

WATERFORD SCHOOL DISTRICT
Organizational/Regular Meeting of the Board of Education
Thursday, January 18, 2018 - 6:00 PM
A G E N D A

1. Opening – Audience participation is scheduled at the beginning and end of the agenda. Only those who want to speak on an agenda item and have completed a public comment card will be called upon at the beginning of the meeting. Those who have comments on non-agenda items and have completed a public comment card will be called upon before the conclusion of the meeting. The President of the Board is responsible for recognizing all speakers. Cell phone use is prohibited during live broadcasts as it interferes with equipment. Board packets are available on the website, www.waterford.k12.mi.us.
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Agenda
5. Organization
 - a. Election of Officers
 - b. Board Appointments
 - c. 2018-2019 Board Meeting Schedule
 - d. 2018-2019 School of Choice Resolution
6. Recognition of Achievement
 - a. Houghton Elementary
7. Celebration of Learning
 - a. Mott High School Musical
 - b. Athletics Update
 - c. Kettering High School Play
8. Information Items
 - a. Bid Package 18-02: Haviland and Houghton Renovations and Additions
9. Audience Comments on Action Items
10. Approval of Minutes
 - a. December 21, 2017 Regular Meeting
11. Accounts Payable – December 2017
12. School District Financial Statement
13. New Business
 - a. Superintendent's Recommendations
 - (1) Recommendation 66-17-18 Relative to Resignations/Retirements/Leave of Absence Expirations
 - (2) Recommendation 67-17-18 Relative to Teaching Contract Changes/Appointments/Recall from Layoff
 - (3) Recommendation 68-17-18 Relative to Head Start Policies
14. Discussion Items
 - a. Future Items
 - (1) COL - STEM
 - b. Board of Education Reports
15. Audience Comments on Non-Action Items
16. Superintendent's Report
17. Adjournment

ORGANIZATION

WATERFORD SCHOOL DISTRICT
Board of Education
501 N. Cass Lake Road
Waterford, Michigan 48328

ITEM NO.: 5.a. Organization
TOPIC: Election of Officers

2018

- (1) PRESIDENT (2017 Robert Petrusha, Jr.)
- (2) VICE PRESIDENT (2017 Heather Halls)
- (3) SECRETARY (2017 Bob Piggott)
- (4) TREASURER (2017 John Paul Torres)

Resource Person: Board of Education

Date of Board of Education Meeting: January 18, 2018

WATERFORD SCHOOL DISTRICT
Board of Education
501 N. Cass Lake Road
Waterford, Michigan 48328

ITEM NO.: 5.b.	Organization
TOPIC:	Board Appointments

**BOARD OF EDUCATION
Appointments**

	<u>2017</u>	<u>2018</u>
Oakland Schools	Representative: Member Halls Alternate: Member Sutherland	
Oakland County School Boards Association Legislative Forum	Representative: Member Torres Alternate: Member Sutherland	
Waterford Township Recreation Board	Representative: Member Petrusha Alternate: Member Piggott	
Hess/Hathaway Advisory Board	Representative: Member Himmelspach Alternate: Member Petrusha	
Waterford Youth Assistance	Representative: Member Piggott Alternate: Member Barghahn	
Head Start Policy Committee	Representative: Member Petrusha Alternate: Member Barghahn	
Drayton Plains Nature Center	Representative: Member Halls Alternate: Member Torres	

Resource Person: Board of Education

Date of Board of Education Meeting: January 18, 2018

WATERFORD SCHOOL DISTRICT
Board of Education
501 N. Cass Lake Road
Waterford, Michigan 48328

ITEM NO.: 5.c.	Organization
TOPIC:	2018-2019 Board of Education Meeting Schedule

It is recommended that Regular Meetings of the Waterford Board of Education be scheduled per the list below, on the first and third Thursday of each month, with exceptions. Board meetings will be held at 6:00 PM at the Waterford Township Hall Auditorium, 5200 Civic Center Drive, Waterford, Michigan, unless posted otherwise.

2018-2019

<p>*July 5, 2018 August 2, 2018 September 6, 2018 October 4, 2018 November 1, 2018 December 6, 2018 *January 3, 2019 February 7, 2019 March 7, 2019 *April 4, 2019 May 2, 2019 June 6, 2019</p>	<p>July 19, 2018 August 16, 2018 *September 20, 2018 October 18, 2018 November 15, 2018 December 20, 2018 January 17, 2019 February 21, 2019 March 21, 2019 April 18, 2019 May 16, 2019 June 20, 2019</p>
--	--

****No Meeting Scheduled***

Resource Person: Board of Education
Date of Board of Education Meeting: January 18, 2018

WATERFORD SCHOOL DISTRICT
Board of Education
501 N. Cass Lake Road
Waterford, Michigan 48328

ITEM NO.: 5.d.	Organization
TOPIC:	2018-2019 Schools of Choice Resolution

It is recommended that the Board of Education approve the following Schools of Choice resolution:

WHEREAS, the Waterford Board of Education has the option permitted by section 105 of the State School Aide Act of 1979, as amended by Public Act 300 of 1998; and

WHEREAS, it has the option, for purposes of sections 105 and 105c, to accept applications of nonresident students from outside the District, who reside in the Oakland Intermediate School District and/or a contiguous intermediate school district, which this district is a constituent district for the enrollment in our district for the 2018-2019 school year; and

WHEREAS, the Waterford School District has the option to operate a Schools of Choice Program in the Waterford School District for second semester in compliance with the statutory requirements of Section 105 and 105c; and

WHEREAS, the Waterford School District has outstanding school programs and there may be room for students from other districts to participate in these high quality schools, now therefore be it

RESOLVED, the Waterford School District chooses to participate in the aforementioned Schools of Choice Program for 2018-2019; and

BE IT FURTHER RESOLVED, that the Waterford School District will accept applications for the 2018-2019 school year for the Kindergarten grade level (Section 105) and up to twenty (20) students entering grades 9-12 and accepted into the Waterford STEM Academy through the application process based on available seats (Section 105).

Resource Persons: Keith D. Wunderlich, Ed.D., Superintendent

Date of Board of Education Meeting: January 18, 2018

WATERFORD SCHOOL DISTRICT
Board of Education
501 N. Cass Lake Road
Waterford, Michigan 48328

ITEM NO.: 6.a. Recognition of Achievement
TOPIC: Houghton Elementary

Dr. Keith Wunderlich, Superintendent, will recognize Houghton Elementary for being named a Title I, Part A Distinguished School Award Finalist in Category 1: Exceptional Student Performance and for the commitment of the Houghton staff toward positive change and increased student achievement.

Resource Persons: Keith D. Wunderlich, Ed.D., Superintendent of Schools

Date of Meeting: January 18, 2018

WATERFORD SCHOOL DISTRICT
Board of Education
501 N. Cass Lake Road
Waterford, MI 48328

ITEM NO: 7.a. Celebration of Learning
TOPIC: Mott High School Musical: Little Shop of Horrors

The Waterford Mott Drama Club and Thespian Troup #4686 proudly presents, Little Shop of Horrors. Performance dates are February 2-3 and 9-10 at 7:00 PM and February 11 at 2:00 PM. Tickets are on sale at www.waterfordpac.com. Adult tickets are \$10, students and seniors are \$8 and the matinee performance is \$5. We recommend getting your tickets fast as this show is sure to sell out.

