

# REPORT OF THE BOARD'S DELEGATE TO THE HEAD START COMMITTEE

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April 18, 2024

Submitted by Director Siemsen

## WEDNESDAY, MARCH 20, 2024 HYBRID MEETING- GRAND GORDON LEARNING CENTER & GOOGLE MEET

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### **Call to Order**

Meredith Welch, Head Start Supervisor, called the meeting to order at 4:09 pm.

### **Roll Call**

Roll call was facilitated by Meredith Welch, Head Start Supervisor.

**Members in Attendance:** Jamilah Gibson, Grant Gordon Learning Center; Anthony Greenlee, Keefe Ave; Albert Robbins Jr., Grant Gordon Learning Center; and Kameela Allen, Metcalfe.

**Community Representatives:** None present.

**Policy Council Advisors:** Kameela Allen, Metcalfe.

**School Board Representative:** Director Erika Siemsen, MPS School Board; Director Aisha Carr, MPS School Board.

**Staff in attendance:** Jennifer Mims Howell, Chief Office of Academics; Krissy Washington, Early Learning Manager; Meredith Welch, Head Start Supervisor; Raquel de la Cruz Gutiérrez, Education Coordinator; Julie Schlipmann, Education Coordinator; Erin Hermann, Education Coordinator; Unique Hardy, Health Coordinator; Natalie Philippe, Mental Health and Disabilities Coordinator; Nikki Cherek, Enrollment Assistant; and Dorcas Lopez, ERSEA and FPA Coordinator.

**Interpreters in attendance:** Maria Jose, Spanish interpreter.

### APPROVAL OF MINUTES FOR FEBRUARY

A motion to approve the February minutes was made by Albert Robbins Jr. and seconded by Anthony Greenlee.

### BOARD REPORT

Director Siemsen shared that the school board put a School Support Referendum on the ballot this spring seeking additional funds. She also shared that there is a link on the MPS homepage you can follow to get information on the referendum and what money will be spent on.

### DIRECTOR'S REPORT

#### *Education Information*

#### **February, 2024**

- In February 2024, the education coordinators conducted weekly Head Start site walk-throughs focused on health and safety compliance.
- In the month of February 2024, the education coordinators visited classrooms to provide feedback and support to Head Start teaching teams.

- In the month of February 2024, the Head Start program support teachers provided additional classroom support to the following Head Start sites: ALBA, Auer, Franklin, Hopkins Lloyd, Grant Gordon, Gwen T. Jackson, Lincoln, MACL, Manitoba, Maple Tree, Mitchell, Marvin Pratt, Obama, Sherman, and Siefert.
- During the month of February 2024, the Frog Street Brain Smart Start curriculum fidelity checklist was used to provide feedback regarding curriculum fidelity at Auer, Gwen T. Jackson, Hawthorne, Hopkins/Lloyd, Martin Luther King Jr., Kluge, Sherman, and Westside Academy.
- During the month of February 2024, the education coordinators and program support teachers completed CLASS observations at Bethune Academy, Browning, Bruce, Franklin, Gwen T. Jackson, Hayes, Kagel, Martin Luther King Jr., Kilbourn, Kluge, Lincoln, Maple Tree, O.W. Holmes, Sherman, Siefert, Thurston Woods, and Westside Academy.
- On February 2 and February 16, 2024, the education coordinators attended the Head Start Leadership Team meeting conducted by Krissy Washington, Early Learning Manager, and Meredith Welch, Head Start Program Supervisor Underfill.
- On February 3, 2024, the education coordinators participated in the annual MPS Kindergarten Enrollment Fair at South Division High School.
- On February 7, 2024, Erin Hermann, education coordinator, presented at the Principal Leadership Institute (PLI) presentation.
- On February 22, 2024, Raquel de la Cruz Gutierrez, education coordinator, participated in the initial licensing visits with the Wisconsin Department of Children and Families (DCF) at Lowell and Manitoba schools.
- On February 15, 2024, the education coordinators facilitated an all-day professional development during the mandatory Head Start Student Release Day to the Head Start Instructional Staff.
- On February 19, 2024, Erin Hermann, education coordinator, participated in the MPS/MKE Early Childhood 1825 Initiative meeting.
- On February 21, 2024, the education coordinators attended the Head Start Policy Council meeting.
- On February 26, 2024, the education coordinators participated in a team-building session with the Head Start leadership team.
- On February 28, 2024, Raquel de la Cruz Gutierrez, education coordinator, provided the Frog Street Overview training to new Head Start instructional staff at Mitchell Elementary.

