

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

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October 31, 2019

Submitted by Director Erika Siemsen

### CALL TO ORDER AND ROLL CALL

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Eunice Heredia-Colon, Chairperson, called the meeting of the MPS Head Start Policy Council to order at 10:10 a.m. on Tuesday, September 10, 2019, in the Lee Learning Center.

Members in Attendance ..... Emmett Gross (Carson)<sup>1</sup>, Ashanti Ealy (Congress)<sup>1</sup>, Connie Pigott (Dr. King), Eunice Heredia-Colon (Kagel), Henry Cox (Kilbourn), Lillie Wilson (Siefert).

Community Representatives ..... Ravenna Brown, Christina Esparza.

Policy Council Advisors ..... Annie Crockett; Albert Robbins, Jr.

Staff ..... Raquel de la Cruz Gutiérrez, Education Coordinator, and Julie Schlipmann, Education Coordinator Underfill; Erin Hermann, Head Start Supervisor Underfill; Joandy Williams, Early Education Program Manager; Vickie Brown-Gurley, Interim Curriculum & Instruction Director; Nikki Cherek, Enrollment Assistant; Teri Bonan, Nutrition Technician.

Interpreters ..... Joy Cruz and Judith Chavez, Spanish interpreters; Kyaw Mue and Heiler Moo, Karen interpreters

### DIRECTOR'S REPORT

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#### EDUCATION REPORT

*Raquel de la Cruz Gutiérrez, education coordinator, shared the education report.*

#### *June 2019*

- (1) The education coordinators met weekly to discuss program planning.
- (2) The education coordinators entered June's volunteer hours into Child Plus for in-kind documentation.
- (3) 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.
- (4) The education coordinator worked to order new classroom materials for the eight new three-year-old classrooms at Allen-Field, Auer, Browning, Doerfler, Hopkins-Lloyd, Keefe, Milwaukee Academy of Chinese Language, and Metcalfe.
- (5) The education coordinators completed two Classroom Assessment Scoring System (CLASS) observations during the month of June at Lee. A conversation was held with the teachers to provide feedback. Written feedback was sent to the observed teacher as well as to the principal.
- (6) In the month of June 2019, the education coordinators took part in the registration process to enroll families for Head Start program.
- (7) On June 5, 2019, the education coordinator planned and prepared for district-wide training to K3 teachers on the Frog Street curriculum.

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<sup>1</sup> via phone conference

(8) On June 6, 2019, the education coordinators provided district-wide training to K3 early-childhood teachers on the Frog Street curriculum.

(9) The education coordinators planned and prepared for the Head Start Summer Academy, a three-day professional learning opportunity for Head Start teachers and classroom assistants on June 12, 13, 14, and 17, 2019.

(10) During the week of June 18-20, 2019, the education coordinators conducted a three-day learning opportunity of professional development for Head Start teachers and classroom assistants.

(11) On June 26, 2018, the Head Start coordinators participated in a meeting of the Head Start management team to discuss program-wide planning.

(12) On June 26, 2019, the education coordinator participated in a Head Start meeting regarding staggered start for the Head Start students in the 2019-20 school year.

### *July 2019*

(13) In the month of July 2019, the education coordinators took part in the registration process to enroll families for Head Start program.

(14) The education coordinator inspected and gave a summary report to the Head Start program supervisor underfill regarding the findings for the new 2019-2020 Head Start classrooms at Allen-Field, Doerfler, Milwaukee Academy of Chinese Language, and Keefe Avenue.

(15) On July 2, 2019, the education coordinator met with the Lakeshore representative to review classroom furniture and materials for the 2019-20 new MKE County Head Start classrooms.

(16) On July 2, 2019, the education coordinator compiled a classroom library-book order for monolingual and bilingual classrooms in the new MKE County classroom.

(17) On July 25, 2018, the Head Start coordinators participated in the Head Start management team's meeting to discuss program-wide planning.