Tonight we are excited to have cast members with us to offer a sneak preview of the production.

Resource Persons: Carly Stone, Director, Curriculum, Instruction and Assessment

Date of Board of Education Meeting: January 18, 2018

WATERFORD SCHOOL DISTRICT
Board of Education
501 N. Cass Lake Road
Waterford, MI 48328

ITEM NO: 7.b. Celebration of Learning

TOPIC: Athletics

Allison Sartorius, Director of Athletics, will provide an update on Waterford School District athletics.

Resource Persons: William Holbrook, Assistant Superintendent, Business & Operations

Date of Board of Education Meeting: January 18, 2018

WATERFORD SCHOOL DISTRICT
Board of Education
501 N. Cass Lake Road
Waterford, MI 48328

ITEM NO: 7.c. Celebration of Learning
TOPIC: Kettering High School Play: Twelve Angry Jurors

Waterford Kettering High School proudly presents Twelve Angry Jurors. Performance dates are February 1-3 at 7:00 PM and February 4 at 2:00 PM. Tickets are on sale at www.waterfordpac.com. Adult tickets are \$8, seniors and students are \$6 and the matinee performance is just \$5. We recommend getting your tickets fast as this show is sure to sell out.

Tonight we are excited to have cast members with us to offer a sneak preview of the production.

Resource Persons: Carly Stone, Director, Curriculum, Instruction and Assessment

Date of Board of Education Meeting: January 18, 2018

INFORMATION

WATERFORD SCHOOL DISTRICT
Board of Education
501 N. Cass Lake Road
Waterford, Michigan 48328

ITEM NO.: 8.a. Information Item

TOPIC: Bid Package 18-02: Haviland & Houghton Renovations and Additions

Waterford School District administration is seeking proposals for the following projects for Bid Package 18-02:

- Haviland and Houghton Elementary renovations and additions

A recommendation is expected to be presented to the Board of Education on February 1, 2018

Founding Source: 2016 Bond Series II

Resource Persons: William Holbrook, Assistant Superintendent Business & Operations
John Keglovitz, Supervisor, Maintenance & Operations

Date of Board of Education Meeting: January 18, 2018

WATERFORD BOARD OF EDUCATION – MINUTES

Regular Meeting December 21, 2017

OPENING

The Regular Meeting of the Waterford School District Board of Education, held at the Waterford Township Hall Auditorium, 5200 Civic Center Drive, Waterford, Michigan, was called to order by President Petrusha at 6:00 PM.

PLEDGE

The audience joined the Board of Education in the Pledge of Allegiance.

ROLL CALL

Present: Members Halls, Piggott, Himmelspach, Petrusha, and Sutherland

Absent: Members Torres and Barghahn

Others: Keith Wunderlich, William Holbrook, Lisa McFee, Darin Holley, Nadine Milostan, Janet McLeod, Mary Craite, Collin Lockhart, Ann Kaschner, Grant Smith, Rustyn Robinson, Anna Findley, Carrie Newman, Megan Roberts and others that did not register.

APPROVAL OF THE AGENDA

The agenda was approved by President Petrusha.

CELEBRATION OF LEARNING

a. Mason Middle School Jazz Band

The Board of Education welcomed the Mason Middle School Jazz Band, led by Chris Braue. Students performed two special pieces in the arts focus segment.

- No "L" in Swing – Traditional/Mike Story
- Jingle All the Way – James Pierpont/Victor Lopez

Members of the Board offered comments and accolades to the student performers.

INFORMATION ITEMS

a. 2018-2019 Board of Education Meeting Schedule

A recommendation to approve the proposed 2018-2019 meeting schedule will be presented for action on January 18, 2018. Meetings will continue to be scheduled on the first and third Thursday of each month, with exceptions, at 6:00 PM at the Waterford Town Hall Auditorium, unless posted otherwise.

b. 2018-2019 School of Choice Resolution

A recommendation to approve the following Schools of Choice resolution for the 2018-2019 school year will be presented to the Board of Education at the January 18, 2018 Organizational Meeting.

WHEREAS, the Waterford Board of Education has the option permitted by section 105 of the State School Aide Act of 1979, as amended by Public Act 300 of 1998; and

INFORMATION ITEMS

b. 2018-2019 School of Choice Resolution

WHEREAS, it has the option, for purposes of sections 105 and 105c, to accept applications of nonresident students from outside the District, who reside in the Oakland Intermediate School District and/or a contiguous intermediate school district, which this district is a constituent district for the enrollment in our district for the 2018-2019 school year; and

WHEREAS, the Waterford School District has the option to operate a Schools of Choice Program in the Waterford School District for second semester in compliance with the statutory requirements of Section 105 and 105c; and

WHEREAS, the Waterford School District has outstanding school programs and there may be room for students from other districts to participate in these high quality schools, now therefore be it

RESOLVED, the Waterford School District chooses to participate in the aforementioned Schools of Choice Program for 2018-2019; and

BE IT FURTHER RESOLVED, that the Waterford School District will accept applications for the 2018-2019 school year for the Kindergarten grade level (section 105) and up to twenty (20) students entering grades 9-12 and accepted into the Waterford STEM Academy through the application process based on available seats (Section 105).

It was clarified that we are open enrollment for Kindergarten only and limited 9-12 in the STEM Academy only.

c. Head Start Policies

The Head Start program is required by the federal government to have a Policy Committee. This Committee meets monthly for the purpose of developing and approving policies for the Head Start program. All policies developed and approved by this Committee also require Board of Education approval.

A recommendation to approve the attached Head Start policies will be presented on January 18, 2017.

- Challenging Behavior
- Program Goals
- Program Attendance Monitoring for School Readiness
- Health Status Care
- Maintaining Records

d. Head Start Reports

The Waterford School District Board of Education received the attached Head Start Dashboard Reports for September, October and November 2017 and the Budget reports for September, October and November 2017.

AUDIENCE COMMENTS ON ACTION ITEMS

There were no audience comments on action items.

APPROVAL OF THE MINUTES

- a. December 7, 2017, Interim Meeting

Moved by Member Piggott and supported by Member Himmelspach that the Board of Education adopt the minutes of the December 7, 2017, Interim Meeting.

Ayes: Members Piggott, Halls, Himmelspach, Sutherland, and Petrusha

Nays: None

Motion carried. (5-0)

ACCOUNTS PAYABLE

Moved by Member Torres and supported by Member Himmelspach that the Board of Education approve the accounts payable for the month of November 2017, per the reports included in December 21, 2017 materials.

Ayes: Members Piggott, Halls, Himmelspach, Sutherland, and Petrusha

Nays: None

Motion carried. (5-0)

FINANCIAL STATEMENT

The Board of Education is in receipt of the financial statements ended November 2017.

