

Report of the Board's Delegate to the MPS Head Start Policy Council

January 28, 2016

Submitted by Director Wendell J. Harris, Sr.

MPS Head Start Policy Council Meeting Central Office Room 206-208 Saturday, January 9, 2016

1. CALL TO ORDER AND ROLL CALL

The meeting of the MPS Head Start Policy Council was called to order by Erin Hermann, Education Coordinator, at 10:06 a.m. on Saturday, January 9, 2016, in room 206-208 of the Central Services Building.

Members in Attendance: Brandye Washington, Hawthorne
 Rosly Rodriguez, Hayes
 Himelda Hernandez, Hayes
 Leah Noid-Harrington, Jackson
 Lucina Hernandez, Kagel
 Iveth Rodriguez, Kagel
 Tiara Wade, Keefe
 Maria Casteneda, Lincoln
 Revena Simmons, Maple Tree
 Noble Edwards, Silver Spring
 Alexia Knox, Thurston Woods
 Juan Gaytan, Kagel
 Albert Robbins
 Freida DeLoney, Larry McAdoo,
 Annie Crockett
 Milwaukee Board Director Wendell Harris, Jr.

Staff in Attendance: Honore Harvey, Mental Health and Disabilities Coordinator
 Leighton Cooper, FPA/ERSEA Coordinator
 Ruth Stark-Jordan, ERSEA Coordinator
 Erin Hermann, Education Coordinator
 Teri Bonan, Nutritionist

Yuritzi Diaz served as Spanish interpreter.

2. DIRECTOR'S REPORT (INFORMATIONAL)

A. Education

1. The Education Coordinators continued to visit 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 interactions, lessons, and classroom environments.

2. Seven CLASS (Classroom Assessment Scoring System) observations were completed during the month of December. Written feedback was sent to each observed teacher and the building principals.

3. On December 2, 2015, one Education Coordinator worked with the Mental Health and Disabilities Coordinator to provide an overview of the Acuscreen and Ages and Stages Questionnaire: Social Emotional (ASQ:SE) for Head Start staff. This training familiarized staff with Head Start screening tools.

4. On December 7, 2015, one Education Coordinator attended district training on concept-based curriculum and instruction.

5. The Education Coordinators attended Office 365 training on December 9, 2015.

6. The Education Coordinators provided information and direction on teacher home visits which occurred on December 10-11, 2015.

7. One Education Coordinator attended a district Facilitator's Academy on December 11, 2015.

8. On December 14-15, 2015, the Education Coordinators participated in a CLASS observation training. One Education Coordinator trained five Head Start staff members to become reliable CLASS observers.

9. On December 17, 2015, the Education Coordinators attended a brief training/overview of the new version of the ASQ:SE screener.

10. On December 18, 2015, one Education Coordinator met with a new Family Partnership Associate (FPA) to provide an overview of the education service area. The new FPA was given an overview of classroom policies and procedures, curricula, field trips, and family-style dining.

11. The Education Coordinators met on December 2 and 23, 2015, to finalize the professional development plan for teachers and classroom assistants.

12. During the month of December, the Education Coordinators reviewed field trip funds and notified teachers of their remaining funds for the year.

Erin Hermann explained the purpose of home visits. Erin also discussed CLASS, explaining that it is a reliability measure that is consistent with scoring. Discussion about professional development for teachers and teacher assistants took place around Ron's Habitat Adventure, part of a program through which children explore math and science concepts that inform an authentic engineering design challenge.

B. Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA)

1. Eligibility

Of 1,398 families,

- 877 are income-eligible;
- 121 meet the allowable over-income category; and
- 400 are categorically eligible (foster care, homeless, public assistance).

2. Recruitment

a. The ERSEA Coordinator delivered flyers to a variety of shelters and met with the coordinators of the Milwaukee Rescue Mission and the Salvation Army's Emergency Lodge and Guest House on Thursday, December 3, 2015.

b. The ERSEA Coordinator attended a walk-through with the Enrollment Fair Planning Committee at Milwaukee High School of the Arts on Friday, December 4, 2015.

c. FPAs at Lincoln Avenue, Gwen T. Jackson, Sherman, and Bethune participated in recruitment efforts at their schools during their holiday programs on December 17-18, 2015.

d. The FPAs canvassed areas near Lincoln Avenue and Barack Obama Schools, distributing flyers and posters to local businesses in those areas on December 4, 2015.

- The FPAs participated in the Winter Wonderland event located at Journey House on Saturday, December 19, 2015.

- The FPAs continue to make daily school visits and work in the Head Start office to enroll families for the 2015-2016 school year.

- Twenty-one parents came into the Head Start office in the month of December to register their children.

