

# MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on June 8, 2016, with a **TSCC Hearing** in the **Board Room** at 6 p.m., followed by a Faculty Reception at 6:30 p.m. The **Regular Session** will convene at 7:15 p.m. in the **Board Room** at Mt. Hood Community College, 26000 S.E. Stark Street, Gresham, Oregon.

## AGENDA

Session #917

ITEM	TIME	EXHIBIT	INFO/ ACTION	AGENDA ITEM	PRESENTER
1	6:00 p.m.	Tax Supervising & Conservation Commission (TSCC) hearing		Public hearing regarding the 2016-2017 MHCCD Budget	TSCC Chair
	6:30 p.m.			Faculty Reception	Tambi Boyle
2	7:15 p.m.	CONVENE AS MHCCD BOARD		<b>CALL TO ORDER /DECLARATION OF A QUORUM</b>	Susie Jones
		2.1	Action	Approval of the Agenda	Susie Jones
3				<b>INFORMATION/REPORTS</b>	
		3.1	Info	Student Recognition: Rho Theta, Athletics, Advocate	Debra Derr, Susie Jones
		3.2	Info	Distinguished Teaching Awards	Debra Derr, Christie Plinski
		3.3	Info	ASG Recognition, Farewell, and Welcome	Seth Albert, Lindsay Patiño
		3.4	Info	ASG Year-End Report	Seth Albert, Lindsay Patiño
4	8:00 p.m.			<b>BUSINESS/ACTION</b>	
		4.1	Action	Consent Agenda: Approvals & Information	Susie Jones

				<ul style="list-style-type: none"> <li>a. Minutes from Board Mtg 5/11/16</li> <li>b. Monthly Personnel Report (May)</li> <li>c. Monthly Financial Report (May)</li> <li>d. Monthly Head Start Report (May)</li> <li>e. Acceptance/Expenditure of Projects funded in whole or partially by non-district funds</li> <li>f. Head Start Grant Briefing</li> <li>g. Approval to Acquire Goods and/or Services Contracts in Excess Of \$150,000</li> <li>h. Head Start Director Hire Approval</li> </ul>	
5	8:05 p.m.			<b>PUBLIC INPUT</b>	
6	8:10 p.m.			<b>BUSINESS/ACTION</b>	
		6.1		Consider Resolution to Impose and Categorize Taxes	Jennifer DeMent
		6.2		Consider Resolution to Adopt and Make Appropriations of the MHCC Budget for FY 2016-2017	Jennifer DeMent
		6.3		Head Start Policy: First Reading	Jean Wagner
7	9:00 p.m.			<b>INFORMATION</b>	
		7.1		President's Report	Debra Derr
8	9:15 p.m.			<b>CLOSING REMARKS</b>	Susie Jones
		8.1		<ul style="list-style-type: none"> <li>• Board Member Comments</li> <li>• ASG Representative Comments</li> <li>• Advisory Representatives comments</li> </ul>	
9	9:30 p.m.			<b>ADJOURNMENT</b>	Susie Jones

**The next regular meeting is scheduled for July 13, 2016**

Individuals requiring accommodations due to a disability should contact the Disability Services office at 503/491-6923 or 503/491-7670 (TTD).

Please contact them as soon as possible to ensure availability.



## INFORMATION

**MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION**

**DATE:** *June 8, 2016*

**ITEM TITLE:** **3.1**

**CONTACT PERSON:** *Debra Derr, President; Seth Albert, ASG President*

---

**SUBJECT: STUDENT RECOGNITION: RHO THETA, ATHLETICS, ADVOCATE**



## INFORMATION

### MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 8, 2016*

ITEM TITLE: **3.2**

CONTACT PERSON: *Debra Derr, President*

---

### SUBJECT: DISTINGUISHED TEACHING AWARDS

#### 2015-2016 AWARD WINNERS:

Julie Vawser, ESL & IECC

Naomi Abrahams, Social Science

Susan Spencer, Anatomy & Physiology/Biology

Kevin Lambert, Music/Choral Director

Laura Kutner, Spanish/GED



## INFORMATION

### MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 8, 2016*

ITEM TITLE: **3.3**

CONTACT PERSON: *Debra Derr, President; Seth Albert, ASG President*

---

#### SUBJECT: ASG RECOGNITION, FAREWELL, AND WELCOME

Welcome to ASG President-elect, Kelly Bernardino, and Vice President-elect, Santiago Velasco.

Meet Kelly:

As a two year MHCC student and third term ASG member I have grown and learned a lot. As the Administrative Assistant for the EC and SOC I have had the opportunity to work with the various Directors, Coordinators, Administrative Assistants, as well and the President and Vice president. The thing I love the most about ASG is that we all work together, grow together, and learn together. We build each other up, help each other reach our goals, and motivate each other. Another thing that I appreciate from ASG is that it brings people together from different backgrounds and cultures and serves as a platform in which we can all collaborate and learn from each other. I have built so many strong friendships in these past three terms alone than in any other aspect in my life, and I hope they will continue past our time on ASG. As a minority I know the struggles we face on a financial, social, and academic level. We are constantly dealing with micro-aggressions on a daily basis either intended or unintended. What we need to work on is how we deal and handle those situations, many times they are not intended and are not meant to cause malice, but none the less they still affect us. They change our perspective on others, on the world, on ourselves, our cultures, and communities. We not only have to learn how to deal with these situations, but also how we can help educate others on these matters.

Meet Santiago:

I vividly remember the day when my father brought my younger brother and I to Mt. Hood Community College for the first time in my life. It was on a sunny Saturday afternoon. We walked down to the track, while there was a Track & Field meet going on. I saw athletes competing from MHCC, and at that instant I began thinking of becoming a part of MHCC. When I enrolled in MHCC, I got involved in the school as an athlete in both Track and Field and Cross Country. Through my experience as an athlete I met admirable people such as coaches, teammates, and people from the community who support MHCC Cross Country and Track & Field programs. Being involved in athletics, gave me a sense of belonging to MHCC, as well as giving me a place to develop my leadership skills. Another way that I have further developed my leadership skills is being a part of the M.E.Ch.A club that is here on campus. I was also fortunate enough to get a position on ASG as the Senator of Finance & Legislation. At the beginning of winter term I got promoted to Senate Pro-tempore/ Finance. Working on ASG this 2015-16 academic year has helped me expand my plans to create a more successful, welcoming, distinguished, and supportive community college for all my fellow students, if I were to become Vice President. Working together will result in celebrating more successful and prosperous years at MHCC.



## INFORMATION

### MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 8, 2016*

ITEM TITLE: **3.4**

CONTACT PERSON: *Seth Albert, ASG President*

---

**SUBJECT: ASG YEAR-END REPORT**

Seth Albert and Lindsay Patiño will provide a year-end report on ASG's activities for 2015-2016.



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

**DATE:** *June 8, 2016*

**ITEM TITLE:** **4.1a**

**CONTACT PERSON:** *Carrie Toth, Board of Education Relations*

---

**SUBJECT:** APPROVAL OF MINUTES

## **Session #916**

A meeting of the Mt. Hood Community College District Board of Education was held on May 11<sup>th</sup>, 2016, with an Executive Session, followed by a workshop in the President's Office at 6 p.m. There was a Budget Committee session at 7:00 p.m., followed by a Regular Session, in the Board Room at Mt. Hood Community College, 26000 S.E. Stark Street, Gresham, Oregon.

### **EXECUTIVE SESSION**

An Executive Session of the MHCCD Board was called to order at 6:00 p.m. in Accordance with ORS 192.660(2)(d) to consider matters of labor negotiations.

Staff present: Debra Derr, Carrie Toth, Jennifer DeMent, Linda Vigesaa, Gale Blessing

### **WORKSHOP**

Board Members in attendance: Susie Jones (Chair), Jim Zordich (Vice Chair), Teena Ainslie, Sonny Yellott, Kenney Polson, Tamie Arnold

Susie Jones stated that it is time to begin the process of the President's annual performance evaluation. The board will not conduct a 360 evaluation this year, but will plan to next year. Jones presented sample questions, a copy of Derr's goals, and a copy of the President's job description. The goal this year is for each board member to submit their responses to the questions in an online survey, to be completed by Carrie Toth. Responses will be directed to Jones, who will compile them into a full evaluation to be presented to Derr in June. Board members agreed to the process. Questions or suggestions will be directed to Jones.

The workshop adjourned at 7:00 p.m.

### **BUDGET COMMITTEE:**

A meeting of the MHCC Budget Committee was called to order by Jim Zordich to order at 7:09 p.m. A quorum was present.

Budget Committee members in attendance: Jim Zordich (Chair), Susie Jones (Vice Chair), Teena Ainslie, Sonny Yellott, Kenney Polson, Tamie Arnold

No public input was received.

Zordich called Jennifer DeMent forward to present the line item detail of the proposed 2016-2017 budget. DeMent noted that a web version will be available and will be searchable on the College web page. She summarized the information available and asked for questions. A full version of the proposed budget is available at:

<http://www.mhcc.edu/budget/>

Jones asked about page 28: the proposed fund balance. DeMent responded that page 27-28 summarize the fund balance.