NEW BUSINESS

- a. Superintendent's Recommendations

- (1) Recommendation 57-17-18 Relative to Resignations/Retirements/Leave of Absence Expirations

Moved by Member Piggott and supported by Member Sutherland that the Board of Education approve the following resignations and retirements:

Mitchell, Krista, Teacher Leave
of Absence Resignation
Effective November 27, 2017

Murphy, Ashley, Special Education Teacher
Kingsley Montgomery School
Resignation
Effective December 8, 2017

Russi, Marina, Teacher
Haviland Elementary School
Resignation
Effective December 22, 2017

Ayes: Members Piggott, Halls, Himmelspach, Sutherland, and Petrusha

Nays: None

Motion carried. (5-0)

NEW BUSINESS

a. Superintendent's Recommendations

(2) Recommendation 58-17-18 Relative to Teaching Contract Changes/Appointments

Moved by Member Piggott and supported by Member Halls that the Board of Education approve the following teaching contract changes/appointments for the 2017-2018 school year.

Watts, Shelby, Teacher
Haviland Elementary School
100% Probationary Contract
Effective January 8, 2018

Member Piggott offered supporting comments regarding hiring Shelby Watts and welcomed her to the District.

Ayes: Members Piggott, Halls, Himmelspach, Sutherland, and Petrusha
Nays: None
Motion carried. (5-0)

(3) Recommendation 59-17-18 Relative to Administrative Contract Changes/Appointments

Moved by Member Piggott and supported by Member Himmelspach that the Board of Education approve the following administrative contract changes/appointments for the 2017-2018 school year.

Hill, Tawn, Administrative Assistant
Kurzman Administration Services/Crary Campus
100% Administrator Contract
Effective January 8, 2018

Ayes: Members Piggott, Halls, Himmelspach, Sutherland, and Petrusha
Nays: None
Motion carried. (5-0)

(4) Recommendation 60-17-18 Relative to Resolution of Support: Stormwater Management Plan

Moved by Member Piggott and supported by Member Halls that the Board of Education approve the following resolution in support of the Stormwater Management Plan.

WHEREAS, Waterford School District owns and operates facilities within the boundaries of the "Detroit" urbanized area which discharges stormwater through a municipal separate storm sewer system (MS4) to surface waters of the State of Michigan; and

WHEREAS, Waterford School District has applied for and received permit coverage to discharge stormwater from Waterford School District facilities to the MS4; and

WHEREAS, Waterford School District agrees to comply with the NPDES Municipal Separate Storm Sewer System discharge permit requirements, and

WHEREAS, Waterford School District has developed a Stormwater Management Program Plan (SWMP) outlining the policies, procedures, and best management practices to be employed by the district to comply with the permit requirements, and

NEW BUSINESS

a. Superintendent's Recommendations

(4) Recommendation 60-17-18 Relative to Resolution of Support: Stormwater Management Plan

WHEREAS, the conditions of the NPDES Municipal Separate Storm Sewer System discharge permit require Waterford School District to develop policies and procedures that prohibit illicit discharges to their stormwater system and to implement appropriate enforcement procedures and actions to detect and eliminate such illicit discharges, and

WHEREAS, Waterford School District agrees to prohibit the discharge of non-stormwater discharges into the storm drain system, including but not limited to pollutants or waters containing any pollutants, and

WHEREAS, Waterford School District agrees to eliminate illicit discharges and illicit connections, and

WHEREAS, Waterford School District agrees to prohibit the construction, use, maintenance or continued existence of illicit connections to the storm drain system. This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection, and

WHEREAS, Waterford School District agrees to obtain a Part 91 permit from the appropriate state, county, or local governmental soil erosion permitting agency for new development and redevelopment projects that disturb one or more acres, and

WHEREAS, Waterford School District agrees to obtain a construction site permit from the local municipality or other governing unit for new development and redevelopment projects that disturb one or more acres, and

WHEREAS, Waterford School District agrees to inspect, operate, and maintain structural controls for the purpose of reducing pollutant contribution, control runoff, and decrease or eliminate stream bank erosion due to stormwater runoff, and

WHEREAS, Waterford School District agrees to comply with the requirements of the State of Michigan Permit (Rule 323.2190) for stormwater discharge from construction activity.

THEREFORE, be it resolved that the Waterford School District Board of Education is highly committed to practicing sound environmental principals including the reduction of pollutants to surface waters through discharges of stormwater. The Board hereby approves and instructs the district Superintendent to enforce the above listed policies and procedures for illicit discharge elimination, control of stormwater runoff and long-term operation and maintenance of structural controls as part of the overall Waterford Stormwater Management Program Plan.

Ayes: Members Piggott, Halls, Himmelspach, Sutherland, and Petrusha

Nays: None

Motion carried. (5-0)

NEW BUSINESS

a. Superintendent's Recommendations

- (5) Recommendation 61-17-18 Relative to Bond Authorizing Resolution, 2016 Series III

Moved by Member Piggott and supported by Member Sutherland that the Board of Education approve the attached resolution providing for authorization for the issuance of the School District Bond, 2016 Series III, not to exceed \$10,000,000.

Ayes: Members Piggott, Halls, Himmelspach, Sutherland, and Petrusha

Nays: None

Motion carried. (5-0)

- (6) Recommendation 62-17-18 Relative to Application for Final Qualification of Bonds, 2016 Series III

Moved by Member Piggott and supported by Member Sutherland that the Board of Education approve the attached Application for Final Qualification of the School District Bond, 2016 Series III. Waterford School District has already received Preliminary Qualifications of Bonds by the Department of Treasury and the School Bond Loan Program.

Ayes: Members Piggott, Halls, Himmelspach, Sutherland, and Petrusha

Nays: None

Motion carried. (5-0)

- (7) Recommendation 63-17-18 Relative to Resolution – Section 1352 of Revised School Code

Moved by Member Piggott and supported by Member Sutherland that the Board of Education approve the attached resolution enabling the School District to comply with the provision of Section 1352 of the Revised School Code with respect to contracting for legal representation by a law firm for the School District's issuance of its School District Bond, 2016 Series III.

Clark Hill PLC is the District's legal counsel for this bond issuance and works in conjunction with the District's advisor, Mr. Louis Schimmel.

The enclosed letter from Clark Hill PLC provides additional information on what the firms' professional and legal responsibilities are to the School District as it relates to this issuance.

Ayes: Members Piggott, Halls, Himmelspach, Sutherland, and Petrusha

Nays: None

Motion carried. (5-0)

b. Consideration of Certain Purchases

- (1) Recommendation 64-17-18 Relative to Contract Award: 317G Compact Track Loader/Attachments

Moved by Member Sutherland and supported by Member Halls that the Board of Education approve the purchase of a new John Deere 317G Compact Track Loader and attachments from AIS Construction Equipment Corporation:

NEW BUSINESS

b. Consideration of Certain Purchases

- (1) Recommendation 64-17-18 Relative to Contract Award: 317G Compact Track Loader/Attachments (continued)

John Deere 317G Compact Track Loader	\$ 47,317.60
Attachments:	
Rotary Cutter	6,063.20
Angle Broom	7,212.80
Auger	2,830.40
Pallet Forks	835.60
Total Cost	<u>\$ 64,259.60</u>

AIS Construction Equipment Corporation participates in MiDEAL, an extended purchasing program which allows Michigan local units of government to use State of Michigan contracts for reduced costs of goods and services, by eliminating the time and effort to process bids.

