

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

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June 29, 2017

*Submitted by Director Wendell J. Harris, Sr.*

### REPORT ON THE MPS HEAD START POLICY COUNCIL MEETING OF SATURDAY, MAY 13, 2017

#### Call to Order and Roll Call

The meeting of the MPS Head Start Policy Council was called to order by Nina Harris, Chairperson, at 10:21 a.m. on Saturday, May 13, 2017, in room 206-208 of the MPs Central Services Building, 5225 W. Vliet Street, Milwaukee, Wisconsin.

#### Members in Attendance

Parent Representatives ..... Alejandra Fuentes-Sanchez, Felipe Fonseca-Escobedo (ALBA); Maw Lay Htoo (Bethune); Nina Harris (Jackson), Maricela de la Cruz (Lincoln), Sharveta Parker (Marvin Pratt), Antonio Lockett, Latrissa Lockett (Sherman), Akpan Blake (Westside I)

Community Representatives ..... Albert Robbins, Karen McMillian

Community Advisors ..... Larry McAdoo

MPS Board of School Directors ..... Wendell J. Harris, Sr.

Family and Community  
Engagement Associate ..... Sarah Gordon

Staff ..... Erica Harris-Day, Program Supervisor; Erin Hermann, Education Coordinator; Ruth Stark-Jordan, ERSEA Coordinator; Honore Harvey, Mental Health and Disabilities Coordinator; Samantha Yang, ERSEA/FPA Coordinator; Yvette Johnson-Towers, Health Coordinator

Interpreters ..... Yuritzi Diaz, Erika Martinez, Spanish interpreters; Toe Ku, Karen interpreter

#### Director's Report

##### Education Information

Erin Hermann shared the education report.

- (1) The Education Coordinator reviewed and approved Head Start field-trip requests.
- (2) The Education Coordinator entered March volunteer hours for in-kind reporting.
- (3) The Education Coordinator participated in regional walk-throughs at Pierce on April 4, 2017, and Dr. Martin Luther King, Jr., on April 6, 2017.

(4) On April 3, 2017, the Education Coordinator participated in a Head Start managers' meeting to review the new community assessment.

(5) The Education Coordinator viewed a webinar titled "Explicit and Implicit Biases in Early Childhood Education: Becoming Aware of Microaggressions" on April 5, 2017.

(6) The Education Coordinator met with the Program Supervisor on April 10, 2017, to review materials for new Head Start classrooms.

(7) The Education Manager met with the Mental Health and Disabilities Coordinator on April 11 and 28, 2017, to plan a professional development opportunity for teachers and classroom assistants focused on transitioning students to kindergarten.

(8) On April 19, 2017, the Education Coordinator supported teachers at Maple Tree on physical classroom environments.

(9) On April 19, 2017, the Education Coordinator supported a teacher at Bethune Academy on the physical classroom environment.

(10) The Education Coordinator met with teachers and assistants at Carson on April 20, 2017, to provide support for home visits.

(11) The Education Coordinator met with the Mental Health and Disabilities Coordinator to plan for a teacher-appreciation make-it take-it event at the Curriculum Materials Development Center.

(12) The Education Coordinator completed Classroom Assessment Scoring System (CLASS) observations at Sherman on April 5, 19, and 21, 2017. Written feedback was provided to the teachers and principal.

(13) On April 24, 2017, the Education Coordinator observed at Hayes Bilingual to support teaching staff on positive classroom climates.

(14) The Education Coordinator supported a long-term substitute teacher at Westside Academy I weekly throughout the month of April.

(15) The Education Coordinator met with the Program Supervisor, the Mental Health and Disabilities Coordinator, and the program training/technical assistance (TTA) consultant on April 26, 2017, to review new Head Start performance standards and the implementation of a research-based, coordinated coaching model.

(16) The Education Coordinator participated in an individualized education program (IEP) meeting as the Head Start representative on April 18, 2017, at Westside Academy I.

(17) On April 28, 2017, the Education Coordinator participated in the Head Start management meeting to discuss program planning.

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

Ruth Stark-Jordan, ERSEA Coordinator, shared the ERSEA report.

#### ***Eligibility***

Of 1,427 families:

- 922 are income-eligible;
- 136 meet the allowable over-income category;
- 369 are categorically eligible (foster care, homeless, public assistance).

