

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

February 24, 2021

Submitted by Director Erika Siemsen

CALL TO ORDER

Clarissa Ramos, Head Start Supervisor, called the meeting to order at 2:37 pm.

ROLL CALL

Clarissa Ramos, Head Start Supervisor, facilitated roll call.

Members in Attendance: Maria Martinez (ALBA), Amayrani Andrade Munoz (ALBA), Susana Esquerra (Longfellow)

Community Representatives: Albert Robbins

Policy Council Advisors: No advisors present

School Board Representative: Director Erika Siemson

Staff: Clarissa Ramos, Head Start Supervisor; Joandy Williams, Early Childhood Learning Manager; Natalie Philippe, Mental Health and Disabilities Coordinator; Raquel de la Cruz Gutiérrez, Julie Schlipmann, and Erin Hermann, Education Coordinators; Dr. Kerrie McCullough, ERSEA/FPA Coordinator; Nikki Cherek, Enrollment Assistant; and Jodi Haar, Health Coordinator; Dr. Felicia Saffold, Senior Director of Curriculum and Instruction

Interpreters: Lyda Marcela Ramirez, Spanish interpreter; Rafael Trinidad Rios, Spanish interpreter; and Naw Saw Shee, Karen interpreter

Approval of Minutes for December – Action Item

Passive Vote: Time has been given to those viewing the recording to oppose. The motion will pass if no one opposes by 11:59 pm on Thursday, December 17, 2020.

Board Report (Informational): Director Siemson shared three updates: Kindergarten Enrollment Fairs held virtually on February 6th and 20th from 9A – 2P. Parents can enroll in the event on the MPS homepage. Information on the produce bags were also shared: pick up has been extended into January and can be picked up on January 21st and 28th. MPS will also participate in the National Black Lives Matter Action February 1-5, 2021. The activities for this even are on the MPS homepage.

December's Director's Report (Informational):

EDUCATION

- On December 1- 3, 2020, the education coordinators attended virtually *The National Research Conference on Early Childhood 2020* (NRCEC).
- On December 1, 8 and 15, 2020, the education coordinators attended the weekly Head Start Leadership Team meeting.
- On December 7, 2020 the education coordinator participated in Info Sec Training.

- On December 7, 14, 21, and 28, 2020, the education coordinators attended weekly education meetings to discuss action tasks aligned to the education service area.
- On December 1, 2,3, 7, 8 and 15, 2020, the education coordinators met to discuss the CARES Distribution Plan for Head Start students and families.
- On December 3, 2020, the education coordinators attended the *Leading for Equity: The Hidden Bias of Good People* webinar.
- On December 4, 11, and 18, 2020, the education coordinators reviewed and analyzed the school readiness data within the Galileo progress monitoring tool.
- On December 16, 2020, the education coordinators attended the virtual Head Start Policy Council meeting.
- On December 5, 2020, the education coordinators participated in the *Puppets: Pals for Children, Social-Emotional Learning Partners for Teachers* webinar.
- On December 6, 11, 14, and 20, 2020, the education coordinators met with the Head Start Program Supervisor to discuss updates in the education service area.
- On December 11, 18, 22, 2020, Erin Hermann, Education Coordinator, participated in weekly meetings with Early Childhood 1825 Initiative facilitators.
- On December 2, 4, 6, 9, 10, 18, 19, 20, 23, 2020, the education coordinators provided individual or group support to teachers in the Head Start program through virtual meetings.
- On December 9, 2020, the education coordinators attended the *Leading for Equity with Pedro Noguera* webinar.
- On December 9, 2020, the education coordinators participated in the *Adventures in Risky Play: What is Your Yes?* webinar.
- On December 14-16, 2020, the education coordinators assisted with the CARES Package Distribution at Grant Gordon Learning Center.
- On December 17, 2020, the education coordinators participated in *The Importance of Intentionality in the Pre-K Classroom* webinar.
- On December 1, 8, 11, 15, 22, 2020, the education coordinator provided administrative coverage for the Grant Gordon Learning Center.
- On December 10, 14, 15, 18, 21, and 22, 2020 the education coordinator observed the synchronous portion of a teacher's day.
- On December 22, 2020, the education coordinators participated in Grant Gordon Sing Along, a school wide holiday event, at Grant Gordon Learning Center.
- On December 23, 2020, the education coordinators participated in professional development for Head Start leadership staff.
- On December 28 and 29, 2020, the education coordinators met to support and give feedback on the development of an early literacy presentation for Head Start parents.

