

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

April 19, 2018

Submitted by Director Wendell J. Harris, Sr.

Head Start Policy Council's Monthly Meeting March 10, 2018

CALL TO ORDER AND ROLL CALL

Joandy Williams, Early Childhood Manager, called the meeting of the MPS Head Start Policy Council to order at 10:17 a.m. in room 206-208 of the MPS Central Services Building.

- Members in Attendance..... Alejandra Fuentes, ALBA; Vernessa Williams*, Bethune; Shanice Howard*, Bruce; Brandye Washington*, Hawthorne; Lilly Wilson, Siefert; Revenna Brown, WSA.
- Community Representatives Leah Noid Harrington, Naw Lay Htoo, Christina Esparza.
- Policy Council Advisors Annie Crockett, Albert Robbins, Larry McAddo.
- Staff Dr. Jennifer Smith, Senior Director of Curriculum and Instruction; Joandy Williams, Early Childhood Manager; Ruth Stark Jordan, Head Start Program Supervisor; Raquel de la Cruz Gutiérrez, Education Coordinator; Erin Hermann, Education Coordinator; Honore Harvey, Mental Health and Disabilities Coordinator; Latisha Little, FPA/ERSEA Coordinator; Charmina Gray, Health Coordinator.
- Interpreters Tha Bley Wah, Karen interpreter; Yuritzi Diaz and Daniel Merry, Spanish interpreters.

**Participated via conference call.*

SCHOOL BOARD REPORT

Director Wendell Harris presented information about the Milwaukee Board of School Directors.

DIRECTOR'S REPORT

Education

Raquel de la Cruz Gutierrez, education coordinator, shared education information. No questions or comments were noted.

- (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 15 CLASS (Classroom Assessment Scoring System) observations during the month of February at Carson, Forest Home Avenue, Gwen T. Jackson, LaFollette, Lee, Longfellow, Obama, and Siefert. Written feedback was sent to each observed teacher as well as his/her principal. Conferences were also held with teachers to debrief observations.

(5) On February 1, 2, 6, 8, 13, 14, 15, 16, 19, 20, 21, and 22, 2018, the education coordinators met with the interim Early Childhood Manager, Head Start Program Supervisor, and coordinators to review, discuss, and write the Head Start grant application.

(6) On February 5, 2018, the education coordinator met with the Nutrition Technician to discuss classroom meal monitoring.

(7) On February 7, 2018, the education coordinators attended the Superintendent's Central Office address.

(8) The education coordinator participated in the Literacy Foundation's professional development planning team on February 8, 2018.

(9) On February 14, 2018, the education coordinators attended a mandatory Office of Civil Rights training.

(10) The education coordinator viewed a webinar titled "Yoga and Mindfulness for Children" on February 15, 2018.

(11) On February 16, 2018, an education coordinator participated in an application screening for Human Resources.

(12) On February 22, 2018, the education coordinator met with the health coordinator to plan for automated external defibrillator (AED) drills at Lee Learning Center.

(13) The education coordinators participated in a Head Start coordinator's team meeting to discuss program planning on February 27, 2018.

ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance)

Ruth Stark-Jordan, Head Start Program Supervisor, shared the ERSEA information. No questions or comments were noted.

Eligibility for February

Of 1,323 children enrolled:

- 925 are income-eligible;
- 101 meet the allowable over-income category; and
- 297 are categorically eligible (foster care, homeless, public assistance).

Recruitment

265 parents came into the Head Start offices during the month of February.

Selection

The waitlist total as of February 28, 2018, was 299, which consists of income-eligible and over-income families and those who want only particular schools that are full at this time.

Attendance

Head Start's average daily attendance for February 1-28, 2018, was 96.7%.

Transportation

68% of Head Start children use MPS transportation services. Head Start accounts for 1.9% of the total MPS ridership.

Enrollment

As of February 1-28, 2018, the actual enrollment was 1,323. The total enrollment for the month of February as reported to the Head Start office was 1,276. 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.

