

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

June 24, 2021

Submitted by Submitted by Director Erika Siemsen

**Meeting of the Head Start Policy Council
Wednesday, May, 19, 2021
Virtual – Google Meet**

CALL TO ORDER

Clarissa Ramos, Head Start Supervisor, called the meeting to order at 2:32pm.

ROLL CALL

Clarissa Ramos, Head Start Supervisor, facilitated roll call.

Members in Attendance: Maria Martinez, ALBA

Community Representatives: None Present

Policy Council Advisors: No Advisors Present

School Board Representative: Director Erika Siemsen

Staff: Dr. Felicia Saffold, Sr. Director of Curriculum and Instruction; Joandy Williams, Early Learning Manager; 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; and Nikki Cherek, Enrollment Assistant

Interpreters: Judith Chavez, Maria Rodriguez, Spanish interpreters; Kyaw Mue, Na Saw Shee, Karen

APPROVAL OF MINUTES FOR APRIL (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 5/20/2021.

BOARD REPORT (INFORMATIONAL)

Director Siemsen shared information regarding upcoming School Board meetings on the budget and re-opening schools for the 2021-2022 school year. Director Siemsen gave information for giving testimony at School Board meetings. To register to speak, call the office of Board Governance at 414-475-8200 or email the School Board at governance@milwaukee.k12.wi.us. The meetings scheduled for May 20, 2021 and May 25, 2021 will focus on the budget, while the meeting scheduled for June 1, 2021 will focus on plans for the fall. Director Siemsen provided her email address for any questions that may arise: siemsee@milwaukee.k12.wi.us.

APRIL DIRECTOR'S REPORT (INFORMATIONAL)

EDUCATION

Julie Schlipmann, Education Coordinator, shared the Education Report.

Julie Schlipmann, Education Coordinator, reviewed the Child Outcomes Data for the first two reporting periods of the 2020-2021 school year.

April, 2021

- On April 2, 9, 16, 23, 30, 2021, Erin Hermann, Education Coordinator, participated in weekly meetings with Early Childhood 1825 Initiative facilitators.
- On April 5, 12, and 29, 2021, the education coordinators attended weekly education meetings to discuss action tasks aligned to the education service area.
- On April 6, 14, and 28, 2021, the education coordinators met with the Head Start Program Supervisor to discuss updates in the education service area.
- On April 7, 2021, the education coordinators met to work and finalize the *Frog Street Week at a Glance: Themes 1-9* document for early childhood K3 teachers.
- On April 7 & 20, 2021, the education coordinators attended the weekly Head Start Leadership Team meeting.
- On April 8, 2021, the education coordinators met to discuss and give feedback on the Head Start Continuation Grant.
- On April 12 and 13, 2021, the education coordinators went to the Head Start sites to drop off health supplies needed for the MPS School Reopening for Wednesday, April 14, 2021.
- On April 13, 2021, the education coordinators attended the virtual Head Start Policy Council meeting.
- On April 14, 2021, the education coordinators provided support for Head Start teachers and administrators for the MPS School reopening in K3 to 3rd grade.
- On April 15 and 26, 2021, the education coordinators provided individual or group support to teachers in the Head Start program through virtual meetings.
- On April 19, 2021, Raquel de la Cruz Gutierrez and Erin Hermann, education coordinators, participated in the monthly MPS Early Childhood 1825 Initiative meeting.
- On April 20, 2021, the education coordinators analyzed the second reporting period data from Galileo for the Head Start Outcomes report and School Readiness Goals.
- On April 20, 21, 22, 23, 26, 27, 28, 29, and 30, 2021, the education coordinators met to prepare, review and discuss for the FY 2021 Focus Area 2 Monitoring Protocol and Focus Area 2 Protocol Addendum: FA2 COVID-19 Discussion Guide Federal Review taking place the week of May 10-14, 2021.
- On April 27, 2021, Julie Schlipmann, education coordinator, provided administrative coverage for Grant Gordon Learning Center.
- On April 30, 2021, the education coordinators met virtually with a representative from Teachstone to gather information regarding a Practice Based Coaching program.

ERSEA

Nikki Cherek, Enrollment Assistant, shared the ERSEA Report.

Eligibility (Only Count Fed. Numbers) – April 2021

- There are 395 out of 683 families who are income-eligible.
- There are 162 out of 683 families who meet the allowable over-income category.
- There are 126 out of 683 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 April. 2021.
- 52 parents came into the Head Start office (Grant Gordon) during the month of April. 2021.
- Processed 126 student applications in Head Start office.
- Contactless Registration continued throughout the month.

Selection – February 2021

- The waitlist total as of April 30, 2021 was 40, 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.