## *ERSEA*

### **Eligibility (Only County and Fed. Numbers) – February, 2024**

- There are 334 out of 1,179 families who are income-eligible.
- There are 90 out of 1,179 families who meet the allowable over-income category.
- There are 753 out of 1,179 families who are categorically eligible (foster care, homeless, public assistance).

### **Recruitment**

- Advertisements placed on social media sites
- Processed 187 student applications in the Head Start office.
- 163 families signed into the Head Start office in Feb. 2024

### **Selection**

- The waitlist total as of Feb. 29th, 2024, was 110, 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 83.3%

## Transportation

- 53.3% of Head Start children utilized MPS transportation services.
- Head Start accounts for 7.1% of the total ridership.

## Enrollment

- As of Feb 29th, 2024, the actual enrollment was 1,212. (State, Fed. And County)
- The total enrollment for the month of February, as reported to the Head Start office, was 1,212.
  - 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 February 2024, the FPA Team continued to canvas, recruit at events, and register new families.
- In February 2024, FPAs continued to address student attendance concerns.

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

### *Family Engagement*

- During February 2024, the FPAs assisted families through the registration and application process, both on the program interest form and in person at Grant Gordon.
- During the month of February 2024, the FPAs contacted school representatives and interested caregivers to attend the monthly Policy Council meeting.
- During the month of February 2024, the FPAs were scheduling parent meetings.

*Note: Abbreviations are family partnership associate (FPA)*

### *Mental Health & Disabilities*

<b>February 2024</b>		
<b>Enrolled Number of Students with Disabilities</b>		
<b>School</b>	<b>Total Number of Enrolled Children With Active IEP's</b>	<b>Percentage of Funded Enrollment</b>
ALBA	5	29.4%
Allen Field	2	11.8%
Auer	3	17.6%
Bethune	9	24.3%
Browning	2	11.8%
Bruce	7	20.6%
Carson	3	8.8%
Congress	9	13.2%

Doerfler	3	17.6%
Forest Home	13	24.1%
Franklin	1	5.9%
Grant Gordon Learning Center	6	7.1%
Gwen T. Jackson	13	17.6%
Hawthorne	4	23.5%
Hayes	5	14.7%
Hopkins Lloyd	4	23.5%
Kagel	7	20.6%
Keefe	2	11.8%
Kilbourn	5	14.7%
King ES, Martin Luther	1	5.9%
Kluge	8	30.8%
LaFollette	7	20.6%
Lincoln	17	15.7%
Longfellow	14	41.2%
Lowell	3	17.6%
Manitoba	2	11.8%
Maple Tree	12	22.2%
Marvin Pratt	4	7.8%
Metcalfe	2	5.9%
Milwaukee Academy of Chinese Language (MACL)	3	17.6%
Mitchell	5	14.7%
Obama	4	7.0%
OW Holmes	2	11.8%
Riverwest	2	11.8%
Sherman	8	10.8%
Siefert	4	11.8%
Thurston Woods	4	23.5%
Vieau	1	5.9%
Westside Academy	11	14.9%
<b>TOTALS</b>	<b>217</b>	<b>16.1%</b>

*Special Education and 504 Services Enrollments for The Month of February 2024*

- **Children identified with a disability: 16.1%**
  - Funded enrollment: **1348**. This is an increase of 1.7% from the previous month.
- **Children with 504 plans:** There were 3 children with 504 Plans.

<b>Special Education / 504 Plan Meetings Attended</b>			
Initial evaluations	35	Amends	2
Re-evaluations	1	504 Plans	0
Annuals	2		

*Out-of-Home Care and Homelessness for The Month of February 2024*

Enrolled children in out-of-home care	21	Percentage of funded enrollment	1.6%
Enrolled children experiencing homelessness	64	Percentage of Funded Enrollment	4.7%

*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 2024*

<b>Classrooms/Students/Staff</b>	<b>Number</b>	<b>Families</b>	<b>Number</b>
Attended behavioral intervention team/behavioral academic intervention plan (BIT/BAIP) meetings	2	Referrals to community resources (housing, clothing, legal, parenting, mental health, food, special education)	12
Provided behavioral, visual, and sensory supports, as well as resource information to staff/classroom	18	Caregiver consent for special education (attempts and obtained)	5
Provided individualized interventions and/or observation for specific student	10	Written follow-up with Mental Health Request for Support forms	8
Special education referrals made to Child Find and/or school-based psychologists	24	Assisted in the enrollment of children in out-of-home care	6
Provided screening data/accepted IEP invitations prior to IEP meetings	69	Homeless referrals received	20
Requests from the enrollment assistant to place students in Head Start with a pending special education evaluation or current IEP	22	Home visits	5
School visits	33		

