

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

February 28, 2019

Submitted by Director Wendell J. Harris, Sr.

CALL TO ORDER AND ROLL CALL

Ruth Stark-Jordan, Head Start program supervisor, called the meeting of the MPS Head Start Policy Council to order at 10:02 a.m. on Saturday, February 9, 2019, in room 206-208 of the MPS Central Services Building, 5225 W. Vliet Street, Milwaukee, Wisconsin.

- Members in Attendance Mu Ta (Bethune), Koh Loe Paw (Bethune), Connie Pigott (Dr. King), Quiana Beckom (Lee), Betsabe Hernandez (Lincoln), Danielle Biesel (Mitchell), Lillie Wilson (Siefert), David Enriquez (Kagel), Wendell Harris, Sr. (Milwaukee Board of School Directors)
- Community Representatives Christina Esparza, Ravenna Brown, Brenda Roshell, Leah Noid-Harrington, Naw Lay Htoo
- Policy Council Advisors Annie Crockett, Albert Robbins, Larry McAdoo
- Guests Ana Enriquez; Dr. Jacqueline Mann
- Staff: Vickie Brown-Gurley, Interim Senior Director of the Department of Curriculum and Instruction; Joandy Williams, Early Childhood Learning Manager; Ruth Stark-Jordan, Head Start Program Supervisor; Raquel de la Cruz Gutiérrez, Education Coordinator; Erin Hermann, Education Coordinator; Charmina Gray, Health Coordinator; Nikki Cherek, enrollment assistant; Jennifer Popovich, mental health staff
- Interpreters: Maria Rodriguez and Julia Karcher, Spanish interpreters; Po Dah and Po Pah, Karen interpreters

DIRECTOR’S REPORT FOR JANUARY

EDUCATION

The Education report was shared by Erin Hermann, education coordinator.

- (1) The education coordinators approved and scheduled Head Start field trips.
- (2) The education coordinators entered January 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, classroom environments, and identifying and providing support as needed. The Early Childhood Checklist was used to provide feedback regarding instruction, lessons, and classroom environments.
- (4) The education coordinators completed five CLASS (Classroom Assessment Scoring System) observations during the month of January at Bethune, Franklin, Kluge, and Thurston Woods. Written feedback was sent to each observed teacher as well as to their principals. Conferences were also held with teachers to debrief observations.
- (5) On January 3, 2019, the education coordinators and program supervisor met to discuss a Head Start plan for coaching and to plan a family-engagement Make it-Take it.
- (6) On January 4, 2019, the education coordinators met to review and to discuss the coaching-implementation action plan for Head Start staff.

(7) On January 4, 2019, the education coordinators met with Dr. Jeremiah Holiday, Interim Chief Academic Officer; Vickie Brown-Gurley, Interim Senior Director of Curriculum and Instruction; Jennifer Mims-Howell, Senior Director of Special Services; Joandy Williams, Early Childhood Learning Manager; Linda Williams, Student Health Supervisor; Charmina Gray, Head Start Health Coordinator; and Head Start nurse associates to discuss the registration process and subsequent health review.

(8) The education coordinators met with the Head Start program supervisor on January 7, 2019, to discuss updates in the education service area.

(9) On January 8, 11, 17, and 21, 2019, the early childhood learning manager and program supervisor met with the service area coordinators to work on the Head Start enrollment plan.

(10) The education coordinator attended four individualized education program (IEP) meetings as the Head Start representative on January 15 and 22, 2019.

(11) On January 22, 2019, the early childhood learning manager and program supervisor met with the service area coordinators to work on the Head Start enrollment plan.

(12) On January 23, 2019, the education coordinators participated in a Head Start webinar, Coaching Corner — Back to Basics: Revisiting the Practice-Based Coaching Cycle.

(13) On January 23 and 24, 2019, the education coordinators gathered the first-reporting-period data from Galileo for the Head Start outcomes report.

(14) On January 23, 2019, the education coordinators met to revisit the dates of the second-semester home visits per the Head Start performance standards.

