

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

April 21, 2022

Submitted by Director Siemsen

CALL TO ORDER

Joandy Williams, Early Childhood Learning Manager, called the meeting to order at 10:39AM.

ROLL CALL

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

MEMBERS IN ATTENDANCE: Onica Harry-Toney, Bethune

COMMUNITY REPRESENTATIVES: None

POLICY COUNCIL ADVISORS: None

SCHOOL BOARD REPRESENTATIVE: Director Erika Siemsen

STAFF: Joandy Williams, Early Childhood Manager; Natalie Philippe, Mental Health and Disabilities Coordinator; 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: Yuritzi Diaz, Spanish interpreter; Sha nay Paw, Karen interpreter; Aurelio Moreno, Spanish interpreter

APPROVAL OF MINUTES FOR JANUARY (ACTION ITEM)

- Passive Vote: Time has been given to those viewing the recording to oppose. The motion will pass if no one opposes by 11:59 pm on 2.25.2022.

BOARD REPORT (INFORMATIONAL)

- Director Siemsen shared enrollment, enrollment, enrollment! Now is the time to enroll for Head Start, K3, K4 and K5. If you head to the MPS Home Page and click Enroll Now, you will find information on how to enroll our youngest learners.

JANUARY DIRECTOR'S REPORT (INFORMATIONAL)

EDUCATION

January 2022

- Throughout the month of January 2022, the education coordinators visited classrooms to provide support to Head Start teaching teams.
- On January 19, 28, 2022, the education coordinators completed CLASS observations at Sherman and King Jr. and provided descriptive feedback.
- On January 5, 12, 19, and 26, 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 January 5, 2022, the education coordinators participated in the *MPS Brigrance: Using the IED III Early Childhood Edition Criterion* training.
- On January 6, 20, 26, 2022, 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 January 6, 28, 2022, Erin Hermann, Education Coordinator, participated in bi-weekly meetings with Early Childhood 1825 Initiative facilitators.
- The week of January 10-14, 2022, the education coordinators were approved to work remotely due to the district taking proactive steps to promote student and staff safety from the omicron variant of COVID 19.
- On January 10, 2022, the education coordinators and Natalie Phillippe, mental health and disabilities coordinator met to work on the FY22 MPS Head Start Application Continuation Grant.
- On January 10, 12, and 13, 2022, Raquel de la Cruz Gutierrez, education coordinator studied and reviewed CLASS information towards CLASS recertification.
- On January 10, 12 and 31, 2022, the education coordinators attended weekly education meetings to discuss action tasks aligned to the education service area.
- On January 11, 2022, the education coordinators participated in the *MPS Brigrance: Using the Screens III Online Management System (OMS)*
- On January 11, 2022, the education coordinators attended the bi-weekly Head Start Leadership Team meeting.
- On January 11, 2022, the education coordinators participated in *Region V: Office of Head Start: Equity Framed in Hope*, session one of a four-part series focused on diversity, equity and inclusion.
- On January 12, 2022, the education coordinators participated in *Using the 5Rs of Early Learning Leaders to Support Children's Cognitive Self-regulation* webinar.
- On January 12, 2022, the education coordinators participated in the monthly *MPS Principal Leadership Institute: Ambitious Instruction-Accelerating Learning* to listen to the Superintendent Address.
- On January 14 and 28, 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, in an internal meeting to prepare for the Department of Children and Families (DCF) Licensing visit.
- On January 17, 2022, Raquel de la Cruz Gutierrez, education coordinator, completed and passed the CLASS recertification assessment.
- On January 18, 2022, the education coordinators viewed the Office of Head Start Webcast: *Clarifying Expectations for Expanding Reach in Uncertain Times*.
- On January 19, 2022, the education coordinators viewed the Coaching Corner Series Webinar: *Coaching to Support Children's Cognitive Self-Regulation*.
- On January 21, 28, and 31, 2022, education coordinators provided administrative coverage for ERSEA/FPA coordinator.
- On January 24, 2022, the education coordinator participated in the *Teacher Time: Anti-*

Bias Teaching and Learning webinar.

- On January 25, 2022, the education coordinator participated in *Don't Look Away: How to Embrace Anti-Bias Classrooms Now* webinar.
- On January 25, 26, and 27, 2022 Julie Schlipmann, education coordinator participated in the Region V New Education Manager Academy.
- On January 27, 2022, the education coordinators attended the virtual policy council meeting.
- On January 27, 2022, Erin Hermann, Education Coordinator, viewed a webinar titled, *Vision-Focused Action Plans for Early Childhood Leaders.*
- On January 28 and 31, 2022, the education coordinators developed a document for Head Start instructional staff to refer to in preparation for the Department of Children and Family (DCF) upcoming visits.

