

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

February 22, 2018

Submitted by Director Wendell J. Harris, Sr.

CALL TO ORDER AND ROLL CALL

The monthly meeting of the MPS Head Start Policy Council on Saturday, January 13, 2018, was called to order by Quiana Beckhom, Chairperson, at 10:18 a.m. in room 206-208 of the MPS Central Services Building.

Members in Attendance Alejandra Fuentes and Ana Sencion, A.L.B.A.; Vernessa Austin, Bethune; Shanice Howard, Bruce; Quiana Beckom, Lee; Betsabe Hernandez, Lincoln; and Raquel Coronado, Longfellow; Director Wendell Harris, Milwaukee Board of School Directors

Community Representatives..... Brenda Roshell, Christina Esparza, Naw Lay Htoo, Leah Noid-Harrington, and Revenna Brown.

Policy Council Advisors Albert Robbins, Annie Crockett, Larry McAdoo

Staff..... Dr. Jennifer Smith, Senior Director of Curriculum and Instruction; Joandy Williams, Interim Manager of Early Childhood; Raquel de la Cruz Gutiérrez, Education Coordinator; Ruth Stark-Jordan, ERSEA Coordinator; Honore Harvey, Mental Health and Disabilities Coordinator; LaTisha Little, ERSEA/FPA Coordinator; Charmina Gray, Health Coordinator; and Erin Hermann, Education Coordinator.

Interpreters..... Mary Htoo and Na Saw Shee, Karen interpreters; Yuritzi Diaz and Maria Rodriguez, Spanish interpreters

REPORT FROM WENDELL J. HARRIS, MILWAUKEE BOARD OF SCHOOL DIRECTORS

Director Harris shared information regarding the Milwaukee Board of School Directors' Committee on Parent and Community Engagement. He requested that parents attend the meetings at Central Office on the second Tuesday of each month to share concerns. He also requested that parents take time to fill out a district survey seeking families' input on district issues.

DIRECTORS' REPORT

Education Report

Erin Hermann shared the Education Report.

(1) The Education Coordinator approved and scheduled Head Start field trips.

(2) The Education Coordinator entered December in-kind documentation.

(3) The Education Coordinator visited Head Start classrooms to provide support to Head Start teaching teams. The focus was on schedules, routines, 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 completed seven CLASS® (Classroom Assessment Scoring System) observations during the month of December at Bruce, Lee Learning Center, Hayes Bilingual, Maple Tree, and Sherman. Written feedback was sent to each observed teacher as well as their respective principals. Conferences were also held with teachers to debrief observations.

(5) The Education Coordinator participated in the meeting of the literacy foundation professional development planning team on December 1 and December 21, 2017.

(6) The Education Coordinator participated in meetings of the Head Start Management Team on December 1 and December 11, 2017, to discuss program planning.

(7) The Education Coordinator attended an ASQ: SE-2™ (Ages & Stages Questionnaires®: Social-Emotional, Second Edition) training on December 2, 2017.

(8) On December 4 and 5, 2017, Head Start instructional staff conducted home visits with Head Start families to discuss goals, progress, and family-engagement activities for the home.

(9) The Education Coordinator viewed a webinar, “WIDA: Can Do Descriptors”, on December 6, 2017. (WIDA claims to advance “academic language development and academic achievement for children and youth who are culturally and linguistically diverse through high quality standards, assessments, research, and professional learning for educators.”)

(10) On December 6, 2017, the Education Coordinator attended an IEP meeting as a Head Start representative at Westside Academy I.

(11) On December 8, 2017, the Education Coordinator attended an all-day professional development for school support teachers at North Division High School.

(12) The Education Coordinator participated in a meeting of the Head Start coordinators on December 11, 2017, to discuss program planning.

(13) On December 12, 2017, the Education Coordinator attended two IEP meetings as a Head Start representative at Siefert and Hayes.

