MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on November 18, 2015, with a **Board Workshop** in the President's Office at 6 p.m., followed by a **Regular Session** at 7 p.m. in the **Board Room** at Mt. Hood Community College, 26000 S.E. Stark Street, Gresham, Oregon.

AGENDA
SESSION #907

ITEM	TIME	EXHIBIT	INFO/ ACTION	AGENDA ITEM	PRESENTER
	5:30 p.m.			*Board Dinner: President's Office*	
1	**6 p.m.**			**Board Workshop:** Open Discussion	Susie Jones
2	**7:00 p.m.**	**CONVENE AS MHCCD BOARD**		**CALL TO ORDER/DECLARATION OF A QUORUM**	Susie Jones
3		**3.1**	**Action**	Approval of the Agenda	Susie Jones
		3.2	**Action**	Consent Agenda: Approvals & Information **a.** Minutes from Board Mtg 10/21/15 **b.** Monthly Personnel Report **c.** Monthly Financial Report **d.** Monthly Head Start Report (September & October) **e.** Approval to utilize goods and/or services contracts in excess of $150,000 **f.** Head Start: Summary of Environmental Safety Screener	Susie Jones
4	**7:05**			**PUBLIC INPUT**	
5	**7:10**			**PRESENTATIONS AND REPORTS**	
		5.1	**Info**	Choir Students	Kevin Lambert & Students

		5.2	**Info**	MESD Accountability Report	Jim Rose
		5.3	**Info**	Salmon Safe Program	Charles George
		5.4	**Info**	Ellucian Update: Grant Process	Sharla Trimm
6	**7:40**			**BUSINESS/ACTION**	
		6.1	**Action**	OSBA Elections	Susie Jones
		6.2	**Action**	Board Meeting Recording: Audio & Video	Debra Derr
		6.3	**Action**	President's Goals	Debra Derr
7	**8:10**			**INFORMATION**	
		7.1	**Info**	President's Report & Potential GO Bond Update	Debra Derr
8	**8:20**			**CLOSING REMARKS**	Susie Jones
		8.1 **8.2**		• ASG Representative Comments • Advisory Representatives comments	
9	**8:30**			**ADJOURNMENT**	Susie Jones

The next regular meeting is scheduled for December 9th, 2015

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.

MT. HOOD
COMMUNITY COLLEGE

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 18, 2015*

ITEM TITLE: 3.2a

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

SUBJECT: APPROVAL OF MINUTES

Session #906

A meeting of the Mt. Hood Community College District Board of Education was held on October 21, 2015, with a workshop in the President's Office at 6 p.m. There was a Regular Session at 7:00 p.m. in the Board Room at Mt. Hood Community College, 26000 S.E. Stark Street, Gresham, Oregon.

WORKSHOP

Board members present: Michael Calcagno (phone), Sonny Yellott, Jim Zordich (Vice Chair), Susie Jones (Chair), Tamie Arnold, Kenney Polson

Staff Present: Debra Derr, Carrie Toth

Communication Protocol:

Susie Jones distributed copies of Board Policies 9040 and 9060.

Jones discussed the proper protocol for information requests and board member authority. She gave a scenario in which a board member might misuse authority, leading to misunderstanding. She stated that no individual member can speak on behalf of the entire board. The proper procedure is to raise the idea through the board, which will move forward as a unit. There must be communication before moving items forward and taking meetings individually.

She also reminded the board that they represent the owners/community, not the staff. They will make group decisions as a board, with Jones as the voice of the board. Jones will work with Derr, who will communicate to staff. When board members e-mail Derr, they need to copy Jones. She clarified that requests for information need go through the President and Board Chair. Complaints need to go to Derr, and Jones does not need to be copied. As a courtesy, Jones stated that it is good practice to let Derr and Pam Benjamin know if a board member plans to be on campus.

Derr emphasized that information requests need to be sent through her so that she can gauge the amount of staff time that will be needed to properly respond. The staff needs to be able to prioritize, which is why communication with the Board Chair is key. The Board will be able to provide ideas, but they will be aligned with the board's priorities.

Calcagno asked about Jones's example – are they seeking permission from Derr? Jones clarified that, no, but the board needs to speak as an entity.

Financial Aid:

Christi Hart, Director of Financial Aid, distributed a handout. Hart gave a broad overview of the Financial Aid process, beginning with the FAFSA. The Department of Education selects students for various types of aid – the College does not determine this. The college does not determine the verification documents that can be used. Once the Financial Aid Office has all the information, they review the file and make sure there is no conflicting information. They will go back to the student to clarify any questions or conflict; those who are not selected for verification or who have been through the system move into the auto-processing system. She discussed the general eligibility requirements from the government. She stated that, more and more, the College is seeing students hit their aid amount limits before completing a degree or certificate.

Hart noted upcoming changes to Financial Aid. For example, by the 2017-2018 Academic Year, students will be able to apply on the FAFSA 10/1, rather than 1/1. There are still many questions right now about the changes coming.

Zordich asked about the tightening up of cross-referencing between institutions. Hart responded that yes, we are seeing more monitoring, which has helped. Hart stated that we got our official default rate, which has gone down from 24%, so it is improving. We had put programs in place to help with the default rate.

Arnold asked about the types of aid besides Pell Grants and Stafford Loans and asked if Mt. Hood has its own program.

Hart responded that, no, Mt. Hood does not have its own loan program – it used to participate in the Perkins program, which stopped giving us federal contribution toward it. When the recession happened, people were not able to pay, and the college wasn't getting any money back. Arnold asked about interest rates: Perkins was 5%; Stafford loans can be variable – they are now at about 3.4% for subsidized, with unsubsidized at 6%, but each year the Treasury department reassesses. There is also an origination fee on the Stafford loans.

Calcagno asked about contact information on the webpage for Hart – why isn't her direct number listed? Hart responded that her staff are well trained, but she does not want students to have to wait for her. The Financial Aid advisors are constantly on the phone and have staff available to answer questions.

Hart gives a brief description of the default program. If the College is at 30% or higher for three years, we could potentially lose our Title IV program.

Open Discussion:

Jones noted the format change for board workshops, with the intent being to have an open discussion to raise questions, try out ideas and see what kind of support members have from

the rest of the board, rather than asking members for comments at the end of each board meeting.

Arnold stated that she would like to see a training on Safety.

Calcagno would like to see board action on the recorded meetings and asked where in the process this is. Derr responded that this would be up to the board to take action, as they discussed in the October meeting. Calcagno responded that it is important for the sake of transparency. Arnold responded that she supports the idea. The board members agreed that it can be added to the agenda for this evening.

Polson noted that he would like to see a concrete deadline to have recordings available.

The workshop adjourned at 6:59 p.m.