Education Report shared by Raquel de la Cruz Gutiérrez, Education Coordinator

ERSEA COORDINATOR

- On December 1, 15, and 23, 2020, ERSEA/FPA Coordinator attended the Head Start Leadership Team meeting.
- On December 3 and 4, 2020, ERSEA/FPA Coordinator worked with Lakeshore Learning to assemble CARES Packages for Head Start students.

- On December 7 and 8, 2020, ERSEA/FPA Coordinator met with Head Start Supervisor to organize CARES Packages pick up at Grant Gordon.
- On December 8, 2020, ERSEA/FPA Coordinator met with Head Start Supervisor to review and update the Enrollment and Recruitment Plan.
- On December 8, 2020, ERSEA/FPA Coordinator and Head Start Supervisor met for the ERSEA and Enrollment Service Area Team Meeting.
- On December 10 and 18, 2020. ERSEA/FPA Coordinator held meetings with the FPAs.
- On December 14, 15, 16, 2020, ERSEA/FPA Coordinator participated in the CARE Package Distribution at Grant Gordon.
- On December 16, 2020, ERSEA/FPA Coordinator attended the Kindergarten Enrollment Planning Meeting.
- On December 16, 2020, ERSEA/FPA Coordinator participated in the Virtual Policy Council Meeting.
- On December 18, 2020, ERSEA/FPA Coordinator met with Head Start Supervisor and Melissa Brockie from Next Door.
- On December 21, 2020, ERSEA/FPA Coordinator and Head Start Supervisor met with iHeartMedia to discuss marketing options.
- On December 1, 3, 4, and 17, 2020, ERSEA/FPA Coordinator held 1:1 meeting with the FPAs.

ERSEA

ELIGIBILITY (ONLY COUNTY AND FED. NUMBERS) – DECEMBER 2020

- There are 398 out of 671 families who are income-eligible.
- There are 156 out of 671 families who meet the allowable over-income category.
- There are 117 out of 671 families who are categorically eligible (foster care, homeless, public assistance).

RECRUITMENT-

- Advertisement placed on social media sites
- 0 parents came into the Head Start office (Central) during the months of Dec. 2020.
- 0 parents came into the Head Start office (Grant Gordon) during the months of Dec. 2020.
- Processed 22 student applications in Head Start office.
- By Appointment Only Registration throughout the month.
- IHeartMedia meeting on December 21, 2020 to discuss marketing options.

SELECTION – DECEMBER 2020

- The waitlist total as of Dec 30, 2020 was 33, which consists of income-eligible families, and those who want only particular schools that are full at this time, waitlisted until all required paperwork is submitted or prefer in-person classes.

ATTENDANCE

- The Head Start average daily attendance for Dec. 1st – Dec. 30th, 2020 was 85.5%
 - Our December attendance increased from November, which was 82.0%

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

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

ENROLLMENT

As of December 30, 2020, the actual enrollment was 684. (State, Fed. And County)

The total enrollment for the month of December as reported to the Head Start office was 671.

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.

