

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

December 19, 2019

Submitted by Director Erika Siemsen

CALL TO ORDER AND ROLL CALL

Joandy Williams, Early Childhood Learning Manager, called the meeting of the MPS Head Start Policy Council to order at 10:12 a.m. on Tuesday, November 12, 2019, in the Lee Learning Center.

Members in Attendance Connie Pigott (Dr. King), Katherine Rodrigues (Lincoln), Christina Policlo (Lincoln), Thania Fernandez (Lincoln), William Azgarraga (Lincoln), Grisel Torres (Lincoln), Thalia Rivera (Longfellow), Lillie Wilson (Siefert)

Community Representative Christina Esparza

Policy Council Advisor Larry McAdoo; Albert Robinson, Jr.; Annie Crockett,

School Board Representative Director Erika Siemsen

Staff: Nikki Cherek, Enrollment Assistant; Jennifer Popovich, Mental Health Staff; Teri Bonan, Nutrition Technician; Raquel de la Cruz Gutiérrez, Education Coordinator; Erin Hermann, Head Start Supervisor (underfill); and Joandy Williams, Early Childhood Learning Manager, Julie Schlipmann, Education Coordinator (underfill).

Interpreters Sebastian Fuentes and Maria Rodriguez, Spanish interpreters

DIRECTOR’S REPORT

EDUCATION

The Education Report was shared by Raquel de la Cruz, Educational Coordinator.

- (1) The education coordinators approved and scheduled Head Start field trips.
- (2) The education coordinators entered September in-kind documentation.
- (3) The education coordinators assisted the health service area with the filling of supply-request forms and delivery of health supplies to various Head Start classrooms.
- (4) The education coordinators visited classrooms at ALBA, Allen-Field, Browning, Doerfler, Gwen T. Jackson, Hayes Bilingual, Kagel, La Follette, Lincoln, Longfellow, Martin Luther King Jr., Milwaukee Academy of Chinese Language, Mitchell, Siefert, Kluge, Kilbourn, Keefe Ave, Hopkins Lloyd, Bethune, Westside Academy, Obama, Auer Ave, Marvin Pratt, Congress, and Metcalfe to provide support to Head Start teaching teams. The focus was on schedules, on routines, on classroom environments, and on identifying and providing support as needed. The Early Childhood Checklist was used to provide feedback regarding instruction, lessons, and classroom environments.
- (5) Throughout the month of October, the education coordinator has started the workday in the new classroom at Kluge Elementary, receiving students and facilitating the family-style breakfast routine, toothbrushing, and instructional routines.
- (6) On October 10th-14, 2019, the education coordinators provided administrative coverage at Lee Learning Center for the program supervisor underfill.
- (7) On October 14, 2019, the education coordinator attended the MPS/Milwaukee Early Childhood 1825 Initiative Meeting at Central Services.

(8) On October 14, 2019, the education coordinator participated in the interviews for Supervisor I of the Head Start Program at Central Services.

(9) On October 15, 2019, the education coordinator attended an Individualize Education Program (IEP) meeting at Westside Academy.

(10) On October 15 and October 17, 2019, the education coordinators participated in meetings of the Head Start staff's team meeting to discuss program planning.

(11) On October 17, 2019, the education coordinator observed, supported, and gave feedback to a new teacher in Head Start.

(12) On October 18, 2019, the education coordinators participated in a meeting of the Head Start Leadership Team.

(13) On October 18, 24, and 30, 2019, the education coordinator met with a new teacher and a long-term substitute teacher to provide programmatic support and to share information on policies, procedures, and curriculum in Head Start.

(14) On October 21, 2019, the education coordinators participated in a Head Start meeting to plan the November orientation for Head Start parents.

(15) On October 24, 2019, the education coordinators provided administrative coverage at Lee Learning Center for the program supervisor underfill.

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

Nikki Cherek, Enrollment Assistant, shared the ERSEA report.

Eligibility

Of 1,425 families:

- 945 are income-eligible
- 151 meet the allowable over-income category
- 329 are categorically eligible (foster care, homeless, public assistance).

Recruitment

(1) Advertisements have been placed on social media sites.

(2) 53 parents came into the Head Start office at Central Services during the month of October. 45 parents came into the Head Start office at Lee during the month of October.

Selection

The waitlist's total as of October 31, 2019, was 296, 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 October 1-31, 2019, was 88.4%.

Transportation

62.6% of Head Start children used MPS transportation services. Head Start accounts for 2.0% of the total ridership.

Enrollment

As of October 31, 2019, the actual enrollment was 1,372. The total enrollment for the month of October, as reported to the Head Start office, was 1,400. 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.

MENTAL HEALTH AND DISABILITIES

Jennifer Popovich, Mental Health Staff, shared the Mental Health and Disabilities Report.