# ACTION

**MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION**

**DATE:** *June 8, 2016*

**ITEM TITLE:** **4.1a**

**CONTACT PERSON:** *Carrie Toth, Board of Education Relations*

---

**SUBJECT: APPROVAL OF MINUTES**

## **Session #916**

A meeting of the Mt. Hood Community College District Board of Education was held on May 11<sup>th</sup>, 2016, with an Executive Session, followed by a workshop in the President's Office at 6 p.m. There was a Budget Committee session at 7:00 p.m., followed by a Regular Session, in the Board Room at Mt. Hood Community College, 26000 S.E. Stark Street, Gresham, Oregon.

### **EXECUTIVE SESSION**

An Executive Session of the MHCCD Board was called to order at 6:00 p.m. in Accordance with ORS 192.660(2)(d) to consider matters of labor negotiations.

Staff present: Debra Derr, Carrie Toth, Jennifer DeMent, Linda Vigesaa, Gale Blessing

### **WORKSHOP**

Board Members in attendance: Susie Jones (Chair), Jim Zordich (Vice Chair), Teena Ainslie, Sonny Yellott, Kenney Polson, Tamie Arnold

Susie Jones stated that it is time to begin the process of the President's annual performance evaluation. The board will not conduct a 360 evaluation this year, but will plan to next year. Jones presented sample questions, a copy of Derr's goals, and a copy of the President's job description. The goal this year is for each board member to submit their responses to the questions in an online survey, to be completed by Carrie Toth. Responses will be directed to Jones, who will compile them into a full evaluation to be presented to Derr in June. Board members agreed to the process. Questions or suggestions will be directed to Jones.

The workshop adjourned at 7:00 p.m.

### **BUDGET COMMITTEE:**

A meeting of the MHCC Budget Committee was called to order by Jim Zordich to order at 7:09 p.m. A quorum was present.

Budget Committee members in attendance: Jim Zordich (Chair), Susie Jones (Vice Chair), Teena Ainslie, Sonny Yellott, Kenney Polson, Tamie Arnold

No public input was received.

Zordich called Jennifer DeMent forward to present the line item detail of the proposed 2016-2017 budget. DeMent noted that a web version will be available and will be searchable on the College web page. She summarized the information available and asked for questions. A full version of the proposed budget is available at:

<http://www.mhcc.edu/budget/>

Jones asked about page 28: the proposed fund balance. DeMent responded that page 27-28 summarize the fund balance.

Zordich asked about the Aquatics Center fund on page 260. DeMent responded that, if the Aquatics Center can generate more revenue than what is projected, they can set that money aside in a separate fund for capital improvements. He asked about the utilities for Aquatics; DeMent responded that is part of the general fund, as is the dome; we would like to get them to the point where they can be more independent.

Albert asked if the ASG budget was received. Senate had a meeting with Kim Hyatt about adding a line item for intramural sports. DeMent responded that she will look into it and get back to him.

Zordich called for a motion to approve the 2016-2017 budget. Jones motioned to approve. The motion was seconded and carried unanimously.

Derr clarified that the board members are acting as the Budget Committee, and they will vote on the budget as the board in June.

Zordich asked DeMent to present the proposed 2016-2017 tax levy. A new tax levy of bonded debt is also included, if the bond is approved. The debt service of \$7.7 million would be funded by taxpayer dollars, if the bond passes. If the bond does not pass, the board in June would not be able to impose the tax rate.

Zordich called for a motion to approve the 2016-2017 Tax Levy. Jones moved to approve. The motion was seconded and approved unanimously.

## **ADJOURNMENT**

The Budget Committee Adjourned at 7:26 p.m.

## **CALL TO ORDER/DECLARATION OF A QUORUM**

Board Members in attendance: Susie Jones (Chair), Jim Zordich (Vice Chair), Teena Ainslie, Sonny Yellott, Kenney Polson, Tamie Arnold

A meeting of the MHCC District Board was called to order at 7:26 p.m. A quorum was present.

## **APPROVAL OF THE AGENDA**

Zordich moved to approve the agenda. The motion was seconded and passed unanimously.

## **APPROVAL OF THE CONSENT AGENDA**

Zordich moved to approve the consent agenda. The motion was seconded and passed unanimously.

## **PUBLIC INPUT**

No public input was received.

## **BUSINESS/ACTION**

Tambi Boyle and Debra Derr presented the contract extension that was approved at the 4/27/16 workshop. The Faculty Association ratified the contract extension. Boyle presented the agreement for

signature. Derr, Jones, Sara Williams, and Boyle signed the extension; final edits will be made by Derr and Boyle and made available on the web, once completed.

## **PRESIDENT'S REPORT**

Derr mentioned that we had a ribbon-cutting ceremony for the first Gresham Saturday Market on the MHCC campus. The turnout continues to be high, and the partnership has been strong. Albert and Patiño met with Derr to discuss their goals for the end of the year; the new ASG President and Vice President will be introduced at the June meeting.

Derr, Jarrod Hogue, and staff met with the CEO of Leatherman, which has been a goal of ours for some time. Last week, Derr attended her last neighborhood association meeting. We plan to continue these relationships, regardless of whether or not the bond passes.

Waldon Hagan, Jones, and Derr attended the AOAT luncheon, where they honored two of our students, who will be invited to the June board meeting, along with our Phi Theta Kappa chapter.

Nikki Gillis and Derr sit on HECC work group, where Gillis presented a survey summary on access, equity, and inclusion efforts. The 18<sup>th</sup> is our Mock Accreditation visit. Everyone is invited to the Election Day celebration at the Riverview restaurant at 6:00 p.m.

The Foundation gala broke all records: \$285,000 for student scholarships. Tickets are available for President's Garden party. Commencement is coming up, and Congressman Blumenauer will be our speaker. June 18<sup>th</sup> is the Strawberry Short Course festival, where our time capsule will be opened.

## **BOARD MEMBER/ADVISORY COMMENTS**

Huston congratulated the faculty association on the extension of their contract. He would like to see the Classified Association contract settled, as it has been open for four months. He noted there is a bargaining session tomorrow that is open to anyone.

Ainslie reminded everyone to vote for the bond.

Yellott passed.

Zordich noted that he is impressed with the coordination of our energy systems and our sustainability efforts. He stated that EMEA endorsed our bond, and that there continues to be positive bond information. He reminds the board members that the Rho Theta induction will take place in June.

Jones discussed the recently conducted phone Town Hall. The Friends of MHCC contracted with an organization that set up a telephone town hall and sent out a notification to 25,000 people. A computer dialed the numbers and got 3400 people on the line. They could participate in polls via their keypads and could ask questions. Derr noted that it would be a great way for the board and the College to potentially engage constituents.

Arnold passed.

Polson passed.

Albert stated that ASG volunteered at the auction, and that it went very well having it in the gym. Student Senate and EC passed the student budget unanimously. Take Back the Night, a run and walk for sexual assault awareness, was extremely well attended. He hopes that it will continue in upcoming years. ASG Election results were announced Monday – there three vote difference. The mascot competition, voted on by students and the college community, concluded. The winning student, Prisma Flores, will receive a one-term scholarship from the Foundation. The OER Festival took place this afternoon and was well-attended. Albert reminded the board that commencement is coming up, and ASG will have a gown giveaway for students starting on Monday.

Forbis noted the efforts staff put into the campus cleanup days.

Boyle loved having the auction on campus, which was enjoyed by the Faculty Association. In June, the Association will be hosting a pre-board meeting board appreciation. She extended thanks to Derr, DeMent and the board for the quick extension, and she hopes the college can settle quickly with the CEA.

## **ADJOURNMENT**

Adjourned at 8:10 p.m.

---

Clerk

Board Chair

*Minutes recorded by Carrie Toth, Executive Assistant to the Board of Education.*



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 8, 2016*

ITEM TITLE: **4.1b**

CONTACT PERSON: *Gale Blessing, Director of Human Resources*

---

SUBJECT: MONTHLY PERSONNEL REPORT

**\*This report outlines activity for the month of May 2016.**

### NEW EMPLOYEES:

#### Administrators

Employee	Position	Department	Date
Karin Hinze	HRIS	Human Resources	5/23/2016

#### Faculty

#### Managers

Employee	Position	Department	Date
None			

#### Support Staff

Employee	Position	Department	Date
----------	----------	------------	------

Bender, Bonnie F	Executive Coordinator – Reg & Customer Supp	Workforce	5/16/2015
------------------	--	-----------	-----------

**TRANSFERS/CHANGE IN STATUS:**

<b>Employee</b>	<b>Position</b>	<b>Department</b>	<b>Date</b>
Hughes, Carrie	Home Visitor	CDFS – Head Start	5/23/16

**CURRENT SEPARATIONS:**

<b>Employee</b>	<b>Position</b>	<b>Department</b>	<b>Date</b>



## INFORMATION

### MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 8, 2016*

ITEM TITLE: **4.1c**

CONTACT PERSON: *Jennifer DeMent, Chief Financial Officer*

---

### SUBJECT: MONTHLY FINANCIAL REPORT

#### 2015-16 Activity through April:

##### Revenues:

- State support revenue is received quarterly in August, October, January and April. The amount budgeted for 2015-16 reflects Mt. Hood's estimated share of the biennial state support amount of \$535 million. Actual state support was approved by the legislature at \$550 million, which will be reflected in the actual revenue column.
- Property tax revenue is received beginning in November. Revenue is turned over monthly from the counties, with the largest payments received in November and December.
- Tuition and fee revenue includes summer tuition of \$2.1 million, fall tuition of \$7 million, winter tuition of \$6.5 million, and spring enrollment of \$5.98 million. Preliminary enrollment numbers indicate a decline in tuition bearing classes as compared to 2014/15 final enrollment by 21.39% for summer term, 13.11% for fall term, 13.67% for winter term and 11.50% for spring term.