(15) The education coordinators attended a planning meeting on January 25, 2019, for the MPS Early Childhood 1825 Initiative.

(16) The education coordinators attended the Wisconsin Head Start Association's 2019 Annual Conference, Consciously Caring for Our Communities, on January 28-29, 2019, in the Wisconsin Dells, Wisconsin.

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

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

Eligibility for January

Of 1,389 families:

- 931 are income-eligible;
- 75 meet the allowable over-income category;
- 96 are in the 101-130% category;
- 287 are categorically eligible (foster care, homeless, public assistance).

Recruitment

Twenty parents came into the Head Start office at Central Services during the month of January. Nine parents came into the Head Start office at Lee during the month of January.

Selection

The waitlist total as of January 31, 2019, was 218, which consists of income-eligible and over-income families and those who want only particular schools that are full at this time.

Attendance

Head Start average daily attendance for January 2019 was 94.4%.

Transportation

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

Enrollment

As of January 31, 2019, the actual enrollment was 1,389. The total enrollment for the month of January, as reported to the Office of Head Start, was 1,313. 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.

January 2019 Enrollments										
Funding		Region	School Site	Allotted Seats				Total Number Enrolled	Total Seats Available	
				Bilingual		Monolingual			K3	K4
Federal	State			K3	K4	K3	K4		K3	K4
X		Southwest	ALBA	34	20	0	0	53	0	1
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	57	0	0
X		Northwest	Hawthorne	NA	NA	30	20	45	1	4
X		Southwest	Hayes	34	0	0	0	34	0	NA
X		GE	Kagel	17	20	NA	20	51	0	6
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	84	1	NA
X		Southwest	Lincoln	51	40	17	NA	107	1	0
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	44	0	6
X		Southwest	Mitchell	NA	NA	30	NA	30	0	NA
X		GE	Pierce	NA	NA	30	NA	29	1	NA
X		Northwest	Sherman	NA	NA	60	40	100	0	0
X		East	Siefert	NA	NA	60	20	76	4	0
X		Central	Thurston Woods	NA	NA	34	NA	34	0	NA
X		Central	Westside	NA	NA	30	40	58	1	11
Total				183	100	832	320	1,389	10	36

Other

- (1) Attended weekly district Kindergarten Enrollment Fair meetings on January 8, 10, 15, and 22.
- (2) Facilitated monthly one-on-one meetings with Head Start coordinators.
- (3) The early childhood learning manager and Head Start program supervisor facilitated monthly coordinator meetings on January 8, 15, and 22.
- (4) The early childhood learning manager and Head Start program supervisor met with the principal at Bethune on January 10, 2019, regarding Head Start.
- (5) The early childhood learning manager and Head Start program supervisor met with the CLC director at Siefert on January 11, 2019, regarding the shared space — Head Start parent center.
- (6) The early childhood learning manager and Head Start program supervisor met with the principal at Fratney on January 11, 2019, regarding Head Start.

(7) The early childhood learning manager and Head Start program supervisor met with Kelly Sigh, MPS Customer Service Supervisor, on January 15, 2019, about the Home Language Survey.

(8) Facilitated the team meeting of the FPAs (Family Partnership Associates) on January 16, 2019, to go over second-year registrations and new registrations.

(9) The early childhood learning manager and Head Start program supervisor met with Dr. Jeremiah Holiday on January 15 and 17, 2019, to discuss the Head Start enrollment plan.

(10) The ERSEA/Head Start program supervisor met weekly with the early childhood learning manager for one-on-one meetings.

MENTAL HEALTH AND DISABILITIES

The Mental health and Disabilities report was shared by Jennifer Popovich.

