

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

December 20, 2018

Submitted by Director Wendell J. Harris, Sr.

November 10, 018

CALL TO ORDER AND ROLL CALL

The meeting of the MPS Head Start Policy Council was called to order by Joandy Williams, Manager of Early Childhood Learning, in room 26 of the Lee Learning Center Building at 10:22 a.m. on Saturday, November 10, 2018.

Members in Attendance Yolanda Cruz (ALBA), Loretta Gross (Carson), Eunice Heredia-Colon (Kagel), David Enriquez (Kagel), Melody Byrd (Lee), Betsabe Hernandez (Lincoln), Diana Rico (Longfellow), Maria Matos (Longfellow), Itzel Ramirez (Longfellow), Cenorina Florez (Longfellow), Elvia Eusebio (Longfellow), Hilda Mercado (Longfellow), Lillie Wilson (Siefert)

Community Representatives Christina Esparza, Leah Noid-Harrington, Naw Lay Htoo, and Revenna Brown

Policy Council Advisors Annie Crockett and Larry McAdoo

Milwaukee Board of School Directors Director Wendell J. Harris, Sr.

Staff Dr. Jeremiah Holiday, Interim Chief Academic Officer; Joandy Williams, Manager of Early Childhood Learning; Erin Hermann and Raquel de la Cruz Gutiérrez, Education Coordinators; Honore Harvey, Mental Health and Disabilities Coordinator; Charmina Gray, Health Coordinator; and LaTisha Little, ERSEA/FPA Coordinator.

Guests Dr. Michael Bonds, Yolanda Cruz (ALBA), and Maria Adali Gonzalez (ALBA)

Interpreters Yuritzi Diaz, Spanish interpreter, and Na Saw Shee, Karen interpreter

MILWAUKEE BOARD OF SCHOOL DIRECTORS

Director Harris thanked the members of the Policy Council for their dedication and hard work.

DIRECTOR'S REPORT FOR OCTOBER 2018

EDUCATION REPORT

The education report was shared by Erin Hermann.

- (1) The Education Coordinators approved and scheduled Head Start field trips.
- (2) The Education Coordinators entered September in-kind documentation.
- (3) The Education Coordinators completed 11 CLASS (Classroom Assessment Scoring System) observations during the month of October at ALBA, Carson, Congress, Hawthorne, and Marvin Pratt. Written feedback was sent to each observed teacher as well as to their principals.

- (4) On October 2, 2018, the Education Coordinators participated in a Head Start coordinators' meeting to discuss program-wide planning.
- (5) On October 2, 2018, the Education Coordinator, Mental Health and Disabilities Coordinator, program supervisor, and early learning manager attended a meeting at Longfellow school to discuss special education concerns in the regular education setting.
- (6) On October 4 and 17, 2018, the Education Coordinators were asked to review district documents for K3 and K4 regarding the MPS literacy and writing initiative.
- (7) On October 4, 2018, one Education Coordinator dropped off educational forms at Martin Luther King, Jr., Elementary.
- (8) The Education Coordinator participated in the Head Start Dental Day on Saturday, October 6, 2018.
- (9) On October 5, 10, 11, and 16, 2018, the Education Coordinators participated in a Focus Area One Protocol meeting to prepare for a federal monitoring review.
- (10) On October 10, 2018, the Education Coordinator met with a parent to discuss and resolve a classroom concern.
- (11) On October 12, 2018, the Education Coordinator debriefed CLASS observations with two teachers at Congress. Goals were set and resources were shared for continued growth in teacher-child interactions.
- (12) The Education Coordinators met on October 11, 2018, to discuss program planning.
- (13) On October 12 and 26, 2018, the Education Coordinator visited Lincoln Avenue School to provide support to new teachers in the Head Start program.
- (14) The Education Coordinator met with the mental health team to discuss classroom observations and plan supports for a classroom teacher in the area of classroom management.
- (15) On October 22, the Education Coordinator planned and prepared for an upcoming Frog Street Overview professional development session.
- (16) On October 24, 2018, the Education Coordinator had a meeting with a parent and school principal at Kagel Elementary School.
- (17) On October 24, 2018, the Education Coordinators met with the early learning manager and other district Frog Street trainers to plan for a future professional development opportunity.
- (18) On October 25, 2018, the Education Coordinator participated in applicant screening for the Head Start ERSEA enrollment assistant.
- (19) The Education Coordinator viewed a MyPeers webinar on October 25, 2018, to gain more information about the resource.
- (20) On October 29, 2018, the Education Coordinators met with Lillian Mallinson, Early Childhood specialist from Region V, to discuss the coaching model in Head Start.
- (21) On October 29, 2018, the early learning manager met with the service-area coordinators for an update meeting regarding the Head Start program.
- (22) The Education Coordinator took a test on October 30, 2018, to re-certify as a CLASS observer and trainer.
- (23) On October 31, 2018, the Education Coordinator met with the Head Start management team to discuss the education service area.

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

The ERSEA report was shared by Joandy Williams.

Eligibility for September

Of 1,420 families,

- 960 are income-eligible;
- 83 meet the allowable over-income category;
- 91 are in the 101-130% category; and
- 286 are categorically eligible (foster care, homeless, public assistance).

