



**MPS Head Start Policy Council Meeting Minutes
Central Services, Room 206–208
Tuesday, September 30, 2020**

1. Call to Order (procedural)

Clarissa Ramos, Head Start program supervisor, called the meeting to order at 10:09 a.m.

2. Roll Call (procedural)

Clarissa Ramos, Head Start program supervisor, facilitated roll call.

Members in Attendance: Eunice Heredia-Colon, Lincoln Avenue School

Community Representatives:

Policy Council Advisors: Albert Robbins

Staff: Joandy Williams, early childhood learning manager, Clarissa Ramos, Head Start program supervisor; Erin Hermann, education coordinator; Raquel de la Cruz Gutierrez, education coordinator, Julie Schlipmann, education coordinator, Dr. Kerrie McCullough, ESEA/FPA coordinator; and Nikki Cherek, enrollment assistant, Teri Bonan, nutrition technician

Interpreters: Rafael Trinidad-Rios and Judith Chavez, Spanish interpreters; Ehna Shee and Kyaw Mue, Korean interpreters

3. Approval of Minutes for July (action item)

Eunice (Lincoln School Representative), presented first motion. Clarissa Ramos, Head Start program supervisor, explained that due to a lack of voting members present on the live platform, a passive vote will be held, with members emailing any no votes to this item to her. If none, the minutes will be approved.

4. Board Report (informational) Dir. Erica Siemsen, MPS school board director, shared that MPS continues to operate the Grab and Go sites for families. Also, families are encouraged to take a Family Interest survey. The survey can be found on the MPS portal and will be open until October 31, 2020.

5. Director's Report (informational) **Month of June, July and August**

EDUCATION

June, 2020

- On June 2, 9, 16, and 23, 2020, the education coordinators attended the weekly Head Start Leadership Team meeting.

- On June 4, 12, and 30, 2020 Erin Hermann, education coordinator, participated in meetings to prepare for the Head Start office relocation to the 3rd floor of the Grant Gordon building.
- On June 5, 12, 19, and 26, 2020 Erin Hermann, education coordinator, participated in a weekly meeting with Early Childhood 1825 Initiative facilitators.
- On June 10, 11, 12, 23, and 26, 2020, the education coordinators attended weekly education meetings to plan and prepare for the virtual Head Start Online Summer Learning, Head Start Summer Academy, and Head Start New Teacher Professional Development sessions.
- On June 10, 2020 the education coordinators and the Head Start administration team met with Lilian Mallinson, Early Childhood Specialist for the Office of Head Start for the *Together Learning and Collaborating Training*.
- On June 10, 2020, Erin Hermann and Raquel de la Cruz Gutierrez, Education Coordinators, participated in the MPS 1825 ECE initiative meeting.
- On June 11, 2020, the education coordinators met with the Head Start Program Supervisor to discuss updates in the education service area.
- On June 12, 2020, the educator coordinators participated in the online *School Messenger* training.
- On June 16, 2020, the education coordinators participated in the *Touchbase Regarding Virtual Summer Learning Plan* webinar.
- On June 17, 2020, the education coordinators participated in the Wisconsin Readiness Equity Network (WREN) Virtual Zoom Meeting which focused on defining and assessing educationally productive play in early childhood classrooms.
- On June 23, 2020, the education coordinators participated in the *Education Manager Series: Reflective Supervision in Action* webinar presented by the Office of Head Start.
- On June 25, 2020, the education coordinators attended the virtual Head Start Policy Council meeting.
- On June 26, 2020, the education coordinators participated in the Frog Street Facilitator's Professional Development on Read Alouds.
- On June 29, 2020, the education coordinators participated in Frog Street Facilitator's Professional Development on Emergent Writing.
- On June 30, 2020, the education coordinators participated in Frog Street Facilitator's Professional Development on Math.

Page Break

July, 2020

- On July 1, 2020, the education coordinators participated in the 6-part series from the Office of Head Start called Collaborating Actively in Meaningful Planning (CAMP) Series Session 1.
- On July 1, 7, and 14, 2020, the education coordinators attended the weekly Head Start Leadership Team meeting.
- On July 3, 6, 9, 13, 14, 15, and 16, 2020, the education coordinators attended weekly education meetings to discuss and collaborate on planning and preparing for Head Start Online Summer Learning, Head Start Summer Academy and Head Start New Teacher Professional Development.
- On July 7, 8, 13, 14 & 15, 2020, the education coordinators met to plan, prepare and record presentations for New Head Start Teachers and Head Start Summer Academy.
- On July 8, the education coordinator recorded a Read Aloud for the Head Start Online Summer Learning.
- On July 9, 2020, the education coordinators participated in Frog Street Facilitator's Professional Development on Differentiation.

