

(ATTACHMENT 2) REPORTS OF BOARD DELEGATES

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

December 22, 2022

Submitted by Director Siemsen

REPORT OF JUNE 2022 ACTIVITIES

The following report is for activities of the Head Start Policy Council from its last meeting of June 2022. The Council does not meet over the summer months.

CALL TO ORDER

Joandy Williams, Head Start Program Supervisor, called the meeting to order at 10:39 a.m.

ROLL CALL

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

MEMBERS IN ATTENDANCE:

Onica Harry-Toney

COMMUNITY REPRESENTATIVES:

None

POLICY COUNCIL ADVISORS:

Albert Robbins

SCHOOL BOARD REPRESENTATIVE:

Director Erika Siemsen

STAFF:

Joandy Williams, Head Start supervisor; Natalie Philippe, mental health and disabilities coordinator; Raquel de la Cruz Gutiérrez and Erin Hermann, education coordinators; Nikki Cherek, enrollment assistant; Jodi Haar, health coordinator; and Kerrie McCullough, ERSEA/FPA coordinator

INTERPRETERS:

Aurelio Moreno and Yuritz Diaz, Spanish interpreters

APPROVAL OF MINUTES FOR MAY (ACTION ITEM)

PASSIVE VOTE:

Time has been given to those viewing the recording to oppose. The item will pass if no one opposes by 11:59 p.m. on June 24, 2022.

BOARD REPORT (INFORMATIONAL)

Director Siemsen thanked the parents and community for their involvement in the MPS Head Start program this year and encouraged families to continue learning experiences over the summer with programs such as the Milwaukee Rec Department, Summer Academy programs offered through MPS,

and the Milwaukee Public Library. She thanked families for choosing MPS as the place to have their children educated.

DIRECTOR'S REPORT (INFORMATIONAL)

EDUCATION: MAY 2022

- Throughout the month of May 2022, the education coordinators visited classrooms to provide support to Head Start teaching and leadership teams.
- On May 2, 9, and 16, the education coordinators attended weekly education meetings to discuss action tasks aligned to the education service area.
- On May 2, 9, 16, and 27, the education coordinators met to discuss topics and update information for the weekly Head Start newsletter.
- On May 3, 6, and 26, the education coordinators attended the Head Start leadership team meetings.
- On May 3, the education coordinators met with Joandy Williams, Head Start supervisor, to discuss updates in the education service area.
- On May 4, 6, 10, 12, 13, and 19, the education coordinators completed CLASS observations at Grant Gordon, Hawthorne, Kilbourn, Lincoln Avenue, and Riverwest, and they provided descriptive feedback.
- On May 5, 6, 12, 18, and 20, the education coordinators, health coordinator, and Head Start supervisor met with the Department of Children and Families (DCF) licensors for initial site visits at ALBA, Congress, Grant Gordon, Hawthorne, Hayes, Kagel, Marvin Pratt, Metcalfe, and Mitchell. • On May 5 and 19, Erin Hermann, education coordinator, participated in biweekly meetings with the MPS/MKE Early Childhood 1,825 Initiative facilitators.
- On May 10, 11, 17, 18, 24, 25, and 31, the education coordinators participated in the UCLA Health Care Institute. This training is designed to work with organizations to create and implement a wellness in the workplace program that encompasses all aspects of health and wellness.
- On May 12 and 13, in preparation for the DCF site visits, the education coordinators, along with Jodi Haar, health coordinator, and Joandy Williams, Head Start supervisor, conducted initial site visits at Hayes, Kluge, Lincoln, Longfellow, MACL, and Maple Tree.
- On May 12, 13, 26, and 27, Erin Hermann, education coordinator, met with other district early childhood personnel to discuss communication and implementation of the BRIGANCE screeners. On May 16, the education coordinators met with LaQuesha Allen, early childhood specialist, to help finalize the MPS Head Start training and technical assistance (TTA) plan.
- On May 18, Erin Hermann, education coordinator, attended the final of three MPS/MKE Early Childhood 1,825 Initiative offerings: S.O.L.E.L.Y. Series: Simple Interactions.
- On May 19, the education coordinators attended the virtual Policy Council meeting.
- On May 20, Julie Schlipmann, education coordinator, served as administrator onsite for the Grant Gordon Learning Center.
- On May 23, the education coordinators participated in the virtual Office of Academics meeting.
- On May 27, the education coordinators worked on labeling and mailing out packaged children's books for enrolled Head Start students in K3 and K4. These books were donated from A Book Ahead, a nonprofit organization. Their mission is "to get books into the hands of our youngest disadvantaged children so they can have books to call their own from birth on with the goal of increasing early literacy and positive parent/child interactions."

