

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

November 19, 2020

Submitted by Director Erika Siemsen

CALL TO ORDER AND ROLL CALL

Clarissa Ramos, Head Start Supervisor, called the meeting to order at 2:39 p.m. on Wednesday, November 4, 2020. Due to the Covid-19 pandemic, the meeting was held remotely.

Members Present:	Alicea Maricelys (ALBA), Paw Ka Hsar (Bethune), Chakiya Harris (Bruce), Dashia McVey (Kluge), Sonovia Branch (Sherman)
Community Representatives:	Christina Esparza (Bethune), Connie Pigott (Dr. King)
Policy Council Advisors:	No Advisors Present
School Board Representative:	Director Erika Siemsen
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 Terese Bonan, Dietician
Interpreters:	Gerald Lacayo, Spanish interpreter; Kyaw Mue, Karen interpreter; and Naw Saw Shee, Karen interpreter

SCHOOL BOARD'S REPORT

Dir. Siemsen shared that during the month of October, the Milwaukee Public Schools Board of School Directors voted to continue with the current virtual platform. They will begin reviewing data surrounding the COVID-19 numbers in the month of January. Additionally, the board will review the gating criteria used in making decisions regarding returning to school in any format (Phase 2-hybrid learning, and Phase 3-face-to-face learning with virtual option)..

EDUCATION

Shared by Raquel de la Cruz Gutiérrez, Education Coordinator

SEPTEMBER

- In the month of September 2020, the education coordinators prepared, organized and packed for the previously scheduled Head Start office relocation to the 3rd floor of the Grant Gordon building.
- In the month of September 2020, the education coordinators reached out to Head Start teachers and MPS staff to participate in the Why Head Start Campaign.
- On September 1, 8, 16, 18, and 22, 2020, the education coordinators attended the weekly Head Start Leadership Team meeting.
- On September 2, and 30, 2020, the education coordinators met with the Head Start Program Supervisor to discuss updates in the education service area.
- On September 3, 2020, the education coordinators participated in the Head Start Designation Renewal System (DRS) Changes: Answering Your Questions webinar.
- On September 7, 14 and 28, 2020, the education coordinators attended weekly education meetings to discuss action tasks aligned to the education service area.

- On September 10, 2020, the education coordinators participated in the Protecting Our Children: COVID 19's Impact on Early Childhood and ACEs webinar.
- On September 11, 2020, the education coordinators dropped off Head Start Flyers and Registration packets to MPS Stop, Grab and Go sites to support enrollment.
- On September 4, 11, 18, and 25, 2020 Erin Hermann, Education Coordinator, participated in a weekly meeting with Early Childhood 1825 Initiative facilitators.
- On September 15, 16, 24, 25, and 28, 2020, the education coordinators worked on creating and recording tutorial videos on how to establish baseline, enter observations, enter and copying ACUSCREEN observations onto the assessment reporting tool, Galileo.
- On September 15, 2020, the education coordinator and mental health and disabilities coordinator worked on analyzing trends from teacher work surveys on remote learning, hybrid instruction and in person learning.
- On September 16, 2020, the education coordinators participated in the Office of Head Start CLASS webinar.
- On September 17 and September 18, 2020, the education coordinators assisted with Contactless Registration to promote enrollment in Head Start.
- On September 22, 2020, the education coordinators and program supervisor met to discuss Totspots, a technology device, to support learning at home for Head Start children.
- On September 23, 2020, the education coordinators sent a survey to Head Start teachers regarding teacher support during Phase One of the MPS Reopening Plan.
- On September 23, 2020, Education Coordinators participated in a Coaching Corner Anti-Bias teaching webinar.
- On September 23, 24, and 25, 2020, the education coordinators inventoried and documented Chromebook serial numbers for the County Grant sites and dropped off Chromebooks to: Browning School and Milwaukee Academy of Chinese Language.
- On September 28, 2020, the education coordinators participated in the Office of Head Start FY2021 Monitoring Kickoff webinar.
- On September 30, 2020, the education coordinators attended and presented at the virtual Head Start Policy Council meeting.