(14) On December 14, 15, 2017, the Education Coordinator implemented a CLASS Observer training for six Head Start administrators. With successful completion of the CLASS observer exam, all six administrators will be reliable observers.

(15) On December 15, 2017, the Education Coordinator attended an IEP meeting at Sherman School as a representative of the Head Start Program.

(16) On December 19, 2017, the Education Coordinator met with the Interim Early Childhood Manager and Bilingual Curriculum Specialist to discuss the bilingual scope and sequence in the Frog Street curriculum.

(17) The Education Coordinators reviewed, discussed, and revised the Head Start Training and Technical Assistance Plan with the Management Team on December 19 and 22, 2017.

(18) On December 22, 2017, the Education Coordinator attended an IEP meeting as a Head Start representative at Kilbourn.

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

Ruth Stark-Jordan shared the ERSEA report.

(1) Eligibility

Of 1,392 families:

- 978 are income-eligible;
- 102 meet the allowable over-income category;
- 312 are categorically eligible (foster care, homeless, public assistance).

(2) Recruitment

- (a) One FPA (Family Partnership Associate) participated in the MPS Family and Community Resource Fair celebrating families with children with special needs on December 2, 2017.
- (b) One FPA participated in the Forest Home Avenue School Resource Fair on December 19, 2017.
- (c) Thirty-one parents came into the Head Start offices during the month of December.

(3) Selection

The waitlist’s total as of December 31, 2017, was 293, which consists of income-eligible, over-income families, and those who want only particular schools that are full at this time.

(4) Attendance

Head Start average daily attendance for December 1-31, 2017, was 92.3%.

(5) Transportation

Sixty-four percent of Head Start children use MPS transportation services. Head Start accounts for 1.9% of the total MPS ridership.

(6) Enrollment

- (a) As of December 1-31, 2017, the actual enrollment was 1,392.
- (b) The total enrollment for the month of December, as reported to the Head Start office, was 1,370. 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.

December 2017-18 Enrollments

Funding		Region	School Site	Seats				Totals		
				Bilingual		Monolingual		Enrolled	Available	
Federal	State			K3	K4	K3	K4		K3	K4
X		Southwest	ALBA	34	20	0	0	53	0	1
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	34	0	NA
X		Northwest	Congress	NA	NA	90	NA	88	1	NA
X		Southwest	ForestHome	30	0	30	20	75	1	4
x		Northwest	Franklin	NA	NA	17	NA	17	0	NA
X		Central	GwenT.Jackson	NA	NA	30	40	69	1	0
	X	Northwest	Obama	NA	NA	34	40	68	0	6
X		Northwest	Hawthorne	NA	NA	30	20	50	0	0
X		Southwest	Hayes	30	0	0	0	30	0	NA
X		GE	Kagel	17	20	NA	20	51	0	5
X		Northwest	Kilbourn	NA	NA	34	20	54	0	0
X		East	KingJr.	NA	NA	30	NA	28	2	NA

Funding		Region	School Site	Seats				Totals		
				Bilingual		Monolingual		Enrolled	Available	
Federal	State			K3	K4	K3	K4			K3
X		Central	LaFollette	NA	NA	34	NA	34	0	NA
X		Central	Lee	NA	NA	85	NA	84	1	NA
X		Southwest	Lincoln	30	40	30	NA	93	5	2
X		Southwest	Longfellow	NA	20	NA	20	33	NA	7
X		Northwest	MapleTree	NA	NA	60	20	74	4	1
X		Central	MarvinPratt	NA	NA	30	20	49	0	1
X		Southwest	Mitchell	NA	NA	30	NA	29	1	NA
X		GE	Pierce	NA	NA	30	NA	30	0	NA
X		Northwest	Sherman	NA	NA	60	40	95	2	3
X		East	Siefert	NA	NA	60	20	79	1	0
X		Central	ThurstonWoods	NA	NA	34	NA	34	0	NA
X		Central	Westside	NA	NA	30	40	70	0	0
Total Number of Students				141	100	863	340	1,392	19	30
				1,444						