CALL TO ORDER/DECLARATION OF A QUORUM

A meeting of the Mt. Hood Community College District Board was called to order at 7:03 p.m. on October 21, 2015. A quorum was present.

Board members present: Susie Jones (Chair), Jim Zordich (Vice Chair), Michael Calcagno (phone), Tamie Arnold, Kenney Polson, Sonny Yellott

APPROVAL OF THE AGENDA

Jones asked for additions to tonight's agenda. Calcagno requested to add a board motion to increase transparency by allowing digital recordings to be posted online. Jones responded that will be add that as agenda item 6.5.

Jim Zordich called for a motion to approve the agenda. The motion was seconded and passed unanimously.

APPROVAL OF THE CONSENT AGENDA

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

PUBLIC INPUT

No public input was received.

PRESENTATIONS AND REPORTS

5.1 INTRODUCTION TO WALDON HAGAN

Derr introduced Dr. Waldon Hagan, the new Vice President for Student Success and Development. She gave some background on his work at Tidewater. Hagan remarked that he

has enjoyed his first month in his new position. Arnold welcomed Hagan and asked what some of the challenges he has faced so far are. He responded that he seems challenges in Enrollment Management, Recruitment, Retention, Completion, and in the need to examine the services we provide for students. He sees a need for establishing community partnerships, particularly K-12 institutions, to help us recruit students.

BUSINESS/ACTION

6.1 DOMESTIC VIOLENCE AWARENESS MONTH

Seth Albert and Lindsay Patiño presented an ASG resolution to declare the month of October as Domestic Violence Awareness Month. Albert read through the proposed resolution. Yellott asked if the students had done research on the subject. Patiño responded that education and prevention will be part of Awareness Month.

Calcagno expressed appreciation to Seth and Lindsay for bringing this item forward.

Calcagno moved to approve the resolution. Arnold seconded. The motion carried unanimously.

6.2 BUDGET RESOLUTION

Elizabeth Gomez, Senior Budget Analyst, presented a resolution to clarify the Board's June budget. It is a correction to Capital Outlay and was a TSCC recommendation.

Zordich moved to approve the resolution. The motion was seconded and carried unanimously.

6.3 NEW PROGRAM PROPOSALS

Christie Plinski presented information on two new programs for approval. The first is an Associates of Applied Science in Engineering. She stated that we have many students who want to continue on in Engineering. The program has been vetted through our advisory committees, and Albert clarified that all the courses needed are currently available. Polson remarked that he is impressed that this can be done at no cost to the college.

The second new program is a Healthcare certificate that uses courses currently available as part of our curriculum – it is a three-term certificate and is basic, entry-level healthcare. It is a stackable credential. The job market in healthcare is skyrocketing, and with the Affordable Care Act, the need is great. Derr commented that the Workforce Investment Board received a substantial grant recently, using this model – some students going into this program will have tuition and fees paid for.

Jones remarked that she is becoming more versed in the guided pathways model, which is what these programs seem to be moving toward. Plinski responded that this is correct – it

provides a clear path for the students. Plinski and Hagan have been looking at our programs and will continue to do so. This will be cost-effective for students and for the College.

Calcagno asked why the Healthcare program does not have a faculty advisor listed yet. Plinski responded that there are many advisors in the Health programs. When it goes into the catalogue, it will have an advisor listed.

Albert thanked Plinski and stated how excited he is to see this type of pathway. He sees that it will be a great benefit to our students.

Arnold asked what other schools have been doing this. Plinski responded that PCC has been looking into it. Arnold asked whether the college was looking at the CNA 2 program – Plinski responded that yes, they are open to it and are exploring the possibilities.

Patiño asked what the timeline would be to get it through the state and into the catalogue. Plinski responded that she would like to implement in winter term.

Arnold moved to approve the two programs presented. The motion was seconded and carried unanimously.

6.4 EARLY HEAD START – REQUEST FOR GRANT APPROVAL

Jean Wagner presented a request for grant approval for Early Head Start. The grant presented is part two of a grant received in February. We were one out of four programs in Oregon chosen for this grant. The goal is to increase the number of children in Early Head Start, and to increase the quality of care received.

Calcagno moved to approve the request. The motion was seconded and carried unanimously.

6.5 ADDITIONAL ITEM – BOARD TRANSPARENCY

Jones noted that an additional item was added to the agenda by Michael Calcagno concerning recording the board meetings and making audio/video streams available on our webpage. Calcagno stated that the intent of the action item is to increase our transparency and accessibility and make digital recording files available on our website. The motion will begin plans to make audio recordings available on our website a short time after each meeting. The intent would be to have video available in the future. Calcagno moved that the Board pass a motion to have staff begin implementation of audio recordings as early as the November meeting, with a recording available within one week of the meeting, with video available and posted online following the January meeting. The motion was seconded. Calcagno remarked that this will improve community access and allow them to participate in the public process. Arnold proposed an amendment to the main motion that she would like a cost analysis for both stages by the November meeting. Jones asked whether this would delay implementation; Calcagno responded that we could implement the audio recording

upload along with a cost analysis in November. Arnold made a friendly amendment to her motion and stated that she would like a cost analysis by the November board meeting on the video cost.

The amendment to the main motion was seconded and approved unanimously.

Patiño stated that the Advocate would like to help with the transparency, and that student groups would be able to assist with the video recording.

Arnold stated that the motion has her full support. Corey Huston remarked that he has never seen anyone be excluded from receiving a recording when it was requested – what are the barriers, and are there any unintended consequences? Calcagno responded that the Board Assistant can only capture so much, and the recording makes everything available.

Jones called for a vote on the motion, which had been proposed and seconded. The motion carried unanimously.

PRESIDENT'S REPORT

Derr distributed two handouts summarizing the current potential GO Bond activities. She stated that community outreach has started, with she and Al Sigala beginning to present to the 100 Points of Contact list. Paige Richardson has been hired on as a bond consultant and will help guide the fundraising on the PAC. Jones clarified that board members can make contact with organizations as well, and that a board member should accompany Derr to events in their districts.

Calcagno commented that it is very important for the college and the board to get behind the bond and pass it. He pledges a financial contribution of $1000.

Derr stated that the Friends of MHCC PAC kicked off, hosted by the Yoshidas, with about 50 attendees. Arnold asked if ASG has been engaged in the process – student support will be key. Albert responded that, yes, Derr has engaged the ASG Executive Committee and will present the next day to the Senate. He believes that the students will be behind the bond. Arnold asked if the Student Life App would be used. Albert responded that, yes, it will definitely be used to help with promotional materials and in getting voters registered.

Derr distributed a draft copy of her 2015-2016 President's Goals, which are tied to the College's Strategic Plan. She asked board members to provide feedback through Jones on the goals and will present the updated version for approval at the November meeting.

