

**REPORT OF THE BOARD’S DELEGATE TO THE  
MPS HEAD START POLICY COUNCIL**

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March 28, 2019

Submitted by Director Wendell J. Harris, Sr.

**CALL TO ORDER AND ROLL CALL**

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Quiana Beckom, assistant chairperson, called the meeting of the MPS Head Start Policy Council to order at 10:00 a.m. on Saturday, March 9, 2019, in room 206-208 of the MPS Central Services Building, 5225 W. Vliet Street, Milwaukee, Wisconsin.

- Members in Attendance ..... Loretta Gross (Carson), Connie Pigott (King, Jr.), Jeaniangelis Arroyo (Forest Home), Eunice Heredia-Colon (Kagel), Quiana Beckom (Lee), Itzel Ramirez (Longfellow), Maria Matos (Longfellow), Lillie Wilson (Siefert), Wendell J. Harris, Sr. (Milwaukee Board of School Directors)
- Community Representatives ..... Christina Esparza, Ravenna Brown, Brenda Roshell, Naw Lay Htoo
- Policy Council Advisors ..... Annie Crockett, Albert Robbins, Larry McAdoo
- Staff ..... Vickie Brown-Gurley, Interim Senior Director of Curriculum and Instruction; Joandy Williams, Early Childhood Learning Manager; Raquel de la Cruz Gutiérrez, education coordinator; Erin Hermann, education coordinator; Charmina Gray, Health Coordinator; Honore Harvey, Mental Health and Disabilities Coordinator; Latisha Little, ERSEA/FPA Coordinator; Nikki Cherek, enrollment assistant
- Interpreters ..... Yuritzi Diaz and Alberto Aguilar, Spanish interpreters; Po Too, Karen interpreter

**DIRECTOR’S REPORT FOR THE MONTH OF FEBRUARY**

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**EDUCATION**

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

- (1) The education coordinators approved and scheduled Head Start field trips.
- (2) The education coordinators entered February 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 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 three CLASS (Classroom Assessment Scoring System) observations during the month of February at Lincoln Avenue and Sherman. Written feedback was sent to each observed teacher as well as to his/her principal. Conferences were also held with teachers to debrief observations.
- (5) On February 1, 2019, the Early Childhood Learning Manager met with the service-area coordinators to discuss the upcoming district Kindergarten Fair.
- (6) On February 1, 5, 6, 11, 13, 14, and 15, 2019, the education coordinators provided administrative coverage for Lee Learning Center.

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(7) On February 1, 8, 15, and 22, 2019, the education coordinators participated in internal district meetings to plan and coordinate the district's Early Childhood Education (ECE) 1825 Initiative.

(8) On February 4, 2019, the education coordinators attended an equitable resources subcommittee meeting for the ECE 1825 Initiative.

(9) On February 5, 7, 12, 13, 14, 18, 19, 21, 22, and 25, 2019, the early childhood management team met with the service-area coordinators to work on the Head Start continuation grant.

(10) On February 6, 2019, the education coordinators visited Lincoln Avenue School to provide instructional support to a new teacher in the Head Start program.

(11) On February 8, 2019, the education coordinators attended an all-day district professional development for school-support teachers at North Division High School.

(12) On February 8, 2019, the education coordinators assisted in a one-hour Frog Street overview presentation with the Early Childhood Learning Manager at North Division High School.

(13) On February 11, 2019, the education coordinators attended the MPS/Milwaukee Early Childhood Education 1825 Initiative's meeting at Central Services.

(14) On February 11, 2018, one education coordinator visited Longfellow School to provide instructional support to two new teachers in the Head Start program.

(15) On February 15, 2019, the education coordinators attended a "Calling All Frog Street Presenters" meeting to discuss the rollout of future Frog Street presentations for the district's K3 and K4 teachers.

(16) On February 19, 2019, the education coordinators met with the Early Childhood Learning Manager to give an overview on Frog Street Threes.

(17) The education coordinators met with a district administrator to plan for work on the ECE 1825 Initiative.

(18) On February 21, 2019, the education coordinators and the program supervisor met with Lillian Mallinson, early childhood specialist from Region V, to discuss active supervision.

(19) On February 22, 2019, the program supervisor and education coordinators participated in a webinar called "School Readiness for Young African American Boys."

(20) On February 25, 2019, the education coordinators attended a social and emotional work group for the Early Childhood Education 1825 Initiative.

