

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

September 27, 2018

Submitted by Director Wendell J. Harris, Sr.

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 10:12 a.m. on Saturday, September 8, 2018, in room 206-208 of the MPS Central Services Building.

Present Erica Ferruskill and Raquel Coronado (Longfellow),
Antonio Luckett (Sherman),
Lillie Wilson (Siefert),
Revenna Brown (WSA),
Betsabe Hernandez (Lincoln),
Christina Esparza (community representative),
Naw Lay Htoo (community representative),
Brenda Roshell (community representative),
Leah Noid-Harrington (community representative),
Larry McAdoo (advisor),
Annie Crockett (advisor),
Albert Robbins (advisor),
Wendell Harris, Sr (MPS Board of School Directors).

Staff Dr. Jeremiah Holiday, Instructional Superintendent of Curriculum and Instruction;
Joandy Williams, Early Childhood Manager;
Ruth Stark-Jordan, Head Start Supervisor and ERSEA coordinator;
Erin Hermann and Raquel de la Cruz-Guiterrez, Education Coordinators;
and Honore Harvey, Mental Health and Disabilities Coordinator.

Interpreters Kyaw Mue, Karen interpreter; Yuritz Diaz, Spanish interpreter.

Approval of Minutes for June

Brenda Roshell, Community Representative, moved to approve the minutes of June 2018. The motion prevailed by unanimous vote.

Report of the Representative of the Milwaukee Board of School Directors

Director Harris welcomed back the Policy Council and wished all a good year. He shared information regarding the School Board's Committee on Parent and Community Engagement and invited parents to attend the Committee's meetings at Central Office on the second Tuesday of each month to share concerns. He also requested that parents take time to fill out a district survey seeking families' input on district issues.

Director's Report

EDUCATION INFORMATION

The report was presented by Erin Herman.

JUNE 2018

- (1) The education coordinators met weekly to discuss program planning.

(2) The education coordinators entered volunteers' June hours into Child Plus for in-kind documentation.

(3) The education coordinators visited classrooms to provide support to Head Start teaching teams. The focus was on schedules, routines, classroom environments, and identifying needs and providing support as needed.

(4) The education coordinators worked to order new classroom materials for the new three-year-old classrooms at Congress, Hayes Bilingual, Kluge, and Lincoln.

(5) The education coordinators completed four Classroom Assessment Scoring System (CLASS®) observation during the month of June at Forest Home Avenue, La Follette, and Siefert. A conversation was held with the teachers to provide feedback. Written feedback was also sent to the observed teacher as well as to the principal.

(6) On June 1, 2018, the education coordinators participated in a regional site visit with Eileen Estorer-Smith, Grantee Specialist from Region V.

(7) On June 1, 2018, the education coordinators met with Frog Street's representatives and Head Start Management Team to discuss professional development with Frog Street. (Frog Street is a company that develops early-childhood curricula.)

(8) The education coordinators and Mental Health and Disabilities Coordinator planned and prepared for the Head Start Summer Academy, a three-day professional-learning opportunity for Head Start teachers and classroom assistants, on June 5, 15, and 19, 2018.

(9) The education coordinators met on June 6, 2018, with the Head Start Program Supervisor and Early Learning Manager to discuss Head Start's outcome data and summer professional development.

(10) On June 6, 2018, the education coordinator assisted the Mental Health Staff in distributing Kohl's Care stuffed animals to the students at Lee Learning Center.

(11) On June 7, 2018, the education coordinator observed a transition-plan activity at Kagel Elementary School.

(12) On June 7, 2018, the Head Start coordinators participated in a meeting of the Head Start Management Team to discuss program-wide planning.

(13) On June 8, 2018, the Head Start coordinators participated in a Head Start staff meeting to discuss summer work.

(14) On June 8, 2018, the education coordinators provided administrative coverage for Lee Learning Center while the Head Start program supervisor was off site.