CLOSING REMARKS

8.1 ASG Representative Comments

Albert noted that it has been a busy first month for ASG. They hosted a successful Breast Cancer Awareness event, as well as the Club fair, which was very well attended. They held a Q&A and candlelight vigil on our campus for Umpqua Community College. Patiño and other representatives will be attending a training at UCC.

An ASG team will participate in Friday's Bowling for Scholars event. Albert and Patiño extended an invitation to the Board to attend one of their events or their regular Senate meetings.

Marilyn Pitts acknowledged the passing of Robie Webb, a Writing Instructor and long-time member of our part-time faculty, noting what an exceptional person she was. Pitts also distributed copies of the PFTA newsletter.

Corey Huston also acknowledged Robie Webb, stating that he had her as an instructor years ago. Huston commended College administration for partnering with Umpqua Community College and stated that he is proud of our efforts. The CEA recently committed to the Better Oregon Campaign. He also noted that the CEA has been discussing the bond information, and that there is still trust that needs to be built up with the College. He invited Derr to present to the association at one of their upcoming meetings.

Jeff Forbis noted that December 16th is the date for our Cranberry Short Courses. Any employees who would like to teach a session should contact Kim Applin.

ADJOURNMENT

Jim Zordich moved to adjourn. The motion was seconded and carried unanimously.

The meeting adjourned at 8:40 p.m.

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Clerk Board Chair

MT. HOOD COMMUNITY COLLEGE

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 18, 2015*

ITEM TITLE: 3.2b

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

SUBJECT: MONTHLY PERSONNEL REPORT

***This report outlines activity for the month of October, 2015.**

NEW EMPLOYEES:

Administrators

Stoehr, Joseph	Manager - IT Customer Service	Information Technology	10/26/2015

Faculty

Supervisors

Harvey, Sonja	Education Site Manager	CDFS – Head Start	10/20/15

Support

Crawford, Paige	Program Assistant	CDFS – Head Start	10/26/15

Girgis, Mona	Assistant Teacher	CDFS – Head Start	10/12/15
Hinsz, Hannah	Teacher	CDFS – Head Start	10/12/15
Minich, Sarah	Teacher	CDFS – Head Start	10/5/15
Nitti, Laura	Family Support Specialist	CDFS – Head Start	10/12/15
Orozco, Daisy	Program Assistant	CDFS – Head Start	10/12/15
Tatum, Sherree	Teacher	CDFS – Head Start	10/5/15
Leon, Brandon T	Purchasing Assistant	Business Office	10/1/2015
Newman, Marilyn A	Financial Aid Adviser	Financial Aid	10/27/2015
O'Dell, Lisa M	Degree Audit Specialist	Admissions, Registrations & Records	10/15/2015
Ruch, Erik R	Temp TRiO Advisor	TRiO	10/15/2015
Young, Mike A.	Online Learnng Instructional Designer	Online Learning	10/21/2015
Martinez-Moreno, Gabriela	Executive Assistant HR and CFO	Human Resources	10/16/2015

TRANSFERS/CHANGE IN STATUS:

Hadden, Melissa	Education Specialist	CDFS – Head Start	10/12/15
Jenkinson, Ashley	Early Childhood Education Consultant	CDFS – Child Care Resource & Referral	10/12/15
Takkunen, Alecia	Education Manager	CDFS – Head Start	10/7/15

CURRENT SEPARATIONS:

Alwert, Jamie	Teacher	CDFS – Head Start	10/23/15
Bailey, Amber	Assistant Teacher	CDFS – Head Start	10/29/15
Hajigil, Shaheen	Bus Driver	CDFS – Head Start	10/14/15

Michaels, Carolan	Infant/Toddler Teacher	CDFS – Early Head Start	10/30/15
Tatum, Sherree	Teacher	CDFS – Head Start	10/27/15

MT. HOOD COMMUNITY COLLEGE

INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 18, 2015*

ITEM TITLE: 3.2c

CONTACT PERSON: *Jennifer DeMent, Chief Financial Officer*

SUBJECT: MONTHLY FINANCIAL REPORT

2015-16 Activity through September:

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 $2.5 million and early fall tuition of $7.9 million. Fall registrations are still being processed. Preliminary enrollment numbers indicate a decline in tuition bearing classes as compared to 2014/15 final enrollment by 21.2% for summer term and 13.47% so far for Fall term.

Expenditures:

As of September 30, three months of the fiscal year has passed. If expenditures occurred equally throughout the year, there would be 75% 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 to the September payroll.

- 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 $22 thousand has been transferred to Student Aid.

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

	Actual Year to Date Jun 30, 2015 (Pre-close)	Adopted Budget 2015/16	Actual September 2015	Percentage of Budget Remaining
Revenues				
State Support	24,935,144	27,062,523	6,334,142	77%
Property Taxes	10,964,362	10,920,663	81,485	99%
Tuition and Fees	26,517,078	25,638,074	11,101,126	57%
Uncollectible Receivables	(306,000)	(400,000)	-	n/a
Access Fee	827,680	793,156	370,545	53%
Other Revenues	2,017,180	1,084,700	216,008	80%
Transfers In	75,000	200,000	-	100%
TOTAL REVENUES	**65,030,444**	**65,299,116**	**18,103,306**	73%
Expenditures				
Salaries	35,108,191	36,796,514	6,519,067	82%
Health Care	5,223,279	5,851,426	1,037,921	82%
Fringe/Taxes	11,128,657	10,430,860	1,850,059	82%
Materials & Supplies	5,989,166	6,895,149	1,454,227	79%
Utilities	1,631,851	1,649,672	281,682	83%
Grants in Aid/Tuition Waivers	1,205,025	1,307,840	336,781	74%
Debt Service	2,359,990	2,397,478	326,363	86%
Transfers to Other Funds	565,304	925,000	22,045	98%
TOTAL EXPENDITURES	**63,211,463**	**66,253,939**	**11,828,145**	82%
Rev Greater (Less) Than Exp	**1,818,981**	**(954,823)**	**6,275,161**	
Beginning Fund Balance	**4,264,382**	**3,900,000**		
Ending Fund Balance	**6,083,363**	**2,945,177**		
As a percentage of expenditures	*9.6%*	*4.4%*		

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.