Funding Source: 2016 Bond Series I

Ayes: Members Piggott, Halls, Himmelspach, Sutherland, and Petrusha

Nays: None

Motion carried. (5-0)

- (2) Recommendation 65-17-18 Relative to School Bus Leases 2018-Transportation and Maintenance Agreement

Moved by Member Sutherland and supported by Member Halls that the Board of Education approve the School bus leases, 36 month period as indicated below:

- Five (5) – 54 Passenger Conventional Orthopedic Lift School Buses per district specifications-Diesel (or Alternate-Propane)
- One (1) – 54 Passenger Conventional No-Lift School Bus per district specifications-Diesel (or Alternate-Propane)

Request “Bumper to Bumper” warranty for duration of lease period and to take delivery by June 30, 2018.

Funding Source: General Fund

Ayes: Members Piggott, Halls, Himmelspach, Sutherland, and Petrusha

Nays: None

Motion carried. (5-0)

DISCUSSION ITEMS

a. Future Items

- (1) Organization – Election of Officers
- (2) Organization – Board Appointments
- (3) Organization – 18-19 Board Meeting Schedule
- (4) Organization – 18-19 School of Choice Resolution
- (5) Action – Head Start Policies

DISCUSSION ITEMS

b. Board of Education Reports

Member Sutherland thanked the Waterford Coalition for Youth, Dr. Wunderlich, and the Waterford Police Department for the Shop with a Hero event.

Member Himmelspach offered condolences to the families of Don Youmans and Stan Kurzman.

Member Piggott wished the community Happy Holidays.

Member Petrusha expressed sympathy for the loss of Stan Kurzman.

AUDIENCE COMMENTS ON NON-ACTION ITEMS

Anna Findley addressed the Board of Education regarding the mid-year transfer of the Riverside principal to Schoolcraft.

SUPERINTENDENT'S REPORT

Dr. Wunderlich spoke about the transfer of the Riverside principal, the outstanding music programs in the District, and the spirit of giving with students giving back to the community and community organizations giving back to our students.

ADJOURNMENT

The Regular Meeting was adjourned by President Petrusha at 6:42 PM.

Secretary, Board of Education

/mr

WATERFORD SCHOOL DISTRICT
Board of Education
501 North Cass Lake Road
Waterford, MI 48328

ITEM NO:	
TOPIC:	Accounts Payable for December 2017-18.

RECOMMENDATION: It is recommended that the Board of Education approve the Check/Electronic Funds Transfer Register for the month of December 2017-18 as listed on pages 1-267, and Fifth Third Acct Statement pages 1-3.

<u>General Fund</u>	
Vendor Checks/Electronic Transfers	\$ 3,214,598.12
<u>Special Ed Center Program</u>	
Vendor Checks/Electronic Transfers	\$ 23,033.09
<u>Community Service Fund</u>	
Vendor Checks/Electronic Transfers	\$ 37,607.99
<u>Food Service</u>	
Vendor Checks/Electronic Transfers	\$ 264,555.29
<u>Bond Capital Projects – Series I</u>	
Vendor Checks/Electronic Transfers	\$ 459,562.10
<u>Bond Capital Projects – Series II</u>	
Vendor Checks/Electronic Transfers	\$ 284,331.35
<u>Purchasing Cards – 5/3 Acct Stmt</u>	\$ 8,336.13

RATIONALE: Invoices have been processed by Accounts Payable and Purchasing per requisitions submitted by various departments.

BUDGETARY INFORMATION: All within prescribed budget allocations.

EXHIBITS: Attached schedule.

Resource Person(s) William Holbrook, C.P.A., Asst. Supt of Business & Operations
Danielle Corbeil, Director of Finance & Budget
Doreen Simonds, Director of Nutrition & Purchasing Services

Date of Board of Education Meeting: January 18, 2018

**WATERFORD SCHOOL DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES
GENERAL FUND
FOR THE SIX MONTHS ENDED DECEMBER 2017**

<u>REVENUE</u>	<u>BUDGET</u>	<u>ACTUAL PLUS ENCUMBRANCE</u>	<u>PERCENT OF BUDGET</u>
LOCAL			
PROPERTY	\$ 11,937,919	\$ 7,771,642	65.1%
OTHER	<u>2,972,741</u>	<u>384,843</u>	<u>12.9%</u>
TOTAL	14,910,660	8,156,485	54.7%
STATE			
MEMBERSHIP AID	55,761,278	22,716,754	40.7%
CATEGORICAL AID	<u>17,012,214</u>	<u>6,930,657</u>	<u>40.7%</u>
TOTAL	72,773,492	29,647,411	40.7%
FEDERAL	7,015,894	2,501,488	35.7%
INCOMING TRANSFER	<u>5,534,496</u>	<u>2,767,248</u>	<u>50.0%</u>
TOTAL REVENUE	\$ 100,234,542	\$ 43,072,632	43.0%
 <u>EXPENDITURES</u>			
INSTRUCTION:			
ELEMENTARY	\$ 9,896,158	\$ 4,044,992	40.9%
MIDDLE SCHOOL	4,733,268	1,935,547	40.9%
HIGH SCHOOL	7,653,917	2,760,466	36.1%
SUMMER SCHOOL	132,307	77,069	58.3%
EARLY CHILDHOOD	1,783,869	598,744	33.6%
SPECIAL ED	10,087,782	3,851,145	38.2%
COMP ED	2,462,879	747,342	30.3%
VOC ED	<u>969,958</u>	<u>397,237</u>	<u>41.0%</u>
TOTAL INSTRUCTION	37,720,138	14,412,543	38.2%
SUPPORT SERVICE:			
PUPIL SERVICE	7,074,710	2,722,356	38.5%
INSTR STAFF	2,056,384	820,516	39.9%
GENERAL ADM	1,235,588	776,333	62.8%
SCHOOL ADM	3,839,590	1,783,061	46.4%
BUSINESS	10,201,858	6,373,938	62.5%
CENTRAL	<u>26,713,098</u>	<u>11,258,466</u>	<u>42.1%</u>
TOTAL SUPPORT	51,121,228	23,734,670	46.4%
OTHER:			
ATHLETICS	1,548,423	595,037	38.4%
COMMUNITY SERVICE	106,358	81,119	76.3%
FEDERAL PROGRAMS	7,428,462	2,648,588	35.7%
DEBT	1,102,000	997,175	90.5%
TEACHER RETIREMENT SAVINGS	(300,000)	(150,000)	50.0%
NEGOTIATIONS RESERVE	1,381,190	690,595	50.0%
INTERFUND TRANSFERS	<u>117,633</u>	<u>58,817</u>	<u>50.0%</u>
TOTAL OTHER	<u>11,384,066</u>	<u>4,921,331</u>	<u>43.2%</u>
TOTAL EXPENDITURES	\$ 100,225,432	\$ 43,068,543	43.0%
REV. OVER(UNDER) EXP.	<u>\$ 9,110</u>	<u>\$ 4,089</u>	

WATERFORD SCHOOL DISTRICT
Board of Education
501 N Cass Lake Road
Waterford, Michigan 48328

ITEM NO.: 13.a.(1) NEW BUSINESS
Superintendent's Recommendation 66-17-18
TOPIC : Retirements/Resignations/Leave of Absence Expirations

It is recommended that the Board of Education accept the following resignation(s)/retirement(s):

Doyle, Brittney, Teacher
Knudsen Elementary School
Resignation
Effective January 26, 2018

