

Report of the Board's Delegate to the MPS Head Start Policy Council

February 23, 2017

Submitted by Director Wendell J. Harris, Sr.

1. Call to Order and Roll Call

The meeting of the MPS Head Start Policy Council of Saturday, January 14, 2017, was called to order in room 206-208 of the Central Services Building by Nina Harris at 10:04 a.m.

Members in Attendance.....Alejandra Fuentes-Sanchez (ALBA); Christina Esparza, Ta Mwee Htoo (Bethune); Monique Vazquez, Elizabeth Olmedo, Yisandra Roman (Hayes); Nina Harris (Jackson); Maricela de la Cruz (Lincoln); Jessica Massey, Sharveta Parker (Marvin Pratt); Latrissa Lockett, Antonio Lockett (Sherman); Albert Robbins Jr., Leah Noid Harrington, Brenda Roshell, Karen McMillian, Lucina Hernandez (community representatives); Larry McAdoo, Annie Crockett (community advisors); Director Wendell Harris (MPS Board of School Directors).

MPS Staff in Attendance.....Erica Harris-Day, program supervisor; Raquel de la Cruz-Gutierrez, education coordinator; Ruth Stark-Jordan, ERSEA coordinator; Honore Harvey, mental health and disabilities coordinator; Yvette Johnson-Towers, health coordinator; Samantha Yang, ERSEA/FPA coordinator; and Sarah Gordon, FACE associate.

Maria Rodriguez and Yadira Melendez served as Spanish interpreters. TayBleh Wah served as the Karen interpreter.

2. Approval of Minutes

A motion to approve the December 2016 minutes was made by Maricella de la Cruz from Lincoln and seconded by Christina Esparza from Bethune. The motion passed unanimously.

3. Introductions

There was a brief introduction of staff and Policy Council members.

4. Director's Report (Informational)

A. Education Information

Raquel de la Cruz-Gutierrez shared the education portion of the Director's Report.

- (1) On December 1, 2016, the education coordinator met with the program supervisor and early childhood manager regarding educational program planning.
- (2) The education coordinators entered December's volunteer hours onto Child Plus for in-kind documentation.
- (3) The education coordinator reviewed and approved Head Start field trips.
- (4) The education coordinator collected and organized teachers' home-visits documentation.

(5) On December 6, 2016, the education coordinator participated in a regional walk-through at Longfellow School.

(6) On December 6, 2016, the education coordinator and the early childhood manager met with the Head Start secretary to discuss education procedures and supports.

(7) On December 7, 2016, the education coordinator attended two Individualized Education Program (IEP) meetings at Congress and Kagel School as a representative of the Head Start program.

(8) On December 8, 2016, one education coordinator attended an IEP meeting at Forest Home Avenue as a representative of the Head Start Program.

(9) On December 9, 2016, the education coordinator completed a Classroom Assessment Scoring System (CLASS) observation at Kagel School. Written feedback was sent to the observed teacher as well as to the principal.

(10) On December 12, 2016, the education coordinator met with the program supervisor to review the school-readiness goals for the Region V Young African American Boys Initiative.

(11) On December 13, 2016, the education coordinator attended the Region V Communities of Practice training on supporting the school readiness and success of young African American boys in Chicago, Illinois.

(12) On December 14, 2016, the education coordinator attended an IEP meeting at Martin Luther King, Jr., School as a representative of the Head Start program.

(13) On December 14, 2016, the education coordinator went to Lincoln Avenue School to assess curricular needs.

(14) On December 15-16, 2016, the education coordinator met with the new Head Start teacher at Hayes Bilingual.

(15) On December 16, 2016, the education coordinator participated in a Head Start manager's meeting to discuss program-wide planning.

(16) On December 20, 2016, the education coordinator met with the program supervisor and early childhood manager to discuss educational program planning.

(17) On December 21, 2016, the education coordinator planned and prepared for January's professional development trainings.

B. ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance)

Ruth Stark-Jordan shared the ERSEA portion of the Director's Report.

(1) Eligibility

Out of 1,416 families:

- 919 are income-eligible;
- 135 meet the allowable over-income category;
- 362 are categorically eligible (foster care, homeless, public assistance).

(2) Recruitment

(a) Two FPAs (family partnership associates) participated in the bullying-and-violence-prevention presentation at Bethune School on December 15, 2016.

(b) The ERSEA coordinator visited the Salvation Army’s Emergency Lodge and Sojourner Peace Center on Thursday, December 22, 2016, to deliver flyers and posters.

