

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

June 27, 2019

Submitted by Director Erika Siemsen

CALL TO ORDER AND ROLL CALL

Eunice Heredia-Colon, Chairperson, called the meeting of the MPS Head Start Policy Council to order at 10:04 a.m. on Tuesday, June 11, 2019, in the Lee Learning Center.

- Members in Attendance..... Emmett Gross¹ (Carson), Ashanti Ealy¹ (Congress),
Connie Pigott (Dr. King), Eunice Heredia-Colon (Kagel),
Henry Cox (Kilbourn), Lillie Wilson (Siefert)
- Community Representatives Ravenna Brown, Christina Esparza.
- Policy Council Advisors Annie Crockett; Albert Robbins, Jr.
- Staff Raquel de la Cruz Gutiérrez and Erin Hermann,
Education Coordinators; Charmina Gray, Health
Coordinator; Ruth Stark-Jordan, Head Start Supervisor;
Joandy Williams, Early Education Program Manager;
Vickie Brown-Gurley, Interim Curriculum & Instruction
Director; Nikki Cherek, Enrollment Assistant; Honore
Harvey, Mental Health and Disabilities Coordinator
- Interpreters Joy Cruz and Judith Chavez, Spanish interpreters; Kyaw
Mue and Heiler Moo, Karen interpreters

DIRECTOR’S REPORT

EDUCATION

Erin Hermann shared the education report.

- (1) The education coordinators approved and scheduled Head Start field trips.
- (2) The education coordinators entered April in-kind documentation.
- (3) The education coordinators visited Head Start classrooms to provide support to Head Start teaching teams. The focus was on schedules, on routines, on classroom environments, and on identifying and providing support as needed. The Early Childhood Checklist was used to provide feedback regarding instruction, lessons, and classroom environments.
- (4) The education coordinator provided administrative coverage for Lee Learning Center on May 2, 3, 8, 15, 23, and 24, 2019.
- (5) The education coordinators completed eight CLASS (Classroom Assessment Scoring System) observations during the month of May at Kagel, Kilbourn, and Lee. Written feedback was sent to each observed teacher as well as his/her principal. Conferences were also held with teachers to debrief observations.
- (6) On May 2 and 3, 2019, the education coordinator attended the National Head Start Conference in San Antonio, Texas.
- (7) The education coordinator participated in a coordinators’ meeting with Head Start T/TA (Training and Technical Assistance) to discuss Active Supervision in Head Start on May 3, 2019.

¹ via phone conference

(8) On May 6, 2019, the education coordinator met with the classroom teacher to discuss Head Start materials and furniture at ALBA school.

(9) The education coordinator attended meetings for the MPS Early Childhood 1825 Initiative on June 6, 10, and 17, 2019.

(10) On May 8, 2019, the education coordinators met to discuss the planning of Head Start Summer Academy.

(11) On May 9, 2019, the Head Start management team and the education coordinators participated in a meeting with the Grantee Specialist, Madelyn Connell, to discuss ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance) policies and procedures.

(12) On May 10, 2019, the education coordinators went to ALBA school to take inventory of Head Start furniture and materials. ALBA will be eliminating its Head Start classroom next school year and making it a board-funded classroom.

(13) On May 13, 2019, the education coordinators took the PQA (Program Quality Assessment) for program self-assessment.

(14) On May 13, 2019, the education coordinators attended the MPS/Milwaukee Early Childhood 1825 Initiative's meeting at Central Services.

(15) On May 13, 2019, the education coordinators met with the Head Start program supervisor to discuss the education service area.

(16) On May 14, 2019, the education coordinators participated in the Policy Council's monthly meeting.

(17) On May 20, 21, 24, the education coordinators delivered materials needed for the Head Start student folders.

(18) On May 21, 2019, the education coordinator met with furniture-delivery personnel to assist with the delivery of Head Start furniture to Siefert School's wrap-around classroom.

(19) On May 22, 2019 the education coordinators attended the Wisconsin Readiness Equity Network (WREN) conference in Madison, WI.

(20) The education coordinator visited Sherman Multicultural on Friday, May 24, 2019, to inspect a new room for a potential parent center move for the 2019-2020 school year.

(21) On May 29, 2019, the education coordinators went to Kagel school to take inventory of Head Start furniture and materials. Kagel will be eliminating its Head Start classroom next school year and making it a board-funded classroom.

(22) On May 30, 2019, the education coordinators participated in a coordinators' meeting with T/TA to discuss ongoing monitoring and self-assessment.

(23) On May 30, 2019, the education coordinator attended an Early Childhood 1825 social-and-emotional workgroup for the MPS/MKE early childhood initiative.

