



MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on December 13, 2023, with a Regular Board meeting at 6:30 pm, held in the Board Room (AC 2359) at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

Join Zoom Webinar: Click URL to join

<https://mhcc.zoom.us/j/92867775526?pwd=VnFyNVNDK21ZbVBSaXlpYzNpWWJXdz09>

Join by Phone: 1-669-900-6833 (San Jose) or 1-253-215-8782 (Tacoma)

Webinar ID: 928 6777 5526

Passcode: 926376

AGENDA SESSION 1095

- | | | | |
|----------------|------------|---|-------------------------------|
| 6:30 pm | 1.0 | CALL TO ORDER / DECLARATION OF QUORUM | |
| | 1.1 | Approval of Agenda | |
| 6:35 pm | 2.0 | PUBLIC INPUT | |
| | | <i>Persons wishing to provide public comment can sign up by using the “Hand Raise” feature available at the bottom right corner of the Zoom screen by clicking on the three horizontal dots labeled “More”. If you join by phone, please press *9 to raise your hand. Please clearly state your full name, address, and organizational affiliation, if any, for the public record. Please limit comments to 3 minutes per speaker. Persons who wish to provide written comments can submit by email to Presidents.Office@mhcc.edu no later than one calendar day prior to the meeting to be included in the official record for this meeting. Note: The start time for remaining agenda items may vary.</i> | |
| 6:50 pm | 3.0 | REPORTS (10 min report & 5 min Q & A) | |
| | 3.1 | Correspondence | Lisa Skari |
| | 3.2 | Electric Vehicle (EV) Work/ Efforts | Charles George
Troy Builta |
| | 3.3 | Bond Update | Lisa Skari |
| 7:15 pm | 4.0 | BUSINESS / ACTION | |
| | 4.1 | Consent Agenda: Approvals & Information | |
| | | a) Minutes – Board Regular Session 1093, November 15, 2023 | |
| | | b) Monthly Personnel Report | |
| | | c) Monthly Financial Report | |
| | | d) Monthly Head Start Report | |
| | | e) Acceptance/ Expenditure of Projects Funded in Whole or Partially by Non-District Funds | |
| | | f) Resolution to Transfer Budgeted Appropriations | |



4.2 [Head Start Reporting Policy Process 2nd Reading & Approval](#)

Jennifer DeMent
Hilda Pena-Alfaro

7:30 pm **5.0** **BOARD MEMBER & COMMITTEE/LIAISON REPORTS** *(3 min each)*

7:55 pm **6.0** **CLOSING REPORTS**

6.1 ASMHCC Report

6.2 Advisory Representatives

- Full-Time Faculty
- Classified Employee Association
- Part-Time Faculty & Tutors

6.3 Executive Leadership *(3 min each)*

- [Student Development](#)
- [Instruction](#)
- [Administrative Services](#)
- [College Advancement](#)

6.4 President's Report

8:30 pm **7.0** **ADJOURNMENT**

Note: A board dinner is scheduled prior to the board meeting and is optional as a social gathering, and board business will not be discussed.

The next regular board meeting is scheduled on January 17, 2023.

Individuals requiring accommodations due to disability should contact Accessible Education Services at 503-491-6923 or aes@mhcc.edu



OFFICE OF THE PRESIDENT
Lisa Skari, Ed.D
President
503-491-7211
Lisa.Skari@mhcc.edu

December 5, 2023

TO: The Board of Education
 Andrew Speer, Chair
 Diane McKeel, Vice Chair
 ShaToyia Bentley
 Annette Mattson
 Diane Noriega
 Dana Stroud
 Marie Teune

FROM: Lisa Skari, EdD
 President

SUBJECT: Board Letter for December 2023

Fall Quarter is complete, and here is to celebrating the end of 2023. A year ago, many of us were cautiously optimistic about enrollment trends, and hoping we had seen the last of enrollment declines. Through the great work of faculty, staff, and students, we have continued to exhibit our community of care, and our enrollments have followed with increases. The new year will provide additional information that will help us determine if our trajectory continues to stabilize, or our post-COVID bump is over.

Much was accomplished on campus this term, from teaching and learning, hosting the accreditation visit, and holding events for the community, like Barney's Boo Bash, Manufacturing Day, theater presentation of Seedfolks to name a few. On December 2, 2023, the college hosted the Family Fun Health and Wellness Winter Festival for Head Start families and community members. The event always has an amazing turnout of community partners, and we saw a steady stream of attendees from 11am-3pm. Other work on campus included the development of Council's annual work plans, and progress continues on the strategic plan. Looking ahead to next term, we can expect to see a focus on policy review, bond development, and the legislative session.

At the state level, the OCCA executive committee is focused on the hiring of the new executive director. To assist with the search, the committee screened five consultant proposals, and interviewed two. A recommendation to hire a consultant to assist with the search will be brought to the OCCA Board at their December meeting. The search is still on track to complete spring of 2024.

I attended my first meeting as part of the Western Interstate Commission on Higher Education (WICHE) in early November. This is a post appointed by Governor Kotek, and I am honored to be one of three commissioners for Oregon, and the only college/university employee. WICHE is an education compact created by the 15 western states and U.S. Pacific Territories and Freely Association States. The focus of the commission is on regional collaboration, resource-sharing, sound public policy, and innovation. Commissioners include state higher education agency heads (e.g. the Higher Education Coordinating Commission), lawmakers, educators, and business people. Topics for the meeting included artificial intelligence, digital learning and three-year degrees, staffing innovations, and behavioral health on campus. The organization has an impressive research and reporting unit with the data being available to all. An example of this is their most recent report [Tuition and Fees in the West](#) and their [interactive state finance dashboard](#). In the first meeting alone, I was able to get a better sense on the sources of information used by our state's higher education policy makers and legislators. I am looking forward to what I will learn at the next meeting in May.

Annual goal update

Diversity, equity, and inclusion

Management reviewed the results of the ACCT Equity Audit at their November meeting. Results may inform unit plans for the next academic year. In addition, the Access and Diversity Council is working on the Equity Scorecard as one of their goals for this year.

Community engagement

Board presentations continue. The Sandy City Council presentation was held in November, and the Fairview City Council and Corbett School District will take place in December. The new year will kick off with the presentation to the City of Cascade Locks. Additional presentations will be coordinated with the bond development work.

Bond campaign

The college's Bond Team, made up of me, Jennifer DeMent, Al Sigala, and directors Mattson, McKeel and Speer are meeting with our consultants. Currently, the team is working to form the Bond Development Committee. This committee, made up of college and community constituents, will begin meeting in early 2024 to assist with putting the bond package together.

Accreditation

The college will appear before the Northwest Commission on Colleges and Universities (NWCCU) on January 31, 2024, in advance of their accreditation decision. The appearance will include comments by the Chair of the Evaluation Committee, followed by an opportunity for us to provide a brief statement to the Commissioners and a question-and-answer session related to aspects of our institution's evaluation and reports. Sergey Shepelov, Associate Vice President of Assessment and Institutional Effective, and I will be appearing on behalf of MHCC.

In closing, I would like to wish everyone the happiest of holidays, and hope you find time to relax, rejuvenate, and reconnect with family and friends. I look forward to seeing you in the New Year as we work to improve outcomes for our students, faculty and staff, and community.

Community/Educational Presentations and Selected Outreach Activities

- Nov 1 Oregon President's Council (OPC) meeting*
- Nov 2-3 Oregon Community College Association (OCCA) annual conference*
- Nov 7-10 Western Interstate Commission on Higher Education (WICHE) Commission meeting*
- Nov 14 Technology Industry Consortium meeting*
- Nov 15 Teaching and Learning Center: Q&A with Dr. Skari*
- Nov 15 OCCA Executive Committee meeting*
- Nov 15 MHCC regular Board meeting*
- Nov 16 Meeting with Directors Speer and McKeel*
- Nov 16 Meeting with Karen Smith, executive director, OCCA*
- Nov 17 Semiconductor Strategy meeting*
- Nov 17 Multicultural Diversity Resource Center Learning Community/Team meeting*
- Nov 20 Legislative meeting with Representative Helfrich's Office*
- Nov 20 Transgender Day of Remembrance*
- Nov 20 Meeting with Director Speer*
- Nov 20 Legislative meeting with former Representative Anna Williams*
- Nov 20 Meeting with Director Noriega*
- Nov 29 MHCC Foundation Board meeting*
- Nov 29 Oregon Public Broadcasting Board Human Resources Committee meeting*
- Nov 29 Meeting with Director McKeel*
- Nov 30 Meeting with Demi Michelau, president, WICHE*
- Nov 30 OCCA Executive Committee meeting*
- Nov 30 Meeting with Director Bentley*
- Nov 30 Meeting with Superintendent Hiu, Gresham Barlow School District*

Select Media Mention

Mt. Hood Community College removes barriers for mental health major

https://www.theoutlookonline.com/news/mt-hood-community-college-removes-barriers-for-mental-health-major/article_3f628886-8fc5-11ee-89d5-93624d241dd0.html

Mt. Hood Community College announces new opportunities for social work, criminal justice students

https://www.theoutlookonline.com/news/mt-hood-community-college-announces-new-opportunities-for-social-work-criminal-justice-students/article_5bc8e092-866a-11ee-8629-37e1d0222b4d.html

Oregon gives out \$35M grants to programs training workers for high-demand industries

<https://www.opb.org/article/2023/11/13/oregon-workforce-ready-grants/>

Preschool for All Threatens to Siphon Teachers and Classrooms From Head Start Programs

<https://www.wweek.com/news/2023/11/08/preschool-for-all-threatens-to-siphon-teachers-and-classrooms-from-head-start-programs/>

Mt. Hood Community College adds EV charging stations

https://www.biztrib.com/business/mt-hood-community-college-adds-ev-charging-stations/article_6a07314e-5a9a-5fb3-af1b-dbc54f5b6241.html

Ten Mt. Hood Community College students join regional honor band

https://www.theoutlookonline.com/lifestyle/ten-mt-hood-community-college-students-join-regional-honor-band/article_6331b212-7cf8-11ee-ac20-572f6a8d7ab6.html

‘It helps them immensely’: Oregon VA awards \$1 million in grants for student veterans at COCC, across the state

<https://ktvz.com/news/education/2023/11/01/oregon-va-awards-1-million-in-grants-to-cocc-13-other-schools-to-continue-expand-services-for-student-veterans/>



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 13, 2023*

ITEM TITLE: 4.1a

CONTACT PERSON: *Roxanne Richardson, Executive Assistant to the Board of Education*

SUBJECT: APPROVAL OF MINUTES – November 15, 2023

Session 1093

A meeting of the Mt. Hood Community College District Board of Education was held on November 15, 2023, with a Regular Board Meeting at 6:30 pm, held in the Board Room (AC 2359) at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

1.0 CONVENE REGULAR SESSION / CALL TO ORDER / DECLARATION OF A QUORUM

Members present: Diane McKeel, board vice chair, Diane Noriega, Annette Mattson, Marie Teune, Dana Stroud, ShaToyia Bentley

Additional Attendees: Lisa Skari, president, Jennifer DeMent, vice president, Finance and Administration, Betsy Julian, interim vice president, Instruction, John Hamblin, vice president, Student Development, Al Sigala, vice president, College Advancement, John Hasegawa, Full Time Faculty Association (FTFA) President, Lindsay Mansfield, Classified Education Association (CEA) President, Emily Phoun, vice president, ASMHCC

McKeel called the meeting to order at 6:33 p.m. and declared a quorum was present.

1.1 Approval of Agenda

Mattson motioned to approve the agenda. Noriega seconded the motion and it passed unanimously.

2.0 PUBLIC INPUT

There was public comment from:

Sara Williams, representing the MHCC Faculty Association and the Faculty Bargaining group, spoke about the fact that they are in the process of bargaining and have been so for eighteen months, along with being without a contract for fifteen months. She discussed that they are interested in moving forward to get the contract settled so the outstanding issues such as campus and classroom safety and workload inequities in contracts can be addressed.

3.0 REPORTS



3.1 Correspondence

There was no correspondence.

3.2 Annual Foundation Update

Sigala provided the annual MHCC Foundation Report to the board. The presentation included a report on staff giving, planned giving, annual auction, and scholarships. He closed the update by highlighting the coming Foundation's Winter Reception and Jazz Ensemble Concert on December 6, 2023.

A copy of the PowerPoint presentation is attached to the minutes.

4.0 BUSINESS / ACTION

4.1 Consent Agenda: Approvals & Information

- a) Minutes – Board Work Session 1091, October 4, 2023
- b) Minutes – Board Regular Session 1092, October 18, 2023
- c) Monthly Personnel Report
- d) Monthly Financial Report
- e) Monthly Head Start Report
- f) Approval to Utilize Goods and/or Service Contracts in Excess of \$150,000

Noriega motioned to approve the consent agenda. Stroud seconded the motion and it passed unanimously.

4.2 OSBA 2023 Elections

Mattson motioned to approve Kris Howatt for Oregon School Board (OSBA) Board of Directors Position 18. Noriega seconded the motion and it passed unanimously. There will be no election for Positions 17 and 19 this year.

Mattson motioned to approve Brenda Rivas for OSBA Legislative Policy Committee Position 17. Noriega seconded the motion and it passed unanimously.

Mattson motioned to approve Jessica Arzate for OSBA Legislative Policy Committee Position 18. Noriega seconded the motion and it passed unanimously.

Mattson motioned to approve David Linn for OSBA Legislative Policy Committee Position 19. Noriega seconded the motion and it passed unanimously.

Noriega motioned to approve OSBA Resolution 1. Stroud seconded the motion. There was board discussion about the OSBA Resolution 1. Noriega and Stroud each withdrew their motion to approve OSBA Resolution 1. Stroud motioned that the board take no action on the OSBA Resolution. Noriega seconded the motion, there was a Board vote, and it passed unanimously.

Noriega motioned to approve OSBA Resolution 2. Mattson seconded the motion. There was board discussion about the OSBA Resolution 2. Noriega and Mattson each withdrew their motion to approve OSBA Resolution 1. Mattson motioned that the board take no action on the OSBA Resolution. Noriega seconded the motion, there was a Board vote, and it passed unanimously.



5.0 BOARD MEMBER & COMMITTEE/LIAISON REPORTS

Teune and Stroud discussed their experiences at the 2023 OCCA Annual Conference, held in Sunriver, Oregon November 1st-3rd. They highlighted interesting and informative speaking events and sessions they attended.

Board members shared their report of board committee and liaison activity since the last board meeting.

6.0 CLOSING REPORTS

6.1 ASMHCC Representative

Emily Phoun (ASMHCC Vice President) – she shared in her report an overview of ASMHCC events and activities to include, Bruning and Maywood campuses student outreach visits, Barney’s Halloween Boo Bash, Student Wellness Series launch, student Meet and Greet sessions for students to engage with student leaders on campus, fall term Food Drive wrap-up, expanded food box offerings for students at the Maywood and Bruning campuses, launched a Series of Workshops (meditation, campus nature walk, gardening, self-care, winter and holiday arts and crafts, games, and other activities), in conjunction with MDRC and CPCC, focusing on mental health.

6.2 Advisory Representatives

John Hasegawa (FTFA) – he opened his report by echoing what Williams discussed during public comment regarding faculty bargaining, in terms of the amount of time it is taking, but that there is progress being made, especially with three all day bargaining sessions coming. He provided an update on the creation of the Diversity, Equity, and Inclusion (DEI) faculty group mentioned in prior meetings and that he will be meeting with Traci Simmons and Betsy Julian tomorrow. Hasegawa is hoping to begin recruiting faculty for this group January 2024 and that their work group will begin meeting fall of 2024. In closing, he announced the annual Holiday Student Ceramics sale, hosted by MHCC Clay Club, which will take place Dec 4-7, 2023. Hasegawa is sending a handout for the event to share with the Board.

Lindsay Mansfield (CEA) – she shared updates for CEA to include that winter term registration opened for all students on November 9, 2023 and many departments and the Student Development team are preparing for winter term 2024. Part of this preparation is for the launch of the new 2024-2025 Free Application for Student Aid (FAFSA). The FAFSA is being redesigned to be simpler for students and families and will open December 2023. The Financial Aid Office is reviewing all updates from the Department of Education and taking trainings on how to help students and their families with the new FAFSA. Mansfield highlighted that the CEA held their fall general meeting today and it was their first in-person meeting since 2019, post-pandemic. During their meeting they celebrated Educational Support Assistants Day and showed appreciation for all the hard work being done on campus.

Marilyn Pitts (PTFA) – did not attend.

6.3 Executive Leadership

John Hamblin (Student Development) – he shared that if the Board is interested in joining any ASMHCC activities that he can gather and forward information on to be shared and that they would



love to have them participate. Hamblin highlighted that he participated in an event where he was Principal for a Day at Helensview High School, an alternative school in the Multnomah Education Service District MESD and that it was amazing to see all the work being done and how much of the work is similar to what is being done at the college.

Jennifer DeMent (Administrative Services) – she shared that on December 2, 2023, Head Start is hosting a Winter Festival for the community, and that volunteer opportunities are available, but not required for participation in the event. This is great event where community partners, families, and people from the community gather. DeMent provided a handout to Board members for the festival.

Betsy Julian (Instruction) – she recognized how active the new director of the Small Business Development center has been and how her presence is being felt and making a difference.

Al Sigala (College Advancement) – he went over the District Communications Quarterly Report (July 2023 – September 2023) for Brand, Marketing, and Communications that was given to the Board by Megan Nugent. This report will be shared on a quarterly basis to provide some insight on what they are working on. A copy of the report is attached to the minutes.

6.4 President's Report

Lisa Skari provided her President's Report to the board:

Skari opened her report by recognizing that it was Educational Support Professionals Day and recognized all the individuals that work day in and day out in keeping things running. Following, she commented on Sigala's Foundation presentation, earlier in the meeting, to provide some additional context surrounding the amount community college's typically raise and that MHCC has exceeded what is typical and that it is due to all the amazing work being done. She also recognized DeMent for receiving the Cam Preus Award, due to her work on the funding formula.

Next, Skari provided an update on the Oregon Community College Association's (OCCA) Executive Director search and that the committee has narrowed its work down to three consultant firms and plan to have a recommendation to put forth by the December 8th meeting.

She provided an enrollment update stating that the college is still up 8% for fall (up 9% for credit bearing courses and up 21% for our non-credit courses) and for winter term up 6.5%.

Skari shared that the first introductory meeting with our Bond consultants took place today and that process is just starting, but for the Board to get ready for a lot to be happening over the next six months. She noted that the Board Community Engagement Committee will want to make sure their efforts don't conflict with the general work being done in that area for the bond.

Skari ended her report wishing all a wonderful Thanksgiving Holiday.

McKeel closed the meeting by going over some important reminders and to do items for the Board.

7.0 ADJOURNMENT



Mattson motioned to adjourn. Noriega seconded the motion and it passed unanimously. The meeting was adjourned at 7:57 p.m.

Clerk

Board Chair

Minutes recorded by Roxanne Richardson, Executive Assistant to the Board of Education.