(15) On June 13 and June 14, 2018, the education coordinators participated in a regional site visit with Eileen Estorer-Smith, Grantee Specialist from Region V.

(16) On June 15, 2018, the education coordinator created a book order for the state Head Start sites.

(17) On June 15, 2018, the education coordinators took inventory and organized the technology cabinets.

(18) On June 18, 2018, the education coordinator took part in the registration process to enroll families for Head Start program.

(19) On June 20-22, 2018, the education coordinators conducted a three-day learning opportunity of professional development for Head Start teachers and classroom assistants.

(20) On June 25, 2018, the education coordinators participated in a train-the-trainer opportunity focused on Frog Street's curriculum.

(21) On June 26, 2018, the education coordinators pulled program data from Galileo to update the Program Outcomes Report and School Readiness Goals Report for the 2017-18 school year. The data were used for program planning and goal setting.

(22) On June 26, 2018, the education coordinator met with the Head Start program supervisor to receive a refresher training in the registration process.

(23) On June 27, 2018, the education coordinators planned and prepared for the Head Start new-teacher training.

(24) On June 28, 2018, the education coordinator met with the Head Start supervisor and early learning manager to discuss staggered-start planning and the Head Start Summer Academy.

JULY 2018

(24) On July 2nd and 25th, 2018, the education coordinators met to revise and update the early childhood checklist to incorporate the Frog Street curriculum.

(25) On July 2, 2018, the education coordinator met with the early learning manager to discuss the education service area.

(26) On July 5, 2018, the education coordinator entered Classroom Assessment Scoring System (CLASS) data from the first semester onto the myTeachstone data base.

(27) On July 6, 2018, the education coordinator met with the k-12 literacy manager to receive a literacy resource book titled Word Nerds.

(28) On July 23rd, 24th, 26th, 30th, and 31st, the education coordinators took part in the registration process to enroll families for Head Start program.

(29) On July 23, 2018, the education coordinators met to discuss and enter personnel data for the PIR report.

(30) On July 24th and 26th, 2018, the education coordinators met to plan and develop a presentation on small group instruction and Classroom Assessment Scoring System (CLASS) using the Frog Street curriculum.

(31) On July 26, 2018, the education coordinators were asked to review district documents for K3 and K4 regarding the MPS literacy and writing initiative.

(32) The education coordinators met to plan and discuss

(33) The education coordinators planned and prepared for the August Head Start Summer Academy, a three-day professional learning opportunity for Head Start teachers and classroom assistants on July 30, 31, August 1, 2, and 3, 2018.

AUGUST 2018

(34) The education coordinators attended the district's Leadership Institute on August 1, 2, and 3, 2018.

(35) On August 1, 2, 3, 15, 20, and 24, 2018, the education coordinators took part in the registration process to enroll families into the Head Start program.

(36) On August 6-9, 2018, the education coordinators conducted a three-day learning opportunity of professional development for Head Start teachers and classroom assistants.

(37) The education coordinators conducted school site visits to ALBA, Congress, Hawthorne, Marvin Pratt, and Obama, and provided instructional support during the week of August 13, 2018.

(38) On August 14, 2018, the education coordinator presented information regarding the Head Start program at the Mexican Consulate in Milwaukee.

(39) On August 14, 2018, the education coordinators met with the early learning manager to discuss the new classroom sites and consumable orders for the state and federal sites.

(40) On August 15 and 23, 2018, the education coordinators visited Hayes, Kluge, Lincoln, and Longfellow to inspect new Head Start classrooms in preparation for the new school year.

(41) On August 15, 2018, the education coordinators participated in a district meeting to discuss social-emotional learning opportunities for grades 1-5.

(42) On August 15, 2018, the education coordinators met to work on reducing educational materials in the consumable orders for the federal sites.

(43) On August 16, 17, and 20, 2018, the education coordinators assisted Lee Learning Center's secretary in mailing out staggered-start envelopes.

