

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

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January 26, 2023

Submitted by Director Siemsen

**HYBRID MEETING  
GRANT GORDON LEARNING CENTER & GOOGLE MEET  
WEDNESDAY, NOVEMBER 30, 2022**

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**CALL TO ORDER**

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Joandy Williams, Head Start Supervisor, called the meeting to order at 10:47 am.

**ROLL CALL**

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Joandy Williams, Head Start Supervisor, facilitated roll call and Raquel de la Cruz Gutiérrez, Education Coordinator, shared the names of those in person at Grant Gordon Learning Center.

**MEMBERS IN ATTENDANCE**

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Onica Harry-Toney, Bethune; Ebony Henderson, Grant Gordon; Danielle Weed-Bell, Westside Academy; Diego Dominguez, Hayes Bilingual; Felicia Lovings, Franklin; KeNevaeh Taylor, Congress

**COMMUNITY REPRESENTATIVES:** None present

**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, Julie Schlipmann, and Erin Hermann, Education Coordinators

**INTERPRETERS:** Alberto Aguilar, Aurelio Moreno, Spanish interpreters; Mublae Si, Sha Nay Paw, Karen interpreters

**APPROVAL OF MINUTES FOR OCTOBER** (action item)

Danielle Weed-Bell, representative from Westside Academy, moved to approve the minutes for October 2022. Ebony Henderson, representative from Grant Gordon, seconded the motion. The members present in the meeting voted to unanimously approve the minutes.

**BOARD REPORT** (informational item) Director Siemsen wished that everyone had a good Thanksgiving and will also have a good December. She also shared that MPS will be offering four free flu vaccination clinics in the next two weeks. The locations, dates, and times can be found on the MPS website.

**DIRECTOR'S REPORT** (informational item)

**EDUCATION INFORMATION**

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*September 2022*

- In the month of September 2022, the education coordinators visited classrooms to

provide support to Head Start teaching teams.

- In the month of September 2022, the focus was on schedules, routines, classroom environments, and to identify and provide support as needed. The Head Start Classroom Environmental Checklist was used to provide feedback regarding instruction, lessons and classroom environments at Allen- Field, Auer Ave, Bethune, Browning, Bruce, Congress, Forest Home Avenue, Franklin, Gwen T. Jackson, Grant Gordon, Hayes Bilingual, Hopkins Lloyd, Kagel, Keefe Ave, Kilbourn, King, Lincoln, Longfellow, Marvin Pratt, Metcalfe, Mitchell, Milwaukee Academy Chinese Language (MACL), Obama, Riverwest, Sherman, Siefert, Thurston Woods, and Westside Academy.
- In the month of September, 2022, the education coordinators conducted the Health and Safety Monitoring Checklist at: Allen- Field, Auer Ave, Bethune, Browning, Bruce, Congress, Forest Home Avenue, Franklin, Gwen T. Jackson, Grant Gordon, Hayes Bilingual, Hopkins Lloyd, Kagel, Keefe Ave, Kilbourn, King, Lincoln, Longfellow, Marvin Pratt, Metcalfe, Mitchell, Milwaukee Academy Chinese Language (MACL), Obama, Riverwest, Sherman, Siefert, Thurston Woods, and Westside Academy.
- On September 1 and 2, 2022, the education coordinators assisted with the delivery of welcome packets sent to the Head Start teachers on the traditional start calendar for the first days of school.
- On September 2, 16, 30, 2022, Erin Hermann, Education Coordinator, participated in meetings to plan for the district implementation of the Brigance Early Childhood screener.
- On September 2, 16, 30, 2022, Erin Hermann, Education Coordinator, participated in meetings with Early Childhood 1825 Initiative facilitators.
- On September 5 and 6, 2022, Raquel de la Cruz Gutierrez, education coordinator, provided additional district support at Hayes Bilingual for the first days of school.
- On September 9, 2022, Erin Hermann, Education Coordinator, assisted in setting up new furniture in the K3 and K4 classrooms at Maple Tree.
- On September 9 and 23, 2022, the education coordinators attended Head Start Leadership Team meetings with Joandy Williams, Head Start Program Supervisor.
- On September 12, 13, and 14, 2022 Julie Schlipmann, education coordinator, took the necessary steps to become recertified as a CLASS observer.
- On September 12 and 20, 2022, the education coordinators attended weekly education meetings to discuss action tasks aligned to the education service area.
- On September 19, 2022, Raquel de la Cruz Gutierrez, Education Coordinator, worked on creating and ordering consumable supply lists, instructional materials and flat panels for the new Head Start classrooms at O.W. Holmes and Vieau schools.
- On September 21, 2022, Erin Hermann visited Riverwest and Maple Tree with a Department of Children and Families (DCF) reviewer to assess teaching and learning spaces with health and safety in mind.
- On September 22 and September 2022, Raquel de la Cruz Gutierrez, education coordinator, assisted in setting up new furniture in the K3 and K4 classrooms at Lincoln Avenue School.
- On September 23 and 26, 2022, Raquel de la Cruz Gutierrez and Erin Hermann, Education Coordinators, planned and prepared for the Frog Street Level One Training taking place on Tuesday, September 27, 2022.
- On September 27, 2022, Raquel de la Cruz Gutierrez, Education Coordinator facilitated the Frog Street Level One Training for Head Start and district educators.
- On September 29, 2022, Raquel de la Cruz Gutierrez, education coordinator and Joandy Williams, Head Start Program Supervisor conducted a final walk-through visit at Vieau Elementary School.
- On September 29, 2022, Erin Hermann and Julie Schlipmann, Education Coordinators, packed up classroom materials at Grant Gordon to ship to O.W. Holmes, to open a new classroom for K3 Head Start students.

