

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

March 22, 2018

Submitted by Director Wendell J. Harris, Sr.

***Monthly Head Start Policy Council Meeting
February 10, 2018***

CALL TO ORDER AND ROLL CALL

Quiana Beckom, Chairperson, called the monthly meeting of the MPS Head Start Policy to order at 10:20 a.m. on Saturday, February 10, 2018, in room 206-208 of the MPS Central Services Building.

Members in Attendance Erica Ferruskill, Longfellow

Community Representatives..... Na Lay Htoo, Bethune

Policy Council Advisors Annie Crockett, Larry McAdoo

Staff..... Dr. Jennifer Smith, Senior Director of Curriculum and Instruction; Joandy Williams, Interim Early Childhood Manager; 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, ERSEA/FPA Coordinator; Charmina Gray, Health Coordinator

Interpreters..... Tha Bley Wah, Karen interpreter; Yaritza Diaz, Spanish interpreter; Julia Karcher, Spanish interpreter

A quorum was not preset.

APPROVAL OF MINUTES FOR JANUARY

Due to the absence of a quorum, approval of the minutes of January 2018 was deferred to the Policy Council’s next meeting.

REPORT FROM THE MILWAUKEE BOARD OF SCHOOL DIRECTORS

Director Wendell J Harris, Jr., being absent, this report was not available.

DIRECTOR’S REPORT

Education

Erin Hermann, Education Coordinator, presented the education report.

During the previous month, the Education Coordinators had

- approved and scheduled Head Start field trips;
- entered January in-kind documentation;

- visited Head Start classrooms to provide support to Head Start teaching teams. The focus was on schedules, routines, classroom environments, and identifying and providing needed support. The Early Childhood Checklist was used to provide feedback regarding instruction, lessons, and classroom environments;
- completed 18 CLASS (Classroom Assessment Scoring System) observations at Bruce, Dr. King Jr., Forest Home Avenue, Kagel, Kilbourn, Lee Learning Center, Lincoln Avenue, Obama, Sherman, and Siefert. Written feedback was sent to all observed teachers as well as their principals. Conferences were also held with teachers to debrief observations;
- participated in the literacy foundation's professional development planning team on January 4, 2018;
- met on January 4, 2018, to discuss program planning and service-area updates;
- attended an all-day professional development on January 5, 2018, for school support teachers at North Division High School;
- participated in a Head Start coordinators' team meeting to discuss program planning on January 5 and January 12, 2018;
- participated in a two-day training on January 10 and January 11, 2018, for the Frog Street curriculum;
- planned and prepared on January 12 and 18, 2018, for the Frog Street Professional Development Day for early childhood teachers;
- facilitated and participated on January 16, 2018, in professional development focused on regard for student perspective and negative climate through the use of CLASS to further K3 teachers' professional learning;
- facilitated professional learning for early childhood teachers on the implementation of the Frog Street curriculum on January 19, 2018;
- attended a meeting with the Interim Early Childhood Manager, the Head Start Program Supervisor, and the principal of Kluge on January 22, 2018, to discuss planning and preparation for a new Head Start classroom at Kluge;
- participated in an Individualized Education Program (IEP) meeting as the Head Start's representative on January 24, 2017, at Lincoln Avenue;
- attended an all-day Google training on January 24 and January 29, 2018, to learn more about Google Drive, Docs, Sheets, Slides, Sites, Classroom, etc.;
- met with the Interim Early Childhood Manager, Head Start program Supervisor, and coordinators on January 26 and 30, 2018, to review and discuss the Head Start grant application;
- participated along with the Interim Early Childhood Manager and Head Start Program Supervisor in a conference call with a myTeachstone representative to learn about myTeachstone updates and program planning;
- met to review, discuss, and begin writing the Head Start grant application on January 31, 2018.

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

Ruth Stark-Jordan, Head Start program Supervisor, presented ERSEA information.

Eligibility for January

Of 1,351 families:

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

Recruitment

Sixty-one parents came into the Head Start offices during the month of January.

Selection

The waitlist's total as of January 31, 2018, was 279, which consists of income-eligible and over-income families and those who want only particular schools that are full at this time.

Attendance

Head Start average daily attendance for January 1-31, 2018, was 85%.

Transportation

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

Enrollment

As of January 1-31, 2018, the actual enrollment was 1,351.

The total enrollment for the month of January, as reported to the Head Start office, was 1,333. 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.