(c) Twenty-seven parents came into the Head Start office during the month of December to register their children.

(3) Selection

The waitlist total as of December 30, 2016, was 219, which consists of income-eligible, over-income families, and those who want only particular schools that are full at this time.

(4) Attendance

Head Start average daily attendance for December 1-30, 2016, was 89.3%.

(5) Transportation

- Sixty-five percent of Head Start children use MPS transportation services. Head Start accounts for 1.8% of the total MPS ridership.

(6) Enrollment

As of December 30, 2016, the actual enrollment was 1,416. The total enrollment for the month of December, as reported to the Head Start office, was 1,370. This number reflects the total number of children enrolled on the last operating day of the month and includes vacancies of less than 30 days. State-funded children were not included in this report. Vacancies are being filled with ongoing registrations.

December 2016 Enrollment

Funding		Region	School Site	Bilingual		Monolingual		Total Number Available		Total Number Enrolled
Federal	State			K3	K4	K3	K4	K4	K3	
x		Southwest	ALBA	60	20	0	0	0	0	80
x		Central	Bethune	0	0	0	40	0	NA	40
x		Northwest	Carson	0	0	60	0	NA	3	57
x		Northwest	Congress	0	0	90	0	NA	2	88
x		Southwest	Forest Home	30	0	30	20	1	0	79
x		Central	Gwen T. Jackson	0	0	30	40	2	0	68
	x	Northwest	Obama	0	0	30	40	1	0	69
x		Northwest	Hawthorne	0	0	30	20	0	0	50
x		Southwest	Hayes	30	0	0	0	NA	0	30
x		GE	Kagel	15	20	15	20	1	0	69
x		East	Keefe	0	0	30	20	0	0	50
x		Northwest	Kilbourn	0	0	60	20	2	0	78
x		East	King Jr.	0	0	30	0	NA	0	30
x		Southwest	Lincoln	30	40	30	0	0	0	100
x		Southwest	Longfellow	0	20	0	20	6	NA	34
x		Northwest	Maple Tree	0	0	60	20	0	0	80
x		Southwest	Mitchell	0	0	30	0	NA	0	30
x		GE	Pierce	0	0	30	0	NA	0	30
x		Northwest	Sherman	0	0	60	40	0	3	97
x		East	Siefert	0	0	60	20	0	0	80
x		Central	Silver Spring	0	0	30	20	1	0	49
x		Central	Thurston Woods	0	0	60	0	NA	0	60
x		Central	Westside	0	0	30	40	2	0	68
Total Number of Students				165	100	795	380	16	8	1,416
1,440										

(7) Other

(a) The ERSEA coordinator attended the Penfield transition meeting on December 1, 2016.

(b) The ERSEA coordinator, Head Start supervisor, and MPS Enrollment Services supervisor met with Mike Wilder, account executive with V100.7, to discuss the 2017 Family Affair Expo advertisement on December 19, 2016.

The Head Start supervisor explained the second-year enrollment process for families: All K3 families need to work with their FPAs to complete applications for Head Start K4. This will confirm their seats for next year. If families choose to go to another school’s non-Head Start program, they must complete the online form. Each FPA will have three blocks of time available at his or her site to assist families with this enrollment.

A question was asked regarding what happens to the children on the waiting list. Ruth replied that, as slots become available, the families are contacted and offered slots. Brenda also shared that families should create online accounts and use the MPS parent portal to determine the enrollment status of their children.

Christina Esparza asked, what is the process for getting a K3 classroom at Bethune? Erica Harris-Day replied that the K3 opportunities are based on the community assessment and family needs in the area. In addition to the changes to the revised Head Start Performance Standards, the program is analyzing these types of programmatic changes.

Erica also shared that the Head Start Performance Standards are mandating that programs be at 50% full-day by 2019. Suggested changes for adding K3 full-day options will be shared at the Policy Council’s next meeting.

C. Mental Health

Honore Harvey shared the Mental Health and Disability portion of the Director’s Report.