Other

The ERSEA Coordinator:

- attended the Penfield transition meeting on December 7, 2017;
- attended the District Kindergarten Enrollment Fair meetings on December 4, 7, 11, 14, 18, and 21;
- attended the Head Start coordinators' meeting on December 11, 2017;
- attended the Infinite Campus/IEP meeting on December 19, 2017;
- trained the ERSEA/FPA Coordinator, the Health coordinator, and the Interim Head Start Supervisor in ERSEA and registrations on December 21, 2017;
- trained four new FPAs in ERSEA and registrations on December 1, 2017;
- conducted a one-on-one meeting with the ERSEA/FPA Coordinator on December 7, 2017; and
- received CLASS training on December 14 and 15, 2017.

A question was raised regarding full-day K3 sites for the 2018-2019 school year. Dr. Smith responded that we will be determining full-day K3 sites (in accordance with the Head Start mandate for full-day programming) during the budget process, and a plan should be available to share at the February meeting.

Mental Health & Disabilities

Honore Harvey shared the Mental Health and Disabilities report.

(1) 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	Total	
ALBA	11	1	0	2	0	0	0	0	14	
Bethune	0	3	3	1	1	0	0	0	8	
Bruce	6	2	0	0	0	0	0	0	8	
Carson	2	1	0	0	0	0	0	0	3	
Congress	5	2	0	0	0	0	0	0	7	

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	Total
Forest Home	9	1	0	0	1	0	0	0	11
Franklin	3	1	0	0	0	0	0	0	4
Hawthorne	3	2	0	1	0	0	0	0	6
Hayes	6	0	1	0	0	0	0	0	7
Jackson	5	3	0	2	0	0	0	0	10
Kagel	7	2	0	0	0	0	0	0	9
Kilbourn	8	0	0	0	0	0	0	0	8
King	1	0	0	0	0	0	0	0	1
LaFollette	1	1	0	0	0	0	0	0	2
Lee Learning Center	2	3	0	0	0	0	0	0	5
Lincoln	11	0	0	0	0	0	0	0	11
Longfellow	8	1	0	0	0	0	0	0	9
Mapletree	8	1	0	0	0	0	0	0	9
Marvin Pratt	1	4	0	0	0	0	0	0	5
Mitchell	2	0	0	0	0	0	0	0	2
Obama	1	6	0	0	1	0	0	0	8
Pierce	0	0	0	0	0	0	0	0	0
Sherman	2	3	0	0	0	0	0	0	5
Siefert	3	3	0	0	0	0	0	0	6
Thurston Woods	3	0	0	0	0	0	0	0	3
Westside Academy	5	4	2	0	0	0	0	0	11
Totals	113	44	6	6	3	0	0	0	172

- Children of enrolled students identified with disabilities 12%
- Children with 504 plans..... 1
- Special education meetings attended the month of November..... 44

(2) Mental Health Classroom and Family Support

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

- (a) MHS submitted zero homeless referrals.
- (b) MHS submitted 12 Child Find referrals.
- (c) Behavioral, visual, and sensory supports, as well as resource information, were provided to eight classrooms during the month of December.
- (d) Four referrals were submitted to Penfield Behavior Clinic.
- (e) Five referrals were submitted to Goodwill for vouchers for families in need.
- (f) MHS attended two meetings of the Behavioral Intervention Team (BIT) at Head Start school sites.
- (g) MHS completed seven observations in Head Start classrooms.
- (h) MHS submitted six requests to school-based special education supervisors about Head Start placement.
- (i) MHS continued to distribute completed ASQ: SE-2 forms to teachers.

- (j) MHDC and MHS entered classroom screening (Acuscreen and ASQ: SE-2) data for 45-day timelines.
- (k) MHS reviewed and updated all online ASQ screeners.
- (l) MHS provided individualized developmental and community-resource information to five families.

