

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

May 30, 2019

Submitted by Director Erika Siemsen

CALL TO ORDER AND ROLL CALL

Eunice Heredia-Colon, Chairperson, called the meeting of the MPS Head Start Policy Council to order at 10:08 a.m. on Tuesday, May 44, 2019, in the Lee Learning Center.

- Members in Attendance..... Connie Pigott (Dr. King), Harriette Richards (Jackson), Eunice Heredia-Colon (Kagel), Itzel Ramirez (Longfellow), Ashanti Ealy (Congress)¹, Lillie Harris (Siefert), Henry Cox (Kilbourn)
- Community Representative Naw Lay Htoo
- Policy Council Advisors Annie Crockett, Larry McAdoo, Albert Robbins, Jr.
- Staff Raquel de la Cruz Gutiérrez, Education Coordinator; Charmina Gray, Health Coordinator; Erin Hermann, Education Coordinator; Latisha Little, ERSEA/FPA Coordinator; Ruth Stark-Jordan, Head Start Program Supervisor; Joandy Williams, Early Childhood Learning Manager; Vickie Brown-Gurley, Interim Senior Director of the Department of Curriculum and Instruction; Honore Harvey, Mental Health and Disabilities Coordinator; and Nikki Cherek, Enrollment Assistant
- Interpreters Gladys Ruiz and Rafael Trinidad, Spanish interpreters; Heiler Moo and Na Saw Shee, Karen interpreters

DIRECTOR'S REPORT

EDUCATION

Erin Hermann shared the education report.

- (1) The Education Coordinators approved and scheduled Head Start field trips.
- (2) The Education Coordinators entered March in-kind documentation.
- (3) The Education Coordinators visited Head Start classrooms to provide support to Head Start teaching teams. The focus was on schedules, routines, 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.
- (4) The Education Coordinators completed five CLASS (Classroom Assessment Scoring System) observations during the month of April at Bruce, Forest Home Avenue, Kagel, Maple Tree, and Obama. The Education Coordinators sent written feedback to each observed teacher as well as to each teacher's principal. They also held conferences with teachers to debrief observations.
- (5) On April 1, 2019, the Education Coordinator provided support to a new teacher assigned to the wraparound program at Siefert School.
- (6) On April 1, 2019, the Education Coordinator attended a meeting of the Equitable Resources Subcommittee for the Early Childhood Education 1825 Initiative.

¹ via telephone

- (7) On April 2, 2019, the Education Coordinators participated in a Head Start coordinators' meeting to discuss program planning.
- (8) On April 2, 2019, the Education Coordinators met to discuss and prepare for the Focus Area One monitoring protocol.
- (9) On April 2, 2019, the Education Coordinators provided administrative coverage for Lee Learning Center.
- (10) On April 3, 2019, the Education Coordinator prepared an order for furniture and instructional materials for the wraparound program at Siefert School.
- (11) On April 3, 4, and 5, 2019, the Education Coordinators, along with the other service-area coordinators, met to discuss and prepare for the Focus Area One monitoring protocol.
- (12) On April 4, 2019, the Education Coordinators participated in the Focus Area One monitoring preparation call.
- (13) The Education Coordinator facilitated coaching sessions with a Head Start teacher on April 4 and 12, 2019.
- (14) On April 8, 2019, the Education Coordinators attended the Early Childhood Education 1825 Initiative meeting at Central Services.
- (15) On April 9, 2019, the Head Start management team and service-area coordinators participated in the Focus Area One monitoring conference call to discuss the program's design and management in Head Start.
- (16) On April 10, 2019, the Education Coordinators provided district-wide training in the Frog Street curriculum to K3 and K4 early childhood teachers.
- (17) On April 10, 2019, the Education Coordinators met to prepare for Focus Area One monitoring on designing quality education and child-development program services.
- (18) On April 11, 2019, the Head Start management team and the Education Coordinators participated in the Focus Area One monitoring conference call to discuss designing quality education and child-development program services in Head Start.
- (19) On April 12, 2019, the Education Coordinator provided one-on-one support and an overview of the Frog Street curriculum to the newly assigned teacher in the wraparound program at Siefert School.
- (20) On April 12, 2019, the Education Coordinator met with the Community Learning Center's site director and wraparound program teacher to discuss the wraparound program at Siefert School.
- (21) On April 15, 2019, the Education Coordinators, Mental Health and Disabilities Coordinator, ERSEA/FPA Coordinator, and ERSEA enrollment specialist met to discuss and write a program highlight for the Focus Area One monitoring review.
- (22) On April 16, 17, 18, 23, 24, and 25, 2019, the Education Coordinator prepared for recertification as a CLASS observer.
- (23) On April 17, 2019, the Education Coordinators met to discuss end-of-the-year planning.
- (24) On April 23, 2019, the Education Coordinators met with Lillian Mallinson, Early Childhood/Infant Toddler Specialist from Region V, to discuss CLASS observations and coaching framework.
- (25) On April 24, 2019, the Education Coordinator provided instructional support to the new teacher in the wraparound program at Siefert School.
- (26) Head Start teachers and paraprofessionals participated in home visits on April 25 and 26, 2019.
- (27) On April 25, 2019, the Education Coordinator met with the bilingual teacher leader and Early Childhood Learning Manager to plan for Frog Street training that will take place in May.
- (28) On April 5, 12, and 26, 2019, the Education Coordinator participated in the Early Childhood Education 1825 Initiative's internal district meetings to plan and coordinate the district initiative.

