

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

October 27, 2016

Submitted by Director Wendell J. Harris, Sr.

Call to Order and Roll Call

The October 2016 meeting of the Milwaukee Public Schools' Head Start Policy Council was called to order by Revena Simmons at 10:09 a.m. on Saturday, October 8, 2016, in room 206-208 of the MPS Central Services Building.

Members in Attendance Tiara Wade (Keefe);
Rosly Rodriguez (Hayes);
Lucina Hernandez (Kagel);
Alexia Knox (Thurston Woods);
Maricela de la Cruz (Lincoln);
Revena Simmons (Maple Tree);
Christina Esparza (Sherman);
Veronica Gonzalez (Longfellow);
Naw Lay H Too (Bethune);
Akpan Blake (Westside Academy I);
Brandye Washington (Hawthorne);
Karen McMillian (community representative);
Larry McAdoo (community advisor);
Carolyn Tenner (community advisor);
Annie Crockett (community advisor);
Leah Noid-Harrington (community advisor); and
Director Wendell Harris (Board of School Directors).

MPS Staff in Attendance Erica Harris-Day, Head Start Supervisor;
Yvette Johnson-Towers, Health Coordinator;
Honore Harvey, Mental Health and Disabilities Coordinator;
Samantha Yang, FPA/ERSEA Coordinator;
Ruth Stark-Jordan, ERSEA Coordinator;
Raquel de la Cruz Gutiérrez, Education Coordinator;
Erin Hermann, Education Coordinator; and
Chamieka House, Family and Community Engagement Associate.

Yuritzi Diaz served as Spanish interpreter.

Approval of Minutes

A motion to approve the September 2016 minutes was made by Leah Noid-Harrington and seconded by Akpan Blake. The motion passed unanimously.

Director's Report (Informational)

Education Information

Raquel de le Cruz Gutiérrez shared the education report.

- (1) The education coordinators met weekly to discuss program planning.

- (2) The education coordinators collected and recorded September volunteer hours for in-kind documentation.
- (3) The education coordinators worked to order new materials for classrooms.
- (4) The education coordinators approved and scheduled Head Start field trips.
- (5) The education coordinators visited 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.
- (6) On September 9, 21, 26, and 30, 2016, teachers new to Head Start were given support by the education coordinators with the Galileo system for entering student data, screening information, and observations and for printing reports.
- (7) On September 2, 2016, the education coordinators took and completed the Teachscape certification.
- (8) The education coordinators participated in weekly regional walk-throughs at Mitchell, Longfellow, ALBA, King, Jr., and Keefe.
- (9) The education coordinators met with the Head Start Supervisor and Early Childhood Manager on September 13, 2016, to discuss education service-area updates.
- (10) On September 13, 2016, the education coordinators met with representatives from Safe Kids to discuss pedestrian-safety programming and to participate in the annual Safe Kids Walk This Way Day. The K3 and K4 classrooms participating in the Safe Kid program are from Kagel and Bethune.
- (11) On September 20, 2016, one education coordinator participated in the MPS Head Start Health Services Advisory Committee's meeting at Central Services.
- (12) On September 21 and 22, 2016, one education coordinator completed Acuscreen screenings at Maple Tree Elementary.
- (13) On September 22, 26, and 29, 2016, the education coordinators and Head Start Supervisor conducted walk-throughs at Sherman in preparation for a visit by Linda K. Smith, the Deputy Assistant Secretary for Early Childhood Development for the Administration for Children and Families at the United States Department of Health and Human Services.
- (14) One education coordinator met with the Head Start teachers at Bethune to finalize plans for the Safe Kids Walk This Way Day on October 5, 2016, as well as the pedestrian-safety lesson on September 30, 2016.
- (15) On September 28, 2016, the education coordinators participated in a planning meeting with the Health Coordinator to finalize plans for the Head Start "Give Kids a Smile" Dental Day.
- (16) One education coordinator attended the Safe Kids pedestrian-safety lessons at Kagel on September 29, 2016.
- (17) One education coordinator attended the Safe Kids pedestrian-safety lessons at Bethune on September 30, 2016.
- (18) On September 30, 2016, the education coordinators participated in a Head Start managers' meeting to discuss program-wide planning.

