

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

*April 20, 2023*

*Submitted by Director Siemsen*

**HYBRID MEETING  
GRANT GORDON LEARNING CENTER & GOOGLE MEET  
THURSDAY, MARCH 30, 2023**

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**CALL TO ORDER**

Krissy Washington, Early Childhood Learning Manager, called the meeting to order at 10:49 am.

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**ROLL CALL**

Krissy Washington, Early Childhood Learning Manager, facilitated roll call.

**MEMBERS IN ATTENDANCE:**

Danielle Weed-Bell, Westside Academy

**COMMUNITY REPRESENTATIVES:**

None present

**POLICY COUNCIL ADVISORS:**

None present

**SCHOOL BOARD REPRESENTATIVE:**

Director Erika Siemsen

**STAFF:**

Krissy Washington, Early Childhood Learning Manager, Natalie Philippe, Mental Health and Disabilities Coordinator; Raquel de la Cruz Gutiérrez, Education Coordinator, Dorcas Lopez, ERESA Coordinator, Nikki Cherek, Enrollment Assistant, Unique Hardy, Temporary Registered Nurse and Dr. Felicia Saffold, Senior Director, Curriculum and Instruction.

**INTERPRETERS:**

N/A

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**APPROVAL OF MINUTES FOR JANUARY (ACTION ITEM)**

Item is tabled for April Policy Council Meeting

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**BOARD REPORT (INFORMATIONAL ITEM)**

Director Siemsen shared Strategic Plan feedback sessions in April, starting Tuesday, April 11th. Director Siemsen referred individuals to the MPS website for more information.

## DIRECTOR'S REPORT (INFORMATIONAL ITEM)

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### EDUCATION INFORMATION:

- In the month of February 2023, the education coordinators visited classrooms to provide support to Head Start teaching teams.
- In the month of February, the education coordinators met to work on the FY23 MPS Head Start Grant Baseline Application.
- On February 3, 2023, the education coordinators assisted in setting up a model Head Start classroom for the MPS Kindergarten Enrollment Fair.
- On February 4, 2023, the education coordinators assisted in enrolling families into the Head Start Program for the 2023-24 SY at the MPS Kindergarten Enrollment Fair.
- On February 6, 2023, the education coordinators participated in the Head Start Associations of Region V- Enrollment Reduction Training.
- On February 14, 2023, the education coordinators attended the hybrid Head Start Policy Council meeting.
- On February 15, 16, and 17, 2023, the education coordinators participated in a three day Training and Technical Assistance with Ametta Reaves, Lead Grantee Specialist Manager, and LaQuesa Allen, early childhood specialist.
- On February 28, 2023, the education coordinators participated in the Head Start Leader Meeting to review the presentation on the Program Summary Review and Head Start Performance Standards with Krissy Washington, early learning manager.

### ERSEA:

#### *Eligibility (Only County and Fed. Numbers) – Feb. 2023*

- There are 528 out of 1,290 families who are income-eligible.
- There are 101 out of 1,290 families who meet the allowable over-income category.
- There are 661 out of 1,290 families who are categorically eligible (foster care, homeless, public assistance).

#### *Recruitment*

- Advertisement placed on social media sites.
- 128 parents came into the Head Start office (Grant Gordon) during the month of Feb.
- Processed 205 student applications in the Head Start office.

#### *Selection*

- The waitlist total as of Feb. 28<sup>th</sup>, 2023, was 136, 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 Feb. was 81.5%

#### *Transportation*

- 50% of Head Start children utilized MPS transportation service.
- Head Start accounts for 7.4% of the total ridership.

#### *Enrollment*

As of Feb. 28<sup>th</sup>, 2023, the actual enrollment was 1,335. (State, Fed. And County)

The total enrollment for the month of Feb. as reported to the Head Start office was 1,290. This number reflects the total number of children enrolled on the last operating day of the month and includes vacancies of less than 30 days. State-funded children **were not** included in this report. Vacancies are being filled with ongoing registrations.

## ERSEA/FPA

- In the month of February, 2023, the FPA Team provided four-hour district support to the following Head Start schools: Carson
- In the month of 2023, the FPA Team attended weekly ChidPlus FPA/FNA Training.
- In February 2023, the ERSEA/FPA coordinator met with the FPA Parent Meeting team to plan, create, and conduct the off-site parent meetings held at the public libraries of Mitchell and Washington Park.
- In the month of February 2023, FPA Team conducted off-site parent meetings at the public libraries of Mitchel Street and Washington Park

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

## FAMILY ENGAGEMENT

- During the month of February, the FPAs assisted families through the registration and application process into the program interest form and in person at Grant Gordon, Mitchell, Hawthorn, Bethune, Lincoln, and Hayes.
- During the month of February, the FPAs notified teachers and school staff of new students and sending the new student paperwork.
- During the month of February, the FPAs were completing outcomes, needs assessments, family goals, with families, and followed-up on attendance concerns.
- During the month of February, the FPAs contacted school representatives and interested caregivers to attend the monthly Policy Council meeting.
- During the month of February, 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)*

## MENTAL HEALTH & DISABILITIES

February 2023 Enrolled Number of Students with Disabilities		
School	Total Number of Enrolled Children With Active IEP's	Percentage of Funded Enrollment
ALBA	8	26.7%
Allen Field	4	23.5 %
Auer	2	11.8%
Bethune	11	29.7%
Browning	0	0%
Bruce	14	25.9%
Carson	4	11.8%
Congress	9	10.6%
Doerfler	6	35.3%
Forest Home	13	16.3%