## **Expenditures:**

As of April 30, ten months of the fiscal year has passed. If expenditures occurred equally throughout the year, there would be 17% of the budget remaining. As an educational institution, the majority of costs are incurred between September and June.

- Salaries are not paid evenly over the year because most full-time faculty, who represent about 50% of total salary, work ten months and are paid over twelve months. Therefore, three months of faculty salary will be recorded in June. Extra-teach is calculated and paid in June, as well. Budgeted amounts include step increases and longevity for eligible employees and no cost of living increases.
- Healthcare shows a greater percentage remaining than might be expected due to the timing of premium rate increases, which are effective October 1 and paid in advance in September. Open enrollment has completed and new rates have been applied.
- Fringe and tax costs are paid based on a percentage of salary so the percentage of budget remaining is similar to salaries, as expected.
- Debt Service is paid according to a prescribed debt service schedule, with payments occurring in July, December, January and June.
- Transfers to Other Funds includes budgeted amounts of \$250 thousand for Student Aid, \$275 thousand for aquatic center support, and \$400 thousand for facilities capital projects. Year to date \$78 thousand has been transferred to Student Aid.

**MT. HOOD COMMUNITY COLLEGE DISTRICT**  
**General Fund Financial Report**  
**Fiscal Year 2015/16**  
**As of April 30, 2016**

	<b>Actual Year to Date Jun 30, 2015 (Audited)</b>	<b>Adopted Budget 2015/16</b>	<b>Actual April 2016</b>	<b>Percentage of Budget Remaining</b>
<b>Revenues</b>				
State Support	24,935,144	27,062,523	20,718,744	23%
Property Taxes	10,964,362	10,920,663	10,993,188	-1%
Tuition and Fees	27,345,038	26,431,230	23,961,338	9%
Uncollectible Receivables	(383,262)	(400,000)	-	n/a
Other Revenues	2,060,893	1,084,700	517,401	52%
Transfers In	78,689	200,000	-	100%
<b>TOTAL REVENUES</b>	<b>65,000,864</b>	<b>65,299,116</b>	<b>56,190,671</b>	<b>15%</b>
<b>Expenditures</b>				
Salaries	35,118,031	36,796,514	26,651,498	28%
Health Care	5,222,736	5,851,426	4,312,512	26%
Fringe/Taxes	11,125,636	10,430,860	7,425,345	29%
Materials & Supplies	5,654,501	6,895,149	7,539,477	-9%
Utilities	1,631,851	1,649,672	1,248,866	24%
Grants in Aid/Tuition Waivers	1,207,195	1,307,840	1,063,787	19%
Debt Service	2,359,990	2,397,478	1,199,539	50%
Transfers to Other Funds	612,875	925,000	78,908	91%
<b>TOTAL EXPENDITURES</b>	<b>62,932,815</b>	<b>66,253,939</b>	<b>49,519,932</b>	<b>25%</b>
<b>Rev Greater (Less) Than Exp</b>	<b>2,068,049</b>	<b>(954,823)</b>	<b>6,670,740</b>	
<b>Beginning Fund Balance</b>	<u><b>4,264,382</b></u>	<b>3,900,000</b>		
<b>Ending Fund Balance</b>	<u><b>6,332,431</b></u>	<u><b>2,945,177</b></u>		
<i>As a percentage of expenditures</i>	<i>10.1%</i>	<i>4.4%</i>		

## GLOSSARY

### Revenues:

State Support includes funds received through the Community College Support Fund allocated to each of the 17 community colleges in Oregon. Funding allocations are based on student full time equivalent (SFTE) and a growth management component. The 2015/16 budget was based on the assumption that community colleges will receive \$535 million for the 2015/17 biennium. The fund ultimately received \$550 million, which is not reflected in the 2015/16 adopted budget. MHCC currently represents approximately 10% of the state total, however a percentage of funding may be based on outcomes beginning in 2016/17.

Property Taxes include current and prior year taxes assessed at a permanent rate of .4917 per \$1,000 of assessed value for Multnomah, Clackamas and Hood River Counties. Current year property taxes are a component in the community college revenue allocation formula for State Support.

Tuition and Fees include all tuition, course fees and instructional service fees generated for the General Fund. Tuition for 2015/16 generated \$95.50 per credit hour during summer 2015. Beginning in fall term tuition was lowered by the Board to \$94.00 per credit hour. A technology fee of \$5.25 per credit hour and an Associated Student Government (ASG) fee of \$3 per credit hour are in addition to the tuition rate and recorded in separate funds. A College Service Fee of \$45 per term is also assessed to students registered for a minimum of one credit. An Access Fee of \$35 per term is also assessed to students registered for a minimum of two credits.

Other Revenues include rental charges, interest earnings, and grant and foundation indirect cost recoveries and sales revenue.

Transfers In is primarily profit generated by the Bookstore. These transfers typically occur in June as part of the year-end closing process.

### Expenditures:

Salaries consist of the wages and salaries paid to all employees from all employee groups.

Health Care consists of the employer paid portion of medical, dental and vision insurance premiums, as well as \$45,000 for the Part-time Faculty and Tutor Association's health insurance reimbursements.

Fringe/Taxes are all other employer paid fringe costs, and include PERS (18.66%), Social Security (6.2%), Early Retirement (3.5%), Medicare (1.45%) and Long-term disability, life, workers compensation and unemployment insurance and tax sheltered annuity payments (combined 1.2%).

Materials & Supplies consists of all non-personnel costs such as supplies, repair of equipment, printing and photocopying, contracted services, travel and capital outlays.

Utilities include water, sewage, electricity, waste management, gas and telecommunication costs.

Grants in Aid/Tuition Waivers include tuition and fee waivers for students as established by board policy, as well as staff tuition waivers as established by collective bargaining agreements.

Debt Service consists of principle and interest payments on general long-term debt.

Transfers to Other Funds represents the required general fund match for the federal financial aid programs, and transfers from the general fund for facilities capital projects and Aquatic Center support.



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 8, 2016*

ITEM TITLE: **4.1d**

CONTACT PERSON: *Jean Wagner, Head Start Director*

---

**SUBJECT: HEAD START AND EARLY HEAD START REPORT**

**Head Start/Early Head Start News from the Director**

**May 2016**

News:

- We are waiting for confirmation, but have been told by Early Learning Multnomah that we will receive one classroom under Preschool Promise Oregon.
- We are ready to move forward with a Head Start center at Troutdale Market on 270 Ave. and SE Stark. We plan to have two classrooms here. We located this property with the help of Al Sigala from Mt. Hood Community College. It is owned by Junki Yoshida, who has been a big supporter of the college. This needs approval of Policy Council.
- We have a second location for Policy Council approval. Gethsemane Lutheran Church at 11560 SE Market St. will have one Head Start classroom.
- We have taken 230 Early Head Start applications and 449 Head Start applications since January 1, 2016. This is a total of 679 applications. We need more applicants and will continue taking applications throughout the summer for next year.

## Enrollment Report for April 2016

This report shows the number of children enrolled in Head Start and Early Head Start. The Head Start Act 642(d)(2) requires a report of program enrollment periodically to the Policy Council and the Board.

Este informe muestra el número de niños matriculados en Head Start y Early Head Start. La Ley de Head Start 642 (d) (2), requiere un informe periódicamente de la inscripción en el programa a Policy Council y a la Directiva.

### Number of children funded to serve

Head Start		Early Head Start	
Federal	399	Federal	108
State	625	State	6
City of Portland	40	City of Portland	24
		MIECHV	20
		Child Care Partnerships	75
<b>Total:</b>	<b>1064</b>	<b>Total:</b>	<b>233</b>

### Enrollment for April

Head Start	Children	Early Head Start	Children
Head Start	1064	Early Head Start	158
		EHS Child Care Partnerships	42
<b>Total:</b>	<b>1064</b>	<b>Total:</b>	<b>200</b>

### Number of children who have applied (as of 4/30/16)

Program	Children
Head Start	234
Early Head Start	496
EHS Child Care Partnerships	7

Program	Children
<b>Total:</b>	<b>737</b>

## Average Daily Attendance By Head Start or Early Head Start Center 2015-16

This report shows the average daily attendance for each Head Start and EHS center. The Performance Standards state that the program should maintain an average attendance of at least 85%. When the attendance falls below 85%, the program must analyze the reasons. The Head Start Act 642(d)(2) requires the program to report this monthly to the Policy Council and the Board

Este informe muestra el promedio de asistencia diaria en cada Centro de Head Start y Early Head Start. El Desempeño de las Normas de Funcionamiento de Head Start manifiesta que los Centros deben mantener un promedio de asistencia de al menos el 85%. Cuando el promedio de asistencia diaria baja del 85%, el programa debe analizar las razones. La Ley de Head Start 462(d)(2) requiere que el programa de un informe mensualmente a Policy Council y a la Directiva.