#### *October 2022*

- In the month of October 2022, the education coordinators visited classrooms to provide support to Head Start teaching teams.
- In the month of October 2022, the education coordinators completed a course on Need to Know: Introduction to Cybersecurity for Educators.
- In the month of October 2022, the education coordinators visited the classrooms to conduct the Fidelity of Implementation for the Frog Street Curriculum-Brain Smart Way to Start the Day at Congress; Doerfler; Forest Home Avenue; Kagel; Kluge; Lincoln Avenue; and Longfellow.

- In the month of October 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 the month of October 2022, the education coordinators conducted the Health and Safety Monitoring Checklist at: Auer Ave., Bethune Academy, Carson Academy, Grant Gordon, Hopkins Lloyd, Keefe Ave., Kluge, Siefert, and Westside
- On October 5, 12, 19, and 26, the education coordinators provide a four-hour district support to the following Head Start schools: Carson, Forest Home Avenue; and Marvin Pratt.
- On October 6, 2022, Raquel de la Cruz Gutierrez, education coordinator and Joandy Williams, Head Start Program Supervisor conducted a final walk-through visit at Vieau Elementary School.
- On October 6, 2022, the Education Coordinators, Joandy Williams, Head Start Program Supervisor and Natalie Philippe, Mental Health and Disability assisted in setting up a new K3 classroom at O.W. Holmes.
- On October 7, 2022, the Education Coordinators, Joandy Williams, Head Start Program Supervisor and Natalie Philippe, Mental Health and Disability assisted in setting up a new bilingual K3 classroom at Vieau Elementary.
- On October 10 and 11, Raquel de la Cruz-Gutierrez, education coordinator, provided new teacher support at Vieau Elementary, new Head Start site.
- On October 14, 2022, the education coordinators attended Head Start Leadership Team meetings with Joandy Williams, Head Start Program Supervisor.
- On October 17 and 31, 2022, the education coordinators attended weekly education meetings to discuss action tasks aligned to the education service area.
- On October 10, 14, 2022, Erin Hermann, Education Coordinator, participated in meetings with Early Childhood 1825 Initiative facilitators.
- On October 14, 28, 2022, Erin Hermann, Education Coordinator, participated in meetings to plan for the district implementation of the Brigance Early Childhood screener.

Erin Hermann, Education Coordinator, shared the Education Report.

## ERSEA/FPA

### *September 2022*

- September 1 – 16, 2022, the ERSEA/FPA Coordinator ran enrollment numbers and completed reports for the Superintendent debrief on enrollment.
- September 1 –16, 2022, the ERSEA/FPA Coordinator assisted in processing files and accepted students into the HS Program.
- On September 1, 2022, the ERSEA/FPA Coordinator had an ERSEA service area meeting with the HS Supervisor.
- On September 1, 2022, the ERSEA/FPA Coordinator attended Open House at HopkinsLloyd School.
- On September 8, 2022, the ERSEA/FPA Coordinator had a Family Engagement service area meeting with the HS Supervisor.
- On September 9, 2022, the ERSEA/FPA Coordinator attended the HS Leadership Team meeting.
- On September 26, 2022, the ERSEA/FPA Coordinator provided school support in a HS classroom at Pratt Elementary School.
- On September 29, 2022, the ERSEA/FPA Coordinator met with new FPAs to train in CP.