### Recruitment

(1) Two FPAs (Family Partnership Associates) participated in the Eighth Annual Health & Wellness workshop at Westside Academy I on April 19, 2017.

(2) Two family partnership associates participated in the Isaac Coggs Heritage Health Center's observation of National Minority Health Month on April 22, 2017.

(3) Seventy parents came into the Head Start office during the month of April to register their children.

### Selection

(4) The waitlist total as of April 28, 2017, was 221, which consists of income-eligible and over-income families and those who want only particular schools that are full at this time.

### Attendance

(5) Head Start average daily attendance for April 1-28, 2017, was 91.2%.

### Transportation

(6) Sixty-eight percent of Head Start children use MPS transportation services. Head Start accounts for 1.8% of the total MPS ridership.

### Enrollment

(7) As of April 28, 2017, the actual enrollment was 1,427.

(8) The total enrollment for the month of April, 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 less than 30 days. State-funded children were not included in this report. Vacancies are being filled with ongoing registrations.

April 2016–17 Enrollments										
Funding		Region	School Site	Bilingual		Monolingual		Total Number Available		Total Number Enrolled
Federal	State			K3 Bil.	K4 Bil.	K3 Mono	K4 Mono	K3	K4	
X		Southwest	ALBA	60	20	0	0	0	0	80
X		Central	Bethune	0	0	0	40	NA	1	39
X		Northwest	Carson	0	0	60	0	0	NA	60
X		Northwest	Congress	0	0	90	0	0	NA	90
X		Southwest	Forest Home	30	0	30	20	0	0	80
X		Central	Gwen T. Jackson	0	0	30	40	0	0	70
	X	Northwest	Obama	0	0	30	40	0	0	70
X		Northwest	Hawthorne	0	0	30	20	0	0	50
X		Southwest	Hayes	30	0	0	0	2	NA	28
X		GE	Kagel	15	20	15	20	0	0	70
X		East	Keefe	0	0	30	20	0	0	50
X		Northwest	Kilbourn	0	0	60	20	1	2	77
X		East	King Jr.	0	0	30	0	0	NA	30
X		Southwest	Lincoln	30	40	30	0	0	0	100
X		Southwest	Longfellow	0	20	0	20	NA	5	35
X		Northwest	Maple Tree	0	0	60	20	0	0	80
X		Central	Marvin Pratt	0	0	30	20	0	0	50
X		Southwest	Mitchell	0	0	30	0	0	NA	30
X		GE	Pierce	0	0	30	0	0	NA	30
X		Northwest	Sherman	0	0	60	40	0	0	100
X		East	Siefert	0	0	60	20	0	0	80

April 2016–17 Enrollments										
Funding		Region	School Site	Bilingual		Monolingual		Total Number Available		Total Number Enrolled
Federal	State			K3 Bil.	K4 Bil.	K3 Mono	K4 Mono	K3	K4	
X		Central	Thurston Woods	0	0	60	0	0	NA	60
X		Central	Westside	0	0	30	40	0	2	68
Total Number of Students				165	795	380	100	3	10	1427
				1,440				1,440		

### Other

(9) The ERSEA Coordinator participated in an overview of the new community assessment on April 3, 2017.

(10) The ERSEA Coordinator attended the Penfield transition meeting on April 6, 2017.

(11) The ERSEA Coordinator delivered banners, flyers, and interest forms to the new 2017-18 Head Start sites.

(12) The ERSEA Coordinator participated in the Region V Child Plus user-group's meeting on April 26–27, 2017.

(13) The ERSEA Coordinator participated in the managers' meeting on April 28, 2017.