### Average Daily Attendance by Head Start or Early Head Start Center

Center	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Cascade Crossing HS			90%	90%	74%	79%	79%	85%	80%	81%			82%
Davis				76%	85%	87%	82%	87%	87%	87%			84%
Division HS			91%	88%	78%	84%	77%	78%	84%	77%			82%
Earl Boyles HS			97%	94%	86%	88%	77%	88%	89%	94%			91%
Early Childhood Center HS Full day			92%	89%	80%	78%	92%	87%	85%	86%			85%
Early Childhood Center EHS Full day			92%	86%	82%	84%	84%	83%	85%	90%			86%
Early Childhood Center Part Day HS			90%	88%	81%	76%	90%	84%	81%	80%			82%
Fairview HS			88%	90%	76%	81%	78%	77%	88%	80%			83%
Gateway HS			91%	88%	90%	86%	80%	85%	85%	83%			86%
Hazelwood HS			88%	84%	81%	79%	82%	78%	81%	77%			81%
Kelly Place HS			87%	86%	84%	81%	79%	83%	85%	76%			83%
Knott HS			86%	83%	81%	79%	85%	76%	82%	74%			80%
Lincoln Park			95%	91%	93%	89%	77%	84%	86%	84%			89%
Mt. Hood HS			91%	82%	81%	78%	88%	80%	83%	79%			82%
North Powellhurst HS			89%	83%	86%	79%	82%	84%	83%	79%			83%
Rockwood HS			90%	88%	81%	83%	80%	83%	81%	82%			84%
Russellville HS*	71%	79%	86%	87%	83%	87%	81%	86%	88%	92%			84%
Russellville EHS*	90%	92%	95%	95%	87%	83%	85%	89%	94%	89%			90%

Center	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Program ADA	81%	86%	96%	87%	83%	82%	82%	83%	85%	83%			

\*children attending Russellville are subsidized by DHS child care subsidy

### Average Daily Attendance by Early Head Start Community Partner

Center	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
David Douglas High School			67%	73%	79%	81%	69%	71%	63%	74%			72%
Discovery Garden							13%	60%	80%	84%			59%
Gresham High School			95%	82%	70%	66%	73%	85%	65%	67%			75%
Happy Go Lucky		100%	97%	93%	100%	82%	90%	85%	86%	90%			92%
Little Friend's Day School		100%	81%	88%	95%	90%	97%	93%	74%	84%			89%
Melody's Munchkins		97%	90%	88%	95%	69%	98%	92%	90%	92%			90%
Pixie Child Care		80%	88%	77%	57%	55%	63%	75%	66%	64%			69%
Reynolds Learning Academy							38%	32%	53%	68%			48%
Program ADA		94%	94%	86%	83%	74%	68%	85%	82%	89%			

## Attendance Analysis

### Attendance analysis when below 85% for April 2016.

Our program attendance for the month of April was at 83%. Most of the children were out of classes due to illness. Other causes for absenteeism were due to bus service not being available to certain sites or classrooms and families having difficulty with their own transportation. The next most common reason for absence was for appointments and family emergencies.

Staff are calling parents daily to ascertain the reason for absences. Other reasons noted are week long absences due to traveling out of the state, many due to family emergencies or planned vacations. Other absence reasons are because of a family member's illness.

Site teams continue to work together to ensure that all are taking precautions to ensure that classrooms and sites are kept clean. Staff and families continue to be directed to wash their hands upon entrance into the classrooms. Staff continues to talk with families about practices for keeping their child healthy, when it is appropriate for their child to attend school and advising those to stay home when they are contagious.

Family Workers continue to talk to families about alternatives for transportation when bus service is not available or when their own transportation supports have changed. Family Workers and

Teachers are currently finishing up home visits and parent teacher conferences and are having conversations with families about the importance of attendance.

Mt. Hood Community College Head Start  
Financial Report  
**April 2016**

This is a monthly report of the Head Start program grants and budget including credit card expenditures as required by the Head Start for School Readiness Act of 2007. 642(d)(2)

Este es un informe mensual de las becas del programa de Head Start y presupuesto incluyendo los gastos de tarjetas de crédito requerido por ley 2007. 642(d)(2)

BUDGET JULY 2015-JUNE 2016

<b>Funding Source</b>	<b>Total Funds</b>
Federal/State Head Start	<b>\$9,893,967</b>
Head Start Training	<b>\$40,472</b>
Portland Children's Levy HS	<b>\$428,331</b>
Federal Early Head Start	<b>\$1,415,899</b>
Federal EHS Training	<b>\$35,397</b>
EHS Child Care Partnerships	<b>\$1,643,474</b>
EHS Child Care Partnerships Training	<b>\$34,056</b>
Portland Children's Levy EHS	<b>\$301,137</b>
State EHS	<b>\$78,238</b>
Maternal/Infant & Early Childhood Home Visit (MIECHV)	<b>\$121,465</b>
<b>Total</b>	<b>\$13,992,166</b>

Expenditure Report

<b>Budget Category</b>	<b>Budget</b>	<b>Spent</b>	<b>Percent Spent</b>
Salaries and Fringe Benefits	\$10,069,667	\$7,096,970	70.48%
Equipment	\$13,000	\$12,946	99.58%
Travel/Training	\$250,456	\$118,317	46.32%
Supplies	\$387,428	\$384,663	99.29%
Contractual	\$792,442	\$163,785	20.67%

<b>Budget Category</b>	<b>Budget</b>	<b>Spent</b>	<b>Percent Spent</b>
Other	\$2,474,173	\$1,547,331	62.54%
Total	\$13,987,173	\$9,324,012	66.64%

Reimbursement Funds

<b>Source</b>	<b>Amount Budgeted</b>	<b>Amount Received Year to Date</b>
DHS Child Care*	\$200,000	\$149,915
USDA Funds*	\$500,000	\$393,475.51

\*Reimbursements have a lag time of up to 60 days

## US Bank Visa Purchasing Cards for Head Start & Early Head Start

Visa Purchasing Cards used by Head Start staff are monitored monthly at several levels. Visa logs and receipts are prepared by card holder and reviewed monthly by supervisors who check for allowability of the purchases. The Financial Specialist in the Head Start office reviews the logs to ensure accuracy and the Head Start director signs off on each log. The business office does a final review for accuracy. Performance standards also require the Head Start Policy Council and MHCC Board of Education to review all VISA purchases.

Todas las compras para el programa realizadas por el personal de Head Start a través de las tarjetas Visa son supervisadas mensualmente en diferentes niveles. La hoja de registro de la tarjeta visa y recibos son preparados por la persona responsable y luego es revisado mensualmente por los supervisores para verificar dichas transacciones. La Especialista de Finanzas de la oficina de Head Start revisa las hojas de registro para asegurar la exactitud y luego la Directora de Head Start firma cada hoja de registro. La oficina de negocios hace la revisión final. También se especifica en las Normas de Desempeño que todas las compras para el programa de las tarjetas Visa, requieren de la revisión de Policy Council Head Start y de la Directiva de Educación de MHCC.

### Closing Date 4/20/16

Description	Head Start	EHS	Children's Levy EHS	Oregon EHS	MIECHV	EHS CCP	Totals
Center Supplies	\$4441.09	\$691.76					\$5,132.85
Child Food							\$0.00
Computer Supplies	\$2,609.92	\$292.00	\$144.99			\$8,209.00	\$3,046.91
Dental/Medical							\$0.00
Education Supplies						\$18,829.60	\$0.00
Family Services	\$95.99	\$9.89	\$4.91			\$38.17	\$110.79
Health Supplies	\$48.08					\$1,250.97	\$48.08
Maintenance	\$16.58						\$16.58
Office Supplies	\$905.40	\$100.60					\$1,006.00
Other Costs	\$4,814.38						\$4,814.38
Parent Activities	\$2,093.09	\$293.60	\$69.51		\$14.06	\$119.82	\$2,470.26
Postage		\$34.30					\$34.30
Pre-Employment	\$1,529.50	\$142.00	\$35.50			\$71.00	\$1,707.00
Site Repair	\$528.30	\$6.09					\$534.39
Training	\$4,872.68	\$672.73	\$130.00			\$1,626.26	\$5,675.41
Vehicle Costs	\$14,044.03	\$763.26	\$457.95				\$15,265.24
Utilities	\$3,163.05	\$484.80	\$132.57		\$132.53	\$243.11	\$3,912.95
<b>Total</b>	<b>\$39,162.09</b>	<b>\$3,491.03</b>	<b>\$975.43</b>	<b>\$0.00</b>	<b>\$146.59</b>	<b>\$30,387.93</b>	<b>\$43,775.14</b>

This is a list of frequently used vendors where purchasing cards are used and the purpose.

Frequent Vendors	Supplies
Cash n Carry	Parent Center Committee Meeting (PCCM) Supplies
Discount School Supply	Classroom Supplies

<b>Frequent Vendors</b>	<b>Supplies</b>
Dollar Tree	PCCM Supplies
Fred Meyer	Classroom/Site/PCCM Supplies
Grocery Outlet	PCCM Supplies
Safeway	PCCM Supplies
Target	Classroom/Site/PCCM Supplies
Walgreens	Site Supplies (Photo Processing)
Walmart	Classroom/Site Supplies
Home Depot	Site Repair Supplies

This is a list of all the VISA purchasing cardholders.

