

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

December 17, 2020

Submitted by Director Erika Siemsen

CALL TO ORDER AND ROLL CALL

Clarissa Ramos, Head Start Supervisor, called the meeting to order at 2:36 p.m. on Wednesday, November 18, 2020. Due to the Covid-19 pandemic, the meeting was held remotely.

Members Present:	Maria D. Martinez (ALBA), Margarita Nieves-Santiago (Kagel), Sonovia Branch (Sherman); Curtis Craft, Jr., (Siefert)
Community Representatives:	Christina Esparza (Bethune)
Policy Council Advisors:	No Advisors Present
School Board Representative:	Director Erika Siemsen
Staff:	Joandy Williams, Early Learning Manager; Clarissa Ramos, Head Start Supervisor; Natalie Philippe, Mental Health and Disabilities Coordinator; Raquel de la Cruz Gutiérrez, Julie Schlipmann, and Erin Hermann, Education Coordinators; Dr. Kerrie McCullough, ERSEA/FPA Coordinator; Nikki Cherek, Enrollment Assistant; and Terese Bonan, Dietician
Interpreters:	Jaynis Casul, Spanish interpreter; Kyaw Mue, Karen interpreter, Karen interpreter

SCHOOL BOARD'S REPORT

Dir. Siemsen had no new information to share, but opened the floor for questions. No questions were asked and Director Siemsen provided her email address for any questions that may arise: siemsee@milwaukee.k12.wi.us.

EDUCATION

Shared by Julie Schlipmann, Education Coordinator

OCTOBER

- On October 1, 2020, the education coordinators worked on creating and recording tutorial videos on how to establish baseline data, enter observations, enter and copying ACUSCREEN observations onto the assessment reporting tool, Galileo.
- On October 2, 6, 18, and 20, 2020, the education coordinators attended the weekly Head Start Leadership Team meeting.
- On October 2, 9, 16, 23, and 30, 2020 Erin Hermann, Education Coordinator, participated in a weekly meeting with Early Childhood 1825 Initiative facilitators.
- On October 5, 12, 19, and 27, 2020, the education coordinators attended weekly education meetings to discuss action tasks aligned to the education service area.
- On October 6, 14, and 20, 2020, the education coordinators met with the Head Start Program Supervisor to discuss updates in the education service area.

- On October 7, 2020, the education coordinators met to discuss and develop electronic Parent/Teacher Conference Forms for Head Start teachers
- On October 7, 9, 15, 20, 21, 28, and 29, 2020, the education coordinators provided individual or group support to teachers in the Head Start program.
- On October 7, 8, and 14, 2020 Erin Hermann, Education Coordinator, assisted the Early Childhood 1825 Initiative in assembling and handing out materials to the district's K3-K5 students at a drive-through distribution event.
- On October 12, 2020, Raquel de la Cruz Gutierrez and Erin Hermann, education coordinators, participated in the MPS 1825 ECE initiative meeting.
- On October 13 and 26, 2020, the education coordinators participated in the MPS Security training.
- On October 14, 2020, the education coordinators participated in the *Office of Head Start CLASS Refresher* webinar.
- On October 15 and 16, 2020, the education coordinators provided two-day administrative coverage for the Grant Gordon Learning Center.
- On October 19, 2020, the education coordinators participated in the *COVID-19 and Mental Health in the Workplace* webinar.
- On October 21, 2020, the education coordinators, Head Start program supervisor and John Tshoe from the Office of Head Start, met to discuss questions in the service area of education.
- On October 21, the education coordinators participated in the Teaching Social Justice, Navigating Deep Waters of Equity in Early Childhood Programs webinar.
- On October 22, 2020, the education coordinators participated in the Building Equity in ECE Settings Through Perspective-Taking and Empathy webinar.
- On October 28, 2020, the education coordinators attended the district Seesaw201 for teachers training.
- On October 29, 2020, the education coordinators participated in the *Virtual Learning and Loose Parts to Create Meaning for Young Children* webinar.
- On October 30, 2020, the education coordinators attended a Frog Street Facilitator's meeting to discuss upcoming districtwide professional development for K3 and K4 teachers.