Recruitment

(1) FPAs (FPAs) participated in the Fatherhood Initiative's 2018 Fatherhood Summit, We are Rising : Uplifting our Community through Fathers, at Greater New Birth Church on October 6, 2018.

(2) FPAs delivered flyers to the Paeteria Leon Dessert shop, La Michoacana Ice Cream Shop, and La Flor De Trigo Bakery.

(3) Forty-one parents came into the Head Start office at Central Services during the month of October.

(4) Thirty-seven parents came into the Head Start office at Lee School during the month of October..

Selection

The waitlist's total as of October 31, 2018, was 218, 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 October 1-31, 2018, was 90%.

Transportation

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

Enrollment

As of October 31, 2018, the actual enrollment was 1,420. The total enrollment for the month of October, as reported to the Head Start office, was 1,306. 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.

October 2018-19 Enrollments

Funding		Region	School Site	Seats Allotted				Total Number Enrolled	Total Number Available	
Federal	State			Bilingual		Monolingual			K3	K4
X		Southwest	ALBA	34	20	0	0	52	0	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	2	1
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	57	0	0
X		Northwest	Hawthorne	NA	NA	30	20	50	0	0
X		Southwest	Hayes	34	0	0	0	34	0	NA
X		GE	Kagel	17	20	NA	20	56	0	1
X		Northwest	Kilbourn	NA	NA	34	20	54	0	0
X		East	King Jr.	NA	NA	17	NA	17	0	NA

Funding		Region	School Site	Seats Allotted				Total Number Enrolled	Total Number Available		
				Bilingual		Monolingual			K3	K4	
Federal	State			K3	K4	K3	K4		K3	K4	
X		Central	LaFollette	NA	NA	34	NA	34	0	NA	
X		Central	Lee	NA	NA	85	NA	85	0	NA	
X		Southwest	Lincoln	51	40	17	NA	106	1	1	
X		Southwest	Longfellow	17	20	NA	0	37	0	0	
X		Northwest	Maple Tree	NA	NA	60	20	79	1	0	
X		Central	Marvin Pratt	NA	NA	30	20	50	0	0	
X		Southwest	Mitchell	NA	NA	30	NA	30	0	NA	
X		GE	Pierce	NA	NA	30	NA	30	0	NA	
X		Northwest	Sherman	NA	NA	60	40	98	1	1	
X		East	Siefert	NA	NA	60	20	79	1	0	
X		Central	Thurston Woods	NA	NA	34	NA	34	0	NA	
X		Central	Westside	NA	NA	30	40	65	1	4	
Total				183	815	100	320	1,401	7	10	
				1,418							

Other

- (1) Ruth Stark-Jordan attended Early Childhood Initiative Planning with the Superintendent on October 2 and October 18, 2018.
- (2) Ruth Stark-Jordan collaborated with Education Coordinators on K3 alignment and implementation on October 4, 2018.
- (3) Ruth Stark-Jordan worked on the Focus Area One Protocol with the coordinators throughout the month of October.
- (4) Ruth Stark-Jordan attended Give Kids a Smile on Saturday, October 6, 2018, at Marquette School of Dentistry.
- (5) Ruth Stark-Jordan participated in a monthly enrollment conference call with John Tschoe – OHS on Friday, October 12, 2018.
- (6) Ruth Stark-Jordan worked on the Early Childhood Initiative with Krissy Washington, AGR coordinator, and Joandy Williams, Manager of Early Childhood Learning, on October 18, 24 & 25, 2018.
- (7) Ruth Stark-Jordan facilitated the FPA team meeting on October 24, 2018.
- (8) Ruth Stark-Jordan met with Lillian Mallinson, Region V Early Childhood Specialist.
- (9) Ruth Stark-Jordan met with the manager of early childhood learning weekly to discuss program needs.

MENTAL HEALTH AND DISABILITIES

The mental health and disabilities report was shared by Honore Harvey.

Enrolled Number of Students with Disabilities — September 2018						
AUT=Autism; EBD=Emotional Behavior Disability; HI-Hearing Impairment; ID=Intellectual Disability; OHI=Other Health Impairments; OI=Orthopedic Impaired; SDD=Significant Developmental Delays; SLD-Specific SPL=Speech/Language; TBI=Traumatic Brain Injury; VI=Vision Impairment						
Schools	AUT	OHI	OI	SDD	SPL	Total
ALBA	0	0	0	4	10	14
Bethune	1	0	0	1	0	2
Bruce	0	0	0	2	2	4
Carson	0	0	0	0	1	1
Congress	0	0	0	4	3	7
Forest Home	0	1	0	1	5	7
Franklin	0	0	0	1	1	2
Hawthorne	1	0	0	0	1	2
Hayes	0	0	0	3	6	9

