

## Report of the Board's Delegate to the MPS Head Start Policy Council

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March 30, 2017

*Submitted by Director Wendell J. Harris, Sr.*

### **REPORT #1:** **POLICY COUNCIL MEETING** **FEBRUARY 11, 2017**

#### **I.    Call to Order and Roll Call**

The meeting of the MPS Head Start Policy Council was called to order by Nina Harris, Chairperson, at 9:12 a.m. on Saturday, February 11, 2017, in room 206-208 of the Central Services Building.

Members in Attendance:    Alejandra Fuentes-Sanchez (ALBA); Christina Esparza, Ta Mwee Htoo (Bethune); Ashanti Ealy (Congress); Brandye Washington (Hawthorne); Monique Vazquez, Elizabeth Olmedo, Yisandra Roman (Hayes); Nina Harris (Jackson); Maricela de la Cruz, Yaitzanid Figueroa (Lincoln); Chanda Longo, Roberto Quinto, Marisol Perez-Medina (Longfellow); Nickita Hill (Mitchell); Darnesha Mckensie (Obama); Jessica Massey (Marvin Pratt); Latrissa Luckett, Antonio Luckett (Sherman); Albert Robbins, Jr. (community representative); Karen McMillian (community representative); Larry McAdoo (community advisor), Annie Crockett (community advisor); Wendell Harris, Sr. (Milwaukee Board of School Directors)

MPS Staff:                      Erica Harris-Day, program supervisor; Raquel de la Cruz-Gutierrez, Education Coordinator; Ruth Stark-Jordan, ERSEA Coordinator; Honore Harvey, Mental Health and Disabilities Coordinator; Yvette Johnson-Towers, Health Coordinator; Samantha Yang, ERSEA/FPA Coordinator.

Interpreters:                  Yuritzi Diaz and Yadira Melendez, Spanish interpreters; ThaBley Wah and PawDay Joy, Karen interpreters.

#### **II.    Approval of Minutes**

A correction for the spelling of ThaBley Wah's name was made. A motion to approve the January 2017 minutes was made by Latrissa Luckett, Sherman, and seconded by Antonio Luckett, Sherman. The motion passed unanimously.

#### **III.   Director's Report (Informational)**

Erica Harris-Day, supervisor, thanked Nina Harris, Chairperson, for representing MPS Head Start at the Wisconsin Head Start Association's conference. Ms Harris attended several workshops and shared her experience and new knowledge. Some of her workshops focused on oral health, fathers, and parental engagement in Head Start.

## **A. Education Information**

Raquel de la Cruz-Gutierrez shared the following education report.

1. The Education Coordinator entered January volunteer hours for in-kind reporting.
2. The Education Coordinator ordered new materials for classrooms.
3. The Education Coordinator reviewed Head Start field trip requests.
4. The Education Coordinator participated in weekly regional walk-throughs at the following schools: ALBA, Longfellow, Kagel, and Hayes Bilingual.
5. The Education Coordinator completed five Classroom Assessment Scoring System (CLASS) observations at Lincoln Avenue and Carson Schools. Written feedback was provided.
6. On January 3, 2017, the Education Coordinator attended a regional walk-through re-calibration session at North Division.
7. On January 6, 9, and 11, 2017, the Education Coordinator reviewed MPS school-readiness goals and outcomes to update the 2017-18 Head Start continuation grant application.
8. The Education Coordinator planned and prepared for a teacher and parent training in dialogic reading on January 6, 12, 18, and 19, 2017.
9. On January 10, 2017, the Education Coordinator supported Hayes Bilingual's new Head Start teacher.
10. On January 12, 2017, the Education Coordinator ordered English and Spanish books from the Literacy Empowerment Foundation for Read Across America Day, which will be held in March 2017.
11. On January 13, 2017, the Education Coordinator met with a substitute Head Start teacher at Pierce School to share MPS Head Start policies and procedures.
12. On January 19, 2017, the Education Coordinator facilitated training for Head Start teachers in dialogic reading.
13. On January 20, 2017, the Education Coordinator met with the program T/TA consultant, Monica Meinholz, to discuss program goals and professional development needs for Head Start teachers in the 2017-18 school year.
14. The Education Coordinator met with the Head Start program's supervisor on January 23, 2017, to review the school-readiness goals and summary for the 2017-18 Head Start continuation grant application.
15. On January 24, 2017, the Education Coordinator participated in a meeting with the mental health and disabilities, ERSEA/FPA, and Health Coordinators to analyze and discuss the grant's goals for successful transitions in the Head Start program.
16. On January 24-25, 2017, the Education Coordinator worked on the professional development plan for teachers and classroom assistants for the 2017-18 school year.
17. The Education Coordinator planned and facilitated a Head Start Family Literacy Night on January 26, 2017. The workshop shared information on dialogic reading.
18. On January 30, 2017, the Education Coordinator participated in the Health Advisory Committee to discuss ways to assist and provide healthcare resources to Head Start families in the community.

## B. ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance)

Ruth Stark-Jordan shared the ERSEA report.

### 1. Eligibility

Of 1,413 families:

- 915 are income-eligible;
- 135 meet the allowable over-income category; and
- 363 are categorically eligible (foster care, homeless, public assistance).