| December 2020-2021 Enrollments | | | | | | | | | | |
|--------------------------------|--------------|------------------|----------------------|-----------|-----------|----------|-----------|---------------------------|---------------------------|-----------------------|
| Federally Funded | State Funded | Region | School Site | K3 Bil. | K3 Mono | K4 Bil. | K4 Mono | Total Number Available K4 | Total Number Available K3 | Total Number Enrolled |
| X | | Southwest | ALBA | 30 | 0 | 0 | 0 | 0 | 11 | 19 |
| X | | Southwest | Allen-Field | 17 | 0 | 0 | 0 | 0 | 4 | 13 |
| X | | Central | Auer | 0 | 17 | 0 | 0 | 0 | 13 | 4 |
| X | | Central | Bethune | 0 | 17 | 0 | 20 | 0 | 2 | 35 |
| X | | Central | Browning | 0 | 17 | 0 | 0 | 0 | 7 | 10 |
| X | | Northwest | Bruce | 0 | 34 | 0 | 20 | 4 | 9 | 41 |
| X | | Northwest | Carson | 0 | 34 | 0 | 0 | 0 | 19 | 15 |
| X | | Northwest | Congress | 0 | 85 | 0 | 0 | 0 | 47 | 38 |
| X | | Southwest | Doerfler | 17 | 0 | 0 | 0 | 0 | 9 | 8 |
| X | | Southwest | Forest Home | 30 | 30 | 0 | 20 | 6 | 37 | 37 |
| X | | Northwest | Franklin | 0 | 17 | 0 | 0 | 0 | 10 | 7 |
| X | | Central | Gwen T. Jackson | 0 | 34 | 0 | 40 | 26 | 24 | 24 |
| | X | Northwest | Obama | 0 | 17 | 0 | 40 | 31 | 12 | 14 |
| X | | Northwest | Hawthorne | 0 | 30 | 0 | 20 | 4 | 23 | 23 |
| X | | Southwest | Hayes | 34 | 0 | 0 | 0 | 0 | 15 | 19 |
| X | | Central | Hopkins Lloyd | 0 | 17 | 0 | 0 | 0 | 14 | 3 |
| X | | Southwest | Kagel | 17 | 17 | 0 | 0 | 0 | 24 | 10 |
| X | | Central | Keefe | 0 | 17 | 0 | 20 | 0 | 37 | 0 |
| X | | Northwest | Kilbourn | 0 | 34 | 0 | 20 | 7 | 19 | 28 |
| X | | East | King Jr. | 0 | 17 | 0 | 0 | 0 | 8 | 9 |
| x | x | Northwest | Kluge | 0 | 34 | 0 | 0 | 0 | 15 | 19 |
| X | | Central | LaFollette | 0 | 34 | 0 | 0 | 0 | 29 | 5 |
| X | | Central | Lee | 0 | 85 | 0 | 0 | 0 | 60 | 25 |
| X | | Southwest | Lincoln | 51 | 17 | 20 | 20 | 18 | 33 | 41 |
| X | | Southwest | Longfellow | 17 | 0 | 20 | 0 | 8 | 12 | 17 |
| X | | Northwest | Maple Tree | 0 | 60 | 0 | 20 | 8 | 40 | 32 |
| X | | Central | MACL | 0 | 17 | 0 | 0 | 0 | 5 | 12 |

| | | | | | | | | | | |
|--------------|--|----------------|-----------------|----------|-----------|----------|-----------|----------|----------|-----------|
| X | | Central | Marvin Pratt | 0 | 34 | 0 | 20 | 0 | 18 | 36 |
| X | | Central | Metcalfe | 0 | 17 | 0 | 20 | 7 | 7 | 23 |
| X | | Southwest | Mitchell | 0 | 30 | 0 | 0 | 0 | 18 | 12 |
| X | | GE | Riverwest | 0 | 30 | 0 | 0 | 0 | 21 | 9 |
| X | | Northwest | Sherman | 0 | 34 | 0 | 40 | 22 | 19 | 33 |
| X | | East | Siefert | 0 | 60 | 0 | 20 | 1 | 51 | 28 |
| X | | Central | Thurston Woods | 0 | 34 | 0 | 0 | 0 | 26 | 8 |
| X | | Central | Westside | 0 | 30 | 0 | 40 | 28 | 22 | 24 |
| Total | | | | | | | | 34 | 9 | 681 |
| 1571 | | | | 183 | 832 | 100 | 320 | | | |

ERSEA Report shared by Nikki Cherek, Enrollment Assistant

FAMILY ENGAGEMENT

- During the month of December, the FPAs continued to enroll families into the program online and through the By Appointment Only Registration Event at Grant Gordon.
- During the month of December, the FPAs continued to work on Family Outcomes and Needs Assessment.
- During the month of December, the FPAs continued to work on the Family Partnership Agreements.
- During the month of December, the FPAs continued to monitor attendance and follow up on any concerns that have arisen.
- Parent Meeting on Early Literacy was recorded in English and sent to translation for Spanish and Karen voiceovers.

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

MENTAL HEALTH & DISABILITIES

| December 2020 | | |
|------------------------------------------------------|------------------------------------------------------------|----------------------------------------|
| Enrolled Number of Students with Disabilities | | |
| School | Total Number of Enrolled Children with Active IEP's | Percentage of Funded Enrollment |
| ALBA | 5 | 16.7% |
| Allen Field | 3 | 17.6 % |
| Auer | 0 | 0% |
| Bethune | 5 | 13.5% |
| Browning | 3 | 17.6% |
| Bruce | 4 | 7.4% |
| Carson | 1 | 2.9% |
| Congress | 2 | 2.4% |
| Doerfler | 1 | 5.9% |

