



**MPS Head Start Policy Council Meeting Minutes
Central Services, Room 206–208
Saturday, June 9, 2018**

1. Call to Order (procedural)

The meeting was called to order by Ruth Stark-Jordan, HS Supervisor Chairperson, at 10:08 a.m.

2. Roll Call (procedural)

Roll call was facilitated by Ruth Stark-Jordan, HS Supervisor.

Members in Attendance: Alejandra Fuentes A.L.B.A.; Shanice Howard, Bruce; Quiana Beckom, Lee; Latissa Luckett, Sherman 1st alternative

Community Representatives: Brenda Roshell, Naw Lay Htoo, Leah Noid-Harrington and Revenna Brown Erica F. Longfellow

Policy Council Advisors: Albert Robbins, Annie Crockett

MPS Board of School Directors: Director Wendell Harris Sr.

Guests: Sunday Paw, Eh Soe Paw, Mu Ta, Koh Loe Paw, Baw Mu

Staff: Joandy Williams, manager of early childhood; Ruth Stark-Jordan, ERSEA coordinator; LaTisha Little, ERSEA/FPA coordinator; Charmina Gray, health coordinator; and Erin Hermann, education coordinator; Jennifer Popovich, mental health staff; Jennifer Brumm-Maciejewski, mental health staff.

Interpreters: Paw Pa Soe and Tha Bley Wah, Karen interpreters; Yuritz Diaz and Julia Karcher, Spanish interpreters

3. Approval of Minutes for May (action item)

Revenna Brown, WSA Representative moved to approve the May 2018 minutes with corrections as noted:

- Veronica Santiago was written in as an FPA but is a classroom paraprofessional.
- Cynthia Godinez is the name of the new FPA.
- Yuritz Diaz and Mary Htoo should be added as interpreters in attendance for the December meeting.
- Ms. Annie Crockett and Mr. Larry McAdoo should be documented as Policy Council advisors rather than community representatives.

Shanice Howard, Bruce seconded the motion. The motion passed unanimously.

4. Board Report (informational)

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

5. Director's Report (informational)

Education Information

- The education coordinators approved and scheduled Head Start field trips.
- The education coordinators entered May in-kind documentation.
- The education coordinators visited Head Start classrooms to provide support to Head Start teaching teams. The focus was on schedules, routines, classroom environments, and to identify and provide support as needed. The Early Childhood Checklist was used to provide feedback regarding instruction, lessons and classroom environments.
- The education coordinators completed 23 CLASS observations during the month of May at Bruce, Carson, Forest Home Avenue, Hawthorne, Kagel, Kilbourn, Lee, Lincoln, Sherman and Siefert. Written feedback was sent to each observed teacher as well as their principal. Conferences were held with teachers to debrief observations.
- On May 1, 9, and 23, 2018, the education coordinators provided administrative coverage for Lee Learning Center while the Head Start program supervisor was off site.
- On May 1, 4, 8, and 24, the education coordinators participated with the early childhood manager, Head Start program supervisor and coordinators to review, discuss, and make edits to the State and Federal Head Start grant applications.
- On May 1, 2, and 31 2018, the education coordinators participated in a federal site visit with Eileen Storer-Smith, grantee specialist, from Region V.
- On May 3, 2018, the education coordinators attended the Wisconsin Readiness Equity Network Summit. This all-day network focused on school readiness and the strengths and challenges found in urban districts in getting children ready for kindergarten.
- On May 8, 2018, the education coordinators met with the early childhood learning manager, AGR specialist to discuss planning for the Frog Street Network with early childhood educators.
- On May 10, 2018, the education coordinator met with the health coordinator and ERSEA/FPA coordinator to discuss and plan for the 2017-2018 Head Start Program Information Report (PIR).
- On May 14, 2018, the education coordinators facilitated the Frog Street Network Session at North Division High School.
- On May 16, 2018, the education coordinators attended an emergency policy council meeting to approve the Head Start goals for the Head Start State Supplemental Grant application.
- On May 17, 2018, the education coordinators met to begin initial planning for the Head Start Summer Academy taking place in June and August for Head Start educators.
- On May 18, 2018, the education coordinator participated in a Head Start team building session.
- On May 23, 2018, the education coordinators participated in a microaggressions training with Head Start staff.
- On May 30, 2018, the education coordinators participated in a regional site visit with Lillian Mallinson, Early Childhood Specialist, from Region V.

Erin Hermann shared the Education report.

ERSEA

Eligibility

- There are 942 out of 1,359 families who are income-eligible.
- There are 105 out of 1,359 families who meet the allowable over-income category.
- There are 312 out of 1,359 families who are categorically eligible (foster care, homeless, public assistance).