ERSEA COORDINATOR

- During the month of September, Contactless Registration continued at Grant Gordon.
- During the month of September, ERSEA/FPA Coordinator provided support to building administrators regarding enrollment.
- On September 1, 8, 16, 18, and 22, 2020, the ERSEA/FPA Coordinator attended the weekly Head Start Leadership Team meeting.
- On September 1, 2, 15, and 29, 2020 ERSEA/FPA Coordinator attended service area meeting with Head Start Supervisor and Enrollment Specialist.
- On September 1 – 18, 2020, ERSEA/FPA Coordinator collaborated with Head Start Supervisor reviewing Enrollment Data and Debrief.
- On September 1, 2020, ERSEA/FPA Coordinator and Head Start Supervisor delivered At Home Kits to Longfellow and Hayes.
- September 1- 14, 2020, ERSEA/FPA Coordinator and Head Start Supervisor continued the Enrollment Initiative to display the Head Start Yard Sign and post on school website or social media promoting Head Start.

- On September 4, 8, and 9, the ERSEA/FPA Coordinator met with the Head Start Supervisor, the Early Childhood Learning Manager, representatives of the MPS social work department, and representatives of Children's Wisconsin to discuss a grant from Cigna that would offer mental health services and education to families and training to staff.
- On September 8, 2020, ERSEA/FPA Coordinator participated in Head Start Secretary interviews with Head Start Supervisor and Head Start/Grant Gordon Secretary.
- On September 10 and 11, 2020, ERSEA/FPA Coordinator created enrollment packets for the 50 Grab and Go sites around Milwaukee as well as the remaining Head Start sites.
- On September 16, 2020, ERSEA/FPA Coordinator held a staff meeting with the FPAs and Head Start Supervisor regarding goals for 3rd Friday Count.
- On September 21, 2020, ERSEA/FPA Coordinator and Head Start Supervisor met to plan the FPA Incentive for 3rd Friday Count.
- On September 29, 2020, ERSEA/FPA Coordinator and Head Start Supervisor held a meeting to celebrate the FPAs and conduct the raffle for their work during the 3rd Friday Count Initiative.
- On September 30, the ERSEA/FPA Coordinator met with the MHDC coordinator to develop a system for FPAs and MHT to complete the ASQ:SE-2 with families in the required timeframe.
- On September 30, 2020, the ERSEA/FPA Coordinator and Enrollment Assistant attended and presented at the virtual Head Start Policy Council meeting.

ENROLLMENT

ELIGIBILITY

(Only County and Fed. Numbers) – September 2020

- There are 352 out of 499 families who are income-eligible.
- There are 147 out of 499 families who meet the allowable over-income category.
- There are 106 out of 499 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 month of Sept 2020.
- 223 parents came to the Head Start office for contactless registration (Grant Gordon) during the month of Sept. 2020.
 - Processed 191 student applications in HS office.
 - Advertisement on Fox 6 News.
 - Contactless Registration throughout the month.
 - Radio ads aired on Caliente September 12 – 18, 2020 and September 23 – October 9, 2020.
 - Radio ads aired on V100 September 10 – 13, September 14 – 18, Week of September 21, Week of September 28, and Week of October 5.
 - Grant Gordon and Program staff included the shortened URL in their signature line for email.
 - Contest held with Head Start Sites to display yard signs and post on social media promoting Head Start.

- Ordered the following marketing Head Start items:
 - yard signs in Spanish
 - ordered pens
 - magnets, and
 - bumper stickers.
 - Banners ordered and hung at Grant Gordon.
 - Post cards sent to households in zip codes for Head Start Sites.
 - School Sites urged to feature Head Start on their school website.
 - Why Head Start campaign: telling the community why you choose Head Start.
 - Delivered HS flyers and registration folders to 50 Stop, Grab, and Go sites and additional HS

Sites.

SELECTION – SEPTEMBER 2020

- The waitlist total as of Sept. 30, 2020 was 37, which consists of income-eligible families, and those who want only particular schools that are full at this time or waitlisted until all required paperwork is submitted.