MHCC Foundation Year in Review

2022 - 2023



MT. HOOD
COMMUNITY COLLEGE

ONward & UPward

Dinner & Auction

April 22, 2023




MT. HOOD
COMMUNITY COLLEGE
FOUNDATION

Annual Auction and Dinner

- 185 Guests
- \$215,000 Raised
 - Second highest grossing live auction

Save the Date

April 20, 2024

Vista Dining Center

Leave a *Lasting Legacy*

Planned Giving

7 New Heritage Society Members

- 5 current or retired MHCC staff
- More than half used MHCC Gift Legacy website
- Total 55 Heritage Society members
- Mailed first planned giving newsletter
- Two in-person event
 - Winter Reception
 - Heroes for Education Awards

• <https://mhcc.giftlegacy.com>

It's important
to make a
charitable gift

Put your assets to work with our
tax-efficient charitable
strategies



Take advantage of the many tax
benefits of making a gift

About **Bequests** >



Bequests are a way to make a significant gift to help further our mission. A bequest is a gift made through a will or trust. It is one of the most popular and flexible ways that you can support



Brochures



Free Estate Planning
Guide



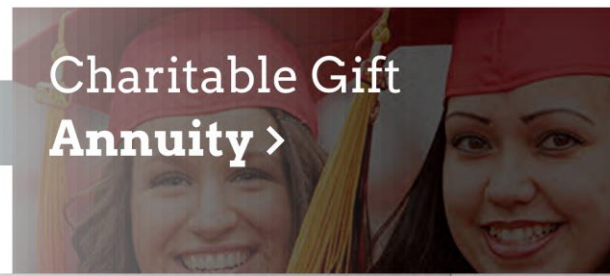
Mt. Hood Heritage
Society



FREE Gift
Illustrations

Charitable Gift **Annuity** >

IRA Charitable **Rollover** >



Scholarships

Record \$802,000 awarded

New Scholarships

The Betty Gray Scholarship

NBCUniversal Academy

Fuller Pitts Endowed Scholarship

Jerry Lyons Memorial Scholarship

Carrol Fimmel Endowed Scholarship

Arthur DUSDALL Memorial Endowed
Scholarship



Staff Giving Campaign

The staff and faculty of MHCC are the largest giving group for the Foundation.

2022 Campaign - \$57,000

Prizes included:



Apple iplad



Gearhardt Beach Getaway



Electric Bike

You are Invited!

Celebrate the Season

Reception:
5 p.m.
in the
Student
Union

Join us for the MHCC Foundation's Winter
Reception and Jazz Ensemble Concert
Wednesday, Dec. 6

Concert:
7 p.m.
in the
College
Theater



Thank you



MT. HOOD
COMMUNITY COLLEGE



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 13, 2023*

ITEM TITLE: 4.1b

CONTACT PERSON: *Susanne Rose, Human Resource Data Manager*

SUBJECT: MONTHLY PERSONNEL REPORT

MONTHLY PERSONNEL ACTIVITY REPORT

NEW EMPLOYEES:			
Name	Position	Department	Hire Date
Freeland, Derrick	Community Education Instructor	Workforce Apprenticeship and Community Education	11/1/2023 12:00:00 AM
Gutierrez, Yessica	Lead Cook	Child Development & Family Services	11/9/2023 12:00:00 AM
Jackson, Sheryl	Custodian I	Facilities	11/13/2023 12:00:00 AM
Sattergren, Nikki	Classroom Aide	Child Development & Family Services	11/14/2023 12:00:00 AM
Brown, Kristina	Instructor - Surgical Technology Program	Health Professions	11/16/2023 12:00:00 AM
Holzapfel, Heinz	Engineering	Business and Information Systems	11/20/2023 12:00:00 AM
Dexter, Jordan	PT Tutor – Net & Cyber	AVID	11/20/2023 12:00:00 AM



Arone, Jessica	Teacher	Child Development & Family Services	11/27/2023 12:00:00 AM
Coronado, Jennifer	Classroom Aide	Child Development & Family Services	11/27/2023 12:00:00 AM
Ortiz Gonzalez, Nayeli	Head Start Program Assistant	Child Development & Family Services	11/27/2023 12:00:00 AM
Soroka, Svitlana	Classroom Aide	Child Development & Family Services	11/27/2023 12:00:00 AM
Holden-Villars, Setel	Nutrition Specialist	Child Development & Family Services	11/28/2023 12:00:00 AM
Meza Gomez, Yessenia	On-Call Substitute	Child Development & Family Services	11/29/2023 12:00:00 AM
Orozco, Daisy	Program Assistant - Student Life	Student Life	11/30/2023 12:00:00 AM

TRANSFERS/CHANGE IN STATUS:			
Name	Position	Department	Effective Date
Weigel, Christy	Instructional Services Coordinator - PT	Office of Instruction	11/13/2023 12:00:00 AM

SEPARATIONS/RETIREMENTS:			
Name	Position	Department	Term Date
Hayes, Maurice	Public Safety Officer	Public Safety	11/2/2023 12:00:00 AM
Berry-Kalmbach, Breanna	Teacher	Child Development & Family Services	11/27/2023 12:00:00 AM
Fitzsimmons, Michelle	Training Specialist	Child Development & Family Services	11/27/2023 12:00:00 AM



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 13, 2023*

ITEM TITLE: 4.1c

CONTACT PERSON: *Jennifer DeMent, Vice President, Finance and Administration*

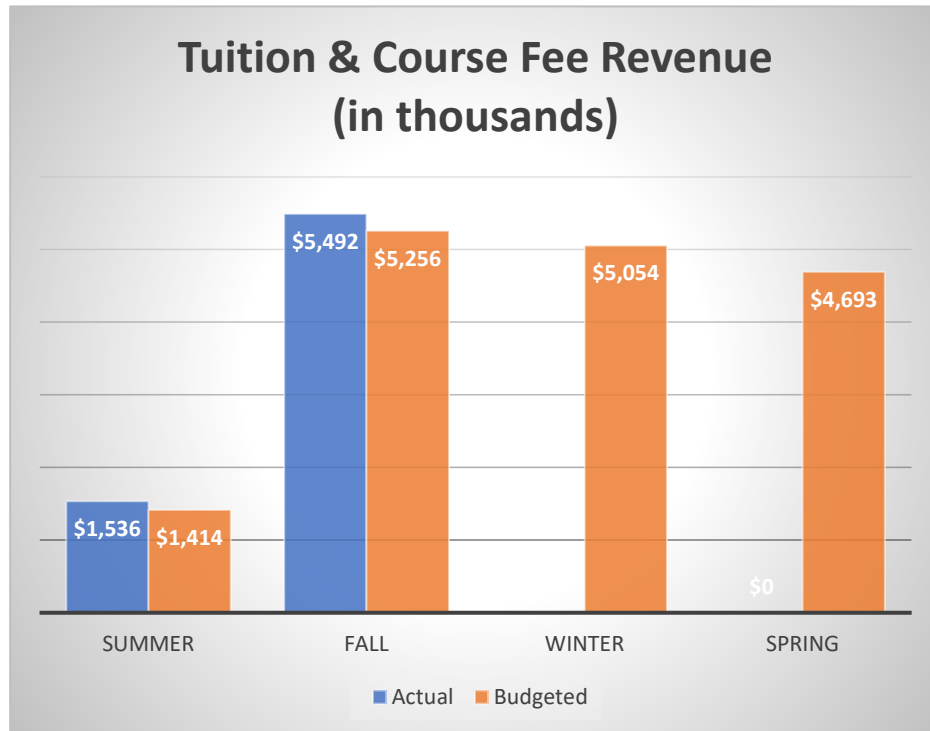
SUBJECT: MONTHLY FINANCIAL REPORT

This report reflects 2023/24 activity through October.

Revenues:

MHCC's General Fund operations are funded in fiscal year 2023/24 52.7% (\$38.9M) from the State, 24.5% (\$18M) from tuition and fees, 20.4% (\$15M) from property taxes, and 2.4% (\$1.8M) from other revenues.

- State support revenue is received quarterly in August, October, January, and April. In the last year of each biennium, the April payment is deferred until July. The amount budgeted for 2023-2024 reflects Mt. Hood's estimated share of the governor's requested budget level of \$744 million, based on available information at the time of adoption. The Oregon legislator approved \$796 million for the community college support fund, which includes \$12.5 million for new student support and success elements in 2024/25. This increased funding level is expected to generate about \$1 million more than budgeted.
- The counties distribute property tax revenue monthly, with the most significant payments received in November and December. The 2023-2024 adopted budget includes a 2% increase in property tax revenue over 2022-2023.
- Fall term tuition and fee revenues are 11.2% (\$557,132) more compared to October 2022. Enrollment in tuition-bearing courses for the fall term increased by 8.7% (94 students) over this time last year. Summer and fall terms combined tuition and fee revenue year to date is 12.2% (\$762,202) above October 2022. Current year enrollment is forecasted to increase by 4.5%.



Expenditures:

As of October 31, year-to-date expenditures were \$1,513,707 (8.5%) above this time last year; however, they meet forecast expectations. As an educational institution, most costs are incurred between September and June.

- Salaries are not paid evenly over the year because most full-time faculty, who comprise about 50% of total salary expense, work ten months and are paid over twelve months. Therefore, three months of faculty salary is recorded in June, and Extra-teach is calculated and paid in June. Budget amounts include step increases, cost of living increases, and longevity for eligible employees.
- Fringe and tax costs are paid based on a percentage of salary, so the ratio of the remaining budget is similar to salaries, as expected.
- Debt Service is paid according to a prescribed schedule, with payments occurring in December and June.
- Transfers to other Funds occur in June and include budgeted amounts of \$87,292 for aquatic center support and \$400,000 for facilities capital projects.



MT. HOOD COMMUNITY COLLEGE DISTRICT
General Fund Financial Report
Fiscal Year 2023/24
As of October 31, 2023

	Actual Year to Date October 2021	Actual Year to Date October 2022	Actual Year to Date October 2023	\$ / % Increase (decrease) over prior year		Amended Budget 2023-24	Percentage of Budget Remaining
Beginning Fund Balance	15,402,319	20,549,976	16,835,800	(3,714,176)	-18.1%	12,230,494	
Revenues							
State Support	17,273,202	17,669,626	20,095,732	2,426,106	0.14	38,874,073	48%
Property Taxes	89,580	98,209	95,097	(3,111)	(0.03)	15,053,355	99%
Tuition and Fees	7,199,249	6,914,581	7,681,223	766,642	11.1%	18,015,337	57%
Other Revenues	114,915	281,444	622,265	340,821	121.1%	1,754,348	65%
TOTAL REVENUES	24,676,946	24,963,860	28,494,318	3,530,458	14.1%	73,697,113	61%
Expenditures							
Salaries	9,676,558	9,385,929	9,925,710	539,781	5.8%	41,742,695	76%
Health Care	1,719,348	1,436,315	1,685,181	248,866	17.3%	7,162,435	76%
Fringe/Taxes	3,732,217	3,294,950	3,589,752	294,802	8.9%	14,592,477	75%
Personnel Subtotal:	15,128,123	14,117,194	15,200,643	1,083,449	7.7%	63,497,607	76%
Materials & Supplies	2,572,176	3,465,299	3,866,806	401,506	11.6%	11,070,557	65%
Grants in Aid/Tuition Waivers	224,090	205,434	231,542	26,108	12.7%	1,101,534	79%
Debt Service	-	21,568	24,212	2,644	0.12	2,660,906	99%
Transfers to Other Funds	-	-	-	-	-	487,292	100%
TOTAL EXPENDITURES	17,924,390	17,809,496	19,323,203	1,513,707	8.5%	78,817,896	75%
Rev Greater (Less) Than Exp	6,752,556	7,154,364	9,171,115	2,016,752	28.2%	(5,120,783)	
Beginning Fund Balance	<u>15,402,319</u>	<u>20,549,976</u>	<u>16,835,800</u>			<u>12,230,494</u>	
Ending Fund Balance						<u>7,109,711</u>	
<i>As a percentage of expenditures</i>						<i>9%</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 amount budgeted for 2023-2024 reflects Mt. Hood's estimated share of the biennial state support amount of \$795 million.

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. Tuition for 2023/24 is \$122.00 per credit hour recorded in the General Fund. A technology fee of \$7.00 per credit hour and an Associated Student Government (ASG) fee of \$4.25 per credit hour is in addition to the tuition rate and recorded in separate funds. A College Service Fee of \$3.50, a Safety and Security Access Fee of \$3.50, and an Instructional Access Fee of \$3.50 are all assessed on a per-credit basis in addition to the tuition rate for up to 15 credits.

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

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.

Fringe/Taxes are all other employer-paid fringe costs and include PERS (25%), Social Security (6.2%), Early Retirement (3.5%), Medicare (1.45%), and Long-term disability, life, workers' compensation, unemployment insurance, statewide transit tax and tax-sheltered annuity payments (combined 1.3%).

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

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 principal and interest payments on general long-term debt.

Transfers to Other Funds represent the required general fund match for the federal financial aid programs and transfers from the general fund for facilities capital projects.



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 13, 2023*

ITEM TITLE: 4.1d

CONTACT PERSON: *Hilda Pena-Alfaro, Executive Director of Child Development & Family Support Programs*

SUBJECT: MONTHLY HEAD START REPORT



Mt. Hood Community College Head Start Program Report

November 2023

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Enrollment Report

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.

В этом рапорте показано также количество детей в Head Start и Early Head Start. Акт 642(d)(2) требует периодические рапорты о количестве обслуживаемых детей для подачи в Совет Стратегии и в Совет Директоров.

October 2023 Enrollment		
	Enrolled	Waitlisted
Head Start	446	108
Early Head Start	233	132

November 2023 Enrollment		
	Enrolled	Waitlisted
Head Start	446	108
Early Head Start	233	132

Average Daily Attendance

This report shows the average daily attendance for each Head Start and Early Head Start Site. The Head Start Performance Standards state sites should maintain an average attendance of at least 85%. When the average daily 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.

В этом же рапорте показана средняя дневная посещаемость по центрам в Head Start и Early Head Start. Стандарты Head Start требуют поддерживать среднюю посещаемость не ниже 85 %. Если средняя дневная посещаемость падает ниже 85% время бить тревогу и искать причину, тот же Акт 642(d)(2) требует ежемесячных рапортов в Совет Стратегии и в Совет Директоров

MHCC CDFS

2301 - Average Daily Attendance

Program Term: 2023-2024 EHS, 2023-2024 HS, Sites: Knott, KinderCare/G, Melody's Munchkins Lit. Blossoms, Little Pixie, Pixie Child Care, Melody's Munchkins Little Blooms, David Douglas High School CDC, Melody's Munchkins, Gresham High School CDC, Fairview, Russellville, Hazelwood, Troutdale, Love Bugs Too, Little Friends Day School, Reynolds Learning Academy - FS, CCRR, Early Childhood Center, Kelly Place, Love Bugs, Sunrise, Gresham United Methodist, Gateway, Cascade Crossing, Rockwood 181st, Little Rascals, Mt. Hood, KinderCare /PB, Maywood, Gethsemane, Rockwood Stark, Willow Tree, Yamhill, Attendance Date: 10/1/2023 - 10/31/2023

MHCC CDFS

Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³

Early Childhood Center

ECC 1-FWD	150	59	0	19	7.89	18	43.86%	11.00	71.77%
ECC 2	226	33	6	19	11.89	18	66.08%	13.63	87.26%
ECC 3	163	60	10	19	8.58	18	47.66%	11.74	73.09%
ECC 4	242	38	0	20	12.10	18	67.22%	14.00	86.43%
ECC 5	89	23	0	21	4.24	8	52.98%	5.33	79.46%
ECC 6	93	30	2	19	4.89	8	61.18%	6.47	75.61%
ECC 7	116	28	0	20	5.80	8	72.50%	7.20	80.56%
ECC 8	103	43	30	22	4.68	8	58.52%	6.64	70.55%
Site Total	1,182	314	48	19.88 (avg)	60.07	104	57.88%	76.01	79.01%

Fairview

Fairview 1	174	79	0	20	8.70	18	48.33%	12.65	68.77%
Fairview 2	173	61	14	19	9.11	18	50.58%	12.32	73.93%
Site Total	347	140	14	19.50 (avg)	17.81	36	49.43%	24.97	71.25%

Gateway

Gateway 1	211	74	0	19	11.11	18	61.70%	15.00	74.04%
Gateway 2	196	51	3	21	9.33	18	51.85%	11.76	79.35%
Site Total	407	125	3	20.00 (avg)	20.44	36	56.53%	26.76	76.50%

Gresham High School CDC

Gresham HS CDC Infant	31	12	0	22	1.41	1	140.91%	1.95	72.09%
Site Total	31	12	0	22.00 (avg)	1.41	1	140.91%	1.95	72.09%

Gresham United Methodist

Gresham United 1	252	0	0	20	12.60	18	70.00%	12.60	100.00%
Gresham United 2AM	224	36	1	20	11.20	20	56.00%	13.00	86.15%
Gresham United 2PM	131	36	1	18	7.28	20	36.39%	9.28	78.44%
Site Total	607	72	2	19.33 (avg)	31.08	58	54.20%	34.88	89.40%

Hazelwood

Hazelwood 1-FWD	273	31	0	19	14.37	18	79.82%	16.00	89.80%
Hazelwood 2	109	43	0	19	5.74	8	71.71%	8.00	71.71%
Site Total	382	74	0	19.00 (avg)	20.11	26	77.33%	24.00	83.77%

KinderCare /PB

Infant	19	1	0	21	0.90	4	22.62%	0.95	95.00%
Toddler	21	0	0	21	1.00	2	50.00%	1.00	100.00%
Two	3	0	4	7	0.43	2	21.43%	0.43	100.00%
Site Total	43	1	4	16.33 (avg)	2.33	8	30.71%	2.38	97.73%

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3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Virtual(V), Late Pickup(LP), Tardy and Late Pickup(TLP)
6. Statuses counted as Absent: Absent(A)
7. Statuses counted as Neither: No Class (-), Not Scheduled (N)

MHCC CDFS

2301 - Average Daily Attendance

Program Term: 2023-2024 EHS, 2023-2024 HS, Sites: Knott, KinderCare/G, Melody's Munchkins Lit. Blossoms, Little Pixie, Pixie Child Care, Melody's Munchkins Little Blossoms, David Douglas High School CDC, Melody's Munchkins, Gresham High School CDC, Fairview, Russellville, Hazelwood, Troutdale, Love Bugs Too, Little Friends Day School, Reynolds Learning Academy - FS, CCRR, Early Childhood Center, Kelly Place, Love Bugs, Sunrise, Gresham United Methodist, Gateway, Cascade Crossing, Rockwood 181st, Little Rascals, Mt. Hood, KinderCare /PB, Maywood, Gethsemane, Rockwood Stark, Willow Tree, Yamhill, Attendance Date: 10/1/2023 - 10/31/2023