- On July 8, 2020, the education coordinators participated in the 6-part series from the Office of Head Start called *Collaborating Actively in Meaningful Planning (CAMP) Series Session 2*.
- On July 9, 2020, the education coordinators met with the Head Start Program Supervisor to discuss updates in the education service area.
- On July 10, 2020, the education coordinators attended the Special Virtual Head Start Policy Council meeting.
- On July 8, 2020, the education coordinators participated in the webinar called *Justice from the Streets to the Early Childhood Classroom*.
- On July 14, 2020, the education coordinators met with Lakeshore Representative Rory Cook, who shared Lakeshore instructional materials, which support summer at-home learning.
- On July 15, 2020, the education coordinators participated in the 6-part series from the Office of Head Start called *Collaborating Actively in Meaningful Planning (CAMP) Series Session 3*.
- On July 16, 2020, the education coordinators and Head Start program supervisor met with Angela Nemanic, professional development assistant, to discuss eLearning.
- On July 17, 2020, the education coordinators began to discard and organize a cabinet and files to prepare for the Head Start office move to the third floor of Grant Gordon Center.

August, 2020

- On August 4, 2020, the education coordinators participated in the MPS Security training.
- On August 5, 2020, the education coordinators participated in the 6-part series from the Office of Head Start called *Collaborating Actively in Meaningful Planning (CAMP) Series Session 6*.
- On August 5 and 19, 2020, the education coordinators met with the Head Start Program Supervisor to discuss updates in the education service area.
- On August 6, 2020, the education coordinator participated in the webinar called “Engaging in Conversations About Racial and Ethnic Equity”.
- On August 7, 2020, the education coordinators attended the *Virtual Endless Possibilities 2020: A Closer Look at Invisible Disabilities Conference*. This was a one-day, virtual professional development conference facilitated by University of Wisconsin- Whitewater.
- On August 7, 2020, the education coordinators attended a Frog Street Facilitator’s meeting to discuss upcoming district wide professional development for K3 and K4 teachers.
- On August 10, 2020, the education coordinators and the mental health and disabilities coordinator met to discuss the Head Start screening tool and how the tool may be used virtually.
- On August 14, 18, 2020, the education coordinators attended weekly education meetings to discuss action tasks aligned to the education service area.
- On August 11, 2020, the education coordinators attended the weekly Head Start Leadership Team meeting.
- On August 13, 2020, the education coordinators attended the district Seesaw for Beginners training.
- On August 13, 2020, the education coordinators attended the district Clever Student Toolbox for Teachers training.
- On August 18, 2020, the education coordinators attended the district Seesaw 201 training.
- On August 19, 20, 24, and 25, 2020, the education coordinators met to plan, develop and record the Frog Street Overview for MPS district K3 teachers.

- On August 20, 2020, the education coordinators attended the district Seesaw Engage in Remote Learning training.
- On August 25, 2020, the education coordinators participated in the Welcome Back Professional Development for Grant Gordon Center Head Start staff.
- On August 28, 2020, the education coordinators placed the orders for instructional and consumable supplies from Lakeshore and Unisource for Head Start classrooms.

Education report was shared by Julie Schlipmann, education coordinator.

ERSEA Coordinator

June, 2020

- June 2, 9, 16, and 23, 2020 ERSEA/FPA coordinator attended the weekly Head Start Leadership Team meeting.
- June 2, 2020 ERSEA/FPA coordinator attended webinar, *When School Starts Back, Supporting Grieving Students During a Pandemic*.
- June 2, 2020 ERSEA/FPA coordinator attended webinar, *Community Partnerships with Child Welfare*.
- June 5, 2020 ERSEA/FPA coordinator attended meeting with Ms. Ramos, Head Start Supervisor to discuss:
 - Digital format for Family Engagement Outcomes (used for PIR)
 - Decision tree for IC protocol for FPAs
 - Draft of calendar of tasks by month for Enrollment/FPAs
- June 8 – 12 2020 ERSEA/FPA coordinator conducted check-out procedures with the FPAs.
- June 9, 2020 ERSEA/FPA coordinator attended a meeting with Ms. Ramos, Head Start Supervisor, for service area meeting.
- June 10, 2020 ERSEA/FPA coordinator attended a TLC Training with Lillian on Practice Based Coaching.
- June 15, 2020 ERSEA/FPA coordinator attended a meeting with Katie Coleman regarding enrollment questions and Infinite Campus.
- June 15, 2020 ERSEA/FPA coordinator attended a meeting with Ms. Ramos, Head Start Supervisor, to follow up on enrollment conversation with Katie.
- June 15 – 19, 2020 ERSEA/FPA coordinator cleaned and organized cabinets in the FPA offices in preparation for relocating office spaces.
- June 16, 2020 ERSEA/FPA coordinator attended a transportation meeting with Ms. Williams, Ms. Ramos, Davie Solik Fifarek, Nikki Cherek, and Ryan Elbert about HS Transportation.
- June 19, 2020 ERSEA/FPA coordinator revised the parent handbook.
- June 19, 2020 ERSEA/FPA coordinator provided feedback on the recruitment plan.
- June 22, 2020 ERSEA/FPA coordinator attended a School Messenger Training (part 1 and part 2).
- June 22, 2020 ERSEA/FPA coordinator provided input in the June PC meeting template.
- June 22, 2020 ERSEA/FPA coordinator provided feedback and input on the recruitment plan.
- June 23, 2020 ERSEA/FPA coordinator attended a service area meeting with Ms. Ramos, Head Start Supervisor.
- June 24, 2020 ERSEA/FPA coordinator attended a ReadyRosie and MPS meeting with Ms. Williams, Erin Hermann, Nikki Cherek, and other MPS and teaching strategies staff.

