

Policy Council Minutes  
11-28-17  
Submitted by: Kerry Mehling

**Members Present:** Ashley Newhoff, Kandi Weinbender, Jessica Palomo, Gloria Morales, Jennifer O'Hare, Heather Smith, Fatoumata Ceesay, Michelle Wilkinson, Tony Mitchell, Trevor Soule

**Staff Present:** Kerry Mehling, Donna Jenne, Krystie Hohnstein

Meeting was called to order by Ashley Newhoff at 6:17pm.

Introduction of New Policy Council Representatives was completed. Members reviewed the minutes from the October meeting. **Gloria moved to approve the minutes. Ashley seconded the motion. Motion carried by roll call vote.**

**Director's Report:**

All members received a copy of the Director's report. Donna reviewed the program requirements and discussed the process of working with families to complete screenings and program expectations. Donna pointed out that the program has more than exceeded the 10% children with disabilities requirements early in the school year. Discussion took place regarding additional training that is happening and increasing staff in some classrooms as the program is facing some challenging behaviors this year in some locations. Donna also mentioned some potential new partnership developments that are in the very early stages of discussion with some area public schools where partnerships have not yet been established.

**Finance Report:**

Pam Hebbert, Fiscal Officer, was absent for this meeting. Donna Jenne discussed the finance reports. All members received a copy of the finance reports, including the credit card expenditures, for review. Donna pointed out the various columns on the report and how members are able to compare current expenditures to last grant year's expenditures as we move throughout the grant year. A revised September report was also provided due to some errors that were discovered in account coding and expense charges.

Kerry then discussed the USDA Report of Reimbursement: all members received a copy of the report that included reimbursements for both September and October 2017. Kerry explained that for the HS meal reimbursement for September and October were largely different in amount due to a food vendor contract that was not in place with CAPWN that affected our reimbursement due to the partnership that ESU#13 has with them at CDC. ESU#13 took a loss on meals in September due to this oversight in the partnership. It has since been corrected and the October report shows an accurate picture of average reimbursements that can be expected while the program is in full session. **Ashley moved to approve the Finance Report: Jennifer seconded the motion. Motion carried by roll call vote.**

**Board Report:**

Donna conducted Program Governance Training with the Board of Directors and presented the program governance written plans. Discussion regarding 99<sup>th</sup> Annual State Education conference that many board members were able to attend. Some discussion on purchase of vehicles for other departments in ESU#13.

**Old Business:**

**Approval of USDA Report for September, 2017** was completed along with the Finance Reports.

**New Business:**

**Election of Officers:** Members were asked to nominate a fellow team member or themselves for each of the following offices within the Policy Council. Nominees were given an opportunity to discuss why they were interested in the office and what strengths they will bring if voted in by the Policy Council. Secret ballot voting took place for Executive Committee officers. Personnel Committee, Board Liaison and Health Services Advisory Committee members were filled with everyone who was interested in those committees.

<b><i>Executive Committee:</i></b> President: Ashley Newhoff Vice President: Jessica Palomo Secretary: Jennifer O’Hare	<b><i>Personnel Committee:</i></b> Jessica Palomo Gloria Morales Kandi Weinbender Ashley Newhoff
<b><i>Board Liaison:</i></b> <b>No volunteers at this time.</b>	<b><i>Health Services Advisory Committee:</i></b> <b>No volunteers at this time.</b>

**Jennifer moved to approve the Election of Officers as voted by the Policy Council. Michelle seconded the motion. Motion carried by roll call vote.**

**Program Governance Written Plan Review/Revision PG01-PG20:** All members received a copy of the written plans in their training binders and were asked to review those following the October Program Governance Training. Kerry discussed the policies individually. Discussion took place regarding the role of Parent Committees and how Policy Council members can work with them, what type of training that may need in the future to be more productive, and other ways to get parents more involved. **Michelle moved to approve the program governance written plans. Gloria seconded the motion. Motion carried by roll call vote.**

