

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

April 25, 2019

Submitted by Director Wendell J. Harris, Sr.

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 Saturday, April 3, 2019, in room 206-208 of the MPS Central Services Building, 5225 W. Vliet Street, Milwaukee, Wisconsin.

Members in Attendance Mu Ta (Bethune); Loretta Gross (Carson); Connie Pigott (Dr. King); Harriette Richards (Jackson); Eunice Heredia-Colon (Kagel); Itzel Ramirez (Longfellow).

Community Representatives Christina Esparza; Ravenna Brown; Brenda Roshell, Leah Noid-Harrington

Policy Council Advisors Annie Crockett, Albert Robbins, Larry McAdoo

Staff Vickie Brown-Gurley, Interim Senior Director of Curriculum and Instruction; Raquel De La Cruz Gutiérrez, Education Coordinator; Erin Hermann, Education Coordinator; Honore Harvey, Mental Health and Disabilities Coordinator, and Nikki Cherek, Head Start Enrollment Assistant

Interpreters Maria Rodriguez, Spanish interpreter; Heiler Moo, Karen interpreter

APPROVAL OF MINUTES FOR MARCH

Revenna Brown, community representative, moved to approve the minutes of March 2019. The motion was seconded by Leah Noid-Harrington, community representative. The motion to approve passed unanimously.

DIRECTOR’S REPORT, MARCH 2019

EDUCATION

Raquel de la Cruz-Gutierrez, Education Coordinator, presented the Education Report.

(1) The education coordinators approved and scheduled Head Start field trips.
(2) The education coordinators entered February in-kind documentation.
(3) The education coordinators visited Head Start classrooms to provide support to Head Start teaching teams. The focus was on schedules, routines, classroom environments, and identifying and providing support as needed. The Early Childhood Checklist was used to provide feedback regarding instruction, lessons, and classroom environments.

(4) The education coordinators completed 10 CLASS® (Classroom Assessment Scoring System) observations during the month of March at Bethune, Forest Home Avenue, Hayes Bilingual, Maple Tree, Obama, Sherman, and Riverwest. Written feedback was sent to each observed teacher as well as to their principals. Conferences were also held with teachers to debrief observations.

(5) On March 4, 2019, the education coordinators met with the Director of Outreach from Betty Brinn Children’s Museum to discuss possible K3 learning adventures for the 2019-2020 school year.

(6) The education coordinators participated in a Head Start coordinators’ meeting to discuss program planning.

(7) On March 8, 2019, the education coordinators attended an all-day district professional development for school support teachers at North Division High School.

(8) On March 1, 5, 7, and 29, 2019, the education coordinator provided administrative coverage at Lee Learning Center.

(9) On March 1, 4, 8, 15, and 22, 2019, the education coordinator participated in Early Childhood Education (ECE) 1825 Initiative internal district meetings to plan and coordinate the district initiative.

(10) On March 6, 2019, the education coordinator participated in a My Peers webinar.

(11) On March 7, 2019, the education coordinator attended a subcommittee meeting for the Equitable Resources ECE 1825 Initiative.

(12) On March 11, 2019, the education coordinators attended the MPS/Milwaukee Early Childhood 1825 Initiative Meeting at Central Services.

(13) On March 11, 2019, the education coordinator visited Longfellow School to provide instructional support to two new teachers in the Head Start program.

(14) On March 12, 2019, the education coordinators planned and prepared for the districtwide Frog Street Training Level.

(15) On March 12, 2019, the Head Start coordinators met to work on the Head Start Enrollment and Recruitment Plans.

(16) On March 13, 2019, the education coordinators provided district-wide training to K3 and K4 early childhood teachers on the Frog Street curriculum.

(17) The education coordinator attended the meeting of the Milwaukee Board of School Directors' Committee on Student Achievement and School Innovation (SASI) at Central Office and observed the passage of the Head Start Continuation Grant and the presentation of the Early Childhood 1825 Initiative.

(18) The education coordinators met on March 15, 2019, to begin planning for a three-day Head Start professional development opportunity in June and August.

(19) On March 15, 2019, the education coordinators counted and distributed the Read Across America books titled *Whistle for Willie*. The books were purchased in English and Spanish for all students in the MPS Head Start classrooms.

