduled.
 - a) If an appointment is scheduled, FSW will give parent dental exam form to be completed by dental provider at appointment, or ask for a summary at the visit.
 - b) If an appointment occurred recently and parent has no documentation, FSW will have family sign an Release of Information so records can be requested.
 - c) If an appointment has not been scheduled or occurred recently, FSW will work with the family to schedule an appointment as soon as possible.

Health Coordinator Data Entry:

- Go to the **Health Services Tab**
- Click on the **Events Tab**
- Click **Add Event**, then select **Dental Exam**
- **Event Date:** Enter the date the screening was completed
- **Expiration Date:** one year from the screening date

- Select a **Status**:
 - **Completed**
 - **Parent Refused Permission- Not Screened**
 - **Follow-up Needed** (if any concerns or follow up was noted, training is needed, form needed, etc.)
 - Change status to **'Follow Up Completed'** when no further action is needed
 - **Description**: Write in appropriate description
 - **Results**: Write an appropriate action needed (i.e., 'needs dental home', 'support requested', etc.)
 - **Agency Worker**: FSW name
 - Click **Save**
 - *Note: 'Actions' can be added in lieu of a new event for multiple exams with the same status during the program year.*
-

Family Service Worker Data Entry

FSW will document all communication and follow up as 'actions' in the child's Dental Exam event in ChildPlus.

- FSW will note pertinent information such as date(s) of appointments, treatment(s) received and/or planned, how many more appts may be needed, support or resources given, etc.
- **Click**: Add Action
- **Action Type**: Choose appropriate type
- **Scheduled Date**: LEAVE BLANK
- **Action Date**: Date follow up occurred
- **Description**: Write in what follow up was regarding
- **Status**: Choose an appropriate status
- **Action Notes**: **Click the clock**, document notes as needed
- **Agency Worker**: choose your name

(Jackson et al, 2011)

HSPS 1302.42(c)(3), 1302.42(d)(2)
CFOC 2.1.1.4



Health Exams

Performance Standard

1302.42 Child health status and care

(b) Ensuring up-to-date child health status. (1) Within 90 calendar days after the child first attends the program or, for the home-based program option, receives a home visit, with the exceptions noted in paragraph (b)(3) of this section, a program must:

(i) Obtain determinations from health care and oral health care professionals as to whether or not the child is up-to-date on a scheduled of age appropriate preventative and primary medical and oral health care, based on: the well-child visits and dental periodicity schedules as prescribed by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program of the Medicaid agency of the state in which they operate, immunization recommendations issues by the Centers for Disease Control and Prevention, and any additional recommendations from the local Health Services Advisory Committee that are based on prevalent community health problems.

(ii) Assist parents with making arrangements to bring the child up-to-date as quickly as possible; and, if necessary, directly facilitate provision of health services to bring the child up-to-date with parent consent as described in 1302.41(b)(1).

Children who are up to date on their well child exams are more likely to be caught up on immunizations, to have any ongoing health conditions caught early and better monitored, and to have access to specialist care if needed.

PPS Head Start will support families in the process of navigating the healthcare system to access care as soon as possible, if not already established. Documentation of a well child exam is needed within 90 days of a child's enrollment.

Family Service Workers will communicate with families around the importance of their child establishing primary care with a medical provider, and support as needed to obtain needed documentation for Head Start requirements.

Family Service Worker (FSW) Responsibilities

- Family Service Workers are responsible for obtaining documentation around a child's last Health Exam/Well Child Exam (WCC) within 90 days of a child's enrollment date. Documentation should be sent to the Health Coordinator for data entry.
- FSW can assist families in several ways to get Health Exam information:
 - Ask if parent has documentation at home from last WCC
 - Give parent a blank Health Exam form if they have an upcoming appointment
 - Parent may be able to access child's medical records online, or may be interested in

learning how to if not already connected (*See Online Records Access script*)

- FSW can have parent sign Release of Information form so records can be requested from medical home
- FSW will follow the *'Health Documentation before Event' script* to track communications held with parents around follow up as 'actions' (appts scheduled, forms given, reminders, etc.)

Family Service Worker Data Entry

In the child's Health Exam event:

- **Click:** Add Action
- **Action Type:** Choose appropriate type
- **Scheduled Date:** LEAVE BLANK
- **Action Date:** Date follow up occurred
- **Description:** Write in what follow up was regarding
- **Status:** Choose an appropriate status
- **Action Notes:** **Click the clock**, document notes as needed
- **Agency Worker:** choose your name

Important= If no Health Exam documentation is on file yet, Health Exam event should have NO 'event date' or 'status' entered in the top portion.

Health Coordinator Data Entry

- Select **Services** tab in the upper left corner
- Click on the **child's name** from the list on the left, then
- Go to the **Health Services Tab**
- Click on the **Event Tab**
- Click **Add Event**
 - Select **Health Exam**
 - **Event Date:** Enter date of the exam
 - **Expires:** Will auto-populate for 18 months from date of exam
 - Select a **Status:**
 - **Completed**
 - **Follow- Up Needed** (*If there is anything that needs additional attention or follow up*)
 - **Description:** Type a description of the document (WCC, etc.)
 - **Results:** Type in an appropriate result ('no concerns', 'due for new exam', etc.)
 - **Agency Worker:** Family Service Worker's name
 - **Event Notes:** **Click the clock** then enter notes into the notes section if needed
 - Click **Save**
 - Attach document in 'Attachments' tab as 'Health Exam'



Health History/Nutrition Screening

Performance Standards

1302.41 Collaboration and communication with parents.

- (a) For all activities described in this part, programs must collaborate with parents as partners in the health and well-being of their children in a linguistically and culturally appropriate manner and communicate with parents about their child's health needs and development concerns in a timely and effective manner.
 - (1) Obtain advance authorization from the parent or other person with legal authority for all health and developmental procedures administered through the program or by contract or agreement, and maintain written documentation if they refuse to give authorization for health services.

