

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

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October 25, 2018

*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 Ruth Stark-Jordan, Head Start Supervisor, in room 206-208 of the MPS Central Services Building at 10:13 a.m. on Saturday, October 13, 2018.

Members in Attendance ..... Alejandra Fuentes (ALBA), Brandye Washington (Hawthorne), Quiana Beckom (Lee), Betsabe Hernandez (Lincoln), Lillie Wilson (Siefert), Revenna Brown (WSA)

Community Representatives ..... Christina Esparza and Leah Noid

Policy Council Advisors ..... Annie Crockett and Albert Robbins Jr.

Milwaukee Board of School Directors ..... Director Wendell J. Harris, Sr.

Staff ..... Dr. Jeremiah Holiday, Interim Chief Academic Officer; Ruth Stark-Jordan, Head Start Supervisor and ERSEA coordinator; Erin Hermann and Raquel de la Cruz Gutiérrez, Education Coordinators; Honore Harvey, Mental Health and Disabilities Coordinator; and LaTisha Little, ERSEA/FPA Coordinator.

Guests ..... Dr. Michael Bonds, Yolanda Cruz (ALBA), and Maria Adali Gonzalez (ALBA)

Interpreters ..... Yuritzi Diaz and Julia Karcher, Spanish interpreters

### MILWAUKEE BOARD OF SCHOOL DIRECTORS

Director Harris encouraged members to attend the meetings of the Milwaukee Board of School Directors' Committee on Parent and Community Engagement (PACE) meeting every second Tuesday at 6:30pm in the auditorium at the Central Services building.

### DIRECTOR'S REPORT FOR SEPTEMBER 2018

#### EDUCATION REPORT

*The education report was shared by Raquel de la Cruz Gutiérrez.*

- (1) The education coordinators had met weekly to discuss program planning.
- (2) The education coordinators had approved and scheduled Head Start field trips.
- (3) The education coordinators had entered September in-kind documentation.
- (4) The education coordinators had supported and assisted in the ERSEA enrollment process throughout the month of September.
- (5) The education coordinators had visited all Head Start classrooms to provide support to Head Start teaching teams. The focus was on schedules, on routines, on classroom environments, and on identifying and providing support as needed. The Early Childhood Checklist was used to provide feedback regarding instruction and classroom environments.
- (6) On September 5, 2018, an education coordinator had taken part in the registration process to enroll families for Head Start program.

(7) On September 7 and 19, 2018, the education coordinators had met with the Head Start Program Supervisor and Early Childhood Manager to discuss enrollment updates.

(8) On September 10, 2018, the education coordinators had worked on unpacking, inventorying, sorting, and packing classroom library materials for Obama and Kluge.

(9) The education coordinators had participated in the family partnership associates' weekly meeting on September 19, 2018.

(10) On September 21, 2018, an education coordinator had been assigned to the Central Services Welcome Center to assist with the registration process to enroll families in Head Start.

(11) On September 20 and 24, 2018, the education coordinators had been assigned to call parents from the waitlist to offer placements.

(12) On September 24 and 25, 2018, the education coordinators had participated in a two-day fiscal training for the federal grant to gain a better understanding of fiscal regulations and budget development and monitoring.

(13) On September 27, 2018, an education coordinator had participated in a Head Start Q&A at Zablocki Elementary.

## **ERSEA (ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE)**

*The ERSEA report was shared by Ruth Stark-Jordan.*

### **Eligibility for September**

Of 1,421 families

- 964 are income-eligible;
- 86 meet the allowable over-income category;
- 90 are in the 101-130% category; and
- 281 are categorically eligible (foster care, homeless, public assistance).

### **Recruitment**

(1) In conjunction with MPS Student Services, the FPAs (family partnership associates) participated in the Saturday registration on September 1 and 8, 2018.

(2) FPAs participated in open houses at their schools.

(3) FPAs and Student Services canvassers canvassed neighborhoods in the 53205, 53206, 53208, 53209, 53210, 53223, and 53225 ZIP codes.

(4) 135 parents came into the Head Start office at Central Services during the month of September.

(5) 167 parents came into the Head Start office at Lee Elementary School during the month of September.

### **Selection**

The waitlist's total as of September 28, 2018, was 209, 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 September 1-28, 2018, was 91.5%.

### **Transportation**

Fifty-Seven percent of Head Start children use MPS transportation services. Head Start accounts for 1.6% of the total MPS ridership.

## Enrollment

As of September 28, 2018, the actual enrollment was 1,421. The total enrollment for the month of June, as reported to the Head Start office, was 1,235. 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.

