

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

June 30, 2022

Submitted by Director Siemsen

**VIRTUAL MEETING- GOOGLE MEET
WEDNESDAY, APRIL 20, 2022**

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: None present

COMMUNITY REPRESENTATIVES: None present

POLICY COUNCIL ADVISORS: None present

SCHOOL BOARD REPRESENTATIVE: Director Erika Siemsen

STAFF: Joandy Williams, Head Start Program Supervisor; 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: Jaymie Lopez (Spanish interpreter), Jasmin Min, (Karen interpreter), Kyaw Mue, (Karen interpreter).

APPROVAL OF MINUTES FOR MARCH (action item)

- Passive Vote: Time has been given to those in attendance and those viewing the recording to oppose. The motion will pass if no one opposes by 11:59 p.m. on 4.21.2022.

BOARD REPORT (informational)

- Director Siemsen shared Covid health protocol update on masks. Due to the substantial transmission rate in the City of Milwaukee the district has decided to move back to masks being mandatory.
- Director Siemsen shared news of the Bi-Annual Music Festival on May 4th and 5th at UW Panther Arena from 6:30p.m. to 8:30p.m.

MARCH'S DIRECTOR'S REPORT (Informational)

Education Information: March 2022

Throughout the month of March 2022, the education coordinators visited classrooms to provide support to Head Start teaching and leadership teams.

On March 1 and 2, 2022, the education coordinators attended virtually the Wisconsin Head Start Association 2022 Conference: Virtually Unstoppable. The WHSA conference is directly connected to the Head Start program and mission.

On March 3, 18, 2022, Erin Hermann, education coordinator, met with other district Early Childhood personnel to discuss communication and implementation of the Brigance screeners.

On March 3, 4, 8, 9, 14, and 24, 2022, the education coordinators completed CLASS observations at Forest Home Avenue; Gwen T. Jackson; Kluge; Marvin Pratt; and provided descriptive feedback.

On March 4, 8, 10, and 11, 2022, in preparation of the Department of Children and Families site visits, the education coordinators along with Jodi Haar, health coordinator, and Joandy Williams, Head Start program supervisor, conducted initial site visits at Bruce; Carson; Doerfler; Forest Home Avenue; Franklin; Gwen T. Jackson; Keefe, Kilbourn; La Follette; Seifert Schools; and Westside.

On March 5, 2022, the education coordinators participated in the Annual Kindergarten Enrollment Fair at South Division to support families and the enrollment plan for MPS Head Start.

On March 7, 2022, Erin Hermann, the education coordinator, attended the virtual MPS/Milwaukee Early Childhood 1825 Initiative Meeting.

On March 8 and 14 2022, the education coordinators attended the bi-weekly Head Start Leadership Team meetings.

On March 8, 14 and 21, 2022, the education coordinators met to discuss topics and update information for the weekly Head Start newsletter.

On March 8 and 9, 2022, the education coordinators provided additional classroom coverage at Grant Gordon Learning Center.

On March 10 and 24, 2022, Erin Hermann, Education Coordinator, participated in bi-weekly meetings with Early Childhood 1825 Initiative facilitators.

On March 10, 15, and 25, 2022, Raquel de la Cruz-Gutiérrez, Julie Schlipmann, education coordinators; Jodi Haar, health coordinator, and Joandy Williams, early childhood learning manager, met with the Department of Children and Families (DCF) Licensors for initial site visits at Bruce, Carson, Doerfler, La Follette, Keefe, Kilbourn, Seifert and Westside.

On March 14, 21, and 28, 2022, the education coordinators attended weekly education meetings to discuss action tasks aligned to the education service area.

On March 15, 2022, the education coordinators participated in *Region V: Office of Head Start: Equity Framed in Hope*, session three of a four-part series focused on diversity, equity, and inclusion.

On March 15, 16, and 17, 2022, the education coordinators participated in the InterAct CLASS Summit Conference. A three-day virtual conference focused on interactions that matter most for children's learning and development and tactical sessions on equitable learning opportunities for all children.

On March 18 and 24, 2022, Raquel de la Cruz- Gutiérrez, Julie Schlipmann and Erin Hermann, education coordinators; Nikki Cherek, enrollment specialist; Jodi Haar, health coordinator, Dr. Kerrie McCullough, ERSEA/FPA coordinator; met with Joandy Williams, Head Start program supervisor, and participated in an internal meeting to prepare for the Department of Children and Families (DCF) Licensing visit.

On March 21, 2022, the education coordinators attended a 30-minute introductory webinar on a Staff and Organizational Wellness Training Program through UCLA.

On March 22, 2022, the education coordinators attended an all-day Coaching Classroom Organization and Management Program (COMP) training session.

