

- (2) The Education Coordinators had entered in-kind documentation for November.
- (3) The Education Coordinators had visited Head Start classrooms to provide support to Head Start teaching teams. The focus was on schedules, routines, classroom environments, and indentifying 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 17 CLASS® (Classroom Assessment Scoring System) observations during the month of November at ALBA, Bethune, Franklin, Kilbourn, Lee Learning Center, Lincoln, Hawthorne, Kagel, Pierce, Thurston Woods, and Westside I. Written feedback was sent to each observed teacher as well as to their principals. Conferences were also held with teachers to debrief observations.
- (5) The Education Coordinator had participated in the literacy foundation professional development planning team on November 2, 2017.
- (6) On November 2, 2017 the Education Coordinator had attended a parent conference at Kilbourn to ensure proper supports for a Head Start student.
- (7) On November 3, 2017, the Education Coordinator had attended an all-day professional development for school support teachers at North Division High School.
- (8) The Education Coordinators had participated in a meeting of the Head Start Management Team to discuss program planning on November 3, 2017.
- (9) On November 3, 2017, the Education Coordinator had met with the ERSEA Coordinator and the Interim Head Start Supervisor to discuss planning for training of new Family Partnership Associates (FPAs).
- (10) On November 6, 2017, the Education Coordinators had participated in a meeting of the Management Team to discuss program planning.
- (11) The Education Coordinators had reviewed and revised the FPA Handbook on November 7, 2017.
- (12) The Education Coordinator had viewed a webinar titled “How to Support Early Learners with Challenging Behavior” on November 7, 2017.
- (13) The Education Coordinators had met on November 7, 2017, to discuss program planning.
- (14) The Education Coordinator had viewed CLASS® videos to further professional learning.
- (15) On November 9, 2017, the Education Coordinator, special education teachers, and Mental/Health Disabilities Coordinator had met with a classroom teacher to discuss behavior-management strategies for a student at Lee Learning Center.
- (16) The Education Coordinator and the Mental Health and Disabilities Coordinator had met with a teacher at Lee Learning Center to plan for in-classroom support of routines and procedures on November 10, 2017.
- (17) On November 13, 2017, the Education Coordinator and the Mental Health and Disabilities Coordinator had provided in-classroom support of routines and procedures for a classroom at Lee Learning Center. Staff were debriefed, and ongoing support will continue.
- (18) On November 13, 2017, the Education Coordinator, Mental/health and Disabilities Coordinator and ERSEA Coordinator had met to discuss the TTA (Training and Technical Assistance) plan for the 2017-18 program year.

(19) On November 14, 2017, the Education Coordinator had met with the interim Head Start Supervisor and the Interim Early Childhood Manager to train them on the use of ChildPlus, the MPS Head Start data-management software.

(20) On November 15, 2017, the Education Coordinators had attended the Head Start staff meeting at Lee Learning Center.

(21) On November 16, 2017, the Education Coordinator had attended the Superintendent's Central Office Address.

(22) The Education Coordinators had participated in the Head Start Management Team's meeting to discuss program planning on November 17, 2017.

(23) On November 21, 2017, the Education Coordinator had reviewed the Multicultural Principles for Early Childhood Leaders in Early Childhood Learning and Knowledge Center (ECLKC).

(24) On November 28, 2017, the Education Coordinator had attended a professional development session on English as a Second Language 101 at Siefert Elementary School.

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

Ruth Stark-Jordan presented ERSEA information.

Eligibility for November

Of 1,413 families

- 995 are income-eligible;
- 93 meet the allowable over-income category;
- 325 are categorically eligible (foster care, homeless, public assistance).

Recruitment

(1) Two FPAs had participated at the Celebrating Families of Children with Special Needs 15th Annual *Foro Latino* on November 10, 2017.

(2) One FPA had participated at the Journey House's Thanksgiving Dinner recruitment event on November 21, 2017.

(3) Forty-two parents had come into the Head Start offices during the month of November.

Selection

The waitlist's total as of November 30, 2017 was 299, 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 average daily attendance for November 1-30, 2017, was 96.9%.

Transportation

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

Enrollment

As of November 1-30, 2017, the actual enrollment was 1,413. The total enrollment for the month of November, 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.

