

REPORT OF THE BOARD'S DELEGATE TO THE MPS HEAD START POLICY COUNCIL

January 24, 2019

Submitted by Director Wendell J. Harris, Sr.

CALL TO ORDER AND ROLL CALL

Ruth Stark-Jordan, Head Start Supervisor, called the meeting of the MPS Head Start Policy Council to order at 10:00 a.m. on Saturday, January 12, 2019, in room 206-208 of the MPS Central Services Building.

Members in Attendance:	Connie Pigott (Dr. King); Jeaniangelis Arroyo (Forest Home); Eunice Heredia-Colon (Kagel); Quiana Beckom (Lee); Betsabe Hernandez (Lincoln); Danielle Biesel (Mitchell); Marion Combs (Marvin Pratt)
Community Representatives:	Christina Esparza, Revenna Brown, Brenda Roshell, Leah Noid-Harrington
Policy Council Advisors:	Annie Crockett, Albert Robbins, Larry McAdoo
Staff:	Vickie Brown-Gurley, Interim Senior Director of Curriculum and Instruction (by telephone); Joandy Williams, Early Childhood Learning Manager; Ruth Stark-Jordan, Head Start Supervisor and ERSEA Coordinator; Erin Hermann, Education Coordinator; Charmina Gray, Health Coordinator; and LaTisha Little, ERSEA/FPA Coordinator
Interpreters:	Yuritzi Diaz and Yadira Melendez, Spanish interpreters; Po Dah, Karen interpreter

APPROVAL OF MINUTES FOR NOVEMBER AND DECEMBER 2019

Betsabe Hernandez (Lincoln) moved to approve the November 2018 minutes; motion was seconded by Eunice Heredia-Colon (Kagel). The motion passed unanimously.

Revenna Brown (Community Representative) moved to approve the December 2018 minutes with noted corrections; motion was seconded by Christina Esparza (Community Representative). The motion passed unanimously.

DIRECTOR'S REPORT – DECEMBER 2018

EDUCATION

Erin Hermann shared the Education Report.

- (1) The Education Coordinators approved and scheduled Head Start field trips.
- (2) The Education Coordinators entered November in-kind documentation.
- (3) The Education Coordinators visited Head Start classrooms to provide support to Head Start teaching teams. A focus was on schedules, routines, classroom environments, and identifying and providing supports as needed.
- (4) The Education Coordinators completed two CLASS (Classroom Assessment Scoring System) observations during the month of December at Lincoln Avenue. Written feedback was sent to each observed teacher as well as to his or her principal.

(5) On December 3, 2018, the interim assistant principal at Lee Learning Center met with the service-area coordinators for an update meeting regarding the Head Start program.

(6) On December 4, 2018, the program supervisor met with the service-area coordinators for an emergency meeting regarding the Head Start program.

(7) On December 4, 2018, the Education Coordinator gave an overview of Frog Street to an early-childhood teacher in the three-year-old classroom at Lincoln Avenue.

(8) On December 5 and 6, 2018, the Education Coordinators participated in an all-day training on ChildPlus.

(9) On December 7, 2018, the Education Coordinators attended a half-day district professional development for school support teachers at North Division High School.

(10) On December 11, 2018, the Early Childhood Learning Manager met with the service-area coordinators to work on the MPS Head Start self- assessment and ongoing monitoring.

(11) On December 13, 2018, the Education Coordinators worked on providing classroom library and consumable orders for new Head Start classrooms.

(12) On December 14, 2018, the Education Coordinators met to plan and prepare for a district PD taking place on December 21, 2018.

(13) On December 17, 2018, the Education Coordinator helped to cover classrooms at Lee Learning Center in the absence of teaching staff.

(14) On December 18, 2018, the program supervisor met with the service-area coordinators to give service-area updates and work on the program's self-assessment and ongoing monitoring.

(15) On December 18, 2018, the Education Coordinator attended a professional development workshop on leveling the linguistic landscape at North Division High School.

(16) On December 19, 2018, the Education Coordinator participated in the Policy Council's special meeting to discuss program bylaws and the Policy Council's positions.