Attendance

- The Head Start average daily attendance for April 1st – April 30th, 2021 was 83.9%.

Transportation

- 52.7% of Head Start children utilized MPS transportation services.
- Head Start accounts for 5.1 % of the total ridership.

Enrollment

As of April 30, 2021, the actual enrollment was 695. (State, Fed. And County)

The total enrollment for the month of April as reported to the Head Start office was 683. 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.

Federally Funded	State Funded	Region	School Site	K3 Bil.	K3 Mono	K4 Bil.	K4 Mono	Total Available K4	Total Available K3	Total Enrolled
X		Southwest	ALBA	30	0	0	0	0	12	18
X		Southwest	Allen-Field	17	0	0	0	0	6	11
X		Central	Auer	0	17	0	0	0	13	4
X		Central	Bethune	0	17	0	20	0	1	36
X		Central	Browning	0	17	0	0	0	7	10
X		Northwest	Bruce	0	34	0	20	3	5	46
X		Northwest	Carson	0	34	0	0	0	15	19
X		Northwest	Congress	0	85	0	0	0	46	38
X		Southwest	Doerfler	17	0	0	0	0	7	10
X		Southwest	Forest Home	30	30	0	20	6	34	40
x		Northwest	Franklin	0	17	0	0	0	9	8
X		Central	Gwen T. Jackson	0	34	0	40	25	27	24
	X	Northwest	Obama	0	17	0	40	31	13	13
X		Northwest	Hawthorne	0	30	0	20	5	21	24
X		Southwest	Hayes	34	0	0	0	0	14	20
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	35	2
X		Northwest	Kilbourn	0	34	0	20	6	17	31
X		East	King Jr.	0	17	0	0	0	8	9
x	x	Northwest	Kluge	0	34	0	0	0	12	22
X		Central	LaFollette	0	34	0	0	0	29	5
X		Central	Lee	0	85	0	0	0	59	26
X		Southwest	Lincoln	51	17	20	20	18	39	51
X		Southwest	Longfellow	17	0	20	0	8	10	19

Federally Funded	State Funded	Region	School Site	K3 Bil.	K3 Mono	K4 Bil.	K4 Mono	Total Available K4	Total Available K3	Total Enrolled
X		Northwest	Maple Tree	0	60	0	20	12	42	27
X		Central	MACL	0	17	0	0	0	3	14
X		Central	Marvin Pratt	0	34	0	20	0	12	40
X		Central	Metcalfe	0	17	0	20	5	3	28
X		Southwest	Mitchell	0	30	0	0	0	20	10
X		GE	Riverwest	0	30	0	0	0	21	9
X		Northwest	Sherman	0	34	0	40	25	14	35
X		East	Siefert	0	60	0	20	0	50	31
X		Central	Thurston Woods	0	34	0	0	0	23	11
X		Central	Westside	0	30	0	40	27	21	26
Total				213	950	40	380	171	684	732

FAMILY ENGAGEMENT

Dr. Kerrie McCullough, ERSEA Coordinator, shared the Family Engagement Report.

- During the month of April, 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 April, the FPAs continued to work on Family Outcomes and Needs Assessment.
- During the month of April, the FPAs continued to work on the Family Partnership Agreements.
- During the month of April, the FPAs continued to monitor attendance and follow up on any concerns that have arisen.

MENTAL HEALTH AND DISABILITIES

Natalie Philippe, Mental Health and Disabilities Coordinator, shared the Mental Health and Disabilities Report.

April 2021 Enrolled Number of Students with Disabilities		
School	Total Number of Enrolled Children With Active IEP's	Percentage of Funded Enrollment
ALBA	6	20%
Allen Field	4	23.5 %
Auer	0	0%
Bethune	5	13.5%
Browning	3	17.6%
Bruce	8	14.8%
Carson	2	5.9%
Congress	2	2.4%
Doerfler	3	0%
Forest Home	8	17.6%
Franklin	0	0%
Grant Gordon LearningCenter	3	3.5%
Hawthorne	6	12.0%
Hayes	2	5.9%
Hopkins Lloyd	0	0%

Jackson, Gwen T.	3	4.05%
Kagel	4	11.8%
Keefe	0	0%
Kilbourn	4	7.4%
King ES, Martin Luther	1	5.9%
Kluge	1	3.8%
LaFollette	1	2.9%
Lincoln	11	10.2%
Longfellow	9	24.3%
Maple Tree	0	0%
Marvin Pratt	2	3.7%
Metcalfe	6	16.2%
Milwaukee Academy of Chinese Language (MACL)	2	11.8%
Mitchell	1	3.3%
Obama	3	5.3%
Riverwest	0	0%
Sherman	5	6.8%
Siefert	4	5.0%
Thurston Woods	0	0%
Westside Academy	3	4.1%
TOTALS	112	7.09%