### 2. Recruitment

- Two FPAs (Family Partnership Associates) participated in the Milwaukee Continuum of Care Resource Fair on January 24, 2017.
- The ERSEA Coordinator and two FPA staff participated in the MPS Enrollment Fair on January 28, 2017.
- One FPA participated at the Obama school's Winter Resource Fair on January 30, 2017.
- Thirty-eight parents came into the Head Start office during the month of January to register their children.

### 3. Selection

The waitlist's total as of January 31, 2017, was 222, which consists of income-eligible families, over-income families, and those who want only particular schools that are full at this time.

### 4. Enrollment

As of January 31, 2017, the actual enrollment was 1,413.

The total enrollment for the month of December, as reported to the Head Start Office, was 1,370. 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 2016–17 Enrollment										
Funding		Region	School Site	Total Seats				Seats Vacant		Total Number Enrolled
				Bilingual		Monolingual		K4	K3	
Federal	State			K3	K4	K3	K4			
x		Southwest	ALBA	60	20	0	0	0	0	80
x		Central	Bethune	0	0	0	40	0	NA	40
x		Northwest	Carson	0	0	60	0	NA	3	57
x		Northwest	Congress	0	0	90	0	NA	6	84
x		Southwest	Forest Home	30	0	30	20	1	0	79
x		Central	Gwen T. Jackson	0	0	30	40	0	0	70
	x	Northwest	Obama	0	0	30	40	0	2	68
x		Northwest	Hawthorne	0	0	30	20	0	1	49
x		Southwest	Hayes	30	0	0	0	NA	0	30
x		GE	Kagel	15	20	15	20	0	1	69
x		East	Keefe	0	0	30	20	0	0	50
x		Northwest	Kilbourn	0	0	60	20	2	2	76
x		East	King Jr.	0	0	30	0	NA	0	30
x		Southwest	Lincoln	30	40	30	0	0	0	100

January 2016–17 Enrollment										
Funding		Region	School Site	Total Seats				Seats Vacant		Total Number Enrolled
				Bilingual		Monolingual		K4	K3	
Federal	State			K3	K4	K3	K4			
x		Southwest	Longfellow	0	20	0	20	5	NA	35
x		Northwest	Maple Tree	0	0	60	20	0	0	80
x		Southwest	Mitchell	0	0	30	0	NA	0	30
x		GE	Pierce	0	0	30	0	NA	0	30
x		Northwest	Sherman	0	0	60	40	0	0	100
x		East	Siefert	0	0	60	20	0	0	80
x		Central	Silver Spring	0	0	30	20	2	0	48
x		Central	Thurston Woods	0	0	60	0	NA	0	60
x		Central	Westside	0	0	30	40	2	0	68
Total				795	165	100	380	12	15	1,413
				1,440				27		

## 5. Attendance

Head Start average daily attendance for January 1-31, 2017, was 87.6%.

## 6. Transportation

Sixty-seven percent of Head Start children use MPS transportation services. Head Start accounts for 1.8% of the total MPS ridership.

## 7. Other

a. The ERSEA Coordinator attended the homeless meeting on January 4, 2017, in regard to transportation.

b. The ERSEA Coordinator attended the Penfield transition meeting on January 5, 2017.

c. The ERSEA Coordinator met on January 6, 2017, with the ERSEA/FPA Coordinator to discuss the student attendance plan and the second-year enrollment process.

d. The ERSEA Coordinator presented Head Start registration information to MPS secretarial staff during the student-selection training on January 17, 18, 24, and 26, 2017.

e. The ERSEA Coordinator and Head Start Supervisor met on January 24, 2017, to discuss the FY18 ERSEA grant goals.

## C. Mental Health and Disabilities

Honore Harvey shared the mental health and disabilities report.

### 1. Enrolled Number of Students with Disabilities — 31 January, 2017

SPL=Speech/Language; SDD=Significant Developmental Delays; AUT=Autism; OHI=Other Health Impairments; OI=Orthopedic Impaired; TBI=Traumatic Brain Injury; EBD=Emotional Behavior Disability; ID=Intellectual Disability.

School	SPL	SDD	AUT	OHI	OI	TBI	EBD	ID	School Total
ALBA	17	1	1	1	0	0	0	0	20
Bethune	1	2	0	0	0	0	0	0	3
Carson	5	0	0	0	0	0	0	0	5
Congress	9	1	1	0	0	0	0	0	11
Forest Home	8	1	2	0	0	0	0	0	11

School	SPL	SDD	AUT	OHI	OI	TBI	EBD	ID	School Total
Hawthorne	4	3	0	0	0	0	0	0	7
Hayes	3	0	0	0	0	0	0	0	3
Jackson	4	4	0	1	0	0	0	0	9
Kagel	5	1	1	0	0	0	0	0	7
Keefe	1	2	0	0	0	0	0	0	3
Kilbourn	6	0	0	0	0	0	0	0	6
King	4	0	0	0	0	0	0	0	4
Lincoln	12	2	2	2	0	0	0	0	18
Longfellow	8	2	0	1	0	0	0	0	11
Maple Tree	4	4	0	0	0	0	0	0	8
Marvin Pratt	5	2	0	0	0	0	0	0	7
Mitchell	1	0	0	0	0	0	0	0	1
Obama	4	2	0	0	0	0	0	0	6
Pierce	2	0	0	0	0	0	0	0	2
Sherman	6	2	2	0	0	0	0	0	10
Siefert	5	4	0	2	0	0	0	0	11
Thurston Woods	3	0	0	0	0	0	0	0	3
Westside Academy	3	6	0	0	0	0	0	0	9
Grand Total	120	39	9	7	0	0	0	0	175

- a. Children identified with disabilities: 12%
- b. Special education meetings attended: 35

## 2. *Mental Health Classroom and Family Support*

Honore Harvey shared the mental health and disabilities report.