MHCC CDFS

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment		
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³	
KinderCare/G										
KinderCare Discovery	41	1	0	21	1.95	4	48.81%	2.00	97.62%	
KinderCare Infant	54	7	0	21	2.57	6	42.86%	2.90	88.52%	
KinderCare Toddler	36	4	0	20	1.80	6	30.00%	2.00	90.00%	
Site Total	131	12	0	20.67 (avg)	6.32	16	39.70%	6.90	91.61%	
Knott										
Knott 1	223	43	0	19	11.74	20	58.68%	14.00	83.83%	
Knott 2	183	73	0	19	9.63	20	48.16%	13.47	71.48%	
Knott 3	199	36	0	21	9.48	20	47.38%	11.19	84.68%	
Knott 4	164	26	0	20	8.20	20	41.00%	9.50	86.32%	
Knott 5	60	3	0	7	8.57	20	42.86%	9.00	95.24%	
Site Total	829	181	0	17.20 (avg)	47.62	100	48.20%	57.16	82.08%	
Little Friends Day School										
Little Friends	19	3	0	22	0.86	4	21.59%	1.00	86.36%	
Site Total	19	3	0	22.00 (avg)	0.86	4	21.59%	1.00	86.36%	
Little Pixie										
Little Pixie	34	6	0	20	1.70	4	42.50%	2.00	85.00%	
Site Total	34	6	0	20.00 (avg)	1.70	4	42.50%	2.00	85.00%	
Little Rascals										
Little Rascals	36	5	11	22	1.64	4	40.91%	1.86	87.80%	
Site Total	36	5	11	22.00 (avg)	1.64	4	40.91%	1.86	87.80%	
Love Bugs										
Love Bugs	91	15	10	21	4.33	6	72.22%	5.05	85.85%	
Site Total	91	15	10	21.00 (avg)	4.33	6	72.22%	5.05	85.85%	
Love Bugs Too										
Love Bugs Too	109	38	0	21	5.19	6	86.51%	7.00	74.15%	
Site Total	109	38	0	21.00 (avg)	5.19	6	86.51%	7.00	74.15%	
Melody's Munchkins										
Melody's Munchkins	77	24	9	22	3.50	4	87.50%	4.59	76.24%	
Site Total	77	24	9	22.00 (avg)	3.50	4	87.50%	4.59	76.24%	
Melody's Munchkins Lit. Blossoms										
MM-Little Blossoms	12	2	13	22	0.55	4	13.64%	0.64	85.71%	
Site Total	12	2	13	22.00 (avg)	0.55	4	13.64%	0.64	85.71%	
Melody's Munchkins Little Blossoms										
MM - Little Blossoms	77	40	15	22	3.50	4	87.50%	5.32	65.81%	
Site Total	77	40	15	22.00 (avg)	3.50	4	87.50%	5.32	65.81%	

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7. Statuses counted as Neither: No Class (-), Not Scheduled (N)

MHCC CDFS

2301 - Average Daily Attendance

Program Term: 2023-2024 HS, 2023-2024 HS, Sites: Knott, KinderCare/G, Melody's Munchkins Lit. Blossoms, Little Pixie, Pixie Child Care, Melody's Munchkins Little Blooms, David Douglas High School CDC, Melody's Munchkins, Gresham High School CDC, Fairview, Russellville, Hazelwood, Troutdale, Love Bugs Too, Little Friends Day School, Reynolds Learning Academy - FS, CCRR, Early Childhood Center, Kelly Place, Love Bugs, Sunrise, Gresham United Methodist, Gateway, Cascade Crossing, Rockwood 181st, Little Rascals, Mt. Hood, KinderCare /PB, Maywood, Gethsemane, Rockwood Stark, Willow Tree, Yamhill, Attendance Date: 10/1/2023 - 10/31/2023

MHCC CDFS

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment		
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³	
Mt. Hood										
Mt Hood 1	246	56	0	19	12.95	18	71.93%	15.89	81.46%	
Mt. Hood 2 AM	208	77	1	19	10.95	20	54.74%	15.00	72.98%	
Mt. Hood 2 PM	118	59	16	18	6.56	20	32.78%	9.83	66.67%	
Site Total	572	192	17	18.67 (avg)	30.46	58	52.87%	40.72	74.87%	
Pixie Child Care										
Pixie Child Care Infant	108	21	4	20	5.40	8	67.50%	6.45	83.72%	
Pixie Child Care Toddler	66	44	0	20	3.30	8	41.25%	5.50	60.00%	
Site Total	174	65	4	20.00 (avg)	8.70	16	54.38%	11.95	72.80%	
Reynolds Learning Academy - FS										
Reynolds FSA	19	23	0	21	0.90	2	45.24%	2.00	45.24%	
Site Total	19	23	0	21.00 (avg)	0.90	2	45.24%	2.00	45.24%	
Rockwood 181st										
Rockwood 181 1	251	63	0	21	11.95	20	59.76%	14.95	79.94%	
Rockwood 181 2	235	62	0	20	11.75	20	58.75%	14.85	79.12%	
Rockwood 181 3	259	44	16	21	12.33	20	61.67%	14.43	85.48%	
Rockwood 181 4	107	46	0	15	7.13	20	35.67%	10.20	69.93%	
Site Total	852	215	16	19.25 (avg)	43.16	80	55.32%	54.43	79.85%	
Russellville										
Russellville 1 FWD	209	7	0	20	10.45	18	58.06%	10.80	96.76%	
Russellville 3	73	13	0	19	3.84	8	48.03%	4.53	84.88%	
Site Total	282	20	0	19.50 (avg)	14.29	26	55.08%	15.33	93.38%	
Sunrise										
Sunrise 1	255	49	0	19	13.42	20	67.11%	16.00	83.88%	
Sunrise 2	239	23	0	19	12.58	20	62.89%	13.79	91.22%	
Sunrise 3	237	48	0	19	12.47	20	62.37%	15.00	83.16%	
Sunrise 4	258	46	0	20	12.90	20	64.50%	15.20	84.87%	
Sunrise 5	233	42	0	20	11.65	20	58.25%	13.75	84.73%	
Site Total	1,222	208	0	19.40 (avg)	63.02	100	62.99%	73.74	85.45%	
Troutdale										
Troutdale 1	159	41	0	18	8.83	18	49.07%	11.11	79.50%	
Troutdale 2	213	62	3	21	10.14	18	56.35%	13.10	77.45%	
Troutdale 3	83	13	2	21	3.95	0	0.00%	4.57	86.46%	
Site Total	455	116	5	20.00 (avg)	22.92	36	64.81%	28.78	79.68%	
MHCC CDFS	7,990	1,903	171	19.56 (avg)	411.91	739	56.27%	509.42	80.76%	

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5. Statuses counted as Present: Present(P), Virtual(V), Late Pickup(LP), Tardy and Late Pickup(TLP)
6. Statuses counted as Absent: Absent(A)
7. Statuses counted as Neither: No Class (-), Not Scheduled (N)

MHCC CDFS

2301 - Average Daily Attendance

Program Term: 2023-2024 EHS, 2023-2024 HS, Sites: Knott, KinderCare/G, Melody's Munchkins Lit. Blossoms, Little Pixie, Pixie Child Care, Melody's Munchkins Little Blooms, David Douglas High School CDC, Melody's Munchkins, Gresham High School CDC, Fairview, Russellville, Hazelwood, Troutdale, Love Bugs Too, Little Friends Day School, Reynolds Learning Academy - FS, CCRR, Early Childhood Center, Kelly Place, Love Bugs, Sunrise, Gresham United Methodist, Gateway, Cascade Crossing, Rockwood 181st, Little Rascals, Mt. Hood, KinderCare /PB, Maywood, Gethsemane, Rockwood Stark, Willow Tree, Yamhill, Attendance Date: 10/1/2023 - 10/31/2023

Report Totals	7,990	1,903	171	19.56 (avg)	411.91	739	56.27%	509.42	80.76%
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2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statures counted as Present: Present(P), Virtual(V), Late Pickup(LP), Tardy and Late Pickup(TLP)
6. Statures counted as Absent: Absent(A)
7. Statures counted as Neither: No Class (-), Not Scheduled (N)

MHCC CDFS

2301 - Average Daily Attendance

Program Term: 2023-2024 EHS, 2023-2024 HS, Sites: Knott, KinderCare/G, Melody's Munchkins Lit. Blossoms, Little Pixie, Pixie Child Care, Melody's Munchkins Little Blooms, David Douglas High School CDC, Melody's Munchkins, Gresham High School CDC, Fairview, Russellville, Hazelwood, Troutdale, Love Bugs Too, Little Friends Day School, Reynolds Learning Academy - FS, CCRR, Early Childhood Center, Kelly Place, Love Bugs, Sunrise, Gresham United Methodist, Gateway, Cascade Crossing, Rockwood 181st, Little Rascals, Mt. Hood, KinderCare /PB, Maywood, Gethsemane, Rockwood Stark, Willow Tree, Yamhill, Attendance Date: 11/1/2023 - 11/30/2023

MHCC CDFS

Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³

Early Childhood Center

ECC 1-FWD	119	37	30	17	7.00	18	38.89%	9.18	76.28%
ECC 2	210	46	0	16	13.13	18	72.92%	16.00	82.03%
ECC 3	138	28	4	14	9.86	18	54.76%	11.86	83.13%
ECC 4	162	34	0	13	12.46	18	69.23%	15.08	82.65%
ECC 5	76	8	0	16	4.75	8	59.38%	5.25	90.48%
ECC 6	73	54	0	18	4.06	8	50.69%	7.06	57.48%
ECC 7	112	24	0	19	5.89	8	73.68%	7.16	82.35%
ECC 8	62	14	0	13	4.77	8	59.62%	5.85	81.58%
Site Total	952	245	34	15.75 (avg)	61.91	104	59.20%	77.44	79.53%

Fairview

Fairview 1	109	54	0	14	7.79	18	43.25%	11.64	66.87%
Fairview 2	151	40	1	16	9.44	18	52.43%	11.94	79.06%
Site Total	260	94	1	15.00 (avg)	17.23	36	48.15%	23.58	73.45%

Gateway

Gateway 1	116	79	0	13	8.92	18	49.57%	15.00	59.49%
Gateway 2	125	40	0	14	8.93	18	49.60%	11.79	75.76%
Site Total	241	119	0	13.50 (avg)	17.85	36	49.59%	26.79	66.94%

Gresham High School CDC

Gresham HS CDC Infant	22	16	2	20	1.10	1	110.00%	1.90	57.89%
Site Total	22	16	2	20.00 (avg)	1.10	1	110.00%	1.90	57.89%

Gresham United Methodist

Gresham United 1	203	15	5	16	12.69	18	70.49%	13.63	93.12%
Gresham United 2AM	158	41	8	15	10.53	20	52.67%	13.27	79.40%
Gresham United 2PM	122	18	25	16	7.63	20	38.13%	8.75	87.14%
Site Total	483	74	38	15.67 (avg)	30.84	58	53.19%	35.64	86.71%

Hazelwood

Hazelwood 1-FWD	201	23	0	14	14.36	18	79.76%	16.00	89.73%
Hazelwood 2	81	31	0	14	5.79	8	72.32%	8.00	72.32%
Site Total	282	54	0	14.00 (avg)	20.15	26	77.47%	24.00	83.93%

KinderCare /PB

Infant	4	0	0	4	1.00	4	25.00%	1.00	100.00%
Site Total	4	0	0	4.00 (avg)	1.00	4	25.00%	1.00	100.00%

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4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Virtual(V), Late Pickup(LP), Tardy and Late Pickup(TLP)
6. Statuses counted as Absent: Absent(A)
7. Statuses counted as Neither: No Class (-), Not Scheduled (N)

MHCC CDFS

2301 - Average Daily Attendance

Program Term: 2023-2024 EHS, 2023-2024 HS, Sites: Knott, KinderCare/G, Melody's Munchkins Lit. Blossoms, Little Pixie, Pixie Child Care, Melody's Munchkins Little Blooms, David Douglas High School CDC, Melody's Munchkins, Gresham High School CDC, Fairview, Russellville, Hazelwood, Troutdale, Love Bugs Too, Little Friends Day School, Reynolds Learning Academy - FS, CCRR, Early Childhood Center, Kelly Place, Love Bugs, Sunrise, Gresham United Methodist, Gateway, Cascade Crossing, Rockwood 181st, Little Rascals, Mt. Hood, KinderCare /PB, Maywood, Gethsemane, Rockwood Stark, Willow Tree, Yamhill, Attendance Date: 11/1/2023 - 11/30/2023

MHCC CDFS

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment		
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³	
KinderCare/G										
KinderCare Discovery	6	0	0	3	2.00	4	50.00%	2.00	100.00%	
KinderCare Infant	7	1	0	3	2.33	6	38.89%	2.67	87.50%	
KinderCare Toddler	6	0	0	3	2.00	6	33.33%	2.00	100.00%	
Site Total	19	1	0	3.00 (avg)	6.33	16	39.58%	6.67	95.00%	
Knott										
Knott 1	164	32	0	15	10.93	20	54.67%	13.07	83.67%	
Knott 2	136	60	0	14	9.71	20	48.57%	14.00	69.39%	
Knott 3	137	54	0	13	10.54	20	52.69%	14.69	71.73%	
Knott 4	118	19	0	15	7.87	20	39.33%	9.13	86.13%	
Site Total	555	165	0	14.25 (avg)	39.05	80	48.68%	50.89	77.08%	
Little Friends Day School										
Little Friends	20	0	0	20	1.00	4	25.00%	1.00	100.00%	
Site Total	20	0	0	20.00 (avg)	1.00	4	25.00%	1.00	100.00%	
Little Pixie										
Little Pixie	12	4	0	16	0.75	4	18.75%	1.00	75.00%	
Site Total	12	4	0	16.00 (avg)	0.75	4	18.75%	1.00	75.00%	
Little Rascals										
Little Rascals	40	8	2	17	2.35	4	58.82%	2.82	83.33%	
Site Total	40	8	2	17.00 (avg)	2.35	4	58.82%	2.82	83.33%	
Love Bugs										
Love Bugs	75	16	0	18	4.17	6	69.44%	5.06	82.42%	
Site Total	75	16	0	18.00 (avg)	4.17	6	69.44%	5.06	82.42%	
Love Bugs Too										
Love Bugs Too	81	24	0	15	5.40	6	90.00%	7.00	77.14%	
Site Total	81	24	0	15.00 (avg)	5.40	6	90.00%	7.00	77.14%	
Melody's Munchkins										
Melody's Munchkins	27	1	3	7	3.86	4	96.43%	4.00	96.43%	
Site Total	27	1	3	7.00 (avg)	3.86	4	96.43%	4.00	96.43%	
Melody's Munchkins Lit. Blossoms										
MM-Little Blossoms	15	14	3	16	0.94	4	23.44%	1.81	51.72%	
Site Total	15	14	3	16.00 (avg)	0.94	4	23.44%	1.81	51.72%	
Melody's Munchkins Little Blooms										
MM - Little Blooms	72	24	0	16	4.50	4	112.50%	6.00	75.00%	
Site Total	72	24	0	16.00 (avg)	4.50	4	112.50%	6.00	75.00%	

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7. Statuses counted as Neither: No Class (-), Not Scheduled (N)

MHCC CDFS

2301 - Average Daily Attendance

Program Term: 2023-2024 EHS, 2023-2024 HS, Sites: Knott, KinderCare/G, Melody's Munchkins Lit. Blossoms, Little Pixie, Pixie Child Care, Melody's Munchkins Little Blooms, David Douglas High School CDC, Melody's Munchkins, Gresham High School CDC, Fairview, Russellville, Hazelwood, Troutdale, Love Bugs Too, Little Friends Day School, Reynolds Learning Academy - FS, CCRR, Early Childhood Center, Kelly Place, Love Bugs, Sunrise, Gresham United Methodist, Gateway, Cascade Crossing, Rockwood 181st, Little Rascals, Mt. Hood, KinderCare /PB, Maywood, Gethsemane, Rockwood Stark, Willow Tree, Yamhill, Attendance Date: 11/1/2023 - 11/30/2023

MHCC CDFS

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment		
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³	
Mt. Hood										
Mt Hood 1	178	46	0	14	12.71	18	70.63%	16.00	79.46%	
Mt. Hood 2 AM	127	58	1	11	11.55	20	57.73%	16.82	68.65%	
Mt. Hood 2 PM	85	44	5	11	7.73	20	38.64%	11.73	65.89%	
Site Total	390	148	6	12.00 (avg)	31.99	58	56.36%	44.55	72.49%	
Pixie Child Care										
Pixie Child Care Infant	70	29	2	17	4.12	8	51.47%	5.82	70.71%	
Pixie Child Care Toddler	33	35	0	17	1.94	8	24.26%	4.00	48.53%	
Site Total	103	64	2	17.00 (avg)	6.06	16	37.87%	9.82	61.68%	
Reynolds Learning Academy - FS										
Reynolds FSA	11	19	0	15	0.73	2	36.67%	2.00	36.67%	
Site Total	11	19	0	15.00 (avg)	0.73	2	36.67%	2.00	36.67%	
Rockwood 181st										
Rockwood 181 1	191	48	0	15	12.73	20	63.67%	15.93	79.92%	
Rockwood 181 2	161	39	0	14	11.50	20	57.50%	14.29	80.50%	
Rockwood 181 3	183	40	0	17	10.76	20	53.82%	13.12	82.06%	
Rockwood 181 4	154	56	4	16	9.63	20	48.13%	13.13	73.33%	
Site Total	689	183	4	15.50 (avg)	44.61	80	55.56%	56.46	79.01%	
Russellville										
Russellville 1 FWD	161	21	0	14	11.50	18	63.89%	13.00	88.46%	
Russellville 3	39	26	0	15	2.60	8	32.50%	4.33	60.00%	
Site Total	200	47	0	14.50 (avg)	14.10	26	53.76%	17.33	80.97%	
Sunrise										
Sunrise 1	189	35	0	14	13.50	20	67.50%	16.00	84.38%	
Sunrise 2	182	26	0	15	12.13	20	60.67%	13.87	87.50%	
Sunrise 3	180	30	0	14	12.86	20	64.29%	15.00	85.71%	
Sunrise 4	195	32	0	17	11.47	20	57.35%	13.35	85.90%	
Sunrise 5	183	27	6	14	13.07	20	65.36%	15.00	87.14%	
Sunrise 6	92	11	0	13	7.08	20	35.38%	7.92	89.32%	
Site Total	1,021	161	6	14.50 (avg)	70.11	120	58.68%	81.14	86.38%	
Troutdale										
Troutdale 1	155	13	0	15	10.33	18	57.41%	11.20	92.26%	
Troutdale 2	159	49	0	14	11.36	18	63.10%	14.86	76.44%	
Troutdale 3	62	15	0	14	4.43	0	0.00%	5.50	80.52%	
Site Total	376	77	0	14.33 (avg)	26.12	36	72.03%	31.56	83.00%	
MHCC CDFS	5,950	1,558	101	14.16 (avg)	412.15	735	56.32%	519.46	79.25%	

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MHCC CDFS

2301 - Average Daily Attendance

Program Term: 2023-2024 EHS, 2023-2024 HS, Sites: Knott, KinderCare/G, Melody's Munchkins Lit. Blossoms, Little Pixie, Pixie Child Care, Melody's Munchkins Little Blooms, David Douglas High School CDC, Melody's Munchkins, Gresham High School CDC, Fairview, Russellville, Hazelwood, Troutdale, Love Bugs Too, Little Friends Day School, Reynolds Learning Academy - FS, CCRR, Early Childhood Center, Kelly Place, Love Bugs, Sunrise, Gresham United Methodist, Gateway, Cascade Crossing, Rockwood 181st, Little Rascals, Mt. Hood, KinderCare /PB, Maywood, Gethsemane, Rockwood Stark, Willow Tree, Yamhill, Attendance Date: 11/1/2023 - 11/30/2023

Report Totals	5,950	1,558	101	14.16 (avg)	412.15	735	56.32%	519.46	79.25%
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7. Statures counted as Neither: No Class (-), Not Scheduled (N)

Fiscal Report

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)

Это ежемесячный рапорт по грнтам и бюджету в Head Start, включая затраты по кредитным картам. как требуется Актом Head Start 642(d)(2)о готовности к школе 2007. 642(d)(2)

Budget July 2023 - June 2024	
FUNDING SOURCE	TOTAL FUNDS
Federal Head Start (5100)	4,746,838
State Head Start (5102)	10,645,101
State Training (5102-5101)	272,951
State EHS (5229)	1,079,807
Federal HS Training (5101)	63,048
Federal EHS (5119)	3,940,990
Fed EHS - CCP (5113)	1,876,442
Children's Levy EHS (5120)	484,446
MIECHV (5237/38)	37,364
TERC-HSE (5252)	40,370
USDA (5105)	542,000
DHS (5103)	306,419
Federal EHS Training (5101-5119)	54,790
Total	\$ 24,090,567

Expenditure Report - September 2023				
Budget Category	Budget	September	YTD Total	Percentage Spent YTD
Personnel/Salaries	10,560,840	767,520	1,382,988	13%
Fringe Benefits	6,975,485	463,433	819,042	12%
Travel	101,828	6,785	9,577	9%
Equipment	0	0	0	0%
Supplies	838,884	18,306	27,723	3%
Contractual	1,774,109	31,551	95,617	5%
Facilities/Property Services	1,226,541	75,436	153,122	12%
Other	361,899	180,738	188,379	52%
Indirect	2,250,982	236,230	237,960	11%
Total	24,090,567	1,780,000	2,914,408	12%

US Bank Visa Purchasing Cards

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.

