

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

February 23, 2023

Submitted by Director Siemsen

**HYBRID MEETING – GRANT GORDON LEARNING CENTER & GOOGLE MEET**

**WEDNESDAY, DECEMBER 21, 2022**

**1. CALL TO ORDER - PROCEDURAL**

Joandy Williams, Head Start Supervisor, called the meeting to order at 10:40 AM.

**2. ROLL CALL – PROCEDURAL**

Joandy Williams, Head Start Supervisor, facilitated roll call and Raquel de la Cruz Gutiérrez, Education Coordinator, facilitated the roll call at Grant Gordon Learning Center in Room 25.

**MEMBERS IN ATTENDANCE:**

Onica Harry-Toney, Bethune; Ebony Henderson, Grant Gordon; Gustavo Dominguez, Hayes Bilingual; Marisol Perez, Hayes Bilingual; Cynthia Frazier; Reginald York Sr., Sherman Multicultural; Danielle Weed-Bell, Westside Academy

**COMMUNITY REPRESENTATIVES:** None present

**POLICY COUNCIL ADVISORS:** None present

**SCHOOL BOARD REPRESENTATIVE:** Director Erika Siemsen

**STAFF:** Joandy Williams, Head Start Supervisor; Natalie Philippe, Mental Health and Disabilities Coordinator; Raquel de la Cruz Gutiérrez, Julie Schlipmann, and Erin Hermann, Education Coordinators; Teri Bonan, Nutrition Technician; Unique Hardy, Temp. Registered Nurse; Dr. Felicia Saffold, Senior Director of Curriculum & Instruction

**INTERPRETERS:** Maria Rodriguez, Spanish interpreter; Mublae Si, Sha Nay Paw, Karen interpreters

**3. APPROVAL OF MINUTES FOR NOVEMBER- ACTION ITEM**

Danielle Weed-Bell, representative from Westside Academy, moved to approve the minutes for October 2022. Marisol Perez, representative from Hayes Bilingual, seconded the motion. The members present in the meeting voted to unanimously approve the minutes.

**4. Board Report – Information Item**

Director Siemsen spoke about a parent survey that will be going out to families mid-January. This survey is part of the strategic plan that will help guide the district in the next five years. Also, Kindergarten enrollment will begin February 4, 2023 through March 14, 2023. It's never too early to enroll your K4 or K5 students or plan school visits in the month of January. Director Siemsen wishes everyone a nice winter break and a wonderful time with family and friends.

## **5. Director's Report-Information Item**

### **Education Information:**

- In the month of November 2022, the education coordinators visited classrooms to provide support to Head Start teaching teams.
- In the month of November 2022, the education coordinators completed Classroom Assessment Scoring System (CLASS) observations at Congress and shared feedback with the teaching teams and school leaders regarding interactions with students.
- In November, 2022, the education coordinators provided four-hour district support to the following Head Start schools: Carson, Forest Home Avenue; and Marvin Pratt.
- On November 2, 3, 22, 28 and 29, 2022, the education coordinators participated in meetings with Ametta Reaves, Grantee Specialist Manger, Office of Head Start-Region V on Head Start Grant Strategic Planning.
- On November 16, 2022, the education coordinators attended the WHSA Program Governance Training.
- On November 21, 2022, Raquel de la Cruz Gutierrez, Education Coordinator, participated in the Early Childhood 1825 Initiative meetings.
- On November 30, 2022, the education coordinators attended the hybrid Head Start Policy Council meeting.

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

### **ERSEA/FPA**

- In November, 2022, the FPA Team provided four-hour district support to the following Head Start schools: Carson and Metcalfe
- On November 16, 2022, the FPA Team attended the WHSA Program Governance Training.
- On November, the Head Start Supervisor met with FPA Parent Meeting team to plan, create, and conduct the off-site parent meetings held at the public libraries of Mitchell and Washington Park.

