

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

February 24, 2022

Submitted by Director Siemsen

**MPS Head Start Policy Council Meeting
Wednesday, December 16, 2021
Virtual**

CALL TO ORDER

Joandy Williams, Early Childhood Learning Manager, called the meeting to order at 2:38 PM.

ROLL CALL

Joandy Williams, Early Childhood Learning Manager, facilitated roll call.

MEMBERS IN ATTENDANCE:

Lennox Andre Toney, Bethune; Kenyona Eubanks, Hopkins Lloyd; Bola Alaka, Kluge

COMMUNITY REPRESENTATIVES: None Present

POLICY COUNCIL ADVISORS: Albert Robbins Jr.

SCHOOL BOARD REPRESENTATIVE: Not present

HEAD START STAFF: Joandy Williams, Early Childhood Manager; Natalie Philippe, Mental Health and Disabilities Coordinator; Nikki Cherek, Enrollment Assistant; Jodi Haar, Health Coordinator; Kerrie McCullough, ERSEA/FPA Coordinator; Julie Schlipmann, Education Coordinator, Erin Hermann, Education Coordinator; Raquel de la Cruz Gutierrez, Education Coordinator

INTERPRETERS: Alberto Aguilar, Spanish interpreter, Yuri Diaz, Spanish interpreter; Na Saw Shee, Karen interpreter; and D. Cleven, Karen interpreter

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 it by 11:59 PM on Thursday, December 16, 2021.

BOARD REPORT (informational)

Joandy Williams, Early Childhood Learning Manager, shared that Director Siemsen will provide an update in a future meeting.

DIRECTOR'S REPORT

Education

November 2021

- Throughout the month of November 2021, the education coordinators visited classrooms to provide support to Head Start teaching teams.
- On November 2, 9, 2021, the education coordinators visited the classrooms to conduct the Fidelity of Implementation for the Frog Street Curriculum-Brain Smart Way to Start the Day at Congress and Bruce.
- On November 3, 10, 17, and 24, 2021, the education coordinators attended weekly education meetings to discuss action tasks aligned to the education service area.
- On November 3 and 4, 2021, the education coordinators participated in an all-day training at the Region V Child Outcomes Institute.
- On November 5, 8, 9, 11, 30, 2021, the education coordinators completed CLASS observations at Bruce, Metcalfe, and Obama, and provided descriptive feedback.
- On November 6, 13, 20, and 27, the education coordinators reviewed and sent out the weekly newsletter to all school leaders, instructional teams, and regional superintendents on behalf of the early childhood learning manager.
- On November 9, and 12, 2021, the education coordinators attended the Head Start Leadership Team meeting.
- On November 11, 2021, Erin Hermann, education coordinator, attended a district planning meeting for a new early childhood screening tool.
- On November 12, 2021, Erin Hermann, Education Coordinator, participated in weekly meetings with Early Childhood 1825 Initiative facilitators.
- On November 15, 2021, Erin Hermann, education coordinator, attended the virtual MPS/Milwaukee Early Childhood 1825 Initiative Meeting.
- On November 18, 2021, the education coordinators participated in a monthly meeting with the Region V program specialist to discuss school readiness and outcomes data.
- On November 22 and 23, 2021, the education coordinators provided additional support in a Head Start classroom at Westside Academy due to staff absences.
- On November 22, 2021, the education coordinators participated in the *Education Manager Series: Using the 5Rs to Promote Self-regulation Skills in Young Children* webinar by the Office of Head Start.
- On November 23 and 24, 2021, the education coordinators assisted the mental health and disability coordinator in boxing up and shipping musical instruments to all the Head Start classrooms.

Erin Hermann, Education Coordinator, presented the education report.