1302.42 Child health status and care.

- (a) *Source of health care.* (1) A program, within 30 calendar days after the child first attends the program or, for the home-based program option, receives a home visit, must consult with parents to determine whether each child has ongoing sources of continuous, accessible health care- provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care- and health insurance coverage.
 - (2) If the child does not have such a source of ongoing care and health coverage access or access to care through the Indian Health Service, the program must assist families in accessing a source of care and health insurance that will meet these criteria, as quickly as possible.
- (4) A program must identify each child's nutritional health needs, taking into account available health information, including the child's health records, and family and staff concerns, including special dietary requirements, food allergies, and community nutrition issues as identified through the community assessment or by the Health Services Advisory Committee.

Procedure

Family Service Workers (FSW) are responsible for completing the 'Health History/Nutrition' tab as part of the enrollment process. This will gather important health information, as well as capture the permission requirements for Head Start services.

Family Service Workers will assist families in identifying a medical and dental home in the community for their child, and to apply for insurance if needed.

- o FSWs will ask parents/guardians these questions for each enrolled child's ChildPlus file (*see instructions below*).
- o Once the FSW saves the event, the Health Coordinator will review and create the

correlating events as needed (Health History, Health Insurance, Nutrition, Medical Home, Dental Home, etc.).

- o This tab is completed every year- at enrollment for new children, and annually for returning children.

Family Service Worker Data Entry Steps:

- Open ChildPlus
- Select **Services** tab in the upper left corner
- Click on the **child's name** from the list on the left, then
- Go to the **Health Tab**
- Click on the **Health History/Nutrition Tab**
- Click on **Add Health History/Nutrition**
- **Date of Assessment:** Enter date the assessment was completed with the parent
- **Family Service Worker:** Choose your name from the drop down menu
- **Parent/Guardian Name:** Type the name of the parent who answered the questions
- **Informed Consent** section: Choose Agree or Do Not Agree
- **Health Insurance Information** section: Complete all areas. Click the clock and add any additional notes as needed.
 - o Medical Home- location where the child goes for well child exams; primary care doctor
 - o Dental Home- location where the child goes for routine dental exams; dentist
 - o *Note: it is important that we gather the correct medical and dental home information.*
 - *This would be used in case of an emergency, and will appear on the 1520 reports for classroom staff. Email the Health Coordinator if you need help to find the correct clinic.*
 - o Date of Last Well Child Exam & Last Dental Exam: Write in approximate date, if known
 - If appointment was within the past year:
 - Does parent have documentation at home? Or are they able to access child's records online? See 'Online Records' script.
 - If not, Release of Information form is best way to get records we need on family's behalf.
 - If it has been over a year since the child's last appointment, or if there is an appointment scheduled already, give the parent a blank Health Exam form to bring to the next appointment.

- **Permissions** section: Choose 'Yes, I give consent' or 'No, I do not give consent' from parent's answer
 - *Note: Detailed descriptions are available here if the parent would like further information. These are all Head Start performance standards that are required, and many are done as a classroom activity (i.e., children may feel sad if they do not get to join others for screenings).*
 - **Health History** section: Check any appropriate boxes for health conditions/concerns, or 'None'. Click the clock and add any additional notes needed.
 - **Asthma** section: Choose yes or no from drop down questions, and add additional notes if needed.
 - **Allergy/Food Information** section: Complete all areas, and check any appropriate boxes. Add any additional notes in this section as needed.
 - **Nutrition** section: Complete all areas, and check any appropriate boxes. Add any additional notes in this section as needed.
 - Click **Save** on the top right
-

Family Service Worker Follow Up

FSW will follow up on events with a status of 'Incomplete' (Medical Home, Health Insurance, Dental Home) or 'Follow Up Needed' (Nutrition).

FSW will add a new 'action' in the corresponding event each time communication occurs around follow up (phone call, resource given, appointment made, etc.)

- Health Insurance/Medical Home/Dental Home:
 - Email Health Coordinator when these are identified. HC will update status when information is received.
 - Nutrition:
 - FSW will utilize the shared 'Nutrition Resources' drive folder if family would like information on a particular topic
 - FSW will encourage family to apply for WIC services if child is not already enrolled (must be under age 5). Pregnant parents are also eligible for WIC.
 - FSW will complete an Internal Program Referral (IPR) to the Registered Dietician if a family requests additional support
-

Health Coordinator Responsibilities

- Health Coordinator will monitor newly completed Health History/Nutrition events. HC is responsible for reviewing all information answered, and creating appropriate events for

documentation of completion and/or follow up if needed. HC will refer results to Registered Nurse (RN) or Registered Dietician (RD) if further specialized follow up may be needed.

Health Coordinator Data Entry Steps

- Open ChildPlus
- Select **Services** tab in the upper left corner
- Click on the **child's name** from the list on the left
- Go to the **Health History/Nutrition** tab, click on most recent event. Review all answers completed by staff.
- Click **Save As Attachment** for a record of the assessment to be saved in child's CP file
- Go to the **Attachments** Tab
 - Click on the newly saved attachment titled 'Data Entry Screen Snapshot'
 - Click **Edit Details** on top right
 - **Service Area:** Health
 - **Attachment Type:** Health History/Nutrition
 - **Description:** Add notes around any permissions denied (Ex: 'Denied hearing'). If any permissions are denied, a green flag should also be added to the child's CP file with the details of the denial as well.
 - Click **Save**
- Go to the **Health Services Tab**
- Click on the **Event Tab**
- Click **Add Event**, then select:
 - **Health History** (sub groups Dental Home, Health Insurance, & Medical Home will automatically populate)
 - **Nutrition**
- **Event Date:** Enter the date the screening was completed
- Select a **Status:**
 - **Completed**
 - **Incomplete (not considered for requirements)** (For missing information)
- **Agency Worker:** FSW name
- Click **Save**
 - For 'Incomplete' event statuses, status of event should be changed to 'Completed' when information is received and event date should be changed to reflect.