| | | |
|------------------------------|-----------|-------------|
| Forest Home | 6 | 7.5% |
| Franklin | 0 | 0% |
| Grant Gordon Learning Center | 2 | 2.4% |
| Gwen T. Jackson | 3 | 4.1% |
| Hawthorne | 4 | 8.0% |
| Hayes | 3 | 8.8% |
| Hopkins Lloyd | 0 | 0% |
| Kagel | 2 | 5.9% |
| Keefe | 0 | 0% |
| Kilbourn | 4 | 7.4% |
| King ES, Martin Luther | 0 | 0% |
| Kluge | 1 | 3.8% |
| LaFollette | 1 | 2.9% |
| Lincoln | 10 | 9.3% |
| Longfellow | 9 | 24.3% |
| Maple Tree | 1 | 1.3% |
| Marvin Pratt | 2 | 3.7% |
| Metcalfe | 6 | 16.2% |
| MACL | 1 | 5.9% |
| Mitchell | 0 | 0% |
| Obama | 3 | 5.3% |
| Riverwest | 0 | 0% |
| Sherman | 4 | 5.4% |
| Siefert | 3 | 3.8% |
| Thurston Woods | 0 | 0% |
| Westside Academy | 3 | 4.1% |
| TOTALS | 92 | 5.8% |

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

- **Children identified with a disability: 92 (5.8%), Funded enrollment: 1580**
- This is an increase of 0.5% from the previous month.
- **Children with 504 plans:** There was 1 child with a 504 Plans\.
- **Special education/504 meetings:** MHT attended 8 virtual annual special education IEP meetings and 15 initial evaluation meetings.

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

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

- The MHS completed/submitted 4 homeless referrals.
- The MHS submitted 1 Child Find and/or school-based referral.
- The MHS obtained 1 parent consent for special education testing.
- A total of 1 referral was submitted to Goodwill for vouchers for families in need.
- The MHT has provided screening data/accepted IEP invitations prior to IEP meetings in approximately 27 instances.

- The MHT continued to distribute completed ASQ: SE-2 forms and blank Acuscreen forms to teachers.
- The MHT followed up with parents whose child/ren scored 90% on Head Start's social/emotional/behavioral screener ASQ:SE-2.
- The MHT has followed up with 4 parents with speech/communication and/or developmental resources after receiving Mental Health Request for Support forms.
- The MHT follow-up on a continuous basis with Mental Health Request for Support forms.
- The MHT entered classroom developmental screening (Acuscreen and ASQ: SE-2) data for 45-day timelines.
- The MHT reviewed and updated online ASQ screeners on an ongoing basis. In addition, the team continues to contact families and/or teachers to complete the missing ASQs.
- The MHS provided individualized developmental and community resource information to 3 families.
- The MHS provided individualized interventions for 1 student.
- The MHS completed 3 home visits.
- The MHS facilitated Chromebook/Hotspot pick-up and delivery for 2 students.
- 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 2 registrations for children in out-of-home care.

OTHER FOR THE MONTH OF DECEMBER 2020

- On December 1, 11, and 15, the MHDC attended the weekly Head Start Leadership Team meeting.
- On December 2 and 23 MHS attended and participated in Grant Gordon Staff Meetings.
- On December 3, 9, 17, and 22 the MHT met virtually to collaborate on tasks aligned to the service area.
- On December 4, the MHS attended a virtual SSW Professional Learning Community meeting.
- On December 4, the MHDC updated the information and materials in the MPS Head Start Google Site.
- On December 7 and 8, the MHT completed a virtual professional development training series entitled, "*Pyramid Model-Promoting Mental Health in Young Children*". This training was provided by MPS employees and included six, three-hour sessions.
- On December 8, 14, and 16, the MHDC participated with the Leadership Team to plan, organize and distribute the CARE packages for Head Start staff and families.
- On December 10, the MHDC met with the Head Start Supervisor to discuss updates in the MHD service area.
- On December 15, MHS met virtually to work on the bi-yearly SSW report.
- On December 15, the MHS completed mandated SSW duties for Grant Gordon by sending 8-day social work attendance referral letters to 8 students.
- On December 16, the MHDC attended the virtual Head Start Policy Council meeting, took notes and recorded the In-Kind donations in Child Plus.

- On December 17 and 22, MHT met and viewed Child Plus training videos and reviewed Mental Health and Disability programs PIR data collection and general documentation system set-up.
- On December 18, the MHS virtually attended a monthly SSW staff meeting which included a presentation from MPS Crisis Team members, and a presentation regarding the SCPMH (School Community Partnership for Mental Health) program.
- On December 18 and 21, MHS held parent and teacher meetings via phone conference and google meet.
- On December 22, the MHT participated in Grant Gordon's school-wide winter sing-along.
- On December 23, MHS completed mandated SSW duties by co-facilitating Grant Gordon's monthly BIT Meeting. SSW created a school-wide attendance incentive google form and google incentive sheets. SSW to follow up with community agencies to inquire about donations to utilize as attendance incentives for students and parents.
- On December 23, the MHT participated in a district-wide professional development day.
- The MHT participated in numerous professional development webinars throughout the month.
- The MHT continuously updated the MHD Google Classroom which includes educational information and community resources available for Head Start Staff.

