

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

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May 31, 2018

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

### CALL TO ORDER AND ROLL CALL

Ruth Stark-Jordan, Head Start Program Supervisor, called the meeting to order at 10:12 a.m. on Saturday, April 14, 2018, in room 206-208 of the MPS Central Services Building.

Members in Attendance.....	Brandye Washington, Hawthorne; Quiana Beckom, Lee; Raquel Coronado, Longfellow; Antonio Luckett, Sherman; Lily Wilson, Siefert; Wendell J. Harris, Sr., Milwaukee Board of School Directors
Community Representatives .....	Leah Noid-Harrington, Naw Lay Htoo, Christina Esparza, Brenda Roshell, Ravenna Brown
Policy Council Advisors .....	Annie Crockett, Albert Robbins, Larry McAddo
Staff .....	Ruth Stark-Jordan, Head Start Program Supervisor; Raquel de la Cruz Gutiérrez, Education Coordinator; Erin Hermann, Education Coordinator; Honore Harvey, Mental Health and Disabilities Coordinator; Latisha Little, FPA/ERSEA Coordinator; Charmina Gray, Health Coordinator; Lisa Lenyard, secretary/FPA
Interpreters .....	Tha Bley Wah, Karen interpreter; Raymond Htoo, Julia Karcher, Yuritzi Diaz, and Daniel Merry, Spanish interpreters

### APPROVAL OF MINUTES FOR MARCH

Ruth Stark-Jordan asked members to look over the minutes and note anything that needed to be corrected. The Policy Council was unable to vote on minutes as there was no quorum present.

### REPORT ON THE MILWAUKEE BOARD OF SCHOOL DIRECTORS

Director Wendell Harris having had to leave early; there was no information about the Milwaukee Board of School Directors to present.

### DIRECTOR'S REPORT

#### EDUCATION

- (1) The Education Coordinators approved and scheduled Head Start field trips.
- (2) The Education Coordinators entered March in-kind documentation.
- (3) The Education Coordinators visited Head Start classrooms to provide support to Head Start teaching teams. The focus was on schedules, routines, and classroom environments and on identifying and providing support as needed. The Early Childhood Checklist was used to provide feedback regarding instruction, lessons, and classroom environments.
- (4) The Education Coordinators completed nine CLASS® (Classroom Assessment Scoring System) observations during the month of March at Bethune, Congress, Franklin, Hawthorne, Marvin Pratt, Pierce, and Siefert. Written feedback was sent to each observed teacher as well as their principals. Conferences were also held with teachers to debrief observations.

- (5) The Education Coordinators distributed the parent-teacher conference forms on March 2, 2018.
- (6) On March 2, 2018, the Education Coordinator met with a classroom paraprofessional to provide additional support while the classroom teacher is out on family medical leave.
- (7) The Education Coordinator viewed a trauma webinar through Conscious Discipline on March 2, 2018. This three-part series gives information for helping students and families dealing with trauma.
- (8) On March 2, 2018, the Education Coordinator attended a district Smartsheet training.
- (9) On March 5, 2018, the Education Coordinator met with a school principal to discuss supports for the Head Start classroom while the classroom teacher is out on family medical leave.
- (10) On March 2, 5, 6, 7, 19, and 23, 2018, the Education Coordinators provided administrative coverage for Lee Learning Center while the Head Start Program Supervisor was off-site.
- (11) On March 5, 6, 12, and 13, 2018, the Education Coordinator took time to study and review CLASS® information toward CLASS® recertification.
- (12) The Education Coordinator participated in an Individualized Education Program (IEP) meeting as the Head Start representative on March 6, 2018, at Hayes Bilingual.
- (13) On March 8, 2018, the Education Coordinator and Early Childhood Learning Manager participated in a phone conference with a representative from Next Door Foundation. They discussed the topic of a partnership with Foundation's mobile library at Lee Learning Center.
- (14) On March 9, 2018, the Education Coordinators reviewed program data from Galileo to analyze student progress in K3 and K4.
- (15) The Education Coordinators participated in a Head Start coordinators' team meeting on March 9 and 16, 2018, to discuss program planning.
- (16) On March 15, 2018, the Education Coordinator and the Early Childhood Learning Manager met with representatives of Next Door Foundation to discuss a plan to start the implementation of the Foundation's mobile library at Lee Learning Center.
- (17) The Education Coordinator participated in an IEP meeting as the Head Start representative on March 15, 2018, at Westside Academy I.
- (18) On March 16, 2018, the Education Coordinator observed the K3 classroom at Mitchell School to provide support and feedback for the classroom paraprofessional.
- (19) The Education Coordinator participated in an automated external defibrillator (AED) drill at Lee Learning Center on March 16, 2018.
- (20) On March 19, 2018, the Education Coordinator provided Frog Street support in lesson planning to the classroom paraprofessional at Mitchell School.
- (21) On March 21–22, 2018, the Education Coordinators inspected and gave a summary report to the Head Start Program Supervisor regarding the findings for the new 2018-19 Head Start classrooms at Congress, Hayes Bilingual, and Lincoln Avenue.
- (22) On March 23, 2018, the Education Coordinators met with the Early Childhood Learning Manager and AGR (Achievement Gap Reduction) coordinator to discuss future professional development opportunities for the Frog Street curriculum.
- (23) On March 23, 2018, the Education Coordinators met to discuss CLASS® in the area of instructional support.
- (24) On March 26–27, 2018, the Education Coordinator took an online test and recertified in the CLASS® pre-K tool as an observer.
- (25) On March 26, 2018, the Education Coordinator met with representatives from Lakeshore Learning regarding the order for new classroom sites.

