

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

September 28, 2017

Submitted by Director Wendell J. Harris, Sr.

Call to Order and Roll Call

The meeting was called to order by Nina Harris, chairperson, on September 9, 2017, at 10:15 a.m. in Room 206-208 of the MPS Central Services Building, 5225 W. Vliet St. Milwaukee.

Members in Attendance..... Christina Esparza (Bethune); Nina Harris (Jackson); Akpan Blake (Westside via phone conference); Albert Robbins (Community Representative); Leah Noid-Harrington (Community Representative); Lucina Hernandez (Community Representative); Juan Gaytan (Community Representative); Wendell J. Harris, Sr. (MBSD); Erica Harris-Day, Program Supervisor; Regina Jacobs, FPA/ERSEA Coordinator; Erin Hermann, Education Manager; Ruth Stark-Jordan, ERSEA Coordinator; Honore Harvey, Mental Health and Disabilities Coordinator;

Yuritzi Diaz and Erika Martinez served as Spanish interpreters; Mary Htoo and Tha Blay Wah served as Karen interpreters.

Director's Report (Informational)

June, July, August

Education Information

Raquel de la Cruz Gutierrez shared the education report. There were no questions or comments regarding education.

June 2017

- (1) The education coordinators met weekly to discuss program planning.
- (2) The education coordinators entered June in-kind documentation.
- (3) The education coordinators ordered classroom materials for the new three-year-old classrooms at Lee Learning Center, LaFollette, Bruce, and Franklin.
- (4) The education coordinators visited classrooms to provide support to Head Start teaching teams. The focus was on schedules, routines, classroom environments, and other support as needed.
- (5) The education coordinators completed one Classroom Assessment Scoring System (CLASS) observation during the month of June at Kilbourn. Feedback was provided to the teacher and principal.
- (6) On June 1, 2017, the education coordinators participated in a Frog Street professional development meeting with the Frog Street representatives and Head Start supervisor and MPS early childhood learning manager.

- (7) On June 1, 2017, the education coordinator walked through a classroom at Kagel with the building principal and the health coordinator to approve the use as a Head Start classroom for the 2017–18 school year.
- (8) The education coordinators met with the Head Start program supervisor on June 2 and June 28, 2017, to discuss service area updates.
- (9) The education coordinators and mental health and disabilities coordinator planned and prepared for the Head Start Summer Academy, a week-long professional learning opportunity for Head Start teachers and classroom assistants, on June 6, 27, and 29, 2017.
- (10) The education coordinator participated in a management staff meeting to learn about a new tool for documenting classroom support in ChildPlus.
- (11) On June 9, 2017, the education coordinators met with Lakeshore Learning representatives regarding supplemental materials for the Frog Street curriculum.
- (12) On June 12 and 14, 2017, the education coordinators pulled program data from Galileo to update the Program Outcomes Report and School Readiness Goals Report for the 2016–17 school year. The data was used for program planning and goal setting.
- (13) On June 13, 2017, the education coordinators participated in a districtwide professional development opportunity for the new Frog Street curriculum.
- (14) On June 15, 2017, the education coordinator participated in a meeting with the Head Start supervisor to discuss a new coaching initiative and begin planning for the 2017–18 school year.
- (15) The education coordinators supported and assisted in the classroom setup at Lee Learning Center on June 19, 20, and 21, 2017.
- (16) On June 19, 2017, the education coordinators met with the Head Start Advisory Committee to plan and prepare for upcoming Head Start projects in the 2017–18 school year.
- (17) On June 23, 2017, the education coordinators attended a planning and preparation meeting for the parent orientation.
- (18) On June 23, 2017, the education coordinators worked on the Head Start early start and traditional calendars for the 2017–18 school year.
- (19) The education coordinators compiled data to complete the End-of-the-Year Report June 27–28, 2017.
- (20) On June 26, 2017, the education coordinators met with the Head Start Advisory Committee to discuss and plan the upcoming three- and four-year-old Learning Adventures for the 2017–18 school year.
- (21) An education coordinator participated in the literacy foundation PD planning team on June 27, 2017.
- (22) The education coordinators worked on creating a sample K3 full-day schedule on June 27, 2017.
- (23) On June 28, 2017, the education coordinators met with the Head Start supervisor to discuss service area updates.
- (24) The education coordinators and the Head Start program supervisor met to discuss Lee Learning Center staff needs on June 29, 2017.