Enrolled Number of Students with Disabilities — September 2018						
AUT=Autism; EBD=Emotional Behavior Disability; HI-Hearing Impairment; ID=Intellectual Disability; OHI=Other Health Impairments; OI=Orthopedic Impaired; SDD=Significant Developmental Delays; SLD-Specific SPL=Speech/Language; TBI=Traumatic Brain Injury; VI=Vision Impairment						
Schools	AUT	OHI	OI	SDD	SPL	Total
Jackson	0	1	0	0	9	10
Kagel	0	0	0	1	6	7
Kilbourn	0	0	0	1	3	4
King Es	0	0	0	0	1	1
Kluge	0	0	0	1	1	2
La Follette	0	0	0	0	3	3
Lee Learning Center	0	0	0	1	3	4
Lincoln	0	0	0	6	9	15
Longfellow	1	0	0	0	6	7
Maple Tree	0	0	0	0	8	8
Mitchell	0	0	0	0	1	0
Obama	0	0	0	4	1	5
Pierce	0	0	0	0	0	0
Pratt	0	0	0	2	2	4
Sherman	0	0	0	3	8	11
Siefert	0	0	0	2	1	3
Thurston Woods	0	0	0	0	3	3
Westside Academy	0	0	0	1	4	5
Totals	3	2	0	38	99	142

- (1) Children identified with disabilities..... 10.5%
- (2) Children with 504 plans 1
- (3) Special education meetings invited to in the month of October 23

Mental Health Classroom and Family Support

- (1) The MHDC participated in five CLASS observations in the month of October.
- (2) Mental health staff submitted seven homeless referrals.
- (3) Mental health staff submitted ten Child Find and/or school-based referrals.
- (4) Behavioral, visual and sensory supports, as well as resource information, was provided to more than five classrooms.
- (5) One referral was submitted to Penfield Behavior Clinic.
- (6) Three referrals were submitted to Goodwill for vouchers for families in need.
- (7) Three referrals were submitted to Urban Threads (clothing resource for MPS homeless families).
- (8) Seven referrals were submitted to Ladies of Charity Clothing Center for families in need.
- (9) The mental health and disabilities staff attended two meetings of the Behavioral Intervention Team (BIT) at Head Start school sites.
- (10) The mental health and disabilities staff completed a minimum of 12 observations/debriefs in Head Start classrooms.
- (11) The mental health and disabilities staff followed up with nine requests from 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 or accepted IEP invitations prior to IEP meetings in more than 45 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.
- (16) The MHS reviewed and updated all online ASQ screeners, ongoing.
- (17) The MHS provided individualized developmental and community-resource information to 25 families.
- (18) The MHS provided individualized interventions with a minimum of six students.

Other

- (1) On Oct 1, 2018, MHS attended the ACSSW Mental Health in Schools Institute's annual conference. Workshops attended were Autism through the Lens of SEL Competencies, The Integrated Experience, Maximizing SEL Competencies for Student with Special Needs, We've Tried Everything...Reaching the Unreachable Child (K-5).
- (2) On Oct 2, 2018, MHDC met with principal, teacher, special education staff, and various Head Start staff at a school to problem solve various concerns.
- (3) On October 2, 2018, the MHDC participated in a Head Start Coordinator's meeting concerning team work on Region V Monitoring, Focus Area One Protocol.
- (4) On October 2, 3, 4, 2018, mental health staff delivered Acuscreen protocols and ASQ: SE-2s.
- (5) On Oct 3, 2018, an MHS person and MHDC met with staff at a school to provide support.
- (6) On October 4, 2018, the MHDC provided marketing materials to parents at Penfield Children's Center.
- (7) On October 4, 2018, the mental health team met with the MPS early childhood manager to go over special-education concerns.
- (8) On October 4, 2018, the MHDC viewed the Head Start video on Area One Monitoring.
- (9) On October 5, 2018, the MHDC participated in the Head Start Coordinator's meeting concerning team work on Region V Monitoring, Focus Area One Protocol.
- (10) On October 5, 2018, MHS attended the Homeless Education Program's professional development. Information was shared regarding the definition of homelessness and the services provided to homeless students, as well as information regarding specific issues related to homeless students.
- (11) On October 5, 2018, MHS viewed a video presentation on "Managing Flow in the Early Childhood Classroom".
- (12) On October 6, 2018, the MHDC viewed Head Start training video on individualized education program (IEP) collaboration.
- (13) On October 6, 2018, the MHDC viewed the Head Start training video "Session 5: The individualized Education Program: Partnering for Success."
- (14) On October 8, 2018, the mental health team participated in a departmental meeting.
- (15) On October 9, 2018, the MHDC participated in a phone conference with a school-based special education supervisor.
- (16) On October 9, 2018, MHS completed a home visit to obtain parental consent for special education services.
- (17) On October 10, 2018, the MHDC participated in a Head Start Coordinator's meeting regard team work on Region V Monitoring, Focus Area One Protocol.
- (18) On October 11, 2018, the MHDC participated in a Head Start Coordinator's meeting regarding; team work on Region V Monitoring, Focus Area One Protocol.
- (19) On October 17, 2018, the MHDC viewed the webinar presented by Early Childhood Investigations, "Trauma-Informed Care in ECE: Key Strategies for Healing and Behavioral Change," by Barbara Sorrels, Ed.D

(20) On October 17, 2018, one MHS, the MHDC, and one Education Coordinator met and debriefed about a situation with student behaviors.

