



**Portland Public Schools
Head Start Program**

4800 NE 74th Ave • Portland, OR 97218
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June 2019

To: Portland Public School Board Members

From: Eileen Isham Head Start Director

Robert Cantwell Co-Director

RE: Board Resolution Request

To ensure the PPS School Boards involvement in Head Start Programs, Federal Head Start Performance Standards mandate board input and approval of many documents included in the program's planning process as well as findings from audits and or program reviews.

For your review and input you will find the planning documents that require approval of the School Board and the Head Start Parent Policy Council. This spring the Parent Policy Council approved all attached documents.

A brief overview of each document is also included.

Documents Included for the 2019-2020 Fiscal Year:

- Year 2 of the 5 Year Goals
- Self-Assessment Report

If additional information is needed feel free to contact Eileen Isham at 503-998-9138

Board resolution request EI/2019



Portland Public Schools Head Start Program

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2019-2020 school year

To: PPS School

Board From:

Eileen Isham

RE: Overview of Head Start Documents to be reviewed and approved.

Documents Included for the 2019-2020 Fiscal Year:

5 Year Goals and School Readiness Goals

Head Start programs are required to develop long-range program goals and short term program and financial objectives that provide the foundation and resources to support the establishment and implementation of school readiness goals. Attainment of these goals will ensure high-quality comprehensive services for children and families. Programs are responsible for tracking and assessment of progress made toward meeting goals over the five year period, objectives are adjusted annually.

BOARD APPROVAL NEEDED

Self-Assessment Recommendations

The annual Self-Assessment is a central tenet of continuous quality improvement for Head Start programs. The goal of the Self -Assessment is to meet Performance Standards and move toward program excellence in serving children and families. The process provides programs the means to regularly assess their own management systems and program operations in order to continually strengthen the program and the service delivered to children and families.

BOARD APPROVAL NEEDED



Approved by Policy Council June 4, 2019

PPS Head Start Self-Assessment Report

I. Introduction

Portland Public Schools Head Start is currently funded for 785 children. We have 25 extended day classrooms and 9 double session classrooms. Our service area is PPS school district boundaries, east of the Willamette River.

The Self-Assessment process is an annual reflection and assessment of our PPS Head Start program goals, outcomes and planning. A Self-Assessment is completed every year, using the data and information to re-evaluate, update and analyze program goals and data. We will share information with staff, parents and Policy Council.

This information will be shared with staff, parents, and Policy Council.

II. Methodology

We will use the results from the 2018-19 Self-Assessment process to update our program 5-year goals for Year 2.

The following tools were used to gain data: ChildPlus reports, TS Gold reports, CLASS, PPS Head Start Staff Survey, PPS Head Start Parent Survey, the 2019 updated Portland Public Schools Head Start Community Needs Assessment. We also gained information through collaboration and data exchange with community partners.

The committee will review current Program 5-Year Goals and Objectives for Year 1, reflecting on outcomes and determining whether additional strategies/activities are needed or progress is still needed on current program activities to support our Goals and Objectives.

Self-Assessment members:

Head Start Staff

Head Start current parents/caregivers

Policy Council

Management Team:

Eileen Isham, Director

Robert Cantwell, Director

Nalota Herms, Education Supervisor

Jason Roepel, Education Supervisor
Katie McNeil, Mental Health Manager
Dea Tran, Health Coordinator
Jean Borgerding, Health Coordinator
Carol Lowry, Family Services Manager
Susan Fodel, Inclusion Manager

Our Self-Assessment timeline (see attached) was presented and approved at the January 2019 Parent Policy Council meeting.

III. Key Insights

A. After reviewing our data collection, the following strengths were identified:

- Diversity - Many languages and cultures are represented in our program.
- Responsiveness - Program was responsive and helpful in assisting parents to attain goals and needed resources.
- Overall parent/guardian satisfaction with services provided.
- Many strong systems and processes in place.
- Many strong community partnerships are in place.
- Tools of the Mind curriculum supported and funded by PPS.

B. Identified systemic issues:

- Communication improvement is needed around systems, roles and responsibilities; including communication with Head Start staff and parents/guardians
- Better use of staff meetings; receive updates about service areas, all-staff meetings.
- Teaching staff race/ethnicity is not reflective of population being served.
- Current enrollment reflects an increasing number of children with disabilities, social/emotional needs, and the need for systems of support.
- Current classroom schedules do not always support the needs of parents who are working or attending school.
- Transportation is a challenge for many families.

IV. Progress of the program in meeting its goals and objectives

PPS Head Start has data to support progress toward meeting our 5- year, Year 1 goals:

- Improved training around systems of communication and data collection, including use of ChildPlus database system and TS Gold. An electronic Internal Program Referral system has been created for all staff. Our inventory and use of technology devices has improved, though additional training is still needed.

- ⊗ The classroom Hourly position was transitioned into a new position, Meal Time Aid, to give more parents the opportunity to work for Head Start. Praxis ParaPro information and support is being provided regularly for interested parents and community members. Volunteer Coordinator position created to orient parents and other community members on program expectations, prior to volunteering. Orientations will be provided as needed.
- ⊗ Communication with Head Start parents/caregivers is expanding to include texting and emailing (utilizing ChildPlus systems), as well as an increased presence with social media (Facebook, website, Instagram).

Overall, PPS Head Start is meeting and/or making progress toward the majority of program's Year 1, 5-year goals. We have included a variety of Head Start staff members and parents/guardians on our program committees. Improved training around systems of communication, including use of ChildPlus database system and TS Gold. Our inventory of technology devices has improved, though additional training is still needed.

IV. Recommendations for program improvement

- ⊗ Continue to improve and share communication systems for parents, staff, and families.
- ⊗ Continue to improve use of social media options for communication.
- ⊗ School Readiness, wellness for children/families.
- ⊗ Integrate Equity throughout program activities.
- ⊗ Increase opportunities for male involvement.
- ⊗ Increase parent employment opportunities and support parents in obtaining needed qualifications.

PPS Head Start
Self-Assessment Timeline

2018-2019 Year 1

January 2019

- Policy Council Approval of Self-Assessment Process

November 2018 - March 2019

- Managers will review Performance standards regarding Achieving Program goals
- Review Program Data to assess achievement toward goals.
- Continue Service Area data gathering
- Analyze collected service area/program data
- Quarterly Summary of Ongoing Monitoring Results
- Review Year 1 of 5-year goals and objectives

April - May 2019

- Staff and Parent Surveys
- Update PPSHS 2018 Community Needs Assessment
- Create Year 2 of 5-Year Program Goals and objectives based on Self-Assessment and Community Needs Assessment findings

June 2019

- Complete Self Assessment Report
- Policy Council review and approval of Program Planning documents
- Review and update Program Management, Planning, and Oversight Systems document (formerly known as Program Systems and Planning Document)