

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

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October 26, 2017

Submitted by Director Wendell J. Harris, Sr.

## Call to Order and Roll Call

The meeting was called to order by Nina Harris, chairperson, on October 14, 2017, at 10:12 a.m. in Room 206-208 of the MPS Central Services Building, 5225 W. Vliet St. Milwaukee.

Members in Attendance .....Alejandra Fuentes-Sanchez (ALBA); Christina Esparza (Bethune); Elizabeth Olmedo (Hayes); Yisandra Roman (Hayes); Nina Harris (Jackson); Brenda Hernandez (Kagel); Maria Quintos Barojas (Longfellow); Antonio Lockett (Sherman); Latrissa Lockett (Sherman); Albert Robbins (Community Representative); Leah Noid-Harrington (Community Representative); Lucina Hernandez (Community Representative); Larry McAdoo (Community Advisor); Annie Crockett (Community Advisor)

Staff Present.....Dr. Jennifer Smith, Senior Director of Curriculum and Instruction; Erin Hermann, Education Coordinator; Raquel de la Cruz Gutiérrez, Education coordinator; Ruth Stark-Jordan, ERSEA Coordinator; Honore Harvey, Mental Health and Disabilities Coordinator, Michelle Kirkendoll, Interim Health Coordinator

Others Present .....Larry Towers(Visitor); Revenna Brown (Visitor); Juan Gaytan (Visitor)

Yuritz Diaz and Erika Martinez served as Spanish interpreter. Tha Blay Wah and Mary Htoo served as Karen interpreters.

## Approval of Minutes

Mr. Latrissa Lockett moved to approve the September minutes; Christina Esparza seconded the motion. The motion passed unanimously.

## Director's Report (Informational) — September

### Education Information

*Raquel de la Cruz Gutierrez shared the Education Report. There were no questions or comments regarding this report.*

- (1) The education coordinators met weekly to discuss program planning.
- (2) The education coordinators approved and scheduled Head Start field trips.
- (3) The education coordinators entered September in-kind documentation.
- (4) The education coordinators visited classrooms at Gwen T. Jackson, Franklin, Maple Tree, Bruce, Sherman, Obama, Congress, Marvin Pratt, Lee, Kagel, Longfellow, ALBA, Lincoln Avenue, Carson, Forest Home Avenue, Siefert, Lafollette, Hayes, and Mitchell to provide support to Head Start teaching teams. The focus was on schedules, routines, classroom environments, and identifying and providing

support as needed. The Early Childhood Checklist was used to provide feedback regarding instruction, lessons, and classroom environments.

(5) The education coordinators presented to Lee Learning Center staff on the Classroom Assessment Scoring System (CLASS) on September 1, 2017.

(6) One education coordinator participated in an interview panel for family partnership associates and paraprofessionals on September 7, 2017.

(7) On September 7, 2017, one education coordinator met with a representative from Safe Kids to discuss pedestrian-safety programming and to participate in the annual Safe Kids Walk This Way Day. The K3 and K4 classrooms participating in the Safe Kid program are from Lee Learning Center and Longfellow.

(8) On September 12, 2017 one education coordinator gave individualized support to the long-term substitute teacher at Carson school.

(9) One education coordinator participated in a meeting of the school-support teachers with the Early Childhood Manager and Head Start Program Supervisor on September 13, 2017.

(10) On September 13, 2017, one education coordinator viewed a webinar titled, *Trauma-Informed Early Education Classroom Design: Designing Child and Family-Friendly Spaces for Recovery from Trauma*.

(11) The education coordinators and Mental Health and Disabilities Coordinator met to discuss the school-based professional development cycle focus for the staff at Lee Learning Center on September 14, 2017.

(12) The education coordinators viewed the Office of Human Services' FY18 Monitoring Kickoff Webinar on September 18, 2017, to learn about the new Head Start monitoring cycles.

(13) On September 19, 2017, the education coordinators met to review the K3 Learning Adventures.

(14) On September 20, 2017, one education coordinator met with the principal and teachers of Longfellow school to discuss the Safe Kids Walk This Way Program, which will take place on October 5, 2017.

(15) On September 20, 2017, one education coordinator planned and prepared for the school-based professional development cycles for the staff at Lee Learning Center.