(44) On August 16, 2018, the education coordinators visited classrooms at ALBA, Congress, Hawthorne, Marvin Pratt, and Obama to provide support to Head Start teaching teams. The focus was on schedules, routines, classroom environments, and identifying and providing support as needed. The Early Childhood Checklist was used to provide feedback regarding instruction, lessons, and classroom environments.

(45) On August 17 and 20, 2018, the education coordinators and mental health and disabilities coordinator met with the early learning manager to discuss and plan for the opening week of professional development for Lee Learning Center.

(46) On August 21 and 22, 2018, the education coordinators participated in a regional site visit with Eileen Estorer-Smith, Grantee Specialist from Region V.

(47) The education coordinators met to plan and prepare for the opening week of professional development for Lee Learning Center on August 17 and August 23, 2018.

(48) On August 23 and August 24, 2018, education coordinators visited Congress and Longfellow Elementary to provide support to new teachers to the Head Start program.

(49) The week of August 27, 2018, the education coordinators participated in the opening week's professional development for Head Start teachers and staff at Lee Learning Center.

(50) On August 29, 2018, the education coordinators met with the early learning manager to request an additional deduction from the original order of educational consumables materials for the state and federal sites.

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

The report was presented by Ruth Stark-Jordan.

ELIGIBILITY FOR JUNE

Of 1,359 families

- 942 are income-eligible;
- 105 meet the allowable over-income category;
- 312 are categorically eligible (foster care, homeless, public assistance).

RECRUITMENT

(1) In conjunction with Student Services, the FPAs (family partnership associates) participated in the district's bus kick-off campaign on June 27, 2018. They canvassed the neighborhoods in ZIP codes 53205, 53206, 53208, 53209, 53210, 53223, and 53225. They visited El Reys, Lena's, Galst, & Pete's Fruit Market, barber shops, beauty salons, shelters, laundromats, health clinics, UMOs, Maximus, the Mexican Consulate, and schools' open houses.

- (2) An FPA participated in the Mount Horeb MBC's health fair
- (3) We participated in the Student Services' Saturday registrations
- (4) 120 parents came into the Head Start offices during the month of June.
- (5) 214 parents came into the Head Start offices during the month of July.
- (6) 415 parents came into the Head Start office (Central) during the month of August.

(7) 267 parents came into the Head Start office (Lee) during the month of August.

SELECTION

The waitlist's total as of June 15, 2018, was 264, which consists of income-eligible, over-income families, and those who want only particular schools that are full at this time.

ATTENDANCE

Head Start average daily attendance for June 1-15, 2018, was 87.5%.

TRANSPORTATION

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

ENROLLMENT

As of June 31, 2018, the actual enrollment was 1,359. The total enrollment for the month of June, as reported to the Head Start office, was 1,298. 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.

June 2017-18 Enrollments										
Funding		Region	School Site	Allocated Seats				Total Number Enrolled	Total Seats Available	
				Bilingual		Monolingual			K4	K3
Federal	State			K3	K4	K3	K4		K4	K3
X		Southwest	ALBA	34	20	0	0	52	2	0
X		Central	Bethune	0	0	17	20	37	0	NA
X		Northwest	Bruce	0	NA	34	NA	34	NA	0
X		Northwest	Carson	0	NA	34	NA	33	NA	1
X		Northwest	Congress	NA	NA	90	NA	88	NA	2
X		Southwest	Forest Home	30	0	30	20	72	7	1
x		Northwest	Franklin	NA	NA	17	NA	17	NA	0
X		Central	Gwen T. Jackson	NA	NA	30	40	66	2	2
		Northwest	Obama	NA	NA	34	40	61	13	0
X		Northwest	Hawthorne	NA	NA	30	20	50	0	0
X		Southwest	Hayes	30	0	0	0	29	NA	1
X		GE	Kagel	17	20	NA	20	48	9	0
X		Northwest	Kilbourn	NA	NA	34	20	52	2	0
X		East	King Jr.	NA	NA	30	NA	27	NA	3
X		Central	LaFollette	NA	NA	34	NA	33	NA	1
X		Central	Lee	NA	NA	85	NA	84	NA	1
X		Southwest	Lincoln	30	40	30	NA	93	5	2
X		Southwest	Longfellow	NA	20	NA	20	29	11	NA
X		Northwest	Maple Tree	NA	NA	60	20	77	2	1
X		Central	Marvin Pratt	NA	NA	30	20	47	2	1
X		Southwest	Mitchell	NA	NA	30	NA	28	NA	2
X		GE	Pierce	NA	NA	30	NA	27	NA	3
X		Northwest	Sherman	NA	NA	60	40	94	0	6
X		East	Siefert	NA	NA	60	20	79	1	0
X		Central	Thurston Woods	NA	NA	34	NA	33	NA	1
X		Central	Westside	NA	NA	30	40	69	0	1
Totals				141	100	863	340	56	29	1,359
				1,444				1415		

