

Policy Council Meeting
10-21-17
Submitted by: Kerry Mehling

Members Present: Jennifer O’Hare, Karon Hawley, Gloria Morales, Trevor Soule, Donna Reynoldson, Jessica Palomo, Michelle Wilkinson, Kandie Weinbender, Fatoumata Cessay, Heather Smith, Amanda Miller
Staff Present: Kerry Mehling, Donna Jenne, Pam Hebbert

Policy Council Meeting called to order by Jennifer O’Hare at 10:50am. Members reviewed the minutes from the September meeting. An update was given to new members regarding the \$65,000 that was left over from the 2016-17 grant year in regards to the plans to build a garage. These plans ultimately did not take place due to the federal interest in the ESU#13 campus that would take place by using funds to put up a building. Pam explained the program situation and processes as the grant moved to ESU#13 and establishing a working and accurate budget for expenditures. **Jennifer moved to approve the minutes. Kandi seconded the motion. Motion carried by roll call vote.**

Director’s Report:

All members received copy of the Director’s report. Donna discussed the report and continued training with members on the program requirement and reporting. Donna reported that staff are working to enter all documentation into the data system, so all #'s are not accurately reflected yet at this time. Donna also mentioned that Dr. Jeff West, Donna Jenne, and Kerry Mehling will be going out to talk with more public schools to see if we can expand on our partnerships with the public schools.

Finance Report:

All members received a copy of the Finance Report. Pam Hebbert, Fiscal Officer, began fiscal training with the newly elected Policy Council members. All funds are broken down by program, EHS and HS. Pam also explained the T/TA Award funds that are designated for staff training. She identified the codes and what they mean throughout the report. Pam explained information regarding In-Kind and the need to maintain the Administrative Percentage that it must be maintained below 15%. Report for September showed the percentage to be at 12.62%. The credit card report was also explained as well as the process that staff must go through to request funds by completing a requisition form in order to use a credit card. ***The September 2017 USDA report was not presented at this time. This will accompany the Finance Report in November.*** **Kandi moved to approve the Financial Report. Gloria seconded the motion. Motion carried by roll call vote.**

Board Report:

Employee wellness and safety policies were passed. Reports presented on Behavioral Health at the public schools for children who are struggling with behavioral health. There are plans to submit some new grants to help with this process.

New Business:

Members received the resource to access the Early Childhood Learning and Knowledge Center as well as some additional training on the website for Policy Council and overall Program Governance.

Meeting Dates/Times/Committee Elections:

Members agreed to continue meetings on the last Tuesday of each month beginning at 6pm. Meetings will take place at ESU#13 in the conference room unless otherwise noted. Kerry discussed the process and responsibilities

for possible committees and positions within the Policy Council that will be voted upon during the November meeting. The group will be voting for a Chairperson, Vice Chairperson and a Secretary. Other possible positions include Board of Director's Liaison, and committee representatives for Health Advisory Committee and Interview/Hiring Committee.

Approval of the HS Philosophy: Members reviewed the HS Philosophy and all received a copy in their Program Governance Training Binder. **Jennifer moved to approve the HS Philosophy. Michelle seconded the motion. Motion carried by roll call vote.**

Approval of the By-Laws: Members reviewed the by-laws with explanation by Kerry Mehling. All members received a copy in their Program Governance Training Binder. **Michelle moved to approve the by-laws. Gloria seconded the motion. Motion carried by roll call voting.**

Review of Governance Written Plans (voting in November): All members received a copy of the Program Governance Written Plans including Policy PG01-PG20. Members were asked to read through the policies prior to the November 28th scheduled meeting. Staff will discuss the policies and address any questions at that time before asking for approval of the written plans.

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

Bus Monitor Head Start – Scottsbluff area – 30 hours/week, 9 month position

Substitute Job Coaches for the 2017-18 school year – ESU#13 LifeLink School– on call basis

Substitute Teachers for the 2017-18 school year – ESU#13 Meridian School and LifeLink Schools– on call basis

Substitute Para-Educators for the 2017-18 school year – ESU#13 Meridian School – on call basis

New Hires:

Becky Null – Assistant Teacher at Central HS – 40 hours/week-12 month position.

Tabitha Rapp – Assistant Teacher in Sidney – 35 hours/week – 9 month position.

Donna moved to approve the New Hires. Amanda seconded the motion. Motion carried by roll call vote.

Forms Training: Kerry discussed the use of the Policy Council In-Kind form, Mileage and child care expenditure reimbursement forms with completion of a W-9 for the Fiscal Office, as well as expectations for completion of the Center Report Form. All members received a copy for training purposes.

Confidentiality Statement: All members were asked to read and sign a statement of confidentiality as they move into their new roles as Policy Council Representatives for ESU#13 Head Start. Confidentiality in their role was discussed in depth.

Center Reports: Center reports were turned in due to a lack of time. Reports submitted included: Sidney, HFRC EHS, CDC4, CDC5, EHS Home Base, Gering, Central, Bayard, CDC IT/Combo 1.

Meeting adjourned at 12:32pm.