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

Ruth Stark Jordan shared the ERSEA report.

Eligibility

(19) Of 1,380 families

- 904 are income-eligible;
- 134 meet the allowable over-income category; and
- 342 are categorically eligible (foster care, homeless, public assistance).

Recruitment

(20) One FPA (Family Partnership Associate) participated in Thurston Woods School's open house on September 13, 2016.

(21) Two FPAs participated in the Maximus Community Job Fair on September 14, 2016.

(22) One FPA participated in Keefe Avenue School's open house on September 14, 2016.

(23) One FPA participated at Pierce School for their open house on September 15, 2016.

(24) Two FPAs participated in the 2016 Walnut Way Harvest Day Celebration on September 17, 2016.

(25) One FPA participated in Bethune School's open house on September 22, 2016.

(26) One FPA participated in Barack Obama School's open house on September 22, 2016.

(27) 314 parents came into the Head Start office during the month of September to register their children.

Selection

(28) The waitlist total as of September 30, 2016, contained 242, comprising income-eligible families, over-income families, and those that want only particular schools that are full at this time.

Attendance

(29) Head Start average daily attendance for September 1-30, 2016, was 93.25%.

Transportation

(30) 57% of Head Start children use MPS transportation services. Head Start accounts for 1.6% of the total MPS ridership.

Enrollment

(31) As of September 30, 2016, the actual enrollment was 1,380. The total enrollment for the month of June, as reported to the Office of Head Start, was 1,363. 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.

2016-17 Enrollment											
Funding		Region	School Site	Bilingual		Monolingual		Total Number Available		Total Number Enrolled	
Federal	State			K3	K4	K3	K4	K3	K4		
x		Southwest	ALBA	60	20	0	0	1	0	79	
x		Central	Bethune	0	0	0	40	NA	0	40	
x		Northwest	Carson	0	0	60	0	10	NA	50	
x		Northwest	Congress	0	0	90	0	3	NA	87	
x		Southwest	Forest Home	30	0	30	20	0	1	79	
x		Central	Gwen T. Jackson	0	0	30	40	0	1	69	
	x	Northwest	Obama	0	0	30	40	1	0	69	
x		Northwest	Hawthorne	0	0	30	20	0	0	50	
x		Southwest	Hayes	30	0	0	0	3	NA	27	
x		GE	Kagel	15	20	15	20	1	0	69	
x		East	Keefe	0	0	30	20	0	0	50	
x		Northwest	Kilbourn	0	0	60	20	3	0	77	
x		East	King Jr.	0	0	30	0	0	NA	30	
x		Southwest	Lincoln	30	40	30	0	0	4	96	
x		Southwest	Longfellow	0	20	0	20	NA	7	33	
x		Northwest	Maple Tree	0	0	60	20	0	0	80	
x		Southwest	Mitchell	0	0	30	0	0	NA	30	
x		GE	Pierce	0	0	30	0	0	NA	30	
x		Northwest	Sherman	0	0	60	40	13	0	87	
x		East	Siefert	0	0	60	20	0	0	80	
x		Central	Silver Spring	0	0	30	20	0	0	50	
x		Central	Thurston Woods	0	0	60	0	8	NA	52	
x		Central	Westside	0	0	30	40	0	0	70	
Total Number of Students				165	100	795	380	47	13	1,380	
				1,440				1,440			

Other

(32) The ERSEA coordinator had her one-on-one with the Head Start Supervisor on September 15, 2016.

(33) The ERSEA Coordinator met with the Head Start Supervisor periodically to discuss the status of September enrollment.

(34) The ERSEA Coordinator trained three new FPAs and two nurses in ERSEA on September 27, 2016.

Mental Health & Disabilities

Honore Harvey shared the mental health report.