Mental Health and Disabilities Report shared by Natalie Philippe, Mental Health and Disabilities Coordinator

HEALTH

- On December 1st, 15th and 29th 2020, the Health Coordinator attended Head Start Leadership Meetings.
- On December 2nd 2020, the Health Coordinator and Dietician met with ERSEA/FPA Coordinator to review and discuss health section in FPA handbook.
- On December 7th 2020, a Nurse Associate completed Need to Know: Safe Web Browsing in-service.
- On December 8th 2020, the Health Coordinator met with the Head Start Leadership team to plan the distribution of CARES packages.
- On December 8th 2020, the Health Coordinator met with Head Start Supervisor to discuss Health team updates and work.
- On December 9th 2020, the Health Coordinator attended the Health Services Advisory Committee.
- On December 10th 2020, the Health Coordinator met with Mental Health Disabilities Coordinator to discuss elevated lead level referral process to Mental Health team.
- On December 14th, 15th and 16th 2020, the Health Coordinator participated in the organization and distribution of CARES packages.
- On December 14th and 15th 2020, the Dietician and a Nurse Associate participated in the organization of CARES packages.
- On December 15th 2020, a Nurse Associate and the Dietician completed Need to Know: Safe Web Browsing in-service.

- On December 15th 2020, a Nurse Associate completed Need to Know: Password Security.
- On December 16th 2020, the Health Coordinator attended the virtual Head Start Policy Council meeting.
- On December 22nd 2020, the Health Coordinator, Dietician and a Nurse Associate attended the Grant Gordon Sing A Long.
- On December 23rd 2020, the Health Team participated in a Professional Development Day.
- On December 30th 2020, the Health Coordinator completed training on how to enter health information into ChildPlus.
- On December 30th 2020, the Health Coordinator reviewed and provided feedback on the Healthy Habits presentation for a future Virtual Parent meeting.
- During the month of December, the new Health Coordinator started to learn about and train on the responsibilities of her position.
- During the month of December, the Health Team continued to review files of newly registered students, prepared fax requests for physicals & dental exams to providers and contacted parents with questions related to medical homes, dental homes, care plans, and medical care.

Health Report shared by Jodi Haar, Health Coordinator

NUTRITION REPORT

The meal count for the month of December has not been tabulated as Head Start continues to remain closed to the public due to COVID-19.

Nutrition Report shared by Clarissa Ramos, Head Start Supervisor

FISCAL REPORT

- Summary of in-kind report from December 2020
- Summary of monthly expense report from December 2020

In-kind Report shared by Erin Hermann, Education Coordinator

Fiscal Report shared by Joandy Williams, Early Childhood Learning Manager

QUESTIONS PERTAINING TO DIRECTOR'S REPORT:

1. A member asked a question regarding filling the FPA vacancies that are open: Clarissa Ramos, Head Start Supervisor, answered the question stating that herself, Dr. McCullough, and Nikki Cherek held 4 interviews and will continue to hold more interviews.
2. A member asked a question regarding money previously used for mulch on playgrounds: Joandy Williams, Early Childhood Learning Manager, answered the question. In the past there have been start up funds allocated for this cost when sites are open. There are not

new sites that have been opened this school year. We will look into this for further clarification.

3. A member asked a question regarding in-kind dollars and how impacted by COVID: Erin Hermann, Educator Coordinator, answered the question. It does look different and we have fewer parent volunteer hours as we don't have the participation in the classroom this year. We also have non-federal share from the district and others in the district who work with our students count towards those in-kind dollars. We are not in danger of not meeting our 20% although it does look different this year. Clarissa Ramos, Head Start Supervisor, stated that there will be a significant increase in the in-kind dollar amount due to volunteer hours from Lakeshore Learning when they assembled CARE Packages.
4. A member asked a question regarding Family Engagement and how are we reaching out to families: Clarissa Ramos, Head Start Supervisor, answered the question and reviewed the virtual parent meeting recorded in English and sent to translation for Spanish and Karen. The Parent Meeting is on the Google Site as well as the Head Start home page.

NEW BUSINESS

- a. CARES Delivery to Families - Information Item
- b. Kindergarten Enrollment Fair - Information Item

ANNOUNCEMENTS:

None

ADJOURNMENT

Announced at 3:48 PM by Clarissa Ramos, Head Start Supervisor.