*Note: Abbreviations that follow are Mental Health and Disabilities Coordinator (MHDC) and mental health staff (MHS).*

- a. MHS submitted eight homeless referrals.
- b. MHS submitted 12 Child Find referrals.
- c. Behavioral, visual, and sensory supports, as well as resource information, were provided to 14 teachers by MHS.
- d. MHS submitted a total of six referrals to the Ladies of Charity, which operates a Children's Clothing Center.
- e. MHS requested two Goodwill vouchers.
- f. There were a total of five referrals to Penfield Behavior Clinic.
- g. MHS completed 12 observations in Head Start classrooms.
- h. The MHS and Disabilities Coordinator participated in three district walk-throughs.
- i. The MHDC completed two CLASS observations and one teacher debrief/coaching session.

## 3. *Other*

- a. On January 4, 2017, MHS attended a meeting for homelessness and transportation.
- b. On January 6, 2017, the MHS completed the Ages & Stages Questionnaires: Social-Emotional, Second Edition (ASQ: SE-2) 90% cut-off score distribution of letters. This is a new follow-up procedure for

children who may be at risk for social and emotional or communication delays or who present indicators for autism.

c. MHS and the MHDC facilitated staff meetings on January 6, 11, 13, and 20, 2017. Topics included new ASQ:SE-2 90% letters, information related to continuation grant goals, continued refinement of new Head Start program standards, strategies for meeting teachers' needs, and a review of 45-day data.

d. On January 10, 2017, the MHDC and one MHS member viewed a webinar titled "Safe, Supported, and Ready to Learn, Kindergarten through Grade 5" created by Second Step.

e. On January 12, 2017, the MHDC participated in online training for CLASS hosted by the Regional T/TA Network.

f. On January 14, 2017, the MHDC attended the Policy Council's monthly meeting.

g. On January 17, 2017, the MHS and MHDC reviewed a PowerPoint presentation for the Wisconsin Head Start Association's conference.

h. On January 20, 2017, ASQ: SE-2 90% cut-off score letters were mailed to parents with a request to complete a new, updated protocol. Teachers also were sent a new protocol to complete.

i. On January 24, 2017, the Head Start Supervisor, MHDC, and MHS participated in an online demonstration of the ASQ Online software.

j. On January 25, 2017, the MHS attended the monthly school social work staff's meeting. The meeting focused on "Educator Effectiveness and Working in our Professional Learning Community."

k. On January 25, 2017, the MHDC completed and turned in the mental health training and technical assistance (TTA) plan.

l. On January 30, 2017, the MHDC attended the Milwaukee Public Schools/Head Start Health Services Advisory Committee's meeting.

#### **D. Family Engagement**

Samantha Yang shared the family engagement report.

a. The ERSEA/FPA Coordinator met with the ERSEA Coordinator on January 5, 2017, to review the MPS data-warehouse process as well as to revise the Head Start attendance value stream.

b. The ERSEA/FPA and Health Coordinator met with Marquita Edwards on January 5, 2017, to discuss family wellness programming.

c. The ERSEA/FPA Coordinator met with the ERSEA Coordinator on January 6, 2017, to review second-year enrollment information with staff.

d. The ERSEA/FPA Coordinator met with FPA staff on January 12, 2017, to review the family needs assessment process.

e. The ERSEA/FPA Coordinator audited student folders throughout the month of January 2017.

f. The ERSEA/FPA Coordinator attended an FPA and nurse meeting with the Health Coordinator on January 13, 2017, to develop a value stream for medical and dental home follow-up.

g. The ERSEA/FPA Coordinator attended fatherhood meetings on January 13 and 20, 2017, to plan for the Fatherhood Summit in March.

- h. On January 13, 2017, the ERSEA/FPA Coordinator wrote an attendance/tardiness procedure for FPA staff.
- i. The ERSEA/FPA Coordinator attended the Policy Council's meeting on January 14, 2017.
- j. The ERSEA/FPA Coordinator attended a training and technical assistance meeting on January 20, 2017, with the Region 5 early childhood specialist.
- k. The ERSEA/FPA Coordinator attended a fatherhood meeting on January 24, 2017, to discuss the Fatherhood Summit plan.
- l. The ERSEA/FPA Coordinator worked on the 2016-17 technical assistance plan for staff and families for the Head Start continuation grant application.
- m. The ERSEA/FPA Coordinator met with each FPA January 23-27, 2017, regarding student attendance.
- n. The ERSEA/FPA Coordinator attended the Head Start manager's meeting on January 27, 2017.
- o. The ERSEA/FPA Coordinator facilitated the following staff meetings during the month of January:
  - January 4..... Health prevention
  - January 11..... Attendance and second-year enrollment
  - January 18..... Attendance and second-year enrollment
  - January 25..... District Advisory Council: Larry McAdoo, president, MPS Fatherhood Initiative; Jerald Adams, MPS parent and family engagement associate, program and health updates

## **E. Health**

Yvette Johnson-Towers shared the health report.

