



Grantee: Milwaukee Public Schools Grant No. 05CH010537	DRAFT	Monitoring Report Notification Date: 01-04-2023 Corrective Action Plan Due Date: 05-09-2023		
Non Compliance: Systems (1302.1(a)(1)) 1302.101 Management system. (a) Implementation. A program must implement a management system that: (1) Ensures a <u>program, fiscal, and human resource management structure</u> that provides effective management and oversight of all program areas and fiduciary responsibilities to enable delivery of high-quality services in all of the program services described in subparts C, D, E, F, G, and H of this part.				
Action Steps	Person Responsible	Evidence	Targeted Date	Completion Date
Met with the Office of School Administration to discuss and create an organizational chart that establishes stronger oversight and relational partnership between the Head Start office, Office of Academics and Office of School Administration	Chief Officer of School Administration Chief Officer of Academics Early Learning Manager	Meeting Agenda Organizational chart	March 24, 2023	April 14, 2023

Share program information and organizational structure with governance and policy council	Early Learning Manager	Emails Meetings	February 14, 2023	April 20,2023
Early Learning Manager and Coordinators create caseloads to provide individualized support and oversight, with additional assistance from the Office of School Administration (Regional and Instructional Leadership Director), to Head Start sites	Head Start Coordinators Early Learning Manager Office of School Administration	Caseload chart Head Start Team Meetings	April 6, 2023	April 6, 2023
Use input from the Office of School Administration to further develop and revise procedures for the management of the Head Start program <u>Steps include:</u> *Using the Plan-Do-Study-Act approach to review and analyze data to identify common concerns *Use data to plan for program specific actions/procedures and professional development *Document program response as either “satisfied” or “addressed” on program log	Office of School Administration Chief Office of Academics Early Learning Manager Head Start Coordinators	Team Meeting Agendas Program Log reflecting data reviewed during meeting to inform next steps Written Procedures	March 24,2023	May 9, 2023

<p>Generate and disseminate program information (protocols guidance and procedures) to Head Start internal and external community</p>	<p>Chief Office of School Administration</p> <p>Regional Superintendents (RS)</p> <p>Instructional Leadership Directors (ILD)</p> <p>Chief Office of Academics</p> <p>Early Learning Manager</p> <p>Head Start Coordinators</p> <p>School Leaders</p>	<p>Google Forms: Communication</p> <p>Protocols: Communication</p> <p>Highlights</p> <p>Thursday Updates</p> <p>Emails</p> <p>Policy Council Meetings</p> <p>School leader meetings</p> <p>Teacher Meetings</p>	<p>March 1, 2023</p>	<p>May 9, 2023</p>
<p>Review, discuss, provide input, and approval of the Corrective Action Plan by Policy Council, MPS Community and Full Board</p>	<p>Early Learning Manager</p> <p>Head Start Staff</p>	<p>Corrective Action Plan</p>	<p>April 13, 2023</p>	<p>Policy Council and Full Board</p> <p>April 20, 2023</p>

Non Compliance: Adult: Child Ratio

1302.21 Center-based option (b) Ratios and group size. (1) Staff-child ratios and group size maximums must be determined by the age of the majority of children and the needs of children present. A program must determine the age of the majority of children in a class at the start of the year and may adjust this determination during the program year, if necessary. Where state or local licensing requirements are more stringent than the teacher-child ratios and group size specifications in this section, a program must meet the stricter requirements. 3) A class that serves a majority of children who are three years old must have no more than 17 children with a teacher and teaching assistant or two teachers. A double session class that serves a majority of children who are three years old must have no more than 15 children with a teacher and teaching assistant or two teachers. (4) A class that serves a majority of children who are four and five years old must have no more than 20 children with a teacher and a teaching assistant or two teachers. A double session class that serves a majority of children who are four and five years old must have no more than 17 children with a teacher and a teaching assistant or two teachers.