Carlson, Stephanie, Teacher
Mott High School
Resignation
Effective January 26, 2018

Fisher, Kaitlin, Teacher
Kettering High School
Resignation
Effective December 22, 2017

Scott, Renee, Teacher
Houghton Elementary School
Resignation
Effective January 19, 2018

Vassilakos, Alan, Teacher
Mott High School
Resignation
Effective January 31, 2018

Resource Person(s): Janet McLeod, Director of Human Resources

Date of Board of Education Meeting: January 18, 2018

ACTION

WATERFORD SCHOOL DISTRICT
Board of Education
501 N Cass Lake Road
Waterford, Michigan 48328

ITEM NO.: 13.a(2) NEW BUSINESS
Superintendent's Recommendation 67-17-18
TOPIC: Teaching Contract Changes/Appointments

It is recommended that the Board of Education approve the following teaching contract changes and appointments for the 2017-2018 school year:

Appointments/Changes:

Kline, Stephanie, Teacher
Houghton Elementary School
100% Probationary Contract
Effective January 26, 2018

Resource Person(s): Janet McLeod, Director of Human Resources

Date of Board of Education Meeting: January 18, 2018

WATERFORD SCHOOL DISTRICT
Board of Education
501 N Cass Lake Road
Waterford, Michigan 48328

ITEM NO.:	13.a.(3) NEW BUSINESS
	Superintendent's Recommendation 68-17-18
TOPIC:	Head Start Policies

The Head Start program is required by the federal government to have a Policy Committee. This Committee meets monthly for the purpose of developing and approving policies for the Head Start program. All policies developed and approved by this Committee also require Board of Education approval.

It is recommended that the Board of Education approve the attached Head Start policies:

- Challenging Behavior
- Program Goals
- Program Attendance Monitoring for School Readiness
- Health Status Care
- Maintaining Records

Resource Person: Lisa McFee, Assistant Superintendent, Teaching and Learning

Board of Education Meeting: January 18, 2018

 **LHSA**
A Community Action Agency
WATERFORD HEAD START
HEALTH STATUS AND CARE

Relates to Head Start Performance Standard(s) 1302.42

Overall Purpose of Health Status Policies:

We must determine children’s source of care within 30 days from the first date of attendance. We will support parents in ensuring children are up-to-date and ensure children receive ongoing necessary care. We work with the family to determine if a child has health insurance and support families in accessing health insurance if they do not. The overall health and care of the child leads to school readiness and good health habits for life.

(a) Promoting a Source of Health Care

Purpose:

A program must assist families in accessing a source of care and health insurance that will meet the outlined criteria. If this is not met, we will continue to work with the family to explain the importance and procedures in order to obtain health insurance and care.

Procedure: Listed below in policy

(b) Ensuring up to date child health status

Purpose:

A program must implement a process to ensure children are up to date on preventative and primary medical and oral health incorporating the state of Michigan EPSDT well care, immunizations and HSAC recommendations starting on the child’s first date of attendance. If necessary, we must directly facilitate the parents in obtaining the services needed by the child.

Procedure: Listed below in policy

(c) Ongoing Care

Purpose:

A program must implement a process to help parents continue to follow recommended schedules of EPSDT health requirements. The program will offer parents resources to assist in completing these requirements. We will also schedule clinics if necessary provide required screenings.

Procedure:

(d) Extended follow up care

Purpose: Listed below in policy

A program must facilitate further diagnostic testing, evaluation, treatment, and follow up plan as appropriate by a licensed and credentialed profession for each child with a health problem or a developmental delay. This will occur based upon system of tracking and services provided and monitoring the implantation of the follow up plan.

Procedure:

Health Service staff begins working with families at enrollment, explaining the importance of health and developmental screenings and helping parents make the connection between up to date health screenings and school readiness.

Health Service staff will input initial health screening information including physical exam, immunizations, hemoglobin, lead, hearing, vision, blood pressure and dental exam. Family Educators review and maintain each child's file to determine family needs and follow-up services as needed.

Head Start¹ is a school readiness program. The health-related activities required by the Head Start Program Performance Standards (HSPPS) are designed to ensure that every child who enters the program achieves his or her optimal development.

¹Head Start is used as an inclusive term for all program options offered by Early Head Start, Head Start, Migrant and Seasonal Head Start, and Alaska Native American Indian programs. Sections identify Early Head Start or Head Start when appropriate.

The Facspro data system is used to track data for the following health screenings:

- Blood Pressure
- Dental
- Growth
- Health History
- Hearing
- Hemoglobin/Hematocrit
- Lead

- Nutrition Assessment
- Nutrition Screening
- Vision
- Well Baby Check
- Immunization Status (initial and current status only)

***The state-based MCIR system is used to track dates of all individual immunizations for children. Individual immunizations will not be recorded in Facspro.**

Requirements for Health Services

- The Health Services staff will educate families on the EPSDT guidelines and best practice for physical screening and health requirements. This will be done during enrollment or during the first home visit with the family by completing the Early Head Start Well Child Health Requirements form. Parents should be given a completed form and a copy should be maintained in the child's paper file.
- The Health Service worker will assess if a child has a medical and dental home and then document this information in Facspro. This information is entered on the Health tab under **General Data** which includes Health Worker, Medical Home, Determination Date, Dental Home and Determination Date.
- Within 30 days of the first date of attendance it must be determined if a child has an ongoing source of medical care.
- If a Medical or Dental Home is needed then the Health Service worker will assist the family with resources to fulfill this need. This may include but is not limited to: providing a list of local physicians and dentists, assisting the family to obtain or sign up for insurance and or calling an office for the family to assist them in scheduling an appointment. Any assistance given to the family will be case noted in **Current Customer Notes** which is located on the top left side of the Facspro screen.
- The Health Service Worker will assist the family with scheduling routine appointments as needed.
- The Health Service Worker will also assist families with any barriers to completing the health requirements including assisting with insurance, referrals, obtaining a pediatrician and or dentist.

Screenings

- An auditory screening will be conducted within 45 calendar days of the child's first date of attendance if the child is one year of age and older.
- A visual screening will be conducted within 45 calendar days of the child's first date of attendance.

- A dental screening is needed upon entry into the program.
- Blood pressure screening will be done at physical appointment.
- HCT/HGB is required at the physical when enrolling in Head Start
- Growth information must be entered at a minimum of two times per year(taken 6 months apart).
- Growth information will be taken off each health appraisal and entered onto FacsPro. If growth information is not obtained from health appraisal a height, weight and head circumference measurement will be taken within 45 days of child's first date of attendance.

REPORTING & CASE MANAGEMENT

- By Friday of each week, all health screening data must be entered by the appropriate staff. The 'Entering Health & Immunization Data' Instructions should be followed when entering health screening results into FacsPro. The proper fields, statuses, results and dates are outlined in these instructions.
- On the second and fourth Friday of each month, the Associate Director for Health will run FacsPro reports to show each health screening listed in this procedure, that are due in 30, 45 or 90 days. The report will show the screenings that are overdue, due in, and completed. Based on these reports, a summary is created and shared with the AD for Health Services.
- The Health Services Managers review and these summaries. When no follow up has occurred with the family, Family Advocates will help guide the actions and assist with outstanding health screenings and track progress made towards compliance.
- In addition, to the review of bi monthly reports, the Health Services Manager can hold case management meetings with each Family Educator/Family Advocate, to discuss outstanding items, barriers/challenges that families may be facing in meeting the health screening requirements or obtaining follow-up services and strategies/resources to address these challenges.