(17) On December 21, 2018, the Education Coordinator attended a bilingual multicultural professional development on language acquisition and bilingual education with the keynote speaker, Dr. Elena Izquierdo, at North Division High School.

(18) On December 21, 2018, the Education Coordinators facilitated a professional development opportunity for Lee Learning Center instructional staff regarding the district's Ambitious Instruction Plan, with a focus on instructional technology.

A discussion arose regarding individual learning styles and the continuum of the Head Start Early Learning Outcomes Framework, which Ms. Hermann shared with members on the Early Childhood Learning and Knowledge Center's website.

ERSEA (ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE)

Ruth Stark-Jordan shared the ERSEA report.

Eligibility for December

Of 1,383 families

- 922 are income-eligible;
- 77 meet the allowable over-income category;
- 100 are in the 101-130% category;
- 284 are categorically eligible (foster care, homeless, public assistance).

Recruitment

- (1) Twenty-five parents came into the Head Start office (Central) during the month of December.

(2) Fourteen parents came into the Head Start office (Lee) during the month of December.

Selection

The waitlist's total as of December 31, 2018, was 222, which consists of income-eligible, over-income families, and those who want only particular schools that are full at this time.

Attendance

Head Start's average daily attendance for December 2018, was 93.3%.

Transportation

Seventy-one percent of Head Start children use MPS transportation services. Head Start accounts for 2% of the total MPS ridership.

Enrollment

As of December 2018, the actual enrollment was 1,383. The total enrollment for the month of December, as reported to the Head Start office, was 1,307. This number, which reflects the total number of children enrolled on the last operating day of the month, includes vacancies of less than 30 days. State-funded children were not included in this report. Vacancies are being filled with ongoing registrations.

December 2018-19 Enrollments											
Funding		Region	School Site	Allotted Seats				Total Enrolled	Seats Available		
				Bilingual		Monolingual			K3	K4	
Federal	State			K3	K4	K3	K4		K3	K4	
X		Southwest	ALBA	34	20	0	0	51	1	2	
X		Central	Bethune	0	0	17	20	37	0	0	
X		Northwest	Bruce	0	NA	34	NA	34	0	NA	
X		Northwest	Carson	0	NA	34	NA	34	0	NA	
X		Northwest	Congress	NA	NA	85	NA	85	0	NA	
X		Southwest	Forest Home	30	0	30	20	77	0	3	
x		Northwest	Franklin	NA	NA	17	NA	17	0	NA	
X		Central	Gwen T. Jackson	NA	NA	30	40	70	0	0	
	X	Northwest	Obama	NA	NA	17	40	56	0	1	
X		Northwest	Hawthorne	NA	NA	30	20	47	0	3	
X		Southwest	Hayes	34	0	0	0	34	0	NA	
X		GE	Kagel	17	20	NA	20	52	0	5	
X		Northwest	Kilbourn	NA	NA	34	20	50	0	4	
X		East	King Jr.	NA	NA	17	NA	17	0	NA	
x	x	Northwest	Kluge	NA	NA	17	NA	17	0	NA	
X		Central	LaFollette	NA	NA	34	NA	34	0	NA	
X		Central	Lee	NA	NA	85	NA	85	1	NA	
X		Southwest	Lincoln	51	40	17	NA	107	0	1	
X		Southwest	Longfellow	17	20	NA	0	37	0	0	
X		Northwest	Maple Tree	NA	NA	60	20	78	1	1	
X		Central	Marvin Pratt	NA	NA	30	20	43	1	6	
X		Southwest	Mitchell	NA	NA	30	NA	29	1	NA	
X		GE	Pierce	NA	NA	30	NA	29	1	NA	
X		Northwest	Sherman	NA	NA	60	40	99	0	1	
X		East	Siefert	NA	NA	60	20	76	2	0	
X		Central	Thurston Woods	NA	NA	34	NA	33	1	NA	
X		Central	Westside	NA	NA	30	40	55	3	12	
Total				183	100	832	320	1,383	12	39	
				1,435				1,383	51		

Other

(1) Organized a mandatory two-day ChildPlus training for the Head Start staff on December 5 & 6.

(2) Organized a musical experience for the children at Lee Learning Center on December 10, 2018.