(21) On October 18, 2019, the MHDC printed reports and analyzed per early childhood manager for the purpose of answering questions related to students with disabilities and the audit.

(22) On October 23, 2018, the MHDC participated in a Head Start Coordinator's meeting regarding team work on Region V Monitoring, Focus Area One Protocol.

(23) On October 24, 2018, the MHS staff attended a SSW Professional Learning Community (PLC) meeting to discuss and plan the topic of supporting students who have been victims of domestic violence.

(24) On October 25, 2018, mental health staff participated in a department meeting. The Mental Health Request for Services form was updated.

(25) On October 25, 2018, the MHDC participated in a one-to-one meeting with supervisors.

(26) On October 26, 2018, MHS attended a required half-day professional development opportunity for school social workers, school psychologists, and school counselors on non-suicidal self-injury.

FAMILY ENGAGEMENT

The family engagement report was shared by LaTisha Little.

(1) The ERESA/FPA coordinator diversified the parent meeting schedule for the Spanish and Karen community.

(2) The ERSEA/FPA Coordinator followed up with the FPAs regarding children whose attendance falls below 85%.

(3) The ERSEA/FPA Coordinator input enrollment dates into Child Plus for new students enrolled into the program.

(4) The ERSEA/FPA Coordinator conducted a staff meeting on 10/3/2018 with the FPA and covered monthly check-ins, parent meetings, filing dates, due-dates, Friday requirements, and transfer and drop procedures.

(5) The ERSEA/FPA Coordinator conducted a staff meeting on 10/11/2018 with the FPAs regarding the MPS Handbook, job-descriptions, parent meetings, forms, and intake procedures.

(6) The ERSEA/FPA Coordinator provided the FPAs with a quota of the required number of intakes they need to complete weekly, according to each caseload.

(7) The ERSEA/FPA Coordinator reviewed transfer folders submitted by the FPAs of children needing to be transferred to new schools.

(8) The ERSEA/FPA Coordinator reviewed dropped folders submitted by the FPAs of children who no longer, or never, attended the MPS Head Start program.

(9) The ERSEA/FPA Coordinator created a parent-meeting procedure sheet for the FPAs to follow to obtain parental participation.

(10) The ERSEA/FPA Coordinator met with colleagues on 10/5/2018, 10/10/2018, and 10/11/18 to work on the Focus Area One Protocol.

(11) The ERSEA/FPA Coordinator went over the intake procedure with the FPAs and provided a deadline for all intake appointments to be completed.

(12) The ERSEA/FPA Coordinator reassigned Marvin Pratt School's and Hawthorne School's caseloads to three FPAs due to a shortage in staff.

(13) The ERSEA/FPA Coordinator reviewed the Policy Council's survey to determine the date and time for the Council's 2018-2019 meetings.

(14) In the month of October, the topic for parent meetings was program governance. The presentation was created by Albra McFadden, Juana Paredones, and Elizabeth Ortiz. One hundred seventy-seven parents attended the meetings.

HEALTH

The health report was shared by Charmina Gray.

(1) During the month of October, the Head Start Nutritionist completed 21 classroom observations to ensure compliance with the family-style dining process.

(2) During the month of October, the Head Start Nutritionist processed 26 growth assessments, which include monitoring all Head Start classrooms for new enrollees, requesting the data, following up to ensure it is received, entering data into Child Plus, and providing growth charts for student files.

(3) During the month of October, the Head Start Nutritionist attended and assisted in facilitating the annual Give Kids a Smile at Marquette University; along with the Health Coordinator, Head Start Supervisor, Manager of Early Childhood Learning, Education Coordinator, mental health & disabilities coordinator, and agency nurse associate.

(4) During the month of October, Head Start Nurse Associates and the Health Coordinator conducted hearing and vision screenings on Head Start students at 21 Head Start sites.

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

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

(7) During the month of October, the Health Coordinator, MPS nursing supervisor, Nurse Associates, and Nutritionist met to discuss the collaboration between the Head Start health team and school nurses.

(8) During the month of October, the health team processed supply order forms and delivered supplies to Head Start classrooms with the help of FPAs and Education Coordinators.

(9) During the month of October, the Head Start health team reached out to families who were not connected to a medical or dental home to connect families with these services to meet the needs of our students.

(10) During the month of October, the health team requested current physical exams, including lead and hemoglobin levels and most recent dental exams. The Health Coordinator mailed educational information to parents/guardians for lead awareness.

FISCAL REPORT

Joandy Williams shared the fiscal report.

(1) Federal funds expended are 29.7% of grant, with \$6,110,608 remaining.

(2) State funds expended are 14.3%, with \$421,343 remaining.

(3) In-kind total for October was \$3,061.20; YTD was \$12,530.68.

(4) The top contributing schools were:

- ALBA.....\$783.24
- Carson\$211.86
- Gwen T Jackson\$269.64
- Lee\$205.44
- Longfellow.....\$391.62

- Thurston Woods.....\$642.00

Eunice Heredia-Colon (Kagel), Itzel Ramirez (Kagel), and David Enriquez (Kagel) asked questions concerning in-kind contributions in Head Start. Erin Hermann and Raquel de la Cruz Gutiérrez provided a detailed explanation of in-kind and the allowable contribution within the MPS Head Start Program.