DETERMINING STATUS OF SCREENINGS:

The Associate Director for Health will run bimonthly reports to determine upcoming expiring/outstanding health screenings for all children. Based on the 'Due In' FacsPro Reports, clinics will be scheduled and the following process will be followed as the due date for health screenings approaches.

1) For health screenings due in **15-30 calendar days:**

Health Service Workers will:

- Discuss importance of having current health screenings & any upcoming on-site clinics we will be offering
- Give reminder and community medical/dental resource list to parent/guardian at home visits, drop-off/pick-up, or Socialization and put copy in child's file
- Complete the Parent Health Reminder Letter (with due date and FE/FA contact info), give to parent/guardian at Home Visit, drop-off/pick up or Socialization and put copy in child's file
- Document all interactions with parents and/or health providers in FacsPro case notes.

2) For health screenings due in **8-14 calendar days:**

Health Service Workers will:

- Continue to discuss importance of having current health screenings & any upcoming on-site clinics we will be offering
- Discuss particular challenges/barriers the family may be facing in obtaining required health screenings and develop a plan with parents to obtain the necessary health screenings
- Complete another Parent Health Reminder Letter (with due date and FE/FA contact info), give to parent/guardian at Home Visit, drop-off/pick up or Socialization and put copy in child's file
- Document all interactions with parents and/or health providers, as well as plan for obtaining the necessary health screenings, in FacsPro case notes

3) For health screenings due in **7 calendar days or less:**

Health Service Worker will:

- Discuss on the home visit or at drop-off/pick-up to review the importance of health screenings.

- Discuss particular challenges/barriers the family may be facing in obtaining required health screenings
- Continue to work closely with parent and/or health providers to obtain needed health screening information.
- Discuss at case management meeting with FA Managers/EHS Managers and document action steps in FacsPro case notes.
- Document all interactions with parents and/or health providers in FacsPro case notes

PROCESS FOR FOLLOW-UP ON HEALTH SCREENINGS:

The AD for EHS School Readiness will run weekly reports to determine the follow-up and referral status for outstanding health screenings for all children. The weekly reports will ensure progress is being made on follow-up/referrals and that referrals are completed. Based on the weekly 'Fail/Follow-Up Required' and 'Referral Made' FacsPro Reports, Health Service Worker will share the results with Family Educators/Family Advocates and assess the next steps to be taken.

- 1) When a child **does not pass** a health screening and/or the result of a health screening is **not within normal limits:**

Health Service Educator will:

- Determine if the screening was not passed due to the child being uncooperative and therefore unable to screen. If equipment is available, the child should be rescreened at the next home visit. If so, this should be documented in casenotes and child should be added to list for scheduled upcoming clinic to be rescreened.
- Document status of health screening in FacsPro as 'Rescreen' and result of health screening in FacsPro as '**Fail/Follow up Required**'
- If screening was completed on-site, send documentation of screening home with child and discuss follow-up options and next steps with the parent/guardian
- If screening was not completed on-site, contact parent/guardian to discuss follow-up options and next steps
- Document all interactions with parents/guardians and/or health providers, as well as plan for obtaining the necessary follow-up, in FacsPro case notes

2) When a **referral is needed**:

Health Service Worker will:

Complete the following steps within 14 days of issue being identified:

- Discuss importance of health screenings and proper follow-up with parents
- Give the community medical/dental resource list to parent/guardian
- Discuss particular challenges/barriers the family may be facing in obtaining follow-up on health screenings
- Develop a family engagement goal to address these challenges/barriers and update Family Engagement Goals & Objectives Form to reflect health-related goal
- Document status of health screening in FacsPro as '**Needs Medical Treatment**' and result of health screening in FacsPro as '**Referral Made**'
- Document all interactions with parents and/or health providers, as well as plan for obtaining the necessary follow-up, in FacsPro case notes

3) For health screenings with the FacsPro result of '**Referral Made**':

Health Service Worker will:

- Discuss with parents on the weekly home visit progress made on health screening follow-up and steps outlined in Family Engagement Goal
- Discuss particular challenges/barriers the family may be facing in obtaining follow-up on health screenings
- If follow-up **has not been** completed, document contact/discussion with parent in FacsPro case notes
- Continue to work with family and make contact weekly until referral has been completed
- Document all interactions with parents and/or health providers, as well as plan for plan to obtaining the necessary follow-up, in FacsPro case notes
- If, after continuing to work with a family to reach this health-related family engagement goal, the FE/FA determine that additional resources are needed for family to complete the referral, the FE/FA should notify EHS/FA Manager of specific resources needed and EHS/FA Manager will inquire with AD for Family Engagement and AD for Health Services. The appropriate AD will then reach out to health providers and/or community resources to assist in meeting the needs of the family.
- If, despite continued follow-up by the Family Educator/Family Advocate, no progress is made on the needed follow-up/further diagnostic testing, the EHS/FA Manager should

contact the AD for Family Engagement to get guidance on next steps and indicate actions taken in FacsPro case notes.

- When follow-up **has been** completed, document status of health screening in FacsPro as 'Treatment Complete' and result of health screening in FacsPro as 'Treatment Completed'

REMINDER PROCESS FOR IMMUNIZATIONS (using MCIR System):

1) At enrollment, the Health Service Worker will:

- Print the current MCIR status letter
- Give letter to parent, highlighting the current immunization status and any needed immunizations
- Discuss importance of having current immunizations
- Put copy in child's file
- Enter initial/current immunization status in FacsPro
- If immunizations were needed, follow-up with family within 14 days & document in FacsPro
- Continue to follow-up/document until all immunizations are current



A Community Action Agency

WATERFORD HEAD START

MAINTAINING RECORDS

PROTECTION FOR THE PRIVACY OF CHILD'S RECORDS

Relates to Head Start Performance Standard(s): 1303.24; 1303.20; 1303.21

Purpose:

To ensure Head Start records are maintained to ensure only authorized persons have access to a child's file establish procedures to protect the confidentiality of any personally identifiable information(PII) in child records.

Procedure:

(a) Waterford Head Start will maintain child records in a manner that ensures only parents, and officials within the program(as noted on identifiable list on the outside of the file cabinet) or acting on behalf of the program have access to children's records. File cabinets and the office will be locked at the end of the day to ensure children's privacy. This will eliminate the need to sign out files each time they are used particularly to enter data into FacsPro or any task necessary for staff to fulfill their job requirements. Records must be destroyed within a reasonable timeframe after records are no longer needed. Waterford Head Start will store student files for a period of three years after the child has left the program.

(b) Waterford Head Start will maintain, with the child records, for as long as the records are maintained, information on all individuals, agencies, or organizations to whom a disclosure of PII from the child records was made (except for program officials and parents) and why the disclosure was made. If a program uses a web-based data system to maintain child records, the program must ensure child records are adequately protected and maintained according to current industry security standards(locking the cabinets, closing and locking the office in the evenings and entering only pertinent data information into the database that needs entered).

