

Policy Council Meeting
2-25-20
Submitted by: Kerry Mehling

Members Present: Gloria Morales, Perla Lara, Mattie Bauer, Vanessa Ramirez Venzor, Laura Morehead, Hannah Gadbow, Kathrine Macintosh, Kelsey Duffield

Staff Present: Kerry Mehling, Donna Jenne, Pam Hebbert

Policy Council Meeting called to order by Gloria at 6:10p.m. Members reviewed the minutes from the January meeting. **Perla moved to approve the January minutes. Kelsey seconded the motion. Motion carried by roll call vote.**

Director's Report:

All members received copy of the Director's report. Donna reviewed the report with members and explained the requirements to new members. Attendance has been a little low due to widespread illness. New referrals are actively taking place for children with possible disabilities. Centers are receiving the second round of dental screenings at this time. The program's new Health & Nutrition Manager is learning many things and completing data entry, reaching out to families and working with staff to meet health requirements. Parent Teacher Conferences are in process. Applications are now being accepted for the 2020-2021 school year. Transition activities are taking place for children who will be going on to Kindergarten next year. Behavioral health observations are also in progress for all classrooms.

Finance Report:

All members received a copy of the Finance Report. Pam Hebbert, Fiscal Officer, presented the reports. Pam explained each of the reports for new members. Currently, the program has completed 72% of the grant year that runs from April 1 – March 31. The program has spent 69% of the grant funds.

Spending has remained relatively consistent from month to month. There will be an adjustment made for next month for Supplies/General supplies due to a coding error that will need to be fixed pertaining to rent paid to ESU13 from CAPWN to CDC. There is only one more month to spend down the remaining funds before the end of the grant year on March 31st. We will be communicating with Policy Council about how those funds will be spent.

Donna also discussed the expenses under Professional Services that were utilized to contract for nutrition services when the program was short staffed (Health and Nutrition Manager). This contracted professional assisted the program in writing menus and meeting CACFP requirements. This was an expense that was not initially budgeted for as it was an unexpected cost to the grant.

Pam then explained the Administrative percentage report which is at 11.20% which is very good. The credit card report and the USDA report of reimbursement were also reviewed. **Kelsey moved to approve the finance report. Perla seconded the motion. Motion carried by roll call vote.**

Board Report:

Technology department presented to the BOD. ESU#13 has a new website, please check it out at www.esu13.org. Head Start also has a new Facebook page. Video surveillance policy is in development. ERSEA training also took place. A new addition to the WNCC-Sidney campus is in progress for the Administration building.

KSO CPA and Advisors will be the new auditors for ESU#13. Audits take place annually and then every 5th year by the NE Department of Education. The personnel committee met and discussed the Administrator's contract.

Old Business: None**New Business:**

Fiscal Written Plans: Pam reviewed the written plans with members. All members received a copy in their packets. Pam discussed the multiple regulations that are required as identified through the Head Start Act, the Program Performance Standards and federal code regarding fiscal responsibilities. Processes and procedures that are particularly pertinent to Head Start policy council activity were shared regarding the following topics: Shared governance, written accounting procedures and financial reporting requirements, administrative cost limits, classification of costs (reasonable, allowable, allocable), indirect and direct costs, competition, credit card purchasing, code of ethics, cost sharing and matching (in-kind), fixed assets/inventory control, and travel policies.

Perla moved to approve the Fiscal Written Plans. Kathrine seconded the motion. Motion approved by roll call vote.

Human Resources Written Plan Review – Human Resources written plans are in the process of being updated. The program decided that it would be best to present these in August with the Employee Handbook changes, so the timeline was adjusted to accommodate this need. *This topic is tabled until August 2020.*

Election of Policy Council Vice President: The person who was elected to fulfill this duty in the fall is no longer able to do so. New election took place as follows:

Nominees: Kathrine Macintosh, Laura Morehead

Elected: Kathrine Macintosh. **Perla moved to approve Kathrine as the new Vice President. Hannah seconded the motion. Motion approved by roll call vote.**

2019-2020 New 5 Year Grant Update:

We are currently working with our program specialist on grant questions and clarifications for the proposal of services for the next 5 year grant cycle beginning April 1, 2020. The program should know the result of the grant application before March 31st. Donna discussed the Locally Designed Option, which is a waiver that is offered for the public school partnerships who serve 20 children in each of their classrooms to meet the need in their community. The grant also proposed that 46 preschool slots to be converted into 16 infant/toddler slots.

The NE Department of Education is requiring that teachers within the ESU#13 Head Start program meet the Rule 11 requirements. There is a possible waiver process that will allow teachers to work towards teacher certification within the next 4 years. HS/EHS only has 4 teachers who currently meet the waiver requirements. The program is required to try to fill those positions with teachers who will meet the waiver process or teacher certification. There is a shortage of early childhood teachers in Western NE. The program will continue to work with the NE Department of Education on this requirement. Policy Council expressed great concern for the program and the teachers currently working with children.

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

School Psychologist – Scottsbluff area

Speech/Language Pathologist – Scottsbluff, Sidney, Chadron

Substitute Job Coaches for the 2019-20 school year – LifeLink

Substitute Teachers for the 2019-20 school year – Meridian and LifeLink

Substitute Paraeducators for the 2019-20 school year – Meridian

Migrant Education Service Provider – Sioux, Dawes, and Sheridan Counties in NE

Title 1C Education Program Tutor – Varying locations in provider district

New Hires:

Jeremy Barron – Bus Monitor/Assistant Teacher at Northfield. 35 hours/week-10 month position.

Jamie Cawley – Floater for EHS-CDC. 35 hours/week – full year position.

Alyssa Galvan – Assistant Teacher for EHS-CDC. 40 hours/week – full year position.

Vanessa Jaramillo – Floater for EHS-CDC. 40 hours/week – full year position.

Perla moved to approve the New Hires. Kelsey seconded the motion. Motion carried by roll call vote.

Center Reports: Home Base, Mitchell Tiger Cub, Central, Bridgeport

Meeting adjourned at 7:55pm.