### September 2018-19 Enrollments

Funding		Region	School Site	Seats Allotted				Number Enrolled	Seats Available	
Federal	State			Bilingual		Monolingual			K3	K4
				K3	K4	K3	K4		K3	K4
X		Southwest	ALBA	34	20	0	0	52	0	2
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	85	NA	85	0	NA
X		Southwest	Forest Home	30	0	30	20	79	1	0
x		Northwest	Franklin	NA	NA	17	NA	17	0	NA
X		Central	Gwen T. Jackson	NA	NA	30	40	70	0	0
	X	Northwest	Obama	NA	NA	17	40	57	0	0
X		Northwest	Hawthorne	NA	NA	30	20	50	0	0
X		Southwest	Hayes	34	0	0	0	34	0	NA
X		GE	Kagel	17	20	NA	20	57	0	0
X		Northwest	Kilbourn	NA	NA	34	20	54	0	0
X		East	King Jr.	NA	NA	17	NA	17	0	NA
X		Central	LaFollette	NA	NA	34	NA	34	0	NA
X		Central	Lee	NA	NA	85	NA	85	0	NA
X		Southwest	Lincoln	51	40	17	NA	106	1	0
X		Southwest	Longfellow	17	20	NA	0	37	0	0
X		Northwest	Maple Tree	NA	NA	60	20	80	0	0
X		Central	Marvin Pratt	NA	NA	30	20	49	1	0
X		Southwest	Mitchell	NA	NA	30	NA	30	0	NA
X		GE	Pierce	NA	NA	30	NA	30	0	NA
X		Northwest	Sherman	NA	NA	60	40	100	0	0
X		East	Siefert	NA	NA	60	20	78	2	0
X		Central	Thurston Woods	NA	NA	34	NA	34	0	NA
X		Central	Westside	NA	NA	30	40	64	0	6
Total				183	100	815	320	1,421	5	8

## Other

- Ruth Stark-Jordan attended a school debriefing with the Superintendent on September 6, 2018.
- Ruth Stark-Jordan viewed the Supplemental Funds Webcast with Joandy Williams, manager of Early Childhood Learning, and Yvette McGhee, grant accountant.
- Eileen Storer-Smith, Region V's grantee specialist, and Shelby K. Holman, certified grants management specialist, visited MPS Head Start on September 26 and 27 to train the Management team on fiscal.
- The ERSEA/ Head Start supervisor met with the manager of Early Childhood Learning weekly to discuss the program's needs.

## MENTAL HEALTH & DISABILITIES

*The mental health and disabilities report was shared by Honore Harvey.*

Enrolled Number of Students with Disabilities — September 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						
Schools	AUT	OHI	OI	SDD	SPL	Total
ALBA	0	0	0	3	10	13
Bethune	1	0	0	1	0	2
Bruce	0	0	0	2	1	3
Carson	0	0	0	0	0	0
Congress	0	0	0	4	3	7
Forest Home	0	0	0	1	5	6
Franklin	0	0	0	1	0	1
Hawthorne	1	0	0	0	0	1
Hayes	0	0	0	2	6	8
Jackson	0	1	0	0	7	8
Kagel	0	1	0	1	6	8
Kilbourn	0	0	0	1	2	3
King Es	0	0	0	0	1	1
Kluge	0	0	0	0	1	1
La Follette	0	0	0	0	3	3
Lee Learning Center	0	0	0	1	3	4
Lincoln	0	0	0	6	9	15
Longfellow	1	0	0	0	6	7
Maple Tree	0	0	0	0	6	6
Mitchell	0	0	0	0	0	0
Obama	0	0	0	2	1	3
Pierce	0	0	0	0	0	0
Pratt	0	0	0	2	2	4
Sherman	0	0	0	3	7	10
Siefert	0	0	0	2	2	0
Thurston Woods	0	1	0	0	3	4
Westside Academy	0	0	0	1	4	5
Totals	3	3	0	33	88	127

- (1) Children identified with disabilities.....8%
- (2) Children with 504 plans ..... 0
- (3) Special education meetings invited to in the month of September ..... 13

**Mental Health Classroom and Family Support**

- (1) Mental health staff submitted 27 homeless referrals.
- (2) Mental health staff submitted seven Child Find and school-based referrals.
- (3) Behavioral, visual, and sensory supports, as well as resource information, were provided to more than four classrooms.
- (4) Four referrals were submitted to Goodwill for vouchers for families in need.
- (5) Two referrals were submitted to the Ladies of Charity Clothing Center for families in need.
- (6) The mental health and disabilities staff attended two meetings of the Behavioral Intervention Team (BIT) at Head Start school sites.
- (7) The mental health and disabilities staff completed a minimum of six observations/debriefs in Head Start classrooms.
- (8) The mental health and disabilities staff followed up with 51 requests from the ERSEA Coordinator to place students with pending special education evaluations or current IEPs in Head Start.

