

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

December 16, 2021

Submitted by Director Siemsen

**MPS Head Start Policy Council Meeting Minutes
Virtual Meeting- Google Meet
Thursday, October 21, 2021**

CALL TO ORDER

Joandy Williams, Early Childhood Learning Manager, called the meeting to order at 2:35pm.

ROLL CALL

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

Members in Attendance: Yaslin Oquendo, Hayes Elementary

Community Representatives: None Present

Policy Council Advisors: Albert Robbins

School Board Representative: Director Erika Siemsen

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; Erin Hermann, Education Coordinator; Raquel de la Cruz Gutierrez, Education Coordinator; Felicia Saffold, Senior Director of Curriculum and Instruction

Interpreters: Alberto Aguilar, Spanish interpreter, Yuritzi Dias, Spanish interpreter; Na Saw Shee, Karen interpreter; and D. Cleven, Karen interpreter

APPROVAL OF MINUTES FOR JUNE (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 10/22/2021.

BOARD REPORT (INFORMATIONAL)

• Director Siemsen shared that the board has been busy working on finalizing the money spent in the schools from the ESSER (Elementary and Secondary School Emergency Fund) funds. Some of the investments done include, but are not limited to, classroom refresh, family engagement, and technology. Director Siemsen also reported she is looking forward to the money showing up in the schools and helping students.

**JUNE, JULY, AND AUGUST DIRECTOR'S REPORT
(INFORMATIONAL)**

EDUCATION

June 2021

- On June 1, 7, 15, 23, and 30, 2021, the education coordinators attended the weekly Head Start Leadership Team meeting.
- On June 2, 3 and 4, 2021, the education coordinators attended a virtual Conscious Discipline Training.
- On June 8 and 23, 2021, the education coordinators met with the Head Start Program Supervisor to discuss updates in the education service area.
- On June 14, 15, 21, 24, 25, and 30, 2021, the education coordinators attended weekly education meetings to plan and prepare for the virtual Head Start Online Summer Learning, Head Start Summer Academy, and Head Start New Teacher Professional Development sessions.
- On June 14, 2021, Raquel de la Cruz-Gutierrez, education coordinator, participated in Ready Rosie: What's Coming for Next School Year!
- On June 16, 2021, the education coordinators attended the virtual Head Start Policy Council meeting.

- On June, 4, 11, 18, 25, 2021, Erin Hermann, Education Coordinator, participated in weekly meetings with Early Childhood 1825 Initiative facilitators.
- On June 21, 2021, Erin Hermann, Education Coordinator, participated in the MPS/MKE 1825 ECE initiative meeting.
- On June 25, 2021, Erin Hermann, Education Coordinator, participated in the Head Start Forward: Moving Forward for ERSEA Success webinar by the Office of Head Start.
- On June 28, 2021, Raquel de la Cruz-Gutierrez, Education Coordinator, participated in Anti-Racist webinars for Head Start Summer Academy.
- On June 28 and 29, 2021, Raquel de la Cruz- Gutierrez, Education Coordinator, participated in Dual Language Learners Webinars for Head Start Summer Academy.
- Erin Hermann, Education Coordinator, led a Classroom Assessment Scoring System (CLASS) observation training on June 28-30, 2021.
- Julie Schlipmann, Education Coordinator, participated in Classroom Assessment Scoring System CLASS) observation training on June 28-30, 2021.
- On June 28, 29, and 30, 2021, the education coordinator provided on-site administrative coverage for the Head Start Program.
- On June 30, 2021, Erin Hermann, Education Coordinator, participated in the MPS/MKE Talks! Event, hosted by the MPS/MKE 1825 Initiative.

