

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

January 26, 2021

Submitted by Director Erika Siemsen

**Meeting of the Head Start Policy Council
Virtual Meeting of Wednesday, December 16, 2020**

CALL TO ORDER

Clarissa Ramos, Head Start Supervisor, called the meeting to order at 2:36 pm.

ROLL CALL

Clarissa Ramos, Head Start Supervisor, facilitated roll call.

Members in Attendance:

Maricelys Alicea (ALBA), Maria de Martinez (ALBA), Amayrani Andrade (ALBA), Lillian O'Neil (MACL), Nyoka Young (MACL), Paw Kaw Ser (Bethune)

Staff: Clarissa Ramos, Head Start Supervisor; 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

Interpreters for Spanish and Karen were present to assist with language translation.

Approval of Minutes for November – 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): No report at this meeting.

NOVEMBER'S DIRECTOR'S REPORT (INFORMATIONAL):

EDUCATION

November, 2020

- On November 3 and 17, 2020, the education coordinators attended the weekly Head Start Leadership Team meeting.
- On November 2, 6, 9, 16, 17, 23, and 30, 2020, the education coordinators attended weekly education meetings to discuss action tasks aligned to the education service area.
- On November 4 and November 18, 2020, the education coordinators attended the virtual Head Start Policy Council meeting.
- On November 5, 2020, the education coordinators attended a Frog Street Facilitator's meeting to discuss upcoming districtwide professional development for K3 and K4 teachers.
- On November 5, 2020, the education coordinators participated in the *Puppets: Pals for Children, Social-Emotional Learning Partners for Teachers* webinar.
- On November 6, 2020, the education coordinators attended a CARE Funds meeting to discuss expenditures for COVID Funds for Head Start students and families.
- On November 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 November 6, 13, 20, 2020, Erin Hermann, Education Coordinator, participated in weekly meetings with Early Childhood 1825 Initiative facilitators.
- On November 4, 6, 9, 10, 19, 20, 23, 2020, the education coordinators provided individual or group support to teachers in the Head Start program through virtual meetings.
- On November 9, 2020, Raquel de la Cruz Gutierrez and Erin Hermann, education coordinators, participated in the MPS 1825 ECE initiative meeting.
- On November 10, 2020, the education coordinators participated in the *Equity and Excellence Now* webinar.
- On November 10, 2020 the education coordinator dropped off Chromebooks (county sites) and Frog Street Kits to 2 assigned schools.
- On November 11, 2020, the education coordinators met to discuss the Head Start Annual Report.
- On November 11, 17, and 18, 2020, the Leadership Team and a representative from health, family partnership associate and Head Start teacher met to record a Virtual Parent Orientation meeting.
- On November 12, 2020, the education coordinators participated in *Trauma and Young Children: What Every Early Educator Needs to Know* webinar.
- On November 12, 2020, the education coordinators participated in *Engaging young children and their families: Best practices for remote and hybrid* webinar.
- On November 13, 2020, the education coordinators and Dr. Kerrie McCullough, ERSEA/FPA coordinator, met to discuss a resource list of home and school ideas/ activities outside the virtual learning classrooms.
- On November 19, 24, and 25, 2020, the education coordinators provided administrative coverage for the Grant Gordon Learning Center.
- On November 19, 2020 the education coordinator participated in a webinar: Giving Kids a Fair Chance: A Presentation and Conversation with Professor James Heckman
- On November 30, 2020, the education coordinators attended the opening sessions of the virtual National Research Conference on Early Childhood (NRCEC).
- On November 20, 2020 the education coordinator observed the synchronous portion of teacher's day.