Кредитные карты Visa используются сотрудниками Head Start для покупок по работе и контролируются ежемесячно на нескольких уровнях. Записи затрат регистрируются вместе с корешками от чеков владельцем карты и рассматриваются на ежемесячной основе управляющими, которые проверяют законность покупок. Финансовый специалист в офисе Head Start проверяет выше указанную документацию на окуратность которую в последствии подписывает директор Head Start. После чего бизнес офис коледжа ведет еще одну проверку на окуратность, правомерность и законность, что в конечном итоге предоставляется на рассмотрение членам Совета Стратегии и Совету Директоров МНСС

US Bank Visa Purchasing Cards September 2023 for Head Start & Early Head Start

Description	HeadStart	Early HeadStart Federal	Children's Levy Early Head Start	Early Head Start CCP	Early HeadStart State	Totals
Center Supplies	7,955	2,173	198		558	\$10,884
Computer Supplies	42	34			7	\$83
Dental/Medical						\$0
Education Supplies	3,689					\$3,689
Family Services Supplies				22	3	\$25
Health Supplies	247	61			13	\$321
Kitchen Supplies	60					\$60
Office Supplies	2,344	406			85	\$2,835
Other Costs						\$0
Parent Activities						\$0
Postage						\$0
Pre-Employment	574	142			30	\$746
Site Repair/Maintenance	2,268	229	16		57	\$2,570
Training	4,615	817		1,440	358	\$7,229
Vehicle Costs	3,201	790			166	\$4,158
Utilities	3,492	740	460	371	467	\$5,529
Total	\$28,487	\$5,392	\$674	\$1,833	\$1,743	\$38,128

Purchasing Card holders purchasing on behalf of CDFS with their College issued card and the stores they purchased from

First Name	Last Name	Position	Frequent Vendors	Supplies
Anne	Rinker	Education Site Manager	Albertsons	PCCM Supplies
Brenda	Dolan	EHS Education & Inclusion Manager	Cash N Carry (Smartfood)	Parent Center Committee Meeting (PCCM)
Carrie	Schulz	Associate Director	Discount School Supply	Classroom Supplies
DyLynn	Robertson	CCP Manager	Dollar Tree	PCCM Supplies
Eryka	Island	Fiscal Service Coordinator	Fred Meyer	Classroom/Site/PCCM Supplies
Henry	Obelnicki	Education Site Manager	Grocery Outlet	PCCM Supplies
Jade	Cosico-Berge	Education Site Manager	Home Depot	Site Repair Supplies
Kara	Carsner	Food Service Manager	Safeway	PCCM Supplies
Kristy	Womack	Education Site Manager	Target	Classroom/Site/PCCM Supplies
Laura	Fonte-Black	Facilities Manager	Walgreens	Site Supplies (Photo Processing)
Nahed	Salib	Education Site Manager	Walmart	Classroom/Site Supplies
Nathalie	Duer	Office and Data Manager		
Rosa	Ramirez	EHS Home Based Coordinator		
Suzie	Campbell	HS Education & Inclusion Manager		
Vlad	Selvanovich	Facilities & Transportation Specialist		

Health Report

Our Service Locations

- 21 Centers providing HS and EHS classrooms throughout East Multnomah County
- Two Home-Based Locations providing EHS
- Three Teen Parent Programs
- Eight Community Child Care Partners



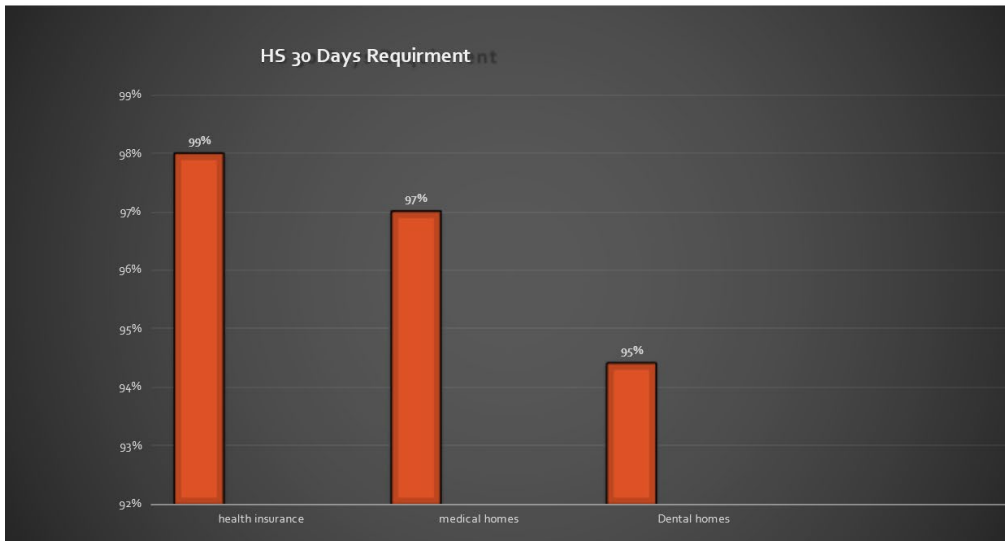
Enrollment

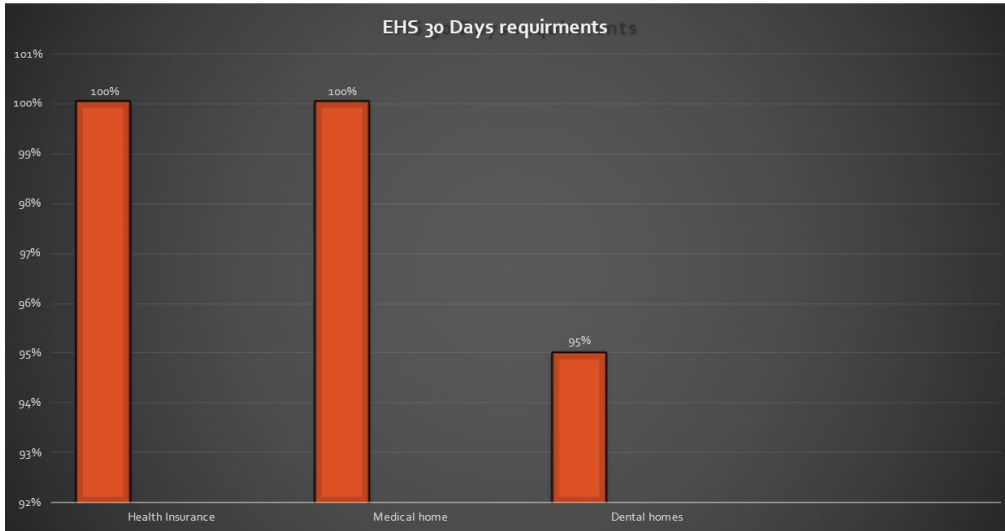
- **Head Start 903** **532**
 - 298 Federal
 - 605 State
- **Early Head Start 293** **248**
 - 211 federal
 - 52 State
 - 30 City of Portland, Children Levy

Adopted from
AAP/Bright future



Health services	Pre-natal	New born	2-4 days	1 m	2 mo	4 mo	6 mo	9 mo	12 mo	15 mo	18 mo	24 mo	3 y	4 y	5 y
Physical exam	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Measurement: Height and Weight	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Head Circumference	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Blood Pressure												✓	✓	✓	✓
Vision		S						✓			✓	✓	✓	✓	✓
Hearing	✓							✓			✓	✓	✓	✓	✓
Hemoglobin								✓			✓	✓	✓	✓	✓
Blood Lead								✓			✓			???	
Immunization		CIS													
Dental		SC	SC	SC	SC	SC	SC	A			A	A	A	A	A
Nutritional	✓							✓			✓	✓	✓	✓	✓
TB risk ASSESSMENT								✓			✓	✓	✓	✓	✓
Lead risk assessment								✓			✓	✓	✓	✓	✓





45 days Hearing screening



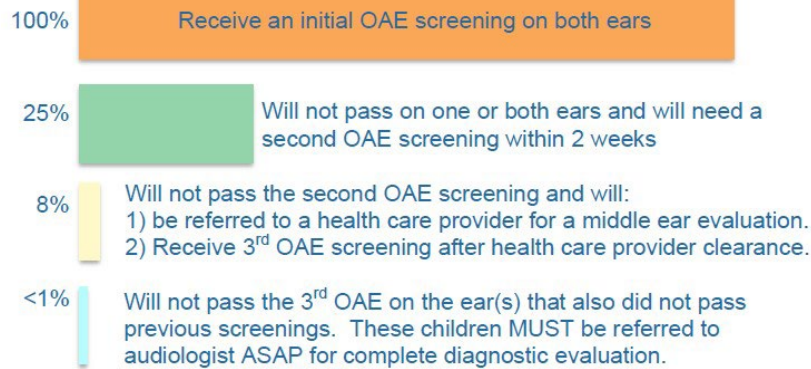
EROSCAN Pro



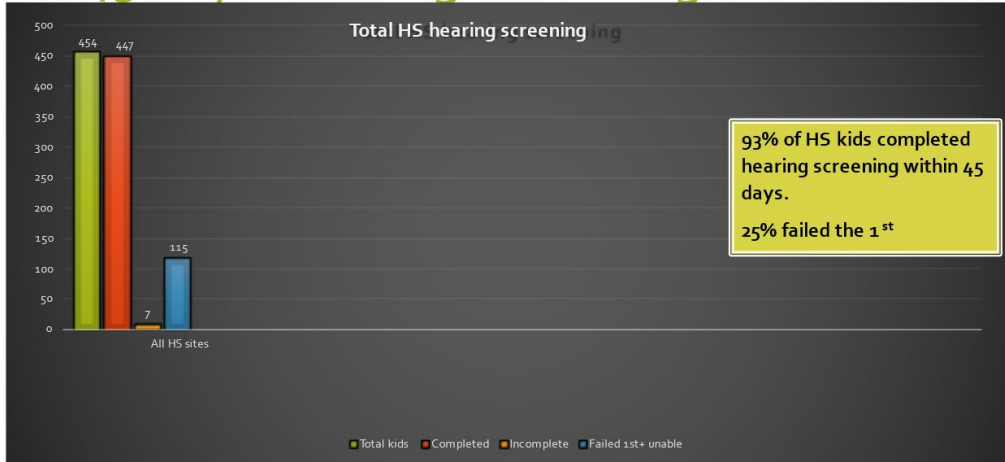
EROSCAN



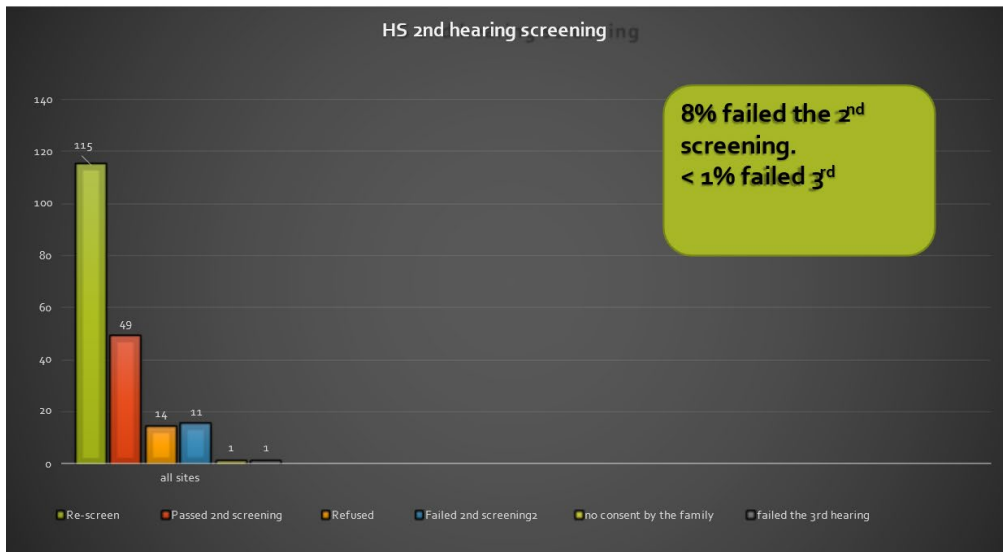
Welch Allyn

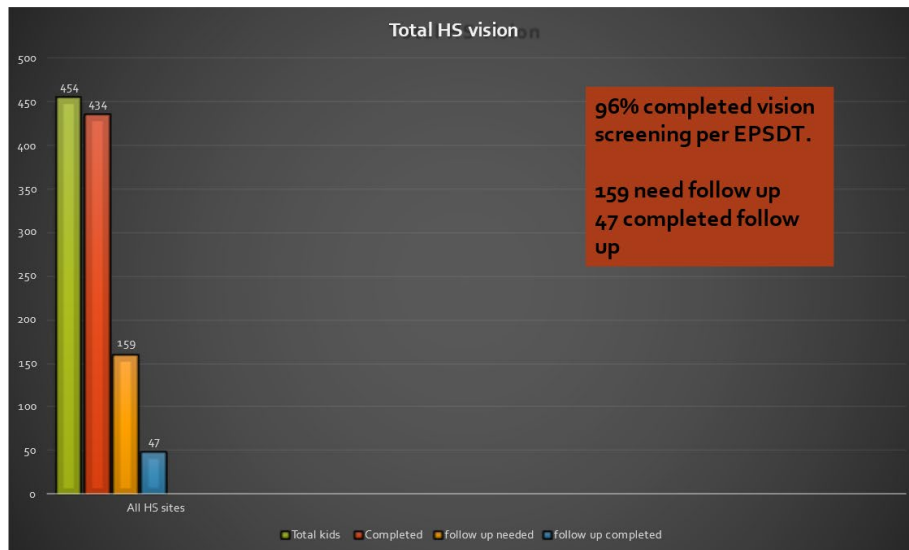
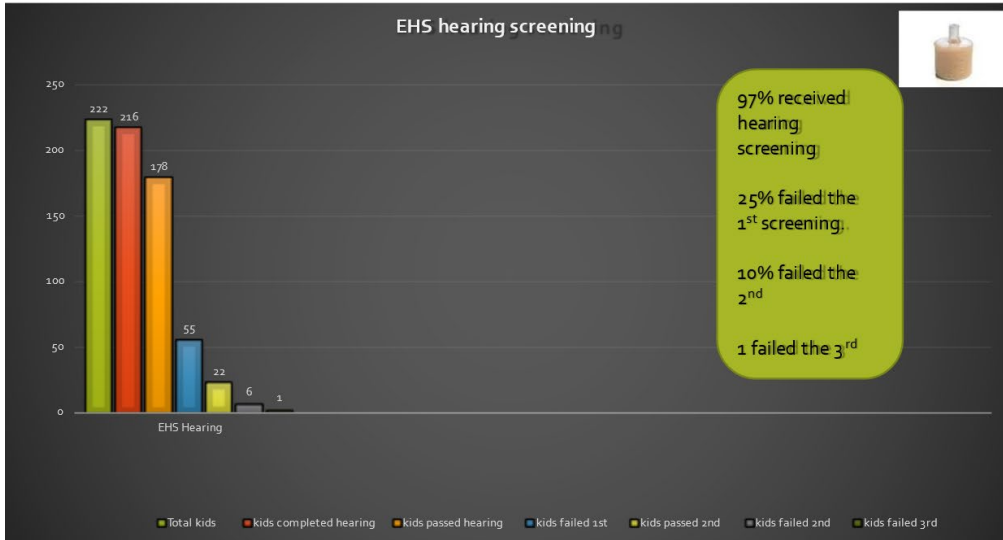