January 2017-18 Enrollments

Funding Source		Region	School Site	Enrollment					Available Seats	
				Bilingual		Monolingual		Total	K3	K4
Federal	State	K3	K4	K3	K4	K3	K4			
X		Southwest	ALBA	34	20	0	0	53	0	1
X		Central	Bethune	0	0	17	20	37	NA	0
X		Northwest	Bruce	0	NA	34	NA	34	0	NA
X		Northwest	Carson	0	NA	34	NA	34	0	NA
X		Northwest	Congress	NA	NA	90	NA	80	10	NA
X		Southwest	Forest Home	30	0	30	20	69	1	8
x		Northwest	Franklin	NA	NA	17	NA	17	0	NA
X		Central	Gwen T. Jackson	NA	NA	30	40	65	3	2
	X	Northwest	Obama	NA	NA	34	40	68	0	6
X		Northwest	Hawthorne	NA	NA	30	20	50	0	0
X		Southwest	Hayes	30	0	0	0	27	3	NA
X		GE	Kagel	17	20	NA	20	48	0	9
X		Northwest	Kilbourn	NA	NA	34	20	54	0	0
X		East	King Jr.	NA	NA	30	NA	27	3	NA

Funding Source		Region	School Site	Enrollment				Available Seats		
				Bilingual		Monolingual		Total	K3	K4
Federal	State			K3	K4	K3	K4			
X		Central	LaFollette	NA	NA	34	NA	34	0	NA
X		Central	Lee	NA	NA	85	NA	84	1	NA
X		Southwest	Lincoln	30	40	30	NA	88	6	2
X		Southwest	Longfellow	NA	20	NA	20	29	NA	11
X		Northwest	Maple Tree	NA	NA	60	20	73	3	2
X		Central	Marvin Pratt	NA	NA	30	20	46	1	3
X		Southwest	Mitchell	NA	NA	30	NA	26	3	NA
X		GE	Pierce	NA	NA	30	NA	30	0	NA
X		Northwest	Sherman	NA	NA	60	40	95	2	3
X		East	Siefert	NA	NA	60	20	79	1	0
X		Central	Thurston Woods	NA	NA	34	NA	34	0	NA
X		Central	Westside	NA	NA	30	40	70	0	0
Totals				141	863	340	100	1,351	47	55
				1,444						

Other

- The ERSEA Coordinator attended the Penfield transition meeting on January 4, 2018.
- The ERSEA Coordinator attended the District Kindergarten Enrollment Fair meetings on January 4, 8, 11, 18, 22, and 25.
 - The ERSEA Coordinator facilitated the Head Start coordinators' meeting on January 5, 2018.
 - The ERSEA Coordinator attended the viewing of the photo and video footage at ALBA & Bethune on January 9, 2018.
 - The ERSEA Coordinator facilitated the FPA Team's meeting on January 10, 2018, to discuss the second-year process and registration.
 - The ERSEA Coordinators met with Mental Health & Disabilities Coordinator to write the procedure for enrollment and entry dates on January 11, 2018.
 - The ERSEA Coordinator attended a walkthrough at Milwaukee High School of the Arts for the Kindergarten Enrollment Fair with district leaders on January 16 and January 19.
 - The ERSEA Coordinator; the Interim Manager of Early Childhood/Head Start, Joandy Williams; and Erin Hermann visited Kluge to discuss Head Start with Mr. Willingham, the principal, on January 22, 2018.
 - The ERSEA Coordinator facilitated the district kindergarten and summer enrollment trainings on January 22, 24, and 31.
 - The ERSEA Coordinator, the Health coordinator, and the Nutrition Technician met with staff from the University of Wisconsin's Cooperative Extension to discuss the Food Wise nutrition education program on January 25, 2018.
 - Coordinator team met on January 26, 2018, to discuss and plan for the five-year grant.
 - The ERSEA Coordinator and the Interim Manager of Early Childhood/Head Start, Joandy Williams, met with Ashley Skog to establish a Smartsheet for an interest form for the online application on January 29, 2018.

Mental Health & Disabilities

Honore Harvey, Mental Health and Disabilities Coordinator, presented the Mental Health And Disabilities Report.

