

Policy Council Meeting
11-30-21
Submitted by: Kerry Mehling

Members Present: Lacey James, Kristina Stokes, Abigail Main, Kaiya West, Ashley Deeds, Haylie Wallingford, Yuleth Vera, Chelsea Perez, Laura Morehead, Shayna Hudson

Staff Present: Kerry Mehling, Krystie Hohnstein, Jodi Walker, Roxane Humphrey

Board Members Present: Diane Coon

Policy Council Meeting called to order by current Vice Chairperson, Laura Morehead, at 6:20pm. New member introductions were made. Members reviewed the minutes from the October meeting. **Kristina moved to approve the October minutes. Laura seconded the motion. Motion carried by roll call vote.**

Director's Report:

All members received copy of the Director's report. Krystie Hohnstein discussed the report and continued training with members on the program requirements and reporting. The program has continued to struggle in the HS Bridgeport location with meeting full enrollment. EHS has 4 open slots currently and will be filled in the timeframe allowed. The Home Base program has also struggled to meet full enrollment this year and feels that COVID-19 has contributed to this hardship as families are uncertain about having people in their homes. Screenings have mostly been completed and there are some make-up screenings in process for children who were absent on screening dates. Parent-Teacher conferences follow different schedules by location so some are in process and others have been completed. Families have set goals and are now working towards the action steps to achieve those goals. The COVID carry-over application was resubmitted today with some corrections that were required in the submission process.

Finance Report:

All members received a copy of the Finance Report. Jodi Walker, ESU 13 Business Manager, Kerry Mehling, and Krystie Hohnstein presented the reports. Several new members were in attendance, so staff gave an overview of the reports that were distributed to all. Reports presented included Head Start (HS) Operating, Early Head Start (EHS) Operating, HS Training and Technical Assistance (T/TA), EHS T/TA, credit card expenditures, and COVID funding. Members were reminded that the grant year runs from April 1, 2020 thru March 31st, 2021. Reports outline current month expenditures in comparison to previous month expenditures where applicable, the budget year-to-date, and the % of the budget year expended. Kerry also explained the Administrative percentage requirements and costs and reminded members that this number cannot exceed 15% at any given time.

The program submitted a carry-over request for COVID-1 funds for the amount of \$68,966.03. An official response for the request has not yet been received from the Regional Office.

ESU13 audit was completed in November 2021. Jodi Walker shared that there were not any concerns highlighted during the audit. ***A final report will be received by ESU13 in the near future and will be shared with Policy Council when received.*** **Kaiya moved to approve the finance report. Abigail seconded the motion. Motion carried by roll call vote.**

Board Report:

The November Board of Education meeting included a presentation by the Professional Learning Department to showcase the opportunities provided for educators, students, partnerships, and plans for future support. One of

the board members shared information from her attendance at the Nebraska Association of School Boards Conference in October. Krystie Hohnstein presented the Governance Training to the Board with links to more learning resources. The HS By-Laws and the HS Philosophy were approved. Krystie was also approved as the Director for the HS Program. In addition, Dr. Laura Barrett gave updates on the HVAC project at the Avenue I location, updates to the Certificated Evaluation instrument for Nebraska Teacher and Principal Performance Standards, and the Election Districts Committee work to revise the ESU13 district boundaries.

New Business:

Head Start COVID-19 Vaccination Procedures: All members received a copy of the vaccination procedures that was given to Head Start staff following the release of the Final Rule. Discussion was held about how this would be handled by the program, if staff resignations would shut down classrooms, and how it might impact partnership school districts. In addition, new masking requirements were discussed for children and adults ages 2 and up according to the Final Rule. Members are asked to allow administration to work through this process and to ask questions as they come up. A lengthy discussion took place with several members voicing concern about these requirements.

Election of Officers: Officers were elected for the following Policy Council seats and committees: Executive Committee including a President, Vice President, and Secretary. Other committee opportunities discussed were: Personnel and Health Services Advisory Committees. An explanation of each committee was given and members had the opportunity to nominate self or others and the nominees were given opportunity to talk about their interest in the position and why they felt they would be a reliable candidate to carry out the responsibilities. Final election results are as follows:

Executive Committee:

President:	Vice President:	Secretary:
Nominees: Laura Morehead	Nominees: Kristina Stokes	Nominees: Kaiya West
<i>Elected – Laura Morehead</i>	<i>Elected- Kristina Stokes</i>	<i>Elected – Kaiya West</i>

Personnel Committee Volunteers: Shayna Hudson

Health Services Advisory Committee Volunteers: Shayna Hudson, Laura Morehead, Haylie Wallingford
Lacee moved to approve the Officers and Committee Members. Shayna seconded the motion. Motion approved by roll call vote.

