

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

April 20, 2017

Submitted by Director Wendell J. Harris, Sr.

Call to Order and Roll Call

The meeting of the MPS Head Start Policy Council was called to order by Amy Lor, assistant chairperson, at 10:04 a.m. on Saturday, March 11, 2017, in room 206-208 of the MPS Central Services Building.

Members in Attendance:

Parents/school representatives Alejandra Fuentes-Sanchez, Maria Adlai Gonzalez (ALBA); Christina Esparza, Ta Mwee Htoo (Bethune); Ofelia Neri, Juan Gaytan, Eduardo Alavez-Amaya (Kagel); Darnesha Mckensie (Obama); Jessica Massey (Marvin Pratt); Latrissa Luckett, Antonio Luckett (Sherman); Akpan Blake, (Westside I);

Community representatives Albert Robbins Jr., Leah Noid-Harrington, Karen McMillian, Mansela Martin, Lucinia Hernandez

Community advisors Larry McAdoo, Annie Crockett

Staff Erica Harris-Day, program supervisor; Ruth Stark-Jordan, ERSEA coordinator; Honore Harvey, Mental Health and Disabilities Coordinator; Yvette Johnson-Towers, Health Coordinator; Samantha Yang, ERSEA/FPA coordinator, (Family and Community Engagement [F.A.C.E.] Associate)

Interpreters Maria Rodriguez and Yadira Melendez, Spanish interpreters; ThaBley Wah and PawDay Joy, Karen interpreters

Approval of Minutes

A motion to approve the February 2017 minutes was made by Antonio Luckett, Sherman, and seconded by Akpan Blake, Westside Academy 1. The motion passed unanimously.

Director's Report (Informational)

Erica Harris-Day thanked the parent group for their strong participation this year. She also shared information about the Policy Council's meeting held on February 27, 2017, and the determination that Lee Elementary will house up to 85 full-day three-year-olds at this site (five classrooms).

Ms. Harris-Day also informed members of two recruiting events that Head Start was participating in on that day: V100 Family Affair in downtown Milwaukee, and Celebrating Abilities: Special Education Family Forum at Milwaukee Marshall High School.

Education Information

Erica Harris-Day shared the education portion of the Director's Report. There were no questions in this area.

- (1) One education coordinator reviewed Head Start field trip requests during the month of February.
- (2) One education coordinator participated in weekly regional walk-through meeting on February 8, 2017.
- (3) The education coordinator completed Classroom Assessment Scoring System (CLASS) observations at Dr. King, Jr., and Longfellow Schools. Written feedback was provided.
- (4) One education coordinator supported a long-term substitute teacher at Pierce on February 8, 2017.
- (5) One education coordinator attended the Policy Council's meeting on February 11, 2017.
- (6) One education coordinator provided support to a new classroom teacher at Hayes on February 14, 2017.
- (7) One education coordinator met with the Mental Health and Disabilities Coordinator on February 14, 2017, to complete the continuation grant goals training and technical assistance plan.
- (8) One education coordinator participated in a walk-through of Lee Street School in preparation for the Head Start office move.
- (9) One education coordinator, along with the Mental Health and Disabilities Coordinator, conducted a site visit and provided support to one teacher at Westside Academy on February 16, 2017.
- (10) On February 16, 2017, one education coordinator attended the Superintendent's Address at Central Services.

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

Ruth Stark-Jordan shared the ERSEA portion of the Director's Report. There were no questions in this area.

Eligibility

Of 1,418 families:

- 913 are income-eligible;
- 138 meet the allowable over-income category; and
- 367 are categorically eligible (foster care, homeless, public assistance).

Recruitment

- (1) One Family Partnership Associate (FPA) participated in Milwaukee Recreation's Daddy/Daughter Dance on February 18, 2017, at North Division.
- (2) Two hundred seventeen parents came into the Head Start office during the month of February to register their children.

Selection

The waitlist's total as of February 28, 2017, was 219, 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 average daily attendance for February 1-28, 2017, was 90.9%.

Transportation

Sixty-seven percent of Head Start children utilize MPS transportation services. Head Start accounts for 1.8% of the total MPS ridership.

Enrollment

As of February 28, 2017, the actual enrollment was 1,418.

The total enrollment for the month of February, as reported to the Head Start office was 1,370. This number, which reflects the total number of children enrolled on the last operating day of the month, includes vacancies of fewer than 30 days. State-funded children were not included in this report. Vacancies are being filled with ongoing registrations.