July 2021

- In the month of July, the education coordinators worked on creating and ordering a consumable supply list and technology for the Head Start classrooms.
- In the month of July, education coordinators entered personnel data for the PIR report.
- During the weeks of July 5, 2021, July 19, 2021, and July 26, 2021, education coordinators served as administrator on site and/or back-up to administrator on site at Grant Gordon Learning Center.
- On July 7, 8, 9, 13, 14 & 15, 19, 26, 27, 2021, the education coordinators met to plan, prepare and upload Early Childhood webinars and service area presentations for New Head Start Teachers and Head Start Summer Academy.
- On July 8, 2021, the education coordinators attended a Safety Overview Meeting.
- On July 13, 16 and 22, 2021, the education coordinators attended the weekly Head Start Leadership Team meeting.
- On July 14, 2021, the education coordinators, Natalie Philippe, Mental Health and Disabilities Coordinator, and Dr. Kerrie McCullough, ERSEA & FPA Coordinator, met with Angela Nemanic, Professional Development Assistant, to discuss LMS and Articulate 360 for Head Start Summer Academy in the Google Classroom.
- On July 17, 2021, the education coordinators organized cabinets to prepare for storing Head Start consumable supplies.
- In the month of July, the education coordinators took part in the registration process to enroll families for the Head Start program.
- The education coordinators met with a representative from Teachstone to discuss the myCoach Connect program and plan for the upcoming school year on July 28, 2021.
- Julie Schlipmann, education coordinator, became a certified Classroom Assessment Scoring System (CLASS) observer July 28, 2021.
- On July 30, 2021, Erin Hermann, Education Coordinator, participated in weekly meetings with Early Childhood 1825 Initiative facilitators.

August 2021

- Throughout the month of August, the education coordinators oversaw and assisted with the Head Start Staggered Start and Welcome packets sent to newly accepted students in Head Start.
- Throughout the month of August, the education coordinators took part in the registration process to enroll families for the Head Start program.
- The education coordinators conducted site visits to a majority of the Head Start classrooms in the month of August, 2021 in early start and traditional calendar schools. The focus was on schedules, routines, classroom environments, and to identify and provide support as needed.
- Sixty-two instructional staff members took part in the annual MPS Head Start Summer Academy professional development opportunity from August 2-20, 2021.
- During the weeks of August 2, 2021, August 16, 2021, and August 23, 2021 education coordinators served as administrator on site and/or back-up to administrator on site at Grant Gordon Learning Center.
- On August 10, 2021, the education coordinators drove to each Head Start site to determine marketing needs.
- On August 11, 18, and 25, 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 behalf of the early childhood learning manager.
- On August 20 and 27, 2021, the education coordinators attended the weekly Head Start Leadership Team meeting with Krissy Washington, Early Childhood Supervisor.
- On August 26, 2021, the education coordinators attended weekly education meetings to discuss action tasks aligned to the education service area.