MT. HOOD
COMMUNITY COLLEGE

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 18, 2015*

ITEM TITLE: 3.2d

CONTACT PERSON: *Jean Wagner, Head Start Director*

SUBJECT: MONTHLY HEAD START REPORT – September & October 2015

Head Start/Early Head Start News from the Director

September 2015

- We have successfully begun school. The first day went pretty smoothly.
- We have been selected to participate in a national research project called Head Start Parent, Family and Community Engagement Study. This study, led by NORC at the University of Chicago with guidance from the National Head Start Association and Region V Head Start Association, will inform our national understanding of parent engagement and create a tool to help local programs collect better information from parents about their experiences.
- The Early Head Start Child Care Partnerships Remainder of Funds grant is due October 1. This requires both Policy Council and Board approvals.
- The State Early Learning Division is planning how to award the new Mixed Delivery Preschool funds. Jean Wagner is on the committee to give input to the Early Learning Council.
- A recent Information Memorandum from the Office of Head Start was sent out to Head Start programs. Click here to view Information Memorandum.
- In celebration of the beginning of the 2015-2016 school year and the 50th year of Head Start. The National Head Start Association is encouraging programs to participate in **Head Start's First Day**! We are encouraging parents, teachers, directors, and other community members to celebrate by posting photos of First Day activities on Facebook, Twitter or Instagram and tag the post with #HSFirstDay and #MHCCHeadStart. Whether it is your child entering a classroom for the first time, children enjoying their first circle time, the teachers at your center prepping their classroom, or your child getting ready for the bus, we want to see it!

Enrollment Report for August 2015

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	605	State	6
City of Portland	40	City of Portland	24
		MIECHV	20
		Child Care Partnerships	75
Total:	**1044**	**Total:**	**233**

Enrollment for August

Head Start	**Children**	**Early Head Start**	**Children**
Head Start	1044	Early Head Start	158
		EHS Child Care Partnerships	17*
Total:	**1044**	**Total:**	**175**

*Enrollment for this grant has begun and 10 children are currently enrolled.

Number of children who are on the Waitlist (as of 8/31/15)

Program	Children
Head Start	219
Early Head Start	336
EHS Child Care Partnerships	2

Program	Children
Total:	**557**

Average Daily Attendance By Head Start or Early Head Start Center 2014-15

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													
Division HS													
Earl Boyles HS													
Early Childhood Center HS Full day													
Early Childhood Center EHS Full day													
Early Childhood Center Part Day HS													
Fairview HS													
Gateway HS													
Hazelwood HS													
Kelly Place HS													
Knott HS													
Mt. Hood HS													
North Powellhurst HS													
Rockwood HS													
Russellville HS*	71%	79%											75%
Russellville EHS*	90%	92%											91%
Program ADA	**81%**	**86%**											

*children attending Russellville are subsidized by DHS child care subsidy

Mt. Hood Community College Head Start
Financial Report
May and June 2015

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 presupesto incluyendo los gastos de tarjetas de crédito requerido por ley 2007. 642(d)(2)

BUDGET JULY 2014-JUNE 2015

Funding Source	**Total Funds**
Federal/State Head Start	**$9,673,470**
Head Start Training	**$42,653**
Federal Early Head Start	**$1,415,899**
Federal EHS Training	**#34,943**
EHS Child Care Partnerships	**$731,196**
EHS Child Care Partnerships Training	**$15,729**
Portland Children's Levy EHS	**$289,000**
State EHS	**$77,479**
Maternal/Infant & Early Childhood Home Visit (MIECHV)	**$246,809**
Total	**$12,527,178**

Expenditure Report

Budget Category	**Budget**	**Spent in May**	**Spent in June**	**Percent Spent**
Salaries and Fringe Benefits	$9,485,294	$7,311,759	$9,067,348	95.59%
Equipment	$78,341	$0	$111,104	136.73%
Travel/Training	$77,596	$71,028	$115,488	50.57%
Supplies	$236,689	$171,263	$494,904	176.03%
Contractual	$136,600	$2,417	$133,466	34.17%
Other	$1,857,231	$777,912	$1,937,084	94.01%

Budget Category	Budget	Spent in May	Spent in June	Percent Spent
Total	$11,645,228	$4,331,521	$11,859,393	94.67%

Reimbursement Funds

Source	Amount Budgeted	Amount Received May	Amount Received June	Amount Received Year to Date
DHS Child Care*	$258,391	0	$17,316	$214,679
USDA Funds	$500,859	$59,470.52	$4,899.73	$419,374.22

*Child Care reimbursements have a lag time of up to 60 days

Mt. Hood Community College Head Start
Financial Report
July and August 2015

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 presupesto incluyendo los gastos de tarjetas de crédito requerido por ley 2007. 642(d)(2)

BUDGET JULY 2015-JUNE 2016

Funding Source	**Total Funds**
Federal/State Head Start	**$9,888,698**
Head Start Training	**$42,653**
Federal Early Head Start	**$1,415,899**
Federal EHS Training	**$34,943**
EHS Child Care Partnerships	**$1,650,874**
EHS Child Care Partnerships Training	**$28,756**
Portland Children's Levy EHS	**$301,137**
Portland Children's Levy HS	**$382,331**
Portland Children's Levy HS Training	**$46,000**
State EHS	**$78,238**
Maternal/Infant & Early Childhood Home Visit (MIECHV)	**$121,464**
Total	**$13,990,993**

Expenditure Report

Budget Category	**Budget**	**Spent in July**	**Spent in August**	**Percent Spent**
Salaries and Fringe Benefits	$9,485,294	$258,196	$611,962	6.08%
Equipment	$78,341	$0	$0	0.00%
Travel/Training	$77,596	$105	$4,353	1.44%
Supplies	$236,689	$397	$134,441	33.42%

Budget Category	Budget	Spent in July	Spent in August	Percent Spent
Contractual	$136,600	$0	$0	0.00%
Other	$1,857,231	$5,800	$173,338	7.58%
Total	$11,645,228	$264,497	$924,094	6.60%

Reimbursement Funds

Source	Amount Budgeted	Amount Received July	Amount Received August	Amount Received Year to Date
DHS Child Care*	$200,000	0	0	$9,294
USDA Funds	$470,154	0	0	0

*Child Care 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 5/20/15

Description	Head Start	EHS	Children's Levy EHS	Oregon EHS	MIECHV	EHS CCP	Totals
Center Supplies	$3728	$1,516.6	$895.89		$20.45		$6,161.03
Child Food							$0.00
Computer Supplies							$0.00
Dental/Medical							$0.00
Education Supplies	$29.99	$89.97					$119.96
Family Services	$546.03	$13.91					$559.94
Health Supplies	$12.58	$1.40					$13.98
Maintenance							$0.00
Office Supplies							$0.00
Other Costs	$1,615.00	$197.62					$1,812.62
Parent Activities	$1,941.84	$179.62	$31.95		$16.88		$2,170.29
Postage							$0.00
Pre-Employment	$49.00	$25.00					$74.00
Site Repair	$19,212.5	$999.51			$105.90		$20,317.99
Training	$3,166.60	$1,272.4	$550.00		$1,055.00	$4,147.	$6,044.00
Vehicle Costs	$1,287.18	$54.59	$13.64				$1,355.41
Utilities	$710.37	$138.19			$287.01		$1,135.57
Total	**$32,299.1**	**$4,488.**	**$1,491.48**	**$0.00**	**$1,485.24**	**$4,147**	**$39,764.79**