Registered Nurse (RN) Data Entry: Chronic Health Conditions:

- RN will create events to document chronic health conditions, as well as ensure pertinent PIR questions are answered.
 - If a child has a diagnosed chronic condition, the appropriate PIR box should be chosen. A 'Follow Up' Action Type should be created so the 'Treatment Received for a Diagnosed Chronic Condition' box can be checked as well for PIR purposes. *See below for example.*
 - RN should also ensure that pertinent health information is listed in the 'Critical Health Notes' and 'Allergy Problems' areas of the 'Health Information' tab, and

any needed flags are selected on top of the child's CP file.

- Click **Add Event**, then select as needed:
 - **Asthma**
 - **Cardiac**
 - **Diabetes**
 - **Seizure**
- **Event Date:** Enter the date the HH screening was completed or information was received
- Select a **Status:**
 - **Completed**
 - **Medication in Classroom, Staff Trained**
 - **Ongoing** (if no medication needed in classroom)
 - **Follow-up Needed** (if any concerns or follow up was noted, training is needed, form needed, etc.)
 - Change status to **'Follow Up Completed'** when no further action is needed
 - **Description:** Write in appropriate description
 - **Results:** Write an appropriate action needed (i.e., 'RN to train staff', etc.)
- **Agency Worker:** FSW name
- **Event Notes:** Click the clock to add details as needed. 'Actions' can also be added for additional follow up.
- Click **Save**

Add Seizure

Event Date

Status: Medication in Classroom Staff Trained

Description: epilepsy

Results: Diazepam in classroom

Agency Worker:

Provider:

Provider Type:

Event Date:

Parental Notification: Parents/Guardians Notified

Who was notified:

By whom:

Date Notified:

Time Notified:

Event Notes:

Needs:

- Referral
- Follow-Up Assessment
- Formal Evaluation
- Treatment

Chronic Conditions:

- Diagnosed with a Chronic Condition - C.P.a
- Condition - C.B
- Did Not Receive Treatment - C.T.b
- Primary Reason - C.T.b

Actions

Action	Action Date	Description	Status	Agency Worker
12/2/22	12/2/22	Diazepam in classroom	Treatment Class/Staff Trained	



Hearing Screening

Performance Standard

1302.42 Child health status and care.

(b) Ensuring up-to-date child health status.

- (2) Within 45 calendar days after the child first attends the program or, for the home-based program option, receives a home visit, a program must either obtain or perform evidence-based vision and hearing screenings.

Procedure

Hearing screenings will be done using an OtoAcoustic Emission Screener (OAE), and results entered into ChildPlus. Parents receive results form after any/all screening and rescreening. In Head Start, the Health Team is responsible for hearing screenings.

1. Newly enrolled children will be screened within 45 days of their start date.
 - Pass = OAE indicates pass in both ears.
 - Rescreen = OAE indicates refer in one or both ears.
2. If a rescreen is needed, the child will be screened again within a few weeks to rule out effects of illness.
 - Pass= Follow up is complete.
 - Refer = OAE indicates refer on either or both ears at time of Rescreen.
3. If a child does not pass the second screening, a referral is made to the child's Primary Care Provider (PCP) for further evaluation.
 - Family Service Worker/Community Agent will follow up with the family about scheduling a medical appointment to address possible concerns, and document communication as 'actions' in the ChildPlus Hearing event.
4. Upon return from a PCP visit, if notes indicate no medical concerns but no additional hearing testing was done, the child will be screened again at the site with OAE.
 - Pass = OAE indicates pass on both ears.
 - Refer = OAE indicates refer on one or both ears.
5. If a referral is needed after the third screening, Head Start Program RN will coordinate referral to Audiologist or ENT in consultation with parents for Head Start children.
 - FSW/CA will be notified of any referral to Primary Care Provider/or ENT and/or Audiologist to offer family support as needed. FSW/CA communicates follow up and sends results to Health Team.

Data Entry Script

Health Coordinator Data Entry:

- Go to the **Health Services Tab**
 - Click on the **Events Tab**
 - Click **Add Event**, then select **Hearing**
 - **Event Date:** Enter the date the screening was completed
 - Select a **Status:**
 - **Absent on Screening Date** (for use when attempt was made at site but child was absent)
 - **Follow-up Needed** (refer results)
 - **Needs Re-Screening**
 - **No Consent Signed**
 - **Parent Refused Permission- Not Screened**
 - **Pass**
 - **Description:** Write in appropriate description (OAE)
 - **Results:** Write an appropriate action needed (i.e., 'refer', 'rescreen R ear')
 - **Agency Worker:** FSW/CA name
 - **Parental Notification:** Complete this section if a screening result was provided to family
 - Click the clock and add any pertinent notes as needed
 - Click **Save**
-
- If child passes a rescreen, change event status to 'PASS'
 - If follow up is needed from a medical provider (PCP, audiologist, etc), change status to 'follow up completed' when all appointments and any documentation are completed.
 - If child needed any type of treatment for hearing (such as placement of PE tubes, hearing aids, etc.), check 'Treatment Received' box in 'action' section of Hearing event, as well as 'Hearing problems' in the 'Chronic Conditions' section (*see below for example*).

