

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

May 26, 2022

Submitted by Director Siemsen

**MPS HEAD START POLICY COUNCIL MEETING MINUTES
VIRTUAL MEETING- GOOGLE MEET
WEDNESDAY, MARCH 23RD, 2022**

CALL TO ORDER

Joandy Williams, Head Start Program Supervisor, called the meeting to order at 10:42 a.m.

ROLL CALL

Joandy Williams, Head Start Program Supervisor, facilitated roll call.

Members in Attendance: Onica Harry-Toney

Community Representatives: None present

Policy Council Advisors: Mr. Albert Robbins

School Board Representative: Director Erika Siemsen

STAFF:

Joandy Williams, Head Start Program Supervisor; Nikki Cherek, Enrollment Assistant; Jodi Haar, Health Coordinator; Kerrie McCullough, ERSEA/FPA Coordinator; Erin Hermann, Education Coordinator; Raquel de la Cruz Gutierrez, Education Coordinator; Julie Schlipmann, Education Coordinator; Dr. Felicia Saffold, Senior Director of Curriculum and Instruction

Interpreters: Alberto Aguilar (Spanish interpreter), Jaymie Lopez (Spanish interpreter),

Sha nay Paw, (Karen interpreter)

APPROVAL OF MINUTES FOR FEBRUARY (ACTION ITEM)

Passive Vote: Time has been given to those in attendance and those viewing the recording to oppose. The motion will pass if no one opposes by 11:59 p.m. on 3.24.2022.

BOARD REPORT (INFORMATIONAL)

Director Siemsen shared that the board will be discussing Covid health protocols at tomorrow night's board meeting. If you would like to provide testimony or thoughts you can attend meeting or email Office of Board Governance at governance@milwaukee.k12.wi.us.

FEBRUARY'S DIRECTOR'S REPORT (INFORMATIONAL)

EDUCATION

February 2022

Throughout the month of February 2022, the education coordinators visited classrooms to provide support to Head Start teaching teams.

On February 1, 7, 8, 17, 22, 25 2022, the education coordinators completed CLASS observations at Kilbourn, Lincoln Avenue, and Marvin Pratt and provided descriptive feedback.

On February 1, 15, and 17, 2022, the education coordinators attended the bi-weekly Head Start Leadership Team meetings.

On February 1, 3, and 4, 2022, education coordinators provided administrative coverage for ERSEA/FPA coordinator in her absence.

On February 1, 2022, the education coordinators participated in Beyond Black History Month: Supporting Black Children, Families and Educators All Year webinar.

On February 2, 2022, Raquel de la Cruz Gutierrez, education coordinator, participated in Your Diversity May Not Be My Diversity webinar.

On February 2, 9, 16, and 23, 2022, 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 February 3, 2021, the education coordinators met with Joandy William, Early Childhood Learning Manager to discuss updates in the education service area.

On February 4, 2022, the education coordinators participated in the Annual Kindergarten Fair to support families to support the enrollment plan for MPS Head Start.

On February 4, 8, 17, 21, and 24, 2022, Erin Hermann, Education Coordinator, participated in bi-weekly meetings with Early Childhood 1825 Initiative facilitators.

On February 4, 2022, in preparation of the Department of Children and Families site visits, the education coordinators along with Jodi Haar, health coordinator, and Joandy Williams, Early Childhood Learning Manager, conducted initial site visits at Browning, Bethune, Auer and Allen-Field.

On February 7, 14, 28, 2022, the education coordinators attended weekly education meetings to discuss action tasks aligned to the education service area.

On February 8, 11, and 15, 2022, Julie Schlipmann and Erin Hermann, education coordinators, participated in the Self-Assessment process for the 2021-22 school year by meeting with Head Start staff and families to gather information for future program planning.

On February 8, 2022, the education coordinators participated in Region V: Office of Head Start: Equity Framed in Hope, session two of a four-part series focused on diversity, equity, and inclusion.

On February 8, 2022, the education coordinators attended the first of three MPS Early Childhood Initiative offerings: S.O.L.E.L.Y. Series: Simple Interactions. Please join us for the next free, virtual session on Wednesday, May 18, 2022 from 5pm until 6:30pm for the next session with Dana Winters of the Fred Rogers Center and Junlei Li from Harvard University! A flyer will be shared with you so you have the opportunity to register. Also, here is a link to register, https://milwaukeeemps.zoom.us/webinar/register/WN_9ACrWtWgQJ2ZTi_CO95Wtw

On February 10, 2022, the education coordinators participated in the MPS Brigrance: Using the IED III Early Childhood Edition Criterion training.

