

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

January 30, 2020

Submitted by Director Erika Siemsen

**MPS Head Start Policy Council Meeting
Lee Learning Center
Tuesday, December 17, 2019**

CALL TO ORDER AND ROLL CALL

Erin Hermann, Head Start Supervisor underfill, called the monthly meeting of the MPS Head Start Policy Council to order at 10:19 a.m. on Tuesday, December 17, 2019, at the Lee Learning Center, 921 W. Meinecke Avenue.

Members in Attendance Connie Pigott (Dr. M.L. King), Socorro Vargas (ALBA); Eunice Heredia-Colon (Kagel), Erika Siemsen (Milwaukee Board of School Directors)

Policy Council Advisors Albert Robinson, Jr.; Annie Crockett

Staff: Nikki Cherek, enrollment assistant; Jennifer Brumm-Maciejewski, mental health staff; Teri Bonan, nutrition technician; Raquel de la Cruz Gutiérrez, education coordinator; Julie Schlipmann, education coordinator underfill; Erin Hermann, Head Start Supervisor underfill; Joandy Williams, Early Childhood Learning Manager; and Vicki Brown-Gurley, Interim Senior Director of C&I

**UPDATE FROM THE MILWAUKEE BOARD OF SCHOOL
DIRECTORS**

Director Siemsen shared information about the upcoming referendum to help improve and the proposal to change the school name of Lee Learning Center to Grant Gordon, who was the first African American principal in Milwaukee Public Schools, at the Milwaukee Board of School Directors' monthly meeting in December.

DIRECTOR'S REPORT

EDUCATION

Julie Schlipmann, education coordinator underfill, presented the Education report.

- (1) The education coordinators approved and scheduled Head Start field trips.
- (2) The education coordinators entered October in-kind documentation.
- (3) The education coordinators assisted the health service area with the filling of supply request forms and the delivery of health supplies to various Head Start classrooms.
- (4) The education team has focused its supports on classroom teachers new to the Head Start program, providing strategies and feedback on classroom management, procedures and routines, setting up classroom observations, and coaching conversations.
- (5) On November 1, 2019, the education coordinators supported two new teachers during an observation of a veteran teacher.
- (6) On November 1, 2019, the education coordinator helped set up the student roster on Galileo Pre-K online management-of-learning system for two new classroom teachers.

(7) On November 4, 2019 the education coordinator underfill covered for the administration of Lee Learning Center.

(8) On November 6, 2019, the education coordinator and education coordinator underfill met to discuss educational programming in Head Start.

(9) On November 7, 2019 the education coordinator underfill supported a teacher new to Head Start when she observed a veteran teacher.

(10) On November 15 and November 20, 2019, the education coordinators provided administrative coverage at Lee Learning Center for the program supervisor underfill.

(11) On November 15 and November 25, 2019, the education coordinators participated in a professional development team meeting to discuss a district-wide early childhood professional development day in January.

(12) On November 18, 2019, the education coordinator participated in a Head Start meeting to discuss marketing and resources for the January orientation for Head Start parents.

(13) On November 22, 2019, the education coordinator and the program supervisor underfill participated in the Head Start Regional Young African American Boys Webinar and Implementing Culturally Responsive, Strength-based Practice Meeting.

(14) On November 25 and 26, 2019, the education coordinator attended an individualized education program (IEP) meeting at Gwen T. Jackson and Longfellow School.

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

Nikki Cherek, enrollment assistant, presented the ERSEA report.

Eligibility (county and federal only)

Of 1,397 families:

- 898 are income-eligible;
- 154 meet the allowable over-income category;
- 155 are categorically eligible (foster care, homeless, public assistance).

Recruitment

- (1) An advertisement has been placed on social media sites.
- (2) 28 parents came into the Head Start office at Central Services during the month of November.
- (3) 10 parents came into the Head Start office at Lee during the month of November.

Selection

The waitlist's total as of November 29, 2019, was 286, which consists of income-eligible families and those who want only particular schools that are full at this time.