- June 24, 2020 ERSEA/FPA coordinator attended a Student Services and HS Enrollment Collaboration meeting with Katie Coleman, Ms. Williams, and Nikki Cherek along with other MPS employees.
- June 25, 2020 ERSEA/FPA coordinator participated in virtual Policy Council Meeting.
- June 25, 2020 ERSEA/FPA coordinator met with Ms. Ramos, Head Start Supervisor, to discuss:
 - FPA's:
 - Summer Schedule
 - Task Lists
 - Google Classroom/Resources
 - Enrollment
 - Files
 - Phone Calls, and
 - PD through LMS
- June 26, 2020 ERSEA/FPA coordinator attended an Infinite Campus training with Nikki Cherek and Laura Polk.
- June 29, 2020 ERSEA/FPA coordinator held staff meeting with returning FPAs working the first summer session with Ms. Ramos, Head Start Supervisor. Discussed topics:
 - Summer Schedule
 - Task Lists
 - Google Classroom/Resources
 - Enrollment
 - Files
 - Phone Calls, and
 - PD through LMS
- June 30, 2020 ERSEA/FPA coordinator attended webinar, *Building Culturally Relevant Schools with Dr. Gloria Ladson-Billings*.

July, 2020

- July 1, 7, 14, 23, 2020 ERSEA/FPA coordinator attended weekly Head Start Leadership Team meeting.
- July 1, 2020, ERSEA/FPA coordinator participated in the 6-part series from the Office of Head Start.
- July 1, 2020 ERSEA/FPA coordinator met with Ms. Ramos, Head Start Supervisor, and Nikki Cherek to discuss how the secretaries can support and assist with enrollment.
- Start called Collaborating Actively in Meaningful Planning (CAMP) Series Session 1.
- July 2, 2020 ERSEA/FPA coordinator met with Ms. Ramos, Head Start Supervisor, Nikki Cherek, and Lillian Mallinson about online registration.
- July 2, 2020 ERSEA/FPA coordinator met with Ms. Ramos, Head Start Supervisor, Nikki Cherek, and Chad Meyer about online registration and creating a dedicated email for Head Start Enrollment.
- July 6, 2020 ERSEA/FPA coordinator met with Ms. Ramos, Head Start Supervisor, for service area team meeting.
- July 7, 2020 ERSEA/FPA coordinator attended webinar, *Effective Attendance Messaging and Interventions – Nudging Students and Parents to Engage*.
- July 7, 2020 ERSEA/FPA coordinator attended ERSEA Touchbase regarding new eligibility documents with Ms. Ramos, Head Start Supervisor, and Nikki Cherek.
- July 8, 2020 ERSEA/FPA coordinator met with Ms. Ramos, Head Start Supervisor, to discuss schedule for At Home Kit distribution dates and times.
- July 8, 2020 ERSEA/FPA coordinator participated in the 6-part series from the Office of Head Start called *Collaborating Actively in Meaningful Planning (CAMP) Series Session 2*.

- July 10, 2020, ERSEA/FPA coordinator attended the Special Virtual Head Start Policy Council meeting.
- July 13, 2020 ERSEA/FPA coordinator held a staff meeting with FPAs regarding the scripts to be used when calling parents about the At Home Kit Distributions and Online Enrollment.
- July 15, 2020 ERSEA/FPA coordinator participated in an interview for an FPA position.
- July 15, 2020 ERSEA/FPA coordinator participated in the 6-part series from the Office of Head Start called *Collaborating Actively in Meaningful Planning (CAMP) Series Session 3*.
- July 15, 2020 ERSEA/FPA coordinator attended an enrollment meeting with Ms. Ramos, Head Start Supervisor, and Nikki Cherek.
- July 16, 2020 ERSEA/FPA coordinator and Ms. Ramos, Head Start Supervisor, met with Angela Nemanic, professional development assistant, to discuss eLearning.
- July 17, 2020 ERSEA/FPA coordinator met with Ms. Ramos, Head Start Supervisor, to finalize outdoor plans for At Home Kit Distribution.
- July 17, 2020 ERSEA/FPA coordinator and Ms. Ramos, Head Start Supervisor, met with FPAs to discuss At Home Kit Distribution layout and agenda.
- July 20, 2020 ERSEA/FPA coordinator, Ms. Ramos, Head Start Supervisor, and FPAs held At Home Kit Distribution in the Grant Gordon parking lot from 9A – 4P.
- July 21, 2020 ERSEA/FPA coordinator attended a service area meeting with Ms. Ramos, Head Start Supervisor.
- July 21, 2020 ERSEA/FPA coordinator attended a LMS touch base meeting with Ms. Ramos, Head Start Supervisor, Ms. Williams, Nikki Cherek, Angela Nemanic, education coordinators, and the mental health and disabilities coordinator.
- July 22, 2020 ERSEA/FPA coordinator met with Nikki Cherek and the FPAs to discuss the online enrollment process.
- July 22, 2020 ERSEA/FPA coordinator attended an enrollment collaboration meeting with Nikki Cherek, Katie Coleman, Ms. Williams, and Mike Spidell.
- July 24, 2020 ERSEA/FPA coordinator, Ms. Ramos, Head Start Supervisor, and FPAs held At Home Kit Distribution in the Grant Gordon parking lot from 9A – 4P.
- July 29, 30, 31, 2020 ERSEA/FPA coordinator attended the Leadership Institute.

