

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

March 24, 2022

Submitted by Director Siemsen

**MPS Head Start Policy Council Meeting
Thursday, January 27, 2022
Virtual**

CALL TO ORDER

Joandy Williams, Early Childhood Learning Manager, called the meeting to order at 10:09am

ROLL CALL

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

MEMBERS IN ATTENDANCE

Antaya Williams, Bruce; Onica Harry-Toney, Bethune; Bola Alaka, Kluge; Amber Carnes, Hawthorne

COMMUNITY REPRESENTATIVES

None Present

POLICY COUNCIL ADVISORS

Albert Robbins Jr.

SCHOOL BOARD REPRESENTATIVE

Erika Siemsen

STAFF

Joandy Williams, Early Childhood Manager; Natalie Philippe, Mental Health and Disabilities Coordinator; Nikki Cherek, Enrollment Assistant; Jodi Haar, Health Coordinator; Erin Hermann, Education Coordinator; and Raquel de la Cruz Gutierrez, Education Coordinator; Dr. Felicia Saffold, Senior Director of Curriculum and Instruction

INTERPRETERS

Rafael Trinidad-Rios, Spanish interpreter; Yuri Diaz, Spanish interpreter; Sha Nay Paw, Karen interpreter; and Kyaw Mue, 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 by 11:59pm on Friday, 1/28/2022.

BOARD REPORT (INFORMATIONAL)

Director Erika Siemsen reported that there is the Kindergarten Fair that is happening in the month of February. The fair will be held virtually on February 5, 2022 from 9:00am to 12:00pm. People can register for the fair on the MPS website. She encourages people to attend to meet the schools' staff and hear about what the schools offer.

EDUCATION INFORMATION

December 2021

- Throughout the month of December 2021, the education coordinators visited classrooms to provide support to Head Start teaching teams.
- On December 1, 2, 7, 16, 2021, the education coordinators completed CLASS observations at Bruce, Carson Academy, Metcalfe, and Sherman, and provided descriptive feedback.
- On December 1, 8, 15, and 22, 2021 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 December 2, 2021, the education coordinators participated in the Prioritizing Staff Wellness in Unprecedented Times webinar by the Office of Head Start.
- On December 2, 7, 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 Bruce and Sherman.
- On December 2, 16, 2021, Erin Hermann, Education Coordinator, participated in bi-weekly meetings with Early Childhood 1825 Initiative facilitators.
- On December 3, 8, and 9, 2021 Julie Schlipmann, Education Coordinator provided administrative coverage for morning arrival at Grant Gordon Learning Center
- On December 3, and 7, 2021, the education coordinators attended the Head Start Leadership Team meeting.
- On December 6, 13, and 20, 2021, the education coordinators attended weekly education meetings to discuss action tasks aligned to the education service area.
- On December 9, 2021, Erin Hermann, Education Coordinator, participated in a district check-in call to continue planning and preparing for the implementation of a new early childhood screening tool.
- On December 9, 10, 13, 14 and 15, 2021, the education coordinators met to work on the FY22 MPS Head Start Application Continuation Grant.
- On December 15, 2021, the education coordinators met with Jodi Haar, health coordinator, to discuss programmatic CPR training for Head Start staff.
- On December 15, 2021, Erin Hermann, Education Coordinator, attended an IEP meeting to represent the Head Start program.
- On December 15, 2021, the education coordinators attended the virtual policy council meeting.
- On December 16, 2021, Julie Schlipmann, Education Coordinator, attended an IEP meeting to represent the Head Start program
- On December 20, 2021, Julie Schlipmann, Education Coordinator, participated in assembling health kits for the Head Start classrooms with Jodi Haar, health coordinator.
- On December 21, 2021, Raquel de la Cruz Gutierrez and Erin Hermann, education coordinators, participated in assembling health kits for the Head Start classrooms with Jodi Haar, health coordinator.
- On December 23, 2021, the education coordinators attended a Ready Rosie training with Head Start instructional staff to learn about the parenting curriculum and parental engagement tool.