ERSEA COORDINATOR

June, July, August, 2021

- On June 1, 7, 15, 23, 30, 2021, the ERSEA/FPA Coordinator attended the Leadership Team Meetings.
- On June 1, 2021, the ERSEA/FPA Coordinator held staff meetings with the FPAs.
- On June 1, 2021, the ERSEA/FPA Coordinator attended the OHS ERSEA Webinar.
- On June 7, 2021, the ERSEA/FPA attended the Ice Cream Social with the Leadership Team for the students at Grant Gordon sponsored by the Milwaukee Police Department.
- On June 8 and 21, 2021, the ERSEA/FPA Coordinator attended the ERSEA and Family Engagement Service Area Team Meetings with the Head Start Supervisor.
- On June 8, 2021, the ERSEA/FPA Coordinator attended a Birth to 3 Interagency Agreement Meeting with the Head Start Supervisor and Mental Health and Disabilities Coordinator.
- On June 9, 2021, the ERSEA/FPA Coordinator attended Trauma Training.
- On June 11, 14, and 15, 2021, the ERSEA/FPA Coordinator conducted close-out meetings with the FPAs.
- On June 11, 2021, the ERSEA/FPA Coordinator assisted the Grant Gordon Learning Team with Field Day for the students.
- On June 15, 2021, the ERSEA/FPA Coordinator met with the Education Coordinators to discuss the HS Summer Academy Google Platform for teachers.
- On June 16, 2021, the ERSEA/FPA Coordinator participated in the virtual Policy Council Meeting.
- On June 17, 2021, the ERSEA/FPA Coordinator met with the MHD Coordinator, Health Coordinator, HS SW, and Enrollment Assistant to discuss folder prioritization when reviewing applications/registrations.
- On June 17 and 18, 2021, the ERSEA/FPA Coordinator conducted file reviews.
- On June 19, 2021, the ERSEA/FPA Coordinator attended Juneteenth and provided community members with information about HS.
- On June 21, 2021, the ERSEA/FPA Coordinator and Head Start Supervisor reviewed the marketing survey sent to building leaders to assess the marketing needs of the buildings.
- On June 23, 2021, the ERSEA/FPA Coordinator met with the Early Learning Manager and Marketing Department to discuss goals and needs for the program.
- On June 23, 2021, the ERSEA/FPA Coordinator attended a meeting with the Early Learning Manager to discuss Booth Central and the MPS/MKE Talks! S.O.L.E.Y. Series.
- On June 24, 2021, the ERSEA/FPA Coordinator researched and began working on the PIR report for service areas.
- On June 28 and 29 2021, the ERSEA/FPA Coordinator participated in a meeting with the Early Learning Manager regarding Booth Central and the MPS/MKE Talks! S.O.L.E.Y. Series.
- On June 30, 2021, the ERSEA/FPA Coordinator met with the MHD Coordinator and Health Coordinator to discuss consent paperwork that is included in the registration paperwork.
- On June 30, 2021, the ERSEA/FPA Coordinator provided a Booth Central refresher for Education Coordinators.
- On June 30, 2021, the ERSEA/FPA Coordinator provided Booth Central training for two FPAs.
- On June 30, 2021, the ERSEA/FPA Coordinator, along with Education Coordinators and two FPAs, participated in the MPS/MKE Talks! S.O.L.E.Y. Series on Booth Central.
- During the month of June, 2021, the ERSEA/FPA Coordinator continued to assign online applications to the FPAs.
- On July 6, 2021, the ERSEA/FPA Coordinator attended a safety overview meeting provided by the Office of Safety with the Head Start and MPSU staff.
- On July 7, 2021, the ERSEA/FPA Coordinator met with Jessica from Waterford Upstart to learn and discuss the program that may be offered to families within the HS Program.
- On July 8, 2021, the ERSEA/FPA Coordinator attended a safety overview meeting provided by the Office of Safety with the FPAs and Early Learning Manager.
- On July 8, 2021, the ERSEA/FPA Coordinator recorded the ERSEA and Family Engagement Video for Summer Academy.
- On July 9, 2021, the ERSEA/FPA Coordinator met with the Education Coordinators, MHS Coordinator, and Health Coordinator to discuss the Summer Academy Google Platform.
- On July 9, 16, 2021, the ERSEA/FPA Coordinator attended the weekly Leadership Team meeting.
- On July 14, 2021, the ERSEA/FPA Coordinator attended the LMS meeting to discuss the Summer Academy Google Platform.
- On July 15, 2021, the ERSEA/FPA Coordinator met with the Early Learning Manager and Marketing Department to discuss goals and needs for the program.
- On July 19, 2021, the ERSEA/FPA Coordinator met with the Early Learning Manager for the ERSEA and Family Engagement Service Area Meeting.
- On July 20, 2021, the ERSEA/FPA Coordinator met with the Early Learning Manager to discuss Ready Rosie training dates.
- On July 26, 2021, the ERSEA/FPA Coordinator met with the Early Learning Manager and MHD Coordinator, and staff from Central Office to discuss the Acelero MOU.

- On July 28, 2021, the ERSEA/FPA Coordinator attended a webinar titled, Return to Full In-Person Services - A Focus on Planning Forward.
- During the month of July, the ERSEA/FPA Coordinator continued to assign online applications to the FPAs.
- On August 3, 2021, the ERSEA/FPA Coordinator attended a Zoom Meeting to discuss the upcoming WI State Fair Booth and responsibilities.
- On August 3, 2021, the ERSEA/FPA Coordinator met with the Enrollment Assistant: touch base and plans moving forward.
- On August 4, 2021, the ERSEA/FPA Coordinator met with the Marketing Team to discuss goals and needs for the program.
- On August 4, 2021, the ERSEA/FPA Coordinator met with Mr. Hill to discuss potential support regarding canvassing for enrollment.
- On August 6, 9, 10, and 11, 2021, the ERSEA/FPA Coordinator attended WI State Fair to represent the HS Program.
- On August 7, 2021, the ERSEA/FPA Coordinator and MHD Coordinator attended an event at UMOS to represent the HS Program.
- On August 9, 2021, the ERSEA/FPA Coordinator met with new FPAs that started on the Early Start Calendar (onboarding began).
- On August 11, 2021, the ERSEA/FPA Coordinator attended the School Operations and Support meeting to provide an update on Head Start.
- On August 19, 2021, the ERSEA/FPA Coordinator met with the Marketing Team to discuss goals and needs for the program.
- On August 20 and 27, 2021, the ERSEA/FPA Coordinator participated in the Leadership Team meeting.
- Beginning August 25, 2021, through the remainder of the month, the ERSEA/FPA Coordinator provided daily enrollment updates for all HS Sites.
- On August 27, 2021, the ERSEA/FPA Coordinator met with the new FPAs for the traditional calendar to begin the onboarding process.
- On August 30, 2021, the ERSEA/FPA Coordinator held a staff meeting with the FPAs.
- During the month of August, the ERSEA/FPA Coordinator continued to assign online applications to the FPAs.