August, 2020

- August 4, 2020 ERSEA/FPA coordinator attended a service area meeting with Ms. Ramos, Head Start Supervisor.
- August 5, 2020 ERSEA/FPA coordinator attended a meeting with Ms. Ramos, Head Start Supervisor preparing for a staff meeting with the FPAs.
- August 5, 2020 ERSEA/FPA coordinator participated in the 6-part series from the Office of Head Start called *Collaborating Actively in Meaningful Planning (CAMP) Series Session 6*.
- August 5, 2020 ERSEA/FPA coordinator attended an Enrollment Collaboration meeting with Katie Coleman, Mike Spidell, Ms. Williams, and Nikki Cherek.
- August 7, 2020 ERSEA/FPA coordinator attended the Virtual Endless Possibilities 2020: A Closer Look at Invisible Disabilities Conference. This was a one-day, virtual professional development conference facilitated by University of Wisconsin- Whitewater.
- August 7, 2020 ERSEA/FPA coordinator held a staff meeting with Ms. Ramos, Head Start Supervisor, and the FPAs.
- August 7, 2020 ERSEA/FPA coordinator held a staff meeting with Nikki Cherek and the FPAs to discuss online enrollment.
- August 11, 2020 ERSEA/FPA coordinator attended weekly Head Start Leadership Team meeting.

- August 12, 2020 ERSEA/FPA coordinator organized the remaining At Home Kits for distribution to schools with Ms. Ramos, Head Start Supervisor.
- August 14, 2020 ERSEA/FPA coordinator held a staff meeting with the FPAs to discuss the upcoming Contactless Registration event held at Grant Gordon.
- August 17 – 21, 2020 ERSEA/FPA coordinator held Contactless Walk Up Registration Event at Grant Gordon from 8a – 2:30p with the FPAs.
- August 17, 2020 ERSEA/FPA coordinator distributed At Home Kits to school administrators from 8a – 3p with Ms. Ramos, Head Start Supervisor.
- August 18, 2020 ERSEA/FPA coordinator distributed At Home Kits to school administrators from 8a – 3p with Ms. Ramos, Head Start Supervisor.
- August 18, 2020 ERSEA/FPA coordinator attended service area meeting with Ms. Ramos, Head Start Supervisor.
- August 18, 2020 ERSEA/FPA coordinator attended meeting with Ms. Ramos, Head Start Supervisor, to review enrollment and recruitment plan.
- August 19, 2020 ERSEA/FPA coordinator attended a meeting to discuss marketing strategies with Ms. Ramos, Head Start Supervisor, Ms. Williams, and marketing team from MPS.
- August 25, 2020 ERSEA/FPA coordinator participated in the Welcome Back Professional Development for Grant Gordon Center Head Start staff.
- August 27, 2020 ERSEA/FPA coordinator held a virtual staff meeting with the FPAs and Nikki Cherek.
- August 31, 2020 ERSEA/FPA coordinator attended a Mental Health and Disabilities training with the FPAs.
- August 31, 2020 ERSEA/FPA Coordinator held Contactless Walk Up Registration with FPAs 10a – 2p in the Grant Gordon Parking lot.

Eligibility **(Only County and Fed. Numbers)** –

June (No students were added or dropped during this time)

- There are 897 out of 1,383 families who are income-eligible.
- There are 168 out of 1,383 families who meet the allowable over-income category.
- There are 319 out of 1,383 families who are categorically eligible (foster care, homeless, public assistance).

Recruitment- No recruitment events were attended during the months of June due to covid-19

- Advertisement placed on social media sites
- 0 parents came into the Head Start office (Central) during the month of June.
- 0 parents came into the Head Start office (Grant Gordon) during the month of June.

Selection – June

- The waitlist total as of June 8, 2020 was 276, which consists of income-eligible families, and those who want only particular schools that are full at this time.

Attendance

- The Head Start average daily attendance for June 1- 8, 2020 was 99.5%.

Transportation -No Transportation was provided during the month of June due to Covid-19 and schools remaining closed to the public

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

Enrollment

As of June 8th, 2020, the actual enrollment was 1,441. (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.