Ruth shared that flyers have been delivered to multiple sites. She described the Enrollment Fair and the Resource Fair on January 31, 2016.

3. Selection

Students from the waitlist are continually being enrolled as seats become available. The waitlist total as of December 31, 2015, was 138, which comprises both income-eligible and over-income families, as well as those that want only particular schools which are full at this time.

4. Attendance

Head Start average daily attendance for December 1-31, 2015, was 93.4%

5. Transportation

67% of Head Start children use MPS transportation services. Head Start accounts for 1.9% of the total MPS ridership.

6. Enrollment

As of December 31, 2015, the actual enrollment was 1,398. The total enrollment for the month of December, as reported to the Office of Head Start, was 1,345. 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.

(ATTACHMENT 1) REPORTS OF BOARD DELEGATES

| December 2015-2016 Enrollment | | | | | | | | | | |
|-------------------------------|--------------|-----------|-----------------|-----------|-------------|-----------|-------------|-----------------------|------------------------|----|
| Federally Funded | State-Funded | Region | School Site | K3 | | K4 | | Total Number Enrolled | Total Number Available | |
| | | | | Bilingual | Monolingual | Bilingual | Monolingual | | K3 | K4 |
| x | | Southwest | ALBA | 60 | 0 | 20 | 0 | 79 | 0 | 1 |
| x | | Central | Bethune | 0 | 0 | 0 | 40 | 32 | NA | 8 |
| x | | Northwest | Carson | 0 | 60 | 0 | 0 | 60 | 0 | NA |
| x | | Northwest | Congress | 0 | 90 | 0 | 0 | 90 | 0 | NA |
| x | | Southwest | Forest Home | 30 | 30 | 0 | 20 | 80 | 0 | 0 |
| x | | Central | Gwen T. Jackson | 0 | 30 | 0 | 40 | 69 | 0 | 1 |
| | x | Northwest | Obama | 0 | 30 | 0 | 40 | 50 | 0 | 20 |
| x | | Northwest | Hawthorne | 0 | 30 | 0 | 20 | 50 | 0 | 0 |
| x | | Southwest | Hayes | 30 | 0 | 0 | 0 | 30 | 0 | NA |
| x | | GE | Kagel | 15 | 15 | 20 | 20 | 69 | 0 | 1 |
| x | | East | Keefe | 0 | 30 | 0 | 20 | 50 | 0 | 0 |
| x | | Northwest | Kilbourn | 0 | 60 | 0 | 20 | 80 | 0 | 0 |
| x | | East | King Jr. | 0 | 30 | 0 | 0 | 30 | 0 | NA |
| x | | Southwest | Lincoln | 30 | 30 | 40 | 0 | 92 | 0 | 8 |
| x | | Southwest | Longfellow | 0 | 0 | 20 | 20 | 40 | NA | 0 |
| x | | Northwest | Maple Tree | 0 | 60 | 0 | 20 | 80 | 0 | 0 |
| x | | Southwest | Mitchell | 0 | 30 | 0 | 0 | 30 | 0 | NA |
| x | | GE | Pierce | 0 | 30 | 0 | 0 | 30 | 0 | NA |
| x | | Northwest | Sherman | 0 | 60 | 0 | 40 | 97 | 0 | 3 |
| x | | East | Siefert | 0 | 60 | 0 | 20 | 80 | 0 | 0 |
| x | | Central | Silver Spring | 0 | 30 | 0 | 20 | 50 | 0 | 0 |
| x | | Central | Thurston Woods | 0 | 60 | 0 | 0 | 60 | 0 | NA |
| x | | Central | Westside | 0 | 30 | 0 | 40 | 70 | 0 | 0 |
| Total | | | | 165 | 100 | 795 | 380 | 1,398 | 0 | 42 |
| | | | | | | | | | 1,440 | |

(ATTACHMENT 1) REPORTS OF BOARD DELEGATES

7. *Other*

- a. The ERSEA Coordinator trained new staff on ERSEA on Monday, December 1, and Friday, December 11, 2015.
- b. The ERSEA Coordinator attended the Penfield Transition meeting on Thursday, December 3, 2015.
- c. The ERSEA Coordinator met with the Head Start Supervisor and the FPA for Barack Obama School on Tuesday, December 8, 2015, to discuss enrollment at the school.
- d. The ERSEA Coordinator met with the Head Start Supervisor for her one-on-one on Tuesday, December 8, 2015, to discuss site changes for the 2016-2017 school year.
- e. The ERSEA Coordinator attended the CLASS training on December 14-15, 2015, and the ASQ:SE training on Thursday, December 17, 2015