Other

(a) On December 4, 2017, the MHS and the Lee school social worker met with the Interim Supervisor to discuss establishing RtI Tier 2 procedures for Lee Learning Center. This included identifying potential team members and roles, meeting dates/times, procedures for documentation of behaviors/interventions, BIT meeting-referral sheets, and BIT's review of data.

(b) On December 4, 2017, the MHS provided online ASQ: SE-2 training to staff.

(c) On December 6, 2017, the MHS provided a brief mandated reporting refresher session to the Family Partnership Associates during their Wednesday staff meeting.

(d) On December 6, 2017, the MHDC and the MHS held a planning session regarding incoming students as the team's new case study model.

(e) On December 12, 2017, the Interim Supervisor, ERSEA, and mental Health Coordinators met to discuss enrollment and entry dates in Child Plus.

(f) On December 14, 15, 2017, the MHDC participated in the CLASS training.

(g) On December 15, 2017, the MHS attended the School Social Work department's monthly staff meeting. During the meeting, PPG's and SLO's mid-year peer reviews took place and participated in Department PLCs.

(h) On December 18, 2017, the MHS attended facilitator training for Trauma Sensitive Schools Training: Module 10.

(i) On December 19, 2017, the MHDC, MHS, ERSEA Coordinator, and Head Start Interim Supervisor met with Special Education Management and supervisory staff at the MPSSC regarding end-dating procedures for students with special education needs who are enrolled within the Head Start Program.

(j) Meetings:

- On December 1, 2017, the MHS participated in a collaborative planning meeting at one site with the teacher and administrator.
- On December 6, 2017, the MHDC and MHS met to discuss case studies.
- On December 7, 2017, the MHDC had a one-to-one meeting with the Interim Supervisor.
- On December 12, 2017, the Interim Supervisor, ERSEA Coordinator, and the MHDC Coordinator met to discuss enroll/enter dates which appear to be impacting screening-data due dates.
- On December 19 and 22, 2017, the MHDC met with other Head Start coordinators, the Interim Head Start Supervisor and Interim Early Childhood Manager to work on and finalize the T/TA plan.

A member requested that Head Start representatives meet with special education staff at sites with no board-funded K4 seats to share information regarding enrollment at these locations. Honore Harvey responded that the team had already reached out to the school-based supervisors, and they are working to schedule a date to share this information.

(3) Family Engagement

LaTisha Little shared the family engagement report.

(a) Monthly parent meetings were held at all 26 Head Start Sites, with a total of 186 parents in attendance.

(b) On December 27, 2017, the FPAs contacted parents to complete Family Needs Assessments/Outcomes for 20 schools, totaling 1,076 families.

(c) During the month of December, the FPAs completed 40 home visits and scheduled additional home visits for the month of January.

(d) During the month of December, all 26 Head Start sites had holiday programs, and several of the FPAs attended the performance by the Head Start students.

(e) In the month of December, the ERSEA/FPA Coordinator participated in the following trainings:

- ASQ:SE 2- Questionnaire conducted by the Mental Health Coordinator;
- CLASS conducted by the Education Coordinator;
- Registration/enrollment conducted by the ERSEA Coordinator.

(4) Health

Charmina Gray shared the Health Report.

(a) During the month of December:

- the Head Start Health Team conducted federally mandated hearing and vision screenings;
- the Head Start Health Team conducted federally mandated screenings for students who were either absent or not enrolled on the initial screening day;
- the Head Start Nutritionist completed 15 meal-monitoring observations and visited 19 classrooms, including supply delivery;
- the Head Start Nutritionist completed 58 growth assessments, conducted two dietary consults, with one ongoing nutritional consult and six processed health forms pertaining to food allergies, special dietary needs, and nutrition alerts, including three hot breakfast concerns that were addressed;
- the Head Start Health Team submitted hearing referrals to the MPS Audiology Department, which will rescreen these students and inform Head Start and parents of outcomes. This follow-up will begin in January 2018;
- the Head Start Health Team continued to identify families who are not connected to medical and dental homes in an effort to connect families with these services. Collaborations with assigned FPAs have occurred to meet these goals; and
- the Head Start Health Team continued to work with families to obtain documentation of 90-day requirements.

