

# REPORT OF THE BOARD'S DELEGATE TO THE HEAD START COMMITTEE

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June 27, 2024

Submitted by Director Siemsen

## ACTIVITIES OF MAY 2024 HYBRID MEETING- GRAND GORDON LEARNING CENTER & GOOGLE MEET

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### **Call to Order**

Meredith Welch, Program Supervisor, called the meeting to order at 4:12 pm.

### **Roll Call**

Roll call was facilitated by Meredith Welch, Program Supervisor.

**Members in Attendance:** Marquetta Rupp, Hawthorne

**Policy Council Advisors:** None

**School Board Representative:** Director Erika Siemsen, MPS School Board

**Staff in attendance:** Jennifer Mims-Howell, Chief, Office of Academics; Krissy Washington, Early Learning Manager; Natalie Philippe, Mental Health and Disabilities Coordinator; Dorcas Lopez, ERSEA/FPA Coordinator; Unique Hardy, Health Coordinator; Julie Schlipmann and Erin Hermann, Education Coordinators; Dr. Felicia Saffold, Senior Director, Curriculum and Instruction.

### **APPROVAL OF MINUTES FOR APRIL, 2024**

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Not approved.

### **BOARD REPORT**

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Director Erika Siemsen has reported that the board and the administration are fully committed to continuing Head Start's seamless work for the families and staff. We will continue to address any area deficiencies as we move forward, as the safety and well-being of the children are always our top priority. As we work on this issue, we want to ensure that everyone knows we are fully supportive of the program.

### **DIRECTOR'S REPORT**

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#### *Education Information*

#### **April, 2024**

- In the month of April, 2024, the education coordinators conducted weekly Head Start site walk-throughs focused on health and safety compliance.
- In the month of April 2024, the education coordinators visited classrooms to provide feedback and support to Head Start teaching teams.
- In the month of April, 2024, the Head Start program support teachers provided additional classroom support to the following Head Start sites: ALBA, Auer, Franklin, Hopkins Lloyd, Grant Gordon, Gwen T. Jackson, Lincoln, MACL, Manitoba, Maple Tree, Mitchell, Marvin Pratt, Obama, Siefert, and Thurston Woods.
- During the month of April, 2024, the education coordinators and program support teachers completed CLASS observations at: Riverwest and Vieau.

- On April 3-4, 2024, the education coordinators participated in the InterAct CLASS Summit in San Diego, California. The conference provided a learning opportunity to focus on the interactions that matter most for children's learning and development and participate in inspiring conversations and tactical sessions focused on ensuring equitable learning opportunities for all children. Sessions focused on Diversity, Equity, and Inclusion (DEI), quality improvement, social-emotional learning, content connections, coaching with CLASS, and more.
- On April 11, 2024, Erin Hermann and Raquel de la Cruz Gutierrez, education coordinators along with Dorcas Lopez, ERSEA/FPA coordinator, participated in a meeting with Meredith Welch, Head Start program supervisor, and Krissy Washington, Early Learning Manager to discuss new Satellite Enrollment Sites at Central Office and South Division.
- On April 15, 2024, the education coordinators participated in a team building and shared leadership training with the Head Start leadership team.
- On April 16, 2024, Raquel de la Cruz Gutierrez, education coordinator, participated in the initial licensing visits with Wisconsin Department of Children and Families (DCF) at Vieau Elementary.
- On April 17, 2024, the education coordinators attended the Head Start Policy Council meeting.
- On April 18, 2024, the education coordinators facilitated a half-day professional development session during the mandatory Head Start Student Release Day to the Head Start Instructional Staff.
- On April 19, 2024, the education coordinators attended the Head Start Leadership Team meeting conducted by Meredith Welch, Head Start program supervisor.
- April 22, 2024, Erin Hermann and Raquel de la Cruz Gutierrez, education coordinators, Nikki Cherek, enrollment assistant, and Meredith Welch, Head Start program supervisor, presented virtually at the Principal Leadership Institute (PLI) presentation.
- On April 23, 2024, the education coordinators participated in the MPS Training and Technical Assistance Plan with Heather Hansen, Office of Head Start Early Childhood Specialist, Wendy Bowe, Regional Early Childhood Manager with STGI, Julie Schipmann, education coordinator, Erin Hermann, education coordinator, Raquel de la Cruz Gutierrez, education coordinator, Dorcas Lopez, ERSEA/FPA coordinator, Natalie Philippe, Mental Health and Disabilities Coordinator and Meredith Welch, Head Start Program Supervisor.
- On April 24, 2024, the education coordinators met with the Head Start program support teachers to begin to plan for professional development for the 2024-2025 school year.
- On April 30, 2024, the education coordinators participated in a mandatory meeting regarding the Head Start Corrective Action Plan.