Total Number of Enrolled Children With Active IEPs, January 2019		
Schools	Number of Students	IEPs per Site (% of Funded Enrollment)
ALBA	16	29.6%
Bethune	2	5.4%
Bruce	5	14.7%
Carson	2	5.8%
Congress	8	9.4%
Forest Home	9	11.2%
Franklin	2	11.7%
Hawthorne	2	4.0%
Hayes	9	26.4%
Jackson	9	12.8%
Kagel	9	14.0%
Kilbourn	8	14.8%
King Es	2	11.7%
Kluge	3	17.6%
LaFollette	7	20.5%
Lee Learning Center	9	10.5%
Lincoln	15	13.8%
Longfellow	7	18.9%
Maple Tree	10	12.5%
Mitchell	4	13.3%
Obama	6	10.5%
Pierce (Riverside East)	0	0.0%
Pratt	5	10.0%
Sherman	12	12.0%
Siefert	4	5.0%
Thurston Woods	2	5.8%
Westside Academy	8	11.4%
Totals	174	12.0%

- (1) 174 children have been identified with disabilities.
- (2) There is one child with a 504 plan to date.
- (3) Staff were invited to 33 special education meetings in January.

Mental Health Classroom and Family Support for the Month of January

Note: Abbreviations appearing below are the following: mental health and disabilities coordinator (MHDC), mental health staff (MHS), and individualized education program (IEP).

- (1) The MHDC participated in no CLASS observations.

- (2) MHS submitted eight homeless referrals.
- (3) MHS submitted one Child Find and/or school-based referral.
- (4) Behavioral, visual, and sensory supports, as well as resource information, were provided to more than five classrooms.
- (5) Two referrals were submitted to Penfield Behavior Clinic.
- (6) One referral was submitted to Goodwill for vouchers for families in need.
- (7) One referral was 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 three meetings of the Building Intervention Team/behavior assessment intervention plan (BIT/BAIP) at Head Start school sites.
- (10) The mental health and disabilities staff completed a minimum of four observations and debriefs in Head Start classrooms.
- (11) The mental health and disabilities staff followed up on seven requests from the ERSEA coordinator to place students with pending special education evaluations or current IEPs in Head Start.
- (12) The mental health and disabilities staff provided screening data and accepted IEP invitations prior to IEP meetings in more than 32 instances, four of which were attended by an education coordinator.
- (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 screeners — ongoing.
- (16) The MHS provided individualized developmental and community-resource information to eight families.
- (17) The MHS provided individualized interventions to a minimum of two students.

Other

- (1) MHS attended a meeting of the mental health and disabilities team with the Head Start program supervisor, Ruth Stark-Jordan. The meeting focused on status update on developmental screening data, transportation policies, enrollment/registration procedures, and IEP coverage updates.
- (2) Coordinator meetings were held on January 8, 17, and 22, 2019, with early childhood learning manager, Joandy Williams, and Head Start program supervisor, Ruth Stark-Jordan. These meetings focused primarily on creating and reviewing the Head Start enrollment process to prepare for open enrollment.
- (3) On January 11, 2019, MHS attended a Professional Learning Community meeting, which was focused on supporting students and families who are victims or witnesses of domestic violence. One MHS also attended a planning meeting on January 9, 2019, for this PLC.
- (3) On January 18, 2019, MHS provided mandated training to the FPAs who had been unable able to attend the training on August 27, 2018. The training included mandatory reporting of child abuse and neglect, homelessness, and suicide prevention.
- (4) MHS have been in communication with the Division of Milwaukee Child Protective Services (DMCPS) to revise the procedures for registering foster children for Head Start. MHS met with Ruth Stark-Jordan on January 24, 2019, to update her on feedback from DMCPS and to discuss updating internal registration procedures.

FAMILY ENGAGEMENT

The Family Engagement report was shared by Joandy Williams, early childhood learning manager.