(24) The education coordinator visited Sherman Multicultural on Friday, May 24, 2019, to inspect a new room for a potential parent center move for the 2019-2020 school year.

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

Ruth Stark-Jordan shared the ERSEA report.

Eligibility for May

Of 1,392 families

- 928 are income-eligible;
- 78 meet the allowable over-income category;

- 97 are in the 101-130% category; and
- 289 are categorically eligible (foster care, homeless, public assistance).

Recruitment

- Fifty-two parents came into the Head Start office (Central) during the month of May.
- Forty-five parents came into the Head Start office (Lee) during the month of May.
- An FPA (family partnership associate) and enrollment assistant attended the Betty Brinn Family Night on May 16, 2019.
- An FPA attended the Westside School Family Literacy Night on May 31, 2019.

Selection

The waitlist's total as of May 31, 2019, was 191, which consists of income-eligible and over-income families, as well as those who want only particular schools that are full at this time.

Attendance

Head Start's average daily attendance for May 2019 was 86.6%.

Transportation

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

Enrollment

As of May 31, 2019, the actual enrollment was 1,392. The total enrollment for the month of May, as reported to the Head Start office, was 1,330. 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.

May 2019 Enrollments

Funding		Region	School Site	Allotted Seats				Total Number Enrolled	Total Number Available	
				Bilingual		Monolingual			K3	K4
Federal	State			K3	K4	K3	K4		K3	K4
X		Southwest	ALBA	34	20	0	0	52	0	2
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	32	2	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	46	0	4
X		Southwest	Hayes	34	0	0	0	34	0	NA
X		GE	Kagel	17	20	NA	20	53	0	4
X		Northwest	Kilbourn	NA	NA	34	20	49	0	5
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	85	0	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	80	0	0
X		Central	Marvin Pratt	NA	NA	30	20	43	0	7
X		Southwest	Mitchell	NA	NA	30	NA	30	1	NA
X		GE	Pierce	NA	NA	30	NA	30	0	NA

Funding		Region	School Site	Allotted Seats				Total Number Enrolled	Total Number Available	
				Bilingual		Monolingual			K3	K4
Federal	State			K3	K4	K3	K4		K3	K4
X		Northwest	Sherman	NA	NA	60	40	100	0	0
X		East	Siefert	NA	NA	60	20	74	6	0
X		Central	Thurston Woods	NA	NA	34	NA	34	0	NA
X		Central	Westside	NA	NA	30	40	61	0	9
Total				183	832	100	320	1,392	10	34
				1,435				44		

MENTAL HEALTH AND DISABILITIES

Honore Harvey shared the mental health and disabilities report.

Enrolled Number of Students with Disabilities

Schools	Total Number of Enrolled Children with Active IEPs	IEPs per Site (% of Funded Enrollment)	Schools	Total Number of Enrolled Children with Active IEPs	IEPs per Site (% of Funded Enrollment)
ALBA	21	41%	LaFollette	7	21%
Bethune	2	5%	Lee Learning Ctr	11	14%
Bruce	6	15%	Lincoln	20	20%
Carson	2	6%	Longfellow	10	27%
Congress	12	15%	Maple Tree	12	18%
Forest Home	17	23%	Mitchell	4	13%
Franklin	3	18%	Obama	6	14%
Hawthorne	6	12%	Pierce (Riverwest)	2	7%
Hayes	10	29%	Pratt	7	16%
Jackson	12	16%	Sherman	15	14%
Kagel	11	19%	Siefert	4	6%
Kilbourn	6	15%	Thurston Woods	5	12%
King Es	4	24%	Westside Acad.	11	16%
Kluge	6	22%	Totals	232	17%

- Children identified with disabilities 17% of funded enrollment
- Children with 504 plans 3
- Special education meetings invited to for the month of April 45
- MHS-assisted central evaluation teams to obtain parental consent for services/testing 5

Mental Health Classroom and Family Support for the month of May

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

- (1) Mental health staff completed/submitted eight homeless referrals.
- (2) Mental health staff submitted three Child Find and/or school-based referrals.
- (3) The MHDC conducted two CLASS observations and provided written feedback.
- (4) Behavioral, visual, and sensory supports, as well as resource information, was provided to more than three classrooms.
- (5) One referral was submitted to Penfield Behavior Clinic.
- (6) No referrals were submitted to Goodwill for vouchers for families in need.
- (7) No referrals was submitted to Urban Threads (clothing resource for MPS's homeless families).