## *ERSEA*

### **Eligibility (Only Fed. Numbers) – April, 2024**

- There are 340 out of 1,190 income-eligible families.
- There are 91 out of 1,190 families who meet the allowable over-income category.
- There are 758 out of 1,190 families who are categorically eligible (foster care, homeless, public assistance).

### **Recruitment**

- Presented information on the Head Start Program to families at the International Learning Center.
- Advertisements placed on social media sites
- Processed 71 student applications in the Head Start office.
- 88 families signed into the Head Start office

## Selection

- The waitlist total as of Apr. 30<sup>th</sup>, 2024, was 110, 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 Apr. was 82.3%

## Transportation

- 54.4% of Head Start children utilized MPS transportation services.
- Head Start accounts for 7.0% of the total ridership.

## Enrollment

As of April 30th, 2024, the actual enrollment was 1,224. (State and Fed.)  
The total enrollment for the month of April, 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.*

### *ERSEA/FPA*

- In April 2024, the FPA Team continued to canvas, recruit at events, and register new families.
- In April 2024, FPAs continued to address student attendance concerns.
- In April 2024, FPAs participated in a team-building course.
- In April 2024, FPAs attended the Parent Coordinator Institute.

*Note: Abbreviations are family partnership associate (FPA), Family Partnership Agreements (FPA), Family Needs Assessments (FNA)*

### *Family Engagement*

- During April 2024, the FPAs assisted families through the registration and application process, both on the program interest form and in person at Grant Gordon.
- During the month of April 2024, the FPAs contacted school representatives and interested caregivers to attend the monthly Policy Council meeting.
- During the month of April 2024, the FPAs were scheduling parent meetings.

*Note: Abbreviations are family partnership associate (FPA)*

### *Mental Health & Disabilities*

<b>April 2024</b>		
<b>Enrolled Number of Students with Disabilities</b>		
<b>School</b>	<b>Total Number of Enrolled Children With Active IEP's</b>	<b>Percentage of Funded Enrollment</b>
ALBA	4	23.5%
Allen Field	2	11.8%
Auer	3	17.6%

Bethune	9	24.3%
Browning	4	23.5%
Bruce	8	23.5%
Carson	4	11.8%
Congress	9	13.2%
Doerfler	3	17.6%
Forest Home	13	24.1%
Franklin	1	5.9%
Grant Gordon Learning Center	9	10.6%
Gwen T. Jackson	15	20.3%
Hawthorne	4	23.5%
Hayes	5	14.7%
Hopkins Lloyd	4	23.5%
Kagel	9	26.5%
Keefe	2	11.8%
Kilbourn	9	26.5%
King ES, Martin Luther	2	11.8%
Kluge	9	34.6%
LaFollette	7	20.6%
Lincoln	16	14.8%
Longfellow	12	35.3%
Lowell	3	17.6%
Manitoba	3	17.6%
Maple Tree	13	24.1%
Marvin Pratt	5	9.8%
Metcalfe	2	5.9%
Milwaukee Academy of Chinese Language (MACL)	3	17.6%
Mitchell	6	17.6%
Obama	4	7.0%
OW Holmes	2	11.8%
Riverwest	2	11.8%
Sherman	9	12.2%
Siefert	4	11.8%
Thurston Woods	4	23.5%
Vieau	4	23.5%
Westside Academy	12	16.2%
<b>TOTALS</b>	<b>239</b>	<b>17.7%</b>

*Special Education and 504 Services Enrollments for The Month of April 2024*

- **Children identified with a disability: 17.7%**
  - Funded enrollment: **1348**. This is an increase of 0.6% from the previous month.
- **Children with 504 plans:** There were 3 children with 504 Plans.