Hearing



Event Date ^{PIR}

3/7/23

Status

Follow- Up Completed

Description

OAE

Results

wears hearing aids

Agency Worker

JACOBSEN, Elizabeth

Provider

Provider Type

Needs:

Referral

Follow-Up Assessment - C.28.a ^{PIR}

Formal Evaluation - C.28.a ^{PIR}

Treatment

Chronic Conditions:

Diagnosed with a Chronic Condition - C.8 ^{PIR}

Condition - C.9 ^{PIR}

Hearing problems

Did Not Receive Treatment - C.8.b ^{PIR}

Primary Reason - C.8.b ^{PIR}

Closed Date

Family Service Worker/Community Agent Data Entry:

For Hearing events with a 'Follow-Up Needed' status:

This is where you will be documenting your work and the progress if follow-up is needed. Add a new 'action' each time communication occurs around follow up (phone call, resource given, appointment made, etc.)

- Open the child's Vision event in ChildPlus
- **Click:** Add Action
- **Action Type:** Choose appropriate type
- **Scheduled Date:** LEAVE BLANK
- **Action Date:** Date follow up occurred
- **Description:** Write in what follow up was regarding
- **Status:** Choose an appropriate status
- **Action Notes:** **Click the clock**, document notes as needed
- **Agency Worker:** choose your name

1302.42(b)(2)

Caring for our Children (CFOC): [2.1.1.4](#). Monitoring Children's Development/Obtaining Consent for Screening



Hemoglobin and Lead Screening

Performance Standard

1302.42(d)(1)

(d) Extended follow-up care.

- (1) A program must facilitate further diagnostic testing, evaluation, treatment, and follow-up plan, as appropriate, by a licensed or certified professional for each child with a health problem or developmental delay, such as elevated lead levels or abnormal hearing or vision results that may affect child's development, learning, or behavior.

PPS Head Start Health Team incorporates hemoglobin (hgB) and Lead Oregon EPSDT standards to assess risks that may impact children's health and development.

Hemoglobin and Lead screening are both included on the PPS Health Exam form for the child's primary physician to complete as per Head Start requirements. (*See Health Exam Script*). Hemoglobin results could also be obtained from WIC if available, and Lead can be reported from MCHD Lead testing clinics.

Data Entry Script

Health Coordinator Data Entry:

- Go to the **Health Services Tab**
- Click on the **Events Tab**
- Click **Add Event**, then select **Hemoglobin** or **Lead**
- **Event Date:** Enter the date the screening was completed
- Select a **Status:**
 - **PASS**
 - **Follow-up Needed** (if results were abnormal)
 - **Description:** Write in appropriate description
 - **Results:** Write in result details
 - HC will complete an 'Internal Program Referral' (IPR) to Registered Nurse for follow up
- **Agency Worker:** FSW name
- Click **Save**

Registered Nurse (RN) Follow Up:

If information is received that a child had an abnormal lead or hemoglobin result, the HC will complete an IPR to the RN. The RN will follow up with family and/or child's primary care physician as needed.

- RN will document any communication around follow up or referrals as 'actions' in the corresponding event.
- Once follow up is complete, RN will change status to 'Follow Up Completed'.
 - If child received treatment for high lead levels or anemia, RN will also check the 'Treatment Received' box in the 'action' section as well as choose 'high lead level' or 'other' (for treatment around hemoglobin) in the 'Chronic Conditions' PIR box in the corresponding event.

Event Date ^{PIR}	3/13/23	Needs:	<input type="checkbox"/> Referral
Status	Follow- Up Completed	<input checked="" type="checkbox"/> Follow-Up Assessment	<input type="checkbox"/> Formal Evaluation
Description	lead	<input checked="" type="checkbox"/> Treatment	
Results	6- high	Chronic Conditions:	<input checked="" type="checkbox"/> Diagnosed with a Chronic Condition - C.8 ^{PIR}
Agency Worker	PULIDO, Carmela	Condition - C.9 ^{PIR}	High lead levels
Provider		<input type="checkbox"/> Did Not Receive Treatment - C.8.b ^{PIR}	
Provider Type		Primary Reason - C.8.b ^{PIR}	



Head Start

Medical Emergencies

Performance Standard

1302.41 Collaboration and communication with parents.

- (a) For all activities described in this part, programs must collaborate with parents as partners in the health and well-being of their children in a linguistically and culturally appropriate manner and communicate with parents about their child's health needs and development concerns in a timely and effective manner.
- (b) At a minimum, a program must:
 - (1) Obtain advance authorization from the parent or other person with legal authority for all health and developmental procedures administered through the program or by contract or agreement, and, maintain written documentation if they refuse to give authorization for health services; and,
 - (2) Share with parents the policies for health emergencies that require rapid response on the part of staff or immediate medical attention.

1302.4 Safety Practices.

- (a) A program must establish, train staff on, implement, and enforce a system of health and safety practices that ensure children are kept safe at all times. A program should consult *Caring for our Children Basics*, available at <https://www.acf.hhs.gov/ecd/caring-our-children-basics>, for additional information to develop and implement adequate safety policies and practices described in this part.
- (b) A program must develop and implement a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with §[1302.102](#), that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety. This system must ensure:
 - (4) *Safety training. (i) Staff with regular child contact.* All staff with regular child contact have initial orientation training within three months of hire and ongoing training in all state, local, tribal, federal and program-developed health, safety and child care requirements to ensure the safety of children in their care; including, at a minimum, and as appropriate based on staff roles and ages of children they work with, training in:
 - (D) Prevention and response to emergencies due to food and allergic reactions;
 - (G) Emergency preparedness and response planning for emergencies;
 - (J) First aid and cardiopulmonary resuscitation
 - (7) *Administrative safety procedures.* Programs establish, follow, and practice, as appropriate, procedures for, at a minimum:
 - (i) Emergencies

Policy or Procedure

Portland Public Schools Head Start strives to ensure a healthy and safe school experience, and has clear plans to address all health issues, including medical emergencies.



Procedure/Protocol

If a child has a medical emergency:

From PPS policy linked [here](#).

(1) Building Plan and Organization.

(a) Plan for Employee/Student Emergency Care and First Aid.