ERSEA

June 2021

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

- There are 411 out of 724 families who are income eligible.
- There are 162 out of 724 families who meet the allowable over-income category.
- There are 138 out of 724 families who are categorically eligible (foster care, homeless, public assistance).

Recruitment-

- Advertisement placed on social media sites, radio ads, post card mailings, ads on bus tails
- parents came into the Head Start office (Central) during the months of June. 2021.
- 61 parents came into the Head Start office (Grant Gordon) during the month of June 2021.
- Processed 114 student applications in Head Start office.
- Contactless Registration throughout the month.

Selection –

- The waitlist total as of June 11th, 2021, was 27, 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 June 1st – June 11th, 2021, was 80%
- Transportation
- 52.5% of Head Start children utilized MPS transportation services.
- Head Start accounts for 5.1 % of the total ridership.

Enrollment

As of June 11th, 2021, the actual enrollment was 724. (State, Fed. And County)

The total enrollment for the month of June as reported to the Head Start office was 711. 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.

July 2021

Recruitment-

- Advertisement placed on social media sites
- 0 parents came into the Head Start office (Central) during the months of July. 2021.

- 152 parents came into the Head Start office (Grant Gordon) during the month of July 2021.
- Processed 143 student applications in Head Start office.
- Contactless Registration throughout the month.

August 2021

Eligibility (Only County and Fed. Numbers)

- There are 574 out of 782 families who are income eligible.
- There are 87 out of 782 families who meet the allowable over-income category.
- There are 121 out of 782 families who are categorically eligible (foster care, homeless, public assistance).

Recruitment-

- Advertisement placed on social media sites, radio ads, post card mailings, ads on bus tails
- 459 parents came into the Head Start office (Grant Gordon) during the month of August 2021.
- Processed 390 student applications in Head Start office.
- Contactless and In-Person Registration throughout the month.

Selection –

- The waitlist total as of August 31, 2021 was 121, 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 August 1st – August 31st, 2021, was 86.5%

Transportation

- 37.4 % of Head Start children utilized MPS transportation services.
- Head Start accounts for 7.7 % of the total ridership.

Enrollment

As of August 31st, 2021, the actual enrollment was 800. (State, Fed. And County)

The total enrollment for the month of August as reported to the Head Start office was 782. 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 Report shared by Nikki Cherek, Enrollment Assistant

FAMILY ENGAGEMENT

JUNE, JULY, AND AUGUST 2021

- During the month of June, 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 June, the FPAs continued to work on Family Outcomes and Needs Assessment.
- During the month of June, the FPAs continued to work on the Family Partnership Agreements.
- During the month of June, the FPAs continued to monitor attendance and follow up on any concerns that have arisen.
- On June 17 and 18, 2021, the FPAs have begun their End of Year (EOY) Protocol to close out the school year.
- On June 19, 2021, the ERSEA/FPA Coordinator and Early Learning Manager represented HS at Juneteenth.
- On July 30 and August 6, 2021, two FPA represented HS Program at Back to School Fairs at Obama School and at the Southside Health Clinic.
- On August 1, 2021, a HS Secretary represented HS at the Puerto Rican Family Fest.
- On August 2, 4, 24, and 31, 2021, FPAs represented HS at ALBA, Westside, Siefert, and Sherman and assisted families in the registration process.
- On August 14, 2021, two FPAs attended an event at Mt. Horeb and represented HS and provided information to families on the program.
- On August 17, 2021, an Education Coordinator and HS Secretary represented the HS Program and provided information to families on the program at Chill on the Hill.
- On August 27 – 29, 2021, the Chief of Academics attended Mexican Fiesta and represented HS and provided information to families on the program.
- On August 28, 2021, two FPAs attended the Run Back to School event and represented HS and provided information to families on the program.
- During the month of August, the FPAs provided canvassing in the neighborhoods in which HS Sites are located: handed flyers to local businesses to display.