Closing Date 6/22/15

Description	Head Start	EHS	Children's Levy EHS	Oregon EHS	MIECHV	EHS CCP	Totals
Center Supplies	$8549.76	$475.0				$13.98	$9,024.79
Child Food							$0.00

Computer Supplies	$123,836.9						$123,836.97
Dental/Medical							$0.00
Education Supplies	$88,480.30	$577.9					$89,058.22
Family Services	$7,659.61	$29.81					$7,689.42
Health Supplies	$17,067.30						$17,067.34
Maintenance							$0.00
Office Supplies	$94.98						$94.98
Other Costs							$0.00
Parent Activities	$3,126.85	$569.2	$99.46				$3,795.60
Postage							$0.00
Pre-Employment	$84.70						$84.70
Site Repair	$508.40						$508.40
Training	$3,341.30	$365.2				$193.96	$3,706.52
Vehicle Costs							$0.00
Utilities	$917.48	$146.3	$180.62				$1,244.43
Total	**$253,667.**	**$2,163**	**$280.08**	**$0.00**	**$0.00**	**$193.9**	**$256,111.3**

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
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.

Last Name	**First Name**	**Position**	**Default Account No.**
Burt	Naomi	Family Worker	16-5100-00-7404 16-5102-00-7404 16-5119-00-7404

Last Name	First Name	Position	Default Account No.
Cahill	Jennifer	Early Head Start Education Site Manager	16-5119-00-7414
Johnson (Capello)	Angela	Education Manager	16-5100-00-7020 16-5102-00-7020
Chamberlin	Carolina	Family Worker	16-5100-00-7400 16-5102-00-7400
Christensen	Craig	Food Service Driver	16-5105-00-7327
Cooley	Velvet	Education Site Manager	16-5100-00-7412 16-5102-00-7412
Davis	Maurita	Operations Manager	16-5105-00-7327
Davison	Kate	Family Worker	16-5100-00-7402 16-5102-00-7402
Deitz	Mavonnie	Parent Engagement Governance Specialist	16-5100-00-7406 16-5102-00-7406 16-5119-00-7406
Smith	Cynthia	Education Site Manager	16-5100-00-7415 16-5102-00-7415
Greenough-Corrie	Pam	Associate Director	16-5100-00-7020 16-5102-00-7020
Gudarenko	Bella	Family Worker	16-5100-00-7404 16-5102-00-7404
Johnson	Tandi	Family Worker	16-5100-00-7402 16-5102-00-7402
Hendricks	Melissa	Family Worker	16-5100-00-7400 16-5102-00-7400
Lihs	Karen	Fiscal Specialist	Various
Love-Taylor	Carrie	Education Site Manager	16-5100-00-7402

Last Name	First Name	Position	Default Account No.
			16-5102-00-7402
Zanotti	Nikki	Administrative Assistant	16-5100-00-7410 16-5102-00-7410
McClenahen	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	Alecia	Education Site Manager	16-5100-00-7401 16-5102-00-7401
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	16-5100-00-7400 16-5102-00-7400
Willow	Eirian	Family Worker	16-5100-00-7412

Last Name	First Name	Position	Default Account No.
			16-5102-00-7412

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 2014-15

Meal	Rate per Meal
Breakfast	1.62
Lunch	2.98
Snack	0.82

May 2015

Meal	**Number of meals served**
Breakfast	**11,800**
Lunch	**12,170**
Snack	**1,312**
Total Reimbursement for the month:	**$59,470.52**
Year to Date Reimbursement received:	**$414,741.59**

June 2015

Meal	**Number of meals served**
Breakfast	**809**
Lunch	**937**
Snack	**689**
Total Reimbursement for the month:	**$4,899.73**
Year to Date Reimbursement received:	**$419,374.22**

Head Start and Early Head Start Non Federal Share Report

2014-2015

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	$1,450,842.00
Federal HS Grant	$4,315,125.00
TOTAL GRANT	$5,765,967.00
Match Needed:	**$1,441,491.75**

In-kind Match:			
Month	Projected Monthly:	Match	Cumulative %
July	$135,685.26	$157,470.58	9.67%
August	$135,685.26	$157,470.58	19.34%
September	$135,685.26	$157,470.58	29.01%
October	$135,685.26	$157,470.58	38.69%
November	$135,685.26	$157,470.58	48.36%
December	$135,685.26	$157,470.58	58.03%
January	$135,685.26	$157,470.58	67.70%
February	$135,685.26	$157,470.58	77.37%
March	$135,685.26	$157,470.58	87.04%
April	$135,685.26	$157,470.58	96.71%
May	$135,685.26	$157,470.58	106.38%
June	$135,685.26	$157,470.58	116.06%
Yearly Total	**$1,628,223.10**	**$1,628,223.10**	**100%**

Available Match:	
Oregon Head Start	$5,400,998.00
Oregon EHS	$77,479.00
Portland Children's Levy	$289,000.00
Total	$6,002,601.00

Program Information Report for 2014-15
October 2015

The numbers below reflect the program data from the year 2014-15. This information is used to measure success in meeting program goals as well as in planning for the future.

Ethnicity and Race

Ethnicity	**% Head Start**	**% EHS**
Hispanic	44%	55%
Non- Hispanic	55%	45%
Unspecified	1%	<1%

Race	**% Head Start**	**% EHS**
American Indian Alaska Native	2%	1%
Asian	7%	1%
Black or African American	15%	13%
Native Hawaiian Pacific Islander	1%	<1%
White	49%	52%
Biracial or Multiracial	20%	17%
Unspecified race	6%	15%

Language spoken in home

Language	**Head Start**	**EHS**
English	53%	48%
Spanish	32%	46%
Middle Eastern/South Asian Languages	4%	4%
East Asian languages	5%	<1 %
Pacific Island languages	<1%	<1%
European and Slavic languages	2%	0%

Language	Head Start	EHS
African Languages	3%	1%

Number of children and pregnant women who left the program and did not re-enroll

	Percent dropped	Percent less than 45 days
Head Start	16%	5%
Early Head Start	26%	3%

Health Services

	Beginning of year	End of year	% increase
Health Insurance – HS	97%	98%	1%
Health Insurance – EHS	97%	98%	1%
Medical home – Head Start	94%	98%	4%
Medical home – EHS	87%	99%	12%
Immunizations – Head Start	94%	96%	2%
Immunizations – EHS	91%	94%	3%
Dental Home – Head Start	85%	96%	11%
Dental home – EHS	59%	78%	19%
Medical – Head Start	70%	91%	21%
Medical – EHS	56%	69%	12%
Children completing dental service (**HS Only**)	89% of those needing treatment received treatment		