(A) All school and other district buildings shall have a definite plan of action to be followed in the event of an emergency to ensure the rapid provision of first aid or medical care to ill or injured students and school employees. The building administrator, in cooperation with other building personnel, shall be responsible for the development of the plan.

(B) A plan for the immediate response to life-threatening or major emergencies is of primary importance (See 2.a.)

(C) The building administrator shall inform the building personnel of the general emergency plan annually and, in the case of the school building, at the beginning of each school year before students are in attendance.

(2) Medical Information. 3.40.100- AD Portland Public Schools Page 3 of 5 Portland, Oregon

(a) Parents shall be asked to provide the school with medical information about their children, which may affect first aid treatment or emergency care to be given. Such information will be provided by parents on district registration forms.

(b) Staff members shall be asked to provide pertinent medical information concerning themselves for reference in an emergency.

(c) All such information shall be treated as confidential.

(2) Building Procedures.

(a) Medical Emergencies.

(A) "Major Medical Emergency" is when a major body function, breathing, heart, or consciousness has perceptibly declined; or head, neck, or back injury is suspected; or core body temperature has declined or heat stroke is suspected; or there are major burns; or there is a fracture of a major bone or a compound fracture or fracture of a facial bone.

1) Trained staff member will provide First Aid/ CPR and classroom or staff will notify office for help

2) 911 will be called immediately

3) Parent/Guardian will be contacted by staff. If possible, parent and EMS will communicate about the situation and transport decisions.

4) County-operated Emergency Medical Services (EMS) makes the final decision for site of best available care when serious illness, accident or other emergency event directs need for transporting to a hospital Emergency Department



Sick Child

Performance Standard

§ 1302.47(b)(7)(iii) Safety Practices

(b) A program must develop and implement a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with §1302.102, that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety. This system must ensure:

(7) Administrative safety procedures. Programs establish, follow, and practice, as appropriate, procedures for, at a minimum:

(iii) Protection from contagious disease, including appropriate inclusion and exclusion policies for when a child is ill, and from an infectious disease outbreak, including appropriate notifications of any reportable illness;

Policy

PPS Head Start promotes a healthy environment for children by responding to symptoms of illness and following county communicable disease guidelines.

Procedure

1. Staff meet children and parents as they enter the classroom and use this opportunity to check on health and other issues. Staff will utilize the Oregon Department of Education, Oregon Early Learning Division, and Multnomah County Public Health Department illness exclusion guidance to determine if a student should remain at school.
2. 2 (f) Procedures for Sending a Student Home.
 - (A) The principal or his/her designee shall be notified of the illness or injury. (B) The principal or his/her designee then notifies the parent of the child's condition; if the parent is not available, the principal/designee shall notify the parent's designee as indicated on the student's registration form. (C) The parent or parent's designee may call for the child or make arrangements for another responsible adult to take the child home. The school shall be informed as to whom the child is to be released. (D) The student shall be kept at school if the parent or parent's designee cannot be contacted. If conditions warrant immediate medical assistance, contact the School Nurse or refer back to the MESD Student Injury and Illness Manual, as appropriate. (E) The child shall be isolated if suspected of having a communicable disease.
3. Parents are to pick up children from the classroom for any condition outlined above. The child will not be allowed to return to the classroom if excluded for a rash without a written note from a Physician.
4. Students with a reportable diagnosed communicable disease (listed below) will be excluded from school. An MESD Student Communicable Information Form (SCIF) will be completed. Head Start Program Nurse will work with MESD and Multnomah County for further guidance.
 - a. Varicella (chicken pox), Pertussis (whooping cough), Measles, hMPXV (mpox), Meningitis,
5. Head lice are pests but not disease causing.

Procedures for Caring for a Sick Child

1. Isolate a child from the other children in a way that is nurturing to the child and as much as classroom/office space allows. When needed, provide the child with a resting mat to lay on while they are waiting. Be sure to sanitize the rest mat after use.
2. Determine if an excludable symptom is present.
 - a. Cough: RN to complete nursing assessment prior to exclusion
 - b. Staff may take the child's temperature if any signs of illness are present (fever is 100.3 and above)
3. Notify Education Supervisor ill child is being sent home
4. Call parents/guardians for student pick up.

1302.47(b)(7)(iii)

CFOC [3.6.1.1](#)/[3.6.1.4](#)



Vision Screening

Performance Standard

1302.42

(b) Ensuring up-to-date child health status.

- (2) Within 45 calendar days after the child first attends the program or, for the home-based program option, receives a home visit, a program must either obtain or perform evidence-based vision and hearing screenings.

Procedure

PPS Head Start promotes childhood vision by providing annual screenings with a Plusoptix vision screening machine. PPS partners with the OHSU Casey Eye ELKS, a local non-profit program that provides vision screenings as well as follow up for families who give consent. The ELKS assist in the beginning of the school year with vision screenings in classrooms, and reach out to families to offer support for children who had a 'refer' result.

Enrollment

- At enrollment, Family Service Workers/Community Agents (FSW/CA) will explain the Casey Eye/ Elks Preschool Vision Screening Program to the parent/guardian and complete the ELKS consent form..
 - Consent forms must be completed legibly and include complete address.
 - Parents check one of the boxes re: data collection study (yes/no) and sign. Those who check "yes" will also be offered referral follow up from Elks Vision Program/Casey Eye.
- Signed consent forms are kept on site in files per classroom, accessible during site visits.

Vision Screening at Sites

- Health Team will send Head Start Teachers a sign-up form with time choices ahead of visit day.
- The ELKS staff will be accompanied by a Health Team staff member, with the consent forms for each class.
- Ideally, screenings are completed in the classroom. The screener and the child each sit on chairs opposite each other, about four(4) feet apart.
 - Light may need to be dimmed in the classroom.
- Classroom staff are asked to identify children and send them to the screening area.
- Results forms will be left at the site for families on the same day.
- If a Head Start child is absent on screening day, Health Team staff will return to site on a later date for screening completion.