Education Report shared by Erin Hermann, Education Coordinator

ERSEA Coordinator

- On November 3 and 17, 2020, ERSEA/FPA Coordinator attended the weekly Head Start Leadership Team meeting.
- On November 3, 2020, ERSEA/FPA Coordinator finalized the content for the Virtual Parent Orientation presentation and submitted it to the Head Start Supervisor.
- On November 4, 2020, ERSEA/FPA Coordinator attended the Virtual Policy Council Meeting.
- On November 5, 2020, ERSEA/FPA Coordinator met with the Head Start Supervisor and Lakeshore Learning regarding materials for CARES Packages.
- On November 6, 2020, ERSEA/FPA Coordinator and Head Start Supervisor met with new TTA (Training and Technical Assistance) for region.
- On November 6, 2020. ERSEA/FPA Coordinator met with Leadership Team to discuss expenditure of COVID Funds.
- On November 9, 2020, ERSEA/FPA Coordinator participated in a Policy Council webinar with the Head Start Supervisor.
- On November 9, 2020, ERSEA/FPA Coordinator finalized the gift card purchases for teachers who participated in a raffle for nominating parents for Policy Council.

- On November 10, 2020, ERSEA/FPA Coordinator met with Early Childhood Manager, Head Start Supervisor, and Grants Specialist to discuss COVID funds.
- On November 10, 2020, ERSEA/FPA Coordinator held a meeting with an FPA.
- On November 13, 2020, ERSEA/FPA Coordinator and the education coordinators met to discuss a resource list of home and school ideas/ activities outside the virtual learning classrooms.
- On November 2, 3, 5, 6, 16, 17, 18, 19, 20, 30, 2020, ERSEA/FPA Coordinator held 1:1 meeting with the FPAs.
- On November 16, 2020, ERSEA/FPA Coordinator met with Head Start Supervisor to discuss By Appointment Only for registration.
- On November 17 and 19, 2020, ERSEA/FPA Coordinator held staff meetings with the FPAs.
- On November 18, 2020, ERSEA/FPA Coordinator attended the Virtual Policy Council Meeting.
- On November 23, 2020, ERSEA/FPA Coordinator met with Early Childhood Manager regarding FPA Handbook.
- On November 24, 2020, ERSEA/FPA Coordinator met with Early Childhood Manager regarding FPA office spaces and FPA Handbook.
- On November 30, 2020, ERSEA/FPA Coordinator met with FPA regarding how to utilize and record in Google Meet for future recordings of parent meetings.
- During the month of November, ERSEA/FPA Coordinator reviewed, revised, and finalized the FPA Handbook.

ERSEA

Eligibility (Only County and Fed. Numbers) – November 2020

- There are 399 out of 679 families who are income-eligible.
- There are 158 out of 679 families who meet the allowable over-income category.
- There are 122 out of 679 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 Nov. 2020.
- 0 parents came into the Head Start office (Grant Gordon) during the months of Nov. 2020.
- Processed 22 student applications in Head Start office.
- Contactless Registration throughout the month.

Selection – November 2020

- The waitlist total as of Nov. 30, 2020 was 23, 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 Nov.2nd – Nov. 25th , 2020 was 82.0%

Transportation -No Transportation was provided during the month of November 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 November30, 2020, the actual enrollment was 694. (State, Fed. And County)

The total enrollment for the month of November as reported to the Head Start office was 679. 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.

November 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	9	21
X		Southwest	Allen-Field	17	0	0	0	0	5	12
X		Central	Auer	0	17	0	0	0	13	4
X		Central	Bethune	0	17	0	20	0	0	37
X		Central	Browning	0	17	0	0	0	3	14
X		Northwest	Bruce	0	34	0	20	4	9	41
X		Northwest	Carson	0	34	0	0	0	16	14
X		Northwest	Congress	0	85	0	0	0	44	41
X		Southwest	Doerfler	17	0	0	0	0	10	7
X		Southwest	Forest Home	30	30	0	20	5	39	36
X		Northwest	Franklin	0	17	0	0	0	10	7
X		Central	Gwen T. Jackson	0	34	0	40	27	26	21
	X	Northwest	Obama	0	17	0	40	31	11	15
X		Northwest	Hawthorne	0	30	0	20	3	23	24
X		Southwest	Hayes	34	0	0	0	0	15	19
X		Central	Hopkins Lloyd	0	17	0	0	0	13	4
X		Southwest	Kagel	17	17	0	0	0	23	11
X		Central	Keefe	0	17	0	20	0	1	36
X		Northwest	Kilbourn	0	34	0	20	8	21	25
X		East	King Jr.	0	17	0	0	0	6	11