(21) The education coordinators participated in a webcast titled "Using Professional Development to Support Transition to Kindergarten" on February 26, 2019.

(22) The education coordinators attended and participated in the Policy Council's emergency meeting on February 27, 2019, to hold a vote on the Head Start continuation grant.

(23) The education coordinators participated in a webinar titled "Sustaining Early Childhood Learning Gains: Program, School, and Family Influences" on February 28, 2019.

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

*ERSEA report was shared by Nikki Cherek, Head Start Enrollment Assistant.*

#### *Eligibility for February*

Of 1,382 families:

- 928 are income-eligible.
- 76 meet the allowable over-income category.
- 96 are in the 101-130% category.
- 282 are categorically eligible (foster care, homeless, public assistance).

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### Recruitment

- (1) Ninety-eight parents came into the Head Start office at Central Services during the month of February.
- (2) Eighty-nine parents came into the Head Start office at Lee during the month of February.

### Selection

The waitlist's total as of February 28, 2019, was 226, 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 February 1–28, 2019, was 87.6%.

### Transportation

Seventy-three percent of Head Start children utilize MPS's transportation services. Head Start accounts for 2% of the total MPS ridership.

### Enrollment

As of February 28, 2019, the actual enrollment was 1,382. The total enrollment for the month of February as reported to the Head Start office was 1,321. 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.

February 2019 Enrollments											
Funding		Region	School Site	Allotted Seats				Total Seats			
				Bilingual		Monolingual		Enrolled	Available		
Federal	State			K3	K4	K3	K4		K3	K4	
X		Southwest	ALBA	34	20	0	0	52	0	2	
X		Central	Bethune	0	0	17	20	37	0	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	77	0	3	
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	46	0	4	
X		Southwest	Hayes	34	0	0	0	34	0	NA	
X		GE	Kagel	17	20	NA	20	50	0	7	
X		Northwest	Kilbourn	NA	NA	34	20	49	0	5	
X		East	King, Jr.	NA	NA	17	NA	17	0	NA	
X	X	Northwest	Kluge	NA	NA	17	NA	17	0	NA	
X		Central	LaFollette	NA	NA	34	NA	34	0	NA	
X		Central	Lee	NA	NA	85	NA	83	2	NA	
X		Southwest	Lincoln	51	40	17	NA	108	0	0	
X		Southwest	Longfellow	17	20	NA	0	37	0	0	
X		Northwest	Maple Tree	NA	NA	60	20	79	0	1	
X		Central	Marvin Pratt	NA	NA	30	20	43	0	7	
X		Southwest	Mitchell	NA	NA	30	NA	30	0	NA	
X		GE	Pierce	NA	NA	30	NA	29	1	NA	
X		Northwest	Sherman	NA	NA	60	40	99	0	1	
X		East	Siefert	NA	NA	60	20	74	6	0	
X		Central	Thurston Woods	NA	NA	34	NA	34	0	NA	
X		Central	Westside	NA	NA	30	40	56	1	13	
Total				183	100	832	320	1,382	10	43	
				1,435							

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### Other

- (1) The Head Start Program Supervisor trained the Head Start Enrollment Assistant over a course of several days in the month of February 2019, and the training is ongoing.
- (2) Lee Learning Center had an in-house field trip to Kohl’s Wild Theater on February 5, 2019.
- (3) The Head Start Program Supervisor facilitated the coordinators’ meeting that also consisted of working on the continuation grant on February 5, 7, 12, 14, 18, 19, 21, 22, 25, and 26, 2019.
- (4) The ERSEA Coordinator facilitated and organized FPA (Family Partnership Associates) interviews on February 6, 2019.
- (5) The ERSEA Coordinator met with the FPA Coordinator on February 11, 2019, to discuss the FPAs’ caseloads.
- (6) The Early Childhood Learning Manager and Head Start Program Supervisor conducted the monthly call to OHS with John Tschoe, Dr. Jeremiah Holiday, Vickie Brown-Gurley, and grant personnel on February 20, 2019, to discuss the continuation grant.
- (7) The Head Start Program Supervisor and Early Childhood Learning Manager participated in the Head Start application and budget meeting on February 11, 2019, with grant personnel.
- (8) Education coordinators and the Head Start Program Supervisor met with Lillian Mallinson, our OHS training and technical assistance specialist, on February 21, 2019, to discuss active supervision.
- (9) The Early Childhood Learning Manager and Head Start Program Supervisor facilitated the Policy Council’s emergency meeting on February 27, 2019.
- (10) The Head Start Program Supervisor met one-on-one weekly with the Early Childhood Learning Manager.