Education Report shared by Julie Schlipmann, Education Coordinator

ERSEA COORDINATOR

- During the weeks of January 4 – 7 and 10 – 14, 2022, the ERSEA/FPA Coordinator provided support to the FPAs during remote work.
- On January 6, 2022, the ERSEA/FPA Coordinator attended the Home Language Survey Training provided by the Department of Bilingual Multicultural Education.
- On January 10, 2022, the ERSEA/FPA Coordinator and Enrollment Assistant held a monthly staff meeting with the FPAs.
- On January 10, 2022, the ERSEA/FPA Coordinator and Enrollment Assistant held a meeting with the newer hire FPAs to discuss 2nd year enrollment and applications.
- On January 10, 2022, the ERSEA/FPA Coordinator attended an Enrollment Task Force meeting with the Mental Health and Disabilities Coordinator and Health Coordinator.
- On January 11, 2022, the ERSEA/FPA Coordinator attended the Head Start Leadership Team meeting.
- On January 11, 2022, the ERSEA/FPA Coordinator attended the Home Language Survey Error Review Meeting with the Early Childhood Learning Manager and the Department of Bilingual Multicultural Education.
- On January 12, 2022, the ERSEA/FPA Coordinator participated in the monthly *MPS Principal Leadership Institute: Ambitious Instruction-Accelerating Learning* to listen to the Superintendent Address.
- On January 12, 2022, the ERSEA/FPA Coordinator attended a meeting with the Early Childhood Learning Manager.
- On January 13, 2022, the ERSEA/FPA Coordinator attended a meeting with the Early Childhood Learning Manager.
- On January 14, 2022, the ERSEA/FPA Coordinator attended the Kindergarten Fair and Enrollment meeting with the Early Childhood Learning Manager.
- On January 14, 2022, the ERSEA/FPA Coordinator attended a meeting with the Early Childhood Learning Manager regarding HS Enrollment Fair planning.
- On January 19, 2022, the ERSEA/FPA Coordinator and Enrollment Assistant attended a meeting with the Early Childhood Learning Manager regarding the Community

Assessment.

- On January 19, 2022, the ERSEA/FPA Coordinator finalized systems to be followed in absence.

ERSEA

January 2022

Eligibility (Only County and Fed. Numbers)

- There are 795 out of 1,165 families who are income-eligible.
- There are 148 out of 1,165 families who meet the allowable over-income category.
- There are 200 out of 1,165 families who are categorically eligible (foster care, homeless, public assistance).

Recruitment

- Advertisement placed on social media sites
- 30 parents came into the Head Start office (Grant Gordon) during the months of Jan.2022
- Processed 35 student applications for 22-23YR and 16 for 21-22YR in Head Start office.
- Contactless Registration continued throughout the month.

Selection

- The waitlist total as of Jan. 31, 2022 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 January 1st – January 31st, was 78.3% **Transportation**
- 45.6% of Head Start children utilized MPS transportation services.
- Head Start accounts for 8.1 % of the total ridership.

Enrollment

As of January 31st, 2022, the actual enrollment was 1,205. (State, Fed. And County)
The total enrollment for the month of January as reported to the Head Start office was 1,165. 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

January 2022

- During the month of January, 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 a training on the Home Language Survey as provided by the Department of Bilingual Multicultural Education
- Participated in staff meeting with the ERSEA/FPA Coordinator
- Began the 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

Special Education and 504 services enrollments for the month of January 2022

January 2022		
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	3	17.6 %
Auer	1	5.9%
Bethune	8	21.6%
Browning	2	11.8%
Bruce	9	16.7%
Carson	4	11.8%
Congress	6	7.1%
Doerfler	8	47.1%
Forest Home	11	13.8%
Franklin	0	0%
Grant Gordon Learning Center	7	8.2%
Gwen T. Jackson	7	9.5%
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	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	9	15.8%
Riverwest	2	6.7%
Sherman	3	4.1%
Siefert	2	2.5%
Thurston Woods	3	8.8%
Westside Academy	4	5.4%
TOTALS	177	11.2%

- **Children identified with a disability: 11.2%, Funded enrollment: 1580** This is an increase of 0.5% from the previous month.
- **Children with 504 plans:** There were 2 children with 504 Plans.