Attendance

Head Start's average daily attendance for November 2019 was 86.2%.

Transportation

2.1% of Head Start children used MPS transportation services. Head Start accounts for 64.6% of the total ridership.

Enrollment

- (1) As of November 30, 2019, the actual enrollment (state, county, and federal) was 1,460.

(2) The total enrollment for the month of November, as reported to the Head Start office, was 1,397. 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.

Funding		Region	School Site	Allocated Seats				Total		
				Monolingual		Bilingual		Enrolled	Available	
Federal	State		K3	K4	K3	K4			K3	K4
X		Southwest	ALBA	0	0	34	0	34	0	0
X		Southwest	Allen-Field	0	0	17	0	17	0	0
X		Central	Auer	17	0	0	0	17	0	0
X		Central	Bethune	17	20	0	0	37	0	0
X		Central	Browning	17	0	0	0	17	0	0
X		Northwest	Bruce	34	0	0	0	34	0	0
X		Northwest	Carson	34	0	0	0	34	0	0
X		Northwest	Congress	85	0	0	0	85	0	0
X		Southwest	Doerfler	0	0	17	0	17	0	0
X		Southwest	Forest Home	30	20	30	0	71	2	7
X		Northwest	Franklin	17	0	0	0	17	0	0
X		Central	Gwen T. Jackson	30	40	0	0	67	0	3
	X	Northwest	Obama	17	40	0	0	55	0	2
X		Northwest	Hawthorne	30	20	0	0	44	1	5
X		Southwest	Hayes	0	0	34	0	33	1	0
X		Central	Hopkins Lloyd	17	0	0	0	17	0	0
X		Southwest	Kagel	17	0	17	0	34	0	0
X		Central	Keefe	17	0	0	0	17	0	0
X		Northwest	Kilbourn	34	20	0	0	53	0	1
X		East	King, Jr.	17	0	0	0	17	0	0
X	X	Northwest	Kluge	34	0	0	0	34	0	0
X		Central	LaFollette	34	0	0	0	34	0	0
X		Central	Lee	85	0	0	0	85	0	0
X		Southwest	Lincoln	17	0	51	40	107	0	8
X		Southwest	Longfellow	0	0	17	20	37	0	0
X		Northwest	Maple Tree	60	20	0	0	73	2	4
X		Central	MACL	17	0	0	0	17	0	0
X		Central	Marvin Pratt	30	20	0	0	49	1	0
X		Central	Metcalfe	17	0	0	0	17	0	0
X		Southwest	Mitchell	30	0	0	0	28	2	0
X		GE	Pierce	30	0	0	0	27	3	0
X		Northwest	Sherman	34	40	0	0	73	0	1
X		East	Siefert	60	20	0	0	74	4	2
X		Central	Thurston Woods	34	0	0	0	34	0	0
X		Central	Westside	30	40	0	0	67	1	2
Total				832	320	183	100	1,473	9	34

A policy council member asked how the Head Start program is addressing homelessness and resources to help the families. The enrollment assistant shared that the family assessment is given during the application process, and the information is used to check the needs of the families.

MENTAL HEALTH & DISABILITIES

Jennifer Brumm-Maciejewski, of the mental health staff, presented the Mental Health and Disabilities report.

Enrolled Number of Students with Disabilities — November 2019		
Schools	Total Number of Enrolled Children with Active IEPs	IEPs as of 11/30/19
ALBA	7	20.6%
Allen Field	5	29.4%