Results & Follow Up: Head Start Children

- Documentation of screening results will be provided to the family on the same day. If a child had a 'refer' result, a list of local possible vision providers that see pediatric patients will also be shared with

the family.

- If a child has a 'refer' result, Health Team staff will notify the FSW/CA and Teacher.
- FSW/CA will make a phone call or face-to-face contact with parent/guardian within one week to inform them of referral results and encourage them to schedule an appointment for a Dilated Vision exam.
 - FSW/CA will assist family in making appointment as needed.
 - If there are issues identified as part of follow up (i.e., payment for glasses), FSW/CA will contact the Health Team.
 - If screening was done by Casey Eye, ELKS will also contact family to facilitate follow up with a vision provider if permission was granted.
- FSW/CA will follow-up monthly until referral has been completed.
 - FSW/CA will document all communication with family as 'actions' in Vision ChildPlus event (*see data entry script below*). Identify clinic where the child is seen for appointment/treatment and appointment/treatment dates.
- FSW Manager and Health Team will monitor follow-up reports monthly.

Data Entry Script

Health Coordinator Data Entry:

- Go to the **Health Services Tab**
- Click on the **Events Tab**
- Click **Add Event**, then select **Vision**
- **Event Date:** Enter the date the screening was completed
- Select a **Status:**
 - **Absent on Screening Date** (for use when attempt was made at site but child was absent)
 - **Follow-up Needed** (refer results)
 - **Needs Re-Screening**
 - **No Consent Signed**
 - **Parent Refused Permission- Not Screened**
 - **Pass**
- **Description:** Write in appropriate description (ELKS, PhotoOptix, etc)
- **Results:** Write an appropriate action needed (i.e., 'refer')
- **Agency Worker:** FSW name
- **Parental Notification:** Complete this section if a screening result was provided to family
- Click the clock and add any pertinent notes as needed
- Click **Save**
- Check 'Treatment Received' box in 'action' section of Vision event, as well as 'Vision problems' in the 'Chronic Conditions' section, if glasses/another type of vision therapy were prescribed for child.
- Upload vision form into 'attachments' tab titled 'Vision Exam'

Family Service Worker/Community Agent Data Entry:

For Vision events with a 'Follow-Up Needed' status:

This is where you will be documenting your work and the progress if follow-up is needed. Add a new 'action' each time communication occurs around follow up (phone call, resource given, appointment made, etc.)

- Open the child's Vision Event in ChildPlus
- **Click:** Add Action
- **Action Type:** Choose appropriate type
- **Scheduled Date:** LEAVE BLANK
- **Action Date:** Date follow up occurred
- **Description:** Write in what follow up was regarding
- **Status:** Choose an appropriate status
- **Action Notes:** **Click the clock**, document notes as needed
- **Agency Worker:** choose your name

Status of Vision event can be changed to 'Follow Up Completed' when information is received that child was seen for a vision exam, and results are confirmed.



Robert Colombini
Regional Program Manager
Office of Head Start

Subject: Updated Health Policies

Dear Mr. Robert Colombini,

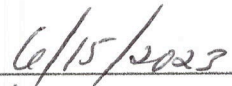
Portland Public Schools Head Start Governing Board has approved the program's updated health policies.

The signature below is confirmation the Head Start Governing Board has approved this request.

Thank you.



Head Start Director



Date

Governing Board Chair

Date



Robert Colombini
Regional Program Manager
Office of Head Start

Subject: Updated Health Policies

Dear Mr. Robert Colombini,

Portland Public Schools Head Start Policy Council has approved the program's updated health policies.

The signature below is confirmation the Head Start Policy Council has approved this request.

Thank you,



Head Start Director

6/15/2023

Date



Policy Council Chair

6/21/2023

Date



Parent Policy Council Minutes

6-13-23

Info	Warm Welcome Agenda Overview In Attendance: Loni Blankers, Huynh Pool, McKenna Lebens, Stephanie Hardy, Vanessa Byrd, Kim Richards, Guille Cruz Battista, Adam Pool, Mariana Parra	Chair - Loni	5 min
Action	Minutes: Review and approve minutes from May meeting Note: The Teacher Appreciation item was not completed. Motion: Huynh Second: Kim Votes: 7 approved	Secretary - Vanessa/ Jessica	5 min
Action	Treasurer's Report - Everything looks in order and will be reconciled at the end of the year. Corrections on the treasurer's report: Change April to May. Motion: Huyhn Second: Kim Votes: 7 approved	Treasurer - McKenna	5 min
Action	Director's Report - Robert shared a summary of the report. - Program self-assessment is still ongoing and will pick up again in September - review data to find areas of strength and growth. Work will develop our next five-year program goals. - Program was at 85% enrollment as of June 5, 2023.	Robert	10 min

	<p>- We have 105 children referred for Mental Health Services, most from the request of families. No formal Policy Council Meetings scheduled in the summer. Dana Stiles will come on board in July.</p> <p>Motion: Guille Second: Kim Votes: 7 approved</p>		
Action	<p>Federal grant application; due August 1; need PC approval to apply</p> <p>Motion: Kim Second: Vanessa Votes: 7 approved</p>	Robert	5 min
Action	<p>Health Policies - Performance Standards were made more clear and accessible. No major changes to the standards were made, except that health screenings are made through the family workers rather than a google survey to avoid errors.</p> <p>A parent asked for a summary of the policy of each performance standard to help with readability at the top of each policy (for parents). Include more gender neutral language.</p> <p>Motion: Huynh Second: Kim Votes: 7 approved</p>	Keely and Nikki	20 min
Action	<p>Coordinated Communication Plan Policy - This is a new policy and procedure to make it clear on how medical/health is communicated to keep student and family information confidential.</p> <p>Parent recommendations: Add "confidential" in the title of the policy to make it clear the intent of the policy. Should there be a NO connected to "Is the family involved in several content areas"?</p> <p>Important to make sure it's clear how staff and teachers will be supported when they need to communicate difficult information (i.e., mental health follow up).</p>	Keely	5 min