*Brenda Roshell, community representative, asked if any more K3 full-day seats will be added to schools. Vicki Brown-Gurley, Interim Senior Director of Curriculum and Instruction, stated that Head Start is processing its budget and looking at some schools to add K3 full-day classes; however, there is no definitive answer currently.*

*Larry McAdoo, Policy Council advisor, asked if transportation has made a huge impact on Head Start enrollment since Next Door Foundation has lost transportation. Vicki Brown-Gurley answered that it has not made an impact at this time.*

### MENTAL HEALTH AND DISABILITIES

*The Mental Health and Disabilities report was shared by Honore Harvey, Mental Health and Disabilities Coordinator.*

Enrolled Number of Students with Disabilities, February 2019		
Schools	Total Number of Enrolled Children with active IEPs	IEPs per site (% of Funded Enrollment)
ALBA	18	33.3%
Bethune	2	5.4%
Bruce	5	14.7%
Carson	2	5.8%
Congress	9	10.5%
Forest Home	16	20.0%
Franklin	2	11.7%
Hawthorne	4	8.0%
Hayes	9	26.4%
Jackson	10	14.2%
Kagel	9	15.7%
Kilbourn	9	16.6%
King ES	2	11.7%
Kluge	4	23.5%

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Enrolled Number of Students with Disabilities, February 2019		
Schools	Total Number of Enrolled Children with active IEPs	IEPs per site (% of Funded Enrollment)
Lafollette	7	20.5%
Lee Learning Center	10	12.1%
Lincoln	16	14.8%
Longfellow	8	21.6%
Maple Tree	11	13.7%
Mitchell	4	13.3%
Obama	7	12.2%
Pierce (Riverside East)	2	6.6%
Pratt	7	14.0%
Sherman	14	14.0%
Siefert	4	5.0%
Thurston Woods	3	8.8%
Westside Academy	8	11.4%
Totals	202	14.0%

- (1) 202 children have been identified with disabilities
- (2) One child has a 504 plan.
- (3) Staff had been invited to 42 special education meetings in the month of February.

### *Mental Health Classroom and Family Support for the Month of February*

Note: Abbreviations appearing below are the following: Mental Health and Disabilities Coordinator (MHDC), mental health staff (MHS), Individualized Education Program (IEP), Building Intervention Team (BIT), and Behavior Assessment/Intervention Plan (BAIP)

- (1) MHS submitted three homeless referrals.
- (2) MHS submitted one Child Find or school-based referral.
- (3) Behavioral, visual, and sensory supports, as well as resource information, were provided to more than four classrooms.
- (4) One referral was submitted to Goodwill for vouchers for families in need.
- (5) Two referrals were submitted to Ladies of Charity Clothing Center for families in need.
- (6) The mental health and disabilities staff attended three BIT/BAIP meetings at Head Start school sites.
- (7) The mental health and disabilities staff completed a minimum of three observations/debriefs in Head Start classrooms.
- (8) The mental health and disabilities staff followed up with 15 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 accepted IEP invitations prior to IEP meetings in more than 23 instances.
- (10) The mental health and disabilities staff continued to distribute completed ASQ:SE-2 forms to teachers.
- (11) The mental health and disabilities staff followed up with parents whose children had scored 90% on Head Start’s social/emotional/behavioral screener, ASQ:SE-2.
- (12) The MHS entered data from the classroom developmental screening (Acuscreen and ASQ:SE-2) for 45-day timelines.
- (13) The MHS reviewed and updated all online ASQ screeners — ongoing.

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(14) The MHS provided individualized developmental and community-resource information to 14 families.

(15) The MHS provided individualized interventions with a minimum of two students.

### Other

(1) MHS attended coordinators' meetings on February 1, 5, 7, 12, 13, 14, 21, 22, and 25, 2019. These meetings mostly involved work on the Head Start continuation grant.

(2) MHS staff also met on February 15 and 25, 2019, to work on the mental health sections of the continuation grant.

(3) On February 5, 12, 15, and 25, 2019, MHS and the school-based psychologist for Lee Learning Center participated in collaborative meetings to discuss interventions being implemented at Lee, teachers' follow-through with interventions, concerns of new students, and implementation of child-protection curriculum in room 18.

(4) On February 7, 2019, MHS and the Early Childhood Learning Manager participated in a collaborative meeting at Congress School regarding students' transportation concerns.