- (8) No referrals were submitted to Ladies of Charity Clothing Center for families in need.
- (9) The mental health and disabilities staff attended one behavioral intervention team/behavioral academic intervention plan (BIT/BAIP) meeting at Head Start school sites.
- (10) The mental health and disabilities staff completed a minimum of six student observations/debriefs in Head Start classrooms.
- (11) The mental health and disabilities staff followed up with 21 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 have provided screening data and accepted IEP invitations prior to IEP meetings in more than 15 instances.
- (13) The mental health and disabilities staff continued to distribute completed ASQ: SE-2™ (Ages & Stages Questionnaires®: Social-Emotional, Second Edition) forms to teachers.
- (14) The mental health and disabilities staff followed up with parents whose children scored 90% on Head Start's social/emotional/behavioral screener, ASQ:SE-2™.
- (15) The MHS entered classroom developmental screening (Acuscreen and ASQ: SE-2™) data for 45-day timelines.
- (16) The MHS reviewed and updated all online ASQ screeners — ongoing.
- (17) The MHS provided individualized developmental and community-resource information to five families.
- (18) The MHS provided individualized interventions to three students.

Other

- (1) On April 30, 2019, the MHDC participated in a group coordinators' meeting.
- (2) On April 29 and 30, 2019, MHS attended the Disability Services Coordinator Institute in San Antonio, TX.
- (3) On May 2, 2019, MHS attended a school social work meeting. This meeting included professional-learning-communities presentations.
- (4) On May 2,3, and 30, 2019, the MHDC and Health coordinators met with the Office of Head Start's Health Specialist.
- (5) On May 2, 3, 7 (a.m. only), 8, 23, and 24, 2019, the MHDC covered the principal's absence at Lee Learning Center.
- (6) On May 7, 2019, the MHDC and MHS viewed a video blog, "Preventing Child Maltreatment," by Dr. Deborah Bergeron, Director of the Office of Head Start.
- (7) On May 8, 2019, the MHDC participated in the Early Childhood Investigations webinar, "The Power of Language: Nourishing Development of the Whole Child," by Dr. David Dickinson.
- (8) On May 9 and 10, MHS completed home visits in an attempt to secure consent for special education testing for a Head Start student.
- (9) On May 9, 2019, the Head Start management staff (early childhood manager, Head Start supervisor, and all coordinators) participated in ERSEA focus training presented by our technical training assistant (TTA).
- (10) On May 10, 15, 17, 24, and 29, MHS taught Child Protection Unit Lessons 1-4 to a class at Lee Learning Center. The CPU is a supplemental curriculum of Second Step.
- (11) On May 14, 2019, the Head Start management staff (early childhood manager, Head Start supervisor, and all coordinators) participated in self-assessment: On-going monitoring meeting.
- (13) On May 17, 2019, MHS viewed a webinar offered by the Office of Head Start. The webinar:

(14) On May 17, 2019 MHS viewed webinar, “Foundation for Social, Emotional, and Academic Competence: Economic Disadvantage and the Development of Effortful Control,” offered by the Office of Head Start.

(15) On May 20, 2019, Mental Health staff participated in a staff meeting.

(16) On May 22, 2019, the MHDC participated in a webinar, “Coaching Corner Series: Practice-Based Coaching (PBC) Reflection and Feedback — Strategies for Success,” offered by the Office of Head Start.

(17) On May 23 and 24, 2019, MHS had sensory/mental health-support materials returned from Head Start schools that are on the early start calendar.

(18) On May 23, 2019, the MHDC participated in a webinar offered by Conscious Discipline, “Simple Steps to Self-Care for Educators,” presented by Amy Speidel.

(19) On May 23, 2019, the MHDC participated in a webinar offered by Conscious Discipline, “Proven Success Strategies for Children with Special Needs,” presented by Kim Jackson.

(20) On May 23, 2019, the MHS participated in webinar sponsored by Attitude, “All the Feels: An ADHD Guide to Emotional Dysregulation and Rejection Sensitive Dysphoria.”

(21) On May 24, 2019, MHS attended the school social workers’ end-of-year staff meeting.

FAMILY ENGAGEMENT

Latisha Little shared the family engagement report.

(1) The ERESA/FPA Coordinator reviewed intake packets submitted by FPAs of children’s families newly enrolled in the program.

(2) The ERESA/FPA Coordinator met with Lillian Mallinson, Technical and Training Assistance from Head Start, on May 15 to discuss a system for the Family and Community Department.

(3) The ERESA/FPA Coordinator reviewed transfer folders submitted by the FPAs of children who needed to transfer between Head Start Schools.

(4) The ERESA/FPA Coordinator conducted FPA staff meetings on May 8 and 22.

(5) The ERESA/FPA Coordinator reviewed dropped folders submitted by the FPA of children who no longer participate in the MPS Head Start program or were no-shows for the program.

(6) The ERESA/FPA Coordinator submitted a presentation for parent meeting to be translated into Spanish and Karen.

(7) The ERESA/FPA Coordinator conducted one-on-one support meeting with the FPAs to focus on end-of-the-year close-outs 2nd-year registration.