(h) On December 11, 2017, the Health Coordinator met with the Health Team and the Interim Head Start Supervisor

(i) On December 13, 2017, the Health Coordinator attended FPA meetings.

(j) On December 14 and 15, 2017, the Health Coordinator attended CLASS training with the Coordinator’s team members.

A member raised a concern about an outbreak of head lice at a site. It was noted that parents would like support with treatments. Charmina responded that Head Start is a support to the school community and is working closely with the school nurse to monitor this issue. The Head Start Health Team is also partnering with Head Start FPAs and parents to supply treatment and educational resources.

Another member suggested inviting the Health Department to provide a workshop at the school. Charmina stressed the importance of daily washing, treating, and combing, as well as thoroughly washing environmental items such as bedding, clothing, stuffed animals, etc.

A member asked a question regarding the process to refer a child for speech concerns. Honore Harvey shared the referral process at the school and how to use Child Find.

(5) Nutrition Report

Joandy Williams shared the Nutrition Report.

- Breakfast Total 15,359
- Lunch Total 19,950
- Supper Total 713
- Total Meals Served 36,022

A member raised a question regarding substitutions for foods that a child cannot eat. Dr. Smith and Charmina Gray responded that Nutrition Services and Head Start nurses work closely to identify nutritional needs, and alternatives are always provided for students not able to eat foods on the menu.

(6) Fiscal Report

Joandy Williams shared the Fiscal Report.

- Budget expended: Federal..... 66%
State 46%
- Balance Federal..... \$2,577,600
State \$216,800.02
- In-Kind \$3,657

Joandy Williams shared that the top sites for volunteer hours and in-kind donations were Mitchell, Sherman, Kagel, Gwen T. Jackson, and ALBA.

OVERVIEW OF PERFORMANCE STANDARDS

Joandy Williams facilitated an overview training of the Federal Head Start Performance Standards.

A member raised a concern regarding MPS’s suspension policy and the prohibition of suspensions for students in second grade and younger. A conversation commenced regarding discipline options and MPS Administrative Policy 8.31.

A member raised a question regarding fine arts programming. Another member responded that such programming was determined at the school level and that parents should speak to the school principal and become engaged on their school's committee to share concerns and or requests.

OLD BUSINESS

Staffing

A motion to approve Ruth Stark-Jordan as Head Start supervisor was made by Shanice Howard, Bruce. Alejandra Fuentes, ALBA, seconded the motion. The motion passed unanimously.

NEW BUSINESS

By-laws

Ruth Stark-Jordan shared the MPS Policy Council current by-laws with the Council and opened a conversation regarding changes.

A discussion ensued regarding meeting days and times. All speaking members noted Saturdays 10-noon were the best option for them and that the day and time should remain unchanged in the by-laws.

Discussion arose to hire a secretary to record accurate minutes of the Policy Council's meetings and to prepare them for presentation. All other duties of the recording secretary would remain the same. A motion to make this change was made by Bre'Anna Gilbert and seconded by Christina Esparza, community representative. The motion passed unanimously.

A motion to approve the by-laws with the noted change was made by Alejandra Fuentes, ALBA, and seconded by Raquel Coronado, Longfellow.

ANNOUNCEMENTS

- The next meeting will be held on Saturday, February 10, 2018, 10 a.m.-12 noon.
- The Kindergarten Fair will be held Saturday, February, 3, 2018, 9:00 a.m.-12 noon, at Milwaukee High School of the Arts.
- Travel forms were disseminated to all members.
- Members were reminded to be sure they are signed in.

ADJOURNMENT

Quiana Beckhom, Chairperson, adjourned the meeting at 11:42 a.m.

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