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

Ruth Stark-Jordan shared the ERSEA report.

Eligibility for April

Of 1,391 families

- 929 are income-eligible;
- 77 meet the allowable over-income category;
- 97 families are in the 101-130% category; and
- 288 are categorically eligible (foster care, homeless, public assistance).

Recruitment

- Fifty-four parents came into the Head Start office (Central) during the month of April.
- Forty-nine parents came into the Head Start office (Lee) during the month of April.
- An FPA (family partnership associate) attended the Community Health Fair at Obama on April 3, 2019.

Selection

The waitlist's total as of April 30, 2019, was 213, which consists of income-eligible and over-income families and those who want only particular schools that are full at this time.

Attendance

Head Start average daily attendance for April 1–30, 2019, was 96.4%.

Transportation

Seventy-three percent of Head Start children utilize MPS transportation services. Head Start accounts for 2% of the total MPS ridership.

Enrollment

As of April 30, 2019, the actual enrollment was 1,391. The total enrollment for the month of April, as reported to the Head Start office, was 1,331. 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.

April 2019 Enrollments

Funding		Region	School Site	Allotted Seats				Total Number Enrolled	Total Number Available	
				Bilingual		Monolingual			K3	K4
Federal	State			K3	K4	K3	K4		K3	K4
X		Southwest	ALBA	34	20	0	0	52	0	2
X		Central	Bethune	0	0	17	20	37	0	0
X		Northwest	Bruce	0	NA	34	NA	34	0	NA
X		Northwest	Carson	0	NA	34	NA	32	2	NA
X		Northwest	Congress	NA	NA	85	NA	85	0	NA
X		Southwest	Forest Home	30	0	30	20	77	0	3
X		Northwest	Franklin	NA	NA	17	NA	17	0	NA
X		Central	Gwen T. Jackson	NA	NA	30	40	70	0	0
	X	Northwest	Obama	NA	NA	17	40	57	0	0
X		Northwest	Hawthorne	NA	NA	30	20	46	0	4
X		Southwest	Hayes	34	0	0	0	34	0	NA
X		GE	Kagel	17	20	NA	20	53	0	4
X		Northwest	Kilbourn	NA	NA	34	20	49	0	5
X		East	King Jr.	NA	NA	17	NA	17	0	NA