February 2017-18 Enrollments											
Funding		Region	School Site	Allotted Seats				Enrolled	Seats 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	NA	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	90	NA	83	7	NA	
X		Southwest	Forest Home	30	0	30	20	71	1	8	
x		Northwest	Franklin	NA	NA	17	NA	17	0	NA	
X		Central	Gwen T. Jackson	NA	NA	30	40	66	2	2	
	X	Northwest	Obama	NA	NA	34	40	62	0	11	
X		Northwest	Hawthorne	NA	NA	30	20	48	1	1	
X		Southwest	Hayes	30	0	0	0	28	2	NA	
X		GE	Kagel	17	20	NA	20	48	0	9	
X		Northwest	Kilbourn	NA	NA	34	20	49	3	2	
X		East	King Jr.	NA	NA	30	NA	26	4	NA	
X		Central	LaFollette	NA	NA	34	NA	33	1	NA	
X		Central	Lee	NA	NA	85	NA	83	2	NA	
X		Southwest	Lincoln	30	40	30	NA	88	6	2	
X		Southwest	Longfellow	NA	20	NA	20	29	NA	11	
X		Northwest	Maple Tree	NA	NA	60	20	74	4	2	
X		Central	Marvin Pratt	NA	NA	30	20	47	1	2	
X		Southwest	Mitchell	NA	NA	30	NA	26	3	NA	
X		GE	Pierce	NA	NA	30	NA	28	2	NA	
X		Northwest	Sherman	NA	NA	60	40	85	11	3	
X		East	Siefert	NA	NA	60	20	75	4	1	
X		Central	Thurston Woods	NA	NA	34	NA	34	0	NA	
X		Central	Westside	NA	NA	30	40	68	1	1	
Total				141	100	863	340	1,323	57	57	
				1,444							

Other

(1) ERSEA Coordinator attended the District Kindergarten Enrollment Fair on Saturday, February 3, 2018, along with the Family Partnership Associates and two Head Start teachers.

(2) ERSEA Coordinator participated in the data meeting in regard to the District Kindergarten Enrollment Fair on February 5, 2018.

(3) ERSEA Coordinator participated in all grant meetings on February 6, 8,9, 13, 14,15, 16,19, 20,21, 22, 27 and 28, 2018.

(4) On February 14, 2018, ERSEA Coordinator participated in the federally mandated Office of Civil Rights training.

(5) ERSEA Coordinator assisted with the planning of the Policy Council’s special meeting to share the grant proposal on February 21, 2018.

Mental Health & Disabilities

Honore Harvey, Mental Health and Disabilities Coordinator, shared the mental health and disabilities information.

Enrolled Number of Students with Disabilities — February 28, 2018						
AUT=Autism; EBD=Emotional Behavior Disability; HI-Hearing Impairment; ID=Intellectual Disability; OHI=Other Health Impairments; OI=Orthopedic Impaired; SDD=Significant Developmental Delays; SLD-Specific SPL=Speech/Language; TBI=Traumatic Brain Injury; VI=Vision Impairment						
School	AUT	OHI	OI	SDD	SPL	Total
ALBA	0	2	0	1	13	16
Bethune	3	1	1	3	0	8
Bruce	0	0	0	2	8	10
Carson	0	0	0	1	2	3
Congress	0	0	0	3	7	10
Forest Home	0	0	0	1	9	10
Franklin	0	0	0	1	3	4
Hawthorne	1	1	0	3	3	8
Hayes	1	0	0	0	9	10
Jackson	0	2	0	3	7	12
Kagel	0	0	0	2	7	9
Kilbourn	0	0	0	0	8	8
King	0	0	0	1	2	3
LaFollette	0	0	0	2	1	3
Lee Learning Center	0	0	0	6	2	8
Lincoln	0	1	0	1	12	14
Longfellow	0	1	0	1	8	10
Maple Tree	0	0	0	1	9	10
Mitchell	0	0	0	1	2	3
Obama	0	0	1	6	1	8
Pierce	0	0	0	0	2	2
Pratt	0	0	0	2	1	3
Sherman	0	0	0	5	2	7
Siefert	0	0	0	4	3	7
Thurston Woods	0	0	0	0	3	3
Westside Academy	2	1	0	5	5	13
Totals	7	9	2	55	129	202

- Children identified with disabilities, of 1,326 enrolled students 15%
- Children with 504 plans.....two
- Special education meetings attended the month of February 29

Mental Health Classroom and Family Support

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

- (1) Mental health staff submitted seven homeless referrals.
- (2) Mental health staff submitted nine Child Find referrals.

- (3) Behavioral, visual, and sensory supports, as well as resource information, were provided to seven classrooms during the month of February.
- (4) No referrals were submitted to Penfield Behavior Clinic.
- (5) Two referrals were submitted to Goodwill for vouchers for families in need.
- (6) Mental health staff attended three meetings of the Behavioral Intervention Team (BIT) at Head Start school sites.
- (7) Mental health staff completed four observations in Head Start classrooms.
- (8) Mental health staff submitted 21 requests to school-based special education supervisors about Head Start placements.
- (9) Mental health staff continued to distribute ASQ: SE-2 completed forms to teachers.
- (10) MHDC and MHS entered classroom-screening (Acuscreen and ASQ: SE-2) data for 45-day timelines.
- (11) MHS reviewed and updated all online ASQ screeners.
- (12) MHS provided individualized developmental and community resource information to 11 families.