OTHER

(1) Eileen Storer-Smith, Region V's Grantee Specialist, visited MPS Head Start on June 13 and June 14.

- (2) The ERSEA supervisor attended the Principals' Institute on June 18-19.
- (3) The ERSEA supervisor attended and presented at the Head Start Summer Academy in June and August.
- (4) On June 25, 2018, The ERSEA supervisor attended Frog Street's "train the trainer."
- (5) The ERSEA supervisor and Early Learning Manager met with the Education Coordinators.
- (6) The ERSEA supervisor and Early Learning Manager met with the MPS Communications and Media department on June 28, 2018.
- (7) The ERSEA supervisor organized the move of the closed classrooms' furniture from Obama to Lee on July 26, 2018
- (8) The ERSEA supervisor organized Lakeshore Delivery for Kluge, Lincoln, Hayes, and Congress for July 27, 2018
- (9) The ERSEA supervisor and Early Learning Manager participated in a conference call with John Tschoe, Program Specialist at the U.S. Department of Health & Human Services-Office of Head Start, about Head Start's under-enrollment on August 6, 2018.
- (10) The ERSEA supervisor and Early Learning Manager participated in a phone conference with the Wisconsin Head Start Association's directors on August 28, 2018.
- (11) The ERSEA supervisor attended the Student Services' procedure training on August 15, 2018.
- (12) The ERSEA supervisor and Early Learning Manager organized opening week for the entire staff.

Questions were asked and responded to about moving more half-day three-year-old rooms to full-day options.

Mental Health & Disabilities

This report was presented by Honore Harvey.

Enrolled Number of Students with Disabilities — June, July, August 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	3	10	13
Bethune	1	0	0	1	0	2
Bruce	0	0	0	2	0	2
Carson	0	0	0	0	0	0
Congress	0	0	0	1	3	4
Forest Home	0	0	0	1	4	5
Franklin	0	0	0	1	0	1
Hawthorne	1	0	0	0	1	2
Hayes	1	0	0	1	5	7
Jackson	0	1	0	0	7	8
Kagel	0	0	0	0	5	5
Kilbourn	0	0	0	1	1	2
King ES	0	0	0	0	1	1
Kluge	0	0	0	0	1	1
LaFollette	0	0	0	0	0	0
Lee Learning Center	0	0	0	1	3	4
Lincoln	0	0	0	6	6	12
Longfellow	1	0	0	0	6	7
Maple Tree	0	0	0	0	4	4
Mitchell	0	0	0	0	0	0
Obama	0	0	0	2	1	3
Pierce	0	0	0	0	0	0

Enrolled Number of Students with Disabilities — June, July, August 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
Pratt	0	0	0	3	1	4
Sherman	0	0	0	3	4	7
Siefert	0	0	0	4	1	5
Thurston Woods	0	0	0	0	3	3
Westside Academy	0	0	0	0	2	2
Totals	4	1	0	30	69	104

- (1) Children identified with disabilities 10%
- (2) Children with 504 plans 0
- (3) Special education meetings invited to in the months of June, July, and August 16

MENTAL HEALTH CLASSROOM AND FAMILY SUPPORT

Note: Abbreviations are mental health disabilities coordinator (MHDC), mental health staff (MHS), and Individualized Education Program (IEP).