(3) Facilitated weekly meetings of the Lee Learning Center's staff (December 6,13, and 20).

(4) Organized and facilitated interviews for the Enrollment Assistant along with the interview team on December 11, 2018.

(5) Attended a meeting of the Lee Learning Center's Building Intervention Team (BIT) on December 17, 2018.

(6) Facilitated the Coordinators' meeting on December 18, 2018, and worked on the Continuous Improvement Plan.

(7) Facilitated the Policy Council emergency meeting on December 19, 2018.

(8) Met with the FPA (Family Partnership Associate) coordinator to plan for the December 21 professional development day for the FPAs on December 13, 2018.

(9) The Early Learning Manager and the Head Start Program Supervisor participated in a conference call with John Tschoe, Program Specialist/COTR (Contracting Officer's Technical Representative) at U.S. Department of Health & Human Services-Office of Head Start, on December 13, 2018.

(10) On December 19, 2018, the Early Learning Manager and the Head Start Program Supervisor met with the Mental Health and Disabilities Coordinator to discuss special education concerns and a plan of action during leave.

(11) Met with the Education Coordinators to plan for the December 21 professional development day for the Lee Learning Center's staff.

(12) The ERSEA Supervisor meets weekly with the Early Learning Manager for a one-on-one meeting.

MENTAL HEALTH AND DISABILITIES

Joandy Williams shared the Mental Health and Disabilities report.

Enrolled Number of Students with Disabilities, December 2018		
School	Enrolled Children with Active IEPs	
ALBA	13	25%
Bethune	2	5%
Bruce	4	12%
Carson	2	6%
Congress	8	10%
Forest Home	9	12%
Franklin	2	12%
Hawthorne	2	4%
Hayes	9	27%
Jackson	9	14%
Kagel	7	14%
Kilbourn	5	11%
King Es	2	12%
Kluge	3	17%
Lafollette	4	12%
Lee Learning Center	6	7%
Lincoln	14	13%
Longfellow	7	20%
Maple Tree	9	12%
Mitchell	3	10%
Obama	6	11%
Pratt	5	12%

Enrolled Number of Students with Disabilities, December 2018		
School	Enrolled Children with Active IEPs	
Riverwest (Pierce)*	0	0%
Sherman	10	11%
Siefert	4	6%
Thurston Woods	2	6%
Westside Academy	4	7%
Totals	151	11%

- Children identified with disabilities..... 151
- Children with 504 plans 2
- Special education meetings invited to for the month of December 24

Mental Health Classroom and Family Support for the Month of December

Note: Abbreviations are Mental Health Disabilities Coordinator (MHDC), Mental Health staff (MHS), and Individualized Education Program (IEP).

- (1) MHS submitted two homeless referrals.
- (2) MHS submitted four Child Find and/or school-based referrals.
- (3) Behavioral, visual, and sensory supports, as well as resource information, were provided to more than one classroom.
- (4) A total of two referrals were submitted to Penfield Behavior Clinic.
- (5) A total of four referrals were submitted to Goodwill for vouchers for families in need.
- (6) No referrals were submitted to Urban Threads (clothing resource for MPS homeless families).
- (7) A total of five referral(s) were submitted to Ladies of Charity Clothing Center for families in need.
- (8) The Mental Health and Disabilities staff attended three meetings of the Behavioral Intervention Team and Behavioral Academic Assessment Team (BIT and BAIP) at Head Start school sites.
- (9) The Mental Health and Disabilities staff completed a minimum of two observations/debriefs in Head Start classrooms.
- (10) The Mental Health and Disabilities staff completed a minimum of four home visits.
- (11) The Mental Health and Disabilities staff followed up with 10 requests from the ERSEA Coordinator to place students in Head Start with a pending special education evaluation or current IEP.
- (12) The Mental Health and Disabilities staff have provided screening data and have accepted invitations to IEP meetings in more than 34 instances.
- (13) The Mental Health and Disabilities staff distributed completed ASQ: SE-2 forms to teachers.
- (14) The MHS entered classroom screening (Acuscreen and ASQ: SE-2) data for 45-day timelines.
- (15) The MHS reviewed and updated all online ASQ screener —, ongoing.
- (16) The MHS provided information regarding individualized developmental and community resources to eight families.
- (17) The MHS provided individualized interventions for a minimum of three students.