### *October 2022*

- On October 11, 2022, the ERSEA/Coordinator and Head Start Supervisor met with FPA staff for a transition meeting due to change in leadership.
- On October 11, 2022, the ERSEA/FPA Coordinator, Head Start Supervisor, and volunteer FPAs conducted interviews.
- On October 14, the ERSEA/FPA Coordinator attended the HS Leadership Team meeting and provided CP training on the registration process.
- On October 14, the ERSEA/FPA Coordinator met with the Head Start Supervisor to conduct a close-out meeting due to resigning from the position.

- On October 17 and 31, 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.

## **ERSEA**

### *September 2022*

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

- There are 466 out of 1,033 families who are income-eligible.
- There are 67 out of 1,033 families who meet the allowable over-income category.
- There are 445 out of 1,033 families who are categorically eligible (foster care, homeless, public assistance).

#### *Recruitment*

- Advertisement placed on social media sites
- 305 parents came into the Head Start office (Grant Gordon) during the month of Sept..
- Processed 353 student applications in Head Start office.
- Contactless Registration throughout the month.

#### *Selection*

- The waitlist total as of Sept. 30th, 2022, was 141, 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 Sept. was 87.3%

#### *Transportation*

- 42.3% of Head Start children utilized MPS transportation services.
- Head Start accounts for 6.4 % of the total ridership.

#### *Enrollment*

As of Sept. 30th, 2022, the actual enrollment was 1,059. (State, Fed. And County) The total enrollment for the month of June as reported to the Head Start office was 1,033. 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**

### *October 2022*

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

- There are 535 out of 1,252 families who are income-eligible.
- There are 85 out of 1,252 families who meet the allowable over-income category.
- There are 632 out of 1,252 families who are categorically eligible (foster care, homeless, public assistance).

#### **Recruitment**

- Advertisement placed on social media sites
- 115 parents came into the Head Start office (Grant Gordon) during the month of Oct.
- Processed 60 student applications in Head Start office.
- Contactless Registration throughout the month.

**Selection**

- The waitlist total as of Oct. 31st, 2022, 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 Oct. was 81.3%

**Transportation**

- 45.9 % of Head Start children utilized MPS transportation services.
- Head Start accounts for 7.1% of the total ridership.

**Enrollment**

As of Oct 31st, 2022, the actual enrollment was 1,279. (State, Fed. And County)  
 The total enrollment for the month of June as reported to the Head Start office was 1,252. 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.

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

**FAMILY ENGAGEMENT***September 2022*

- During the month of September, the FPAs assisted families through the registration and application process into the program online and in person at Grant Gordon.
- During the month of September, the FPAs notified teachers and school staff of new students and sending the new student paperwork.
- During the month of September, the FPAs were completing outcomes and needs assessments with families.

*October 2022*

- During the month of October, the FPAs assisted families through the registration and application process into the program online and in person at Grant Gordon.
- During the month of October, the FPAs notified teachers and school staff of new students and sending the new student paperwork.
- During the month of October, the FPAs were completing outcomes and needs assessments with families.
- During the month of October, the FPAs contacted school representatives and interested caregivers to attend the monthly Policy Council meeting.

Joandy Williams, Head Start Supervisor, shared the Family Engagement Report.

**MENTAL HEALTH & DISABILITIES**

<b>Enrolled Number of Students with Disabilities</b> Funded Enrollment		
<b>School</b>	<b>September 2022</b>	<b>October 2022</b>