January 31, 2018									
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	12	1	0	2	0	0	0	0	15
Bethune	0	3	3	1	1	0	0	0	8
Bruce	6	2	0	0	0	0	0	0	8
Carson	2	1	0	0	0	0	0	0	3
Congress	7	2	0	0	0	0	0	0	9
Forest Home	9	1	0	0	0	0	0	0	10
Franklin	3	1	0	0	0	0	0	0	4
Hawthorne	3	2	1	1	0	0	0	0	7
Hayes	7	0	1	0	0	0	0	0	8
Jackson	5	3	0	2	0	0	0	0	10
Kagel	7	2	0	0	0	0	0	0	9
Kilbourn	8	0	0	0	0	0	0	0	8
King	1	0	0	0	0	0	0	0	1
LaFollette	1	2	0	0	0	0	0	0	3
Lee Learning Center	2	4	0	0	0	0	0	0	6
Lincoln	12	1	0	1	0	0	0	0	14
Longfellow	8	1	0	0	0	0	0	0	9
Maple Tree	10	1	0	0	0	0	0	0	11
Marvin Pratt	1	4	0	0	0	0	0	0	5
Mitchell	3	0	0	0	0	0	0	0	3
Obama	1	5	0	0	1	0	0	0	7
Pierce	0	0	0	0	0	0	0	0	0
Sherman	2	5	0	0	0	0	0	0	7
Siefert	3	3	0	0	0	0	0	0	6
Thurston Woods	3	0	0	0	0	0	0	0	3
Westside Academy	4	4	2	1	0	0	0	0	11
Totals	119	49	7	8	2	0	0	0	185

- Children identified with disabilities (of 1,351 enrolled students): .. 13.6%
- Children with 504 plans..... 1
- Special education meetings attended the month of January 51

Mental Health Classroom and Family Support

- Mental health staff submitted ten homeless referrals.
- Mental health staff submitted one Child Find referral.
- Behavioral, visual, and sensory supports, as well as resource information, were provided to 19 classrooms during the month of January.
 - Two referrals were submitted to Penfield’s Behavior Clinic.
 - Four referrals were submitted to Goodwill for vouchers for families in need.

- Mental health staff attended two meetings of the Behavioral Intervention Team (BIT) at Head Start school sites.
- Mental health staff completed 12 observations in Head Start classrooms.
- Mental health staff submitted seven requests to school-based special education supervisors for Head Start placements.
- Mental health staff continued to distribute completed ASQ: SE-2 forms to teachers.
- The Mental Health Disabilities Coordinator and mental health staff entered classroom screening (Acuscreen and ASQ: SE-2) data for 45-day timelines.
- Mental health staff reviewed and updated all online ASQ screeners.
- Mental health staff provided individualized developmental and community-resource information to five families.

Other

- On January 3, 2018, the Mental Health Disabilities Coordinator and mental health staff completed an ASQ: SE-2 online training for the FPAs (family partnership associates).
- On January 5, 2018, the Mental Health Disabilities Coordinator continued to take CLASS tests.
- On January 10, 2018, the Mental Health Disabilities Coordinator participated in a GoToWebinar series, “Collective Leadership in ECE Organizations: Unlocking Your Teams Natural Gifts.”
- On January 17, 2018, the mental health team trained FPAs on ASQ: SE-2 online using a turn-taking model with visual supports and an question-and-answer opportunity using an anonymous engagement tool, Plickers.
- On January 17, 2018, the Mental Health Disabilities Coordinator reviewed and trained one FPA on entering paper ASQ: SE-2 online.
- On January 17, 2018, the Mental Health Disabilities Coordinator met with a teacher and developed strategies for a student at one Head Start site.
- On January 18, 2018, the Mental Health Disabilities Coordinator reviewed and trained two FPAs on ASQ: SE-2 paper and online entry.
- On January 18, 2018, the Mental Health Disabilities Coordinator made a site visit to collect screening data at one Head Start site.
- On January 25, 2018, mental health staff met with Head Start teachers and special education staff at Obama to discuss Head Start enrollment requirements and the significance of this, as Obama does not have board-funded K4 classrooms.
- On January 26, 2018, the mental health staff attended the monthly school social work department’s meeting. The meeting included a presentation on LGBT resources within the community, as well as spending time in our Professional Learning Community.

Meetings

- On January 5 and 12, 2018, the Mental Health Disabilities Coordinator met with fellow coordinators and interim supervisors.
- On January 8, 2018, the mental health team met to discuss work distribution.

- On January 8, 2018, the Mental Health Disabilities Coordinator met with the Interim Supervisor to begin work on the health-support proposal.
- On January 11, 2018, the Mental Health Disabilities Coordinator and the ERSEA Coordinator met with the Interim Supervisor to conference with Child Plus regarding terminology, e.g. New, Waitlist, Accept.
- On January 12, 2018, Head Start coordinators met with the Interim Supervisor to continue planning goals.
- On January 16, 2017, the Mental Health Team met to plan for the FPAs' meeting on January 17, 2017.
- On January 16, the Mental Health Disabilities Coordinator met with the FPA/ERSEA Coordinator about ASQ: SE-2 data collection.
- On January 30, 2018, the Mental Health Disabilities Coordinator meet with other Head Start coordinators, Supervisor, and Early Childhood Manager to plan for the Head Start grant.
- On January 30, 2018, the Mental Health Disabilities Coordinator participated in a phone conference with the Education Coordinator on a My Teachstone call.