(20) On March 19, 2019, the Head Start Management Team met with the service-area coordinators to continue their work on the Head Start Enrollment and Recruitment Plans.

(21) On March 20 and March 21, 2019, the education coordinators participated in a federal site visit with Madelyn Connell, Grantee Specialist from Region V.

(22) On March 22, 2019, the education coordinator provided a professional development opportunity for a new teacher in the Head Start program to observe a high-quality Head Start K3 classroom at Thurston Woods Campus.

(23) On March 22, 2019, the education coordinators participated in a conference call with John Tschoe from the Office of Head Start.

(24) On March 22 and 28, 2019, the education coordinator facilitated coaching sessions with a Head Start teacher.

(25) On March 25, 2019, the education coordinator provided a professional development opportunity for a new teacher in the Head Start program to observe a high-quality Head Start K3 classroom at ALBA school.

(26) On March 27, 2019, the education coordinators met with the new teachers at Longfellow and Kluge schools to discuss implementation plans for the classroom after observing high-quality Head Start K3 classrooms.

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

Ruth Stark-Jordan, Head Start Program Supervisor, and Nikki Cherek, Head Start Enrollment Assistant, presented the ERSEA report.

Eligibility for March

Out of 1,389 families:

- 929 are income-eligible;
- 77 meet the allowable over-income category;
- 98 are in the 101-130% category; and
- 285 are categorically eligible (foster care, homeless, public assistance).

Recruitment

Ninety-one parents came into the Head Start office at Central Services during the month of March. Ninety-five parents came into the Head Start office at Lee during the month of March.

Selection

The waitlist's total as of March 29, 2019, was 224, which consists of income-eligible, over-income families, and those who want only particular schools that are full at this time.

Attendance

Head Start's average daily attendance for March 1-29, 2019, was 90.6%.

Transportation

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

Enrollment

As of March 1-29, 2019, the actual enrollment was 1,389. The total enrollment for the month of March, as reported to the Head Start office, was 1,333. 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.

March 2018-19 Enrollments

Funding		Region	School Site	Seats Allotted				Total Number Enrolled	Seats Available	
Federal	State			Bilingual	Monolingual	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	34	0	NA
X		Northwest	Congress	NA	NA	85	NA	85	0	NA
X		Southwest	Forest Home	30	0	30	20	77	0	3
x		Northwest	Franklin	NA	NA	17	NA	17	0	NA
X		Central	Gwen T. Jackson	NA	NA	30	40	69	1	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	52	0	5
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	108	0	0
X		Southwest	Longfellow	17	20	NA	0	36	1	0
X		Northwest	Maple Tree	NA	NA	60	20	79	0	1
X		Central	Marvin Pratt	NA	NA	30	20	43	0	7
X		Southwest	Mitchell	NA	NA	30	NA	30	0	NA
X		GE	Pierce	NA	NA	30	NA	30	0	NA
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	59	0	11
			Total	183	100	832	320	1,389	8	38
			Total Number of Students	1,435					46	

Other

- (1) The Head Start Supervisor met with Lincoln's principal on March 14, 2019, to discuss Head Start enrollment.
- (2) The Head Start Supervisor facilitated the coordinators' meeting that consisted of working on the Focus Area One monitoring protocol and enrollment plan on March 5, 12, and 19.
- (3) The Head Start Supervisor shared the Head Start Continuation Grant at the board-item review for the Milwaukee Board of School Directors' Committee on Student Achievement and School Innovation (SASI) on March 12, 2019.
- (4) The Head Start Supervisor presented the Head Start Continuation Grant to the Milwaukee Board of School Directors' Committee on Student Achievement and School Innovation (SASI) on March 14, 2019.
- (5) The Head Start Supervisor participated in the Relationship-based Competencies training Part I with Head Start staff, which was facilitated by Lillian, our OHS TTA.
- (6) The Head Start Coordinators' team met with Madelyn Connell, our new OHS Grantee Specialist, on March 20, 2019.
- (7) The Head Start Supervisor met with Head Start Enrollment Assistant on March 14, 2019, to discuss 2019-2020 enrollment.
- (8) The Head Start Supervisor met with the ERSEA/FPA Coordinator on March 14, 2019, to discuss end-of-the-year close-out tasks, second-year applications, and trauma-sensitive training for FPAs (Family Partnership Associates).
- (9) The Early Childhood Learning Manager and the Head Start Program Supervisor participated in the monthly call to OHS with John Tschoe and Vickie Brown-Gurley, on March 22, 2019, to discuss practice-based coaching and the continuation grant's timeline.
- (10) The Head Start Program Supervisor and the Early Childhood Learning Manager met with the Mental Health & Disabilities team on March 27, 2019.
- (11) The Head Start Program Supervisor met weekly with the Early Childhood Learning Manager for a one-on-one meeting.