- (25) On June 30, 2017, the Head Start coordinators participated in a Head Start management team meeting to discuss program-wide planning.

July 2017

- (1) The education coordinators submitted to the Head Start program supervisor the End-of-the-Year Report on July 3, 2017.
- (2) The education coordinators and mental health and disabilities coordinator planned and prepared for the July Head Start Summer Academy, a week-long professional learning opportunity for Head Start teachers and classroom assistants, on July 3, 5, and 6, 2017.
- (3) During the month of July, the education coordinators pulled program data from Galileo to update the Program Outcomes Report and School Readiness Goals Report for the 2016–17 school year. This data is used for program planning and goal setting.
- (4) The education coordinators and the Head Start Advisory Committee met with Betty Brinn representatives to discuss a learning opportunity for three-year-olds at Betty Brinn.
- (5) The week of July 9–15, 2017, the education coordinators conducted a week-long opportunity of professional development for Head Start teachers and classroom assistants. A total of 38 teachers and classroom assistants attended the July sessions.
- (6) On July 17, 2017, the education coordinator conducted a training for teachers and paraprofessionals new to Head Start. A total of 9 educators attended this session.
- (7) On July 26, 2017, the education coordinator, along with the Head Start Advisory Committee, met with Betty Brinn representatives to discuss the three-year-old Learning Adventure for the 2017–18 school year.
- (8) On July 21 and July 25, 2017, the education coordinator attended IEP meetings at MPSSSC as representatives of the Head Start Program.
- (9) The education coordinator participated in the literacy foundation professional development planning team on July 26, 2017.
- (10) On July 31, 2017, one education coordinator compiled and shared Frog Street feedback to the Head Start program supervisor and early childhood learning manager regarding the K3 and K4 July training.

August 2017

- (1) The education coordinators and mental health and disabilities coordinator planned and prepared for the August Head Start Summer Academy, a week-long professional learning opportunity for Head Start teachers and classroom assistants, on August 1, 2017.
- (2) The education coordinator participated in interviews for a paraprofessional for Lee Learning Center on August 2, 2017.
- (3) On August 4, 2017, the education coordinator attended a planning and preparation meeting for the parent orientation.
- (4) The week of August 7–11, 2017, the education coordinators conducted a week-long opportunity of professional development for Head Start teachers and classroom assistants. A total of 47 teachers and classroom assistants attended the August sessions.

- (5) The education coordinators participated in a two-day districtwide professional development in the new Frog Street curriculum on August 8 and August 9, 2017.
- (6) The education coordinator and the ERSEA/FPA coordinator met with the school leader at South Division on August 2, 2017, to finalize details for the upcoming parent orientation taking place on August 4, 2017.
- (7) On August 4, 2017, the education coordinators attended the parent orientation meeting held at South Division High School from 9:30 a.m. to 11:30 a.m.
- (8) On August 14, 2017, the education coordinator conducted a training for teachers and paraprofessionals new to Head Start. A total of 12 educators attended this session.
- (9) The education coordinators conducted school site visits to ALBA, Congress, Marvin Pratt, and Hawthorne and provided instructional support during the week of August 14, 2017.
- (10) The education coordinators met on August 16, 2017, to discuss supports for the new Head Start sites.
- (11) On August 17, 2017, the education coordinators attended the parent orientation meeting held at North Division High School from 5:00 p.m. to 7:00 p.m.
- (12) On August 18, 2017, the education coordinators participated in the Lee Learning Center block party.
- (13) On August 21, 2017, the education coordinator attended an all-day professional development for school support teachers at North Division High School.
- (14) On August 22, 2017, one education coordinator visited Carson and LaFollette to inspect new Head Start classrooms in preparation for the new school year.
- (15) The education coordinators met to plan and prepare for the opening week professional development for Lee Learning Center on August 23 and August 25, 2017.
- (16) On August 24, 2017, one education coordinator visited Hawthorne Elementary to provide support to teachers in their classrooms.
- (17) The education coordinators and Head Start program supervisor participated in a Frog Street webinar on August 24, 2017.
- (18) The week of August 28, 2017, the education coordinators participated in the opening week professional development for Head Start teachers at Lee Learning Center.
- (19) The education coordinator presented to Lee Learning Center staff on Head Start classroom environment on August 28, 2017.
- (20) The education coordinators created schoolwide schedules for the Lee Learning Center staff on August 28 and August 29, 2017.
- (21) The education coordinator participated in the literacy foundation professional development planning team on August 29, 2017.
- (22) The education coordinators presented to Lee Learning Center staff on Wisconsin Model Early Learning Standards and Head Start Early Learning Outcomes Framework on August 30, 2017.
- (23) One education coordinator assisted in the classroom setup at Carson Street Academy on August 30, 2017.