- (1) The MHDC participated in one CLASS® observation and two written feedback/debriefings
- (2) MHS made four homeless referrals.
- (3) MHS made no Child Find or school-based referrals.
- (4) No behavioral, visual, or sensory supports or resource information were provided to classrooms.
- (5) A total of one referral was made to Penfield Behavior Clinic.
- (6) No referrals for vouchers for families in need were made to Goodwill.
- (7) No referral was made to Urban Threads (clothing resource for MPS's homeless families).
- (8) Three referral(s) were made to Ladies of Charity Clothing Center for families in need.
- (9) The mental health and disabilities staff attended zero behavioral intervention team (BIT) meetings at Head Start school sites.
- (10) The mental health and disabilities staff completed no observations/debriefs in Head Start classrooms.
- (11) The mental health and disabilities staff followed up on 47 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 IEP invitations prior to IEP meetings in more than 16 instances.
- (13) The mental health and disabilities staff 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.
- (16) The MHS provided individualized developmental and community-resource information to five families.
- (17) The MHDC completed 22 Head Start registrations throughout the summer.
- (18) The MHDC processed over 40 mental health requests for support forms.

OTHER

- (1) On June 11, 2018, the MHDC viewed and completed the workbook for *Understanding Trauma Series — Session 1: The Dynamics of Trauma*, with Dr. Becky Bailey.
- (2) On June 13, 2018, one MHS attended *Change Your Mind about Youth Mental Health: Helping Students Develop Self-Regulation Skills for Classroom Success* at Aurora Family Service. This training included an increase in knowledge of youth mental health in addition to connecting its framework to existing supports within MPS.
- (3) On June 18, 2018, the MHDC viewed and completed workbooks for *Understanding Trauma Series — Session 2: Reaching Children with Trauma* and *Understanding Trauma Series — Session 3: ,* each created by Dr. Becky Bailey.
- (4) On June 18, 2018, the MHDC, along with the education, health, and FPA/ERSEA coordinators, reviewed materials that are not included in registration packets, yet are often needed during the registration process, so that as a team they were more familiar with the registration process. Materials and updates included accessing using the Blue folder, which contains samples of foster/guardianship papers/sample completion of the MPS homeless form; and logging onto all mental health Chromebooks to access the online Ages and Stages Questionnaire: Social/Emotional-2 (ASQ:SE-2) screener.
- (5) June 20-22, 2018, the MHDC participated in presentations for Head Start teachers during Head Start Summer Academy.
- (6) June 27, 2018, the MHDC completed and provided information for the Head Start Supervisor for the end-of-year report.
- (7) On July 3, 2018, the MHDC assisted in training during new teachers' training.
- (8) July 9-11, the MHDC ran class lists and printed ASQ:SE-2s for early start schools.
- (9) During the week of July 23, 2018, the MHDC corrected and completed information in the mental health Head Start Program Information Report (PIR).
- (10) On July 23, 2018, the MHDC participated in and viewed the GoToWebinar – MyPeers Orientation offered by the Office of Head Start.
- (11) On July 24, 2018, the MHDC participated in the Office of Civil Rights's (OCR's) discipline-and-interventions training.
- (12) On July 25, 2018, the MHDC attended and participated in MPS's training in Student Services' procedures for principals.
- (13) August 1-3, the MHDC attended and participated in the Leadership Institute.
- (14) On August 6, 2018, the MHDC presented and provided instruction at the Head Start new teachers' training.
- (15) On August 7, 2018, the MHDC presented at the Head Start Summer Academy's policies-and-procedures segment.
- (16) On August 8, 2018, the MHDC presented the mental health information at the Head Start Summer Academy.
- (17) On August 14, 2018, the MHDC met with a school-based principal to discuss potential wrap-around services for children in special education programs wishing to attending Head Start.
- (18) On August 16, 2018, the MHDC attended and participated in the Behavior Management and CS Conference Procedures. On August 15, 2018, the MHS attended Attendance Procedures 18-19 meeting at North Division High School to learn about updates to handling no-shows and other attendance policies.
- (19) On August 17, 2018, the MHDC met with early childhood manager and two education coordinators to discuss Lee Learning Center's professional development.