Ms. Yolanda Cruz voiced a concern regarding the school administration at ALBA. Director Harris and Dr. Holiday stated that the concern would be addressed, and the issue would be resolved. Larry McAdoo (Policy Council Advisor) informed the Council that it is a parent’s right to enter the school and their child’s classroom.

NUTRITION REPORT

Joandy Williams shared the Nutrition Report.

- (1) Total breakfasts 564
- (2) Total lunches 723
- (3) Grand total 1,324

Diana Rico (Longfellow) asked a question regarding health and school supplies within the classroom. Raquel de la Cruz Gutiérrez provided an explanation regarding health supplies and how teachers can request those supplies.

Annie Crockett (Policy Council advisor) explained the role of the individuals on the Policy Council. Itzel Ramirez (Longfellow) recommended that there should be a parent orientation so that parents can ask questions regarding MPS Head Start Program.

LaTisha Little (ERSEA/FPA Coordinator) shared an upcoming event, Coffee with FPA, at each school site.

NEW BUSINESS

HEAD START GRANT

Joandy Williams explained the most recent grant application through the Department of Health and Human Services, Administration for Children and Families, Office of Head Start, and asked the Policy Council to approve the submission of the grant. Joandy Williams explained that the grant application proposes to expand services to 8 new sites for full-day K3 classrooms, including a combination of schools selected for monolingual and bilingual programming on the north and south sides of Milwaukee. The grant will follow the same goals as does the current grant project of 2018-2023.

ANNOUNCEMENTS

The next meeting will be held December 8, 2018, at 10 a.m., at which the Policy Council’s positions and program by-laws will be discussed.

ADJOURNMENT

Joandy Williams, Manager of Early Childhood Learning, adjourned the meeting at 12:06 p.m.

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(ATTACHMENT 2) REPORTS OF BOARD DELEGATES

December 8, 2018

CALL TO ORDER AND ROLL CALL

The meeting of the MPS Head Start Policy Council was called to order by Ruth Stark-Jordan, Head Start Supervisor, at 10:13 a.m. on Saturday, December 8, 2018, in room 206-208 of the MPS Central Services Building.

- Members in Attendance Harriette Richards (Jackson), Eunice Heredia-Colón (Kagel), Betsabe Hernandez Lopez (Lincoln), Maria Matos (Longfellow, 1st alternative), Itzel Ramirez (Longfellow, 2nd alternative)
- Community Representatives Christina Esparza, Brenda Roshell, Ravenna Brown
- Policy Council Advisors Annie Crockett, Albert Robbins, Jr.
- MPS Board of School Directors Director Wendell Harris, Sr.
- Staff Vickie Brown-Gurley, Interim Senior Director of the Department of Curriculum and Instruction; Ruth Stark-Jordan, Head Start Supervisor and ERSEA Coordinator; Charmina Gray, Health Coordinator; Erin Hermann and Raquel de la Cruz Gutiérrez, Education Coordinators; Honore Harvey, Mental Health And Disabilities Coordinator; and LaTisha Little, ERSEA/FPA Coordinator.
- Guests Quiana Beckom (Lee), Qiara Nunely
- Interpreters Yuritzi Diaz, Julia Karcher, Spanish interpreters; Po Dah, Korean interpreter

Director Harris explained his role and position to the Policy Council and reassured those in attendance of the partnership with the Board to address and resolve any concerns.

DIRECTOR’S REPORT

EDUCATION

The Education report was shared by Raquel de la Cruz Gutiérrez, Education Coordinator.

- (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. The focus was on schedules, routines, and classroom environments and on identifying and providing supports as needed.
- (4) The Education Coordinators completed two CLASS observations during the month of November at Congress. Written feedback was sent to each observed teacher as well as to their principals.
- (5) On November 1, 2018, the Education Coordinators worked on completing orders for bilingual and English books as well as instructional materials for new Head Start classroom sites.
- (6) The Education Coordinators participated in the first round of interviews for the Head Start enrollment assistant on November 2, 2018.
- (7) On November 2, 2018, the Education Coordinators participated in the 16th Annual *Foro Latino* at South Division High School to support Latino parents of children with disabilities.
- (8) On November 6, 7, 8, 9, 12, 13, and 14, 2018, the Education Coordinators, Mental Health and Disabilities Coordinator, program supervisor, and Early Childhood Learning Manager met to work on completing an application for a Head Start grant.

(9) On November 8, 2018, the Education Coordinators participated in a Wisconsin Readiness Equity Network (WREN) conference call with the Early Childhood Learning Manager and Achievement Gap Reduction Coordinator.

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

(11) The Education Coordinators planned and prepared for the Frog Street Professional Development Day on November 14, 2018, for early childhood teachers.

(12) On November 15, the Education Coordinators presented an overview of Frog Street to early childhood teachers in three-year-old classrooms.

