

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

November 30, 2017

Submitted by Director Wendell J. Harris, Sr.

Call to Order and Roll Call

The meeting was called to order by Nina Harris, chairperson, on November 11, 2017, at 10:07 a.m. in Room 206-208 of the MPS Central Services Building, 5225 W. Vliet Street. Milwaukee.

Members in Attendance:

Alejandra Fuentes-Sanchez, Maria Del Carmen Rendon, Ana Sencion (ALBA); Christina Esparza, Maw Lay Htoo, Ta Aut Kaa (Bethune); Shanice Howard (Bruce); Brenda Huges (Franklin); Brandye Washington (Hawthorne); Elizabeth Olmedo (Hayes); Nina Harris (Jackson); Brenda Hernandez (Kagel); Ashley Carter (LaFollette); Quiana Beckom (Lee); Alan Wellhausen (Lincoln); Raquel Coronado (Longfellow); Antonio Lockett, Latrissa Lockett (Sherman); Revenna Brown (Westside I); Leah Noid-Harrington (Community Representative); Lucina Hernandez (Community Representative); Larry McAdoo (Community Advisor); Annie Crockett (Community Advisor)

MPS Board of School Directors:

Director Wendell Harris; Dr. Jacqueline Mann, Board Clerk/Director, Office of Board Governance

Staff Present:

Dr. Jennifer Smith, Senior Director of Curriculum and Instruction; Erin Hermann, Education Coordinator; Raquel de la Cruz Gutiérrez, Education Coordinator; Ruth Stark-Jordan, ERSEA Coordinator; Honore Harvey, Mental Health and Disabilities Coordinator, Sarah Burzynski, Interim Head Start Supervisor; Joandy Williams, Interim Early Childhood Manager

Others Present:

Juan Gaytan, Damian Cueto, Charmina Gray, LaTisha Little

Yuritzi Diaz and Monica Espinosa served as Spanish interpreters. Mary Htoo and Tha Bley Wah served as Karen interpreters.

Approval of Minutes

Mrs. Latrissa Lockett moved to approve the minutes of June 2017; Alejandra Fuentes seconded the motion. The motion passed unanimously.

Director's Report (Informational)

Education Information

Rachel de la Cruz Gutierrez shared the Education Report. There were no questions or comments regarding this report.

During the month of October, the Education Coordinators

- (1) approved and scheduled Head Start field trips;
- (2) entered October in-kind documentation;
- (3) visited Head Start classrooms to provide support to Head Start teaching teams. The focus was on schedules, routines, classroom environments, and identifying and providing support as needed. The Early Childhood Checklist was used to provide feedback regarding instruction, lessons, and classroom environments;
- (4) completed eight CLASS (Classroom Assessment Scoring System) observations during the month of October at ALBA, Lee Learning Center, Congress, and Marvin Pratt. Written feedback was sent to each observed teacher as well as to their principals. Conferences also were held with teachers to debrief observations;
- (5) participated, along with the K3 and K4 students, teachers, and parents at Lee Learning Center and Longfellow School, in the annual Safe Kids-Walk This Day Event on October 3 and 4, 2017. The event emphasized the importance of pedestrian safety;
- (6) completed Acuscreen assessments for students at Obama to assist the classroom teacher in completing this requirement;
- (7) met with representatives from Teachstone to discuss the use of myTeachstone within the MPS Head Start program;
- (8) presented to Lee Learning Center staff on CLASS: Positive Climate on October 5, 2017;
- (9) attended an all-day professional development for school support teachers at North Division High School on October 6, 2017;
- (10) participated in the Head Start Management Team's meeting on October 6, 2017, to discuss program-wide planning;
- (11) participated in the Marquette Dental Day on October 7, 2017;
- (12) participated in the literacy foundation professional development planning team on October 10 and 26, 2017;
- (13) took an online test and recertified in the CLASS Pre-K tool as observers and trainers on October 9, 2017;
- (14) supported a teacher at Kagel School on daily routines and procedures on October 9, 10, 17 and 30, 2017;
- (15) participated in an Individualized Education Program (IEP) meeting as the Head Start representative on October 11, 2017, at Lee Learning Center;
- (16) met with the Mental Health and Disabilities Manager on October 25, 2017, to discuss and plan for individualized teacher supports;
- (17) met with Senior Director of Curriculum and Instruction to discuss program-wide planning on October 25, 2017;
- (18) participated with Lee Learning Center staff in a grade book/report card training on October 31, 2017.