- a. During the month of January, the Health Team conducted 45-day hearing and vision screenings at the followings schools: Kilbourn, Thurston Woods, Obama, Congress, ALBA, Lincoln, Marvin Pratt, Siefert, Keefe, Carson, MLK, Sherman, Keefe, and Gwen T. Jackson.
- b. During the month of January, the Health Team conducted health and safety monitoring at the following schools: Kilbourn, Thurston Woods, Obama, Sherman, Keefe, and Carson.
- c. The following schools received meal monitoring: Forest Home and Obama.
- d. On January 17, 2017, Preferred Dentistry Associates of Wisconsin provided dental screening at the following schools: Lincoln, Forest Home, Hayes, ALBA, Siefert, Pierce, MLK, Keefe, Carson, Congress, Obama, Maple Tree, Kilbourn, Hawthorne, Thurston Woods, and Marvin Pratt.
- e. On January 4, 2017, the Health Coordinator met with a family wellness coach to discuss health-and-wellness classes for Head Start families and children.
- f. On January 9, 2017, the Health Coordinator participated in an online American Heart Association CPR/first aid training course.
- g. On January 11, 2017, the Health Coordinator met with the Head Start Supervisor and nutrition technician to discuss food-service concerns identified in the meal-monitoring reports and reported by the classroom teachers.

- h. On January 13, 2017, the Health Team members attended meetings of the FPAs and nurse associates to discuss and address health follow-up needs.
- i. On January 14, 2017, the Health Coordinator participated in the Head Start Policy Council's meeting.
- j. January 17–19, 2017, the Health Coordinator, along with the Head Start Supervisor, participated in the Wisconsin Head Start Association's quarterly meeting in Elkhart Lake, Wisconsin.
- k. On January 20, 2017, the Health Coordinator attended the early childhood training and technical assistance meeting with the Region 5 early childhood specialist.
- l. On January 24, 2017, the Health Coordinator attended the MPS partners' meeting.
- m. On January 24, 2017, the Health Coordinator met with the nutrition technician and MPS school nutrition services to discuss how to address identified issues impacting on family-style dining.
- n. On January 27, 2017, the Health Coordinator attended the Head Start manager's meeting.
- o. The Head Start Advisory Committee met on January 30, 2017.
- p. The Health Coordinator facilitated the following meetings of the Health Team during the month of January:
  - January 6—Onsite oral health screening day, reviewed Head Start health performance standards and MPS service plan
  - January 20—Review of health data and health follow-up

## **F. Nutrition Report**

Erica Harris-Day shared the nutrition report.

The Council received the monthly nutrition report for January 2017.

- Grand total number for breakfast ..... 11,590
- Grand total number for lunches ..... 18,181
- Grand total number of snacks ..... 13,820

## **G. Fiscal Report**

Erica Harris-Day shared the fiscal report. She explained the format of the report and helped parents read the report more accurately.

The Council received the monthly expense report for January 2017.

- Federal remaining balance as of 12/31/16 ..... \$3,242,532
- State remaining balance as of 12/3/16 ..... \$266,675

## **IV. Old Business**

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- A. Supervisor, Erica Harris Day, shared grant timelines.
  1. Review grant with Policy Council on February 11, 2017.
  2. Share with Governing Board for approval on February 23, 2017.
  3. Submit grant to Head Start Office by March 1, 2017.



B. Head Start coordinators shared the continuation grant long and short goals, current data, and strategies.

1. Health

Latrisa Lockett, Sherman, commented on her dental experience. She indicated that dentists often won't take children unless there is a dental emergency. She shared that Children's Hospital does take young children.

2. Family engagement

- a. Albert Robbins, community representative, asked if we have looked at single-parent households to determine whether there are men in the family whom the program could contact. He also asked if home visits could be conducted with the non-custodial parent. Home visits can be done with either parent as long as he/she has legal custody.
- b. Erica Harris-Day, supervisor, discussed the program's process for tracking goals and how, with more consistent monitoring, the number of tracked home visits has improved.
- c. Larry McAdoo, community advisor, asked each parent in attendance to commit to participate in their home visits with their FPAs. All participants agreed by show of hands.

C. Erica Harris-Day, supervisor, discussed the FY18 budget of \$8,513,203. This is an increase of \$148,000. She shared the impacts of personnel salaries and fringe benefits. She shared a breakdown of expenditures for each budget area, including contracts, travel, supplies, and indirect. Staffing changes would include additional teachers and teacher assistants and a 0.5 FTE planning assistant. There would be a reduction in one secretary II position.

D. Jessica Massey, Marvin Pratt, would like her child's classroom to attend more field trips. Raquel de la Cruz-Gutierrez will follow up.