- (1) The ERSEA/FPA coordinator reviewed intake packets submitted by FPAs of children's families enrolled in the program.
- (2) The ERSEA/FPA coordinator met with Lillian Mallinson, training and technical assistance from the Office of Head Start, on January 17.
- (3) The ERSEA/FPA coordinator reviewed transfer folders submitted by FPAs of children who would like to move to new schools.
- (4) The ERSEA/FPA coordinator inputted enrollment dates into ChildPlus for new students accepted into the program.
- (5) The ERSEA/FPA coordinator assisted with establishing coverage for a classroom at Lee.
- (6) The ERSEA/FPA coordinator reviewed dropped folders submitted by FPAs of children who no longer or never attended the MPS Head Start program.
- (7) The ERSEA/FPA coordinator submitted documents to the translator to convert to Spanish and Karen.
- (8) The ERSEA/FPA coordinator met with the FPAs one-on-one to discuss the transition of school assignments due to a decrease in staff and to provide support.
- (9) The ERSEA/FPA attended coordinator's meeting on January 8, 11, 15, 17, 22, and 25 to work on the enrollment plan and self-assessment.
- (10) The ERSEA/FPA coordinator had one-on-one meeting with the Head Start program supervisor, Ruth Stark-Jordan, on January 10.
- (11) The ERSEA/FPA coordinator provided coverage in the office for secretarial staff.
- (12) The ERSEA/FPA coordinator had a phone conference with Sue Volkman of The Parenting Network on January 16 regarding the memorandum for the parenting curriculum.
- (13) The ERSEA/FPA coordinator followed up with mental health and disabilities staff to make sure that the FPAs received the district-mandated training that they missed at the beginning of the school year.
- (14) The ERSEA/FPA coordinator conducted four one-on-one support meetings with FPAs and covered the following topics: transfer folders, filing dates, organization, calendars, parent meeting/focus group, Friday reports, second-year registration, dashboard/ChildPlus monitoring, staff changes/needs, and departmental concerns and suggestions.
- (15) The ERSEA/FPA coordinator created a February rotation calendar for Central Services coverage for the FPAs.
- (16) The ERSEA/FPA coordinator created a February filing-date calendar for the FPAs.
- (17) The ERSEA/FPA coordinator reviewed and approved time off for the FPAs.
- (18) The ERSEA/FPA coordinator reviewed and approved time sheets and mileage for the FPAs.
- (19) The ERSEA/FPA coordinator prepared documents for the Head Start training with Lillian Mallinson scheduled for January 23.
- (20) The ERSEA/FPA coordinator reviewed the minutes from the parent meetings at all 27 Head Start schools and tracked the number of participants and the number of fathers and father figures.
- (21) The ERSEA/FPA coordinator collaborated with the health coordinator regarding the parent meeting for the month of April and having UW-Extension FoodWise program conduct the parent meeting for six of our schools (GTJ, Westside, Maple Tree, Hawthorne, Kilbourn, and Congress).
- (22) The ERSEA/FPA coordinator approved registration dates for the FPAs in the month of February for second year.
- (23) The ERSEA/FPA coordinator collaborated with FPA Connie Dallas on writing a letter regarding second-year registration to be used at schools that have only K3.

(24) The ERSEA/FPA coordinator updated the Head Start Drop Form to reflect whether a parent would like to put his/her child on waitlist for another school but still drop from the current school.

(25) The ERSEA/FPA coordinator updated the FPA information with new Policy Council information, resources, and staff meeting minutes.

(26) The ERSEA/FPA coordinator updated the Parent Meeting Topic Calendar to reflect the number of current staff members in the department.

(27) The ERSEA/FPA coordinator organized the forms and tables for the second-year registration (English and Spanish).

(28) The ERSEA/FPA coordinator created a new Family Needs Assessment for the FPAs to use during first- and second-year registration, which should be included in the folders.

(29) The ERSEA/FPA coordinator held staff meetings on January 9 and 16. Special guests at the meetings were Helene Rondorf from payroll and Debra Field, domestic violence speaker.

(30) In the month of January, the topic for the parent meeting was domestic violence support for children and the trauma it has on children, coordinated by Lisa Lenyard, Latara Isom, and Tammie Gentry.