On March 22, 2022, the education coordinators attended the second of three MPS Early Childhood Initiative offerings: *S.O.L.E.L.Y. Series: Simple Interactions*.

On March 23, 2022, the education coordinators attended the virtual policy council meeting.

On March 23, 2021, the education coordinators met with Joandy Williams, Head Start program supervisor, to discuss updates in the education service area

Education Report shared by Raquel De La Cruz Gutierrez, Education Coordinator

ERSEA/FPA March 2022

On March 1, 2, 3, 4, and 7, 2022, the ERSEA/FPA Coordinator held 1-1 meetings with the FPAs.

On March 2 and 10, 2022, the ERSEA/FPA Coordinator participated in 1-1 meetings with the Head Start Supervisor.

On March 2, 2022, the ERSEA/FPA Coordinator and an FPA had a meeting with the building leader at Lincoln to discuss school support for registrations.

On March 5, 2022, the ERSEA/FPA Coordinator participated in the participated in the Annual Kindergarten Enrollment Fair at South Division to support families and the enrollment plan for MPS Head Start.

On March 8, 2022, the ERSEA/FPA Coordinator participated in the Head Start Leadership Team meeting.

On March 9, 2022, the ERSEA/FPA Coordinator participated in the Community Assessment Meeting with the Head Start Supervisor.

On March 11, 2022, the ERSEA/FPA Coordinator organized enrollment information for the Head Start Supervisor.

On March 15 and 24, 2022, the ERSEA/FPA Coordinator held staff meetings with the FPAs.

On March 16, 2022, the ERSEA/FPA Coordinator participated in a meeting with MKE Rec to learn more about the after-school programs offered for K3 and K4 students.

On March 17, 2022, the ERSEA/FPA Coordinator participated in the monthly touch base meeting with the Head Start Supervisor, Senior Director of Curriculum and Instruction, and John Tschoe, Program Specialist.

On March 18, 2022, the ERSEA/FPA Coordinator created and shared the summer hours spreadsheet with the Head Start Supervisor.

On March 21, 2022, the ERSEA/FPA Coordinator provided center information to Caitlin Shea for the Community Assessment.

On March 22, 2022, the ERSEA/FPA Coordinator and Enrollment Assistant participated in a service area team meeting with the Head Start Supervisor.

On March 23, 2022, the ERSEA/FPA Coordinator participated in the virtual Policy Council Meeting.

On March 23, 2022, the ERSEA/FPA Coordinator participated in a meeting with the Head Start Supervisor and Raquel de la Cruz, Education Coordinator, Rosa Cera, building leader for Longfellow Elementary, and Dr. Galvan, Regional Superintendent, to discuss the classrooms at Longfellow.

On March 23, 2022, the ERSEA/FPA Coordinator participated in an online seminar, Bridging Family and Community Partners to Propel Student Achievement.

On March 24, 2022, the ERSEA/FPA Coordinator participated in the DCF Internal Meeting with the Head Start Supervisor and Leadership Team.

On March 31, 2022, the ERSEA/FPA Coordinator participated in a meeting with the Head Start Supervisor and MHD Coordinator regarding ASQs.

On March 31, 2022, the ERSEA/FPA Coordinator participated in an online seminar, Public Service Loan Forgiveness for ECE Workforce.

During the month of March, the ERSEA/FPA Coordinator assigned online applications to the FPAs.

ERSEA March 2022

Eligibility

There are 809 out of 1,184 families who are income-eligible.

There are 162 out of 1,184 families who meet the allowable over-income category.

There are 208 out of 1,184 families who are categorically eligible (foster care, homeless, public assistance).

Recruitment

Advertisement placed on social media sites

Participated in MPS district enrollment fair on 3-5-22

66 parents came into the Head Start office (Grant Gordon) during the month of March

Processed 182 student applications in Head Start office.

Contactless Registration throughout the month.

Selection

The waitlist total as of March 31, 2022, was 84, 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 March was 78.6%

Transportation

48.2% of Head Start children utilized MPS transportation services.

Head Start accounts for 8.4 % of the total ridership.

Enrollment

As of March 31, 2022, the actual enrollment was 1,226. (State, Fed. And County)

The total enrollment for the month of March as reported to the Head Start office was 1,184. 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

March 2022

During the month of March, 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 staff meeting with the ERSEA/FPA Coordinator.

Participated in 1-1 meetings with ERSEA/FPA Coordinator.

Continued 2nd year registration process with returning students into the HS Program for the 22-23 School Year.

The ERSEA/FPA Coordinator and four FPAs assisted in the March 5th, 2022, In-Person Enrollment Event held at South Division High School to provide information to interested families and assist in the registration process.