Other

- (1) On December 3 & 17, 2018, the Building Intervention Team (BIT) met at Lee Learning Center. MHS (who serves as the school social worker for Lee) is the facilitator of the BIT. Additional members of BIT are Lee's school administrator, MHS and MHDC, the Education Coordinator, and Lee's FPA. Meetings

focused on attendance concerns, review of student data, and Tier 1 (schoolwide supports) and Tier 2 interventions.

(2) On December 3, 2018, a coordinators' meeting was held with Sarah Burzynski.

(3) On December 4, 11 & 18, 2018, coordinators' meetings were held with Early Childhood Manager Joandy Williams and Head Start Program Supervisor Ruth Stark Jordan. These meetings focused on self-assessment:

(4) MHS met December 4 & 14, 2018. These meetings focused on supports which we need for ourselves, ongoing monitoring, starting work on a flow chart for children with challenges, and a to-do list while the Mental Health And Disabilities Coordinator is out of the office.

(5) On December 5 & 6, 2018, the Mental Health Team participated in a full two-day ChildPlus training with a ChildPlus consultant.

(6) On December 10, 2018, the MHDC viewed a webinar entitled "Showcase of Head Start Regulations."

(7) On December 11, 2018, the MHDC participated in interviews for a Head Start Enrollment Assistant.

(8) On December 13, 2018, the MHDC contacted the parent of student at her request.

(9) On December 14, 2018, MHS attended the monthly meeting of the school social workers at North Division High School. The meeting included spending time on educator effectiveness and meeting in our Professional Learning Communities.

(10) On December 19, 2018, MHDC participated in an emergency meeting of the Policy Council at Lee Learning Center.

FAMILY ENGAGEMENT

LaTisha Little shared the Family Engagement report.

(1) The ERESA/FPA Coordinator reviewed intake packets submitted by FPAs of children's families enrolled in the program.

(2) The ERESA/FPA Coordinator met with Lillian Mallinson, Technical and Training Assistant for Milwaukee Public School Head Start program.

(3) The ERESA/FPA Coordinator reviewed transfer folders submitted by the FPAs of children who would like to move to new schools.

(4) The ERESA/FPA Coordinator input enrollment dates into ChildPlus for new students accepted into the program.

(5) The ERESA/FPA Coordinator assisted with establishing coverage for classrooms at Lee.

(6) The ERESA/FPA Coordinator reviewed dropped folders of children who no longer or never attended the MPS-HS program.

(7) The ERESA/FPA Coordinator participated in interviews for the Head Start Enrollment Assistant.

(8) The ERESA/FPA Coordinator collaborated with several FPAs on establishing procedures for transferring folders.

(9) The ERESA/FPA Coordinator collaborated with several FPAs on establishing a procedure for inputting Family Partnership Agreements into ChildPlus.

(10) The ERESA/FPA Coordinator collaborated with several FPAs on establishing a procedure for inputting intakes into ChildPlus.

(11) The ERESA/FPA Coordinator met with FPAs one-on-one to discuss the transition of school due to a decrease in staff and to provide support.

(12) The ERESEA/FPA Coordinator met with FPAs one-on-one to discuss concerns about parent meetings and to provide support around presentations within the parent meetings.

(13) The ERESA/FPA Coordinator submitted documents for translation to Spanish and Karen.

(14) The ERESA/FPA Coordinator provided coverage in the Head Start office.

(15) The ERESA/FPA Coordinator prepared a professional development day for the FPAs, which covered the following topics: office protocol, support-check-in, daily calendar, transfer procedure, intake procedure, and Family Partnership Agreement procedure.

(16) The ERESA/FPA Coordinator participated in the ChildPlus training on December 5 and 6 at Lee Learning Center.

(17) The ERESA/FPA attended a coordinators' meeting on December 3, 2018.

(18) The ERESA/FPA Coordinator had a one-on-one meeting with the Head Start Program Supervisor, Ruth Stark-Jordan.

(19) The ERESA/FPA Coordinator participated in a coordinators' meeting on December and documented minutes.