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	37	0	0	0	0	0	37
X		Southwest	Allen-Field	17	0	0	0	0	0	17
X		Central	Auer	0	17	0	0	0	0	17
X		Central	Bethune	0	20	0	20	0	0	40
X		Central	Browning	0	17	0	0	0	0	15
X		Northwest	Bruce	0	40	0	0	0	0	38
X		Northwest	Carson	0	34	0	0	0	0	33
X		Northwest	Congress	0	85	0	0	0	0	85
X		Southwest	Doerfler	17	0	0	0	0	0	16
X		Southwest	Forest Home	30	30	0	20	8	4	65
X		Northwest	Franklin	0	20	0	0	0	2	18
X		Central	Gwen T. Jackson	0	30	0	40	5	2	62
	X	Northwest	Obama	0	17	0	40	6	0	51
X		Northwest	Hawthorne	0	30	0	20	4	3	43
X		Southwest	Hayes	40	0	0	0	0	4	3
X		Central	Hopkins Lloyd	0	17	0	0	0	0	17
X		Southwest	Kagel	20	20	0	0	0	4	36
X		Central	Keefe	0	17	0	0	0	0	17
X		Northwest	Kilbourn	0	34	0	20	0	0	54
X		East	King, Jr.	0	17	0	0	0	0	17
X	X	Northwest	Kluge	0	40	0	0	0		39
X		Central	LaFollette	0	34	0	0	0	1	33
X		Central	Grant Gordon (Lee)	0	85	0	0	0	0	85
X		Southwest	Lincoln	51	17	40	0	7	0	101
X		Southwest	Longfellow	20	0	20	0	1	1	38
X		Northwest	Maple Tree	0	60	0	20	2	2	76
X		Central	MACL	0	17	0	0	0	0	17
X		Central	Marvin Pratt	0	30	0	20	1	0	49
X		Central	Metcalf	0	17	0	0	0	0	17
X		Southwest	Mitchell	0	30	0	0	0	2	28
X		East	Pierce (Riverwest)	0	30	0	0	0	2	28
X		Northwest	Sherman	0	34	0	40	2	0	72
X		East	Siefert	0	0	0	20	4	7	72
X		Central	Thurston Woods	0	34	0	0	0	0	34
X		Central	Westside	0	30	0	40	0	4	66

Total							
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Eligibility (Only County and Fed. Numbers) –

July: students were not in session at this time.

Recruitment- No recruitment events were attended during the month of July due to Covid-19 and schools remaining closed to the public

- Advertisement placed on social media sites
- Head Start staff participated in the MPS Curbside Enrolment Event at Central Office on July 14 and July 15, 2020.
- Registration table was present at the At Home Kit Distribution Event at Grant Gordon on July 20 and July 24, 2020.
- FPAs contacted families regarding the online enrollment process beginning the week of July 27, 2020.

Selection

- Unable to pull the July waitlist at this time as we are unable to set the date.

Attendance

- Students were not in attendance in the month of July.

Transportation -No Transportation was provided during the month of July due to covid-19

- No transportation was provided for July since students were not in attendance.

Enrollment

Students were not in attendance for the month of July.

Eligibility (Only County and Fed. Numbers) –

August (No students were added or dropped during this time) Unable to pull these numbers from Child Plus after the month is complete.

Recruitment- No recruitment events were attended during the months of June due to Covid-19 and schools remaining closed to the public.

- Advertisement placed on social media sites
- Head Start Application flyer was shared in the Head Start Highlights.
- Contactless Registration Walk Up Event held at Grant Gordon the week of August 17 – 21, 2020.
- Head Start staff participated in the Drive-Up Enrollment Event at Lincoln School on August 17, 2020.
- Enrollment Initiative introduced in the Head Start Highlights for Head Start Sites to participate in: display Head Start Banner.
- Head Start Supervisor and ERSEA/FPA Coordinator worked with the marketing department at MPS:
 - Contactless Registration Social Media blast
 - Marketing materials: pens, magnets, yard signs, bumper stickers, post cards, banners
- An FPA promoted Head Start at an event at Westlawn.
- Continued Contactless Registration Walk Up Event at Grant Gordon.

Selection –

- The waitlist total as of June 8, 2020 was 276, which consists of income-eligible families, and those who want only particular schools that are full at this time.

Attendance

- The Head Start average daily attendance for August 17 – 31, 2020 was 82.3%.

Transportation -No Transportation was provided during the month of August do to covid-19

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

Page Break

Enrollment

As of August 31, 2020, the actual enrollment was 252 (State, Fed. And County) (End of Month Report 2005 includes accepted and enrolled) *Schools listed below in **BOLD** are Early Start Schools and the schools shaded are classified as County funded.

The total enrollment for the month of August as reported to the Head Start office was 252. 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.