Family Engagement

Latisha Little, ERSEA/FPA coordinator, presented the Family Engagement Report.

- Monthly Parent Meetings were held at all 26 Head Start Sites, focusing on Healthy Habits, created by the Health Coordinator.
- During the month of January, the ERSEA/FPA Coordinator implemented two new procedures to increase family engagement:
 1. an intake process for newly enrolled families that increases family engagement. During this process, the FPA met with the parent one-on-one to review the Head Start program and to complete Family Partnership Agreement.
 2. a new transfer procedure that requires all parents to have complete paperwork (health, dental, needs assessment, and family partnership agreement) in the file to transfer between schools.
- During the month of January, the FPAs started 1st- and 2nd-year enrollments on January 29. Each FPA has scheduled days in February to be at the school to complete enrollments.
- During the month of January, the FPAs completed 1,300 Family Partnership Agreements with Head Start families and goals.

Other

- During the month of January, the ERSEA/FPA Coordinator participated in the ASQ-SE training with the Mental Health Team.

Health Report

Charmina Gray, Health Coordinator, presented the Health Report.

During the month of January:

- the Head Start Health Team conducted federally mandated screenings for students who were either absent or not enrolled on the initial screening day;

- the Head Start Nutritionist completed 15 meal-monitoring observations and visited 19 classrooms, including delivering of supplies for family-style dining;
- the Head Start Nutritionist processed 33 growth assessments. This included monitoring those growth assessments needed to be within the first 45 days of enrollment (our program standard) or the maximum of 90 days, requesting the initial from the teacher, receiving and entering the information once received, and printing of the growth chart;
- the Head Start Nutritionist processed 7 SDN, including alerting the teacher, SNS of the child's need, forwarding the SDN form to the medical provider for signature, and receiving the completed form back and forwarding those forms to SNS and uploading them into Child Plus;
- the Nutritionist conducted one parent meeting along with the FPA regarding healthful eating habits and lifestyle choices, completed two nutrition consults, and continued to work on 1 on-going consult. Addressed Family Style Dining Equipment concerns with teachers and SNS;
- the Health Coordinator, Nutritionist, and Head Start Supervisor set up and participated in a meeting with UW Extension for nutrition-education programs for Head Start children and their parents;
- the Health Coordinator implemented new procedures, called the "Red Dot Process," for newly enrolled children with health concern to ensure that the needs of each child are identified and that an appropriate plan of care is in place prior to the child's beginning school;
- the Health Coordinator worked closely with the FPA Coordinator to implement new policies and processes for enrollment to ensure that health requirements are being addressed with each parent during enrollment;
- the Health Coordinator and the FPA Coordinator began monthly FPA-nurse team meetings to discuss the medical needs of each child enrolled in Head Start as well as to address any attendance issues and to identify ways to support families;
- The Health Coordinator implemented a new policy and procedure for 72-hour turnaround time for all faxed health records to be uploaded into Child Plus and filed;
- the Health Coordinator implemented a new policy and procedure for children at Lee who have medical needs and who require medication administration either scheduled or as needed "PRN" and implemented a file procedure for each child with medical needs to ensure that proper documentation is readily available for Lee staff members;
- the Health Coordinator registered the entire Health Team for a webinar that addressed evidence-based hearing-screening practice for school-age children;
- the Head Start Health Team submitted hearing referrals to MPS Audiology, which has begun rescreening these students. Parents and the Health Team will be informed of outcomes;
- The Head Start Health Team continues to identify families who are not connected to a medical and/or dental home 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;

Mr. McAdoo asked if Head Start is aware and following what's going on in the city in reference to lead issues highlighted in the news.

Dr. Smith responded that Head Start specifically is not addressing the issue; however, the district is trying to find a way to address the lead problem.

Nutrition Report

Joandy Williams, Interim Early Childhood Manager, presented the Nutrition Report

- As of December 2017:
 - Total number for breakfast 537
 - Total number for lunches 735
 - Total number for suppers 45
- To date:
 - Grand total number for breakfast 10,579
 - Grand total number for lunches 14,186
 - Grand total number for suppers 25,216

Fiscal Report

Joandy Williams, Interim Early Childhood Manager, presented the fiscal report information.