ERSEA COORDINATOR

- On October 1, 2020, ERSEA/FPA Coordinator had a meeting with Education Coordinator, Erin Hermann, to discuss PIR and Child Plus as it pertains to ERSEA.
- On October 2, 2020, ERSEA/FPA Coordinator and Enrollment Specialist held a meeting with the new Head Start Secretary to review the enrollment process and answer questions.
- On October 2, 2020, ERSEA/FPA Coordinator held a meeting with two FPAs to discuss past practices and procedures.
- On October 2 and 20, 2020, ERSEA/FPA Coordinator attended the weekly Head Start Leadership Team meeting.
- On October 6, 2020, ERSEA/FPA Coordinator met with the Head Start Supervisor to discuss the Head Start Parent Handbook and create the new Head Start Google Site.
- On October 7, 2020, ERSEA/FPA Coordinator attended the New PFCE Managers Orientation virtually.

- On October 7, 2020, ERSEA/FPA Coordinator met with the Head Start Supervisor to outline the Parent Orientation Meeting to be held in November.
- On October 20, 2020, ERSEA/FPA Coordinator met with the Head Start Supervisor to discuss Policy Council.
- On October 22, 2020, ERSEA/FPA Coordinator met with the MHDC to discuss the Head Start Google Site and follow up on ASQs/FPAs/Head Start Secretary.
- During the month of October, ERSEA/FPA Coordinator reviewed and revised the FPA Handbook.

ENROLLMENT

ELIGIBILITY

(Only County and Fed. Numbers) – October 2020

- There are 390 out of 670 families who are income-eligible.
- There are 158 out of 670 families who meet the allowable over-income category.
- There are 122 out of 670 families who are categorically eligible (foster care, homeless, public assistance).

RECRUITMENT

- Advertisement placed on social media sites.
- 0 parents came into the Head Start office (Central) during the month of Oct. 2020.
- 78 parents came into the Head Start office (Grant Gordon) during the month of Oct. 2020.
- Processed 65 student applications in HS office.
- Contactless Registration throughout the month.

SELECTION – SEPTEMBER 2020

- The waitlist total as of Oct. 30, 2020 was 22, which consists of income-eligible families, and those who want only particular schools that are full at this time or waitlisted until all required paperwork is submitted.

ATTENDANCE

- The Head Start average daily attendance for Oct .1 – Oct. 30, 2020 was 83.8%.

TRANSPORTATION - NO TRANSPORTATION WAS PROVIDED DURING THE MONTH OF OCTOBER DUE TO COVID-19

- 0% of Head Start children utilized MPS transportation services.
- Head Start accounts for 0 % of the total ridership.

ENROLLMENT

Shared by Nikki Cherek, Enrollment Assistant

As of October 30, 2020, the actual enrollment was 686. (State, Fed. And County)

The total enrollment for the month of June as reported to the Head Start office was 1,383. 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. Director Siemsen asked how the attendance for October 2019 compares to this year. Nikki Cherek responded that the enrollment in October 2019 was 1425 and the attendance rate was 88.4%.

October 2020-2021 Enrollments										
Federally Funded	State Funded	Region	School Site	K3 Bil.	K3 Mono	K4 Bil.	K4 Mono	Total Number Available K4	Total Number Available K3	Total Number Enrolled
X		Southwest	ALBA	30	0	0	0	0	9	21
X		Southwest	Allen-Field	17	0	0	0	0	5	12
X		Central	Auer	0	17	0	0	0	13	4
X		Central	Bethune	0	17	0	20	0	0	37
X		Central	Browning	0	17	0	0	0	3	14
X		Northwest	Bruce	0	34	0	20	4	9	41
X		Northwest	Carson	0	34	0	0	0	16	14
X		Northwest	Congress	0	85	0	0	0	44	41
X		Southwest	Doerfler	17	0	0	0	0	10	7
X		Southwest	Forest Home	30	30	0	20	5	39	36
X		Northwest	Franklin	0	17	0	0	0	10	7
X		Central	Gwen T. Jackson	0	34	0	40	27	26	21
	X	Northwest	Obama	0	17	0	40	31	11	15
X		Northwest	Hawthorne	0	30	0	20	3	23	24
X		Southwest	Hayes	34	0	0	0	0	15	19
X		Central	Hopkins Lloyd	0	17	0	0	0	13	4
X		Southwest	Kagel	17	17	0	0	0	23	11
X		Central	Keefe	0	17	0	20	0	1	36
X		Northwest	Kilbourn	0	34	0	20	8	21	25
X		East	King Jr.	0	17	0	0	0	6	11
x	x	Northwest	Kluge	0	34	0	0	0	14	20
X		Central	LaFollette	0	34	0	0	0	30	4
X		Central	Lee	0	85	0	0	0	59	26
X		Southwest	Lincoln	51	17	20	20	18	33	50
X		Southwest	Longfellow	17	0	20	0	7	43	18