ERSEA/FPA

November 2021

- On November 1, 2, 3,4, 5, 9, and 10, the ERSEA/FPA Coordinator conducted 1-1 meetings with the FPAs.
- On November 1, 2021, the ERSEA/FPA Coordinator completed the End of Month reporting on HSES.
- On November 2, 2021, the ERSEA/FPA Coordinator participated in a Service Area Meeting for Family Engagement with Joandy Williams, Early Childhood Learning Manager.
- On November 3, 2021, the ERSEA/FPA Coordinator and Enrollment Assistant participated in a Service Area Meeting for ERSEA with Joandy Williams, Early Childhood Learning Manager.
- On November 4, 11, and 18, the ERSEA/FPA Coordinator and Joandy Williams, Early Childhood Learning Manager, participated in phone calls with ReadyRosie pertaining to professional development on the program.
- On November 9 and 12, 2021, the ERSEA/FPA Coordinator attended the Head Start Leadership Team Meeting.
- On November 11, 2021, the ERSEA/FPA Coordinator met with Joandy Williams, Early Childhood Learning Manager, to follow up on topics of interest and discussion regarding service areas.
- On November 16, 2021, the ERSEA/FPA Coordinator held the monthly staff meeting with the FPAs.
- On November 16, 2021, the ERSEA/FPA Coordinator participated in a meeting with the TTA regarding Family Services.
- On November 17, 2021, the ERSEA/FPA Coordinator participated in the virtual Policy Council Meeting.
- On November 19, 2021, the ERSEA/FPA Coordinator provided school support to Kilbourn Elementary for the lunch and recess periods.
- On November 22, 2021, the ERSEA/FPA Coordinator participated in a virtual meeting regarding the Community Assessment with Shine.
- On November 23, 2021, the ERSEA/FPA Coordinator attended and participated in the Spring Recruitment Brainstorming and Planning Session with central office administrators.
- On November 23, 2021, the ERSEA/FPA Coordinator participated in a virtual meeting with Ms. Trejo, Bilingual Curriculum Specialist, regarding the Home Language Survey training for the FPAs and HS Secretaries.
- On November 30, 2021, the ERSEA/FPA Coordinator participated in training on Eligibility for the FPAs provided by Nikki Cherek, Enrollment Assistant.

Dr. McCullough, ERSEA/FPA Coordinator, presented the ERSEA information.

ERSEA December 2021

Eligibility (Only County and Fed. Numbers) – November 2021

- There are 808 out of 1,190 families who are income eligible.
- There are 148 out of 1,190 families who meet the allowable over-income category.
- There are 208 out of 1,190 families who are categorically eligible (foster care, homeless, public assistance).

Recruitment-

- Advertisement placed on social media sites
- 53 parents came into the Head Start office (Grant Gordon) during the month of November 2021.
- Processed 34 student applications in the Head Start office.
- Contactless Registration throughout the month.

Selection –

- The waitlist total as of November 30th, 2021 was 91, 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 November 1st – November 30th, 2021, was 82.0%

Transportation

- 43.1 % of Head Start children utilized MPS transportation services.
- Head Start accounts for 7.9 % of the total ridership.

Enrollment

As of November 30th, 2021, the actual enrollment was 1,231. (State, Fed. And County)
The total enrollment for the month of November as reported to the Head Start office was 1,190. 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.

Nikki Cherek, Enrollment Assistant, presented the enrollment information.

MENTAL HEALTH & DISABILITIES

November 2021 Enrolled Number of Students with Disabilities		
School	Total Number of Enrolled Children With Active IEP's	Percentage of Funded Enrollment
ALBA	10	33.3%
Allen Field	3	17.6 %
Auer	1	5.9%
Bethune	5	13.5%
Browning	2	11.8%
Bruce	6	11.1%
Carson	2	5.9%
Congress	5	5.9%
Doerfler	7	41.2%
Forest Home 52	11	13.8%
Franklin	0	0%
Grant Gordon Learning Center	6	7.1%
Hawthorne	6	12.0%
Hayes	5	14.7%
Hopkins Lloyd	1	5.9%
Jackson, Gwen T.	5	6.8%
Kagel	6	17.6%
Keefe	2	5.4%
Kilbourn 35	4	7.4%
King ES, Martin Luther	1	5.9%
Kluge	9	26.5%
LaFollette	1	2.9%
Lincoln	15	13.9%
Longfellow	7	18.9%
Maple Tree	6	7.5%
Marvin Pratt	5	9.3%
Metcalfe 48	4	10.8%
Milwaukee Academy of Chinese Language (MACL)	4	23.5%
Mitchell	0	0%
Obama	6	10.5%

Riverwest	1	3.3%
Sherman	2	2.7%
Siefert	2	2.5%
Thurston Woods	1	2.9%
Vestside Academy 21	5	6.8%
TOTALS	156	9.9%

Special Education and 504 services enrollments for the month of November 2021

- **Children identified with a disability: 9.9%, Funded enrollment: 1580** This is an increase of 1.1% from the previous month.
- **Children with 504 plans:** There were 5 children with 504 Plans.
- **Special education/504 meetings:** MHT attended 3 virtual annual special education IEP meetings, 2 amend meetings, 18 initial evaluation meetings, 1 re-evaluation meeting, and 2 504 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 2021