- **Special education/504 meetings:** MHT attended 2 virtual annual special education IEP meetings, 1 amend meeting, and 30 initial 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 January 2022

- The MHT submitted 5 Child Find and/or school-based referrals.
- The MHS obtained 4 caregiver consent for special education testing.
- The MHT provided behavioral, visual, and sensory supports, as well as resource information to 4 classrooms.
- The MHT submitted 1 referral to Penfield Behavior Clinic.
- The MHT submitted 1 referral to the Impact Coordinated Entry program for housing support.
- The MHT completed 2 student observations/debriefs in Head Start classrooms.
- The MHT followed up with 7 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 45 instances.
- The MHT has followed up with 4 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 9 families.
- The MHS provided individualized interventions for 3 students.
- The MHT completed 5 home visits and 4 school visits.
- The MHT assisted in the enrollment of students into the Head Start program, including assisting with more than 3 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.

- The MHT continued to distribute completed ASQ: SE-2 forms.
Other for the month of January 2022
- On January 7, the MHT completed the mandatory requirement to watch the DPI and MPS Compensatory Services Videos.
- On January 10, the MHS attended a virtual SSW Professional Learning Community (PLP) meeting. The PLP involves reaching and discussing the book *Courageous Conversations About Race*.
- On January 10, the MHDC met with the Health Coordinator and the ERSEA/FPA Coordinator to discuss enrollment for the current and upcoming years.
- On January 11, the MHDC attended the Head Start Leadership Team meeting.
- On January 11, the MHDC attended the virtual Equity Training Series, Part 1 presented by the Office of Head Start.
- On January 11, 18, and 25, the MHS attended a virtual professional development program: Pyramid Model Individualized Interventions.
- On January 12, the MHDC attended the MPS Superintendent's address to MPS administrators.
- On January 12 and 19, the MHT met to collaborate on tasks aligned to the service area.
- On January 13, the MHS completed a virtual classroom visit at Grant Gordon and participated in the virtual activities with the students.
- On January 14, 21, and 28, the MHS requested and attended 1:1 supervisory sessions with MHDC to work on professional goals.
- On January 20, the MHDC attended virtually the monthly MPS Touch Base meeting with John Tschoe, Program Specialist, Office of Head Start.
- On January 20, 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 January 24, the MHDC provided administrative coverage for the Family Partnership Associates.
- On January 24, the MHDC met with the Health Coordinator to review minute taking for the monthly Policy Council meetings.
- Between January 24-27, the MHS worked in the role of the school-based social workers and assisted in the completion of the Attendance and State Validation Counts for Grant Gordon Learning Center.
- On January 25 and 26, the MHDC attended the 2022 Virtual Disability Services Coordinator Institute: *Our Team, Our Goal: Belonging and Inclusion*.
- On January 26, the MHDC met with other district Early Childhood personnel to discuss communication and implementation of the Brigance screeners.
- On January 27, the MHDC attended the virtual Head Start Policy Council.
- On January 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 was discussed for identified students and would continue to be monitored and implemented by MHS/SSW, school psychologist, and classroom teachers.
- On January 28, the MHS virtually attended a monthly SSW staff meeting. The meeting

included an overview and updates from Rogers Memorial Hospital, as well as information on criteria changes to the Emotional Behavioral Disability.

- On January 28, 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 to schedule a future meeting with Administrator, SSW and school psychologist to discuss possible adding additional tier 2 intervention groups.
- In January, the MHT attended virtual Brigance trainings to become familiar with and prepare for the transition of utilizing this screening tool with Head Start students.
- 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

January 2022

- On January 6th 2022, the Health Coordinator reviewed DCF checklist to prepare for upcoming site visits.
- On January 10th 2022, the Health Coordinator met with Mental Health and Disabilities Coordinator and ERSEA/FPA Coordinator had Enrollment Task Force meeting to discuss registration forms that could be combined or eliminated so that families would need to complete less forms during registration
- On January 11th 2022, the Health Coordinator participated in Head Start Leadership meeting.
- On January 12th 2022, the Health Coordinator listened to Superintendent's Address during the Principal Leadership Institute.
- On January 20th 2022, the Health Coordinator met with the FPAs to discuss the new Medical, Dental and Development History Form that is used during registration.
- On January 24th 2022, the Health Coordinator met with Mental Health and Disabilities Coordinator to discuss process on how to take attendance and minutes for Policy Council.
- On January 24th 2022, the School Nurse Associates completed vision and hearing screenings at the following schools: Keefe and Carson.
- On January 25th 2022, the Health Coordinator talked with Dr. Nolten to discuss Dental Days.
- On January 26th 2022, the Health Coordinator and School Nurse Associates met to review the process for safety checks and re-screenings.
- On January 26th 2022, the Health team met for monthly Health Team meeting.
- On January 27th 2022, the Health Coordinator participated in Policy Council meeting.
- On January 28th 2022, the Health Coordinator participated in the DCF Licensing Visit Preparation meeting.
- Throughout the month of January, the Health Coordinator delivered health supplies to the following schools: Gwen T Jackson, Riverwest, Franklin, Auer, Kagel and Thurston

Woods.