Education Report shared by Raquel de la Cruz Gutierrez, Education Coordinator.

ERSEA/FPA

December 2021

- During the month of December, 1-1 meetings were held as needed by the ERSEA/FPA Coordinator and FPAs.
- During the month of December, the ERSEA/FPA Coordinator and Enrollment Assistant worked

- on ERSEA/FPA portions of the grant.
- On December 1, 2, and 8, 2021, the ERSEA/FPA Coordinator attended a virtual training on the ReadyRosie parenting curriculum.
- On December 3, 7, and 21 2021, the ERSEA/FPA Coordinator attended the Head Start Leadership Team meeting.
- On December 6, 2021, the ERSEA/FPA Coordinator completed the HSES reporting.
- On December 7, 2021, the ERSEA/FPA Coordinator and Enrollment Assistant worked on the EOY report.
- On December 9 and 16, 2021, the ERSEA/FPA Coordinator and Early Childhood Learning Manager attended meetings with the ReadyRosie representatives.
- On December 14 and 21, 2021, the ERSEA/FPA Coordinator held staff meetings with the FPAs.
- On December 14, 2021, the ERSEA/FPA Coordinator met with the Early Childhood Learning Manager to discuss PC items.
- On December 15, 2021, the ERSEA/FPA Coordinator attended the Home Language Survey Training provided by the Department of Bilingual Multicultural Education.
- On December 15, 2021, the ERSEA/FPA Coordinator attended the virtual Policy Council Meeting.
- On December 16, 2021, the ERSEA/FPA Coordinator attended the MPS Monthly Touch Base with the Region 5 manager.
- On December 16, 2021, the ERSEA/FPA Coordinator and Early Childhood Learning Manager attended a monthly touch base meeting with the Marketing Department.
- On December 17, 2021, the ERSEA/FPA Coordinator met with the Early Childhood Learning Manager to discuss enrollment recommendations.
- On December 20, 2021, the ERSEA/FPA Coordinator met with the TTA to discuss professional development opportunities for the HS FPAs and staff.
- On December 22, 2021, the ERSEA/FPA Coordinator met with the Early Childhood Learning Manager

ERSEA

December 2021

- Eligibility (Only County and Fed. Numbers)
- There are 796 out of 1,181 families who are income eligible.
- There are 150 out of 1,181 families who meet the allowable over-income category.
- There are 203 out of 1,181 families who are categorically eligible (foster care, homeless, public assistance).

Recruitment

- Advertisement placed on social media sites
- 24 parents came into the Head Start office (Grant Gordon) during the month of December 2021.

Selection

- The waitlist total as of December 31, 2021, was 93, 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 December 1st – December 31st, 2021, was 80.5%

TRANSPORTATION

- 40.5 % of Head Start children utilized MPS transportation services.
- Head Start accounts for 8.2 % of the total ridership.

ENROLLMENT

As of December 31st, 2021, the actual enrollment was 1,221. (State, Fed. and County)

The total enrollment for the month of December as reported to the Head Start office was 1,181. 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

December 2021

- During the month of December, the FPAs:
 - Assisted families through the registration and application process into the program online and in person at Grant Gordon.
 - Notified teachers and school staff of new students and sending the new student paperwork.
 - Completing outcomes and needs assessments with families.
 - Participated in 1-1 meetings with ERSEA/FPA Coordinator as needed
 - Participated in ReadyRosie Trainings
 - Participated in a training on the Home Language Survey as provided by the Department of Bilingual Multicultural Education
 - Participated in staff meetings with the ERSEA/FPA Coordinator

