

Policy Council Meeting
2-26-19
Submitted by: Kerry Mehling

Members Present: Heather Bowen, Chasity Duarte, Austin Lentfer, Matthew Gompert, Donna Reynoldson, Heather Scheenan, Gloria Morales, Angelic Mendoza.

Staff Present: Kerry Mehling, Donna Jenne, Pam Hebbert, Jerry Becking

Policy Council Meeting called to order by Gloria at 6:15pm. Members reviewed the minutes from the January meeting. **Heather S. moved to approve the January minutes. Donna R. 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. The program is working on filling 3 EHS slots and 1 HS slot at this time. The program will continue taking applications for the 2018-19 school year and has begun taking applications for the 2019-2020 school year.

Finance Report:

All members received a copy of the Finance Report. Pam Hebbert, Fiscal Officer, reviewed the report with members including credit card expenditures. Currently the Head Start program is 7 months, or 70% into the budget period. Expenses for January, February and March will finish out this grant year. For the EHS program, we are 75% of the way through the grant year as it is a 12 month program. Administrative costs must stay below 15% and are currently showing well below at 9.67%. Members also reviewed the credit card expenditures. Kerry discussed the January 2019 USDA reports. **Donna R. moved to approve the finance report. Heather S. seconded the motion. Motion carried by roll call vote.**

Board Report: Dr. Andrew Dick from Scottsbluff Public Schools will replace Dr. Jeff West after his resignation becomes effective April 19th, 2019. Laura Barrett, Director of Special Services, will serve as the interim Administrator until Dr. Dick officially begins on June 1, 2019.

Construction planning in Sidney at the ESU#13 administrative building is in process, construction at the ESU#13 building in Scottsbluff is taking place to add a bus barn. The board also received eligibility training and approved the vehicle purchase as the Policy Council did in January.

Old Business: None

New Business:

Fiscal Written Plans: All members received these policies in their packets for review. Pam Hebbert presented the fiscal plans. These plans contain information regarding the financial systems that are in place for the Head Start Program in ESU#13. Many resources were utilized to create these written plans with the assistance of a fiscal specialist as listed in the policies. Shared Governance is outlined to show the responsibilities of the Policy Council and the Board of Directors. Reporting requirements are listed for monthly, quarterly, semi-annual and annual reports. Audits also take place annually.

Other topics include: Internal controls to ensure the grant award is being managed in compliance with all regulations, administrative cost limits and waivers, classification of costs and guidelines for determining direct and indirect costs, insurance and bonding, budget and program revisions, competition for program purchases through the solicitation of bids from a number of sources, credit card purchases, code of ethics, cost sharing and matching/non-federal share (in-kind), fixed assets/inventory control, and travel policies. **Heather B. moved to approve the Fiscal Written Plans. Matthew seconded the motion. Motion approved by roll call vote.**

Human Resources Written Plans: All members received these policies in their packets for review. Jerry Becking, HR Manager, presented the written plans. These plans address the following topics: Recruitment and selection of staff; employee background checks including criminal history checks, sex offender and child abuse registry checks; employee rights, conditional offers of employment, safe driving record standard for drivers, personnel records, employee orientation, appointment of position, procedures for filling vacancies, employee use of facilities, use of vehicles, community relations, soliciting funds from ESU#13 personnel, staff and volunteer health and staff qualifications. **Donna moved to approve the Written Plans. Angelic seconded the motion. Motion approved by roll call vote.**

2019-20 Continuation Grant Update: Sidney Head Start will move into partnership with Sidney Public Schools as planned. Scottsbluff Public Schools is still awaiting the outcome of their preschool expansion grant. This will determine final facility/classroom plans in the Scottsbluff area as the program is exploring a couple of options in the case that the grant is not awarded to Scottsbluff Public Schools including an off-site facility or the possibility of renting space at Scottsbluff Public Schools.

The request for conversion of Head Start slots to EHS slots has been denied. The budget will have to be revised to show that this change will not be taking place. We are unsure at this time what this will look like for Kimball Head Start due to staffing and enrollment concerns. Slots may be moved to the Kimball Public School if they are interested in a partnership with the program or slots may be moved to other sites with a longer waiting list where children are not being served. Bus Routes are still in planning for the Scottsbluff/Gering area.

EHS HFRC/WNCDC Facility Move & Updates: Construction is now taking place to move HFRC to the CDC building. One preschool classroom from CDC will move to Northfield Elementary in Gering for 18 children. Some construction taking place on the playground at Northfield for the preschoolers. Still awaiting notification from Scottsbluff Bear Cub regarding an additional partnership classroom at Roosevelt and expansion grant. There is another community option that can be utilized if additional classrooms are needed.

A letter will be going out to EHS HFRC families very soon to describe the dates that the center will be closed. A follow-up conversation will take place at the March 12th family gathering. Donna Jenne and Kerry Mehling will attend to answer any questions.

Video – OHS Director, Message for PC Members: *Video has not been received via email yet. Tabled to March meeting.*

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
 Speech-Language Pathologist – full time and part time available for the 2019-2020 school year.

Staff Development Specialist – full time
MTSS Regional Facilitator – full time
Secondary Transition Specialist – full time
Head Start Assistant Teacher in Sidney – full time
Head Start Assistant Teacher in Kimball – full time
Substitute Job Coaches for the 2018-19 school year – LifeLink School
Substitute Teachers for the 2018-19 school year – Meridian and LifeLink School
Substitute Para-educator for the 2018-19 school year – Meridian School

New Hires: No new hires to report this month.

Center Reports: Home Base, Mitchell Tiger Cub, Scottsbluff Bear Cub-Roosevelt, Sidney, Minatare, Central, Gering and CDC2/CDC3 (turned in as rep was not present for CDC2/CDC3)

Meeting adjourned at 7:35p.m.