(9) The mental health and disabilities staff have provided screening data and have accepted IEP invitations prior to IEP meetings in more than 38 instances.

(10) The mental health and disabilities staff distributed completed ASQ: SE-2 forms to teachers.

(11) The mental health staff entered classroom-screening (Acuscreen and ASQ: SE-2) data for 45-day timelines.

(12) The mental health staff reviewed and updated all online ASQ screeners.

(13) The mental health staff provided individualized developmental and community-resource information to seven families.

(14) The Mental Health Disabilities Coordinator completed three Head Start registrations in the month.

(16) The Mental Health Disabilities Coordinator processed over 60 mental health request-for-support forms.

### *Other*

(1) On September 4, 2018, the Mental Health Disabilities Coordinator participated in opening day activities at Hayes Bilingual school.

(2) On Sept 5, 7, 10, 12, 2018, the Mental Health Disabilities Coordinator completed scanning "consent" forms for folders in the health office.

(3) On September 5, 2018, the mental health team met to discuss folders of students requiring special education.

(4) On September 6, 2018, the Mental Health Disabilities Coordinator participated in marketing at Penfield Children's Center.

(5) On September 10, 2018, the mental health team met and developed an ASQ:SE-2 plan of action to complete this screener.

(6) On September 11, 2018, the Mental Health Disabilities Coordinator participated in a phone conference with the principal from a Head Start school.

(7) On September 13, 2018, the Mental Health Disabilities Coordinator participated in a phone conference with a Head Start teacher.

(8) On September 17, 2018, the Mental Health Disabilities Coordinator consulted with a teacher and supported PLP entry after school.

(9) On September 17, 2018, the Mental Health Disabilities Coordinator participated in a phone conference with a special education supervisor regarding a Head Start student.

(10) On September 18, 19, 2018, the coordinators participated in a daily meeting with the early childhood manager.

(11) On September 18, 2018 coordinators participated in mandatory late work as the team worked towards enrollment success.

(12) On Sept 25 & 26 the Head Start management team met with Technical/Training Assistant (TTA) regarding Fiscal Training for Federal Grant.

(13) On September 27, 2018, the Mental Health Disabilities Coordinator along with one of the education coordinators, provided information to a non-Head Start school who is looking to add Head Start next year to their site.

(14) On September 28, 2018, mental health staff staff attended the SSW staff meeting. The meeting included information on mental health referral documentation, Special Education updates, and time spent with our Professional Learning Community.

*Director Harris asked a question regarding the numbers of speech referrals at ALBA. It was noted that, looking at past data, speech referrals are high at ALBA each year for unknown reasons.*

*Leah Noid-Harrington requested information regarding transportation policies for homeless families. LaTisha Little indicated that FPAs are responsible for assisting individual Head Start families to meet their specific needs.*

## **FAMILY ENGAGEMENT**

*The family engagement report was shared by LaTisha Little.*

(1) The ERESA/FPA coordinator followed up with Human Resource Department regarding FPAs needing DPI licenses.

(2) The ERESA/FPA coordinator held a staff meeting on September 19, 2018, to discuss the professional development plan and self-assessment.

(3) The ERESA/FPA Coordinator met with the policy and procedure focus group to create policy on New student assignment, reporting enrollment dates, attendance, and drop procedure.

(4) The ERESA/FPA Coordinator assisted with arranging transportation for HS children.

(5) The ERESA/FPA Coordinator scheduled home visit/follow-up for the FPAs on their calendar.

(6) The ERESA/FPA Coordinator created a spreadsheet to track the drop folder and open slots on the google drive.

(7) The ERESA/FPA Coordinator implemented the attendance reports that the FPAs should be printing on a weekly and monthly basis and created an attendance follow-up sheet.

(8) The ERESA/FPA Coordinator reviewed the drop and abandoned folder, to approve the drop or transfer.

(9) The ERESA/FPA Coordinator collected entry/enrollment dates for HS children who started school.

(10) The ERESA/FPA Coordinator provided assigned duties to be completed every Friday.

(11) The ERESA/FPA Coordinator transferred King and Hayes among FPAs.

(12) The ERESA/FPA Coordinator created a system for ASQ with the Mental Health Department.