- On November 15 and 17, 2022 the Head Start Leadership Team and FPA Team conducted off-site parent meetings at the public libraries of Mitchel Street and Washington Park

*Note: Abbreviations are family partnership associate (FPA), Wisconsin Head Start Association (WHSA)*

## ERSEA

### *Eligibility (Only County and Fed. Numbers)*

- There are 535 out of 1,262 families who are income-eligible.
- There are 87 out of 1,262 families who meet the allowable over-income category.
- There are 640 out of 1,262 families who are categorically eligible (foster care, homeless, public assistance).

### *Recruitment*

- Advertisement placed on social media sites
- 39 parents came into the Head Start office (Grant Gordon) during the month of Nov.
- Processed 23 student applications in Head Start office.
- Contactless Registration throughout the month.

### *Selection*

- The waitlist total as of Nov. 30<sup>th</sup>, 2022, was 132, 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 Nov. was 78%

### *Transportation*

- 48.2 % of Head Start children utilized MPS transportation services.
- Head Start accounts for 7.4% of the total ridership.

### *Enrollment*

As of Nov. 30<sup>th</sup>, 2022, the actual enrollment was 1,308. (State, Fed. And County) The total enrollment for the month of Nov. as reported to the Head Start office was 1,262. 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.

## FAMILY ENGAGEMENT

- During the month of November, the FPAs assisted families through the registration and application process into the program online and in person at Grant Gordon.
- During the month of November, the FPAs notified teachers and school staff of new students and sent the new student paperwork.
- During the month of November, the FPAs were completing outcomes, needs assessments with families, and followed-up on attendance concerns.
- During the month of November, the FPAs contacted school representatives and interested caregivers to attend the monthly Policy Council meeting.
- On November 16, 2022, the parent Policy Council Representatives from each school were invited to attend the WHSA Program Governance Training.
- On November 30, 2022, the parent Policy Council Representatives from each school were invited to attend the hybrid Head Start Policy Council meeting.

*Note: Abbreviations are family partnership associate (FPA), Wisconsin Head Start Association (WHSA)*

Joandy Williams, Head Start Supervisor, shared the ERSEA/FPA Report.

## MENTAL HEALTH & DISABILITIES

November 2022		
Enrolled Number of Students with Disabilities		
School	Total Number of Enrolled Children With Active IEP's	Percentage of Funded Enrollment
ALBA	5	16.7%
Allen Field	1	5.9 %
Auer	0	0%
Bethune	10	27.0%
Browning	0	0%
Bruce	12	22.2%
Carson	2	5.9%
Congress	8	9.4%
Doerfler	5	29.4%
Forest Home	10	12.5%
Franklin	1	5.9%
Grant Gordon Learning Center	6	7.1%
Gwen T. Jackson	9	12.2%
Hawthorne	7	18.9%
Hayes	6	17.6%
Hopkins Lloyd	1	5.9%
Kagel	6	17.6%
Keefe	0	0%
Kilbourn	12	22.2%
King ES, Martin Luther	0	0%
Kluge	9	26.5%
LaFollette	0	0%

Lincoln	22	20.4%
Longfellow	15	40.5%
Maple Tree	14	25.9%
Marvin Pratt	5	9.3%
Metcalfe	3	5.6%
Milwaukee Academy of Chinese Language (MACL)	3	17.6%
Mitchell	3	10.0%
Obama	11	19.3%
OW Holmes	2	11.8%
Riverwest	0	0%
Sherman	6	8.1%
Siefert	3	5.6%
Thurston Woods	0	0%
Westside Academy	7	9.5%
Vieau	0	0%
TOTALS	204	12.9%

#### SPECIAL EDUCATION AND 504 SERVICES ENROLLMENTS FOR THE MONTH OF NOVEMBER 2022

- **Children identified with a disability: 12.9%, Funded enrollment: 1580**  
This is an increase of 2.1% from the previous month.
- **Children with 504 plans:** There were 3 children with 504 Plans.
- **Special education/504 meetings:** MHT attended 8 annual meetings, 38 initial evaluation meetings, 2 amend 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 NOVEMBER 2022