On February 11, 2022, Raquel de la Cruz-Gutierrez, Julie Schlipmann, education coordinators; Jodi Haar, health coordinator, and Joandy Williams, early childhood learning manager, met with the Department of Children and Families (DCF) Licensors for initial site visits at Browning, Bethune, Auer and Allen-Field.

On February 17, 2022, Raquel de la Cruz-Gutierrez, Julie Schlipmann and Erin Hermann, education coordinators; Nikki Cherek, enrollment specialist; Jodi Haar, health coordinator, Robert Morris, facilities plan analyst; Ryan Elbert, pupil transportation service supervisor; Kimberley P. LaMothe, talent manager; met with Joandy Williams, early childhood learning manager, and participated in an internal meeting to prepare for the Department of Children and Families (DCF) Licensing visit.

On February 18, 2022, the education coordinators worked on revisions for the 2021-22 Parent Orientation PowerPoint.

On February 18, 2022, in preparation of the Department of Children and Families site visits, the education coordinators along with Jodi Haar, health coordinator, and Joandy Williams, Early Childhood Learning Manager conducted initial site visits at Siefert and La Follette.

On February 23, 2022, the education coordinators worked on reviewing and labeling gently used children's books donated by Book Ahead. These books will be given out to families registering for the Head Start program.

On February 24, 2022, the education coordinators attended the virtual policy council meeting.

On February 25, 2022, the education coordinators reviewed instructional materials for indoor and outdoor implementation from Really Good Stuff that focused on and supported gross motor skills.

On February 28, 2022, the education coordinators attended virtually the Wisconsin Head Start Association 2022 Conference: Virtually Unstoppable. The WHSA conference is directly connected to the Head Start program and mission.

Education Report shared by Erin Hermann, Education Coordinator

ERSEA COORDINATOR

During the month of February, the ERSEA/FPA Coordinator assigned online applications to the FPAs.

On February 7, 2022, the ERSEA/FPA Coordinator completed the End of Month report.

On February 7, 2022, the ERSEA/FPA Coordinator participated in the ERSEA Service Area Meeting with the Early Childhood Learning Manager and Enrollment Assistant.

On February 14, 2022, the ERSEA/FPA Coordinator participated in the Community Assessment Meeting with the Early Childhood Learning Manager and Enrollment Assistant.

On February 15 and 17, 2022, the ERSEA/FPA Coordinator participated in the Leadership Team meeting with the Early Childhood Learning Manager.

On February 16, 2022, the ERSEA/FPA Coordinator participated in the Community Assessment Meeting with the Early Childhood Learning Manager and Enrollment Assistant.

On February 17, 2022, the ERSEA/FPA Coordinator participated in the Region V monthly meeting with the Early Childhood Learning Manager, Senior Director of Curriculum and Instruction, and John Tschoe, Program Specialist.

On February 17, 2022, the ERSEA/FPA Coordinator attended the webinar, In Our Own Words: Honoring our Family Services Impact and Legacy.

On February 23, 2022, the ERSEA/FPA Coordinator met with the Early Childhood Learning Manager.

On February 23, 2022, the ERSEA/FPA Coordinator completed a site walk-through with the Early Childhood Manager for the In-Person Enrollment Event at SDHS.

On February 24, 2022, the ERSEA/FPA Coordinator participated in the DCF Internal Meeting with the Leadership Team.

On February 24, 2022, the ERSEA/FPA Coordinator participated in the virtual Policy Council Meeting.

On February 28, 2022, the ERSEA/FPA Coordinator held a monthly staff meeting with the FPAs and Enrollment Assistant.

ERSEA

Eligibility (Only County and Fed. Numbers) – February 2022

There are 789 out of 1,173 families who are income eligible.

There are 153 out of 1,173 families who meet the allowable over-income category.

There are 201 out of 1,173 families who are categorically eligible (foster care, homeless, public assistance).

Recruitment-

Advertisement placed on social media sites

Participated in MPS district virtual enrollment fair on 2-5-22

43 parents came into the Head Start office (Grant Gordon) during the month of February.