Disability Services

Head Start	
Percentage of all enrolled children in HS with an IFSP	20%
Of all enrolled children in HS - % with Speech Impairment	10.3%
Of all enrolled children in HS - % with Non-Categorical Dev. Delay	7.1%
Of all enrolled children in HS - % with Autism	.9%
Of all enrolled children in HS - % hearing and/or vision	.7%
Early Head Start	
Percentage of all enrolled children in EHS with an IFSP	11.3%

Families served by type	
Head Start 2 Parent	46%
EHS 2 Parent	56%
Head Start 1 Parent	54%
EHS 1 Parent	44%

Homeless children

Head Start	102	9% of enrollment
EHS	24	11% of enrollment

Foster Children

Head Start	57	4.9% of enrollment
EHS	6	2.6% of enrollment

Employment

Head Start 2 parents employed	16%
EHS 2 parents employed	12%

Employment

Head Start 1 (of 2) parent employed	66%
EHS 1 (of 2) parent employed	67%
Head Start both parents not working	18%
EHS both parents not working	21%
Head Start single parent working	45.5%
EHS single parent working	34%
Head Start single parent not working	54.5%
EHS single parent not working	66%

Job Training or school

2 parent families	
Head Start –both in school or training	2%
EHS –both in school or training	8%
Head Start -1 of 2 parents in school or training	15%
EHS -1 of 2 parents in school or training	15%
Head Start – neither parent in school or training	83%
EHS - neither parent in school or training	77%
Single Parent Families	
Head Start –parent in school or training	19%
EHS –parent in school or training	26%

2 parent families	
Head Start –parent not in school or training	81%
EHS –parent not in school or training	74%

Education level of parents

Advanced or Baccalaureate	
Head Start	5%
EHS	3.5%
Associate degree, vocational school or some college	
Head Start	26%
EHS	28.5%
High School graduate of GED	
Head Start	34%
EHS	34%
Less than HS graduate	
Head Start	35%
EHS	34%

Head Start/Early Head Start News from the Director

October 2015

Welcome to our new and returning Policy Council members. It is wonderful to have such active parents who care so much about their children! We look forward to a great year together in Policy Council.

Each month you will get a Director's report with:

1. News from the program.
2. Enrollment Report which shows if the program at full enrollment (required by the government).
3. Average Daily Attendance Report. Attendance is critically important for children's school success so we monitor it carefully. The government considers 85% adequate.
4. Monthly Finance Report including expenditures year to date, VISA card report, and Non-Federal Share report.
5. USDA report which details how many meals and snacks were served.
6. Any correspondence from the Office of Head Start.

News:

- Susan and Jean attended the Oregon Head Start Association Director's meeting in October. We learned that there is more state expansion expected to be coming from the legislature in February. Hopefully Mt. Hood will receive some of this expansion to be able to serve more children.

- The program is just getting started on the annual self-assessment. Policy Council members and Board members are welcome to participate.

- A recent Information Memorandum from the Office of Head Start was sent out to Head Start programs. Click here to view Information Memorandum.

Enrollment Report for September 2015

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	605	State	6
City of Portland	40	City of Portland	24
		MIECHV	20
		Child Care Partnerships	75
Total:	**1044**	**Total:**	**233**

Enrollment for September

Head Start	**Children**	**Early Head Start**	**Children**
Head Start	1044	Early Head Start	158
		EHS Child Care Partnerships	19
Total:	**1044**	**Total:**	**177**

Number of children who have applied (as of 10/1/15)

Program	Children
Head Start	189
Early Head Start	344
EHS Child Care Partnerships	7
Total:	**540**

Average Daily Attendance By Head Start or Early Head Start Center 2014-15

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%
Division HS			91%										91%
Earl Boyles HS			97%										97%
Early Childhood Center HS Full day			92%										92%
Early Childhood Center EHS Full day			92%										92%
Early Childhood Center Part Day HS			90%										90%
Fairview HS			88%										88%
Gateway HS			91%										91%
Hazelwood HS			88%										88%
Kelly Place HS			87%										87%
Knott HS			86%										86%
Lincoln Park			95%										95%
Mt. Hood HS			91%										91%
North Powellhurst HS			89%										89%
Rockwood HS			90%										90%
Russellville HS*	71%	79%	86%										79%
Russellville EHS*	90%	92%	95%										92%
Program ADA	**81%**	**86%**	**96%**										

*children attending Russellville are subsidized by DHS child care subsidy

Mt. Hood Community College Head Start
Financial Report
August and September 2015

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BUDGET JULY 2015-JUNE 2016

Funding Source	**Total Funds**
Federal/State Head Start	**$9,893,967**
Head Start Training	**$42,472**
Portland Children's Levy HS	**$428,331**
Federal Early Head Start	**$1,415,899**
Federal EHS Training	**$35,397**
EHS Child Care Partnerships	**$1,643,474**
EHS Child Care Partnerships Training	**$34,056**
Portland Children's Levy EHS	**$301,137**
State EHS	**$78,238**
Maternal/Infant & Early Childhood Home Visit (MIECHV)	**$121,465**
Total	**$13,992,166**

Expenditure Report

Budget Category	**Budget**	**Spent in August**	**Spent in September**	**Percent Spent**
Salaries and Fringe Benefits	$10,069,667	$611,963	$1,347,268	13%
Equipment	$13,000	$0	$0	0%
Travel/Training	$250,456	$4,353	$6,926	3%
Supplies	$387,428	$121,245	$179,910	46%
Contractual	$792,442	$0	$1,300	.16%

Budget Category	Budget	Spent in August	Spent in September	Percent Spent
Other	$2,474,173	$173,338	$289,390	12%
Total	$13,987,173	$910,898	$1,824,794	13%

Reimbursement Funds

Source	Amount Budgeted	Amount Received August	Amount Received September	Amount Received Year to Date
DHS Child Care*	$200,000	$0	$0	$18,759
USDA Funds*	$500,000	$0	$0	$ 3,613.80

*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 9/21/15

Description	Head Start	EHS	Children's Levy EHS	Oregon EHS	MIECHV	EHS CCP	Totals
Center Supplies	$2905.81	$17.88	$24.42				$2,948.11
Child Food							$0.00
Computer Supplies							$0.00
Dental/Medical							$0.00
Education Supplies							$0.00
Family Services							$0.00
Health Supplies							$0.00
Maintenance							$0.00
Office Supplies	$1.69						$1.69
Other Costs	$323.08	$16.90					$339.98
Parent Activities	$71.46	$14.69	$2.50		$16.74		$105.39
Postage	$57.79						$57.79
Pre-Employment							$0.00
Site Repair	$698.07						$698.07
Training	1,700.96	$2,789.33			$135.00	$5,621.40	$4,625.29
Vehicle Costs	$674.12						$674.12
Utilities	$1,305.17	$254.97	$155.04		$41.33		$1,756.51
Total	**$7,738.15**	**$3,093.77**	**$181.96**	**$0.00**	**$193.07**	**$5,621.40**	**$11,206.95**