- The MHS completed/submitted 6 homeless referrals.
- The MHT submitted 1 Child Find and/or school-based referral.
- The MHS obtained 5 caregiver consents for special education testing.
- The MHT provided behavioral, visual, and sensory support and resource information to 7 classrooms.
- The MHT submitted 2 referrals to Ladies of Charity Clothing Center for families in need.
- The MHT submitted 3 referrals to the Impact Coordinated Entry program for housing support.
- The MHT attended 2 behavioral intervention team/behavioral academic intervention plan (BIT/BAIP) meetings at Head Start school sites.
- The MHT completed 2 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 55 instances.
- The MHT has followed up with 11 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 6 families.
- The MHS provided individualized interventions for 2 students.
- The MHT completed 4 home visits and 5 school visits.
- The MHT helped enroll students into the Head Start program, including assisting with over 2 registrations for children in out-of-home care.
- The MHT continuously updated special education data for Head Start students.
- The MHT followed up continuously with Mental Health Request for Support forms.
- The MHT entered classroom developmental screening data for 45-day timelines.

#### OTHER FOR THE MONTH OF NOVEMBER 2022

- On November 1, the MHDC was assigned to provide support in Room 51 at Marvin Pratt School for four hours.
- On November 1, the MHS met with Enrollment Assistant to change registration procedures for children experiencing homelessness to expedite enrollment.
- On November 2, 3, 22 and 29, the MHDC met with the Head Start Leadership team and the representative of the Office of Head Start for Training and Technical Assistance (TTA).
- On November 3, 9, and 17 the MHS facilitated lessons on The Zones of Regulation in two classrooms at Grant Gordon.
- On November 4, the MHDC attended the Head Start Leadership Team meeting.
- On November 7, the MHS virtually attended and provided consultation/information to Head Start Program staff during the district yearly mandatory training on Suicide Prevention, Homeless Education Program, and Mandatory Reporting of Child Abuse and Neglect.
- On November 7, 16, and 30, the MHT met to collaborate on tasks aligned to the service area.
- On November 8, the MHDC completed the calibration process for the Educator Effectiveness Evaluation system.

- On November 8, the MHS virtually attended a required SSW Department training on the new Wisconsin State criteria for the disability area of Emotional Behavioral Disturbance.
- On November 10 & 11, the MHS attended the Wisconsin School Social Workers Association Annual Conference entitled Promoting Mental Health Through a Continuum of Supports.
- On November 11, the MHDC supported the district's United Negro College Fund event at the Wisconsin Center per the request of MPS Central Office.
- On November 14, the MHS attended a virtual SSW Department Professional Learning Community meeting. This year's PLC involves reading and discussing one of the following books: *The New Jim Crow* or *We Want to Do More Than Survive. Abolitionist Teaching and the Pursuit of Educational Freedom* books. The second PLC group meeting was in-person, and one of MHS created the group's PowerPoint presentation and facilitated the initial meeting.
- On November 1, the MHDC was assigned to provide support in Room 51 at Marvin Pratt School for four hours.
- On November 16, the MHS was assigned to provide instructional support for four hours in Room 119 at Metcalfe.
- On November 16, the MHT virtually attended the required training on the Wisconsin Head Start Association Program's Governance Council.
- On November 17, the MHDC participated in a Head Start parent meeting at the Mitchell Street Library.
- On November 17, the MHS researched the implementation of a pilot program in two Head Start classrooms called "naptime buddies". This pilot program would specifically address student's sensory/emotional dysregulation and student difficulties during transitions before, during and after rest time. Several research articles were provided in support of this pilot program. The pilot program was approved and is scheduled to be implemented in January 2023.
- On November 18, the MHS attended a virtual SSW staff meeting entitled *Suicide and Suicide Prevention in Youth of Color in Milwaukee* presented by Vaynesia Kenrick from the City of Milwaukee Office of Violence Prevention.
- On November 21, the MHS facilitated an in-person follow up meeting with Head Start Program staff on the district's yearly mandatory training on Suicide Prevention, Homeless Education Program, and Mandatory Reporting of Child Abuse and Neglect.
- On November 28, 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 November 30, MHS was assigned to provide instructional support in Room 134 at Carson Academy for 4 hours.
  - On November 30, the MHDC attended the virtual Head Start Policy Council.
  - Throughout November, the MHDC met with the Leadership Team to work on the program's grant application.
  - In November 25, Head Start families received vouchers worth \$45 to purchase Thanksgiving meal ingredients. These vouchers were donated by Aurora Family Services. Head Start Family Partnership Associates assisted in identifying and distributing the vouchers to Head Start families.
  - The MHT participated in numerous professional development webinars throughout the month.
  - The MHT continuously updated the MHD Google Classroom which includes educational information and community resources available for Head Start Staff.