The Head Start office processed 138 student applications in February.

Contactless Registration continued throughout the month.

Selection –

The waitlist total as of February 28, 2022, was 86, 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 February was 77.5%

Transportation

47.5 % of Head Start children utilized MPS transportation services.

Head Start accounts for 8.3 % of the total ridership.

Enrollment

As of February 28, 2022, the actual enrollment was 1,215. (State, Fed. And County)

The total enrollment for the month of February as reported to the Head Start office was 1,173. 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

February 2022

During the month of February, 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 staff meeting with the ERSEA/FPA Coordinator

Continued 2nd year registration process with returning students into the HS Program for the 22-23 School Year.

Family Engagement Report shared by Dr. Kerrie McCullough, ERSEA/FPA Coordinator

MENTAL HEALTH & DISABILITIES

February 2022

February 2022 Enrolled Number of Students with Disabilities		
School	Total Number of Enrolled Children With Active IEP's	Percentage of Funded Enrollment
ALBA	9	30.0%
Allen Field	3	17.6 %
Auer	2	11.8%
Bethune	10	27.0%
Browning	2	11.8%
Bruce	10	18.5%
Carson	4	11.8%
Congress	7	8.2%
Doerfler	8	47.1%
Forest Home	10	12.5%
Franklin	1	5.9%
Grant Gordon Learning Center	6	7.1%
Gwen T. Jackson	9	12.2%
Hawthorne	5	10.0%
Hayes	5	14.7%
Hopkins Lloyd	1	5.9%
Kagel	8	23.5%
Keefe	2	5.4%
Kilbourn	4	7.4%
King ES, Martin Luther	2	11.8%
Kluge	7	20.6%
LaFollette	2	5.9%
Lincoln	18	16.7%
Longfellow	9	24.3%
Maple Tree	7	8.8%
Marvin Pratt	6	11.1%
Metcalfe	5	13.5%
Milwaukee Academy of Chinese Language (MACL)	4	23.5%
Mitchell	1	3.3%
Obama	9	15.8%
Riverwest	2	6.7%

Sherman	4	5.4%
Siefert	4	5.0%
Thurston Woods	3	8.8%
Westside Academy	5	6.8%
TOTALS	194	12.3%

SPECIAL EDUCATION AND 504 SERVICES ENROLLMENTS FOR THE MONTH OF FEBRUARY 2022

Children identified with a disability: 12.3%, Funded enrollment: 1580 This is an increase of 1.1% from the previous month.

Children with 504 plans: There were 3 children with 504 Plans.

Special education/504 meetings: MHT attended 10 virtual annual special education IEP meetings, 21 initial evaluation meetings, and 1 re-evaluation meeting.

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 FEBRUARY 2022

The MHS completed/submitted 5 homeless referrals.

The MHT submitted 14 Child Find and/or school-based referrals.

The MHS obtained 1 caregiver consent for special education testing.

The MHT provided behavioral, visual, and sensory support materials, as well as resource information to 6 classrooms.

The MHT submitted 2 referrals to Penfield Behavior Clinic.

The MHT submitted 1 referral to Goodwill for vouchers for families in need.

The MHT submitted 2 referrals to Ladies of Charity Clothing Center for families in need.

The MHT completed 8 student observations/debriefs in Head Start classrooms.

The MHT followed up with 19 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 47 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 16 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 4 families.

The MHS provided individualized interventions for 6 students.

The MHT completed 7 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 FEBRUARY 2022

On February 1, 2022, the MHS attended the final session of the virtual professional development program: Pyramid Model Individualized Interventions.

On February 1, 15, and 17, the MHDC attended the Head Start Leadership Team meeting.

On February 2, the MHDC attended the Brigance Training: IED III (Criterion Referenced Assessment).

On February 2, 8, 11, 16, and 18, the MHDC worked on the program's Self-assessment with others on the Leadership Team.

On February 4 and 16, the MHT met to collaborate on tasks aligned to the service area.

On February 4, the MHS in the the role of SSW for Grant Gordon, sent 24 attendance letters to parents/caregivers. SSW is required to send out an attendance letter along with a copy of the student's attendance history to the parent once the student receives (8) unexcused absences.

On February 4, and 15, the MHS attended 1:1 supervisory sessions with MHDC to work on professional goals.

On February 4, the MHDC attended a meeting to discuss the Online Enrollment Fair.