Funding		Region	School Site	Enrollment					Seats Available	
Federal	State			Bilingual		Monolingual		Total	K#	K4
				K3	K4	K3	K4			
X		Southwest	ALBA	60	20	0	0	80	0	0
X		Central	Bethune	0	0	0	40	39	NA	1
X		Northwest	Carson	0	0	60	0	60	0	NA
X		Northwest	Congress	0	0	90	0	89	1	NA
X		Southwest	Forest Home	30	0	30	20	80	0	0
X		Central	Gwen T. Jackson	0	0	30	40	70	0	0
X		Northwest	Obama	0	30	40	0	0	68	2
X		Southwest	Hawthorne	0	0	30	20	50	0	0
X		Southwest	Hayes	30	0	0	0	28	2	NA
X		GE	Kagel	15	20	15	20	70	0	0
X		East	Keefe	0	0	30	20	50	0	0
X		Northwest	Kilbourn	0	0	60	20	77	1	2
X		East	King Jr.	0	0	30	0	30	0	NA
X		Southwest	Lincoln	30	40	30	0	100	0	0
X		Southwest	Longfellow	0	20	0	20	35	NA	5
X		Northwest	Maple Tree	0	0	60	20	80	0	0
X		Central	Marvin Pratt	0	0	30	20	49	1	0
X		Southwest	Mitchell	0	0	30	0	30	0	NA
X		GE	Pierce	0	0	30	0	30	0	NA
X		Northwest	Sherman	0	0	60	40	100	0	0
X		East	Siefert	0	0	60	20	80	0	0
X		Central	Thurston Woods	0	0	60	0	60	0	NA
X		Central	Westside	0	0	30	40	68	0	2
Total				165	100	795	380	1,423	7	10
1,440										

Other

(1) The ERSEA coordinator attended the Penfield transition meeting on February 2, 2017.

(2) The ERSEA coordinator and Head Start Supervisor Erica Harris-Day met on February 14, 2017, to discuss the FY18 sites.

Mental Health and Disabilities

Honore Harvey shared the mental health and disabilities portion of the Director's Report. There were no questions.

28-February, 2017									
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	17	1	1	1	0	0	0	0	20
Bethune	1	3	0	0	0	0	0	0	4
Carson	5	0	0	0	0	0	0	0	5
Congress	10	1	1	0	0	0	0	0	12
Forest Home	9	1	2	0	0	0	0	0	12
Hawthorne	3	3	0	1	0	0	0	0	7
Hayes	3	0	0	0	0	0	0	0	3
Jackson	5	4	0	1	0	0	0	0	10
Kagel	6	1	1	0	0	0	0	0	8
Keefe	2	1	0	0	0	0	0	0	3
Kilbourn	8	0	0	0	0	0	0	0	8
King	4	0	0	0	0	0	0	0	4
Lincoln	11	2	1	2	0	0	0	0	16
Longfellow	8	2	0	1	0	0	0	0	11
Maple Tree	4	4	0	0	0	0	0	0	8
Marvin Pratt	5	2	0	0	0	0	0	0	7
Mitchell	1	0	0	0	0	0	0	0	1
Obama	4	3	0	1	0	0	0	0	8
Pierce	1	0	0	0	0	0	0	0	1
Sherman	6	3	2	0	0	0	0	0	11
Siefert	6	4	0	1	0	0	0	0	11
Thurston Woods	4	0	0	0	0	0	0	0	4
Westside Academy	3	6	0	0	0	0	0	0	9
Grand Total	126	41	8	8	0	0	0	0	183

- Children identified with a disability..... 12%
- Special education meetings attended this month..... 30

Mental Health Classroom and Family Support

- (1) Mental health staff submitted four homeless referrals.
- (2) Mental health staff submitted ten Child Find referrals this month.
- (3) Mental health staff submitted one birth-to-three Child Find referral.
- (4) The Mental Health and Disabilities Coordinator completed two CLASS observations and provided written feedback.
- (5) Behavioral, visual, and sensory supports and resources were provided to seven teachers by MHS.
- (6) Mental health staff submitted a total of three Ladies of Charity referrals.
- (7) Mental health staff requested two Goodwill vouchers.
- (8) Four Penfield Behavior Clinic referrals were submitted.
- (9) Mental health staff completed four observations in Head Start classrooms.

Other

Note: Abbreviations are mental health and disabilities coordinator (MHDC) and mental health staff (MHS).

(1) On February 1, 2017, the MHDC met with Sue Volkman from Parenting Network to plan parental professional development scheduled for March 15, 2017.

(2) On February 1, 2017, the MHDC and MHS planned for the Wisconsin Head Start Association's (WHS) conference.

(3) On February 2, 2017, one MHS attended the early childhood networking meeting, which included children's vision-screening training from a staff member at Prevent Blindness Wisconsin.

(4) On February 2, 2017, the MHDC attended a United Way social-emotional work group. This group is committed to identifying supports and school readiness for Milwaukee's early childhood students.