C. *Family Engagement*

1. As of December 9, 2015, the Head Start FPAs have completed 436 goal-setting home visits. That represents approximately 31% of enrolled Head Start Families.
2. On December 1, 2015, the ERSEA/FPA Coordinator and Head Start Supervisor met with the MPS Assistant Recreation Supervisor to discuss the MPS Fatherhood Initiative and collaboration with Milwaukee Recreation.
3. On December 2, 2015, FPAs were provided training on Head Start screening tools, Acuscreen and Ages and Stages-SE.
4. Throughout the month of December, the ERSEA/FPA Coordinator worked with FPA Angie Harris to design a plan for a new Obama Parent Resource room.
5. On December 4, 2015, Family Partnership staff attended a social work assistants' meeting and were provided training on trauma-informed care.
6. On December 11, 2015, the ERSEA/FPA Coordinator attended a professional development facilitators' training at North Division.
7. The ERSEA/FPA Coordinator attended the MPS Parent Policy Council's meeting on December 12, 2015.
8. On December 15, 2015, the ERSEA/FPA Coordinator attended the Maple Tree parents' meeting.
9. The ERSEA/FPA Coordinator met with the Head Start Supervisor on multiple occasions throughout the month to review FPA meeting agendas, review Friday update correspondence, and discuss service-area operations as well as the Fatherhood Initiative.
10. The ERSEA/FPA Coordinator attended a recruitment event at Sherman Multi-cultural School of the Arts on December 16, 2015.
11. On December 17, 2015, the ERSEA/FPA Coordinator attended training on the Ages and Stages Social Emotional Screener led by MPS Teacher Michelle Ogorek.
12. The ERSEA/FPA Coordinator has begun the process of auditing student folders for compliance and accuracy.

13. On December 30, 2015, the ERSEA/FPA Coordinator met with Head Start Supervisor to review the progress of the family-engagement annual goals.

14. The ERSEA/FPA Manager facilitated two FPA team meetings:

- December 2 — Head Start program/service-area updates
- December 9t — Literacy parent meeting/training.

Leighton explained the Transition process. He also stated that a parent meeting at the schools will deal with Transitions. He explained that the goal of Family Engagement (and all of Head Start) is building relationships. Leighton shared that the Gingerbread activity provided at schools in December was successful. Lincoln had the most families represented (66 families).

Leighton also shared up-coming Fatherhood events.

D. Disabilities

| 31-December 2015 | | | | | | | | | | |
|--|------------|------------|------------|------------|-----------|------------|------------|-----------------|-----------|-------------------------|
| SPL=Speech/Language; SDD=Significant Developmental Delays; Aut=Autism; EBD=Emotional Behavior Disability; OHI=Other Health Impairments; OI=Orthopedic Impaired; TBI=Traumatic Brain Injury; NE= Not Eligible | | | | | | | | | | |
| Enrolled number of students with Disabilities | | | | | | | | | | |
| * Intellectual Disabilities | | | | | | | | | | |
| School | SPL | SDD | AUT | OHI | OI | TBI | EBD | Referred | NE | Total per school |
| Alba | 17 | 1 | 1 | 0 | 0 | 0 | 0 | 4 | 0 | 23 |
| Bethune | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Carson | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 7 |
| Congress | 8 | 1 | 1 | 0 | 0 | 0 | 0 | 4 | 0 | 14 |
| Forest Home | 13 | 1 | 0 | 0 | 0 | 0 | 0 | 6 | 3 | 20 |
| Hawthorne | 7 | 3 | 0 | 0 | 0 | 0 | 1* | 0 | 1 | 11 |
| Hayes | 5 | 0 | 0 | 1 | 0 | 0 | 1 | 3 | 0 | 10 |
| Jackson | 10 | 1 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 13 |
| Kagel | 4 | 0 | 0 | 1 | 0 | 0 | 0 | 4 | 0 | 9 |
| Keefe | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 3 |
| Kilbourn | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 0 | 12 |
| King | 3 | 0 | 0 | 1 | 0 | 0 | 0 | 3 | 0 | 7 |
| Lincoln | 9 | 1 | 0 | 2 | 0 | 0 | 0 | 4 | 0 | 16 |
| Longfellow | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 3 | 1 | 7 |
| Mapletree | 9 | 1 | 1 | 1 | 0 | 0 | 0 | 2 | 0 | 14 |
| Mitchell | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 5 |
| Obama | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 5 |
| Pierce | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 2 |
| Sherman | 8 | 4 | 3 | 0 | 0 | 0 | 0 | 2 | 0 | 17 |
| Siefert | 3 | 3 | 0 | 0 | 0 | 0 | 0 | 7 | 1 | 13 |
| Silver Spring | 8 | 3 | 0 | 0 | 0 | 0 | 0 | 5 | 3 | 16 |
| Thurston Woods | 6 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 9 |
| Westside Acad. | 4 | 2 | 0 | 0 | 0 | 0 | 0 | 7 | 2 | 13 |
| Total | 138 | 27 | 6 | 6 | 0 | 0 | 3 | 68 | 15 | 248 |
| Grand total | 138 | 27 | 6 | 6 | 0 | 0 | 3 | 68 | 15 | 248 |

1. General

- a. As of December 31, 2015, the percentage of children identified with disabilities or who are pending evaluations is at 17.72%.
- b. The number of pending initial special education referrals is 68.
- c. Mental Health staff attended 35 IEP meetings in December.