- The MHS completed/submitted 3 homeless referrals.
- The MHT submitted 3 Child Find and/or school-based referrals.
- The MHS obtained 2 caregiver consent for special education testing.
- The MHT provided behavioral, visual, and sensory support, as well as resource information to 11 classrooms.
- The MHT submitted a total of 1 referral to the Impact Coordinated Entry program for housing support.
- The MHT attended 2 behavioral intervention team/behavioral academic intervention plan (BIT/BAIP) meetings at Head Start school sites.
- The MHT completed 3 student observations/debriefs in Head Start classrooms.
- The MHT followed up with 6 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 41 instances.
- The MHT followed up with 2 caregivers whose child scored in the 90th percentile on Head Start's social/emotional/behavioral screener ASQ:SE-2.
- The MHT has followed up with 14 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 9 families.
- The MHS provided individualized interventions for 5 students.

- The MHT completed 3 home visits and 6 school visits.
- 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.
- 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 November 2021

- On November 4, MHS dropped off “bear buddies” to the K4 students at Metcalfe School. Each student received a homemade fleece bear to use during rest time. During a previous school visit, students picked out the color of their bears. This MHS sewed and stuffed bears during her personal time. MHS created a social story using bear buddies during rest time. MHS read the social story to students as part of the classroom’s literacy center rotation.
- On November 5, the MHS attended a virtual Anti-Human Trafficking Training with presented by DPI and a SSW colleague.
- On November 8, the MHS participated in a Courageous Conversations about Race Professional Learning Community.
- On November 9, the MHDC viewed a video communication by the district superintendent from the October 2021 Professional Leadership Institute.
- On November 9, the MHDC viewed the documentary *It Happens Here* presented by the Social Work Department.
- On November 9 and 12, the MHDC attended the virtual Head Start Leadership Team meeting.
- On November 11, the MHDC met virtually with the Manager of Early Childhood Learning to discuss updates in the MHD service area.
- On November 14, the MHDC met with other district members and representatives of the Brigance screener/assessment to discuss next steps for the professional development of staff and distribution of materials.
- On November 12, 23, and 29, the MHT met to collaborate on tasks aligned to the service area.
- On November 17, the MHDC attended the virtual Head Start Policy Council.
- On November 17, MHS attended the BIT Behavior Data Dive Zoom Meeting hosted

by the SSW Department.

- On November 18, MHS facilitated Grant Gordon's BIT/Attendance Intervention Meeting. Several interventions were discussed for identified students and would be implemented by MHS.
- On November 23, MHS participated in a Zoom meeting to explore the behavioral tracking app, HiMama.
- During the week of November 22, staff provided Thanksgiving vouchers to Head Start 25 families. The vouchers were donated by Aurora Family Services. In addition, families received a stuffed animal donated by Potawatomi.
- On November 30, MHS provided an individual SAIG group session to students at Grant Gordon Learning Center.
- On November 30, MHS participated in MPS District sponsored FBA/BIP Virtual Training Session 1 of 2 and learned about functional behavior assessment and behavioral intervention plans.
- 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.

Natalie Philippe, Mental Health and Disabilities Coordinator, presented the mental health and disabilities information.

HEALTH

November 2021

- On November 1st 2021, the Health Coordinator had a monthly 1:1 meeting with one of the School Nurse Associates.
- On November 2nd 2021, the Health Coordinator had a monthly 1:1 meeting with one of the Dieticians.
- On November 3rd 2021, the Health Coordinator had a monthly 1:1 meeting with one of the School Nurse Associates.
- On November 4th 2021, the Health Coordinator had a monthly 1:1 meeting with one of the School Nurse Associates.
- On November 4th 2021, the Health Coordinator attended Strategies to Promote Staff Physical Health and Infection Control webinar.
- On November 5th 2021, the Health Coordinator met with the Head Start program manager for the monthly Health Services Area meeting.
- On November 8th 2021, one of the Nurse Associates completed Need to Know: Removable Media training.

- On November 9th and 12th, 2021, the Health Coordinator participated in the Head Start Leadership meeting.
- On November 10th 2021, the Health Coordinator met with Jeff at Really Good Stuff to discuss how credit would be spent.
- On November 17th 2021, the Health Coordinator participated in the Head Start Policy Council.
- On November 18th 2021, the Health team had a Health Services Team meeting.
- On November 23rd 2021, the Health Coordinator researched CPR and First Aid training opportunities that are available in the Milwaukee area.
- On November 23rd 2021, the Health Coordinator had a telephone call with 4C For Children Training Coordinator to discuss CPR and First Aid Training offered by them.
- On November 29th 2021, the Health Coordinator and School Nurse Associates met to review the Vision and Hearing Screening workflows created.
- On November 29th 2021, the Health Coordinator provided school support to Starms Early Childhood Center by assisting with lunch supervision.
- Throughout the month of November, the School Nurse Associates completed vision and hearing screenings at the following schools: Kagel, Doerfler, Auer, Hopkins-Lloyd, Sherman, Riverwest, King Jr, Siefert, Bruce, Franklin, LaFollette, Maple Tree and Grant Gordon.
- Throughout the month of November, the Health Coordinator delivered health supplies to the following schools: LaFollette, Keefe, Westside, Doerfler, Congress, Longfellow, Forest Home, Hawthorne, Auer and Kagel.