31-Dec-2016											
SPL=Speech/Language; SDD=Significant Developmental Delays; AUT=Autism; EBD=Emotional Behavior Disability; OHI=Other Health Impairments; OI=Orthopedic Impaired; TBI=Traumatic Brain Injury; ID=Intellectual Disability; NE=Not Eligible; SPED REF=Special Education Referrals Made to Child Find											
Enrolled Number of Students with Disabilities											
Schools	SPL	SDD	AUT	OHI	OI	TBI	EBD	ID	SPED REF	NE	School Total
ALBA	18	1	1	1	0	0	0	0	1	2	21
Bethune	1	2	0	0	0	0	0	0	1	0	3
Carson	5	0	0	0	0	0	0	0	0	0	5
Congress	9	2	1	0	0	0	0	0	0	1	12
Forest Home	7	1	2	0	0	0	0	0	1	3	10
Hawthorne	4	2	0	0	0	0	0	0	0	0	6
Hayes	3	0	0	0	0	0	0	0	0	1	3
Jackson	4	2	0	1	0	0	0	0	2	2	7
Kagel	3	1	1	0	0	0	0	0	8	0	5
Keefe	1	2	0	0	0	0	0	0	2	1	3
Kilbourn	5	0	0	0	0	0	0	0	0	0	5
King	3	0	0	0	0	0	0	0	0	0	3
Lincoln	12	3	2	2	0	0	0	0	0	0	19
Longfellow	7	2	0	1	0	0	0	0	4	0	9
Mapletree	4	3	0	0	0	0	0	0	4	1	7
Marvin Pratt	5	2	0	0	0	0	0	0	0	1	7
Mitchell	1	0	0	0	0	0	0	0	0	1	1
Obama	4	2	0	0	0	0	0	0	1	2	6

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Enrolled Number of Students with Disabilities											
Schools	SPL	SDD	AUT	OHI	OI	TBI	EBD	ID	SPED REF	NE	School Total
Pierce	2	0	0	0	0	0	0	0	0	0	2
Sherman	5	1	1	0	0	0	0	0	3	0	7
Siefert	5	3	0	1	0	0	0	0	6	1	9
Thurston Woods	3	0	0	0	0	0	0	0	0	0	3
Westside Academy	2	6	0	0	0	0	0	0	1	1	8
Grand Total	113	35	8	6	0	0	0	0	34	17	162

- Children identified with disabilities..... 11%
- Pending initial special education referrals per month 5
- Special education meetings attended..... 38

Note: Abbreviations below are mental health & disabilities coordinator (MHDC) and mental health staff (MHS)

(1) Mental Health Classroom and Family Support

- (a) Mental health staff submitted five homeless referrals.
- (b) Mental health staff submitted four Child Find referrals for December.
- (c) The mental health & disabilities coordinator completed one Classroom Assessment Scoring System (CLASS) debrief.
- (d) Behavioral, visual, and sensory supports, as well as resource information, were provided to six teachers by MHS.
- (e) Mental health staff submitted two referrals to Ladies of Charity.
- (f) Mental health staff requested three Goodwill vouchers.
- (g) Mental health staff completed one home visit.
- (h) Two referrals to the Penfield Behavior Clinic were submitted.
- (i) One referral to the HIPPY (Home Instruction for Parents and Preschool Youngsters) Program was submitted.
- (j) One referral to Urban Threads clothing was requested by MHS.
- (k) Mental health staff completed nine observations in Head Start classrooms.

(2) Other

- (a) On December 1, 2016, the MHDC viewed instructional videos and read online literature from the Head Start office on mental health, health and wellness, and child behavior.
- (b) On December 7-9, 2016, MHS attended the Building the Heart of Successful Schools conference in Wisconsin Dells. This conference covered strategies to support resiliency and to address trauma among youth. In addition, prevention and health/wellness strategies were shared in order to create and maintain positive school

- (c) On December 16, 2016, MHS attended the school social work monthly meeting.
- (d) MHS created 90% and 80% ASQ: SE-2 (Ages & Stages Questionnaires®: Social-Emotional, Second Edition) follow-up letters for parents and teachers.
- (e) On December 10, 2016, MHS attended the Head Start Policy Council meeting.
- (f) On December 19, 2016, the MHDC held a mental health disabilities team meeting.
- (g) MHS and the MHDC worked on an *ad hoc* report in Infinite Campus to locate Head Start students who have active Individualized Education Programs (IEPs).
- (h) MHS and MHDC submitted a proposal to present a workshop on visual supports at the Wisconsin Head Start Association's upcoming conference in February 2017.
- (i) MHS staff continues to collect and enter ASQ: SE-2 and Acuscreen scores, in addition to distributing ASQs as new students enter Head Start.
- (j) MHDC continues to enter in-house referrals and schedule IEP meetings.
- (k) MHS completed and submitted SSW departmental mid-year report to the Department of School Social Workers.
- (l) On December 21, 2016, the MHDC supported a classroom at Pierce Elementary.