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	0	0	0	0	0	0	0
X		Southwest	Allen-Field	17	0	0	0	0	0	0
X		Central	Auer	0	17	0	0	0	0	0
X		Central	Bethune	0	20	0	20	0	0	0
X		Central	Browning	0	17	0	0	0	0	0
X		Northwest	Bruce	0	40	0	0	0	0	0
X		Northwest	Carson	0	34	0	0	0	0	0
X		Northwest	Congress	0	85	0	0	0	0	19
X		Southwest	Doerfler	17	0	0	0	0	0	0
X		Southwest	Forest Home	30	30	0	20	0	0	0
X		Northwest	Franklin	0	20	0	0	0	0	0
X		Central	Gwen T. Jackson	0	30	0	40	0	0	0
	X	Northwest	Obama	0	17	0	40	6	0	7
X		Northwest	Hawthorne	0	30	0	20	4	3	6
X		Southwest	Hayes	40	0	0	0	0	0	0
X		Central	Hopkins Lloyd	0	17	0	0	0	0	0
X		Southwest	Kagel	20	20	0	0	0	0	0
X		Central	Keefe	0	17	0	0	0	0	0
X		Northwest	Kilbourn	0	34	0	20	0	0	0
X		East	King, Jr.	0	17	0	0	0	0	0
X	X	Northwest	Kluge	0	40	0	0	0	0	0
X		Central	LaFollette	0	34	0	0	0	0	0
X		Central	Grant Gordon (Lee)	0	85	0	0	0	0	0
X		Southwest	Lincoln	51	17	40	0	0	0	0
X		Southwest	Longfellow	20	0	20	0	0	0	0
X		Northwest	Maple Tree	0	60	0	20	0	0	0
X		Central	MACL	0	17	0	0	0	0	0
X		Central	Marvin Pratt	0	30	0	20	1	0	15

X		Central	Metcalfe	0	17	0	0	0	0	0
X		Southwest	Mitchell	0	30	0	0	0	0	0
X		East	Pierce (Riverwest)	0	30	0	0	0	0	0
X		Northwest	Sherman	0	34	0	40	0	0	0
X		East	Siefert	0	0	0	20	0	0	0
X		Central	Thurston Woods	0	34	0	0	0	0	0
X		Central	Westside	0	30	0	40	0	0	0
Total										

ERSEA report was shared by Nikki Cherek, enrollment specialist.

FAMILY ENGAGEMENT

Since March 16, 2020, MPS buildings have been closed to the public however, consistent efforts have been made to continue enrollment through online platform and contactless registration efforts.

June, 2020

- ERSEA/FPA coordinator held staff meeting with returning FPAs working the first summer session with Ms. Ramos, Head Start Supervisor. Discussed the following topics:
 - Summer Schedule
 - Task Lists
 - Google Classroom/Resources
 - Enrollment
 - Files
 - Phone Calls, and
 - PD through LMS
- FPAs call families to inform them about the At Home Kit distribution dates and times.
- FPAs called families to inform them about the online enrollment process and opportunity.

July, 2020

- FPAs contributed to resources in the community shared with families in the summer Google Classroom
- FPAs called families to inform them about the At Home Kit distribution dates and times.
- FPAs called families to inform them about the online enrollment process and opportunity.
- FPAs continued to register families.

August, 2020

- FPAs continued to register families.
- FPAs worked the Contactless Walk Up Registration event in the Grant Gordon parking lot:
 - August 17 – 21, 2020 (8a – 2:30p).
- FPAs participated in the Welcome Back Professional Development for Grant Gordon Center/ Head Start staff.
- August 27, 2020 ERSEA/FPA coordinator held a virtual staff meeting with the FPAs and Nikki Cherek.

- August 31, 2020 ERSEA/FPA coordinator attended a Mental Health and Disabilities training with the FPAs.

Family Engagement report was shared by Dr. Kerrie McCulloch, ERSEA/FPA coordinator.

MENTAL HEALTH & DISABILITIES

Enrolled Number of Students with Disabilities		
Schools	Total Number of Enrolled Children With Active IEP's	Percentage of Funded Enrollment
ALBA	3	10%
Allen Field	0	0 %
Auer	0	0%
Bethune	3	8.12%
Browning	1	5.88%
Bruce	3	5.56%
Carson	0	0%
Congress	2	2.36%
Doerfler	0	0%
Forest Home	4	5%
Franklin	0	0%
Grant Gordon Learning Center	1	1.18%
Hawthorne	2	5.88%
Hayes	1	2.94%
Hopkins Lloyd	0	0%
Jackson, Gwen T.	2	2.70%
Kagel	0	0%
Keefe	0	0%
Kilbourn	2	5.41%
King ES, Martin Luther	0	0%
Kluge	2	5.88%
LaFollette	0	0%
Lincoln	9	8.33%
Longfellow	8	21.62%
Maple Tree	1	1.25%
Marvin Pratt	1	1.85%
Metcalf	4	10.81%
Milwaukee Academy of Chinese Language (MACL)	0	0%
Mitchell	0	0%
Obama	1	1.75%
Riverwest	0	0%
Sherman	5	9.26%
Siefert	1	1.25%
Thurston Woods	0	0%
Westside Academy	2	2.86%
TOTALS	58	3.67%

Special Education and 504 services enrollments for the current month

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)

- **Children identified with a disability: 58 (3.67%), Funded enrollment: 1580**
- **Children with 504 plans:** There were 8 children with 504 Plans in June and 1 child with a 504 Plan in August.
- **Special education/504 meetings:** MHT attended 16 virtual annual special education meetings and 0 initial evaluation meetings in June. MHT attended 1 initial evaluation meeting in August.