X		Northwest	Maple Tree	0	60	0	20	8	12	29
X		Central	MACL	0	17	0	0	0	4	13
X		Central	Marvin Pratt	0	34	0	20	0	17	37
X		Central	Metcalfe	0	17	0	20	9	9	21
X		Southwest	Mitchell	0	30	0	0	0	19	11
X		GE	Riverwest	0	30	0	0	0	9	21
X		Northwest	Sherman	0	34	0	40	21	17	36
X		East	Siefert	0	60	0	20	0	52	29
X		Central	Thurston Woods	0	34	0	0	0	27	7
X		Central	Westside	0	30	0	40	29	22	23
Total								34	9	745
1571				183	832	100	320			

FAMILY ENGAGEMENT

Family Engagement Report shared by Dr. Kerrie McCullough, ERSEA/FPA Coordinator

- During the month of October, the FPAs continued to enroll families into the program online and through the Contactless Walk Up Registration Event at Grant Gordon.
- During the month of October, the FPAs worked on Family Outcomes and Needs Assessment.
- During the month of October, the FPAs began the Family Partnership Agreements.
- During the month of October, the FPAs provided resources to be added to the Head Start Google Site.
- During the month of October, the FPAs recruited parents/guardians to participate in Policy Council.

MENTAL HEALTH & DISABILITIES

October 2020		
Enrolled Number of Students with Disabilities		
School	Total Number of Enrolled Children With Active IEP's	Percentage of Funded Enrollment
ALBA	2	6.7%
Allen Field	2	11.8 %
Auer	0	0%
Bethune	3	8.1%
Browning	2	11.8%
Bruce	4	7.4%
Carson	1	2.9%
Congress	3	3.5%
Doerfler	0	0%
Forest Home	5	6.3%

Franklin	0	0%
Grant Gordon Learning Center	1	1.2%
Hawthorne	3	6.0%
Hayes	1	2.9%
Hopkins Lloyd	0	0%
Jackson, Gwen T.	1	1.4%
Kagel	1	2.9%
Keefe	0	0%
Kilbourn	2	3.7%
King ES, Martin Luther	0	0%
Kluge	1	3.8%
LaFollette	0	0%
Lincoln	10	9.3%
Longfellow	8	21.6%
Maple Tree	1	1.3%
Marvin Pratt	2	3.7%
Metcalfe	5	13.5%
Milwaukee Academy of Chinese Language (MACL)	0	0%
Mitchell	0	0%
Obama	3	5.3%
Riverwest	0	0%
Sherman	5	6.8%
Siefert	3	3.8%
Thurston Woods	0	0%
Westside Academy	2	2.7%
TOTALS	71	4.5%

SPECIAL EDUCATION AND 504 SERVICES ENROLLMENTS FOR THE MONTH OF SEPTEMBER 2020

- Children identified with a disability: 71 (4.5%), Funded enrollment: 1580 This is an increase of 0.3% from the previous month.
- Children with 504 plans: There were 8 children with 504 Plans.
- Special education/504 meetings: MHT attended 3 virtual annual special education IEP meetings, 14 initial evaluation meetings, and 1 re-evaluation meeting.