(c) If a parent places a statement in the child's record, the program must maintain the statement with the contested part of the child record for as long as the program maintains the record and, disclose the statement whenever it discloses the portion of the child record to which the statement relates.

(d) Waterford Head Start follows the confidentiality provisions under the Family Educational Rights Act and Privacy Act(FERPA).

(e)Waterford Head Start serves children who are referred to , and/or found eligible for services under, IDEA. OLHSA will therefore comply with the applicable confidentiality provisions in Part B or Part C of IDEA to protect the PII in records of those children.



A Community Action Agency

**EARLY HEAD START/HEAD START
PROGRAM ATTENDANCE MONITORING POLICY
(SCHOOL READINESS)**

Relates to Performance Standard:

1302.16

Purpose: If a program's monthly average daily attendance rate falls below 85 percent, the program must analyze the cases of absenteeism to identify any systemic issues that contribute to the program's absentee rate. The program must use this data to make necessary changes in a timely manner as part of ongoing oversight and correction.

Children who attend school regularly are able to form and maintain lasting relationships with their peers and teachers. These skills are crucial for children as they experience change and transition over the years.

When young children are chronically absent from Head Start/Early Head Start, often they are likely to continue to be chronically absent in elementary school. Absenteeism decreases children's opportunity to engage in learning, impacting their development in all domains of the Child Development and Early Learning Framework.

Procedure:

The Associate Director for Family Engagement will send attendance reports by the 5th of the month for each Grantee location /classroom that falls below 85 percent average daily attendance for the month to the Deputy Directors. The Deputy Director for School Readiness will notify the Education Managers which classrooms have average daily attendance below 85 percent for the month. The Deputy Director for School Readiness will analyze those classrooms for CLASS scores and teacher attendance to determine if further coaching/support is needed for the teaching team to improve overall classroom attendance.



A Community Action Agency
WATERFORD HEAD START
PROGRAM GOALS POLICY

Relates to Head Start Performance Standard(s) 1302.102

Purpose:

A program, in collaboration with the governing body and policy council, must establish goals and measurable objectives, monitor program performance and use data for continuous improvement.

Procedure:

(a) Establishing program goals

Using information identified in our community assessment, program goals are established every five years and then reviewed annually to ensure they are still relevant in meeting the needs of the families in our community. These long-term strategic goals detail tasks with measurable outcomes to demonstrate progress made. In addition to program goals, school readiness goals are also established at the grantee level to measure children's progress countywide in all domains of the Head Start Early Learning Outcomes Framework: Ages Birth to Five. Delegate programs must establish school readiness goals at their programmatic level, based on program-specific data. To ensure children are safe at all times, health and safety practices are a priority when establishing goals.

(b) Monitoring program performance

- (1) Using data collected through the monthly dashboard and other monitoring reports, including the internal grantee monitoring system, quality and compliance issues can be identified and corrected immediately. The internal grantee monitoring system consists of monthly reviews of all content areas by the management team. A subset of files from all grantee locations is randomly chosen for review each month. Upon completion of the review, a visit summary is written and distributed to the appropriate grantee staff for corrections. Files are then revisited the next month to ensure corrections have been made. If necessary, any outstanding issues will be discussed at the monthly management team meetings and corrective actions will be developed to ensure resolution is swift. Delegate programs are reviewed a minimum of four times per program year by review staff. Additional visits are conducted as necessary by other grantee staff, such as content area Managers, Associate Directors, Deputy Director and Director throughout the program year. Files are reviewed at the discretion of the OLHSA review staff. Unless otherwise noted a sampling of files are reviewed in all areas at the discretion of the OLHSA review staff (at least 10%). Each Delegate program receives a complete review of each content area a minimum of three times per year. With the exception of Fiscal Management, the delegate Program Reviewer is cross-trained in all areas of Early Head Start/Head Start and thus, reviews all aspects of the program and provides any training and technical assistance that is needed. The Fiscal Management area is comprehensively reviewed by OLHSA Finance staff annually. If any concerns are found during a visit they will be discussed with the program staff immediately. If programs have any missing information that can be immediately corrected, they will be given the opportunity to make those corrections. Information that cannot be immediately corrected will be indicated on checklists, observations and tracking forms. If there are specific areas that require follow-up, it will be noted on the bottom of the visit summary, along with a follow-up review date. A complete report including a visit summary form with copies of any checklists, observations and tracking forms used to monitor the program will be emailed to the Delegate program within two weeks after the review visit. If there are specific areas that require

follow-up, the Reviewer will return to the program on the designated date. If the follow-up area has not been corrected at that time, a Non-Compliance Follow-Up Report will be required and noted on the bottom of the Follow-Up Visit Summary. The Deputy/Associate Director will then complete the Non-Compliance Report and contact the program directly. If applicable, a compliance corrective action plan will be developed and submitted to the grantee with an appropriate compliance due date. Deputy/Associate Directors will continue to work with the program until all non-compliances have been corrected. In addition to the external monitoring conducted by OLHSA review staff, internal monitoring must be conducted by each delegate program. Program directors and coordinators monitor all content areas and staff appropriately throughout the year. Internal Monitoring Procedures must be developed and written by each delegate program to address the needs and programming of their individual program. When a monitoring visit has been completed for either the grantee or delegate, the visit summary forms, checklists, observations and tracking forms will be uploaded and saved on the OLHSA share drive. This ensures the appropriate staff has immediate access to ongoing monitoring information. Health and Safety screeners are completed twice per year (fall and spring) in all classrooms and playground checklists are also completed daily for all playgrounds. Additional internal monitoring safety checks are completed by grantee staff throughout the program year

- (2) Program goals are reviewed quarterly by the management team. If warranted by changes in the community, staffing patterns or needs of families we serve, program goals will be adapted or modified as needed. School readiness goals are also reviewed quarterly by the management team, using COR data to demonstrate progress and identify areas for additional staff development. Progress on goals is regularly shared with policy council and OLHSA Board. A self-assessment is conducted annually using program data including child assessment data, parent and family engagement data. The Early Head Start/Head Start Self-Assessment consists of four stages: Preparing For the Self-Assessment, Collecting and Analyzing the Information, Assessment of Findings and Strengthening Your Program. Programs should identify staff, parents, and community members, including policy council/committee and governing body members to participate in the self-assessment process. Management/staff members will serve as the data review/analysis team and will review all relevant data to determine areas of strength, areas for improvement and possible program innovations. The data review/analysis team will collect relevant quantitative and qualitative data and for all management systems. Review and analyze assigned data by individual sites as well as program as a whole, focusing on effectiveness, progress, implementation and compliance towards:
 - a. Program and school readiness goals and objectives
 - b. Regulatory requirements
 - c. Program quality
 - d. Development and implementation of strong management systems
 - e. Overall program and fiscal operations
 - f. Service delivery

Upon completion of review of the data, the data review/analysis team will complete a summary of findings, identifying strengths and areas for improvement in all of those areas listed above, evaluating underlying causes and systemic issues. For those areas warranting additional review and input, develop 'big picture' questions for the self-assessment team to review. On the day of the self-assessment, all members of the self-assessment team will participate in orientation using the Office of Head Start PMFO PowerPoint. The self-assessment team will be divided into groups and team leaders will present the summary of findings and 'big picture' questions. All relevant data/information will be available for review by the self-assessment team. At the conclusion of review and discussion within each group (for each area of interest assigned), all

ideas, suggestions and proposed changes will be documented by the team leader and compiled into a summary report outlining all ideas, suggestions and changes/improvements proposed by the self-assessment team members. The self-assessment has little value unless the program uses the information to drive program improvements. Therefore, in this final stage, the management team will review all ideas, suggestions and proposed changes made by the self-assessment team as a driving force to develop program improvements goals, desired outcomes, and action plans. The management team will then identify those suggestions that are not feasible due to staffing limitations, fiscal constraints, compliance issues or other reasons. For all other suggestions, they will develop a plan to incorporate suggestions into program plans, staff development plans and service delivery procedures in a timely manner as appropriate. All program improvement plans must be completed by mid-May, a date specifically designated by the Grantee each year. Results of the self-assessment and the plan for program improvement should be communicated widely and in a timely manner to the governing body, staff, Policy Council/Committee, parents, community partners, and the responsible HHS official.