(16) On September 21, 2017, one education coordinator presented to Lee Learning Center staff on creating a culture and climate for arts integration.

(17) On September 22, 2017 the education coordinators met with the Mental Health and Disabilities Coordinator to discuss school-based support at Lee Learning Center.

(18) One education coordinator participated in the literacy foundation professional development planning meeting on September 25, 2017.

(19) On September 26, 2017, the education coordinators and Head Start Program Supervisor met with Frog Street representatives to discuss upcoming coaching supports and professional development for Head Start teachers.

(20) On September 26, 2017, one education coordinator met with Head Start grantees from Milwaukee at the Next Door Foundation to discuss a child-development associate program through MATC.

(21) On September 27, 2017, one education coordinator attended an all-day professional development for school-support teachers at North Division High School.

(22) On September 28, 2017, the education coordinators met with the Head Start Program Supervisor to discuss education service-area updates.

### ERSEA (Eligibility, Recruitment, Selection, and Attendance)

*Enrollment information was presented by Ruth Stark-Jordan.*

#### Eligibility

Of 1,409 families:

- 997 are income-eligible;
- 88 meet the allowable over-income category; and
- 324 are categorically eligible (foster care, homeless, public assistance).

#### Recruitment

122 parents came into the Head Start office during the month of September.

#### Selection

The waitlist's total as of September 29, 2017, was 347, which consists of income-eligible, over-income families, and those who want only particular schools that are full at this time.

#### Attendance

The Head Start average daily attendance for September 1-29, 2017, was 100%.

#### Transportation

Fifty-six percent of Head Start children use MPS transportation services. Head Start accounts for 1.7% of the total MPS ridership.

#### Enrollment

As of September 30, 2017, the actual enrollment was 1,409. The total enrollment for the month of September, as reported to the Head Start office, was 1,355. This number, which reflects the total number of children enrolled on the last operating day of the month, includes vacancies of less than 30 days. State-funded children were not included in this report. Vacancies are being filled with ongoing registrations.

| September 2017 Enrollments |       |           |                 |            |             |    |    |       |                 |    |
|----------------------------|-------|-----------|-----------------|------------|-------------|----|----|-------|-----------------|----|
| Funding                    |       | Region    | Site            | Enrollment |             |    |    |       | Available Seats |    |
|                            |       |           |                 | K3         |             | K4 |    | Total | K3              | K4 |
| Fed.                       | State | Bilingual | Monolingual     | Bilingual  | Monolingual |    |    |       |                 |    |
| X                          |       | Southwest | ALBA            | 34         | 0           | 20 | 0  | 53    | 0               | 1  |
| X                          |       | Central   | Bethune         | 0          | 17          | 0  | 20 | 37    | NA              | 0  |
| X                          |       | Northwest | Bruce           | 0          | 34          | NA | NA | 34    | 0               | NA |
| X                          |       | Northwest | Carson          | 0          | 34          | NA | NA | 34    | 0               | NA |
| X                          |       | Northwest | Congress        | NA         | 90          | NA | NA | 89    | 1               | NA |
| X                          |       | Southwest | Forest Home     | 30         | 30          | 0  | 20 | 76    | 0               | 4  |
| x                          |       | Northwest | Franklin        | NA         | 17          | NA | NA | 17    | 0               | NA |
| X                          |       | Central   | Gwen T. Jackson | NA         | 30          | NA | 40 | 68    | 2               | 0  |
|                            | X     | Northwest | Obama           | NA         | 34          | NA | 40 | 70    | 0               | 4  |
| X                          |       | Northwest | Hawthorne       | NA         | 30          | NA | 20 | 50    | 0               | 0  |
| X                          |       | Southwest | Hayes           | 30         | 0           | 0  | 0  | 30    | 0               | NA |
| X                          |       | GE        | Kagel           | 17         | NA          | 20 | 20 | 50    | 0               | 7  |
| X                          |       | Northwest | Kilbourn        | NA         | 34          | NA | 20 | 54    | 0               | 0  |
| X                          |       | East      | King Jr.        | NA         | 30          | NA | NA | 30    | 1               | NA |
| X                          |       | Central   | LaFollette      | NA         | 34          | NA | NA | 34    | 0               | NA |
| X                          |       | Central   | Lee             | NA         | 85          | NA | NA | 85    | 0               | NA |
| X                          |       | Southwest | Lincoln         | 30         | 30          | 40 | NA | 99    | 0               | 1  |
| X                          |       | Southwest | Longfellow      | NA         | NA          | 20 | 20 | 31    | NA              | 9  |