November 2017-18 Enrollments											
Funding		Region	School Site	Seats Available				Total Number Enrolled	Total Seats Open		
				Bilingual		Monolingual			K4	K3	
Federal	State			K3	K4	K3	K4				
X		Southwest	ALBA	34	20	0	0	53	1	0	
X		Central	Bethune	0	0	17	20	37	0	NA	
X		Northwest	Bruce	0	NA	34	NA	34	NA	0	
X		Northwest	Carson	0	NA	34	NA	34	NA	0	
X		Northwest	Congress	NA	NA	90	NA	89	NA	1	
X		Southwest	Forest Home	30	0	30	20	76	4	0	
x		Northwest	Franklin	NA	NA	17	NA	17	NA	0	
X		Central	Gwen T. Jackson	NA	NA	30	40	70	0	0	
	X	Northwest	Obama	NA	NA	34	40	70	4	0	
X		Northwest	Hawthorne	NA	NA	30	20	50	0	0	
X		Southwest	Hayes	30	0	0	0	30	NA	0	
X		GE	Kagel	17	20	NA	20	51	6	0	
X		Northwest	Kilbourn	NA	NA	34	20	54	0	0	
X		East	King Jr.	NA	NA	30	NA	30	NA	0	
X		Central	LaFollette	NA	NA	34	NA	34	NA	0	
X		Central	Lee	NA	NA	85	NA	85	NA	0	
X		Southwest	Lincoln	30	40	30	NA	99	1	0	
X		Southwest	Longfellow	NA	20	NA	20	31	9	NA	
X		Northwest	Maple Tree	NA	NA	60	20	79	1	0	
X		Central	Marvin Pratt	NA	NA	30	20	50	0	0	
X		Southwest	Mitchell	NA	NA	30	NA	28	NA	2	
X		GE	Pierce	NA	NA	30	NA	30	NA	0	
X		Northwest	Sherman	NA	NA	60	40	98	1	1	
X		East	Siefert	NA	NA	60	20	80	0	0	
X		Central	Thurston Woods	NA	NA	34	NA	34	NA	0	
X		Central	Westside	NA	NA	30	40	70	0	0	
Total				141	863	340	100	1,413	27	4	
				1,444							

Other

In the month of November, the ERSEA Coordinator had:

- attended the Penfield transition meeting on November 2, 2017;
- attended the Head Start Management Team’s meeting on November 3, 2017;
- attended the meeting at Obama with Dr. Smith, Joandy Williams, and Carol McKay in regard to the K3 classroom on November 9, 2017;
- organized the FPAa’ staff meeting for Dr. Smith on November 15, 2017; and
- attended the planning session for the Kindergarten Enrollment Fair on Monday, November 27, 2017.

Mental Health & Disabilities

Honore Harvey presented the mental health and disabilities report.

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	School Total
ALBA	11	1	0	2	0	0	0	0	14
Bethune	0	3	3	1	1	0	0	0	8
Bruce	6	1	0	0	0	0	0	0	7
Carson	2	1	0	0	0	0	0	0	3
Congress	4	0	0	0	0	0	0	0	5
Forest Home	6	1	0	0	0	0	0	0	7
Franklin	3	0	0	0	0	0	0	0	3
Hawthorne	3	2	0	0	0	0	0	0	5
Hayes	6	0	0	0	0	0	0	0	6
Jackson	5	3	0	2	0	0	0	0	10
Kagel	6	1	0	0	0	0	0	0	7
Kilbourn	7	0	0	0	0	0	0	0	7
King	0	0	0	0	0	0	0	0	0
LaFollette	1	1	0	0	0	0	0	0	2
Lee Learning Center	2	3	0	0	0	0	0	0	5
Lincoln	10	0	0	0	0	0	0	0	10
Longfellow	7	1	0	0	0	0	0	0	8
Mapletree	7	1	0	0	0	0	0	0	8
Marvin Pratt	1	2	0	0	0	0	0	0	3
Mitchell	2	1	0	0	0	0	0	0	3
Obama	1	5	0	0	1	0	0	0	7
Pierce	0	0	0	0	0	0	0	0	0
Sherman	3	3	0	0	0	0	0	0	6
Siefert	3	3	0	0	0	0	0	0	6
Thurston Woods	1	0	0	0	0	0	0	0	1
Westside Academy	4	4	2	0	0	0	0	0	10
Totals	101	38	5	5	2	0	0	0	151

- Percentage of enrolled students identified with disabilities 10.5
- Children with 504 plans..... 1
- Special education meetings in the month of November 33
- Pending referrals..... 77

Mental Health Classroom and Family Support

Note: Abbreviations are MHDC (MHDC) and Mental Health Staff (MHS)

- (1) MHS had submitted three homeless referrals.
- (2) MHS had submitted six Child Find referrals.
- (3) Behavioral, visual, and sensory supports, as well as resource information, had been provided to nine classrooms during the month of November.
- (4) Two referrals had been submitted to Goodwill for vouchers for families in need.
- (5) 400 registration letters had been given to FPAs to distribute to families for the Salvation Army’s Holiday Toy Shop.