Mental Health Classroom and Family Support for the months of June, July, and August 2020

- The MHS completed/submitted more than 7 homeless referrals.
- Behavioral, visual and sensory supports, as well as, resource information was provided to 1 classroom.
- The MHT followed up with more than 5 requests 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 more than 17 instances.
- The MHT distributed completed ASQ:SE-2 forms and blank Acuscreen forms to teachers.
- The MHT distributed ASQ:SE-2 kits and Second Step kits to 6 classrooms/teachers.
- The MHT followed up with parents whose child/ren scored 90% on Head Start's social emotional and behavioral screener ASQ:SE-2.
- The MHT has followed up with 6 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 has assisted in getting over 50 missing ASQs completed by contacting families and/or teachers.
- The MHS provided individualized developmental and community resource information to 12 families.
- The MHS completed 1 home visit in July and 1 home visit in August.
- 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 7 registrations for children in out-of-home care.
- The MHDC approved the school placement of 8 students with special needs.

Other for the months of June, July, and August 2020

- The MHT met virtually each week to collaborate on work expectations and responsibilities.
- The MHT participated in numerous professional development webinars in June, July, and August.
- The MHT continuously updated the MHD Google Classroom which includes educational information and community resources available for Head Start Staff.
- The MHS created a new virtual data tracking system to gather the required developmental screening data.

- The MHS created a Mental Health and Disabilities Service Area brochure. The brochure was translated into Spanish and Karen.
- The MHDC collaborated with the MPS departments of Specialized Services, Assessment, and Equity to create uniform follow up letters to parents that conform with Head Start and district requirements.
- The MHT developed social emotional learning packets to be distributed for the Head Start Online Summer Learning.

June, 2020

- On June 2, 9, 16, and 23, 2020, the MHDC attended the weekly Head Start Leadership Team meeting.
- On June 3 and 8, 2020, the MHDC participated in the online *School Messenger* training.
- On June 4, 2020, the MHDC met virtually with the Disability and Mental Health Manager of United Community Center Head Start to exchange ideas and discuss future collaborations.
- On June 10, 2020 the MHDC and the Head Start administration team met with Lilian Mallinson, Early Childhood Specialist for the Office of Head Start for the *Together Learning and Collaborating Training*.
- On June 11 and 25, 2020, the MHDC met with the Head Start Program Supervisor to discuss updates in the mental health and disabilities service area.
- On June 18, 2020, the MHS staff attended the end of the school year SSW staff meeting.
- June 18, 2020 was the MHS's last day of work for the 2019-2020 school year.
- On June 24, 2020, the MHDC attended the virtual Head Start Policy Council meeting.

July, 2020

- On July 1, 2020, the MHDC participated in the 6-part series from the Office of Head Start called Collaborating Actively in Meaningful Planning (CAMP) Series Session 1.
- On July 1, 7, and 14, 2020, the MHDC attended the weekly Head Start Leadership Team meeting.
- On July 2, 6, 7, 8, 10, 13, 15, 17, and 20, 2020, the MHDC completed the series of training videos for Conscious Discipline.
- On July 8, 2020, the MHDC participated in the 6-part series from the Office of Head Start called *Collaborating Actively in Meaningful Planning (CAMP) Series Session 2*.
- On July 9, 2020, the MHDC met with the Head Start Program Supervisor to discuss updates in the mental health and disabilities service area.
- On July 10, 2020, the MHDC attended the Special Virtual Head Start Policy Council meeting.
- On July 15, 2020, the MHDC participated in the 6-part series from the Office of Head Start called *Collaborating Actively in Meaningful Planning (CAMP) Series Session 3*.
- On July 16, 2020, the MHDC, the Education Team, and Head Start program supervisor met with Angela Nemanic, professional development assistant, to discuss eLearning.
- On July 22, 2020, the MHDC participated in the 6-part series from the Office of Head Start called *Collaborating Actively in Meaningful Planning (CAMP) Series Session 4*.
- On July 20 & 24, 2020, the MHT met to plan, prepare and record presentation for New Head Start Teachers and Head Start Summer Academy
- On July 29, 2020, the MHDC participated in the 6-part series from the Office of Head Start called *Collaborating Actively in Meaningful Planning (CAMP) Series Session 5*.
- On July 29, 30, and 31, 2020, the MHDC participated in the MPS July 2020 Summer Leadership Institute.

