

Policy Council Minutes

8-28-18

Submitted by: Jennifer O'Hare and Kerry Mehling

Members Present: Donna Reynoldson, Heather Scheenen, Fatoumata Cessay, Ashley Newhoff, Gloria Morales, Jennifer O'Hare

Staff Present: Kerry Mehling, Donna Jenne, Pam Hebbert

Ashley Newhoff called the meeting to order at 6:20pm. Members reviewed the minutes from the July meeting. **Ashley Newhoff motioned to approve the July minutes. Donna Reynoldson seconded the motion. Motion carried by roll call vote.**

Director's Performance Report:

All members received a copy of the Director's report. Donna discussed the report in its entirety. Both programs are continuing to accept new applications for child enrollment. Family Advocates are working in our communities to recruit new families. CDA Waiver was received for the teachers in Bridgeport and CDC 4 from the Regional Office. The Local Design for Partnership Class Size Waiver was submitted this month.

Finance Report:

Pam Hebbert discussed the Finance Reports for July. All members received copies of the monthly report and credit card expenditures. We reviewed the final financial reports for the previous grant year. Pam noted the budget categories where the programs were overspending or not spending what was allocated. The new indirect expense rate should be known by Labor Day. Kerry explained that the USDA report for July was not ready to be submitted yet as it is based off attendance and the programs are trying to implement a new attendance reporting system. *USDA report for July will be presented in September.* **Heather Scheenen motioned to approve the Finance Reports for July. Ashley Newhoff seconded the motion. Motion carried by roll call vote.**

Board Report:

The Board of Directors passed the CDA waivers for the teachers in Bridgeport and CDC 4 as well as the Locally Designed Option for Partnerships. They also approved the updated nutrition written plans and a contract for a new Autism Behavioral Specialist. Donna shared the outcome of our federal review with the board as well. The Board of Directors are also beginning the process of strategic planning.

Old Business:

None

New Business:

ESU#13 Employee Handbook Review:

The Employee Handbook for the 2018 – 2019 school year was updated to include a current employee list, new school district superintendents, school calendars and payroll dates. Some things that were changed include the reporting an injury process for Worker’s Compensation and a new tipping policy while staff are traveling. **Jennifer O’Hare motioned to approve the ESU#13 Employee Handbook Review. Ashley Newhoff seconded the motion. Motion carried by roll call vote.**

Employment Openings:

Teacher of the Visually Impaired – Full-Time

Job Coach – Full-Time for Meridian School

Meridian Para-Educator – Full-Time

Early Development Network – Part-Time Services Coordinator in Southern Panhandle.

Head Start Office Manager – Full-Time

Therapist/Psychologist – Part-Time to Full-Time

Substitute Job Coaches for the 2018 – 2019 school year for LifeLink School

Substitute Teachers for the 2018 – 2019 school year or Meridian and LifeLink Schools

Substitute Para-Educator for the 2018 – 2019 school year for Meridian School

New Hires:

Rosa Estrada – Bridgeport cook – 40 hours per week

Ashley Rodewald – Sidney Assistant Teacher – 35 hours per week

Maria Hogsett – Bridgeport Assistant Teacher – 35 hours per week

No staff terminations to report. Ashley Newhoff motioned to approve New Hires. Donna Reynoldson seconded the motion. Motion carried by roll call vote.

Return Policy Council Binders in September.

Members are asked to bring in their Policy Council Training Binders to the September meeting so that they can be recycled and reused for the 2018-19 year.

Center Reports:

Center reports were given by Bayard and Home Base.

Meeting was adjourned at 6:56pm.