Family Engagement Report shared by Kerrie McCullough, ERSEA/FPA Coordinator
MENTAL HEALTH AND DISABILITIES

August 2021		
Enrolled Number of Students with Disabilities		
School	Total Number of Enrolled Children With Active IEP's	Percentage of Funded Enrollment
ALBA	1	3.3%
Allen Field	0	0%
Auer	0	0%
Bethune	0	0%
Browning	0	0%
Bruce	0	0%
Carson	0	0%
Congress	2	2.4%
Doerfler	0	0%
Forest Home	0	0%
Franklin	0	0%
Grant Gordon Learning Center	0	0%
Hawthorne	4	8.0%
Hayes	0	0%
Hopkins Lloyd	0	0%
Jackson, Gwen T.	0	0%
Kagel	0	0%
Keefe	0	0%
Kilbourn	0	0%
King ES, Martin Luther	0	0%
Kluge	0	0%
LaFollette	0	0%
Lincoln	0	0%
Longfellow	0	0%
Maple Tree	0	0%
Marvin Pratt	4	7.4%
Metcalfe	3	15.0%
Milwaukee Academy of Chinese Language (MACL)	0	0%
Mitchell	0	0%
Obama	2	3.5%
Riverwest	0	0%
Sherman	0	0%
Siefert	0	0%
Thurston Woods	0	0%
Westside Academy	0	0%
TOTALS	16	1.0%

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

- Children identified with a disability: 1.0%, Funded enrollment: 1580
- Children with 504 plans: There were 0 children with 504 Plans.
- Special education/504 meetings: In the months of June, July, and August, the MHT attended 5 virtual annual/amend special education IEP meetings and 15 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 Classroom and Family Support

June, July, and August 2021

- The MHS completed/submitted 30 homeless referrals.
- The MHT submitted 29 Child Find and/or school-based referrals.
- Behavioral, visual and sensory supports, as well as, resource information was provided to 1 classroom.

- A total of 3 referrals were submitted to Goodwill for vouchers for families in need.
- The MHT submitted 1 referral to Ladies of Charity Clothing Center or other clothing resource for families in need.
- The MHT submitted 2 referrals for housing support to the Impact Coordinated Entry program.
- The MHT followed up with 44 requests from the enrollment assistant to place students in Head Start with a current IEP.
- The MHT has provided screening data/accepted IEP invitations prior to IEP meetings in approximately 29 instances.
- The MHT followed up with 3 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 84 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 3 families.
 - The MHS provided individualized interventions for 1 student.
 - The MHT completed 1 home visit and 3 school visits.
- The MHT assisted in the enrollment of students into the Head Start program, including assisting with more than 10 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. Other for the months of June, July, and August 2021
- On June 1, 7, 15, 23, and 30, the MHDC attended the Head Start Leadership Team meetings.
- On June 3, 7, and 8, the MHT attended end of year activities for Grant Gordon students.
- On June 3 and 16, the MHDC attended the virtual Head Start Policy Council meetings.
- On June 10 and 22, the MHDC met with the Head Start Supervisor to discuss updates in the MHD service area.
 - On June 8, the MHDC attended a virtual meeting with other district leaders and outside Head Start agency members regarding an interagency agreement.
 - On July 8, MHS attended a Safety Overview Meeting for Head Start staff working summer hours.
 - On June 9, the MHS participated in Trauma Training for Head Start staff.
 - On June 9, the MHDC provided administrative coverage for Grant Gordon Learning Center.
 - On June 9, the MHDC facilitated 2 half day trauma training sessions for Head Start program staff presented by an outside agency.
 - On June 10, the MHDC attended a presentation by Children's Wisconsin on the Triple P Program.
 - On June 15, the MHDC attended a virtual meeting with MPS Staff and Children's Wisconsin staff to discuss the educational program to be offered to Head Start parents and staff.
 - On June 28 and 29, the MHDC attended a training for CLASS Observation presented by Education Coordinator, Erin Hermann.
- Throughout the month of June, the MHDC worked on the Mental Health and Disabilities Program Information Report (PIR).
 - On July 8, the MHT attended a meeting on building safety with Head Start program staff and other district employees.
 - On July 8, the MHDC attended a virtual meeting with the presenters of the Trauma Training given on June 9 to discuss next steps.