### Mental Health and Disabilities

Honore Harvey shared 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	16	1	1	1	0	0	0	0	19
Bethune	2	3	0	0	0	0	0	0	5
Carson	5	0	0	0	0	0	0	0	5
Congress	11	2	1	0	0	0	0	0	14
Forest Home	10	1	0	0	0	0	0	0	11
Hawthorne	4	4	0	1	0	0	0	0	9
Hayes	4	1	0	0	0	0	0	0	5
Jackson	5	4	0	2	0	0	0	0	11
Kagel	6	2	1	0	0	0	0	0	9
Keefe	3	2	0	0	0	0	0	0	5
Kilbourn	10	0	0	0	0	0	0	0	10
King	3	0	0	0	0	0	0	0	3
Lincoln	12	3	1	2	0	0	0	0	18
Longfellow	8	2	0	1	0	0	0	0	11
Maple Tree	6	4	0	0	0	0	0	0	10
Marvin Pratt	6	2	0	0	0	0	0	0	8
Mitchell	1	0	0	0	0	0	0	0	1
Obama	5	3	1	0	0	0	0	0	9
Pierce	1	0	0	0	0	0	0	0	1
Sherman	8	4	2	0	0	0	0	0	14
Siefert	6	6	0	1	0	0	0	0	13
Thurston Woods	4	0	0	0	0	0	0	0	4
Westside Academy	4	6	0	0	0	0	0	0	10
<b>Grand Total</b>	<b>140</b>	<b>50</b>	<b>7</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>205</b>

- (1) Children identified with disabilities..... 16%
- (2) Special education meetings attended this month ..... 33

### ***Mental Health Classroom and Family Support***

*Note: Abbreviations are Mental Health and Disabilities Coordinator (MHDC) and mental health staff (MHS).*

- (3) MHS submitted four homeless referrals.
- (4) MHS submitted three referrals to Child Find.
- (5) Behavioral, visual, and sensory supports, as well as resource information, were provided to one teacher by the MHDC.
- (6) MHS submitted one referral to Ladies of Charity.
- (7) MHS requested two Goodwill vouchers.
- (8) A total of two referrals were submitted to the Penfield Behavior Clinic.
- (9) One referral was submitted to Urban Threads.
- (10) MHS completed one observation in a Head Start classroom.
- (11) MHDC participated in three district walk-throughs.

### ***Other***

(12) On April 3, 2017, the MHDC participated in a meeting at which the new community assessment was shared with Head Start staff.

(13) On April 5, 2017, the MHDC viewed a webinar titled “Explicit and Implicit Biases in Early Childhood Education — Becoming Aware of Microaggressions” by Maryam Daha, M.A., offered by ECE Webinars.

(14) On April 5, 2017, MHS attended the Early Childhood Networking meeting at CESA #1. The meeting included the review of the new I-4 Special Education Program form.

(15) On April 7, 2017, the MHDC attended the Policy Council’s April meeting at Central Services.

(16) On April 11, 2017, the MHDC and Education Coordinator met to plan a professional development offered to teachers: “Transitions and Pyramid Model — Working Together.”

(17) Mental health and disability staff meetings:

- April 17 — review data, develop binder for directions to run various reports, “glows and grows”
- April 27 — school assignments for 2017–18

(18) On April 17, the MHDC and Education Coordinator planned for Teacher Appreciation Week.

(19) On April 18, 2017, the MHDC and MHS met with school-based staff at Westside Academy to discuss calming strategies.

(20) On April 21, 2017, MHS attended a meeting to plan for their Professional Learning Community (PLC) presentation on “Challenging Behaviors in Early Childhood Settings.”

(21) On April 24, 2017, the MHDC met with the Westside Academy’s psychologist regarding assessment.

(22) On April 26, 2017, the MHDC and Education Coordinator met with the Region V's TTA specialist to discuss coaching.

(23) On April 26, 2017, MHS presented to FPA staff on "Mandatory Reporting of Child Abuse and Neglect."

(24) On April 27, 2017, MHS and the MHDC participated in a Wisconsin Department of Public Instruction webinar titled "CCR IEP Five-Step Process — Step 3: Develop IEP Goals."

(25) On April 27, 2017, the MHDC met with the Health Coordinator to discuss collaboration and follow-up strategies between mental health and health staff for IEP meetings.

## **Family Engagement**

Samantha Yang, ERSEA/FPA Coordinator, shared the family engagement report.

(1) The ERSEA/FPA Coordinator met with the Head Start supervisor weekly to review the agendas for FPA staff meetings.

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

(3) The ERSEA/FPA Coordinator attended the "Excel — Cells, Ranges, and Tables" training on April 10, 2017.

(4) The ERSEA/FPA Coordinator met with FPAs to review the family-needs assessment on April 11, 2017.

(5) The ERSEA/FPA Coordinator met with Monica Meinholz, STG early childhood specialist, on April 12, 2017, to discuss family engagement and a parenting curriculum for the program.