Closing Date 8/20/15

Description	Head Start	EHS	Children's Levy EHS	Oregon EHS	MIECHV	EHS CCP	Totals
Center Supplies	$500.53	$267.00					$767.53
Child Food							$0.00

Computer Supplies	$922.91	$141.14					$1,064.05
Dental/Medical							$0.00
Education Supplies	$1,573.22						$1,573.22
Family Services	$98.88	$9.36					$108.24
Health Supplies						$5,073.95	$0.00
Maintenance Supplies							$0.00
Office Supplies	$268.65					$56.96	$268.65
Other Costs	$7,368.71	$874.25	$168.00		$120.00	$640.00	$8,530.96
Parent Activities	$371.49	$413.35	$20.79		$162.36		$967.99
Postage	$30.25						$30.25
Pre-Employment	$156.50	$27.50					$184.00
Site Repair	$1,443.26	$301.22	$799.82			$4.31	$2,544.30
Training	$100.00					$69.00	$100.00
Vehicle Costs	$18,375.41	$997.39	$598.47				$19,971.27
Utilities	$$837.38	$240.74	$283.10		$104.62	$6,455.00	$1,465.84
Total	**$32,047.19**	**$3,271.9**	**$1,870.18**	**$0.00**	**$386.98**		**$37,576.30**

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
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.

Last Name	**First Name**	**Position**	**Default Account No.**
Last Name	**First Name**	**Position**	**Default Account No.**
Burt	Naomi	Family Worker	16-5100-00-7404, 16-5102-00-7404 16-5119-00-7404

Last Name	First Name	Position	Default Account No.
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
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
McClenahen	Bernice	Education Site Manager	16-5100-00-7403, 16-5102-00-740316-5119-00-7403
Perez	Erlinda	Family Worker	16-5100-00-7412, 16-5102-00-7412
Recken	Roberta	Education Site Manager	16-5100-00-7404, 16-5102-00-740416-5119-00-7404
Sellers	Cindy	Family Worker	16-5100-00-7415, 16-5102-00-7415
Szimonisz	Anna	Family Worker	16-5100-00-7403, 16-5102-00-740316-5119-00-7403
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

Last Name	First Name	Position	Default Account No.
Wald	Wolff	Transportation Specialist	16-5100-00-7061, 16-5102-00-7061
Weathersbee	Steve	Facilities/Transportation Technician	16-5100-00-7700, 16-5102-00-770016-5119-00-7700
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

July 2015

Meal	**Number of meals served**
Breakfast	**640**
Lunch	**650**
Snack	**478**
Total Reimbursement for the month:	**$3,613.80**
Year to Date Reimbursement received:	**$ 3,613.80**

August 2015

Meal	**Number of meals served**
Breakfast	**729**
Lunch	**738**
Snack	**563**
Total Reimbursement for the month:	**$4,124.00**
Year to Date Reimbursement received:	**$ 3613.8**

September 2015

Meal	Number of meals served
Breakfast	**5,613**
Lunch	**5,721**
Snack	**1198**
Total Reimbursement for the month:	**$29,246.11**
Year to Date Reimbursement received:	**$ 3613.8**

Head Start and Early Head Start Non Federal Share Report

2014-2015

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%

In-kind Match:			
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%
May	$155,036.88	$155,036.88	91.67%
June	$155,036.88	$155,036.88	100.00%
Yearly Total	**$1,860,442.50**	$1,860,442.56	**100.00%**

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

MT. HOOD
COMMUNITY COLLEGE

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 18, 2015*

ITEM TITLE: 3.2e

CONTACT PERSON: *Jennifer DeMent, Chief Financial Officer*

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

The College expects to require goods and/or services in excess of $150,000 from the vendor listed below during 15-16 fiscal year. Funding will be drawn from various grants.

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).

The following purchases will be made through use of State of Oregon contracts available for the College's use through the Oregon Cooperative Purchasing Program (ORCPP), other co-operative programs, or are exempt from procurement regulations.

Vendor name	Goods/services to be provided	15-16 Maximum expenditure amount
David Douglas School District	Leasing space, Classes, Vended Meals, Partnership	$500,000
CTX – Xerox	Copiers / Printers / Scanners - 5 year contract $500,000	$200,000
CDW-G	Computers, Peripherals, Software	$400,000

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.

MT. HOOD
COMMUNITY COLLEGE

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 18, 2015*

ITEM TITLE: 3.2f

CONTACT PERSON: *Jean Wagner, Head Start Director*

SUBJECT: HEAD START – SUMMARY OF ENVIRONMENTAL SAFETY SCREENER

Mt. Hood Community College Head Start
Health and Safety Screener for Head Start and Early Head Start Centers
11/13/15

As a part of the first year of a five year Head Start grant, programs must complete a Health and Safety Screener on all centers where children are served. The results must be approved by the Policy Council and Board. Approval will consist of the signature of Policy Council and Board Chairs on the Certification of Health and Safety form which will be sent to the Office of Head Start.

The Screener was completed in October 2015 by Jennifer Light (retired Head Start Health Manager). Results were reviewed by management and staff and items were addressed by immediately fixing or developing plans for longer term issues.

MHCC Head Start has 15 centers where Head Start and Early Head Start children are served. Results for these locations follow:

1. Lack of emergency light source (flashlight with batteries) in working order in five classrooms. (Cascade Crossing, Earl Boyles, Kelly Place, Knott, and Rockwood).
   Action Taken: The program has purchased light bulbs and batteries and has ensured they are available in all classrooms with extra in kitchens.

2. Storage of cleaning supplies was an issue in two centers. (Cascade Crossing- supplies are stored on a high open shelf in adult bathroom; Knott – bleach in unlocked cabinets in two rooms).
   Action Taken: Staff have been retrained to ensure appropriate handling of cleaning supplies. Supplies are now in locked cabinets out of reach of children.

3. Medications were not appropriately labeled or kept at eight centers. (Cascade Crossing, Kelly Place – cupboard was not labeled for medications also Epipen and inhaler in medication box but teacher had not received training yet, Hazelwood, Mt. Hood – box contained some medications from previous year, North Powellhurst – medications not all appropriately labeled and missing paperwork; Rockwood – Epipen but teacher had not yet been trained; Early Childhood Center; Russellville – old medications present including fluoride, one child has expired medication and staff are working with mom to get new prescription.)
   Plan: Health Manager and Nurse are reviewing medications at centers and retraining staff in appropriate care of medications. Nurse will provide additional training in medications administration.