Funding		Region	School Site	Allotted Seats				Total Number Enrolled	Total Number Available	
				Bilingual		Monolingual			K3	K4
Federal	State			K3	K4	K3	K4		K3	K4
X	X	Northwest	Kluge	NA	NA	17	NA	17	0	NA
X		Central	LaFollette	NA	NA	34	NA	34	0	NA
X		Central	Lee	NA	NA	85	NA	85	0	NA
X		Southwest	Lincoln	51	40	17	NA	107	1	0
X		Southwest	Longfellow	17	20	NA	0	37	0	0
X		Northwest	Maple Tree	NA	NA	60	20	80	0	0
X		Central	Marvin Pratt	NA	NA	30	20	43	0	7
X		Southwest	Mitchell	NA	NA	30	NA	29	1	NA
X		GE	Pierce	NA	NA	30	NA	30	0	NA
X		Northwest	Sherman	NA	NA	60	40	100	0	0
X		East	Siefert	NA	NA	60	20	74	6	0
X		Central	Thurston Woods	NA	NA	34	NA	34	0	NA
X		Central	Westside	NA	NA	30	40	61	0	9
Total				183	832	100	320	1,391	10	34
				1,435						
								44		

Albert Robbins, Jr., Policy Council Advisor, asked whether we are collecting data from people and how they hear about Head Start in correlation to the recruitment plan. Ruth Stark-Jordan, Head Start Program Supervisor, answered that we are asking parents how they are hearing about Head Start. We are working with our database, ChildPlus, on how to customize.

MENTAL HEALTH AND DISABILITIES

Honore Harvey shared the mental health and disabilities report.

Enrolled Number of Students with Disabilities

Schools	Total Number of Enrolled Children with Active IEPs	IEPs per Site (% of Funded Enrollment)
ALBA	18	39%
Bethune	2	5%
Bruce	6	15%
Carson	2	6%
Congress	12	15%
Forest Home	16	23%
Franklin	3	12%
Hawthorne	5	10%
Hayes	9	26%
Jackson	12	16%
Kagel	11	18%
Kilbourn	6	15%
King Es	4	24%
Kluge	6	38%
LaFollette	7	21%
Lee Learning Ctr	11	14%

Schools	Total Number of Enrolled Children with Active IEPs	IEPs per Site (% of Funded Enrollment)
Lincoln	20	20%
Longfellow	9	24%
Maple Tree	12	15%
Mitchell	4	13%
Obama	6	14%
Pierce (Riverwest)	2	7%
Pratt	7	16%
Sherman	15	14%
Siefert	3	5%
Thurston Woods	5	12%
Westside Acad.	10	13%
Totals	223	17%

- Children identified with disabilities 17% of funded enrollment
- Children with 504 plans 3
- Special education meetings invited to for the month of April 51
- MHS-assisted central evaluation teams to obtain parental consent for services/testing 3

Mental Health Classroom and Family Support for the Month of April

Note: Abbreviations appearing below are the following: mental health disabilities coordinator (MHDC), mental health staff (MHS), and individualized education program (IEP).

- (1) MHS completed and submitted five homeless referrals.
- (2) MHS submitted two Child Find and school-based referrals.
- (3) The MHDC conducted two CLASS observations and provided written feedback.
- (4) Behavioral, visual, and sensory supports, as well as resource information, were provided to more than four classrooms.
- (5) No referrals were submitted to Penfield Behavior Clinic.
- (6) One referral was submitted to Goodwill for vouchers for families in need.
- (7) One referral was submitted to Urban Threads (clothing resource for MPS homeless families).
- (8) One referral was submitted to Ladies of Charity Clothing Center for families in need.
- (9) The mental health and disabilities staff attended one building intervention team and behavior assessment/intervention plan meeting at Head Start school sites.
- (10) The mental health and disabilities staff completed a minimum of six student observations/debriefs in Head Start classrooms.
- (11) The mental health and disabilities staff followed up with 14 requests from the ERSEA coordinator to place students with pending special education evaluations or current IEPs in Head Start.
- (12) The mental health and disabilities staff have provided screening data and accepted IEP invitations prior to IEP meetings in more than 20 instances.
- (13) The mental health and disabilities staff continued to distribute completed ASQ:SE-2 forms to teachers.
- (14) 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.
- (15) The MHS entered classroom developmental screening (Acuscreen and ASQ:SE-2) data for 45-day timelines.
- (16) The MHS reviewed and updated all online ASQ screeners (ongoing).
- (17) The MHS provided individualized developmental and community-resource information to five families.
- (18) The MHS provided individualized interventions with a minimum of five students.