Raquel de la Cruz Gutiérrez, education coordinator, shared the education report.

ERSEA/FPR: MAY 2022

- On May 2, 3, 4, 5, and 6, the ERSEA/FPA coordinator held one-on-one meetings with FPAs.
- On May 2, the ERSEA/FPA coordinator met with the enrollment assistant.
- On May 2, the ERSEA/FPA coordinator and enrollment assistant met with the FPAs to train on the updated SNAP procedures.

- On May 2 and 3, the ERSEA/FPA coordinator met with the Head Start supervisor for a service-area meeting on family engagement.
- On May 3, the ERSEA/FPA coordinator, the enrollment assistant, and Head Start supervisor met to discuss the focus group questions for the community assessment.
- On May 3 and 6, the ERSEA/FPA coordinator participated in the virtual Head Start leadership team meetings.
- On May 4 and 5, the ERSEA/FPA coordinator met with the Head Start supervisor to discuss enrollment.
- On May 4, the ERSEA/FPA coordinator and an FPA attended the open house at Lincoln Elementary School.
- On May 9, the ERSEA/FPA coordinator met with the TTA representative.
- On May 9, the ERSEA/FPA coordinator met with the enrollment assistant and Head Start supervisor to discuss focus group planning for the community assessment.
- On May 11, the ERSEA/FPA coordinator participated in a virtual training, "Learning to Listen."
- On May 12, the ERSEA/FPA coordinator participated in a virtual meeting with the education coordinators and the TTA representative.
- On May 12, the ERSEA/FPA coordinator and Head Start supervisor met with the communications team.
- On May 12, the ERSEA/FPA coordinator and Head Start supervisor conducted a virtual focus group meeting for the community assessment.
- On May 16, the ERSEA/FPA coordinator, enrollment assistant, and Head Start supervisor conducted a virtual focus group meeting for the community assessment.
- On May 16, the ERSEA/FPA coordinator, enrollment assistant, Head Start supervisor, and two FPAs met to discuss interview questions for the FPA vacancies.
- On May 17, the ERSEA/FPA coordinator held a staff meeting with the FPAs and enrollment assistant.
- On May 18, the ERSEA/FPA coordinator and enrollment assistant conducted a virtual focus group meeting for the community assessment.
- On May 18, the ERSEA/FPA coordinator met with the Head Start supervisor to review Policy Council documents.
- On May 18, the ERSEA/FPA coordinator, enrollment assistant, Head Start supervisor, and two FPAs conducted a virtual interview for FPA vacancies.
- On May 19, the ERSEA/FPA coordinator participated in the virtual Policy Council meeting.
- On May 19, the ERSEA/FPA coordinator prepared to be out of the office until May 31.
- On May 20, the ERSEA/FPA coordinator, enrollment assistant, Head Start supervisor, and two FPAs conducted virtual interviews for FPA vacancies.
- On May 31, the ERSEA/FPA coordinator returned to the office and responded to emails and voicemails.
- On May 31, the ERSEA/FPA coordinator viewed the updated ChildPlus 6.0 video.
- On May 31, the ERSEA/FPA coordinator followed up with FPAs regarding their end-of year outcomes progress.
- On May 31, the ERSEA/FPA coordinator participated in a virtual meeting regarding the Wisconsin State Fair.

Kerrie McCullough, ERSEA/FPA coordinator, shared the ERSEA/FPA report.

ERSEA: MAY 2022

Eligibility (Only county and federal numbers)

- There are 808 out of 1,185 families who are income eligible.
- There are 162 out of 1,185 families who meet the allowable over-income category.
- There are 203 out of 1,185 families who are categorically eligible (foster care, homeless, public assistance).

Recruitment

- Advertisement placed on social media sites
- During the month of May, 59 parents came into the Head Start office (Grant Gordon)
- Processed 81 student applications in Head Start office
- Contactless registration throughout the month

Attendance

- The Head Start average daily attendance for May was 79.5%.

Transportation

- In May, 49.3% of Head Start children utilized MPS transportation services.
- Head Start accounts for 8.4% of the total ridership.