	Total Number of Enrolled Children With Active IEP's	Total Number of Enrolled Children With Active IEP's	Total Number of Enrolled Children With Active IEP's	Total Number of Enrolled Children With Active IEP's
ALBA	2	6.7%	3	10.0%
Allen Field	0	0 %	0	0 %
Auer	0	0%	0	0%
Bethune	9	24.3%	10	27.0%
Browning	0	0%	0	0%
Bruce	11	20.4%	11	20.4%
Carson	1	2.9%	1	2.9%
Congress	3	3.5%	5	5.9%
Doerfler	4	23.5%	6	35.3%
Forest Home	5	6.3%	7	8.8%
Franklin	0	0%	0	0%
Grant Gordon Learning Center	2	2.4%	4	4.7%
Gwen T. Jackson	7	9.5%	9	12.2%
Hawthorne	6	17.1%	6	17.1%
Hayes	6	17.6%	6	17.6%
Hopkins Lloyd	0	0%	0	0%
Kagel	1	2.9%	3	8.8%
Keefe	1	5.9%	2	11.8%
Kilbourn	9	16.7%	12	22.2%
King ES, Martin Luther	0	0%	0	0%
Kluge	5	14.7%	6	17.6%
LaFollette	0	0%	0	0%
Lincoln	16	14.8%	17	15.7%
Longfellow	12	32.4%	12	32.4%
Maple Tree	11	22.0%	12	24.0%
Marvin Pratt	4	7.4%	5	9.3%
Metcalfe	3	5.6%	4	7.4%
Milwaukee Academy of Chinese Language (MACL)	3	17.6%	3	17.6%
Mitchell	3	10.0%	3	10.0%
OW Holmes	-	-	1	5.9%
Obama	10	17.5%	10	17.5%
Riverwest	0	0%	0	0%
Sherman	3	4.1%	5	6.8%
Siefert	2	4.0%	3	6.0%
Thurston Woods	0	0%	0	0%
Vieau	-	-	0	0%
Westside Academy	4	5.4%	5	6.8%

<b>TOTALS</b>	<b>143</b>	<b>9.1%</b>	<b>171</b>	<b>10.8%</b>
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**Special Education and 504 services enrollments for the month of September 2022**

- *Children with 504 plans:* There were 3 children with 504 Plans.
- *Special education/504 meetings:* MHT attended 2 virtual annual special education IEP meetings, 4 amend special education meetings, and 12 initial evaluation meetings.

**Special Education and 504 services enrollments for the month of October 2022**

- *Children with 504 plans:* There were 3 children with 504 Plans.
- *Special education/504 meetings:* MHT attended 5 virtual annual special education IEP meetings, 26 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 September 2022**

- The MHS completed/submitted 15 homeless referrals.
- The MHT submitted 12 Child Find and/or school-based referrals.
- The MHT obtained 3 caregiver consents for special education testing or consents for special education services.
- The MHT provided behavioral, visual, and sensory support materials, as well as resource information to 7 classrooms and 2 parent/caregivers.
- The MHT submitted a total of 1 referral to Ladies of Charity Clothing Center for families in need.
- The MHT submitted a total of 1 referral 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 4 student observations/debriefs in Head Start classrooms.
- The MHT followed up with 29 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 54 instances.
- The MHT has followed up with 41 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 7 students.
- The MHT completed 8 home visits and 22 school visits.
- The MHT assisted in the enrollment of students into the Head Start program, including assisting with more than 8 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.

**Mental Health Team Classroom and Family Support for the month of October 2022**

- The MHS completed/submitted 13 homeless referrals.
- The MHT submitted 7 Child Find and/or school-based referrals.
- The MHS obtained 1 caregiver consent for special education testing.
- The MHT provided behavioral, visual, and sensory supports, as well as resource information to 7 classrooms.
- The MHT submitted a total of 2 referrals to Goodwill for vouchers for families in need.
- The MHT submitted a total of 4 referrals to Ladies of Charity Clothing Center for families in need.
- The MHT submitted a total of 3 referrals to the Impact Coordinated Entry program for housing support.
- The MHT completed 1 student observation/debrief in Head Start classrooms.
- The MHT followed up with 10 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 49 instances.
- The MHT has followed up with 26 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 3 students.
- The MHT completed 1 home visit and 9 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.