ATTENDANCE

- The Head Start average daily attendance for Sept. 1 – Sept. 30, 2020 was 87.4%

TRANSPORTATION - SEPTEMBER 2020

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

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	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	10	40
X		Northwest	Carson	0	34	0	0	0	12	22
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	27	20

	X	Northwest	Obama	0	17	0	40	31	11	16
X		Northwest	Hawthorne	0	30	0	20	3	24	23
X		Southwest	Hayes	34	0	0	0	0	15	22
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	7	10
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	5	12
X		Central	Marvin Pratt	0	30	0	20	0	16	38
X		Central	Metcalfe	0	17	0	20	9	9	21
X		Southwest	Mitchell	0	30	0	0	0	0	19
X		GE	Riverwest	0	30	0	0	0	9	21
X		Northwest	Sherman	0	34	0	40	0	20	33
X		East	Siefert	0	60	0	20	0	51	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	756
1571				183	832	100	320			

ENROLLMENT

Shared by Dr. Kerrie McCullough, ERSEA/FPA Coordinator and Nikki Cherek, Enrollment Assistant

September 2020 Enrolled Number of Students with Disabilities		
Schools	Total Number of Enrolled Children With Active IEP's	Percentage of Funded Enrollment
ALBA	3	10%
Allen Field	2	11.8 %
Auer	0	0%
Bethune	3	8.1%
Browning	2	11.8%
Bruce	4	7.4%
Carson	0	0%
Congress	3	3.5%
Doerfler	0	0%

Forest Home	5	6.3%
Franklin	0	0%
Grant Gordon Learning Center	1	1.2%
Hawthorne	2	4.0%
Hayes	1	2.9%
Hopkins Lloyd	0	0%
Jackson, Gwen T.	1	1.4%
Kagel	0	0%
Keefe	0	0%
Kilbourn	2	3.7%
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%
Metcalf	4	10.8%
Milwaukee Academy of Chinese Language (MACL)	0	0%
Mitchell	0	0%
Obama	3	5.3%
Riverwest	0	0%
Sherman	4	5.4%
Siefert	3	3.8%
Thurston Woods	0	0%
Westside Academy	2	2.7%
TOTALS	67	4.2%

As of September 30, 2020, the actual enrollment was 509. (State, Federal and County)

The total enrollment for the month of September as reported to the Head Start office was 1,383. 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.

FAMILY ENGAGEMENT

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

- During the month of September, the FPAs continued to register families.
- During the month of September, the FPAs worked the Contactless Walk Up Registration event at Grant Gordon.
 - On September 10 and 11, 2020, ERSEA/FPA Coordinator and FPAs created enrollment packets for the 50 Grab and Go sites around Milwaukee as well as the remaining Head Start sites.
 - o The FPAs delivered the materials to the Grab and Go sites as well as the remaining Head Start sites.
 - On September 16, 2020, ERSEA/FPA Coordinator and Head Start Supervisor held a staff meeting with the FPAs and Enrollment Specialist regarding goals for 3rd Friday Count.

- On September 29, 2020, ERSEA/FPA Coordinator and Head Start Supervisor held a meeting to celebrate the FPAs and conduct the raffle for their work during the 3rd Friday Count Initiative.

MENTAL HEALTH & DISABILITIES

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

- Children identified with a disability: 67 (4.2%), Funded enrollment: 1580
- Children with 504 plans: There were 8 children with 504 Plans.
- Special education/504 meetings: MHT attended 5 virtual annual special education IEP meetings and 2 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 SEPTEMBER 2020

Shared by Natalie Philippe, Mental Health and Disabilities Coordinator

- The MHS completed/submitted more than 7 homeless referrals.
- The MHS submitted 2 Child Find and/or school-based referrals.
- Behavioral, visual and sensory supports, as well as, resource information was provided to 3 classrooms.
- The MHT followed up with 10 requests from the enrollment assistant to place students in Head Start with a pending special education evaluation, or current IEP.
- The MHT has provided screening data and/or accepted IEP invitations prior to IEP meetings in more than 16 instances.
- The MHT continued to distribute completed ASQ: SE-2 forms and blank AcuScreen forms to teachers.
- The MHT distributed ASQ:SE-2 kits and Second Step kits to the classrooms/teachers added this school year.
- 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 15 parents with speech/communication 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 has assisted in getting over 70 missing ASQs completed by contacting families and/or teachers.
- The MHS provided individualized developmental and community resource information to more than 20 families.
- The MHS completed 2 home visits and 1 school visit.
- 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 3 registrations for children in out-of-home care.