2. Mental Health Classroom and Family Support

- a. Toys from Toys for Tots were picked up by Head Start families. Toys were provided via community donations to the Salvation Army.
- b. Mental Health staff submitted a minimum of four homeless referrals.
- c. Mental Health staff submitted a minimum of six special education referrals during the month of December.
- d. The Mental Health & Disabilities Coordinator and Mental Health staff participated in a minimum of seven classroom observations and/or support meetings.

3. Other

- a. Mental Health Staff have continued to follow up with teachers to collect ASQ: S/E and Acuscreen scores.
 - The Mental Health & Disabilities Coordinator presented an overview of ASQ: SE to FPAs on December 9, 2015.
 - The Mental Health & Disabilities Coordinator attended the SSTs' (school support teachers') meeting on December 11, 2015, at North Division.
 - The Mental Health & Disabilities Coordinator and Mental Health Staff attended an ASQ: SE 2 (Ages & Stages Questionnaire: Social/Emotional 2) training on December 10, 2015.
 - The Mental Health & Disabilities Coordinator attended a two-day CLASS training on December 14-15, 2015, to work toward becoming a Certified Pre-K CLASS Observer.
 - The Mental Health & Disabilities Coordinator attended the Chief Academic Office's meeting on December 18, 2015.
 - The Mental Health & Disabilities Coordinator has begun to audit Head Start students' folders.

Honore noted that classroom supports are the bulk of the Team's work at this time. She reviewed the headings on the report (e.g., SPL means "speech"). She explained how to read the graph.

Director Harris asked if there was a way to get the number of children who qualified due to lead levels. Honore said she would check into this.

Honore explained the Head Start identification process.

4. Health

- a. During the month of December, the Health Team conducted mandated health-and-safety inspections at Lincoln, Alba, Sherman, Siefert, Gwen T. Jackson, Westside Academy I, Dr. M.L. King,Jr., Forest Home, Kagel, Pierce, Mitchell, Kilbourn, Hawthorne, Longfellow, Hayes, and Keefe.

b. On December 2, 2015, the Health Team attended an ASQ and Acuscreen presentation provided by Michelle Ogorek, MPS Program Support Teacher.

c. During the month of December, the Health Team prepared health report cards for each student. These report cards provide parents with an update on health compliance.

d. On December 22, 2015, one Health Team member participated in the MPS Health Partners' meeting.

e. The Health Team continues to conduct screenings at schools for children new to the program within their first 45 days of attendance.

A sample of the Head Start health report card was shared and discussed

E. Nutrition Report

The Council received the monthly nutrition report.

Leah Noid-Harrington asked how often the federal reviewers looked at our meal data. Erin stated that this tends to be an ongoing process.

F. Fiscal Report

The Council received the monthly expense report.

A motion to accept the budget was made by Brandye Washington from Hawthorne, Rosly Rodriguez from Hayes seconded the motion. The motion passed unanimously.

3. OLD BUSINESS

Grant Overview and Approval

Erin Hermann facilitated the discussion regarding the new grant application. Each Coordinator discussed the goals from his or her respectful area. An explanation of the timeline of each goal was shared.

Leah Noid-Harrington thanked Head Start for all their hard and detailed work.

4. NEW BUSINESS

A. Annual Report

The Annual Report for 14-15 was distributed and reviewed with the Policy Council.

B. ERSEA Training

Ruth trained Policy Council representatives on ERSEA performance standards, policies, and procedures.

5. ANNOUNCEMENTS

A. Erin Hermann, Education Coordinator, stated that the Council's next meeting will take place on Saturday, February 13, 2016, at 9:00 a.m. This meeting will include an in-depth training for Policy Council representatives.

B. The MPS Roundtable discussion will be held on Monday, January 11, 2016.

C. The next Head Start fatherhood meeting will take place on Wednesday, January 20, 2016.

D. The fatherhood summit will take place on Saturday, March 19, 2016

6. ADJOURNMENT

A motion to adjourn was made by Lean Noid-Harrington from Jackson at 12 p.m. and seconded by Rosly Rodriguez from Hayes. The motion passed unanimously.

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