(13) The Education Coordinators viewed a webinar titled “Learning to Read and Reading to Learn — Early Literacy” on November 20, 2018, to gain more information on early literacy practices.

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

The ERSEA report was shared by Ruth Stark-Jordan, Head Start Supervisor.

Eligibility for November

Of 1,361 families:

- 916 are income-eligible;
- 76 meet the allowable over-income category;
- 94 are in the 101–130% category; and
- T 275 are categorically eligible (foster care, homeless, public assistance).

Recruitment

(1) Head Start participated in the 16th Annual *Foro Latino* on November 2, 2018, at South Division High School.

(2) An FPA (FPA) participated in the Obama Health Resource Fair on Thursday, November 15, 2018.

(3) Seventy-three parents came into the Head Start office at Central Services during the month of November.

(4) Thirty-nine parents came into the Head Start office at Lee during the month of November.

Selection

•The waitlist’s total as of November 30, 2018, was 217, 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 November 2018, was 89.1%.

Transportation

Seventy-one percent (71.1%) of Head Start children use MPS’s transportation services. Head Start accounts for 2% of the total MPS ridership.

Enrollment

As of November 30, 2018, the actual enrollment was 1,361.

The total enrollment for the month of November as reported to the Head Start office was 1,337. 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.

November 2018–19 Enrollments

Funding		Region	School Site	Allotted Seats				Total Number Enrolled	Total Number Available		
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Federal	State			K3	K4	K3	K4		K3	K4	
X		Southwest	ALBA	34	20	0	0	52	0	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	83	2	NA	
X		Southwest	Forest Home	30	0	30	20	76	1	3	
x		Northwest	Franklin	NA	NA	17	NA	17	0	NA	
X		Central	Gwen T. Jackson	NA	NA	30	40	68	1	1	
	X	Northwest	Obama	NA	NA	17	40	55	0	2	
X		Northwest	Hawthorne	NA	NA	30	20	44	3	3	
X		Southwest	Hayes	34	0	0	0	34	0	NA	
X		GE	Kagel	17	20	NA	20	49	0	8	
X		Northwest	Kilbourn	NA	NA	34	20	51	0	3	
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	33	1	NA	
X		Central	Lee	NA	NA	85	NA	82	3	NA	
X		Southwest	Lincoln	51	40	17	NA	107	0	1	
X		Southwest	Longfellow	17	20	NA	0	35	0	2	
X		Northwest	Maple Tree	NA	NA	60	20	74	5	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	30	0	NA	
X		Northwest	Sherman	NA	NA	60	40	95	4	1	
X		East	Siefert	NA	NA	60	20	75	5	0	
X		Central	Thurston Woods	NA	NA	34	NA	33	1	NA	
X		Central	Westside	NA	NA	30	40	57	3	10	
Total Number of Students				183	100	832	320	1,361	31	43	
				1,435							

Other

- (1) Attended Early Childhood Initiative press conference on November 1, 2018, at Gwen T. Jackson School.
- (2) Worked on the new Head Start grant for 136 seats with the grant office, Head Start Coordination Team, and Early Childhood Learning Manager on November 5, 6, 7, 8, 9, 12, and 13.
- (3) The Early Childhood Learning Manager and Head Start Supervisor participated in a conference call with the Wisconsin Head Start Association's Advisory Committee.
- (4) The Early Childhood Learning Manager and Head Start Supervisor participated in a conference call with Eileen Storer-Smith on November 16, 2018, to discuss the upcoming meeting.
- (5) The Early Childhood Learning Manager and Head Start Supervisor participated in a conference call with Martha Poehler in regard to the Focus Area One Protocol.
- (6) Attended an Early Childhood Initiative planning meeting on November 16, 2018.
- (7) The ERSEA Supervisor met with Early Childhood Learning Manager for the one-on-one weekly meetings.

MENTAL HEALTH AND DISABILITIES

The Mental Health and Disabilities report was shared by Honore Harvey, Mental Health and Disabilities Coordinator.

Enrolled Number of Students with Disabilities — November 2018						
AUT=Autism, EBD=Emotional Behavior Disability, HI=Hearing Impairment, ID=Intellectual Disability, OHI=Other Health Impairments, OI=Orthopedic Impaired, SDD=Significant Developmental Delays, SLD=Specific Learning Disability, SPL=Speech/Language, TBI=Traumatic Brain Injury, VI=Vision Impairment						
Schools	AUT	OHI	OI	SDD	SPL	School Total
ALBA	0	0	0	5	9	14
Bethune	1	0	0	1	0	2
Bruce	0	0	0	2	2	4
Carson	0	0	0	0	1	1
Congress	0	0	0	4	3	7
Forest Home	0	1	0	1	8	10
Franklin	0	0	0	1	1	2
Hawthorne	1	0	0	0	1	2
Hayes	0	0	0	3	6	9
Jackson	0	1	0	0	10	11
Kagel	0	0	0	1	6	7
Kilbourn	0	0	0	1	3	4
King ES	0	0	0	0	2	2
Kluge	0	0	0	1	1	2
Lafollette	0	0	0	0	3	3
Lee Learning Center	0	0	0	1	3	4
Lincoln	0	0	0	6	10	16
Longfellow	1	0	0	0	6	7
Maple Tree	0	0	0	1	9	10
Mitchell	0	0	0	0	2	2
Obama	0	0	0	4	2	6
Pierce (Riverside East)	0	0	0	0	0	0
Pratt	0	0	0	2	2	4
Sherman	0	0	0	2	7	9
Siefert	0	0	0	2	1	3
Thurston Woods	0	0	0	0	3	3
Westside Academy	0	0	0	1	5	6
Totals						150

- (1) Children identified with disabilities..... 11%
- (2) Children with 504 plans 1
- (3) Special education meeting invitations for the month of November 39

Note: Abbreviations below are Mental Health Disabilities Coordinator (MHDC), mental health staff (MHS), and individualized education program (IEP).