ERSEA (Eligibility, Recruitment, Selection and Attendance)

Enrollment information was presented by Ruth Stark-Jordan.

Eligibility

Of 1,416 Families:

- 1,001 are income-eligible;
- 91 meet the allowable over-income category;
- 324 are categorically eligible (foster care, homeless, public assistance).

Recruitment

173 parents visited the Head Start Offices during the month of October.

Selection

The waitlist's total as of October 31, 2017, was 306, which consists of income-eligible and over-income families and those who want only particular schools that are full at this time.

Attendance

The Head Start's average daily attendance for October 1-31, 2017, was 100%.

Transportation

62% of Head start children use MPS transportation services. Head Start accounts for 1.9% of the total MPS ridership.

Enrollment

As of October 31, 2017, the actual enrollment was 1,416. The total enrollment for the month of September 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.

October 2017-18 Enrollments

Funding		Region	School Site	Seats Available						Total Number Enrolled
				Bilingual		Monolingual		Total		
Federal	State			K3	K4	K3	K4	K3	K4	
X		Southwest	ALBA	34	20	0	0	0	1	53
X		Central	Bethune	0	0	17	20	NA	0	37
X		Northwest	Bruce	0	NA	34	NA	0	NA	34
X		Northwest	Carson	0	NA	34	NA	0	NA	34
X		Northwest	Congress	NA	NA	90	NA	1	NA	89
X		Southwest	Forest Home	30	0	30	20	0	4	76
x		Northwest	Franklin	NA	NA	17	NA	0	NA	17
X		Central	Gwen T. Jackson	NA	NA	30	40	1	0	69
	X	Northwest	Obama	NA	NA	34	40	0	4	70
X		Northwest	Hawthorne	NA	NA	30	20	0	0	50
X		Southwest	Hayes	30	0	0	0	0	NA	30
X		GE	Kagel	17	20	NA	20	0	6	51
X		Northwest	Kilbourn	NA	NA	34	20	0	0	54
X		East	King, Jr.	NA	NA	30	NA	0	NA	30
X		Central	LaFollette	NA	NA	34	NA	0	NA	34
X		Central	Lee	NA	NA	85	NA	1	NA	84
X		Southwest	Lincoln	30	40	30	NA	0	0	100

Funding		Region	School Site	Seats Available						Total Number Enrolled
				Bilingual		Monolingual		Total		
Federal	State			K3	K4	K3	K4	K3	K4	
X		Southwest	Longfellow	NA	20	NA	20	NA	9	31
X		Northwest	Maple Tree	NA	NA	60	20	0	0	80
X		Central	Marvin Pratt	NA	NA	30	20	0	0	50
X		Southwest	Mitchell	NA	NA	30	NA	1	NA	29
X		GE	Pierce	NA	NA	30	NA	0	NA	30
X		Northwest	Sherman	NA	NA	60	40	0	0	100
X		East	Siefert	NA	NA	60	20	0	0	80
X		Central	Thurston Woods	NA	NA	34	NA	0	NA	34
X		Central	Westside	NA	NA	30	40	0	0	70
Total								4	24	1,416
Total Number of Students				141	100	863	340	1,444		

Other

The ERSEA Coordinator

- attended the Penfield transition meeting on October 5, 2017;
- attended the Combined Giving meeting on October 6, 2017; and
- facilitated the Fatherhood Initiative Event on October 26, 2017.

A member shared a request that Head Start students receive fingerprint cards for safety.

Mental Health and Disabilities

Honore Harvey shared the Mental Health and Disabilities report. She also shared a Child Find brochure with the Council.

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	11	1	0	2	0	0	0	0	14
Bethune	0	3	3	1	1	0	0	0	8
Bruce	6	1	0	0	0	0	0	0	7
Carson	2	1	0	0	0	0	0	0	3
Congress	4	0	1	0	0	0	0	0	5
Forest Home	4	0	0	0	0	0	0	0	4
Franklin	2	0	0	0	0	0	0	0	2
Hawthorne	3	2	0	0	0	0	0	0	5
Hayes	6	0	0	0	0	0	0	0	6
Jackson	5	3	0	2	0	0	0	0	10
Kagel	5	2	0	0	0	0	0	0	7
Kilbourn	7	0	0	0	0	0	0	0	7
King	0	0	0	0	0	0	0	0	0
Lafollette	1	1	0	0	0	0	0	0	2
Lee Learning Center	0	3	0	0	0	0	0	0	3
Lincoln	9	0	0	0	0	0	0	0	9
Longfellow	7	1	0	0	0	0	0	0	8
Mapletree	6	0	0	0	0	0	0	0	6
Marvin Pratt	1	2	0	0	0	0	0	0	3
Mitchell	2	0	0	0	0	0	0	0	2