Recruitment

- Two FPAs participated at the Spring Carnival at Lincoln Avenue School on May 4, 2018
- One hundred-ten parents came into the Head Start offices during the month of May.

Selection

- The waitlist total as of May 31, 2018 was 264, which consists of income-eligible, over-income families, and those who want only particular schools that are full at this time.

Attendance

- Head Start average daily attendance for May 1-31, 2018, was 87.5%.

Transportation

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

Enrollment

As of May 1-31, 2018, the actual enrollment was 1,359.

The total enrollment for the month of May as reported to the Head Start office was 1,300. 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.

May 2017-18 Enrollments

Federally Funded	State Funded	Region	School Site	K3 Bil.	K3 Mono	K4 Bil.	K4 Mono	Total Number Available K4	Total Number Available K3	Total Number Enrolled
X		Southwest	ALBA	34	0	20	0	2	0	52
X		Central	Bethune	0	17	0	20	0	NA	37
X		Northwest	Bruce	0	34	NA	NA	NA	0	34
X		Northwest	Carson	0	34	NA	NA	NA	1	33

X		Northwest	Congress	NA	90	NA	NA	NA	2	88	
X		Southwest	Forest Home	30	30	0	20	7	1	72	
X		Northwest	Franklin	NA	17	NA	NA	NA	0	17	
X		Central	Gwen T. Jackson	NA	30	NA	40	2	2	66	
	X	Northwest	Obama	NA	34	NA	40	13	0	61	
X		Northwest	Hawthorne	NA	30	NA	20	0	0	50	
X		Southwest	Hayes	30	0	0	0	NA	1	29	
X		GE	Kagel	17	NA	20	20	9	0	48	
X		Northwest	Kilbourn	NA	34	NA	20	2	0	52	
X		East	King Jr.	NA	30	NA	NA	NA	3	27	
X		Central	LaFollette	NA	34	NA	NA	NA	1	33	
X		Central	Lee	NA	85	NA	NA	NA	1	84	
X		Southwest	Lincoln	30	30	40	NA	5	2	93	
X		Southwest	Longfellow	NA	NA	20	20	11	NA	29	
X		Northwest	Maple Tree	NA	60	NA	20	2	1	77	
X		Central	Marvin Pratt	NA	30	NA	20	2	1	47	
X		Southwest	Mitchell	NA	30	NA	NA	NA	2	28	
X		GE	Pierce	NA	30	NA	NA	NA	3	27	
X		Northwest	Sherman	NA	60	NA	40	0	6	94	
X		East	Siefert	NA	60	NA	20	1	0	79	
X		Central	Thurston Woods	NA	34	NA	NA	NA	1	33	
X		Central	Westside	NA	30	NA	40	0	1	69	
Total									56	29	1359
1444	Total Number of Students			141	863	100	340				

Other:

- Eileen Storer-Smith Region V Grantee Specialist visited MPS Head Start on May 1st and May 2nd.
- ERSEA/Supervisor participated in a grant meeting with the Head Start Coordinators on May 8, 2018.
- ERSEA/Supervisor and early childhood learning manager participated in a phone conference/webinar for our State Supplemental Grant May 15, 2018.
- ERSEA/Supervisor and early childhood learning manager on the State Supplemental Grant on May 11, 15, and 16, 2018.
- ERSEA/Supervisor and early childhood learning manager /participated in the Special Policy Council meeting to review/vote on the State Supplemental Grant on May 16, 2018
- ERSEA/Supervisor and early childhood learning manager met to discuss the State Supplemental Grant budget on May 22, 2018.
- ERSEA/Supervisor and early childhood learning manager participated/organized a Microaggression Training for the Head Start staff and Lee Learning Center Teachers on May 23, 2018.
- ERSEA/Supervisor presented Head Start recruitment information to the district canvassers on May 24, 2018.

- ERSEA/Supervisor conducts weekly staff meetings (Tuesday& Thursday) with the Lee Learning Center teachers
- Eileen Storer-Smith, Wendy Bowe and Lillian Mallinson from Region V visited MPS Head Start on May 30, 31, & June 1st to assist with our TTA needs, through data analysis, and looking at our systems and services.

Ruth Jordan-Spark shared the ERSEA report.