OTHER

- (1) On March 28, 2019, the mental health team provided support to the Education Coordinators to open a wraparound classroom.
- (2) On March 29, 2019, two of the mental health team completed a homeless registration.
- (3) On April 1, 2019, MHS, acting as Lee Learning Center's school social worker, provided one-on-one emotional support to a student.
- (4) On April 2, 2019, MHS completed part one of the Child Protection Online Curriculum Training.
- (5) The MHDC participated in Head Start coordinators' meetings on April 2, 3, 4, 5, and 30, 2019, to work on Focus Area One data collection in preparation of the Focus Area One review.
- (6) Throughout the week of April 8, 2019, the MHDC participated in phone conferences with Head Start for the Focus Area One review. The MHDC was included in the interview on April 9, 10, and 11 (twice on this day).

(7) On April 2 and 9, 2019, MHS, acting as Lee Learning Center's school social worker, sent out the district-mandated eight-day unexcused absences letters to parent/guardians of students attending Lee.

(8) On April 8 and 24, 2019, the MHDC served as acting principal at Lee Learning Center.

(9) On April 10, 2019, the MHDC and MHS debriefed with staff at their school sites.

(10) During the week of April 15, 2019, the MHDC viewed five videos for the CLASS test via Teachstone.

(11) During the weeks of April 15 and April 22, 2019, the MHDC continued work on the 90% report (which reflects students who score in the 90% or higher "concern zone" on the ASQ:SE-2 screener that is completed at the time of registration) and continued work on the special education referral list, pulling and entering ASQ:SE-2 data for accepted students for next year.

(12) On April 17, 2019, the MHDC made a home visit to pick up a report that the parent was willing to share for a child's upcoming special education initial evaluation.

(13) On April 22, 2019, the MHDC participated in video professional development offered by the Autism Certification Center. Videos viewed included "Tell Me, Show Me, Share with Me," "A Positive Approach to Interfering Behaviors," "Assessing and Understanding Why Behaviors Occur," and "Essential Elements" (self-advocacy).

(33) On April 23, 2019, MHS and MHDC participated in a meeting.

(34) On April 24, 2019, all staff of the mental health and disabilities team participated in a group meeting.

(35) On April 26, 2019, the MHDC, Health Coordinator, Early Childhood Learning Manager, and Head Start Program Supervisor met to determine ways to best serve children in the program.

(36) On April 26, 2019, MHS attended the Professional Learning Community to prepare for the May presentation to other school social work staff on supporting students who witness domestic violence.

(37) On April 28–30, 2019, MHS attended the 2019 Disability Services Coordinator Institute in San Antonio, Texas. This institute is a pre-conference to the National Head Start Association's annual conference.

(38) On April 29, 2019, MHS and MHDC participated in a meeting.

(39) On April 30, 2019, the MHDC provided onsite training at a school on request.

FAMILY ENGAGEMENT

Latisha Little shared the family engagement report.

(1) During the month of April, the ERSEA/FPA Coordinator created a rotation calendar for FPAs to cover the Central Services office for the school year.

(2) The ERSEA/FPA Coordinator created filing days for the FPAs to have for the entire school year.

(3) The ERSEA/FPA Coordinator had a one-on-one meeting with the Head Start Program Supervisor on April 3, 2019.

(4) The ERSEA/FPA Coordinator reviewed the second-year trackers submitted by the FPAs.

(5) The ERSEA/FPA Coordinator assigned weekly benchmarks for FPAs to accomplish.

(6) The ERSEA/FPA Coordinator assisted with staffing the new wraparound program at Siefert School by assigning FPAs to work inside the classroom.

(7) The ERSEA/FPA Coordinator assisted with classroom coverage for Lee Learning Center by assigning FPAs to cover classrooms.