Mental Health Classroom and Family Support

- (1) The MHDC participated in three CLASS observations in the month of November.
- (2) MHS submitted five homeless referrals.
- (3) MHS submitted eight Child Find or school-based referrals.
- (4) Behavioral, visual, and sensory supports and resource information were provided to more than eight classrooms.
- (5) Three referrals were submitted to Penfield Behavior Clinic.
- (6) One referral was submitted to Goodwill for vouchers for families in need.
- (7) No referrals were submitted to Urban Threads (clothing resource for MPS homeless families).
- (8) Three referrals were submitted to Ladies of Charity Clothing Center for families in need.

(9) The mental health and disabilities staff attended two building intervention team/behavior assessment intervention plan (BIT/BAIP) meetings at Head Start school sites.

(10) The mental health and disabilities staff completed a minimum of five observations/ debriefs in Head Start classrooms.

(11) The mental health and disabilities staff followed up with four 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/accepted IEP invitations prior to IEP meetings in more than 22 instances.

(13) The MHS distributed ASQ: SE-2 completed 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 screeners (ongoing).

(16) The MHS provided individualized developmental and community resource information to eight families.

(17) The MHS provided individualized interventions with a minimum of three students.

Other

(1) On October 30, 2018, the MHDC participated in the Wisconsin Head Start Association's first Inclusion and Community of Practice (CoP) conference call. This statewide CoP offers opportunities for training, networking, and camaraderie.

(2) On October 30, 2018, the MHDC listened to Dr. Becky Baily's podcast about conscious discipline, "Coaching Skeptical and Willing Teachers in Conscious Discipline Implementation."

(3) On November 1, 2018, the MHDC provided marketing information at the monthly parent meeting at Penfield Children's Center.

(4) On November 2, 2018, the MHDC participated in a one-on-one meeting with her supervisors, the Head Start Supervisor, and the Early Childhood Learning Manager.

(5) On November 2, 2018, the MHS viewed the ECLKC's (Early Childhood Learning and Knowledge Center's) disability module, "Break it Down: Turning Goals into Everyday Teaching Opportunities."

(6) On November 6, 2018, the MHS attended professional development on social-emotional learning and self-regulation strategies.

(7) On November 7, 2018, the MHS provided information on the updated Mental Health Team Request for Support form to the FPA staff.

(8) On November 7, 2018, the MHS administered the Acuscreen to one student.

(9) On November 8, 2018, the MHS provided professional development to one Head Start site.

(10) On November 9, 2018, the MHDC participated in two interviews at Lee Learning Center for previously posted Head Start positions.

(11) On November 10, 2018, the MHDC attended the Head Start Policy Council's monthly meeting at Lee Learning Center.

(12) On November 13 and 14, 2018, the MHS, in the role of Lee Learning Center's school social worker (SSW), met collaboratively with Lee's school psychologist to discuss BIT and Rtl processes for Lee Learning Center.

(13) On November 16, 2018, the MHS attended a meeting of the SSW Professional Learning Community.

(14) On November 19, 2018, the MHS, in the role of Lee SSW, created and distributed the Rtl All-Staff Perception Survey to Lee Learning Center's staff.

(15) Aurora Health Care donated 35 turkey dinners to the MHS and district social workers to distribute to Head Start families.

Meetings

The MHDC participated in coordinators' meetings on November 6, 9, 12, 13, and 20, 2018. Most of the meetings were centered on writing the new federal grant.

FAMILY ENGAGEMENT

The Family Engagement report was shared by Ruth Stark-Jordan, Head Start Supervisor.

(1) The ERSEA/FPA Coordinator attended coordinators' meeting on November 6, 7, and 8 to assist with grant writing.

(2) The ERSEA/FPA Coordinator attended the parent meeting at Longfellow on November 12.

(3) The ERSEA/FPA Coordinator met with Lillian Mallinson, technical and training assistant for Milwaukee Public Schools Head Start.

(4) The ERSEA/FPA Coordinator input enrollment dates into Child Plus for new students accepted into the program.

(5) The ERSEA/FPA Coordinator reviewed intake packets submitted by FPAs for children's families enrolled in the program.

(6) The ERSEA/FPA Coordinator created a rotation calendar for the FPAs to work between Central Services and Lee.

(7) The ERSEA/FPA Coordinator met with several FPAs one-on-one to discuss organizational skills, time management, and calendars.