August, 2020

- On August 4, 2020, the MHDC participated in the MPS Security training.
- On August 5, 2020, the MHDC participated in the 6-part series from the Office of Head Start called *Collaborating Actively in Meaningful Planning (CAMP) Series Session 6*.
- On August 6 and 19, 2020, the MHDC met with the Head Start Program Supervisor to discuss updates in the mental health and disabilities service area.
- On August 7, 2020 the MHS attended the Endless Possibilities 2020 Virtual Conference: A Closer Look at Invisible Disabilities. Some of the conference sessions included: Navigating Unfamiliar Spaces with an Invisible Disability; Mental Health and Verbal De-escalation Training; Basics of Autism with Special Education and Making Sure Your 504 Plan is Not Invisible.
- On August 10, 2020, the MHDC and the education coordinators met to discuss the Head Start screening tool and how the tool may be used virtually.
- On August 10, 2020 the MHDC participated in the online *Basics of Grant Writing* training.
- On August 11, 2020, the MHDC attended the weekly Head Start Leadership Team meeting.
- On August 17 and 26, 2020, the MHDC participated in the online *Seesaw 101* and *Seesaw for Administrators* trainings.
- On August 17, 2020 the MHS returned to work for the 20-21 school year. This day included a virtual SSW staff meeting.
- On August 24, 2020, the MHS attended a virtual Homeless Education Program training.
- During the week of August 24, 2020, the MHS received the Department of Justice Threat Assessment Protocol training.
- On August 25, 2020, the MHS staff virtually presented the following trainings to Head Start staff: Suicide Prevention, Homeless Education/McKinney-Vento & Child Abuse & Neglect reporting.
- On August 25, 2020, the MHDC participated in the Welcome Back Professional Development for Grant Gordon Center Head Start staff.
- On August 26, 2020, the MHS attended a virtual “No-Show” training for purposes of tracking school attendance.
- On August 31, 2020, the MHT presented training to the Family Partnership Staff. A PowerPoint presentation and recorded video were created for Head Start staff professional development.

Mental Health and Disabilities report was shared by Natalie Philippe, mental health and disabilities coordinator.

HEALTH

Summary- July-August:

During the month of July and August the R.N., Nurse Associate & the Dietitian reviewed files of the early enrollment children for the 20-21 Head Start School Year. This included:

- Developing Care Plans for those children with Asthma, Seizures, and other chronic diseases to ensure the safety of the children in the classroom setting.
- Faxing for Medication Authorization Procedures & Orders
- Compiling information to be conveyed to the School Nurses at the onset of in-person learning

- In addition, the Nurse Associate & Dietitian completed a physical inventory of all the Head Start Health Supplies on site at Grant Gordan as a basis for development of the health supplies order for the Head Start sites.
- The Dietitian contacted MPS vendors to elicit and received quotes for the supplies.
- The Nurse Associate & the Dietitian created an individualized order for each Head Start classroom.
- Using this data, the Nurse Associate typed a list for the H.S. secretary to use to order the specific supplies for each Head Start Classroom. Once completed these lists were e-mailed to the H.S. Secretary. This document will be used as a check list for the teachers to check off the supplies as they receive them. Upon receipt of all supplies the teacher will sign the document as acknowledgement supplies were received. The teachers will then forward the document to the document to the Dietitian as a form of accountability and tracking.

Health report was shared by Teri Bonan, dietician.

NUTRITION REPORT

- Summary of monthly report for April-July 2020.

Nutrition report was shared by Joandy Williams, early childhood learning manager.

FISCAL REPORT

- Summary of monthly expense report from June-August 2020
Federal funds expended 8% in June, 9% in July and 12% in August of grant, with \$ 9.3 million.
- State funds fully expended in June, 0.2% in July and 2% in August, with \$ 398,220 remaining.

Fiscal Report was shared by Joandy Williams, early childhood learning manager.

- Summary of In-Kind report from June 1, 2020 to August 31, 2020:
In-kind total: \$51.36 YTD

In-kind report shared by Erin Hermann, education coordinator.

6. New Business- Information Item

a. Personnel (Action Item)

- Emma Swain, Head Start secretary
- Jodi Haar, Head Start health coordinator, pending the school board approval in October

Personnel information was shared by Joandy Williams, early childhood learning manager.

b. Enrollment (Information Item)

Enrollment information such as Contactless Registration at Grant Gordon and advertisement on social media, V100, Caliente radio was shared by Clarissa Ramos, Head Start program supervisor.

7. Announcements – Information Item

- The *Why Head Start Campaign* is a way to share the word about the Head Start program. Families to record a 30-60 second video, highlighting your experience with the Head Start program and what it looks like as your child is learning at home. These videos will be shared through Instagram and Facebook. Families can submit their 30-60 video to Joandy Williams, early childhood manager at polancjx@Milwaukee.k12.wi.us.
- The Head Start program was featured on Fox 6 news. The Head Start team shared information on what the Head Start program is about, program offerings to families, and enrollment options. Please watch and share this news segment to spread the word about the MPS Head Start program.

Announcements were shared by Joandy Williams, early childhood learning manager.

8. Adjournment – Procedural

Clarissa Ramos, Head Start program supervisor, adjourned the meeting at 11:30 a.m.