

Milwaukee Public Schools Head Start 05CH010537
COLA Application Narrative

Milwaukee Public Schools (MPS) is seeking the maximum of \$177,398 in cost-of-living adjustment (COLA) funding for the FY20 funding year. This funding will be used for permanent, base-building salary increases awarded to Head Start staff leading into the 2020-21 school year. The average raise given to staff over the 2019-20 school year was 5.76% due to district efforts to reinvigorate a compensation method with steps that allow employees to move through the salary range. The 2020-21 Superintendent's Proposed Budget includes an additional salary increase of 1.8% across all employee groups, effective July 1, 2020. The COLA funds allocated to salaries is \$145,785 followed by a \$32,126 increase in fringe benefits.

Head Start employees that received less than a 2% increase were either new to their position or reached the midpoint salary which is the industry average. The MPS Office of Human Resources conducts periodic salary checks with other districts to ensure that the district maintains competitive compensation at the industry average.

All MPS Head Start teachers are licensed through the Wisconsin Department of Public Instruction and are highly qualified under ESEA reconstituted for No Child Left Behind. Other staffs, such as administrators, Nutrition Technician, nursing and social work staff, have appropriate licensure or certification. All employees have at least a high school education and undergo pre-employment criminal background checks and drug screening.

Salary and compensation are established annually by the Milwaukee Board of School Directors, except Prevailing Wages (Building Trades Council). Established salary rates will not be subject to change during the fiscal year, with the exception of changes arising out of base-wage

negotiations, promotion, reduction in rank, or other disciplinary action. The district fiscal year begins July 1 of each year. The district will negotiate base wages as required by state law. The Milwaukee Board of School Directors has made efforts to increase employee groups in order to retain qualified staff by varying increase salary amounts throughout the years.

COLA funding will allow the MPS Head Start Program to continue to operate with a sound budget. The number of Head Start staff affected by the increases and increments is listed in the Budget Justification.

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COLA Budget Narrative

Title	Positions	# FTE	Federal Share	2019-20 Annual Salary	Current Average Salary	COLA Increase	% Increase	Total Increase based on Federal Share	Federal Share of COLA
Program Supervisor	1	1	1	\$99,729	\$84,065	N/A*	N/A*	N/A*	N/A*
Education Coordinator	2	2	2	\$86,214	\$89,468	\$4,864	5.64%	\$9,729	\$0
Mental Health and Disabilities Coordinator	1	1	1	\$92,342	\$71,247	N/A*	N/A*	N/A*	N/A*
ERSEA Coordinator	1	1	1	\$63,695	\$81,344	N/A*	N/A*	N/A*	N/A*
Health Coordinator	1	1	1	\$75,079	\$75,079	N/A*	N/A*	N/A*	N/A*
K3 Teachers	45	45	42	\$62,416	\$63,628	\$2,357	3.78%	\$99,007	\$99,007
K3 Teacher Assistants	45	45	42	\$19,944	\$20,708	\$1,137	5.70%	\$47,743	\$47,743
K4 Teachers	18	18	9	\$62,416	\$63,628	\$2,357	3.78%	\$21,216	\$21,216
K4 Teacher Assistants	18	18	9	\$19,944	\$20,708	\$1,137	5.70%	\$10,231	\$9,433
Family Partnership Associates	14	0.75	14	\$19,944	\$20,708	\$1,137	5.70%	\$15,914	\$0
Nurse Associates	2	2	2	\$37,226	\$39,836	\$3,327	8.94%	\$6,654	\$0
Secretary	3	3	3	\$39,251	\$38,203	N/A*	N/A*	N/A*	N/A*
Nutrition Technician	1	0.75	0.75	\$17,898	\$19,253	\$1,702	9.51%	\$1,276	\$0
Social Worker	1	1	1	\$77,078	\$77,410	\$1,725	2.24%	\$1,725	\$0
<i>* New staff hired by the program during the 2019-20 school year would not yet be eligible for an increase.</i>				Total Personnel:				\$213,495	\$177,398
				Total Fringe:				\$113,793	\$0

PERSONNEL

1.0 FTE (\$84,605) is budgeted for the Program Supervisor to oversee operations of the MPS Head Start Program and ensure program compliance and timely reporting.

2.0 FTE (\$182,157) is budgeted for the two Education Managers to oversee the educational component of the MPS Head Start Program including classroom site monitoring and providing training and technical assistance to classroom staff.

1.0 FTE (\$72,529) is budgeted for the Mental Health and Disabilities Manager to collaborate with parents, teachers, school staff, and community agencies regarding child development, behavioral issues, and special education services and referrals.

1.0 FTE (\$81,344) is budgeted for the ERSEA Coordinator to oversee all aspects of MPS Head Start's eligibility, recruitment, selection, enrollment and attendance.

1.0 FTE (\$75,079) is budgeted for the Health Coordinator to plan, evaluate, and ensure health services are provided within the timeframes outlined in the Head Start Performance Standards. The Health Coordinator also supervises the Nurse Associates.

51.0 FTE (\$1,651,719) is for teachers to facilitate learning for the Head Start students. Each of the MPS Head Start teachers holds at least a Bachelor's degree and is licensed by the Wisconsin Department of Public Instruction. *Milwaukee Public Schools pays ½ of the salary for each of the K4 teachers as well as additional staffing.*

51.0 Teacher Assistants (\$1,075,118) are budgeted to support teachers and students within the learning environment. The assistants work 30 hours per week. *Milwaukee Public Schools pays for ½ of the salary for each of the K4 assistants as well as additional staffing.*

14.0 Family Partnership Associates (\$295,130) are budgeted and provide social services to

children and families as guided by the Parent, Family and Community Engagement Framework. Duties of the Family Service Workers include completing Head Start enrollments and family partnership agreements, attendance monitoring and follow-up, and providing support for families in their effort to ensure completion of required health services. The Family Service Workers work 30 hours per week.

2.0 Nurse Associates (\$81,106) are budgeted to provide health-related services to children. The work of the Nurse Associates includes completing required screenings and monitoring compliance with health services. The Nurse Associates also review files at the time of enrollment to ensure any special health or dietary needs are noted and accommodated. The Nurse Associates work 30 hours per week.

3.0 FTE (\$116,672) is budgeted for Secretaries, who provide clerical support to the Head Start program. Duties of the secretaries include database monitoring, purchasing, payroll, contracts and providing ongoing customer service to Head Start families.

0.75 FTE Nutrition Technician (\$14,700) is budgeted to assess the nutritional status and special nutritional needs of Head Start children and families. The Nutrition Technician monitors classrooms for compliance with nutrition-related Head Start Performance Standards. The Nutrition Technician will work 30 hours per week for this program.

1.0 FTE (\$78,803) is budgeted for a Social Worker who will serve as the Mental Health Professional for the program. The Social Worker works collaboratively with parents to access services and resources relative to mental health. The Social Worker also works with the classroom staff to support children with social and emotional needs.

NON-FEDERAL SHARE

The district will meet its match obligation of \$44,350 by covering fringe benefit costs for the matching K4 teachers, educational assistant positions, as well as the difference in fringe benefit costs not covered by the Head Start COLA allocation at the 53.3% rate which includes Social Security, pension and insurance for employees. The total increased fringe benefits due to the COLA salary increase is \$113,793. The Head Start COLA allocation will support \$0 while MPS will match the difference equivalent to \$44,350.

Item	Required Match
Teachers (K4), Educational Assistants (K4) Fringe Benefits, and difference not covered by Head Start COLA allocation (53.3%)	\$44,350
Total Match:	\$44,350