(13) The ERESA/FPA Coordinator created a system to make sure SPED children are placed in the proper schools to receive wraparound of services.

(14) The ERESA/FPA Coordinator attended the fiscal training for the grant on September 25 and 26.

(15) The ERESA/FPA Coordinator helped the new administrator at Lee to understand the role of the FPA in the school setting.

(16) The ERESA/FPA Coordinator worked in the HS office to assist with registration, to answer phones, and to answer questions from parents.

*Ms. Lillie Wilson asked a question regarding the parent center at Siefert. She is concerned that the parent center has not been set up and is requesting a room with furniture for the next parent meeting. Ruth Stark-Jordan shared that a meeting has been set with the school principal to select an appropriate room.*

*Leah Noid-Harrington asked if a school board member is present at principals' meetings to address the Policy Council's concerns. Director Harris indicated that if he is aware of a situation, he will represent the Council. Director Harris also indicated the importance of parents attending meetings to speak to concerns and agenda items of importance to Head Start.*

## **HEALTH**

*The health report was shared by Ruth Stark-Jordan.*

(1) During the month of September, the Head Start Health Team began conducting federally-mandated hearing and vision screenings for students.

(2) During the month of September, the Head Start Health Team received additional support from district nurses to complete health reviews for all enrolled students.

(3) During the month of September, the Head Start Nutritionist collaborated with the Head Start Supervisor to plan and discuss MPS Head Start participation in the upcoming GKAS day at Marquette Dentistry.

(4) During the Month of September, the Head Start Health Team and fellow departments assisted in ordering and packing Head Start classrooms' health supplies for delivery.

*Written information was shared with the Council regarding blood lead levels in children. LaTisha Little mentioned that the November parent meetings will be focused on lead information. Honore Harvey spoke regarding the mental health response for individual families with lead concerns.*

### FISCAL REPORT

(1) Federal funds expended are 23.4% of grant, with \$688,991 remaining.

(2) State funds expended are 10.6%, with \$491,901 remaining.

(3) In-kind total for September was \$2,433.36; YTD was \$8,821.06. The top contributing schools were:

- ALBA — \$545.70
- GTJ — \$319.70
- Kagel — \$542.49
- Lee — \$600.27

*A discussion ensued regarding the importance of in-kind support and the details regarding the collection of in-kind information.*

### NUTRITION REPORT

*Ruth Stark-Jordan shared the Nutrition Report.*

(1) Grand breakfast total ..... 1,349

(2) Grand lunch totals ..... 1,375

(3) Grand totals ..... 2,724

*Leah Noid-Harrington asked a question regarding the procedure for MPS Nutrition Services assisting Head Start staff if concerns with family-style dining are noted at a school. Ruth Stark-Jordan responded that the Head Start nutritionist will follow up with any noted concerns.*

### NEW BUSINESS)

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### LEAD INFORMATION

Written information regarding blood lead levels in children was shared with the Council.

### UW-MILWAUKEE EDUCATIONAL POLICY & COMMUNITY STUDIES PROGRAM

Director Harris introduced Dr. Michael Bonds to the Council. Dr. Bonds shared information regarding the UW-Milwaukee's Educational Policy & Community Studies Program. An informational card was shared with all members. Dr. Bonds strongly encouraged members to join the program and passed around an interest form for members wanting to be contacted with more information.

Leah Noid-Harrington asked questions regarding Head Start families receiving additional support to participate and continuing-education credits. Dr. Bonds responded that many resources are available to support our families.

Lillie Wilson asked about scholarships available. Dr. Bonds indicated there were many differing scholarships available and that he would share additional information and personally support any Head Start families in need of assistance.

#### ANNOUNCEMENTS

- (1) The next meeting will be held November 9, 2018, at 10 a.m.
- (2) Quiana Beckom shared with the Council that she had been hired by MPS Nutrition Services.
- (3) Ms. Yolanda Cruz voiced a concern regarding the school administration at ALBA. Alejandra Fuentes reiterated the concerns as a parent at ALBA and as assistant chair of the Head Start Policy Council. Director Harris and Dr. Holiday stated the concern would be addressed and that the issue would be resolved.
- (4) Ruth Stark-Jordan shared information regarding job openings in MPS Nutrition Services.
- (5) Certificates of Appreciation were distributed to all members for their participation in the 2017-2018 Policy Council.
- (6) Director Harris mentioned that he would like Head Start's management to address the community at a future meeting regarding Head Start policies and procedures.

#### ADJOURNMENT

Quiana Beckom, Chairperson, adjourned the meeting at 11:34 a.m.

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