- (24) The education coordinators participated in the Infinite Campus training for Lee Learning Center staff on August 31, 2017.

ERSEA (Eligibility, Recruitment, Selection, and Attendance)

Ruth Stark-Jordan, ERSEA Coordinator, shared the ERSEA report.

Eligibility for June

Out of 1,426 families:

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

Recruitment

- (1) One family partnership associate (FPA) participated in the Longfellow carnival on June 2, 2017.
- (2) Two FPAs participated in the City of Milwaukee Health Department–Health Fair on June 15, 2017.
- (3) Two FPAs participated in Juneteenth celebration on June 19, 2017.
- (4) Two FPAs participated in the City of Milwaukee Health Department–Health Fair on June 29, 2017.
- (5) Two FPAs participated in the District Uniform and Enrollment Fair on July 15, 2017.
- (6) Two FPAs participated in Garfield’s Days on July 15, 2017.
- (7) Two FPAs participated in the Omega Psi Phi Back-to-School Education Fair on August 19, 2017.
- (8) Two FPAs participated in the Community Health and Resource Fair on August 19, 2017.
- (9) Two FPAs participated in the Mount Horeb Church Community Health Fair on August 26, 2017.
- (10) Two FPAs participated in the District Uniform and Enrollment Fair on August 30, 2017.
- (11) Three hundred thirty parents came into the Head Start office during the months of June, July, and August to register their child/children.

Selection

The waitlist total as of June 30, 2017, was 221, 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 1–9, 2017, was 90.5%.

Transportation

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

Enrollment

As of June 1–30, 2017, the actual enrollment was 1,426.

The total enrollment for the month of June, as reported to the Head Start office, was 1,356. This number reflects the total number of children enrolled on the last operating day of the month and includes vacancies of less than 30 days. State-funded children were not included in this report. Vacancies are being filled with ongoing registrations.

June 2016-17 Enrollments										
Funding		Region	School Site	Total Seats				Total Seats Available		Total Number Enrolled
Federal	State			Bilingual		Monolingual		K3	K4	
				K3	K4	K3	K4	K3	K4	
X		Southwest	ALBA	60	20	0	0	0	0	80
X		Central	Bethune	0	0	0	40	NA	1	39
X		Northwest	Carson	0	0	60	0	0	NA	60
X		Northwest	Congress	0	0	90	0	1	NA	89
X		Southwest	Forest Home	30	0	30	20	0	0	80
X		Central	Gwen T. Jackson	0	0	30	40	0	0	70
	X	Northwest	Obama	0	0	30	40	0	0	70
X		Northwest	Hawthorne	0	0	30	20	0	0	50
X		Southwest	Hayes	30	0	0	0	1	NA	29
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	1	2	77
X		East	King Jr.	0	0	30	0	0	NA	30
X		Southwest	Lincoln	30	40	30	0	0	0	100
X		Southwest	Longfellow	0	20	0	20	NA	5	35
X		Northwest	Maple Tree	0	0	60	20	0	0	80
X		Central	Marvin Pratt	0	0	30	20	0	0	50
X		Southwest	Mitchell	0	0	30	0	0	NA	30
X		GE	Pierce	0	0	30	0	0	NA	30
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	0	NA	60
X		Central	Westside	0	0	30	40	0	2	68
Total				165	795	380	100	3	11	1426
				1440				14		1426

Other

- (1) The ERSEA coordinator facilitated the family needs assessment with staff on June 1, 7, and 9, 2017.