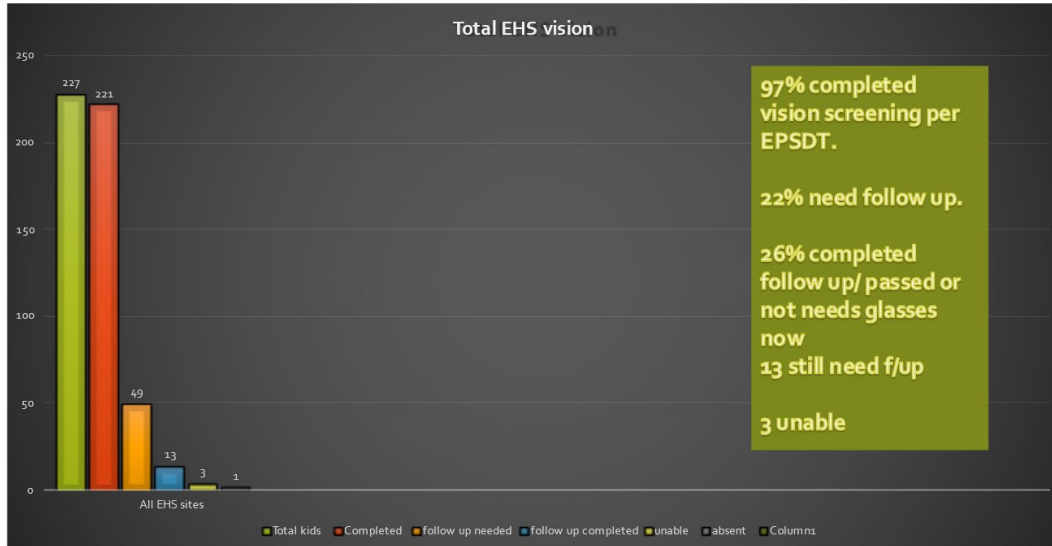
45 days Hearing screening



HS 2nd hearing screening

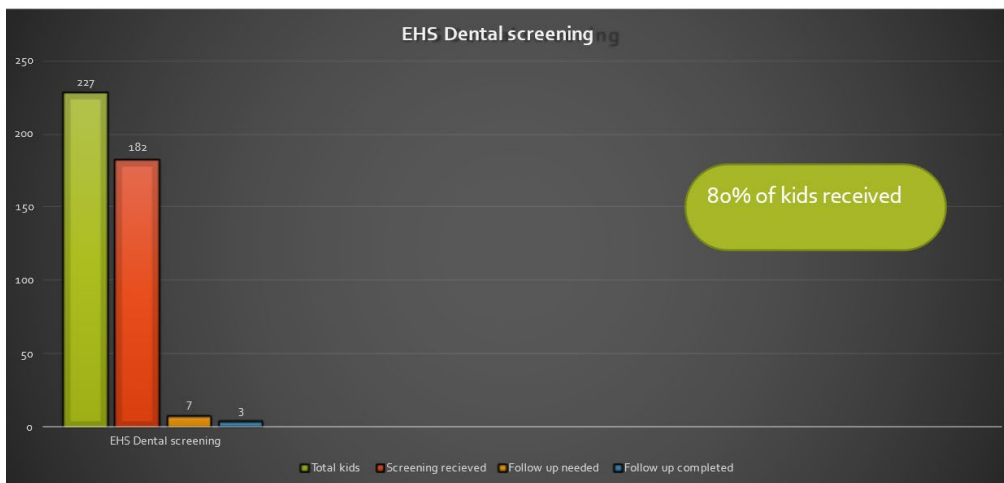
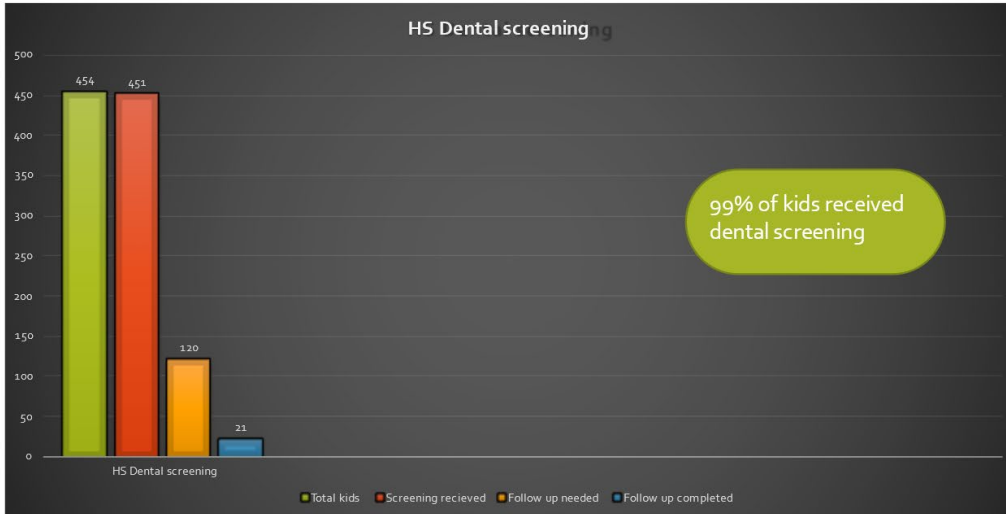




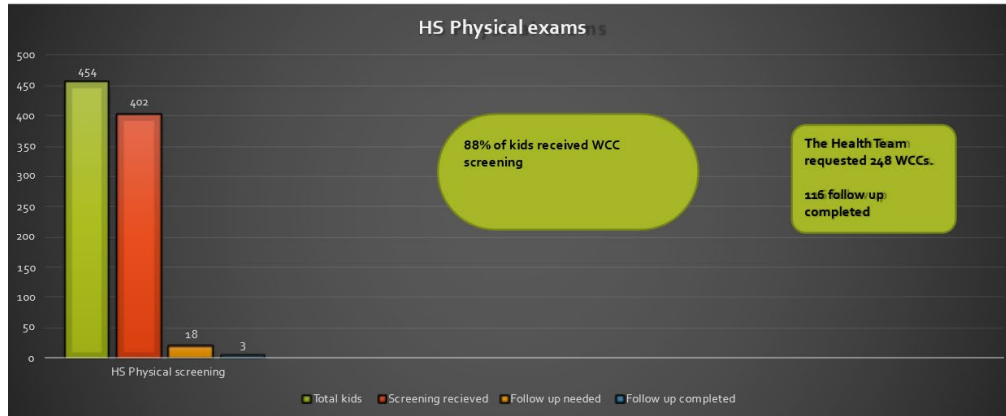


Dental Screening

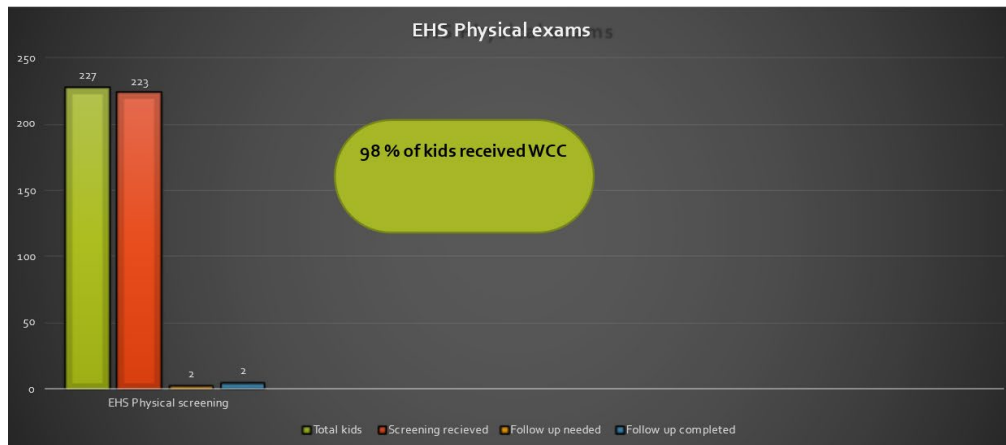
- At enrollment:
- There were 358 screenings completed:
- 324 received fluoride.
- 3 children had urgent dental needs
- 1 child had elevated dental needs

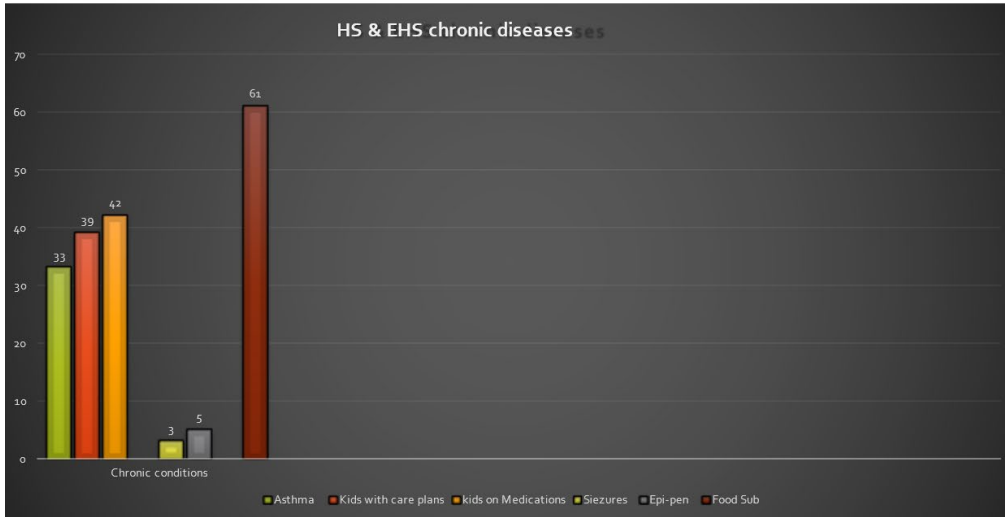


90 days physical exams



90 days EHS Physical





Adopted from
AAP/Bright future



Health services	Pre-natal	New born	2-4 days	1 m	2 mo	4 mo	6 mo	9 mo	12 mo	15 mo	18 mo	24 mo	3 y	4 y	5 y
Physical exam	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Measurement: Height and Weight	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Head Circumference	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
Blood Pressure												✓	✓	✓	✓
Vision		S						✓			✓	✓	✓	✓	✓
Hearing		✓						✓			✓	✓	✓	✓	✓
Hemoglobin								✓			✓	✓	✓	✓	✓
Blood Lead								✓			✓			???	
Immunization		CIS													
Dental		SC	SC	SC	SC	SC	SC	A			A	A	A	A	A
Nutritional		✓						✓			✓	✓	✓	✓	✓
TB risk ASSESSMENT								✓			✓	✓	✓	✓	✓
Lead risk assessment								✓			✓	✓	✓	✓	✓

Lead Risk Assessment (1) Print All Records [Add Lead Risk Assessment](#)

Drag a column header here to group by that column

Lead Risk Assessment

Does your child live in or regularly visit a home, childcare, or other building built before 1950?

During the past 6 months, has your child lived in or regularly visited a home, childcare, or other building built before 1978 with recent or ongoing painting, repair, remodeling, or damage?

Does your child have a brother, sister, or other relative, housemate, or playmate with lead poisoning?

Does your child spend time with anyone that has a job or hobby where they may work with lead such as painting, remodeling, auto radiators, batteries, auto repair, soldering, making sinkers, bullets, stained glass, pottery, going to shooting ranges, hunting, or fishing?

Do you have pottery or ceramics made in other countries or lead crystal or pewter that are used for cooking, storing, or serving food or drink?

Has your child ever used any traditional, imported, or home remedies or cosmetics such as Azarcon, Alarcon, Greta, Rueda, Pay-loo-ah, or Kohl?

Has your child been adopted from, lived in, or visited a foreign country in the last 6 months?

Has your child received a Blood Lead test in the past? at or about 12 and 24 months or older?

If Yes: when? and what was the result?

Do you have any concerns about your child's development?

Staff Only: was a lead risk identified?

[Add Lead Risk Assessment](#)

TB Risk Assessment

TB Exposure Risk Assessment

Has the child had a TB skin test before?

If Yes: when? and what was the result?

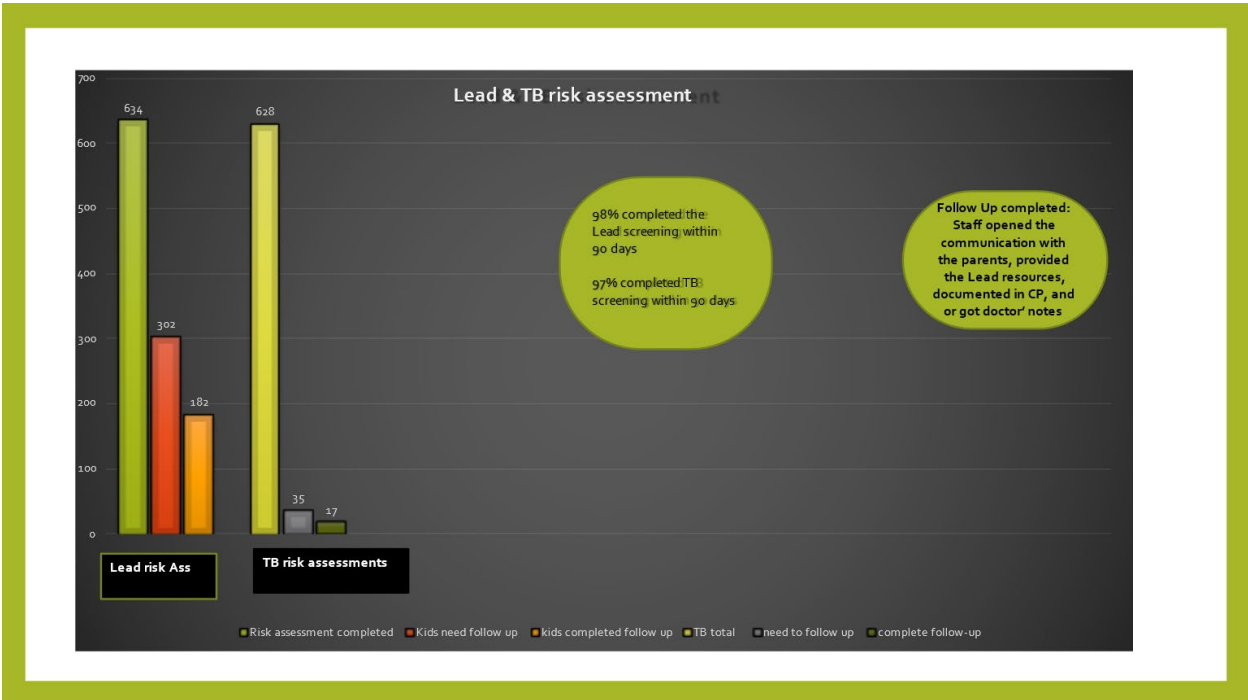
Was the child born outside the U.S? If Yes, where:

Has the child traveled outside the U.S for one week or longer since last TB test? If Yes where _____ how long _____

Has the child been in contact with any positive T.B case since last TB test? If Yes, what is the relationship to the child

Staff Only: TB Risk Identified?

Notes:

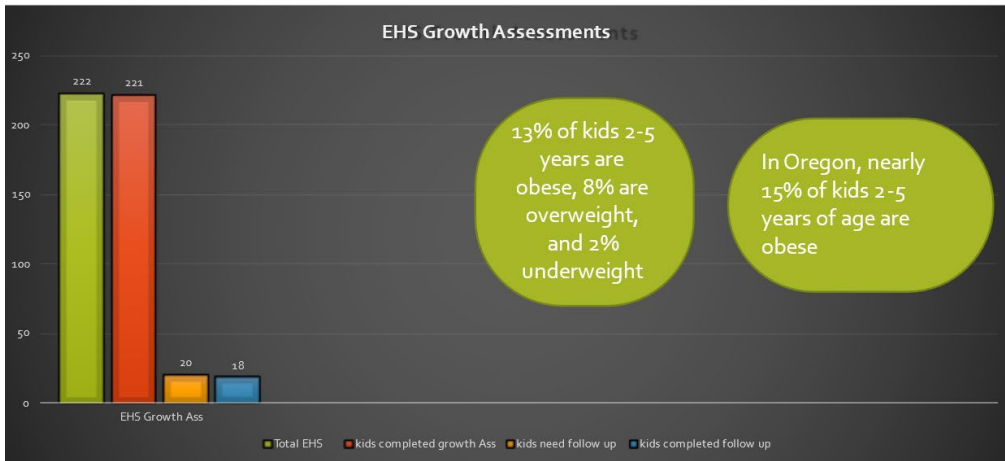
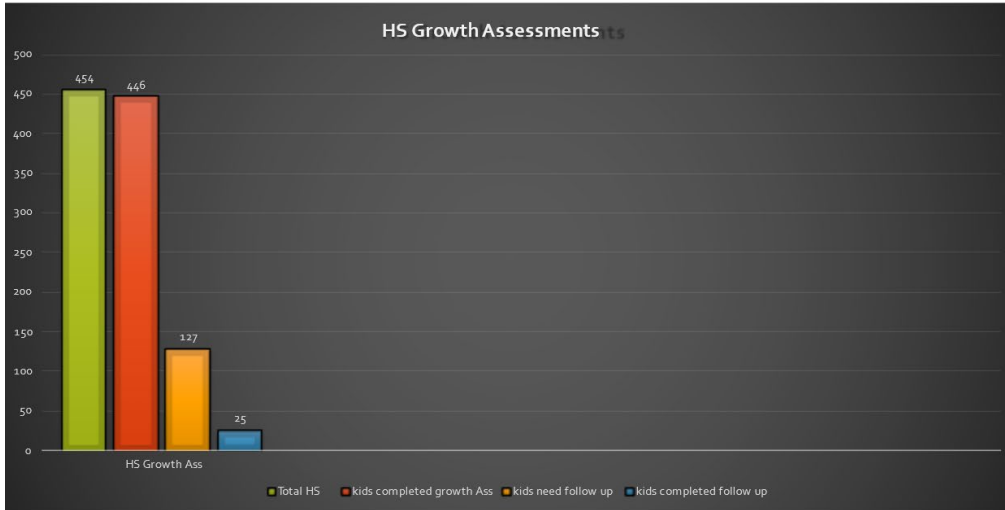


Health services	Pre-natal	New born	2-4 days	1 m	2 mo	4 mo	6 mo	9 mo	12 mo	15 mo	18 mo	24 mo	3 y	4 y	5 y
Blood Lead									✓			✓			???

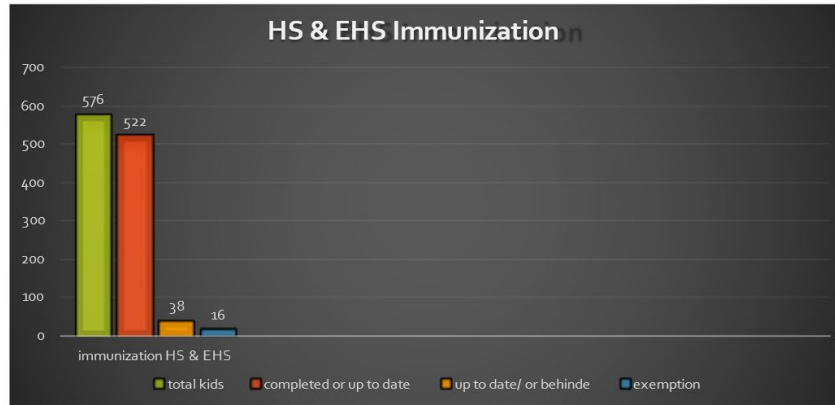
Year	Oregon	Number of Children with Confirmed BLL ≥ 25 µg/dL	Oregon	Population < 72 months old	Percent of Population < 72 months old Tested
2011	13,782	75	0.54%	285,300	4.9%
2012	13,671	71	0.52%	280,534	4.9%
2013	12,357	77	0.62%	278,438	4.4%
2014	12,041	94	0.78%	278,663	4.3%
2015	13,878	102	0.73%	279,371	5.0%
2016	17,787	122	0.69%	280,492	6.3%
2017	19,591	120	0.61%	280,410	7.0%
2018	20,652	121	0.59%	280,451	7.4%
2019	21,012	121	0.58%	279,124	7.5%
2020	18,111	84	0.46%	276,349	6.6%
2021	16,717	83	0.50%	271,878	6.1%
2022	14,683	95	0.65%	257,738	5.7%

Less than 15% have Blood Lead (12 or 24 months)

PUBLIC HEALTH DIVISION
Environmental Public Health



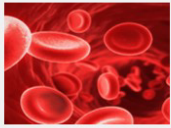
Immunization clinic



Adopted from AAP/Bright future



Health services	Pre-natal	New born	2-4 days	1 m	2 mo	4 mo	6 mo	9 mo	12 mo	15 mo	18 mo	24 mo	3 y	4 y	5 y
Physical exam	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Measurement: Height and Weight	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Head Circumference	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Blood Pressure												✓	✓	✓	✓
Vision	S							✓			✓	✓	✓	✓	✓
Hearing	✓							✓			✓	✓	✓	✓	✓
Hemoglobin								✓			✓	✓	✓	✓	✓
Blood Lead								✓			✓			???	
Immunization	CIS														
Dental	SC	SC	SC	SC	SC	SC	SC	A			A	A	A	A	A
Nutritional	✓							✓			✓	✓	✓	✓	✓
TB risk ASSESSMENT								✓			✓	✓	✓	✓	✓
Lead risk assessment								✓			✓	✓	✓	✓	✓



How to Obtain a child's most recent hemoglobin?