4. Exit signs and evacuation routes missing in six centers. (Davis – new classroom needs both, Earl Boyles – missing six EXIT signs and one evacuation route plan, Gateway needs one evacuation route plan; Knott – not all second doors in room are marked with EXIT signs, North Powellhurst – Exit sign and route map missing, Division – missing map.)
   Plan: Operations Manager will assess locations needing exit signs and arrange for signage. Site managers will be reminded to ensure exit maps.

5. Emergency procedures posting missing in five centers: (Cascade Crossing missing one; Division missing one; ECC missing one; Davis missing one; Mt. Hood missing one; Russellville not in classrooms but in office.)
   Action Taken: Emergency Procedures ready to hang in classrooms have been sent to these centers.

6. Tripping hazards at two centers. (Gateway needs entry mat replaced; an area rug at Gateway needs two-sided carpet tape. Division entry rug needs to be removed or taped.)
   Plan: Operations Manager will purchase entry way mats and replace these where needed. She will assess the Gateway area rug and replace or purchase two-sided tape.

Division- entry rug will be removed.

7. Adult purses not locked at Knott and Davis.
   Action Taken: Staff were issued a reminder. Supervisors have been asked to monitor.

8. One or more outlets not covered at Davis, Rockwood and Russellville.
   Action Taken: All outlets are currently being checked by Facilities Technician. Convertible outlets that may be broken are being replaced. Others are being covered and staff are reminded.

9. Lack of complete first aid kit in three centers (Rockwood – kit missing, however, teachers believe it is there; Lincoln Park (new center); Davis (new center).)
   Action Taken: first aid kits were sent to these three locations.

10. Lack of consistent pre class outdoor clean up at Rockwood and Davis.
    Action Taken: Managers have been reminded to ensure playgrounds are cleared of debris daily and a log is kept.

11. Cascade Crossing office smells moldy. It has leaked water recently.
    Action Taken: Apartment manager has been appraised of the issue and is looking into it.

12. The program checked water temperatures over the summer, but this evaluation noted hot temperatures at a few locations.
    Action Taken: Facilities Technician has re-checked water temps at all centers. He is following up with one working with school district staff.

13. Staff at several locations would like additional training on emergency preparedness and safety.
    Plan: Operations Manager is convening a work group to work on emergency preparedness. This group will plan training.

14. Carbon Monoxide testing has not taken place at most locations. This has not been a regulation.
    Plan: The program will purchase detectors and ensure testing at all locations.

15. ECC large box on toddler playground has chipped/broken cover that needs fixing.
    Action Taken: Operations Manager has submitted work order to MHCC facilities.

16. Peeling paint and oversize bolts on fence at Fairview.
    Plan: Operations Manager will work with landlord to address these issues.

17. Out of ratio outside at Gateway.
    Action Taken: Site Manager has re-trained staff and is monitoring to ensure correct ratios.

18. Paint step edges yellow outside at North Powell.
    Plan: Operations Manager will discuss possibility of this with School District.

19. Oversize bolts on Davis playground. Also, check window well for safety at Davis.
    Plan: Operations Manager will work with School District to cut the bolts to a safe length. She will discuss any possible options for window well.

20. Division sandbox cover ripped – needs replacement.
    Action Taken: A cover has been ordered.

21. Check on Russellville diaper changing procedure – use of Chux.
    Plan: Health Manager will check on procedure and ensure the correct procedure is used. Staff will be re-trained if needed.

22. Glisan – check on small items at child level for safety.
    Plan: Home Visiting Supervisor will check on this and determine if it is a safety issue. It will be raised or removed if it is.

MT. HOOD
COMMUNITY COLLEGE

INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 18, 2015*

ITEM TITLE: 5.1

CONTACT PERSON: *Kevin Lambert, Choir Director*

SUBJECT: CHOIR STUDENT PERFORMANCE

MT. HOOD
COMMUNITY COLLEGE

INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 18, 2015*

ITEM TITLE: 5.2

CONTACT PERSON: *Jim Rose, Interim Superintendent, MESD*

SUBJECT: MESD ANNUAL ACCOUNTABILITY REPORT

MT. HOOD
COMMUNITY COLLEGE

INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 18, 2015*

ITEM TITLE: 5.3

CONTACT PERSON: *Charles George, Director of Facilities Management*

SUBJECT: SALMON SAFE PROGRAM

- **Working with Sandy River Basin Watershed Council and the Salmon Safe initiative to restore salmon habitats that run through MHCC creeks.**
- **MHCC would be the first community college to join this initiative**

MT. HOOD
COMMUNITY COLLEGE

INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 18, 2015*

ITEM TITLE: 5.4

CONTACT PERSON: *Sharla Trimm, Ellucian Grant Consultant*

SUBJECT: ELLUCIAN UPDATE – GRANT PROCESS

MT. HOOD
COMMUNITY COLLEGE

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 18, 2015*

ITEM TITLE: 6.1

CONTACT PERSON: *Carrie Toth, Executive Assistant*

SUBJECT: 2015 OSBA Elections

OSBA elections will be held November 16 - December 18, 2015. The MHCCD Board will submit one vote to OSBA. Our board will be voting on six positions:

OSBA Board Position 17

Candidate: Francisco Acosta

LPC Position 17

Candidate: James Trujillo

OSBA Board Position 18

Candidate: Kris Howatt

LPC Position 18

Candidate: Amy Kohnstamm

OSBA Board Position 19

Candidate: Paul Anthony

LPC Position 19

Candidate: Kent Zook

Materials related to the candidates can be found here:

- View Board candidate information
- View LPC candidate information

No resolutions were proposed this year. Be prepared to submit your vote at the November 18th Board Meeting. Carrie will distribute and collect ballots. She will submit MHCC's official vote following the meeting.

MT. HOOD
COMMUNITY COLLEGE

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 18, 2015*

ITEM TITLE: 6.2

CONTACT PERSON: Debra Derr, President

SUBJECT: BOARD MEETING RECORDING: AUDIO & VIDEO COST ANALYSIS

MT. HOOD
COMMUNITY COLLEGE

ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 18, 2015*

ITEM TITLE: 6.3

CONTACT PERSON: Debra Derr, President

SUBJECT: PRESIDENT'S GOALS, 2015-2016

MT. HOOD
COMMUNITY COLLEGE

INFORMATION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *November 18, 2015*

ITEM TITLE: 7.1

CONTACT PERSON: *Debra Derr, President*

SUBJECT: PRESIDENT'S REPORT & POTENTIAL G.O. BOND UPDATE