#### **Other for the months of September and October 2022**

- On September 1, 2, 16, 29, and 30, the MHDC participated in meetings to plan for the district implementation of the Brigance Early Childhood screener.
- On September 2, the MHS, in the role of school-based SSW, delivered annual professional development training to Grant Gordon staff on BIT, Rtl, attendance, and documentation procedures.
- On September 2, the MHS picked up supplies (backpacks, hygiene kits & underwear) from the Homeless Education Program.
- On September 2, 12, and 21 the MHT participated in team meetings.
- On September 6, 7, 13, 20, and 27, the MHDC provided support to Lincoln Avenue School and Pratt School per Central Office mandate.
- Between September 6 and 30th, the MHS completed mandated SSW duties for Grant Gordon by running “no-show” reports in IC and making any follow-up contacts with families on attendance barriers. Grant Gordon’s no-show Smartsheet was updated on a regular basis and the school administrator was notified of progress.
- On September 8, the MHS, in the role of school-based SSW for Grant Gordon, facilitated a support staff planning meeting.
- On September 9, the MHS attended 1:1 supervisory check-in sessions with MHDC to work on professional goals.
- On September 9 and 23, the MHDC attended Head Start Leadership Team meetings.
- On September 12, the MHT attended a virtual informational meeting on a new “Teletherapy” program that is being offered to families at several Head Start schools.
- On September 13, the MHS participated in a virtual behavior planning meeting with the school psychologist from Sherman.
- On September 20, the MHS participated in a consultation meeting with Head Start’s nutritionist.
- On September 22, the MHS, in the role of school-based SSW for Grant Gordon, administered Zones of Regulation (SEL curriculum) pre-tests to 2 Grant Gordon classrooms.
- On September 22, the MHS, in the role of school-based SSW, facilitated Grant Gordon’s BIT/Attendance Intervention Meeting. Student attendance and 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.
- On September 23, the MHS attended a virtual School Social Work staff meeting. This meeting included information on the Children’s Wisconsin Mental Health Urgent Clinic, Safe Families Program & the Handle with Care program.
- On September 28, the MHT recorded training for staff who do enrollments as it relates to Mental Health & Disabilities.
- On September 29, the MHS facilitated the Introductory Lesson of Zones of Regulation in two classrooms at Grant Gordon.
- On September 30, the MHS met with Hawthorne K4 teacher and the school support staff to review a student behavior support plan and to develop visual support materials for students.

- On October 6, 13, and 27, the MHS, in the capacity of SSW for Grant Gordon Learning Center, facilitated Zones of Regulation Lessons 1-3 to two K3 classrooms. Additional time was spent updating lesson plans and resources.
- On October 7, the MHT assisted in setting up the new Head Start classroom at Holmes and Vieau Elementary schools.
- On October 10, the MHS completed and submitted educator effectiveness SPO/PPG.
- On October 14, the MHDC participated in meetings to plan for the district implementation of the Brigance Early Childhood screener.
- On October 14, the MHDC attended the Head Start Leadership Team meeting.
- On October 17, the MHS assisted with organizing Head Start supplies and items at Keefe Avenue school.
- On October 18, 20 and 25, the MHT supported classrooms during lunch & nap time per request for support by the Head Start manager and MPS district.
- On October 26, the MHT met for a team meeting.
- On October 27, the MHDC attended the monthly Policy Council meeting.
- On October 31, the MHT met to become familiar with Brigance/OMS for purposes of data entry and to determine follow-up procedures.
- During the month of October, the MHDC studied for and completed certification for CLASS.
- 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

### *September and October 2022*

- Throughout the month of September, the nurses, and the dietitian work on reviewing files of newly enrolled students. This involves identifying those students with health issues such as asthma, seizures, food allergies and other allergies, alerting the teachers to this child's specific needs, eliciting medication authorization for inhalers, epi-pens etc. to be used as necessary.
- The health team (Nurses & the Dietitian) will ensure that there are care plans in place and fax the medical information to the School Nurses.
- The dietitian will contact the parents of those children with food allergies, swallowing disorders & other nutrition needs to insure to elicit all the information from the parents & the medical providers that these medical concerns are managed. Communication will be made with the child's teacher and SNS to ensure all involved staff are aware of the child's specific needs.
- The dietitian- (in the absence of the Health Coordinator) filled Health Supply orders initiated by the teachers. Items such as pull-ups, first aid items etc.
- These tasks (creating health plans, reviewing files, filling supply orders, dietary accommodations) continued into the first week of October and while it slows down continues throughout the year, as children are enrolled into the program throughout the entire year.
- The 2 Head Start Nurses began the Hearing & Vision Screening the week of October 11th, all children enrolled Head Start must have hearing & vision screening completed as part of the Head Start Performance Standards. To date, 36 classrooms have been completed at 14 different schools.
- The Dietitian worked with the opening of the 3 new Head Start Classrooms with re: supply needs and responding to questions re: Family Style Dining.

Joandy Williams, Head Start Supervisor, shared the Health Report.

## **NUTRITION REPORT**

All Head Start classrooms received prepackaged meals in September and October 2022.

The meal count for Head Start students are not available as currently meals are not being entered by student names.

The snack count for Head Start students for the month of September is 16,541. October snack counts are not yet available.

Joandy Williams, Head Start Supervisor, shared the nutrition report.

## **IN-KIND REPORT**

During the month of October, \$15.02 of in-kind was reported; bringing the total to \$15.02 for the FY23 school year.

Joandy Williams, Head Start Supervisor, shared the In-kind Report.