<b>Special Education / 504 Plan Meetings Attended</b>			
Initial evaluations	15	Amends	2
Re-evaluations	1	504 Plans	1
Annuals	18		

*Out-of-Home Care and Homelessness for The Month of April 2024*

Enrolled children in out-of-home care	21	Percentage of funded enrollment	1.6%
Enrolled children experiencing homelessness	70	Percentage of Funded Enrollment	5.2%

*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 2024*

<b>Classrooms/Students/Staff</b>	<b>Number</b>	<b>Families</b>	<b>Number</b>
Attended behavioral intervention team/behavioral academic intervention plan (BIT/BAIP) meetings	5	Referrals to community resources (housing, clothing, legal, parenting, mental health, food, special education)	10
Provided behavioral, visual, and sensory supports, as well as resource information to staff/classroom	8	Caregiver consent for special education (attempts and obtained)	0
Provided individualized interventions and/or observation for specific student	6	Written follow-up with Mental Health Request for Support forms	3
Special education referrals made to Child Find and/or school-based psychologists	11	Assisted in the enrollment of children in out-of-home care	3
Provided screening data/accepted IEP invitations prior to IEP meetings	88	Homeless referrals received	10
Requests from the enrollment assistant to place students in Head Start with a	20	Home visits	1

pending special education evaluation or current IEP			
School visits	12		

### *Mental Health and Disabilities for The Month of April 2024*

- On April 3 and 9, the MHS completed Brigance screeners with students at Mitchell school.
- On April 5, the MHS attended their SSW Professional Learning Community meetings.
- On April 5 and 19, the MHT met to discuss MH/D service area matters.
- On April 11, the MHS attended a Pupil Services Evaluation Plan (PSEP) work session held at North Division.
- On April 15, the MHDC attended a team-building session with the Head Start Leadership Team.
- On April 17, the MHDC attended the Head Start Policy Council meeting.
- On April 17, the MHS attended an FPA meeting to review updates to the procedures for registering homeless students and children in out-of-home care.
- On April 19, the MHS attended a virtual SSW meeting that included a presentation on culturally responsive interviewing.
- On April 19, the MHDC attended the Head Start Leadership Team meeting.
- On April 25, 2024, the MHS, in the role of school-based SSW, facilitated Grant Gordon's BIT/Attendance Intervention Meeting. Student attendance, progress of Tier 2 individualized interventions was discussed for identified students and would be continued to be monitored and implemented by MHS/SSW, school psychologist, and classroom teachers.
- On April 23, the MHDC met with the Leadership Team and the Head Start TTA.
- The MHT provided nine virtual consultation opportunities to Head Start staff.

### *Health*

- In the month of April 2024, the health team continued to process files for the 23-24 school year and the 24-25 school year
- In the month of April 2024, the health team continued to enter in physical and dental exam information for Head Start students
- In the month of April, 2024, the health coordinator conducted weekly Head Start site walk-throughs focused on health and safety compliance.
- In the month of April 2024, the health team assisted with dental cleanings of Head Start students
- On April 9th, 2024, the health coordinator attended the quarterly Health Services Advisory Committee (HSAC) meeting
- On April 12, 16th, and 28th, 2024, the health coordinator assisted with dental exams for Head Start students
- On April 15, 2024, the health coordinator participated in a team building and shared leadership training with the Head Start leadership team.
- On April 16, 2024, the health coordinator participated in the initial licensing visits with Wisconsin Department of Children and Families (DCF) at Vieau Elementary.
- On April 17, 2024, the health coordinator attended the Head Start Policy Council meeting
- On April 19, 2024, the health coordinator attended the Head Start Leadership Team meeting conducted by Meredith Welch, Head Start program supervisor.
- On April 30, 2024, the health coordinator participated in a mandatory meeting regarding the Head Start Corrective Action Plan.

### *Nutrition Report*

- All Head Start classrooms received prepackaged meals.
- The meal count for Head Start students are not available as currently, meals are not being entered by student names.

- The adult and snack counts for March 2024 will be shared. April 2024 snack and meal count information was not available.
- The adult meal count for the month of March is 1,247.
- The snack count for the month of March is 14,299.
- The total count for the month of March 2024 was 15,546.

### *Fiscal Report*

- Summary of monthly expense report from April 2024.
- Summary of in-kind report from April 2024.