(c) Using data for continuous improvement

Ongoing analysis of programmatic data contained in the internal monitoring reports, monthly dashboard reports, annual self-assessment findings, as well as the aggregated child-assessment data will inform strategies for continuous improvement in all program service areas. Child-level assessment data is aggregated and analyzed three times per year, including subgroups such as dual language learners and children with disabilities. Staff surveys, CLASS Observation data and annual staff performance appraisal data will be used to guide staff development efforts throughout the program year. Family engagement data such as family goals, needs assessment, PIR data and school readiness data will be evaluated to plan family engagement events. Information from on-going monitoring and the annual self-assessment will help to identify program needs and develop plans for program improvement. School readiness and long-term program goals will be adjusted as needed based on the continuous analysis of data.

(d) Reporting

- (1) To ensure ongoing oversight, data dashboard reports are submitted monthly to the policy council and bi-monthly to the OLHSA board at their regularly scheduled meetings.

The Regional Office of Head Start will be notified by our Head Start Director should a significant incident affecting the health and safety of program participants, circumstances affecting the financial viability of the program, breaches of personally identifiable information, or program involvement in legal proceedings occur.

The Regional Office of Head Start will also be notified by our Head Start Director of any matter for which notification or a report to state or local authorities is required including:

- a. Reports regarding staff or volunteer compliance with federal, state or local laws addressing child abuse and neglect or laws governing sex offenders;
 - b. Incidents that require classrooms or centers to be unexpectedly closed for any reason;
 - c. Legal proceedings by any party that are directly related to program operations;
 - d. Disqualification from Child and Adult Care Food Program (CACFP) and licensing revocation.
- (2) A Head Start Annual Report will be completed each year and made available to the public that discloses the following:
 - a. The total amount of public and private funds received and the amount from each source
 - b. An explanation of budgetary expenditures and proposed budget for the fiscal year

- c. The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served
 - d. The results of the most recent review by the Secretary and the financial audit
 - e. The percentage of enrolled children that received medical and dental exams
 - f. Information about parent involvement activities
 - g. The agency's efforts to prepare children for kindergarten
 - h. Any other information required by the Secretary
- (3) If our program has been found to have a deficiency, a quality improvement plan will be submitted to the Regional Office of Head Start as required.



WATERFORD HEAD START SEVERELY CHALLENGING BEHAVIOR POLICY AND PROCEDURES

Relates to Head Start Performance Standard(s) 1302.17

Overall Purpose of Behavior Policy:

In keeping with federal performance standards (1302.17) and promoting a healthy and safe environment for all children and staff, OLHSA Head Start has established a Severely Challenging Behavior Policy

Purpose:

Severely challenging behaviors include, but are not limited to: biting, hitting, kicking, choking, throwing objects that may cause harm, and inappropriate sexual behaviors. These behaviors not only hinder the educational growth of the classroom but the child displaying the behavior. With appropriate interventions Waterford Head Start's purpose is to decrease aggressive behavior, protect safety of all involved and ensure educational growth while in Head Start.

PROCEDURE:

LEVEL I

If a child, on a regular basis is harming himself/herself, or others, or destroying property, then the following procedure is used:

1. Teacher and Teacher Assistant record anecdotal notes, including the behavior observed, time, date, place, apparent triggers and others involved. A Functional Behavior Assessment will be completed. This takes place long enough to gather adequate information unless it is an emergency situation. Teachers will contact parent(s) to advise them of the behavioral difficulties and concerns.
2. Support staff observes and records observations of the child. Findings are shared with one another.
3. Parents will be notified regarding the behavioral concerns and observations. Parent will be told that a SAT meeting with support staff will be scheduled to discuss concerns and develop strategies for improved behavior.
4. SAT meeting takes place and strategizing occurs to counter the behavior issues taking place in the classroom. All teaching and support staff are apprised of the outcome of the meeting and details of any Behavior Plan or any other plan that is developed.
5. If strategies do not work support staff (mental health, disabilities, Family Advocate etc.) talks with the parent(s) to see if there is additional information that would be helpful in understanding and solving the issue such as: Have strategies been implemented on a consistent basis by both parent(s) and staff? Has there been measurable improvement in the child's behavior since the implementation of the strategies? Have parents and staff made a reasonable effort to follow Mental Health/Disability/Family Advocate recommendations, but the child's disruptive behavior continues?
6. Mental Health Staff/Family Advocate will complete a questionnaire with parent(s) to help obtain additional information. Support staff provides a copy of the permission for observation to the Family Advocate, providing details as necessary.
7. If a child has an IEP, the Disabilities Coordinator consults with Special Education service providers to resolve behavior issues.
8. Follow up meeting is scheduled in 4-6 weeks after the SAT.

LEVEL II

If the disruptive behavior continues the following procedure will be implemented:

- A meeting with parents and support staff will be scheduled. The Family Advocate will contact the parent to set up the meeting. The following questions to be considered in this meeting are:
 - Is the behavior life-threatening or does it pose an injury risk to self?
 - Does the behavior seriously interfere with students' learning or the other students' learning?
 - Does the behavior hurt other children or staff or damage materials?
 - Does the parent require outside resources?
1. Depending on the answers to the above questions, staff and parents will discuss and decide whether to continue with the Level I plan, or if it is necessary to continue to Level III.

LEVEL III

1. If a decision is made to move to Level III program staff and parents work together to construct an alternate program option that would best meet the needs of the child and family. The Mental Health/Disabilities coordinator, Family Advocate, Director of Head Start and Parent(s) will all gather to consider some options for the child including:
 - A shortened school day
 - Reverse mainstreaming considered
 - Referral to outside resources for assistance ie: Easter Seals, OFS, private counseling, etc and signed release of information from parents to receive information from any outside intervention sources.
 - Referral for Special Education as an evaluation and placement if warranted
2. An Alternative Program Option Plan is written that includes input and signatures from parents/guardians and staff. The Alternative Program Option Plan is a positive plan of action which includes specific action steps, goals and time frames to improve the child's behavior with the ultimate goal of returning the child to the original program option. Parents and staff write out specifics. The plan should include any plans for further evaluation and or counseling by external mental health staff or by public school special services professionals.
3. Follow up will continue until appropriate placement is secured or behavior concerns become improved and child is better able to manage their behavior in the classroom.