



PPS Head Start Policy Council Training

Saturday October 16, 2021

Virtual Meeting

8:30 am – 12:30 pm

- 8:30 Introductions: Dr. Robert Cantwell, Director
- introduce all Management Team members
- Eilidh Lowery, PPS School Board Liaison
- Dr. Emily Glasgow, PPS Early Learning Director
- 8:45 Land Acknowledgement (Robert Cantwell)
- 8:50 Warm up activity (Rhiannon Martin)
- 9:00 History of PPS Head Start Program (Deborah Berry)
- 9:20 Shared Governance (Robert/Rhiannon) (PPT)
Role of the Parent Policy Council
Performance Standards
Program Planning Cycle
Program Goals Year 3 Progress and new Year 4 Goals
Review Policy Council binder contents
- 10:20-10:30 BREAK
- 10:30 2020-2021 recognition of service (Robert/Crystal)
- 10:40 Nomination and Elections of new officers (Robert/Crystal)

Chairperson, Vice-Chairperson, State Representative, Secretary,
1st Assistant Secretary, Treasurer, Community Representative

Not required, but we'd love to have you serve for two years. This helps
with stability and knowledge.
- 11:00 Robert's Rules of Order, voting procedures - Donald/Eilidh
- 11:20-11:30 BREAK
- 11:30 First Policy Council Meeting
- 12:30 Optimistic Closing



Parent Policy Council Minutes

Zoom Call 10-16-21

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| Information | Warm Welcome Agenda Overview Notes: Attendees; Robert C., Rhiannon, Jon, Nalota, Crystal, Deborah Berry, Andrea M, Nancy R, Keely, Emily G, Jennifer Albers, Maria Perez, Robert O, Matt Blairstone, Lauren Rosenthal, Huynh Pool, Betsy Freeman, Erika Aragon, Christylle Weeks, Renee Becerra, Sherly Paul, Eilidh Lowery, Kim Richards | Chair - Huynh Pool |
| Action | Minutes: Review minutes from 6-11-21 meeting Notes: Motion - Matt, 2nd Erica 5 Approve, 0 Dis, 0 Abstain | Secretary - Matt Blairstone support from Jon Anderson |
| Action | Treasurer's Report Notes: Motion - Matt, 2nd Kim 5 Approve, 0 Dis, 0 Abstain | Treasurer - Mariela Perez support from Nancy Robles |
| Action | Director's Report Notes: Motion - Sherly, 2nd Erika 4 Approve, 0 Dis, 0 Abstain | Robert Cantwell |
| Action | Updated Vision, Mission Statement, Core Values Notes: Motion - Jennifer, 2nd Sherly 6 Approve, 0 Dis, 0 Abstain | Robert |
| Action | Program Annual Report Notes: Table for November Meeting | Rhiannon/Nancy |
| Info | OHSA November State Meeting - Very important meeting! - Chair, State Rep, EA, and FEOC invited - Need nominations by Nov. 2; starting completely over for Executive Board - Offered hybrid this one time only Notes: Robert will reach out to Huynh & Jennifer with meeting details | Robert |
| Info | Program Information Report (PIR) Notes: Table for November Meeting | Robert (PPT) |
| Information | New/Old News Adjournment | Chair- Huynh Pool |
| <p>Next Meeting November 9, 2021, 5:30pm via Zoom</p> | | |



Portland Public Schools Head Start
October 16, 2021
Director's Report

PROGRAM UPDATE:

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

➤ **Program Budget Update:**

- ❖ **Federal Grant:** The grant period is 11/1/2021 to 10/31/2022. Total amount is \$5,686,462.
- ❖ **State Grant:** The grant period is July 1, 2021 to June 30, 2022. Total amount is \$5,799,811.
- ❖ **Portland Children's Levy:** Total 3-year grant amount is \$1,669,112. We are now in Year 2. The total amount for this next school year is \$560,845. This includes a \$4,474 carryover from last year. These funds pay for staff in our two Neuroeducation classrooms, our culturally specific Native American classroom, and one of our Spanish DLI classrooms.
- ❖ **Title I:** Approximately \$240,000. These funds pay for two teachers at our Lee Head Start site.
- ❖ **New Coronavirus Response and Relief Supplemental Appropriations Act (CRSSA) funds:** These one-time funds amount to \$89,388. They are for specific actions or activities in response to COVID-19.
- ❖ **American Rescue Plan funds:** These are one-time funds with a project period of two years (4/1/2021 to 3/31/2023). Total amount for our program is \$355,361.

- **Personnel:** The district is recruiting for substitute educational assistants. Head Start is recruiting for mealtime aides. Mealtime Aides assist in the classroom during and around lunch time; working 14–19 hours per week. Staff must meet the No Child Left Behind requirements of 120 hours of college credit to apply for the part-time EA position and have a high school diploma or GED for the meal time aid position. We are planning to offer a parent training to support parents who are interested in taking the PRAXIS exam in order to be employable in our program. Contact Crystal Ball at (503-916-6298) for additional information.

The following new hires are recommended for approval by Policy Council:

School Secretary (Full Time)

1. Ailing Munoz (some college)

Site Technology Specialist (Full Time)

1. Christina Rosado (GED)

Educational Assistants (Full Time)

1. Heidi Steele (Associate Degree)

Educational Assistants (Part Time)

1. Endalu Debela (Bachelor's Degree)
2. Keiko Leibschutz (Associate Degree)

3. Hong Chung (Associate Degree)
4. Deborah Wyrick (Master's Degree)
5. Thy Le (Associate Degree)
6. Erin Quinton (Master's Degree)
7. Alexander Dang (Bachelor's Degree)

Community Agents (FSW)

1. Maritza Bautista (Associate Degree)
2. Meiyi Chen (Bachelor's Degree)

- **Enrollment:** Our program is funded to serve 760 children this school year. We currently have a total 36 classrooms at 9 sites in north, northeast, and southeast Portland. We have 31 Extended Day classrooms and five Double Session (½ day) classrooms.

