

Policy Council Minutes

3-27-18

Submitted by: Jennifer O'Hare and Kerry Mehling

Members Present: Gunnar Jackson, Fatoumata Ceesay, Jeanne Ogden, Amanda Miller, Jennifer O'Hare, Talia Strodman, Karon Hawley

Staff Present: Kerry Mehling, Donna Jenne, Roxane Humphrey

Jennifer O'Hare called the meeting to order at 6:13pm. Members reviewed the minutes from February meeting.

Amanda Miller moved to approve the February minutes. Jennifer O'Hare 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. She noted that both programs are fully enrolled and that they are struggling to get dentist exams in from families. It is difficult to find a dentist that will examine a child under three years old for our EHS families. Maria Perez is working in the medical community to help educate doctors and dentists on our program requirements and why dental exams at this age are important as well as the worth to have lead testing completed with children. Most family goals should begin to increase in completion in April and May as we get closer to the end of the school year. The programs had their federal review last week and the behavior in some of the preschool classrooms is also getting better.

Finance Report:

Pam Hebbert was unable to join the meeting. Donna Jenne discussed the Finance Reports for February. All members received copies of the monthly report and credit card expenditures. We have spent \$102k more than this time last year mainly due to salary increases awarded through the COLA as well as the process of switching most of the centers to a 6 hour schedule. The T/TA money has all been spent and the amount we pay for indirect costs dropped by 4.5%. All vehicles have now been DOT inspected to allow program staff to transport families if needed. There is a new category listed on the finance reports to record the expenses that have been incurred by Dr. Jeff West as he travels to and from Lincoln, NE to work on the LB803 bill that supports the waiver for teacher certification in Early Childhood Programs. This bill has now passed on to the 2nd round for approval.

During the Federal Review we learned that if the buildings that are being rented appraise for a higher fair market amount then the difference between what we do pay and the appraised value this amount can be considered in-kind. A member of Policy Council and the Board of Directors will be asked to initial the finance reports to ensure that they have been presented. Also suggested was that when parents volunteer in a classroom they need to be more specific on recording how they volunteered, stating that the descriptions now are a little vague.

Calculations for the Administrative Expenses report 10.51% of the budget has been spent on Administration which is under the 15% maximum for that category. Kerry reviewed the USDA reports for February. **Jeanne Ogden motioned to approve the Finance Reports for February. Amanda Miller seconded the motion. Motion carried by roll call vote.**

Board Report:

Most of the board meeting was spent talking to the Federal Reviewer. Safety policies were also reviewed and updated and there were multiple resignations that needed to be voted on.

Old Business:

None

New Business:

Mental Health Written Plans: MS01-MS02

The program works together with parents by soliciting parental information, observations, and concerns about their child's mental health. With parents, the staff share observations of their child and discuss and anticipate with parents their child's behavior and development. Staff and parents discuss together how to strengthen nurturing, supportive environments and relationship in the home and at the program. The program ensures that mental health services are supported by staff or consultants who are licensed or certified mental health professionals with experience and expertise in serving young children and their families. Mental health consultation is provided to staff or parents regarding special help for children with atypical behavior or development through the ESU#13 Psychology Department as well as with Dr. Mark Hald at Options in Psychology. **Amanda Miller motioned to approve the Mental Health Written Plans. Jeanne Ogden seconded the motion. Motion carried by roll call vote.**

Child Outcomes and School Readiness Goals Discussion:

Roxane Humphrey, Education Supervisor, presented the reports for school readiness and child outcomes. Members were able to review the growth for both EHS and HS children from the 1st check in the fall to the 2nd check in the winter. The primary tool for assessment used by the program is Teaching Strategies GOLD. Assessments take place 3x a year for the 9-month classrooms and 4x for the year-round programs. There was very steady growth in the social emotional, physical, language, cognitive, literacy, and mathematics categories for EHS with the most growth in mathematics. Head Start also had steady amounts of growth in the social emotional, physical, language, cognitive, literacy, and mathematics with the most amount of growth in the physical category. The social emotional and mathematics categories is where the programs would like to focus on some more in the upcoming year.

Federal Monitoring Review – Focus Area 2 and CLASS:

Suggestions that were made regarding the finance department are listed above in the Finance Report. The CLASS Reviewers observed all but 3 classrooms and the Focus Area 2 Reviewers observed all but 1 classroom. They did not find any deficiencies within our programs and the Financial Reviewer spent four days with Pam ensuring that all the program standards are being followed. As soon as the final results come back we will discuss them.

Employment Openings:

Special Education Coordinator for the 2018-19 school year
Southern Panhandle Services Coordinator, Early Development Network
VALTS Science Teacher for the 2018-19 school year
Head Start Teacher in Sidney for the 2018-19 school year
Head Start Assistant Teacher in Sidney
Therapist/Psychologist
School Nurse/Health Coordinator for Meridian, LifeLink-NE and VALTS student programs
Transportation/Maintenance Assistant
Substitute Job Coaches for the 2017-18 school year at LifeLink School
Substitute Teachers for the 2017-18 school year for Meridian and LifeLink School
Substitute Para-educator for the 2017-18 school year for Meridian School

New Hires:

Cynthia Rasmussen – Kimball Head Start Assistant Teacher – 40 hours per week/9 month position.

Jeanne Ogden motioned to approve the New Hires. Jennifer O'Hare seconded the motion. Motion carried by roll call vote.

Center Reports:

Center reports were given by TCP-Morrill, EHS Home Base, and Sidney.

Meeting was adjourned at 7:13pm.