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
Obama	1	5	0	0	1	0	0	0	7
Pierce	0	0	0	0	0	0	0	0	0
Sherman	3	3	0	0	0	0	0	0	6
Siefert	3	3	0	0	0	0	0	0	6
Thurston Woods	1	0	0	0	0	0	0	0	1
Westside Academy	4	4	2	0	0	0	0	0	10
Totals	93	35	6	5	2	0	0	0	141

Children identified with disabilities 10%
 Children with 504 plans 1
 Special education meetings attended the month of September 17

Mental Health Classroom and Family Support

During the month of September, mental health staff

- submitted 11 homeless referrals;
- submitted 14 Child Find referrals;
- provided behavioral, visual, and sensory supports, as well as resource information, to 20 classrooms;
- submitted three referrals to Penfield Behavior Clinic;
- submitted two referrals to Goodwill for vouchers for families in need;
- gave 400 registration letters to FPAs (Family Partnership Associates) to distribute to families for the Salvation Army’s Holiday Toy Shop;
- attended two meetings of the Behavioral Intervention Team (BIT) at Head Start school sites;
- completed 16 observations in Head Start classrooms;
- submitted 13 requests to school-based special education supervisors about Head Start placement;
- provided one Grief Bag to a site;
- continued to distribute ASQ-SE-2 completed forms to teachers; and
- entered classroom screening (Acuscreen and ASQ: SE-2) data for 45-day timelines.

Other

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

(1) On October 3, 2017, the MHDC and the MHS participated in “Safe Kids Walk this Way-Lesson” at Lee Learning Center.

(2) On October 3, 2017, the MHDC and Health Coordinator debriefed a classroom teacher about a student with medical and education needs.

(3) On October 4, 2017, the MHDC and Health Coordinator participated in a review of file folders with Head Start supervisor and Early Learning manager.

(4) On October 4, 2017, the MHDC, the MHS, and the Education Coordinator assisted in completing Acuscreens at a school site.

(5) On October 4, 2017, the MHDC and the Health Coordinator met with a parent at a school site.

(6) On October 5, 2017, the MHS attended the annual mandated homeless training.

(7) On October 6, 2017, the MHDC participated in a meeting of the Head Start Management Team.

(8) On October 6, 2017, the MHDC went to a family's home to get signatures for Milwaukee Center for Independence (MCFI) young-child services.

(9) On October 9 and 16, 2017, the MHS met to plan for upcoming mandatory staff trainings and PSEP peer review.

(10) On October 11, 2017, the MHDC participated in GoToWebinar: Challenging Behavior: Directors and Teachers working with Families and other Experts.

(11) On October 11 & 25, 2017, the MHS trained FPA staff in mandatory reporting of child abuse and neglect, suicide prevention, and homeless procedures.

(12) On October 20, 2017, the MHS attended the school social workers' monthly meeting. Highlights were presentations by the Wisconsin Humane Society and MADCC (Milwaukee Area Domestic Animal Control Commission). MHS met with our PLC group "Evicted," which reads, analyzes and discusses relevant areas of advocacy.

(13) On October 23, 2017, the MHS attended a Special Services help session. The session was presented by SIMSS staff and a SSW evaluation team member.

(14) On October 24, 2017, the MHS trained Lee Learning Center teachers on mandatory reporting of child abuse and neglect, suicide prevention, and homeless procedures.

(15) On October 25, 2017, all Head Start staff met with Dr. Smith.

(16) On October 30, 2017, the MHDC and MHS participated in a collaborative meeting with the school-based social worker and psychologist at one school.

(17) On October 31, 2017, the MHS attended community training on Milwaukee County Services for Children and Youth with Disabilities. Discussions and resource materials about supports available for youth with disabilities addressed mental health needs and their families.

Family Engagement

Dr. Jennifer Smith shared the Family Engagement report.

(1) During the month of October, the Interim ERSEA/FPA coordinator revised the 2017-2018 work schedule.