(6) The ERSEA/FPA Coordinator met with FPAs to review Child Plus events for consistency on April 13, 2017.

(7) The ERSEA/FPA Coordinator participated in a telephone conference call with the Head Start supervisor on April 13, 2017, to discuss selecting a parent curriculum to use in the upcoming program year.

(8) The ERSEA/FPA met with Lillian Paine, UW Extension education specialist, on April 20, 2017, to discuss financial literacy workshops for parents.

(9) The ERSEA/FPA Coordinator held one-on-one meetings with each FPA on student attendance April 24-28, 2017.

(10) The ERSEA/FPA Coordinator attended Maple Tree School's parent meeting on April 24, 2017.

(11) The ERSEA/FPA Coordinator attended the Head Start managers' meeting on April 28, 2017.

(12) The ERSEA/FPA Coordinator attended the Fatherhood Nutrition workshop on April 29, 2017.

(13) The ERSEA/FPA Coordinator facilitated the following staff meetings during the month of April 2017.

- April 5 — Staff meeting, Professional Learning Community, topic on traumas
- April 19 — Staff meeting, bilingual program overview
- April 26 — Staff meeting, child abuse and neglect training.

*Ms. Yang shared that Ladies of Distinction had honored several Head Start fathers — Antonio Luckett (Sherman), Albra McFadden (Head Start Family Partnership Associate), Chef Joe Roberson, Juan Gaytan,*

*Albert Robbins, Larry McAdoo, and Akpan Blake — for their mentoring, support, and significant contributions in their communities.*

*Ms. Yang shared that we are at 56% of our 60% goal in parent participation.*

*Ms. Yang shared that 806 home visits have been completed to date.*

*Ms. Yang shared information about the family needs assessment, and Mr. Robbins asked if Head Start has come across common data. Ms. Yang responded that data have consistently pointed toward the need to increase volunteerism among our families.*

## **Health**

Yvette Johnson-Towers shared the health report.

(1) During the month of April, the Head Start Health Team conducted 45-day hearing and vision screenings and heights and weights at the followings schools: Longfellow, Congress, Lincoln, Westside Academy, Marvin Pratt, Lincoln, and Kilbourn.

(2) During the month of April, the Head Start Health Team conducted health and safety inspections at the following schools: Bruce, Longfellow, Bethune, Lee, and Hayes.

(3) During the month of April, the Head Start dietician conducted meal monitoring at the following schools: ALBA, Siefert, Gwen T. Jackson, Kagel, Westside Academy, Sherman, and Lincoln.

(4) Head Start Healthy Eating Workshops for Families were held at Carson Academy and ALBA School on April 19 and 26, 2017. To date, 18 families have taken advantage of this opportunity.

(5) One member of Head Start Health Team attended the Westside Academy's Health Fair on April 19, 2017.

(6) One member of the Head Start Health Team attended the Isaac Coggs Heritage Health Center's National Minority Health Month fair on April 29, 2017.

(7) During the month of April, asthma walk-through assessments were conducted by Children's Health Alliance of Wisconsin at the following schools: Mitchell, Lincoln, Siefert, Gwen T. Jackson, Kagel, Hayes, Kilbourn, Marvin Pratt, Thurston Woods, and Sherman.

(8) On April 3, 2017, the Head Start Health Coordinator attended a meeting to review the new Head Start community assessment.

(9) On April 6, 2017, the Head Start Health Coordinator co-taught a CPR class at Green Bay Avenue School.

(10) On April 25, 2017, the Head Start Health Coordinator participated in the MPS district nursing partners' meeting, hosted by the MPS Student Health Services Supervisor. The meeting consisted of health updates for the district.

(11) The Head Start Health Coordinator participated in a health meeting with the Head Start Supervisor on April 28, 2017.

(12) One-on-one meetings were held on April 20, 22, 27, and 28, 2017, with each member of the Health Team to discuss staff performance and the status of the area of health.