(18) On July 25 and 26, 2019, the education coordinator delivered yard signs to new MKE County Head Start sites.

(19) The education coordinator planned and prepared for the August New Teacher Head Start training on July 23, 24 and 31, 2019.

### *August 2019*

(20) In the month of August 2019, the education coordinators took part in the registration process to enroll families for Head Start program.

(21) On August 5, 2019, the education coordinators facilitated an all-day training for teachers new to the Head Start program.

(22) The week of August 6–9, 2019, the education coordinators conducted a three-day learning opportunity of professional development for Head Start teachers and classroom assistants.

(23) On August 9, 2019, the education coordinator provided classroom set up assistance at Metcalfe school.

(24) On August 9, 2019, the education coordinator participated in an RFP 1018 overview committee meeting.

(25) On August 10, 2019, the education coordinator participated in the UMOS Back to School community event.

(26) The education coordinator conducted school site visits to ALBA and Hawthorne provided instructional support during the week of August 12, 2019.

(27) On August 14 and 16, 2019, the education coordinators reviewed student folders for enrollment.

(28) On August 15 and 20, 2019, the education coordinator participated in an On-Site Enrollment at Lincoln Avenue School to increase student enrollment in the Head Start program.

(29) On August 16, 2019, the education coordinators dropped health materials at Hawthorne Elementary.

(30) On August 21, 2019, the education coordinator provided yard signs and banners for Doefler, Kagel, Milwaukee Academy of Chinese Language, Lincoln and Mitchell.

(31) On August 21, 2019, the education coordinator planned and prepared for district-wide training to K3 teachers on the Frog Street curriculum.

(32) On August 22, 2019, the education coordinators provided district-wide training to K3 early childhood and Head Start teachers on the Frog Street curriculum.

(33) On August 23, 2019, the education coordinator participated in an RFP committee meeting at Central Services.

(34) On August 26, 2019, the education coordinator provided new classroom set up assistance and support to a new Head Start teacher at Doefler school.

(35) On August 26, 27, and 28, 2019, the education coordinator visited Doefler, Allen-Field, Milwaukee Academy Chinese Language, and Keefe Avenue to inspect new Head Start classrooms in preparation for the new school year.

(36) On August 30, 2019, the education coordinator dropped off student enrollment information to Longfellow school.

(37) On August 29 and 30, 2019, the education coordinator provided new classroom set up at Allen-Field School and Auer Avenue.

## **ERSEA (ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE)**

*Joandy Williams, Early Learning Manager, shared the ERSEA report.*

### **Eligibility**

Eligibility for June was not available in Child Plus due to PIR completion.

### **Recruitment**

(1) During the months of July and August, the head program supervisor-underfill and Early Childhood Learning Manager met weekly to discuss recruitment efforts with the District's marketing team to target specific zip codes.

(2) In conjunction with Betty Brinn, the Head Start program hosted a week of registration during July 29-August 2, 2019.

(3) In conjunction with Student Services, the FPAs (family partnership associates) participated in conducting registrations in the Central Services's auditorium from the end of July through August 2019.

(4) The enrollment assistant participated in Health Fair held at Sojourner Truth on August 9, 2019.

(5) The Early Childhood Learning Manager, education coordinator, and a Head Start staff member participated in UMO's Back-to-School Fair on August 10, 2019.

(6) The Head Start Program Supervisor, Enrollment Assistant, and FPA participated at a back-to-school event at Dr. King Center on August 10, 2019.

(7) The FPAs, Early Childhood Learning Manager, and Early Childhood Coordinator attended open houses at Doefler, Forest Home Avenue, Kagel, Maple Tree, Mitchell, Riverwest, Siefert, and Sherman on August 29, 2019.

(8) The Head Start Program Supervisor, Enrollment Assistant, and FPA participated at back-to-school.

(9) 454 parents came into the Head Start office at Central Services during the month of August.