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Default Account No.</b>
<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Default Account No.</b>
Burt	Naomi	Family Worker	16-5100-00-7404, 16-5102-00-7404 16-5119-00-7404
Cahill	Jennifer	Home Visit Manager	16-5119-00-7414
Chamberlin	Carolina	Family Worker	16-5100-00-7401, 16-5102-00-7401
Christensen	Craig	Food Service Driver	16-5105-00-7327
Cooley	Velvet	Education Site Manager	16-5100-00-7400, 16-5102-00-7400
Davis	Maurita	Operations Manager	16-5105-00-7327
Davison	Kate	Family Worker	16-5100-00-7402, 16-5102-00-7402
Deitz	Mavonnie	Exec. Assistant	16-5100-00-7406, 16-5102-00-7406 16-5119-00-7406
Hendricks	Melissa	Family Worker	16-5100-00-7415, 16-5102-00-7415
Smith	Cynthia	Education Site Manager	16-5100-00-7415, 16-5102-00-7415
Corrie	Pam	Associate Director	16-5100-00-7020, 16-5102-00-7020
Johnson	Tandi	Family Worker	16-5100-00-7402, 16-5102-00-7402

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Default Account No.</b>
Lihs	Karen	Fiscal Specialist	Various
Love-Taylor	Carrie	Education Site Manager	16-5100-00-7402, 16-5102-00-7402
Salas-Umana	Erica	Health & Nutrition Manager	16-5100-00-7410, 16-5102-00-7410
McClenahan	Bernice	Education Site Manager	16-5100-00-7403, 16-5102-00-7403 16-5119-00-7403
Perez	Erlinda	Family Worker	16-5100-00-7412, 16-5102-00-7412
Recken	Roberta	Education Site Manager	16-5100-00-7404, 16-5102-00-7404 16-5119-00-7404
Sellers	Cindy	Family Worker	16-5100-00-7415, 16-5102-00-7415
Szimonisz	Anna	Family Worker	16-5100-00-7403, 16-5102-00-7403 16-5119-00-7403
Takkunen	Ali	Education Manager	16-5100-00-7020, 16-5102-00-7020
TBA		Education Site Manager	16-5100-00-7401, 16-5102-00-7401
Wald	Bella	Family Worker	16-5100-00-7404, 16-5102-00-7404
Wald	Wolff	Transportation Specialist	16-5100-00-7061, 16-5102-00-7061
Weathersbee	Steve	Facilities/Transportation Technician	16-5100-00-7700, 16-5102-00-7700 16-5119-00-7700
Strom	Abby	Education Site Manager	16-5100-00-7412, 16-5102-00-7412
Willow	Eirian	Family Worker	16-5100-00-7412, 16-5102-00-7412
Zanotti	Nikki	Administrative Assistant- Health	16-5100-00-7410, 16-5102-00-7410

**USDA / CACFP Monthly Report  
HS and EHS Classrooms**

This report shows the numbers of meals and snacks served across Head Start as well as the reimbursement we receive from the USDA for these meals and snacks. The Head Start Act 642(d) (2) requires a monthly report of meals and snacks provided by the USDA to be reported monthly to the Policy Council and the Board.

Este informe muestra el número de comidas y meriendas servidos a través de todo el programa de Head Start, así como el reembolso que recibimos de USDA por las comidas y meriendas. La Ley de Head Start 462(d) (2) requiere que el programa de un informe mensualmente a Policy Council y a la Directiva.

USDA Reimbursement Rates for 2015-16

Meal	Rate per Meal
Breakfast	1.62
Lunch	2.98
Snack	0.82

March 2016 (updated)

Meal	Number of meals served
Breakfast	<b>10,857</b>
Lunch	<b>11,231</b>
Snack	<b>2,015</b>
<b>Total Reimbursement for the month:</b>	<b>\$56,861.75</b>

April 2016

Meal	Number of meals served
Breakfast	<b>14,422</b>
Lunch	<b>14,965</b>
Snack	<b>2,670</b>
<b>Total Reimbursement for the month:</b>	<b>\$64,025.16</b>

## Head Start and Early Head Start Non Federal Share Report

2015-16

This is a monthly report of the Head Start Program's Non- Federal Share (in-kind) as required by the Head Start School for Readiness Act of 2007. Federal funds are awarded to Head Start and Early Head Start programs with the stipulation that programs annually raise a 25% in kind match.

Este es un informe mensual del programa de Head Start requerido por la Preparación Escolar de la Ley 2007. Los Fondos Federales otorgados para el programa de Head Start y Early Head Start se estiman arriba del 25% anualmente (según diferentes tipos de donaciones).

Total Annual Budget	
Federal EHS Grant	\$1,451,296.00
Federal EHS Child Care Partnerships	\$1,677,530.00
Federal HS Grant	\$4,312,944.00
TOTAL GRANT	\$7,441,770.00
Match Needed:	\$1,860,442.50

In-kind Match:			
Month	Projected Monthly:	Match	Cumulative %
July	\$155,036.88	\$155,036.88	8.33%
August	\$155,036.88	\$155,036.88	16.67%
September	\$155,036.88	\$155,036.88	25.00%
October	\$155,036.88	\$155,036.88	33.33%
November	\$155,036.88	\$155,036.88	41.67%
December	\$155,036.88	\$155,036.88	50.00%
January	\$155,036.88	\$155,036.88	58.33%
February	\$155,036.88	\$155,036.88	66.67%
March	\$155,036.88	\$155,036.88	75.00%
April	\$155,036.88	\$155,036.88	83.33%

In-kind Match:			
May	\$155,036.88	\$155,036.88	91.67%
June	\$155,036.88	\$155,036.88	100.00%
<b>Yearly Total</b>	<b>\$1,860,442.50</b>	\$1,860,442.56	<b>100.00%</b>

Available Match:	
Oregon Head Start	\$5,621,225.00
Oregon EHS	\$78,238.00
Portland Children's Levy	\$301,137.00
<b>Total</b>	<b>\$121,465.00</b>

# PI 16-02 Supplemental Funds Available to Extend Duration

[Español](#)

## Supplemental Funds Available to Extend Duration of Services in Head Start and Early Head Start ACF-PI-HS-16-02

U.S. DEPARTMENT  
OF HEALTH AND HUMAN SERVICES

ACF  
Administration for Children and Families

1. Log No. ACF-PI-HS-16-02
2. Issuance Date: 04/25/2016
3. Originating Office: Office of Head Start
4. Key Words: Extend Duration of Services; Continuous Services Supplemental Funds; Application; Eligibility

### PROGRAM INSTRUCTION

**TO:** All Head Start and Early Head Start Grantees, Including Delegate Agencies, Early Head Start-Child Care Partnership Grantees, and State Collaboration Grantees

**SUBJECT:** Supplemental Funds Available to Extend Duration of Services in Head Start and Early Head Start

#### INSTRUCTION:

The Office of Head Start (OHS) announces the availability of approximately \$294 million to be awarded for the purpose of increasing the total annual hours of high-quality early education services offered to children enrolled in Head Start and Early Head Start center-based and family child care programs. This supplemental funding is being made available under the Consolidated Appropriations Act of 2016 (Pub.L. 114-113). OHS solicits applications from existing Head Start and Early Head Start grantees that do not provide services equivalent to a full school day and full school year for 40 percent or more of their Head Start center-based participants, do not provide continuous services for all of their family child care participants or Early Head Start center-based participants, or wish to convert slots from locally designed or combination options to center-based program schedules for longer service duration. Over 90 percent of existing grantees that currently do not serve all of their Head Start children for at least 1,020 hours are eligible to apply for these funds. The U.S. Department of Health and Human Services (HHS) expects to award funds to grantees eligible under this Program Instruction in each of the 50 states and the District of Columbia, and the U.S. territories, pending a fundable application. Subject to appropriations, funds awarded would become part of a grantee's base funding in future years.

#### Background

Decades of scientific research documents the strong and lasting impact of high-quality early learning experiences on

child outcomes. Head Start's mission is to promote the school readiness of young children from low-income families. Research suggests that having high-quality, full school day and full school year care is particularly important for low-income children to succeed in kindergarten and beyond. Based on this research, OHS is working to expand the number of children who participate in full school day and full school year or continuous programs.

Specifically, research on extended day programs for young children, full school day preschool, full school day kindergarten, and effective teaching and curricular practices strongly point to the inadequacy of program schedules that offer the current Head Start minimum of 448 annual hours in achieving meaningful child outcomes. Head Start children need more learning time in high quality programs than is provided by the Head Start minimum duration standards in order to prepare them for success later in school and in life. It is very difficult for half-day programs to provide sufficient time for teachers to conduct learning activities and intentional instruction in small group and one-on-one interactions in the areas of skill development experts believe are important to later school success. Extending the duration of Head Start programs also enables greater alignment to full school day/full school year kindergarten and the growing number of full school day/full school year state preschool programs.