Enrolled Number of Students with Disabilities — November 2019		
Schools	Total Number of Enrolled Children with Active IEPs	IEPs as of 11/30/19
Auer	1	5.9%
Bethune	3	8.1%
Browning	1	5.9%
Bruce	3	8.8%
Carson	2	5.9%
Congress	6	7.1%
Doerfler	3	17.6%
Forest Home	11	13.8%
Franklin	2	11.8%
Hawthorne	7	14.0%
Hayes	4	11.8%
Hopkins Lloyd	1	5.9%
Jackson, Gwen T.	9	12.9%
Kagel	3	8.1%
Keefe	2	11.8%
Kilbourn	6	11.1%
King ES, Martin Luther	1	5.9%
Kluge	9	26.4%
LaFollette	2	5.9%
Lee Learning Center	3	3.5%
Lincoln	22	20.4%
Longfellow	9	24.3%
Maple Tree	6	7.5%
Marvin Pratt	7	14.0%
Mitchell	2	6.7%
Metcalfe	3	17.6%
Milwaukee Academy of Chinese Learning (MACL)	0	0%
Obama	4	7.0%
Riverwest	0	0%
Sherman	7	9.5%
Siefert	8	10%
Thurston Woods	2	5.9%
Westside Academy	9	12.9%
TOTALS	175	11.5%

Special Education and 504 Services Enrollment for the Current Month

Note: Abbreviations are mental health disabilities coordinator (MHDC), mental health staff (MHS), individualized education program (IEP), behavioral intervention team meeting (BIT), and behavioral academic intervention plan (BAIP)

- (1) Children identified with disabilities..... 175 (11.5%)
 Funded enrollment..... 1,522

This was an increase of 31 students and an overall increase in 2.1% when compared to October 2019's 144 students, which represented 9.4% of funded enrollment.

- (2) Five children are in the 504 Plan process to date.
- (3) In November, staff were invited to 34 special education meetings and attended 31.
- (3) MHS assisted central evaluation teams to obtain parental consent for services/testing of three children.

Mental Health Classroom and Family Support for the Current Month

- (1) Mental health staff completed and submitted more than 11 homeless referrals.

- (2) Mental health staff submitted two Child Find or school-based referrals.
- (3) Behavioral, visual, and sensory supports, as well as resource information, were provided to more than seven classrooms in November.
- (4) Two referrals were submitted to Penfield Behavior Clinic.
- (5) Two referrals were submitted to Goodwill for vouchers for families in need.
- (6) One referral was submitted to Ladies of Charity Clothing Center for families in need.
- (7) The mental health and disabilities staff attended four behavioral intervention team/behavioral academic intervention plan (BIT/BAIP) meetings at Head Start school sites.
- (8) The mental health and disabilities staff completed a minimum of four student observations/debriefs in Head Start classrooms.
- (9) The mental health and disabilities staff followed up on more than six requests from the enrollment assistant to place students with pending special education evaluations or current IEPs in Head Start.
- (10) The mental health and disabilities staff have provided screening data and accepted invitations to IEP meetings in more than more than 20 instances.
- (11) The mental health and disabilities staff distributed completed Head Start's social/emotional/behavioral screener ASQ: SE-2 forms and blank AcuScreen forms to teachers.
- (12) The mental health and disabilities staff followed up with parents whose children scored 90% on the ASQ:SE-2.
- (13) The MHS entered classroom developmental screening (Acuscreen and ASQ: SE-2) data for 45-day timelines.
- (14) The MHS reviewed and updated online ASQ screeners on an ongoing basis.
- (15) The MHS followed up on a continuous basis with Mental Health Request for Support forms.
- (16) The MHS provided individualized developmental and community resource information to five families.
- (17) The MHS provided individualized interventions to five students.
- (18) The MHS continually updated special education data for Head Start students.
- (19) The MHS assisted in the enrollment of students into the Head Start program, including three children who are in foster care and require a parent or legal guardian to sign registration paperwork.

Other

- (1) On November 1 and 22, 2019, MHS met with their professional learning communities within their SSW department.
- (2) On November 11 and 18, 2019, MHS participated in a parent orientation planning and preparation meeting.
- (3) On November 18, 2019, MHS attended a professional development speaker series/round robin of workshops to support students' Mental Health.
- (4) On November 20, 2019, MHS (on behalf of Lee Learning Center) attended a 1½-hour mandatory work session for PBIS Tier 1 Coordinators and BIT Attendance Coordinators (SSW) focusing on the fidelity of the implementation of District's Attendance Improvement Plan.
- (5) On November 19, 2019, MHS met with special education staff to discuss how to serve students who have special education needs.
- (6) On November 25, 2019, MHS picked up 35 Thanksgiving meals donated by Aurora Family Services. Meals were distributed to Head Start families by the family partnership associates.

