

MEMORANDUM FOR RECORD

SUBJECT: Installation Child, Youth & School Services (CYSS) Schools Council Meeting (SCM) Minutes, 04 October 2016

1. The Schools Council Meeting convened at 1000 on 4 Oct 16, led by Mr. Nicholas Johnsen, Director of FMWR, at the Community Events Center, Fort Hood, Texas.

2. Attendees:

COL Fox, Todd	Garrison Commander
Johnsen, Nicholas R.	Director, FMWR
Curtis, Sheila R.	Chief, Child Youth & School Services
Martinez, Regina	Parent & Outreach Services Administrator
Perry-Smith, Lisa	School Liaison Officer
Davenport, Elizabeth	School Liaison Officer
Hall, Christine	School Liaison Officer
McIntire, Elizabeth	Parent & Outreach Services Admin Assistant
Hughes, Tomy	KOS Specialist/Usher
Samide, Chelsey	Outreach Services Asst Director/Usher
Dr. Stewart, Desmontes	Dep. Superintendent, Killeen ISD
Smith, Brenda	Parent and Community Specialist, Killeen ISD
Wilkerson, Angenet	Director of Community Relations, Killeen ISD
Dr. Moger, Scott	Assistant Superintendent, Temple ISD
Dr. Novotny, Michael	Superintendent, Salado ISD
Dr. Snow, Becky	Assistant Superintendent, Jarrell ISD
Schneider, Keith	Special Programs Director, Jarrell ISD
Penrod, Eric	Superintendent, Gatesville ISD
Dr. Ady, Tina	Central Texas College
Ballantyne, John	Military Child Education Coalition
Streater-Moore, Leona	Exceptional Family Member Program
Davidson, Nita	Texas Home Education
Stamper, Peggy	Education Services Specialist
Engen, Mike	Education Services Officer
III Corps	Representatives (4 service members)
Carl R. Darnall Army Medical Center	Representatives (4 service members)
582 nd MLC	Representatives (2 service members)
HHC, STB, 1SB	Representative
85 th CA Brigade	Representatives (2 service members)
36 th Engineer Brigade	Representatives (2 service members)
720 th MP BN/ 89 th MP Brigade	Representatives (3 service members)
C Battery 1/62 ADA	Representative
13 th ESC	Representatives (2 service members)
HHC 3/227 AHB	Representative
1 ACB	Representative
297 th ICTC	Representatives (2 service members)
62 nd ESB	Representative

1/3 CR	Representatives (2 service members)
69 th ADA	Representative
43 rd MDVSS, 21 CSH	Representative
B Co WTU	Representative

3. The meeting progressed as follows:

a. Welcome and Statements of Purpose. Mr. Nicholas Johnsen thanked everyone for attending the Schools Council Meeting (SCM). COL Todd Fox also thanked everyone for attending and shared that LTG Sean MacFarland liked the new format and working groups that were presented at Partners in Education Process Action Team (PIE PAT) meeting, held 07 Sep 2016. Mr. Johnsen explained that Soldiers and Family members use the community input forms to provide feedback prior to the SCM. The input forms should be made available in the units, and submissions received by the unit SCM Point of contact (POC) should be forwarded through the chain of command to the School Liaison Officers (SLO). Mr. Johnsen went on to say that working groups were established to discuss any feedback received regarding issues in education which affect military-connected students and propose solutions. The four working groups include Special Education, Information Awareness/Parent Education/Professional Development, Student Success, and Higher Education. The delegates appointed to these groups will serve the duration of the school year. The first working group meetings were held in Aug 16. Mr. Johnsen and COL Fox met with the working groups while they were in session. The groups prioritized the issues, deliberated solutions, and presented their recommendations to LTG MacFarland at the 07 Sep 16 PIE PAT. The working groups continue to work on the recommended solutions.

b. Schools Council Working Groups. Mr. Johnsen had the school districts introduce themselves, then gave the floor to the School Liaison Officers (SLOs) to provide an overview of the working groups' progress.

(1) **Special Education.** Ms. Christine Hall, facilitator, shared the five issues they are currently working. The issues included: allowing parents to be part the change in their community, transparency in Special Education, districts helping with transition, inclusion for special education students, and a voucher assistance program. The issues were prioritized from highest priority to lowest. The group developed the following title, scope and recommendation to the first issue and presented it at last month's PIE PAT.

Title: Special Education - Parent Information and Community Resource Flowchart

Scope: There is a perceived deficit of information to parents and Families regarding what is next in the process of special needs education. In addition, there is a lack of consistent information for parents regarding community and special education

resources. When we improve information being disseminated, we positively impact the success of all children.