In addition, research on summer learning loss and attendance demonstrates the importance of extending the number of annual hours provided in early childhood education settings, including Head Start. Learning loss can be even greater for children from low-income families.

Although research does not indicate a specific threshold of hours per day or days per year, there is strong and mounting evidence that Head Start children need greater exposure to high-quality early learning experiences than is provided under Head Start minimum duration standards in order to support strong outcomes.

Additionally, research indicates that consistent and uninterrupted relationships with responsive and sensitive caregivers is critical to healthy social and emotional development. This is particularly true for infants and toddlers. While most Early Head Start programs provide this longer duration, increasing the number of annual hours provided in all Early Head Start programs will promote secure adult-child attachment for more children to enable learning in the earliest years.

Extending the number of annual hours provided in early childhood education settings—whether Head Start or Early Head Start—also yields important benefits to working families.

### **Purpose**

The purpose of this funding is to provide access to full school year and full school day programming in all Head Start communities, and continuous services for all Early Head Start families, by supporting grantees in extending the program day and/or year for more children.

These funds can be used to support a myriad of center-based program models with varying hours per day and days per year, as long as the program provides services for **1,020 hours of planned class operations over the course of a minimum of eight months per year** for Head Start and **1,380 hours of planned class operations per year** for Early Head Start.

Additionally, grantees may increase service duration for their **Head Start and Early Head Start family child care slots to 1,380 hours of planned class operations**. "Hours of planned class operations" is defined as hours when children are scheduled to attend. Professional development, trainings, orientations, teacher planning, data analysis, parent-teacher conferences, home visits, classroom sanitation, and transportation do not count toward the hours of planned class operations.

The goal of these funds is to increase the proportion of a grantee's Head Start center-based slots operating for 1,020 annual hours, Early Head Start center-based slots operating for 1,380 annual hours, and Head Start and Early Head Start family child care slots operating for 1,380 annual hours. Head Start grantees may apply for funding to increase the share of Head Start center-based slots that meet the 1,020 hours annual threshold to up to 40 percent of their

center-based slots, though available funding may mean that the grantee will be awarded funding to increase service duration for a somewhat smaller share. Grantees with Early Head Start center-based slots and with Head Start and Early Head Start family child care slots may apply for funding to increase the duration of all of these slots to the 1,380 hours threshold.

### **Voluntary Application**

Grantees that receive these funds must provide high-quality, comprehensive, and continuous early care and education for preschoolers and/or infants and toddlers in center-based and family child care settings. These funds cannot be used for expansion of Head Start or Early Head Start enrollment.

Application for these funds is voluntary.

### **Eligibility**

#### ***Determining Eligibility***

Eligibility criteria for Head Start and Early Head Start grantees, including American Indian and Alaska Native (AIAN) grantees and Migrant and Seasonal Head Start (MSHS) grantees, are described in this section. For all grantees, eligibility according to these criteria will be determined using the data submitted by the grantee in the Program Schedule tab of the most recent annual Grant Application in the Head Start Enterprise System (HSES). Eligibility for grantees that successfully competed and received awards since July 1, 2015 and have not yet submitted an annual continuation application will be determined based on the level of services approved in the competitive application.

#### ***Grantees Eligible for Funding***

**Head Start.** **Head Start grantees that operate less than 40 percent of their center-based funded enrollment** for a full school day and full school year schedule (1,020 hours of planned class operations over the course of a minimum of eight months per year) are eligible to apply. Applicants must propose to provide 1,020 annual hours of planned class operations for up to the number of slots needed to operate 40 percent of their Head Start center-based funded enrollment for this service duration. For example, a grantee that currently operates 20 percent of its center-based funded enrollment for a full school day and full school year (1,020 hours of planned class operations) may apply to operate up to an additional 20 percent of its funded enrollment at this service level. Applications to provide services for fewer than eight months per year will not be approved.

**These funds may be used to convert Head Start slots from combination or locally designed program options** to a center-based option and a full school day and full school year schedule (1,020 annual hours of planned class operations). If any current combination or locally designed option Head Start slots are proposed for conversion, these slots will be counted toward the grantee's Head Start center-based funded enrollment for the purposes of determining the percentage of center-based slots proposed to operate at 1,020 annual hours. For example, if a grantee currently has 70 center-based slots and 30 combination option slots and proposes to convert all 30 combination slots to center-based and 1,020 annual hours, then—if none of its 70 existing center-based slots currently operate for 1,020 annual hours—the grantee could also apply to increase duration for as many as 10 of its current center-based slots to 1,020 hours so that 40 center-based slots would operate for 1,020 hours out of a total of 100 center-based slots, equaling 40 percent.

**Funds may also be used to increase service duration to 1,380 annual hours of planned class operations for up to 100 percent of grantees' Head Start family child care-funded enrollment.** We are allowing funds to be used to increase service duration to this higher threshold for Head Start-funded children in family child care because this program option serves children in mixed age groups that include infants and toddlers who attend for a longer duration. Head Start family child care slots are not counted toward a grantee's center-based funded enrollment for the purposes of determining the percentage of Head Start center-based slots proposed to operate at 1,020 annual hours.

AIAN and MSHS grantees are eligible to apply under the same conditions described above. However, MSHS grantees may apply to provide services for fewer than eight months per year.

**Early Head Start.** Early Head Start grantees that operate less than 100 percent of their center-based funded enrollment at 1,380 annual hours of planned class operations are eligible to apply. Funding may be used to lengthen services for up to 100 percent of Early Head Start center-based slots not currently operating for 1,380 annual hours of planned class operations. Grantees wishing to apply must propose to provide 1,380 annual hours of planned class operations.

**These funds may be used to convert Early Head Start slots from combination or locally designed program options to continuous Early Head Start center-based services** (1,380 annual hours of planned class operations). See the description in the Head Start section above for more information.

**Funds may also be used to increase service duration to 1,380 annual hours of planned class operations for Early Head Start family child care funded enrollment.**

AIAN and MSHS grantees are eligible to apply under the same conditions described above.

### ***Grantees Not Eligible for Funding***

Due to the limited funding available, Head Start grantees currently operating 40 percent or more of their center-based funded enrollment at 1,020 annual hours of planned class operations, Early Head Start grantees currently operating 100 percent of their center-based funded enrollment at 1,380 annual hours of planned class operations, and Head Start and Early Head Start grantees currently operating 100 percent of their family child care funded enrollment at 1,380 annual hours of planned class operations are not eligible to apply for these funds. The president's fiscal year (FY) 2017 budget requests funding to continue expanding the number of children who can attend Head Start for a full school day and year. If that funding is provided, then in the future, a larger set of grantees will be able to continue to increase their full school day and year and/or continuous program offerings.

### **How to Apply**

#### ***HSES Duration Supplement Amendment***

Applicants must complete the Duration Supplement Amendment in HSES. Additional technical guidance is available on the relevant pages of the amendment.

#### ***Content of Applications***

Applicants must address the following requirements in their application. The Application and Budget Justification Narrative should not exceed 20 pages, double-spaced in Times New Roman, 12-point font. Applications should include a Table of Contents.

**Application Narrative.** All applicants must describe the number of center-based and/or family child care program schedules they currently operate, as well as the annual hours of planned class operations provided (as defined in the Purpose section), the number of classrooms, and the number of children (funded enrollment) served in each program schedule.

**Current Operations.** Applicants must provide evidence of the total proportion of currently funded slots meeting the equivalent of 1,020 hours per year for Head Start center-based programs, 1,380 hours per year for Early Head Start center-based programs, and Head Start and Early Head Start family child care programs by number and percentage.

**Approach.** Head Start center-based grantees should use their community assessment and current program schedules to propose an approach that transitions an appropriate proportion (for a total of up to 40 percent) of their current Head Start center-based funded enrollment to a full school day and full school year program schedule (1,020 annual hours and a minimum of eight months per year) by extending the program day and/or year.

Early Head Start center-based and Head Start and Early Head Start family child care grantees should use their community assessment and current program schedules to propose an approach that transitions up to 100 percent of these slots that are not currently receiving 1,380 annual hours of planned class operations to a continuous program

providing 1,380 annual hours.

*Implementation Plan.* Applicants must include an implementation plan that describes their proposed process for transitioning program operations, staff, and families to a longer service duration. This implementation plan must include a timeline to be fully operational. OHS expects that all applicants will be fully operational at the increased service duration no later than the beginning of the 2017-2018 program year, if not sooner.

*Budget and Budget Justification.* Applicants must include a detailed 12-month budget (in the HSES Budget tab) and a narrative budget justification that estimate **only the supplemental funds** necessary to support the incremental ongoing operating costs for the additional hours of service for the funded enrollment for which they propose to increase service duration. The budget justification must describe the intended use of the requested funding. Applicants should only include costs associated with extending services offered to the proportion of their slots transitioning to full school day and full school year and/or continuous services. OHS understands that scale-up activities may be necessary prior to full implementation of the increased duration. Applicants must ensure the funding level requested is adequate to support the full array of staffing and infrastructure for successful implementation of full school day and full school year and/or continuous services.

**Reasonable and Allowable Costs.** Examples of reasonable and allowable costs include the purchase, renovation, rental, and maintenance of additional facilities; ongoing purchases of classroom supplies; expenses for staff providing increased service duration; and professional development to support staff transitioning to a longer service duration.