### *Mental Health and Disabilities for The Month of February 2024*

- On February 2, the MHDC attended the Head Start Leadership Team meeting.
- On February 2, the MHS attended a consultation meeting with Metcalfe SSW regarding a K3 Head Start student.
- On February 2, the MHS attended in-person SSW Department Professional Learning Community (PLC) meetings.
- On February 6, 7, 8, 14, 20, and 28, the MHS provided field placement supervisor duties to a school social work graduate student from UW-Milwaukee.
- On February 15, the MHT provided professional development to Head Start teaching staff. Staff received a timer for their classroom along with information about the timer and how to utilize it. The professional development also included information on calming spaces and related resources.
- On February 12, 13, 16, and 22, the MHT met to discuss MH/D service area matters.
- On February 16, MHS attended a virtual training on the new Infinite Campus look and how to navigate it.
- On February 21, the MHDC attended the Head Start Policy Council.
- On February 23, MHS inventoried items that were ordered to be provided to Head Start classrooms.
- On February 26, the MHS reviewed MHT Grief Bags. The bags were checked, and educational information folders for parents and teachers were replenished.
- On February 29, the MHS provided School Social Work duties to Grant Gordon Learning Center. Some mandatory services include facilitating monthly BIT meetings, presenting school data and follow-up on attendance issues, providing social-emotional support lessons to classrooms, related services to special education students, and Rtl interventions to identified students.
- The MHT provided nine virtual consultation opportunities to Head Start staff.

### *Health*

- In the month of February, the health team continued to process enrollment folders for the 23-24 school year.
- In the month of February, the health team continued to enter updated physical and dental exams and obtain medication authorizations for students.
- In the month of February, the school nurse associates assisted with dental days at Longfellow, Carson, Kilbourn, Metcalfe, Obama Mitchell, Kluge and Hopkins-Lloyd.
- On February 2, the health coordinator attended the Head Start Leadership Team meeting.
- On February 3, the health coordinator participated in the annual MPS Kindergarten Enrollment Fair at South Division High School.
- On February 15, the health coordinator taught and certified Head Start instructional staff in CPR.
- On February 21, the health coordinator attended the Head Start Policy Council meeting.
- On February 22, the health coordinator participated in DCF's initial site visits at Lowell and Manitoba.
- On February 28, the health coordinator taught and certified Head Start instructional staff in CPR.

### *Fiscal Report*

- Summary of monthly expense report from February 2023.
- Summary of in-kind report from February 2023.

## NEW BUSINESS

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Two items need action and a vote regarding Head Start By-Laws and Head Start Enrollment Plan.

1. Meredith Welch shared that Head Start bylaws are to be reviewed every 2 years or rewritten on a yearly basis for any amendments needed. The By-Laws were shared with the Council to review.
  - a. Meredith Welch suggested amendments to Article IV -Responsibilities G, to edit Head Start Coordinator to reflect Head Start Supervisor. Meredith Welch also suggested amendments to Article V—Meetings, Section 1, to reflect the updated Policy Council meeting calendar.
  - b. A motion was made by Kameela Allen to approve Head Start By-Laws, but the motion was not seconded. Note: A second parent was in attendance but did not wish to make a motion.
  - c. The motion did not pass.
  
2. Meredith Welch shared the Head Start Under Enrollment Plan and OHS under-enrollment letter with the council. A copy of the letter was provided to those in attendance. MPS worked to develop a plan in collaboration with the OHS to address its under-enrollment status. Programs must maintain 97% or above their contracted enrollment number. Currently, our program has around 90% enrollment. Once initiated, our plan to improve enrollment will last for one year. The need for the enrollment plan went into effect the day we received our letter. After the 12-month period concludes on 2/13/25, they will review the plan and then just continue to monitor for 6 additional months.
  - a. Meredith Welch highlighted the three key factors identified as contributing to under-enrollment and shared action steps for correction. Key Factors Identified: 1. Workforce 2. Competition 3. Family Involvement.
  - b. A motion was made by Kameela Allen to approve the Head Start Enrollment Plan, but the motion was not seconded. Note: A second parent was in attendance but did not wish to make a motion.
  - c. The motion did not pass.

The question was asked by Kameela Allen about the next steps to get the two motions approved.

The answer provided by Meredith Welch stated there may be a need to call for an emergency meeting and stated information would be forthcoming.

### *Adjournment-Procedural*

The Policy Council meeting was adjourned at 5:00 p.m. by Meredith Welch, Head Start Supervisor.