(7) On November 26, 2019, MHS attended a Pupil Services Evaluation Plan (PSEP) assistance session.

FAMILY ENGAGEMENT

Erin Hermann, Head Start program supervisor underfill, presented the Family Engagement report.

(1) During the month of November, 35 Thanksgiving meals were distributed to Head Start families by the family partnership associates (FPAs).

(2) During the month of November, new FPAs were assigned to schools, and FPAs continued to conduct introductory conversations with the staff at each school.

(3) During the month of November, the FPAs continued to work with families to complete the Family Partnership Agreements.

(4) During the month of November, the FPAs continued to work with staff from their assigned schools to recruit families for the Policy Council.

(5) During the month of November, the FPAs continued to focus on preparing student information to be sent to schools and on contacting families to communicate start dates for children.

(6) During the month of November, the FPAs assisted the Health Team in obtaining missing physicals and continuity of care for students in the program.

HEALTH

Teri Bonan, nutrition technician, presented the Health report.

(1) During the month of November, the Health Team divided schools and identified students who had not yet turned in completed physicals for the 2019-20 school year. The Health Team followed up with doctors and contacted parents of students who were missing physicals or those who were not connected to a medical home. An annual physical completed for each child enrolled in Head Start is a Performance Standard.

(2) During the last week of November and first week of December, two of the nurse associates went out to 24 schools to complete 45-day hearing-and-vision screenings of those children who are newly enrolled into Head Start. The Health Team will continue to go out to the remaining schools to catch all newly enrolled children to complete their screenings prior to the onset of Winter Break.

(3) During the month of November, the dietitian and a nurse associate visited seven schools and eight classrooms- to weigh and measure Head Start Children-(specifically to assist teachers new to Head Start) to continue to fulfill our Health Performance Standard that every child enrolled in Head Start must have a height and weight recorded within 90 days of enrollment.

(4) During the month of November, the dietitian also visited two new Head Start Classrooms to observe, to support, and to provide further education and training on family-style dining (FSD). The dietitian also provided additional FSD supplies to those classrooms.

(5) The dietitian continued to respond to and to fill the Health Supply Request forms and also continued to enter the heights and weights of children from 25 classrooms.

(6) During the month of November, the Dietitian and the nurse continued to process folders of newly registered children by calling parents, developing care plans, and collaborating on significant health concerns and food allergies for some of the most medically-complex children. Upon completion of the file review, the dietitian will fax all essential health Information to the specific school nurses, depending upon the schools that the children will be attending.

NUTRITION

Joandy Williams, Early Childhood Learning Manager, presented the Nutrition report.

FISCAL REPORT

Joandy Williams, Early Childhood Learning Manager, presented the Fiscal report.

- (1) Summary of monthly expense report from November 2019.

	<u>Federal</u>	<u>State</u>	<u>County</u>
Funds Expended	37%	62%	26%
Total Remaining (\$million).....	\$6.3	\$0.291	\$1.2

- (2) Summary of In-kind report from October 2019.

Total In-Kind for October	Federal	\$5,331.67
	County	\$187.21

NEW BUSINESS

PERSONNEL UPDATE

Joandy Williams shared the recommended appointment of Julie Schlipmann as the education coordinator at the January 2020 meeting of the Milwaukee Board of School Directors.

ANNOUNCEMENTS

(1) Head Start is looking for parents to participate in the Head Start Health Services Advisory Committee.

(2) The Head Start Parent Orientation will be held on January 3, 2020, at Milwaukee Academy of Chinese Languages (MACL) from 12 noon until 4:00 p.m.

(3) The next meeting of the Policy Council will take place on Tuesday, January 14, 2020, from 10:00 a.m. until 12:00 noon.

ADJOURNMENT

Erin Hermann, Head Start program supervisor underfill, adjourned the meeting at 11:02 a.m.

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