Family Engagement Report shared by Dr. Kerrie McCullough, ERSEA/FPA Coordinator

MENTAL HEALTH & DISABILITIES

March 2022 Enrolled Number of Students with Disabilities		
School	Total Number of Enrolled Children With Active IEP's	Percentage of Funded Enrollment
ALBA	9	30.0%
Allen Field	3	17.6 %
Auer	2	11.8%
Bethune	10	27.0%
Browning	3	17.6%
Bruce	10	18.5%
Carson	4	11.8%
Congress	7	8.2%
Doerfler	8	47.1%
Forest Home	10	12.5%
Franklin	1	5.9%
Grant Gordon Learning Center	10	11.8%
Gwen T. Jackson	9	12.2%
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	8	23.5%
LaFollette	2	5.9%
Lincoln	20	18.5%
Longfellow	10	27.0%
Maple Tree	9	11.3%
Marvin Pratt	7	13.0%
Metcalfe	5	13.5%
Milwaukee Academy of Chinese Language (MACL)	4	23.5%
Mitchell	3	10.0%
Obama	8	14.0%
Riverwest	1	3.3%

Sherman	6	8.1%
Siefert	4	5.0%
Thurston Woods	3	8.8%
Westside Academy	5	6.8%
TOTALS	208	13.2%

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

Children identified with a disability: 13.2%, Funded enrollment: 1580 This is an increase of 0.9% from the previous month.

Children with 504 plans: There were -- children with 504 Plans.

Special education/504 meetings: MHT attended 12 virtual annual special education IEP meetings, 25 initial evaluation meetings, 1 re-evaluation meeting, 1 amend/change of placement meeting, and 1 504 evaluation meeting.

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 March 2022

The MHS completed/submitted 10 homeless referrals.

The MHT submitted 12 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 2 classrooms.

The MHT submitted a total of one referral to the Home Instruction for Parents of Preschool Youngsters (HIPPY).

The MHT completed 2 student observations/debriefs in Head Start classrooms.

The MHT followed up with 9 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 53 instances.

The MHT followed up with 1 caregiver whose child scored in the 90th percentile on Head Start's social/emotional/behavioral screener ASQ:SE-2.

The MHT has followed up with 17 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 10 families.

The MHS provided individualized interventions for 6 students.

The MHT completed 1 home visit and 4 school visits.

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. 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 March 2022

On March 1 and 2, the MHDC attended the second and third days of the three-day virtual 2022 Wisconsin Head Start Association Conference.

On March 3 and 18, the MHT met to collaborate on tasks aligned to the service area.

On March 4 and 11, the MHS attended 1:1 supervisory sessions with MHDC to work on professional goals.

On March 5, the MHDC attended the in-person Enrollment Fair and answered questions from participants about the Head Start program.

On March 8, MHS attended a virtual Homeless Education Program in Depth training on Milwaukee Area Shelters. The training was presented by a HEP staff member.

On March 8 and 14, the MHDC attended the Head Start Leadership Team meeting.

On March 14, the MHS attended a virtual SSW Professional Learning Community meeting offered by MPS regarding the book "*Courageous Conversations About Race: A Field Guide for Achieving Equity in Schools*" by Glenn E. Singleton.

On March 15, the MHDC attended the virtual Equity Training Series, Part 3 presented by the Office of Head Start.

On March 15, 16, and 17, the MHDC attended the virtual InterAct CLASS Summit 2022.

On March 17, 21 and 23, the MHS completed mandated SSW duties for Grant Gordon by sending 8-day attendance referral letters for 2 students.

On March 18, the MHDC met with district members to discuss the implementation of the Brigance screeners.

On March 18, the MHDC met with the Head Start Supervisor to discuss updates in the MHD service area.

On March 21, the MHDC attended a virtual introductory webinar for the UCLA HCI - Staff and Organizational Wellness Training Program that members of the Leadership Team will attend in May 2022.

On March 21, 22, and 23, the MHT attended the virtual The Center of Excellence for Infant & Early Childhood Mental Health Consultation Virtual Conference. The conference was titled: "*Equity from the Start: Implementing Infant & Early Childhood Mental Health Consultation.*" MHT attended a range of presentations related to implementing infant & early childhood mental health consultation and promoting justice, equity, diversity, and inclusion for infants, children, families, and the workforce.

On March 22, the MHS attended Exploring Google Drive & Docs which was a Digital Learning virtual session available to MPS staff and presented by MPS staff.

On March 25, the MHS virtually attended a monthly SSW staff meeting, which included a presentation by Children's Wisconsin Community Health Navigators and Black History presentation by Judge Derek Mosley.

On March 25, the MHDC attended the virtual Head Start Program Meeting presented by the Head Start Supervisor.