(26) On March 27-29, 2018, the Education Coordinator worked on putting together a classroom order for the new bilingual Head Start sites for the 2018-19 school year.

(27) On March 28-29, 2018, the Education Coordinators distributed the transition plan forms for the upcoming home visits taking place in April.

(28) On March 29, 2018, the Education Coordinators and Mental Health and Disabilities Coordinator met to discuss and begin the planning for the summer professional development sessions.

*Community Representative Leah Noid-Harrington asked about professional development opportunities for parents. Education Coordinator Erin Hermann stated she would do some research and report back.*

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

### Eligibility for March

Of 1,338 families.

- 931 are income-eligible;
- 102 meet the allowable over-income category; and
- 305 are categorically eligible (foster care, homeless, public assistance).

### Recruitment

150 came into the Head Start offices during the month of March.

### Selection

The waitlist total as of March 30, 2018, was 273, which consists of income-eligible, over-income families, and those who want only particular schools that are full at this time.

### Attendance

Head Start's average daily attendance for March 1-30, 2018, was 96.2%.

### Transportation

Sixty-eight percent of Head Start children use MPS's transportation services. Head Start accounts for 1.9% of the total MPS ridership.

### Enrollment

As of March 30, 2018, the actual enrollment was 1,338.

The total enrollment for the month of February as reported to the Head Start office was 1,287. 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.

March 2017-18 Enrollments										
Funding		Region	School Site	Seats Available				Total Enrolled	Total Seats Available	
				Bilingual		Monolingual			K3	K4
Federal	State			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	33	1	NA
X		Northwest	Congress	NA	NA	90	NA	86	4	NA
X		Southwest	Forest Home	30	0	30	20	71	1	7
X		Northwest	Franklin	NA	NA	17	NA	17	0	NA
X		Central	Gwen T. Jackson	NA	NA	30	40	63	2	2
	X	Northwest	Obama	NA	NA	34	40	61	0	11

March 2017-18 Enrollments											
Funding		Region	School Site	Seats Available				Total Enrolled	Total Seats Available		
				Bilingual		Monolingual			K3	K4	
Federal	State			K3	K4	K3	K4		K3	K4	
X		Northwest	Hawthorne	NA	NA	30	20	48	1	1	
X		Southwest	Hayes	30	0	0	0	29	1	NA	
X		GE	Kagel	17	20	NA	20	48	0	9	
X		Northwest	Kilbourn	NA	NA	34	20	51	2	1	
X		East	King Jr.	NA	NA	30	NA	25	5	NA	
X		Central	LaFollette	NA	NA	34	NA	33	1	NA	
X		Central	Lee	NA	NA	85	NA	85	0	NA	
X		Southwest	Lincoln	30	40	30	NA	91	3	6	
X		Southwest	Longfellow	NA	20	NA	20	29	NA	11	
X		Northwest	Maple Tree	NA	NA	60	20	76	3	2	
X		Central	Marvin Pratt	NA	NA	30	20	47	1	2	
X		Southwest	Mitchell	NA	NA	30	NA	28	2	NA	
X		GE	Pierce	NA	NA	30	NA	28	2	NA	
X		Northwest	Sherman	NA	NA	60	40	90	8	2	
X		East	Siefert	NA	NA	60	20	75	3	1	
X		Central	Thurston Woods	NA	NA	34	NA	33	1	NA	
X		Central	Westside	NA	NA	30	40	67	1	2	
Totals				141	100	863	340	1,338	42	59	
				1,444							

### Other

(1) The ERSEA Coordinator attended the district Kindergarten Enrollment Fair on Saturday, February 3, 2018, along with the family partnership associates (FPAs) and two Head Start teachers.