On February 5, the MHDC attended the Online Enrollment Fair and answered questions from participants about the Head Start program.

On February 8, the MHDC attended the virtual Equity Training Series, Part 2 presented by the Office of Head Start.

On February 8, the MHS in the the role of SSW for Grant Gordon, completed and dropped five students after following the No Show/DEF process.

On February 9, the MHDC assisted the Education Coordinators with the preparation of classrooms for the Department of Children and Family visits.

On February 9, 17, 18, 24, and 28, the MHS completed a series of classroom visits to assist the K3 teachers with behavior management and challenging behaviors that are occurring within the same school but in separate K3 classrooms.

On February 10, the MHDC met with the Early Childhood Manager to discuss updates in the MHD service area.

On February 10, the MHS attended Brigance Training: IED III (Criterion Referenced Assessment).

On February 11, the MHS attended a virtual SSW Professional Learning Community meeting.

On February 16 and 21, the MHS, MHDC and district early childhood representatives, from both regular education and special education, held a meeting to discuss collaboration of support/services to students in a K3 classroom.

On February 16, CalmConnect staff offered a virtual presentation to Head Start teachers.

On February 17, 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 were discussed for identified students and would be continued to be monitored and implemented by MHS/SSW, school psychologist, and classroom teachers. A Universal Check-In/Check-Out Behavior Goal Sheet was created and will be implemented with any students identified at Grant Gordon based upon student data and teacher/administrator recommendations.

On February 18, the MHS virtually attended a monthly SSW staff meeting, which included information about Project Ujima, Safe at Home & Self-Care.

On February 18, the MHS in the the role of SSW for Grant Gordon, attended school-based support staff meeting with school psychologist to discuss Grant Gordon's Multi-Tiered Student Support (MTSS) procedures and the implementation of the Tier 2 behavior interventions with students.

On February 18, the MHS attended the monthly SSW Departmental virtual staff meeting.

On February 24, the MHS in the the role of SSW for Grant Gordon, sent an additional 6 attendance letters to parents/caregivers. SSW is required to send out an attendance letter along with a copy of the student's attendance history to the parent once the student receives (8) unexcused absences.

On February 24, the MHS, in the role of SSW for Grant Gordon, attended a 1:1 meeting with the school's administrator regarding specific student follow-up needed. MHS also discussed Tier 2 SAIG (social skills intervention group).

On February 24, the MHS in the role of SSW for Grant Gordon, attended the weekly staff meeting to discuss the implementation of Tier 2 intervention groups beginning the week of February 28th, Second Step level of implementation, attendance, and reviewed the universal CICO form to be used.

On February 24, the MHDC attended the virtual Head Start Policy Council.

On February 28, the MHDC attended the first day of the three day virtual 2022 Wisconsin Head Start Association Conference.

The MHT received a large donation of small stuffed items that are being made available for children and families during registrations. The donation was provided by Potawatomi.

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 Julie Schlipmann, Education Coordinator, on behalf of Natalie Philippe, Mental Health and Disabilities Coordinator

HEALTH FEBRUARY 2022

On February 1st 2022, the Health Coordinator met with Dietician to discuss coverage and updates that occurred during her leave of absence.

On February 1st, 15th and 17th 2022, the Health Coordinator participated in Head Start Leadership meeting.

On February 2nd 2022, the Health Coordinator met with a School Nurse Associate for monthly 1:1 meeting.

On February 4th 2022, the Health Coordinator participated in site visits at Browning, Auer, Bethune and Allen Field to prepare for upcoming DCF visits.

On February 4th 2022, the Health Coordinator met with a School Nurse Associate for monthly 1:1 meeting.

On February 4th 2022, the Health Coordinator participated in the Kindergarten Enrollment Fair meeting to prepare for the upcoming Fair.

On February 7th 2022, the Health Coordinator and Dietician met with staff at UW Extension FoodWise program to discuss nutrition classes for students and parents.

On February 7th 2022, the Health Coordinator and School Nurse Associates met to discuss the Safety Check and Rescreening schedule.

On February 7th 2022, the Health Coordinator met with a School Nurse Associate for monthly 1:1 meeting.

On February 8th 2022, one of the School Nurse Associates completed the Power Up: Ins and Outs of Email Security training.