## **NEW BUSINESS**

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### *Notice of Suspension*

Meredith Welch, Program Supervisor, shared that MPS received notice from the administration of children and families that federal financial assistance for the district Head Start program was suspended effective May 21, 2024 at 5:00 p.m. MPS 2023-2024 Head Start grant was approved through May 30, 2024. This will not have any impact on staff, students, or families, in the program. All Head Start curricula and activities will continue as scheduled through the end of this school year. MPS was notified by the Administration of Children and Families that this decision was based on three program deficiencies that occurred between June 2022 and May 2024.

MPS has worked diligently to correct the issues identified and continues to work with Head Start to ensure future plans demonstrate the district's commitment to meeting federal requirements. We have developed and are working on our action plan and that plan will be submitted to the Office of Head Start on Friday.

### *Adjournment-Procedural*

The next meeting will be held on June 12, 2024, at Grant Gordon at 4:00pm.

The Policy Council meeting was adjourned at 4:28 p.m. by Meredith Welch, Program Supervisor.

## **ACTIVITIES OF JUNE 2024**

### **HYBRID MEETING- GRAND GORDON LEARNING CENTER & GOOGLE MEET**

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#### **Call to Order**

Meredith Welch, Program Supervisor, called the meeting to order at 4:06 pm.

#### **Roll Call**

Roll call was facilitated by Meredith Welch, Program Supervisor.

**Members in Attendance:** Marquetta Rupp, Hawthorne

**Policy Council Advisors:** None

**School Board Representative:** Director Erika Siemsen, MPS School Board

**Staff in attendance:** Jennifer Mims-Howell, Chief, Office of Academics; Dr. Felicia Saffold, Senior Director, Curriculum and Instruction. Krissy Washington, Early Learning Manager; Meredith Welch, Head Start Program Supervisor; Natalie Philippe, Mental Health and Disabilities Coordinator; Dorcas Lopez, ERSEA/FPA Coordinator; Unique Hardy, Health Coordinator; Julie Schlipmann, Erin Hermann, and Raquel de la Cruz Gutierrez, Education Coordinators

## APPROVAL OF MINUTES FOR APRIL, 2024

Not approved due to lack of parent representation to make a motion to vote.

## BOARD REPORT

Director Erika Siemsen has reported that the board has hired an external auditor to support MPS with financial issues. She wished everyone a happy and safe summer and looks forward to seeing everyone in the fall.

## DIRECTOR'S REPORT

### *Education Information*

#### **May, 2024**

- In the month of May, 2024, the education coordinators conducted weekly Head Start site walk-throughs focused on health and safety compliance.
- In the month of May, 2024, the education coordinators visited Head Start sites to observe the bus arrival and dismissal in response to the Head Start Program Summary Report from the Office of Head Start to monitor active supervision strategies and support best practice.
- In the month of May, 2024, the education coordinators visited classrooms to provide feedback and support to Head Start teaching teams.
- In the month of May, 2024, the Head Start program support teachers provided additional classroom support to the following Head Start sites: ALBA, Auer, Franklin, Hopkins Lloyd, Grant Gordon, Gwen T. Jackson, Lincoln, MACL, Manitoba, Maple Tree, Mitchell, Marvin Pratt, Obama, Siefert, and Thurston Woods.
- During the month of May, 2024, the education coordinators and program support teachers completed CLASS observations at: Browning, Bruce, Dr. Martin Luther King Jr., Franklin, Gwen T. Jackson, Kilbourn, Kluge, Maple Tree, Mitchell, Sherman, Thurston Woods Westside.
- On May 2 and May 3, 2024, Head Start teaching teams conducted home visits to discuss progress and provide transition resources with enrolled Head Start families.
- On May 7, 2024, the education coordinators participated in a mandatory meeting regarding the Head Start Corrective Action Plan.
- On May 8, 2024, the education coordinators attended an emergency Head Start Policy Council meeting.
- On May 13, 2024, Raquel de la Cruz and Erin Hermann, education coordinators, participated in the MPS/MKE Early Childhood 1825 Initiative meeting.
- On May 14, 2024, the education coordinators attended the Head Start Leadership Team meeting conducted by Meredith Welch, Head Start program supervisor.
- On May 21, 2024, the education coordinators participated in a shared leadership training focused on the Corrective Action Plan for Head Start program with the leadership team.
- On May 22, 2024, the education coordinators attended the Head Start Policy Council meeting.