| September 2017 Enrollments |       |           |                |            |             |     |     |       |                 |       |
|----------------------------|-------|-----------|----------------|------------|-------------|-----|-----|-------|-----------------|-------|
| Funding                    |       | Region    | Site           | Enrollment |             |     |     |       | Available Seats |       |
|                            |       |           |                | K3         |             | K4  |     | Total | K3              | K4    |
| Fed.                       | State | Bilingual | Monolingual    | Bilingual  | Monolingual |     |     |       |                 |       |
| X                          |       | Northwest | Maple Tree     | NA         | 60          | NA  | 20  | 80    | 0               | 0     |
| X                          |       | Central   | Marvin Pratt   | NA         | 30          | NA  | 20  | 50    | 0               | 0     |
| X                          |       | Southwest | Mitchell       | NA         | 30          | NA  | NA  | 30    | 0               | NA    |
| X                          |       | GE        | Pierce         | NA         | 30          | NA  | NA  | 30    | 0               | NA    |
| X                          |       | Northwest | Sherman        | NA         | 60          | NA  | 40  | 100   | 0               | 0     |
| X                          |       | East      | Siefert        | NA         | 60          | NA  | 20  | 75    | 5               | 0     |
| X                          |       | Central   | Thurston Woods | NA         | 34          | NA  | NA  | 34    | 0               | NA    |
| X                          |       | Central   | Westside       | NA         | 30          | NA  | 40  | 70    | 0               | 0     |
| Total Number of Students   |       |           |                | 141        | 863         | 100 | 340 | 1,409 | 9               | 26    |
|                            |       |           |                |            |             |     |     |       |                 | 1,444 |

### Other

- The ERSEA coordinator met on September 8, 2017 with the Head Start Supervisor and Early Learning Manager in regards to the new student-folder process.
- The ERSEA coordinator had her one-on-one meeting with the Head Start Supervisor on September 29, 2017.

*Questions were asked regarding the selection of full-day K3 programs. Dr. Smith explained that the community assessment is used to determine the conversion from half-day to full-day programs and that all K3 programs will be full-day by 2020. Leah Noid-Harrington, community representative, requested Gwen T. Jackson be reviewed for full-day programming for the 2018-2019 school year.*

### Mental Health and Disabilities

*Honore Harvey shared the mental health and disabilities information.*

| Enrolled Number of Students with Disabilities  |     |     |     |     |    |     |     |    |              |
|--|-----|-----|-----|-----|----|-----|-----|----|--------------|
| SPL=Speech/Language; SDD=Significant Developmental Delays; AUT=Autism; EBD=Emotional Behavior Disability; OHI=Other Health Impairments; OI=Orthopedic Impaired; TBI=Traumatic Brain Injury; ID=Intellectual Disability |     |     |     |     |    |     |     |    |              |
| Schools  | SPL | SDD | AUT | OHI | OI | TBI | EBD | ID | School Total |
| ALBA   | 10  | 1   | 0   | 2   | 0  | 0   | 0   | 0  | 13           |
| Bethune  | 0   | 3   | 3   | 1   | 1  | 0   | 0   | 0  | 8            |
| Bruce  | 6   | 1   | 0   | 0   | 0  | 0   | 0   | 0  | 7            |
| Carson   | 2   | 1   | 0   | 0   | 0  | 0   | 0   | 0  | 2            |
| Congress   | 3   | 0   | 0   | 0   | 0  | 0   | 0   | 0  | 3            |
| Forest Home  | 3   | 0   | 0   | 0   | 0  | 0   | 0   | 0  | 3            |
| Franklin   | 2   | 0   | 0   | 0   | 0  | 0   | 0   | 0  | 2            |
| Hawthorne  | 3   | 2   | 0   | 0   | 0  | 0   | 0   | 0  | 5            |
| Hayes  | 4   | 0   | 0   | 0   | 0  | 0   | 0   | 0  | 4            |
| Jackson  | 5   | 3   | 0   | 2   | 0  | 0   | 0   | 0  | 10           |
| Kagel  | 4   | 3   | 0   | 0   | 0  | 0   | 0   | 0  | 7            |
| Kilbourn   | 7   | 0   | 0   | 0   | 0  | 0   | 0   | 0  | 7            |
| King   | 0   | 0   | 0   | 0   | 0  | 0   | 0   | 0  | 0            |
| La Follette  | 0   | 1   | 0   | 0   | 0  | 0   | 0   | 0  | 1            |
| Lee Learning Center  | 1   | 3   | 0   | 0   | 0  | 0   | 0   | 0  | 4            |
| Lincoln  | 9   | 0   | 0   | 0   | 0  | 0   | 0   | 0  | 9            |
| Longfellow   | 7   | 0   | 0   | 0   | 0  | 0   | 0   | 0  | 7            |
| Mapletree  | 6   | 1   | 0   | 0   | 0  | 0   | 0   | 0  | 7            |
| Marvin Pratt   | 1   | 2   | 0   | 0   | 0  | 0   | 0   | 0  | 3            |
| Mitchell   | 2   | 0   | 0   | 0   | 0  | 0   | 0   | 0  | 2            |
| Obama  | 1   | 3   | 0   | 0   | 1  | 0   | 0   | 0  | 5            |
| Pierce   | 0   | 0   | 0   | 0   | 0  | 0   | 0   | 0  | 0            |
| Sherman  | 3   | 3   | 0   | 0   | 0  | 0   | 0   | 0  | 6            |
| Siefert  | 3   | 3   | 0   | 0   | 0  | 0   | 0   | 0  | 6            |