MENTAL HEALTH AND DISABILITIES

Honore Harvey, Mental Health And Disabilities Coordinator, presented the Mental Health and Disabilities report.

Enrolled Number of Students with Disabilities — March 2019		
Schools	Total Number of Enrolled Children with active IEPs	IEPs per site (% of Funded Enrollment)
ALBA	20	37%
Bethune	2	5%
Bruce	6	15%
Carson	2	6%
Congress	12	13%
Forest Home	18	24%
Franklin	2	12%
Hawthorne	5	10%
Hayes	9	26%
Jackson	12	16%
Kagel	10	18%
Kilbourn	6	15%
King Es	2	12%
Kluge	4	38%
La Follette	8	24%
Lee Learning Center	10	12%
Lincoln	22	20%
Longfellow	9	22%
Maple Tree	12	15%
Mitchell	4	13%
Obama	7	12%

Enrolled Number of Students with Disabilities — March 2019		
Schools	Total Number of Enrolled Children with active IEPs	IEPs per site (% of Funded Enrollment)
Pierce (Riverwest)	2	7%
Pratt	6	14%
Sherman	14	13%
Siefert	4	5%
Thurston Woods	4	9%
Westside Academy	9	13%
Totals	221	15%

Note: Abbreviations are Mental Health Disabilities Coordinator (MHDC), mental health staff (MHS), and Individualized Education Program (IEP), Behavioral Intervention Team meeting (BIT), Behavioral Academic Intervention Plan (BAIP)

- (1) 221 children have been identified with disabilities.
- (2) Three children have 504 plans to date.
- (3) Staff was invited to 56 special education meetings in the month of March.
- (4) MHS assisted in four meeting of the central evaluation teams to obtain parental consent for services/testing.

Mental Health Classroom and Family Support for the month of March

- (1) Mental health staff submitted one homeless referrals.
- (2) Mental health staff submitted two Child Find and school-based referrals.
- (3) Behavioral, visual, and sensory supports, as well as resource information was provided to more than five classrooms.
- (4) A total of two referrals were submitted to Penfield Behavior Clinic.
- (5) One referral was submitted to Goodwill for vouchers for families in need.
- (6) No referrals were submitted to Urban Threads (clothing resource for MPS homeless families).
- (7) No referrals were submitted to Ladies of Charity Clothing Center for families in need.
- (8) The MHS attended two Behavioral Intervention Team/Behavioral Academic Intervention Plan (BIT/BAIP) meetings at Head Start school sites.
- (9) The MHS completed a minimum of 9 student observations/debriefs in Head Start classrooms.
- (10) The MHS followed up with 31 requests from the ERSEA Coordinator to place students with pending special education evaluations or current IEPs in Head Start.
- (11) The MHS have provided screening data and accepted IEP invitations prior to IEP meetings in more than 22 instances.
- (12) The MHS continued to distribute completed ASQ: SE-2 forms to teachers.
- (13) The MHS followed up with parents whose children scored 90% on Head Start's social/emotional/behavioral screener, ASQ:SE-2.
- (14) The MHS entered classroom-developmental screening (Acuscreen and ASQ: SE-2) data for 45-day timelines.
- (15) The MHS reviewed and updated all online ASQ screeners — ongoing.
- (16) The MHS provided individualized developmental and community-resource information to five families.
- (17) The MHS provided individualized interventions to a minimum of four students.

Other

- (1) MHS attended Coordinator meetings that were held on: March 5, 12, and 19, 2019.
- (2) On March 6, 2019, MHS trained Family Partnership Associate (FPA) staff on the new procedures for registering children who are in foster care. Head Start secretaries and Enrollment Secretaries were also informed of updated registrations procedures for children in foster care.
- (3) On March 8, 2019, mental health staff conducted a departmental meeting.
- (4) On March 13, 2019, MHS staff attended a training presented by Lillian Mallinson, TTA Specialist. This training is the first of a series of trainings geared towards Family Partnership Associate staff members.