### *ERSEA*

#### **Eligibility (Only Fed. Numbers) – May, 2024**

- There are 339 out of 1,178 income-eligible families.
- There are 89 out of 1,178 families who meet the allowable over-income category.
- There are 749 out of 1,178 families who are categorically eligible (foster care, homeless, public assistance).



## Recruitment

- Advertisement placed on social media sites
- Processed 66 student applications in the Head Start office.
- 62 families signed into the Head Start office

## Selection

The waitlist total as of May 21, 2024, was 110, 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 Apr. was 82.8%

## Transportation

- 54.6% of Head Start children utilized MPS transportation services.
- Head Start accounts for 6.9% of the total ridership.

## Enrollment

As of May 21st, 2024, the actual enrollment was 1,212. (State and Fed.)

The total enrollment for the month of May, as reported to the Head Start office, was 1,178 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.

### *ERSEA/FPA*

- In May 2024, the FPA Team continued to canvas, recruit at events, and register new families.
- In May 2024, FPAs continued to address student attendance concerns.
- In May 2024, FPAs attended the Parent Coordinator Institute.
- In May 2024, FPAs continue to conduct daily school visits.

*Note: Abbreviations are family partnership associate (FPA), Family Partnership Agreements (FPA), Family Needs Assessments (FNA)*

### *Family Engagement*

- During May 2024, the FPAs assisted families through the registration and application process on the program interest form and in person at Grant Gordon, Central Office, and South Division.
- In May 2024, the FPAs contacted school representatives and interested caregivers to invite them to the monthly Policy Council meeting.
- During the month of May 2024, the FPAs were scheduling parent meetings.

*Note: Abbreviations are family partnership associate (FPA)*

### *Mental Health & Disabilities*

May 2024 Enrolled Number of Students with Disabilities		
School	Total Number of Enrolled Children With Active IEP's	Percentage of Funded Enrollment

ALBA	4	23.5%
Allen Field	2	11.8%
Auer	4	23.5%
Bethune	10	27.0%
Browning	6	35.3%
Bruce	8	23.5%
Carson	4	11.8%
Congress	9	13.2%
Doerfler	3	17.6%
Forest Home	13	24.1%
Franklin	2	11.8%
Grant Gordon Learning Center	11	12.9%
Gwen T. Jackson	15	20.3%
Hawthorne	4	23.5%
Hayes	5	14.7%
Hopkins Lloyd	4	23.5%
Kagel	8	23.5%
Keefe	4	23.5%
Kilbourn	8	23.5%
King ES, Martin Luther	2	11.8%
Kluge	9	34.6%
LaFollette	7	20.6%
Lincoln	17	15.7%
Longfellow	12	35.3%
Lowell	3	17.6%
Manitoba	4	23.5%
Maple Tree	14	25.9%
Marvin Pratt	6	11.8%
Metcalfe	2	5.9%
Milwaukee Academy of Chinese Language (MACL)	3	17.6%
Mitchell	5	14.7%
Obama	4	7.0%
OW Holmes	2	11.8%
Riverwest	2	11.8%
Sherman	9	12.2%
Siefert	5	14.7%
Thurston Woods	4	23.5%
Vieau	4	23.5%
Westside Academy	12	16.2%

<b>TOTALS</b>	<b>250</b>	<b>18.5%</b>
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*Special Education and 504 Services Enrollments for The Month of May 2024*

- **Children identified with a disability: 18.5%**
  - Funded enrollment: **1348**. This is an increase of 0.8% from the previous month.
- **Children with 504 plans:** There were 3 children with 504 Plans.

<b>Special Education / 504 Plan Meetings Attended</b>			
Initial evaluations	19	Amends	3
Re-evaluations	1	504 Plans	0
Annuals	22	504 Reevaluations	1

*Out-of-Home Care and Homelessness for The Month of May 2024*

Enrolled children in out-of-home care	21	Percentage of funded enrollment	1.6%
Enrolled children experiencing homelessness	70	Percentage of Funded Enrollment	5.2%

*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 May 2024*

<b>Classrooms/Students/Staff</b>	<b>Number</b>	<b>Families</b>	<b>Number</b>
Attended behavioral intervention team/behavioral academic intervention plan (BIT/BAIP) meetings	2	Referrals to community resources (housing, clothing, legal, parenting, mental health, food, special education)	9
Provided behavioral, visual, and sensory supports, as well as resource information to staff/classroom	6	Caregiver consent for special education (attempts and obtained)	1
Provided individualized interventions and/or observation for specific student	5	Written follow-up with Mental Health Request for Support forms	1
Special education referrals made to Child Find and/or school-based psychologists	4	Assisted in the enrollment of children in out-of-home care	3
Provided screening data/accepted IEP invitations prior to IEP meetings	34	Homeless referrals received	3