E. Erica Harris-Day, supervisor, shared proposed program site changes. Full-day three-year-old sites were identified at ALBA, Carson, Kagel, and Kilbourn. Bethune would have a conversion of two K4 classrooms to one K4 and one K3 full day. New sites would include Bruce, Franklin, LaFollette, and Starms ECC.

F. A motion to approve the grant proposal for 2017–18 was made by Jessica Massey, Marvin Pratt, and seconded by Ashanti Ealy, Congress.

G. Annie Crockett, community advisor, would like to receive emails or phone calls for notification of Head Start events.

## **V. Announcements**

A. The next meeting will be held on Saturday, March 11, 2017, 10:00 a.m.-12:00 noon.

B. Erica Harris-Day, supervisor, announced that Head Start offices would be moving from Central Services to the Lee Street site, with a projected March moving time frame. Christina Esperaza asked if the meetings would be moved. Erica Harris-Day stated that Policy Council could discuss that at the March meeting, which will be held at Central Services.

## **VI. Adjournment**

A motion to adjourn the meeting at 11:13 a.m. was made by Brandy Washington, Hawthorne, and seconded by Ashanti Ealy, Congress.

*After the meeting, a three-hour program-governance training was conducted by Krystal Heinzen, management specialist, Western Kentucky University, Technical Training Assistance.*

*iPads were distributed to those in attendance for use throughout the 2016-17 school year.*

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## **REPORT #2:** **POLICY COUNCIL MEETING** **FEBRUARY 11, 2017**

### **I. Call to Order and Roll Call**

The meeting of the MPS Head Start Policy Council was called to order by Amy Lor, assistant chairperson, at 10:04 a.m. on Saturday, March 11, 2017, in room 206-208 of the Central Services Building.

Members in Attendance: Alejandra Fuentes-Sanchez, Maria Adlai Gonzalez (ALBA); Christina Esparza, Ta Mwee Htoo (Bethune); Ofelia Neri, Juan Gaytan, Eduardo Alavez-Amaya (Kagel); Darnesha Mckensie (Obama); Jessica Massey (Marvin Pratt); Latrissa Luckett, Antonio Luckett (Sherman); Akpan Blake, (Westside 1); Albert Robbins, Jr. (community representative); Leah Noid-Harrington (community representative); Karen McMillian (community representative); Mansela Martin (community representative); Larry McAdoo (community advisor); Annie Crockett (community advisor); Sarah Gordon (Family and Community Engagement [F.A.C.E.] associate)

Staff: Erica Harris-Day, program supervisor; Ruth Stark-Jordan, ERSEA Coordinator; Honore Harvey, Mental Health and Disabilities Coordinator; Yvette Johnson-Towers, Health Coordinator; Samantha Yang, ERSEA/FPA Coordinator

Interpreters: Maria Rodriguez and Yadira Melendez, Spanish interpreters; ThaBley Wah and PawDay Joy, Karen interpreters

### **II. Approval of Minutes**

A motion to approve the February 2017 minutes was made by Antonio Luckett, Sherman, and seconded by Akpan Blake, Westside Academy 1. The motion passed unanimously.

### **III. Director's Report**

Erica Harris-Day thanked the parent group for its strong participation this year. She also shared information about the special Policy Council meeting held on February 27, 2017, and the determination that Lee Elementary will house up to 85 full-day three-year-olds at this site (five classrooms).

Ms. Harris-Day also informed members of two recruiting events that Head Start was participating in on that day: V100 Family Affair in downtown Milwaukee, and Celebrating Abilities: Special Education Family Forum at Milwaukee Marshall High School.

## **A. Education Information**

Erica Harris-Day shared the education portion of the Director's Report. There were no questions in this area.

1. One Education Coordinator reviewed Head Start field-trip requests during the month of February.
2. One Education Coordinator participated in the weekly regional walk-through meeting on February 8, 2017.
3. The Education Coordinator completed Classroom Assessment Scoring System (CLASS) observations at Dr. King Jr. and Longfellow Schools. Written feedback was provided.
4. One Education Coordinator supported a long-term substitute teacher at Pierce on February 8, 2017.
5. One Education Coordinator attended the Policy Council's meeting on February 11, 2017.
6. One Education Coordinator provided support to a new classroom teacher at Hayes on February 14, 2017.
7. One Education Coordinator met with the Mental Health and Disabilities Coordinator on February 14, 2017, to complete the continuation grant goals training and technical assistance plan.
8. One Education Coordinator participated in a walk-through of Lee Street School in preparation for the moving of the Head Start office.
9. One Education Coordinator, along with the Mental Health and Disabilities Coordinator, conducted a site visit and provided support to one teacher at Westside Academy on February 16, 2017.
10. On February 16, 2017, one Education Coordinator attended the Superintendent's address at Central Services.

## **B. ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance)**

Ruth Stark-Jordan shared the ERSEA portion of the Director's Report. There were no questions in this area.

### **1. Eligibility**

Out of 1,418 families:

- 913 are income-eligible;
- 138 meet the allowable over-income category; and
- 367 are categorically eligible (foster care, homeless, public assistance).

### **2. Recruitment**

- a. One family partnership associate (FPA) participated in Milwaukee Recreation's Daddy/Daughter Dance on February 18, 2017, at North Division.
- b. 217 parents came into the Head Start office during the month of February to register their children.