Hemoglobin



Adopted from
AAP/Bright future

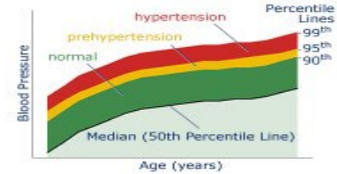


Health services	Pre-natal	New born	2-4 days	1 m	2 mo	4 mo	6 mo	9 mo	12 mo	15 mo	18 mo	24 mo	3 y	4 y	5 y
Physical exam	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Measurement: Height and Weight	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Head Circumference	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Blood Pressure												✓	✓	✓	✓
Vision	S							✓			✓	✓	✓	✓	✓
Hearing	✓							✓			✓	✓	✓	✓	✓
Hemoglobin								✓			✓	✓	✓	✓	✓
Blood Lead								✓			✓			???	
Immunization		CIS													
Dental		SC	SC	SC	SC	SC	SC	A			A	A	A	A	A
Nutritional	✓							✓			✓	✓	✓	✓	✓
TB risk ASSESSMENT								✓			✓	✓	✓	✓	✓
Lead risk assessment								✓			✓	✓	✓	✓	✓

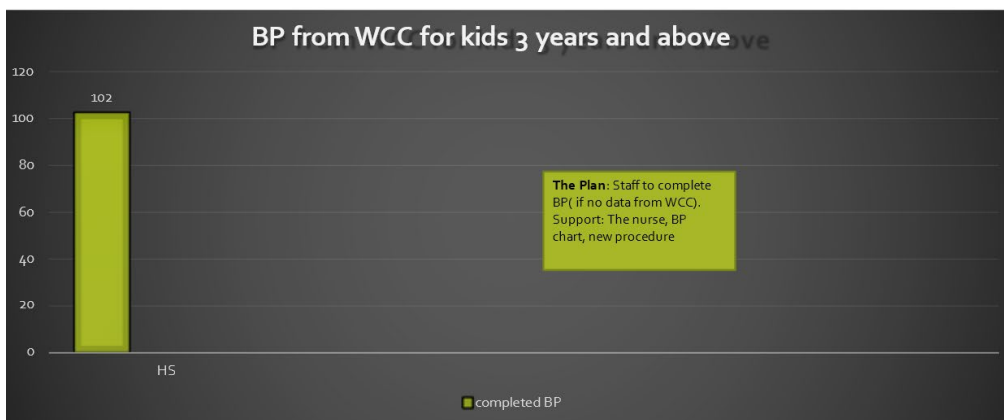
Why is it important to assess blood pressure during the physical examination?

- High blood pressure is estimated to be prevalent in 4.5% of children in the US.
- Long-term health risks of hypertension can be substantial.
- Obesity and hypertension are linked.
- Hypertension is present in 30% of overweight children.
- Hypertension and obesity are two common preventable disorders facing children's health care.

If SBP or DBP >90th percentile, repeat at least 5 minutes



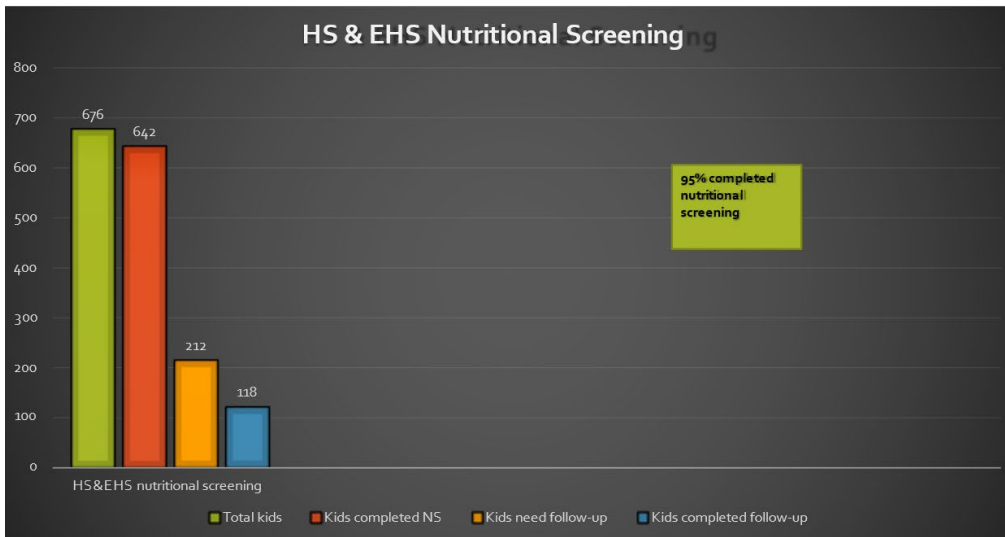
Blood Pressure



Adopted from
AAP/Bright future



Health services	Pre-natal	New born	2-4 days	1 m	2 mo	4 mo	6 mo	9 mo	12 mo	15 mo	18 mo	24 mo	3 y	4 y	5 y
Physical exam	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Measurement: Height and Weight	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Head Circumference	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Blood Pressure											✓	✓	✓	✓	
Vision	S							✓		✓	✓	✓	✓	✓	✓
Hearing	✓							✓		✓	✓	✓	✓	✓	✓
Hemoglobin								✓		✓	✓	✓	✓	✓	✓
Blood Lead								✓		✓			???		
Immunization	CIS														
Dental	SC	SC	SC	SC	SC	SC	SC	A		A	A	A	A	A	A
Nutritional	✓							✓		✓	✓	✓	✓	✓	✓
TB risk ASSESSMENT								✓		✓	✓	✓	✓	✓	✓
Lead risk assessment								✓		✓	✓	✓	✓	✓	✓



Daily Health Child Tips

When:

- Soon after the child enters the classroom. (no later than one hour from the time the child arrives the classroom)
- if parents/guardians are present, it will be performed before their departure.

How:

- A quick assessment of the child's health and well-being from the time he/she left the site on the last program day until the child entered the site today.
- Performing daily health checks in a relaxing and comfortable way.
- Respecting the family culture as well as the child's body and feelings.
- Utilizing creativity tools to make it as a positive experience.

Use all of your senses...

- Listen** - to what the child or parent tells you about how the child is feeling. Is the child complaining? Ask the child, "How are you today?"
- Smell** - for a child's general behavior and signs of health or illness or injury.
- Feel** - Gently rub the back of your hand over the child's cheek, forehead, or neck. Is the skin bumpy.
- See** - Unusual odors in child breath, or child stool.

Signs to Observe:

- General mood and changes in behavior; less active, sleepier, easily irritated, crying, and/or fussy more than normal.
- Fever or elevated body temperature; fever may be present if the child appears tired or looks out.
- Changes to the skin; rashes, unusual spots or bumps, swelling, bruises, itchy scalp or skin.
- Complaints of pain and not feeling well; the child's walk may be off-balance or uneven.
- Signs or symptoms of disease; coughing, sneezing, breathing difficulties, mucous in nose, watery or itchy eyes, any disease from

Daily Health Check

Daily Health Check (Children)

Print Save Cancel Add

Health Check Date: Time: Performed By:

Symptoms

No Symptoms

Lungs and Throat

Stomach

Head

Behavior

Skin

Stomach

Head

Behavior

Mouth

Eyes

Nose

Behavior

Ears

Eyes

Nose

Behavior

Other:

Other Symptom Note:

Symptom Notes:

Action Taken:

Action Notes:

Lungs and Throat

Stomach

Head

Behavior

Wheezing

Dry Cough

Cough with phlegm

Mouth

Diarrhea

Vomiting

No appetite

Constipation

Abnormal urination

Changing behavior

Excessive cry

More sleepy

MHCC CDFS

2371 - CACFP Reimbursement Summary

Program Term: < No Program Term >, 2023-2024 EHS, 2023-2024 HS, Sites: Cascade Crossing, Early Childhood Center, Gateway, Fairview, Gresham United Methodist, Hazelwood, Kelly Place, Knott, Mt. Hood, Rockwood 181st, Russellville, Sunrise, Troutdale, Willow Tree

Attendance Date: 10/2/2023 - 10/31/2023

MHCC CDFS

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
2023-2024 EHS									
Early Childhood Center									
ECC 5	21	7	0	0	66	0	82	73	0
ECC 6	19	8	0	0	79	0	75	68	0
ECC 7	20	1	0	0	113	0	114	70	0
ECC 8	22	1	0	0	92	0	101	81	0
Early Childhood Center	82	17	0	0	350	0	372	292	0
Hazelwood									
Hazelwood 2	19	7	0	0	98	0	107	88	0
Hazelwood	19	7	0	0	98	0	107	88	0
Russellville									
Russellville 3	19	5	0	0	64	0	65	37	0
Russellville	19	5	0	0	64	0	65	37	0
Troutdale									
Troutdale 3	21	5	0	0	72	0	79	72	0
Troutdale	21	5	0	0	72	0	79	72	0
2023-2024 HS									
Early Childhood Center									
ECC 1-FWD	19	10	0	0	127	0	147	125	0
ECC 2	19	14	0	0	189	0	225	184	0
ECC 3	19	9	0	0	151	0	125	130	0
ECC 4	20	8	0	0	206	0	238	174	0
Early Childhood Center	77	41	0	0	673	0	735	613	0
Fairview									
Fairview 1	20	3	0	0	127	0	160	86	0
Fairview 2	19	9	0	0	140	0	169	146	0
Fairview	39	12	0	0	267	0	329	232	0
Gateway									
Gateway 1	19	13	0	0	195	0	208	168	0
Gateway 2	21	8	0	0	182	0	176	176	0
Gateway	40	21	0	0	377	0	384	344	0
Gresham United Methodist									
Gresham United 1	20	10	0	0	249	0	249	225	0
Gresham United 2AM	20	8	0	0	205	0	222	0	0
Gresham United 2PM	18	10	0	0	0	0	125	111	0
Gresham United Methodist	58	28	0	0	454	0	596	336	0
Hazelwood									

MHCC CDFS

2371 - CACFP Reimbursement Summary

Program Term: < No Program Term >, 2023-2024 EHS, 2023-2024 HS, Sites: Cascade Crossing, Early Childhood Center, Gateway, Fairview, Gresham United Methodist, Hazelwood, Kelly Place, Knott, Mt. Hood, Rockwood 181st, Russellville, Sunrise, Troutdale, Willow Tree

Attendance Date: 10/2/2023 - 10/31/2023

MHCC CDFS

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
2023-2024 HS									
Hazelwood 1-FWD	19	15	0	0	251	0	266	149	0
Hazelwood	19	15	0	0	251	0	266	149	0
Knott									
Knott 1	19	13	0	0	204	0	187	168	0
Knott 2	19	14	0	0	144	0	181	167	0
Knott 3	21	9	0	0	180	0	194	150	0
Knott 4	20	7	0	0	142	0	134	108	0
Knott 5	6	10	0	0	57	0	59	43	0
Knott	85	43	0	0	727	0	755	636	0
Mt. Hood									
Mt Hood 1	19	2	0	0	237	0	238	147	0
Mt. Hood 2 AM	19	15	0	0	204	0	184	0	0
Mt. Hood 2 PM	18	13	0	0	0	0	108	105	0
Mt. Hood	56	29	0	0	441	0	530	252	0
Rockwood 181st									
Rockwood 181 1	21	7	0	0	218	0	230	181	0
Rockwood 181 2	20	10	0	0	178	0	205	176	0
Rockwood 181 3	21	7	0	0	235	0	250	232	0
Rockwood 181 4	15	11	0	0	99	0	105	79	0
Rockwood 181st	77	35	0	0	730	0	790	668	0
Russellville									
Russellville 1 FWD	20	4	0	0	202	0	130	113	0
Russellville	20	4	0	0	202	0	130	113	0
Sunrise									
Sunrise 1	19	11	0	0	247	0	253	242	0
Sunrise 2	19	7	0	0	239	0	237	220	0
Sunrise 3	19	4	0	0	211	0	219	192	0
Sunrise 4	20	7	0	0	250	0	257	220	0
Sunrise 5	20	7	0	0	216	0	229	150	0
Sunrise	97	36	0	0	1,163	0	1,195	1,024	0
Troutdale									
Troutdale 1	18	12	0	0	137	0	148	143	0
Troutdale 2	21	15	0	0	204	0	198	140	0
Troutdale	39	27	0	0	341	0	346	283	0
MHCC CDFS	748	320	0	0	6,210	0	6,679	5,139	0
Report Totals	748	320	0	0	6,210	0	6,679	5,139	0

MHCC CDFS

2371 - CACFP Reimbursement Summary

Program Term: < No Program Term >, 2023-2024 EHS, 2023-2024 HS, Sites: Cascade Crossing, Early Childhood Center, Gateway, Fairview, Gresham United Methodist, Hazelwood, Kelly Place, Knott, Mt. Hood, Rockwood 181st, Russellville, Sunrise, Troutdale, Willow Tree

Attendance Date: 11/1/2023 - 11/30/2023

MHCC CDFS

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
2023-2024 EHS									
Early Childhood Center									
ECC 5	16	6	0	0	62	0	74	64	0
ECC 6	18	8	0	0	68	0	66	44	0
ECC 7	19	1	0	0	105	0	111	79	0
ECC 8	13	2	0	0	58	0	60	25	0
Early Childhood Center	66	17	0	0	293	0	311	212	0
Hazelwood									
Hazelwood 2	14	7	0	0	78	0	80	63	0
Hazelwood	14	7	0	0	78	0	80	63	0
Russellville									
Russellville 3	15	5	0	0	34	0	34	17	0
Russellville	15	5	0	0	34	0	34	17	0
Troutdale									
Troutdale 3	14	2	0	0	48	0	62	58	0
Troutdale	14	2	0	0	48	0	62	58	0
2023-2024 HS									
Early Childhood Center									
ECC 1-FWD	17	11	0	0	108	0	119	101	0
ECC 2	16	14	0	0	185	0	206	156	0
ECC 3	14	8	0	0	134	0	120	117	0
ECC 4	13	8	0	0	144	0	147	126	0
Early Childhood Center	60	41	0	0	571	0	592	500	0
Fairview									
Fairview 1	14	2	0	0	101	0	101	77	0
Fairview 2	16	8	0	0	127	0	146	116	0
Fairview	30	10	0	0	228	0	247	193	0
Gateway									
Gateway 1	13	13	0	0	112	0	113	85	0
Gateway 2	14	6	0	0	115	0	124	111	0
Gateway	27	19	0	0	227	0	237	196	0
Gresham United Methodist									
Gresham United 1	16	11	0	0	201	0	201	180	0
Gresham United 2AM	15	11	0	0	143	0	145	0	0
Gresham United 2PM	16	10	0	0	0	0	117	110	0
Gresham United Methodist	47	32	0	0	344	0	463	290	0
Hazelwood									

MHCC CDFS

2371 - CACFP Reimbursement Summary

Program Term: < No Program Term >, 2023-2024 EHS, 2023-2024 HS, Sites: Cascade Crossing, Early Childhood Center, Gateway, Fairview, Gresham United Methodist, Hazelwood, Kelly Place, Knott, Mt. Hood, Rockwood 181st, Russellville, Sunrise, Troutdale, Willow Tree

Attendance Date: 11/1/2023 - 11/30/2023

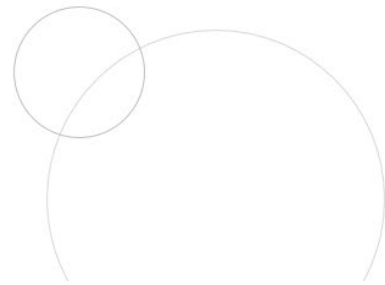
MHCC CDFS

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
2023-2024 HS									
Hazelwood 1-FWD	14	16	0	0	189	0	199	121	0
Hazelwood	14	16	0	0	189	0	199	121	0
Knott									
Knott 1	15	13	0	0	151	0	160	130	0
Knott 2	14	13	0	0	119	0	135	123	0
Knott 3	13	9	0	0	113	0	123	85	0
Knott 4	15	7	0	0	95	0	96	84	0
Knott	57	42	0	0	478	0	514	422	0
Mt. Hood									
Mt Hood 1	14	2	0	0	174	0	158	96	0
Mt. Hood 2 AM	11	15	0	0	123	0	106	0	0
Mt. Hood 2 PM	11	15	0	0	0	0	82	80	0
Mt. Hood	36	32	0	0	297	0	346	176	0
Rockwood 181st									
Rockwood 181 1	15	7	0	0	186	0	175	142	0
Rockwood 181 2	14	10	0	0	149	0	142	109	0
Rockwood 181 3	17	7	0	0	160	0	174	136	0
Rockwood 181 4	16	11	0	0	132	0	131	121	0
Rockwood 181st	62	35	0	0	627	0	622	508	0
Russellville									
Russellville 1 FWD	14	4	0	0	145	0	146	106	0
Russellville	14	4	0	0	145	0	146	106	0
Sunrise									
Sunrise 1	14	11	0	0	186	0	188	182	0
Sunrise 2	15	7	0	0	180	0	179	175	0
Sunrise 3	14	4	0	0	155	0	179	155	0
Sunrise 4	17	7	0	0	193	0	190	169	0
Sunrise 5	14	9	0	0	180	0	181	101	0
Sunrise 6	13	5	0	0	68	0	74	57	0
Sunrise	87	43	0	0	962	0	991	839	0
Troutdale									
Troutdale 1	15	10	0	0	136	0	154	148	0
Troutdale 2	14	14	0	0	153	0	154	128	0
Troutdale	29	24	0	0	289	0	308	276	0
MHCC CDFS	572	328	0	0	4,810	0	5,152	3,977	0
Report Totals	572	328	0	0	4,810	0	5,152	3,977	0



FAMILY SERVICES REPORT

NOVEMBER 2023



FAMILY SERVICES HOME VISIT COMPLETION

191 Home Visits were completed in the month of November, 62% of visits completed for all families and 419 total

594 family Needs Identified events have been created





FAMILY SERVICES HOME VISIT COMPLETION

On November 6th we held our first Financial Literacy Class with local non-profit organization Financial Beginnings. We had free coffee, doughnuts, and 4 parents went home with a prize for attending. Many families expressed wanting to attend a second class and a class that specializes in debt and credit management.

3

PARENT CENTER COMMITTEE MEETINGS

November 27-Dec 1st is Parent Center Committee week in the Head Start program and families come together with staff to plan family activities, one site did a Drive in Movie last night on the college campus with popcorn <3



4



COMMUNITY PARTNERSHIPS



Our families benefited from numerous partnerships we have fostered with community agencies. Here are just a few examples:

- \$17,000 in energy assistance with our partnership with El Programa Hispano Energy Assistance Program
- 164 Families received Holiday Food boxes with turkeys and complete meals from the sunshine division, and East Hill Church
- 330 bus passes were distributed to families
- 250 warm winter children's coats we purchased through Sponsorships, grants, and donations.
- 13 Families attended Financial Education classes provided by Financial Beginnings
- 8 community agencies came together to meet with the MHCC PFCE specialists to discuss a Father/Father figure and all others event and education series.

5

Childcare Partnerships (CCP) Report

MHCC Early Head Start-Child Care Partnerships - **Nearly a decade of partnerships!**

MHCC EHS-CCP began partnering with two family childcare programs toward the end of the 2014-15 school year. We now partner with 14 unique childcare programs in East Multnomah County, including eight certified family childcare homes, three certified child care centers, and three school district teen programs. Twelve of our current partner sites have been with us since our first full year together in 2015-16 – showing their ongoing commitment to providing quality childcare services to working families co-enrolled with our program. The insights below align with our EHS-CC partnerships program’s relationships and collaborations.