Franklin	1	5.9%
Grant Gordon Learning Center	10	11.8%
Gwen T. Jackson	19	25.7%
Hawthorne	8	21.6%
Hayes	8	23.5%
Hopkins Lloyd	1	5.9%
Kagel	6	17.6%
Keefe	2	11.8%
Kilbourn	8	14.8%
King ES, Martin Luther	0	0%
Kluge	16	47.1%
LaFollette	1	2.9%
Lincoln	27	25.0%
Longfellow	16	43.2%
Maple Tree	16	29.6%
Marvin Pratt	7	13.0%
Metcalfe	5	9.3%
Milwaukee Academy of Chinese Language (MACL)	4	23.5%
Mitchell	6	20.0%
Obama	14	24.6%
OW Holmes	3	17.6%
Riverwest	1	3.3%
Sherman	6	8.1%
Siefert	4	7.4%
Thurston Woods	0	0%
Vieau	1	5.9%
Westside Academy	12	16.2%
TOTALS	273	17.3%

#### SPECIAL EDUCATION AND 504 SERVICES ENROLLMENTS FOR THE MONTH OF FEBRUARY 2023

- Children identified with a disability: 17.3%, Funded enrollment: 1580 This is an increase of 1.5% from the previous month.
- Children with 504 plans: There were 4 children with 504 Plans.
- Special education/504 meetings: MHT attended 11 annual special education IEP meetings, 2 amend meetings, 21 initial evaluation 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 FEBRUARY 2023

- The MHS completed/submitted 5 homeless referrals.
- The MHT submitted 11 Child Find and/or school-based referrals.
- The MHS obtained 5 caregiver consents for special education testing or services.

- The MHT provided behavioral, visual, and sensory supports, as well as resource information to 5 classrooms.
- The MHT completed 7 student observations/debriefs in Head Start classrooms.
- The MHT followed up with 18 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 48 instances.
- The MHT has followed up with 14 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 5 students.
- The MHT completed 9 home visits and 8 school visits.
- The MHT assisted in the enrollment of students into the Head Start program, including assisting with more than 4 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 data for 45-day timelines.

### OTHER FOR THE MONTH OF FEBRUARY 2023

- On February 2, the MHS/SSW facilitated lessons on The Zones of Regulation in two classrooms at Grant Gordon.
- On February 4, the MHT assisted with the Kindergarten Enrollment Fair that was held at North Division High School.
- On February 6, the MHT was assigned to provide instructional support for two hours in the K5 classroom at Auer Avenue.
- On February 6, the MHS was assigned to provide instructional support for two hours in the K5 classroom at Sherman Multicultural School.
- On February 7 and 28, the MHDC met with the Head Start Leadership Team to discuss program items.
- On February 9, the MHS provided instructional support for four and a half hours in a Head Start classroom at Carson.
- On February 10, the MHS attended either a virtual or an in-person SSW Department Professional Learning Community (PLC) 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*.
- On February 10 and 17, the MHDC met with staff from MKE REC to discuss classes for the Saturday Wellness events planned for March 2023.
- On February 10 and 22, the MHT met to collaborate on tasks aligned to the service area.
- On February 14, the MHDC attended the Head Start Policy Council.
- On February 16 and 17, the MHDC met with the Head Start Leadership Team and members of the Office of Head Start Region V.
- On February 21, the MHT was assigned to provide instructional support for two hours in the K5 classroom at Auer Avenue.
- On February 21, the MHS was assigned to provide instructional support for two hours in the K5 classroom at Sherman Multicultural School.
- On February 22, the MHS created a safe space/calming corner using behavior support supplies to provide as an example to Head Start teaching staff.
- On February 24, the MHS administered a Zones of Regulation emotion identification pre-test with students enrolled in one of the K3 classrooms at Metcalfe.
- On February 24, the MHS virtually attended a monthly SSW staff meeting which included a presentation by Dr. Sebastian and his colleagues from Sebastian Family Psychology Practice on supporting the mental health needs of refugees.

- On February 27, 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.
- The MHT continuously updated the MHD Google Classroom which includes educational information and community resources available for Head Start Staff.

## HEALTH

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- 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 screened 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

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- Summary of snack and meal counts from Feb. 2023

## FISCAL REPORT

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- No Report- next month (April) there will be a financial report for the past three months.
- Summary of in-kind report from February 2023

## QUESTIONS ABOUT THE DIRECTOR'S REPORT

No questions were asked regarding the director's report.

## NEW BUSINESS/UPDATES (INFORMATIONAL ITEM)

Krissy Washington, Early Childhood Learning Manager shared the following:

### *Performance Summary*

- Office of Head Start Program Performance Summary of Area of Non Compliance. Non compliance areas cited: Program Management around Systems 1302.101(a)(1), Adult/Child Ratios 1302.21(b)(3)(4) and Safety 1302.47(a).
- Areas of Non Compliance requires a written time of correction. If not corrected within the specified timeline, this status becomes a deficiency.
- A Corrective Action Plan has been developed with a compliance date of: 5/9/23.

### *Head Start Five Year Grant Application*

- Added a Health and Safety Goal
- Reduced enrollment to a sustainable number
- Crafted a plan to create a pool of HS teachers and paraprofessionals to support in-house coverage within the classrooms
- Increased hours of professional development
- Included a practice-based coach to offer more support to instructional staff

### *Technical Amendment*

- Technical amendment to February Board Item to adjust the funded enrollment count from 1,506 to 1,291.

### **ANNOUNCEMENTS**

Krissy Washington, Early Childhood Learning Manager shared the following:

- The next meeting April 20, 2023 at 10:30
- The recording of this meeting will be disseminated via email

### **QUESTIONS**

Danielle Weed Bell, Westside Academy stated that she would like to get more parents involved at Policy Council meetings. Suggested: Breakfast/incentives and offered to assist with parent flyers.

### **ADJOURNMENT**

Announced at 11:28 am by Krissy Washington, Early Childhood Learning Manager.