These grant funds cannot be used to cover other program costs not associated with extending services offered for the proportion of slots they intend to transition to full school day and full school year services. **These funds cannot be used for expansion of Head Start or Early Head Start enrollment.** These funds cannot be used to provide home-based services or to convert home-based slots to center-based services. Costs incurred for grant application preparation are not considered an allowable use of funds and may not be included in the project budget or budget justification.

Funds awarded to increase the total annual hours of planned class operations must not supplant existing subsidies or other funding.

**Start-up Costs.** Start-up costs may be requested by an applicant in addition to the base operating supplemental funds. Examples of start-up activities are facility renovations or purchase, initial purchase of classroom supplies, licensing, background checks for additional staff, etc. Estimates for start-up costs must be easily identified as a separate budget in the Budget and Budget Justification section of the application. Applicants requesting start-up funds in addition to the 12-month budget must include start-up costs in the duration supplemental amendment application SF-424A.

Approval of start-up costs is not guaranteed; they are negotiated at the time of award and are based on reasonableness, necessity, and the availability of funds. The incurrence of start-up costs in anticipation of an award is done at the applicant's own risk and imposes no obligation on OHS either to make an award or to increase the amount of the approved budget if an award is made for less than the amount anticipated and is inadequate to cover the start-up costs incurred. It is possible that OHS may honor start-up costs by reducing the base amount of the award to include these costs.

#### **Training and Technical Assistance.**

Grantee training and technical assistance (T/TA) set-asides will not increase under this appropriation. However, consistent with current budgeting authority, grantees may elect to use a portion of operational funding, both in start-up and ongoing costs, for T/TA purposes.

#### **Deadline**

All applications must be submitted in HSES no later than Friday, June 24, 2016.

Please direct any questions regarding this Program Instruction to your Regional Office.

Thank you for the work you do on behalf of children and families.

/Blanca Enriquez/

Blanca Enriquez  
Director  
Office of Head Start

**See PDF Version of Program Instruction:**

[Supplemental Funds Available to Extend Duration of Services in Head Start and Early Head Start](#) [PDF, 123KB]

Supplemental Funds Available to Extend Duration of Services in Head Start and Early Head Start. ACF-PI-HS-16-02. HHS/ACF/OHS. 2016. English.



[Required Viewers:](#)

This is a Historical Document.

## **Other "2016" Resources**

- [PI 16-03 Head Start Funding Increase](#)
- [PI 16-02 Supplemental Funds Available to Extend Duration](#)
- [PI 16-01 Changes in Federal Reporting](#)

**OFFICE OF HEAD START**

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-16-03	2. Issuance Date: 04/27/2016
	3. Originating Office: Office of Head Start	
	4. Key Words: Consolidated Appropriations Act; Appropriations; Fiscal Year (FY) 2016; Funding Increase; Cost of Living Adjustment (COLA)	

**PROGRAM INSTRUCTION**

**TO:** All Head Start and Early Head Start Grantees, Including Delegate Agencies, Early Head Start-Child Care Partnerships, and State Collaboration Grantees

**SUBJECT:** FY 2016 Head Start Funding Increase

**INSTRUCTION:**

President Obama signed Public Law 114-113, the Consolidated Appropriations Act of 2016, on December 18, 2015. This Act includes \$9,168,095,000 for programs under the Head Start Act, which is an increase of approximately \$570 million over the fiscal year (FY) 2015 funding level.

The approximately \$570 million increase provides grantees a 1.8 percent cost of living adjustment (COLA), depending on final funding decisions. The FY 2016 funding level also includes \$294 million to support programs in lengthening their day and year, and \$135 million for Early Head Start-Child Care (EHS-CC) Partnerships and Early Head Start (EHS) Expansion. We will provide more information in the coming weeks about how to apply for these funds.

This Program Instruction (PI) provides information about the additional funds that are available to Head Start and Early Head Start grantees in FY 2016 for the COLA and describes the requirements for applying for these funds. Grantees that already received partial funding for FY 2016 are eligible to receive a supplemental award for the COLA. Grantees that are subject to competition for continued funding through the Designation Renewal System are also eligible to receive the COLA. State Collaboration grants are not eligible for the COLA due to the statutory cap on their funding in the Head Start Act.

**FY 2016 COLA**

Each grantee, including those with EHS-CC Partnership funding, may apply for a COLA increase of 1.8 percent of the FY 2015 base funding level. Base funding excludes training and technical assistance (T/TA) funds and any one-time funding grantees may have received in FY 2015. COLA funds are to be used to increase staff salaries and fringe benefits and to pay for higher operating costs.

Programs that use COLA funds to increase staff salaries should increase the hourly rate of pay and permanently increase the Head Start pay scale rather than only increase the salaries of current employees. Sections 653 and 640(j) of the Head Start Act provide further guidance on the uses and limitations of the COLA funds. Section 653 of the Act restricts compensation to a Head Start employee that is higher than the average rate of compensation paid for substantially comparable services in the area where the program is operating. Section 653 also prohibits any Head Start employee from being compensated at a rate higher than that of an Executive Schedule Level II position. Section 640(j) of the Act requires that the compensation of Head Start employees must be improved

regardless of whether the agency has the ability to improve the compensation of staff employed by the agency that do not provide Head Start services.

Each grantee, as specified in 45 CFR 1301.31 of the Head Start Program Performance Standards, is required to have personnel policies that specify salary rates and fringe benefits. Any grantee proposing differential COLA increases to staff, delegates, or partners must justify its rationale in its budget narrative.

Funds remaining after providing the COLA increase in the hourly rate of pay may be used to offset increased operating costs in other areas of the budget. This includes increased costs in rent, utilities, facilities maintenance and insurance, contractual arrangements, vehicle fuel, and maintenance, supplies, and equipment.

### **Application Requirements**

Grantees are required to request these funds through a grant application. Your Regional Office will send a Funding Guidance Letter to provide information on the amount of funds available to your agency this year and to offer further guidance on the application requirements. Grantees must submit a grant application or supplemental application in the Head Start Enterprise System (HSES) that includes:

- SF-424 Application for Federal Assistance
- Program narrative
- Budget and budget narrative
- Signed statements of the governing body and Policy Council chairs and minutes documenting each group's participation in the development and approval of the application

As always, grantees encountering one-time needs, especially related to health and safety concerns, should contact their Regional Office throughout the year.

Please direct any questions regarding this PI to your Regional Office.

Thank you for the work you do on behalf of children and families.

/ Blanca Enriquez /

Blanca Enriquez  
Director  
Office of Head Start

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201  
<https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | Contact Us

You are receiving this email because you are signed up for Office of Head Start communications. If you prefer not to receive emails of this sort in the future, you can unsubscribe [here](#). You also may modify your ECLKC email subscriptions. Recipients subscribed through the Head Start Enterprise System (HSES) must be removed from HSES by their program or office. Please do not reply to this email. Contact customer service for additional support.



## INFORMATION

### MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 8, 2016*

ITEM TITLE: **4.1e**

CONTACT PERSON: *Jennifer DeMent, Chief Financial Officer*

---

**SUBJECT: ACCEPTANCE/EXPENDITURE OF PROJECTS FUNDED IN WHOLE OR  
PARTIALLY BY NON-DISTRICT FUNDS**

WHEREAS board resolution, dated October 26, 1972 authorizes the clerk of the district, or deputy clerk of the district, to report and present to the board of education for formal recognition, at least quarterly, all new agreement of contracts for state and federal funds or funds of their agencies for educational purposes, unless such action is specifically contrary to the terms of the grant agreement.

BE IT RESOLVED that the Board of Education of Mt. Hood Community College District hereby authorizes the acceptance and expenditures of funds for the following state and federal projects.

Head Start, Engineering	21,150
<i>Funds to provide services to low income or special needs families with infants, toddlers, preschoolers and pregnant mothers. (Federal, State, Local)</i>	
Perkins STEM Hub	124,882
<i>Funds to further develop the academic and professional technical skills of professional technical students through high standards. Federal)</i>	
Small Business Development Center	20,358
Small Business Development Center, Program Income	
<i>Funds to provide comprehensive services and resources to existing and potential small businesses; and to account for program income generated by the Small Business Administration federal grant. (Federal, Other)</i>	
Workforce Connections, Back to Work Oregon	345,000
Workforce Connections, BMCC Redesign Group	7,875
Workforce Connections, Career Pathways	112,143
Workforce Connections, NEG Sector Partnership	292,000
Workforce Connections, ODE Redesign Workgroup	15,329
<i>Funds to provide re-employments and/or retraining opportunities for dislocated workers. (Federal, Other)</i>	
Total	938,737



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 8, 2016*

ITEM TITLE: **4.1f**

CONTACT PERSON: *Jean Wagner, Head Start Director*

---

### SUBJECT: HEAD START GRANT BRIEFING

#### **Cost of Living and Duration Supplemental Head Start Grants May 25, 2016**

The following grant proposals require approval of the Head Start Policy Council and Board of Education:

1. Cost of Living Supplemental grants (3) for Early Head Start, Head Start and Early Head Start Partnerships programs. We will receive \$25,486 for Early Head Start, \$102,390 for Head Start and \$27,000 for EHS Child Care Partnerships.