In September 2023, the Mathematica research group released their findings from their *Early Head Start Child Care Partnerships Sustainability Study* (Mathematica 9.23.23). Below are highlights of the factors that most support our partnerships nationwide.

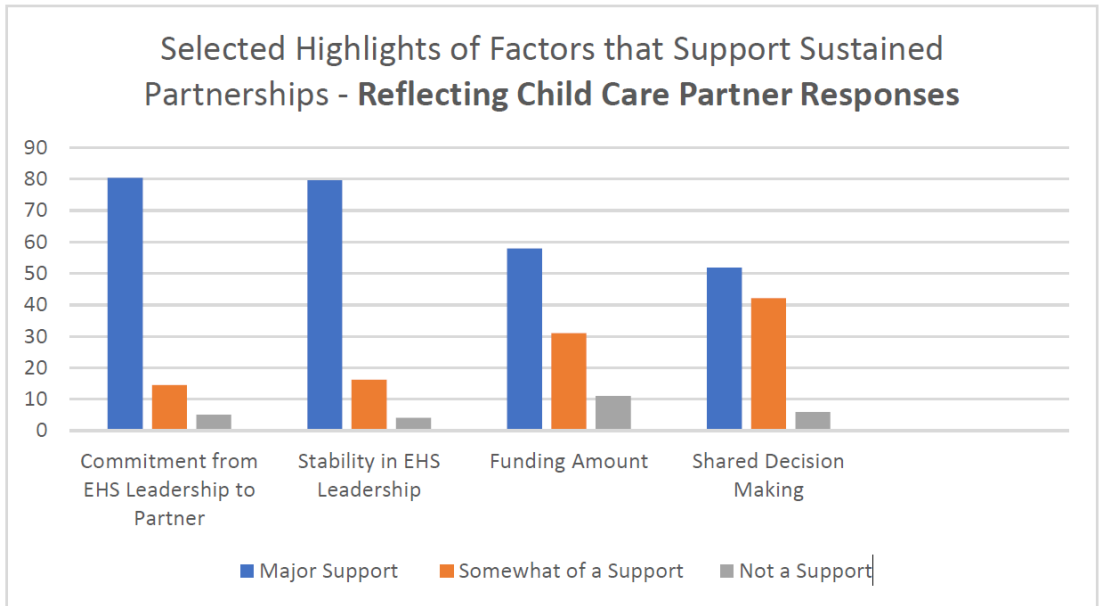
Select Key findings:

Child care provider respondents in sustained Partnerships considered the greatest strengths of collaboration with EHS programs to be the provider’s ability to pick up the phone and call the EHS program when needed (75 percent) and the level of respect that the EHS program had for the provider (69 percent).

Most (77 percent) EHS programs from the first round of EHS-CC Partnership grants had at least one Partnership with a child care provider sustained between 2016 and 2022. About half (54 percent) of EHS programs formed more than two new partnerships between 2016 and 2022, most often because of a need to maintain total slots after partnership(s) with other child care providers terminated.

Most child care provider respondents reported offering support services to children (81 percent), most frequently providing developmental screenings, and over half reported providing support services to families (66 percent), most frequently providing direct provision of goods such as diapers or formula. Over two-fifths (43 percent) offered care outside normal business hours.

Data excerpts from:
Findings from the Early Head Start-Child Care Partnerships Sustainability Study, Mathematica 9.23.23



BE|A part of the community Early Head Start Child Care Partnerships collaborates with 14 certified family child care homes and child care centers in East Multnomah County: David Douglas High School Child Development Center, Gresham High School Child Development Center, KinderCare Gresham & KinderCare/Powell Butte, Little Friends Day School, Little Pixie Child Care, Little Rascals Preschool and Daycare, Love Bugs and Love Bugs Too, Melody’s Munchkins, Melody’s Munchkins/ Little Blooms, Melody’s Munchkins/Little Blossoms, Pixie Child Care, and the First Steps Child Development Center at Reynolds Learning Academy



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 13, 2023*

ITEM TITLE: 4.1e

CONTACT PERSON: *Jennifer DeMent, Vice President, Finance and Administration*

SUBJECT: CONSIDERATION OF ACCEPTANCE AND 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.

Adult Basic Education, ABE	\$204,147
Adult Basic Education, Accountability	95,080
Adult Basic Education, ESL	258
Adult Basic Education, Federal 1	11,119
Adult Basic Education, Federal 2	23,881
Adult Basic Education, IELCE	179,267
Adult Basic Education, Program Improvement	19,950
Adult Basic Education, Program Income	50,000
<i>Funds to offer adult and basic education instruction for people who have less than an eighth-grade education or did not complete high school. (Federal)</i>	
Childcare Resource & Referral, Business Coach	263,625
Childcare Resource & Referral, Childcare Levy	2,121,600
Childcare Resource & Referral, FCCN United Way	201,529
Childcare Resource & Referral, SSA Prof Learning	870,566
Childcare Resource & Referral, SSA Support	419,999
Childcare Resource & Referral, Student Success	900,000
Childcare Resource & Referral, System	2,630,682



Funds to provide child care referral services to parents; child care provider training and business/employer awareness of child care support options and related work-life issues; with the overall goal of improving child care affordability, access and quality. (Federal, State, Other)

Future Ready Oregon Career Pathways 1,000,000

Funds to help develop post-secondary career pathway training programs that provide individuals from priority populations with opportunities to obtain the necessary skills for securing a job or career advancement. (State)

Head Start, DHS 500,000

Head Start, Early Head Start Levy 500,789

Funds to provide services to low income or special needs families with infants, toddlers, preschoolers and pregnant mothers. (Federal, State, Local)

Higher Education Coordinating Commission, Benefit Navigator 177,140

Funds to help those affected by COVID with their educational needs. (Other)

Preschool for All - ECC 126,000

Funds to help to provide an early education navigator position for Early Childhood Education Students. (State)

Workforce Connections, Career Pathways 257,444

Workforce Connections, First Generation Student Success 468,000

Workforce Connections, SNAP 300,000

Funds to provide re-employments and/or retraining opportunities for dislocated workers. (Federal, State, Other)

Total \$11,321,076



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 13, 2023*

ITEM TITLE: 4.1f

CONTACT PERSON: *Jennifer DeMent, Vice President, Finance and Administration*

SUBJECT: RESOLUTION TO TRANSFER BUDGETED APPROPRIATIONS

Whereas, on June 21, 2023, the Board of Education of Mt. Hood Community College District adopted the fiscal year 2023-24 budget and made appropriations; and whereas the budget amounts appropriated for the fiscal year beginning July 1, 2023, are in excess of actual needs in certain appropriation categories and not sufficient to accommodate actual in others.

Whereas, Mt. Hood Community College District has determined that it is necessary to make the following transfers between appropriation categories for the fiscal year beginning July 1, 2023. Therefore, BE IT RESOLVED that on December 13, 2023, the Board of Education hereby transfers the following amounts between appropriation categories of funds as delineated below for the fiscal year beginning July 1, 2023.

It is requested to transfer the appropriated budget from General Fund (01) Instruction and Plant Additions to General Fund (01) Instructional Support. Reallocations will be used to support summer Health Professions, part-time tutor distribution from a centralized pool, and transfer equipment allocation to instruction for a specialty ventilator and materials and services.

It is requested to transfer the appropriated budget from General Fund (01) Instruction to General Fund (01) Contingency in the amount of \$145,086 which represents salary savings.



Transfer request by function:

<u>General Fund (01) - Function</u>	Amended Budget September 2023	Transfer	Amended Budget
Instruction	\$ 32,680,733	\$ (129,188)	\$ 32,551,545
Instructional Support	11,318,046	23,852	11,341,898
Student Services	8,410,196		8,410,196
Community Services	114,800		114,800
College Support Services	15,594,873		15,594,873
Plant Operations and Maintenance	6,091,016		6,091,016
Plant Additions	358,500	(39,750)	318,750
Debt Service	2,660,906		2,660,906
Financial Aid	1,101,534		1,101,534
Transfers	487,292		487,292
Contingency	5,528,766	145,086	5,673,852
Total Appropriations	84,346,662	-	84,346,662
Unappropriated Fund Balance	1,580,945	-	1,580,945
Total Budget	\$ 85,927,607	\$ -	\$ 85,927,607

Transfer request by object:

<u>General Fund (01) - Object</u>	Amended Budget September 2023	Transfer	Amended Budget
Personnel Services	\$ 63,497,607	\$ (112,264)	\$ 63,385,343
Materials & Services	10,712,057	6,928	10,718,985
Capital Improvements	358,500	(39,750)	318,750
Debt Service	2,660,906		2,660,906
Grants in Aid	1,101,534		1,101,534
Transfers	487,292		487,292
Contingency	5,528,766	145,086	5,673,852
Total Appropriations	84,346,662	-	84,346,662
Unappropriated Fund Balance	1,580,945	-	1,580,945
Total Budget	\$ 85,927,607	\$ -	\$ 85,927,607



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 13, 2023*

ITEM TITLE: 4.2

CONTACT PERSON: *Hilda Pena-Alfaro, Executive Director of Child Development & Family Support Programs*

SUBJECT: HEAD START REPORTING POLICY PROCESS REVIEW – SECOND READING AND APPROVAL

MT. HOOD COMMUNITY COLLEGE
CHILD DEVELOPMENT AND FAMILY SUPPORT PROGRAMS

CHILD SAFETY INCIDENT REPORTING POLICY

Purpose: The Mt. Hood Community College (MHCC) Child Development and Family Support (CDFS) program has a policy for reviewing and determining what child safety incident reports need to be made to the MHCC Head Start Policy Council, MHCC District Board of Education, Region X, Oregon Pre-Kindergarten (OPK), Department of Early Learning and Care (DELIC) Child Care Licensing, and Oregon Department of Human Services (ODHS).

Applicable Performance Standards: 1302.102(d)(1)(ii), 1304.12

What needs to be reported:

Reports need to be made to the responsible officials immediately or as soon as practicable, of any significant incidents affecting the health and safety of children enrolled in the program, or any related matter for which a report is required by regulations, including at a minimum:

- a. Any occurrence of staff or volunteer violation of the *Child Guidance Procedure* that could be considered child abuse or neglect;
- b. Incidents that require classrooms or centers to be closed for any reason;
- c. Any serious child injury requiring medical attention;
- d. All conditions required to be reported under [1304.12](#), including disqualification from the Child and Adult Care Food Program (CACFP) and license revocation;
- e. All conditions required to be reported under [OAR414-300-0030\(4\)](#)

The responsible officials are:

The responsible officials for reporting purposes are defined as:

- a. The MHCC-CDFS Program Directors;
- b. The MHCC Head Start Policy Council;
- c. The MHCC District Board of Education;
- d. The Region X Program Specialist;
- e. The [OPK Program Incident Report Portal](#);
- f. The site's assigned DELIC Licensing Specialist, and;
- g. The [Oregon Department of Human Services Hotline](#).

Determining if something is considered a significant incident:

A significant incident that requires reporting within 24 hours is defined by the Oregon Department of Early Learning and Care as:

- a. Any death of a child while in care;
- b. Any child that is lost or missing from the premises;
- c. Any child that is left behind on a facility excursion;
- d. Any child that is left unattended on the premises;
- e. Any child that is left alone on the playground; or

- f. Any child that is left alone in a vehicle.

A significant incident that requires reporting within 48 hours is defined by the Oregon Department of Early Learning and Care as:

- a. Any animal bites to a child.

A significant incident that requires reporting within 5 calendar days is defined by the Oregon Department of Early Learning and Care as:

- a. Injury requiring surgery;
- b. Injury requiring admission to a hospital;
- c. Injury requiring emergency medical attention;
- d. Choking and unexpected breathing problems;
- e. Unconsciousness;
- f. Concussion;
- g. Poisoning;
- h. Medication overdose;
- i. Broken bone;
- j. Severe head or neck injury;
- k. Chemical contact in eyes, mouth, skin, inhalation or ingestion;
- l. All burns;
- m. Allergic reaction requiring administration of Epi-Pen;
- n. Severe bleeding or stitches;
- o. Shock or confused state;
- p. Near-drowning.

A significant incident that requires reporting within 7 calendar days is defined by the Office of Head Start as:

- a. Any incident that results in serious injury or harm to a child;
- b. Any incident that violates Head Start standards of conduct at [45 CFR §1302.90\(c\)](#);
- c. Any incident that results in a child being left alone, unsupervised, or released to an unauthorized adult.

Should any of the above incidents occur, site staff must immediately report the event to the Education Site Manager or Substitute Director. The Child Safety Incident Reporting Procedure must be followed immediately upon the Site Manager or Substitute Director being notified.

References/Resources: *Child Safety Incident Reporting Procedure, Child Safety Incident Report by Classroom/Site Staff, Child Safety Incident Summary Report by Education Site Managers/EHS-CCP PM/Associate Directors, Child Safety Incident Script, Child Safety Incident Reflection Form, Reporting Suspected Child Abuse and Neglect Procedure, Child Guidance Policy*

Student Development

John Hamblin

Dec 2023

Divisional Updates for Student Development Division

- **Educational Programs & Support Services**

On Nov. 2, the Career Planning and Counseling Center (CPCC) hosted over 50 employers for the Fall Career Fair in the Vista Dining Center. The fair was free and open to all jobseekers, including students, staff, and community members, and it totaled over 250 in attendance. We encouraged students to use this fair as a career exploration activity to engage with employers seeking to hire, promote their skills and interests, and learn about the job opportunities available.

- **Facilities and Technology**

Accessible Education and HPE: Collaboration on accessible lifts for the Aquatic Center to keep up to date with compliance. (Hopefully, we'll have some pictures)

- **Community Connections**

Annual Visit to Alder Elementary School- College Week Celebration: MHCC joined 6 other schools to provide encouraging messages about the importance of College to Alder Elementary Students. During the visit to connect with 4th grade students, answering questions Student Life, Recruitment and Outreach and President's Council also visited all the 4th grade classrooms.



Instruction
Betsy Julian
December 2023

Goal B: Educational Programs & Support Services:

B.1: Identify and align programs and offerings internally and with local and regional partners and community-based organizations to better meet industry and community needs.

- The apprenticeship program signed on as a partner with TriMet for the DOL Building Pathways to Infrastructure grant that was awarded to the California Workforce Board to expand into Oregon <https://www.dol.gov/agencies/eta/skills-grants/h1-b-skills-training>. News release with awardees at this link. <https://www.dol.gov/newsroom/releases/eta/eta20230926>

B.4: Identify and align support services to parallel student needs and interests (student basic needs, Barney's pantry, Head Start, etc.).

- Led by Rosalba Fuentes, Maywood Park Center Site Coordinator, and Stephanie Haas, Student Resource Specialist in Adult Basic Skills, Maywood Park Center held a student resource fair to support students and their families on the west side of our district. It was well attended and included many partners such as 211.org, Head Start, Transiciones and Transitions, Cash Oregon, CCR&R, and many more. Maywood Park faculty and staff, alongside internal partners worked collaboratively to make sure this event was a smashing success. It was a festive day with food (catered by Birrieria PDX, a former MHCC student's popular food cart and restaurant), information on a wide variety of resources, music, and families. Our deep appreciations to the Maywood Park Team and to the HECC Re-engagement and Retention Grant for making this possible for our community.



Instruction Update



Instruction Update

Community Connections:

E.1: Develop a process for capturing the work MHCC is doing to connect with the community, and coordinate our efforts for engaging and informing the public, as well as the campus community.

- Over the last two months, Reynolds High School has been using our stadium to host their high school football games. Staff from the Health, Physical Education, Athletics, Aquatics, and Recreation Division along with our colleagues in the Facilities Department have been providing support for these games.

E.4: Partner with local organizations to create a community hub to exchange and share resources.

- The automotive program hosted an “Automotive Instructor Seminar” to bring together high school partners, industry representatives and the team to build the pathway from high school to college to career.
- The Small Business Development Center participated in the Gresham Chamber of Commerce Fall Expo to distribute information about the small business technical assistance and educational services available to the local community.

E.5: Collaborate with local businesses and industry partners to create opportunities for experiential learning that leads to career-level, living and/or family wage employment.

- The Small Business Development Center met with the City of Sandy economic development staff at Sandy City Hall and toured several areas of business development within city limits.

Administrative Services

Jennifer DeMent

December 2023

Goal A-Teaching and Learning Improve Teaching and Learning Practices and Processes to Support Learning and Success for All Students.

OBJECTIVE A.1.: *Provide ongoing trainings and time for teaching staff to integrate best practices for effective and inclusive teaching into their classes, including culturally responsive teaching, experiential learning, and community connections.*

- CDFS leadership is currently working on revisions to our coaching framework and educational training to better meet the needs of our classroom staff.

Goal C - Organizational Structure, Systems, & Processes, Align the College's Organizational Structure, Systems, and Processes to Reflect the Diversity of the Communities We Serve:

Objective C.1: *Address structural inequity to increase the diverse representation of students and employees.*

- CDFS continues to include the whole classroom team in training. On December 1st, there was an all-staff training on Child Safety Incidents that highlighted the importance of all staff in preventing and reporting incidents. The training was also offered in Spanish.
- Human Resources Recruitment Refresh Project, a comprehensive review of recruitment and hiring processes, is well underway. The goal of this project is to review the recruitment process and recommend hiring practices that are based on best practices for attracting a diversity of applicants and are consistent and defensible. The first phase of the project, which is to review recruitment and outreach processes has concluded. Key recommendations include identifying areas for greater efficiency in the recruitment process, developing recruitment plans and strategies specific to each position, and identifying opportunities for outreach within our local community. The equity lens tool has been applied to each decision point. Recommendations are being reviewed by the shared governance councils.



Administrative Services Update

Objective C.4: *Build a positive climate using principles of equity and trauma-informed care.*

- At CDFS, Dr. Hilda Peña-Alfaro completed the second session of our Multicultural Education training for managers. This 10-session training includes reflecting on topics and questions in the book, *Courageous Conversations About Race* by Glenn Singleton.
- All CDFS managers are enrolled in the training *Mindful Communication* that will facilitate improved communication practices.
- Human Resources updated the procedure for arranging for interpreters for campus-wide employee events. This update centralizes arrangements for campus-wide events within HR and outlines the steps for those involved in responding to requests for interpreters.
- Human Resources has facilitated the recently concluded open enrollment period for employees with Flexible Spending Accounts. This is for the 2024 calendar year. Flexible Spending Accounts allow employees to make pre-tax contributions to an account they can use to pay for qualified medical expenses throughout the year.

Goal D - Facilities & Technology, Provide Facilities and Technology Platforms to Serve The Needs of All Students:

Objective D.2: *Improve MHCC's website presence to streamline, improve readability level, include language translation and refine focus to ensure it is geared towards student and the community.*

- **New Website Project** - All content (over 800 pages) has been created, reviewed for brand messaging consistency, and loaded into the new system. The project is on schedule to begin internal quality assurance testing performed by the project team in December to ensure full functionality of the website prior to staff training in January.
- **New Website – Technical Development**
 - A new athletics team roster page was created in the new web tool and provided to Marketing.
 - A URL redirect strategy was developed and created a list of URLs for us in launching the new MHCC website.
 - The mhcc.edu domain was added and verified in Google search which will improve access to subdomains in the new website.
 - Created proof of concept ideas for new web forms (new website) using the general admissions, core transfer map, and transfer evaluation equivalency forms as examples.
 - Built the latest iteration of the General Admissions form with Google reCaptcha v3 and Twilio phone verification services - to help reduce fraudulent activity from humans and bots during Registration.
- **Online Learning's** website was migrated to the new website system and made accessible to the public.