- On July 8, 9, 14, and 20, the MHDC met with other program Coordinators to discuss Summer Academy for teachers and paraprofessionals.
- On July 9 and 30, the MHDC completed and passed the CLASS Observation tests to become a Certified Pre-K CLASS Observer.
- On July 13 and 22, the MHDC attended the Head Start Leadership Team meetings.
- On July 14, the MHDC provided administrative coverage for Grant Gordon Learning Center.
- On July 21, the MHDC attended a meeting with other program Coordinators to discuss distribution of supplies to classrooms for the 2021-22 school year.
- On July 22, the MHDC met with the Early Childhood Manager to discuss updates in the MHD service area.
- On July 26, the MHDC attended a virtual meeting with other district leaders regarding an interagency agreement.
- On July 26, 27, 28, 29, and 30, the MHDC provided administrative coverage for Grant Gordon Learning Center.
- On July 27, the MHT recorded the presentation for Summer Academy for teachers and paraprofessionals.
- On August 4, the MHDC facilitated a virtual training session for Summer Academy provided by Children's Wisconsin titled Conscious Response.
- On August 4, the MHDC attended a virtual meeting with other district staff and representatives of Brigrance, an early childhood assessment, to discuss possible implementation in the district.
- On August 6 and 13, the MHS attended No Show Training for SSW on the early start schedule to provide support regarding the new Head Start No Show/Drop process.
- On August 7, the MHDC represented Head Start at a recruitment event hosted by UMOS.
- On August 18, MHS staff officially returned to work for the 2021-2022 school year. MHS attended an opening day SSW staff meeting. This meeting included updates on SSW and MPS policies & procedures as well as welcoming new SSW staff.
- On August 19, MHS staff attended the following required SSW training: overview of Success Center, overview of Violence Prevention program and info on Handle with Care procedures.
- On August 20 and 27, the MHDC attended the Head Start Leadership Team meetings.
- On August 25, MHS staff attended SSW No Show training, which included updates to the No Show/Drop procedures for Head Start students. MHS also attended an Attendance Intervention-BIT Coordinator training.
- On August 27, MHS attended a drop-in session for additional support for BIT and attendance procedures.
- On August 27, the MHDC met with Jean Gatz, School Psychologist Supervisor, to discuss collaboration between school psychologists and Head Start.
- On August 30, MHS provided the following training to Grant Gordon staff: Mandated Reporting of Child Abuse & Neglect, Homeless Education Program, Suicide Prevention and Behavioral Intervention Team (BIT) Overview.
- On August 31, MHS attended mandatory PSEP expectations meeting for SSW that are in an evaluation year.
- The MHT met on a weekly basis throughout the months of June, July, and August to collaborate, plan and create the Head Start staff professional development training and the organization and distribution of MHD support supplies and self-care bags to schools.
- The MHT created and implemented a new support material inventory system via QR codes. Hyperlinks were added to several MHD support materials QR codes to provide additional information for staff.
- The MHT attended a variety of webinar based professional development training throughout the months of June, July, and August on some of the following topics: Trauma in the classroom, building resilience in staff and students, social emotional development, self-care for educators, and mindfulness.
- The MHT put together an additional 6 grief bags for Head Start staff to check out throughout the school year. The grief bags include 5 age-appropriate books, Tips for Talking to Grieving Students card, resource information for teachers and handouts for parents to help address loss and grief with preschool children and a stuffed animal.
- The MHT continuously updated the MHD Google Classroom which includes educational information and community resources available for Head Start Staff.