(5) On February 19, 2019, MHS attended a required school social workers' training on ethics and boundaries.

(6) MHS has been working on updating procedures for registering foster children for Head Start. Training will be provided to Head Start staff in early March.

*Director Wendell Harris, Sr., Milwaukee Board of School Directors, asked what the standard policy is for a child with disruptive behaviors. Honore Harvey, Mental Health and Disabilities Coordinator, responded that school-based teams should make certain that Tier 1 positive reinforcements of the pyramid model are being implemented in the classrooms.*

### FAMILY ENGAGEMENT

*The Family Engagement report was shared by Latisha Little, ERSEA/FPA Coordinator.*

(1) The ERSEA/FPA Coordinator reviewed intake packets submitted by FPAs of children's families enrolled in the program.

(2) The ERSEA/FPA Coordinator met with Lillian Mallinson for technical and training assistance from Head Start on February 13.

(3) The ERSEA/FPA Coordinator reviewed transfer folders submitted by the FPAs of children who needed to move to new schools.

(4) The ERSEA/FPA Coordinator inputted enrollment dates into ChildPlus for new students accepted into the MPS Head Start program.

(5) The ERSEA/FPA Coordinator reviewed dropped folders submitted by the FPAs of children who no longer or never attended the MPS Head Start program.

(6) The ERSEA/FPA Coordinator submitted documents to the translation office for conversion to Spanish and Karen.

(7) The ERSEA/FPA Coordinator met with FPAs one-on-one to discuss the transition of schools due to a decrease in staff and to provide support.

(8) The ERSEA/FPA attended coordinators' grant meetings on February 1, 5, 7, 13, 14, 18, 19, 21, 22, and 25, 2019.

(9) The ERSEA/FPA Coordinator had a one-on-one meeting with the Head Start Program Supervisor on February 11, 2019, to discuss FPAs' caseloads.

(10) The ERSEA/FPA Coordinator provided coverage in the office for secretarial staff throughout the month.

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(11) The ERSEA/FPA Coordinator conducted a one-on-one support meeting with FPAs, with the focus on completing second-year registration throughout the month.

(12) The ERSEA/FPA Coordinator created a rotation calendar for FPAs to cover Central Services for the school year.

(13) The ERSEA/FPA Coordinator created filing days for the FPAs to have for the entire school year.

(14) The ERSEA/FPA Coordinator prepared documents for the Head Start training with Lillian Mallinson scheduled for February 13, 2019.

(15) The ERSEA/FPA Coordinator reviewed the second-year trackers submitted by the FPAs.

(16) The ERSEA/FPA Coordinator collaborated with the Health Coordinator to finalize the parent meeting for the month of April, to be conducted by the UW–Extension FoodWise program, for six of our schools (GTJ, Westside, Maple Tree, Hawthorne, Kilbourn, and Congress).

(17) The ERSEA/FPA Coordinator collaborated with the Health Coordinator to finalize the “Healthy Habits” PowerPoint for the month of April.

(18) The ERSEA/FPA Coordinator approved registration dates for the FPAs for the month of February for second year.

(19) The ERSEA/FPA Coordinator collaborated with FPA Connie Dallas on designing a flyer for the March “Read Across America” event in the Head Start schools.

(20) The ERSEA/FPA Coordinator updated the FPAs with new information for the Policy Council, resources, and staff meeting minutes.

(21) The ERSEA/FPA Coordinator updated the Parent Meeting Topic Calendar to reflect the new topics.

(22) The ERSEA/FPA Coordinator held interviews on February 6, 2019, from 9:00 a.m. to noon, for open FPA positions.

(23) In the month of February, the FPAs focused on second-year registration at their individual schools. They met with parents one-on-one to discuss the transition from K3 to K4.

*Lillie Wilson, Siefert representative, asked why there were no parent meetings in February. Latisha Little, ERSEA/FPA Coordinator, responded that there were no parent meetings because there was a focus on second-year registrations and transitions.*

*Loretta Gross, representative from Martin Luther King, Jr., shared her concern regarding filling out the second-year paperwork. She informed the Policy Council that, for her child to continue in a K4 Head Start classroom, the child would have to go to another school. Latisha Little, ERSEA/FPA Coordinator, responded that Martin Luther King, Jr., school has only one K3 classroom, but Head Start would help with the transition to another school.*

*Brenda Roshell, community representative, asked if Head Start staff are letting parents know that only certain classes are at the schools. Latisha Little, ERSEA/FPA Coordinator, responded that she will notify the FPAs to inform parents about the continuity of the program.*

### HEALTH

*The Health report was shared by Charmina Gray, Health Coordinator.*

(1) The Head Start nutritionist entered 12 growth assessments into ChildPlus for Head Start students. The nutritionist completed 11 meal-monitoring sessions in seven different site locations and completed two consultations regarding dietary needs/concerns. The nutritionist entered 51 height and weight assessments.