(5) On March 14, 2019, MHS gathered Second Step lesson data from Lee teachers during staff meeting.

(6) On March 15, 2019, MHS gathered data via the Transportation Application-Bus Behavior Management Report regarding bus complaints for Head Start students identified by school.

(7) On March 15, 2019, MHS met with Education Coordinators to discuss availability of age-appropriate educational materials on Internet safety to provide to Head Start families.

(8) On March 18, 2019, MHS viewed a webinar hosted by ECLKC: Suspension & Expulsion Performance Standard Explanation.

(9) On March 18, 2019, the MHDC participated in the Head Start Inclusion Online Networking presented by the Wisconsin Department of Public Instruction and hosted by Michelle Ogorek.

(10) On March 19, 2019, MHS met with Homeless Education Program staff member, Shoshanah Bruesewitz, regarding homelessness and how it relates to the Head Start students we work with.

(11) On March 20, 2019, MHS met with Joandy Williams, Early Childhood (EC) Learning Manager, for consultation on interventions and supports provided to a student.

(12) On March 20 and 21, 2019, the MHDC, along with the Head Start leadership team, met with Office of Head Start staff to develop a training plan.

(13) On March 22, 2019, MHS attended the school social workers' monthly meeting. This meeting included training from the Department of Children and Family Services and Department of Public Instruction on supporting students in foster care. In addition, MHS spent time working within their Professional Learning Community (PLC). Both MHS are in a PLC that involves supporting students who are victims of domestic violence.

(14) On March 27, 2019, the Mental Health Team met with Joandy Williams, EC Manager, and Ruth Stark-Jordan, Head Start Program Supervisor, to debrief and plan for noted students with concerns.

(15) On March 27, 2019, the MHDC viewed Coaching Corner Series – Action Plans: The Road Map to Practice-Based Coaching.

(16) On March 27, 2019, MHS participated in the webinar, Early Childhood Suspensions: The Impact on Families. When a child is suspended from school, it not only impacts the child, but the entire family. Parents often feel isolated and ashamed. They may also feel defeated with nowhere to turn. Many parents worry about the impact of the suspension on the child's future, losing their jobs to care for the child during the suspension period, their child's being targeted, and their child's ability to develop and maintain positive relationships with teachers and peers. During this webinar, parents shared the impact of their children's suspensions on the family.

At the end of the report, Honore Harvey handed out and discussed a flyer distributed to Head Start's schools which do not have board-funded K4 classrooms; Center for Disease Control (CDC) materials – a book and the *Milestones* booklet, each in English and Spanish; Child Find brochures in English and Spanish; and WI Facets flyers in English and Spanish.

FAMILY ENGAGEMENT

Ruth Stark-Jordan, Head Start Program Supervisor, presented 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 Assistant from Head Start, on March 13.

(3) Lillian Mallinson started Relationship-based Competencies (RBCs) training on March 13 with the FPAs.

(4) The ERESA/FPA Coordinator reviewed transfer folders of children who needed to transfer between Head Start Schools.

(5) The ERESA/FPA Coordinator input enrollment dates into ChildPlus for newly enrolled Head Start students.

(6) The ERESA/FPA Coordinator reviewed dropped folders of children who no longer participate in the MPS-HS program or were no-shows for the program.

(7) The ERESA/FPA Coordinator submitted documents to be translated into Spanish and Karen.

(8) The ERESA/FPA Coordinator conducted one-on-one support meetings with the FPAs to focus on end-of-the-year close-out (Program Information Report (PIR)), Family Intake, Family Goals, and Attendance).