Mental Health & Disabilities

31-May 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						
Enrolled Number of Students with Disabilities						
Schools	AUT	OHI	OI	SDD	SPL	School Total
ALBA	0	2	0	1	13	16
BETHUNE	3	1	1	4	1	10
BRUCE	0	0	0	2	8	10
CARSON	0	0	0	1	3	4
CONGRESS	1	0	1	4	9	15
FOREST HOME	0	1	0	1	8	10
FRANKLIN	0	0	0	1	3	4
HAWTHORNE	1	1	0	3	4	9
HAYES	1	0	0	2	7	10
JACKSON	0	2	0	4	7	13
KAGEL	0	0	0	2	7	9
KILBOURN	0	0	0	0	8	8
KING ES	0	0	0	2	2	4
LaFOLLETTE	0	0	0	2	2	4
LEE LEARNING CENTER	0	0	0	5	6	11
LINCOLN	0	1	0	2	14	17
LONGFELLOW	0	1	0	1	7	9
MAPLE TREE	0	0	0	2	8	10
MITCHELL	0	0	0	1	2	3
OBAMA	0	0	1	6	1	8
PIERCE	0	0	0	0	5	5
PRATT	0	0	0	5	3	8
SHERMAN	0	1	0	6	5	12
SIEFERT	0	0	0	4	5	9
THURSTON WOODS	0	0	0	1	5	6
WESTSIDE ACADEMY	1	1	0	5	5	12
TOTALS	7	11	3	67	149	236

- **Children identified with a disability:** 236 or 17% of our current enrollment are children identified with a disability.
- **Children with 504 plans:** Head Start has two students with a 504 plan; mental health staff attended one 504 plan meeting during the month of May
- **Special education meetings invited to for the month of April:** XXX

Note: Abbreviations are mental health disabilities coordinator (MHDC), mental health staff (MHS), and Individualized Education Program (IEP).

Mental Health Classroom and Family Support

- The MHDC participated in seven CLASS observations and written feedback with six optional debriefings.
- Mental health staff submitted no homeless referrals.
- Mental health staff submitted six Child Find and/or school-based referrals.
- Behavioral, visual and sensory supports, as well as, resource information was provided to three classrooms during the month of May.
- A total of four referrals were submitted to Penfield Behavior Clinic.
- A total of two referral(s) was/were submitted to Goodwill for vouchers for families in need.
- A total of two referral was submitted to Urban Threads (clothing resource for MPS homeless families).
- A total of two referral(s) were submitted to Ladies of Charity Clothing Center for families in need.
- The mental health and disabilities staff attended one behavioral intervention team (BIT) meetings at Head Start school sites.
- The mental health staff completed a nine observations/debriefs in Head Start classrooms.
- The mental health and disabilities staff followed up with 33 requests from ERSEA Coordinator to place students in Head Start with a pending special education evaluation, or current IEP.
- The mental health and disabilities staff have provided screening data/accepted IEP invitations prior to IEP meetings in more than five instances.
- The mental health and disabilities staff continued to distribute ASQ: SE-2 completed forms to teachers.
- The MHS entered classroom screening (Acuscreen and ASQ: SE-2) data for 45-day time lines.
- The MHS reviewed and updated all online ASQ screeners.
- The MHS provided individualized developmental and community resource information to ten families.
- The MHS began collecting sensory/behavior support supplies/materials from teachers.

Other:

- On May 2, 2018, after an initial special education meeting, MHS completed a home visit with a Head Start parent. The MHS secured parental consent signatures for special education placement since student met disability criteria and special education needs were identified. MHS provided consents to the special education central evaluation team.