MENTAL HEALTH & DISABILITIES

December 2021 Enrolled Number of Students with Disabilities		
School	Total Number of Enrolled Children With Active IEP's	Percentage of Funded Enrollment
ALBA	11	36.7%
Allen Field	3	17.6 %
Auer	1	5.9%
Bethune	7	18.9%
Browning	2	11.8%
Bruce	7	13.0%
Carson	3	8.8%
Congress	6	7.1%
Doerfler	7	41.2%
Forest Home	11	13.8%
Franklin	0	0%
Grant Gordon Learning Center	6	7.1%
Hawthorne	7	14.0%
Hayes	5	14.7%
Hopkins Lloyd	2	11.8%
Jackson, Gwen T.	5	6.8%
Kagel	7	20.6%
Keefe	2	5.4%
Kilbourn	4	7.4%
King ES, Martin Luther	1	5.9%

Kluge	6	17.6%
LaFollette	2	5.9%
Lincoln	17	15.7%
Longfellow	7	18.9%
Maple Tree	7	8.8%
Marvin Pratt	5	9.3%
Metcalfe	4	10.8%
Milwaukee Academy of Chinese Language (MACL)	4	23.5%
Mitchell	1	3.3%
Obama	7	12.3%
Riverwest	1	3.3%
Sherman	3	4.1%
Siefert	2	2.5%
Thurston Woods	1	2.9%
Westside Academy	5	6.8%
TOTALS	169	10.7%

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

- **Children identified with a disability:** 10.7%, **Funded enrollment:** 1580 This is an increase of 0.8% from the previous month.
- **Children with 504 plans:** There were 4 children with 504 Plans.
- **Special education/504 meetings:** The MHT attended 2 virtual annual special education IEP meetings, 27 initial evaluation meetings, 2 amended (review/revise) 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 DECEMBER 2021

- The MHT submitted 2 Child Find and/or school-based referral.
- The MHT provided behavioral, visual, and sensory support, as well as resource information to 3 classrooms.
- The MHT submitted a total of 1 referral to Penfield Behavior Clinic.
- The MHT submitted a total of 1 referral to Goodwill for vouchers for families in need.
- The MHT submitted a total of 1 referral to Urban Threads (clothing resource for MPS homeless families).
- The MHT submitted a total of 1 referral to Ladies of Charity Clothing Center for families in need.
- The MHT submitted a total of 1 referral to the Impact Coordinated Entry program for housing support.
- 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 35 instances.
- The MHT followed up with 1 caregiver whose child scored in the 90th percentile on Head Start's social/emotional/behavioral screener ASQ: SE-2.

- The MHT has followed up with 7 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 2 families.
- The MHS provided individualized interventions for 4 students.
- The MHT completed 2 home visits and 4 school visits.
- 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 DECEMBER 2021

- On December 1, the MHDC administered the Acuscreen to 2 students at Lincoln Avenue School.
- On December 3, the MHDC attended a virtual training session for the Brigance Early Childhood Screens III for developmental screening.
- On December 3, 7, and 21, the MHDC attended the Head Start Leadership Team meeting.
- On December 5 and 16, the MHS completed mandated SSW duties for Grant Gordon by sending 8-day attendance referral letters for 10 students.
- On December 7, the MHS participated in the final session of a two-session virtual MPS District Training series on creating and implementing FBA/BIP.
- On December 8, 14, and 17, the MHT met to collaborate on tasks aligned to the service area.
- On December 8 and 9, 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 December 10, the MHS attended a virtual SSW Professional Learning Community meeting. The meeting involved discussing Chapters 3 & 4 of the Courageous Conversations About Race book.
- On December 14, the MHT met with Early Childhood Program Support staff to discuss and collaborate on creating and sharing visuals for Early Childhood and Head Start students within the district.
- On December 15, the MHDC attended the virtual Head Start Policy Council.
- On December 17, the MHS virtually attended a monthly SSW staff meeting, which included a presentation by MPS ESL Teacher Leader, Kourosh Hassani, on Afghan refugees and resources offered by the Bilingual Multicultural Education Department. In addition, MPS staff, Colleen Wey, presented information and resources on Mindfulness.
- On December 17, the MHT met to discuss and provide feedback to the Health Coordinator about possible changes in the medical/developmental registration forms.
- On December 23, the MHT attended a virtual Ready Rosie training.
- On December 23, the MHS completed and submitted a mandatory bi-yearly services summary report to the School Social Work Department.
- During the month of December, the MHT assisted the Health team by putting together Health Kits that will be provided to Head Start students in the month of January.
- During the month of December, the MHT worked on the FY22 Continuation Grant for the MPS Head Start Program.
- During the month of December, the MHT collaborated with the ERSEA/FPA Coordinator to update Head Start's attendance policy and procedures.
- 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.