(10) 355 parents came into the Head Start office at Lee during the month of August.

### *Selection*

(11) The waitlist's total as of June 15, 2019, was 204, which consists of income-eligible, over-income families, and those who want only particular schools that are full at this time.

### *Attendance*

(12) Head Start's average daily attendance for June 1-15, 2019, was expected to reach 85% or higher.

### *Transportation*

(13) Fifty-eight percent of Head Start children use MPS transportation services. Head Start accounts for 1.5% of the total MPS ridership.

### *Enrollment*

(14) As of June 31, 2019, the actual enrollment was 1,262. The total enrollment for the month of June, as reported to the Head Start office, was 1,320. 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.

### *Other*

(15) The Head Start program supervisor-underfill attended and presented at the Head Start Summer Academy in June and August.

(16) The Head Start program supervisor-underfill, the Early Learning Manager, the interim senior director, and the MPS grants office participated in a meeting to discuss the results of the Focus Area One Review and the eight new new sites on August 8, 2019.

(17) The Head Start program supervisor and Early Learning Manager organized opening week for the entire staff.

## **MENTAL HEALTH & DISABILITIES**

Jennifer Popovich, mental health staff, shared the Mental Health and Disabilities report.

Schools	Total Number of Enrolled Children with active IEPs
ALBA	6
Allen Field	2
Auer	0
Bethune	1
Browning	0
Bruce	3
Carson	0
Congress	5
Doerfler	1
Forest Home	5
Franklin	1
Hawthorne	6
Hayes	2
Hopkins Lloyd	0
Jackson, Gwen T.	8
Kagel	4
Keefe	0

Schools	Total Number of Enrolled Children with active IEPs
Kilbourn	5
King ES, Martin Luther	0
Kluge	5
LaFollette	0
Lee Learning Center	1
Lincoln	16
Longfellow	6
Maple Tree	6
Marvin Pratt	1
Mitchell	0
Metcalfe	0
MACL	0
Obama	4
Riverwest	3
Sherman	4
Siefert	5
Thurston Woods	1
Westside Academy	9
<b>Total</b>	<b>110</b>

Note: Abbreviations are mental health disabilities coordinator (MHDC), mental health staff (MHS), Individualized Education Program (IEP), behavioral intervention team (BIT), Behavioral Academic Intervention Plan (BAIP).

- Children identified with disabilities: 111 (8.9%)
- Children with 504 plans: There are two children in the 504 plan process to date.
- Special education meetings invited to in the months of June, July, August: 34
- MHS assisted central evaluation teams in obtaining parental consent for services/testing: 1

### *Mental Health Classroom and Family Support*

- (1) Mental health staff completed and submitted more than 40 homeless referrals.
- (2) Mental health staff submitted more than 16 Child Find and school-based referrals.
- (3) The MHDC conducted four CLASS observations and provided written feedback to teachers during the month of June.
- (4) Behavioral, visual, and sensory supports, as well as resource information, were provided to more than two classrooms in June.
- (5) No referrals were submitted to Penfield Behavior Clinic.
- (6) No referrals were submitted to Goodwill for vouchers for families in need.
- (7) No referrals were submitted to Urban Threads (clothing resource for MPS homeless families).
- (8) A total of two referrals were submitted to Ladies of Charity Clothing Center for families in need.
- (9) The mental health and disabilities staff followed up on more than 60 requests from enrollment assistants to place students with pending special education evaluations or current IEPs in Head Start.
- (10) The mental health and disabilities staff provided screening data and accepted IEP invitations prior to IEP meetings in more than more than nine instances.

(11) The mental health and disabilities staff followed up with parents whose children scored 90% on Head Start's social/emotional/behavioral screener, ASQ:SE-2.

(12) The mental health and disabilities staff continued to distribute completed ASQ: SE-2 forms to teachers (June and August)

(13) The MHS entered classroom developmental screening (Acuscreen and ASQ: SE-2) data for 45-day time lines.

