

Policy Council Minutes

8-29-17

Submitted by: Kerry Mehling & Jennifer O'Hare

Members Present: Tiandra Lively, Donna Reynoldson, Robert Cover, Janine Bastien, Jeanne Ogden, Vicki Moreno, Jennifer O'Hare

Staff Present: Kerry Mehling, Donna Jenne

Tiandra Lively called the meeting to order at 6:10pm. Members reviewed the minutes from the July meeting. **Jennifer O'Hare moved to approve the July minutes. Jeanne Ogden seconded the motion. Motion carried by roll call vote.**

Director's Report:

All members received a copy of the Director's report. Donna discussed the report in its entirety. With the new school year just getting started the Child Development Performance Report shows that nothing has been reported. That is normal for August as children and families are just getting started in the program and screenings are in process. The programs are still not fully staffed but continue to accept applications and interview potential staff members. Family Advocates are actively recruiting children to create and maintain an active waitlist. The COLA Grant was received this month. Staff have completed a wide variety of training sessions earlier in the month and many classrooms are beginning to schedule parent meetings for September.

Finance Report:

No finance report available this month. Two reports will be presented in September. Kerry Mehling presented the USDA report. **Robert Cover moved to approve the USDA Report. Janine Bastien seconded the motion. Motion carried by roll call vote.**

Board Report:

School calendars were reviewed and updated along with the nutrition guide, employee handbook, payroll dates and the program mission statement. The Board of Directors approved the hire of three new HS Certified Teachers and are continuing to explore Rule 11, which requires all teachers to be certified.

Old Business

None

New Business:

COLA Update: The COLA Grant had been approved. The programs submitted some required documentation and the Grant has now been received and will be in effect starting in September.

ESU#13 Employee Handbook Review: After being reviewed there were some changes made to the Employee Handbook. Those changes include updates to the following: cover page, ESU#13 Mission Statement, Board Members and the employee list so that it is current for the 17-18

school year, and school districts are listed by County/Superintendents so that it now reflects new superintendents. Other updates included: calendars and payroll dates, applications process and submission to the Human Resources Department, recording of staff absences on the Employee Portal; courtesy fund, Unit Improvement Committee's, Negotiated Agreement and the Salary Schedule. These changes were not approved by the BOD this month but will be approved in September. **Tiandra Lively moved to approve the Handbook Review. Janine Bastien seconded the motion. Motion carried by roll call vote.**

Employment Openings was passed around for members to review. Openings included:

Head Start Infant/Toddler Teacher – 40hrs/week
Head Start Teacher Assistant – Kimball/Sidney – 35hrs/week
Food Prep/Janitor – Sidney – 25hrs/week
Meridian Para Educator
Substitute Job Coaches for 17-18 school year
Substitute Teachers for 17-18 school year
Substitute Para-Educator for 17-18 school year

New Hires:

Tammy Zimmer-CDC1 Assistant Teacher
Stacy Beery – CDC Bus Monitor
Katherine Santos – Central Assistant Teacher
Olga Cantu – Bridgeport Assistant Teacher
Alicia Lopez – Bridgeport Assistant Teacher
Amber Newberry – CDC4 Teacher
Lisa Shultz – Bridgeport Assistant Teacher Sub
Debbie Hrbek – Sidney Assistant Teacher
Mindy Estrada – Sidney/Kimball Family Advocate

Tiandra Lively moved to approve the New Hires. Jeanne Ogden seconded the motion. Motion carried by roll call vote.

Center Reports

Center reports were given by Mitchell Tiger Cub Preschool.

Meeting was adjourned at 6:54pm.