Ravenna Brown (Gwen T. Jackson) asked when the full-day K3 rollout will take place and how long it will take to inform the parents. Ruth Stark-Jordan stated that Head Start will not be making any changes to the 2019-20 Head Start sites. Ms Brown asked if principals were aware of this information. Ruth Stark-Jordan stated that there has been communication.

HEALTH

The Health report was shared by Charmina Gray, health coordinator.

(1) During the month of January, the Head Start nutritionist entered growth assessments into ChildPlus for Head Start students. The nutritionist completed consultations via telephone for follow-up regarding dietary concerns or needs.

(2) During the month of January, Head Start nurses completed health and safety inspections at all Head Start sites.

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

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

(5) During the month of January, the health coordinator and agency nurse reviewed and consulted on complex cases to initiate appropriate care plans.

(6) During the month of January, the health team continued to process health-related supply order forms and deliver them to Head Start classrooms with the help ofFPAs. Also, the health coordinator organized a delivery service to distribute remaining large quantities of supplies to Head Start classrooms in need.

(7) During the month of January, the Head Start health team continued to connect families to medical and dental homes to meet the needs of our students.

(8) During the month of January, the health team continued to request the most up-to-date medical records for Head Start students (physical exams, lab work, and dental exams).

(9) During the month of January, the health coordinator mailed educational information to parents/guardians of students who were identified as having elevated lead levels.

(10) During the month of January, the health coordinator participated in ongoing assessment meetings, coordinator meetings, one-on-one meetings with the program supervisor, and other Head Start projects alongside the Head Start management team.

(11) During the month of January, the health coordinator met with Office of Head Start training and technical assistance person, along with the FPA coordinator, to review key programmatic requirements of Head Start.

(12) During the month of January, the Head Start health team continued to complete file folder reviews for all newly enrolled Head Start students to identify health-related needs in addition to communicating with school nurses and the medical team.

(13) During the month of January, the health team performed an AED drill at Lee Learning Center.

(14) During the month of January, the health coordinator attended an onboarding nursing administration meeting at Central Services to align the district's and Head Start's nursing expectations.

FISCAL REPORT

The Fiscal report was shared by Joandy Williams, early childhood learning manager.

Summary of monthly expense report from January 2019:

- (1) Federal funds expended are 66% of grant, with \$2.9 million remaining.
- (2) State funds expended are 31%, with \$339,461 remaining.
- (3) In-kind total for December was \$5,185.25.
- (4) In-kind total YTD is \$30,113.25.
- (5) Top contributing schools for the month of December were :
 - Alba — \$276.06
 - Franklin — \$346.66
 - GTJ — \$767.52
 - Kagel — \$1,110.02
 - LaFollette — \$243.96

David Enriquez (Kagel) asked if the Head Start funds were affected by the government shutdown. Joandy Williams, early childhood learning manager, responded that the Head Start program was not affected.

OLD BUSINESS

NEW EMPLOYEES

The newly hired enrollment assistant, Nikki Cherek, was introduced by Joandy Williams, early childhood learning manager.

OVERVIEW OF ROBERT'S RULES OF ORDER

An overview of *Robert's Rules of Order* was shared by Dr. Jacqueline Mann, Board Clerk/Director, Office of Board Governance.

NEW BUSINESS

FOCUS ONE MONITORING REVIEW

Joandy Williams, early childhood learning manager, shared information regarding the upcoming Focus One Monitoring Review, which will be taking place in the week of April 8.

CONTINUATION GRANT

Joandy Williams, early childhood learning manager, shared information regarding the continuation grant, which has a deadline of March 1.

PARENTING CURRICULUM

Ruth Stark-Jordan, Head Start program supervisor, shared information on The Parenting Network. A credited Triple P provider will be working with the ERSEA/FPA coordinator and Head Start families. Brochures and handouts were passed out.

ANNOUNCEMENTS

The next meeting will be held March 9, 2019, at 10:00 a.m. at Central Services, room 210.

ADJOURNMENT

Qiana Beckom, assistant chairperson , adjourned the meeting at 11:26 a.m.

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