(8) The ERSEA/FPA Coordinator participated in an overview regarding Infinite Campus and arranged a one-on-one training.

(9) In the month of April, the family partnership associates' parent committee meetings focused on health habits with assistance from UW-Extension.

Albert Robbins, Jr., Policy Council Advisor, asked whether we are having a special event for our families; specifically for our dads. Itzel Ramirez, Longfellow's representative, suggested having a training/meeting with parents about how Head Start works and the program itself to make giving information a requirement before school starts. Ms. Ramirez also asked how Head Start shares with other parents about monthly Head Start meetings. Ruth Stark-Jordan, Head Start Program Supervisor, answered that parents at the Policy Council take information back to parents to share. Joandy Williams, Early Childhood Learning Manager, added that parents receive a handbook at the beginning of the year.

HEALTH

Charmina Gray shared the health report.

(1) During the month of April, the Head Start nutritionist entered 140 growth assessments into ChildPlus for Head Start students. The nutritionist completed one meal-monitoring session at Congress and completed one consultation regarding dietary needs/concerns.

(2) During the month of April, the Head Start nutritionist assisted with obtaining heights and weights at Longfellow for second semester.

(3) During the month of April, the Head Start nutritionist attended UW-Extension's FoodWise parenting classes.

(4) During the month of April, Head Start nurse associates conducted hearing and vision screenings on new and absent Head Start students.

(5) During the month of April, the Health Coordinator completed audiology referrals for students identified as needing further hearing evaluations. Vision resources were given to parents/guardians of students who require follow-up assessment.

(6) During the month of April, the Health Coordinator reviewed and discussed with the health team complex cases to initiate appropriate care plans.

(7) During the month of April, the health team continued to process health-related supply order forms and delivered supplies to Head Start classrooms with the help of FPAs.

(8) During the month of April, the health team continued to connect families' medical and dental homes to meet the needs of our students.

(9) During the month of April, the health team continued to request the most up-to-date medical records (physical exams, lab work, and dental exams) for Head Start students.

(10) During the month of April, the Health Coordinator mailed educational information to parents/guardians of students who had been identified as having elevated lead levels.

(11) During the month of April, the Health Coordinator participated in ongoing assessment and Focus Area One monitoring meetings as well as coordinator meetings and other Head Start projects alongside the Head Start management team.

(12) During the month of April, the Health Coordinator met with the UW-Extension's supervisor and the Head Start nutritionist to discuss upcoming 2019-20 school-year curriculum options.

(13) During the month of April, the health team continued to complete file folder reviews for all newly enrolled Head Start students to identify health-related needs and communicated with school nurses and the medical team. This includes the 2019-20 file folder review as well.

(14) During the month of April, the Health Coordinator conducted an AED drill at Lee Learning Center alongside the health team.

FISCAL REPORT

Summary of Monthly In-kind Report from March 2019

Total updated for March	\$ 5,107.67
• Bethune	\$ 392.78
• GTJ	\$ 427.42
• Congress	\$ 256.80
• Forest Home	\$ 359.52

OLD BUSINESS

RECRUITMENT PLAN

Itzel Ramirez, Longfellow representative, asked whether this is for the following school year. Ruth Stark-Jordan, Head Start Program Supervisor, responded yes. Suggestions were made about dropping off flyers at local grocery stores.

Itzel Ramirez, Longfellow representative, moved to pass the recruitment plan; the motion was seconded by Naw Lay Htoo, community representative. The recruitment plan was passed unanimously.

NEW BUSINESS

- a. PQA (group work)
- b. Head Start Performance Standards overview
- c. ERSEA overview
- d. Transitions
- e. Homeless Education training
- f. State Supplemental Grant

ANNOUNCEMENTS

- (1) The next meeting will be held June 11, 2019, at 10:00 a.m. at Lee Learning Center.
- (2) Joandy Williams, Early Childhood Learning Manager, shared information about the State Supplemental Grant and that the Policy Council will have the opportunity to provide feedback.

ADJOURNMENT

Eunice Heredia-Colon adjourned the meeting at 12:08 p.m.

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