### **3. Selection**

The waitlist's total as of February 28, 2017, was 219, which consists of income-eligible and over-income families and those who want only particular schools that are full at this time.

#### 4. Attendance

Head Start average daily attendance for February 1-28, 2017, was 90.9%.

#### 5. Transportation

Sixty-seven percent of Head Start children use MPS transportation services. Head Start accounts for 1.8% of the total MPS ridership.

#### 6. Enrollment

a. As of February 28, 2017, the actual enrollment was 1,418.

b. The total enrollment for the month of February, as reported to the Head Start office, was 1,370. This number, which reflects the total number of children enrolled on the last operating day of the month, includes vacancies of fewer than 30 days. State-funded children were not included in this report. Vacancies are being filled with ongoing registrations.

February 2016-17 Enrollment										
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X		Central	Bethune	0	0	0	40	0	NA	40
X		Northwest	Carson	0	0	60	0	NA	2	58
X		Northwest	Congress	0	0	90	0	NA	2	88
X		Southwest	Forest Home	30	0	30	20	1	0	79
X		Central	Gwen T. Jackson	0	0	30	40	0	0	70
	X	Northwest	Obama	0	0	30	40	0	1	69
X		Northwest	Hawthorne	0	0	30	20	0	1	49
X		Southwest	Hayes	30	0	0	0	NA	1	29
X		GE	Kagel	15	20	15	20	0	0	70
X		East	Keefe	0	0	30	20	0	0	50
X		Northwest	Kilbourn	0	0	60	20	2	2	76
X		East	King Jr.	0	0	30	0	NA	0	30
X		Southwest	Lincoln	30	40	30	0	0	0	100
X		Southwest	Longfellow	0	20	0	20	5	NA	35
X		Northwest	Maple Tree	0	0	60	20	0	0	80
X		Central	Marvin Pratt	0	0	30	20	1	0	49
X		Southwest	Mitchell	0	0	30	0	NA	0	30
X		GE	Pierce	0	0	30	0	NA	1	29
X		Northwest	Sherman	0	0	60	40	0	0	100
X		East	Siefert	0	0	60	20	0	0	80
X		Central	Thurston Woods	0	0	60	0	NA	0	60
X		Central	Westside	0	0	30	40	2	0	68
Total Number of Students				165	100	795	380	11	10	1,419
				1,440				21		

#### 7. Other

a. The ERSEA Coordinator attended the Penfield transition meeting on February 2, 2017.

b. The ERSEA Coordinator and Head Start Supervisor Erica Harris-Day met on February 14, 2017, to discuss the FY18 sites.

## C. Mental Health and Disabilities

Honore Harvey shared the mental health and disabilities portion of the Director's Report. There were no questions.

### 1. Enrolled Number of Students with Disabilities — 28-February, 2017

SPL=Speech/Language; SDD=Significant Developmental Delays; AUT=Autism; EBD=Emotional Behavior Disability; OHI=Other Health Impairments; OI=Orthopedic Impaired; TBI=Traumatic Brain Injury; ID=Intellectual Disability

School	SPL	SDD	AUT	OHI	OI	TBI	EBD	ID	School Total
ALBA	17	1	1	1	0	0	0	0	20
Bethune	1	3	0	0	0	0	0	0	4
Carson	5	0	0	0	0	0	0	0	5
Congress	10	1	1	0	0	0	0	0	12
Forest Home	9	1	2	0	0	0	0	0	12
Hawthorne	3	3	0	1	0	0	0	0	7
Hayes	3	0	0	0	0	0	0	0	3
Jackson	5	4	0	1	0	0	0	0	10
Kagel	6	1	1	0	0	0	0	0	8
Keefe	2	1	0	0	0	0	0	0	3
Kilbourn	8	0	0	0	0	0	0	0	8
King	4	0	0	0	0	0	0	0	4
Lincoln	11	2	1	2	0	0	0	0	16
Longfellow	8	2	0	1	0	0	0	0	11
Maple Tree	4	4	0	0	0	0	0	0	8
Marvin Pratt	5	2	0	0	0	0	0	0	7
Mitchell	1	0	0	0	0	0	0	0	1
Obama	4	3	0	1	0	0	0	0	8
Pierce	1	0	0	0	0	0	0	0	1
Sherman	6	3	2	0	0	0	0	0	11
Siefert	6	4	0	1	0	0	0	0	11
Thurston Woods	4	0	0	0	0	0	0	0	4
Westside Academy	3	6	0	0	0	0	0	0	9
Grand Total	126	41	8	8	0	0	0	0	183

- Children identified with a disability: 12% students with disabilities
- Special education meetings attended this month: 30

### 2. Mental Health Classroom and Family Support

*Note: Abbreviations are Mental Health and Disabilities Coordinator (MHDC) and mental health staff (MHS).*

- MHS submitted four homeless referrals.
- MHS submitted ten Child Find referrals this month.
- MHS submitted one birth-to-3 Child Find referral.
- The Mental Health and Disabilities Coordinator completed two CLASS observations and provided written feedback.
- Behavioral, visual and sensory supports, and resources were provided to seven teachers by MHS.