Enrollment

As of May 31, 2022, the actual enrollment was 1,225 (state, federal, and county). The total enrollment for the month of May as reported to the Head Start office was 1,185. 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.

Nikki Cherek, enrollment assistant, shared the ERSEA report.

FAMILY ENGAGEMENT: MAY 2022

- During the month of May, the FPAs did the following:
 - Assisted families through the registration and application process into the program online and in person at Grant Gordon
 - Completed outcomes and needs assessments with families
 - Participated in a staff meeting with the ERSEA/FPA coordinator
 - Participated in one-on-one meetings with the ERSEA/FPA coordinator
 - Continued the second-year registration process with returning students into the Head Start program for the 2022–23 school year
- FPAs assisted at their school sites (Bruce, May 6 and 25; Lincoln, May 4 and 9; Kagel, May 9 and 19; Maple Tree, May 6; Longfellow, May 19; Bethune, May 12 and 19; Westside, May 19; and Siefert, May 25) to provide information on the Head Start program and support the registration process.
- The ERSEA/FPA coordinator and an FPA attended the open house at Lincoln Elementary School on May 4 to provide information about Head Start to interested families.
- Two FPAs participated in the “Our Lights Are On” community event at Andrew Douglas Middle School on May 10.
- Four FPAs participated in the Healthy Start Community Action Network at Ebenezer Church and Family Worship Center on May 12. Kerrie McCullough, ERSEA/FPA coordinator, shared the family engagement report.

MENTAL HEALTH AND DISABILITIES: MAY 2022

Enrolled Number of Students with Disabilities		
School	Total Number of Enrolled Children with Active IEPs	Percentage of Funded Enrollment
ALBA	10	33.3%
Allen-Field	3	17.6 %
Auer	4	23.5%
Bethune	11	29.7%
Browning	3	17.6%
Bruce	10	18.5%
Carson	5	14.7%
Congress	9	10.6%
Doerfler	8	47.1%
Forest Home	12	15.0%
Franklin	1	5.9%
Grant Gordon Learning Center	13	15.3%
Gwen T. Jackson	9	12.2%
Hawthorne	8	16.0%
Hayes	5	14.7%
Hopkins Lloyd	2	11.8%
Kagel	9	26.5%
Keefe	2	5.4%
Kilbourn	4	7.4%
King ES, Martin Luther	2	11.8%
Kluge	9	26.8%
LaFollette	2	5.9%
Lincoln	19	17.6%
Longfellow	10	27.0%
Maple Tree	11	13.8%
Marvin Pratt	8	14.8%
Metcalfe	6	16.2%
Milwaukee Academy of Chinese Language (MACL)	4	23.5%
Mitchell	2	6.7%
Obama	8	14.0%
Riverwest	1	3.3%
Sherman	7	9.5%
Siefert	5	6.3%
Thurston Woods	3	8.8%
Westside Academy	8	10.8%
TOTALS	233	14.7%

SPECIAL EDUCATION AND 504 SERVICES ENROLLMENTS FOR MONTH OF MAY 2022:

- Children identified with a disability: 14.7%, funded enrollment: 1,580. This is an increase of 1.0% from the previous month.
- Children with 504 plans: There were 4 children with 504 plans.
- Special education/504 meetings: The mental health and disabilities coordinator attended 17 virtual annual special education IEP meetings, 25 initial evaluation meetings, and 2 reevaluation meetings.

MENTAL HEALTH TEAM CLASSROOM AND FAMILY SUPPORT FOR THE MONTH OF MAY 2022:

Note: The following abbreviations are MHDC: mental health and disabilities coordinator; MHS: mental health staff; MHT: mental health team; IEP: individualized education program; BAIP: behavioral academic intervention plan.

- The MHS completed/submitted 3 homeless referrals.
- The MHT submitted 9 Child Find and/or school-based referrals.
- The MHT provided behavioral, visual, and sensory supports as well as resource information to 3 classrooms.
- The MHT began the collection process of various support materials provided to classrooms throughout the school year. These items can include specialized chairs, sensory items, grief bags, timers, and weighted objects, to name a few.
- The MHT completed 1 student observation/debrief in Head Start classrooms.
- The MHT followed up with 20 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 27 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 2 families.
- The MHS provided individualized interventions for 5 students.
- The MHT completed 7 home visits and 6 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 followed 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. Email reminders were sent to teachers regarding missing data or for upcoming 45-day timeline due dates.
- 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 MAY 2022:

- On May 3 and 27, the MHDC met with district members to discuss the implementation of the BRIGANCE screeners.
- On May 3 and 26, the MHDC attended the Head Start leadership team meeting.
- On May 5 and 17, the MHS, in the role of the school-based school social worker at Grant Gordon with assistance from the second school social worker assigned to Head Start as MHS, facilitated Tier 2 SAIG intervention with identified students. A modified Zones of Regulation curriculum for early childhood was used.