Action Steps	Person Responsible	Evidence	Targeted Date	Completion Date
Conduct walks to check for maintenance of child: adult ratio	Head Start Coordinators	Google Forms-Head Start Walkthrough	September 2022	May 9, 2023
Work with school leader to conduct timely review of daily staffing data and communicate concerns regarding child: staff ratio	School Leaders RS/ILD	Head Start Email Google Form	March 1, 2023	May 9, 2023
Conduct ongoing monitoring of data for patterns and trends regarding compliance of the child: staff ratio with Office of School Administration and Head Start	Head Start Coordinators School Leaders RS/ILD Family Partnership	Team Meeting Agendas Google Form Protocol Email School Support Assignment list	September 2022	May 9, 2023

	Associate (FPA)			
Share information on strategy for combining class so to maintain the child: staff ratio	Education Coordinators	Frequently Asked Questions (FAQ) document School Leader email	April 14, 2023	May 9, 2023
Provide ongoing communication regarding the child: staff ratio	Chief Officer of School Administration RS/ILD Chief Officer of Academics Early Learning Manager Head Start Coordinators	Highlights communication Meeting agendas Meeting PowerPoint Presentations	March 1, 2023	May 9, 2023

Non Compliance: Health and Safety

1302.47 Safety practices. (a) A program must establish, train staff on, implement, and enforce a system of health and safety practices that ensure children are kept safe at all times. A program should consult Caring for our Children Basics, available at http://www.acf.hhs.gov/sites/default/files/eecd/caring_for_our_children_basics.pdf, for additional information to develop and implement adequate safety policies and practices described in this part.

Action Steps	Person Responsible	Evidence	Targeted Date	Completion Date
Present to school leaders and support staff a review of the performance standard about Health and Safety	Early Learning Manager Education Coordinators	School Leader Meeting Agenda FPA meeting agendas Policy Council meeting agendas	March 1, 2023	March 24, 2023
Check for maintaining a safe and secure learning environment by conducting unannounced health and safety monitoring visits with feedback provided to the teacher and school leader	Early Learning Manager Head Start Coordinators	Google Form- Compliance Checklists	March 9, 2023	May 9, 2023
Review and disseminate a copy of the standards of conduct and Information Memorandum on Reporting Child Safety and Health Incidents to Head	Early Learning Manager Head Start	Review signed Standard of Conduct	March 1, 2023	April 10, 2023

Start staff and school leaders	Coordinators	Google Leader Folder Highlight Emails		
Plan, implement, and participate in training provided from within the district or out of district training opportunities based on prioritized order of training needs then review check for understanding responses for understanding. Follow up when necessary to clear up misunderstandings. <u>Training includes</u> Safety, Reporting, Discipline Emotional Learning, Wellness, Classroom Assessment Scoring System (CLASS) Communication/Interaction	Early Learning Manager Head Start Coordinators	Head Start Training Plan for instructional staff, leaders, and Head Start staff.	March 1, 2023	May 9, 2023
Provide information on Active Supervision (videos, handout, poster in each classroom and PDF of the Active Supervision and Active Supervision at a Glance document) with school leaders and Head Start staff then review check for understanding responses	Early Learning Manager Head Start Coordinators	Check for poster in each classroom Leadership Google Folder Emails	March 8, 2023	March 23, 2023

Conduct Fidelity of Implementation (FOI) data review on the implementation of Frog Street's Conscious Discipline Brain Smart Start process and follow up improving implementation when necessary	Early Learning Manager Head Start Coordinators	Qualtrics data management system for Frog FOI data Data Review-Team Meetings	April 13 ,2023	May 9, 2023
Informed of outdoor concerns and communicated with MPS Facilities and Maintenance to follow up on them	Early Learning Manager Facilities and Maintenance Director	Email	April 14, 2023	April 14, 2023
Reviewed checklists for outdoor/large motor activity spaces and added an outdoor review to existing safety checklist	Early Learning Manager Head Start Coordinators	Checklist	April 14, 2023	April 21, 2023
Met with Finance regarding Quality Improvement Plan Outcome: Plan to replace tot lots at gradual progression	Grants Department Early Learning Manager	Quality Improvement Report	April 19, 2023	April 21, 2023
Reviewed existing work orders and work on creating requests for repair sites that are in need equipment repair	Early Learning Manager Head Start Coordinators	Work orders	April 20, 2024	April 28, 2023

Created procedure for a check to be conducted before going outside	Early Learning Manager Head Start Coordinators	Procedure Meeting Agenda	April 20, 2023	May 9, 2023