(2) Head Start nurses completed health and safety inspection follow-ups.

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(3) Head Start nurse associates conducted hearing and vision screenings on new Head Start students and those who had been absent on previous dates.

(4) The Health Coordinator completed audiology referrals for students identified as needing further hearing evaluations. Vision resources were given to parents/guardians for students who require follow-up assessment.

(5) The Health Coordinator and agency nurse reviewed and consulted complex cases to initiate appropriate care plans.

(6) The Health Team continued to process health-related supply order forms and to deliver supplies to Head Start classrooms with the help of family partnership associates.

(7) The Head Start Health Team continued to connect families with medical and dental homes to meet the needs of our students.

(8) The Health Team continued to request the most up-to-date medical records (physical exams, lab work, and dental exams) of Head Start students.

(9) The Health Coordinator mailed educational information to parents/guardians of students who were identified as having an elevated lead level.

(10) The Health Coordinator participated in ongoing assessment meetings, coordinator meetings, a one-on-one meeting with the program supervisor, and in other Head Start projects alongside the Head Start management team.

(11) The Health Coordinator met with the Office of Head's start training and technical assistance specialist, Lillian Mallinson, to review key programmatic requirements in health.

(12) The Head Start Health Team continued to complete file-folder reviews for all newly enrolled Head Start students to identify health-related needs in addition to communicating with school nurses and medical team.

(13) The Head Start Health Team received CPR/BLS (basic life support) certification renewal.

(14) The Health Coordinator attended an onboarding nursing administration meeting at Central Services to inform district and Head Start nursing.

(15) The Head Start Health Team attended training in diabetes education for school-based staff.

(16) The Health Coordinator attended and participated in grant writing.

(17) The Health Coordinator secured dental days for all Head Start sites to provide no-cost preventive oral care services.

*Itzel Ramirez, Longfellow representative, asked if she could be present at the school for dental day. Charmina Gray, Health Coordinator, responded that parents can attend dental day.*

*Lillie Wilson, Siefert representative, asked if there is a date for dental day or if there are any release papers. Charmina Gray, Health Coordinator, shared that the dates for schools have been set and have been distributed to the Head Start staff. The release forms are a part of the Head Start registration process.*

*Albert Robbins, Policy Council advisor, asked if there have been any spikes or decreases in the data for lead exposure. Charmina Gray, Health Coordinator, stated that Head Start has been informing parents about lead awareness.*

*Larry McAdoo, Policy Council advisor, asked if Head Start has reached out to families regarding water filters. Charmina Gray, Health Coordinator, responded that Head Start is looking and reaching out to the City of Milwaukee to get resources out to the families.*

### NUTRITION REPORT

The Nutrition report was shared by Joandy Williams, Early Childhood Learning Manager.



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### FISCAL REPORT

*The Fiscal report was shared by Joandy Williams, Early Childhood Learning Manager.*

Summary of monthly expense report from February 2019:

- Federal funds expended are 80% of grant, with \$1.7 million remaining.
- State funds expended are 44%, with \$236,375 remaining.

Summary of monthly in-kind report from January 2019:

- In-kind total for January is \$2,156.50
- In-kind total YTD is: \$34,351.73

Top contributing schools for the month of January 2019:

- Bethune .....\$176.55
- GTJ .....\$733.36
- Kagel.....\$414.09
- LaFollette .....\$475.08
- Mitchell.....\$107.44

### OLD BUSINESS

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#### BYLAWS

Information was shared by Joandy Williams, Early Childhood Learning Manager, to amend the bylaws.

Lillie Wilson, Siefert representative, moved to amend the bylaws regarding meeting days and times. The motion was seconded by Connie Pigott, Martin Luther King, Jr., representative. The motion was passed unanimously.

#### ANNOUNCEMENTS

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The next meeting will be held on April 13, 2019, at 10:00 a.m. at Central Services, room 210.

#### ADJOURNMENT

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Quiana Beckom, assistant chairperson, adjourned the meeting at 11:29 a.m.

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