30-September-2016											
Enrolled number of students with disabilities											
SPL=Speech/Language; SDD=Significant Developmental Delays; AUT=Autism; OHI=Other Health Impairments; OI=Orthopedic Impaired; TBI=Traumatic Brain Injury; EBD=Emotional Behavior Disability; ID=Intellectual Disability; SPED REF=Special education referrals made to Child Find NE=Not Eligible											
Schools	SPL	SDD	AUT	OHI	OI	TBI	EBD	ID	SPED REF	NE	School Total
ALBA	13	0	2	0	0	0	0	0	0	0	15
Bethune	3	1	0	0	0	0	0	0	0	0	4
Carson	4	0	0	0	0	0	0	0	0	0	4
Congress	5	0	0	0	0	0	0	0	1	0	5

30-September-2016											
Enrolled number of students with disabilities											
SPL=Speech/Language; SDD=Significant Developmental Delays; AUT=Autism; OHI=Other Health Impairments; OI=Orthopedic Impaired; TBI=Traumatic Brain Injury; EBD=Emotional Behavior Disability; ID=Intellectual Disability; SPED REF=Special education referrals made to Child Find NE=Not Eligible											
Schools	SPL	SDD	AUT	OHI	OI	TBI	EBD	ID	SPED REF	NE	School Total
Forest Home	8	0	0	0	0	0	0	0	2	1	8
Hawthorne	4	0	0	0	0	0	0	0	0	0	4
Hayes	3	0	0	0	0	0	0	0	0	0	3
Jackson	5	2	0	0	0	0	0	0	4	0	7
Kagel	4	0	0	0	0	0	0	0	0	0	4
Keefe	3	1	0	0	0	0	0	0	0	0	4
Kilbourn	8	0	0	0	0	0	0	0	0	0	8
King	2	0	0	0	0	0	0	0	0	0	2
Lincoln	13	3	0	1	0	0	0	0	1	0	17
Longfellow	6	0	0	1	0	0	0	0	0	0	7
Maple Tree	5	3	0	0	0	0	0	0	1	0	8
Mitchell	1	0	0	0	0	0	0	0	1	0	1
Obama	7	1	0	0	0	0	0	0	0	0	8
Pierce	2	0	0	0	0	0	0	0	0	0	2
Pratt	7	2	0	0	0	0	0	0	1	0	9
Sherman	4	1	1	0	0	0	0	0	0	0	6
Siefert	1	2	0	1	0	0	0	0	0	1	4
Thurston Woods	1	0	0	0	0	0	0	0	0	0	1
Westside Academy	3	4	0	0	0	0	0	0	0	1	7
Grand total	112	20	3	3	0	0	0	0	11	3	138

(35) 10% of our students have been identified as having disabilities

- Pending initial special education referrals 11
- Individualized Education Plan meetings attended 9

Note: The following abbreviations are Mental Health and Disabilities Coordinator (MHDC) and mental health staff (MHS)

Mental Health Classroom and Family Support

(36) Mental health staff submitted eight homeless referrals.

(37) Mental health staff submitted 11 Child Find referrals.

(38) The Mental Health and Disabilities Coordinator completed one CLASS (Classroom Assessment Scoring System) observation and written feedback in September.

(39) MHS provided behavioral, visual, and sensory supports and resource information to four teachers.

Other

(40) On September 1 and 2, 2016, the MHDC spent much of the day in a classroom at Maple Tree supporting the substitute teacher, making and demonstrating a daily schedule, and developing some learning intentions.

(41) The mental health staff completed the professional development schedule for 2016-17.

(42) On September 8, 2016, the MHDC had an instructional walk-through meeting to discuss walk-through protocol.

(43) On September 10, 2016, the MHDC attended the Head Start Policy Council's meeting.

(44) On September 13, 2016, the MHDC viewed a webinar with information related to challenging behaviors.

(45) On September 15, 2016, the MHDC provided stress strategies to Family Partnership Associates (FPAs).

(46) On September 15, 2016, the MHDC participated in a district walk-through at Maple Tree.

(47) On September 16, 2016, the MHDC met with the district trainer for Boardmaker software.

(48) On September 19, 2016, an MHS meeting was held.

(49) On September 20, 2016, the MHDC attended the MPS Head Start Health Services Advisory Committee's meeting.