(8) The ERESA/FPA Coordinator attended grantee specialists’ training meeting on May 9, 2019.

(9) The ERESA/FPA Coordinator participated in self-assessment training and ongoing monitoring on May 30 and 31.

(10) The ERESA/FPA Coordinator provided coverage in the office for secretary staff.

(11) The ERESA/FPA Coordinator monitored the yearly rotation calendar for FPAs to cover Central Office for the school year.

(12) The ERESA/FPA Coordinator monitored filing days for the FPAs to have for the entire school year.

(13) The ERESA/FPA Coordinator had a one-on-one meeting with the Head Start Supervisor, Ruth Stark-Jordan, on Thursday, May 16, 2019.

(14) The ERESA/FPA Coordinator reviewed the 2nd-year trackers submitted by the FPAs.

(15) The ERESA/FPA Coordinator assigned weekly benchmarks for FPAs to accomplish.

(16) The ERESA/FPA Coordinator assisted with staffing the new wraparound program at Siefert School, assigning FPAs to work inside of the classroom.

(17) The ERESA/FPA Coordinator assisted with classroom coverage for Lee Learning Center, assigning FPAs to cover classrooms.

(18) The ERESA/FPA Coordinator participated in a one-on-one training regarding Infinite Campus (IC)

(19) In the month of May, the Family Partnership Associates' parent meeting focused on transition from K3-K4 and K4-K5.

HEALTH

Charmina Gray shared the health report.

(1) During the month of May, the Head Start Nutritionist entered 750 growth assessments into ChildPlus for Head Start students. The Nutritionist completed two consultations regarding dietary needs/concerns.

(2) During the month of May, Head Start Nurse Associates conducted hearing and vision screenings on newly and absent Head Start students.

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

(4) During the month of May, Health Coordinator reviewed and discussed with health team complex cases to initiate appropriate Care Plans.

(5) During the month of May, the health team continued to process health-related supply-order forms and to deliver supplies to Head Start classrooms with the assistance of Family Partnership Associates.

(6) During the month of May, the Head Start Health team continued to connect families with medical and dental homes to meet the needs of our students.

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

(8) During the month of May, the Health Coordinator mailed educational information to parents/guardians of students who had been identified as having elevated lead levels.

(9) During the month of May, the Health Coordinator attended an MHD School Immunization Law Symposium.

(10) During the month of May, the Health Coordinator met with the Office of Head Start's Health Specialist for training surrounding health requirements for the Head Start program.

(11) During the month of May, the Head Start Health team continued to complete file-folder reviews of all newly-enrolled Head Start students to identify health-related needs in addition to communicating with school nurses and medical team. This includes 2019-2020 file-folder review as well.

NUTRITION REPORT

Summary of monthly report for April 2019:

Site Breakfast totals.....	772
Site Lunch totals	1,124
Site Supper totals	98
Site totals	1,994

FISCAL REPORT

Summary of Monthly In-kind Report from May 2019

Financial Report expended funds:

Federal.....	101%
State	80%

Total finds remaining:

Federal spent.....	\$8.9 million
State	\$82,288

Summary of Monthly In-kind Report from April 2019

Total updated for April \$ 3,376.67

Alba.....	\$ 436.56
Carson	\$ 243.96
GTJ	\$ 326.72
Kagel.....	\$ 606.69
LaFollette	\$ 256.80
Lee	\$ 282.48
Mitchell.....	\$ 348.16
Policy Council Members	\$ 282.48

OLD BUSINESS

ERSEA OVERVIEW

Ruth Stark-Jordan provided an overview of eligibility, selection, enrollment, and attendance (ERSEA) performance standards for enrollment purposes to the Policy Council.

STATE SUPPLEMENTAL GRANT

Joandy Williams provided updated information about this grant (Obama and Kluge). The Policy Council approved the application.

NEW BUSINESS

HEAD START WAIVERS

(1) The Policy Council approved a classroom plan to increase H3 enrollment from 17 students to 20 students.

(2) The Policy Council approved a transportation waiver to not use harnesses for H4 students and not to have a monitor (person) on H3 buses.

ANNOUNCEMENTS

(1) Ms. Annie Crockett shared information about the Title I District Advisory Council (DAC) from April and May 2019. She extended an invitation for the first Thursday of each month, 6:00 p.m., starting September 2019 at Central Services. Ms. Crockett pointed to a flyer of interest in the May packet labeled "Encouraging words and phrases."

(2) The Policy Council's next meeting will be on September 10, 2019, from 10:00 a.m. to 12:00 noon at Lee Learning Center.

ADJOURNMENT

Eunice Heredia-Colon adjourned the meeting at 11:30 a.m.

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