- (2) The ERSEA coordinator conducted a Lee Learning Center block party recruitment meeting on June 2, 2017.
- (3) The ERSEA coordinator attended a Lee Learning Center planning meeting on June 8, 2017.
- (4) The ERSEA coordinator had her one-on-one with the Head Start supervisor on June 27, 2017.
- (5) The ERSEA coordinator met with Mental Health and Disabilities Coordinator in regard to parent enrollment on June 27, 2017.
- (6) The ERSEA coordinator attended the Penfield transition meeting on July 6, 2017.
- (7) The ERSEA coordinator went to Central Services to make sure staff was set up to conduct registrations in the auditorium on July 18, 2017.
- (8) The ERSEA coordinator attended the Penfield transition meeting on August 3, 2017.
- (9) The ERSEA coordinator facilitated the Lee Learning Center block party that consisted of several vendors, DJ, food, and activities for the children and community on August 18, 2017, 10:00 a.m.–2:00 p.m.

Mental Health and Disabilities

Honore Harvey shared the mental health and disabilities report. An explanation was shared about how a 504 differs from the individualized education program (IEP).

30-June, 2017										
Enrolled Number of Students with Disabilities										
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										
Schools	SPL	SDD	AUT	OHI	OI	TBI	EBD	ID	504	School Total
Alba	11	1	0	2	0	0	0	0	1	14
Bethune	0	2	3	1	1	0	0	0	0	7
Bruce	5	1	0	0	0	0	0	0	0	6
Carson	1	0	0	0	0	0	0	0	0	1
Congress	2	0	0	0	0	0	0	0	0	2
Forest Home	2	0	0	0	0	0	0	0	0	2
Franklin	2	0	0	0	0	0	0	0	0	2
Hawthorne	3	1	0	0	0	0	0	0	0	4
Hayes	1	0	0	0	0	0	0	0	0	1
Jackson	1	0	0	1	0	0	0	0	0	2
Kagel	2	2	0	0	0	0	0	0	0	4
Kilbourn	8	0	0	0	0	0	0	0	0	8
King	0	0	0	0	0	0	0	0	0	0
Lafollette	0	0	0	0	0	0	0	0	0	0
Lee Learning Center	0	2	0	0	0	0	0	0	0	2
Lincoln	8	0	0	0	0	0	0	0	0	8
Longfellow	6	0	0	0	0	0	0	0	0	6
Maple Tree	4	1	0	0	0	0	0	0	0	5

Marvin Pratt	1	2	0	0	0	0	0	0	0	3
Mitchell	1	0	0	0	0	0	0	0	0	1
Obama	1	3	0	0	0	0	0	0	0	4
Pierce	0	0	0	0	0	0	0	0	0	0
Sherman	4	1	0	0	0	0	0	0	0	5
Siefert	3	2	0	0	0	0	0	0	0	5
Thurston Woods	1	0	0	0	0	0	0	0	0	1
Westside Academy	4	2	0	0	0	0	0	0	0	6
Grand Total	71	20	3	4	1	0	0	0	1	99

- Children identified with a disability: 10%
- Children with 504 plans: 1
- Special education meetings attended the months of June, July, August: 18

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

Mental Health Classroom and Family Support

- (1) Mental health staff submitted one homeless referral.
- (2) Mental health staff submitted six Child Find referrals.
- (3) One Penfield Behavior Clinic referral was submitted.
- (4) Mental health staff completed one observation in Head Start classroom.