(2) The ERSEA Coordinator participated in the data meeting on February 5, 2018, in regard to the district Kindergarten Enrollment Fair.

(3) The ERSEA Coordinator participated in all grant meetings on February 6, 8, 9, 13, 14, 15, 16, 19, 20, 22, 27, and 28, 2018.

(4) On February 14, 2018, the ERSEA Coordinator participated in the federally-mandated training on OCR.

(5) The ERSEA Coordinator assisted with the planning of the Policy Council's special meeting to share the grant proposal on February 21, 2018.

*Community Representative Brenda Roshell asked which schools will be full-day K3. Head Start Program Supervisor Ruth Stark-Jordan stated that the following will be new full-day K3: five classrooms at Congress, one classroom at Hayes, three bilingual and one monolingual at Lincoln, and one bilingual at Longfellow. By the school year 2020–21, we will have all full-day K3 classrooms.*

### MENTAL HEALTH AND DISABILITIES

Enrolled Number of Students with Disabilities						
AUT=Autism; EBD=Emotional Behavior Disability; HI=Hearing Impairment; ID=Intellectual Disability; OHI=Other Health Impairment; OI=Orthopedic Impaired; SDD=Significant Developmental Delays; SL=Specific Learning Disability; SPL=Speech/Language; TBI=Traumatic Brain Injury; VI=Vision Impairment						
Schools	AUT	OHI	OI	SDD	SPL	School Total
ALBA	0	2	0	1	13	16
Bethune	3	1	1	3	0	8
Bruce	0	0	0	2	8	10
Carson	0	0	0	1	2	3
Congress	1	0	1	3	8	13
Forest Home	1	1	0	1	8	11
Franklin	0	0	0	1	3	4

Enrolled Number of Students with Disabilities						
AUT=Autism; EBD=Emotional Behavior Disability; HI=Hearing Impairment; ID=Intellectual Disability; OHI=Other Health Impairment; OI=Orthopedic Impaired; SDD=Significant Developmental Delays; SLD=Specific Learning Disability; SPL=Speech/Language; TBI=Traumatic Brain Injury; VI=Vision Impairment						
Schools	AUT	OHI	OI	SDD	SPL	School Total
Hawthorne	1	1	0	3	4	9
Hayes	1	0	0	1	9	11
Jackson	0	2	0	3	7	12
Kagel	0	0	0	2	6	8
Kilbourn	0	0	0	0	8	8
King Es	0	0	0	2	2	4
LaFollette	0	0	0	2	1	3
Lee Learning Center	0	0	0	6	4	10
Lincoln	0	1	0	2	13	16
Longfellow	0	1	0	1	8	10
Maple Tree	0	0	0	1	8	9
Mitchell	0	0	0	1	2	3
Obama	0	0	1	6	0	7
Pierce	0	0	0	0	4	4
Pratt	0	0	0	4	1	5
Sherman	0	0	0	6	3	9
Siefert	0	0	0	4	4	8
Thurston Woods	0	0	0	1	5	6
Westside Academy	2	1	0	5	5	13
Totals	9	10	3	62	137	221

- Children identified with disabilities..... 16.5%
- Children with 504 plans ..... 2
- Special education meetings attended the month of February..... 42

(Fun fact: Forty-two meetings in 17 days is an average of nearly four meetings per day that mental health staff attended this month. Meetings last from approximately 45 minutes to two hours or more in length.)

