

Policy Council Meeting
3-26-19
Submitted by: Kerry Mehling

Members Present: Heather Bowen, Allisha Coffman, Michael Amaya, Angelic Mendoza, Kasi Chabot, Donna Reynoldson, Heather Scheenan, Austin Lentfer, Gloria Morales.

Staff Present: Kerry Mehling, Donna Jenne, Pam Hebbert, Krystie Hohnstein, Maria Pineda

Policy Council Meeting called to order by Gloria Morales at 6:15pm. Members reviewed the minutes from the February meeting. **Donna R. moved to approve the February minutes. Heather Scheenan 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 1 EHS opening and 1 HS opening. The program 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. The program is finalizing the current grant year as it will be completed on March 31st, 2019. Pam pointed out the "Budget with COLA" column on the report to show that this is our target to reach at the end of the grant year. The Training and Technical Assistance Award must be totally spent in the grant year. The program can spend more than what is awarded in T/TA funds with the excess coming out of the program operations budget. All of the EHS T/TA funding has been spent and new Creative Curriculum study kits have been ordered for HS classrooms to use up the balance of the HS T/TA funds. Pam reported that the program is on target to spend all of the funds for this grant year. There are some construction activities going on at CDC to accommodate the HFRC EHS move to that facility, the cost of which will also still be coming out of this year's grant funding. Indirect costs, in effect, are used to compensate the ESU13 agency for services that are provided such as maintenance, technology and administration. Because expenses incurred in March will not be paid until the April accounts payable cycle, it will be the May meeting before reports will start to reflect final expenditure of this year's funds. Administrative percentage is at 11.54%. As noted this percentage cannot exceed 15%.

Conversation took place regarding food service at centers where food is provided through the public schools with contracted food services. Parents are looking for options to change the food options as provided at the public school. **Kasi moved to approve the finance report. Angelic seconded the motion. Motion carried by roll call vote.**

Board Report:

Updates on the continuation grant were shared. Family and Medical Leave policy is in the process of revisions. Landscaping is taking place at the Scottsbluff Administration Building. Head Start was approved to purchase a 2019 Chevy Equinox. Remodeling expenses were approved for the Western NE Child Development Center. Approved ESU#13 staff resignations.

Old Business: Video – OHS Director, Message for PC Members: The video was reviewed with members and discussion took place regarding advocacy and recruitment efforts that Policy Council can assist with in their communities.

New Business:

Disability/Transition Written Plans PI01, CP03, DS01, FP08, HL01, ND01: All members received these policies in their packets for review. Maria Pineda, Special Services Manager, presented the written plans. Topics included in the policies were: Parent Participation and Transition, Disabilities Services, Parent Involvement in Transition Activities, Testing & Evaluation Procedures, and Nondiscrimination on the Basis of Handicap. Maria Pineda also shared some resources with members that they could take and utilize or share with others including a Developmental Wheel and several brochures with resources for parents with concerns regarding their child's growth and development. **Heather Bowen moved to approve the Disability/Transition Written Plans. Angelic seconded the motion. Motion approved by roll call vote.**

Mental Health Written Plans MH01-MH02: All members received these policies in their packets for review. Maria Pineda, Special Services Manager, presented the written plans. Topics included in these policies were: Supporting parents, and consultation with a Mental Health Professional. **Heather Bowen moved to approve the Mental Health Written Plans. Donna seconded the motion. Motion approved by roll call vote.**

Education Written Plans AD02-AD02, EC00-EC06, FC01-FC03, HD06: All members received these policies in their packets for review. Krystie Hohnstein, Education Manager, reviewed these policies with members. Topics included in these policies were: Socialization activities and home visits, Facilities and Licensing Requirements, Curriculum for Infant & Toddler Education, Child Development and Education Approach for All Children, Child Development and Education Approach for Infants/Toddlers and Preschoolers, Child Development and Education Approach for Active Supervision of All Children, Infant/Toddler Safe Sleep, Release of Children, Physical Environment and Facilities, Emergency Closures, Individualization for children Birth to 5 years old.

Child Outcomes and School Readiness Goals Discussion: All members received a summary page showcasing the School Readiness Goals for the program. This summary contained children goals, program goals, as well as parent, family and community engagement goals and outlined methods for enhancing the skills of children and parents as well as program responsibility in developing programming to meet those goals.

Krystie presented the fall and winter comparison reports as recorded from the Teaching Strategies Gold Assessment tool. Areas presented for EHS (birth-3 children) included: Social-Emotional, Physical, Language, Cognitive, Literacy, and Mathematics. All areas showed growth from the baseline assessment to the winter assessment. For the HS (3-5 year olds) assessments, areas presented included: Social-Emotional, Physical, Language, Cognitive, Literacy, and Mathematics. Again, all areas showed steady growth. Education Supervisors utilize this information to also plan professional development for staff as well as the purchase of materials in the centers. **Angelic moved to approve the Education Written Plans. Austin seconded the motion. Motion approved by roll call vote.**

Continuation Grant and EHS HFRC/WNCDC Facility Move & Updates: The program has received approval of the 2019-2020 continuation grant for the amount of \$3,106,070.00. CDC renovations are in progress and are close to completion. A classroom will be utilized at Northfield Elementary in Gering with renovations taking

place on the playground. Sidney Public Schools has entered into a partnership with the Head Start program for the 2019-2020 school year and applications are being processed at this time.

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.

Secondary Transition Specialist – full time

Life Skills Teacher – part-time for the 2019-2020 school year.

Head Start Assistant Teacher in Scottsbluff – 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: Brittany Belfort – Assistant Teacher in Kimball – 35 hours per week until the end of the school year.

Heather Bowen moved to approve the new staff hires. Angelic seconded the motion. Motion carried by roll call vote.

Center Reports: Home Base, CDC2/CDC3, HFRC EHS, Mitchell Tiger Cub, Sidney, Central, Morrill, Bayard (sent in by teacher)

Meeting adjourned at 8:20pm.