HEALTH

June, July and August 2021

- On June 1st, 7th, 15th, 23rd and 30th, the Health coordinator participated in the leadership team meeting.
- On June 1st, the Health coordinator met with Dietician for monthly one on one meeting.
- On June 2nd, the Health coordinator attended the quarterly Health Services Advisory Committee.
- On June 2nd, the Health coordinator met with one of the Nurse Associates for monthly one on one meeting.
- On June 3rd, the Health coordinator met with one of the Nurse Associates for monthly one on one meeting.
- On June 3rd, the Health coordinator attended FoodWise nutrition class for Head Start parents.
- On June 3rd, the Health coordinator attended COVID-19 and Children with Special Care Needs: CCHCs Can Help Confirmation webinar.
 - On June 3rd, the Health coordinator attended Special Policy Council meeting.
 - On June 8th, the Health team participated in Fire Drill.
 - On June 8th, 10th, 16th and 21st, the Health coordinator and Supervisor met for monthly Health Service Area meeting.
 - On June 8th, the Health team attended Trauma Training.
 - On June 14th, the Health coordinator and a School Nurse Associate participated in 2 interviews for the School Nurse Associate position.
 - On June 15th, the Health coordinator met with Education coordinators to discuss Summer Academy.
 - On June 16th, the Health coordinator attended Policy Council.
 - On June 17th, the Health coordinator met with Education coordinators to discuss health supplies ordering for the classrooms.
 - On June 17th, the Health coordinator met with Mental Health and Disability team, ERSEA coordinator and Enrollment assistant to discuss prioritization of folders for students who have an IEP, are homeless or in foster care.
 - On June 24th, the Health coordinator met with ChildPlus representative to discuss reports needed for PIR.
 - On June 30th, the Health coordinator met with Mental Health and Disability Coordinator and ERSEA coordinator to discuss consent paperwork needed for registration.
 - One June 30th, the Health coordinator and a School Nurse Associate participated in 2 interviews for the School Nurse Associate position.
 - On July 6th, the Health coordinator met with Dietician for monthly one on one meeting.
 - On July 7th, the Health coordinator met with one of the Nurse Associates for monthly one on one meeting.
 - On July 8th, the Health coordinator met with one of the Nurse Associates for monthly one on one meeting.
 - On July 8th, the Health coordinator, dietician, and a school nurse associate attended Safety Overview meeting.
 - On July 12th, the Health coordinator met with School Nurse Supervisor to discuss entry of health information into Infinite Campus.
 - On July 13th, 16th and 22nd, the Health coordinator participated in the Head Start leadership meeting.
 - On July 15th and 21st, the Health team met for Health Services team meetings.
 - During week of July 19th, the Health coordinator acted as admin on site.
 - On July 20th, the Health coordinator met with Prevent Blindness representative to discuss resources for families who fail vision screening.
 - On July 20th, the Health coordinator met with Manager for monthly Health Service Area meeting.
 - On July 21st, the Health coordinator met with Mental Health and Disabilities coordinator and Education coordinators to discuss coordination of supplies delivery.

- On July 22nd, the Health team met to review Safety Inspection Checklist.
- On July 23rd, the Health coordinator trained 2 school nurses on how to review registration folders for health requirements.
- On July 26th and 30th, the school nurses picked up extra hours to review registration folders for health requirements.
- Throughout the month of July, the dietician and 2 school nurse associates picked up extra hours to review registration folders for health requirements.
- On August 3rd, the Health coordinator met with Dietician for monthly one on one meeting.
- On August 3rd, the Health coordinator met with Milwaukee Health Department supervisor to discuss city's lead program.
- On August 3rd, a School Nurse Associate completed Need to Know: Physical Security.
- On August 4th, the Health coordinator met with one of the Nurse Associates for monthly one on one meeting.
- On August 4th, the Health coordinator participated in the Head Start Forward: Health and Safety Considerations webinar.
- On August 5th, the Health coordinator met with one of the Nurse Associates for monthly one on one meeting.
- On August 9th, 16th and 23rd, the Health coordinator participated in Leadership meeting.
- On August 11th, the Health coordinator delivered health supplies to Alba classroom.
- On August 12th, the Health coordinator delivered health supplies to Metcalfe classroom.
- On August 16th, dietician completed Need to Know: Physical Security.
- On August 19th, the Health team met for Health Services team meeting.
- On August 19th, a School Nurse Associate completed Need to Know: Physical Security.
- On August 23rd, the Health coordinator and dietician met to discuss nutrition guidelines during COVID-19.
- On August 23rd, the health coordinator trained a school nurse on how to review registration folders for health requirements.
- On August 23rd, the dietician completed Need to Know: Removable Media.
- On August 30th, a School Nurse Associate completed Need to Know: Removable Media.
- On August 31st, the Health coordinator delivered health supplies to Forest Home and Riverwest.
- Throughout the month of August, the Health Coordinator organized health supplies so they could be delivered to the Head Start classrooms on August 9th, 26th and 27th.
- Throughout the month of August, the dietician and 2 school nurse associates picked up extra hours to review registration folders for health requirements.
- Throughout the month of August, the school nurses picked up extra hours to review registration folders for health requirements.