Note: Abbreviations are mental health and disabilities coordinator (MHDC), mental health staff (MHS), mental health team (MHT), Individualized Education Program (IEP), behavioral intervention team meeting (BIT), behavioral academic intervention plan (BAIP)

MENTAL HEALTH TEAM CLASSROOM AND FAMILY SUPPORT FOR THE MONTH OF OCTOBER 2020

Shared by Natalie Philippe, Mental Health and Disabilities Coordinator

- The MHS completed/submitted 14 homeless referrals.
- The MHS submitted 1 Child Find and/or school-based referral.
- The MHS obtained 1 parent consent for special education testing.
- Behavioral, visual and sensory supports, as well as, resource information was provided to 2 classrooms.

- A total of 1 referral was submitted to Penfield Behavior Clinic.
- A total of 1 referral was submitted to Goodwill for vouchers for families in need.
- 2 referrals were submitted to Ladies of Charity Clothing Center for families in need.
- 1 referral for housing support was submitted to the Impact Coordinated Entry program.
- The MHT followed up with 1 request from the enrollment assistant to place students in Head Start with a pending special education evaluation, or current IEP.
- The MHT has provided screening data/accepted IEP invitations prior to IEP meetings in approximately 30 instances.
- The MHT continued to distribute completed ASQ: SE-2 forms and blank AcuScreen forms to teachers.
- The MHT followed up with parents whose child/ren scored 90% on Head Start's social/emotional/behavioral screener ASQ:SE-2.
- The MHT has followed up with 5 parents with speech/communication resources after receiving Mental Health Request for Support forms.
- The MHT follow-up on a continuous basis with Mental Health Request for Support forms.
- The MHT entered classroom developmental screening (Acuscreen and ASQ: SE-2) data for 45-day timelines.
- The MHT reviewed and updated online ASQ screeners on an ongoing basis. In addition, the team continues to contact families and/or teachers to complete missing ASQs.
- The MHS provided individualized developmental and community resource information to 8 families.
- The MHS provided individualized interventions for 4 students.
- The MHS completed 6 home visits and 1 school visit.
- The MHT continuously updated special education data for Head Start students.
- The MHT assisted in the enrollment of students into the Head Start program, including assisting with more than 6 registrations for children in out-of-home care.

OTHER FOR THE MONTH OF OCTOBER 2020

- On October 1 and 15, the MHDC met with the Head Start Supervisor to discuss updates in the MHD service area.
- On October 2, 16, and 30, the MHDC attended the weekly Head Start Leadership Team meeting.
- On October 5, the MHT presented information about the completion of ASQs to the FPAs.
- On October 6, the MHDC virtually attended the *New Mental Health Orientation* presented by the Head Start Regional T/TA Network.
- On October 7, 14, 22, and 27, the MHT met virtually to collaborate on tasks aligned to the service area.
- On October 8 and 13, the MHDC had phone meetings with MPS Special Education Supervisors to discuss special education issues and placements at Head Start sites.

- On October 9 and 27, the MHDC attended a Courageous Conversations about Race Cohort discussion session offered by MPS regarding the book *“Courageous Conversations About Race: A Field Guide for Achieving Equity in Schools”* by Glenn E. Singleton.
- On October 13, the MHDC met with a Head Start Secretary to train her on and discuss the ASQ completion process with the online system and the spreadsheet.
- The MHT participated in numerous professional development webinars throughout the month.
- The MHT continuously updated the MHD Google Classroom which includes educational information and community resources available for Head Start Staff.
- On October 13, the MHS completed the mandated Attendance BIT Training Videos.
- On October 15, the MHDC attended a virtual presentation by the Office of Head Start and The Office of Community Services entitled *“Seizing the Moment - A Federal Partner Update”*.
- On October 16, the MHS virtually attended a monthly SSW staff meeting, which included a presentation by Rogers Memorial Hospital and a presentation on LGBTQ+ Awareness.
- On October 19, 20, and 21, the MHT attended the virtual Wisconsin Infant and Early Childhood Mental Health Conference hosted by the Wisconsin Alliance for Mental Health.
- On October 20, the MHS completed mandated SSW duties for Grant Gordon by sending 8-day attendance referral letters for 2 students.
- On October 22, 2020, the MHDC met with the ERSEA/FPA Coordinator to discuss the Head Start Google Site and follow up on ASQs/FPAs/Head Start Secretary.
- On October 23, the MHT completed the inventory of MHD resources that are provided to classrooms and students.
- On October 23 and 30, the MHDC began and completed the calibration process using the Framework for Teaching on the Teachscape platform.
- October 28 and 29, the MHT started a virtual professional development opportunity entitled *“Pyramid Model-Promoting Mental Health in Young Children”*. This training was provided by MPS employees and includes four more three-hour sessions.
- On October 30, the MHS attended a virtual SSW Professional Learning Community meeting.