(20) On August 17, 2018, the MHS attended a PBIS/MTSS training at North Division. This training included an overview/refresher of Positive Behavioral Interventions and Supports and Multi-Tiered System of Support of Behavior.

(21) On August 20, 2018, the MHDC met with early childhood manager and two education coordinators to discuss Lee Learning Center's professional development.

(22) On August 20, 2018, the MHDC, early childhood manager and Head Start supervisor met to discuss children who have involved medical and/or developmental issues. This team contacted special education supervisor Amy Kowalski to begin this discussion.

(23) On August 20, 2018, the MHDC, early childhood manager, and Head Strat supervisor met to discuss the meeting the MHDC had with the heads of audiology.

(24) On August 21 and 22, 2018, the MHDC, along with the leadership team, met with Eileen Storer-Smith, Grantee Specialist.

(25) On August 22, 2018, the MHS attended the homeless education program's training.

(26) On August 24, the MHDC met with the early childhood manager to practice and train for the OCR's training that was required during the first week of school.

(27) On August 24, 2018, the MHS attended suicide-prevention protocol training, as well as Trauma training for Module 11.

(28) On August 27, 2018, the MHS trained all Lee Learning Center's staff in the suicide prevention, the homeless education program, and mandated reporting.

(29) On August 28, 2018, the MHS went to Central Office to provide additional homeless education program pamphlets and updated mandated reporting forms.

(30) On August 29, 2018, the MHDC and MHS attended a meeting regarding transportation and how the changes will affect Head Start students.

(31) On August 29, 2018, the MHS provided refresher training in Second Step to Lee Learning Center's teachers.

(32) On August 30, 2018, the MHDC, along with the early childhood manager, presented the OCR's training to Lee Learning Center.

(33) On August 30, 2018, the MHS attended the district's OCR training.

(34) On August 30, 2018, the MHS staff attended a drop-in session for support on the PSEP (Pupil Services Evaluation Plan).

(35) On August 31, 2018, the MHS attended a meeting at Central Office on using Smart Sheet for no-shows.

(36) On August 31, 2018, the MHDC & MHS met with Special Education Supervisor Sharee Brown at Gwent T Jackson Elementary school to discuss the fact that Jackson has only Head Start K4 classrooms, but no Board-funded K4 classrooms.

MEETINGS

(1) The following meetings of the Early Childhood Manager, Head Start Supervisor, and Coordinator meetings took:

- On June 1, 2018, the MHDC, along with the early childhood coordinator, Head Start supervisor, and coordinators spent another day with Technical and Training Assistant (TTA) Eileen Storer-Smith.
- On June 7 & 8, 2018, attended and participated in scheduled Head Start management meeting.
- On June 13 & 14, 2018, attended and participated in self-Assessment with TTA personnel.

- (2) On June 4, 2018, the MHDC and the MHS participated in an end-of-the-year meeting.
- (3) On June 5, 2018, the MHDC and the MHS met briefly to plan for potential summer work.
- (4) On June 5, 2018, the MHDC and one MHS met for a 1:1 meeting.
- (5) On June 5 & 20, 2018, the MHDC and the education coordinators and health coordinator met to plan for summer professional development.
- (6) On August 14, 2018, the MHS returned to work for the school year. The first part of the day, the MHS attended a SSW staff meeting at Sojourner Family Peace Center.
- (7) On August 14, 2018, the Mental Health Team met to secure school sites and SSW for Lee Learning Center.