Natalie Philippe, Mental Health and Disabilities Coordinator, shared the Mental Health and Disabilities Report.

## HEALTH

- During the month of November, the 2 School Nurse Associates continued to complete the mandatory Hearing & Vision Screening going to 30 classrooms and 16 schools. This involves the following: going to the classrooms, preparing the paperwork for each child to be screening prior to visiting the school, completing the screening, sending the results to the parents, documenting in Child Plus-the electronic record for each enrolled child, and sending the results to MPS audiology.
- The Dietitian participated in the Parent Orientations taking place on 11/15 & 11/17 at Washington Park Library and Mitchell Street Library.
- On November 16<sup>th</sup> the Health Team virtually participated in the Wisconsin Head Start Association Program's Governance Council.
- As of the week November 30<sup>th</sup>, the Dietitian and Nurse Associate provided 4 hours of classroom support in the newly opened classroom at Metcalfe, RM-119; this will continue until 12/22/22.
- The Dietitian continues to fill the Health Supply Orders and generate updates for the biweekly Highlights.
- The Dietitian continues to approve In-Class Nutrition Activities and receive the mandatory heights & weights screening from the teachers.



- The Health Team continues to process new files of newly registered children applying for a Head Start seat.

## NUTRITION REPORT

- Summary of snack and meal counts from November 2022.

Teri Bonan, Head Start Nutrition Technician, shared the nutrition report.

## FISCAL REPORT

### SUMMARY OF MONTHLY EXPENSE REPORT FROM NOVEMBER 2022

- Summary of in-kind report from November 2022  
During the month of November, \$154.08 of in-kind income was reported; bringing the total to \$406.89 for the FY23 school year.
- Summary of monthly expense report from November 2022  
The federal grant, 44% was expended in November with \$6.3 million remaining. The state grant, 33% was expended in November with \$272,000 remaining.

Joandy Williams, Head Start Program Supervisor, shared the In-kind report and the fiscal report.

Ebony Henderson, Grant Gordon Learning Center, asks why state funding is not included. Joandy Williams responded that there are two separate funding sources- one federal and one state.

Ebony Henderson, Grant Gordon Learning Center, asked what are Nap time buddies. Ms. Natalie Philipee, Mental Health and Disabilities Coordinator shared that Nap time buddies is a program implemented to assist teachers or classrooms who are having difficulties with nap times. Currently, Jennifer Popovich, Mental Health and disabilities staff is implementing the Nap time buddies program at Metcalfe and Westside Academy.

Ebony Henderson, Grant Gordon Learning Center, asked if there is any health flier with information in the works to help parents how to deal with symptoms of COVID, cold, Asthma, and etc to determine the guidelines to send students to school? Unique Hardy, Underfilling Head Start Nurse, will work with Joandy Williams to develop a simple guide and recommendation document to assist parents

Marisol Perez, Hayes Bilingual, asks if nursing services are provided to other schools? Teri Bonan, nutrition technician, Head Start health staff provided vision and hearing screening. Joandy Williams, Head Start Program Supervisor responded that she will contact the nursing department to discuss the support of nursing services to Hayes Bilingual. Director Siemsen shared the district is working on pursuing more nurses and expanding the number of nurses that are at schools.