SPECIAL EDUCATION AND 504 SERVICES ENROLLMENTS FOR THE MONTH OF APRIL 2021

- Children identified with a disability: 7.09%, Funded enrollment: 1580
- This is an increase of 0.38% from the previous month.
- Children with 504 plans: There is one child with a 504 Plan.
- Special education/504 meetings: MHT attended 6 virtual annual special education IEP meetings, 6 initial evaluation meetings, and 2 re-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 APRIL 2021

- The MHS completed/submitted 5 homeless referrals.
- The MHT submitted 11 Child Find and/or school-based referrals.
- The MHS obtained 1 caregiver consent for special education testing.
- Behavioral, visual and sensory supports, as well as resource information were provided to 2 classrooms.
- A total of 1 referral was submitted to Penfield Behavior Clinic.
- 1 referral was submitted to Ladies of Charity Clothing Center for families in need.
- 2 referrals for housing support were submitted to the Impact Coordinated Entry program.
- The MHT attended 1 behavioral intervention team/behavioral academic intervention plan (BIT/BAIP) meetings at Head Start school sites.

- The MHT followed up with 12 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/accepted IEP invitations prior to IEP meetings in approximately 22 instances.
- The MHT followed up with 3 caregivers whose child scored in the 90 percentile on Head Start's social/emotional/behavioral screener ASQ:SE-2.
- The MHT has followed up with 19 caregivers with speech/communication and/or developmental resources after receiving Mental Health Request for Support forms.
- The MHS provided individualized developmental and community resource information to 8 families.
- The MHS provided individualized interventions for 2 students.
- The MHT completed 4 home visits and 1 school visit.
- The MHT assisted in the enrollment of students into the Head Start program, including assisting with more than 7 registrations for children in out-of-home care.
- The MHT continuously updated special education data for Head Start students.
- 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 MHT continued to distribute completed ASQ: SE-2 forms and blank Acuscreen forms to teachers.

OTHER FOR THE MONTH OF APRIL 2021

- On April 1 and 19, the MHDC met with the Head Start Supervisor to discuss updates in the MHD service area.
- On April 1, the MHDC met with the Leadership Team and the OHS TTA.
- On April 1, the MHDC met with the Head Start Supervisor and an outside vendor to discuss possible staff professional development in the areas of mindfulness and trauma.
- On April 9, the MHDC completed district required calibration activities in Teachscape Focusto remain current in certification and calibration to maintain observation and scoring skills for Educator Effectiveness and the Danielson Framework for Teaching.
- On April 12, 13 and 21 MHS, as part of the mandated duties SSW for Grant Gordon, attended school-based staff meetings.
- On April 12, the MHDC met with the Leadership Team to discuss the Q&A from the Head Start Reopening Training video.
- On April 13, 21, and 27, the MHT met virtually to collaborate on tasks aligned to the service area.
- On April 13, the MHDC attended a Special Policy Council Meeting to discuss the Cost of Living Adjustment Application.
- On April 14, the MHDC met with the Leadership Team to plan the scheduled tornado drill at Grant Gordon Learning Center and how to follow social distancing guidelines.
- On April 14 and 19, the MHT met to plan and record Self-Care Session #3.

- On April 14, 15, and 16, the MHDC was assigned by the MPS Acting Chief Academic Officer to be the K4/K5 special education teacher at Hawley Environmental School.
- On April 19, the MHT completed a pre-recorded service area professional development session 3 of 4 for staff on Self-Care focusing on Managing Self-Care Throughout the Day: Teacher & Student Well-Being.
- On April 20, the MHDC attended the bi-monthly Head Start Leadership Team meeting.
- On April 21, 22, 23, and 26, the MHDC worked on the OHS FY 2021 Focus Area Two Monitoring Protocol questions in the federal review process.
- On April 21, the MHDC attended the monthly Policy Council Meeting.
- On April 23, the MHS virtually attended a monthly SSW staff meeting. The staff meeting included a presentation from author of Educating Milwaukee, James Nelson. In addition, the meeting included a presentation by City of Milwaukee Assistant City Attorney, Sheila Thobani, regarding subpoenas.
- On April 23, the MHDC worked with the Head Start secretary to send text and email messages to families regarding the upcoming Triple P Program sessions offered by Children's Wisconsin.
- On April 23, the MHDC virtually attended a meeting with representatives of Children's Wisconsin to discuss and plan Triple P Program sessions for families and professional development for Head Start staff.
- On April 23, the MHDC attended a virtual meeting with the Head Start Supervisor and an outside vendor regarding the possible purchase of social emotional learning and self-care materials.
- On April 27, 28, and 29, the MHDC virtually attended the New PFCE Manager Orientation presented by the Office of Head Start - Region V.
- On April 28, the MHS completed mandated SSW for Grant Gordon by co-facilitating school-based PBIS/Rtl BIT meeting.
- On April 29, the MHS completed mandated SSW duties for Grant Gordon by sending an 8-day attendance referral letter for 1 student.
- On April 30, the MHS attended a virtual SSW Professional Learning Community meeting.
- On April 30, the MHDC met with the Leadership Team to review the OHS FY 2021 Focus Area Two Monitoring Protocol questions in the federal review process.
- 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.