Erica Harris-Day congratulated the Mental Health Team for being selected to present a session on visual supports at the Wisconsin Head Start Association's conference in February. This is a great opportunity to represent MPS Head Start. Kim Robbins, a K4 Head Start teacher from Siefert, will be presenting at this conference as well.

D. Family Engagement

Samantha Yang gave the ERSES/FPA portion of the Director's Report.

- (1) The ERSEA/FPA coordinator attended the meeting of the SWA (School Social Work Association of America) on December 2, 2016.
- (2) The ERSEA/FPA coordinator audited students' folders December 5-9, 2016.
- (3) The ERSEA/FPA coordinator visited Marvin Pratt School on December 7, 2016.
- (4) The ERSEA/FPA coordinator attended an FPA and nurse meeting with the health coordinator to develop a value stream for medical and dental home follow-ups on December 9, 2016.
- (5) The ERSEA/FPA coordinator attended the Policy Council's meeting on December 10, 2016.
- (6) The ERSEA/FPA coordinator attended a staff meeting with the Head Start supervisor, Head Start director, and an FPA on December 15, 2016.
- (7) The ERSEA/FPA coordinator held one-on-one meetings with each of the FPAs about students' attendance on December 16-22, 2016.
- (8) The ERSEA/FPA coordinator facilitated the following staff meetings during the month of December:
 - December 7 — staff meeting, review of health follow-up
 - December 14 — staff meeting, review of income documents
 - December 21 — staff meeting, review of Child Plus data entry

Albert Robbins asked how frequent are the MPS Head Start home visits required? Samantha Yang replied that the families are to receive two home visits per semester, and currently 500 home visits have been made. The goal is to conduct 80% for the year.

E. Health

Yvette Johnson-Towers shared the Health portion of the Director's Report.

(1) During the month of December, the Head Start Health Team conducted 45-day hearing and vision screenings at the followings schools: Pierce, Forest Home, Siefert, Kagel, Mitchell, Thurston Woods, ALBA, Lincoln, Gwen T. Jackson, Sherman, Maple Tree, Marvin Pratt, Congress, Carson, and Hayes.

(2) During the month of December, the Head Start Health Team conducted health-and-safety monitoring at ALBA School.

(3) During the month of December, the Head Start dietician conducted meal monitoring at the following schools: Sherman, Gwen T. Jackson, Mitchell, and Thurston Woods.

(4) During the month of December, dental appointments for the Head Start students were provided by Evolution, Familia, and Community Dental Clinics.

(5) On December 20, 2016, the Preferred Dentistry Dental Group conducted on-site oral health screenings at the following schools: Westside Academy, Gwen T. Jackson, Sherman, and Bethune.

(6) On December 9, 2016, the Health Team attended the FPAs' and nurse associates' 1:1 meeting to discuss and address health follow-up needs.

(7) On December 21, 2016, the Health Team attended the FPAs' weekly staff meeting for program updates.

(8) On December 10, 2016, the health coordinator attended the MPS Head Start Policy Council's meeting.

(9) On December 16, 2016, the health coordinator attended a meeting with the Head Start supervisor and early learning manager.

(10) On December 19, 2016, the health coordinator attended a meeting with Bryant and Stratton College to explore nursing students' clinical experiences with MPS Head Start.

(11) On December 20, 2016, the Head Start dietician attended a meeting with UW Extension's Food Wise Nutrition Program's administrator to discuss nutrition programing for targeted Head Start classrooms.

(12) The health coordinator facilitated the following meetings during the month of December:

- December 2 — Health Team's meeting, review of processes to ensure establishment of medical/dental home, introduction to the revised Head Start Health Performance Standards
- December 16 — Health Team's meeting, review of updated Head Start Health Performance Standards and revised health service plan

Parent Elizabeth Olmedo (Hayes) asked what the program does to ensure that those missing dental appointments do not have a negative impact on those families that do comply? Yvette replied that, as a program we have to be creative as possible to ensure successful outcomes. It also is important to engage in sincere dialogue with the providers and to keep the providers apprised of the obstacles which some of

our families face. It also is important to identify the barriers and to incorporate strategies to overcome the challenges.

The families were also encouraged to communicate with their health insurance providers' healthcare advocates to communicate and resolve any challenges or concerns that they may have. The group was informed that the Head Start staff may be able to obtain dental slots to assist the families with connecting to a dental home for their children.

Leah Noid Harrington suggested that the program identify the challenges that may be interfering with the families' ability to establish and maintain a dental home. Yvette recommended that an oral health survey be developed and conducted prior to the end of this program year.