- On May 9, the MHS attended the final virtual school social worker/professional community worker meeting on the Courageous Conversations About Race, Second Edition book by Glenn E. Singleton.
- On May 11, the MHS, in the role of school social worker for Grant Gordon, attended a one-on-one meeting with the school's administrator regarding specific student follow-up needed. MHS also discussed Tier 2 SAIG (social skills intervention group).
- On May 11, the MHS participated in a virtual meeting with West Side Academy's school social worker to discuss being collaborative with field internship instructors for the 2022– 23 year with a student attending the UW–Milwaukee MSW Program.
- On May 13, the MHS, in the role of school social worker for Grant Gordon, sent 2 attendance letters to parents/caregivers. The school social worker 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 May 16 and 25, the MHT met to collaborate on tasks aligned to the service area.
- On May 17, the MHS attended one-on-one supervisory check-in sessions with the MHDC to work on professional goals.
- On May 17, 18, 24, 25, and 31, the MHDC attended a virtual professional development series presented by UCLA Anderson Health Care Institute titled "Staff and Organizational Wellness."
- On May 17, the MHS participated in a collaborative meeting with the assigned school social worker departmental supervisor regarding the required documents to complete the professional services evaluation process.
- On May 18, the MHS attended and participated in a virtual community assessment focus group.
- On May 19, the MHDC attended the virtual Head Start Policy Council.
- On May 19, the MHS, in the role of school-based school social worker, facilitated Grant Gordon's building intervention team/attendance intervention meeting. Student attendance and progress of Tier 2 individualized interventions were discussed for identified students and will continue to be monitored and implemented by MHS/school social worker, school psychologist, and classroom teachers. An updated "Universal Check-In/CheckOut Behavior Goal Sheet" was created at the request of the teachers and has been implemented with any students identified at Grant Gordon based upon student data and teacher/administrator recommendations. Several students and staff members have been out due to COVID-related concerns, which has impacted the provision of tiered supports.
- On May 20, the MHS virtually attended a monthly school social worker staff meeting. This meeting included paying tribute to school social worker staff who are retiring in addition to information about the expectations for the end of the school year.
- On May 22, the MHS, in the role of school-based school social worker at Grant Gordon, completed April 2022 90% attendance certificates. A "good attendance" coupon to a local children's eatery was provided to teachers to send home for caregivers.
- On May 23, the MHDC participated in an Office of Academics full staff meeting.
- On May 24, the MHT attended an informational session provided by Head Start's enrollment assistant regarding the new registration process for those families who receive SNAP benefits. The MHT also discussed the impact that the new process would have on accurately identifying families eligible for McKinney–Vento services.
- On May 25, the MHS interviewed a school social worker field student from the University of Wisconsin–Milwaukee. Another MPS school social worker was also a part of the interview, as we will share the field student for the 2022–23 school year. The field student was offered the placement, which will be overseen by the Head Start MHS and additional school social workers.
- On May 26, the MHDC completed the recertification process for the Framework for Teaching on the Teachscape platform.
- 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: MAY 2022