(50) On September 21, 2016, the MHDC assisted in administering Acuscreen screenings at Maple Tree.

(51) On September 21, 2016, the MHDC met with Head Start Supervisor and special education regional supervisor regarding enrollment concerns at Sherman.

(52) On September 22, 2016, the MHDC participated in district walk-throughs at Carson.

(53) On September 23, 2016, the MHS attended the monthly school social work meeting.

(54) On September 27, 2016, MHS presented "Strategies for Struggling Students" to Congress staff.

(55) On September 28, 2016, the MHDC and one MHS staff attended a Dental Day planning/finalization meeting with health staff.

(56) On September 29, 2016, the MHDC participated in a district walk-through at Hawthorne.

(57) On September 30, 2016 the MHDC participated in a Head Start manager's meeting to discuss program planning and updates.

(58) During the month of September, MHS processed and delivered completed ASQs (Ages & Stages Questionnaires®) to teachers.

(59) By September 30, 2016, MHS had completed educator-effectiveness requirements, which include self-review, student or program outcome (SPO), and professional practice goal (PPG).

Family Engagement

Samantha Yang shared the ERSEA/FPA report.

(60) The ERSEA/FPA Coordinator met with Junior Gentry about the Head Start fatherhood initiative on September 8, 2016.

(61) The ERSEA/FPA Coordinator gave an overview of the FPA manual and went over roles and responsibilities with new FPAs on September 9, 2016.

(62) The ERSEA/FPA Coordinator met individually with new FPAs to review boarding progress on September 9, 2016.

(63) The ERSEA/FPA Coordinator met with the Mental Health Team regarding professional development topics for parents on September 19, 2016.

(64) The ERSEA/FPA Coordinator met with the Health Coordinator regarding case management and staffing for the Health Team and FPAs on September 19, 2016.

(65) The ERSEA/FPA Coordinator worked on the fatherhood initiative plan with Junior Gentry on September 20, 2016.

(66) The ERSEA/FPA Coordinator met with two FPAs to brainstorm ideas for the governance training on September 30, 2016.

(67) The ERSEA/FPA Coordinator met with the supervisor weekly to review meeting agendas, highlights, and flyers.

(68) The ERSEA/FPA Coordinator attended the Policy Council's meeting on September 10, 2016.

(69) The ERSEA/FPA Coordinator met with the Head Start Supervisor regarding the attendance value stream on September 14, 2016.

(70) The ERSEA/FPA Coordinator met with the Head Start Supervisor and the Early Learning Manager to review job performance on September 19, 2016.

(71) The ERSEA/FPA Coordinator attended the MPS Health Services Advisory Committee's meeting on September 20, 2016.

(72) The ERSEA/FPA Coordinator met one-on-one with the Head Start Supervisor regarding service-area updates and programming on September 26, 2016.

(73) The ERSEA/FPA Coordinator and Head Start Supervisor met with each FPA with a school-attendance percentage between 85% and 89% to address any attendance concerns and to determine next steps on September 21, 2016.

(74) The ERSEA/FPA Coordinator attended three parent orientations (Forest Home on 9/23, Gwen T. Jackson on 9/27, and Westside Academy on 9/28) during the month of September.

(75) The ERSEA/FPA Coordinator attended a "Give Kids a Smile" planning meeting with program staff on September 28, 2016.

(76) The ERSEA/FPA Coordinator attended the managers' meeting on September 30, 2016.

(77) The ERSEA/FPA Coordinator met with new FPA staff for on-boarding follow-up and support on September 14, 2016.

(78) The ERSEA/FPA Coordinator reviewed, revised, and edited the attendance value stream for staff on September 14, 2016.

(79) The ERSEA/FPA Coordinator reviewed entry dates in Child Plus using report 2125 on September 15, 2016.

(80) The ERSEA/FPA Coordinator created, reviewed, and approved all parental meeting flyers, agendas, and handouts during September.

(81) The ERSEA/FPA Coordinator updated the 2016-17 FPA professional development training topics on September 19, 2016.

(82) The ERSEA/FPA Coordinator monitored students' attendance in Infinite Campus.