Other

- (1) On June 2, 2017, the MHS and MHDC met with the Head Start supervisor and ERSEA coordinator to discuss legal guardianship guidelines for enrollment.
- (2) On June 22, 2017, the MHDC met with the Head Start supervisor to discuss the Head Start parent orientation.
- (3) On June 26 and July 19, 2017, the MHDC had a one-on-one meeting with the Head Start supervisor to discuss service area updates.
- (4) The MHDC and MHS had the following meetings during June, July, and August:
 - June 22, 2017 – Ages & Stages Questionnaires: Social-Emotional, Second Edition (ASQ:SE-2), parent handbook data, and end-of-year reporting
 - June 28, 2017 – ASQ online
 - July 6, 2017 – Summer work plan
 - July 11, 2017 – ASQ online
 - August 2, 2017 – ASQ online
 - August 25, 2017 – Lee Learning Center roles and responsibilities

- June 6, 15, 21, 27 and July 3, 2017 – Head Start summer professional development planning/development/preparation dates
- (5) The MHDC viewed the following webinars:
 - June 7, 2017, “Using Movement for Optimal Development and Early Learning: How Smart Steps Can Make Big Strides,” sponsored by Early Childhood Investigations
 - June 22, 2017, “ReadyRosie” parent engagement information
 - August 21, 2017, “NBCDI Launches Delivering on the Promise: An Initiative to End ECE Suspensions and Expulsions”
 - (6) On June 8, 2017, the MHDC provided professional development to the Head Start management team on tracking and documenting requests for classroom coverage and/or support in Child Plus.
 - (7) On June 12, 2017, the MHS participated in training via conference call with Brookes Publishing to learn how to utilize the online ASQ Family Access website.
 - (8) On June 13, 2017, the MHS and MHDC assisted and attended a Frog Street professional development at Webster School.
 - (9) On June 14, 2017, MHS attended a school social work meeting.
 - (10) On July 14, 2017, the MHS and MHDC presented at the Head Start Summer Academy for teachers and assistants.
 - (11) During June PIR data was reviewed and completed.
 - (12) On July 7, 2017, the MHDC met with Wisconsin Department of Public Instruction early childhood specialist to discuss potential trainings related to inclusive services.
 - (13) During the week of July 10–14, the MHDC participated in training with the education coordinators in the Head Start professional development at North Division High School.
 - (14) On July 18, 2017, the MHDC participated in the Milwaukee Public Schools Head Start Health Services Advisory meeting.
 - (15) On July 31, 2017, the MHDC, along with Head Start education coordinators, met with Milwaukee Public Schools program support teachers/early childhood and the Wisconsin Department of Public Instruction early childhood specialist to share information related to inclusion in Head Start classrooms.
 - (16) The MHDC, along with the education coordinators, planned for teacher and assistant professional development on August 1, 2017.
 - (17) On August 3, 2017, the MHDC and MHS met with the Head Start supervisor and school social worker supervisor to discuss how mental health staff will support Lee Learning Center for the 2017–18 school year.
 - (18) On August 4 and 17, 2017, the MHDC participated in parent orientations at South Division and North Division, respectively.
 - (19) On August 7, 2017, the MHS presented at the Head Start Summer Academy for teachers and assistants.

- (20) During the week of August 7–11, 2017, the MHDC participated with the education coordinators in Head Start professional development at North Division High School.
- (21) On August 14, 2017, the MHDC provided support to Head Start staff at Congress School.
- (22) Acuscreen and ASQ:SE-2 protocols were distributed to Congress, Hawthorne, ALBA, and Obama on August 15, 2017.
- (23) On August 16, 2017, both MHS attended an opening day meeting at Sojourner Family Peace Center.
- (24) On August 17–18, 2017, both MHS staff attended the social worker opening week trainings at North Division.
- (25) On August 18, 2017, MHDC participated in the Lee Learning Center block party and enrollment event.
- (26) On August 21 and 23, 2017, both MHS staff attended training for Trauma Module 7-9.
- (27) On August 25, 2017, both MHS staff attended training on Integration of Interventions, Violence Prevention, Second Step, and Mindfulness.

Family Engagement

Regina Jacobs presented the Family Engagement report.

June

- (1) The interim ERSEA/FPA coordinator met with the Head Start supervisor on June 19, 2017, to discuss the Head Start parent orientation.
- (2) The interim ERSEA/FPA coordinator facilitated a management team meeting to discuss updates to the Head Start parent orientations on June 20 and 22, 2017.
- (3) The interim ERSEA/FPA coordinator planned for a fatherhood outing during the month of June.
- (4) The interim ERSEA/FPA coordinator met with the Head Start supervisor on June 26, 2017, to discuss service updates.
- (5) The interim ERSEA/FPA and one education coordinator conducted a site visit to South Division on June 27, 2017.