- On May 2, the health coordinator met with a school nurse associate for the monthly one-on-one meeting.
- On May 2, 9, and 26, the health coordinator met with the program supervisor for the health services area meeting.
- On May 3, the health coordinator met with the health team to discuss concerns related to not having up-to-date phone numbers and unreadable consents.
- On May 3, the health coordinator met with the dietician for the monthly one-on-one meeting.
- On May 3 and 6, the health coordinator participated in the Head Start leadership team meeting.
- On May 4, the health coordinator met with a school nurse associate for the monthly one-on-one meeting.
- On May 5, the health coordinator participated in DCF site visits at Alba and Congress.
- On May 5, the health coordinator met with a school nurse associate for the monthly one-on-one meeting.
- On May 6, the health coordinator participated in DCF site visits at Mitchell and Marvin Pratt.
- On May 9, the health coordinator participated in site visits at Kagel to prepare for upcoming DCF visits.
- On May 10, the health coordinator participated in a meeting with MPS district staff and 16th Street Clinic staff to discuss the possibility of offering health services to Head Start children.
- On May 10, 11, 17, 18, and 31 and June 1, the health coordinator attended the ULCA Health Care Institute's Staff and Organizational Wellness Training Program.
- On May 13, the health coordinator met with the program supervisor to discuss the next steps based on the meeting with MPS and 16th Street Clinic.
- On May 17, the health team met for monthly health team meeting.
- On May 18, the health coordinator participated in DCF site visit at Obama.
- On May 19, the health coordinator participated in Policy Council meeting.
- On May 19, the health coordinator met with a secretary (Emma) to discuss customized reports to send out automated communications related to overdue health requirements.
- On May 20, the health coordinator participated in DCF site visits at Metcalfe and Hawthorne.
- On May 23, the health coordinator participated in the Office of Academics full staff meeting.
- On May 24, 25, and 26, the health coordinator attended the Office of Head Start Health and Mental Health Leaders Institute.
- On May 26, the health coordinator participated in DCF site visits at Hayes and Kagel.
- Throughout the month of May, the school nurse associates assisted with Dental Days at the following schools: Gwen T. Jackson, Keefe, Kagel, Doerfler, Kilbourn, Carson, Forest Home, Sherman, Hopkins Lloyd, Riverwest, King Jr., LaFollette, Westside, Franklin, Siefert, Maple Tree, Bruce, and Auer.
- Throughout the month of May, the health coordinator delivered health supplies to the following schools: Metcalfe, Carson (twice), Longfellow (twice), Franklin, Jackson, LaFollette, Lincoln, Forest Home, and Auer.

Jodi Haar, health coordinator, shared the health report.

NUTRITION: MAY 2022

- All Head Start classrooms received prepackaged meals.
- The meal count for Head Start students is not available as currently meals are not being entered by student names.
- The snack count for Head Start students for the month of May is not yet available. The April snack count was 16,942.

Jodi Haar, health coordinator, shared the nutrition report.

FISCAL: MAY 2022

- The MPS Head Start program operates in 33 sites. As of May 2022, 97% of the grant was expended, with a remaining balance of \$283,810. The project period for the federal grant is from June 1 to May 31.
- The state supplement serves 2 sites: Obama and Kluge. As of May 2022, 155% of the grant was expended with a remaining balance of \$0. We are working with our finance and grants team to help with the overage of our grant. Our state grant period is from July 1 to June 30.

Joandy Williams, Head Start supervisor, shared the fiscal report.

NEW BUSINESS

Transportation Waiver (Action Item)

The transportation waiver is a request made to the MPS Head Start office yearly. The waiver requests that both K3 and K4 students ride the bus without the five-point harness or bus monitor. By offering this transportation option to all students, families would be able to ride the bus together, rather than Head Start children being separated from their siblings. The transportation waiver request will be submitted to the Milwaukee Board of School Directors in July 2022 for approval.

Passive vote:

Time has been given to those viewing the recording to oppose. The item will pass if no one opposes by 11:59 p.m. on June 24, 2022.

ANNOUNCEMENTS

Joandy Williams, Head Start supervisor, made the following announcements:

- On June 7–9, the Office of Head Start conducted unannounced visits to our Head Start classrooms. A total of 36 classrooms were visited, and some program staff and instructional staff were interviewed. At this time, we are waiting to receive the final report from this visit, which will be shared at the next Policy Council meeting.
- Beginning in September 2022, the Office of Head Start will resume pre-pandemic practices for tracking and monitoring enrollment. This includes evaluating monthly enrollment reports to determine which programs enter into the Full Enrollment Initiative. The initial focus will be on grant recipients who are significantly under-enrolled, specifically programs serving less than half of their funded enrollment. The Office of Head Start will also engage other programs with higher rates of enrollment throughout the 2022–23 program year. All programs will start fresh, including those that were participants in the Full Enrollment Initiative prior to the pandemic.
- The next meeting will be held in September 2022. A survey will be sent to families to determine the best time/day to hold the meeting.

ADJOURNMENT

The meeting was adjourned at 11:12 a.m. by Joandy Williams, Head Start Supervisor.