	<p>Include a statement about HIPPA.</p> <p>Include a definition of "content area" for clarity.</p> <p>Motion tabled until recommendations are incorporated</p> <p>Motion: Kim Second: Huynh Votes: 7 approved</p>		
Info	<p>Parent Engagement (Policy Council and at sites)</p> <p>Previously, Family workers would station outside of the classroom and that was really helpful. Offer more raffle prizes to motivate and spark interest of parents to come. Family workers would come to PC meetings and help create comfort and trust for families. Include community building, food, cultural sharing with the group. Translation services. Offer meetings during pick up and drop off at different sites so all schools feel included in the council. Meet in a classroom with AV ability so we can see who is online (maybe live streaming?). Have the meetings hosted at different sites with a high level agenda for the parents, more accessible to parents. Relationships centered in the meetings. Create forms to survey how parents want to engage.</p>	Guille/all	15 min
Info	<p>PK-12 - SELECT FAMILY ADVISORY COUNCIL ON EDUCATION MEMBERS BY 6/16</p> <p>In the fall of 2023, we are launching a Family Advisory Council on Education (FACE). This new council is a great opportunity for family members, parents, and caregivers to participate in conversations about PPS' educational program. The Council is a space to provide input to proposed, new, and/or ongoing academic and instructional initiatives and engage in conversations with Chief Academic Officer Kimberlee Armstrong.</p> <p>By June 16th, each PPS school has the opportunity to select one family member to represent their community through this form.</p> <p>We recommend that this person is selected from your School Site Council, but they can also be a</p>	Robert	5 min

	<p>family member from the broader school community. Participation is a one year commitment and we will revisit composition and structure of the group each year. Please see this Flier and the embedded Charter link for more information. Thank you!</p> <p>Kimberlee Armstrong, CAO, karmstrong@pps.net</p> <p>Mariana and Kim asked for more information.</p>		
Info	Teacher/Staff Appreciation	McKenna	10 min
Info	<p>Art Enrichment Funds - The early learning department had to drop 2.5 FTE enrichment teachers due to budget issues. Head Start picked up 2.0 FTE with own funds. Unable to restore .5 FTE due to competing demands, including aligning to district rollout of school-based coaches. Made a decision to meet multiple needs. Looking to create an "Artist in Residency" option to help supplement the .5 FTE, with the hope there will be increased funding from the State legislature in the future.</p> <p>Is there extra grant funding to bring back the .5 FTE that the parents can help look for? Robert will look into it.</p>	McKenna	10 min
Info	New Business: none	Chair - Loni	5 min
	Adjournment	Chair - Loni	1 min
<p>Next Meeting: the next meeting will be held over the summer if there are urgent items for the Parent Policy Council to address. Rhiannon and the new Director will remain connected with current Policy Council members until a new Board of officers is elected in October.</p>			

RESOLUTION No. 6744

Resolution to approve a Cost of Living Adjustment for Non-Represented Employees for Fiscal Year
2023-2024

RECITALS

1. On June 13, 2023, the Board of Education adopted an operating budget for the District for the 2023-2024 fiscal year. The budget includes funds for a COLA for eligible non-represented employees.
2. Consistent with the adopted budget, the Superintendent recommends a 3.0% cost-of-living-adjustment (COLA) for non-represented employees. The cost of the recommended COLA is within the amount budgeted in the Board-adopted operating budget.

RESOLUTION

The Board authorizes a COLA for eligible non-represented employees for the 2023-24 fiscal year consistent with the Superintendent's recommendation and the Board-adopted budget.

RESOLUTION No. 6745Expenditure Contracts that Exceed \$150,000 for Delegation of Authority**RECITAL**

Portland Public Schools (“District”) Public Contracting Rules PPS-45-0200 (“Authority to Approve District Contracts; Delegation of Authority to Superintendent”) requires the Board of Education (“Board”) enter into contracts and approve payment for products, materials, supplies, capital outlay, equipment, and services whenever the total amount exceeds \$150,000 per contract, excepting settlement or real property agreements. Contracts meeting this criterion are listed below.

RESOLUTION

The Superintendent recommends that the Board approve these contracts. The Board accepts this recommendation and by this resolution authorizes the Deputy Clerk to enter into the following agreements.