- f. MHS submitted a total of three Ladies of Charity referrals.
- g. MHS requested two Goodwill vouchers.
- h. Four Penfield Behavior Clinic referrals were submitted.
- i. MHS completed four observations in Head Start classrooms.

### **3. Other**

- a. On February 1, 2017, the MHDC met with Sue Volkman from Parenting Network to plan parent professional development scheduled for March 15, 2017.
- b. On February 1, 2017, the MHDC and MHS planned for the Wisconsin Head Start Association's (WHSA's) conference.
- c. On February 2, 2017, one MHS attended the early childhood networking meeting that included children's vision screening training by a staff member at Prevent Blindness Wisconsin.
- d. On February 2, 2017, the MHDC attended a United Way social-emotional work group. This group is committed to identifying supports and school readiness for Milwaukee's early childhood students.
- e. On February 3 and 10, 2017, MHS and the MHDC met to refine a proposal for ASQ: SE-2 online, which was submitted on February 10, 2017.
- f. On February 3, 2017, the MHDC met with the Head Start supervisor and other Head Start coordinators to complete work on continuation grant goals.
- g. On February 3, 2017, MHS met with one classroom teacher to discuss classroom-management strategies.
- h. February 5–8, 2017, MHDC and one MHS attended and presented at the WHSA's conference.
- i. On February 11, 2017, the MHDC attended the Policy Council's meeting.
- j. On February 14, 2017, the MHDC met with the Region V Early Childhood Technical and Training Assistance (TTA) specialist, along with the Head Start management team.
- k. On February 15, 2017, the MHDC and MHS toured the new Head Start office location at Lee Street.
- l. On February 16, 2017, the MHDC and Education Coordinator conducted an observation and provided support at one Head Start site.
- m. On February 16, 2017, the MHDC and MHS attended the Superintendent's address.
- n. On February 17, 2017, the MHDC and Education Coordinator met to complete the continuation grant TTA plan.
- o. On February 17, 2017, one MHS attended the school social work staff's monthly meeting.
- p. On February 21, 2017, the MHDC and MHS met with the ERSEA/FPA Coordinator to discuss attendance regarding special education students.
- q. On February 21, 2017, the MHDC met with one classroom teacher to discuss site-visit outcomes.
- r. On February 22, 2017, one MHS attended professional training on "Effectively Using Outlook: Emails and Calendars."

- s. On February 24, 2017, the MHDC attended and presented an adult-engagement strategy at the district facilitator's meeting.
- t. The MHDC met with one MHS on February 13, 2017, for a one-on-one meeting.
- u. February 13, 2017, ASQ and Acuscreen's glows and grows

#### **D. Family Engagement**

Samantha Yang shared the family-engagement portion of the Director's Report. Ms. Harris-Day highlighted key presenters who would be at the forum.

- a. The ERSEA/FPA Coordinator met with an MPS Family and Community Engagement specialist and Anne Brown, Communication Department, on February 1, 2017, to discuss Fatherhood Forum media-coverage requirements.
- b. The ERSEA/FPA Coordinator met with bilingual staff on February 3, 2017, to develop a working schedule to ensure that bilingual services are available for parents.
- c. The ERSEA/FPA Coordinator met with some FPA staff on February 3, 2017, to review the family-needs assessment and its process.
- d. The ERSEA/FPA Coordinator met with the management team on February 3, 2017, to discuss continuation grant goals.
- e. The ERSEA/FPA Coordinator attended a fatherhood meeting on February 3, 2017, with Head Start dads.
- f. The ERSEA/FPA Coordinator attended a pre-event walk-through at the Milwaukee Academy of Chinese Language on February 8, 2017, for the Fatherhood Forum.
- g. The ERSEA/FPA Coordinator attended an FPA and nurse one-on-one meeting on February 10, 2017, to review health services for Head Start children.
- h. The ERSEA/FPA Coordinator attended the Policy Council's meeting on February 11, 2017.
- i. The ERSEA/FPA Coordinator attended a walk-through at Lee Street School on February 15, 2017.
- j. The ERSEA/FPA Coordinator met with the Mental Health and Disability Team on February 21, 2017, to discuss the attendance of students with special education services.
- k. The ERSEA/FPA Coordinator held one-on-one attendance meetings with each FPA February 21–24, 2017.
- l. The ERSEA/FPA Coordinator facilitated the staff meeting on February 8 regarding Professional learning community training on parenting.

*A question was asked about how the program tracks how many fathers are attending the school-based parent meetings. Ms. Yang said she did not have the information this day but could get it.*

*Mr. McAdoo suggested that we target fathers who are currently in school.*

*Erica Harris-Day added that Chef Joe has been positively received at the monthly school-based meetings. He focuses on helping inform families about how to prepare healthful meals on a budget. Parents sample his dishes.*

## E. Health

Yvette Johnson-Towers shared the health portion of the Director's Report. There were no questions.

a. During the month of February, the Head Start Health Team conducted 45-day-requirement hearing and vision screenings at the following schools: Siefert, Mitchell, Kagel, Sherman, Westside Academy, ALBA, Forest Home, Bethune, Maple Tree, and Obama.

b. During the month of February, the Head Start Health Team conducted health-and-safety monitoring at the following schools: Siefert, Mitchell, Kagel, Congress, Keefe, Westside Academy, ALBA, Lincoln, Hawthorne, and Congress.