- (6) MHS had attended three meetings of the Behavioral Intervention Team (BIT) at Head Start school sites.
- (7) MHS had completed 11 observations in Head Start classrooms.
- (8) MHS had submitted nine requests to school-based special education supervisors about Head Start placements.
- (9) MHS had continued to distribute completed ASQ-SE-2 forms to teachers.
- (10) MHDC and MHS had entered classroom-screening (Acuscreen and ASQ: SE-2) data for 45-day time lines.
- (11) MHS had reviewed and updated all online ASQ screeners.
- (12) MHS had provided individualized developmental and community-resource information to five families.

Other

- (1) On November 2, 2017, the MHDC went to a family's home to get a parent's signature for consent to test for special education.
- (2) On November 2, 2017, MHS met with a parent at Lee to complete an updated parent interview for an upcoming re-evaluation special education meeting for a Lee student.
- (3) On November 3, 2017, the MHDC met with a teacher to provide requested support.
- (4) On November 6, 2017, MHDC and MHS met with the principal at a school at the principal's request to discuss potential supports available to a Head Start classroom.
- (5) On November 8, 2017, the MHDC coordinator watched the GoToWebinar, "The ECE Mindfulness Movement."
- (6) On November 8, 2017, the MHDC assisted in editing the Family Partnership Associate (FPA) handbook.
- (7) On November 9, 2017, the MHDC met with the Interim Head Start Supervisor to plan an after-school professional development opportunity for a site. The topic was classroom climate and challenging behaviors.
- (8) On November 9, 2017, the MHDC and the Education Coordinator met with special education teachers providing services to a Head Start student to discuss behavioral and classroom strategies and how to track information in Infinite Campus.
- (9) On November 10, 2017, the MHDC met with the Education Coordinator to discuss classroom supports.
- (10) On November 10, 2017, the MHS met with a teacher to provide classroom supports at the request of the teacher's principal.
- (11) On November 13, 2017, the MHDC met with Education Coordinators to discuss and plan for the Head Start Technical Training Assistance (TTA) plan.
- (12) On November 13, 2017, the MHS attended a Mindfulness Help Session, which included some mindfulness activities that can be implemented in the classroom.
- (13) On November 14, 2017, the MHDC provided professional development for one school site.

(14) On November 14, 2017, the MHS met with a teacher to provide and model classroom supports and materials.

(15) On November 14, 2017, the MHS picked up a winter coat donated to a Head Start family from a school social worker from a non-Head Start school.

(16) On November 15, 2017, the MHS provided 1:1 support to a student experiencing emotional and behavioral stressors.

(17) On November 15, 2017, MHS attended the BIT's meeting to develop a plan to address a child's challenging behaviors at school.

(18) On November 15, 2017, MHS attended a meeting with the principal, SST, teacher, school psychologist, parents, child, and child's godmother at a Head Start site to discuss supports and parents' concerns.

(19) On November 16, MHDC and MHS met with the principal, SST, and one of the Head Start teachers at a site to create a plan for past-due data to be turned in.

(20) On November 17, 2017, the MHS attended their monthly SSW staff meeting. This meeting included a presentation on resources for special needs children and families in Milwaukee County. The meeting also involved working in our professional learning community.

(21) On November 20, 2017, MHDC and MHS picked up a total of 40 Thanksgiving meals from Aurora Family Services. These meals were then delivered by FPA staff to 40 Head Start families.

(22) On November 21, 2017, MHS provided a teacher with and discussed behavior and sensory support materials for a student.

(23) On November 21, 2017, MHS provided 1:1 support to a student experiencing emotional and behavioral stressors.

(24) On November 30, 2017, MHDC attended the Young Child Wellness Council at the Southside Health Center.

(25) Meetings held or attended by MHDC:

- Head Start Management Team's meetings with interim management staff on November, 3, 6, and 17, 2017.
- On November 7, 2017, the MHDC met with one MHS to discuss current data, successes, and challenges.
- The MHDC attended the Family Partnership Associates' meeting on November 15, 2017.