NEW CONTRACTS

Contractor	Contract Term	Contract Type	Description of Services	Contract Amount	Responsible Admin, Funding Source	Certified Business
Northwest Control Company, Inc.	8/9/23 through 8/9/26	Flexible Services Contractor Pool FSCP 93524	Boiler and HVAC repairs and upgrades on an as-needed basis. Request for Proposals 2023-026	Not to Exceed \$3,000,000	D. Jung Funding Source Varies	No
Yadon Mechanical, LLC	8/9/23 through 8/9/26	Flexible Services Contractor Pool FSCP 93528	Boiler and HVAC repairs and upgrades on an as-needed basis. Request for Proposals 2023-026	Not to Exceed \$3,000,000	D. Jung Funding Source Varies	MBE
Ainsworth, Inc.	8/9/23 through 8/9/26	Flexible Services Contractor Pool FSCP 93535	Boiler and HVAC repairs and upgrades on an as-needed basis. Request for Proposals 2023-026	Not to Exceed \$3,000,000	D. Jung Funding Source Varies	No
Hydro-Temp Mechanical, Inc	8/9/23 through 8/9/26	Flexible Services Contractor Pool FSCP 93511	Boiler and HVAC repairs and upgrades on an as-needed basis. Request for Proposals 2023-026	Not to Exceed \$3,000,000	D. Jung Funding Source Varies	No
Basic Fire Protection, Inc.	8/9/23 through 8/8/26	Services S 93513	Fire system inspection and correction at all sites. Request for Proposals 2023-022	\$950,000	D. Jung Fund 101 Dept. 5592	No
Sevla Transportation, LLC	8/9/23 through 7/31/28	Services S 93597	Transportation services for students who are unable to be served by a school bus and as determined by their IEP. Approved Special Class Procurement – Secure Specialized Transportation PPS-47-0288(19)	Not to Exceed \$3,000,000	D. Jung Funding Source Varies	No
PDX Cloud Transport, LLC	8/9/23 through 7/31/28	Services S 93584	Transportation services for students who are unable to be served by a school bus and as determined by their IEP. Approved Special Class Procurement – Secure Specialized Transportation PPS-47-0288(19)	Not to Exceed \$2,500,000	D. Jung Funding Source Varies	No
Assist Services, Inc.	8/9/23 through 7/31/28	Services S 93700	Transportation services for students who are unable to be served by a school bus and as determined by their IEP. Approved Special Class Procurement – Secure Specialized Transportation PPS-47-0288(19)	Not to Exceed \$600,000	D. Jung Funding Source Varies	No

Peace in Schools	8/9/23 through 6/30/24	Personal Services PS 93621	Mindfulness class for eight high schools for the 23-24 school year. Direct Negotiation – Unique Knowledge and/or Expertise PPS-46-0525(4)	\$163,300	K. Armstrong Fund 101 Dept. 5465	NA - Nonprofit
PAE Consulting Corp.	8/9/23 through 1/31/25	Personal Services PS 93572	Create a decarbonization roadmap to help the District understand how best to prioritize a variety of greenhouse gas emissions reductions measures. Request for Proposals 2023-001	\$445,900	D. Jung Fund 205 Dept. 5540 Grant G2094	No
Miller Nash Graham Dunn LLP	8/9/23 through 6/30/25	Legal Services LS 93702	Legal services on an as-needed basis.	\$350,000	L. Large Fund 101 Dept. 5460	No
Northwest Textbook Depository Co.	8/9/23	Purchase Order PO 165266	Purchase of student materials for MidSchool Math curriculum adoption. Special Class Procurement – Copyrighted Materials and Creative Works PPS-47-0288(4)	\$200,379	K. Armstrong Fund 191 Dept. 5445 Project H0315	No

*A Certified Business is a for-profit business certified as a Minority-Owned Businesses (MBE), Women-Owned Businesses (WBE), Emerging Small Businesses (ESB), and/or Service-Disabled Veteran Businesses (SDV) by the State of Oregon Certification Office for Business Inclusion and Diversity.

NEW COOPERATIVE PURCHASING AGREEMENTS

Contractor	Contract Term, Renewal Options	Administering Contracting Agency	Description of Goods or Services	Estimated Spend During Contract Term	Responsible Administrator, Funding Source	Certified Business
SHI International	8/9/23 through 9/30/25	OMNIA Partners COA 93598	Purchase of software products for District-wide use.	\$2,000,000	D. Wolff Funding Source Varies	No

NEW INTERGOVERNMENTAL AGREEMENTS (“IGAs”)

Contractor	Contract Term	Contract Type	Description of Services	Contract Amount	Responsible Administrator, Funding Source
Portland State University	7/1/23 through 6/30/24	Intergovernmental Agreement IGA 93660	Senior Inquiry college credit courses for Jefferson, McDaniel, & Roosevelt.	\$295,650	K. Armstrong Fund 205 Dept. 5438 Grant G2298

AMENDMENTS TO EXISTING CONTRACTS

NO NEW AMENDMENTS

RESOLUTION No. 6747Revenue Contracts that Exceed \$150,000 Limit for Delegation of Authority**RECITAL**

Portland Public Schools (“District”) Public Contracting Rules PPS-45-0200 (“Authority to Approve District Contracts; Delegation of Authority to Superintendent”) requires the Board of Education (“Board”) to enter into and approve all contracts, except as otherwise expressly authorized. Contracts exceeding \$150,000 per contractor are listed below.

RESOLUTION

The Superintendent recommends that the Board approve these contracts. The Board accepts this recommendation and by this resolution authorizes the Deputy Clerk to enter into the following agreements.

NEW REVENUE CONTRACTS

No New Revenue Contracts

NEW INTERGOVERNMENTAL AGREEMENTS / REVENUE (“IGA/Rs”)

Contractor	Contract Term	Contract Type	Description of Services	Contract Amount	Responsible Administrator, Funding Source
U.S. Dept of Education	10/1/23 through 9/30/28	Intergovernmental Agreement / Revenue IGA/R 93659	Multi year federal award to provide statewide technical assistance, consultation, and resources for students who are DeafBlind, their families, and educators.	\$667,715	K. Armstrong Fund 205 Dept. 5430 Grant G2123
David Douglas School District	7/1/22 through 6/30/23	Intergovernmental Agreement / Revenue IGA/R 93588	Columbia Regional Inclusive Services provided David Douglas SD school age classroom services for children who are Deaf/Hard of Hearing.	\$165,732	K. Armstrong Fund 299 Dept. 5422 Grant S0163

AMENDMENTS TO EXISTING REVENUE CONTRACTS

Contractor	Amendment Term	Contract Type	Description of Services	Amendment Amount, Contract Amount	Responsible Administrator, Funding Source
Multnomah County	7/1/23 through 6/30/24	Intergovernmental Agreement / Revenue IGA/R 92200 Amendment 1	Preschool for All grant for 23-24 school year.	\$1,999,500 \$3,439,500	K. Armstrong Fund 205 Dept. 5453 G2320