c. During the month of February, the Head Start nutrition technician conducted meal monitoring at the following schools: Carson, Congress, Westside Academy, Maple Tree, Lincoln, and Kilbourn.

d. On February 23, 2017, the Head Start Program hosted onsite oral health screenings by Preferred Dentistry Associates of Wisconsin. The following schools participated in this oral-health event: Carson, Thurston Woods, Marvin Pratt, Hawthorne, King, Pierce, Siefert, and Obama. A total of 60 Head Start students received an oral screening.

e. On February 1, 2017, the Health Coordinator met with representatives from Milwaukee Health Services (MHS) to discuss establishing a collaborative relationship.

f. During the month of February, the Health Coordinator participated in a total of three CPR train-the-trainer observations provided by MPS HeartSafe Schools' AED program facilitator.

g. On February 8, 2017, the Health Coordinator met with the parent coordinator and parent volunteer from Gwen T. Jackson School to discuss oral-health services for Head Start children.

h. On February 10, 2017, the Health Team attended the family partnership associate (FPA) and nurse association one-to-one meetings to discuss and address health follow-up needs.

i. On February 11, 2017, the Health Coordinator participated in the Head Start Policy Council's meeting.

j. On February 16, 2017, the Health Coordinator participated as a blood pressure screener for a heart-health event held at MPS Central Services for MPS employees.

k. On February 17, 2017, the Health Coordinator participated in a meeting with representatives from Molina Healthcare and MPS volunteer and health services to discuss a lead-prevention health initiative for May 2017.

l. On February 24, 2017, the Health Coordinator attended the district facilitator's training at North Division High School.

m. The Health Coordinator facilitated the overview of health follow-up and documentation on February 3.

### Health Data

Month.....	February
# of students with health insurance.....	95%
# of students connected to a medical home.....	89%
# of physical exams completed .....	76%
# of immunizations current or up to date.....	93%
# of students connected to a dental home .....	36%
# of dental exams or screenings completed .....	62%



#### Chronic Health Conditions

Anemia .....	2
Asthma .....	222
Hearing problems .....	2
High lead .....	5
Diabetes .....	1

The health data were obtained from the program information report and Child Plus report 3015 and 3065 as of February 28, 2017.

#### **F. Nutrition Report**

Erica Harris-Day shared the Nutrition Report.

- Grand total number for breakfast ..... 11,783
- Grand total number for lunches ..... 18,389
- Grand total number of snacks ..... 14,168

#### **G. Fiscal Report**

Erica Harris-Day shared the Fiscal Report. She explained the format of the report and helped parents read the report more accurately.

- Federal remaining balance as of 2/28/17 ..... \$2,576,547
- State remaining balance as of 2/28/17 ..... \$242,811

#### **IV. Old Business**

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1. Erica Harris-Day discussed the continuation grant updates. Starms will no longer be a Head Start site for FY18. Those 85 seats will be moved to Lee.

2. Sarah Gordon, F.A.C.E. associate, asked if the location of Lee also meets the needs of the 53206 community. Ms. Harris-Day confirmed that it does.

3. Lucinia Hernandez, community representative, asked if all H3 students would be starting in August. Ms. Harris-Day explained the current status of start times — for example, year-rounds, early, and traditional.

4. Mr. McAdoo, community advisor, shared that the University of Wisconsin-Milwaukee (UWM) and Harley Davidson are partners in a grant for community grocery stores in the 53206 ZIP code.

5. Ms. Leah Noid-Harrington, community representative, asked if there will be advertising for the new site. Ms. Harris-Day said now that the site has been approved, Head Start will begin aggressively advertising, for example, on grocery store receipts, in libraries, and in local businesses.

#### **V. New Business**

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1. Erica Harris-Day shared that the district, along with Head Start, is adopting a new pre-K-to-kindergarten integrated curriculum. The first meeting is tentatively set for March 22, 2017, at Central Services. It will be a full-day meeting. This task will take place in two phases: Phase 1 is the request for proposals (RFP) from vendors, where the committee will review all submissions that meet the RFP requirements. During phase 2, vendors are invited to present their products. She requested volunteers for the March 22, 2017, meeting. Akpan Blake, Westside Academy 1, and Latrissa Luckett, Sherman, volunteered to participate.

2. Erica Harris-Day reviewed the 2015-16 Annual Report with parents.
3. Parents had questions regarding uniforms. Erica Harris-Day said that, although this is a district policy, Head Start standards do state that we cannot force families to provide uniforms, since this may provide undue hardships on them. This item will be added to the April agenda.
4. The Health Coordinator, Yvette Johnson-Towers, provided training related to Head Start health-performance standards via the Jeopardy PowerPoint game. Participants were provided copies of the standards to find answers to the Jeopardy questions.

## **VI. Announcements**

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1. Ms. Harris-Day restated the community events at which Head Start had recruiting tables: the V100 Family Affair and the Celebrating Abilities: Special Education Family Forum at Milwaukee Marshall School.
2. The next meeting will be held on Saturday, April 8, 2017, 10:00 a.m.-12:00 noon.

## **VII. Adjournment**

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The meeting was adjourned at 12:06 p.m.

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