Administrative Services Update

- **IT Web Services Report Information – November**

- We received **22,697 visits** to our website Home Page with 28,793 page views and 82,037 interactions.
- Most of our traffic from first-time, new users is from an organic search such as Google or Bing.
- Users by device:
 - **Desktop – 75.1%**
 - Mobile – 24.4%
 - Tablet – 0.5%

Objective D.5: *Ensure student and employee facing electronic systems, including the Community College website and registration system, are user friendly and easy to navigate; utilizing business process review to identify and prioritize improvements.*

- Several updates were applied to the college Student Information System to improve the **student experience** and resolve issues.
- Created additional **application development** processes to encapsulate business logic and provide reusable functionality across platforms.

Objective D.6: *Update the comprehensive facilities plan to be integrated with the Academic Program and Strategic Enrollment plans, and proactively seek funding sources or partnerships to implement strategies that will support a welcoming, safe, and inclusive physical setting.*

- Completed information gathering phase of the project, and updated classroom utilization numbers for the Fall term of the current year.
- Completed prioritization of the 5 and 10-year concepts
- Information and feedback-gathering sessions are currently in design

Objective D.7: *Ensure that all employees and students have modern and up-to-date office and classroom technology that is consistent of current workplace/industry needs.*

- The IT Client Support team upgraded the CASAS (**testing software**) due to a new web-based version being released. This required implementation on over 250 devices.
- The Respondus **testing system** is also being upgraded and is 50% complete – this involves over 250 systems across Bruning, Maywood, and the main campus.
- The **IT Service desk** took 376 calls, closed 323 tickets (including Headstart), and set up four events.
- The IT Infrastructure team installed a wired and wireless network for the new **CDFS Warehouse**.
- **Cyber-Security – Recap of risks identified and/or blocked for November:**
 - Email:
 - 12,915 instances of **phishing** blocked
 - 57,283 instances of **Spam** blocked

Administrative Services Update

- 108 instances of email **malware** blocked (16 were attachments, the remainder (92) were URL links)
- Our Administrative Office and IT Manager continue to support the adoption of SharePoint for all staff, offering technical support and drop-in sessions. She also ensures that all staff have up-to-date technology that is needed for their work.

Goal E: Coordinate Community Connections, Increase Our Visibility and Strengthen the Connection Between the College and Our Local and Regional Community Partners:

Objective E.1: *Develop a process for capturing the work MHCC is doing to connect with the community and coordinate our efforts for engaging and informing the public, as well as the campus community.*

- CDFS is holding a Family Fun, Health, and Wellness Winter Festival on December 2nd from 11:00 am – 3:00 pm that includes several community partners to better support children and families. Music, free food, workshops, family activities, community resources, and more will be available. Please see the attached information for some of the many partners who will be there.



[Text Wrapping Break]

Objective E.2: *Ensure the College is authentically engaging with historically excluded and multi-lingual communities.*

- CDFS has sent out the Head Start and Early Head Start Family Survey to collect feedback about the services we provide. Staff in multiple positions are trying to ensure as many families as possible complete this survey so we can hear all perspectives.
- CDFS held our first Financial Literacy Class with the local non-profit organization Financial Beginnings. Families expressed wanting to attend a second class that specializes in debt and credit management.

College Advancement and District Communications

Al Sigala

December 2023

Teaching and Learning:

Efforts in streamlining the scholarship awarding processes continued with meetings between the Foundation and MHCC financial aid. Together, they decided to create a shared folder to utilize instead of multiple emails. In the meeting, they discussed how best to process returns and archive data. Shelley also met with Aliayah from the HUB to teach her about the scholarship process.

The use of the promotional Barney Bucks (promotional dollars with a QR code for scholarships on the front and QR code for Financial Aid on the back) continue to be popular and we have seen an increase in their use specifically in the HUB. These Bucks are aimed at encouraging student to apply for scholarships.

The Brand, Marketing, and Communications (BMC) team provided support to the automotive and applied tech department in producing marketing deliverables with updated course requirements and photography for the three automotive programs.

Education Programs and Support Services:

We worked to finalize agreements with the three consultants that will be working on a possible bond campaign. We also had our first meeting with the consultants to begin the steps in moving such an effort forward. We also met with Piper Sandler to start looking at possible bond amounts and how they translate to cost per thousand for voters. We are beginning the process of forming a community committee to look at a possible bond package.

Donations were made to establish three new program funds in November, all by MHCC faculty and staff. An Instructional Services Fund was established with a donation from Betsy Julian, a Business Department Update Project Fund was established with the donation from Harry DeWolf, and a fund for the Human Resource Department was established with a donation from Terry Rogers.

The Foundation's end-of-year appeal campaign is underway with over \$84K in donations as of December 1. Some notable gifts include a \$20,000 donation from former Foundation Board member and Business Dept. Dean, Marilyn Zook, through her IRA and a \$10,000 gift from Business Dept. Faculty member Harry DeWolf. We are also expecting a gift of stock to transfer soon to the Foundation's Ferguson Wellman account from Heritage Society member and MHCC alumni, Kibben Miller. "Give Local" ads are running in the Gresham Outlook. The first ad ran November 29, and the second is scheduled for December 13. Each ad features the story of a scholarship recipient, our mission, and an appeal to give. Giving Tuesday promotions ran through several media channels and featured a third scholarship recipient. Direct annual giving

College Advancement and District Communications Update

appeal letters have been mailed and emails will run throughout December. Planned Giving promotions through print mail, email and a Gresham Outlook ad all focused on IRA distributions and tax-wise year-end strategies.

Board Giving is also part of the end-of-year appeal, and we are close to 100% of Foundation board members making a personal gift this calendar year. The collective impact of Foundation board members through personal gifts, in-kind gifts, and business sponsorships this calendar year so far is over \$95,496.

The BMC team provided the MHCC Foundation support with the writing and designing of a Giving Tuesday campaign through the *Gresham Outlook* and on social media.

We also met with the enrollment and recruitment team to continue the strategic enrollment progress and ensure alignment of marketing and enrollment initiatives.

Our team also provided support to the funeral services department with the design of a t-shirt for students of the program.

BMC worked with Community Education to develop the quarterly community education trifold that is set to hit inboxes Dec. 14.

Organizational Structure, Systems, & Processes:

Due to personalized fundraising appeal letters to donors that were included in the Scholarship Reports, the Hertrich family is increasing the number of scholarships given from one to three. Awarding finished on 11/17. The Foundation awarded \$910,798.21, with nearly \$10,000 in IECC scholarships to award. 235 scholarships given. Nearly one in four applicants is awarded a scholarship.

Staff worked with auditors on the completion of the annual audit of the Foundation's financials. The great news is that it was a clean audit with no irregularities or weaknesses reported.

We also worked with our tax consultant on finalizing the Foundations taxes. This also included the recent sale of the Yoshida Estate.

BMC continues its process of defining jobs and roles for staff members as we approach the website launch and other staffing needs.

We are also in the process of creating a go kit for outreach staff to check out when out in the field. We are also creating the checkout process.

College Advancement and District Communications Update

Facilities and Technology:

Cycle Management of the AcademicWorks scholarship program is set for the yearly archive. For the upcoming year, the personal statements and financial aid information will change on the application.

Performance for mhcc.edu on *Google Search* (Nov. 1-30):

Overall:

742k impressions

36.8k total clicks

5% Average Click Through Rate (CTR)

Top Performing Queries:

“mhcc”: 4.9k clicks, 11.1k impressions

“Mt hood community college”: 3.2k clicks, 8.8k impressions

The BMC team continues its work with IT and external vendor MAC (Madison Avenue Collective) on the website revamp. The website is slated to launch in early February. We are excited to announce that the content creation portion (arguably the hardest portion) is complete. We are also less than 100 pages away from all the content being migrated into the new CMS (Content Management System). The next steps are quality assurance and setting up the training for staff on the CMS. The project has all hands-on deck from marketing and IT.

Brand, Marketing and Communications continued its “Campus Beautification” project with the installation of decals in the board room and the town and gown hallway to bring more MHCC branding into the buildings.

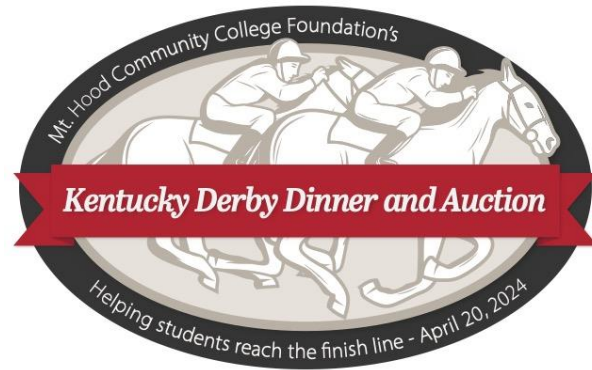
Community Connections:

Al joined other staff members in visiting Alder Elementary school for college career day. The group attended a student assembly and then visited individual classes to share more about careers and the college.

We are expecting about 90 guests for Foundation’s Winter Reception on December 6 from 5:00-7:00 in the Student Union. Invitees include Heritage Society members, alumni who have made gifts to the Foundation, recent donors, donor wall honorees, and past and present board members. Guests will enjoy the MHCC Alumni Jazz Quartet, festive food, and drinks. Scholarship recipients will be there to remind everyone what this is all about- supporting our students. We will also be honoring the distinguished Alumni of the Year. The Jazz Ensemble Concert in the main college theater will follow the reception.

College Advancement and District Communications Update

Plans are underway for the Kentucky Derby Dinner and Auction on April 20 on campus in the Vista Dining Room, Jazz Café and Town and Gown spaces. As of December 1, nine auction sponsors have pledged commitments for a total of \$36,000 so far: Microchip, Lisa Skari and Stephen Mensching, Diane Noriega, Diane and Mike McKeel, Debbie and John Derr, and new sponsors Kia or Portland, Bill Bailey and Mt Hood Tax and Accounting. Judi is encouraging everyone to think about asking for auction item donations while holiday shopping. It's good to ask for support when businesses know we support them too.



Alumni outreach continues to focus on opportunities for alumni. Shelley attended the Nov. 1 volleyball game where she engaged with alumni. 20 alumni utilized the complementary tickets and picked up alumni swag. The next alumni sporting event will be basketball.

Alumni of the Year plans are continuing. The three recipients have been selected and contacted.

The Foundation sent an external scholarship (The Rotary Club Scholarship) to all female and non-binary students on behalf of the Gresham Rotary. This scholarship is for MHCC students only. Last year, with the same effort, Gresham Rotary awarded two \$4,000 scholarships.

The Foundation was represented at the annual AAUW luncheon. Col. Mary Mayer encouraged members to reach \$100,000 corpus. Two days later, AAUW member Marilyn Zook sent the Foundation a \$10,000 check to use as such.

District communications is currently in the final proofing phase of the winter term *College plus Community*, which is set to hit mailboxes in mid-December.

Our team completed a digital marketing campaign with Alpha Media with featured Connected TV and Streaming commercials. This campaign drove almost 5,000 new visitors to our website using device ID targeting.

BMC continues to put together "Go-Kits" that will be utilized for tabling community events by MHCC staff.



Q1 | July - September 2023

QUARTERLY REPORT

**BRAND, MARKETING,
AND COMMUNICATIONS**



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**INTERNAL PROJECT
UPDATES**



@mthoodcommunitycollege

SOCIAL MEDIA INSIGHTS



Followers per Platform

Facebook

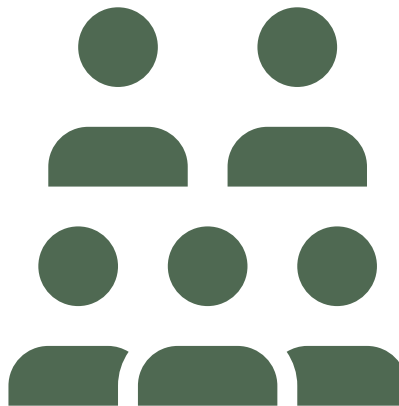
12,927 .05%

Instagram

2,408 6.5%

LinkedIn

23,003 1.2%



Overview

The platform that saw the most growth during this quarter was the MHCC LinkedIn account with 271 new followers. Our department decided not to use our Twitter account anymore as the platform consistently received very low engagement. News about the MHCC's No. 4 ranking on WalletHub's list of the top 25 community colleges in the US was the most successful post across all platforms. Posts about MHCC's contribution to the local economy and orientation day also performed well.

Top Performing Posts

Facebook



Instagram



LinkedIn



ADVERTISING INSIGHTS



Digital Advertising

Connected TV (CTV) and Over-the-Top (OTT) Streaming

We partnered with Alpha Media to provide a broad spectrum digital campaign on CTV, OTT, and audio.

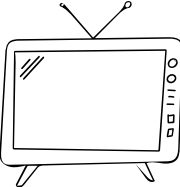
Metrics for Oct. 1 - 31

2633 website visits

27 general application clicks

63 request information clicks

 **105.3K**
IMPRESSIONS

96%
VIEW COMPLETION 

Conversion Performance

Page Visited	Visits
About	25
Academics Training	38
Apply Fin Aid	20
Apply	26
Athletics	4
College Services	5
Community	5
General Admission Application	27
Give Now	43
Limited Restricted Application	4
Registration Fin Aid	22
Request Info	63
Student Life	7
Total Website Visits	2,633

Overview

The results we are seeing from the Alpha Media campaign has shown a positive ROI on digital advertising.

It has proved the usefulness in adapting to the digital age by investing in digital marketing tools to reach our prospective students in their homes and on their devices. Just 72 hours after launch, our organic search increased by nearly 3,000 users. From Oct. 1-31, our website saw nearly 3,000 site visits directly related to the Alpha Media ads.

ADVERTISING INSIGHTS



Out of Home Advertising

Gym and Stadium Banners

Brand, Marketing, and Communications worked with FSM media to develop stadium and gymnasium signs at Gresham and Sandy High School to continue our community outreach efforts.



Overview

The results we are seeing from digital marketing campaign with Alpha Media has shown a positive ROI on digital advertising.

It has proved the usefulness in going digital, using tools to reach our prospective students in their homes and on their devices by showing that in just two weeks, our website saw nearly 5,000 site visits directly related to the Alpha Media ads.

5

Paid Social Media Advertising

Meta

BMC ran one social media campaign for career pathways programs. All of these ads targeted people ages 18-45 in our area with an interest in starting a new career who are non-native English speakers.

Career Pathways Ads

184

Leads

\$13

Average Cost Per Lead

COLLEGE PLUS COMMUNITY



 **1,405**
*IMPRESSIONS

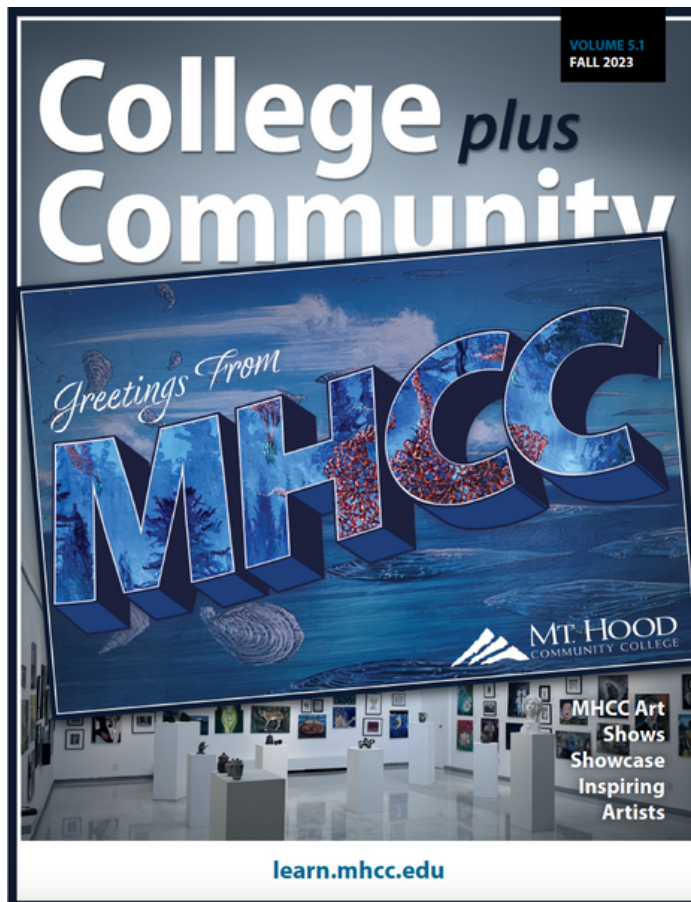
743
*READS 

 **00:03:10**
*AVG. READ TIME

259
**POSTCARD
SCANS 

*Published Sept. 8

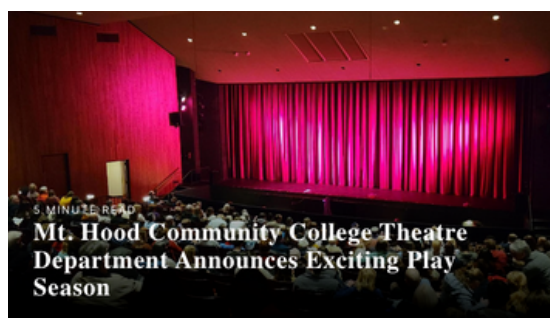
**Postcards arrived in mailboxes Sept. 19



Overview

The fall edition of the *College Plus Community* featured articles highlighting the MHCC art gallery exhibitions which featured faculty work, as well as unveiling of the planned MHCC equity center, designed to meet the needs of students who are looking for a place to relax, study, meet, eat, and access resources.

Featured Articles



MHCC IN THE NEWS



They got a free education. Now they get a free degree.

Placement: [Northwest Labor Press](#)

WalletHub's top 25 community colleges and 10 best state systems

Placement: [University Business](#)

Study finds MHCC contributed more than \$420 million in fiscal year 2021-22

Placement: [Gresham Outlook](#)

Overview

Mt. Hood Community College received earned media coverage for the re-opening of the aquatics center, the MHCC partnership with the Sheet Metal Institute, MHCC's No. 4 ranking on WalletHub's list of top 25 community colleges, the new equity center, MHCC's economic contributions, Dr. Skari's appointment to Western Interstate Commission for Higher Education, and the fall art and theatre events.



INTERNAL PROJECTS



Fall In-Service 2023

Brand, marketing, and communications conducted two workshops for staff and faculty during fall in-service. These workshops helped staff and faculty understand the marketing processes as well as the social media and website processes and statuses.

Staff Headshots

Brand, marketing, and communications hosted a photoshoot for staff and faculty to receive free headshots for their professional development.

MHCC Website Revamp

Along with the website committee, brand, marketing, and communications has continued their work with Madison Ave. Collective on an updated and refreshed website revamp project. The new launch date for the updated website is set for mid-January to early February.





MT. HOOD
COMMUNITY COLLEGE