Other

- (13) On February 1, 2018, the MHDC attended and participated in a recruitment event at Penfield Children's Center.
- (14) On February 2, 2018, MHS trained new FPAs (Family Partnership Associates) in the mandatory reporting of child abuse and neglect, homelessness, and suicide and reviewed the Mental Health Request form.
- (15) On February 6, 2018, the MHS participated in the webinar "Second Step Early Learning Program: Improved Behavior, Improved Learning."
- (16) On February 12, 2018, the MHDC and MHS met with teaching and special education staff at a school site to clarify the eligibility requirements and process for Head Start, specifically since this site has only Head Start K4 and no board-funded K4.
- (17) On February 13, 2018, the MHS attended a training at MPS Specialized Services Center (MPSSSC) to be trained as building coordinators. This training allows MHS to now enter SPED referrals directly into Infinite Campus.
- (18) On February 14, 2018, the MHDC and MHS attended federally-mandated Office of Civil Rights training.
- (19) The MHDC participated in the work on the grant planning with the Leadership Team on February 1, 2, 8, 12, 13, 14, 15, 16, 20, 21, 22.
- (20) On February 15, 2018, the MHDC viewed and read three resources from Teachstone to support CLASS observations.
- (21) On February 16 and 20, 2018, the MHDC presented the Office of Civil Rights training to Head Start and Lee Learning Center staff.
- (22) On February 20 and 21, 2018, mental health staff compiled and analyzed historical data from the 13-14, 14-15, 15-16 and 16-17 on the Developmental Screening for Newly Enrolled Children (PIR

report 9714) specifically related to the ASQ:SE-2 and Acuscreen. Data will show the number of screeners that were completed past the 45-day requirement and that were indicated as “missing.” The data will be compared with the data gathered for returning or second-year enrollments.

(23) On February 23, 2018, the MHS staff attended the School Social Work staff’s monthly meeting. The meeting included a presentation on youth privacy and safety in a digital age, as well as meeting with our Professional Learning Community.

(24) On February 26 and 28, 2018, the MHDC completed two CLASS observations and completed the teacher feedback. Debriefs will be scheduled.

(25) On February 27, 2013, the MHDC participated in the Head Start Coordinator’s meeting.

Ms. Lilly Wilson, Siefert, asked for clarification of 504 services versus an IEP. Honore Harvey explained that a child with a 504 is not special education eligible, but needs accommodations or modifications to access his/her educational environment.

Family Engagement

Latasha Little, ERSEA/FPA coordinator, shared the Family Engagement information.

(1) During the month of February, the Family Partnership Associates (FPAs) held parent meetings at all 26 Head Start Site. The topic was employment, and 145 parents attended.

(2) During the month of February, the FPAs completed 25 intakes with parents for newly enrolled children into the MPS Head Start program.

(3) During the month of February, the FPAs participated in the following events

1. Parent-Teacher Conference at Hawthorne school
2. Meet-and-greet at Marvin Pratt
3. Black History program at Barrack Obama

Other

(4) The FPA Coordinator visited Maple Tree School on February 5, 2018, with the FPA to complete an intake appointment.

(5) The FPA Coordinator visited Congress School on Tuesday, February 6, 2018, to meet the principal and to discuss the three days when the FPA would be in the school.

(6) The FPA Coordinator visited Congress School on Wednesday, February 14, 2018, to support the FPA with an attendance meeting.

(7) The FPA Coordinator met with each FPA staff member to facilitate staffing and transition of schools between FPAs.

(8) The FPA Coordinator held a one-on-one meeting with each FPA to assist with calendar expectations and weekly planning.

(9) The FPA Coordinator implemented a mandatory in-office day for all FPAs to focus on completing paperwork, meeting with the nursing team, and group and individual check-in.

(10) The FPA Coordinator designed a filing day for several FPAs to update and organize files.

(11) The FPA Coordinator started the Family Partnership Associate newsletter to increase the level of communication within the department.

(12) The FPA Coordinator facilitated the following staff meetings during the month of February 2017:

- February 7: Professional development and work performance.
- February 21: Head Start enrollment procedures (registration, accepted, intake, and enrolled).

(13) The FPA Coordinator participated in the work of the grant planning with the Leadership Team on February 1, 2, 8, 12, 13, 14, 15, 16, 20, 21, 22.

(14) The FPA Coordinator met with Chef Joe and his wife at Lee School for the parent meeting.

Christina Esparza, Bethune mentioned that most parents at Bethune that attend the monthly meetings speak Karen. She noted that materials provided to parents are typically in English and that Christina is advocating for information to be provided in Karen. Dr. Smith will support the FPA/ERSEA Coordinator in providing information in Karen.