F. Nutrition Report

Erica Harris-Day shared the Fiscal report. She explained the format of the report and helped parents read the report more accurately.

- Grand total number for breakfast 11,590
- Grand total number for lunches 18,181
- Grand total number of snacks 13,820

G. Fiscal Report

- Remaining federal balance as of 12/31/16 \$3,978,382
- Remaining state balance as of 12/31/16 \$297,635

5. Old Business

A. December Parent Questions

(1) At the Policy Council's meeting in December, a parent asked a question regarding the classroom teachers sending homework packages for the students to work on over winter break.

Erica Harris-Day explained that homework packages and worksheets are not routinely sent home as an assignment. Head Start supports developmentally appropriate learning, which includes hands-on activities. An email was sent to the teachers of Forest Home to inform them of this request. It is not a program mandate to send home work packets, but teachers have the option to do so if they please. Parents should speak with their teachers regarding this as needed. Erica also encouraged parents to read with their children as much as possible when the children are on break from school.

(2) Head Start parent Monique Vasquez (Hayes) asked a question regarding getting a ramp at Hayes. Parents have asked for use of an alternate door, but have been denied this request. Parents feel to enter the building is an inconvenience for families that have wheelchairs, strollers, etc.

Director Wendell Harris instructed that the request regarding this matter be sent to him, which he will then submit to the Office of Board Governance for follow-up.

B. Election of Community Representatives

(1) A motion to nominate/elect Albert Robbins as a community representative was made by Maricela de la Cruz (Lincoln) and seconded by Christina Esparza (Bethune). The motion passed unanimously.

(2) Monique Vasquez (Hayes) reported that there is a problem with the food packages being opened and items missing from the students' breakfast packages. The health coordinator will investigate this.

7. New Business

A. Continuation Grant

The continuation grant for 2017-18 was received. An overview of the grant's components was provided by the Head Start supervisor. The grant will be shared and voted on at the February meeting. It will go to the MPS school board for approval at the end of February. It must be submitted by March 1, 2017.

B. ERSEA Training

Ruth Stark-Jordan, ERSEA coordinator, conducted ERSEA training on the ERSEA Final Rules for Policy Council members. The following areas were covered:

- Community assessment
- Eligibility
- Recruitment
- Selection process
- Enrollment
- Attendance
- Final Rule defined and effective date/role map for determining eligibility
- New requirements overview
- Process overview
- Eligibility determination record requirements
- Age eligibility and verification
- Income eligibility and verification
- Verifying categorical eligibility
- Eligibility duration
- Record retention
- Program policies and procedures for violation of regulations
- Training requirements
- Definition of family
- Birth certificates/other forms of verification of age
- Income/forms that can be accepted to determine income
- Income/information verification form

There were no questions or concerns

7. Announcements

(A) Raquel de la Cruz-Gutierrez shared information about Family Reading Night, which is to be held on Thursday, January 26, 2017.

(B) Annie Crocket, community advisor, shared that the District Advisory Council's next meeting date will be held on Thursday, February 2, 2017.

(C) Ms. Crocket shared strategies she used to overcome family challenges and childrearing.

(D) Larry McAdoo, community advisor, shared the date for the Bilingual Conference, which will be held on Saturday, May 6, 2017, at Pulaski High School. Leah Noid Harrington, community representative, asked a question regarding presenters for the Bilingual Conference. Erica Harris-Day replied that many MPS departments will be participating in this event.

(E) Mr. McAdoo shared the date for the Title 1 Conference, which will be held March 15-19, 2017. This conference will be in the state of Ohio.

(F) Monique Vazquez (Hayes) asked about the change to the MPS calendar. The calendars are posted on the MPS portal. The Head Start supervisor shared that the MPS board had accepted the early start calendar for high schools and some year-round schools. The traditional calendar schools are slated to start early in the 2018-19 school year.

(G) Albert Robbins, community representative, asked about children getting breakfast meals at lunch time. The Head Start supervisor reassured him that all food is planned according to the USDA's guidelines, and Head Start provided 30% of their nutritional meal.

(H) Mr. Robbin also asked a question about the water safety at MPS. Erica Harris-Day shared the water-safety update from Facilities and Maintenance written by Chief Wendell Willis.

(I) The next meeting and program-governance training will be held on Saturday, February 11, 2017, from 9:00 a.m. to 2:00 p.m.

(J) The Policy Council parental iPad program begins on February 11, 2017. Please be present to get your iPad. There will be a brief 15-minute iPad overview training.

8. Adjournment

The meeting was adjourned by Nina Harris at 12:07 p.m.

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