(14) The MHS reviewed and updated all online ASQ screeners — ongoing.

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

### *Other*

(16) On May 29, 2019, the mental health team met to plan a meeting to discuss special education registrations/enrollments prior to meeting with the Early Childhood Manager and Head Start supervisor.

(17) On May 30 & 31, 2019, the MHDC met with leadership team and Madelyn Connell, Grant Specialist, to continue work on developing a self-assessment.

(18) The MHDC covered Lee Learning Center on full or partial days on June 5, 6, and 10, 2019.

(19) On June 12, 2019, the MHDC viewed the Early Childhood Investigations webinar "Skip, Turn, & Hop into Teaching ECE Math and Language Arts Through Movement" presented by Connie Bergstein Dow, MFA.

(20) On June 17, 2019, the MHDC participated in a webinar provided by Wisconsin Facets, "Skills for Effective Parent Advocacy," developed by Bonnie Vander Meulen, a licensed professional counselor.

(21) On June 24, 2019, the MHDC and MHS staff met to organize summer work.

(22) On July 2, 2019, the MHDC viewed the summer 2016 vlog of Dr. Deborah Bergeron, Director of the Office of Head Start.

(23) During June, July, and August, the MHDC completed more than 15 family registrations.

(24) On August 19, 2019, the Mental Health staff and school social workers returned to work for the 2019-2020 school year. This day included a meeting for all SSW staff on the traditional calendar.

(25) On August 21, 2019, MHS attended a mandated records training presented by the School Social Work Consultant at DPI, Julie Incitti.

(27) On August 22, 2019, MHS attended a mandated training on attendance, no-shows, and using Smartsheet to document attendance and no-show-related information.

(28) On August 23, 2019, MHS attended a mandated homeless education program training.

(29) On August 28, 2019, MHS presented to Head Start and teaching staff the required annual training on suicide prevention, child abuse and neglect, and the McKinney Vento Homeless Education Program.

*Mr. Albert Robbins asked a question regarding the details of processing the Mental Health Request for Support forms. Ms. Popovich shared the process with the Council.*

*Leah Noid-Harrington asked for ways the Policy Council can assist in reaching families in need of supports. Revenna Brown asked if parents can refer students for support. Ms. Popovich shared that families are able to request supports and to refer students.*

### **FAMILY ENGAGEMENT**

*Joandy Williams, early learning manager, shared the Family Engagement report.*

(1) The FPAs attended end-of-year celebrations during the month of June 2019.

(2) The FPAs completed registration for new and existing families in the MPS Head Start program.

- (3) The ERESA/FPA Coordinator assigned schools to the FPAs for the 2019-2020 school year.
- (4) The ERESA/FPA Coordinator create a year-round schedule for the FPAs to follow for the Central Office rotation.
- (5) The Head Start Program Supervisor completed exit interviews with the FPAs during the weeks of June 3 and 10.
- (6) The ERESA/FPA Coordinator made updates to the Head Start parent handbook.