(13) The Health Coordinator facilitated a meeting on April 28 to discuss progress and strategies to meet the Head Start Program's health-outcome goals

Month	February	March	April
Health insurance in place	95%	96%	96%
Connected to a medical home	89%	91%	93%
Physical exams completed	76%	73%	73%
Immunization current or up to date	93%	93%	93%
Connected to dental home	36%	40%	42%
Dental exams or screenings	62%	67%	68%
Caries identified	200	200	245
Dental follow-ups completed	2	4	4

Chronic Health Conditions					
Anemia	Asthma	Hearing difficulty	Vision problems	High lead	Diabetes
2	225	3	3	15	1

(14) The health data were obtained from PIR reports 9706, 9707, and 9708, as well as from Child Plus reports 3015 and 3065. These data are reflective of the total number of children who have been enrolled and who attended school during this program year.

*Mr. McAdoo provided positive information regarding the health workshops.*

*Ms. Blake was interested in knowing if the workshops would be offered at additional sites.*

### **Nutrition Report**

Erica Harris-Day, Head Start supervisor, shared the nutrition report.

- (1) Grand total number for breakfast ..... 13,747
- (2) Grand total number for lunches ..... 21,390
- (3) Grand total number of snacks ..... 16,313

### **Fiscal Report**

Erica Harris-Day shared the fiscal report.

- (1) Federal remaining balance as of 3/31/17 ..... \$1,926,214
- (2) State remaining balance as of 3/31/17 ..... \$213,495

### **Old Business**

#### **2016 Leadership, Governance, Management Services Review update**

- (1) Erica Harris-Day shared that we had two non-compliance issues and that these have been dismissed. Official letters have been received from the Head Start Program’s office.
- (2) Ms. Harris-Day shared that our past three audits have been clean.
- (3) The next five-year grant will be non-competitive for the MPS program.

#### **FY18 State Grant Application**

(1) Obama will have two full-day three-year-old classrooms (34 students) and two full-day four-year-old classrooms (40 students). The Policy Council approved this on May 8, 2017; the Milwaukee Board of School Directors’ Committee on Student Achievement and School Innovation recommended it for approval at its meeting on May 9, 2017; and the final approval by the Milwaukee Board of School Directors will be on May 25, 2017.

- (2) The overall budget for the state site is \$421,578.

### **FY18 Transportation Waiver**

- (1) The waiver is for K3 and K4 bus monitors and K4 restraints.

(2) The Policy Council approved the waiver on May 8, 2017. The Milwaukee Board of School Directors' Committee on Student Achievement and School Innovation approved the item on May 9, 2017. Full school board approval is needed on May 25, 2017.

### **New Business**

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#### **Staffing**

(1) Carmen Figueroa was recommended to the Policy Council as Head Start secretary I. She is bilingual and has over 20 years of experience as an MPS secretary. Nina Harris was the parent representative on the interview panel. A recommendation to approve Carmen Figueroa for Head Start secretary was made by Maricela de la Cruz and seconded by Antonio Lockett. The motion was approved.

- (2) Current MPS Head Start vacancies include:

- two family partnership associates (FPAs)
- one school nurse associate
- 0.5 full-time-equivalent (FTE) planning assistant to be shared with the Office of Academics.

(3) Ms. Harris-Day shared that five new teachers have been hired for the Lee Learning Center site. Antonio Lockett was the parent on the interview panel. Five names were also submitted for Lee paraprofessionals. Nina Harris was the parent on the interview panel.

#### **FY18 Recruitment Plan**

(1) Ruth Stark-Jordan reviewed performance standard 1302.13, Recruitment of Children. A program must develop and implement a recruitment process designed to actively inform all families with eligible children within the recruitment area and encourage and assist them in applying for admission to the program.

(2) Policy Council representatives reviewed the FY18 recruitment plan and brainstormed additional ideas for recruiting families.

(3) Mr. Robbins shared that there is a cell-phone application that allows users to receive updates about community events in their areas. It was suggested that the program look into that service for Head Start information.

(4) Additional recruitment and marketing ideas were shared, such as promotional bracelets and television monitors at neighborhood businesses, beauty salons, stores, medical sites.

#### **Announcements**

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(1) Director Harris shared that he is the Chair of the Milwaukee Board of School Directors' Committee on Parent and Community Engagement. He requested that Head Start parents commit to asking at least one parent to attend that Committee's meeting each month.

(2) The next meeting of the Policy Council will be held on Saturday, June 10, 2017, 10 a.m.-12 noon.

## Adjournment

A motion to adjourn a meeting was made by Ms. Htoo, seconded by Mr. McAdoo. The meeting was adjourned at 11:45 a.m. by Nina Harris.

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