

Policy Council Minutes
6-21-18
Submitted by: Kerry Mehling

Members Present: Heather Scheenan, Talia Strodman, Gloria Morales

Staff Present: Kerry Mehling, Donna Jenne, Maria Perez, Krystie Hohnstein, Pam Hebbert

Kerry called the meeting to order at 6:10pm. *There was not a quorum at this meeting.* Members reviewed the minutes from the April and May meetings. Talia moved to approve the April minutes. Gloria seconded the motion. Votes were recorded. Heather moved to approve the May minutes. Talia seconded the motion. Votes were recorded. *Follow-Up emails or phone calls will be sent to members who were absent for their votes for final voting.*

Director's Performance Report:

All members received a copy of the Director's report. Donna discussed the report in its entirety. Donna discussed enrollment for Central HS and EHS HFRC. We are working on filling 2 slots in EHS at this time. Requirement completion percentages continue to rise. The program is still working on getting dental exams turned in from families. Physical exams have risen as well as lead screening compliance. 2nd PTC for EHS will take place in the upcoming weeks.

The program is now in the process of hiring new staff for the 2018-19 school year. Upcoming trainings include the NE Young Child Institute in Kearney and the Leadership Conference in Kansas City. We are working on transition with the public schools for the children who will be moving on to kindergarten from Head Start next year.

Finance Report:

Pam Hebbert discussed the Finance Reports for April and May. All members received copies of the monthly report and credit card expenditures. The program continues the process of closing out the old grant year and beginning a new grant year. Contracted services are being updated for the next year and building maintenance contracts are still pending to be paid for EHS facility. This is due to the notification received that we will need to move out of the building in the next year as CAPWN will be receiving some of the behavioral health services that are transitioning from Panhandle Health Group's closure. They will need the space that we currently hold for EHS in their facility to accommodate this expansion in their services. This means that we will need to relocate 40 infants and toddlers and 15 staff within the next year. The program is working on finding a new location at this time. The building must be at least 2,000 square feet with a kitchen and several office spaces.

In May, outstanding bills included payroll (1/3 of the month) with some utilities and indirect costs. The new grant year started with 2/3 payroll and other facility costs such as rent or utilities. The two months together almost amount to a full month of expenditures. Throughout the year, we have worked with the budget to increase wages for staff. The USDA report was also presented for April and May. **Talia moved to approve the April Finance Report. Gloria seconded the motion. Votes were recorded. Heather moved to approve the May Finance Report. Talia seconded motion. Votes were recorded. Follow-Up emails or phone calls will be sent to members who were absent for their votes for final voting.**

Board Report:

The BOD spend time discussing the COLA Supplemental Application as well as the need for a new EHS facility to generate ideas on steps to move forward.

Old Business:

Approval of Education Written Plans:

Members received these plans in the April packets. The policies were reviewed with members who were present at the April meeting. Because there was no quorum, we had to revisit for voting. **Talia motioned to approve. Heather seconded. Votes were recorded. *Follow-Up emails or phone calls will be sent to members who were absent for their votes for final voting.***

Approval of COLA Supplemental Application:

COLA application was submitted but had to be returned to get the Board of Director's signature and approval. This was due to the timeline that was given for submission of the grant. It had to be submitted on time and then rejected to complete the process. Thank you to Policy Council members for responding through email to assist us in getting their votes compiled ahead of the deadline. There should be no issue with getting those funds.

New Business:

Health Written Plans: Maria Perez, Health and Nutrition Manager, presented the policies for review. Policies included: CP01-CP03, FP03, HD01-HD05, HL01, HS01-HS08, P26-d. Topics in these policies were summarized around: allowance of animals in the classroom, community partnerships, Health Services Advisory Committee, services to pregnant women, on-going care, determining child health status, extended follow-up and treatment (communication), provision of follow-up and treatment, involving parents, testing and evaluation procedures, health emergency procedures, conditions of short-term exclusion and admittance, medication administration, injury prevention, hygiene, first aid kits, blood borne pathogens, universal precautions, and illness and injury at work. **Talia moved to approve the health written plans. Gloria seconded the motion. Votes were recorded. *Follow-Up emails or phone calls will be sent to members who were absent for their votes for final voting.***

Child Outcomes & School Readiness Goals Discussion: Krystie Hohnstein, Education Manager, discussed the 3rd child outcomes and the school readiness goals with members. She gave information on the Pyramid Model for Supporting Social Emotional Competence in Infants and Young Children with a resource www.challengingbehavior.org for parents to research at their leisure. All staff will be receiving training on this model during the August In-Service training to start the 2018-19 school year.

- EHS Spring Child Outcomes show that the highest areas of growth for this age group were: literacy and mathematics. The lowest areas of growth for this age group were: language and social-emotional.
- EHS Training Focus for the upcoming year will be: increasing language development with infants and toddlers, along with the Pyramid Model for social-emotional learning.
- Growth for HS with the Spring Outcomes show that the highest areas of growth for this age group was in physical development and mathematics. The lowest areas of growth for this age group was social-emotional development.

- HS Training Focus for the upcoming year will be mathematics in the classroom as well as the Pyramid Model for social-emotional learning.

Krystie then discussed the School Readiness Goals as set by the program and how they are aligned with the Head Start Early Learning Outcomes Framework (ELOF) including steps that staff will take to meet those goals as well as how parents are encouraged to be involved to assist with this process at home.

HFRC EHS Center Building Location:

Discussed during the finance reports due to pending contracted bills. Plan is to vacate before the school year begins in 2019-20. Still awaiting notice in writing from CAPWN. A meeting will be set for the upcoming weeks to discuss details.

Employment Openings:

Early Development Network – Part-Time Services Coordinator in Scottsbluff and Banner Counties.

Autism Behavioral Specialist – Full-Time

Teacher of the Visually Impaired – Full-Time

Therapist/Psychologist – Part-Time to Full-Time

Head Start Teacher in Scottsbluff, Sidney, and Bridgeport – Full-Time

Head Start Assistant Teacher in Scottsbluff and Sidney – 35 hours per week

Substitute Job Coaches for the 2018-19 school year for LifeLink School

Substitute Teachers for the 2018-19 school year for Meridian and LifeLink Schools

Substitute Para-educator for the 2018-19 school year for Meridian School

New Hires: None for May or June 2018.

Staff Terminations (Executive Session): *Tabled to July Meeting.*

Center Reports

Center reports were given by: Central Head Start.

Meeting was adjourned at 7:15pm.