OTHER FOR THE MONTH OF SEPTEMBER 2020

- The MHT began preparation and organization for the Head Start office relocation to the 3rd floor of the Grant Gordon building.
- The MHDC reached out to Head Start teachers and MPS staff to participate in the Why Head Start Campaign.
- On September 1, 8, 16, 18, and 22, the MHDC attended the weekly Head Start Leadership Team meetings.
- On September 3, the MHDC met with the Head Start Program Supervisor to discuss updates in the mental health and disabilities service area.
- The MHT met virtually each Wednesday to collaborate on work expectations and responsibilities.
- On September 4, 8, and 9, the MHDC met with the Head Start Supervisor, the Early Childhood Learning Manager, representatives of the MPS social work department, and representatives of Children's Wisconsin to discuss a grant from Cigna that would offer mental health services and education to families and training to staff.
- On September 11, the MHDC dropped off Head Start Flyers and Registration packets to MPS Grab and Go sites to support enrollment.
- On September 12, 17, and 18, the MHDC assisted with Contactless Registration to promote enrollment in Head Start.
- On September 16, the MHDC and an education coordinator worked on analyzing trends from teacher work surveys on remote learning, hybrid instruction and in person learning.
- On September 17, the MHDC participated in the interview process for the Health Coordinator position.
- The MHT participated in numerous professional development virtual webinars throughout the month of September.
- The MHT continuously updated the MHD Google Classroom which includes educational information and community resources available for Head Start Staff.
- The MHT continuously reviewed the developmental screening data submitted by teachers on the new virtual data tracking system.
- On Friday, September 25, MHS attended the monthly SSW staff meeting. The meeting included information on no shows and Office of Civil Rights training that focused on disproportionality & race. MHS also met in their designated Professional Learning Communities (PLC). All PLCs will be reading and reflecting on the book Educating Milwaukee: How One City's History of Segregation and Struggle Shaped Its Schools.
- On September 28, the MHDC participated in the Office of Head Start FY2021 Monitoring Kickoff webinar.
- On September 30, the MHDC attended and presented at the virtual Head Start Policy Council meeting.
- On September 30, the MHT attended the Grant Gordon Building Intervention Team meeting.
- On September 30, the MHDC met with the ERSEA/FPA coordinator to develop a system for FPAs and MHT to complete the ASQ:SE-2 with families in the required timeframe.

HEALTH

Shared by Terese Bonan, Head Start Dietician

- The Dietitian trained the R.N. on the File Review, development of care plans, request of medical & dental exams, M.H. Referrals, etc.
- Continue File Review –of new students-2020-2021 school year; request for updated medical & dental exams by the R.N., Dietitian, & Nurse Associates
- Care Plan Development-Food Allergies, Chronic, Diseases-Asthma, Seizures, etc.
- The Dietitian met with the Head Start Supervisor to determine the actual Health Supply Order
- The Dietitian wrote up the Vendor Specific purchase orders for the H.S. Supplies and submitted to the Head Start Secretaries for product order.
- On September 30, 2020, the Dietitian attended and presented at the virtual Head Start Policy Council Meeting

NUTRITION REPORT

Shared by Clarissa Ramos, Head Start Supervisor

- Summary of monthly report for September 2020 (not tabulated do to being closed to the public) The district has 50 grab and go sites that operate between 11:00am and 1:00 pm Monday through Friday. There are 3 sites that offer evening hours between 3 and 5 pm. Those sites are Obama, North Division, and South Division.

FISCAL REPORT

Shared by Clarissa Ramos, Head Start Supervisor

- Summary of monthly expense report from September 2020
- Summary of in-kind report from August 2020; In-kind Report shared by Erin Hermann, Education Coordinator

NEW BUSINESS

VIRTUAL PARENT ORIENTATION-INFORMATION ITEM

Clarissa Ramos, Head Start Supervisor, shared that the Parent Orientation would be a virtual presentation this year.

RECRUITMENT FOR POLICY COUNCIL MEMBERS-INFORMATION ITEM

Clarissa Ramos, Head Start Supervisor, shared the plan for recruiting Policy Council Members for the 2020-2021 school year. She asked attending council members to send any ideas they have via email.

ANNOUNCEMENTS

- The tentative schedule for 2020-2021 Policy Council Meetings was shared by Clarissa Ramos, Head Start Supervisor.
- Director Siemsen, Board of School Directors, thanked the Head Start Policy Council for all of the work they do for the Head Start program.

ADJOURNMENT

Adjournment announced at 3:52 p.m. by Clarissa Ramos, Head Start Supervisor.

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