Health Report shared by Jodi Haar, Health Coordinator

NUTRITION REPORT

- Summary of snacks and meals for June and August provided at the policy council meeting.
- No meals provided during the month of July as no students were in attendance.

Nutrition Report shared by Jodi Haar, Health Coordinator

FISCAL REPORT

- Summary of monthly expense report from June-August, 2021
- Summary of in-kind report from June-August, 2021

Fiscal Report shared by Joandy Williams, Early Childhood Learning Manager

In-kind Report shared by Erin Hermann, Education Coordinator

NEW BUSINESS

- Joandy Williams, Early Childhood Learning Manager, provided an update regarding new administrators at some Head Start Sites:
- Grant Gordon- Ms. Jones
- Kilbourn- Mr. Galien
- Maple Tree- Ms. Morris
- Marvin Pratt- Ms. Evans
- Obama- Mr. Yates
- Ms. Williams also shared that the Health Team is fully staffed.
- Within the Program Staff the following was shared:
- Diligently looking for a Head Start Supervisor. The position is posted to the MPS Portal under the Careers tab at the top of the screen. The position closes on 10/26/21.
- We are looking for candidates that may be interested in serving as a Family Partnership Associate supporting the boots on the groundwork and family engagement service area for the Head Start Program. We are in need of 3 more candidates to complete the program.
- Within the schools, we are looking for teachers (2) and paraprofessionals (6).
- Ms. Williams also shared the final results of the Head Start Federal Focus Area Two Monitoring Review.
- The team appreciates all the support provided to the program from the Grants and Finance Office, Office of Board Governance, Human Resources, Facilities and Maintenance, Procurement with additional documentation and answering department-specific questions, and participating in the interviews.
- No findings have been found!

ANNOUNCEMENTS

Joandy Williams, Early Childhood Learning Manager, made the following announcements:

- Our next Policy Council Meeting will be held on Wednesday, November 17, 2021 starting at 2:30P.
- Ms. Williams also shared that part of this five-year grant cycle the program will participate in another review. We received notification in August that the Office of Head Start will conduct a Classroom Assessment Scoring System (CLASS) review of our agency during the 2021-2022 school year. Additional information regarding the review will be forthcoming 45 days prior to review.
- On site reviews will begin in January 2022, as local conditions allow.
- A question was posed to the team about technology and support provided to members in the event the level of technology literacy is not as fluent as others. Suggestions provided included asking PC members and Advisory members if technology is needed to participate fully as well as reminding them the land line option is available as well.
- A question was posed regarding family engagement and getting the word out to the families and community regarding the HS Program. The program utilizes text messaging through ChildPlus, emails through ChildPlus, hosting meetings virtually as to keep in accordance to CDC and District Guidelines to maintain safe distancing and practices. Flyers have been posted within the community. Looking forward to working together as a team and strategize new and different ideas to recruit and share our program; doesn't always need to be in the formal meeting but through email or phone calls.
- A comment was made regarding the HS Supervisor position and many people have filled the position over the years. The position needs to be stable so the program and students can have stability. It may be important to look at what may need to change in order to keep a person in the position.

ADJOURNMENT

Announced at 4:04P by Joandy Williams, Early Childhood Learning Manager.