

Policy Council Minutes

2-27-18

Submitted by: Jennifer O'Hare and Kerry Mehling

Members Present: Ashley Newhoff, Gloria Morales, Heather Smith, Megan Scheer, Tony Mitchell, Gunnar Jackson, Trevor Soule, Jennifer O'Hare

Staff Present: Donna Jenne, Pam Hebbert, Sara Spencer, Jerry Becking

Ashley Newhoff called the meeting to order at 6:18pm. Members reviewed the minutes from the January meeting.

Gloria Morales moved to approve the January minutes. Donna Reynoldson 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. The programs are both fully enrolled. Many of the screening requirements are being completed. Some of the areas where the program is struggling to meet requirements are getting families to complete Dentist Visits, Physicals and Lead Screenings. Home visits are currently underway, and many family goals will be completed by April and May. We are continuing to hire and retain teachers. There have been some challenging behavioral issues in some classrooms and HS has partnered with an ESU13 Psychologist that teachers have access to should they need it. HS has 120 students that are transitioning to Kindergarten this year and have already sent the school principals the list of those students.

Finance Report:

Pam Hebbert discussed the Finance Report for January. All members received copies of the monthly report and credit card expenditures. January was a short budget month as most expenses come from the month before and December is a short month. Pam explained that the increase in the YTD amounts spent is due to salary increases that we have made for staff. The end of this grant year is coming up March 31st and we are on track to spend all the money for HS and an excess of \$90k for EHS. Calculations for the Administrative Expenses report 10.31% of the budget has been spent on Administration which is under the 15% maximum for that category. Donna reviewed the USDA reports for January.

Ashley Newhoff motioned to approve the January Finance report. Gloria Morales seconded the motion. Motion carried by roll call vote.

End of Year Expenditures over \$5000:

Administration would like to spend any excess money at the end of the year to help make some needed updates and equipment purchases including: new carpet and paint at HFRC, replace some playground flooring at HFRC, install a new water filter system at HFRC, and there is a need for another eye vision screening machine. All of the items will receive bids for completion. Approval to make these purchases will come from the Regional Office, Board of Directors, and Policy Council. **Ashley Newhoff motioned to approve the End of Year Expenditures Over \$5000. Tony Mitchell seconded the motion. Motion carried by roll call vote.**

Board Report:

The Board of Director's discussed the upcoming Federal Review and were updated on LB803 which concerns teacher certification. Members were trained on ERSEA (Eligibility) and all conferences must be approved by the Board of Director's.

Old Business:

None

New Business:

Fiscal Written Plan Review:

The Head Start Director and Fiscal Officer, Donna and Pam, are responsible for monitoring and reviewing all financial information including any financial reports, which are computer generated or manually prepared. All costs are expensed directly to the programs when possible. Costs that cannot be charged directly or allocated will be charged through the payment of indirect cost. The programs must contribute 20% of the federal grant as non-federal match (In-Kind) each budget period. Head Start Administrative costs will not exceed 15% of the total approved program costs, which includes both the federal budget and In-Kind. The program establishes and maintains efficient and effective record-keeping systems to provide accurate and timely information regarding the financial responsibilities within the organization. No one person has access to all financial operations, procedures, and records. ESU13 Board of Directors and Policy Council review the financial statements on a monthly basis. **Jennifer O'Hare motioned to approve the Fiscal Written Plans. Heather Smith seconded the motion. Motion approved by roll call vote.**

Human Resources Written Plan Review:

Jerry Becking, Human Resources Manager, reviewed the HR Written Plans. The program assures that each staff member has an initial health screening and a periodic re-examination to assure that they do not pose a significant risk to the health or safety of others within the program. Staff and consultants must have the knowledge, skills, and experience they need to perform their assigned functions responsibly. This is ensured with the program's Human Resources Recruitment and Selection policies. All potential employees will have a personal interview and go through a background check. Employment with HS is contingent on Policy Council approval. **Gloria Morales motioned to approve the Human Resources Written Plan. Trevor Soule seconded the motion. Motion passed by roll call vote.**

Federal Monitoring Review Focus Area 2 and CLASS:

The Focus Area 2 group is going to be doing a Data Tour of the policies and procedures that are in place, ensuring that HS Performance Standards are being followed. They are going to look at many different areas within the programs including, Education and Child Development, Health & Nutrition Services, ERSEA, Program Governance (includes Policy Council), Family & Community Engagement, Program Design & Management, Fiscal and Safety. The CLASS group will be going out to different HS classrooms for observation. They will be inside the classroom observing for 20 minutes and then go outside to write some notes and come back in to observe for another 20 minutes. We will not know which centers they will be visiting until they get here. Classrooms will also be observed by a Focus Area 2 reviewer. The Policy Council Interview will take place on Tuesday, March 20th @ 6pm. There are 6 Policy Council Members who have volunteered to be a part of this interview process.

Employment Opening:

Head Start Assistant Teacher in Sidney and Kimball
Substitute Job Coaches for the 2017-18 school year for Life Link School
Substitute Teachers for the 2017-18 school year for Meridian School
Substitute Para-educator for the 2017-18 school year for Meridian School

New Hires:

Cynthia Rasmussen – Assistant Teacher – Kimball
Karina Garza – Assistant Teacher – Bridgeport
Katlyn Rosas – Assistant Teacher - Sidney

Ashley Newhoff motioned to approve the New Hires. Megan Scheer seconded the motion. Motion carried by roll call vote.

Center Reports:

Center reports were handed in to Donna at the end of the meeting. Reports turned in included: Bayard, Central, CDC1, CDC2, CDC3, EHS Home Base.

Meeting was adjourned at 7:34pm.