x	x	Northwest	Kluge	0	34	0	0	0	14	20
X		Central	LaFollette	0	34	0	0	0	30	4
X		Central	Lee	0	85	0	0	0	59	26
X		Southwest	Lincoln	51	17	20	20	18	33	50
X		Southwest	Longfellow	17	0	20	0	7	43	18
X		Northwest	Maple Tree	0	60	0	20	8	12	29
X		Central	MACL	0	17	0	0	0	4	13
X		Central	Marvin Pratt	0	34	0	20	0	17	37
X		Central	Metcalfe	0	17	0	20	9	9	21
X		Southwest	Mitchell	0	30	0	0	0	19	11
X		GE	Riverwest	0	30	0	0	0	9	21
X		Northwest	Sherman	0	34	0	40	21	17	36
X		East	Siefert	0	60	0	20	0	52	29
X		Central	Thurston Woods	0	34	0	0	0	27	7
X		Central	Westside	0	30	0	40	29	22	23
Total								34	9	745
1571				183	832	100	320			

ERSEA Report shared by Nikki Cherek, Enrollment Assistant

FAMILY ENGAGEMENT

- During the month of November, the FPAs continued to enroll families into the program online and through the Contactless Walk-Up Registration Event at Grant Gordon.
- During the month of November, the FPAs continued to work on Family Outcomes and Needs Assessment.
- During the month of November, the FPAs continued to work on the Family Partnership Agreements.
- During the month of November, the FPAs continued to monitor attendance and follow up on any concerns that have arisen.
- During the month of November, the FPAs provided resources to be added to the Head Start Google Site.
- On November 19, 20, 23, 2020, the FPAs delivered Thanksgiving vouchers to specific families.

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

MENTAL HEALTH & DISABILITIES

November 2020

Enrolled Number of Students with Disabilities		
School	Total Number of Enrolled Children with Active IEP's	Percentage of Funded Enrollment
ALBA	3	10.0%
Allen Field	3	17.6 %
Auer	0	0%
Bethune	3	8.1%
Browning	3	17.6%
Bruce	4	7.4%
Carson	1	2.9%
Congress	3	3.5%
Doerfler	1	5.9%
Forest Home	5	6.3%
Franklin	0	0%
Grant Gordon Learning Center	2	2.4%
Gwen T. Jackson	2	2.7%
Hawthorne	4	8.0%
Hayes	3	8.8%
Hopkins Lloyd	0	0%
Kagel	1	2.9%
Keefe	0	0%
Kilbourn	3	5.6%
King ES, Martin Luther	0	0%
Kluge	1	3.8%
LaFollette	0	0%
Lincoln	10	9.3%
Longfellow	8	21.6%
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	4	5.0%
Thurston Woods	0	0%
Westside Academy	3	4.1%
TOTALS	84	5.3%

Special Education and 504 services enrollments for the month of November 2020

- **Children identified with a disability: 84 (5.3%), Funded enrollment: 1580**
 - This is an increase of 0.8% from the previous month.
- **Children with 504 plans:** There were 8 children with 504 Plans.
- **Special education/504 meetings:** MHT attended 7 virtual annual special education IEP meetings, 12 initial evaluation meetings, 2 re-evaluation meetings, and 2 reconvened initial/reevaluation 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 November 2020

- The MHS completed/submitted 2 homeless referrals.
- The MHS submitted 1 Child Find and/or school-based referral.
- The MHS obtained 1 parent consent for special education services.

- A total of 1 referral was submitted to Penfield Behavior Clinic.
- A total of 3 referrals were submitted to Goodwill for vouchers for families in need.
- The MHT followed up with 1 request from the enrollment assistant to place students in Head Start with a pending special education evaluation, or current IEP.
- The MHT facilitated 2 requests for possible change of placement options for current Head Start students needing alternative school placement due to special education needs.
- The MHT has provided screening data/accepted IEP invitations prior to IEP meetings in approximately 49 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 10 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 4 families.
- The MHS provided individualized interventions for 1 student.
- The MHS completed 2 home visits and 2 school visits.
- 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 4 registrations for children in out-of-home care.
- The MHT began the process of updating the documentation spreadsheets for the MHT's behavior/sensory support materials inventory, Second Step and ASQ Kits assigned to Head Start Classrooms. This process included requesting information from teachers.