(5) On February 3 and 10, 2017, MHS and the MHDC met to refine a proposal for ASQ: SE-2 online, which was submitted on February 10, 2017.

(6) On February 3, 2017, the MHDC met with the Head Start supervisor and other Head Start coordinators to complete work on continuation grant goals.

(7) On February 3, 2017, MHS met with one classroom teacher to discuss classroom-management strategies.

(8) On February 5-8, 2017, MHDC and one MHS attended and presented at the WHSA conference.

(9) On February 11, 2017, the MHDC attended the Policy Council's meeting.

(10) On February 14, 2017, the MHDC met with the Region V Early Childhood Technical and Training Assistance (TTA) specialist, along with the Head Start Management Team.

(11) On February 15, 2017, the MHDC and MHS toured the new Head Start office location at Lee Street.

(12) On February 16, 2017, the MHDC and Education Coordinator conducted an observation and provided support at one Head Start site.

(13) On February 16, 2017, the MHDC and MHS attended the Superintendent's address.

(14) On February 17, 2017, the MHDC and Education Coordinator met to complete the continuation grant TTA plan.

(15) On February 17, 2017, one MHS attended the monthly school social work staff's meeting.

(16) On February 21, 2017, the MHDC and MHS met with the ERSEA/FPA Coordinator to discuss attendance of special education students.

(17) On February 21, 2017, the MHDC met with one classroom teacher to discuss site-visit outcomes.

(18) On February 22, 2017, one MHS attended professional training on "Effectively Using Outlook: Emails and Calendars."

(19) On February 24, 2017, the MHDC presented an adult-engagement strategy at the district facilitator's meeting.

- (20) The MHDC met with one MHS on February 13, 2017, for a one-on-one meeting.
- (21) Mental health staff meetings:
 - o February 13, 2017, ASQ and Acuscreen's glows and grows

Family Engagement

Samantha Yang shared the family engagement portion of the Director's Report.

(1) The ERSEA/FPA Coordinator met with an MPS Family and Community Engagement specialist and Anne Brown of the Communication Department on February 1, 2017, to discuss Fatherhood Forum media coverage requirements.

(2) The ERSEA/FPA Coordinator met with bilingual staff on February 3, 2017, to develop a working schedule to ensure that bilingual services are available to parents.

(3) The ERSEA/FPA Coordinator met with some FPA staff on February 3, 2017, to review the family-needs assessment and its process.

(4) The ERSEA/FPA Coordinator met with the Management Team on February 3, 2017, to discuss continuation grant goals.

(5) The ERSEA/FPA Coordinator attended a fatherhood meeting on February 3, 2017, with Head Start dads.

(6) The ERSEA/FPA Coordinator attended a pre-event walk-through at the Milwaukee Academy of Chinese Language on February 8, 2017, for the Fatherhood Forum.

(7) The ERSEA/FPA Coordinator attended an FPA and nurse one-on-one meeting on February 10, 2017, to review health services for Head Start children.

(8) The ERSEA/FPA Coordinator attended the Policy Council's meeting on February 11, 2017.

(9) The ERSEA/FPA Coordinator attended a walk-through at Lee Street School on February 15, 2017.

(10) The ERSEA/FPA Coordinator met with the Mental Health and Disability Team on February 21, 2017, to discuss the attendance of students with special education services.

(11) The ERSEA/FPA Coordinator held one-on-one attendance meetings with each FPA on February 21–24, 2017.

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

- o February 8 — Professional Learning Community Training on parenting

Ms. Harris-Day highlighted key presenters who would be at the forum.

A question was asked about how the program tracks how many fathers are attending the school-based parent meetings. Ms. Yang said she did not have the information this day, but could get it.

Mr. McAdoo suggested that we target fathers who are currently in school.

Erica Harris-Day added that Chef Joe has been positively received at the monthly school-based meetings. He focuses on helping inform families about how to prepare healthful meals on a budget. Parents are able to sample his dishes.

Health

Yvette Johnson-Towers shared the health portion of the Director’s Report. There were no questions.

(1) During the month of February, the Head Start Health Team conducted 45-day-requirement hearing and vision screenings at Siefert, Mitchell, Kagel, Sherman, Westside Academy, ALBA, Forest Home, Bethune, Maple Tree, and Obama.

(2) During the month of February, the Head Start Health Team conducted health and safety monitoring at Siefert, Mitchell, Kagel, Congress, Keefe, Westside Academy, ALBA, Lincoln, Hawthorne, and Congress.

(3) During the month of February, the Head Start nutrition technician conducted meal monitoring at Carson, Congress, Westside Academy, Maple Tree, Lincoln, and Kilbourn.