| Enrolled Number of Students with Disabilities  |     |     |     |     |    |     |     |    |              |
|--|-----|-----|-----|-----|----|-----|-----|----|--------------|
| SPL=Speech/Language; SDD=Significant Developmental Delays; AUT=Autism; EBD=Emotional Behavior Disability; OHI=Other Health Impairments; OI=Orthopedic Impaired; TBI=Traumatic Brain Injury; ID=Intellectual Disability |     |     |     |     |    |     |     |    |              |
| Schools  | SPL | SDD | AUT | OHI | OI | TBI | EBD | ID | School Total |
| Thurston Woods   | 1   | 0   | 0   | 0   | 0  | 0   | 0   | 0  | 1            |
| Westside Academy   | 4   | 4   | 2   | 0   | 0  | 0   | 0   | 0  | 10           |
| Totals   | 86  | 34  | 5   | 5   | 2  | 0   | 0   | 0  | 132          |

Children identified with disabilities..... 9%

Children with 504 plans..... 1

Special education meetings attended the month of September..... 7

### ***Mental Health Classroom and Family Support***

During the month of September, mental health staff

- submitted 25 homeless referrals;
- submitted 12 Child Find referrals;
- provided behavioral, visual and sensory supports, as well as resource information, to 11 classrooms;;
- submitted a total of three referrals to Penfield Behavior Clinic;
- completed 20 observations in Head Start classrooms; and
- submitted 25 requests to school-based Special Education Supervisors about Head Start placement.

### ***Other***

*Note: Abbreviations are Mental Health Disabilities Coordinator (MHDC) and mental health staff (MHS)*

(1) On September 7, 2017, the MHDC and MHS met with the Special Education Supervisor and two itinerant special education teachers at one Head Start site.

(2) On September 7, 2017, the MHDC attended and presented Head Start information at Penfield Birth-to-Three Transition Planning Conferences (TPC).

(3) MHDC and MHS provided ongoing support to one Head Start site on September 11, 12, 15, 20, 27, 28, and 29, 2017.

(4) On September 10, 2017, the MHDC and education coordinators met to discuss and plan professional development for Lee Learning Center’s staff.

(5) On September 14, 2017, the MHDC and MHS met with one Head Start family to discuss classroom strategies.

(6) On September 19, 2017, the MHDC met with itinerant special education teachers to discuss special education students at one Head Start site.

(7) On September 20, 2017, the MHDC and MHS met with special education staff at Sherman School to discuss and clarify that, there being no board-funded K4 at Sherman, Head Start is the only option, and registration is required for a child to attend Head Start.

(8) On September 22, 2017, MHS attended the school social workers’ monthly meeting.

(9) MHS have completed educator-effectiveness requirements, which include self-review, Student or Program Outcome (SPO), and Professional Practice Goal (PPG).