## HEALTH

*Teri Bonan, nutrition technician, shared the health report.*

- (1) The Head Start Nurse Associate and the Dietitian did an inventory of Head Start health supplies stored at Lee Learning Center and collaborated with the Disabilities Coordinator in identifying the specific needs for and ordering Head Start health supplies for the eight new sites. The Dietitian trained the School Nurse Associate in the file-review process.
- (2) The Head Start Nurse Associate, School Nurse Associate, and Dietitian reviewed files of perspective Head Start students, documenting health notes, calling parents as necessary regarding health concerns, looking up immunizations to determine completeness dependent on age, and signing off on the files.
- (3) During the month of July, the Head Start Nurse Associate, the School Nurse Associate, and the Dietitian continued to process an average of 39-40+ folders each day (over a 3-4-day week), depending on the complexity of the child's needs and follow-up needed. During this time, the staff also faxed the children's medical & dental homes for physicals & dental exams to ensure compliance with our Performance Standards.
- (4) At the end of July, the Head Start Nurse Associate and Dietitian did gather a few supplies together for the early-start schools. The Dietitian organized the assembly of the medical-and-nutrition-alert folders for posting in the Head Start classrooms.
- (5) The Head Start Dietitian presented health information at the new-teacher training on Monday, 08/05/29, at Lee Learning Center. The Head Start Nurse Associate faxed all the medical alerts to the early-start school nurses
- (6) The Head Start Dietitian continued to call parents to verify tolerances and to further clarify allergies and communicated via e-mail to the early-start school teachers. She also provided FSD supplies to the single new early-start school.
- (7) Staff continued with the review of file folders and continued to get those supplies not directly sent to the schools ready for the new schools.
- (8) The Head Start Nurse Associate faxed all the medical alerts to all the traditional-start schools.
- (9) The Head Start Dietitian called all the parents of the children identified with special dietary needs (SDNs) for clarification of tolerances, etc.
- (10) The Head Start Dietitian e-mailed the SDN alerts, which include the allergy alert, lactose intolerance, and other SDN needs, to the teachers for documentation on the nutrition-alert folders for posting in the classroom.
- (11) The Head Start Dietitian assembled FSD supplies (and those supplies not delivered directly) for delivery to the new traditional-start schools.

*A discussion ensued regarding Give Kids a Smile Day at Marquette Dental School and the education received by parents on that date.*

Joandy Williams, early childhood learning manager, shared the following nutrition and fiscal reports.

## NUTRITION REPORT

Summary of monthly report for June 2019:

- Site Breakfast total.....5,733
- Site Lunch total .....7,012
- Site Supper total .....94
- Site total ..... 12,839

**FISCAL REPORT**

- (1) Summary of monthly expense report from June 2019:
  - Expended funds
    - Federal.....9.6%
    - State..... 1%
  - Total finds remaining
    - Federal.....\$8.4 million
    - State.....\$375,204
- (2) Summary of monthly in-kind report from June 2019.
  - Updated total for June .....\$2,247.00

**NEW BUSINESS**

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*Joandy Williams, Early Childhood Learning Manager, shared the New Business*

**HEAD START WAIVERS**

**FOCUS AREA ONE MONITORING RESULTS**

Follow-up care after dental, medical, and or behavioral concerns. Development of a Health Advisory Committee would be helpful.

**MARKETING AND RECRUITING**

The program has been marketed through social media, banners on schools, yard signs (if new or more are needed, they will be provided), and word of mouth.

**PROGRAM UPDATES**

- (1) There are eight additional sites, which are full-day.
- (2) We are working with the Recreation Department on wraparound sites at Sierfert and Maple Tree.
- (3) Sherman now offers two full-day classrooms and one half-day classroom due to the demand for full-day K3.
- (4) We are working diligently on meeting our numbers in enrollment. The numbers for the program’s enrollment are due at the end of the month.
- (5) Erin Hermann is currently underfilling as Head Start Supervisor. Julie Schlipmann is currently underfilling as Education Coordinator.
- (6) We are working to fill vacant positions
  - FPAs
  - Education Coordinator
  - Supervisor Position
  - Mental Health and Disabilities Coordinator
  - LPN (2 positions)



*Mr. Albert Robbins asked about the current process of contacting families regarding their children being cleared to begin school. Miss Nikki Cherek explained the process.*

*A discussion ensued regarding the Policy Council's meeting dates and attendance.*

*A discussion ensued regarding bus safety.*

#### **ANNOUNCEMENTS**

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(1) Marquette Dental School will host the Give Kids a Smile Dental Day on Saturday, September 28, 2019.

(2) The next Policy Council meeting will be October 8, 2019 from 10:00 a.m. until 12:00 noon at Lee Learning Center.

#### **ADJOURNMENT**

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The meeting was adjourned at 11:41 a.m.

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