(2) On October 26, 2017, the Staff Coordinator coordinated and held an MPS Head Start Fatherhood Initiative.

(3) The Interim ERSEA/FPA Coordinator facilitated team-building activities for Lee Learning Center staff on September 1, 2017.

(4) The coordinators and underfill Head Start supervisor met to review Head Start highlights and produced the Highlights newsletter on October 30, 2017.

(5) The Director of Curriculum and Instruction met with FPAs and Head Start staff to review job duties, support for schools, family-engagement expectations, and schedules to support the work.

Health

Dr. Jennifer Smith shared the Family Engagement report

(1) During the month of October 2017, the Head Start Health Team conducted federally mandated hearing and vision screenings at Siefert, Bruce, Lafollette, Bethune, Carson, Lee, and Maple Tree.

(2) During the month of October 2017, the Head Start Health Team conducted a second round of screening for students who were either absent or not enrolled on the initial screening day at the following sites: Congress, Hawthorne, Marvin Pratt, Maple Tree, Bethune, Obama, and Thurston Woods.

(3) During the month of October, the Head Start Nutritionist conducted meal monitoring at the following sites: Marvin Pratt, Hawthorne, Bethune, Carson, Congress, Gwen T. Jackson, Kilbourn, King, Alba, Sherman, and Obama.

(4) During the month of October, the Interim Head Start Health coordinator submitted hearing referrals to MPS audiology. The Audiology Department will rescreen these students and inform Head Start and parents of outcomes.

(5) During the month of October, the Head Start Health Team conducted health and safety monitoring at Lincoln and Mitchell.

(6) During the month of October, the Head Start Health Team continues to identify families who are not connected to medical and dental homes in an effort to connect families with much-needed services.

(7) During the month of October, the Head Start Health Team continued to work with families to obtain documentation of 90-day requirements.

(8) October 3, 2017, the Interim Health coordinator participated in a meeting to discuss the role of Health for students with special education needs.

(9) October 6 2017, the Interim Health Coordinator participated in the Head Start Management Team's meeting.

(10) On October 7, 2017, the Interim Health Coordinator and the Nutritionist participated in GKAS/head Start Dental Day.

(11) On October 11, 2017, the Interim Health Coordinator participated in the Milwaukee Public Schools' Core Health Team's meeting around a logic model for wellness within MPS and aligning community partners to the needs of MPS.

(12) On October 13, 2017, the Interim Health Coordinator and MHD Manager meet to discuss collaboration strategies for students with special education and medical needs.

(13) On October 14, 2017, the Interim Health Coordinator participated in the Head Start Policy Council's meeting.

(14) On October 25, 2017, the Head Start Health Team participated in mandated training presented by the mental health staff.

(15) On October 27, 2017, the Head Start Health Team held its monthly meeting.

Fiscal Report

Dr. Jennifer Smith shared the Fiscal Report.

Old Business

By-laws

This business was postponed to a future meeting.

New Business

Staffing

(1) Dr. Jennifer Smith shared with the Council that Ms. Yolanda Tynes-Allison and Ms. Erica Harris-Day no longer work with the MPS Head Start Program. She introduced Ms. Joandy Williams as Interim Education Manager and Ms. Sarah Burzynski as Interim Head Start Supervisor.

(2) Ms. LaTisha Little and Ms. Charmina Gray were introduced as the candidates for ERSEA/FPA Coordinator and Health Coordinator, respectively. Ms. Brandye Washington motioned to approve both coordinator candidates, and Latrissa Luckett seconded the motion. The motion passed unanimously.

Council Position Descriptions

A brief description of Policy Council positions was shared by Erin Hermann. Nominations and elections will be held at the Policy Council's December meeting.

Overview of Robert's Rules of Order

Dr. Jacqueline Mann gave the Council an overview on parliamentary procedure and *Robert's Rules of Order*.

Celebrations

Policy Council members from the 2016-2017 school year were presented with small gifts in gratitude for their service.

Announcements

- The Council's next meeting will be held on Saturday, December 9, 2017, from 10:00 a.m. until 12 noon.
- Travel forms were disseminated to all members
- Folders were disseminated with information from the presentation on parliamentary procedures and *Robert's Rules of Order*.
- A flyer was shared by a member regarding the Title One program.

Adjournment

Nina Harris, chairperson, adjourned the meeting at 11:47 a.m.