July

- (6) During the month of July, the interim ERSEA/FPA coordinator continued planning for the August parent orientations.
- (7) The interim ERSEA/FPA coordinator participated in an FPA staff meeting on July 17, 2017, for summer staff.
- (8) During the month of July, the interim ERSEA/FPA coordinator worked on organizing the Lee Learning Center parent center.
- (9) During the month of July, the interim ERSEA/FPA coordinator planned for a fatherhood initiative outing to the zoo, which was held on Saturday, July 29, 2017.

- (10) The interim ERSEA/FPA coordinator, along with the Head Start supervisor, reviewed the 2016–17 Program Information Report (PIR) on July 18, 2017.
- (11) The interim ERSEA/FPA coordinator met with the Policy Council chairperson on July 25, 2017.
- (12) The interim ERSEA/FPA coordinator, along with the Head Start supervisor, created work schedules and assigned FPA staff to Head Start sites.

August

- (1) The interim ERSEA/FPA coordinator planned for and facilitated a parent orientation at South Division on August 4, 2017, and North Division on August 17, 2017. There were 262 families in attendance. There were community resource tables available to families. The program provided 250 book bags to Head Start students.
- (2) The interim ERSEA/FPA coordinator updated the Head Start Fatherhood Initiative plan on August 15, 2017.
- (3) During the month of August, the interim ERSEA/FPA coordinator created a draft of a 2017–18 work schedule.
- (4) The interim ERSEA/FPA coordinator created and mailed 2017–18 welcome letters to FPA staff on August 21, 2017.
- (5) The interim ERSEA/FPA coordinator met with the Head Start supervisor and the education coordinators to discuss Lee Learning Center scheduling on August 21, 2017.
- (6) The interim ERSEA/FPA coordinator facilitated team-building activities for Lee Learning Center staff on August 30 and September 1, 2017.
- (7) The interim ERSEA/FPA coordinator worked on a draft of 2017–18 parent meeting topics.
- (8) The interim ERSEA/FPA coordinator attended Infinite Campus training on August 31, 2017.
- (9) The interim ERSEA/FPA coordinator met with the Head Start supervisor to draft standard operating procedures for Policy Council planning and to review FPA office protocols and expectations.
- (10) The interim ERSEA/FPA coordinator and Head Start supervisor met with one FPA to discuss school expectations and responsibilities for Lee Learning Center on Thursday, August 31, 2017.
- (11) The interim ERSEA/FPA coordinator met with the MPS school social work manager regarding expectations and job requirements on August 31, 2017.

Health

Erica Harris-Day presented the Health information. Mary Htoo, interpreter, asked if individuals from outside of Milwaukee County could attend Dental Day. Erica Harris-Day will be following up on this question.

June

- (1) On June 5, 2017, the Head Start health coordinator participated in a meeting with Children’s Asthma Alliance.

- (2) On June 9, 2017, the Head Start health coordinator participated in the Give Kids A Smile planning meeting for Dental Day.
- (3) On June 10, 2017, the Head Start health coordinator participated in the Head Start Policy Council meeting.
- (4) On June 14, 2017, the Head Start health coordinator participated in the core health team meeting.
- (5) On June 22, 2017, the Head Start health coordinator participated in the Head Start management team parent orientation meeting.
- (6) On June 26, 2017, the Head Start health coordinator participated in a meeting with the Head Start supervisor to discuss service area updates.
- (7) On June 29, 2017, the Head Start health coordinator participated in the Head Start communications and media meeting to discuss Dental Day marketing.
- (8) On June 30, 2017, the Head Start health coordinator participated in the Head Start manager's meeting.