(83) The ERSEA/FPA Coordinator provided interpretation for a Hmong parent at Westside Academy parental meeting on September 28, 2016.

(84) The ERSEA/FPA Coordinator ensured that staff called families to attend Dental Day. The ERSEA/FPA Coordinator assisted with setup at Marquette University for Dental Day on September 30, 2016.

(85) The ERSEA/FPA Coordinator facilitated the following FPA staff meetings throughout the month of September:

- September 8 — Professional learning topics, program service updates
- September 13 — Parent orientation overview, program service updates
- September 15 — MPS parent coordinator overview by FPA staff, service area updates
- September 20 — Attendance value stream, service area updates
- September 22 — Office of Academics manual, service area updates
- September 28 — Identify professional development trainings, service area updates

Health

Yvette Johnson-Towers shared the health report.

(86) The Head Start Health Team participated in hearing-and-vision-screening training on September 1, 2016. This training was provided by the MPS Audiology Department.

(87) The Head Start health coordinator conducted biweekly meetings with the Health Team throughout the month of September.

(88) During the month of September, the Head Start Health Team completed 45-day hearing and vision screenings at Lincoln, Mitchell, Hayes, Longfellow, Kagel, West Side Academy, Bethune, Seifert, Sherman, Forest Home, Maple Tree, Pratt, Congress, ALBA, and Hawthorne.

(89) The Head Start Health Coordinator conducted a health-overview training session for new FPA staff on September 14, 2016.

(90) The Head Start Health Coordinator chaired the Health Services Advisory Committee’s meeting on September 20, 2016.

(91) The Head Start Health Coordinator chaired the Head Start “Give Kids a Smile” program planning meetings with MPS staff on September 21 and 28, 2016.

(92) The Head Start Health Coordinator participated in the Department of Specialized Services’ Nursing Partners’ meeting on September 27, 2016.

(93) The Head Start Health Coordinator participated in the Head Start managers’ meeting on September 30, 2016.

Nutrition Report

Erica Harris-Day shared the nutrition report.

(94) Meals for the month of September3,636

(95) Snacks for the month of September1,570

Fiscal Report

Erica Harris-Day shared the fiscal report.

(96) Federal (22 sites)	
Total Grant.....	\$8,364,488
Remaining Balance as of 9/30/16.....	\$6,373,351
End of Federal Grant	May 31, 2017
(97) State Grant (Obama)	
Total Grant.....	\$421,575
Remaining Balance as of 9/30/16.....	\$396,571
End of State Grant	June 30, 2017

Informational Report — Health Services Advisory Committee (HSAC)

Yvette Johnson-Towers shared the HSAC report. This Committee met on September 20, 2016, at MPS Central Services. There were eight members in attendance. This meeting was a working session which consisted of reviewing and revising the MPS Head Start HSAC vision-and-mission statement as well as the Head Start health services plan. When the Committee reconvenes, it will revisit the service plan with the recommended updates. The next meeting date was not determined, but will be planned prior to the end of 2016.

Old Business

Erica Harris-Day shared information provided by Leadership, Governance, and Management Systems Review (LGMS). The past three audits have been free of noncompliance concerns. This review noted concerns, and a plan of action was shared, including providing additional information for the review committee.

New Business

Bylaws

Discussion/questions: Leah Noid-Harrington suggested that the Superintendent and Head Start Executive Director attend at least one Policy Council meeting per year. Supervisor Erica Harris-Day shared that meetings are publicly noticed and that everyone is invited. Invitations could be extended.

There was a motion to move election of officers from November to December in the bylaws. Christina Esparza was first to move, and Rosly Rodriguez seconded the motion. The motion passed unanimously.

Self-Assessment Work Session

Policy Council members had time to complete or start the self-assessment for 2015-16.

Celebrations

The Head Start Management Team, led by Erica Harris-Day, thanked all parents in attendance for their leadership, support, and dedication to the 2015-16 Policy Council. Head Start tote bags and certificates of participation were provided to members.

Adjournment

The meeting was adjourned at 12:01 p.m.