Other for the month of November 2020

- On November 3, 13, and 17, the MHDC attended the weekly Head Start Leadership Team meeting.
- On November 4, 11, 18, and 24 the MHT met virtually to collaborate on tasks aligned to the service area.
- On November 4, the MHDC completed the MHD section of the MPS Head Start Google Site.
- On November 4 and 18, the MHDC attended virtual Policy Council meetings.
- On November 5th, MHS attended a virtual Threat Assessment Team Training.
- On November 6, the MHDC attended a virtual Leadership meeting to discuss expenditure of CARES funds.
- November 9 and 10, the MHT continued a virtual professional development opportunity entitled "*Pyramid Model-Promoting Mental Health in Young Children*". This training was provided by MPS employees and includes a total of 6 three-hour sessions over 3 months.
- On November 11 and 18, MHS (acting as SSW) attended Grant Gordon staff meetings.
- On November 11, MHS participated in a virtual collaboration meeting to develop support documentation for community resources.
- On November 11, 17, and 18, the MHDC recorded a virtual parent orientation with the Head Start Leadership Team.
- On November 12, the MHDC met with the Head Start Supervisor to discuss updates in the MHD service area.
- The MHT participated in numerous professional development webinars throughout the month.
- On November 16, the MHDC met with the Education Team to discuss the division of administrative duties.

- On November 16, MHS (acting as SSW for Grant Gordon) participated in a virtual meeting with Grant Gordon’s school psychologist. Discussed interventions and support staff needs for Grant Gordon’s staff, students, and families.
- On November 18, MHS (acting as SSW for Grant Gordon) and MHDC participated in a virtual BIT Meeting for Grant Gordon. SSW shared attendance data for Grant Gordon with BIT members.
- The MHT continuously updated the MHD Google Classroom which includes educational information and community resources available for Head Start Staff.
- On November 19, MHS staff received 25 Thanksgiving dinner vouchers from Aurora Family Services for the Family-to-Family Thanksgiving event. Vouchers were distributed to Head Start families by the MHT with the assistance of the FPAs on November 19, 20 and 23.
- On November 19, MHS picked up Hotspot from South Division High School and delivered it to the family of a Grant Gordon student.
- On November 20, the MHDC was the administrator on site at Grant Gordon Learning Center.
- On November 20, the MHS virtually attended a monthly SSW staff meeting, which included a presentation regarding Alternative Assessments by MPS Special Education staff.
- On November 24, the MHDC made a home visit to assist the registration of a student with disabilities.
- On November 30, MHT met virtually to assist with revising and editing the MH&D section of the FPA handbook.

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

HEALTH

- On November 3rd, the Dietitian participated in the Virtual Leadership Meeting
- On November 4th, the Dietitian attended the September Policy Council meeting on behalf of the Health Team
- On November 11th and November 17th, the Dietitian participated in the recording of the Virtual Parent Orientation on behalf of the Health Team
- On November 18th, the Dietitian attended the October Policy Council meeting on behalf of the Health Team
- On November 30, 2020, the Head Start Program welcomed the new Health Coordinator-Jodi Haar BSN RN.
- During the month of November, the R.N., Nurse Associates, & the Dietitian continued to review files of newly registered students. The R.N. and Nurse Associates continued to prepared fax requests for physicals & dental exams to Medical & Dental Providers. The Health Team continued to contact parents re: questions re: Medical homes, care plans, and other necessary information re: individual students.

Health Report shared by Jodi Haar, Health Coordinator

NUTRITION REPORT

- The meal count for the month of November has not been tabulated as Head Start continues to remain closed to the public due to COVID-19.
- The district has 50 “Stop, Grab, and Go” meal sites.

Nutrition Report shared by Clarissa Ramos, Head Start Supervisor

FISCAL REPORT

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

Fiscal Report shared by Clarissa Ramos, Head Start Supervisor

In-kind Report shared by Erin Hermann, Education Coordinator

New Business

- a. Head Start Home Page Updates-Information Item
- b. CARE Package Delivery to Families-Information Item

Announcements: None

Adjournment announced at 3:41pm by Clarissa Ramos, Head Start Supervisor.