

Policy Council Minutes

9-25-18

Submitted by: Jennifer O'Hare and Kerry Mehling

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

Staff Present: Kerry Mehling, Donna Jenne, Pam Hebbert

Guest Present: Travis O'Hare

Ashley Newhoff called the meeting to order at 6:15pm. Members reviewed the minutes from the August meeting. **Gloria Morales motioned to approve the August minutes. Jennifer O'Hare 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. HS is fully enrolled and there is one spot open in EHS with an applicant to fill the vacancy. Several screenings and requirements are in progress. The first bus evacuation has been completed with 80% of home visits completed. Screenings are being recorded and our Health Manager is taking some personal time off.

The program still has not received written notice on when we need to vacate the HFRC building at the end of school year, but plans are being made to move at the end of May, 2019. The Head Start Management Team will be relocating to the UNL Building north of the State Patrol office sometime in October as renovations are completed for Meridian school and offices are re-designated to meet the needs of all departments. This project is expected to take approximately 2 years.

Conversations have been ongoing regarding the waiver for the Locally Designed Option and approval still has not been granted. Program sent further information regarding community needs with the partnerships as well as planning time arrangements for teachers in these school districts.

Finance Report:

Pam Hebbert discussed the Finance Reports for August. All members received copies of the monthly report and credit card expenditures. Pam said she would like to add a new line item, 671, to the budget. It would be used for offsetting expenses between HS and EHS such as vehicle usage. Some of the biggest expense increases have been in personnel, which has been done intentionally, and in the indirect costs as the percentage jumped from 2.7% to 7.9%. Pam also explained that the COLA increase that was received in July has not yet been added to the budget. When added, it will reflect approximately \$84,000 between the EHS and HS budgets as well as the EHS T/TA budget.

Kerry reviewed the USDA report from July with a correction made to the submission date as listed on the documents that members received. The correct submission date was 9-4-18. Kerry then explained that the USDA report for August 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. There have been some glitches with centers utilizing the new system which has delayed submission of the USDA report for reimbursements. Our administrative assistant is working with those classrooms to resolve the issue.

Reporting for August was tabled to the October meeting. Ashley Newhoff motioned to approve the Finance Reports for August. Trevor Soule seconded the motion. Motion carried by roll call vote.

Board Report:

The BOD discussed the proposed ESU#13 budget, board policies for Records Management and Email, bids for the renovation of Meridian, and the addition of a garage for ESU#13 buses and cars.

Old Business:

Approval of July USDA report took place with Financial Reports.

New Business:

October Policy Council Meeting/Program Governance Training and Center Elections for the 2018-2019 School Year:

Training is scheduled for Saturday, October 20th from 9am – 12pm. Childcare will be provided. Training is from 9am – 10:30am and the October PC Meeting will be from 10:30am – 12pm.

Review Program Information Reports (PIR) for 2017 – 2018:

Donna shared with members the PIR Reports summaries for the 2016-17 school year. Copies were shared with members to review as well. These reports were submitted to the OHS in August, 2018.

Employment Openings:

Teacher of the Visually Impaired – Full-Time

Job Coach – Full-Time for Meridian School

Meridian Para-Educator – 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 for Meridian and LifeLink Schools

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

Head Start Teacher – Full-Time in Sidney

Head Start Assistant Teacher – Part-Time in Sidney

Early Head Start Infant/Toddler Teacher – Full-Time in Scottsbluff

Head Start Education Coach/Supervisor – Full-Time in Scottsbluff

Panhandle Early Learning Connections Coordinator – Full-Time

New Hires:

Miranda Baker Bain – Head Start Office Receptionist – 40hrs/week 12 month position

Center Reports:

Center reports were given by Morrill (verbal), Central and Bayard Tiger Cub

Meeting was adjourned at 6:56pm.