Recommendation: Refine and improve the dissemination of information for parents regarding community and special education resources. Develop a concise flowchart that identifies the steps in the special education process and resources available within the community. The flowchart will be briefed during Soldiers and Families in/out processing, FRG briefings, town halls, newcomer's orientations, etc. It will also be available on the SLO, schools and community websites.

The SLO team is working with group members to create the draft flowchart, which the delegates will review and edit at the upcoming working group meeting on 19 Oct 16.

LTG MacFarland set a suspense of 10 Nov 16 for the beta testing flowchart, with the final flowchart to be completed before the summer surge of 2017.

(2) Information Awareness/Parent Education/Professional Development.

Ms. Elizabeth Davenport, facilitator, shared the group's issues. The issues included bullying, disciplinary actions and consequences, transition concerns with course credits and school nutrition concerns. After prioritizing the issues, the group formed the following title, scope and recommendation.

Title: Information Awareness/Parent Education/Professional Development - Effective Parent/Student/School Communication Tools

Scope: Some parents and students are not adequately informed on processes and procedures to address issues on/or related to their school campuses. Bullying and child nutrition are validations of the communication issues concerning established campus policies and procedures. The absence of information has the potential to create a loss of trust and confidence in the campus administration by parents and students. This creates a communication gap that also impacts the efficiency of school administrators to address concerns.

Recommendation: Improve communication by offering improved methods of implementation to close the knowledge gap regarding parent concerns of bullying, nutrition, and school procedures by creating orientation sessions that may include: video, face-to-face, FAQ lists, and step by step guides to educate parents and students. The tools should be linked on the campus/district websites.

Ms. Davenport stated that the group determined the issue was not a lack of resources in the community, but that parents and students could not easily find the right resource.

The group will be creating a video to post on both the SLO and school district websites. Mr. Johnsen asked the school districts if the video has to be 504 compliant. Dr. Scott Moger stated it is a federal requirement all videos must be in compliance. Dr. Des

Stewart stated that Killeen ISD is currently using a third party company to evaluate their videos to ensure compliance. Mr. Keith Schneider shared two websites that will allow you to input your video and the website will determine if they are compliant. The websites are wave.webaim.org and fae20.cita.illinois.edu.

(3) **Student Success.** Ms. Lisa Perry-Smith, facilitator, shared the group's three issues, which included understanding the new graduation requirements, availability of Military Family Life Counselors (MFLC) in schools, and awareness of special programs. Ms. Perry-Smith shared the group's title, scope and recommendations on two issues

Title: Student Success - Navigating Graduation Requirements

Scope: Awareness of graduation requirements (what questions to ask).

Parents/students in transition often have a difficult time finding accurate, concise, and clear information on graduation plans. Each case is individualized with no universal answer.

Recommendation: Create a generalized question & answer sheet for parents/students, to be linked online (SLO, school districts and community websites) with specific school contact information (e.g., Director of Counseling/Campus Counselor). Provide different forms of communication (flowcharts, "what's next" checklist of questions, etc.).

Encourage parents to attend the already established policy of one-on-one meetings between the counselor and parent/student annually. Emphasize the importance of parent involvement. Command policy letter for required annual conference as place of duty for Soldiers. Send regular phone/social media messages to parents to keep them updated on changes, upcoming dates, and reminders. Measurable goals include an increase in the percentage of parents attending conferences/one-on-one sessions, specifically parent conference day. Increase the awareness of parents/students on available resources and points of contact, such as School Liaison Office.

Ms. Perry-Smith shared the working group had a lengthy meeting regarding the graduation requirements. All of the graduation requirements can be found on the individual school districts websites. The working group will be creating a question and answer sheet for parents. This sheet will prompt parents on what questions to ask when meeting with counselors. The working group is currently in the process of creating a checklist and question and answer sheet.

Title: Information Awareness - Military Family Life Counselors (MFLC)

Scope: Some parents and educators are unaware of the MFLC program and the scope of the services they provide. Why is the program not available in all schools with military-connected students? How can schools request the services of MFLCs for their campuses?

Recommendation: Distribute brochures about the program to schools and Families. Contact the School Liaison Office to request MFLC services for local campuses.

Ms. Perry-Smith stated that the working group is fortunate to have Ms. Sharon Edmund, the Regional MFLC, as a delegate. Currently, Copperas Cove ISD and Killeen ISD have MFLCs assigned to their schools. However, if MFLCs are needed in other districts, they can contact the SLO, who will assist with getting an MFLC out to the district. The units have MFLCs embedded as well.

Ms. Perry-Smith shared the third issue has not yet been addressed, but the group will begin working on it at their next meeting, 25 Oct 16.