**HS/EHS Continuation Grants Approval:**

The program is requesting to submit the Continuation Grant for the 2017-18 school year. The grant must be submitted by December 21<sup>st</sup>, before ESU#13 goes on Christmas Break. The grant is in the amount of: \$3,021,850.00. Donna discussed the coaching process as is now written into the HS Program Performance Standards and how that is being implemented in our program currently. She then routed copies of the School Readiness Program goals and discussed how they are aligned with the Early Learning Outcomes Framework (ELOF). This framework targets developmentally appropriate expectations along with several domain areas for implementation. Donna then routed the program’s self-assessment summary for the 2016-17 school year that will be submitted with the continuation grant for 2017-18. She then reviewed the program’s goals and objectives that are being implemented to successfully meet those goals. Members were given the opportunity to read through all of those documents.

Discussion took place on how the program will be designed in 2017-18, including leaving classrooms as they are at this time with the possibility of working with additional public schools for partnerships as those may develop. Additional partnerships may develop quickly enough to be implemented in the upcoming grant year, or conversations may need to continue for future years. A complete community assessment will be taking place in 2018. The program is working on gathering bids from agencies who will assist us in completing a thorough community assessment. **Jessica moved to approve HS/EHS Continuation Grant for 2017-18. Kandi seconded the motion. Motion carried by roll call vote.**

**Child Outcomes & School Readiness Goals Discussion:** Krystie Hohnstein, Education Manager, presented the School Readiness goals and discussed how they are aligned with the Early Learning Outcomes Framework (ELOF). Members were able to review the goals as well as the 1<sup>st</sup> checkpoint outcomes for the EHS/HS children who entered the program in the fall of 2017. The checkpoints show the percentage of children who are below, meeting, or exceeding the defined developmentally appropriate expectation. She discussed the Teaching Strategies Gold Assessment Tool and how it aligns with the Creative Curriculum that is utilized in the classrooms throughout the program and public school partnerships. The program completes 3 checkpoints each school year that will outline growth in children throughout their program participation in all of the domain areas including: social-emotional, physical, language, cognitive, literacy, mathematics, Spanish language, and Spanish literacy. Krystie discussed the process of training staff members to implement the curriculum with fidelity in all classrooms in the fall and upcoming training planned for the winter. She also mentioned that there have been some technical issues with the online programming that is out of the ESU#13's (any program who utilizes the curriculum) control.

**Self-Assessment Process for EHS/HS including written plan SA01:** Kerry and Donna discussed the self-assessment process, highlighting the importance of Policy Council and parent involvement/feedback to continuously strengthen the program. The group brainstormed some ideas and were asked to continue thinking about how we can improve the participation of parents in this process, as it has been a struggle to get parent feedback in the past couple of years. Discussion also took place on how data is collected for the self-assessment final report that accompanies the grant including: data collection, observations, and interviews. **Michelle moved to approve the self-assessment process and written plan. Trevor seconded the motion. Motion carried by roll call vote.**

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

ESU #13:

Substitute Job Coaches for the 2017-18 school year  
Substitute Teachers for the 2017-18 school year  
Substitute Para-educator for the 2017-18 school year

Head Start

Head Start Enrollment Manager  
Head Start Teacher Assistant in Sidney and Bridgeport  
Head Start Teacher Assistant Substitutes

New Hires:

Donna Reynoldson – Bus Monitor at CDC – 30 hours/week – 9 month position.  
Alexandria Velazquez – Assistant Teacher at Bridgeport – 35 hours/week – 9 month position.  
Pamela Huerta – Assistant Teacher in Sidney – 35 hours/week – 9 month position.  
Morgan Miller – Assistant Teacher in CDC4 – 35 hours/week – 9 month position.

**Jennifer moved to approve the new hires. Tony seconded the motion. Motion approved by roll call vote.**

Center Report

Center reports were given by: Kimball, Mitchell, Gering, HFRC,

**Meeting was adjourned at 8:15pm.**