(10) On September 25, 2017, the MHDC offered a voluntary professional development about behavior management when dealing with three-year-olds.

(11) On September 26, 2017, the MHDC and MHDC presented professional development for one Head Start site.

(12) On September 27, 2017, the MHDC had a one-on-one meeting with the Head Start Supervisor.

(13) On September 28, 2017, the MHDC and MHS presented professional development at Lee Learning Center on visual supports and how they support student engagement.

(14) On September 29, 2017, MHS met with itinerant special education teachers to co-plan and share information regarding shared services with special education students at one Head Start site.

(15) During the month of September:

(a) trainings for Family Partnership Associates (FPA) staff on ASQ: SE-2 online were held on August 29, 30, September 13;

(b) MHS collected, scored, tracked, and delivered ASQ: SE-2 protocols to Head Start sites;

(c) MHS continue to request, gather, and enter 45-day screening information from early-start schools; and

(d) The following staff meetings were held with the mental health staff:

1. September 13 — ASQ: SE-2's online implementation was reviewed;

2. September 15 — the MHDC and MHS met with the Head Start Supervisor to discuss supports and resources being provided to one Head Start site; and

3. September 27 — the MHDC and MHS met to review screening information, strategies for co-working with itinerant staff, and global school supports at particular sites.

## **Family Engagement**

(1) During the month of September, the Interim ERSEA/FPA Coordinator revised the 2017-2018 work schedule.

(2) During the month of September, the Interim ERSEA/FPA Coordinator continued to work on the MPS Head Start Fatherhood Initiative plan.

(3) The Interim ERSEA/FPA Coordinator facilitated team-building activities for Lee Learning Center's staff on September 1, 2017.

(4) The Interim ERSEA/FPA Coordinator met with the Head Start Supervisor for a one-on-one meeting on Friday, September 1, 2017.

(5) The Interim ERSEA/FPA Coordinator facilitated the creation of introductory FPA (family partnership associate) letters during the month of September.

(6) The Interim ERSEA/FPA Coordinator submitted a draft of parent-meeting professional development topics on September 5, 2017.

(7) The Interim ERSEA/FPA Coordinator, along with the Education Coordinator and Policy Council Chairperson, conducted interviews for FPA vacancies on September 7, 2017.

(8) The Interim ERSEA/FPA Coordinator met with Head Start Supervisor a for one-on-one meeting on Friday, September 8, 2017.

(9) The Interim ERSEA/FPA Coordinator attended the Policy Council's meeting on Saturday, September 9, 2017.

- (10) The Interim ERSEA/FPA Coordinator attended the Men's Health Network's meeting on September 11, 2017.
- (11) The Interim ERSEA/FPA Coordinator conducted a FPA staff meeting on September 12, 2017, on work expectations.
- (12) The Interim ERSEA/FPA Coordinator met with the Head Start Supervisor to review Head Start highlights on September 12, 2017.
- (13) The Interim ERSEA/FPA Coordinator and the Head Start Supervisor met to discuss a fatherhood ambassador role with Glen Allen on September 12, 2017.
- (14) The Interim ERSEA/FPA Coordinator conducted professional development on September 13, 2017, with three FPAs.
- (15) The Interim ERSEA/FPA Coordinator met with the Head Start Supervisor to review the FPA staff meeting's agenda on September 13, 2017.
- (16) The Interim ERSEA/FPA Coordinator met with the Head Start Supervisor to review FPA updates and parent-meeting dates on September 14, 2017.
- (17) The Interim ERSEA/FPA Coordinator attended a professional development webinar on the Office of Head Start's FY18 Monitoring Kickoff on September 18, 2017.
- (18) The Interim ERSEA/FPA Coordinator met with Head Start Supervisor to review the FPA staff meeting's agenda on September 18, 2017.
- (19) The Interim ERSEA/FPA Coordinator conducted a professional development on the Head Start program for the September parent meetings on Tuesday, September 19, 2017 to FPAs.
- (20) The Interim ERSEA/FPA Coordinator attended a webinar professional development entitled *Parent Family Community Engagement in Helping Parents Finance their Education and Training Goals* on Tuesday, September 19, 2017.
- (21) The Interim ERSEA/FPA Coordinator met with the Head Start Supervisor to review family-engagement submission for Head Start Highlights on September 19, 2017.
- (22) The Interim ERSEA/FPA Coordinator reviewed parent-meeting data on September 20, 2017.
- (23) The Interim ERSEA/FPA Coordinator viewed a webinar training, *Keeping the Door Open: Sustainability tips for Fatherhood Programs*, on September 20, 2017.
- (24) The Interim ERSEA/FPA Coordinator met with the Head Start Supervisor to review the FPA meeting's agenda on September 20, 2017.
- (25) The Interim ERSEA/FPA Coordinator conducted a staff meeting with FPAs and reviewed the Office of Academics Handbook on Thursday, September 21, 2017.
- (26) The Interim ERSEA/FPA Coordinator met with the Head Start Supervisor to review Friday updates on September 21, 2017.
- (27) The Interim ERSEA/FPA Coordinator met with the Head Start Supervisor for a weekly one-on-one meeting on September 22, 2017.
- (28) The Interim ERSEA/FPA Coordinator met with the Head Start Supervisor to review the agenda for the weekly FPA staff meeting on September 25, 2017.
- (29) The Interim ERSEA/FPA Coordinator submitted a parent implementation plan for the Ready Rosie parenting curriculum on September 25, 2017.
- (30) The Interim ERSEA/FPA Coordinator met with the Head Start Supervisor to discuss the FPA staff meeting on September 27, 2017