The program was at 50% enrollment as of October 1st, with 380 children total enrolled. All vacancies in the program are to be filled within 30 days. The Office of Head Start is aware of current challenges due to COVID-19. The OHS will continue to monitor monthly enrollment, and will continue its evaluation of under- or fully-enrolled grantees in January 2022.

Head Start Performance Standards ask programs to prioritize enrollment for children in Foster Care and those who are experiencing houselessness. Currently our program is serving 13 children in Foster Care and 43 that are experiencing houselessness. 38% of the children speak a language at home other than English, 12 languages are currently represented in our program.

- **Attendance:** Attendance through the month of September was 86%. The program monitors attendance very carefully. If the daily average attendance for a month falls below 85%, we must analyze the causes and determine if the program needs to outline a plan to ensure minimum attendance.

The performance standards state: *Within the first 60 days of program operation, and on an ongoing basis thereafter, use individual child attendance data to identify children with patterns of absence that put them at risk of missing **ten percent** of program days per year and develop appropriate strategies to improve individual attendance among identified children, such as direct contact with parents or intensive case management, as necessary.*

As of October 4, 2021:

- 17% of enrolled children have missed between 10-20% of school days. This puts them at Moderate Risk for chronic absenteeism.
- 20% of enrolled children have missed more than 21% of school days. This puts them at Severe Risk for chronic absenteeism.
- Beginning in mid-October Family Service Workers will work to create Attendance Support Plans for families whose children fall in the Moderate to Severe Risk categories and will continue to monitor progress monthly.

- **Disabilities Services:** PPS Head Start must ensure at least 10% of its total funded enrollment is filled by children eligible for Early Childhood Special Education services. We currently have 13% of our total enrollment receiving special education services. There are 30 additional children in referral for an evaluation. We continue to partner with Multnomah Early Childhood Program (MECP) to provide services to our children and families. MECP provides service in the classroom for students and can transition to remote services in the event a child is in quarantine. We continue to partner with

district level transition teams to ensure students have a special education plan as they enter kindergarten.

- **Screenings:** Head Start mandates all children have developmental and behavioral screenings within 45 days of enrollment. From our screenings, we have formally referred 30 children to the Multnomah Early Childhood Program and Portland Public Schools Early Childhood evaluation team per our Interagency Agreements. Upon completing the evaluations and eligibility determination, the files are sent to the Multnomah Early Childhood Program for Individual Family Service Plan (IFSP) development with the child's parent(s), MECP Specialist, Head Start teacher and Inclusion Manager. Once the IFSP is developed, the children begin receiving special education services in the Head Start setting.
- **Mental Health Services** we have received 19 mental health referrals so far this year; 12 at the request of parents, and 7 at the request of teachers (with parent permission). We have approximately 90 children who need follow up from their social emotional screenings (ASQ-SE). Our team of mental health consultants will follow up on these referrals and screenings.
- **Health Services**

The start of the year has been busy with health and safety processes. As you know, PPS Head Start is following Multnomah County Health Department (MCHD) Protocols relating to Covid-19 symptoms. For any child who is ill, a process is in place that tells everyone when they can return to school. Our goal is to keep everyone as healthy and safe as possible.

We know that COVID testing has been difficult to get these past few weeks. Our new Health Coordinator, Keely Moon, RN, has been exploring possible ways to help with that issue and will continue talking to community partners to find any possible way to make access to testing easier.

Head Start emphasizes health in these first 30 days in ways that support families. If a child does not have insurance, the Family Service Worker (FSW) will help connect them with an assister at one of the MCHD clinics. If families do not quite know which dental clinic they might go to (a dental home), the FSW will help map out the steps to take. The same is true with getting to a doctor or a clinic.

Finally, in the first 45 days, we will complete hearing and vision screenings in the classrooms to help make sure children are healthy and ready to learn. Look for notes after our screenings and please call us with any questions. It is always so fun to see children excited about being in school.
- **Federal Focus Area 2 Review:** During every 5-year grant cycle, programs are reviewed by the federal Office of Head Start to ensure compliance with Head Start Performance Standards and overall operational health. During the 2019-2020 school year, PPS Head Start successfully completed a Focus Area 1 review with no findings. We are expecting a Focus Area 2 review this coming school year and are actively preparing for it. Current and future Parent Policy Council members will be looped into this process as needed and requested. This morning's Policy Council training is directly related to our preparation for the FA2.
- **Education Service Area:**

3rd Head Start Classroom at Lee: The program added a third Head Start classroom at Jason Lee to join the two classrooms already there. This was the actualization of a plan

to convert one double session classroom into two extended day classrooms in fall 2020, which was delayed due to COVID-19. Multiple planning meetings occurred between Head Start leadership, site staff, and the Lee Principal.

Transportation Routes: Two bus routes for the culturally specific Native American classroom at Applegate and the Head Start classrooms at Lee are planned for the 2021-2022 school year. The program is having difficulty recruiting bus monitors and there is a nation wide shortage of bus drivers.

Next Policy Council Meeting: November 9, 2021 at 5:30pm, virtual via Zoom

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

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