October 2019 Enrolled Number of Students with Disabilities		
Schools	Total Number of Enrolled Children with Active IEPs	IEPs as of 10/30/19
ALBA	6	17.6%
Allen Field	5	29.4%
Auer	0	0%
Bethune	3	8.1%
Browning	1	5.9%
Bruce	2	5.9%
Carson	1	2.9%
Congress	6	7.1%
Doerfler	2	11.8%
Forest Home	8	10.0%
Franklin	2	11.8%
Hawthorne	7	14.0%
Hayes	4	11.8%
Hopkins Lloyd	0	0%
Jackson, Gwen T.	8	11.4%
Kagel	2	5.4%
Keefe	2	11.8%
Kilbourn	5	9.3%
Martin Luther King ES	0	0%
Kluge	9	26.4%
LaFollette	1	2.9%
Lee Learning Center	1	1.2%
Lincoln	19	17.6%
Longfellow	7	18.9%
Maple Tree	7	8.8%
Marvin Pratt	5	10%
Mitchell	2	6.7%
Metcalfe	3	17.6%
Milwaukee Academy of Chinese Learning (MACL)	0	0%
Obama	3	5.3%
Riverwest	0	0%
Sherman	7	9.5%
Siefert	8	10%
Thurston Woods	1	2.9%
Westside Academy	7	10%
Totals	144	9.4%

- (1) 144 (9.4%) children were identified as having disabilities.
- (2) Funded enrollment was 1,522.
- (3) There are four children in the 504 Plan process to date.
- (4) Staff were invited to 30 special education meetings in the month of October. They were able to attend 25.
- (5) MHS assisted two central evaluation teams to obtain parental consent for services or testing.

Mental Health Classroom and Family Support for the Current Month

Note: Abbreviations are Mental Health Disabilities Coordinator (MHDC), Mental Health Staff (MHS), Individualized Education Plan (IEP), Behavioral Intervention Team (BIT), Behavioral Academic Intervention Plan (BAIP)

- (1) MHS completed and submitted more than 12 homeless referrals.
- (2) MHS submitted two Child Find and school-based referrals.
- (3) Behavioral, visual, and sensory supports, as well as resource information, were provided to more than nine classrooms in October.
- (4) A total of two referrals were submitted to Penfield Behavior Clinic.
- (5) A total of one referral was submitted to Goodwill for vouchers for families in need.
- (6) No referral were submitted to Urban Threads (clothing resource for MPS homeless families).
- (7) A total of one referral was submitted to the Ladies of Charity Clothing Center for families in need.
- (8) The mental health and disabilities staff attended one behavioral intervention team/behavioral academic intervention plan (BIT/BAIP) meeting at a Head Start school site.
- (9) The mental health and disabilities staff completed a minimum of six student observations/debriefs in Head Start classrooms.
- (10) The mental health and disabilities staff followed up on more than 15 requests from the enrollment assistant to place students with pending special education evaluations or current IEPs in Head Start.
- (11) The mental health and disabilities staff have provided screening data and have accepted IEP invitations prior to IEP meetings in more than more than 15 instances.
- (12) The mental health and disabilities staff distributed completed ASQ: SE-2 forms and blank AcuScreen forms to teachers.
- (13) 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.
- (14) The MHS entered classroom developmental screening (Acuscreen and ASQ: SE-2) data for 45-day timelines.
- (15) The MHS reviewed and updated online ASQ screeners on an ongoing basis.
- (16) The MHS followed up th Mental Health Request for Support forms on a continual basis.
- (17) The MHS provided individualized developmental and community-resource information to six families.
- (18) The MHS provided individualized interventions for five students.
- (19) The MHS continually updated special education data for Head Start students.
- (20) The MHS assisted in the enrollment of students into the Head Start program, including four children who are in foster care and who require a parent or legal guardian to sign registration paperwork.
- (21) The MHS, acting in capacity of the school-based social worker for Lee Learning Center, sent 12 attendance letters out to parent/guardians of those students at Lee who have eight or more days of unexcused absences. Attendance-resource information tips were sent along with a copy of each student's attendance record.

Other

- (1) On October 8, 2019, MHS attended a beginning-of-interval-PSEP meeting for purposes of being evaluated.
- (2) On October 8, 2019, MHS attended and presented at the Head Start Policy Council's meeting.
- (3) On October 11, 2019, MHS attended a beginning-of-interval-PSEP meeting for purposes of being evaluated.
- (4) On October 15, 2019, MHS attended a Head Start staff meeting.

(5) On October 17 & 21, MHS attended a meeting for purposes of planning a Head Start parent orientation meeting.

(6) On October 18, 2019, MHS staff attended a SSW staff meeting at the Success Center, which is a new program for 4th-12th-graders whose behavioral challenges create a significant barrier to their academic success.

(7) On October 22, 2019, MHS met with Margaret McGuire, a retired occupational therapist with Chicago school district, to discuss and to review the Zones of Regulation curriculum. Ms. McGuire, who had adapted the curriculum for early childhood, was able to provide lesson plans and visual supports for the adapted curriculum.