## **FISCAL REPORT**

Summary of monthly expense report from September and October 2022

Of the federal grant, 24% was expended in September and 25% was expended in October with \$7.4 million remaining. Of the state grant, 9% was expended in September and 20% was expended in October with \$325,000 remaining.

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

## **QUESTIONS ABOUT THE DIRECTOR'S REPORT**

Albert Robbins, Policy Council Advisor, noted the decrease in attendance from September to October. He asked if attendance is being monitored and what the program is doing to address this change. Danielle Weed-Bell, Westside Academy responded by saying that in the month of October there were outbreaks of viruses in several MPS schools resulting in low attendance.

## **NEW BUSINESS / UPDATES (INFORMATIONAL ITEM)**

The program is looking for candidates to join the Head Start Program looking to serve as a bilingual, Family Partnership Associate to support the boots on the ground work and family engagement service area for the Head Start Program. The program is still in need of 5 more candidates to complete the team.

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

Joandy Williams, Head Start Supervisor, thanked those who served in the various capacities within the council during the 2021-2022 school year in the roles of:

Parent Representatives (One Delegate and an Alternate) per school  
Community Representative  
Board Delegate  
Policy Council Advisor

Joandy Williams, Head Start Supervisor, welcomed all new members joining in person today, virtually, and/ or to those who will listen to the recording later if not able to join in real time. She announced that at the next Policy Council meeting, there will be a discussion about the roles and responsibilities of the council. Key documents around roles and responsibilities and the by-laws which outlines the Head Start policy council's structure, procedures, and dispute resolution processes pertaining to the program will be shared in advance in preparation for our next meeting.

## ANNOUNCEMENTS

Face masks are still required in all Head Start classrooms until further notice per the Office of Head Start.

The next policy council meeting will be held in December 21, 2022 starting at 10:30 providing an in-person and virtual option.

The Head Start Program has a great opportunity to attend the Wisconsin Head Start Governance Training on November 16, 2022 virtually from 9-2. I will be sharing the links and documents via email.

Head Start is also looking for dedicated teachers and paraprofessionals at various sites, and bilingual Family Partnership Associates to serve the program. 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.

The Head Start Program the new five-year grant is upon us. As a team we are beginning the process to complete the grant application and its materials. We will be reaching out to the council to be an integral part of the process. Please stay tuned to your emails for additional information.

## QUESTIONS

Danielle Weed-Bell, Westside Academy, commented that during IEP meetings much of the information is gibberish to parents. She would also like the things that the school is doing with the child be given to the families so they can be done at home also.

Natalie Philippe, Mental Health and Disabilities Coordinator, agreed that much of the language at IEP meetings is not easily understandable to everyone. She encouraged parents to be advocates for themselves and their children to request the IEP team to be more clear in what is being said. She also encouraged parents to speak with the IEP team to share what is being done at schools so they can implement in the home. She also offered to meet with the parents and with the IEP teams, if needed.

Joandy Williams, Head Start Supervisor, agreed that parents should speak with the IEP teams. She also encouraged families to speak about their concerns during the upcoming home visits.

Diego Dominguez, Hayes Bilingual, stated his concerns about the lack of a school nurse in the mornings at Hayes Bilingual who is able to check children that are sick. He also stated his concerns about when a classroom teacher gets sick there is not a replacement for that teacher. Joandy Williams, Head Start Supervisor, said she would bring these concerns to MPS Human Resources and her superiors so they are aware of these concerns.

Director Erika Siemsen, School Board Representative, stated that she will be working with the other School Board members and the MPS Superintendent to fully staff all schools and increase the hours of the school nurses.

Raquel de la Cruz Gutiérrez, Education Coordinator, stated that she will work with the teachers at Hayes Bilingual about enforcing the mask usage in the classroom which will help decrease sickness.

Albert Robbins, Policy Council Advisor, suggested that the program use the upcoming home visits to market the policy council to the families in order to increase attendance and participation. He also suggested days and times of meetings be reviewed to best meet the needs of families. Joandy Williams, Head Start Supervisor, appreciated the suggestion and would send the message to the instructional staff. She also stated a survey will be sent out to parents to get their input on meetings.

Erin Hermann, Education Coordinator, noted that someone had asked about the importance of home visits as the person is concerned about family members that have health issues. Erin Hermann stated the mandated meetings and the various places, such as libraries, coffee shops, McDonalds, the school, that home visits can take place if families are not comfortable having instructional staff in their home.

**ADJOURNMENT** announced at 12:40 pm by Joandy Williams, Head Start Supervisor.

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