(8) The ERSEA/FPA Coordinator visited Longfellow and Pierce.

(9) The ERSEA/FPA Coordinator assisted with establishing coverage for a classroom at Lee.

(10) The ERSEA/FPA Coordinator met with the Education Coordinator to discuss an attendance issue at Congress School.

(11) The ERSEA/FPA Coordinator provided coverage in the Lee office for the secretarial staff and assisted with registration.

(12) The ERSEA/FPA Coordinator conducted a staff meeting on November 6, 2018, with the FPAs which covered weekly attendance, family-engagement outcomes, intake packets, the Central Services calendar, and extra hours.

(13) The ERSEA/FPA Coordinator reviewed transfer folders submitted by the FPAs for children who would like to move to new schools.

(14) The ERSEA/FPA Coordinator reviewed dropped folders submitted by the FPAs for children who no longer or never attended the MPS Head Start program.

(15) The FPAs completed 1,269 family outcomes during the month of November.

(16) The FPAs completed 690 Family Partnership Agreements.

(17) The ERSEA/FPA Coordinator assigned days for FPAs to dedicate to filing.

(18) The ERSEA/FPA Coordinator instructed the FPAs in creating intake days at the schools for parents to complete required Head Start paperwork.

(19) In the month of November, the topic for the parent meeting was "Health Care Concerns and Lead Poisoning." The presentation was created by Charmina Gray, Health Coordinator.

(20) In the month of November, a total of 140 parents attended parent meetings.

HEALTH

The Health report was shared by Charmina Gray, Health Coordinator.

(1) During the month of November, the Head Start Nutritionist completed meal monitoring and observations in 17 classrooms at 18 different Head Start sites to ensure compliance with the family-style dining process.

(2) During the month of November, the Head Start Nutritionist completed 16 growth assessments along with 485 height-and-weight measurements and entered them into Child Plus; she also completed two nutritional consultations.

(3) During the month of November, the Head Start Health Team began health and safety inspections in Head Start classrooms.

(4) During the month of November, Head Start Nurse Associates and the Health Coordinator conducted hearing and vision screenings of Head Start students.

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

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

(7) During the month of November, the Health Coordinator, MPS nursing supervisor, Nurse Associates, and Nutritionist and school nurses continued to collaborate to meet the needs of Head Start students.

(8) During the month of November, the Health Team continued to process health-related supply order forms and deliver them to Head Start classrooms with the help of FPAs and Education Coordinators.

(9) During the month of November, the Head Start Nurse Associates and Nutritionist continued to connect families who were not connected to medical or dental home in an effort to connect families with these services to meet the needs of our students.

(10) During the month of November, the Health Team requested current physical exams, including lead and hemoglobin levels and most recent dental exams. The Health Coordinator mailed educational information to parents/guardians for lead awareness.

(11) During the month of November, the Health Coordinator participated in grant writing alongside the Head Start management team.

(12) During the month of November, the Health Coordinator and Nutritionist discussed concerns regarding Longfellow and Kagel and collaborated with Food Service.

(13) During the month of November, the Head Start Health Team continued to complete file-folder reviews to identify health-related needs of new Head Start enrollees and existing students.

(14) During the month of November, the Health Coordinator presented a PowerPoint on lead awareness for all FPAs to share with parents at parent meetings.

(15) During the month of November, the Health Coordinator, Mental Health Disabilities Coordinator, and Head Start Supervisor met to discuss complex cases that require support.

FISCAL REPORT

The Fiscal report was shared by Joandy Williams, Early Childhood Learning Manager.

Summary of monthly expense report from November 2018:

- Federal funds expended are 34% of grant, with \$5,765,187.43 remaining.
- State funds expended are 16%, with \$415,238.63 remaining.
- The in-kind total for November was \$2,809.26; The YTD total is \$17,909.90.

- Top contributing schools were:
 - Mitchell\$1,054.36
 - GTJ\$618.64
 - Lee\$321.00
 - Bethune.....\$166.92

NUTRITION REPORT

The Nutrition report was shared Joandy Williams, Early Childhood Learning Manager.

Summary of monthly report for October 2018:

- Breakfast total:9,685
- Lunch total23,410
- Grand total43,095

NEW BUSINESS

Joandy Williams, Early Childhood Learning Manager, mentioned that, due to lack of a quorum, an emergency meeting will need to occur in the coming days to address and vote on unaddressed items. Joandy encouraged members to be present via conference call or in person for the emergency meeting.

ANNOUNCEMENTS

(1) Director Harris mentioned that he would be attending an annual event at Hmong American Peace Academy later in the morning. Director Harris thanked everyone for attending and partnering to meet the needs of Head Start students.

(2) Vickie Brown-Gurley, Interim Senior Director of the Department of Curriculum and Instruction, introduced herself to the Policy Council and shared that she and Dr. Holiday are excited to partner with the Policy Council and Head Start staff to address any concerns and to meet the needs of Head Start students. Vickie thanked everyone for their hard work, patience, and understanding.

ADJOURNMENT

Ruth Stark-Jordan, Head Start Supervisor, adjourned the meeting at 11:34 a.m.

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