(8) On October 29 and 30, MHS provided a 1:1 self-regulation intervention with a K3 student at Congress. MHS used the adapted Zones of Regulation curriculum with student.

FAMILY ENGAGEMENT

Erin Hermann, Head Start Supervisor (underfill,) and Joandy Williams, Early Childhood Learning Manager, shared the Family Engagement report.

(1) During the month of October, the Family Partnership Associates (FPAs) have been assigned schools and conducted introductory conversations with the staff at each school.

(2) During the month of October, the FPAs worked with families to complete the Family Partnership Agreements.

(3) During the month of October, the FPAs worked with staff from their assigned schools to recruit families for the Policy Council.

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

Christina Esparza, community representative, asked when monthly parent meetings will begin. Erin Hermann, Head Start Supervisor (underfill), answered that Head Start has recently hired three new FPAs and will begin scheduling parent meetings.

HEALTH

Teri Bonan, Nutrition Technician, shared the Health Report.

(1) During the month of October, the Health Team continued to review files at a rapid pace and to review student files from the waitlists.

(2) The three nurse associates completed vision and hearing screenings at 14 schools and in 24 classrooms. These screenings are to be completed within 45 days after a child has been enrolled in the program, per the Performance Standards. Hearing and vision screenings of 451 children were completed during the month of October.

(3) Growth assessments are also to be completed on the children as part of our Performance Standards. Each child who is enrolled in Head Start must have a height-and-weight assessment completed within 90 days of enrollment. To date, the dietitian has entered 323 heights and weights on children from 20 classrooms and 10 schools. All data will be entered by the dietitian until all classrooms and schools have been completed.

(4) Hot breakfast will be starting in most Head Start classroom beginning the first week of November.

(5) During the month of October, the nurse associate and the dietitian completed health and safety inspections in all six classrooms at Lincoln Elementary School.

(6) Supply requests have been filled by the dietitian for all Head Start classrooms in need.

Director Siemsen inquired about the roll-out of the hot-breakfast program. Erin Hermann, Program Supervisor, reported that the hot breakfast has been successful. The children have enjoyed the items on the menu thus far.

FISCAL REPORT

Joandy Williams, Early Childhood Learning Manager, shared the fiscal report.

Summary of monthly expense report from October 2019:

- Expended funds:
 - Federal 11%
 - State 25%
 - County 19%

- Total finds remaining
 - Federal 8.0 million
 - State \$314,786
 - County \$1.275 million

NEW BUSINESS

Joandy Williams, Early Childhood Learning Manager, and Erin Hermann, Head Start Program Supervisor Underfill, shared new business.

PROGRAM UPDATES

We are working to fill vacant positions

- FPAs (four positions)
- Education Coordinator
- Supervisor Position
- Health Coordinator Position
- Mental Health and Disabilities Coordinator
- ERSEA/FPA Coordinator
- LPN (two positions)

CONSCIOUS DISCIPLINE

Raquel de la Cruz Gutierrez, Education Coordinator, and Julie Schlipmann, Education Coordinator (underfill), provided an overview of implementation of Frog Street's Conscious Discipline in the Head Start classrooms. They provided handouts in (English/Spanish) of a monthly newsletter, calming strategies, and the Frog Street Pre-K eBook Library's website,

ROLES AND RESPONSIBILITIES OF THE POLICY COUNCIL

Erin Hermann, Head Start Supervisor (underfill), briefly spoke about the roles and responsibilities of sitting on the Head Start Policy Council. It was noted that, next month, nominations will be made and an election will be held.

ELIGIBILITY WAIVER

Joandy Williams, Early Childhood Learning Manager, shared information about an eligibility waiver that would allow families that fall into the 101%-130% eligibility to be enrolled in the 2019-2020 school year. Lillie Wilson, from Seifert, moved to approve the waiver. The motion passed unanimously.

CONDITIONS AT LINCOLN

William Azgarraga, from Lincoln, expressed concern over the cleanliness of the restrooms and outside sidewalk at Lincoln. Erin Hermann, Head Start Supervisor (underfill), responded that she will follow up with the lead janitor at Lincoln. Erika Siemsen, the School Board's representative, stated that she will also follow up with a phone call to the school regarding the concern.

ANNOUNCEMENTS

(1) The Policy Council's next meeting will be on December 10, 2019, from 10:00 a.m. to 12:00 noon at Lee Learning Center.

(2) Joandy Williams, Early Childhood Learning Manager, announced that there will be a Breakfast with Santa on December 14 from 8:00 a.m. to 11:30 a.m. at South Division High School.

(3) Erin Hermann, Head Start Supervisor (underfill), announced a "save the date" for a parent orientation on January 3, 2020 at MACL.

ADJOURNMENT

The meeting adjourned at 11:36 am.

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