(20) The ERESA/FPA Coordinator participated in a meeting regarding the ongoing monitoring of the self-assessment at Lee Learning Center.

(21) The ERESA/FPA Coordinator attended a meeting of the Policy Council on Wednesday, December 19, 2018.

(22) The ERESA/FPA Coordinator completed an exit/close for an FPA who was leaving the program.

(23) In the month of December, the topic for the parent meeting was "Understanding Bullying & Social Cruelty — Keeping Kids Safe," presented by Turry Nickols, Terri Taylor, and Connie Dallas.

(24) In the month of December, 166 parents attended the meeting.

Leah Noid-Harrington thanked the Family Partnership Associates for the work they do in reaching out to Head Start families.

HEALTH

Charmina Gray shared the Health report.

(1) During the month of December, the Head Start Nutritionist completed three meal observations, entered 131 growth assessments into ChildPlus, and completed consultations via telephone for follow-up regarding dietary concerns.

(2) During the month of December, Head Start nurses continue to complete health and safety inspections at Head Start sites.

(3) During the month of December, Head Start nurse associates conducted hearing and vision screenings on new or absent Head Start students.

(4) During the month of December, the Health Coordinator completed audiology referrals for students identified as needing further hearing evaluations. Vision resources were provided to parents/guardians for students that require follow-up assessment.

(5) During the month of December, the Health Coordinator and agency nurse reviewed and consulted complex cases to initiate appropriate care plans.

(6) During the month of December, the Health Team continued to process health-related supply order forms and deliver them to Head Start classrooms with the help of Family Partnership Associates.

(7) During the month of December, the Head Start Health Team continued to connect families who were not connected to medical and/or dental homes with these services to meet the needs of our students.

(8) During the month of December, the Health Team continued to request current physical exams, including lead and hemoglobin levels and the most recent dental exams in collaboration with medical providers and/ or dentists

(9) During the month of December, the Health Coordinator mailed educational information to parents/guardians for lead awareness.

(10) During the month of December, Health Coordinator participated in ongoing assessment and other Head Start projects alongside the Head Start Management Team.

(11) During the month of December, Health Coordinator and Nutritionist discussed options for UW-Extension Food Wise programming for Head Start students and families.

(12) During the month of December, the Head Start Health Team continued to complete file-folder reviews to identify health-related needs of new Head Start enrollees and existing students. This information is communicated with all necessary parties who are in direct care of the students.

(13) During the month of December, the Health Team attended mandatory ChildPlus training for two days.

(14) During the month of December, the Health Coordinator filled the role of the Policy Council's secretary at both monthly and emergency meetings.

Ms. Gray reiterated that the Health Team completes a hearing and vision screening for each child within 45 days of enrollment A member reported a concern about a child's having hit her child at the school. Ms. Ruth Stark-Jordan shared the importance of speaking with the school's principal to address the matter.

FISCAL REPORT

Joandy Williams shared the Fiscal Report.

Summary of monthly expense report from December 2018.

- (1) Federal funds expended were 56.44% of grant, with \$3,784,935.18 remaining.
- (2) State funds expended were 26.61%, with \$360, 993.80 remaining.
- (3) The in-kind Total for December was \$304.20; YTD was \$25,232.18.

A member asked if participation in the nutrition classes counts as in-kind. As parents are receiving, rather than providing, a service, it does not count as in-kind.

A member noted that parents must submit to background checks to volunteer in MPS classrooms.

A member asked for information regarding the parenting curriculum. LaTisha Little and Joandy Williams shared information with the Council and promised more detailed information soon.

NUTRITION REPORT

Joandy Williams shared the Nutrition report.

Summary of the monthly report for November 2018:

- November Breakfast Total 689
- November Lunch Total 962
- November Supper Total..... 96
- Breakfast Grand Total..... 16,880
- Lunch Grand Total 20,314
- Grand Total 37,688

OLD BUSINESS

BY LAWS

The Head Start Coordinator and Management Team shared the by-laws of the Milwaukee Public Schools Head Start Program's Policy Council.