Health Report shared by Jodi Haar, Health Coordinator

NUTRITION REPORT

- Summary of snack and meal counts from December 2021 reported at meeting
- Summary of snack and meal counts from January 2022 not yet available

Nutrition Report shared by Jodi Haar, Health Coordinator

FISCAL REPORT

- Summary of monthly expense report from January 2021
- Summary of in-kind report from January 2021

Fiscal Report shared by Joandy Williams, Early Childhood Learning

Manager In-kind Report shared by Erin Hermann, Education Coordinator

NEW BUSINESS

- Action Items:
 - Dr. Saffold, Senior Director of Curriculum and Instruction, provided a program update in regards to the Head Start Program Supervisor position that has been vacant. Joandy Williams, Early Childhood Learning Manager, will step into this role and support the program. Joandy will begin this role officially and full time on 2.28.2022, pending Policy Council and School Board approval.
 - Joandy Williams, Early Childhood Learning Manager discussed the Self-Assessment 2020-2021: this 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?”.
 - We invited multiple stakeholders to participate on our self-assessment team including policy council members, program administrators and staff, and caregivers. There were a total of approximately 36 participants in our virtual Self-Assessment meetings. We had three separate break out sessions. At each meeting, we not only reviewed our grant’s goals and gathered participant feedback regarding strengths and recommendations for program improvement. The Self-Assessment Report is attached to the calendar invitation for your review.
 - Joandy Williams, Early Childhood Learning Manager discussed the Recruitment Plan:
 - Updates to the plans will be shared once we, the Policy Council, have made and agreed to any additional changes. This plan was shared with the Policy Council last spring and as opportunities are opening up in the community, we would like to seek input to update the plan.
 - The plan outlines monthly tasks and activities. This plan is continuously

- being updated to include any and all additional details of what the program is doing to recruit and retain Head Start children and families.
- Each month we focus on targeted groups that are Income/Categorically Eligible families, student with disabilities which provide flyers to SpEd Dept/MPS evaluation teams by placing flyers at Birth to Three agencies sent via email to:
 - -- Curative
 - -- Penfield
 - -- MCFI
 - -- St. Francis Children's
 - Additionally, we are to continuing to push advertising through (Radio, Bus ads, Yard Signs, Flyers out to community, Flyers to home visiting programs, Fatherhood Program in Health Department and other Not For Profit Organizations such as:
 - Westlawn Housing and Northwest Side and Northwest Fresh Food Access Council, BBZ Westlawn/Milwaukee, Westlawn Partnership for a Healthier Environment , Clemens Camp
 - MPS Sped Dept & eval team sups
 - St. Francis Children's Center
 - Curative Care
 - Penfield
 - MCFI
 - Penfield
 - Betty Brinn Children's Museum
 - Bureau of Milwaukee Child Welfare
 - Milwaukee Public Libraries
 - All Head Start Teachers/School Leaders
 - Children's Hospital

ANNOUNCEMENTS

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

- Our next Policy Council Meeting will be held on Wednesday, March 23, 2022 starting at 10:30A.
- Ms. Williams also shared MPS will be hosting a job fair on February 26th, 2022 from 10:00-2:00 focusing on teachers and school nurses at Marshall High School, located at Milwaukee Marshall High School 4141 N. 64th Street, Milwaukee, 53216 to attend in-person. If interested to attend virtually, visit <https://mpsmke.com/staffexchange>. Please note, the Head Start program will be hiring additional Family Partnership Associates for this current school year and bilingual candidates are encouraged to apply, to View open positions and read more about benefits on our website at go to mpsmke.com/careers.
- The Head Start program will be conducting the community assessment. Community Needs Assessments seek **to gather accurate information representative of the needs of a community**. Assessments are performed prior to taking action and are used to determine current situations and identify issues for action, establishing the essential

foundation for vital planning. The first step in this process is to share the Family Survey that will be coming to your email very soon. If your email is needs updating, please contact your FPA or the Head Start Offices at 414-252-0350. From the that survey, focus groups will be created. If you are interested that are interested in being part of a virtual focus group, please be sure to include in the survey or email polancjx@milwaukee.k12.wi.us, Joandy Williams, Early Childhood Learning Manager.

ADJOURNMENT

Announced at 11:43AM by Joandy Williams, Early Childhood Learning Manager.