On February 8th and 9th, 2022, the Health Coordinator met with Head Start Manager for Health Services Area Check In.

On February 9th 2022, one of the School Nurse Associates completed the Power Up: Ins and Outs of Email Security training.

On February 11th 2022, the Health Coordinator participated in DCF site visits at Browning, Bethune, Auer and Allen Field.

On February 15th 2022, one of the School Nurse Associates completed the Power Up: Ins and Outs of Email Security training.

On February 15th 2022, the Health team met for monthly Health Team meeting.

On February 15th 2022, the Health Coordinator attended the Office of Head Start Webcast on Part 2: Universal Masking and COVID-19 Vaccine.

On February 16th 2022 the Health Coordinator attended Update on COVID-19 Infections and Vaccines webinar.

On February 17th and 24th 2022, the Health Coordinator participated in DCF Licensing Preparation meeting.

On February 18th 2022, the Health Coordinator participated in site visits at Siefert and LaFollette to prepare for upcoming DCF visits.

On February 18th 2022, two of the School Nurse Associates completed Prevent Blindness Vision Training.

On February 24th 2022, the Health Coordinator participated in Policy Council meeting

On February 25th 2022, the Health Coordinator participated in site visit as WEstside to prepare for upcoming DCF visits.

On February 25th 2022, the Health Coordinator talked with Dr. Nolten to discuss Dental Days.

On February 28th 2022, the Health coordinator attended the FPA meeting to discuss the new Health, Dental and Developmental History form.

On February 28th 2022, one of the School Nurse Associates completed CPR training.

Throughout the month of February, the School Nurse Associates completed Safety Checks and Hearing and Vision Screens and Rescreens at the following schools: Mitchell, Allen Field, Kluge, Browning, Auer, Hopkins-Lloyd, Bethune, MACL, Franklin, LaFollette, Hawthorne, Siefert, Longfellow, Thurston Woods, Lincoln and Grant Gordon.

Throughout the month of February, the Health Coordinator delivered health supplies to the following schools: Obama, Gwen T Jackson, Bethune, Maple Tree, Bruce, Hopkins-Lloyd, Sherman, Westside, King, Congress, Marvin Pratt, Alba, Mitchell, Forest Home, LaFollette and Carson.

Health Report shared by Jodi Haar, Health Coordinator

NUTRITION REPORT

Summary of snack and meal counts from January 2022

Summary of snack and meal counts from February 2022 not yet available

Nutrition Report shared by Jodi Haar, Health Coordinator

In-Kind Report shared by Erin Hermann, Education Coordinator

FISCAL REPORT

Summary of monthly expense report from February 2022

Summary of in-kind report from February 2022

Fiscal Report shared by Joandy Williams, Head Start Program Supervisor

QUESTIONS

Can any information learned at the Simple Interactions session be shared?

Answer: Topics included diversity, equity and inclusion. If there is specific information that you may be interested in, let the program know so that it can be provided.

What is the 1% overage for the state grant in a dollar amount?

Answer: \$63,000. After meeting update provided and actual amount is \$6,500.

Everyone was thanked for their help and efforts and a comment made about the numerous technical difficulties today so how are we reaching parents?

Answer: Meetings are recorded and sent to parents on policy council. They are allowed 24 hours for questions and comments.

Historically what worked was a reminder call was made to attend the meeting and it was recommended that someone should do that again so we can get the policy council going stronger. Would like to stay aboard but would like to have others on board.

Answer: Board meeting is occurring tomorrow to discuss COVID protocols (masking, visitors) so await that discussion to evaluate if there would be an impact to policy council. These guidelines will be discussed early on the agenda so if able to attend to share thoughts the meeting starts at 5:30 p.m. or share thoughts by emailing to Office of Board Governance at governance@milwaukee.k12.wi.us.

Mr. Robbins commented that he is available most of the time to assist with building policy council up so can be contacted if needed.

ANNOUNCEMENTS

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

Our next meeting will be held on April 20th 2022 starting at 10:30 a.m.

The Office of Human Resources will be hosting a hybrid recruitment fair for teachers. On Saturday April 9th, 2022 from 10:00am to 2:00pm In-Person: Bradley Tech High School 700 S 4th St Milwaukee, WI 53204 and on the Virtual Platform: Booth Central

ADJOURNMENT

Announced at 11:35 a.m. by Joandy Williams, Head Start Program Supervisor