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

March 2022

On March 1st 2022, the Health Coordinator met with Dietician for monthly 1:1 meeting.

On March 2nd 2022, the Health Coordinator met with a School Nurse Associate for monthly 1:1 meeting.

On March 3rd 2022, the Health Coordinator attended Introduction to Evidence-Based Hearing Screening and Evaluation Practices for Children ages 0-5.

On March 3rd 2022, the Health Coordinator met with a School Nurse Associate for monthly 1:1 meeting.

On March 4th 2022, the Health Coordinator participated in site visits at Doerfler, Forest Home and Bruce to prepare for upcoming DCF visits.

On March 7th 2022, the Health Coordinator met with a School Nurse Associate for monthly 1:1 meeting.

On March 8th 2022, the Health Coordinator participated in site visits at Kilbourn, Carson and Keefe to prepare for upcoming DCF visits.

On March 8th and 14th, the Health Coordinator participated in Head Start Leadership meeting.

On March 9th 2022, the Health Coordinator and School Nurse Associates met to review and finalize the Hearing and Vision workflow.

On March 10th 2022, the Health Coordinator participated in DCF site visits at Siefert and Lafollette.

On March 10th 2022, the Health Coordinator met with Head Start Supervisor to discuss CPR and First Aid Training for the Instructional Staff.

On March 15th 2022, the Health Coordinator met with Head Start Supervisor for Health Services Area check in meeting.

On March 17th 2022, the Health Coordinator and one of the School Nurse Associates met for Probationary Period Meeting.

On March 18th and 24th 2022, the Health Coordinator participated in DCF Licensing Preparation meeting.

On March 21st 2022, the Health Coordinator and one of the Education Coordinators went to Keefe to evaluate health and education supplies needed in room 112.

On March 21st 2022, the Health Coordinator attended the UCLA Staff and Organizational Wellness Training Program Introductory webinar.

On March 23rd 2022, the Health Coordinator participated in DCF site visit for Bruce.

On March 23rd 2022, the Health Coordinator participated in Policy Council meeting

On March 23rd 2022, the Health team met for monthly Health Team meeting.

On March 24th 2022, the Health Coordinator participated in DCF site visits at Kilbourn, Carson and Keefe.

On March 25th 2022, the Health Coordinator participated in DCF sites visits at Doerfler and Westside.

On March 25th 2022, the Health Coordinator participated in Head Start Program meeting.

On March 28th 2022, the Health Coordinator met with a Head Start secretary to finalize the custom report that would be used to electronically send out follow-up letters to families who had a child fail or not complete a hearing and/or vision screening.

On March 29th 2022, the Health Coordinator sent out hearing and vision screening follow-up letters.

Throughout the month of March, the School Nurse Associates completed Safety Checks and Hearing and Vision Screens and Rescreens at the following schools: Riverwest, King, Jackson, Kagel, Doerfler, Bruce, Forest Home, Westside, Obama, Congress, Kilbourn, Carson, Sherman, Alba (safety check only as students not in school so screenings will be done 4/6), Hayes, Keefe, Metcalfe, Marvin Pratt, and Maple Tree.

Throughout the month of March, the Health Coordinator delivered health supplies to the following schools: Carson, Bruce, Franklin x2, Siefert, Browning, Congress x2, Auer, Lincoln, Longfellow, Kagel, Obama, Jackson and Forest Home.

Health Report shared by Jodi Haar, Health Coordinator

NUTRITION REPORT

Summary of snack and meal counts from February 2022

Summary of snack and meal counts from March 2022 not yet available

Nutrition Report shared by Jodi Haar, Health Coordinator

FISCAL REPORT

Summary of monthly expense report from March 2022

Summary of in-kind report from March 2022

Fiscal Report shared by Joandy Williams, Head Start Program Supervisor

In-Kind Report shared by Erin Hermann, Education Coordinator

ANNOUNCEMENTS

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

Next meeting will be held on May 19 starting at 10:30AM

The Office of Human Resources will be hiring for classified positions such as Family Partnership Associated and Paraprofessionals starting on Friday, May 6-Thursdays, May 12,2022 and Virtual Interviews starting on Friday May 12- Friday May 20.

Spring Home Visits will be held on Monday, May2 and Tuesday May 3. According to Federal Head Start Performance Standards 1302.34(b)(7), the child's teacher must make at least two home visits per program year to each enrolled child. These dates will be non-attendance days for students. Spring home visits will be focused on: student progress, school readiness goals, child development individualization plan, and transitioning to K4/K5. Parents/Caregivers will receive additional communications from their child's teacher.

QUESTIONS

No questions were presented

ADJOURNMENT

Announced at 11:48 a.m. by Joandy Williams, Head Start Program Supervisor