### *Mental Health Classroom and Family Support*

- (1) Mental health staff submitted two homeless referrals.
- (2) Mental health staff submitted 20 Child Find and/or school-based referrals.
  - o *Fun fact: It takes 45 minutes to one and one-half hours to prepare a special education referral for submission to Child Find and/or the school-based school psychologist.*
- (3) Behavioral, visual, and sensory supports as well as resource information, were provided to a minimum of 10 classrooms during the month of February.
- (4) Two referrals were submitted to Penfield Behavior Clinic.
- (5) One referral was submitted to Goodwill for vouchers for families in need.
- (6) Two referrals were submitted to Ladies of Charity Clothing Center for families in need.
- (7) Mental health staff attended two meetings of building intervention teams at Head Start school sites.
- (8) Mental health staff completed a minimum of nine observations and debriefings in Head Start classrooms.
- (9) Mental health staff followed up with 28 requests from the ERSEA Coordinator to place students with pending special education evaluations or current IEPs in Head Start.

(10) Mental health staff have provided screening data or have accepted invitations to IEP meetings in more than 33 instances.

(11) Mental health staff continued to distribute ASQ: SE-2 completed forms to teachers.

(12) Mental Health Disabilities Coordinator and mental health staff entered classroom screening (Acuscreen and ASQ: SE-2) data for 45-day timelines.

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

(14) mental health staff provided individualized developmental and community resource information to 11 families.

### *Other*

(15) On March 1, 2018, the Mental Health Disabilities Coordinator attended and participated in one recruitment event at Penfield Children's Center.

(16) On March 7, 2018, the Mental Health Disabilities Coordinator administered the developmental screener Acuscreen at one site to one child.

(17) On March 8, 2018, the Mental Health Disabilities Coordinator participated in the Lee Learning Center's Head Start's first monthly Office of Civil Rights (OCR) meeting.

(18) On March 9, 2018, the Mental Health and Disabilities Team worked on one month's worth of data relating to the new ASQ: SE-2 online and compared data from ChildPlus in the same timeframe. The Continuing work on these data took a total of 18 hours. A table was made with the data.

(19) On March 15, 2018, the Mental Health Disabilities Coordinator attended the OCR Office of Civil Rights' part 2 training at North Division.

(20) On March 15, 2018, mental health staff presented information about Response to Intervention (RtI) at Lee Learning Center.

(21) On March 16, 2018, mental health staff attended the monthly school social work staff meeting at North Division. This meeting included a presentation by Sebastian Ssempijja, who is the director of Sebastian Family Psychology Practice.

(22) On March 16, 2018, the Mental Health Disabilities Coordinator participated in the AED drill.

(23) On March 19 and 23, 2018, the Mental Health Disabilities Coordinator, along with the Head Start Supervisor, attended and participated in "Growing Minds: Mindfulness" at the Milwaukee Public Schools' Specialized Services Center (MPSSSC).

(24) On March 27, 2018, the Mental Health Disabilities Coordinator provided a community Head Start agency with resources: Child Find contacts, and local education agency contacts.

### *Meetings*

(25) On March 9 and 12, 2018, the mental health and disabilities staff held a team meeting.

(26) On March 9 and 16, 2018, the Mental Health Disabilities Coordinator participated in the coordinators' weekly meeting.

(27) On March 14, 2018, the Mental Health Disabilities Coordinator participated in a one-to-one meeting with mental health staff.

### **FAMILY ENGAGEMENT**

(1) During the month of February, the family partnership associates (FPAs) held parent meetings at all 26 Head Start sites. The topic was employment, and 145 parents attended.

(2) During the month of February, the FPAs completed 25 intakes with parents for newly enrolled children into the MPS Head Start program.

(3) During the month of February, the FPAs participated in the following events:

- parent-teacher conference at Hawthorne School
  - meet-and-greet at Marvin Pratt
  - Black History program at Barack Obama.
- (4) The FPA Coordinator
- (a) visited with the principals for the following schools during the month of March: Siefert, March 8; Hayes, March 14; Hawthorne, March 20; and Lincoln, March 22;
  - (b) held a one-on-one check-in with each FPA staff member during the month of March to focus on an attendance plan for Head Start students with chronic attendance issues;
  - (c) facilitated staff meetings on March 7 and 21, focusing on inputting Family Partnership Agreements, with a deadline of April 13, 2018, and submitting weekly case notes in ChildPlus;
  - (d) also formed focus groups for intake procedure, attendance/tardy procedure, ChildPlus, orientation, and parent meetings;
  - (e) created a rotation schedule for staff at Lee and Central Services to work between both office locations;
  - (f) established placement of FPAs in the following schools: Congress, three days per week; Lincoln, three days per week; Hawthorne, one day per week; Siefert, two days per week; and Hayes, two days per week to provide support for Head Start attendance, parental concerns, and registration for the 2018-19 school year;
  - (g) met with the School Social Work Supervisor, Meredith Welch, on March 6, 2018, to establish a plan for FPAs to connect with a social worker in the schools monthly regarding Head Start children's attendance; and
  - (h) met with James Gilder, a former Milwaukee police officer, on March 28, 2018, to discuss the Fatherhood Initiative, custody, joint-placement concerns, and fingerprint expungement (felony, misdemeanor, etc.).
- (5) The Family Partnership Associates
- (a) for the month of February, held parent meetings at all 26 Head Start sites. The topic was understanding types of traumas that affect children, and 206 parents attended;
  - (b) during the month of March, inputted 560 Family Partnership Agreements into ChildPlus, with 424 total completed and approved by Head Start parents, along with 136 of them partially completed;
  - (c) during the month of March, completed four intakes with parents for newly enrolled children into the MPS Head Start program;
  - (d) during the month of March, attended the parent-teacher conferences for all MPS Head Start schools; and
  - (e) during the month of March, received training in inputting case notes regarding school/site visits into ChildPlus.
- (6) The Family Partnership Associates Coordinator:
- (a) received training in Infinite Campus;
  - (b) received training on auditing Head Start children's files.
  - (c) worked with the Health Coordinator to modify the transfer procedure to promote family engagement for families who do not have medical or dental homes;
  - (d) visited Maple Tree School on February 5, 2018, with the family partnership associate to complete an intake appointment;

- (e) visited Congress School on Tuesday, February 6, 2018, to meet the principal and discuss the three days the FPA would be in the school;
- (f) visited Congress School on Wednesday, February 14, 2018, to support the FPA with an attendance meeting;
- (g) met with each FPA staff member to facilitate staffing and transition of schools between FPAs;
- (h) held a one-on-one meeting with each FPA to assist with calendar expectations and weekly planning;
- (i) implemented a mandatory in-office day for all FPAs to focus on completing paperwork, meeting with the nursing team, and group and individual check-in;
- (j) designed a filing day for several FPAs to update and organize files;
- (k) started the FPAs' newsletter to increase the level of communication within the department;
- (l) facilitated the following staff meetings during the month of February 2017, with a focus on:
  - February 7 — professional development and work performance
  - February 21 — Head Start enrollment procedures (registration, accepted, intake, and enrolled);
- (m) participated in the work of grant planning with the leadership team on February 1, 2, 8, 12, 13, 14, 15, 16, 20, 21, 22; and
- (n) met with Chef Joe and his wife at Lee Center for the parents' meeting.

*Community Representative Brenda Roshell asked how FPA/ERSEA Coordinator Latisha Little determined which principals to see. Ms. Little stated she has met with most of them based on the principals' schedules.*

*Ms. Noid-Harrington asked did Ms. Little have business cards, and Ms. Little stated not yet.*

## HEALTH

- (1) During the month of February, the Head Start Health Team conducted federally mandated hearing and vision screenings for students who were either absent or not enrolled on the initial screening day.
- (2) During the month of February, the Head Start nutritionist completed 16 meal-monitoring observations and visited one classroom, including delivering supplies for family-style dining.
- (3) During the month of February, the Head Start nutritionist processed 24 growth assessments. This includes monitoring those growth assessments that needed to be within the first 45 days of enrollment (our program standard), maximum 90 days, requesting the initial from the teacher, receiving and entering the information once received, and printing off the growth chart. The nutritionist entered 66 second-semester growth assessments for Congress, Dr. King, and Westside.
- (4) During the month of February, the Head Start nutritionist completed one nutrition consult and continued to work on a second, ongoing consult.
- (5) During the month of February, the Health Coordinator and nutritionist selected and submitted schools to hold UW–Extension's programs in nutrition education for Head Start children and their parents.
- (6) During the month of February, the Health Coordinator participated in Head Start grant writing.
- (7) During the month of February, the Health Coordinator attended and presented at an emergency meeting of the Policy Council.



(8) During the month of February, the Health Coordinator and team attended OCR training with other Head Start staff.

(9) During the month of February, the Health Coordinator and Education Coordinator met to discuss plans for AED drills to be held at Lee Learning Center at least quarterly.