- On May 3, 2018, the MHDC presented/recruited to Birth-to-Three families at Penfield Children's Center.
 - On May 2, 9, 11, 15, 16, 23, 25 and 30, 2018, the MHS, acting as the school social worker for Lee Learning Center, implemented (two) Tier 2 social/behavioral intervention groups (SAIG) with four H3 students at Lee. Each group session is approximately 30 minutes.
 - Coordinator Meetings with Head Start supervisor and early childhood manager:
 - On May 1, 4, 8, 24, 29, 2018 met to continue Grant work.
 - On May 1 & 2, 2018, the MHDC, along with all other Head Start management, met with Grant Specialist, Eileen Storer Smith.
 - On May 10, 2018, the MHDC met with the Lee Office of Civil Rights (OCR) group.
 - On May 11, 2018, the MHS as part of school social work requirement, completed and submitted End-of-Interval Review for Educator Effectiveness.
 - On May 11, 2018, the MHS attended the last School Social Work staff meeting for the school year. The meeting included acknowledging SSW staff who were nominated for SSW of the year, as well as those SSW staff that are retiring.
 - FYI: The mental health and disabilities coordinator jointly nominated both Head Start social workers for being exemplary staff who work in a multifaceted position. Although note receiving the ultimate award, both Jennifer Brumm-Maciejewski and Jennifer Popovich were awarded a certificate of accommodation and a rose in celebration of their accomplishments.
 - On May 14, 2018, the MHDC participated in the Department of Public Instruction Head Start Disability Coordinator Network call.
 - On May 16, 2018, the MHDC coordinator participated in an emergency Policy Council meeting to complete grant work.
 - On May 23, 2018, the MHS staff participated in team building activity at Lee Learning Center.
 - On May 23, 2018, the MHDC and the MHS attended Microaggression training held at Lee Learning Center.
 - On May 23, 2018, the MHDC participated in an online module about Developmental Monitoring, produced by University of Wisconsin – Child Welfare.
 - On May 29, 2018, MHS, as part of school social work requirement, participated in a Supporting Year *Peer Review* of educator effectiveness process.
 - On May 29, 2018, the MHDC met with coordinators, Head Start supervisor and early childhood learning manager for review documents for TTA visit with Eileen Storer-Smith
 - On May 30, 2018, the MHDC met with coordinators, Head Start supervisor and early childhood learning manager and Sonia Andrade (TTA assistance).
 - On May 30, 2018, the MHDC met with Coordinators, Head Start supervisor, early childhood learning manager, and TTA specialist Eileen Storer-Smith.
- Jennifer Brumm-Maciejewski & Jennifer Popovich shared the MHD report.

Family Engagement

- For the month of May, the Family Partnership Associate (FPA) held Parent Meetings at all 19 Head Start Sites, the topic was understanding types of traumas that affect children and 116 parents attended.
- The FPA completed 1088 Family Partnership Agreements and 240 partially complete

- The FPA completed between 93% to 100% of the family needs assessment for the end of the year
- The FPA attended end of the year programs at their assigned school

Other:

- The Family Partnership Associates (FPA) coordinator held one-on-one check-in with each FPA staff member during the month of May to focus on end of year close out.
- FPA coordinator trained Family Partnership Associates on Program Information Report (PIR) and how to complete a self -audit of files, and Family Parent ship
- FPA coordinator trained Family Partnership Associates on how to complete a self -audit of files.
- The FPA Coordinator facilitated the following staff meeting May 9, 23rd, and 30th with a focus on roles and responsibilities, summer hours, and the Family Assessment.
- The FPA Coordinator met with focus group team leader to discuss the progress the group was making, regarding parent meeting, attendance and intakes.
- The FPA Coordinator created a rotation schedule for staff at Lee for coverage at Central Office.
- The FPA Coordinator scheduled filing days for the FPA to focus on file folders.
- The FPA Coordinator attended Microaggression training
- The FPA Coordinator attended a meeting with the TTA from the Head Start office
- The FPA Coordinator met with the principal at Siefert to discuss a parent center within the school
- The FPA Coordinator met with Ruth Stark- Jordan and Joandy Williams for one-on-one check-in on Wednesday, May 16, 2018
- The FPA Coordinator met with individual FPA staff to provide with guidance and structure for completing work.
- The FPA Coordinator met with Erin Hermann- Education Coordinator for training on the PIR
- The FPA Coordinator attended the Coordinator meeting on May 24th and 29th
- The FPA Coordinator organized the transition of CO to Lee
- The FPA Coordinator reviewed incomplete 2018-2019 registration folder and provided coaching the FPA on completing the file.
- The FPA audited the files for Maple Tree, Bruce, Obama and Alba at total of 264 files folders and provided feedback to FPA on missing documents required in the folder.
- The FPA Coordinator create the summer schedule for the FPA team.
- The FPA Coordinator completed a registration application for a new family for the 2018-2019 school year.
- The FPA Coordinator attended an emergency Policy Council to vote on the State Supplemental Grant

Latisha Little shared the Family Engagement/FPA report.