MHS MEETINGS:

- On June 4, 2018, the MHDC and the MHS participated in an end-of-the-year meeting.
- On June 5, 2018, the MHDC and the MHS met briefly to plan for potential summer work.
- On June 5, 2018, the MHDC and one MHS met for a 1:1 meeting.
- On August 14, 2018, the MHDC & MHS staff had a group meeting.

Family Engagement

This report was presented by Joandy Williams.

JUNE 2018

- (1) The ERSEA/FPA Coordinator completed 19 performance evaluations for the Family Partnership Associates
- (2) ERSEA/FPA Coordinator completed exit interviews with the Family Partnership Associates during the weeks of June 4 and 11.
- (3) On June 1, 2018, the ERSEA/FPA Coordinator met with Eileen Estorer-Smith, Grantee Specialist, and the leadership team for a regional visit.
- (4) On June 6, and 12, the ERSEA/FPA Coordinator completed a conference call with Child Plus, Head Start software, to establish a new procedure for the upcoming school year.
- (5) On June 18, 2018, the ERSEA/FPA Coordinator reviewed materials that are not included in the registration packet, yet are needed during registration for new and existing families.
- (6) On June 27, 2018, the ERSEA/FPA Coordinator provided information for the Head Start Supervisor for the end-of-the-year report.
- (7) On June 13 and 14, the ERSEA/FPA Coordinator met with Eileen Estorer-Smith, Grant Specialist, along with other leadership team and worked on the self-assessment.
- (8) In the month of June, the ERSEA/FPA Coordinator completed new and existing HS student registrations.
- (9) On June 26, the ERSEA/FPA Coordinator arranged a meeting with the MHDC to discuss a drop procedure for the new school year.
- (10) In June, the ERSEA/FPA Coordinator created a resource guide for the FPAs to use for the upcoming school year.
- (11) In June, the ERSEA/FPA Coordinator created and submitted the HS performance standards to duplication for the FPAs to have for the upcoming school year.
- (12) In June, the ERSEA/FPA Coordinator organized all the FPAs' forms and documents and submitted a request to translate into Spanish and Karen.

(13) In June, the ERESEA/FPA Coordinator created the intake packets for FPAs to use once families have been accepted into the program.

(14) In June, the ERESA/FPA Coordinator selected the parents' meetings' topics for the upcoming school year.

JULY 2018

(15) On July 5, the ERESA/FPA Coordinator attended the recruitment session at Penfield with MHDC.

(16) On July 11, 2018, the ERESA/FPA Coordinator met with Sue Volken, from the Parenting Network regarding the parenting curriculum.

(17) In the month of July, the ERESEA/FPA Coordinator completed registration for new and existing families in the MPS Head Start program.

(18) In July, the ERESA/FPA Coordinator created the 2018-2019 Focus Group in which the FPAs will participate on the first Wednesday of the month: policy, process, and procedures; Child Plus procedures; and parent meeting/policy council and orientation surveys.

(19) The ERESA/FPA Coordinator assisted with the update of the MPS Head Start Handbook for employees.

(20) The ERESA/FPA Coordinator assigned schools to the FPAs for the 2018-2019 school year.

(21) The ERESA/FPA Coordinator created a year-round schedule for the FPAs to follow for the Central Office rotation.

(22) The ERESA/FPA Coordinator scheduled check-in for the FPA sfor the 2018-2019 school and sent each FPA an invite.

(23) The ERESA/FPA Coordinators established filing dates for the FPA for the 2018-2019 school year and sent invitations to the FPAs.

(24) The ERESA/FPA Coordinator made updates to the Head Start parent handbook.

(25) The ERESA/FPA Coordinator established a procedure for getting incomplete ASQs completed by FPAs for the 2018-2019 school year.