Health

Charmina Gray, Health Coordinator, shared the health information. Comments noted

(1) During the month of February, the Head Start Health Team conducted federally-mandated hearing and vision screenings for students who either were absent or not enrolled on the initial screening day.

(2) During the month of February, the Head Start Nutritionist completed 16 meal-monitoring observations and visited one classroom, including supply delivery for family-style dining.

(3) During the month of February, the Head Start Nutritionist processed 24 growth assessments. This includes monitoring those growth assessments needed to be within the first 45 days of enrollment (our program standard), maximum 90 days, requesting the initial from the teacher, receiving and entering the information once received, and printing off the growth chart. Entered 66 second-semester growth assessments for Congress, Dr. King, and Westside.

(4) During the month of February, the Head Start Nutritionist completed one nutritional consultation and continued to work on a second ongoing consultation.

(5) During the month of February, the Health Coordinator and Nutritionist selected and submitted schools to hold UW Extension's nutrition-education programs for Head Start children and their parents.

(6) During the month of February, the Health Coordinator participated in Head Start grant writing.

(7) During the month of February, the Health Coordinator attended and presented at the Policy Council's emergency meeting.

(8) During the month of February, the Health Coordinator and team attended OCR (Office for Civil Rights) training with other Head Start staff.

(9) During the month of February, the Health Coordinator and Education Coordinator met to discuss plans for AED drills to be held at Lee Learning Center at least quarterly.

(10) During the month of February, the Head Start Health Team saw great improvement in the number of health documents being faxed and imported to Child Plus due to recent policies being put in place by the Health Coordinator and FPA Coordinator.

(11) During the month of February, the Head Start Health Team continued to identify families who are not connected to a medical or dental home in an effort to connect families with these services. This will assist in meeting our Head Start requirements that all children have current physical and dental exams on file each year.

Lilly Wilson, Siefert, asked about the status of children and families who are unable to establish dental homes. Charmina Gray shared that dental services will be provided within the schools.

Nutrition Report

Joandy Williams, early childhood manager, presented the nutrition report information.

- (1) Summary of monthly nutrition report for January 2018.
 - Grand total number for breakfast 733
 - Grand total number for lunches 918
 - Grand total number for suppers 55
- (2) Year-to-date Summary
 - Grand total number for breakfast 14,490
 - Grand total number for lunches 19,457
 - Grand total number for suppers 588

Fiscal Report

Joandy Williams, early childhood manager, presented the fiscal report information.

Summary of monthly expense report through February 2018.

- (1) Budget expended: Federal 78%
- (2) Balance: Federal 1.8 million
- (3) Budget expended: State 58%
- (4) Balance: State \$176,282
- (5) In-kind \$64.20

NEW BUSINESS

K3 Full-fay Sites

Christina Esparza moved to approve the move to full-day sites for the 2018-2019 school year for Hayes, Kluge, Lincoln, Longfellow, and Dr. Martin Luther King, Jr. Shanice Howard, Bruce, seconded the motion. The motion was unanimously approved.

Community Representative

Lilly Wilson, Siefert, moved to approve Leah Noid-Harrington as Community Representative. Revenna Brown, WSA, seconded the motion. The motion was unanimously approved.

Staffing position

Ravenna Brown, WSA, moved to approve Joandy Williams as Early Childhood Manager. Brandy Washington, Hawthorne, seconded the motion. Approval for staffing was unanimously approved.

ANNOUNCEMENTS

- Leah Noid-Harrington, Community Representative, asked about Head Start's upcoming grant meetings. Dr. Smith noted that the grant would be presented on March 13, 2018, to the Milwaukee Board of School Directors' Committed on Student Achievement and School Improvement (SASI). On March 22, 2018, the Committee's recommendation will be considered by the full Board.
- Albert Robbins, Policy Council Advisor, asked how MPS teachers' wages and benefits compare with what is going on nationally, e.g., Virginia. Director Harris responded with information about the budget from the Board's perspective, i.e. a tight budget with minor raises.
- Larry McAddo, Policy Council Advisor, commented on looking at money following the children from charter schools.
- Lilly Wilson, Siefert, inquired as to how money could be allocated for computers and/or a parent center at Siefert. Latisha Little, FPA/ERSEA Coordinator, shared that she spoke with the school's principal and is working with her to create a parent center in the school. The principal has identified a room, and discussion and plans will continue.
- On April 14, 2018, the Head Start Policy Council will hold its monthly meeting at Central Services from 10:00 a.m. to noon.

ADJOURNMENT

Alejandra Fuentes, ALBA, announced adjournment at 11:05 a.m.

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