Mental Health and Disabilities report shared by Natalie Philippe, Mental Health and Disabilities Coordinator.

HEALTH

December 2021

- On December 1st 2021, the Health Coordinator had monthly 1:1 meeting with one of the School Nurse Associates.
- On December 2nd 2021, the Health Coordinator had monthly 1:1 meeting with one of the School Nurse Associates.
- On December 3rd, 7th and 21st 2021, the Health Coordinator participated in Head Start Leadership meeting.
- On December 6th 2021, the Health Coordinator had monthly 1:1 meeting with one of the School Nurse Associates.
- On December 7th 2021, one of the School Nurse Associates completed the Prevent Blindness Vision Training.
- On December 8th 2021, the Health Coordinator watched the recording of New Standards for Vaccination and Masking to Reduce Transmission of COVID-19 webinar.
- On December 8th 2021, the Health Coordinator facilitated and participated in the Milwaukee Area Health Services Advisory Board Committee meeting.
- On December 8th 2021, the Health Coordinator had monthly 1:1 meeting with the Dietician.
- On December 9th 2021, the Health Coordinator worked on the End of Year Report.
- On December 9th 2021, the Health Coordinator attended the What Early Care and Education Staff Need to Know About COVID-19 Vaccines for Children 5-11 Webinar.
- On December 10th 2021, the Health Team met with the Early Childhood Learning Manager to discuss a concern that occurred at one of the sites during Hearing and Vision Screenings.
- On December 14th 2021, the Health Coordinator worked on the Head Start Renewal Grant for FY21.
- On December 14th 2021, the Health Coordinator met with the School Nurse Associates to Review Screening Workflows and Create Rescreening Schedule.
- On December 14th 2021, the Health Team had their monthly Health Services Team meeting.
- On December 15th 2021, the Health Coordinator met with Education Coordinators to discuss CPR and First Aid Training that is needed by instructional staff.
- On December 15th 2021, the Health Coordinator participated in Head Start Policy Council.
- On December 16th 2021, the Health Coordinator presented at the MPS Monthly Touch Base with Office of Head Start on the progress of the Health goals for our grant.
- On December 16th 2021, the Health Coordinator attended the CCHC Quarterly Webinar on Creating Healthy and Safe Environments.
- On December 20th, 21st, 22nd, and 23rd 2021, the Health Coordinator supervised the organization of health kits.
- On December 21st 2021, the Health Coordinator met with Dietician to discuss coverage during Dietician's leave.
- On December 28th and 28th 2021, the Health Coordinator organized the health kits made to prepare for delivery on January 4th 2021st.
- Throughout the month of December, the School Nurse Associates completed vision and hearing screenings at the following schools: Grant Gordon, Forest Home, Bethune, MACL, Kluge, Browning and Westside.
- Throughout the month of December, the Health Coordinator delivered health supplies to the following schools: Bethune, Westside, Franklin, Thurston Woods, Carson, Gwen T Jackson, Metcalfe and Marvin Pratt.

Health Report shared by Jodi Haar, Health Coordinator.

NUTRITION REPORT

SNACKS

- Snack count for Head Start students for the month of December was 16,114.

Nutrition Report shared by Jodi Haar, Health Coordinator.

MEAL COUNTS

- Meal count for Head Start students for the month of December is not available at this time.