Through January 2018:

- Budget expended: Federal 73%
- Balance: Federal \$3.3 million
- In-Kind \$3,716.53

The top donations and contributors to In-Kind were Kagel and Mitchell.

SAFETY AND HEALTH PERFORMANCE STANDARDS

Charmina Gray, Health Coordinator, presented information on healthful habits.

NEW BUSINESS

K3 Full Day Sites — Action Item

Joandy Williams, Interim Early Childhood Manager, presented information on K3 Full-day sites. Due to the absence of a quorum, approval was deferred to the Policy Council's next meeting.

ANNOUNCEMENTS

- Dr. Smith, senior director of Curriculum and Instruction, shared that Joandy Williams has been selected as the Early Childhood Manager and is awaiting approval by the Milwaukee Board of School Directors. A vote from the Policy Council's members will take place on Saturday, March 10, 2018.
- Mr. Larry McAdoo, policy council advisor, shared upcoming MPS news regarding a College Savings Account Initiative for students completing K-12 in Milwaukee Public Schools.
- Mr. Larry McAdoo, policy council advisor, shared information regarding an anti-bullying campaign for MPS students in K-12.

- Policy Council’s members received their travel forms.
- The Policy Council’s nextmeeting will take place on Saturday, March 10, 2018.

ADJOURNMENT

Quiana Beckom, Head Start chairperson, adjourned the meeting at 10:58 a.m.

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***Special Head Start Policy Council Meeting
February 21, 2018***

CALL TO ORDER AND ROLL CALL

The special meeting of the MPS Head Start Policy Council was called to order in room 12A of the Lee Learning Center by Quiana Beckom, Chairperson, at 1:05 p.m. on Wednesday, February 21, 2018.

Members in Attendance Vernessa Austin, Bethune; Shanice Howard, Bruce; Tenesha Carter, Carson; Quiana Beckom, Lee; and Erica Ferruskill, Longfellow.

Community Representatives..... Christina Esparza and Revenna Brown.

Policy Council Advisors Albert Robbins, Annie Crockett, Larry McAdoo

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

Staff..... Joandy Williams, Interim Manager Of Early Childhood; Raquel de la Cruz Gutiérrez, Education Coordinator; Ruth Stark-Jordan, ERSEA Coordinator; Honore Harvey, Mental Health and Disabilities Coordinator; LaTisha Little, ERSEA/FPA Coordinator; Charmina Gray, Health Coordinator; and Erin Hermann, Education Coordinator

Interpreter Maria Rodriguez, Spanish interpreter

NEW BUSINESS

Head Start Grant Application

The MPS Head Start staff shared the proposed 2019-2023 grant application with members. A few questions were raised:

- Director Harris asked if the program has a policy with dental providers that requires community dental providers to call families back within 24 hours of parental contact. Charmina Gray responded that the Health Team works closely with families and dental providers to assist families in establishing dental homes if families are having difficulties.
- Quiana Beckom asked if students in the MPS Head Start Program are using fluoridated toothpaste. Charmina Gray responded that MPS Head Start students use children’s toothpaste approved by the American Dental Association with small amounts of fluoride.

- Quiana Beckom asked if the MPS Head Start Program partners with Children’s Hospital for dental services. Charmina Gray responded that our program partners with Children’s Hospital, Marquette Dental School, and other community agencies.
- Quiana Beckom asked about the caseloads of Family Partnership Associates (FPAs), and Annie Crockett asked what support is provided for FPAs who have trouble meeting intake expectations due to large caseloads. LaTisha Little responded that FPAs rely on each other for support, will be stationed in schools to help with time management, and are receiving support and assistance in structuring their days.
- Director Harris asked what the program’s initial response is when finding that a student has elevated lead levels. Erin Hermann responded that the Health Team works directly with families and their healthcare providers and any concerns that lead to special needs are referred to the Mental Health and Disabilities Team for support. Charmina Gray will elaborate on the HEALTH TEAM’S initial response to elevated lead levels at the Policy Council’s meeting in March.

Director Harris urged the Chairperson to call for a vote so that the grant can move forward to the Milwaukee Board of School Directors and can be submitted on time to the Office of Head Start. Ms. Beckom, Chairperson, called for a vote. A motion to approve the Milwaukee Public Schools’ 2019-2023 Head Start grant was made by Shanice Howard, Bruce representative, and seconded by Christina Esparza, community representative. The motion passed unanimously.

ADJOURNMENT

Quiana Beckom, Chairperson, adjourned the meeting at 2:46 p.m.

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