- (9) The ERESA/FPA attended the Coordinators' meeting on March 5, 12, and 19.
- (10) The ERESA/FPA Coordinator had a one-on-one meeting with the Head Start Supervisor, Ruth Stark-Jordan, on Thursday March 14.
- (11) The ERESA/FPA Coordinator provided coverage in the office for secretary staff.
- (12) The ERESA/FPA Coordinator conducted FPA staff meetings on March 6, 20 and 27.
- (13) The ERESA/FPA Coordinator created a rotation calendar for FPAs to cover central office for the school year.
- (14) The ERESA/FPA Coordinator created filing days for the FPAs to have for the entire school year.
- (15) The ERESA/FPA Coordinator prepared documents for the HS training with Lillian Mallinson, scheduled for March 13.
- (16) The ERESA/FPA Coordinator reviewed the second-year trackers submitted by the FPAs.
- (17) The ERESA/FPA Coordinator collaborated with the Education Coordinator for Read Across America Day for fathers and father figures for Head Start Classrooms on March 1, 2019.
- (18) The ERESA/FPA Coordinator assigned weekly benchmarks for FPAs to accomplish.
- (19) The ERESA/FPA Coordinator met with OHS-Madelyn (site visit) on Wednesday, March 20, and Thursday, March 21.
- (20) In the month of March, the Family Partnership Associates' parent meeting focused on father and father figures as a part of Read Across America. We had a total of 90 families attend parent meetings and 36 fathers/father figures for Read Across America.

HEALTH

Ruth Stark-Jordan, Head Start Program Supervisor, presented the Health report.

- (1) During the month of March, the Head Start Nutritionist entered 61 growth assessments into ChildPlus for Head Start students. The Nutritionist completed 12 meal-monitoring sessions at different site locations and completed one consultation regarding dietary needs/concerns. The Nutritionist entered height and weight assessments for second semester.
- (2) During the month of March, Head Start Nurse Associates conducted hearing and vision screenings on newly enrolled and absent Head Start students.
- (3) During the month of March, the Health Coordinator completed audiology referrals for students identified as needing further hearing evaluations. Vision resources were provided to parents/guardians for students that require follow-up assessment.
- (4) During the month of March, the Health Coordinator and agency nurse reviewed and consulted complex cases to initiate appropriate Care Plans.
- (5) During the month of March, the Health Team continued to process health-related supply-order forms and to deliver supplies to Head Start classrooms with the help of Family Partnership Associates.
- (6) During the month of March, 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 March, the Health Team continued to request the most up-to-date medical records for Head Start students — physical exams, lab work, and dental exams.
- (8) During the month of March, the Health Coordinator mailed educational information to parents/guardians for students that were identified as having an elevated lead levels.
- (9) During the month of March, Health Coordinator participated in on-going assessment meetings, coordinator meetings, and other Head Start projects alongside the Head Start management team.
- (10) During the month of March, the Health Coordinator attended training with OHS TTA to review key programmatic requirements with departmental staff.
- (11) During the month of March, the Head Start Health Team continued to complete file-folder reviews for all newly enrolled Head Start students to identify health-related needs in addition to communicating with school nurses and the medical team. This includes the 2019-2020 review as well.
- (12) During the month of March, the Health Coordinator conducted an AED drill at Lee Learning Center alongside the Health Team.

FISCAL REPORT

Ruth Stark-Jordan, Head Start Program Supervisor, presented the Fiscal report.

Summary of Monthly Expense Report from March 2019.

Federal	Expended.....88%
	Total remaining.....\$1.0 million
State	Expended.....49%
	Total remaining.....\$215,375

Summary of Monthly In-kind Report from February 2019.

Total Updated for February	\$ 4,240.34
Carson	\$ 243.96
GTJ	\$ 850.58
Kagel.....	\$ 1,415.61
King.....	\$ 378.78
LaFollette	\$ 642.00

NEW BUSINESS

- a. Update on Focus Area One
- b. Recruitment Plan (group work)

ANNOUNCEMENTS

- The Policy Council's next meeting will be held on May 14, 2019, at 10:00 a.m. at Lee Learning Center.
- Ms. Annie Crockett and Mr. Larry McAdoo shared that the Title I District Advisory Council (DSC) meets on the first Thursday of each month at Central Services.
- Ms. Leah Noid-Harrington requested that a sympathy letter be sent from Head Start to the family of Gwen T. Jackson.
- Ms. Leah Noid-Harrington requested that Head Start send a letter to former teacher, Ms. Patricia Broderick thanking her for her years of service.

ADJOURNMENT

Eunice Heredia-Colon adjourned the meeting at 11:25 a.m.

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