Health

- During the Month of May, the Head Start Nutritionist completed in 14-classrooms, including 1-follow-up observation to ensure compliance with the Family Style Dining Process.
- During the Month of May, the Head Start Nutritionist Growth completed 26 processed- includes monitoring of all Head Start classrooms for new enrollees, requesting the data, following up to insure it is received, entering into Child Plus, and provided Growth Chart for students file folders.
- During the Month of May, Head Start Nutritionist attended the Give Kids a Smile Planning Meeting (GKAS) @ Marquette University; and provided a follow-up summary to Health Coordinator and Head Start Supervisor.
- During the Month of May, Meal Monitoring-Observations completed in 14-classrooms, including 1-follow-up observation to ensure compliance with the Family Style Dining Process
- During the Month of May, Head Start Nutritionist had ongoing evaluation of Growth Assessments completed in the First & Second Semesters to inform those parents whose children are in the 95% or greater for weight or fall in the 5th% or less for weight via a letter, including healthy eating recommendations for Pre-School age children.
- During the Month of May, Health Coordinator conducted file audits for approximately 300 file folders for Head Start students.
- During the Month of May, Dental Days onsite for 24 Head Start schools. End to date total number is 863 students that have received comprehensive dental exams and preventative services provided by Preferred Dentistry.
- During the Month of May, Health Coordinator met with Education and FPA/ERSEA Coordinator to discuss PIR for service areas.
- During the month of May, Health Coordinator attended and participated in grant writing/revisions.
- During the Month of May, Health Coordinator and Coordination team met with OHS Regional personnel to address program goals and progress.
- During the Month of May, the Head Start Health nurses continued to reach out to families who are not connected to a medical and/or dental home in effort to connect families with these services to meet the needs of our students.
- During Month of May, the Head Start Health Team attended Microaggression training and team building activities.

Charmina Gray shared the Health report.

Nutrition Report

See attached monthly nutrition report for April 2018.

- Breakfast Total: 67; end of the year total
- Lunch Total: 920; 19,360
- Supper Total: 84; 7,455
- Total Meals Served: 1675; 33,916

Joandy Williams shared the Nutrition Report.

Fiscal Report

- Budget expended: Federal 106%; State 80%
- Balance: Federal \$0; State \$83,708
- In-Kind: \$256.80 (thru end of May \$36,880)

Joandy Williams shared the Fiscal Report for May 2018. She shared that the top sites for volunteer hours and in-kind donations were: Bethune \$1281, Carson \$1220, Gwen T. Jackson \$2310, Kagel \$10,528

6. Old Business

7. New Business (action)

- **ERSEA Training** (information):

Questions about ERSEA training

1. Director Harris: What does ERSEA acronym mean? Ruth J-S provided acronym meaning.
 2. Brenda Roshell, Policy Council Advisor: What is the timeline for 2nd year enrollment? Ruth J-S stated the difference between 1st & 2nd year and the different documents needed to complete registration/enrollment. Timeframe for 1st year enrollment completion is approximately 45 minutes and 2nd year enrollment would take approximately 20-30 minutes to complete.
 3. Brenda Roshell, Policy Council Advisor: What is the timeline for the verification process/turnaround time? Ruth J-S stated it typically takes 2-3 weeks depending upon any health-related needs and or if it's during high peak time which may make the process a little longer.
 4. Community representative asked if both parents reside in the same household how is income verified. Ruth J-S stated that both parents income must be provided and verified in order to enroll their child into Head Start program.
 5. Director Harris asked what is the income limit for the Head Start program? Ruth J-S and Erin Hermann responded by stating HHS provided guidelines for 2018 must be used to determine baseline eligibility. Joandy Williams also noted that the income limit guidelines are posted on the MPS Head Start portal for reference. Ruth J-S stated that over income families are also placed in the HS program as well however the most neediest families are given priority placement.
- **Recruitment Plan 2018-2019** (action) reviewed by the entire attending policy council members for feedback/ideas. Members shared their thoughts and ideas for recruitment. Ruth J-S wrote down the ideas being shared amongst the council.
 1. Leah Noid-Harrington, community representative moved to approve the recruitment with additions as noted
 2. Brenda Roshell, community representative seconded the motion. The motion passed unanimously.
 - **Homeless Education Program** (information) presented by Jennifer Brumm-Maciejewski & Jennifer Popovich.
 1. Brenda Roshell, community representative asked for the HS definition of homeless?

2. Brenda Roshell, community representative asked how does Head Start MHD handle families that are experiencing a domestic violence situation? HS doesn't handle domestic violence matters however does make appropriate referral to Sojourner Family Peace Center.
 3. Director Harris, is HS required to provide a child who has a homeless status that recently was placed in another location (ex. Waukesha)? Jennifer BM & Jennifer P. responded that the district would be responsible for providing transportation for this child to attend a HS site.
 4. Revenna Brown, WSA representative asked how does a child that is homeless status have a transportation region?
- **COLA Funds Application** (action) Latrissa Lockett, Sherman representative 1st alternative moved to approve COLA Funds Application with corrections, community representative seconded the motion to approve COLA Funds Application
The motion passed unanimously.

8. Announcements (information)

- Travel forms were disseminated to all members.
- Members were reminded to be sure they are signed in.

9. Adjournment

Quiana Beckhom, Chairperson, adjourned the meeting at 12:13 p.m.