The working group received a fourth issue after the PIE PAT meeting regarding literacy. Mr. Johnsen interjected with statistics which have shown that if a parent reads to their child, the child's vocabulary will show a significant increase by the time the child begins Kindergarten. Ms. Perry-Smith stated that the issue with literacy may also include the parents, for example, a Family in which English is their second language. Mr. Mike Engen shared that Central Texas College (CTC) and Army Community Services (ACS) currently have English as a second language courses.

(4) Higher Education. Mr. Mike Engen, spokesperson, shared the issues, including awareness of education programs, services and benefits, leadership support of Soldier transition preparation, transferability of GI Bill benefits, education partnerships: 2+2+2, and installation access by institutions of higher learning. Mr. Engen stated the title, scope and recommendation for their top issue:

Title: Pursuit of Post-Secondary Education - Enhanced Awareness of Post-Secondary Education and Training Opportunities for Soldiers and Family Members.

Scope: Soldiers often do not start preparing for their transition until their last year of military service, with many more never even starting this process. The result is that the vast majority of our Soldiers are not well prepared for a smooth transition back to the civilian job market or college campus. Similarly, a significant number of our military spouses and graduating children do not view higher education as a viable option as they get ready to join the labor market. The formal Soldier Life Cycle (SLC) process was developed around the concept of encouraging Soldiers to begin preparing for their transition from their earliest days of military service; effective support of the SLC is based upon helping our military community better understand the value and attainability of higher education. Through advocacy, and more effective marketing of Army Continuing Education System (ACES) programs and services, our collective leadership should be more effective in instilling the desire to pursue post-secondary education and training, and thereby preparing citizens who are better able to take care of their Families and contribute to their communities.

Recommendation: Establish Fort Hood and III Corps Policy to require all in-processing Soldiers (enlisted and officers) to get their battalion level in-processing checklist stamped at the Education Service Center, to include activation of a GoArmyEd account. Establish Fort Hood and III Corps Policy requiring E-4 and below to attend a comprehensive ACES orientation within 30 days of being assigned to their unit. Expand sponsorship program to include a focus on post-secondary education. Expand leadership orientations to enhance awareness of the importance of ACES Programs and Services in support of the Soldier Life Cycle. Promote Soldier Life Cycle as it pertains to personal and professional development. Actively support Education Services briefings to Family Readiness Groups. Conduct sensing sessions to identify key motivators leading to pursuit of post-secondary education and training.

Mr. Mike Engen stated that most Soldiers who enlist, enlist for one main reason: education benefits. He explained that at some point, Soldiers will transition out of the service. He encouraged them to start preparing today for tomorrow. Soldiers can start their two year or four year degree while in the military so they have a plan for when they get out. With high schoolers, planning does not begin their senior year, it begins way before then. Leadership support is important so that Soldiers feel they can go back to school and will have the time to do so. Mr. Engen encouraged Soldiers who may not be using their education benefits to transfer the benefits before getting out.

c. Open Forum.

(1) School Conferences: COL Fox asked the brigade representatives if they knew when their school's conferences were going to be held. He encouraged them to find out the dates and let their chain of command know. He stated that LTG MacFarland may make the conference the Soldiers place of duty on that day, as he does with the first day of school. Dr. Moger shared that in previous years, when the conferences were made the place of duty, a lot more parents attended the meetings. This really benefited the students, teachers and the school as a whole.

(2) Military Child Education Coalition (MCEC): COL (Ret) John Ballantyne, shared information regarding MCEC programs for parents including an early literacy team. They also provide parent teacher conference workshops so that parents know what to ask when they attend.

(3) KISD Programs: Ms. Angenet Wilkerson, KISD Director of Community Relations, spoke about Army Youth Programs in Your Neighborhood (AYPYN). The AYPYN program offers students a safe place to go after school. AYPYN provides students with leadership classes, homework help, etc. and the students can ride the spirit bus to away football games. This supervised program is held in the school's cafeteria or classroom. She also mentioned the school behavioral health program, located at each of the Fort Hood campuses.

(4) Education Services: Ms. Peggy Stamper announced the Education Services team is available to attend briefings, if requested, and as the dates and times allow.

(5) Concerns:

a. Is there an email sent to parents when the lunch balance goes to zero? The brigade representative stated he has never been notified and his child has been receiving peanut butter and jelly sandwiches. Mr. Johnsen replied the information will be gathered and the question will be answered once the information is obtained.

b. Do the schools provide children with online access for further guidance on school work? The SLOs replied that tutor.com is a great free tool to assist students with school work.

4. Closing: COL Fox and Mr. Johnsen thanked everyone for attending. They encouraged Soldiers to meet with them after the meeting if they were unsure of their purpose in the SCM.

5. Minutes prepared by Elizabeth McIntire, CYSS Parent & Outreach Services Branch Administrative Support Assistant.



SHEILA R. CURTIS

Chief

Child, Youth & School Services