(31) The Interim ERSEA/FPA Coordinator conducted a FPA staff meeting on the complete Office of Academic Handbook on September 27, 2017.

(32) The Interim ERSEA/FPA Coordinator reviewed the attendance value streams for FPAs on September 27, 2017.

(33) The Interim ERSEA/FPA Coordinator met with the Head Start Supervisor to review FPA updates on September 28, 2017.

## Health

*Michelle Kirkendoll presented the health report.*

(1) During the month of September, the Health Team continued to review new incoming students' folders for health determination prior to entry into the program.

(2) During the month of September, the Health Team conducted hearing and vision screenings at the following sites: Hawthorne, Obama, Mitchell, Hayes, Forest Home, Lincoln, Congress, Franklin, King, Gwen T. Jackson, Kagel, Longfellow, Kilbourn, Sherman, Thurston Woods, and West Side.

(3) During the month of September, the Head Start nutrition technician conducted meal monitoring at Lee and Lafollette.

(4) On September 13, 2017, the Interim Health Coordinator participated in the MPS Core Health Team's monthly meeting.

(5) On September 15, 2017, the Interim Health Coordinator participated in the final GKAS Dental Day meeting.

(6) ON September 19, 2017, the Head Start nutritionist participated in a meeting with School Nutrition Services regarding the updated food-allergies/restrictions form and procedures.

(7) On September 26, 2017, the Interim Head Start Health coordinator participated in Lee Learning Center's staff meeting regarding implementing dental hygiene in Head Start.

(8) On September 28, 2017, the Interim Health Coordinator met with a representative from MPS's Department of Media and Communication to finalize marketing strategies for Dental Day.

(9) On September 29, 2017, the Head Start Health Team participated in a monthly staff meeting regarding 45-day compliance, Dental Day, immunization requirements, and the Health Team's due dates and timelines.

*Questions were asked regarding the school breakfast program and the foods presented to the students. Dr. Smith noted that all MPS meals are USDA-approved and are strictly monitored for content and portion size. Members shared that listening sessions were being held by School Nutrition Services for families to learn about the program and to share their concerns.*

## Nutrition Report

*Dr. Smith noted that nutrition report was provided under separate cover.*

Grand total number for breakfast.....1,276

Grand total number for lunches .....1,652

## Fiscal Report

*Dr. Smith noted that an updated Fiscal Report was provided under separate.*



## **Old Business**

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### **By-laws**

This business was tabled for the November meeting.

## **New Business**

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### **Staffing**

This business was tabled for the November meeting.

## **Announcements**

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- The Council's next meeting will be held on Saturday, November 11, 2017, 10 a.m.-12 noon. Members should bring iPads to the November meeting.
- Flyers were distributed by members regarding School Nutrition Services' listening sessions, public school Parent/Guardian Fall Assembly, and MPS's family- and community-engagement standards.

## **Adjournment**

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Nina Harris, Chairperson, adjourned the meeting at 11:31 a.m.

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