These grants require that all staff receive a 1.8% COLA increase by increasing our salary scale. In addition, the EHS CCP grant requires we “pass through” this 1.8% increase to our partners. Very little is left to budget for increasing expenses. I have added a small amount to pay for increased facility costs.

These three grant proposals are due to the Regional Office on June 15, 2016.

2. The Office of Head Start has proposed to support grantees in extending the “dosage and duration” of Head Start and Early Head Start services, with longer days and a longer school year. In order to assist, OHS will award “Duration Supplemental Grants.” We are in process of writing this proposal. We will propose to move 16 part day classrooms to operate 5 days per week at 6 hours per day to equal 1,020 hours per year per class. This includes additional staffing, hours for current staff, new space to move into (currently 2 classes occupy one room) and additional furniture and materials. Since suitable space is scarce, we will also write for a modular unit to house two Head Start classrooms, an office and small kitchen.

This grant proposal is due June 24, 2016.



## INFORMATION

### MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 8, 2016*

ITEM TITLE: **4.1g**

CONTACT PERSON: *Jennifer DeMent, Chief Financial Officer*

---

### SUBJECT: APPROVAL TO ACQUIRE GOODS AND/OR SERVICES CONTRACTS IN EXCESS OF \$150,000

The College expects to require goods and/or services from the vendor listed below during 15-16 fiscal year. Funding will be drawn from various accounts.

MHCC's Community College Rules of Procurement (CCRP) require that all contracts that will aggregate at least \$150,000 in total expenditures during the term of the contract must be approved by the Board (CCR.301).

<u>Vendor name</u>	<u>Goods/services to be provided</u>	<u>Amount</u>
Presidio	IT Network, maintenance support and equipment	Increase from \$400,000 to \$690,000
Pixie Child Care	Child Care Subsidy and Tenant Improvement Reimbursement	\$200,000

---

### RECOMMENDATION

Approval to award contracts to the vendor listed, for goods and/or services of the nature described through June 30, 2016, for a cumulative total amount not to exceed the amount listed.



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 8, 2016*

ITEM TITLE: **4.1h**

CONTACT PERSON: *Jean Wagner, Head Start Director*

---

**SUBJECT: HEAD START DIRECTOR HIRE**



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 8, 2016*

ITEM TITLE: **6.1**

CONTACT PERSON: *Jennifer DeMent, Chief Financial Officer*

---

### SUBJECT: CONSIDER RESOLUTION TO IMPOSE AND CATEGORIZE TAXES

It is recommended the following property taxes to be imposed:

Fund	Type	Amount Subject to the Education Limitation:	Amount Excluded from Limitation:
General	Permanent tax rate	\$0.4917 / \$1,000 of assessed value	

### RECOMMENDATION:

Approve the amount and/or rate of the property taxes.

---

Approve the above resolution as presented.

---

Susie Jones, Board Chair

Date



# ACTION

## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 8, 2016*

ITEM TITLE: **6.2**

CONTACT PERSON: *Jennifer DeMent, Chief Financial Officer*

---

### SUBJECT: CONSIDER RESOLUTIONS TO ADOPT AND MAKE APPROPRIATIONS OF THE 2016-2017 BUDGET

#### RESOLUTION ADOPTING THE BUDGET

Be it resolved that the Board of Education of Mt. Hood Community College District hereby adopts the budget for 2016-2017 in a total sum of **\$357,800,894**, now on file in the district budget office.

#### RESOLUTION MAKING APPROPRIATIONS

Be it resolved, that the amounts for the fiscal year beginning July 1, 2016 and for the purposes shown below are hereby appropriated:

#### General Fund - (01)

Instruction	\$ 31,810,528
Instructional Support	8,812,432
Student Services	6,027,374
Community Services	77,784
College Support Services	13,445,988
Plant Operations and Maintenance	4,507,745
Plant Additions	149,000
Financial Aid	1,310,863
Transfers	825,000
Contingency	1,965,575

Unappropriated Fund Balance	1,345,883
<b>Total</b>	<b>70,278,172</b>

**Bonded Debt Service – (02)**

Debt Service	7,326,006
<b>Total</b>	<b>7,326,006</b>

**Pension Bond Debt Service – (03)**

Debt Service	4,563,691
<b>Total</b>	<b>4,563,691</b>

**Physical Plant Maintenance Fund – (06)**

Plant Operations and Maintenance	500,000
<b>Total</b>	<b>500,000</b>

**Technology Projects Fund – (07)**

College Support Services	1,713,067
Contingency	-
<b>Total</b>	<b>1,713,067</b>

**Capital Projects Fund – (08)**

Plant Additions	125,000,000
<b>Total</b>	<b>125,000,000</b>

**Student Aid Fund – (10)**

Student Services	85,026,990
<b>Total</b>	<b>85,026,990</b>

**Federal, State, and Special Projects Fund – (16)**

College Support Services	46,500,000
Plant Additions	10,000,000
Financial Aid	300,000
Contingency	1,000,000
<b>Total</b>	<b>57,800,000</b>

**Bookstore Fund – (40)**

Student Services	2,800,000
Transfers	100,000
<b>Total</b>	<b>2,900,000</b>

**Aquatics Fund – (42)**

Student Services	823,472
<b>Total</b>	<b>823,472</b>

**Clubs Fund – (50)**

Student Services	245,000
Capital Outlay	5,000
<b>Total</b>	<b>250,000</b>

**Trusts Fund – (51)**

Student Services	499,534
Capital Outlay	5,000
<b>Total</b>	<b>504,534</b>

**Associated Student Government Fund – (52)**

Student Services	1,114,962
<b>Total</b>	<b>1,114,962</b>

**Total – All Funds** **\$ 225,830,056**

---

**RECOMMENDATION:**

Approve resolutions adopting the budget and making appropriations as presented.

---

Susie Jones, Board Chair

Date

---

Jennifer DeMent, Budget Officer

Date



## INFORMATION

### MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 8, 2016*

ITEM TITLE: **6.3**

CONTACT PERSON: *Jean Wagner, Head Start Director*

---

SUBJECT: **HEAD START POLICY REVISION** (*first reading*)

MT. HOOD COMMUNITY COLLEGE

CHILD DEVELOPMENT AND FAMILY SUPPORT PROGRAMS

**CODE OF CONDUCT-STAFF**

Purpose: The provision of standards of conduct supports agencies in reinforcing appropriate professional behavior among staff. Written standards of conduct help to guide staff members in ambiguous situations; and they help protect staff against allegations of misconduct.

Applicable Performance Standards: 1304.52(h) (1-3)

1. I will abide by the policies set forth in the following documents:
  - a. *Mt. Hood Community College Handbook for Child Development and Family Support Programs.*
  - b. *Mt. Hood Community College Board Policies and Administrative Regulations.*
  - c. *Child Development and Family Support Programs Policy and Procedure Manual.*
2. I will show respect for and promote the uniqueness of each child and family and will refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, disability, sexual orientation or gender identity.
3. I will adhere to the *Child Guidance Policy* at all times. I will use positive methods of child guidance at all times and will not engage in corporal punishment, emotional or physical abuse, humiliation, or isolation, the use of food as punishment or reward or the denial of basic needs.
4. I understand that no child is to be left alone out of sight or sound or unsupervised at any time.
5. I will maintain confidentiality regarding children, families and staff. I will protect this information by safeguarding it and discussing it only with those who have a legitimate need to know. Staff may not access confidential information other than what is required within the scope of their job responsibilities.
6. **I will not provide any program services to my child or any of my family members. If this situation should arise, I will let my supervisor know of the issue, so alternative plans can be made.**
7. I will report suspected child abuse as required by state law and program policy.
8. I understand that teamwork is a key value of the Child Development and Family Support Programs and agree to work diligently at being a good team member in my work group(s).
9. I will not use drugs or alcohol at the work site or come to work under the influence of drugs or alcohol.
10. I understand that it is my responsibility to obtain and maintain training and certification (i.e. Food Handler's card, First Aid, CDA, School Bus License, health appraisal, etc.) as required in my position qualifications.
11. I will not solicit or accept gratuities, favors, or anything of significant value for personal use or enrichment from contractors/vendors or potential contractors/vendors who have been awarded contracts or provide services or materials for Mt. Hood Community College.
12. I agree to work the days and times I am scheduled and will attend all assigned meetings.
13. I will not bring any family members to work during paid time without the prior authorization of my supervisor.
14. I understand that I must maintain professional boundaries with children, families and providers served by Child Development and Family Support Programs.

15. I understand this document shall be placed in my personnel file and that violations of these codes may result in disciplinary action up to and including termination.

I have read the Code of Conduct and agree to abide by it.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

References/Resources: *Mt. Hood Community College Handbook for Child Development and Family Support Programs, Mt. Hood Community College Board Policies, Mt. Hood Community College Administrative Regulations, CDFS Policy and Procedure Manual, Child Guidance Policy, Confidentiality Policy, Suspected Child Abuse and Neglect Reporting Policy*



## INFORMATION

### MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *June 8, 2016*

ITEM TITLE: 7.1

CONTACT PERSON: *Debra Derr, President*

---

SUBJECT: PRESIDENT'S REPORT