Danielle Weed-Bell, West Side Academy, states that her daughter has eating issues and is underweight. Ms. Weed-Bell understands that outside food is not permitted in the classroom; however, could the school provide a bowl of fruit or does she have to request a 504? Teri Bonan, Head Start dietician, responded that she works with the teacher to get them to motivate the child to try the MPS lunch provided during lunch and snack time. However, she is able to meet with the mom and discuss a plan for her daughter.

## 6. NEW BUSINESS

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### a. Program Feedback- Information Item

#### **Q1 Responses: What would you like for your family to get out of the MPS Head Start program?**

- Safety- mental health; social emotional
- Students should have 3 mental health days coded as excused absence
- I would like for my family to get a thorough understanding of deadlines to enroll, age limits, and all aspects of the Head Start program. I want to know this information to allow me to provide good information to others that may not know.

#### **Q2: Describe how the Head Start program provided support services that were appropriate and useful to your family.**

- The most useful features to my family were constant parent teacher communication, and continuous feed. This feedback allowed me as a parent to stay informed, to be a better parent for my children in their progress and development as a preschooler.
- Classroom teacher provides information and resources to assist parents such as: scholarship information
- Thanksgiving Voucher was provided to parents
- Any information shared from teachers to parents is very helpful

#### **Q3: I would like for the Head Start program to provide supports or information for my family on:**

- Teachers to send fliers for activities that are low cost to families
- A way to post or how to find a list of resources for families who are struggling financially
- Building relationships with students and parents; Is there a way to build relationships in and outside the school setting?
- I would like for head start to provide for me and my family, with information on any changes or updates with the program. especially important ones. Keep us in the know.

**Q4: If you could change one thing about the MPS Head Start Program, what would it be?**

- If I could change one thing about the head start program, I can't think of anything. The Head Start program at Sherman Multicultural School is flawless.
- It is very important to keep the classrooms clean
- It would be good if the school could keep open communication as to what is occurring at the school
- When a child is diagnosed with a specific communicable illness, it should be shared with the other families in the classroom so families can take necessary precautions
- Review start time for students in K3. It is a very difficult time for parents to get their child to school at 7:25AM.

**b. Program Updates-Information Item**

Joandy Williams, Head Start program supervisor shared the program is continuing to look for candidates to join the Head Start Program. The program is looking to hire 5 Bilingual Family Partnership Associate to support the boots on the ground work and family engagement service area for the Head Start Program.

Additionally, the Head Start program is looking for a candidate to join the Health Team, supporting the hands-on work of the Nurse Associate, Licensed Practical Nurse (LPN) of reviewing health files, participating in school visits to conduct health assessments on currently enrolled students to meet performance standards, and assist with maintaining student records on various databases, just to name a few of job duties.

The Head Start program is in the process of filling both the ERSEA/FPA Coordinator position and Health Coordinator. Once a candidate is determined, the Head Start program will share with the Policy Council for approval.

- c. Policy Council Roles and Responsibilities-Information Item- Tabled for January
- d. Policy Council By-Laws-Information Item-Tabled for January

**7. Announcements – Information Item**

Joandy Williams, Head Start program supervisor shared the following

- The next meeting will be held tentatively, Thursday, January 26, 2023 starting at 10:30 providing an in-person and virtual option.
- The Head Start Program Governance Training recording has been shared. Please check your calendar for November 16 to access via email.
- Head Start is also looking for dedicated teachers and paraprofessionals at various sites, bilingual Family Partnership Associates to serve the program as mentioned earlier, please check the mps portal for additional information at: <https://mps.milwaukee.k12.wi.us/> and then click on the careers tab at the top of

the screen.

- Parent Meetings will be held off site at libraries at the following dates and time:
  - Tuesday, 1/17/23 Washington Park Library @12:30 P.M.
  - Wednesday, 1/18/23 Mitchell Street Library @11:30 A.M.
  - Thursday, 1/19/23 Good Hope Library @ 11:30 A.M.Parents only need to attend one of the parent meetings. A flier will be shared with families this week with more information.

### **8. Adjournment – Procedural**

Adjournment announced at 12:55 PM by Joandy Williams, Head Start Program Supervisor.

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