

Policy Council Meeting

5-3-22

Submitted by: Kaiya West and Kerry Mehling

Members Present: Laura Morehead, Veronica Torres, Ana Rodriguez, Sofia Villanueva, Kaiya West, Mackenzie Schreiber, Kathrine Macintosh, Shayna Hudson

Board Members Present: Diane Coon, Ray Richards

Staff Present: Kerry Mehling, Krystie Hohnstein, Lauren Starke

Policy Council Meeting called to order by Laura Morehead at 6:17 pm. New member introductions were made. Members reviewed the minutes from the March meeting. **Kathrine moved to approve the March minutes. Veronica seconded the motion. Motion carried by roll call vote.**

Director's Report:

All members received a copy of the Director's report. Krystie Hohnstein discussed the report. Enrollment trends are consistent with previous months and attendance is improved - kids are getting healthy! Screenings are underway; home visits and parent-teacher conferences are completed for the school year. Family connections have been excellent this year, but leadership would still like to see improvement in the Home Base visits percentage. Every cancellation or rescheduling impacts the percentage. Progress on family goals are encouraging. All classroom observations are completed, and leadership is in the process of compiling the data.

A few staff attended the National Training Institute on Effective Practices Addressing Challenging Behaviors in Tampa, FL. They will train all of the staff next year. Trainings are ongoing with Region 7 T/TA with the Director and the New CFO. Head Start managers will attend a training through the UCLA Health Institute focusing on Staff and Organizational Wellness. HS will serve as the pilot department, and if successful, all of ESU 13 will adopt the wellness program. Family Advocates attended Child Welfare Conference in Kearney, NE and webinars on financial literacy. Six staff members are still participating in professional coaching with 13 completed goals - new data programming will help with record-keeping. Krystie attended Inter-Agency partnership meetings.

Staff have participated in several recruitment efforts for next year: ads on Facebook and at the Nile Theater, t-shirts for staff and families, window wraps, and a booth for Week of the Young Child at the mall on April 2.

Finance Report:

All members received a copy of the Finance Report. Lauren Starke, Fiscal Officer, presented the reports. All reports reflected monies as of March 31, 2022. Higher spending is to be expected on March, April and May reports as the grant is closed out and the final reports are completed, showing expenses for excess funds. In-Kind donations were added. A new grant started April 1. Past grant statements will be reviewed at the next meeting as well as the new reports for the next grant.

The remaining COVID 1 funds were allocated to the panic buttons installed at CDC and ELC.

COVID 2 & 3 funds reflect minimal expenses to date. Summer projects will utilize some of these funds.

USDA reimbursement reports increased because attendance is up from winter months. **Kathrine moved to approve the finance report, including the CACFP report for March. Laura seconded the motion. Motion carried by roll call vote.**

Board Report:

- External report went well, final report will be shared at May in-service
- Continuous improvement strategic planning - update goals
- 2.6% total package salary increase for leadership and classified staff for 2022-2023
- Caroline Winchester, Ed.D. is filling the vacant Board position until election in November
- Sidney representative is retiring, will be filling another vacancy (a prospect is interested)
- Will update videoconferencing technology in Conference Room E and Rooms 188/189 at the Harms Center next fall
- Electrical work will be completed this summer
- HVAC project will be moved to Summer 2023

Old Business:

Updates were given on the vehicle purchase up to \$40,000. The plan is to carry-over funds because the current bids are not what HS is looking for. The carry over cannot happen until final reports are filed in July and will be accessible until March 31, 2023.

New Business:**Family & Community Partnerships Written Plan Review:**

Kerry Mehling presented the written plans. She explained the goal-setting process between family advocates and families and the collaboration that occurs with parents throughout the program in the family engagement policies. Main changes were titles, dates, minor word choice revisions. Rewording on policy #70005 was proposed.

Mackenzie moved to approve the Family & Community Partnerships Written Plans. Shayna seconded the motion. Motion approved by roll call vote.

Transportation Written Plan Review:

Krystie Hohnstein presented the written plans. Minimal changes were for clarity and repetition. **Veronica moved to approve the Transportation Written Plans. Ana seconded the motion. Motion approved by roll call vote.**

Self-Assessment Results (2nd Staff & Parent Surveys):

Kerry Mehling presented the Education Written Plans and the second Child Outcomes report. Parent responses focused on family engagement activities. The surveys reflected great parent-response turnout, but only about half of the staff responded to the survey. It is anonymous, so it is not possible to track staff who participated and who did not. With low staffing, it has been difficult to get staff responses based on priority and time restraints. Staff are continuously encouraged to participate in the surveys to support program change and growth.

Discuss Community Assessment for coming year:

EHS/HS is mandated to do a community assessment within each five-year grant term. They will collaborate with Panhandle Partnership to recruit agencies to help with payment of and data inclusion for the assessments to meet the needs of many entities in the area. The purpose is to collect data from our community to best prepare grant documents and decide how EHS/HS services are delivered in our service area.

EHS/HS Grant Review/5 Year Goals/Changes for 22-23 year:

- Mitchell - adding 1 full day classroom (HS slots will increase by 5 – they will absorb the slots from Sidney decrease in HS slots)
- Minatare - 1 full day classroom instead of two half-days (no change in HS slots)
- Gering - adding 2 full day classrooms (no change in HS slots)

- Sidney - reducing enrollment from 60 seats to 45 total (HS slots will change from 20 down to 15)
- Scottsbluff - adding 2 classrooms at Roosevelt (no change in HS slots)
- Home Base - exploring options to see if this is the best service for EHS at this time. Low enrollment has been an ongoing concern both within the program and in other agencies providing similar services. Surveys have been distributed in the Bridgeport area, but no results have come back. The Health Services Advisory Committee, staff and parent self-assessment surveys also included questions about the Home Base option and opportunity for possible referrals. Plans will have be solidified this summer to prepare for the fall service options.

Leadership decided to continue with the same five-year goals. The current goals are still relevant, and some have indicators left to complete. A new goal was added to enhance support for Dual Language Learners.

Employment Openings were shared with members. Openings included:

VALTS Teacher – Special Education

Day Treatment Elem/MS Teacher – Psychology & Behavioral Health

Title 1C Data Specialist – Title 1C

Early Childhood MTSS Facilitator – Early Childhood

Head Start Floater/Assistant Teachers – Early Childhood Head Start

Early Childhood Certificated Teacher 2022-2023 School year – Early Childhood Head Start

Substitute VALTS Facilitator Sidney – Special Education

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

New Hires: None this month.

Center Reports:

Centers who shared reports for the meeting included:

- Home Base
- Head Start ELC
- Early Head Start CDC
- Scottsbluff Roosevelt
- Mitchell

Next meeting is scheduled for **Tuesday, June 28, 2022 at 6:00pm**. Policy Council members are elected to serve through September 2022. Attendance at summer meetings is a responsibility of the position.

Meeting adjourned at 7:42 pm