July

- (1) The health coordinator ordered new health supplies for all Head Start classrooms.
- (2) During the month of July, the health team prepared 2017–18 health supplies for delivery on July 28, 2017.
- (3) On July 5, 2017, the Head Start health coordinator participated in the Head Start PIR review meeting with the Head Start supervisor.
- (4) On July 6, 2017, the Head Start health coordinator participated in the Head Start summer professional development planning meeting.
- (5) On July 8, 2017, the Head Start health coordinator participated in the Head Start Policy Council meeting.
- (6) On July 14, 2017, the Head Start health coordinator provided health training to teaching staff during the Head Start Summer Academy.
- (7) On July 17, 2017, the Head Start health coordinator participated in a partnership meeting with Bryant & Stratton College.
- (8) On July 18, 2017, the Head Start health coordinator participated in a partnership meeting with the Milwaukee County Wisconsin Infants and Children (WIC) program.
- (9) On July 20, 2017, the Head Start health coordinator participated in a partnership meeting with Sixteenth Street WIC Clinic.
- (10) On July 21, 2017, the Head Start health coordinator participated in a partnership meeting with Bryant & Stratton College.
- (11) On July 25, 2017, the Head Start health coordinator created a schedule for transportation for Head Start students to Give Kids A Smile Dental Day.
- (12) During the month of July, the Head Start health team continued to review student medical records for enrollment.

August

- (1) During August the health team packaged and assembled 2017–18 health supplies for traditional start schools for delivery on August 28, 2017.
- (2) On August 4, 2017, the Head Start health coordinator participated in the Head Start parent orientation at South Division and provided hearing and screening services to children.
- (3) On August 17, 2017, the interim Head Start health coordinator participated in the Head Start parent orientation at North Division.
- (4) On August 17, 2017, the interim health coordinator participated in an automated external defibrillator (AED) training and safety meeting with MPS Heart Safe Schools AED program.
- (5) On August 18, 2017, the interim Head Start health coordinator participated in the Lee Learning Center block party.
- (6) On August 22, 2017, the interim health coordinator participated in a health services meeting with MPS Student Health Services supervisor.
- (7) On August 24, 2017, the interim health coordinator participated in a 504 meeting for one enrolled Head Start student.
- (8) During the month of August, the Head Start health team continued to review student medical records for enrollment.

Nutrition Report

See attached monthly nutrition report for June 2017.

- Grand total number for breakfast – 3,785
- Grand total number for lunches – 6,092
- Grand total number of snacks – 16,376

Fiscal Report

See attached monthly expense report for June 2017.

- Federal (22 sites) with a total grant of \$8,597,310. Remaining balance as of 8/31/17: \$5,896,176 (end of federal grant: May 31, 2017).
- State grant (Obama) with a total grant of \$421,575. Remaining balance of 8/31/17: \$370,376 (end of state grant: June 30, 2018).

Old Business

None

New Business

Staff Updates

- (1) Interviews are being held for the seven open family partnership associate (FPA) positions.
- (2) The ERSEA/FPA coordinator position has been posted and is now closed.

- (3) The health coordinator position has been posted and is now closed.
- (4) The school nurse associate position will be posted soon.

Leah Noid-Harrington asked if parents have been interviewed and/or recruited. Erica Harris-Day responded yes, the positions are open to them as long as they have the necessary qualifications. Head Start encourages grantees to recruit and hire former Head Start parents.

Bylaws

Unable to vote on the bylaws today, but the group did review bylaws. Items to be followed up on:

- Section 4—voting rights
 - Leah Noid-Harrington noted that she is realizing that as a community representative, she has full voting rights. Erica Harris-Day will check the performance standards to confirm.
- Leah Noid-Harrington further noted the importance of knowing our Head Start bylaws.

Self-Assessment

Individuals present broke into two groups to complete the self-assessment using the Program Quality Assessment (PQA). The remainder of the work will be completed during the October meeting.

Announcements

- (1) Next meeting will be held on Saturday, October 14, 2017, 10 a.m.–12 noon
- (2) Bring iPads to the October meeting.
- (3) October is parent committee meeting representative elections.
- (4) Give Kids A Smile Dental Day Event will be held on Saturday October 7, 2017.

Adjournment

Nina Harris, chairperson, adjourned the meeting at 12:05 p.m.