HEALTH

Jodi Haar, Health Coordinator, shared the Health Report.

- On April 1st 2021, the Health Coordinator and Head Start Leadership Team met with Office of Head Start TTA (LaQuesha Allen).
- On April 7th and 20th 2021, the Health Coordinator participated in Leadership Team meeting.
- On April 8th 2021, the Health Coordinator met with Angela Nemanic in MPS District's Professional Development to discuss how to get a report from the Learning Management System to evaluate the training that the Health Team completes.

- On April 8th 2021, the Health Coordinator met with Jenna Linden, the new Head Start Dental Hygiene Liaison for Wisconsin to introduce ourselves and get to know each other's programs.
- On April 12th 2021, the Health Coordinator and Dietician met with Jill Venairsdale and Doris Jones with UW Food Wise to discuss the parent and child classes they offer to evaluate if classes could occur with the students returning in person.
- On April 12th 2021, the Health Coordinator met with Leadership Team to discuss the questions that were asked after the Head Start Reopening Training.
- On April 14th 2021, the Health Coordinator met with Leadership Team to prepare for the upcoming tornado drill.
- On April 15th and 29th 2021, the Health Coordinator and Supervisor met for the bi-monthly Health Service Area Team meeting.
- On April 19th 2021, the Health Coordinator and Health Team met for monthly Health Services team meeting.
- On April 20th 2021, the Health Coordinator attended the Office of Head Start Implementing Hearing Screenings Webinar.
- On April 21th 2021, the Health Coordinator attended the MPS School District COVID-19 Surveillance Testing training.
- On April 21st 2021, the Health Coordinator participated in the Head Start Policy Council meeting.
- On April 23rd 2021, the Health Coordinator met with Supervisor to discuss using COVID-19 funds to create a health kit for families enrolling in the 21-22 school year.
- On April 27th, 28th, and 29th 2021, the Health Coordinator participated in the Office of Head Start Region V Leadership Academy.
- On April 30th 2021, the Health Coordinator met with the Leadership Team to discuss and prepare for the upcoming FA2 site review.

NUTRITION REPORT

Jodi Haar, Health Coordinator, shared the nutrition report.

Summary of monthly report for April 2021. Snack count for Head Start students for the month of April was 3,549. Meal count for Head Start students for the month of April has not yet been tabulated due to transitioning from remote to in-person and remote instruction. Since reopening on April 14th 2021, in-person and pre-order meals have replaced the Stop, Grab and Go meal service. In-person students receive meals on Monday, Tuesday, Thursday and Friday, and on Wednesday pre-order meals are available. Remote students receive meals Monday through Friday by pre-order. Meal substitutions are available for both in-person and pre-order meals.

IN-KIND REPORT

Erin Hermann, Education Coordinator, shared the In-Kind Report.

A total of \$37, 191.24 has been reported as of the end of April, 2021.

FISCAL REPORT

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

Summary of monthly expense report from April 2021: Of the federal grant, 82% is expended with \$2.3 million remaining. Of the state grant, 127% is expended with \$0 remaining.

ANNOUNCEMENTS

- The Head Start Program is hiring. Multiple Family Partnership Associate (FPA) interviews are scheduled for this week. Additionally, the program is planning to hire another Nurse Associate for the upcoming school year. The council will be provided with updates at the next Policy Council meeting.
- Summer Learning Kits will be provided to all enrolled Head Start students to enhance at-home learning in response to the COVID-19 pandemic. The theme for this summer kit is “Hands on, Social Emotional Learning.” Every child who is enrolled both in person and virtually is expected to receive a kit prior to the end of the school year.
- The MPS Head Start Program participated in a federal review during the week of May 10, 2021. While the final report has not yet been received, no findings were noted.
- A special Policy Council meeting will be held on Thursday, June 3, 2021 at 2:30pm to take action on the MPS Head Start Supplemental Grant application.
- The next regularly scheduled Policy Council meeting will be held virtually on Wednesday, June 16, 2021 beginning at 2:30 p.m.

ADJOURNMENT

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