Family Engagement

Dr. Jennifer Smith presented this information.

- (1) Monthly parent meetings had been held at all 26 Head Start Sites.
- (2) Home Visits have been scheduled for the month of December.
- (3) Reports cards and progress reports were completed and shared with families.

Health

Dr. Jennifer Smith presented the health information.

(1) During the month of November, the Head Start Health Team conducted federally-mandated hearing and vision screenings.

(2) During the month of November, the Head Start Health Team conducted a second round of screening for students who had been either absent or not enrolled on the initial screening day.

(3) During the month of November, the Head Start Nutritionist completed 23 meal-monitoring observations and visited 23 classrooms.

(4) During the month of November, the Head Start Nutritionist completed 36 growth assessments, conducted three dietary consultations, and processed 31 health forms pertaining to food allergies, special dietary needs, and nutrition alerts.

(5) During the month of November, the Interim Head Start Supervisor submitted hearing referrals to MPS audiology. The audiology department will rescreen these students and inform Head Start and parents of outcomes. Follow-up testing will begin in January.

(6) During the month of November, the Head Start Health Team conducted health-and-safety-monitoring at ALBA, Carson, Congress, Marvin Pratt, Pierce, and Westside Academy

(7) During the month of November, 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 much-needed services.

(8) During the month of November, the Head Start Health Team continued to work with families to obtain documentation of 90-day requirements.

(9) On November 3, 2017, the Interim Health Coordinator participated in the Head Start Management Team’s meeting.

(10) On November 10, 2017, the Interim Health Coordinator participated in a meeting to discuss GKAS/Dental Day.

(11) On November 28, the Head Start Health Team participated in a meeting with Interim Head Start Supervisor and Interim Manager of Early Childhood/Head Start to discuss updated schedules and caseloads to support the work.

Nutrition Report

Dr. Jennifer Smith presented the monthly nutrition report for September 2017.

- Number of breakfasts served 13,134
- Number of lunches served 16,158
- Number of suppers served 145

Dr. Smith reported that nutrition services is working to switch all Head Start sites to “breakfast kits,” which include a wider variety of breakfast items and hot meals. Dr. Smith also reported that the list of schools will be shared with school leaders in weekly emails so school leaders can share the information with Head Start families.

Fiscal Report

Dr. Jennifer Smith presented the fiscal report information.

(1) 17 sites reported in-kind amounts through October 31, 2017, totaling in \$5322.40. Of this amount, the following sites reported the following:

- Kagel\$1,073.62
- Lincoln.....\$940.53
- Bethune\$821.76
- Lafollette.....\$789.66.

(2) The following personnel positions have been filled:

- Two Paraprofessional Positions at Lee.
- One Nurse Associate
- Five Family Partnership Associates (FPAs).

OLD BUSINESS

(1) Dr. Jennifer Smith distributed the bylaws for the Policy Council’s review in preparation for the Policy Council’s January 2018 meeting.

(2) Certificates were awarded to those who participated in the review of parliamentary procedures at the Policy Council’s November 2017meeting.

NEW BUSINESS

Policy Council Elections

(1) Members reviewed Policy Council roles prior to election.

(2) Betsabe Hernandez from Lincoln, Quiana Beckom from Lee, and Vernessa Austin from Bethune were nominated for the Chairpeson. Quiana Beckom was elected.

(3) Vanessa Austin from Bethune and Alejandra Fuentes from ALBA were nominated for Assistant Chairperson. Alejandra Fuentes was elected.

(4) Brenda Hernandez from Kagel and Vanessa Austin from Bethune were nominated for Recording Secretary. Vanessa Austin was elected.

(5) Betsabe Hernandez from Lincoln and Brenda Hernandez from Kagel were nominated for Assistant Recording Secretary. Brenda Hernandez was elected.

(6) Betsabe Hernandez from Lincoln was nominated for Parliamentarian:. Betsabe Hernandez was unanimously elected.

(7) Community Representatives will be Annie Crockett, Christina Esparza, Larry McAdoo, Brenda Roshell, and Nau Lay Htoo.

(8) The Community Advisor will be Albert Robbins.

ANNOUNCEMENTS

The Council’s next meeting will be held on Saturday, January 13, 2017, 10 a.m.-12 noon.

ADJOURNMENT

Annie Crockett, Community Representative, adjourned the meeting at 11:30 a.m.

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