Members in attendance discussed the by-laws, specifically the quorum, participation methods, and dates and times of meetings. Members discussed the quorum and keeping the 25% quorum to represent the needs of the larger program and to ensure well-rounded decisions. Members discussed additional means of participation, including phone conferences, Facebook Live, and Zoom meetings.

Members discussed the idea of changing the dates and times of meetings. Some members expressed concern that families may not show up to weekday meetings after the Policy Council amends the by-laws. Ms. Brown-Gurley indicated that the program must conduct a new survey of current Policy Council representatives to determine the best dates and times for meetings in the future. Ms. Williams suggested that the by-laws state "monthly meeting" rather than a specific meeting date and time so revisions to the by-laws won't be necessary in the future.

NEW BUSINESS

EXECUTIVE ELECTIONS

Elections of MPS Policy Council positions were facilitated by Ruth Stark Jordan, Head Start Supervisor.

Chairperson

Annie Crockett nominated Eunice Heredia-Colon (Kagel Representative) for the position of Chairperson of the Policy Council in the ensuing year of 2018-2019. Ms. Heredia-Colon accepted the nomination.

Ruth Stark-Jordan moved to elect Eunice Heredia-Colon as the Policy Council's new chairperson. Quiana Beckom seconded the motion. The motion passed unanimously.

Assistant Chairperson

Quiana Beckom (Lee Representative) nominated herself for the position of assistant chairperson of the Policy Council for the ensuing year of 2018-2019.

Revenna Brown moved to elect Quiana Beckom as the Policy Council new assistant chairperson. Brenda Roshell seconded the motion. The motion passed unanimously.

Recording Secretary

Leah Noid-Harrington nominated Betsabe Hernandez (Lincoln Representative) for the position of recording secretary of the Policy Council for the ensuing year of 2018-2019. Ms. Hernandez accepted the nomination.

Leah Noid-Harrington moved to elect Betsabe Hernandez as the Policy Council's new recording secretary. Quiana Beckom seconded the motion. The motion passed unanimously.

Assistant Recording Secretary

Annie Crockett nominated Marion Combs (Marvin Pratt Representative) for the position of assistant recording secretary of the Policy Council for the ensuing year of 2018-2019. Ms. Combs accepted the nomination. Christina Esparza moved to elect Marion Combs as the Policy Council's new assistant recording secretary. Betsabe Hernandez seconded the motion. The motion passed unanimously.

Parliamentarian

Brenda Roshell nominated Connie Pigott (Dr. King Representative) for the position of parliamentarian of the Policy Council for the ensuing year of 2018-2019. Ms. Pigott accepted the nomination.

Leah Noid-Harrington moved to elect Connie Pigott as the Policy Council's new parliamentarian. Revenna Brown seconded the motion. The motion passed unanimously.

Community Representatives

Connie Pigott motioned to accept Brenda Roshell, Naw Lay Htoo, Christina Esparza, Revenna Brown, and Leah Noid-Harrington as the MPS Head Start Policy Council's community representatives for the 2018-2019 school year. Quiana Beckom seconded the motion. The motion passed unanimously.

Policy Council Advisors

Ruth Stark-Jordan, Head Start Supervisor, appointed Larry McAdoo, Albert Robbins, and Annie Crockett as the MPS Head Start Policy Council's advisors for the 2018-2019 school year.

RECENT HIRES

Pending approval of the Milwaukee Board of Board of School Directors:

- Nikki Cherek, Head Start enrollment assistant
- Tiffany Lawrence-Nash, secretary

PARENT RESOURCES

Ms. Annie Crockett and Mr. Larry McAdoo, Policy Council Advisors, shared information about the Title I District Advisory Council (DAC), including the agenda and minutes from its December meeting. They encouraged Policy Council members to attend the open meetings on the first Thursday of each month at 6:00 p.m. at Central Office.

ANNOUNCEMENTS

- (1) The next meeting of the Policy Council will be on February 9, 2019, at 10 a.m.
- (2) The MPS Kindergarten Enrollment Fair will take place on February 2, 2019, at Milwaukee High School of the Arts from 9:00 a.m. until 12:00 noon.

ADJOURNMENT

Eunice Heredia-Colon, Chairperson, adjourned the meeting at 12:12 p.m.

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