NUTRITION REPORT

- Summary of snack and meal counts from October 2021
- Summary of snack and meal counts from November 2021 not yet available

Jodi Haar, Health Coordinator, presented the health information.

FISCAL REPORT

In-Kind

- Total for November 2021- \$ 121.31
- FY Total-\$1809.77

The In-Kind report was shared by Erin Hermann, Education Coordinator.

Expended	November	Total Remaining
Federal/County	42%	\$6.5 million
State	33%	\$271,236

The fiscal report was shared by Joandy Williams, Early Childhood Learning Manager.

NEW BUSINESS

Program Updates

- The Office of Head Start shared an interim final rule, and a new performance standard, requiring masks to be worn effective 11/30/2021, while indoors except for children while napping, eating or drinking.
- Covid Vaccine requirement shared stating that all staff and volunteers working directly with children must be vaccinated by January 31, 2022 and does not include Policy Council or parents who may chaperone field trips. There is an exception for those with medical and religious accommodations and are expected to be tested on a weekly basis.
- As a district, this safety requirement is already in place for staff and students that are expected to wear a mask while indoors as described earlier and for the staff to meet the vaccine requirement or have submitted the necessary paperwork for medical or religious exemption by November 15, 2021. Individuals that have requested such accommodations and been approved will be required to test twice a week.
- The Head Start program has been working with the Department of Children and Families to comply with the requirement of the Performance Standard for conducting a comprehensive background check. This includes finger-printing once every five years and participating in the state's QRIS (Quality Rating and Improvement System) identified as Young Star.
- MPS conducts background checks upon hire. A more comprehensive check is conducted when a DPI license renewal occurs. In the upcoming months, licensers will be visiting our 35 centers to start this process and will provide an update via our Policy Council meetings. School leaders stay tuned to your emails as you will receive information when a licenser will be visiting your sites.

POLICY COUNCIL BY-LAWS

Joandy Williams, Early Childhood Learning Manager, shared the following information regarding the Head Start Policy Council By-Laws:

- The Policy Council acts as the parents' voice in making major decisions for Head Start.
- The Policy Council is responsible for the direction of the program including program design and operation.

- The members will be elected at each individual Head Start site.
- The members are limited to serve only 3 years for their lifetime.

The by-laws which outline the Head Start policy council’s structure, procedures, and dispute resolution processes pertaining to the Head Start program have been shared within the email invitation. Within the by-laws, on pages 6-8 outlines the duties and responsibilities of each officer which is attached to today’s meeting invite. The goal is to have more school representatives at the next policy council meeting.

POLICY COUNCIL ROLES AND RESPONSIBILITIES

The Head Start Policy Council includes 35 Representatives and 35 Alternates for all of our schools. The following seven sites have a school representative: Bruce, Congress, Forest Home Avenue, Hawthorne, Kagel, Mitchell and Sherman.

The Policy Council is made up of Parents/guardians of currently enrolled children; Community Representatives; Community Advisors and MPS Board of Directors

The role of the Policy Council is to:

- Attend Policy Council meetings monthly.
- Share policy council information at the parent meeting level.
- Attend school-based parent meetings and share ideas, questions and comments.
- Approve all funding applications, amendments to funding applications.
- Vote on decisions to hire or terminate any person working primarily for the Head Start Program.
- Develop and approve procedures for describing how the policy council will implement shared-decision making.
- Maintain open communication with staff, the Board, parents, and community representatives
- Assist in the Head Start Program’s annual self-assessment process.
- Assist in recruiting volunteers
- Help establish written procedures

New Business was shared by Joandy Williams, Early Childhood Learning Manager.

ANNOUNCEMENTS

Joandy Williams, Early Childhood Learning shared the next Policy Council Meeting will take place on Wednesday, January 19, 2022 at 2:30 PM.

ADJOURNMENT

Joandy Williams, Early Childhood Learning Manager, announced adjournment at 3:45 PM.

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