Program Governance Written Plans PG01-PG20: Members reviewed the Program Governance written plans after receiving a copy in their Program Governance Training Binder in October. They were asked to review the policies prior to the November meeting. No further discussion. **Kaiya moved to approve the Governance Written Plans. Haylie seconded the motion. Motion approved by roll call vote.**

HS/EHS 2021-2022 Continuation Grant Approval: Krystie Hohnstein discussed what the upcoming continuation grant will encompass. The grant amount is \$3,313,210.00 for the HS/EHS Program. The grant must be submitted by December 31st, 2021.

Krystie gave an overview of the grant with no proposed service changes. The program plans to serve a total of 286 children with 7 public school partnerships in Bayard, Gering, Minatare, Mitchell, Morrill, and Scottsbluff and Sidney. A total of 202 slots will be preschool, with 148 of those slots in the public school partnerships. The additional 84 slots are designated to EHS. The program intends to reapply for the LDO – Class Size Waiver as part of the grant application to allow for partnerships school districts to serve up to 20 children in each session for double session classrooms.

Program goals for the next 5 years were included in the discussion. Annual community assessment surveys, parent surveys, staff surveys, and the self-assessment process have helped to guide the process for the continuation grant and service delivery for 2022-2023. **Kristina moved to approve the 2022-23 Continuation Grant submission. Abigail seconded the motion. Motion approved by roll call vote. The newly elected Policy Council Chairperson, Laura Morehead, signed off on the letter of approval by the Policy Council.**

Child Outcomes and School Readiness Discussion: Roxane Humphrey, Partnership Education & Special Services Manager, presented the child outcomes and school readiness goals to the members. Members received a copy of the ESU13 Head Start School Readiness Goals. She discussed how the goals align with the *Early Learning Outcomes Framework* (ELOF) for children ages birth to five. She then discussed the *GOLD Assessment* tool that measures child learning and growth in the domains of social-emotional, physical, language, cognitive, literacy, and mathematics. She explained how these tools guide staff and families to assist with dual language learners. Other curriculum supports include Teaching Strategies GOLD (TSGold), Creative Curriculum (curriculum is targeted towards age group including Infant-Toddlers and Twos, or Preschool), and Parents as Teachers (Home Base only).

Members received a copy of the fall checkpoint, which provides a baseline for where children came into the program in the fall within the widely held expectations that are based upon age in TSGold. The report shows the percentage of children who scored below expectations, meeting expectations, or exceeding expectations. In the winter, members will be able to see how children have progressed from the 1st checkpoint in the fall to the 2nd checkpoint in the winter.

Members were reminded that the program is required to serve at least 10% of children who are receiving services through an IFSP or an IEP. The overall goal of Head Start is that children will show growth throughout their enrollment in the program regardless of where their baseline scores are located.

A suggestion was made to consider adding more specific school readiness goals to define an expectation for children's growth annually. When the program looks at the final outcomes reports, staff review the overall score and assess the growth in each domain. This data will influence the program's training plan for teachers as well as guide the program in purchasing materials that may be helpful to enhance learning in lower scoring domains in the classrooms.

Self-Assessment Process for EHS/HS SA01:

Kerry Mehling presented the self-assessment process. Surveys occur on an ongoing basis with staff and parents throughout the school year to gain feedback on program operations. The annual self-assessment process includes data from classroom observations, interviews with staff and parents, and data review regarding screenings, assessments, child and family outcomes, and much more. **Haylie moved to approve the Self-Assessment Process. Laura seconded the motion. Motion approved by roll call vote.**

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

Early Childhood Teacher – Bridgeport Head Start – Full time, 10 month position.

Facility/Fleet Manager – ESU13 Administration – Full time, full year position.

Speech/Language Pathologist 22-23 school year. Full-time position.

Special Education Retention Program Project Manager – 200 day contract.

Title 1C Education Recruiter – Cherry, Grant, Hooker, Thomas Counties.

Title 1C Education Service Provider Cherry County – Part-time.

Head Start Grant Fiscal Officer – Full time, full year position.

Head Start Floater/Assistant Teachers – Full-time.

School Psychologist 2021-2022 school year. Full-time position.

Substitute Para Educators – Meridian School.

Substitute VALTS Facilitator Sidney – On-call, as needed.

Job descriptions including credential requirements can be found at www.esu13.org (Employment Opportunities).

Approval of Fiscal Officer Candidate: *Tabled, no confirmed candidate at this time.*

New Hires:

Margaret Stovall – Rehire as an Assistant Teacher @ ELC. Full-time, full year position.

Kristina moved to approve the New Staff Hire. Haylee seconded the motion. Motion approved by roll call vote.

Center Reports: Center reports were turned in due to the late time of the meeting. Reports were turned in from: CDC108, Minatare, Mitchell, Bayard.

Meeting adjourned at 8:05pm.