(10) During the month of February, the Head Start Health Team saw great improvement in the number of health documents being faxed and imported to ChildPlus due to recent policies being put in place by the Health Coordinator and FPA Coordinator.

(11) During the month of February, the Head Start Health Team continued to identify families who are not connected to medical or dental homes in an effort to connect families with these services. This will assist with meeting our Head Start requirements that all children have current physical and dental exams on file each year.

(12) During the month of March, the Head Start Health Team conducted federally mandated hearing and vision screenings for students who were either absent or not enrolled on the initial screening day.

(13) During the month of March, the Head Start nutritionist completed 14 meal-monitoring observations and visited one classroom, including delivering supplies for family-style dining.

(14) During the month of March, second-semester growth assessments were conducted, converted, and entered into each student's file. Any percentages out of the recommended ranges were identified. Parents are notified of this information as well.

(15) During the month of March, the nutritionist completed two nutrition consults and continued to work on any ongoing consults.

(16) During the month of March, the Health Coordinator and nutritionist worked with UW–Extension's staff to confirm dates and times for nutritional education classes for Head Start children and their parents at schools that have been selected based on nutritional data.

(17) During the month of March, the Health Coordinator worked with Preferred Dentistry to secure dates and times to hold final dental days for this school year.

(18) During the month of March, the Health Coordinator conducted an AED drill at Lee Learning Center with assistance of the Education Coordinator.

(19) During the month of March, the Head Start Health Team conducted health and safety inspections at all of the Head Start classrooms. The Health Coordinator will be completing the final report of any findings to each school's designated person.

(20) During the month of March, the Health Coordinator and FPA coordinator met to discuss and revise the Head Start transfer policy.

(21) During the month of March, the Health Coordinator created and implemented the Lee Learning Center's nurse associate policy.

(22) During the month of March, the Head Start Health Team continued to identify families who are not connected to medical or dental homes in an effort to connect families with these services. This will assist with meeting our Head Start requirements that all children have current physical and dental exams on file each year.

(23) During the month of March, the Head Start Health Team continued to support each Head Start classroom with supplies on an ongoing basis.

*Member Raquel Coronado, Longfellow, asked why there are more healthful-cooking classes when they already are having some in the mornings at her school. Health Coordinator Charmina Gray stated that parents who work cannot attend meetings during work hours and had asked for meetings on weekends or evenings.*

## NUTRITION REPORT

Grand total number or meals served.....31,654

## FISCAL REPORT

Summary of monthly expense report through March 2018.

- Federal budget:      expended .....87.8%  
                                  Balance .....\$1,020,587
- State budget:        expended .....61.8%  
                                  Balance .....\$161,000.40
- In-Kind                \$4,564

*Member Lily Wilson asked for examples of in-kind activities. FPA/ERSEA Coordinator Latisha Little said Head Start would provide a list of acceptable in-kind activities for the next meeting.*

*Community Representative Christina Esparza asked how much time in the classroom is considered in-kind. Education Coordinator Erin Hermann said any amount of time is great.*

*Member Lily Wilson, Siefert, also spoke about needing a parent center that is not on the third floor.*

## NEW BUSINESS

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(1) Behavior-intervention strategies presentation

(2) Joandy Williams, Early Childhood Learning Manager, and Ruth Stark-Jordan, Head Start Program Supervisor, had a conference call on April 6, 2018, with the Office of Head Start with John Tschoe, program specialist; Wendy Bowe, regional educational manager; Sonja Andrade, new training and technical assistance, and Ametta Reaves, grant specialist, to discuss their roles and how they can help the program. John will be here April 24 and April 25 for a site visit to Lee and some other schools, as well as to provide feedback on the grant that was submitted for 2018-19.

(3) Eileen Storer Smith will also be here on May 1 and 2, 2018, to provide management support in leadership and in implementing the grant.

(4) Joandy Williams and Ruth Stark-Jordan will meet with t Dr. Tinsdale, Director of Wisconsin Head Start Association, to go over the next year's grant.

## ANNOUNCEMENTS

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(1) Ms. Leah Noid-Harrington, who had attended the budget carousel meetings, applauded everyone's efforts to complete the grant and budget.

(2) On May 12, 2018, the Head Start Policy Council will hold its monthly meeting at Central Services from 10:00 a.m. to noon.

## ADJOURNMENT

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The meeting adjourned at 11:13 a.m.

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