(26) The ERESA/FPA Coordinator created the FPAs' training log of all the required training for the 2018-2019 school year.

(27) In July, the ERESA/FPA Coordinator created the following documents to provide structure for the FPAs upon their return for the upcoming school year:

1. Policy Council survey
2. expired physical exam notification letter
3. expired dental exam notification letter
4. missing dental exam letter
5. missing physical exam letter.

AUGUST 2018

(28) On August 2, 2018, the ERESA/FPA Coordinator met with the education coordinators to discuss this year's Read across America for Fathers and Father Figures.

(29) On August 3, 2018, the ERESA/FPA Coordinator had a conference call with Lillian Mallinson, TTA Specialist from Head Start, to discuss the training requirements for FPAs for the upcoming school year.

(30) The ERESA/FPA Coordinator created the Performance Development Plan for the FPAs to follow for the 2018-2019 school year, to be introduced during opening week.

(31) The ERESA/FPA Coordinator distributed all the required documents that the FPAs would need for opening week.

(32) The ERESA/FPA Coordinator met with FPAs during opening week to go over required paperwork.

(33) The ERESA/FPA Coordinator met with FPAs to assist in creating their calendar.

(34) The ERESA/FPA Coordinator assisted all FPAs with setting up their phones and email signatures.

(35) The ERESA/FPA Coordinator followed up with Human Resources regarding FPAs who need DPI licenses.

Leah Noid Harrington asked if a program and/or service could be implemented that would allow parents to receive certification and/or non-credit hours for parent meetings and/or other trainings. Joandy Williams indicated that she would check into this possibility.

Health

This report was presented by Joandy Williams.

(1) During the months of June-August, the Nurse Associates and Dietician processed folders for new and returning students at all sites.

(2) During the months of June-August, the Nurse Associates and Dietician reviewed student folders to ensure that students in need of asthma, allergy and seizure care plans are in place.

(3) During the month of August, the Nurse Associates and Dietician communicated to school secretaries, classroom teachers, and Food Service regarding food allergies.

(4) On August 29, the Supervising Dietician conducted a training regarding meal counts, portion sizes, procedures for serving food, and returning dishes to the school kitchen.

There was a robust discussion around lead (the metal), and Director Harris was asked by Albert Robbins what steps has the district taken towards lead remediation.

Fiscal Report

Summary of the monthly expense report from June through August 2018.

- Federal funds expended are 12% of grant, with \$8.6 million dollars remaining.
- State funds expended are 0%, with \$421,578 remaining.

New Business

Focus Area One Monitoring

Erin Hermann presented and explained types of monitoring which the Office of Head Start implements. She then explained, explicitly, what this monitoring cycle will entail: policies and procedures will be off-site, meaning via phone conferencing.

OHS Conference Call

Ruth Stark-Jordan informed the Policy Council of the discussions that took place on August 6 and 23, 2018, with Region V personnel. Recruitment and challenges were shared by Region V, John Tschoe. Ruth shared that we have a recruitment plan and that registrations are quickly increasing.

Head Start Audit

Joandy Williams presented that we are in-cycle for an internal audit, mainly fiscal.

Carryover Request

Joandy Williams presented seeking approval for carryover of MPS Head Start Technical and Training Assistance (TTA) to this school year.

Lillie Wilson moved to approve carryover. The motion was unanimously approved by the Policy Council.

Other

(1) Ruth Stark-Jordan presented a survey to those present requesting suggestions for new Policy Council meetings.

(2) It was added that we will need to address/amend the bylaws to address the elimination of the position of note-taking secretary from such.

Announcements

(1) The next meeting of the Policy Council will be on October 13, 2018, at 10 a.m.

(2) Joandy Williams shared that Lee has two positions that the school will be interviewing for (paras at Lee and Head Start enrollment assistant).

Adjournment

Ruth Stark-Jordan adjourned the meeting at 11:47 a.m.

* * * * *