HEALTH

Shared by Terese Bonan, Head Start Dietician

During the month of October the R.N., Nurse Associates, & the Dietitian continued to review files of newly registered children. The Health Team collaborated with parents as necessary. Guardians, physicians re: chronic illnesses- i.e. Asthma, Seizures, Food Allergies etc. Care Plans were developed, physicals, dentals, & medication procedures were elicited from Health Care Providers. The Dietitian e-mailed teachers & School Nutrition Services regarding Special Dietary Needs, including food allergies, religious preferences, texture modifications, etc.

Health supplies, utilizing existing inventory at Grant Gordon, were packed and labeled for all 81 classrooms by the Nurse Associates, Dietitian, and Head Start Program Supervisor. These supplies will be delivered to the sites prior to the onset of in-person learning. The Dietitian checked in supplies ordered in September to ensure the received order was accurate. She ordered additional needed toothbrushes and diaper pails for the proper disposal of body waste.

The Nurse Associates and the Dietitian viewed Webinars regarding COVID-19's protecting the children and staff; safe health screening, and COVID 19's impact on families and children.

NUTRITION REPORT

Shared by Clarissa Ramos, Head Start Supervisor

Summary of monthly report for September 2020 (not tabulated due to being closed to the public) The district has 50 Grab-and-Go sites that operate between 11:00am and 1:00 pm Monday through Friday. There are 3 sites that offer evening hours between 3 and 5 pm. Those sites are Obama, North Division, and South Division.

FISCAL REPORT

Shared by Joandy Williams, Early Learning Manager

Summary of monthly expense report from October 2020

Of the federal grant, 42% is expended with \$7.6 million remaining. Of the state grant, 30% is expended with \$287,491 remaining.

IN-KIND REPORT

Shared by Erin Hermann, Education Coordinator.

A total of \$51.36 has been reported as of the end of September, 2020.

NEW BUSINESS

UPDATE OF VIRTUAL PARENT ORIENTATION-INFORMATION ITEM

Clarissa Ramos, Head Start Supervisor, shared that the Parent Orientation would be a virtual presentation this year and is in the final stages of production. Once finalized, the orientation, which includes important updates for each service area: education, family engagement, health, and mental health and disabilities, will be shared on the Head Start website.

HEAD START GOOGLE WEBSITE-INFORMATION ITEM

Clarissa Ramos, Head Start Supervisor, shared with the council that a virtual tour of the new Google Site will be presented in the virtual parent orientation. Both the Virtual Parent Orientation and Google Site will be posted on the Head Start Home Page. This website will be available online until February 26th.

ANNOUNCEMENTS

- The Head Start Program has been granted one-time federal funding in response to COVID-19. All funds must be used to prepare for or respond to COVID-19. The team has been working diligently to plan CARE packages for our Head Start families to support their education while they are learning remotely. The council will be provided with updates at the next Policy Council meeting.
- The next Policy Council meeting will be held virtually on Wednesday, December 16, 2020 beginning at 2:30 p.m.
- Prior to adjournment, Clarissa Ramos, Head Start Supervisor, opened up the floor for questions. A new member mentioned that it was difficult to follow along and was reassured that he would receive training and support. A community representative asked about parent meetings at the school level.

Dr. Kerrie McCullough responded that they are being recorded and would be shared virtually in the near future.

ADJOURNMENT

Adjournment announced at 3:41 p.m. by Clarissa Ramos, Head Start Supervisor.

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