(4) On February 23, 2017, the Head Start Program hosted onsite oral health screenings by Preferred Dentistry Associates of Wisconsin. The following schools participated in this oral health event: Carson, Thurston Woods, Marvin Pratt, Hawthorne, King, Pierce, Siefert, and Obama. A total of 60 Head Start students received oral screenings.

(5) On February 1, 2017, the Health Coordinator met with representatives from Milwaukee Health Services (MHS) to discuss establishing a collaborative relationship.

(6) During the month of February, the Health Coordinator participated in a total of three CPR train-the-trainer observations provided by the MPS HeartSafe Schools’ AED program facilitator.

(7) On February 8, 2017, the Health Coordinator met with the Parent Coordinator and parent volunteer from Gwen T. Jackson School to discuss oral health services for Head Start children.

(8) On February 10, 2017, the Health Team attended the family partnership associate (FPA) and nurse association one-to-one meetings to discuss and address health follow-up needs.

(9) On February 11, 2017, the Health Coordinator participated in the Head Start Policy Council’s meeting.

(10) On February 16, 2017, the Health Coordinator participated as a blood pressure screener for a heart-health event held at MPS Central Services for MPS employees.

(11) On February 17, 2017, the Health Coordinator participated in a meeting with representatives from Molina Healthcare and MPS volunteer and health services to discuss a lead-prevention health initiative for May 2017.

(12) On February 24, 2017, the Health Coordinator attended the district facilitator’s training at North Division High School.

(13) The Health Coordinator facilitated the following meeting during the month of February 2017:

- o February 3 –Overview of health follow-up and documentation

Health Data

Month	February
# of students with health insurance	95%
# of students connected to a medical home	89%
# of physical exams completed.....	76%
# of immunizations current or up to date	93%
# of students connected to a dental home.....	36%
# of dental exams or screenings completed	62%

Chronic Health Conditions	
Anemia	2
Asthma	222
Hearing problems.....	2
High lead	5
Diabetes	1

The health data were obtained from PIR and Child Plus report 3015 and 3065 as of February 28, 2017.

Nutrition Report

Erica Harris-Day shared the Nutrition Report.

- Grand total number for breakfast 11,783
- Grand total number for lunches..... 18,389
- Grand total number of snacks 14,168

Fiscal Report

Erica Harris-Day shared the Fiscal Report. She explained the format of the report and helped parents read the report more accurately.

- Federal remaining balance as of 2/28/17.....\$2,576,547
- State remaining balance as of 2/28/17\$242,811

Old Business

(1) Erica Harris-Day discussed the continuation grant updates. Starms will no longer be a Head Start site for FY18. Those 85 seats will be moved to Lee.

(2) Sarah Gordon, F.A.C.E. associate, asked if the location of Lee also meets the needs of the 53206 community. Ms. Harris-Day confirmed that it does.

(3) Lucinia Hernandez, community representative, asked if all K3 students would be starting in August. Ms. Harris-Day explained the current status of start times: for example, year-rounds, early, and traditional.

(4) Mr. McAdoo, community advisor, shared that the University of Wisconsin-Milwaukee (UWM) and Harley Davidson are partners with a grant for 53206 community grocery stores.

(5) Ms. Leah Noid-Harrington, community representative, asked if there will be advertising for the new site. Ms. Harris-Day said that, now that the site has been approved, Head Start will begin aggressively advertising — for example, on grocery store receipts and in libraries and local businesses.

New Business

(1) Erica Harris-Day shared that the district, along with Head Start, is adopting a new pre-K-to-kindergarten integrated curriculum. The first meeting is tentatively set for March 22, 2017, at Central Services. It will be a full-day meeting.

This task will take place in two phases: Phase 1 is the request for proposals (RFP) from vendors, where the committee will review all submissions that meet the RFP’s requirements. During phase 2, vendors are invited to present their products.

Erika requested volunteers for the March 22, 2017, meeting. Akpan Blake, Westside Academy 1, and Latrissa Luckett, Sherman, volunteered to participate.

(2) Erica Harris-Day reviewed the 2015-16 Annual Report with parents.

(3) Parents had questions regarding uniforms. Erica Harris-Day said that, although this is a district policy, Head Start standards do state that we cannot force family to provide uniforms, since this may inflict undue hardships on them. This item will be added to the April agenda.

(4) The Health Coordinator, Yvette Johnson-Towers, provided training related to Head Start health-performance standards via the Jeopardy PowerPoint game. Participants were provided copies of the standards to find answers to the Jeopardy questions.

Announcements

(1) Ms. Harris-Day restated the community events at which Head Start had recruiting tables: the V100 Family Affair and the Celebrating Abilities: Special Education Family Forum at Milwaukee Marshall School.

(2) The next meeting will be held on Saturday, April 8, 2017, 10:00 a.m.-12:00 noon.

Adjournment

The meeting was adjourned at 12:06 p.m.

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