Requests from the enrollment assistant to place students in Head Start with a pending special education evaluation or current IEP	8	Home visits	1
School visits	40		

### *Mental Health and Disabilities for The Month of May 2024*

- On May 3, the MHS attended their SSW Professional Learning Community meetings.
- On May 6 and 16, the MHT met to discuss MH/D service area matters.
- On May 7, 14, and 21, SAIG 1:1 intervention sessions were held with students as part of the Tier 2 support plan at Grant Gordon.
- On May 8, the MHDC attended the Head Start Policy Council meetings.
- On May 8, the MHS taught lessons 3, 4, and 5 of The Child Protection Unit curriculum to Grant Gordon students in room 17 and 18.
- On May 10 and 17, the MHS completed post tests with students at Grant Gordon in room 17 and 18. Post-tests were completed after students received 19 lessons of a modified version of The Zones of Regulation curriculum for Early Childhood.
- On May 17, the MHS attended a SSW staff meeting that included a luncheon and acknowledging SSW staff that are retiring.
- On May 20, the MHDC presented to the Head Start school leaders on the topic of mental health awareness.
- On May 20 and 21, the MHS attended a Critical Incident Stress Management training presented by International Critical Incident Stress Foundation instructors, Barbara Ertl and Amy Scheel-Jones.
- On May 21, the MHDC attended a Team Building session with the Head Start Leadership

### *Health*

- In the month of May the health team continued to enter in updated physical and dental exams
- In the month of May the health team continued to enter in PIR data
- In the month of May, 2024, the health coordinator conducted Head Start site walk-throughs focused on health and safety compliance.
- In the month of May, 2024, the health coordinator visited Head Start sites to observe the bus arrival and dismissal in response to the Head Start Program Summary Report from the Office of Head Start to monitor active supervision strategies and support best practice
- On May 6 and 7 2024 the school nurse associates assisted with dental cleanings at Sherman
- On May 7, 2024, the health coordinator participated in a mandatory meeting regarding the Head Start Corrective Action Plan.
- On May 8, 2024, the health coordinator attended an emergency Head Start Policy Council meeting.
- On May 9, 2024 the health coordinator assisted with dental exams at Hawthorne, Thurston Woods, Marvin Pratt and Obama
- On May 10, 2024 the health coordinator assisted with dental exams at Metcalfe, Auer, Hopkins-Lloyd, King Jr and LaFollette
- On May 13, 2024, school nurse associates (SNAs) assisted with dental cleanings at Keefe
- On May 14, 2024, SNAs assisted with dental cleanings at Riverwest
- On May 14, 2024, the health coordinator attended the Head Start Leadership Team meeting conducted by Meredith Welch, Head Start program supervisor.
- On May 16, 2024, the health coordinator assisted with dental exams at Lincoln, Allen-field, Hayes and Manitoba
- On May 17, 2024 the health coordinator assisted with dental exams at Jackson and Holmes

- On May 20, 2024 SNAs assisted with dental cleanings at Franklin
- On May 21, 2024 SNAs assisted with dental cleanings at Lowell and Vieau
- On May 21, 2024 the health coordinator attended team building with the Head Start Leadership Team

### *Nutrition Report*

- All Head Start classrooms received prepackaged meals. The meal count for Head Start students are not available as currently, meals are not being entered by student names.
- The adult and snack counts for April 2024 will be shared. May 2024 snack and meal count information was not available.
- The adult meal count for the month of April is 1,525.
- The snack count for the month of April is 21,700.
- The total count for the month of April 2024 was 23,225.

### *Fiscal Report*

- Summary of monthly expense report from May 2024

## **NEW BUSINESS**

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### *Notice of Suspension*

Meredith Welch reported that the Head Start program is still awaiting a decision from the office of Head Start about the grant application submitted for 2024-2029. She assured everyone that the Head Start program will update families when a decision is made.

### *Adjournment-Procedural*

The Policy Council meeting was adjourned at 4:17 p.m. by Meredith Welch, Program Supervisor.