

Policy Council Meeting

1-29-19

Submitted by: Brittany Crofutt and Kerry Mehling

Members Present: Austin Lenfter, Trevor Enrich, Donna Reynoldson, Heather Scheenan, Kasi Chabot, Matthew Gompert, Brittany Crofutt, Gloria Morales, Heather Bowen, Angelic Mendoza

Staff Present: Pam Hebbert, Stephanie Reynaga, Donna Jenne, Kerry Mehling

Policy Council Meeting called to order by Gloria Morales. Members reviewed the minutes from the November meeting. **Donna Reynoldson moved to approve the November minutes. Kasi Chabot seconded the motion. Motion carried by roll call vote.**

Director's Report:

All members received copy of the Director's report. Donna Jenne discussed the report and continued training with members on the program requirements and reporting. Attendance has been good between students and staff considering the sickness going around. Continuation grant was submitted on December 28th, 2018. Donna mentioned that the government shut down hasn't influenced the EHS/HS programs.

Finance Report:

All members received a copy of the Finance Report. Pam Hebbert, Fiscal Officer, reviewed the report with members and continued to train members on how to read the reports and distinguish costs throughout the reports based upon account codes. Pam discussed that the format of the finance report has changed. Because the program changes from year to year, providing financial information that compares expenditures from the previous month may be more relevant than reporting expenditures from the previous year. Members are encouraged to think about ways that could make fiscal reporting more useful for them.

Kerry discussed the October, November and December 2018 USDA reports. **Donna Reynoldson moved to approve the finance report. Heather Scheenan seconded the motion. Motion carried by roll call vote.**

Board Report: Dr. West is leaving ESU 13 so the agency is currently looking for his replacement. Dr. West is planning on leaving the end of May. There is an administrator search team that is looking through the applicants. The process will include: ESU#13 Board interview, Director's interview, and then a meet and greet for all employees will take place. All staff were given opportunity to complete a staff survey to add input.

ESU 13 is adding bus garage in summer, and has purchased 3 extra vehicles for ESU 13. These vehicles are utilized in other departments outside of Head Start in the agency.

New procedures were also discussed regarding updates to the Lock Down/Lock Out process.

Old Business: October 2018 USDA report reviewed in Finance Report with current, November/December reports.

New Business:**Approval of Vehicle Purchase:**

EHS was looking to purchase an extra traverse for use in the Home Base program. The program will be submitting the request letter to the regional office for the approval this week. Donna explained the process would then include a bid that must go out to dealers for at least 10 days. The ESU#13 Board will then decide where to purchase the vehicle from. **Kasi Chabot motioned to approve the purchase of an additional vehicle and Angelic Mendoza seconded the motion. Motion carried by roll call vote.**

Planning & Monitoring/Communication & Record Keeping Written Plans MS01-MS05, MS07-MS09: All members received these policies in their packets for review. Topics included were: program planning, communication with the community/families/governing body and policy groups/staff, record-keeping and reporting systems, as well as program self-assessment and monitoring. **Angelic Mendoza moved to approve the Written Plans. Donna Reynoldson seconded the motion. Motion approved by roll call vote.**

ERSEA Written Plans EL00-EL06 including Eligibility Training & General Procedures: All members received these policies in their packets for review. Stephanie Reynaga, Enrollment Manager, completed Eligibility Training with members. Training is required annually. She went over how to apply for HS/EHS services, documentation collected, how to calculate income, the new 2019 poverty guidelines, selection criteria, attendance requirements, drops/enroll timeline. **Heather Scheenan moved to approve the Written Plans. Donna Reynoldson seconded the motion. Motion approved by roll call vote.**

Selection Criteria 2019-2020: Stephanie Reynaga, Enrollment Manager, presented the draft version of the 2019-2020 Selection Criteria for discussion and approval. **Kasi Chabot moved to approve the Selection Criteria for the 2019-2020 school year. Angelic Mendoza seconded the motion. Motion carried by roll call vote.**

Election/Volunteer – Board of Directors Liaison: BOD meetings are held on the 3rd Tuesday of each month. There were no volunteers at tonight’s meeting.

COLA: The program received notification that funding for a 1.77% Cost of Living increase is available. Applications are due March 1, 2019. Pam discussed that COLA funds received in the past have been used to support the program’s focus on bringing staff wages to market levels and to supplement the Compensation Package Increase negotiated by board of directors and extended annually all ESU 13 staff. The COLA this year will be used in the same manner. The application requirement that the COLA be offered to agency partnerships has been met, in that the 2018-2019 operating budget included a rate increase that was negotiated with partnerships that was much than the COLA increases the program has received. The 1.77% COLA represents \$35,897 for Head Start and \$18,190 for Early Head Start. **Donna Reynoldson moved to approve the submission of the COLA application. Kasi Chabot seconded the motion. Motion carried by roll call vote.**

Employment Openings were passed around for members to review. Openings included:

Teacher of the Visually Impaired – Full-Time

Early Childhood Special Educator – Part-Time

Mental Health Provider – Full-Time

Special Education Coordinator – Full-Time

Speech-Language Pathologist – Part-Time and Full-Time

Sidney Head Start Assistant Teacher – Full-Time

Substitute Job Coaches and Teachers for LifeLink and Meridian School

Substitute Para-Educators for Meridian School

New Hires:

Valeria Rodriguez-HFRC teacher assistant, 40 hours week/12 month position, AA Degree from WNCC

Katherine Stauffer-CDC 4 assistant teacher, 35 hours week/10 month position, BA ECE from UNL

Jessica Campbell, Sidney assistant teacher, 35 hours week/10 month, HS Diploma

Center Reports: Reports were turned in due to the time. Reports were received from: Sidney, CDC1, CDC2, CDC3, CDC4, Minatare, Mitchell, Morrill (all 3 classrooms), Gering, and HFRC EHS.

Meeting adjourned at 8:00p.m.