Nutrition Report shared by Jodi Haar, Health Coordinator.

IN-KIND REPORT

- The in-kind report for December 2021 is \$43.14.
The total in-kind for the fiscal year is \$1, 852.91.

In-kind Report shared by Erin Hermann, Education Coordinator

QUESTIONS REGARDING DIRECTOR'S REPORT

- Leah Noid asked a question regarding family engagement: What measures have been put in place to help support the strengths for families to participate with respect to the Covid policies for MPS Schools and Facilities? So that we can provide the Federal responsibility and show the necessary efforts to continue with uplifting families while our Head Start children further their learning.
 - Joandy Williams, Early Childhood Learning Manager, responded to the question: We have provided Health Kits including items needed to help mitigate the Covid Spread and working with facilities and maintenance and following Covid Protocols put in place by our district.

FISCAL REPORT

- Summary of monthly expense report from December 2021.
Financial Report expended funds: Federal/County – 53%; State – 42%
Total finds remaining: Federal – \$6 million; State \$169,392.00

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

NEW BUSINESS

- Natalie Philippe, Mental Health and Disabilities Coordinator, introduced the proposal for a new developmental screener. The Brigance Screens III is being proposed to replace the ASQ: SE-2 and Acuscreen to meet the requirements of the Performance Standards
 - Passive Vote: Time will be given to those viewing the recording to oppose. The motion will pass if no one opposes by 11:59pm on Friday, 1/28/2022.
- Joandy Williams, Early Childhood Learning Manager, introduced the FY22 Head Start Continuation Grant Application. This is the 5th year of a 5-year grant period and is for 1,506 seats. The Grant Deadline is March 1, 2022. She explained the sections and reviewed the goals and the objectives of the grant. There are no changes to the budget. The total budget for 2022-2023 is \$11,316,909.00
 - Passive Vote: Time will be given to those viewing the recording to oppose. The motion will pass if no one opposes by 11:59pm on Friday, 1/28/2022.

ANNOUNCEMENTS

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

- Our next Policy Council Meeting will be held on February 16, 2022 starting at 2:30pm.
- The program is updating the New Family Outcomes and Needs Identified form Recruitment Plan to make it more family-friendly. The FPAs and ERSEA/FPA Coordinator worked together on the document to ensure that the PFCE (Parent, Family, and Community Engagement) Framework were addressed. Feedback from the FPAs and Leadership team was gathered and implemented. The PFCE Framework provides programs with a research-based, organizational guide for implementing the HS Program Performance Standards for parent, family and community engagement. The new document will combine the two that are currently being used and will help the FPAs target specific potential goals for families to set while in the program.
- At the next meeting, we will be discussing new ideas/locations for recruitment, as we will be updating our yearly plan. Members are encouraged to bring their ideas to the next meeting.
- The Kindergarten Enrollment Fair is Saturday, February 5, 2022 from 9:00am to 12:00pm. This will be a virtual enrollment fair on the BoothCentral platform, similar to last year's recruitment event. Families will have an opportunity to visit school booth virtually and learn more about what they have to offer. The enrollment window for the K3, K4, Head Start program opens on February 1. Board funded seats in K4 and K5 also open February 1-March 6, 2022. All other grades close on August 1, 2022. More information can be found on MPS's online portal at mpsmke/enroll.
- Self-Assessment meetings will take place in February. These will allow for all key stakeholders, program staff, parents/caregivers, and teachers to give feedback to the program that is part of our grant application. Self-assessment is a big picture activity that looks at systems and how they support services. It involves a specified time for a program to stop and take stock, focusing on a question, "Are we doing the right things?" If you are interested in being part of this conversation, please email polancjx@milwaukee.k12.wi.us, Joandy Williams, Early Childhood Learning Manager.

ADJOURNMENT

Joandy Williams, Early Childhood Learning Manager, adjourned the meeting at 11:36am.